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## **HOMES FOR GOOD HOUSING AGENCY**

### **BOARD OF COMMISSIONERS MEETING WEDNESDAY May 22<sup>ND</sup>, 2019**

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- IX. ORDER 19-22-05-05H - IN THE MATTER OF AUTHORIZING THE EXECUTIVE DIRECTOR OR DESIGNEE TO ACQUIRE REAL PROPERTY IN COTTAGE GROVE OREGON TO DEVELOP AFFORDABLE HOUSING.
- x. DISCUSSION- NEW ADMINISTRATION BUILDING FINANCING UPDATE



# AGENDA

Homes for Good Housing Agency



## BOARD OF COMMISSIONERS

Location of the meeting:

Springfield Utility Board Conference Room, 223 A St., Springfield OR, 97477

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, May 22nd, 2019**

(1:30 p.m.) (Springfield Utility Board Conference Room, 223 A St., Springfield OR, 97477)

### 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. ADMINISTRATION

- A. Approval of Minutes: 04/17/2019
- B. Executive Director Report (estimated 5 minutes)
- C. **PUBLIC HEARING--** PHA FY2020 Annual Plan and FY2020-25 Five Year Plan Public Hearing (Melanie Church, Property Management Analyst) (Alli Schwartz, Real Estate Specialist) (estimated 10 minutes)
- D. **ORDER 19-22-05-01H--** In the Matter of Accepting a Bid and Awarding Contract #19-C-0023 for the Maplewood Meadows Exterior Improvements Project. (Kurt Von Der Ehe, CAP Project Manager) (estimated 5 minutes)
- E. **ORDER 19-22-05-02H --** In the Matter of Approving the Submission of the Five-Year Capital Fund Action Plan 2019-2023 (Kurt Von Der Ehe, CAP Project Manager) (estimated 10 minutes)
- F. **ORDER 19-22-05-03H —** In the Matter of Submitting a Letter of Interest in obtaining Moving to Work designation under the second cohort of the Moving to Work Expansion. (Beth Ochs, Housing Assistance Director) (Wakan Alferes, Community Services Director) (estimated 5 minutes)
- G. **ORDER 19-22-05-04H —** In the Matter of Authorizing Additional Representatives to Act on Behalf of MD Commons LLC. (Steve Ochs, Real Estate Development Director) (estimated 5 minutes)

- H. **ORDER 19-22-05-05H** — In the Matter of Authorizing the Executive Director or Designee to Acquire Real Property in Cottage Grove Oregon to Develop Affordable Housing. (Steve Ochs, Real Estate Development Director) (estimated 5 minutes)
- I. **DISCUSSION--** New Administration Building Financing Update (Jacob Fox, Executive Director) (Nora Cronin, Project Developer) (estimated 10 minutes)

## **7. OTHER BUSINESS**

Adjourn

# 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, April 17th, 2019

(1:30 p.m.) (Board of County Commissioners Conference Room)

#### **1. PRESENTATION** – Homes for Good Real Estate Development Pipeline and Cashflow Needs (Steve Ochs, Development Director) (Jeff Bridgens, Finance Director)

**Steve Ochs:** Introduces the presentation. We are going to walk through all the projects going on and talk about current and future finances. He talks about finished projects and current projects. Explains about scattered sites which are public housing which will be sold, and replacement housing needs to be built, which will be done at Taney Place and Hayden Bridge Meadows. Steve talks about predevelopment costs and how money is spent upfront and then brought back into Homes for Good once construction starts.

**Jacob Fox:** Speaks on the delay of MLK Commons due to the environmental review process which has been involving an archeologist.

**Steve Ochs:** Homes for Good is obtaining permits for both Commons at MLK and Market District Commons so that the process doesn't have to stop. The commons at MLK are requiring a surveyor to access the site ahead of time.

**Michelle Thurston:** Was something found, or indicated that something would be there?

**Nora Cronin:** Something was flagged as though there was potentially an archeologically significant site nearby, but nothing has ever been found.

**Michelle Thurston:** So, it is just to cover the bases.

**Nora Cronin:** Yes, the site has been previously developed by the county, and used for Gameday parking. But the survey is required by the State Historic Preservation Office.

**Steve Ochs:** Talks about current projects that are being remodeled. Talks about Glenwood, and how they were hoping to put in tax credits this spring, but this will most likely be delayed so that staff can coordinate more with city of Springfield and make a comprehensive plan as they make plans for the surrounding parcels. He talks about how the sale of the scattered sites can start once financing for Taney Place and Hayden Bridge Meadows are finalized.

**Jacob Fox:** Can you speak on Legion Cottages?

**Steve Ochs:** Explains that it is a tiny home project in Cottage Grove near the American Legion, working with the UO school of architecture to build 4 tiny homes for Veterans.

**Char Reavis:** What's going on in the three rural areas: Cottage Grove, Creswell, and Florence?

**Steve Ochs:** Explains that those are areas that Homes for Good would like to strategically target in the future. Most of the pipeline has been in the Eugene/Springfield area and we would like to target those places for some future larger projects.

**Joe Berney:** What is the split in the portfolio of the current units in Eugene versus Springfield? Have built and Are building.

**Steve Ochs:** For new construction we have 70 in Springfield out of the 200, so about a third, but for all of our units it would be less.

**Jacob Fox:** The split out of our total portfolio of 1,700 units, we have about 210 units in Springfield. We would like to see that balanced. The city of Eugene has had a more proactive plan in the development in affordable housing, and we just haven't seen that same investment in Springfield. I am encouraged by the city of Springfield and they are willing to roll up their sleeves and look into strategies.

Various commissioners talk about the City of Springfield and their engagement in Affordable Housing, the Housing Policy Board, and the TAC study. They talk about the hope for the future for Springfield to be more involved, and actions to do so.

**Pete Sorenson:** I suggest inviting the city of Springfield, their mayor, and their housing staff to a Homes for Good board meeting. We should put some additional effort in bringing them to the table. He also talks about the pros of having Springfield more involved, being more regional and encompassing more of Lane county, and in turn rural Lane County, and being less "Eugene" focused. He suggests having the City of Springfield present what they are doing in Springfield at a Homes for Good Board Meeting.

**Joe Berney:** Talks about the City of Springfield and their planned attendance of future Affordable Policy Boards meetings. He expresses concern with being Eugene-centric.

**Steve Ochs:** Talks about rate of producing housing units, both building new units and rehabbing units.

**Heather Buch:** Asks Steve to clarify what numbers are new units, and what are renovations.

**Steve Ochs:** Explains which numbers are new, which are existing units made into affordable housing, and which units are renovating previous affordable housing units. The first set of numbers are new units, and the following numbers are rehabs at specific site. Steve then talks about the disposition of properties and sales of scattered sites.

**Joe Berney:** Asks about the 12 scattered sites that have been sold, and if those sites were sold at market price, and how fast they sold.

**Steve Ochs:** Explains that preference for single family homes were set for 1<sup>st</sup> time home buyers for the first ten days, but they were sold at Market price. Duplexes were not set as a 1<sup>st</sup> time home buyer preference and sold within a week. HUD doesn't allow them to be sold under market value. Each house was sold about 15% above what Homes for Good put them on the market for, and all single family homes went to first time home buyers.

**Jacob Fox:** Talks about the Day Island site, to process that Homes for Good went through to appraise the site through a real estate broker. Homes for Good asked for an aggressive appraisal, and they sold the Day Island site broker to broker.

**Joe Barney:** What is being built on the parcel?

**Jacob Fox:** The new owners intend on building 70 market rate apartment units at the entrance to Alton Baker Park.

**Patt Farr:** Just for clarification, you mentioned with the sale of the scattered sites that there is a bedroom for bedroom requirement as far as replacement is concerned? So we are building the same amount of bedrooms as we are selling?

**Steve Ochs:** Correct. Steve talks more about the scattered site sales, the options that residents have of staying in their unit until the new replacement housing are built, that they can get a section 8 voucher, or they can move into another public housing site that Homes for Good owns if there are sites open.

**Jacob Fox:** Talks about the projected income numbers for the sales of various sites, and how there is still a gap between what Homes for Good is selling and the cost it will take to develop all the new units, which will be work on everyone's part to figure out how to close that gap.

**Char Reavis:** I just want to ask if I am remembering correctly that with this program that when people have to move that you are paying their moving expenses.

**Steve Ochs:** Yes, Homes for Good hires a moving company and covers all moving expenses for the families, or if they would like to self-move they can get a flat amount. Because that is expensive, we will use the proceeds from the first twelve scattered sites to start funding the relocations.

**Joe Berney:** What stops one corporation from buying all 200 scattered sites, getting low income residents out and establishing a much higher rent?

**Steve Ochs:** Yes, Homes for Good has set a preference towards first time home buyers for these homes.

**Peter Sorenson:** Is there a policy of how this is all done, or is it decided on each property? Have we adopted the state's or county's property disposal policy or rules?

**Steve Ochs:** Mentions that Homes for Good uses the Oregon Revised statutes for decommissioning/selling properties. The proceeds from these sales go into an account that has to be used for affordable housing.

**Pete Sorenson:** Do other authorities or agencies have any additional decommissioning/sale policies for sites in addition to the national policies?

**Jacob Fox:** I am unaware of any, most operate under the state revised statutes, which is how we have operated and bought and sold land, but I will reach out and look into it more.

**Steve Ochs:** Talks about the considerations to why 48<sup>th</sup> and Main is being sold. He talks about how there is an environmental hazard due to a mill that has a large tank on it that has a blast zone which would prevent any outdoor areas or patios for this site. It also wouldn't score well for tax credits because it does not have good access to grocery stores or social services.

**Joe Berney:** How long has Homes for Good or HACSA owned these properties, how much were they purchased for, and why were they bought if there are these factors?

**Steve Ochs:** The environmental hazard wasn't known at the time of purchase, it wasn't known until Habitat for Humanities tried to build on a nearby parcel. We looked very closely at this site for RAD replacement housing until the environmental review came out.

**Jacob Fox:** We don't really know a lot of the reasons these properties were purchased, but I do feel good about the due diligence we went through and the discussions we had with the board before the marketing of these sites.

**Steve Ochs:** Talks about River Road property and the disposition considerations. He talks about the greenway application, the flood zone, and how HUD discourages Flood Plan development and the process that there would have been an 8 step process to build on the property. It would also score low for tax credits, not being accessible to grocery stores and social services even though it is on the bike path. It was purchased in 1998 and never developed.

**Steve Ochs:** Talks about the financing needs for current projects and future projects.

**Jacob Fox:** Talks about RAD phase two, defining this as the selling of the 100 scattered sites. RAD phase 3 would be looking at the rest of the public housing financing to converting the subsidies of the rest of the public housing portfolio into section 8 vouchers so that Homes for Good can get tax credits, loans, or other help to fix the housing.

**Jeff Bridgens:** Talks about the resources coming in, and how Homes for Good organizes and restricts certain funds for project. For example, when Day Island was sold there were identified and those proceeds will be reinvested in the new administration building. He talks about predevelopment costs that go out and the balance of cost needs, how credit is used and needed in certain predevelopment phases, and how when Homes for Good closes on a property they get reimbursed for predevelopment costs. He talks about these need to be timed, and balances and the flow of money in and out between the credit line, and the reimbursement of predevelopment costs. When sites are sold, the proceeds can be used to help fund the predevelopment costs of other sites so that credit doesn't have to be used to cover those short-term expenses until they are reimbursed.

**Steve Ochs:** Talks about how the use of the line of credit is a new practice but is needed with three projects being in predevelopment simultaneously.

**Jacob Fox-** Talks about the cash in and out of the organization referencing the chart (*see presentation*) that shows the flow for the next couple of months. The number of projects and expenditures are unprecedented in this organization, but Jeff and Jacob are watching this flow very closely. The sale of the scattered sites will allow a larger pool to draw from so that the line of credit potentially won't be needed.

**Pat Farr:** How does Moss Adams come into the watching the money part?

**Jeff Bridgens:** Talks about the current field work that is occurring.

**Patt Farr:** So, in short, we as a board we can rest assured that there is a control on the finances both in and out and that the balances are being watched.



**Jeff Bridgens:** They are looking at internal controls on the finances, and they have an obligation to point those out on the audit if they find flaws.

**Heather Buch:** Are they secure lines of credit, and are they are backed by and underlying property?

**Steve Ochs:** They are not, they are unsecure lines of credit.

**Heather Buch:** So, is it at a higher interest rate than if it was secured by one of the properties that is owned?

**Jacob Fox:** We can find that out, we don't know that answer off the top of our head.

**Jeff Bridgens:** Mentions that that it is a favorable variable floating line of credit. Jeff and Jacob will look into this.

**Michelle Thurston:** Who is reimbursing the predevelopment costs?

**Jeff Bridgens:** It comes from the investor.

**Joe Berney:** What is the developer fee? From my understanding they are really high.

**Steve Ochs:** Development fees can be up to about 18% of a project. Steve explains some of the variables to determine the developer fee and how the developer fee is dispersed back to Homes for Good over a period, some when construction is complete, some into operation time. It is typical to be a million dollars paid over a two-year timeframe.

**Joe Berney:** Is that million-dollar developer fee financed into the property?

**Steve Ochs:** Yes.

**Joe Berney:** So it serves as an income for Homes for Good, but it increases the in-debitedness of the property?

**Nora Cronin:** Explains more about developers' fees in affordable housing compared to market rate housing. She confirms that the developer fee is financed into the project.

**Joe Berney:** What is your LLC?

**Jeff Bridgens:** 1.4 million dollar limit.

**Joe Berney:** How deep are you into it at this point?

**Jeff Bridgens:** About \$400,00 I would say.

**Joe Berney:** Your expectation is to go deeper but then to recover that?

**Jeff Bridgens:** Correct, it could be almost fully used by September, but then in October we would be expecting a large influx of resources which would then go in and pay it down. He explains that the ideal would be to use it and pay it down in a revolving fashion.

## **2. PUBLIC COMMENTS – 20 Minutes**

No public comments were given on this date.

## **3. COMMISSIONERS' RESPONSE TO PUBLIC COMMENTS AND/OR OTHER**

## **ISSUES AND REMONSTRANCE (2 min. limit per commissioner)**

None

## **4. COMMISSIONERS' BUSINESS**

**Pete Sorenson:** Suggests the June Board Meeting to be moved from June 26 so that it is not on a down week when the County Commissioners are not having other meetings.

Pat Farr excused at 3:15

## **5. ADJUSTMENTS TO THE AGENDA**

**Jacob Fox: Introduces** Order 19\_17\_04 01H to be added to the agenda

Motion to approve addition to the agenda: Pete Sorenson

Motion seconded: Heather Buch

Approved unanimously 6/0 with commissioner Jay Bozievich absent

## **6. EMERGENCY BUSINESS**

None

## **7. ADMINISTRATION**

### **A. Approval of Minutes: 03/27/2019**

Motion to approve minutes: Heather Buch

Motion seconded: Michelle Thurston

Approved unanimously 6/0 with commissioner Jay Bozievich absent

### **B. Executive Director Report**

Jacob gives a brief update of the Housing First program and progress in potential partnerships with Lane County. Jacob shares about a potential program working with DHS, and the process of submitting a project proposal for this project to the state for funding. Homes for Good plans on writing a letter of support, and if chosen would be put in a cohort for the project. He talks about the weatherization program and how it was monitored, mentions the good findings, and the improvements that will be made in focus on multifamily housing. Jacob talks about meeting with St. Vincent DePaul, and meeting with other organizations. Jacob then recognizes Aisha and the work she has done with the board and board administration, and the change of administration.

### **C. ORDER 19\_17\_04 01H – Oregon Department of Energy Grant Application Approval for New Administration Building**

**Nora Cronin:** Introduces a grant opportunity for the Department of Energy, which is due Monday. The grant would be for up to 35% of the project cost, which would be no more than 35,000. As part of the application process, Board approval is needed. This is to comply with a state statute that 1.5% of project cost must be used for solar energy.

**Joe Berney:** How big is the system?

**Nora Cronin:** After various proposals from solar consultants, the one we will probably go with is a 50.3 KW system.

**Joe Berney:** Suggests creating an LLC to own the system and get an investor and discusses how that could potentially decrease the cost of the system.

**Jacob Fox:** Suggests that Joe can advise them on the details of this at a later time, the motion will just allow Homes for Good to apply for the grant.

**Joe Berney:** Who have you chosen to provide the system?

**Nora Cronin:** We have not chosen, we are still in the open RPF process, but are using one of those proposals as a basis for the grant.

Motion to approve ORDER 19\_17\_04 01H: Michelle Thurston

Motion seconded: Pete Sorenson

Approved unanimously 6/0 with commissioner Jay Bozievich absent

D. **DISCUSSION** -- HUD Regulatory Relief Pilot Program (Beth Ochs, Rent Assistance Division Director) (Wakan Alferes, Resident Services Director)

**Wakan Alferes:** Talks about the Moving to Work program and some of the flexibility and simplification of processes it allows. Wakan explains how there are different aspects of Moving to Work, but the cohort Homes for Good is interested in focuses on rent reform. She talks about the benefits of a different funding structure that Moving to Work agencies use which would allow more creative solutions to current problems.

**Beth Ochs:** Talks about the Tiered Rent system for non-elderly and non-disabled families that is being proposed as part of the Moving to Work program. She talks about the current residents and the potential impact, and how that impact would be minimal. It allows flexibility with funds for example offering incentives to landlords for accepting section 8 vouchers, pay on vacancy loses or damages, using funds to have landlords keep units on the market long enough to get the needed inspections for section 8 instead of moving on to other tenants. It would allow Homes for Good to be more competitive in the private market since it is such a tight market in Lane County. Beth explains the intention to write a letter of support, and the application process that would take place after.

**Wakan Alferes:** Explains that there are cohorts in the future that Homes for Good may also be interested in if they are not selected for the Rent Reform cohort.

**Heather Buch:** Will this help with administrative burdens or make more administrative burdens?

**Beth Ochs:** Explains how the initial review would be the same, but it would move the review process of income increases to every three years instead of annually. If a tenant has a rent increase, they would not be assigned into a new tier until the three year review, but if a tenant had a loss of income, that would be adjusted on an as need basis.

**Michelle Thurston:** Will this affect current residents, or only new residents? Would this rent increase be in conflict with the law that was just passed in terms of 7%?

**Beth Ochs:** No, because the rent isn't changing, it is the tenant's responsible portion.

**Wakan Alferes:** Explains the hardships that people are allowed to apply for, for a certain period of time. For example if they have \$0 income, but they have a minimum rent of \$50, they can apply for a hardship not to pay the minimum, but it is only for a period of time. She reminds the board that this is only for families who are non-elderly and non-disabled.

**Char Reavis:** Describes a hypothetical scenario where one people is working and making \$800 while another is disabled and receiving \$800, and one is paying 30% for rent while the other is paying \$50, and states that it seems unfair.

**Wakan Alferes:** Explains that the concept for the Moving to Work program is to incentivize people to work and to increase income, to eventually move through the system.

**Char Reavis:** Voices concern from a story in Alaska where there was a cut off time for the program, and that people after the program couldn't sustain paying market rate housing and became homeless again.

**Wakan Alferes and Beth Ochs:** Talk about how there are waivers that can put time limits on participation if an organization chooses, but is not required, and that Homes for Good does not currently plan on utilizing these waivers. They clarify that tenants could potentially "income-out" where they make enough income where they pay full market rate, and then they wouldn't utilize the voucher anymore and it would move to another person in need, but they would not "time-out" of the program.

**Joe Berney:** Are there any negatives related with the program?

**Wakan Alferes:** Not that I can see.

**Beth Ochs:** It would be a shift in the way we do our work, and a shift in our software systems. Not that they are a downside, but something we should be aware of if we choose to participate as a Move to Work agency. But I see it as all positive.

**Wakan Alferes:** Definitely some heavy lifting when it come to the education of some of the participants and communication to them.

**Char Reavis:** Suggests talking with residents and the RAB about the change if it happens, making sure the residents are informed and there is collaboration giving them adequate notice about the change.

**Jacob Fox:** An order will be brought to next month's meeting to apply to the program.

E. **DISCUSSION** -- New Administration Building Scope and Financing Update (Jacob Fox, Executive Director)

**Jacob Fox-** The Day Island building has already sold, Homes for Good will stay in the building through January, getting free rent in October, November, and December. If Homes for Good needs to stay in the building in 2020, Homes for Good would have to pay \$10,000 a month

rent. Fairview will stay in Homes for Good possession, and they will be looking for a tenant, either a government agency or nonprofit, to rent the space when the admin team moves out. Jacob then talks about the new building purchase.

**Nora Cronin:** Mentions that the building hit 95% design this week and will be able to submit building permits by May 6<sup>th</sup>.

**Jacob Fox:** Kaiser is currently renting the medical section of the building and will be moving out in 2020. Jacob mentions he would like to potentially partner with a medical clinic that works with low income households.

**Heather Buch:** Have you talked to Lane County Health and Human Service?

**Jacob Fox:** No, and no partnerships have formally been discussed at this time.

**Nora Cronin:** Walks the board through the line items of the budget.

**Jacob Fox:** Mentions he has been discussing with Moss Adams about potential financing options: bonds, tax exemptions, partnerships with Lane County, or traditional bank financing. He will bring additional drawings, designs, and financing plans to the board at a later time.

**Joe Berney:** How much are we going to need to finance?

**Jacob Fox:** It will be total project cost, minus what the Day Island building sold for, so about 8.5 to 9 million.

**Joe Berney:** Is Homes for Good is paying Moss Adams to help think about this, and how much Homes for Good is paying them?

**Jacob Fox:** We have a "not to exceed \$30,000," clause.

**Michelle Thurston:** What is the projected timeline for getting out of the current buildings, is January 2020 is the goal?

**Jacob Fox:** January 2020 was based on a previous timeline, it does not seem like a reasonable time to get out of the buildings. Jacob runs through some scenarios and what that could look like if Homes for Good is not in the new building in January.

**Michelle Thurston:** Confirms that rent to stay in the Day Island building would be 10,000 a month.

**Jacob Fox:** If Homes for Good stays in the building we will try to negotiate a better rent.

**Nora Cronin:** Discusses a new timeline for the building based on submitting permits May 6<sup>th</sup> and getting them approved by July 8<sup>th</sup>. Finishing construction in March 2020, then moving in furniture and people. The project will come back to the board next month to update them on the financing timeline.

## 8. OTHER BUSINESS

Adjourn



PNRC NAHRO Annual Conference

Homes for Good is participating in an effort to secure affordable housing and supportive services for Homeless Veterans. Beth Ochs, Pat Farr, and myself are all participating in this initiative, which is being coordinated by the State of Oregon's Housing and Community Services Department. 10 different communities across Oregon are participating and how this effort is organized is that there is a state wide steering committee that I'm participating in and then each community has a local committee that is working to increase local coordination and effectiveness in terms of housing placements and connecting homeless veterans with supportive services to keep them stable in the housing over time. From a statewide perspective, and a local perspective, there are three big challenges that need to be overcome. First, the capacity of the local offices for the U.S. Department of Veterans Affairs (VA) is challenged due to FTE constraints and high FTE turn-over. Second, community based organizations that work with the VA need to increase communications capacity and resource coordination to the point that we are looking at a "by name" list of homeless veterans and targeting resources to the individual veterans who are experiencing homelessness. Third, in the not too distant past, one community had a negative experience project basing Section 8 vouchers so most VA offices across the State of Oregon are resistant to increasing the number of project based Section 8 Vouchers. For example, Homes for Good administers 236 Veterans Affairs Supportive Housing (VASH) Section 8 Vouchers. We only issue these VASH vouchers to veterans who are referred by the VA. The number of referrals we are receiving from the VA can't keep up with the number of veterans who are leaving the program

so if we continue to run the program in the same way, the 236 vouchers will never be fully utilized. Part of this equation is that the biggest challenge for the VA staff is finding affordable housing units where homeless veterans can utilize a VASH voucher, and if these vouchers are project based, then there is no need to find the unit and the entire process will be much smoother and effective. The great news is that Beth, Pat, and the rest of the team working on local coordination have identified the bottle neck and are actively working to create a more dynamic and effective system.



Resident Advisory Board

Wakan and I attended the Corporation for Supportive Housing (CSH) Conference in Indianapolis, Indiana in early May. One session that I attended was especially relevant and informative to our collective work was called Partnering with Hospital Systems Resources. An agency like ours decided to dedicate their Shelter Plus Care (SPC) Continuum of Care Program to chronically homeless individuals/families who were frequently utilizing the hospital emergency room. The hospital was owned by a Coordinate Care Organization (CCO) that was also responsible for Medicaid in the community. This hospital paid for a full time registered nurse and a community health worker to serve the 25 SPC program participants and the hospital also paid for a 5 year longitudinal study to determine what cost savings were achieved by adding the health related supportive services.

On average the net cost savings were over \$6,000 per participant per year. What happens when health care and affordable housing organizations partner is that there is a significant drop in emergency room care costs and an increase in primary care and pharmacy related service costs for a new decrease in overall medical costs of \$6,000 per participant per year. Because of these results, the CCO and the housing provider approached two local housing authorities and asked for an allocation of additional Housing Choice Vouchers, and now the program is being scaled up from 25 participants to 250 participants. Wakan and I have begun to work with local health care providers and this work resulted in a \$2.8mm investment in The Commons on MLK and a continued interest from health care providers to invest in additional projects in the near future. In order to continue to secure additional non-traditional investments into our work we will need to continue to change our programs and also negotiate data sharing agreements with Lane County, the health care providers and other new and different partners.



PNRC NAHRO Annual Conference



PNRC NAHRO Annual Conference







# AGENDA CHECKLIST

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

AGENDA TITLE: PHA FY2020 Annual Plan and FY2020-25 Five Year Plan Public Hearing

**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>Property Management</b>		
CONTACT	<b>Melanie Church, Property Management Division Analyst</b>	EXT	<b>2588</b>
PRESENTER	<b>Melanie Church, Property Management Division Analyst</b>	EXT	<b>2588</b>
	<b>Alli Schwartz, Real Estate Specialist</b>	EXT	<b>2573</b>

AGENDA DATE: **05/22/2019**

**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 type="checkbox"/> Discussion/Presentation Only |  |
| <input checked="" type="checkbox"/> Ordinance/Public Hearing |   |   |  |
| Public Comment Anticipated?                                  | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | Estimated Time <u>  12  </u> min <u>      </u>        |  |

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

Executive Director/: **Jacob Fox** Date **05/22/2019**

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

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

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

Management Staff- **Wakan Alferes** Date **5/22/19**

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



## **HOMES FOR GOOD MEMORANDUM**

**TO:** Homes for Good Board of Commissioners  
**FROM:** Melanie Church, Property Management Division Analyst  
**AGENDA ITEM TITLE:** PHA FY2020 Annual Plan and FY2020-25 Five Year Plan Public Hearing  
**AGENDA DATE:** May 22, 2019

### **I MOTION**

None

### **II ISSUE**

Homes for Good is holding a Public Hearing per HUD regulations.

### **III DISCUSSION**

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

The Agency is required by Section 511 of the Quality Housing and Work Responsibility Act of 1998 (and ensuing HUD requirements) to submit Annual and Five Year Plans to HUD. This year the Agency is required to submit an Annual Plan covering FY 2020, which begins October 1, 2019 and ends September 30, 2020, as well as a Five Year Plan.

As in previous years, the focus of the Plans is to identify the programs and services provided under the Public Housing (PH) and Section 8 Tenant Based Assistance Programs and to allow public access and comment on those programs and services. The Work Responsibility Act requires that housing authorities work with their Public Housing Resident Advisory Boards (RAB) on the planning and development of the Plans. In order to meet this requirement, the Agency began meeting with the RAB in February 2019.

May 4th, 2019 begins the 45 day public comment period required by the regulations. The public was notified of the public hearing via an advertisement in the Register Guard. During this comment period, on May 22, 2019, the Agency will hold a public hearing to address questions and comments on the Plan. Following the comment period, the Agency will submit the Plan to the Homes for Good Board of Commissioners for approval, followed by electronic submission to HUD no later than July 18, 2019.

#### **B. Recommendation**

None required.

**IV IMPLEMENTATION/FOLLOW-UP**

A Board Order for final HUD submission will be presented at the June meeting for Board Action.

**V ATTACHMENTS**

Affidavit Advertising Public Hearing

2020 5-Year and Annual Plan for Public Hearing



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### AFFIDAVIT OF PUBLICATION

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

I, **Ken Clements**, 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 **PUBLIC NOTICE** printed copy of which is hereto annexed, is publishing in the entire issue of said newspaper in the following issues:

April 23, 2019

Homes for Good Housing Agency  
5 Year and Annual Agency Plans

#### Notice of 45 day Comment Period and Public Hearing

The Homes for Good Housing Agency has updated its Agency 5 Year and Annual Plans. The Agency Plans guide the planning and implementation of federal programs under the jurisdiction of the Department of Housing and Urban Development for the period beginning October 1, 2019. The federal programs related to housing and other needs for low-income persons covered by the Agency Plans include, but are not limited to, Capital Fund, Section 8 and Public Housing Admission policies, Self Sufficiency, and Resident participation.

The public examination and comment period for the Agency Plans begins Saturday May 4, 2019 and ends Tuesday, June 18, 2019. There will be a public hearing on May 22, 2019 at 1:30 p.m. in the Board of County Commissioners Conference Room, in the County Public Service Building at 125 East 8th Avenue, Eugene, OR, 97401. Comments may be presented in person during this meeting, or in writing as noted below. The draft plans and all supporting documents may be viewed at the following locations and on our website at [homesforgood.org](http://homesforgood.org).

Homes for Good Administrative Office  
177 Day Island Road  
Eugene Oregon 97401

Homes for Good Administrative Office  
300 West Fairview Drive  
Springfield OR 97477

If you have any questions regarding the plans or would like to submit any written comments, please contact Melanie Church, Division Analyst; at 300 West Fairview Drive, Springfield OR 97477; email [mchurch@homesforgood.org](mailto:mchurch@homesforgood.org); or call (541) 682-2588.

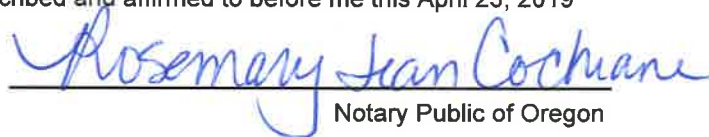
If you are in need of a reasonable accommodation in regard to this meeting, please call (541) 682-2588 at least 24 hours prior to the meeting time.

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.

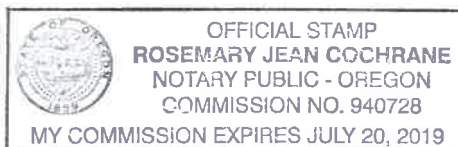
No. 131359 - April 23, 2019



Subscribed and affirmed to before me this April 23, 2019

  
Notary Public of Oregon

Account #: 16475  
INVOICE: 0000131359  
Case: 5 Year and Annual Plans  
Ad Price: \$160.00



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Post Date: 05/10 12:00 AM

Changed Public Hearing location for the Homes for Good 5 Year and Annual Plans The public hearing on May 22, 2019 at 1:30 p.m. has moved to the Springfield Utility Board Conference Room, 223 A S... Show more »

Post Date: 05/11 12:00 AM

### **Changed Public Hearing location for the Homes for Good 5 Year and Annual Plans**

The public hearing on May 22, 2019 at 1:30 p.m. has moved to the Springfield Utility Board Conference Room, 223 A St., Springfield, OR 97477. Comments may be presented in person during this meeting, or in writing as noted below.

If you have any questions regarding the plans or would like to submit any written comments, please contact Melanie Church, Division Analyst; at 300 West Fairview Drive, Springfield OR 97477; email [mchurch@homesforgood.org](mailto:mchurch@homesforgood.org); or call (541) 682-2588.

If you are in need of a reasonable accommodation in regard to this meeting, please call (541) 682-2588 at least 24 hours prior to the meeting time.







# ANNUAL PLAN FOR FISCAL YEAR 2020

5 YEAR PLAN FOR FISCAL  
YEARS 2020-2025

 541-682-3755

 [www.homesforgood.org](http://www.homesforgood.org)

 177 Day Island Road, Eugene, OR 97401



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300 West Fairview Dr., Springfield, OR 97477 • PH 541-682-4090 • FAX 541-682-3875



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## 5 Year Plan for Fiscal Years 2020-2025 Annual Plan for Fiscal Year 2020

# Homes for Good Housing Agency

177 Day Island Road  
Eugene, OR 97401

### **Public Hearing**

Wednesday, May 22, 2019  
1:30 p.m.

Springfield Utility Board Conference Room  
223 A Street  
Springfield, OR 97477

### **Written Comments**

Due June 18, 2019

Contact: Melanie Church  
[mchurch@homesforgood.org](mailto:mchurch@homesforgood.org)  
(541) 682-2588

If you need a reasonable accommodation in regard to this meeting or this plan, please contact Melanie Church at the phone number or email address above, at least 24 hours prior to the meeting time.



## **EXECUTIVE SUMMARY**

The 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. This year the Agency is required to submit an Annual Plan covering FY 2020, which begins October 1<sup>st</sup>, 2019 and ends September 30<sup>th</sup>, 2020, as well as a 5-Year Plan.

As in previous years, the focus of the Plan is to identify the programs and services provided under the Public Housing (PH) and Section 8 Tenant Based Assistance Programs and to allow public access and comment on those programs and services. The Work Responsibility Act requires that housing authorities work with their Public Housing Resident Advisory Boards (RAB) on the planning and development of the Plan. In order to meet this requirement, the Agency began meeting with the RAB in February 2019.

This booklet contains the following components which are all part of the required submission to HUD.

Section I 5-Year PHA Plan Form HUD-50075-5Y

Section II 5-Year PHA Plan Form HUD-50075-5Y Attachments

Section III PHA Annual Plan Form HUD-50075-HP

Section IV PHA Annual Plan Form HUD 50075-HP Attachments

Supporting documentation has been updated as needed and the updates have been summarized in the attachments. The supporting documentation, along with this booklet, are available for inspection at both the Day Island and Fairview administration offices, and by contacting the resident commissioners who each have a notebook containing all supporting documents. Supporting documents include, among other things, the current Section 8 Administrative Plan, Public Housing Admissions and Continued Occupancy Policies (ACOP), flat rent methodology and schedule, Agency Budgets, Public Housing Maintenance Plan, and the Agency Audit.

### **Public Notice –**

May 4<sup>th</sup>, 2019 begins the 45 day comment period required by the regulations. During this comment period, on May 22<sup>nd</sup> 2019, the Agency will hold a public hearing to address questions and comments on the Plan. Following the comment period, the Agency will submit the Plan to the Homes for Good Board of Commissioners for approval, followed by electronic submission to HUD no later than July 18<sup>th</sup> 2019.



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# Section I 5-Year PHA Plan

## Form HUD-50075-5Y

**Purpose.** The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families

**Applicability.** Form HUD-50075-5Y is to be completed once every 5 PHA fiscal years by all PHAs.

<b>A.</b>	<b>PHA Information.</b>																																
A.1	<p>PHA Name: _____ PHA Code: _____</p> <p>PHA Plan for Fiscal Year Beginning: (MM/YYYY): _____</p> <p>PHA Plan Submission Type: <input type="checkbox"/> 5-Year Plan Submission <input type="checkbox"/> Revised 5-Year Plan Submission</p> <p><b>Availability of Information.</b> In addition to the items listed in this form, PHAs must have the elements listed below readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. Additionally, the PHA must provide information on how the public may reasonably obtain additional information on the PHA policies contained in the standard Annual Plan, but excluded from their streamlined submissions. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on their official websites. PHAs are also encouraged to provide each resident council a copy of their PHA Plans.</p> <p><input type="checkbox"/> PHA Consortia: (Check box if submitting a Joint PHA Plan and complete table below)</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th rowspan="2" style="width: 20%;">Participating PHAs</th> <th rowspan="2" style="width: 10%;">PHA Code</th> <th rowspan="2" style="width: 20%;">Program(s) in the Consortia</th> <th rowspan="2" style="width: 20%;">Program(s) not in the Consortia</th> <th colspan="2" style="width: 30%;">No. of Units in Each Program</th> </tr> <tr> <th style="width: 15%;">PH</th> <th style="width: 15%;">HCV</th> </tr> </thead> <tbody> <tr> <td>Lead PHA:</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Participating PHAs	PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program		PH	HCV	Lead PHA:																							
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		PH	HCV																														
Lead PHA:																																	

<b>B.</b>	<b>5-Year Plan.</b> Required for all PHAs completing this form.
<b>B.1</b>	<b>Mission.</b> State the PHA's mission for serving the needs of low- income, very low- income, and extremely low- income families in the PHA's jurisdiction for the next five years.
<b>B.2</b>	<b>Goals and Objectives.</b> Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low- income, very low- income, and extremely low- income families for the next five years.
<b>B.3</b>	<b>Progress Report.</b> Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan.
<b>B.4</b>	<b>Violence Against Women Act (VAWA) Goals.</b> Provide a statement of the PHA's goals, activities objectives, policies, or programs that will enable the PHA to serve the needs of child and adult victims of domestic violence, dating violence, sexual assault, or stalking.
<b>B.5</b>	<b>Significant Amendment or Modification.</b> Provide a statement on the criteria used for determining a significant amendment or modification to the 5-Year Plan.
<b>B.6</b>	<p><b>Resident Advisory Board (RAB) Comments.</b></p> <p>(a) Did the RAB(s) provide comments to the 5-Year PHA Plan?  Y    N  <input type="checkbox"/>   <input type="checkbox"/></p> <p>(b) If yes, comments must be submitted by the PHA as an attachment to the 5-Year PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations.</p>
<b>B.7</b>	<p><b>Certification by State or Local Officials.</b></p> <p><a href="#">Form HUD 50077-SL</a>, <i>Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>

# Instructions for Preparation of Form HUD-50075-5Y 5-Year PHA Plan for All PHAs

---

## A. PHA Information [24 CFR §903.23\(4\)\(e\)](#)

**A.1** Include the full **PHA Name**, **PHA Code**, **PHA Fiscal Year Beginning** (MM/YYYY), **PHA Plan Submission Type**, and the **Availability of Information**, specific location(s) of all information relevant to the hearing and proposed PHA Plan.

**PHA Consortia:** Check box if submitting a Joint PHA Plan and complete the table.

## B. 5-Year Plan.

**B.1 Mission.** State the PHA's mission for serving the needs of low- income, very low- income, and extremely low- income families in the PHA's jurisdiction for the next five years. ([24 CFR §903.6\(a\)\(1\)](#))

**B.2 Goals and Objectives.** Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low- income, very low- income, and extremely low- income families for the next five years. ([24 CFR §903.6\(b\)\(1\)](#)) For Qualified PHAs only, if at any time a PHA proposes to take units offline for modernization, then that action requires a significant amendment to the PHA's 5-Year Plan.

**B.3 Progress Report.** Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan. ([24 CFR §903.6\(b\)\(2\)](#))

**B.4 Violence Against Women Act (VAWA) Goals.** Provide a statement of the PHA's goals, activities objectives, policies, or programs that will enable the PHA to serve the needs of child and adult victims of domestic violence, dating violence, sexual assault, or stalking. ([24 CFR §903.6\(a\)\(3\)](#))

**B.5 Significant Amendment or Modification.** Provide a statement on the criteria used for determining a significant amendment or modification to the 5-Year Plan.

### B.6 Resident Advisory Board (RAB) comments.

(a) Did the public or RAB provide comments?

(b) If yes, submit comments as an attachment to the Plan and describe the analysis of the comments and the PHA's decision made on these recommendations. ([24 CFR §903.17\(a\)](#), [24 CFR §903.19](#))

---

This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937, as amended, which introduced the 5-Year PHA Plan. The 5-Year PHA Plan provides the PHA's mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families and the progress made in meeting the goals and objectives described in the previous 5-Year Plan.

Public reporting burden for this information collection is estimated to average .76 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. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

**Privacy Act Notice.** The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality.

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## Section II 5-Year PHA Plan

# Form HUD-50075-5Y Attachments



# Attachment 1 – Goals and Objectives

## **Goal 1 Objective: Increase the number of affordable housing units**

### Indicators:

- Create 300 new affordable housing units
- Increase number of permanent supporting housing units  
(Featured projects: The Commons on MLK, Legion Cottages Tiny Homes)
- Maintain public housing vacancies at 3% or less
- Award of 33 mainstream vouchers that serve disabled and homeless or at risk of homelessness persons
- Collaborative community initiative to provide technical support funding to ensure 100% utilization of all 236 VASH vouchers in Lane County

## **Goal 2 Objective: Continue to receive high performer status**

### Indicators:

- Homes for Good received high performer status for FY18 SEMAP
- Obligate all capital funds within 24 months of grant award
- Expend all capital funds within 48 months of grant award
- Comply with the financial reporting requirements of asset management
- Comply with the new PHAS requirements (when published) to continue to receive high performer status
- Submit all PHAS reports within required timelines
- Meeting all capital fund, financial reporting, and PHAS reporting requirements

## **Goal 3 Objective: Improve community quality of life and economic vitality**

### Indicators:

- Creation of a Housing Liaison position that will provide education and advocacy to persons searching for housing. Once housed, the Housing Liaison's continued education and advocacy supports will increase housing stability
- Continue to encourage and promote resident involvement in the Resident Advisory Board by maintaining and expanding the number of representatives from public and assisted housing, as well as the Section 8 program
- Enhance the customer service experience across agency programs by simplifying and aligning processes, providing access to services staff and by connecting participants to needed resources in the community

- Enhance resident and agency communication through Resident Newsletters, improved website access, email communication and social media
- Annually monitor income levels by development and provide targeted support to deconcentrate poverty. Bring higher income PH households into lower income developments and vice versa, if necessary
- Continue giving preferences to elderly/disabled applicants at Parkview Terrace, Veneta Villa, Cresview Villa, Riverview Terrace, McKenzie Village (one-bedroom units), Lindeborg Place, and Laurelwood Homes (one-bedroom units)

**Goal 4 Objective: Promote self-sufficiency and asset development of households served through public and assisted housing as well as the Section 8 homeownership program**

Indicators:

- Expand access to the Family Self-Sufficiency (FSS) program to reach enrollment of 200 households or more
- Maintain a minimum representation of 15 community services agencies on the Family Self-Sufficiency Advisory Board
- Continue promotion of the FSS program through annual mailings of FSS informational brochures to all Section 8 and Public Housing residents
- Assist a minimum of two FSS participants a year in purchasing a home
- Assist a minimum of ten FSS participants in opening an Individual Development Account (IDA) for a down payment on a home

**Goal 5 objective: To provide decent, safe and sanitary housing for very low-income families while maintaining their rent payments at an affordable level**

Indicators:

- Complete the Rent Assistance Demonstration construction and sale of scattered site homes
- Focus preservation efforts communicating with local, state and national funders to help preserve affordable housing opportunities
- The Landlord Liaison continues with community engagement, providing routine educational seminars for landlords and supportive service organizations. Expansion of classes include courses specifically focused on housing quality standard guidelines, thus giving landlords the education and tools needed to prepare for successful housing inspections under HUD requirements
- Partnered with NEDCO to provide zero interest loans for security deposits to Section 8 and VASH families

**Goal 6 objective: To promote a housing program that maintains quality service and integrity while providing an incentive to private property owners to rent to very low-income families**

Indicators

- Increase success of Section 8 participants, particularly those coming out of homelessness or transitioning from permanent supportive or transitional housing through engagement with the Housing Liaison
- Awarded funding to provide monetary incentives to landlords who agree to rent to persons with high housing barriers
- Grown the Landlord Liaison offerings of support for landlords through continuous communication, trainings and sharing resources
- Maintain a professional working relationship with landlords/owners in our community through education and seminars on the Section 8 program
- Monitor the payment standards and area rents on the private market to keep Section 8 families' portion of rent affordable and allow the Agency to serve the same number of families as in previous years.
- A Homes for Good staff member serves on the board for the local Rental Owners association

## Attachment 2 – Progress Report

### **Goal 1 Objective: Increase the number of affordable housing units.**

#### Indicators:

- Build and/or purchase 180 housing units using a mix of local and federal funding.
- Maintain Public Housing vacancies at 3% or less.
- Increase voucher total as private landlords opt-out of their current contracts. Estimated increase is 20 – 50 vouchers.

**Update for FY 2020 Annual Plan** – Homes for Good just completed the rehabilitation of 32 units. Homes for Good expects to start construction on four new developments totaling an additional 218 units in 2019. Construction of these units is expected to be complete in 2020. The Rent Assistance Division was awarded 33 Mainstream Vouchers in FY19 through a competitive grant process. These vouchers serve non-elderly persons with disabilities transitioning out of institutional and other segregated settings. The Rent Assistance Division currently has 3,346 housing subsidies in total, including 3032 Tenant Based Vouchers, 236 VASH Vouchers, 33 Project Based Vouchers, 33 Mainstream Vouchers and 12 RAD Project Based Vouchers. The overall vacancy rate for Public Housing during FY 2018 was 1.3%.

### **Goal 2 Objective: Continue to receive high performer status.**

#### Indicators:

- Obligate all Capital Funds within 24 months of grant award.
- Expend all Capital Funds within 48 months of grant award.
- Comply with the financial reporting requirements of Asset Management.
- Comply with the new PHAS requirements (when published) to continue to receive high performer status.
- Submit all PHAS reports within required timelines.
- Meeting Capital Fund, financial reporting, and PHAS reporting requirements.

**Update for FY 2020 Annual Plan** – Homes for Good Capital Funds are being obligated and expended in compliance with HUD's deadlines. The agency received High Performer status for Public Housing in FY 2017, with a score of 95.

### **Goal 3 Objective: Improve community quality of life and economic vitality.**

#### Indicators:

- Continue to encourage and promote resident involvement by maintaining the level of resident-elected Tenant Advisory Group (TAG) representation at the majority of Public and Assisted Housing complexes.
- Assist residents in maintaining Resident Newsletters at the majority of Public and Assisted Housing complexes.
- Annually monitor income levels by development to deconcentrate poverty. Bring higher income PH households into lower income developments and vice versa, if necessary.
- Continue giving preference to elderly/disabled applicants at Parkview Terrace, Veneta Villa, Cresview Villa, Riverview Terrace, McKenzie Village (one-bedroom units), Lindeborg Place, and Laurelwood Homes (one-bedroom units).

**Update for FY2020 Annual Plan** – The Resident Advisory Board continues to be actively involved in the annual plan process and has 13 representatives from public and assisted housing and two from the Section 8 program. The Resident Newsletter is mailed or passed out door to door for every resident living in Public and Assisted housing every quarter, as well as all participants in the FSS program. Elderly-disabled preferences remain the same as well as deconcentration strategy.

**Goal 4 Objective: Promote self-sufficiency and asset development of assisted households.**

Indicators:

- Maintain a minimum enrollment of 135 families in the Family Self-Sufficiency (FSS) Program.
- Maintain a minimum representation of 15 community service agencies on the Family Self-Sufficiency Advisory Board.
- Promote the FSS Program within the Section 8 Program by presenting FSS information at a minimum of 50% of the new tenant briefings for new Section 8 participants.
- Continue the promotion of the FSS program through annual mailings of FSS informational brochures to all Section 8 and Public Housing residents.
- Assist a minimum of two FSS participants a year in purchasing a home.
- Assist a minimum of ten FSS participants in opening an Individual Development Account (IDA) for a down payment on a home.

**Update for FY2020 Annual Plan** – Homes for Good currently has 164 participants in the FSS program and there are 15 agencies on the FSS Advisory Board. A video about FSS is shown at every Section 8 briefing and brochures are mailed with annual review packets to Section 8 and Public Housing tenants. Four FSS families bought a home last year, we have 30 open IDA accounts, and we had six graduates during 2018. Resident Services and FSS team has also been hosting a monthly educational workshop focused on increasing self-sufficiency.

**Goal 5 Objective: To provide decent, safe and sanitary housing for very low income families while maintaining their rent payments at an affordable level.**

Indicators:

- Review the payment standard yearly and monitor the private market rents so Section 8 families have a greater opportunity to rent outside of poverty areas and increase the supply of housing choices.
- Allow two person households to rent a zero bedroom unit (studio apartment) which allows greater housing opportunities for those households.
- The Section 8 Supervisor will perform quality control inspections of recently completed Housing Quality Standards (HQS) inspections to maintain, decent, safe, and sanitary housing for at least 34 families per year.
- Coordinate and transition privately subsidized families to the Section 8 Voucher Program.

**Update for FY 2020 Annual Plan** – In the past year, Homes for Good’s Landlord Liaison provided 5 Housing Quality Standards educational workshops to 46 landlords. Homes for Good’s Landlord Liaison will continue offering Housing Quality Standards educational workshops in FY20.

**Goal 6 Objective: To promote a housing program that maintains quality service and integrity while providing an incentive to private property owners to rent to very low income families.**

Indicators:

- Maintain a professional working relationship with landlords/owners in our community through education and seminars on the Section 8 program.
- A HACSA staff member serves on the board for the local Rental Owners Association.
- Monitor the payment standards and area rents on the private market to keep Section 8 families' portion of rent affordable and allow the Agency to serve the same number of families as in previous years.

**Update for FY 2020 Annual Plan** – Homes for Good's Landlord Liaison offered 3 Housing Choice Voucher educational workshops to 10 landlords. Homes for Good's Landlord Liaison will continue offering educational workshops to landlords in FY20.

Homes for Good's Landlord Liaison offered 7 educational workshops to 118 support service providers. Homes for Good's Landlord Liaison will continue offering educational workshops to supportive service providers in FY20.

Homes for Good's Landlord Liaison partnered with Lane County Behavioral Health Division to provide one educational workshop to 50 area supportive service providers specific to the Section 8 program, the landlord/tenant relationship and fair housing law. Homes for Good's Landlord Liaison will continue offering educational opportunities to area supportive service providers through collaboration with Lane County Behavioral Health Division in FY20.

Beth Ochs continues to serve on the board of the Rental Owner's Association. Various staff members also attend the general monthly membership meeting.

**Goal 7 Objective: Maintain Section 8 Homeownership Program (with subsidy assistance)**

Indicators:

- Provide information to participants from our community partners about the availability of down payment assistance and accessible low interest loans.
- Keep Section 8 participants informed of the program through briefings and informational mailings when program reopens.

**Update for the FY 2020 Annual Plan** – Homes for Good is serving participants through the Section 8 Homeownership program. Two families bought houses in the past year and we continue to work with interested participants to refer them to NEDCO for homeownership education classes and the Family Self-Sufficiency Program to help them prepare for homeownership. Section 8 Housing Specialists are aware of the program and refer participants when appropriate.

# Attachment 3 – Significant Amendment or Modification

## **Definitions of Substantial Deviation to the PHA 5 Year Plan and Significant Amendment to the 5 Year and Annual Plan**

In accordance with 24 CFR 903.7(r)(2) which requires public housing authorities to identify the basic criteria the agency will use to determine a substantial deviation from its 5 Year Plan and significant amendments or modification to the 5 Year Plan and Annual Plan, the following definitions are offered:

### **Definition of Substantial Deviation from the 5 Year Plan:**

- A substantial change in a goal(s) identified in the 5 Year Plan.

### **Definition of Significant Amendment or Modification to the Annual and 5 Year Plan:**

- Changes of a sufficient nature to the rent, admissions policies, or the organization of the waiting list not required by federal regulatory requirements as to a change in the Section 8 Administration Plan or the Public Housing Admissions and Continued Occupancy Policy. This includes elimination or major changes in any activities proposed, or policies provided in the agency plan that would momentarily affect services or programs provided residents. This definition does not include budget revisions, changes in organizational structure, changes resulting from HUD-imposed regulations, or minor policy changes.
- Significant dollar or work item changes to the Capital Fund grant. Significant dollar change to be defined as more than 20% of the total annual grant. Moving a work item from one year to another will not be considered a significant change even if that change produces a dollar change over 20%.
- Any change with regard to demolition or disposition, designation, homeownership programs, or conversion activities.

As a result of our participation in the Rental Assistance Demonstration (RAD), Homes for Good is further defining Substantial Deviation and Significant Amendment or Modification to exclude the following RAD-specific items:

- The decision to convert to either Project Based Rental Assistance or Project Based Voucher Assistance.
- Changes to the Capital Fund Budget produced as a result of each approved RAD Conversion, regardless of whether the proposed conversion will include use of additional Capital Funds.
- Changes to the construction and rehabilitation plan for each approved RAD conversion.
- Changes to the financing structure for each approved RAD conversion.

## Attachment 4 – RAB Formal Comments

RAB Comment on Goal 2: Work with staff to communicate how the number of inspections impacts the high performer score and how that score impacts residents

PHA Response: Homes for Good will work with RAB to identify areas of improved communication and efficiency related to inspections.

RAB Comment on Goal 3: Getting computer and internet access to residents (in community rooms) should be called out in this goal. Also, newsletter distribution needs to be reevaluated

PHA Response: Homes for Good will work with RAB and seek feedback through a resident survey in 2019 to better identify the needs and strategies related to digital equity and tenant communication.

RAB Comment on Goal 4: When communicating about FSS, improve explanation on how the program rules work

PHA response: Homes for Good continues to improve the FSS program guidelines and procedures to make the program as accessible as possible to our participants. We will work with RAB to identify the areas in need of greater clarity and implement needed improvements.

RAB Comment on Goal 6: It may be helpful to have Section 8 residents on a feedback committee for Landlord and Tenant Liaisons

PHA Response: Our goal is that the RAB serves as a sounded board for all agency initiatives and we will continue to encourage additional participation from the HCV program and ensure that the Landlord and Tenant Liaisons engagement with RAB facilitates this critical feedback loop.





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# Section III PHA Annual Plan

## Form HUD-50075-HP

<b>Streamlined Annual PHA Plan</b> <i>(High Performer PHAs)</i>	<b>U.S. Department of Housing and Urban Development</b> <b>Office of Public and Indian Housing</b>	<b>OMB No. 2577-0226</b> <b>Expires: 02/29/2016</b>
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**Purpose.** The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families

**Applicability.** Form HUD-50075-HP is to be completed annually by **High Performing PHAs**. PHAs that meet the definition of a Standard PHA, Troubled PHA, HCV-Only PHA, Small PHA, or Qualified PHA do not need to submit this form.

**Definitions.**

- (1) **High-Performer PHA** – A PHA that owns or manages more than 550 combined public housing units and housing choice vouchers, and was designated as a high performer on both of the most recent Public Housing Assessment System (PHAS) and Section Eight Management Assessment Program (SEMAP) assessments.
- (2) **Small PHA** - A PHA that is not designated as PHAS or SEMAP troubled, or at risk of being designated as troubled, and that owns or manages less than 250 public housing units and any number of vouchers where the total combined units exceeds 550.
- (3) **Housing Choice Voucher (HCV) Only PHA** - A PHA that administers more than 550 HCVs, was not designated as troubled in its most recent SEMAP assessment, and does not own or manage public housing.
- (4) **Standard PHA** - A PHA that owns or manages 250 or more public housing units and any number of vouchers where the total combined units exceeds 550, and that was designated as a standard performer in the most recent PHAS or SEMAP assessments.
- (5) **Troubled PHA** - A PHA that achieves an overall PHAS or SEMAP score of less than 60 percent.
- (6) **Qualified PHA** - A PHA with 550 or fewer public housing dwelling units and/or housing choice vouchers combined, and is not PHAS or SEMAP troubled.

A.	PHA Information.																										
A.1	<p>PHA Name: _____ PHA Code: _____            PHA Type: <input type="checkbox"/> Small <input type="checkbox"/> High Performer            PHA Plan for Fiscal Year Beginning: (MM/YYYY): _____            PHA Inventory (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above)            Number of Public Housing (PH) Units <u>695</u> Number of Housing Choice Vouchers (HCVs) <u>3065</u>            Total Combined <u>3760</u>            PHA Plan Submission Type: <input type="checkbox"/> Annual Submission <input type="checkbox"/> Revised Annual Submission</p> <p><b>Availability of Information.</b> In addition to the items listed in this form, PHAs must have the elements listed below readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. Additionally, the PHA must provide information on how the public may reasonably obtain additional information of the PHA policies contained in the standard Annual Plan, but excluded from their streamlined submissions. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on their official website. PHAs are also encouraged to provide each resident council a copy of their PHA Plans.</p> <p><input type="checkbox"/> <b>PHA Consortia:</b> (Check box if submitting a Joint PHA Plan and complete table below)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th rowspan="2" style="width: 25%;">Participating PHAs</th> <th rowspan="2" style="width: 10%;">PHA Code</th> <th rowspan="2" style="width: 25%;">Program(s) in the Consortia</th> <th rowspan="2" style="width: 20%;">Program(s) not in the Consortia</th> <th colspan="2" style="width: 20%;">No. of Units in Each Program</th> </tr> <tr> <th style="width: 10%;">PH</th> <th style="width: 10%;">HCV</th> </tr> </thead> <tbody> <tr> <td>Lead PHA:</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Participating PHAs	PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program		PH	HCV	Lead PHA:																	
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		PH	HCV																								
Lead PHA:																											

<b>B.</b>	<b>Annual Plan Elements</b>
<b>B.1</b>	<p><b>Revision of PHA Plan Elements.</b></p> <p>(a) Have the following PHA Plan elements been revised by the PHA since its last <b>Annual PHA Plan</b> submission?  Y N</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <input type="checkbox"/> Statement of Housing Needs and Strategy for Addressing Housing Needs.</li> <li><input type="checkbox"/> <input type="checkbox"/> Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions.</li> <li><input type="checkbox"/> <input type="checkbox"/> Financial Resources.</li> <li><input type="checkbox"/> <input type="checkbox"/> Rent Determination.</li> <li><input type="checkbox"/> <input type="checkbox"/> Homeownership Programs.</li> <li><input type="checkbox"/> <input type="checkbox"/> Safety and Crime Prevention.</li> <li><input type="checkbox"/> <input type="checkbox"/> Pet Policy.</li> <li><input type="checkbox"/> <input type="checkbox"/> Substantial Deviation.</li> <li><input type="checkbox"/> <input type="checkbox"/> Significant Amendment/Modification</li> </ul> <p>(b) The PHA must submit its Deconcentration Policy for Field Office Review.</p> <p>(c) If the PHA answered yes for any element, describe the revisions for each element below:</p>
<b>B.2</b>	<p><b>New Activities.</b></p> <p>(a) Does the PHA intend to undertake any new activities related to the following in the PHA's current Fiscal Year?  Y N</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <input type="checkbox"/> Hope VI or Choice Neighborhoods.</li> <li><input type="checkbox"/> <input type="checkbox"/> Mixed Finance Modernization or Development.</li> <li><input type="checkbox"/> <input type="checkbox"/> Demolition and/or Disposition.</li> <li><input type="checkbox"/> <input type="checkbox"/> Conversion of Public Housing to Tenant Based Assistance.</li> <li><input type="checkbox"/> <input type="checkbox"/> Conversion of Public Housing to Project-Based Assistance under RAD.</li> <li><input type="checkbox"/> <input type="checkbox"/> Project Based Vouchers.</li> <li><input type="checkbox"/> <input type="checkbox"/> Units with Approved Vacancies for Modernization.</li> <li><input type="checkbox"/> <input type="checkbox"/> Other Capital Grant Programs (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).</li> </ul> <p>(b) If any of these activities are planned for the current Fiscal Year, describe the activities. For new demolition activities, describe any public housing development or portion thereof, owned by the PHA for which the PHA has applied or will apply for demolition and/or disposition approval under section 18 of the 1937 Act under the separate demolition/disposition approval process. If using Project-Based Vouchers (PBVs), provide the projected number of project based units and general locations, and describe how project basing would be consistent with the PHA Plan.</p>
<b>B.3</b>	<p><b>Progress Report.</b></p> <p>Provide a description of the PHA's progress in meeting its Mission and Goals described in the PHA 5-Year Plan.</p>

<b>B.4.</b>	<p><b>Most Recent Fiscal Year Audit.</b></p> <p>(a) Were there any findings in the most recent FY Audit?</p> <p>Y   N  <input type="checkbox"/> <input type="checkbox"/></p> <p>(b) If yes, please describe:</p>
<p><b>Other Document and/or Certification Requirements.</b></p>	
<b>C.1</b>	<p><b>Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan</b></p> <p><u>Form 50077-ST-HCV-HP</u>, <i>Certification of Compliance with PHA Plans and Related Regulations</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>
<b>C.2</b>	<p><b>Civil Rights Certification.</b></p> <p><u>Form 50077-ST-HCV-HP</u>, <i>Certification of Compliance with PHA Plans and Related Regulations</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>
<b>C.3</b>	<p><b>Resident Advisory Board (RAB) Comments.</b></p> <p>(a) Did the RAB(s) provide comments to the PHA Plan?</p> <p>Y   N  <input type="checkbox"/> <input type="checkbox"/></p> <p>If yes, comments must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations.</p>
<b>C.4</b>	<p><b>Certification by State or Local Officials.</b></p> <p><u>Form HUD 50077-SL</u>, <i>Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>
<p><b>D      Statement of Capital Improvements.</b> Required in all years for all PHAs completing this form that administer public housing and receive funding from the Capital Fund Program (CFP).</p>	
<b>D.1</b>	<p><b>Capital Improvements.</b> Include a reference here to the most recent HUD-approved 5-Year Action Plan (HUD-50075.2) and the date that it was approved by HUD.</p>

# Instructions for Preparation of Form HUD-50075-HP Annual Plan for High Performing PHAs

## A. PHA Information. All PHAs must complete this section.

**A.1** Include the full **PHA Name**, **PHA Code**, **PHA Type**, **PHA Fiscal Year Beginning** (MM/YYYY), **PHA Inventory**, **Number of Public Housing Units and or Housing Choice Vouchers (HCVs)**, **PHA Plan Submission Type**, and the **Availability of Information**, specific location(s) of all information relevant to the public hearing and proposed PHA Plan. ([24 CFR §903.23\(4\)\(e\)](#))

**PHA Consortia:** Check box if submitting a Joint PHA Plan and complete the table. ([24 CFR §943.128\(a\)](#))

## B. Annual Plan.

### B.1 Revision of PHA Plan Elements. PHAs must:

Identify specifically which plan elements listed below that have been revised by the PHA. To specify which elements have been revised, mark the “yes” box. If an element has not been revised, mark “no.”

**Statement of Housing Needs and Strategy for Addressing Housing Needs.** Provide a statement addressing the housing needs of low-income, very low-income and extremely low-income families and a brief description of the PHA’s strategy for addressing the housing needs of families who reside in the jurisdiction served by the PHA. The statement must identify the housing needs of (i) families with incomes below 30 percent of area median income (extremely low-income), (ii) elderly families and families with disabilities, and (iii) households of various races and ethnic groups residing in the jurisdiction or on the waiting list based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location. For years in which the PHA’s 5-Year PHA Plan is also due, this information must be included only to the extent it pertains to the housing needs of families that are on the PHA’s public housing and Section 8 tenant-based assistance waiting lists. ([24 CFR §903.7\(a\)\(1\)](#)) and 24 CFR §903.12(b). Provide a description of the PHA’s strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. For years in which the PHA’s 5-Year PHA Plan is also due, this information must be included only to the extent it pertains to the housing needs of families that are on the PHA’s public housing and Section 8 tenant-based assistance waiting lists. ([24 CFR §903.7\(a\)\(2\)\(ii\)](#)) and 24 CFR §903.12(b).

**Deconcentration and Other Policies that Govern Eligibility, Selection and Admissions.** Describe the PHA’s admissions policy for deconcentration of poverty and income mixing of lower-income families in public housing. The Deconcentration Policy must describe the PHA’s policy for bringing higher income tenants into lower income developments and lower income tenants into higher income developments. The deconcentration requirements apply to general occupancy and family public housing developments. Refer to 24 CFR §903.2(b)(2) for developments not subject to deconcentration of poverty and income mixing requirements. ([24 CFR §903.7\(b\)](#)) Describe the PHA’s procedures for maintaining waiting lists for admission to public housing and address any site-based waiting lists. ([24 CFR §903.7\(b\)](#)) A statement of the PHA’s policies that govern resident or tenant eligibility, selection and admission including admission preferences for both public housing and HCV. ([24 CFR §903.7\(b\)](#)) Describe the unit assignment policies for public housing. ([24 CFR §903.7\(b\)](#))

**Financial Resources.** A statement of financial resources, including a listing by general categories, of the PHA’s anticipated resources, such as PHA operating, capital and other anticipated Federal resources available to the PHA, as well as tenant rents and other income available to support public housing or tenant-based assistance. The statement also should include the non-Federal sources of funds supporting each Federal program, and state the planned use for the resources. ([24 CFR §903.7\(c\)](#))

**Rent Determination.** A statement of the policies of the PHA governing rents charged for public housing and HCV dwelling units, including applicable public housing flat rents, minimum rents, voucher family rent contributions, and payment standard policies. ([24 CFR §903.7\(d\)](#))

**Homeownership Programs.** A description of any homeownership programs (including project number and unit count) administered by the agency or for which the PHA has applied or will apply for approval. For years in which the PHA’s 5-Year PHA Plan is also due, this information must be included only to the extent that the PHA participates in homeownership programs under section 8(y) of the 1937 Act. ([24 CFR §903.7\(k\)](#)) and 24 CFR §903.12(b).

**Safety and Crime Prevention (VAWA).** A description of: **1)** Any activities, services, or programs provided or offered by an agency, either directly or in partnership with other service providers, to child or adult victims of domestic violence, dating violence, sexual assault, or stalking; **2)** Any activities, services, or programs provided or offered by a PHA that helps child and adult victims of domestic violence, dating violence, sexual assault, or stalking, to obtain or maintain housing; and **3)** Any activities, services, or programs provided or offered by a public housing agency to prevent domestic violence, dating violence, sexual assault, and stalking, or to enhance victim safety in assisted families. ([24 CFR §903.7\(m\)\(5\)](#))

**Pet Policy.** Describe the PHA’s policies and requirements pertaining to the ownership of pets in public housing. ([24 CFR §903.7\(n\)](#))

**Substantial Deviation.** PHA must provide its criteria for determining a “substantial deviation” to its 5-Year Plan. ([24 CFR §903.7\(r\)\(2\)\(i\)](#))

**Significant Amendment/Modification.** PHA must provide its criteria for determining a “Significant Amendment or Modification” to its 5-Year and Annual Plan. Should the PHA fail to define ‘significant amendment/modification’, HUD will consider the following to be ‘significant amendments or modifications’: a) changes to rent or admissions policies or organization of the waiting list; b) additions of non-emergency public housing CFP work items (items not included in the current CFP Annual Statement or CFP 5-Year Action Plan); or c) any change with regard to demolition or disposition, designation, homeownership programs or conversion activities. See guidance on HUD’s website at: [Notice PIH 1999-51](#). ([24 CFR §903.7\(r\)\(2\)\(ii\)](#))

If any boxes are marked “yes”, describe the revision(s) to those element(s) in the space provided.

PHAs must submit a Deconcentration Policy for Field Office review. For additional guidance on what a PHA must do to deconcentrate poverty in its development and comply with fair housing requirements, see [24 CFR 903.2](#). ([24 CFR §903.23\(b\)](#))

**B.2 New Activities.** If the PHA intends to undertake any new activities related to these elements or discretionary policies in the current Fiscal Year, mark “yes” for those elements, and describe the activities to be undertaken in the space provided. If the PHA does not plan to undertake these activities, mark “no.”

**Hope VI.** 1) A description of any housing (including project name, number (if known) and unit count) for which the PHA will apply for HOPE VI; and 2) A timetable for the submission of applications or proposals. The application and approval process for Hope VI is a separate process. See guidance on HUD’s website at: <http://www.hud.gov/offices/pih/programs/ph/hope6/index.cfm>. (Notice PIH 2010-30)

**Mixed Finance Modernization or Development.** 1) A description of any housing (including name, project number (if known) and unit count) for which the PHA will apply for Mixed Finance Modernization or Development; and 2) A timetable for the submission of applications or proposals. The application and approval process for Mixed Finance Modernization or Development is a separate process. See guidance on HUD’s website at: <http://www.hud.gov/offices/pih/programs/ph/hope6/index.cfm>. (Notice PIH 2010-30)

**Demolition and/or Disposition.** Describe any public housing projects owned by the PHA and subject to ACCs (including name, project number and unit numbers [or addresses]), and the number of affected units along with their sizes and accessibility features) for which the PHA will apply or is currently pending for demolition or disposition; and (2) A timetable for the demolition or disposition. This statement must be submitted to the extent that approved and/or pending demolition and/or disposition has changed. The application and approval process for demolition and/or disposition is a separate process. See guidance on HUD’s website at: [http://www.hud.gov/offices/pih/centers/sac/demo\\_dispo/index.cfm](http://www.hud.gov/offices/pih/centers/sac/demo_dispo/index.cfm). (24 CFR §903.7(h))

**Conversion of Public Housing.** Describe any public housing building(s) (including project number and unit count) owned by the PHA that the PHA is required to convert or plans to voluntarily convert to tenant-based assistance; 2) An analysis of the projects or buildings required to be converted; and 3) A statement of the amount of assistance received to be used for rental assistance or other housing assistance in connection with such conversion. See guidance on HUD’s website at: <http://www.hud.gov/offices/pih/centers/sac/conversion.cfm>. (24 CFR §903.7(j))

**Project-Based Vouchers.** Describe any plans to use HCVs for new project-based vouchers. (24 CFR §983.57(b)(1)) If using project-based vouchers, provide the projected number of project-based units and general locations, and describe how project-basing would be consistent with the PHA Plan.

**Other Capital Grant Programs** (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).

**B.3 Progress Report.** For all Annual Plans following submission of the first Annual Plan, a PHA must include a brief statement of the PHA’s progress in meeting the mission and goals described in the 5-Year PHA Plan. (24 CFR §903.7(r)(1))

**B.4 Most Recent Fiscal Year Audit.** If the results of the most recent fiscal year audit for the PHA included any findings, mark “yes” and describe those findings in the space provided. (24 CFR §903.7(p))

### C. Other Document and/or Certification Requirements

**C.1 Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan.** Provide a certification that the following plan elements have been revised, provided to the RAB for comment before implementation, approved by the PHA board, and made available for review and inspection by the public. This requirement is satisfied by completing and submitting form HUD-50077 SM-HP.

**C.2 Civil Rights Certification.** Form HUD-50077 SM-HP, *PHA Certifications of Compliance with the PHA Plans and Related Regulation*, must be submitted by the PHA as an electronic attachment to the PHA Plan. This includes all certifications relating to Civil Rights and related regulations. A PHA will be considered in compliance with the AFFH Certification if: it can document that it examines its programs and proposed programs to identify any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with the local jurisdiction to implement any of the jurisdiction’s initiatives to affirmatively further fair housing; and assures that the annual plan is consistent with any applicable Consolidated Plan for its jurisdiction. (24 CFR §903.7(o))

**C.3 Resident Advisory Board (RAB) comments.** If the RAB provided comments to the annual plan, mark “yes,” submit the comments as an attachment to the Plan and describe the analysis of the comments and the PHA’s decision made on these recommendations. (24 CFR §903.13(c), 24 CFR §903.19)

**C.4 Certification by State or Local Officials.** Form HUD-50077-SL, *Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan*, must be submitted by the PHA as an electronic attachment to the PHA Plan. (24 CFR §903.15)

### D. Statement of Capital Improvements.

PHAs that receive funding from the Capital Fund Program (CFP) must complete this section. (24 CFR 903.7 (g))

**D.1 Capital Improvements.** In order to comply with this requirement, the PHA must reference the most recent HUD approved Capital Fund 5 Year Action Plan. PHAs can reference the form by including the following language in Section C. 8.0 of the PHA Plan Template: “See HUD Form 50075.2 approved by HUD on XX/XX/XXXX.”

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This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937, as amended, which introduced the 5-Year and Annual PHA Plan. The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA’s operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA’s mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families.

Public reporting burden for this information collection is estimated to average 16.64 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. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

**Privacy Act Notice.** The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality.



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## Section IV PHA Annual Plan

# HUD form 50075-HP Attachments

# Attachment 1 – Revision of PHA Plan Elements

## Statement of Housing Needs and Strategy for Addressing Housing Needs

The assessment of the impediments to fair housing and fair housing plan strategies, submitted by Homes for Good with its Annual PHA Plan for the Fiscal Year beginning October 1, 2015, was developed with input from the City of Eugene and the City of Springfield Consolidated plan 2015.

As a first step in this effort Homes for Good conducted an assessment of the impediments and barriers to fair housing as part of its Annual PHA Plan for the Fiscal Year beginning October 1, 2015. This was developed with input during the 2015 City of Eugene and the City of Springfield Consolidated planning process and consultation with many community partners. Its effectiveness is reviewed and measured and annually so that strategies can be adjusted as necessary. Through this work it was found that the two primary issues related to housing need are 1) The lack of affordable units and; 2) Significant barriers to providing equal access to units that are available.

### **Families with incomes below 30 percent of area median income (extremely low-income).**

Unless, otherwise noted, all information below is from the 2015 Eugene-Springfield Consolidated Plan. In Eugene-Springfield 44% of households in the plan area have extremely low, very low or low-moderate income. HUD provided numbers in the Consolidated plan indicated that 14.8% of total households were identified as extremely low income (less than 30% AMI) and 12.3% as low income (between 30 and 50% AMI). More households with children under age 6 (55%) and households with people over age 75 (54%) have low-incomes.

The 2015 Eugene-Springfield Consolidated Plan notes that housing costs in the Eugene-Springfield area have risen sharply over the past 25 years while incomes have risen slowly, forcing many households to pay more for housing than is affordable. Households paying more than 30% of household income are considered to have a 'housing cost burden'. A majority of the renters in Eugene (54%) and Springfield (51%) are considered housing cost burdened, while approximately a third of home-owners are also cost burdened (Eugene – 32%, Springfield – 33%). The elderly make up 15% of the very low income with a housing cost burden.

Low and very low-income people need increased access to quality affordable rental housing. There are a total of 31,055 low-income renter households in Eugene, and 7,335 in Springfield.

A significant majority of low-income renters experience a housing cost burden, overcrowding, and/or substandard housing conditions (Eugene – 78%, Springfield – 76%).

A significant majority of low-income renters spend more than 30% of their income on housing costs (Eugene – 76%, Springfield – 74%).

A large percentage of low-income renters spend more than 50% of their income on housing costs (Eugene – 51%, Springfield – 34%).

### **Elderly families and families with disabilities**

Elderly make up 13.9% (Renter) and 33.7% (Owner) of the total households with a severe housing cost burden by income. A severe housing cost burden indicates that over 50% of the income is spent on housing.

The Consolidated Plan also indicates that about 14% of population in the Cities of Eugene and Springfield lives with one or more disabilities (29,125 people). Persons with disabilities face a number of barriers related to mobility, transportation, housing, employment, and access to services. In addition, persons with disabilities report many instances of discrimination.

### **Households of various races and ethnic groups residing in the jurisdiction**

In most income categories, there are racial or ethnic groups which are experiencing a disproportionately greater need than the needs of the income category as a whole. For people with very low-incomes (30-50% MFI), American Indian/Alaskan



Native and Black/African Americans experience a disproportionately greater need than the general population. For people with low-incomes (50-80% MFI), Black/African Americans experience a disproportionate level of need. For people with moderate income (80%-100 MFI), Asian, Latino, and Black/African American experience a disproportionately greater need than the income category as a whole. In Eugene and Springfield, there are approximately 13% of the people who identified as a minority race in the 2010 census. There are five census tracts where a higher percentage (17%- 23%) of people identified as a minority race.

Hispanic households experience a disproportionately greater incidence of housing cost burden compared to the entire population, with 53% of the Hispanic households paying more than 30% of their income for housing costs. Asian households experience a disproportionately greater incidence of severe housing cost burdens compared to the entire population; 35% of Asian households spend more than 50% of their income on housing costs.

Black/African American households experience a disproportionately greater need with severe housing problems in both very low-income (30-50% AMI) and moderate income (80-100% AMI) categories. Severe housing problem exist when a household experiences one or more of the following housing problems: lacks complete kitchen facilities, lacks complete plumbing facilities, has over 1.5 people per room, and a housing cost burden over 50%. Both Asian and Hispanic low-income (50-80% AMI) households experience a disproportionate number of severe housing problems.

**Affordability and supply** - The lack of availability rental and owner occupied units for low-income residents, as indicated by the significant waiting lists for public housing, and the difficulty experienced by Section 8 voucher-holders in trying to find affordable available housing. Additionally, vacancy rates remain low, at 2% for Eugene owner-occupied and rental housing, and 2% in Springfield for owner-occupied housing and 3% for renter units. Data from Oregon Housing and Community Services further supports this need indicating there is a deficit of over 2,700 affordable housing units in Lane County in 2016.

Our strategies to increase the availability of affordable, accessible housing include aggressively pursuing additions to the housing supply through the use of government subsidies and incentives as well as public/private partnerships.

Strategies currently underway to increase the availability and accessibility include:

- Enhanced Resident Services at The Oaks at 14<sup>th</sup>
  - This 54 unit project was brought online in the Spring of 2017 but significant time continued to be invested in this project as part of the Pay for Success/The Way Home Project to further increase the impact of the project.
- \$6.1mm preservation project for Richardson Bridge through comprehensive rehabilitation
  - This 32 unit project that was built in 1992 as one of the State of Oregon's first Low Income Housing Tax Credit (LIHTC) projects. Capital needs assessment completed in 2015 indicated significant envelope and water intrusion issues.
  - Comprehensive rehabilitation completed in 2018 by securing competitive 9% LIHTC in 2016.
  - 12 Public Housing to Project Based Housing Choice Voucher (PBV) Rental Assistance Demonstration (RAD) subsidy conversion as part of this rehabilitation.
- \$2.1mm received in sales proceeds from 12 Scattered Site Public Housing Single Family Homes and Duplexes due to subsidy conversion described in previous bullet. These funds to be reinvested in new affordable housing or preserving existing affordable housing.
- Purchased Glenwood Place a future affordable housing site
- \$3.75mm acquisition of new administrative headquarters on 100 W 13<sup>th</sup>
- \$4.3mm preservation project for Sheldon Village through comprehensive rehabilitation
  - This 78 unit project that was built in 2 phases in 2004 and 2005. Capital needs assessment completed in 2015 indicated significant envelope and water intrusion issues.

- Comprehensive rehabilitation underway and currently at 50% completion.
- \$17mm new construction project the Market District Commons
  - This 50 unit project is the culmination of 6 years of pre-development planning and is a cornerstone of an unprecedented level of investment in downtown revitalization.
  - Project to break ground in March of 2019.
  - 15 Project Based Section 8 vouchers awarded to the project. These units will be prioritized for veterans experiencing homelessness and people with disabilities.
- \$32mm Rental Assistance Demonstration Preservation through New Construction Project
  - This 122 unit project will be two different sites in one financial transactions. In summary we are building the new project and in parallel Homes for Good is selling 100 single family homes and duplexes that receive a Public Housing rental/operating subsidy and converting these subsidies to a Section 8 subsidy that will be place into 100 newly constructed units. The overall project will produce 122 units 49 of which will be in Eugene (Taney Place) and the balance of 73 will be in Springfield (Hayden Bridge Meadows).
- \$13mm new construction project The Commons on MLK
  - This 51 unit project is a powerful partnership with Lane County to implement the priorities/goals of the Poverty and Homelessness Board.
  - The project has received the following capital commitments - \$3mm from OHCS for a non-competitive housing first project, \$500k from Trillium, \$750k from the Federal Home Loan Bank, \$540k from the Oregon Health Authority, \$500k from Pacific Source, \$1.1mm from the City of Eugene and we have two outstanding requests of \$500k each from Kaiser and Peace Health.
  - The project has received the following supportive services commitments - \$180k from Pacific Source and we have two outstanding requests of \$250k each from Kaiser and Pacific Source.
  - 51 Project Based Section 8 vouchers are tentatively awarded to the project.
- The Legion Cottages in Cottage Grove
  - 4 tiny homes to be built on property being sold to Homes for Good by The American Legion Post 32.
  - Partnership with U of O School of Architecture (OregonBILDs) to design and build the homes.

**Impediments to Fair Housing** - While some of the identified impediments are not directly related to the federal Fair Housing Act, as a Public Housing Authority that sponsors the Fair Housing Council of Oregon, Homes for Good continues to believe that the lack of availability of affordable, accessible housing is a problem in our community and therefore, had maintained its efforts to promote affordable, accessible housing in addition to our efforts to overcome the more specific impediments which are directly related to the federal Fair Housing Act. Three major impediments to providing equal housing to populations were identified in development of the annual plan as follows:

Limited Awareness of Fair Housing Policies in the Broader Community;

Cultural differences and language barriers which inhibit access to fair housing, and;

People with disabilities who have special housing needs have limited choices and are often constrained by their lower incomes.

**Impediment: Limited awareness of fair housing policies in the broader community. Strategies to address this impediment include:**

Participating in community engagement and is very involved in area- wide Fair Housing planning and efforts.

Joining various relevant boards, including the Rental Owners Association (ROA), Human Rights Commission, Housing Policy Board, United Way Equity Coalition and Lane County Poverty and Homeless Board.

Executive Director Jacob Fox is on the Poverty and Homelessness Board, and chairs their facilities committee; in that position Jacob strives to further the goals of Fair Housing.

Rent Assistance Division Director Beth Ochs has joined the board of the Eugene/Springfield Rental Owners Association (ROA). In that role, Beth makes regular presentations to the ROA on topics related to Fair Housing.

Real Estate Development Director, Steve Ochs is on the Housing Policy Board which sets local policy regarding housing and works to further Fair Housing Goals.

Using every opportunity to make regular presentations to Springfield/Eugene groups including Eugene City Club, the University of Oregon, Chambers of Commerce and the Fair Housing Conference.

Collaborating to create a central, county-wide housing waiting list so that when an individual contact any agency in the County they will have access to all housing opportunities from numerous providers.

Homes for Good continues to support Blacks in Government and NAACP at their annual celebrations and educational events.

Homes for Good is planning a mandated a 4 hour all-staff training in Fair Housing laws.

Updated Fair Housing information was added during a recent revision of the Section 8 program briefing packets.

Section 8 Division leadership participates annually in the University of Oregon Internship Fair. This is an opportunity to inform students about Homes for Good's work in the community to promote Fair Housing.

Homes for Good has produced updated maps showing concentrations of poverty in Lane County.

Homes for Good has a presence on the Human Rights Commission and the United Way Equity Coalition.

**Impediment: Cultural differences and language barriers which inhibit access to fair housing. Strategies to address this impediment include:**

Support of the work of the Inclusion Council (IC), an internal committee charged with scheduling training sessions for employees that focus on cultural differences. All employees are required to attend two per year. For the coming year, the IC has a goal to provide eight training sessions.

Conduct targeted recruitments for bilingual employees. At the present time there are 10 bilingual employees (English/Spanish). Homes for Good also has staff members proficient in German, Dutch, Czech, Polish, Hindi and French.

Homes for Good is a participant in the Centro Latino Americano Health Fair.

Homes for Good, along with staff from Centro Latino Americano, administered a Meyer Memorial Grant aimed at creating educational materials about fair housing and access to low income housing for Spanish speaking community members.

One of the products of the regional Equity and Opportunity Assessment was the creation of a composite map that shows where in the community there are more vulnerable populations living. The composite map combines people with Latino ethnicity, minority, youth, seniors, single headed households, and persons with a disability to see which census tracts have the greatest number of populations that may experience marginalization or disadvantages. Homes for Good uses this map to target outreach.

**Impediment: People with disabilities who have special housing needs have limited choices and are often constrained by their lower incomes. Strategies to address this impediment include:**

Quarterly meetings at VA to expedite referrals for homeless vets

Administer an Emergency Housing Assistance (EHA) grant which assists VASH voucher holders with miscellaneous costs related to lease-up.

Quarterly meetings with Shelter Plus Care service providers to expedite referrals for S+C Program

Homes for Good and Shelter Plus Care program staff has recalculated rent-reasonableness, making it easier for participants to find affordable units in good neighborhoods.

Provide sufficient ADA units in public housing and LIHTC housing

Working closely with residents to ensure reasonable accommodations are approved when appropriate.

National Alliance on Mental Illness (NAMI) provides resident services at New Winds, an 18-unit LIHTC project in Florence, Oregon.

Homes for Good, in partnership with Lane County, is working to expand the Housing First movement for people with disabilities or other barriers to housing.

In addition to these specific strategies Homes for Good has made a strong commitment to promoting Fair Housing rights and Fair Housing choice by providing information regarding Fair Housing and Fair Housing choice to applicants, residents and staff. Following is a list of actions that Homes for Good has taken:

The Fair Housing logo “Equal Housing Opportunity” is prominently displayed on location signs at Homes for Good’s two administrative offices and at its various housing complexes

The Fair housing logo is prominently displayed on signs/banners at various Homes for Good locations, announcing the availability of low-income rental units

The Fair Housing logo is on Homes for Good letterhead and business cards

The Agency’s Policy of Nondiscrimination on the Basis of Disability/Handicap Status is prominently displayed in the lobbies of the two administrative offices and in public areas at its various housing complexes

The Agency’s Policy of Nondiscrimination on the Basis of Disability/Handicap Status is prominently displayed on the website: [www.HomesforGood.org](http://www.HomesforGood.org)

Homes for Good’s Public Housing Intake Coordinator, is listed on the Policy of Nondiscrimination on the Basis of Disability/Handicap Status, and in the Statement of Policy, as Homes for Good’s 504/ADA Coordinator.

HUD Form 928.1 (“We Do Business in Accordance With the Federal Fair Housing Law” poster) is prominently displayed in English and Spanish in Homes for Good’s two administrative offices and in public areas at the various housing complexes.

HUD Form 1686-FHEO (\*Fair Housing – It’s Your Right\* Pamphlet) is available in English and Spanish in the two administrative offices

\*Filing a Housing ‘Discrimination Complaint’ - a pamphlet created by Consumer Action with funding from the U.S Department of Housing and Urban Development (HUD) is available in English and Spanish at Homes for Good’s two administrative offices

Applicants or residents with questions about Fair Housing issues are referred, or directed via website link, to the Fair Housing Council of Oregon, Legal Aid Services of Oregon (LSAO) or Lane County Law & Advocacy Center (LCLAC), the Oregon Advocacy Center (OAC), the Lane Independent Living Alliance (LILA), the Oregon Bureau of Labor and Industries (BOLI), and/or to the US Department of Housing & Urban Development (HUDF) / Office of Fair Housing and Equal Opportunity (FHEO)

Homes for Good has a long-standing Policy on Reasonable Accommodation, which is recognized in the Pacific Northwest among public Housing Authorities and by the regional HUD office as being comprehensive , well-written, and well-implemented

Homes for Good's Policy on Reasonable Accommodation is prominently displayed in both administrative offices and in public areas of its various housing complexes. It is available to any applicant or resident and is included in the Admin Plan and Admissions and Continued Occupancy Policies. It is also posted on Homes for Good's website at [www.HomesforGood.org](http://www.HomesforGood.org)

Applicants for, and recipients of, housing assistance from Homes for Good are advised of their right to request a reasonable accommodation to their disability. Information regarding reasonable accommodations is provided on the pre-application for assistance, in initial determination of ineligibility, in the public housing and assisted housing lease agreements, in notices of eviction, in periodic resident newsletters, and discussed during the intake process during any informal settlement discussions and during other discussions with applicants and/or residents when inquiries are made about accommodating disabilities.

Under the terms of a voluntary compliance agreement between the us department of HUD/FHEO and Homes for Good's pre application for housing assistance requests information from applicants – which is not used in determining their eligibility for housing regarding their ethnicity, race, and disability status. This information is recorded and retained and available to HUD upon request

Homes for Good created the diversity committee in April 2000. That committee was renamed the Inclusion Council in 2012. As a function of that committee, Homes for Good has completed outreach presentations to agencies representing youth, seniors/elderly, persons with physical and/or mental disabilities, and minorities, to help assure that a broad base of the community has access to information about the availability of housing. This outreach effort continues on an ongoing basis and representatives from a number of those social service/advocacy agencies serve on Homes for Good's family self-sufficiency advisory board, the inclusion council has also done outreach at the Festival Latina, the Asian celebration, project homeless connect, and other community gatherings

Homes for Good maintains reception staff – as well as other staff in all departments that have ongoing contact with residents who are bilingual/bicultural in Spanish and English

Homes for Good has also worked to increase the ability of low income community members to access housing by developing an innovative program in cooperation with community lending-works, the lending arm of NEDCO (neighborhood economic development corporation), to assist applicants to its agency-owned housing programs, in obtaining loans to cover the cost of their security deposits, as they lease up with Homes for Good. Homes for Good indemnifies the loans, guaranteeing payment to NEDCO, should the applicant default.

## **Deconcentration and Other Policies that Govern Eligibility, Selection and Admissions**

See Attachment 4 - Admin Plan Modifications and Attachment 5 - ACOP Modifications

### **Deconcentration Update for Public Housing**

Homes for Good has analyzed each of the Public Housing developments for concentrations of poverty, based on current records in February 2019. AMP 100 (Laurelwood Homes) and Pengra Court (part of AMP 200) were the only Public Housing complexes where the average resident incomes were below the Homes for Good Established Income Range (EIR) for Public Housing without an explanation that was acceptable to HUD staff.

At Pengra Court (part of AMP 200) and Laurelwood Homes (AMP 100), Homes for Good will market the Family Self Sufficiency Program to current residents.



# Financial Resources

## HOMES FOR GOOD HOUSING AGENCY BUDGET - SUMMARY OF RESOURCES - FY 2019

PROGRAM	BEGINNING RESERVE	FEDERAL REVENUE	RENT	OTHER	TOTAL
<b>Community Services</b>					
Fleet	\$ -	\$ -	\$ -	\$ 75,000	\$ 75,000
W. 13th	22,000	-	400,000	6,000	428,000
Madrone	-	300,000	-	-	300,000
Emergency Housing Assistance	-	30,000	-	-	30,000
Pay for Success	-	-	-	50,000	50,000
Weatherization	4,000	1,800,000	-	-	1,804,000
Development	2,800,000	-	-	6,000,000	8,800,000
Asset Management	-	-	-	400,000	400,000
Corporate	-	-	-	34,000	34,000
ROSS	-	80,000	-	-	80,000
Family Self Sufficiency	-	290,000	-	-	290,000
Family Shelter House	4,000	-	12,000	-	16,000
Herran Center	300,000	-	275,000	-	575,000
Signpost House	100,000	-	95,000	-	195,000
Shelter Plus Care	-	500,000	-	-	500,000
Housing Plus	-	-	-	2,000	2,000
	<b>3,230,000</b>	<b>3,000,000</b>	<b>782,000</b>	<b>6,567,000</b>	<b>13,579,000</b>
<b>Housing</b>					
Public Housing	2,400,000	2,800,000	2,100,000	105,000	7,405,000
Capital Fund	-	1,400,000	-	-	1,400,000
Abbie Lane	150,000	200,000	100,000	1,000	451,000
Fourteen Pines	350,000	300,000	200,000	5,000	855,000
Village Oaks	230,000	80,000	400,000	10,000	720,000
Firwood	400,000	-	600,000	14,000	1,014,000
Camas Place	25,000	-	200,000	-	225,000
Norseman	240,000	-	300,000	-	540,000
Jacob's Lane	225,000	-	400,000	6,000	631,000
Laurel Gardens	160,000	-	200,000	6,000	366,000
Walnut Park	25,000	-	250,000	4,000	279,000
The Orchards	240,000	-	250,000	4,000	494,000
Sheldon Village Apartments	600,000	-	600,000	-	1,200,000
	<b>5,045,000</b>	<b>4,780,000</b>	<b>5,600,000</b>	<b>155,000</b>	<b>15,580,000</b>
<b>Rental Assistance</b>	<b>1,800,000</b>	<b>19,600,000</b>	<b>-</b>	<b>-</b>	<b>21,400,000</b>
<b>Central Office Cost Center</b>	<b>2,900,000</b>	<b>-</b>	<b>-</b>	<b>2,500,000</b>	<b>5,400,000</b>
<b>TOTALS</b>	<b>\$ 12,975,000</b>	<b>\$ 27,380,000</b>	<b>\$ 6,382,000</b>	<b>\$ 9,222,000</b>	<b>\$ 55,959,000</b>

\*BEGINNING RESERVE represents managements estimate of net resources as of the beginning of the fiscal year.



## **Rent Determination**

See Attachment 4 – Admin Plan Modifications and Attachment 5 – ACOP Modifications

## Attachment 2 – New Activities

### **Demolition and/or Disposition**

Homes for Good is evaluating the remaining public housing portfolio to determine if Demo/Disposition or a RAD conversion is appropriate. Homes for Good has submitted a letter of interest (LOI) to HUD regarding the conversion of the remaining Public Housing Portfolio. If it is determined to be appropriate, Homes for Good may submit a Demo/Dispo application for a portion or the remainder of its public housing portfolio but there is not yet a timeline for when such an application would occur.

### **Conversion of Public Housing to Project-Based Assistance under RAD**

RAD was designed by HUD to assist in addressing the capital needs of public housing by providing access to private sources of capital to repair and preserve its affordable housing assets. Homes for Good submitted applications for participation in the RAD program in November of 2013 to convert 112 of its scattered sites to Project Based Vouchers (PBV) and transfer assistance to new sites under the guidelines of PIH Notice 2012-32, REV-2 and any successor notices. Homes for Good submitted a revised multi-phase application in May of 2016 which allowed conversion of 12 units into Richardson Bridge Apartments as part of a major rehabilitation and sold 12 units of scattered site housing.

Homes for Good received a Commitment to enter into a Housing Assistance Payment (CHAP) for the remaining 100 units in August of 2018 for AMP 200 and 300 as described below.

AMP 200 Springfield Sites (Partial Conversion): AMP 200 OR000600200 included 20 scattered site units. A multi-phase application was approved in August 2016 for the initial phase that converted 3 units of public housing and transferred the assistance to Richardson Bridge (an existing Homes for Good development). Homes for Good disposed of the 3 former PH units for affordable housing purposes. The next phase will transfer the remaining 17 units to two new housing developments. Construction of the replacement housing will begin in the fall of 2019 and disposal of the units will begin at that time. The remaining units in AMP 200 will remain unchanged.

AMP 300, Eugene Scattered Sites (Partial Conversion): AMP 300 OR000600300 includes 92 scattered site units. A multi-phase application was approved in August 2016 for the initial phase that converted 9 units of public housing and transferred the assistance to Richardson Bridge (an existing Homes for Good development). Homes for Good disposed of the 9 former PH units for affordable housing purposes in 2018. The next phase will transfer the remaining 83 units to two new housing developments. Construction of the replacement housing will begin in the fall of 2019 and disposal of the units will begin at that time. The remaining units in AMP 300 will remain unchanged.

Homes for Good is evaluating the remaining public housing portfolio to determine if Demo/Disposition or a RAD conversion is appropriate. Homes for Good submitted a letter of interest (LOI) to HUD regarding the conversion of the remaining Public Housing Portfolio in the fall of 2018.

### **Project Based Vouchers**

It is Homes for Good's intention to publish Request for Proposal(s) in 2019 in order to award Project Based Vouchers. Since 2017 Homes for Good has awarded 120 Project Based Vouchers through this competitive process. Homes for Good intends to utilize Project Based Vouchers to increase the availability of affordable housing stock in our community along with potentially increasing access to supportive services for families that we serve. In implementing the use of Project Based Vouchers Homes for Good will adhere to the Administrative Plan for; owner proposals, Housing Quality Standards, development and completion of Rehabilitated and Newly Constructed units, Housing Assistance Payment Contracts, selection of Project Based Program participants, occupancy of Project Based units, determining rents to owners and distributing payments to owners.

### **Other Capital Grant Programs**

Homes for Good expects to apply for Emergency Safety and Security Grants Capital Fund Grants and/or Emergency and Non-Presidentially Declared Disaster Grants in 2019. The agency does not plan to apply for any other Capital Grants.

# Attachment 3 – Progress Report

## **Goal 1 Objective: Increase the number of affordable housing units.**

### Indicators:

- Build and/or purchase 180 housing units using a mix of local and federal funding.
- Maintain Public Housing vacancies at 3% or less.
- Increase voucher total as private landlords opt-out of their current contracts. Estimated increase is 20 – 50 vouchers.

**Update for FY 2020 Annual Plan** – Homes for Good just completed the rehabilitation of 32 units. Homes for Good expects to start construction on four new developments totaling an additional 218 units in 2019. Construction of these units is expected to be complete in 2020. The Rent Assistance Division was awarded 33 Mainstream Vouchers in FY19 through a competitive grant process. These vouchers serve non-elderly persons with disabilities transitioning out of institutional and other segregated settings. The Rent Assistance Division currently has 3,346 housing subsidies in total, including 3032 Tenant Based Vouchers, 236 VASH Vouchers, 33 Project Based Vouchers, 33 Mainstream Vouchers and 12 RAD Project Based Vouchers. The overall vacancy rate for Public Housing during FY 2018 was 1.3%.

## **Goal 2 Objective: Continue to receive high performer status.**

### Indicators:

- Obligate all Capital Funds within 24 months of grant award.
- Expend all Capital Funds within 48 months of grant award.
- Comply with the financial reporting requirements of Asset Management.
- Comply with the new PHAS requirements (when published) to continue to receive high performer status.
- Submit all PHAS reports within required timelines.
- Meeting Capital Fund, financial reporting, and PHAS reporting requirements.

**Update for FY 2020 Annual Plan** – Homes for Good Capital Funds are being obligated and expended in compliance with HUD's deadlines. The agency received High Performer status for Public Housing in FY 2017, with a score of 95.

## **Goal 3 Objective: Improve community quality of life and economic vitality.**

### Indicators:

- Continue to encourage and promote resident involvement by maintaining the level of resident-elected Tenant Advisory Group (TAG) representation at the majority of Public and Assisted Housing complexes.
- Assist residents in maintaining Resident Newsletters at the majority of Public and Assisted Housing complexes.
- Annually monitor income levels by development to deconcentrate poverty. Bring higher income PH households into lower income developments and vice versa, if necessary.
- Continue giving preference to elderly/disabled applicants at Parkview Terrace, Veneta Villa, Cresview Villa, Riverview Terrace, McKenzie Village (one-bedroom units), Lindeborg Place, and Laurelwood Homes (one-bedroom units).

**Update for FY2020 Annual Plan** – The Resident Advisory Board continues to be actively involved in the annual plan process and has 13 representatives from public and assisted housing and two from the Section 8 program. The Resident Newsletter is mailed or passed out door to door for every resident living in Public and Assisted housing every quarter, as well as all participants in the FSS program. Elderly-disabled preferences remain the same as well as deconcentration strategy.

**Goal 4 Objective: Promote self-sufficiency and asset development of assisted households.**

Indicators:

- Maintain a minimum enrollment of 135 families in the Family Self-Sufficiency (FSS) Program.
- Maintain a minimum representation of 15 community service agencies on the Family Self-Sufficiency Advisory Board.
- Promote the FSS Program within the Section 8 Program by presenting FSS information at a minimum of 50% of the new tenant briefings for new Section 8 participants.
- Continue the promotion of the FSS program through annual mailings of FSS informational brochures to all Section 8 and Public Housing residents.
- Assist a minimum of two FSS participants a year in purchasing a home.
- Assist a minimum of ten FSS participants in opening an Individual Development Account (IDA) for a down payment on a home.

**Update for FY2020 Annual Plan** – Homes for Good currently has 164 participants in the FSS program and there are 15 agencies on the FSS Advisory Board. A video about FSS is shown at every Section 8 briefing and brochures are mailed with annual review packets to Section 8 and Public Housing tenants. Four FSS families bought a home last year, we have 30 open IDA accounts, and we had six graduates during 2018. Resident Services and FSS team has also been hosting a monthly educational workshop focused on increasing self-sufficiency.

**Goal 5 Objective: To provide decent, safe and sanitary housing for very low income families while maintaining their rent payments at an affordable level.**

Indicators:

- Review the payment standard yearly and monitor the private market rents so Section 8 families have a greater opportunity to rent outside of poverty areas and increase the supply of housing choices.
- Allow two person households to rent a zero bedroom unit (studio apartment) which allows greater housing opportunities for those households.
- The Section 8 Supervisor will perform quality control inspections of recently completed Housing Quality Standards (HQS) inspections to maintain, decent, safe, and sanitary housing for at least 34 families per year.
- Coordinate and transition privately subsidized families to the Section 8 Voucher Program.

**Update for FY 2020 Annual Plan** – In the past year, Homes for Good’s Landlord Liaison provided 5 Housing Quality Standards educational workshops to 46 landlords. Homes for Good’s Landlord Liaison will continue offering Housing Quality Standards educational workshops in FY20.

**Goal 6 Objective: To promote a housing program that maintains quality service and integrity while providing an incentive to private property owners to rent to very low income families.**

Indicators:

- Maintain a professional working relationship with landlords/owners in our community through education and seminars on the Section 8 program.
- A HACSA staff member serves on the board for the local Rental Owners Association.
- Monitor the payment standards and area rents on the private market to keep Section 8 families' portion of rent affordable and allow the Agency to serve the same number of families as in previous years.

**Update for FY 2020 Annual Plan** – Homes for Good's Landlord Liaison offered 3 Housing Choice Voucher educational workshops to 10 landlords. Homes for Good's Landlord Liaison will continue offering educational workshops to landlords in FY20.

Homes for Good's Landlord Liaison offered 7 educational workshops to 118 support service providers. Homes for Good's Landlord Liaison will continue offering educational workshops to supportive service providers in FY20.

Homes for Good's Landlord Liaison partnered with Lane County Behavioral Health Division to provide one educational workshop to 50 area supportive service providers specific to the Section 8 program, the landlord/tenant relationship and fair housing law. Homes for Good's Landlord Liaison will continue offering educational opportunities to area supportive service providers through collaboration with Lane County Behavioral Health Division in FY20.

Beth Ochs continues to serve on the board of the Rental Owner's Association. Various staff members also attend the general monthly membership meeting.

**Goal 7 Objective: Maintain Section 8 Homeownership Program (with subsidy assistance)**

Indicators:

- Provide information to participants from our community partners about the availability of down payment assistance and accessible low interest loans.
- Keep Section 8 participants informed of the program through briefings and informational mailings when program reopens.

**Update for the FY 2020 Annual Plan** – Homes for Good is serving participants through the Section 8 Homeownership program. Two families bought houses in the past year and we continue to work with interested participants to refer them to NEDCO for homeownership education classes and the Family Self-Sufficiency Program to help them prepare for homeownership. Section 8 Housing Specialists are aware of the program and refer participants when appropriate.

## **Attachment 4**

### **KEY MODIFICATIONS TO THE HOMES FOR GOOD RENT ASSISTANCE ADMINISTRATIVE PLAN FISCAL YEAR 2020 EFFECTIVE DATE 10-1-19 TO 9-30-20**

#### **HIGHLIGHTS:**

##### **Chapter 4: Applications, Waiting List, and Tenant Selection**

Modifications to Local Preferences to expand housing opportunities

##### **Chapter 6: Income and Subsidy Determinations**

Language added to the IRS 502 to provide clarity regarding expenses for assistance animals

##### **Chapter 9: General Leasing Policies**

Updated language from rent increases to rent changes to align with regulations

##### **Chapter 11: Reexaminations**

Adjustments of reporting timelines to align with other reporting requirements

##### **Chapter 12: Termination of Assistance and Tenancy**

Adjusting policies from will terminate to may terminate to expand housing opportunities and allows for housing stability for high risk participants

**KEY MODIFICATIONS TO THE HOMES FOR GOOD  
ADMINISTRATIVE PLAN FOR THE HOUSING CHOICE VOUCHER PROGRAM (ADMIN PLAN)  
PROPOSED EFFECTIVE DATE 10-1-19**

Section	Previous Policy	Proposed Policy	Required Change	Impact
3-I.L.	If a child has been placed in foster care, the PHA will verify with the appropriate agency whether <b>and when</b> the child is expected to be returned to the home. Unless the agency confirms that the child has been permanently removed from the home, the child will be counted as a family member.	If a child has been placed in foster care, the PHA will verify with the appropriate agency whether <b>or not</b> the child is expected to be returned to the home. Unless the agency confirms that the child has been permanently removed from the home, the child will be counted as a family member.	No	Clarity aligns with DHS policy
3-III.C.	If any household member is currently engaged in, or has engaged in any of the following criminal activities, within the past three years, the family will be denied assistance.	The PHA may deny assistance if the PHA determines that any household member is currently engaged in, or has engaged in during a reasonable time before the family would receive assistance, certain types of criminal activity.	No	Provides flexibility to allow more housing opportunities
3-III.C.	The PHA <b>will</b> deny assistance to an applicant family if	The PHA <b>may</b> deny assistance to an applicant family if	No	Provides flexibility to allow more housing opportunities
4-III.C.	This preference applies to transitional housing persons who are homeless and <b>entering Lane County from Jail or prison</b> who are referred from a Homes for Good approved entity (an entity with an active MOU/MOA with Homes for Good). The definition of 'homeless' and 'transitional' for this purpose will be included in the MOU/MOA with the qualified entity.	This preference applies to transitional housing persons who are homeless and who are referred from a Homes for Good approved entity (an entity with an active MOU/MOA with Homes for Good). The definition of 'homeless' and 'transitional' for this purpose will be included in the MOU/MOA with the qualified entity.	No	Expands opportunities for referrals for Transitional Homeless
4-III.C.	This preference applies to families who are displaced as a result of a fire. Persons who claim they are being or have been displaced due to fire must be a resident of Lane County, and have written verification from a Homes for Good approved entity, such as the Red Cross, local Fire Department, etc., of displacement. Referrals must be received within 45 days of the displacement.	This preference applies to families who are displaced as a result of a fire <b>or Natural Disaster</b> . Persons who claim they are being or have been displaced due to fire <b>or Natural Disaster</b> must be a resident of Lane County, and have written verification from a Homes for Good approved entity, such as <b>First Place Family Center</b> , the Red Cross, local Fire Department, etc., of displacement. Referrals must be received within 45 days of the displacement.	No	Provides opportunities for referrals for Natural Disaster



Section	Previous Policy	Proposed Policy	Required Change	Impact
4-III.C.	<p><b>Title XIX Preference (limited to 25 families selected under this preference per PHA Fiscal Year)</b> This preference applies to persons <b>qualify for Title XIX services</b> and who are referred from a Homes for Good approved entity (an entity with an active MOU/MOA with Homes for Good).</p>	<p><b>Elderly or Disabled Preference</b> This preference applies to persons <b>who are elderly or disabled</b> and who are referred from a Homes for Good approved entity (an entity with an active MOU/MOA with Homes for Good).</p>	No	Expands housing opportunities for elderly/disabled families
4-III.C.	<p><i>Domestic Violence Preference (limited to 25 families selected under this preference per PHA Fiscal year)</i></p>	<p><i>Domestic Violence Preference</i></p>	No	Provides opportunities for additional service providers.
4-III.C.	<p>Shelter Plus Care Preference (limited to 25 families selected under this preference per PHA Fiscal Year) This preference applies to participants in Homes for Good's Shelter Plus Care Program. To qualify, participants must have participated in the program for a minimum of two years, be in compliance with case management requirements, and not have violated their Family Obligations within 12 months of referral from the Case Manager.</p>	<p><b>Continuum of Care Preference</b> <b>Participants in Lane County's Continuum of Care programs, who have completed an assessment for move on readiness with a system screening tool and are referred through Lane County Coordinated Entry based on prioritized readiness.</b></p>	No	Expands housing opportunities
4-III.C.	<p>This preference applies to disabled homeless <b>persons who reside in cities where an established overnight homeless shelter is not within the city limits. Persons</b> must be referred by a Homes for Good approved entity (an entity with an active MOU/MOA with Homes for Good). The definition of 'disabled homeless' for this purpose will be included in the MOU/MOA with the qualified entity.</p>	<p>This preference applies to disabled homeless <b>families. Families</b> must be referred by a Homes for Good approved entity (an entity with an active MOU/MOA with Homes for Good). The definition of 'disabled homeless' for this purpose will be included in the MOU/MOA with the qualified entity.</p>	No	Expands housing opportunities for disabled homeless families
4-III.C.	<p>Over/Under Housed Homes for Good Project-Based Preference This preference applies to families who are currently receiving project-based housing assistance from Homes for Good and are over/under housed according to occupancy guideline for their current housing program, and there is no available unit to rectify the under/over housed issue in the family's current housing program.</p>	<p><b>Permanent Housed Family Preference</b> <b>This preference applies to families that are currently served in other permanent housing assistance programs administered by Homes for Good, when the other program is unable to serve the family and when such assistance is necessary for Homes for Good to appropriately house the family. This preference requires approval of Directors of both programs</b></p>	No	Allows tenants to move between programs to be appropriately housed.

Section	Previous Policy	Proposed Policy	Required Change	Impact
6-I.B.	If a child has been placed in foster care, the PHA will verify with the appropriate agency whether <b>and when</b> the child is expected to be returned to the home. Unless the agency confirms that the child has been permanently removed from the home, the child will be counted as a family member.	If a child has been placed in foster care, the PHA will verify with the appropriate agency whether the child is expected to be returned to the home. Unless the agency confirms that the child has been permanently removed from the home, the child will be counted as a family member.	No	Provides clarity
6-II.D.	The most current IRS Publication 502, <i>Medical and Dental Expenses</i> , will be used as a reference to determine the costs that qualify as medical expenses.	The most current IRS Publication 502, Medical and Dental Expenses, will be used as a reference to determine the costs that qualify as medical expenses. <b>In addition to costs allowed by the IRS Homes for Good will allow all necessary costs incurred for service and assistance animals. Such costs include food, grooming, and veterinary care, incurred in maintaining the health and vitality of the service or assistance animal so that it may perform its duties.</b>	No	Adds clarity regarding expenses for assistance animals
7-III.K.	If the PHA is required to determine the income eligibility of a student's parents, the PHA will request an income declaration and certification of income from the appropriate parent(s) (as determined in section 3-II.E). The PHA will send the request directly to the parents, who will be required to certify to their income under penalty of perjury. The parents will be required to submit the information directly to the PHA. The required information must be submitted (postmarked) within 14 business days of the date of the PHA's request or within any extended timeframe approved by the PHA.	If the PHA is required to determine the income eligibility of a student's parents, the PHA will request an income declaration and certification of income from the appropriate parent(s) (as determined in section 3-II.E). The PHA will send the request directly to the parents, who will be required to certify to their income under penalty of perjury. The parents will be required to submit the information directly to the PHA. The required information must be submitted <b>or</b> postmarked within 14 business days of the date of the PHA's request or within any extended timeframe approved by the PHA.	No	Provides clarity regarding options for acceptable deadline.
8-III.D.	The PHA will collect and maintain data on market rents in the PHA's jurisdiction. Information sources include newspapers, realtors, market surveys, inquiries of owners and other available sources. The data will be maintained by bedroom size and market areas. Market areas may be defined by zip codes, census tract, neighborhood, and identifiable natural or man-made boundaries. The data will be updated on an ongoing basis and rent	The PHA has contracted The Nelrod Company for EZ-RRD rent reasonableness compliant methodology. EZ-RRD will use its comprehensive and copyrighted methods to collect up to the target of 755 (subject to availability) unassisted rental market comparables, arrange data, and identify rental market values of neighborhoods/areas within Lane County, OR.	No	Expands the database of comparable rental units.

Section	Previous Policy	Proposed Policy	Required Change	Impact
	information that is more than 12 months old will be eliminated from the database.			
<b>EXHIBIT 8-1</b>	Stabilize deteriorated painted surfaces and conduct hazard reduction activities when identified by the PHA	Stabilize deteriorated painted surfaces and conduct hazard reduction activities <b>within 30 days</b> when identified by the PHA	Yes	HUD update
<b>9-I.H.</b>	Rent <b>increases</b> will go into effect on the first of the month following the 60-day period after the owner notifies the PHA of the rent change or on the date specified by the owner, whichever is later.	Rent <b>changes</b> will go into effect on the first of the month following the 60-day period after the owner notifies the PHA of the rent change or on the date specified by the owner, whichever is later.	Yes	Aligns with regulations
<b>11-I.B.</b>	Third-party verification of fixed sources of income will be obtained during the intake process and <b>at least once every three years thereafter.</b>	Third-party verification of fixed sources of income will be obtained during the intake process and <b>annually. Third-party verification of non-fixed income will be obtained annually regardless of the percentage of family income received from fixed sources.</b>	No	Provides clarity on verifying income annually
<b>11-I.D.</b>	At the annual reexamination, the PHA will ask whether the tenant, or any member of the tenant's household, is subject to a lifetime sex offender registration requirement in any state. <b>The PHA will use the Dru Sjodin National Sex Offender database to verify the information provided by the tenant.</b>	At the annual reexamination, the PHA will ask whether the tenant, or any member of the tenant's household, is subject to a lifetime sex offender registration requirement in any state.	No	Aligns with other reporting requirements of annual reexams
<b>11-II.A.</b>	However, if the new member is <b>under the age of 6</b> , an interim reexamination will be conducted so that the family member may be counted as part of the assisted household and given the dependent deduction.	However, if the new member <b>qualifies for a dependent deduction</b> , an interim reexamination will be conducted so that the family member may be counted as part of the assisted household and given the dependent deduction.	No	Provides clarity
<b>11-II.C.</b>	Families are required to report all changes in income or expense, including increases in earned income, including new employment, <b>within 14 business days of the date the change takes effect.</b>	Families are required to report all changes in income or expense, including increases in earned income, including new employment, <b>at the next Annual Recertification.</b>	No	Remove reporting requirements to align with no interim ups

Section	Previous Policy	Proposed Policy	Required Change	Impact
12-I.E.	The PHA <b>will</b> terminate a family's assistance if any household member is currently engaged in any illegal use of a drug, or has a pattern of illegal drug use that interferes with the health, safety, or right to peaceful enjoyment of the premises by other residents. The PHA <b>will</b> terminate assistance if any household member's abuse or pattern of abuse of alcohol threatens the health, safety, or right to peaceful enjoyment of the premises by other residents.	The PHA <b>may</b> terminate a family's assistance if any household member is currently engaged in any illegal use of a drug, or has a pattern of illegal drug use that interferes with the health, safety, or right to peaceful enjoyment of the premises by other residents. The PHA <b>may</b> terminate assistance if any household member's abuse or pattern of abuse of alcohol threatens the health, safety, or right to peaceful enjoyment of the premises by other residents.	No	Expands housing opportunities and allows for housing stability
12-I.E.	The PHA <b>will</b> terminate a family's assistance if any household member has violated the family's obligation not to engage in any drug-related or violent criminal activity during participation in the HCV program.	The PHA <b>may</b> terminate a family's assistance if any household member has violated the family's obligation not to engage in any drug-related or violent criminal activity during participation in the HCV program.	No	Expands housing opportunities and allows for housing stability
12-I.E.	The PHA <b>will</b> terminate a family's assistance if	The PHA <b>may</b> terminate a family's assistance if	No	Expands housing opportunities and allows for stability
12-II.E.	The PHA <b>will</b> terminate assistance to a family member if the PHA determines that the family member has committed criminal acts of physical violence against other family members or others. This action will not affect the assistance of the remaining, nonculpable family members.	The PHA <b>may</b> terminate assistance to a family member if the PHA determines that the family member has committed criminal acts of physical violence against other family members or others. This action will not affect the assistance of the remaining, nonculpable family members.	No	Expands housing opportunities and allows for housing stability
13-I.A.		PHA will delineate concentration of poverty or minority within its jurisdiction by providing materials identify areas of concentration (ie. Maps & Open rental listing).	Yes	Provides clarity adding delineating areas of poverty to publications.
18-VII.C.	The PHA will use the HCV utility allowance schedule for the RAD developments.	The PHA may use the HCV utility allowance schedule for the RAD developments. If the HCV utility allowance is not utilized, then the HAP contract will specify if site specific utility allowances are used.	No	Provides clarity – May use HUD utility model or HCVUA. Provides flexibility to ensure most effective use of program funds.

## Attachment 5

### KEY MODIFICATIONS TO THE HOMES FOR GOOD ADMISSIONS AND CONTINUED OCCUPANCY POLICIES (ACOP) FISCAL YEAR 2020 EFFECTIVE DATE 10-1-19 TO 9-30-20

#### **HIGHLIGHTS:**

##### **Chapter 3: Other Permitted Reasons for Denial of Admission**

Criminal activity screening reduced from 5 years to 3 years to increase access to affordable housing

##### **Chapter 4: Applications, Waiting List, and Tenant Selection**

Modifications to Local Preferences to expand housing opportunities and clarify current agency policies

##### **Chapter 6: Income and Subsidy Determinations**

Language added to the IRS 502 to provide clarity regarding expenses for assistance animals

Modification to utility allowance implementation date to ensure no interim increases

##### **Chapter 9: Reexaminations**

Updated language to clarify how often third-party verification of non-fixed income will be obtained

Modification to transfer language to allow for reexamination at transfer and to change reexamination date

Adjustments of reporting timelines to align with other reporting requirements

Section	Previous Policy	Proposed Policy	Required Change	Impact
<b>1-II.E.</b>	List of <b>Homes for Good PUBLIC HOUSING DEVELOPMENTS</b>	Pages removed	No	Accurate information is located on the website, removes duplicate maintenance
<b>3-I.M.</b>	Homes for Good will typically provide the family a form to request a live in aide. The family's request for a live-in aide may be made either orally or in writing. Homes for Good will verify the need for a live-in aide with a qualified professional as provided by the family, such as a doctor, social worker, or case worker. For continued approval, the family may be required to submit a new, written request—subject to Homes for Good verification—at the time of the annual reexamination.	Homes for Good will typically provide the family a form to request a live in aide. The family's request for a live-in aide may be made either orally or in writing. Homes for Good will verify the need for a live-in aide, <b>if necessary</b> , with a qualified professional as provided by the family, such as a doctor, social worker, or case worker. For continued approval, the family may be required to submit a new, written request—subject to Homes for Good verification—at the time of the annual reexamination.	No	Allows flexibility in determining the need for a live-in aide

Section	Previous Policy	Proposed Policy	Required Change	Impact
<b>3-III.</b>	Homes for Good will admit an otherwise-eligible family who was evicted from federally-assisted housing within the past 3 years for drug-related criminal activity, if HASCA is able to verify that the household member who engaged in the criminal activity has successfully completed a supervised drug rehabilitation program approved by HASCA , or the person who committed the crime is no longer living in the household.	Homes for Good will admit an otherwise-eligible family who was evicted from federally-assisted housing within the past 3 years for drug-related criminal activity, if <b>the PHA</b> is able to verify that the household member who engaged in the criminal activity has successfully completed a supervised drug rehabilitation program approved by <b>the PHA</b> , or the person who committed the crime is no longer living in the household.	No	Corrected a typo and removed reference to the agency's former name
<b>3-III.C.</b>	Evidence of such criminal activity includes, but is not limited to any record of convictions, arrests, or evictions for suspected drug-related or violent criminal activity of household members within the past 5 years.	Evidence of such criminal activity includes, but is not limited to any record of convictions, arrests, or evictions for suspected drug-related or violent criminal activity of household members within the past <b>3</b> years.	No	Increases access to affordable housing

<p><b>4-III.B.</b></p>	<p>The PHA will use the following local preference system:</p> <p>The following preferences are both worth 10 points. An applicant who qualifies for one of the preferences below, will need to complete a new application and will receive the 10 preference points. If the applicant qualifies for both preferences they will receive only 10 points.</p> <p>Victims of domestic violence, dating violence, sexual assault or stalking living in Section 8 properties managed by Homes for Good, (currently Abbie Lane, Fourteen Pines, and Village Oaks) or holding a Housing Choice Voucher issued by Homes for Good, whose situation requires moving out of the current unit.</p> <p>Persons with disabilities needing an accessible unit or a reasonable accommodation living in Section 8 properties managed by Homes for Good, or holding a Housing Choice Voucher</p>	<p>The PHA will use the following local preference system:</p> <p><b>Permanent Housed Family Preference</b></p> <p><b>This preference applies to families that are currently served in other permanent housing assistance programs administered by Homes for Good, when the other program is unable to serve the family and when such assistance is necessary for Homes for Good to appropriately house the family. This preference requires approval of Directors of both programs. This preference is worth 10 points.</b></p> <p><b>Transitional Homeless Family Preference</b></p> <p><b>This preference applies to transitional housing persons who are homeless and who are referred from a Homes for Good approved entity (an entity with an active MOU/MOA with Homes for Good). The definition of 'homeless' and 'transitional' for this purpose will be included in the MOU/MOA with the qualified entity. This preference is worth 5 points. A list of partner agencies can be</b></p>	<p>No</p>	<p>Allows tenants to move between programs to be appropriately housed</p>
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Section	Previous Policy	Proposed Policy	Required Change	Impact
	<p>issued by Homes for Good, who cannot be reasonably accommodated in those properties.</p> <p>Homes for Good will apply a waiting list preference worth 5 points for applicants referred by an agency with whom the Homes for Good Property Management Division has a signed Memorandum of Understanding (MOU) outlining such a preference. The preference will be specific to the properties and agencies covered by the MOU. A list of partner agencies can be found on the Homes for Good website at homesforgood.org.</p>	<p><b>found on the Homes for Good website at homesforgood.org</b></p>		

Section	Previous Policy	Proposed Policy	Required Change	Impact
<b>6-II.D.</b>	The most current IRS Publication 502, Medical and Dental Expenses, will be used as a reference to determine the costs that qualify as medical expenses. In addition to costs allowed by the IRS, Homes for Good will allow all necessary costs incurred for service and assistance animals. Homes for Good will also allow non-prescription medicines when recommended by a medical practitioner, as treatment for a specific condition diagnosed by a physician, as an allowable medical expense.	The most current IRS Publication 502, Medical and Dental Expenses, will be used as a reference to determine the costs that qualify as medical expenses. <b>In addition to costs allowed by the IRS Homes for Good will allow all necessary costs incurred for service and assistance animals. Such costs include food, grooming, and veterinary care, incurred in maintaining the health and vitality of the service or assistance animal so that it may perform its duties.</b>	No	Clarifies agency policy
<b>6-II.E.</b>	The cost of animals trained to give assistance to persons with disabilities, including the cost of acquiring the animal, veterinary care, food, grooming, and other continuing costs of care, will be included.	The cost of <b>service</b> animals trained to give assistance to persons with disabilities, including the cost of acquiring the animal, veterinary care, food, grooming, and other continuing costs of care, will be included.	No	Clarifies agency policy

Section	Previous Policy	Proposed Policy	Required Change	Impact
<b>6-III.C.</b>	Unless Homes for Good is required to revise utility allowances retroactively, revised utility allowances will be applied to a family's rent calculations at the first interim or annual reexamination after the allowance is adopted.	<b>Revised utility allowances will be applied to a family's rent and subsidy calculations at the first annual reexamination that is effective after the allowance is adopted.</b>	No	Ensures no interim increases in rent, if a new utility allowance is lower than the previous year's
<b>7-I.D.</b>	Homes for Good will send third-party verification forms directly to the third party.	Homes for Good <b>may</b> send third-party verification forms directly to the third party.	No	Allows tenants to collect third party verification in situations where third parties will not communicate with Homes for Good

<p><b>7-II.H.</b></p>	<p>Homes for Good offers a preference for victims of domestic violence, dating violence, sexual assault or stalking living in Section 8 properties managed by Homes for Good, (currently Abbie Lane, Fourteen Pines, and Village Oaks) or holding a Housing Choice Voucher issued by Homes for Good, whose situation requires moving out of the current unit – as described in Section 4-III.B. To verify that applicants qualify for the preference, the PHA will follow documentation requirements outlined in Section 16-VII.D.</p> <p>Homes for Good also offers a preference for persons with disabilities needing an accessible unit or a reasonable accommodation living in Section 8 properties managed by Homes for Good, or holding a Housing Choice Voucher issued by Homes for Good, who cannot be reasonably accommodated in those properties. To verify that applicants qualify for the preference, Homes for Good will follow</p>	<p><b>Permanent Housed Family Preference</b></p> <p><b>This preference applies to families that are currently served in other permanent housing assistance programs administered by Homes for Good, when the other program is unable to serve the family and when such assistance is necessary for Homes for Good to appropriately house the family. This preference requires approval of Directors of both programs. This preference is worth 10 points.</b></p> <p><b>Transitional Homeless Family Preference</b></p> <p><b>This preference applies to transitional housing persons who are homeless and who are referred from a Homes for Good approved entity (an entity with an active MOU/MOA with Homes for Good). The definition of ‘homeless’ and ‘transitional’ for this purpose will be included in the MOU/MOA with the qualified entity. This preference is worth 5 points. A list of partner agencies can be found on the Homes for Good website at homesforgood.org</b></p>	<p>No</p>	<p>Allows tenants to move between programs to be appropriately housed</p>
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Section	Previous Policy	Proposed Policy	Required Change	Impact
	documentation requirements outlined in Homes for Good's reasonable accommodation policy.			
<b>9-I.B</b>	Third-party verification of fixed sources of income will be obtained during the intake process and at least once every three years thereafter.	Third-party verification of fixed sources of income will be obtained during the intake process and <b>annually</b> .  <b>Third-party verification of non-fixed income will be obtained annually regardless of the percentage of family income received from fixed sources.</b>	No	Provides clarity on verifying income annually
<b>9-I.C.</b>	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 <b>not</b> be conducted, and the anniversary date will <b>not</b> be changed. <b>If the family experiences a change in income or expenses that are applicable to Homes for Good's interim policy, Homes for Good will process an interim reexamination.</b>	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.	No	Ensures accurate income and family composition information when a family transfers

Section	Previous Policy	Proposed Policy	Required Change	Impact
9-III.C.	Families are required to report all increases in income, including new employment, <b>within 30 calendar days of the date the change takes effect.</b>	Families are required to report all changes in income or expense, including increases in <b>earned</b> income, including new employment, <b>at the next Annual Recertification.</b>	No	Remove reporting requirements to align with no interim ups

<p><b>16-V.B.</b></p>	<p>During the term of each public housing tenancy, and for at least three years thereafter, the PHA will keep all documents related to a family's eligibility, tenancy, and termination.</p> <p>In addition, the PHA will keep the following records for at least three years:</p> <p>An application from each ineligible family and notice that the applicant is not eligible</p> <p>Lead-based paint records as required by 24 CFR 35, Subpart B</p> <p>Documentation supporting the establishment of flat rents and the public housing maximum rent</p> <p>Documentation supporting the establishment of utility allowances and surcharges</p> <p>Documentation related to PHAS</p> <p>Accounts and other records supporting PHA budget and financial statements for the program</p>	<p>During the term of each assisted lease, and for at least three years thereafter, the PHA <b>must</b> keep:</p> <ul style="list-style-type: none"> <li>• <b>A copy of the executed lease</b></li> <li>• <b>The application from the family</b></li> <li>• <b>All documents related to termination of tenancy and/or subsidy</b></li> </ul> <p>In addition, the PHA <b>must</b> keep the following records for at least three years:</p> <ul style="list-style-type: none"> <li>• <b>Records that provide income, racial, ethnic, gender, and disability status data on program applicants and participants</b></li> <li>• An application from each ineligible family and notice that the applicant is not eligible</li> <li>• <b>HUD-required reports</b></li> <li>• Lead-based paint records as required by 24 CFR 35, Subpart B</li> <li>• Documentation supporting the establishment of flat rents and the public housing maximum rent</li> </ul>	<p>No</p>	<p>Clarifies agency policy</p>
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Section	Previous Policy	Proposed Policy	Required Change	Impact
	<p>Complaints, investigations, notices, and corrective actions related to violations of the Fair Housing Act or the equal access final rule</p> <p>Other records as determined by the PHA or as required by HUD</p>	<ul style="list-style-type: none"> <li>• Documentation supporting the establishment of utility allowances and surcharges</li> <li>• Documentation related to PHAS</li> <li>• Accounts and other records supporting PHA budget and financial statements for the program</li> <li>• Complaints, investigations, notices, and corrective actions related to violations of the Fair Housing Act or the equal access final rule</li> <li>• <b>Other records specified</b> by HUD</li> </ul>		



Section	Previous Policy	Proposed Policy	Required Change	Impact
<b>14-III.C.</b>	Homes for Good is located in a HUD-declared due process state. Therefore, Homes for Good will not offer grievance hearings for lease terminations involving criminal activity that threatens the health, safety, or right to peaceful enjoyment of the premises of other residents or employees of the PHA, or for violent or drug-related criminal activity on or off the premises.	Homes for Good is located in a HUD-declared due process state. Therefore, Homes for Good <b>may</b> not offer grievance hearings for lease terminations involving criminal activity that threatens the health, safety, or right to peaceful enjoyment of the premises of other residents or employees of the PHA, for violent or drug-related criminal activity on or off the premises, <b>or any criminal activity that resulted in felony conviction of a household member.</b>	No	Increase property safety and allows more flexibility on a case-by-case basis
<b>15-I.C.</b>	For each investigation the PHomes for Good will determine (1) whether an error or program abuse has occurred, (2) whether any amount of money is owed the PHA, and (3) what corrective measures or penalties will be assessed.	For each investigation the Homes for Good will determine (1) whether an error or program abuse has occurred, (2) whether any amount of money is owed the PHA, and (3) what corrective measures or penalties will be assessed.	No	Fixed typo





# 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 Accepting a Bid and Awarding Contract #19-C- 0023 for the Maplewood Meadows Exterior Improvements Project.


DEPARTMENT	Real Estate Development		
CONTACT	<b>Kurt Von Der Ehe,</b> <b>CAP Project Manager</b>	EXT	<b>2568</b>
PRESENTER	<b>Kurt Von Der Ehe,</b> <b>CAP Project Manager</b>	EXT	<b>2568</b>
		EXT	

AGENDA DATE: **05/22/2019**

**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 **05/22/2019** 

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

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

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

Management Staff- **Steve Ochs** Date **5/22/2019** 

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



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## **HOMES FOR GOOD MEMORANDUM**

**TO:** Homes for Good Board of Commissioners  
**FROM:** Jacob Fox, Executive Director  
**AGENDA ITEM TITLE:** In the Matter of Accepting a Bid and Awarding Contract #19-C-0023 for the Maplewood Meadows Exterior Improvements Project.  
**AGENDA DATE:** May 22, 2018

### **I MOTION**

It is moved that Blankenship Corp be awarded contract #19-C-0023 for the Maplewood Exterior Improvements project and that an order to this effect be signed, and an agreement be executed in accordance with bid documents.

### **II ISSUE**

Maplewood Meadows, comprised of 19 duplexes (38 apartment units) and 1 community room/office building, is a public housing complex located in Eugene, Oregon. Maplewood Meadows, built in 1990, has 3 & 4-bedroom townhouse units.

Since initially constructed in 1990, there has been tremendous improvements in building science and materials. The siding installed at the time of construction does not meet the standards of today and as a result, the siding is beginning to fail. This compromises the building envelope and needs to be rectified before lasting damage is done to the structures. The windows at the site are nearing the end of their estimated useful life and need to be replaced. Lastly, the building has not had a full exterior paint since it was constructed. In conjunction with the siding replacement and window installation a full exterior paint. The funding for the exterior improvements project will be provided through the Capital Fund Program.

The Agency followed the required procurement process for projects estimated to be over \$100,000. The Request for Bids was published in The Register Guard on April 7, 2019 and April 14, 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 four (4) bids. The apparent low bidder's price was comparable to the Agency's Independent Cost Estimate for this project.

Blankenship Corp would begin work June 2019 with a completion date set for December 2019.

### **III DISCUSSION**

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

A formal bid process with a bid package was issued by the Agency for the required work. Four (4) bids were obtained, and bids were responsive and responsible. The lowest bidder reviewed their bid and confirmed their costs.

The public bidding process was employed; the lowest bid has no irregularities and is responsive and responsible. The prices are considered competitive. However, there aren't sufficient budget funds to cover the entire project. As a result, we accepted a deductive alternate bid which eliminated the Community Room building from the scope of work. By removing this portion, we are able to keep within our budgeted amount for the project. We recommend award of the contract to Blankenship Corp.

The total amount of this bid is \$1,044,600.00. Due to construction cost volatility Homes for Good will work with the contractor to make any reasonable adjustments if deemed necessary. Blankenship Corp will provide performance and payment bonds for this contract.

#### **B. Recommendation**

Approval of the proposed motion.

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

Same as item III. E

### **V ATTACHMENTS**

Exhibit A: Bid Results Record

Exhibit B: Independent Cost Estimate

HOMES FOR GOOD HOUSING AGENCY  
**BID RESULTS RECORD**

CONTRACT #19-C-0023

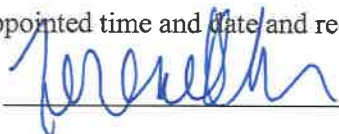
BID OPENING: 2 PM, THURSDAY, MAY 9, 2019

PROJECT/CONTRACT TITLE: MAPLEWOOD MEADOWS EXTERIOR IMPROVEMENTS

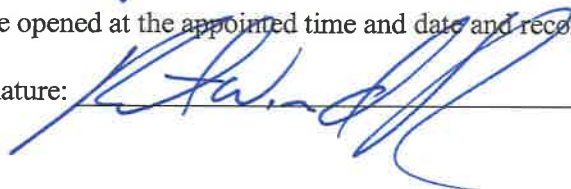
CONTRACTOR-BIDDER>>>	BLANKSHIP CDRP	DOERMAN CONSTRUCTION	MELLI CONSTRUCTION	2G CONSTRUCTION			
BID FORM, complete, signed And if required, notarized	X	X	X	X			
INDEPENDENT CONTRACTOR CERTIFICATION	X	X	X	X			
CERTIFICATE OF INFORMALITIES AND IRREGULARITIES	X	X	X	X			
NON-COLLUSIVE AFFIDAVIT	X	X	X	X			
SECTION 3 CERTIFICATION	X	X	X	X			
NOTICE OF SUB-CONTRACTORS	X	N/A D	X	<u>          </u>			
REPRESENTATIONS & CERTIFICATIONS complete & signed							
ADDENDUM ONE	X	X	X	X			
BID BOND (5%)	X	X	X	X			
PERFORMANCE BOND							
PAYMENT BOND							
<b>TOTAL BASE BID</b>	1,070,000.00	1,577,356.00	1,109,153.10	1,674,000.00			
Deduct #1	25,400.00	77,700.00	40,905.00	65,000.00			
Deduct #2	56,200.00	76,800.00	54,915.00	89,000.00			
Deduct #3	48,900.00	71,150.00	51,157.00	85,000.00			
Deduct #4	33,100.00	61,900.00	41,262.00	67,000.00			
Responsible Bid ( Y or N)							
Ranking of Bids							

\* A check-off in the column indicates when form is received and acceptable

**Bid Recorder Certification:** The above bids were opened at the appointed time and date and recorded accurately. This a true and accurate record of the bids:

Signature:  Date 5/9/19

**Contract Administrator Certification:** The above bids were opened at the appointed time and date and recorded accurately. This a true and accurate record of the bids:

Signature:  Date 5.9.19

TITLE	MATERIAL	QUANTITY	UNIT/ measure	low	UNIT COST	AMOUNT	LABOR COST						
							LABOR	HRS	PER HOUR	AMOUNT	TOTAL		
siding & screen	hardi lap	46575	sf	\$	5.55	\$ 9.94	\$ 462,955.50				\$ -	\$ 462,955.50	
facia 5%		262	lf	\$	7.64	\$ 10.21	\$ 2,675.02				\$ -	\$ 2,675.02	
belly band		2071	lf	\$	7.64	\$ 10.21	\$ 21,144.91				\$ -	\$ 21,144.91	
gutters 10%		252	lf	\$	7.11	\$ 12.26	\$ 3,089.52				\$ -	\$ 3,089.52	
down spouts 10%		273	lf	\$	7.11	\$ 12.26	\$ 3,346.98				\$ -	\$ 3,346.98	
trim (door & corners)		5802	lf	\$	3.16	\$ 5.96	\$ 34,579.92				\$ -	\$ 34,579.92	
windows		176	ea			\$ 1,000.00	\$ 176,000.00				\$ -	\$ 176,000.00	
paint		130278	sf	\$	1.09	\$ 2.26	\$ 294,428.28				\$ -	\$ 294,428.28	
tyvek		57800	sf				\$ -				\$ -	\$ -	
caulk							\$ -				\$ -	\$ -	
contingency							\$ -				\$ -	\$ -	
(unseen conditions)							\$ -				\$ -	\$ -	
											\$ 998,220.13		
Contractor % P/O									17%			\$ 169,697.42	
												\$ 1,167,917.55	





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

ORDER 19-22-05-01H

In the Matter of Accepting a Bid and  
Awarding Contract #19-C-0023 for the  
Maplewood Meadows Exterior Improvements  
Project.

WHEREAS, a Request for Bids of the Maplewood Meadows Exterior Improvements Project was published in The Register Guard on April 7, 2019, and April 14, 2019; published on the Homes for Good website; and sent to various plan centers and specific contractors; and

WHEREAS, at a duly publicized time and place on May 9, 2019, Kurt von der Ehe of Homes for Good Housing Agency, opened bids on the following project: Contract #19-C-0023 for the Maplewood Meadows Exterior Improvements Project; and

WHEREAS, Blankenship Corp is the apparent low bidder for this project, and the bid submitted by Blankenship Corp is comparable to the Agency's Independent Cost Estimate for the project; and

WHEREAS, the bid submitted by Blankenship Corp has no irregularities and is responsive and responsible; and

WHEREAS, Capital Funds are available to finance the project; and

WHEREAS, the Executive Director recommends award of the contract to Blankenship Corp;

NOW IT IS THEREFORE ORDERED THAT: that the Executive Director or Deputy Director is authorized to enter into a Construction Contract with Blankenship Corp for the Maplewood Meadows Exterior Improvements Project in the amount of \$1,044,600.00. The contractor shall present a valid signed contract with payment and performance securities in accordance with bid and contract requirements and shall satisfactorily complete all work within the specified contract time.

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)

AGENDA TITLE: the Matter of Approving the Submission of the Five-Year Capital Fund Action Plan 2019-2023

**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>Kurt Von Der Ehe,</b> <b>CAP Project Manager</b>	EXT	<b>2568</b>
PRESENTER	<b>Kurt Von Der Ehe,</b> <b>CAP Project Manager</b>	EXT	<b>2568</b>
		EXT	

AGENDA DATE: **05/22/2019**

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 **05/22/2019**

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

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

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

Management Staff- **Steve Ochs** Date **5/22/2019**

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



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## **HOMES FOR GOOD MEMORANDUM**

**TO:** Homes for Good Board of Commissioners  
**FROM:** Jacob Fox, Executive Director  
**AGENDA ITEM TITLE:** In the Matter of Approving the Submission of the Five-Year Capital Fund Action Plan 2019-2023  
**AGENDA DATE:** May 22, 2019

### **I MOTION**

It is moved that the order/resolution be adopted approving the submission of the Five-Year Capital Fund Action Plan 2019-2023

### **II ISSUE**

Capital Fund 5 Year Action Plan requires Board approval and certification that the Agency has complied with the applicable requirements listed on the certification form.

### **III DISCUSSION**

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

The 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 Action Plan to HUD.

The Agency is submitting the Capital Fund Program Five Year Action Plan. The focus of the plan is to identify and provide routine maintenance, along with minor modifications, of Public Housing units. The Work Responsibility Act requires that housing authorities work with their Public Housing Resident Advisory Boards (RAB) on the planning and development of the Plans. In order to meet this requirement, the Agency met with the RAB on May 9, 2019. The RAB was presented with various components of the Plan at this meeting.

The Act also requires that the Agency's Capital Fund Plan is consistent with the Consolidated Plan (an inter-jurisdictional effort designed to address the needs of the community). The Agency's plan coordinates and addresses many of the needs outlined in the Consolidated Plan, such as, increasing affordable rental housing, conserving and improving existing affordable housing, and increasing homeownership opportunities.

HUD requires that housing authorities provide public notice of a 45-day comment period and a public hearing on the proposed plan. The Agency has met this requirement through public

advertisement, resident meetings, and a public hearing. Throughout the comment period, the Plan and supporting documents have been available for public viewing at both Agency administration buildings and at each Public Housing development site. A public hearing was held at the end of the public comment period on April 25, 2019, no questions or comments were received regarding the Five-Year Capital Fund Action Plan 2019-2023.

The Agency is required to submit the Capital Fund Program Five Year Action Plan to HUD for approval prior to initiating projects included in the plan. Along with the electronic submission, the Agency is required to submit to HUD the Board certification in a HUD prescribed format.

B. Recommendation

In order to receive subsequent HUD funding, the Agency must submit the Board approved Capital Fund Program Five-Year Action Plan and the related certifications.

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

Upon approval by the Board, the Executive Director will submit the ORDER/Resolution of the Capital Fund 5-Year Plan to HUD.

#### **V ATTACHMENTS**

1. Exhibit A: Capital Fund Program Five Year Action Plan 2019-2023.
2. Exhibit B: Public Comment advertisement.

HOMES FOR GOOD HOUSING AGENCY  
 CAPITAL FUND 5-YEAR ACTION PLAN  
 FY19-FY23



WORK TO BE DONE	FY19	FY20	FY21	FY22	FY23
<b>AMP 100 LAURELWOOD (29 UNITS)</b>					
Roofs/Gutters		\$80,844.00	\$50,000.00		
Interior/Exterior Comp Mod			\$60,000.00		
Appliances and Heaters				\$25,000.00	
Parking lot				\$5,000.00	
Faucet upgrades					\$20,000.00
Walks, Slabs, & Driveways	\$25,000.00	\$20,000.00			
Exterior Paint			\$69,199.00		
<b>AMP 100 LAURELWOOD SUB TOTAL</b>	<b>\$25,000.00</b>	<b>\$100,844.00</b>	<b>\$179,199.00</b>	<b>\$30,000.00</b>	<b>\$20,000.00</b>

WORK TO BE DONE	FY19	FY20	FY21	FY22	FY23
<b>AMP 200 McKENZIE VILLAGE (172 UNITS)</b>					
Roofs/Gutters	\$10,000.00	\$30,000.00	\$70,000.00	\$150,000.00	\$80,000.00
Kitchen Upgrades (2 bedroom units)					\$10,000.00
Plumbing and Storm Drain	\$10,000.00	\$14,000.00	\$20,000.00	\$10,000.00	
Asbestos Flooring Abatement/Replacement	\$10,000.00	\$13,000.00			
Security System Admin Bldg	\$30,000.00				
Concrete				\$72,844.00	
Faucet Upgrades					\$103,200.00
Tub Surrounds				\$57,656.00	\$100,000.00
Doors					\$40,000.00
Trees					\$10,000.00
<b>AMP 200 McKENZIE VILLAGE SUB TOTAL</b>	<b>\$60,000.00</b>	<b>\$57,000.00</b>	<b>\$90,000.00</b>	<b>\$290,500.00</b>	<b>\$343,200.00</b>

HOMES FOR GOOD HOUSING AGENCY  
 CAPITAL FUND 5-YEAR ACTION PLAN  
 FY19-FY23



WORK TO BE DONE	FY19	FY20	FY21	FY22	FY23
<b>AMP 200 PENGRA COURT (22 UNITS)</b>					
Siding, Windows, Exterior Paint	\$500,000.00	\$500,000.00			
Trees					\$10,000.00
Interior Mods					\$50,000.00
Irrigation and Plumbing					\$100,000.00
Faucet Upgrade					\$15,000.00
Parking Lot				\$6,000.00	
Concrete				\$50,000.00	
<b>AMP 200 PENGRA COURT SUB TOTAL</b>	<b>\$500,000.00</b>	<b>\$500,000.00</b>	<b>\$0.00</b>	<b>\$56,000.00</b>	<b>\$175,000.00</b>

WORK TO BE DONE	FY19	FY20	FY21	FY22	FY23
<b>AMP 300 MAPLEWOOD MEADOWS (38 UNITS)</b>					
ADA Kitchen Remodel- 2 units				\$40,000.00	
Faucet Upgrades					\$23,000.00
Parking Lot			\$10,000.00		
ADA Site Work		\$60,000.00			
<b>AMP 300 MAPLEWOOD MEADOWS SUB TOTAL</b>	<b>\$0.00</b>	<b>\$60,000.00</b>	<b>\$10,000.00</b>	<b>\$40,000.00</b>	<b>\$23,000.00</b>

WORK TO BE DONE	FY19	FY20	FY21	FY22	FY23
<b>AMP 400 PARKVIEW TERRACE (150 UNITS)</b>					
Abatements			\$10,000.00	\$10,000.00	
Ext Paint			\$200,000.00	\$170,000.00	
Elevator Upgrades/Repair			\$34,000.00		
Water Heater	\$18,000.00				
Plumbing and Storm Drains					\$5,000.00
Parking Lot				\$10,000.00	
Remodel Lobby Restrooms				\$15,000.00	
Security System					\$20,000.00
Concrete Walks and Slabs				\$50,000.00	
<b>AMP 400 PARKVIEW TERRACE SUB TOTAL</b>	<b>\$18,000.00</b>	<b>\$0.00</b>	<b>\$244,000.00</b>	<b>\$255,000.00</b>	<b>\$25,000.00</b>

HOMES FOR GOOD HOUSING AGENCY  
 CAPITAL FUND 5-YEAR ACTION PLAN  
 FY19-FY23



WORK TO BE DONE	FY19	FY20	FY21	FY22	FY23
<b>AMP 500 LINDEBORG PLACE (40 UNITS)</b>					
Plumbing and Storm Drains			\$10,000.00		
Parking Lot		\$4,000.00			
Siding and Ext Paint		\$77,199.00			
Roof/Gutters			\$10,000.00		\$10,000.00
Elevator Upgrades				\$35,000.00	
Bath Upgrades			\$143,000.00		
Security System					\$50,000.00
<b>AMP 500 LINDEBORG PLACE SUB TOTAL</b>	<b>\$0.00</b>	<b>\$81,199.00</b>	<b>\$163,000.00</b>	<b>\$35,000.00</b>	<b>\$60,000.00</b>

WORK TO BE DONE	FY19	FY20	FY21	FY22	FY23
<b>AMP 500 VENETA VILLA (30 UNITS)</b>					
Plumbing and Storm Drain					\$20,000.00
Roofs/Gutters			\$10,000.00		\$10,000.00
Concrete Walks and Slabs	\$70,844.00	\$50,000.00		\$20,000.00	
Trees		\$10,000.00			
Ext Paint				\$60,000.00	
Parking Lot			\$4,000.00		
Security System					\$50,000.00
<b>AMP 500 VENETA VILLA SUB TOTAL</b>	<b>\$70,844.00</b>	<b>\$60,000.00</b>	<b>\$14,000.00</b>	<b>\$80,000.00</b>	<b>\$80,000.00</b>

WORK TO BE DONE	FY19	FY20	FY21	FY22	FY23
<b>AMP 500 VENETA SCATTERED SITES (20 UNITS)</b>					
Comp Mods			\$12,000.00		
Concrete Walks and Slabs	\$25,000.00		\$20,000.00		
Roofs/Gutters			\$10,000.00		\$10,000.00
Faucet Upgrades					\$10,000.00
Plumbing and Storm Drains					\$5,000.00
Trees		\$10,000.00			
Driveways/Parking Lots			\$55,844.00		
Ext Paint				\$50,000.00	
<b>AMP 500 VENETA VILLA SCATTERED SITES SUB TOTAL</b>	<b>\$25,000.00</b>	<b>\$10,000.00</b>	<b>\$97,844.00</b>	<b>\$50,000.00</b>	<b>\$25,000.00</b>



HOMES FOR GOOD HOUSING AGENCY  
 CAPITAL FUND 5-YEAR ACTION PLAN  
 FY19-FY23



WORK TO BE DONE	FY19	FY20	FY21	FY22	FY23
<b>AMP 600 CRESVIEW VILLA (34 UNITS)</b>					
Abatements			\$8,000.00		
Concrete Walks and Slab	\$50,000.00			\$22,543.00	
Ext Doors			\$18,000.00		
Plumbing and Storm Drains				\$10,000.00	
Exterior Building Paint	\$82,000.00				
<b>AMP 600 CRESVIEW VILLA SUB TOTAL</b>	<b>\$132,000.00</b>	<b>\$0.00</b>	<b>\$26,000.00</b>	<b>\$32,543.00</b>	<b>\$0.00</b>

WORK TO BE DONE	FY19	FY20	FY21	FY22	FY23
<b>AMP 600 RIVERVIEW TERRACE (60 UNITS)</b>					
Seismic Upgrade					\$167,843.00
Concrete Walks and Slab				\$50,000.00	
Elevator Upgrades			\$30,000.00		
Unit Comp Mods			\$15,000.00		
<b>AMP 600 RIVERVIEW TERRACE SUB TOTAL</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$45,000.00</b>	<b>\$50,000.00</b>	<b>\$167,843.00</b>

**Work Item Sub Totals**    \$830,844.00    \$869,043.00    \$869,043.00    \$919,043.00    \$919,043.00

HOMES FOR GOOD HOUSING AGENCY  
 CAPITAL FUND 5-YEAR ACTION PLAN  
 FY19-FY23



<u>OTHER</u>	FY19	FY20	FY21	FY22	FY23
1406- Operations	\$247,728.00	\$247,728.00	\$247,728.00	\$247,728.00	\$247,728.00
1408- Management Improvements	\$40,000.00	\$40,000.00	\$40,000.00	\$40,000.00	\$40,000.00
1410- Grant Administration Fee	\$137,580.00	\$137,580.00	\$137,580.00	\$137,580.00	\$137,580.00
1480- Grant Audit	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00
1480- Architect	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00
1480 Fees and Sundries	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00
1480 GPNA	\$40,000.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00
1480- Fees & Sundries	<b>\$70,000.00</b>	<b>\$31,500.00</b>	<b>\$31,500.00</b>	<b>\$31,500.00</b>	<b>\$31,500.00</b>
1480- Equipment	\$9,699.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00
1480- Cap Fund Vehicle Purchase	\$50,000.00	\$50,000.00	\$50,000.00	\$0.00	\$0.00
1480- Relocation	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00
1480- Contingency (3%)	\$30,000.00	\$30,000.00	\$30,000.00	\$30,000.00	\$30,000.00
<b>"Other" Sub Totals</b>	<b>\$592,007.00</b>	<b>\$553,808.00</b>	<b>\$553,808.00</b>	<b>\$503,808.00</b>	<b>\$503,808.00</b>

	FY19	FY20	FY21	FY22	FY23
Work Items Sub total	\$830,844.00	\$869,043.00	\$869,043.00	\$919,043.00	\$919,043.00
Others Sub Total	\$592,007.00	\$553,808.00	\$553,808.00	\$503,808.00	\$503,808.00
<b>Total</b>	<b>\$1,422,851.00</b>	<b>\$1,422,851.00</b>	<b>\$1,422,851.00</b>	<b>\$1,422,851.00</b>	<b>\$1,422,851.00</b>

MAR 15 2019

# GATEHOUSE MEDIA

3500 CHAD DRIVE, SUITE 600, EUGENE, OREGON 97408  
PHONE (541) 485-1234

HOMES FOR GOOD  
Legal Notice 0000125625

## Legal Notice Advertising

HOMES FOR GOOD HOUSING A  
RICHARD DANNEMILLER  
300 W FAIRVIEW DR  
SPRINGFIELD, OR 97477

### AFFIDAVIT OF PUBLICATION

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

Homes for Good Housing Agency  
177 DAY ISLAND ROAD  
EUGENE, OREGON 97401  
Capital Fund Program Five-Year  
Action Plan (2019-2023)  
Notice of 45 Day Comment Period and  
Public Hearing

Homes for Good Housing Agency will be submitting its Capital Fund Program Five-Year Action Plan.

The public examination and comment period for the Capital Fund 5 Year Plan begins Sunday, March 10, 2019 and ends Wednesday, April 24, 2019, with a public hearing on Thursday April 25, 2019 at 11 AM in the Community Room at Homes for Good Housing Agency, 300 W. Fairview, Springfield. The Capital Fund Five-Year Action Plan and all supporting documents may be viewed at the following locations:

Homes for Good Housing Agency  
Administrative Office  
177 Day Island Road  
Eugene Oregon 97401  
Homes for Good Housing Agency  
Administrative Office  
300 West Fairview Drive  
Springfield OR 97477

Written comments may be submitted to Jared Young, Contract Administrator, Homes for Good Housing Agency, 300 W Fairview Drive, Springfield OR 97477.

If you have any questions regarding the Capital Fund 5 Year Plan, please contact Jared Young at (541) 682-3432.


If you are in need of a reasonable accommodation in regard to this meeting, please call Teresa Hashagen at (541) 682-2562 at least 24 hours prior to the meeting time.

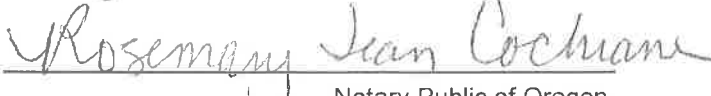
The Agency is an equal opportunity employer and complies with State and Federal laws and regulations relating to the 1973 Rehabilitation Act, Section 504, and the 1990 Americans with Disabilities Act (ADA) and the 2009 Americans with Disabilities Act Amendment (ADAA). Homes for Good Housing Agency does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

No. 125625 - March 10, 2019

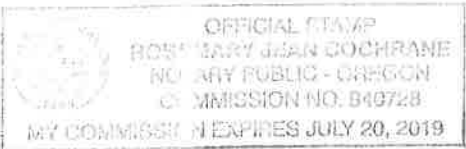
I, **Wendy Raz**, being first duly affirmed, depose and say that I am the Advertising Manager, or the principal clerk, of The Register-Guard, a newspaper of general circulation as defined in ORS 193.010 and 193.020; published at Eugene in the aforesaid county and state; that the **PUBLIC NOTICE** printed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

**March 10, 2019**

  
\_\_\_\_\_  
Subscribed and affirmed to before me this March 11, 2019

  
\_\_\_\_\_  
Notary Public of Oregon

Account #: 16475  
INVOICE: 0000125625  
Case: Capital Fund 5 Year Plan  
Ad Price: \$132.50





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

ORDER 19-22-05-02H

In the Matter of Approving the Submission of  
the Five-Year Capital Fund Action Plan  
2019-2023

WHEREAS, it is necessary for the Board to approve the submission of the Five Year Capital Fund Action Plan 2019-2023 for Homes for Good Housing Agency; and

WHEREAS, a public hearing to receive comments on the Five-Year Capital Fund Action Plan 2019-2023 was held on April 25, 2019 and

WHEREAS, Homes for Good Housing Agency Executive Director has recommended approval of the proposed Five-Year Capital Fund Action Plan 2019-2023; and

WHEREAS, the Board having fully considered the Executive Director's recommendation,

NOW IT IS THEREFORE ORDERED THAT:

The Board authorizes the submission of the Five-Year Capital Fund Action Plan 2019-2023.

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 Submitting a Letter of Interest in obtaining Moving to Work designation under the second cohort of the Moving to Work Expansion.

**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>Executive</b>	
CONTACT	<b>Wakan Alferes, Community Services Director</b>	EXT <b>2508</b>
PRESENTER	<b>Wakan Alferes, Community Services Director</b>	EXT <b>2508</b>
	<b>Beth Ochs, Housing Assistance Director</b>	EXT <b>2547</b>

AGENDA DATE: **05/22/2019**

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 **05/22/2019**

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

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

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

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

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



177 Day Island Rd., Eugene, OR 97401 • PH 541-682-3755 • FAX 541-682-3411  
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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: Wakan Alferes, Resident Services Director;  
Beth Ochs, Rent Assistance Division Manager**

**AGENDA ITEM TITLE: ORDER/ In the Matter of Submitting a Letter of Interest in  
obtaining Moving to Work designation under the second cohort  
of the Moving to Work Expansion.**

**AGENDA DATE: May 22, 2019**

### **I. MOTION**

It is moved that the order be adopted approving the submission of a Letter of Interest in obtaining Moving to Work designation under the second cohort of the Moving to Work Expansion

### **II. ISSUE**

For the agency to be placed on HUD's eligibility list to apply for regulatory relief available under the Moving to Work (MTW) program, the Board must pass a resolution and the agency must submit a non-binding letter of interest. Such resolution must approve the Agency's desire to obtain MTW designation under the second cohort of the MTW expansion and state the intention to comply with the MTW objectives, statutory requirements, and Operations Notice.

### **III. DISCUSSION**

A. Background  
(repeated from April Board Meeting)

On March 14, 2019, the Department of Housing and Urban Development (HUD) sent out a notice inviting Public Housing Authorities (PHAs) to show their interest in the Moving to Work Demonstration Program (MTW). Homes for Good appears to meet the eligibility criteria for participation and plans to submit a letter of interest.

We are interested in a version of MTW that would simplify our rent calculation process by establishing income-based tiered rents. Participation in the tiered rent program would also allow us to access other benefits of the wider MTW program.

Submitting a letter of interest will not obligate the agency to apply or to participate. The deadline for the letter is June 12, 2019.



## What is Moving to Work?

Moving to Work is a HUD program established in 1996 and expanded in 2016. The goals for the program are to:

- reduce cost and achieve greater cost effectiveness in federal expenditures;
- give incentives to families with children where the head of household is working; is seeking work; or is preparing for work by participating in job training, educational programs, or programs that assist people to obtain employment and become economically self-sufficient; and
- increase housing choices for eligible low-income families.

MTW provides PHAs with waivers from some statutes and HUD regulations, allowing more flexibility in operations and management. The main benefit of MTW is the ability to use funds in a more flexible way, increasing the agency's ability to adapt and respond to market needs.

The agency would also be eligible for other waivers including; providing incentives to landlords; expanding & streamlining opportunities for use of Project-Based Vouchers; and expanding resident services to better serve agency owned housing other than public housing.

## What is Tiered Rent?

The current phase of the MTW expansion is focused on Rent Reform. Of the available methods of rent reform, the one that Homes for Good is interested in would establish Tiered Rents. These tiered rents would only apply to households in Public Housing and the Housing Choice Voucher programs – and all elderly or disabled households would not be subject to the tiered rent system.

Under the current rent structure, residents of public housing and voucher units pay 30% of their adjusted income toward rent - adjusted income includes various deductions. During the study period, residents would be randomly assigned to the current or the new rent structure.

Under a tiered rent structure, eligible residents of public housing and voucher units would be assigned to a rent tier as in the table below. The assignment would continue to be based on the family's adjusted income. Rents would not change between recertifications except due to hardship or if a family with a voucher moved to a different unit.

<b>Tier</b>	<b>Tier Income Minimum</b>	<b>Tier Income Maximum</b>	<b>Tiered Rent</b>
1	\$0	\$2,499	\$50
2	\$2,500	\$4,999	\$94
3	\$5,000	\$7,499	\$156
4	\$7,500	\$9,999	\$219
5	\$10,000	\$12,499	\$281

Income tiers would continue in \$2,500 increments up to the area median income, with tiered rents set at 30% of the mid-point of each income tier.

From an administrative perspective, the biggest difference from the current rent structure is that households would only need to recertify their income every three years and would keep the same rent for those three years. We anticipate that this would allow the agency to operate more efficiently, and free up resources to increase quality and services to residents of our programs.

From a tenant perspective, there would be less need to report to Homes for Good. Households that gain income between recertifications would pay less rent than under the current system. Families that lose income or increase certain expenses between recertifications would be eligible for "hardship," and could have their incomes re-certified early to move into a lower rent tier.

### **What is the application process?**

**March 14, 2019:** HUD publishes notice.

**June 12, 2019:** Deadline for Letter of Interest package

- Submission of the Letter of Interest requires a resolution of the Board of Commissioners.
- Homes for Good is preparing a letter of interest package. Submitting a letter of interest means that if HUD determines we are eligible, we will be invited to apply.
- Homes for Good is currently in the early stages of studying the potential impact of participating in Moving to work, including potential IT costs.

**Summer 2019:** HUD invites eligible PHAs to complete the full Application for MTW

**Fall 2019:** Deadline for full Application package.

- Applying does not force us to participate in MTW.

**Spring 2020:** HUD selects PHAs, and starts the process leading to formal participation.

- The flexibilities and requirements of MTW will not take effect until Homes for Good and HUD execute and implement an amendment to the Annual Contributions Contract.

#### **B. Recommendation**

Approval of board order expressing a desire that Homes for Good be placed on the non-binding interest list for regulatory relief under the MTW Program.

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

Upon approval by the Board, the Executive Director will direct staff to submit a letter of interest and supporting documents to HUD. If found eligible, the agency will be invited to complete the full Application. Board action will be required at multiple future points prior to potential MTW designation.

## **V. ATTACHMENTS**

None

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

ORDER 19-22-05-03H

In the Matter of Submitting a Letter of Interest in obtaining Moving to Work designation under the second cohort of the Moving to Work Expansion.

WHEREAS, the Moving to Work (MTW) program was statutorily authorized in 1996 and significantly expanded in 2016 by Congress; and the US Department of Housing & Urban Development (HUD) has established an Operations Notice for the Expansion of the Moving to Work Demonstration Program (FR-5994-N-03).

WHEREAS, the objectives of the MTW Program are to: reduce cost and achieve greater costs effectiveness in Federal expenditures; give incentives to families with children where the head of household is working, is seeking work, or is preparing for work by participating in job training, educational programs, or programs that assist people to obtain employment and become economically self-sufficient; and increase housing choices for low-income families.

WHEREAS, HUD has published a notice (Notice PIH-2019-04) indicating an opportunity to apply for the MTW expansion's second cohort built around Rent Reform, including Test Rent #1: Tiered Rents (Income-Based).

WHEREAS, Homes for Good supports the objectives of the MTW Program and has a desire for the regulatory relief that achieved through participation in MTW.

WHEREAS, Notice PIH-2019-04 establishes an application process whereby Homes for Good must complete a baseline study and submit a letter of intent, attaching a supportive resolution of the Homes for Good Board of Commissioners.

NOW IT IS THEREFORE ORDERED THAT: The Homes for Good Board of Commissioners approves Homes for Good's desire to obtain MTW designation under the second cohort of the MTW Expansion and authorizes the submission of a letter of interest meeting the requirements outlined in Notice PIH-2019-04. Homes for Good intends to comply with the MTW objectives, statutory requirements, and Operations Notice; and is willing to evaluate Test Rent #1 – Tiered Rent (Income-Based) as described in Notice PIH-2019-04.

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 Additional Representatives to Act on Behalf of MD Commons LLC.

**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>
		EXT

AGENDA DATE: **05/22/2019**

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 ___5 min___                            |  |

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

Executive Director/: **Jacob Fox** Date **05/22/2019**

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, Real Estate Development Director

**AGENDA ITEM TITLE:** In the Matter of Authorizing the Updating of the Financing and Adding Authorized Representatives for Market District Commons Affordable Housing Development.

**AGENDA DATE:** May 22, 2019

### **I MOTION**

It is moved that the Agency is authorized to provide a construction loan to MD Commons LLC as provided below and in the Board Order.

### **II ISSUE**

The Homes for Good Board has authorized the development of Market District Commons, a 50-unit permanent affordable housing development at 560 Oak Street in Eugene Oregon. Based on further underwriting and delays in construction leading to increased construction costs, there is a need to update financing needs for the project. Homes for Good also wishes to update authorized signers due to staffing changes.

### **III DISCUSSION**

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

In 2013 the Lane County Board of Commissioners accepted the responses of Homes for Good and Obie Companies to the County's request for proposals for the redevelopment of County owned property on Sixth Avenue and Oak Street in Eugene. In 2013 Homes for good entered into a Lease Option Agreement with the County. As required by the option agreement Homes for Good and Obie companies advertised and held three public meetings to allow feedback on proposed design and use. Feedback from these meetings was incorporated into a "Use and Development Plan" which was approved by the Lane County Board of Commissioners in 2016.

Homes for Good and its development team have been working closely with Obie Companies over the last 4 years to develop a coordinated and thoughtful development plan for the Market District area. Homes for Good will develop 50 affordable units in four stories over ground floor commercial space. The units will serve much needed downtown workforce housing and also provide a number of units specifically set aside for veterans.

By prior Commission Order 18-22-08-04H, the Authority authorized the formation of MD Commons LLC (the "LLC") to develop the Project and own the Housing Project, and authorized formation of MD Manager LLC ("Manager LLC") to serve as the Managing Member of the LLC.

Additionally, by prior Commission Order 18-28-11-04H, the Authority authorized, among other things, various forms of financing for the project including a construction loan from Wells Fargo Bank, National Association in the approximate amount of \$9,900,000 and also authorized a permanent loan in the approximate amount of \$910,000 from Network for Oregon Affordable Housing (NOAH).

Based on delays in construction and further underwriting through Wells Fargo Bank and NOAH it has concluded it is prudent to authorize a Construction Loan in the approximate principal amount of \$10,250,000 and concluded it is prudent to authorize an increase the NOAH Loan to the approximate principal amount of \$1,440,000.

The Deputy Director position was authorized to act on behalf of the Agency and LLC but is no longer part of the Agency structure. To ensure that it has designated an authorized signer who will be available to execute documents on behalf of the Agency, the LLC, and the Manager LLC when the financing is closed the resolution authorizes the following individuals to sign on behalf of the Authority or the LLC.

Jacob Fox, Executive Director  
Jeff Bridgens, Finance Director  
Ela Kubok, Communications Director

With the updated financing and signers, the project is expected to close financing in late May or early June and immediately commence construction.

B. Recommendation

Approval of the proposed motion.

**IV IMPLEMENTATION/FOLLOW-UP**

Upon approval of the Order, the required loan documents will be drafted and executed upon the finance closing of Market District Commons

**V ATTACHMENTS**

None





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

ORDER 19-22-05-04H

In the Matter of Authorizing the Updating of  
the Financing and Adding Authorized  
Representatives for Market District Commons  
Affordable Housing Development

WHEREAS, WHEREAS, Housing 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, consistent with its purposes and powers, the Authority intends to cause an affiliate entity to construct on a parcel at the northwest corner of 6<sup>th</sup> Avenue & Oak Street in Eugene Oregon, a mixed use structure which will become a condominium to be known as Market District Commons Condominium with two units: one condominium unit with approximately 50 units of affordable housing (the "Housing Project"); and a second condominium unit of approximately 5,500 square feet on the ground floor (the "Commercial Unit") to be acquired, upon completion, by an affiliate of the Obie Companies (together, the development of the Housing Project and the Commercial Unit are referred to as the "Project"); and

WHEREAS, by prior Commission Order 18-22-08-04H, the Authority authorized the formation of MD Commons LLC (the "LLC") to develop the Project and own the Housing Project, and authorized formation of MD Manager LLC ("Manager LLC") to serve as the Managing Member of the LLC; and

WHEREAS, by prior Commission Order 18-28-11-04H, the Authority authorized, among other things, various forms of financing for the Project including a construction loan from Wells Fargo Bank, National Association in the approximate amount of \$9,900,000 (the "Construction Loan"); and

WHEREAS, based on further underwriting, the Agency has concluded it is prudent to authorize a Construction Loan in the approximate principal amount of **\$10,250,000** (which amount may increase or decrease based on final underwriting); and

WHEREAS, by prior Commission Order 18-28-11-04H, the Authority also authorized a permanent loan in the approximate amount of \$910,000 from Network for Oregon Affordable Housing (the "NOAH Loan"); and

WHEREAS, based on further underwriting the Agency has concluded it is prudent to authorize an increase the NOAH Loan to the approximate principal amount of **\$1,440,000** (which amount may increase or decrease based on final underwriting); and

WHEREAS, the Agency wishes to ensure that it has designated an authorized signer who will be available to execute documents on behalf of the Agency, the LLC, and the Manager LLC when the financing is closed;

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

**1. Authorize Increased 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 in the maximum principal amount of **\$10,250,000** (which amount may increase or decrease based on final underwriting) which documents shall be 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 Increased NOAH Loan.**

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 NOAH Loan Documents listed on the attached Exhibit A (whether bearing the name listed or names to similar effect) and such other documents as may be necessary to enter into the NOAH Loan in the approximate principal amount of **\$1,440,000** (which amount may increase or decrease based on final underwriting), which documents shall be 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 whether acting on behalf of the Authority or the LLC.

Jacob Fox, Executive Director  
Jeff Bridgens, Finance Director  
Ela Kubok, Communications Director

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

Steve Ochs

#### **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, 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

### Well Fargo Affordable Housing Syndication Documents

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

### Wells Fargo Bank, National Association Construction Loan Documents

1. Promissory Note;
2. Construction Loan and Security Agreement;
3. Construction Deed of Trust With Absolute Assignment of Leases and Rents, Security Agreement, and Fixture Filing;
4. Pledge and Security Agreement (Assignment of Partnership Interests and Tax Credits);
5. Assignment of Capital Contributions;
6. Assignment of Leases and Rents;
7. Guaranty and Suretyship Agreement (Payment and Completion);
8. Assignment of Construction and Development Documents;
9. Environmental Indemnity Agreement;
10. Borrower's Certificate;
11. Subordination of Management Agreement;
12. Priority and Subordination Agreement.
13. And such other document as required in connection with the closing of the Construction Loan.

### NOAH Loan Documents

1. Loan Purchase Agreement
2. Certificate of Borrower
3. Amendment to Note
4. Amendment to Deed of Trust
5. Pledge and Security and Control Agreement
6. Certificate and Indemnity Regarding Hazardous Substances
7. Guaranty Agreement (GP Obligations)
8. Guaranty Agreement (Condominium Obligations)
9. Indemnity and Guaranty – Stormwater Management
10. And such other documents as required in connection with the funding of the NOAH Loan



# 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 Executive Director or Designee to Acquire Real Property in Cottage Grove Oregon to Develop Affordable Housing.

**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>
		EXT	

AGENDA DATE: **05/22/2019**

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 **05/22/2019**

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, Real Estate Development Director

**AGENDA ITEM TITLE:** In the Matter of Authorizing the Executive Director or Designee to Acquire Real Property in Cottage Grove Oregon to Develop Affordable Housing.

**AGENDA DATE:** May 22, 2019

### **I MOTION**

It is moved that the Executive Director or Designee be authorized to acquire a 0.16 acre property located at Map 20-03-28-32 Tax lot12100 in Cottage Grove Oregon to Develop Affordable Housing.

### **II ISSUE**

Post 32 of the American Legion in Cottage Grove owns a vacant 0.16 acre parcel adjacent to its Post. Homes for Good was approached by the City of Cottage Grove and Post 32 of the American Legion with the idea of providing affordable housing to help veterans at this location. Homes for Good met with the City of Cottage Grove and Post members to discuss providing 4 cottages or tiny homes on the parcel. Subsequently Homes for Good entered into a Purchase and Sale Agreement to purchase the vacant parcel for \$36,000 contingent on due diligence and board approval.

### **III DISCUSSION**

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

In the summer of 2018 Homes for Good was approached by the City of Cottage Grove and Post 32 of the American Legion about providing more affordable housing for veterans in Cottage Grove. The American Legion owns a vacant 0.16 acre parcel right next to its building which it wants to use for this purpose. The parcel is zoned for low-density residential but allows for cottage cluster development through the Conditional Use permit process. Based on the size of the parcel up to 4 cottages or tiny homes could be developed on the parcel.

Homes for Good staff approached the University of Oregon OregonBuilds program. This program led by Professor Rob Thallon has partnered with Homes for Good to build single family homes that are then sold as affordable housing. In this case the partnership would include the students designing four cottages or tiny homes in one school term and then under direction of a contractor, constructing the homes in two terms. Once they are constructed they would be rented to low income veterans.

The property is located just across the street from Riverview Terrace which is a large public housing affordable community managed by Homes for Good. The on-site manager and maintenance team would manage this new homes and help provide a supportive community for the residence of the new homes.

In January of 2019 the project was awarded \$250,000 for what has been named the "Legion Cottages" from Lane County Health & Human Services through the Housing Improvement Plan Grant to assist in funding the project. This award will be combined with private loans, donations and possible OHCS funding to complete the project. Completion of the four homes is targeted for early summer of 2020.

B. Recommendation

Approval of the proposed motion.

**IV IMPLEMENTATION/FOLLOW-UP**

Upon approval of the Order, Homes for Good will complete due diligence work on the property and acquire the property.

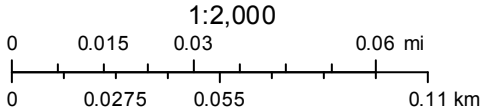
**V ATTACHMENTS**

A. Site Map

# Site Map Legion Cottages



12/3/2018, 12:02:54 PM





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

ORDER 19-22-05-05H

In the Matter of Authorizing the Executive  
Director or Designee to Acquire Real Property  
in Cottage Grove Oregon to Develop  
Affordable Housing.

WHEREAS, Housing 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, the Authority will receive Housing Improvement Grant Funds from Lane County to facilitate the purchase of the property; and

WHEREAS, consistent with its purposes and powers, the Authority intends to partner with the University of Oregon School of Architecture to design and construct 4 affordable, small homes on the property;

**NOW IT IS THEREFORE ORDERED THAT:**

BE IT RESOLVED, that The Authority Shall Acquire the Real Property located at Map 20-03-28-32 Tax lot 12100 in Cottage Grove Oregon; and that the Executive Director, or Designee is Authorized to Execute the Necessary Documents to Carry Out This Acquisition.

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)

**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: New Administration Building Financing Update

DEPARTMENT	<b>Real Estate Development</b>		
CONTACT	<b>Nora Cronin , Project Developer</b>	EXT	<b>2521</b>
PRESENTER	<b>Jacob Fox, Executive Director</b>	EXT	<b>2527</b>
		EXT	

AGENDA DATE: **05/22/2019**

#### 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 checked="" 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 **05/22/2019**

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

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

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

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

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



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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:** Jacob Fox, Executive Director; Nora Cronin, Project Developer  
**AGENDA ITEM TITLE:** DISCUSSION/New Administration Building Financing Update  
**AGENDA DATE:** May 22, 2019

### **I ISSUE**

None

### **II DISCUSSION**

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

In October 2017, Homes for Good purchased the property located at 100 W 13<sup>th</sup> Avenue in Eugene, Oregon to be used as the agency's new administrative building. The agency plans to consolidate both the Day Island and Fairview offices into this one facility. The building was constructed in 1959 as the Eugene public library and contains approximately 38,000 gross square feet over 3 levels.

Homes for Good obtained an acquisition loan from the Governmental Finance unit of BB&T Bank which funded the entire amount of the purchase price and closing costs of \$3,784,967. The BB&T Loan matures December 1, 2020, carries an interest rate of 3.15%, and requires semi-annual, interest-only payments. Since the property acquisition in 2017, Homes for Good has been planning and designing the renovation of the property. Due to the historic nature of the property, a majority of the renovation work will be on the interior of the property. The scope of the renovation is currently planned to include the following:

- Replacement of most of the interior finishes and wall systems,
- Provision of meeting spaces and open work spaces on the first and second levels and storage, utility, and meeting space on the subterranean level,
- New electrical systems including energy-efficient lighting, audio-visual, data, and security systems,
- New energy-efficient HVAC system,
- Structural upgrades,
- Repairs and weatherproofing to the exterior,
- ADA modifications and repaving of the parking lot.
- Solar PV

Based upon the design documents prepared by PIVOT Architecture and cost estimates provided

by Chambers Construction, the total construction budget for this scope of work totals approximately \$5.5 million. In addition, costs for design, engineering, permit, consulting, and financing are anticipated to be approximately \$1.5 million. Based upon the anticipated budget, the funding need is summarized in the Sources/Uses schedule shown below:

<b>SOURCES OF FUNDS</b>	
HFG Cash Contribution	\$ 1,900,000
New Funding Source	\$ 9,000,000
<b>TOTAL SOURCES</b>	<b>\$ 10,900,000</b>
<b>USES OF FUNDS</b>	
Payoff of BB&T Loan	\$ 3,784,968
Payoff of Chiller Loan	\$ 140,000
Construction Costs	\$ 5,462,896
Development Costs	\$ 1,512,136
<b>TOTAL USES</b>	<b>\$ 10,900,000</b>

Homes for Good hired Moss Adams to seek financing solutions for the renovation. The attachment shows a chart of indicative terms with several different financing options.

Based on these terms, closing timeframe, and size of loan, Homes for Good intends to pursue the BB&T "10 over 20" option. This is a 10 year loan term with 20 year amortization. The tax-exempt, bank-qualified interest rate is 3.37% fixed for the 10 year term. After 10 years, the bank has the option to either reset the interest rate for an additional 5 year term or call the loan.

B. Recommendation

None required.

**III IMPLEMENTATION/FOLLOW-UP**

A Board Order with final financing terms will be presented at the June meeting for Board Action.

**IV ATTACHMENTS**

Indicative Terms Summary

**HOMES FOR GOOD  
ADMINISTRATION BUILDING FINANCING - INDICATIVE TERMS  
AS OF MAY 9, 2019**

<b>Lender Type</b>	<b>Bank - Government Finance</b>	<b>Bank - Government Finance</b>	<b>Bank - Construction</b>	<b>Bank - Traditional</b>	<b>Private Lender</b>	<b>County-backed Bond Sale (estimated)</b>
<b>Type of Solution</b>	Long-term	Long-term	Short-term	Long-term	Short-term	Long-term
<b>Identified Party</b>	BB&T	BB&T	Banner Bank	Banner Bank	Buchanan Street	Piper Jaffray
<b>Estimated Loan Proceeds</b>	\$9,000,000	\$9,000,000	\$6,750,000	\$6,750,000	\$7,200,000	\$9,000,000
<b>Estimated Closing</b>	6/30/2019	6/30/2019	6/30/2019	6/30/2021	5/31/2019	TBD
<b>Max Loan-to-Value</b>	n/a	n/a	75.0%	75.0%	80.0%	n/a
<b>Interest Rate</b>	3.40%	3.37%	5.0% (Prime minus 0.5%)	5.00%	10.9% (Libor + 8.0%)	2.50%
<b>Interest Type</b>	Fixed	Fixed	Variable	Fixed	Variable	Fixed
<b>Amortization</b>	15-year	20-year	Interest only	25-year	Interest only	15-year
<b>Maturity</b>	15 years	10/15	2 years	10 years	2 years	15 years
<b>Annual Debt Service</b>	\$770,927	\$622,200	\$337,500	\$473,518	\$784,800	\$723,214
<b>Min DSCR</b>	n/a	n/a	n/a	1.25x	n/a	n/a
<b>Fees</b>	None; prepayment fee on existing loan reduced 50%	None; prepayment fee on existing loan reduced 50%	0.50% - 1.0% origination fee; full prepayment fee of 1.0% on existing loan	Included to left	1.0% origination fee; 1.0% exit fee; full prepayment fee of 1.0% on existing loan	0.50% - 1.0% origination fee; full prepayment fee of 1.0% on existing loan
<b>Costs</b>	Bond Counsel, lender legal	Bond Counsel, lender legal	Lender legal & DD	Included to left	Lender legal & DD	Bond Counsel, lender legal
<b>Commentary</b>	Incumbent lender; received credit approval; interest rate assumes tax-exempt, bank-qualified status; if non-bank-qualified, interest rate is 3.61%; if not tax-exempt, interest rate is about 4.5%	Incumbent lender; received credit approval; interest rate assumes tax-exempt, bank-qualified status; if non-bank-qualified, interest rate is 3.48%; if not tax-exempt, interest rate is about 4.5%; <b>loan is called a "10 over 20" - 20-yr amortization however rate is only fixed for 10 yrs and then the bank has the option to either reset the interest rate for remaining 5 yrs or call the loan</b>	Strong relationship; comfortable with HFG credit; construction/perm combination	Strong relationship; comfortable with HFG credit; construction/perm combination	Private lender with ability to move fast and be flexible	Assumes County is issuer and/or credit support; also available is 20-year term at interest rate of 2.8%, annual payment would be \$590,761