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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 HOUSING AGENCY**

### **BOARD OF COMMISSIONERS MEETING WEDNESDAY MARCH 18<sup>TH</sup>, 2020**

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- VII. ORDER 20-26-02-03H— In the Matter of Updating the Housing Choice Voucher Administrative Plan (HCV Admin Plan) Housing Quality Standards language.
- VIII. EXECUTIVE DIRECTOR REPORT
- IX. PRESENTATION— Section 8 Wait List Data Review
- X. PRESENTATION— 2019 Financial Statement Audit Entrance Conference

# AGENDA

Homes for Good Housing Agency

## BOARD OF COMMISSIONERS

### Location of the meeting:

This meeting will be conducted via public conference line. Dial In: (541) 682-1094 Participant Code: 808-691-75



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**Wednesday, March 18<sup>th</sup>, 2020**

As a precautionary measure to prevent the spread of influenza and COVID-19 Homes for Good will be conducting the March 18th Meeting via a public conference call. The public will be able to join the call, give public comment, and listen to the call. A separate meeting will be provided to the Board of Commissioners to conduct Executive Session.

### Public Call-In Information:

**Dial In: (541) 682-1094**

**Participant Code: 808-691-75**

**1. PUBLIC HEARING—** Public Hearing Regarding Adoption of a Construction Manager/General Contractor (CM/GC) Alternative Contracting Method Exemption for Construction of Permanent Supportive Housing at 1100 Charnelton Street in Eugene Oregon. (Steve Ochs, Real Estate Development Director) (Estimated 10 Minutes)

**2. PUBLIC HEARING—** Public Hearing Regarding Adoption of a Construction Manager/General Contractor (CM/GC) Alternative Contracting Method Exemption for Construction of Permanent Supportive Housing at the Southeast corner of West 13th Ave. and Tyler St. in Eugene Oregon. (Steve Ochs, Real Estate Development Director) (Estimated 10 Minutes)

**3. 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.)

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

**5. ADJUSTMENTS TO THE AGENDA**

**6. COMMISSIONERS' BUSINESS**

**7. EMERGENCY BUSINESS**

**8. CONSENT CALENDAR—** Estimated 2 Minutes

(All items listed here are considered to be routine by the Board of Commissioners and will be enacted by one motion in the form listed below. There will be no separate discussion of these items. If discussion is desired, that item will be removed from the Consent Calendar and will be considered separately.)

BEGINNING OF CONSENT CALENDAR\*\*\*\*\*

1. Approval of Minutes: 2/26/2020
2. **ORDER 20-18-03-01H**— In the Matter of Approving Contracts 20-R-0033, 20-R-0034 and 20-R-35 for Weatherization of Homes for Good Housing. (Steve Jole, Energy Services Director)
3. **ORDER 20-18-03-02H**—In the Matter of Authorizing the Executive Director or Designee to Apply for Assistance from the Oregon Housing and Community Services Notice of Funding Availability (NOFA) for the Permanent Supportive Housing Development at 1100 Charnelton Street in Eugene Oregon. (Nora Cronin, Project Development Manager)
4. **ORDER 20-26-02-03H**— In the Matter of Updating the Housing Choice Voucher Administrative Plan (HCV Admin Plan) Housing Quality Standards language. (Beth Ochs, Rent Assistance Division Director)

END OF CONSENT CALENDAR\*\*\*\*\*

**9. ADMINISTRATION**

- A. Executive Director Report (Estimated 10 minutes)
- B. **PRESENTATION**— Section 8 Wait List Data Review (Beth Ochs, Rent Assistance Division Director) (Estimated 30 Minutes)
- C. **PRESENTATION**— 2019 Financial Statement Audit Entrance Conference (Jeff Bridgens, Finance Director) (Kevin Mullerleile, Sr. Manager Moss Adams) (estimated time 20 minutes)

**10. EXECUTIVE SESSION**— Estimated 15 minutes

On March 18th, 2020 the Homes for Good Board will hold an executive session pursuant to ORS 192.660(e), "To conduct deliberations with persons designated by the governing body to negotiate real property transactions."

**11. OTHER BUSINESS**

Adjourn



# BOARD OF COMMISSIONERS AGENDA ITEM

**BOARD MEETING DATE:** 03/18/2020

**AGENDA TITLE:** Public Hearing Regarding Adoption of a Construction Manager/General Contractor (CM/GC) Alternative Contracting Method Exemption for Construction of Permanent Supportive Housing at 1100 Charnelton Street in Eugene Oregon.

**DEPARTMENT:** Real Estate Development Division

**CONTACT :** Steve Ochs

**EXT:** 2530

**PRESENTER:** Steve Ochs

**EXT:** 2530

**ESTIMATED TIME :** 10 Minutes

- ☐ ORDER/RESOLUTION
- ☒ PUBLIC HEARING/ORDINANCE
- ☐ DISCUSSION OR PRESENTATION (NO ACTION)
- ☐ APPOINTMENTS
- ☐ REPORT
- ☐ PUBLIC COMMENT ANTICIPATED

**Approval Signature**

**EXECUTIVE DIRECTOR:**

**DATE:** 3/10/20

**LEGAL STAFF :**

**DATE:**

**MANAGEMENT STAFF:**

**DATE:**



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## **1100 Charnelton Permanent Supportive Housing Development**

### **CM/GC EXEMPTION FINDINGS ORS 279C.330(1) AND ORS 279C.335(2)(b)**

1. Firms Available to Bid. All interested and qualified contractors will have an opportunity to provide a response to the RFP, which was advertised in the *Daily Journal of Commerce*.

2. Operational, Budget, and Financial Data. The approximate cost of the work to be performed under the construction contract for 1100 Charnelton (Project) is estimated to be between \$8,000,000 and \$9,000,000 to be funded primarily by 9% Tax Credits and Gap funding from Oregon Housing and Community Services (OHCS). Having a CM/GC involved early in the construction phasing will allow the Agency to work with the contractor to develop a construction plan that will minimize impacts to neighboring residents and fairgrounds functions. The utilization of the CM/GC method has been shown in its use by other agencies in Oregon to alleviate financial risk due to minimizing delay and requests for additional work and change orders. By undertaking this Project, it is anticipated that the Agency will find that reduced risks provide a significant value and substantial cost savings to the Agency.

3. Public Benefit. Efficient completion of the construction is necessary to meet OHCS completion timing requirements. A CM/GC coordinated approach increases the ability for Agency to mitigate the risk of structure failure and to continue to provide a dedicated standard of care to the public. The public will benefit from the improved quality and lower cost of the project anticipated through use of the CM/GC process. Approving the CM/GC exemption will allow a contractor to be hired earlier in the process than the traditional design-bid-build process. In turn, this better enables the Agency to complete the Project on time. Creating a Project team at the start of the Project, comprised of the Architect, the Agency, and CM/GC creates a more informed and better quality decision making process. A more efficient construction team reduces the Agency's financial exposure and enhances delivery of the Project. The Agency, therefore, finds that the CM/GC alternative contracting method is required to ensure a qualified general contractor is retained for this complex Project, while addressing time and cost constraints.

4. Value Engineering. The RFP selection process, early involvement of the contractor, and negotiated contract approach gives the contractor a significant opportunity to engage in value engineering (i.e. the evaluation of what a system does as compared to cost). The selected CM/GC will be brought on board following award of a contract in order to assist the Project team with construction scheduling, phasing, costing, operator interaction issues, quality assurance, and design constructability reviews. The selected CM/GC will also advise the Agency and the design team regarding specialty construction issues and any long lead time procurements. CM/GC contributions to the design phase permit a collaborative approach to value engineering which ultimately translates into time and cost savings realized by the Agency. Construction issues which may not otherwise be known to the design team can be factored in and addressed while the design is drafted. In turn, this results in a higher quality product, lower costs, and a telescoped timeline.



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5. Specialized Expertise. Building the Project using public funding from Tax Credits and other funding from the State requires expertise in managing timelines that are different than typical projects. It is important to utilize a general contractor that has demonstrated expertise in managing, scheduling, and performing under these conditions in a satisfactory manner. The general contractor must also be able to provide accurate budget estimates very early in the process and be able to hold those estimates. The Agency therefore, finds that selecting a firm through an RFP process allows the Agency to contract with a firm with the appropriate CM/GC expertise. The necessary mix of experience and expertise for a CM/GC contractor cannot be adequately evaluated in a formal lowest responsible bid selection process. A qualified project manager with strong leadership skills is one of the components required for a successful CM/GC project. The RFP process allows the Agency to review the qualifications of each proposer's project manager and confirm the manager's ability, experience, record of quality, past performance and integrity needed to carry out the proposer's contractual obligations. The process will also allow the Agency to identify qualified teams that have met critical deadlines in past projects and that have the ability of work collaboratively to meet Project needs. The costs for such specialized expertise are included in the overall Project budgets and will be included within accepted GMPs.

6. Public Safety. Efficient completion of the Project will provide a safe and healthy environment for residents and neighbors.

7. Funding Source. The Agency will finance this Project by applying for funds from OHCS. Therefore, it is critical for the Project to come in on budget and on time from both legal and public perception perspectives. The CM/GC process, with its maximum price provisions, value engineering potential, constant oversight from a project manager, and construction input beginning in the design phase will help the Agency stay within its budget and wisely spend public funds.

8. Market Conditions. Identifying and contracting with the full Project team at an early stage will allow the Agency to capitalize on current market conditions, rather than having them affect a later bid/build phase. Such cost and market variables can be anticipated in the GMP, but ultimately should have no effect on the Agency. The CM/GC subcontractors cannot go over the GMP, but may come in under the GMP, and the Agency will realize those cost differences. Having a qualified CM/GC play a role as an integrated team member early in the Project with the Agency, the Architect and other Project members provides advantage to the Agency, as it adds expertise to the design phase which translates into Agency savings and provides more budgetary certainty.

No negative financial impacts to the Agency are expected as a result of using the RFP solicitation process to select a CM/GC for this Project. There is a sufficient pool of qualified Oregon-based construction companies with expertise in the type and size of project planned, and there are additional qualified firms located in the greater Pacific Northwest. A substantial number of competitors submitted proposals for this project, which allowed the Agency to select from among a number of qualified contractors.

9. Technical Complexity. Because of the site and schedule constraints, effective project planning and coordination will be crucial among the Agency, project manager, Architect and CM/GC.





Strong budget and schedule controls will be essential. The conventional design-bid-build approach would contain too much risk for the Agency on this Project. The CM/GC will bring specific construction expertise to the team process and assist in addressing specific Project challenges as part of its pre-construction services. The CM/GC will also provide input on issues such as operations of the facility during construction, public safety, phasing and coordinated scheduling. The CM/GC method encourages innovative planning and coordination that further improve the construction schedule and on-site conditions. The ability to coordinate and manage this project would be especially challenging to an inexperienced or narrowly-focused team. The RFP process allows the Agency to consider the proposer's experience and expertise in completing this type of work, its sensitivity to safety, legal, and operational issues, and the qualifications and experience of its project manager and support team.

10. New Construction or Renovation of an Existing Structure. This Project involves demolition of an existing building then new construction.

11. Occupied or Unoccupied During Construction. The Project will be unoccupied during construction.

12. Single Phase or Multiple Phases of Construction Work to Address Specific Project Conditions. This Project includes a multiplicity of technical issues related to structural, electrical systems, piping systems, HVAC systems, and fire alarm and security systems, as well as complex sequencing and phasing of work. It is important to the Project's success for both budget and schedule that the Agency have a general contractor that understands the complexity, has the ability to manage this type of complex project, and develops bid instructions to attract appropriate subcontractors to perform Project work. The Agency, therefore, finds that selecting a firm through the CM/GC method allows the Agency to contract with a firm with the needed technical phasing expertise.

13. Whether the Agency has the Personnel, Consultants and Legal Counsel that have Necessary Expertise and Substantial Experience in Alternative Contracting Methods. Staff, in conjunction with the Architect (who was chosen based upon qualifications and experience with the CM/GC project delivery model), an experienced contractor, as well as other Project team members and the Agency Legal Counsel, together, will have the level of expertise with the CM/GC alternative contracting method needed to produce a high-quality Project outcome. The Agency acknowledges that the expertise will come primarily from non-staff elements. To this end, the Agency's contract with the chosen Architect obligates the Architect to assist with and oversee the CM/GC selection process.

14. Unlikely to Encourage Favoritism or Substantially Diminish Competition. As noted in Finding 1, CM/GC competition was encouraged through the use of an RFP solicitation process, with notice of the RFP published so as to reach a wide range of potentially interested proposers. No reduction of competition is expected since the RFP for this CM/GC contract was advertised in the same manner as a traditional low bid solicitation, with full disclosure of the planned CM/GC alternative contracting method. Uniform evaluation criteria was used in the selection and award of the CM/GC firm, and the construction work elements will be subcontracted and procured through open competitive bids managed by the CM/GC and based on identified selection criteria. Favoritism cannot play a role in the selection of the CM/GC, as award was based upon set, weighted RFP criteria. All qualified firms



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were able to participate in an open, competitive selection process, with an opportunity to protest the award before it was final.

15. Will Result in Substantial Cost Savings. The CM/GC contracting method has the potential to achieve substantial cost savings for the Agency through the involvement of the contractor in the design phase of the Project. Early input by the CM/GC during the design process is expected to contribute to general cost savings through constructability assessments, life cycle cost analysis, and value engineering. By having the CM/GC available before the design is finalized, the contractor is able to participate in the design, propose cost saving revisions, and ensure the constructability of the Project so that costly change orders are less likely.

Cost savings will also be realized because, through the RFP selection process, the Agency selected a well-organized, experienced CM/GC. This should also lead to fewer change orders and, in turn, reduce staff and Architect time to design, negotiate, and administer the changes.

Lastly, the CM/GC method allows for early procurement of major equipment, allowing the Project to avoid cost increases due to material shortages or cost escalation. If subcontracted costs are less than identified in the guaranteed maximum price, some or all of the savings will be passed on to the Agency under the agreement required of the CM/GC.

16. Time Savings. An exempt CM/GC process allows the Agency to condense the overall time required to complete construction of the Project by enabling the Agency to procure construction services simultaneously or shortly after soliciting Architect services. Having the CM/GC on board early in the process allows for coordination in the development of the Project construction schedules and the initiation of early site work, where advantageous or warranted. This can help to shorten construction periods and minimize construction operational impacts. Early detection of potential construction difficulties, from a contractor's view, can also prevent potential delays and costly and time consuming change orders.





# BOARD OF COMMISSIONERS AGENDA ITEM

**BOARD MEETING DATE:** 03/18/2020

**AGENDA TITLE:** Public Hearing Regarding Adoption of a Construction Manager/General Contractor (CM/GC) Alternative Contracting Method Exemption for Construction of Permanent Supportive Housing at the Southeast corner of West 13th Ave. and Tyler St. in Eugene Oregon.

**DEPARTMENT:** Real Estate Development Division

**CONTACT :** Steve Ochs

**EXT:** 2530

**PRESENTER:** Steve Ochs

**EXT:** 2530

**ESTIMATED TIME :** 10 Minutes

- ☐ ORDER/RESOLUTION
- ☒ PUBLIC HEARING/ORDINANCE
- ☐ DISCUSSION OR PRESENTATION (NO ACTION)
- ☐ APPOINTMENTS
- ☐ REPORT
- ☐ PUBLIC COMMENT ANTICIPATED

**Approval Signature**

**EXECUTIVE DIRECTOR:**

**DATE:** 3/10/20

**LEGAL STAFF :**

**DATE:**

**MANAGEMENT STAFF:**

**DATE:**



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## **13<sup>th</sup> Avenue and Tyler Street Permanent Supportive Housing Development**

### **CM/GC EXEMPTION FINDINGS ORS 279C.330(1) AND ORS 279C.335(2)(b)**

1. Firms Available to Bid. All interested and qualified contractors will have an opportunity to provide a response to the RFP, which was advertised in the *Daily Journal of Commerce*.
2. Operational, Budget, and Financial Data. The approximate cost of the work to be performed under the construction contract for 13<sup>th</sup> & Tyler (Project) is estimated at \$3,000,000 to be funded primarily by Oregon Housing and Community Services (OHCS). Having a CM/GC involved early in the construction phasing will allow the Agency to work with the contractor to develop a construction plan that will minimize impacts to neighboring residents and fairgrounds functions. The utilization of the CM/GC method has been shown in its use by other agencies in Oregon to alleviate financial risk due to minimizing delay and requests for additional work and change orders. By undertaking this Project, it is anticipated that the Agency will find that reduced risks provide a significant value and substantial cost savings to the Agency.
3. Public Benefit. Efficient completion of the construction is necessary to meet OHCS completion timing requirements. A CM/GC coordinated approach increases the ability for Agency to mitigate the risk of structure failure and to continue to provide a dedicated standard of care to the public. The public will benefit from the improved quality and lower cost of the project anticipated through use of the CM/GC process. Approving the CM/GC exemption will allow a contractor to be hired earlier in the process than the traditional design-bid-build process. In turn, this better enables the Agency to complete the Project on time. Creating a Project team at the start of the Project, comprised of the Architect, the Agency, and CM/GC creates a more informed and better quality decision making process. A more efficient construction team reduces the Agency's financial exposure and enhances delivery of the Project. The Agency, therefore, finds that the CM/GC alternative contracting method is required to ensure a qualified general contractor is retained for this complex Project, while addressing time and cost constraints.
4. Value Engineering. The RFP selection process, early involvement of the contractor, and negotiated contract approach gives the contractor a significant opportunity to engage in value engineering (i.e. the evaluation of what a system does as compared to cost). The selected CM/GC will be brought on board following award of a contract in order to assist the Project team with construction scheduling, phasing, costing, operator interaction issues, quality assurance, and design constructability reviews. The selected CM/GC will also advise the Agency and the design team regarding specialty construction issues and any long lead time procurements. CM/GC contributions to the design phase permit a collaborative approach to value engineering which ultimately translates into time and cost savings realized by the Agency. Construction issues which may not otherwise be known to the design team can be factored in and addressed while the design is drafted. In turn, this results in a higher quality product, lower costs, and a telescoped timeline.



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5. Specialized Expertise. Building the Project using public funding from the State requires expertise in managing timelines that are shorter than typical. It is important to utilize a general contractor that has demonstrated expertise in managing, scheduling, and performing under these conditions in a satisfactory manner. The Agency therefore, finds that selecting a firm through an RFP process allows the Agency to contract with a firm with the appropriate CM/GC expertise. The necessary mix of experience and expertise for a CM/GC contractor cannot be adequately evaluated in a formal lowest responsible bid selection process. A qualified project manager with strong leadership skills is one of the components required for a successful CM/GC project. The RFP process allows the Agency to review the qualifications of each proposer's project manager and confirm the manager's ability, experience, record of quality, past performance and integrity needed to carry out the proposer's contractual obligations. The process will also allow the Agency to identify qualified teams that have met critical deadlines in past projects and that have the ability of work collaboratively to meet Project needs. The costs for such specialized expertise are included in the overall Project budgets and will be included within accepted GMPs.

6. Public Safety. Efficient completion of the Project will provide a safe and healthy environment for residents and neighbors.

7. Funding Source. The Agency will finance this Project by applying for funds from OHCS. Therefore, it is critical for the Project to come in on budget and on time from both legal and public perception perspectives. The CM/GC process, with its maximum price provisions, value engineering potential, constant oversight from a project manager, and construction input beginning in the design phase will help the Agency stay within its budget and wisely spend public funds.

8. Market Conditions. Identifying and contracting with the full Project team at an early stage will allow the Agency to capitalize on current market conditions, rather than having them affect a later bid/build phase. Such cost and market variables can be anticipated in the GMP, but ultimately should have no effect on the Agency. The CM/GC subcontractors cannot go over the GMP, but may come in under the GMP, and the Agency will realize those cost differences. Having a qualified CM/GC play a role as an integrated team member early in the Project with the Agency, the Architect and other Project members provides advantage to the Agency, as it adds expertise to the design phase which translates into Agency savings and provides more budgetary certainty.

No negative financial impacts to the Agency are expected as a result of using the RFP solicitation process to select a CM/GC for this Project. There is a sufficient pool of qualified Oregon-based construction companies with expertise in the type and size of project planned, and there are additional qualified firms located in the greater Pacific Northwest. A substantial number of competitors submitted proposals for this project, which allowed the Agency to select from among a number of qualified contractors.

9. Technical Complexity. Because of the site and schedule constraints, effective project planning and coordination will be crucial among the Agency, project manager, Architect and CM/GC. Strong budget and schedule controls will be essential. The conventional design-bid-build approach would contain too much risk for the Agency on this Project. The CM/GC will bring specific construction expertise to the team process and assist in addressing specific Project challenges as part of its pre-



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construction services. The CM/GC will also provide input on issues such as operations of the facility during construction, public safety, phasing and coordinated scheduling. The CM/GC method encourages innovative planning and coordination that further improve the construction schedule and on-site conditions. The ability to coordinate and manage this project would be especially challenging to an inexperienced or narrowly-focused team. The RFP process allows the Agency to consider the proposer's experience and expertise in completing this type of work, its sensitivity to safety, legal, and operational issues, and the qualifications and experience of its project manager and support team.

10. New Construction or Renovation of an Existing Structure. This Project involves new construction on a vacant site.

11. Occupied or Unoccupied During Construction. The Project will be unoccupied during construction.

12. Single Phase or Multiple Phases of Construction Work to Address Specific Project Conditions. This Project includes a multiplicity of technical issues related to structural, electrical systems, piping systems, HVAC systems, and fire alarm and security systems, as well as complex sequencing and phasing of work. It is important to the Project's success for both budget and schedule that the Agency have a general contractor that understands the complexity, has the ability to manage this type of complex project, and develops bid instructions to attract appropriate subcontractors to perform Project work. The Agency, therefore, finds that selecting a firm through the CM/GC method allows the Agency to contract with a firm with the needed technical phasing expertise.

13. Whether the Agency has the Personnel, Consultants and Legal Counsel that have Necessary Expertise and Substantial Experience in Alternative Contracting Methods. Staff, in conjunction with the Architect (who was chosen based upon qualifications and experience with the CM/GC project delivery model), an experienced contractor, as well as other Project team members and the Agency Legal Counsel, together, will have the level of expertise with the CM/GC alternative contracting method needed to produce a high quality Project outcome. The Agency acknowledges that the expertise will come primarily from non-staff elements. To this end, the Agency's contract with the chosen Architect obligates the Architect to assist with and oversee the CM/GC selection process.

14. Unlikely to Encourage Favoritism or Substantially Diminish Competition. As noted in Finding 1, CM/GC competition was encouraged through the use of an RFP solicitation process, with notice of the RFP published so as to reach a wide range of potentially interested proposers. No reduction of competition is expected since the RFP for this CM/GC contract was advertised in the same manner as a traditional low bid solicitation, with full disclosure of the planned CM/GC alternative contracting method. Uniform evaluation criteria was used in the selection and award of the CM/GC firm, and the construction work elements will be subcontracted and procured through open competitive bids managed by the CM/GC and based on identified selection criteria. Favoritism cannot play a role in the selection of the CM/GC, as award was based upon set, weighted RFP criteria. All qualified firms were able to participate in an open, competitive selection process, with an opportunity to protest the award before it was final.



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15. Will Result in Substantial Cost Savings. The CM/GC contracting method has the potential to achieve substantial cost savings for the Agency through the involvement of the contractor in the design phase of the Project. Early input by the CM/GC during the design process is expected to contribute to general cost savings through constructability assessments, life cycle cost analysis, and value engineering. By having the CM/GC available before the design is finalized, the contractor is able to participate in the design, propose cost saving revisions, and ensure the constructability of the Project so that costly change orders are less likely.

Cost savings will also be realized because, through the RFP selection process, the Agency selected a well-organized, experienced CM/GC. This should also lead to fewer change orders and, in turn, reduce staff and Architect time to design, negotiate, and administer the changes.

Lastly, the CM/GC method allows for early procurement of major equipment, allowing the Project to avoid cost increases due to material shortages or cost escalation. If subcontracted costs are less than identified in the guaranteed maximum price, some or all of the savings will be passed on to the Agency under the agreement required of the CM/GC.

16. Time Savings. An exempt CM/GC process allows the Agency to condense the overall time required to complete construction of the Project by enabling the Agency to procure construction services simultaneously or shortly after soliciting Architect services. Having the CM/GC on board early in the process allows for coordination in the development of the Project construction schedules and the initiation of early site work, where advantageous or warranted. This can help to shorten construction periods and minimize construction operational impacts. Early detection of potential construction difficulties, from a contractor's view, can also prevent potential delays and costly and time consuming change orders.



# MINUTES

## Homes for Good Housing Agency



### 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, February 26<sup>th</sup>, 2020

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

### 1. PUBLIC COMMENTS – 20 Minutes

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

Lena Kartzoff

Maya Sustaita

Julie Hume

Todd Boyle

*This is a list of those who gave public comment, a full recording of public comment can be requested by contacting Jordyn Shaw at [jshaw@homesforgood.org](mailto:jshaw@homesforgood.org).*

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

**Jacob Fox:** I can answer one of the two questions that was raised, and Steve Ochs will have you answer the questions that Julie Hume raised about the tax lot.

The answer to your questions is that the transaction is complete, and the ownership has transferred from Homes for Good to the other party in the purchase and sale agreement.

**Steve Ochs:** Discusses the tax lot. There are no current plans for it, but Homes for Good has been talking to Rob Fallon with the University of Oregon's OregonBILDS program about the potential of students building tiny homes on that site similar to the Cottage Grove project.

**Heather Buch:** How big is it?

**Steve Ochs:** It's about a quarter-acre.

**Heather Buch:** And it's buildable and clean?



**Steve Ochs:** Yes, it is now. We got a complaint about some drums on the site that were left from the cleanup, and those were removed (they were empty) and they were tested. So, it has a clean bill of health now.

**Heather Buch:** So, you're thinking about a project similar to the Legion Cottages groundbreaking we just attended?

**Steve Ochs:** Yes, possibly.

**Pete Sorenson:** Thanks for answering those questions. I did just wanted to take a moment to mention that the Metro Council of Portland, which covers the regional government in the Portland area, is working on a ballot measure for May 2020 ballot to raise 250 million dollars annually for services to ease chronic homelessness in the Portland Metropolitan Area. The tax that would be levied to provide this money would be 1% for people earning more than \$125,000 a year, or couples who make \$250,000 or more a year. There is also a business income tax for regional businesses, and small businesses would be exempt. In support of this, were the Portland Business Alliance, the Regionals largest Chamber of Commerce.... One thing I think we should do is A) carefully monitor how this goes in the polling to determine whether or not these measures would be worth putting in front of the voters, and B) how they structured it so that the governments that might consider putting up such a tax to ease some of the problems here, could be guided by their experience. So, something I think we need to realize, is that we are not the only ones dealing with the magnitude of the housing issues.

**Pat Farr:** Pat apologizes that he missed the beginning of Julie's question, but is intrigued at looking at small pieces of property that could potentially be looked at for building small housing or tiny house clusters. Pat Talks about the Legion Cottages Wall Raising event.

Pat talks about the responsibility that Homes for Good has as an organization, that he feels they are meeting very nicely. He talks about the responsibilities of the County, and their greater responsibility of the Continuum of Housing that the County is taxed with.

**Joe Berney:** Members of the board learned about the sale of the property yesterday, so it is new information. I came onto this board in the middle of huge controversies over the sale. Frankly my sympathies lie with those who are on that end, rather than this end. My understanding was that that ship had sailed, that it was a decision of a previous board, and I think, that I for one, and the entire board will make sure that a public process for the future, so that these types of upsets, antagonists, and lack of communications never occur again, I would hope. It doesn't help this nonetheless.

Todd, I think bring up a difficult, yet realistic concern, and frankly I think we will see the pendulum shift, I don't know when, of the Federal government actually will start providing resources for less expensive housing. I think localities, and the state are trying to do what we can. But I think as that occurs, it would be helpful for us to think through. One could possibly respond to the real issue that you articulated. I don't think it is something to shy away from, it might actually mean we rethink "How do you do that?" I for one appreciate you bringing that up, although I don't think anyone has the answer. Commissioner Berney continues to talk about the County's efforts and partnerships.

**Michelle Thurston:** I just wanted to say again, that I appreciate you all. I came in like commissioner Berney and Commissioner Buch late in this. But I personally don't find that there was any behind the

room dealing, I was able to look on the computer, ask questions, find out every step of the process for the sale of the River Road property. And I would just like to say that I don't agree that it was done in a non-public manner. I believe it was a public transaction, and I just want to state that for my benefit, because I did come into it late, and I had a lot of reading, and a lot of questions. And every single question I had was answered by a lot of people, and if there wasn't someone to ask, I was able to go on the computer and find it on their website, and I just wanted to state that for the record.

**Heather Buch:** I do want to acknowledge your ask about building more affordably for low-income housing. Part of that is a discussion that has been happening between affordable housing developers, probably since the beginning of time. But I think we have had more conversations about those different building styles recently than we have had in the past few years. And I think it is a discussion that I think we need to continue with. We know that the housing style can dictate the cost per square foot and having those different types of housing styles is important for service different people. I know that your advocacy for being able to house people who are 30% AMI or less, and that also is sometimes dictated by the financial grant that is available at the time, but that is a discussion that needs to be ongoing as well.

**Heather Buch:** Thanks everyone for their comments.

### **3. ADJUSTMENTS TO THE AGENDA**

**Due to time: PRESENTATION— Section 8 Wait List Data Review (Beth Ochs, Rent Assistance Division Director) (Estimated 30 Minutes) was postponed.**

### **4. COMMISSIONERS' BUSINESS**

Commissioner Jay Bozievich is excused.

### **5. EMERGENCY BUSINESS**

#### **6. EXECUTIVE SESSION- Estimated 15 minutes**

On February 26<sup>th</sup>, 2020 the Homes for Good Board will hold an executive session pursuant to ORS 192.660(e), "To conduct deliberations with persons designated by the governing body to negotiate real property transactions."

#### **7. EXECUTIVE SESSION- Estimated 20 minutes**

On February 26<sup>th</sup>, 2020 the Homes for Good Board will hold an executive session pursuant to ORS 192.660(d), "To conduct deliberations with persons designated by the governing body to carry on labor negotiations."

### **8. ADMINISTRATION**

#### **A. Approval of Minutes: 1/15/2020**

Motion to Approve: **Heather Buch**

Second: **Joe Berney**

**Minutes are approved unanimously 6/0 with commissioner Jay Bozievich being excused.**

#### **B. Executive Director Report (Estimated 10 minutes)**

**Jacob Fox:** Talks about the Legion Cottages Wall Raising Ceremony the past week. He gives an update on the closing of RAD II, which is now under construction. He talks about the 13<sup>th</sup> and Tyler site, and conversations with the leadership of the neighborhood association about permanent supportive housing on that site, and more potential permanent supportive housing on the Naval Reserve site. Jacob mentions that the Homes for Good team will talk to the entire neighborhood association membership later in March/April and attend their general meeting in May. Jacob talks about neighborhood involvement in the project.

**Heather Buch:** On that site, has the package been sent off to OHCS for the mini NOFA?

**Jacob Fox:** No, unfortunately, OHCS has prepared all of the packet, and the Department of Justice, their legal, is where it is still held up.

**Steve Ochs:** Informs the board that the packet has just gotten back to OHCS staff today, and that it will be released early next week.

**Jacob Fox:** Just to be clear: we were told the entire time by OHCS that it was going to be released February 5<sup>th</sup>, and there was a hang-up with their lawyers. So that will be coming out in the next couple of days, and the 9% notice of funding availability is currently out, and we are actively working on that.

**Pat Farr:** Asks about the unit numbers for the 13<sup>th</sup> and Tyler site, the 11<sup>th</sup> and Charnelton Site, and Market District Commons.

**Jacob Fox:** 40-50 is the current range we are using for 11<sup>th</sup> and Charnelton, and 15 for 13<sup>th</sup> and Tyler, and 50 units for Market District Commons which has 15 project-based Section 8 Voucher.

**Pete Sorenson:** Expresses that he would like Jacob to address the other questions raised in public comment: the articles of incorporation and videoing the meetings.

**Jacob:** We don't video the meeting, we do however take minutes and there is an audio recording along with wording on our website in which if you want a copy of the audio you can request it. If the Board is interested in this meeting being filmed, you can tell me that, and we can figure out what that would cost, what that would be to embed that video on our website, and I can come back to you with the details about making that happen.

**Pete Sorenson:** And the incorporation?

**Jacob Fox:** So, I don't believe there are any articles of incorporation for Homes for Good, but I am working with Lane County and Lane County leadership on some questions of governance. So, there are some documents of when Homes for Good was created back in the 1940s, so for me that would be the parallel with articles of incorporation. Our by-laws, I do not think are on the website, and those would be updated as part of our governance discussion, but they are public record and we could put them on the website.

**Pete Sorenson:** So, I think the answer to the question about incorporation is that there aren't articles of incorporation, and that it is a state statute that sets up the agency.

**Jacob Fox:** I would say that there is probably a Lane County Board order from the 40's that Lane County would find that would establish us as an agency.

**Pat Farr:** Expresses interest in video recording the meetings and making them available.

**Jacob Fox:** Mentions that Homes for Good will be asking the Board to meet in the New Administration building once everyone is moved in, so they would need to figure out how to set up cameras in that space.

**Joe Berney:** Suggests looking into the cost of equipping the new administration building with the capability of recording the meetings. Then having Homes for Good staff make the recommendation to the Board.

- C. **ORDER 20-26-02-01H**— In the Matter of Adopting and Ratifying the Collective Bargaining Agreement with AFSME Local 3267 and Approving Changes to Wages, Benefits and Other Provisions. (Bailey McEuen, Human Resources Director) (Estimated 10 Minutes)

**Patt Farr:** Declares a potential conflict of interest, having a family member being a steward of AFSCME, but doesn't see it as an actual conflict of interest, so he will stay for the discussion and decision.

**Bailey McEuen:** Explains the context of bargaining and the process so far. She then goes into explaining the non-monetary changes to the contract. Bailey then goes through the monetary changes including a 6.5% wage increase, consistent with the CPI index over the past three years in which the contract has not been opened, effective January 15<sup>th</sup>, 2020—the date of the last board meeting since the item was not able to make it on that agenda in time.

**Jeff Bridgens:** Talks about the financial impact of the wage increases over the next three years.

**Jacob Fox:** Talks about the dependence on Real Estate development, and the services that are made possible through this.

**Joe Berney:** I don't disagree at all but I think you bring up an interesting point, because if I heard you correctly, Homes for Good as Mr. Boyle discussed, needs to look at alternative ways to provide for those who are living at 30% AMI, which is not a lot of Real Estate Development I'm guessing, but at the same time the course we are on is going to require that. I don't see those things as mutually exclusive, but I am wondering if that dye is cast in such a way that it creates a marginal cost of moving in that direction, versus exploring some other non-development options.

**Jacob Fox:** I think it would be good to dedicate 60-90 minutes of a board meeting to have a healthy discussion, it would be really good to talk that through. Todd's model,

which is building units for \$50,000-\$100,000 really requires you to have a source of funding other than the Tax Credit and requires you to be able to get land for free. So, Public Housing, which we developed in the 50's, 60's, 70's, and 80's was the Federal government funding both large and small developments of apartment communities across the nation. So, then that stopped, and we use the Tax Credit, which in my opinion is a flawed tool, but it's the only tool we have. High wealth individuals and companies are making money off the Tax Credit, and it works to develop for low-income people, but it would be fun to have that conversation. And I think your point Joe, is if we build a mobile home park, and someone gives us the land to do it, and we purchase the units from \$60,000-\$90,000 from a manufacturer, would we be willing to do that and not earn the same fee that we do on tax credit properties, is an interesting question. And just an aside, we have these Family Self-Sufficiency case workers, and HUD gives us money to fund those, but not enough money for costs in total. So Real Estate Development is bridging the gap between all these Federally funded neat powerful positions, so it is just something I want the Board to understand and be aware of.

**Commissioners** express interest in having a deeper discussion on this topic.

**Joe Berney:** I would like to say that Tax Credits are a flawed tool, but they are one of the only tools you have. And the net effect of the most recent tax cuts is to decrease the amount that wealthy individuals have to put into the tax credit program, and those Tax Credits are also used for things other than supported housing, so it is a complex environment that we are having this discussion.

Motion to approve: **Michelle Thurston**

Second: **Pete Sorenson**

**This motion passes unanimously 6/0 with Commissioner Jay Bozievich being excused.**

- D. **ORDER 20-26-02-02H**— In the Matter of Authorizing the Executive Director to Apply for Oregon Housing and Community Services and Oregon Health Authority Funds for the Permanent Supportive Housing Community at 13th and Tyler Streets in Eugene, Oregon (Nora Cronin, Project Development Manager) (Estimated 10 Minutes)

**Steve Ochs:** This board order asks permission to respond to the Mini NOFA for the 13<sup>th</sup> and Tyler. He explains the PSH cohort that the agency has been participating in, the general specifications of the project, and the context of the Mini NOFA (Notice of Funding Available).

Motion to Approve: **Heather Buch**

Second: **Pete Sorenson**

**This motion passes unanimously 6/0 with Commissioner Jay Bozievich being excused.**

- E. **ORDER 20-26-02-03H**— In the Matter Authorizing the Executive Director or the Executive Director's designee to execute the Sale of Properties as authorized through the

Rental Assistance Demonstration (RAD) Program. (Spencer McCoy, Project Developer)  
(Estimated 10 Minutes)

**Spencer McCoy:** Talks about the closing of RAD II and the start of construction.

**Joe Berney:** Asks if this is the time to ask about how the realtors were chosen to sell the homes?

**Steve Ochs:** Yes. Steve talks about the RFP process that was ran in November of 2016. Four companies responded to the RFP, and three were interviewed. Steve talks about the proposed relator fees, and St. Clair being the lowest at 1.5%. There were discussions about breaking up the portfolio and giving it to several relators, but they found that relators weren't able to offer as low of fees if they split up the portfolio.

**Joe Berney:** That was over three years ago. Have you updated the RFP, and confirmed that they are willing to do it for the same rate, and have you given other relators the opportunity to compete with those fees?

**Steve Ochs:** This relator has really stuck with us over this time. Even though the process has been really slow over the past three years, we have had monthly meetings where the relator has been at the table, and we have been referring residents to them if they are interested in purchasing their homes. They have been at the table the whole time and are sticking to their price. At one point they had actually hired someone specifically to help with these sales, and since the sales have been so slow to get started, they had to let go of that person, and now ramp back up again now that we are finally getting to that point. When we did the initial RFP we thought it was going to be all units in one phase, and that just never materialized.

**Joe Berney:** Would it be of any value to coordinate these efforts with the new City of Eugene and County Shelter Strategist?

**Steve Ochs:** We have been in touch with her since she started, but we have not been in contact with her about these sites in specific.

**Steve Ochs:** Talks about the surveys for the residents, and the process. Twenty families were interested in purchasing their homes, and about nine have gotten pre-approved to purchase their homes or another unit.

**Jacob Fox:** Talks about DevNW as a community partner Homes for Good is working with.

**Pete Sorenson:** Asks about what communication there has been with the residents about the selling of these units.

**Steve Ochs:** Talks about the Uniform Relocation Act and the notices that they received. He then talks about the process of relocating tenants and the resources, including the consultant that is working with each family.



**Pete Sorenson:** Asks about the outreach to the cities, and school districts of the affected areas.

**Steve Ochs:** These communications have been focusing on the individual families that are being moved from the units.

**Michelle Thurston:** Is there any work with the Veterans department to sell these houses to veterans?

**Steve Ochs:** We haven't, but that is a great idea. Steve talks about the other communications that will be going out to the community in general about the sales of these home.

Motion to approve: **Michelle Thurston**

Second: **Heather Buch**

**This motion passes unanimously 6/0 with Commissioner Jay Bozievich excused.**

- F. **ORDER 20-26-02-04H**— In the Matter of Approving Contracts 20-P-0015 and 20-P-0016 for Tax Credit Counsel Services for Homes for Good Housing Agency (Steve Ochs, Real Estate Development Director) (Estimated 10 Minutes)

**Steve Ochs:** Explains the RFP process. Homes for Good had five respondents.

Motion to approve: **Heather Buch**

Second: **Michelle Thurston**

**This motion passes unanimously 6/0 with Commissioner Jay Bozievich excused.**

- G. **DISCUSSION**— Rental Assistance Demonstration (RAD) Program Scattered Site Property Sale Policy for Homes for Good Employees. (Jacob Fox, Executive Director) (Estimated 10 Minutes)

**Jacob Fox:** Talks about the RAD journey and the process of selling the 100 scattered site homes. This discussion is to talk about whether Homes for Good should allow their staff to make offers on the homes. He talks about potential conflict of interest. Jacob also talks about the first-time home-buyer preference for the first ten days of sale, and how many staff fall into this classification.

**Pete Sorenson:** Do other Housing Authorities allow employees to purchase homes?

**Jacob Fox:** I don't know the answer to that because not many agencies have single family homes and duplexes. I can contact Home Forward, because in 2005-2007 they sold 180 single family homes, so I can see if that happened.

**Joe Berney:** Expresses concern of insider information, and the sales not being publicized enough, and employees having special access.

**Jacob Fox:** Proposes that Homes for Good works with their attorneys.

**Michelle Thurston:** My only concern would be one- are they management or line-staff, and two- are they buying the house to turn around and rent or sell it, or is this person wanting to buy their first house, or using it as a money-making tool.

**Heather Buch:** If we are allowing the public to buy these homes and publicizing that, employees and staff are part of the public, and it seems to me that they should have the same opportunity as the general public. I understand the conflict of interest question, but if it was just staff first it would be a clear violation, but if they have the same opportunity and same time-line as anyone inside the community, or even outside the community, that would pass muster, and I think legal will confirm. On the same with the general public, if Joe Smith, lets say wants to buy a property and eventually wants to flip it that's their prerogative, I mean I don't think you can not sale based on what their going to do with a property later, and I think that would be a transaction violation. I would think that that might not be a question that you can ask or base a sale off.

**Char Reavis:** Brings up different types of loans and mentions Habitat for Humanity and them not being able to sell those homes for an amount of time.

**Heather Buch:** But is there going to be a requirement that these homes be affordable in perpetuity?

**Steve Ochs:** No. In fact, we have to sell them at fair market value. Steve then talks about how for the first ten days the relator will only be talking offers from first time homebuyers. He talks about the first twelve sites that we sold, and how none of those houses got out of that ten-day window.

**Joe Berney:** I am disappointed that this is not limited to first-time home buyers who are going to occupy the homes themselves, instead of just first-time homebuyers.

**Pete Sorenson:** In addition to my question about whether other housing authorities have a policy to allow policies to buy, I am quite interested in having a policy like Commissioner Berney just described, of having the intent to sell to people who need to buy a home, a first-time homebuyer, who if they can occupy the property within a reasonable amount of time, they can continue to live in it. But if their object is to buy it and sell it, that is not the kind of buyer we are looking for. I think we have other responsibilities beyond fair market value.

Also are their any limit on the number of properties that employees can buy?

**Steve Ochs:** It would be one, because if they buy more than one, they would no longer be a first-time homebuyer.

**Pete Sorenson:** Well yeah, but there isn't a requirement that they be a first-time homebuyer, but offered for the first ten days, and then if that falls through then I could

be opened up to all comers, so why have it open up to all comers if the demand is for first time homebuyers?

**Jacob Fox:** The price point for these houses is a first-time homebuyers dream, and 100 of them are going on the market which is an opportunity which is extremely rare in this community. So, the homes are priced in the 200s, and in the first twelve, all of them went to first time homebuyers. So as Steve said, maybe one or two may go past the first ten days and not go to a first-time homebuyer.

**Joe Berney:** If you are so sure that there will be a rush to purchase, why couldn't we have them for first-time owner-occupied homebuyers, and for longer than a ten-day period?

**Steve Ochs:** We would look into the legality, and we would probably have to do a deed restriction for them not to be able to sell it for a certain period of time, which we have not looked into.

**Joe Berney:** If we are a Public Housing Agency, and our intent is providing housing to people who otherwise would not have that shelter, and now we have the opportunity to bring housing to those who have never bought, and intend to live in it, then that seems most consistent with our mission.

**Jacob Fox:** That is our intent and has been all along.

**Joe Berney:** Then why would you have a ten-day restriction?

**Jacob Fox:** I think that is valid, and our intent is our intent. Can we flex it based on your feedback? That is something we will need to look at.

## **9. OTHER BUSINESS**

Adjourn



# BOARD OF COMMISSIONERS AGENDA ITEM

**BOARD MEETING DATE:**

**AGENDA TITLE:** In the Matter of Approving Contracts 20-R-0033, 20-R-0034 and 20-R-35 for Weatherization of Homes for Good Housing Agency.

**DEPARTMENT:** Energy Services Division

**CONTACT :** Steve Jole

**EXT:** 2563

**PRESENTER:** Steve Jole

**EXT:** 2563

**ESTIMATED TIME :** Part of Consent Calendar

- ☒ **ORDER/RESOLUTION**
- ☐ **PUBLIC HEARING/ORDINANCE**
- ☐ **DISCUSSION OR PRESENTATION (NO ACTION)**
- ☐ **APPOINTMENTS**
- ☐ **REPORT**
- ☐ **PUBLIC COMMENT ANTICIPATED**

**Approval Signature**

**EXECUTIVE DIRECTOR:**

**DATE:** 3/10/20

**LEGAL STAFF :**

**DATE:**

**MANAGEMENT STAFF:**

**DATE:**



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



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## **HOMES FOR GOOD MEMORANDUM**

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

**FROM:** Steve Jole, Energy Services Director  
Jacob Fox, Executive Director

**AGENDA ITEM TITLE:** In the Matter of Authorizing Energy Services' contracts 20-R-0033, 20-R-0034 and 20-R-0035

**AGENDA DATE:** March 18, 2020

### **I MOTION**

It is moved that the Order be approved which authorizes the Executive Director, and the Energy Services Director, to execute Weatherization of Homes Contracts 20-R-0033, 20-R-0034 and 20-R-0035.

### **II ISSUE**

Board approval is requested for Homes for Good to enter into the following annual contracts for weatherization services:

\$200,000 with All Phase Weatherization and Construction  
\$200,000 with JTR Insulation  
\$150,000 with James Insulation Masters

### **III DISCUSSION**

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

Each year, the Agency's Energy Services Division provides energy efficiency upgrades to 120 to 150 low income homes in Lane County through their US Department of Energy Weatherization Assistance Program (WAP). This work is completed by residential contractors that work to the specific specifications of WAP's requirements. The listed three contractors have been successfully completing work for the Agency for three years. The cost of the work orders is determined by the Agency's energy auditors and based on a prescriptive, unit cost basis price sheet. This is a qualification bid where the contractors demonstrate that they can work to the WAP standards and bid the amount of work they have the capacity of completing annually (not to exceed \$200,000).

We also consulted with our legal counsel to ensure that any procurement related policies are adhered to in the selection process of weatherization contractors.

#### **B. Recommendation**

Approval of the proposed motion.

C. Timing

As approved by the Executive Director the Energy Services Director, will award the listed contracts.

**IV IMPLEMENTATION/FOLLOW-UP**

None required.

**IV ATTACHMENTS**

None.



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

ORDER 20-18-03-01H

In the Matter of Authorizing the award of  
contracts 20-R-0033, 20-R-0034 and 20-R-  
0035 for Energy Services Operations

WHEREAS, Homes for Good Housing Agency administers a weatherization program designed to assist income-qualified Lane County residents reduce energy use in their homes and reduce their utility bills;

WHEREAS, The Agency's energy services use residential contractors to perform work on client's homes;

WHEREAS, The Energy Services, Director desires to issue new contracts to existing contractors;

THEREFORE, BE IT RESOLVED THAT:

The Energy Services Director and Executive Director are authorized to issue contracts to All Phase Weatherization and Construction, JTR Insulation and James Insulation Masters.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 2020

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Chair, Homes for Good Board of Commissioners



# BOARD OF COMMISSIONERS AGENDA ITEM

**BOARD MEETING DATE:** 03/18/2020

**AGENDA TITLE:** In the Matter of Authorizing the Executive Director or Designee to Apply for Assistance from the Oregon Housing and Community Services Notice of Funding Availability (NOFA) for the Permanent Supportive Housing Development at 1100 Charnelton Street in Eugene Oregon.

**DEPARTMENT:** Real Estate Development Division

**CONTACT :** Nora Cronin

**EXT:** 2521

**PRESENTER:** Nora Cronin

**EXT:** 2521

**ESTIMATED TIME :** Part of Consent Calendar

- ☒ **ORDER/RESOLUTION**
- ☐ **PUBLIC HEARING/ORDINANCE**
- ☐ **DISCUSSION OR PRESENTATION (NO ACTION)**
- ☐ **APPOINTMENTS**
- ☐ **REPORT**
- ☐ **PUBLIC COMMENT ANTICIPATED**

**Approval Signature**

**EXECUTIVE DIRECTOR:**

**DATE:** 3/10/20

**LEGAL STAFF :**

**DATE:**

**MANAGEMENT STAFF:**

**DATE:**



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## **HOMES FOR GOOD MEMORANDUM**

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

**FROM:** Nora Cronin, Project Development Manager

**AGENDA ITEM TITLE:** In the Matter of Authorizing the Executive Director or Designee to Apply for Assistance from the Oregon Housing and Community Services Notice of Funding Availability (NOFA) for the Permanent Supportive Housing Development at 1100 Charnelton Street in Eugene Oregon

**AGENDA DATE:** March 18, 2020

### **I MOTION**

That the Executive Director or Real Estate Development Director is authorized to apply for assistance from the Oregon Housing and Community Services Notice of Funding Availability (NOFA) for the Permanent Supportive Housing Development at 1100 Charnelton Street in Eugene, Oregon.

### **II ISSUE**

On February 13, 2020, Oregon Housing and Community Services (OHCS) released a Notice of Funding Availability (NOFA) for 9% Low Income Housing Tax Credits (LIHTC) and gap financing for new affordable housing developments. Homes for Good wishes to apply for this funding to develop a new 45 units PSH project at 1100 Charnelton in Eugene.

One requirement of the NOFA application is a board resolution authorizing the sponsor to apply for specific program funds, accepting program regulations and responsibilities, and indicating the authorized signers. This memorandum requests such board authorization.

### **III DISCUSSION**

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

Homes for Good has been collaborating with Lane County and City of Eugene to develop a strategy for addressing the TAC report recommendation of developing 350 new Permanent Supportive Housing (PSH) units in the next 3-5 years. This team has met regularly over the past few months to identify potential development sites, analyze development feasibility, and prioritize which site(s) to move forward with first.

The property at 1100 Charnelton was identified by our real estate agent. Homes for Good entered into a Letter of Intent with the private owner on January 14, 2020 and began due diligence and development feasibility analysis. An Option Agreement was executed with the seller on February 25, 2020.

Homes for Good has engaged with Bergsund DeLaney Architecture to develop a conceptual plan for the redevelopment of the site. The plan is to demolish the existing structure and build a new four-story building consisting of 40-50 studio apartments and ground floor common use and supportive service areas. This building will be similar to The Commons on MLK development.

Project Financing – Funds will come from a variety of sources. For capital funding, OHCS will provide 9% Low Income Housing Tax Credits and gap grant funding. Homes for Good will request additional capital funding from local jurisdictions, private partners, and other funding opportunities. Homes for Good will apply for Project-Based Vouchers for rental subsidy for all units. We are working with Lane County to develop the supportive services program and services funding, similar to our partnership on The Commons on MLK.

Approval of the attached order is necessary to allow Homes for Good to apply for the OHCS funding sources through the Notice of Funding Availability (NOFA).

B. Recommendation

Approval of the proposed motion.

C. Timing

The NOFA application will be submitted to OHCS by the deadline of April 24, 2020. Funding award notification are expected by July 2020.

**IV IMPLEMENTATION/FOLLOW-UP**

Same as Item III. C. above.

**V ATTACHMENTS**

None

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

ORDER 20-18-03-02H

In the Matter of Authorizing the Executive Director or Designee to Apply for Assistance from the Oregon Housing and Community Services Notice of Funding Availability (NOFA) for the Permanent Supportive Housing Development at 1100 Charnelton Street in Eugene Oregon

WHEREAS, Homes for Good Housing Agency, has been collaborating with Lane County and City of Eugene to develop a strategy for addressing the TAC report recommendation of developing 350 new Permanent Supportive Housing (PSH) units in the next 3-5 years;

WHEREAS, Homes for Good Housing Agency staff has met regularly over the past few months to identify potential development sites, analyze development feasibility, and prioritize which site(s) to move forward with first;

WHEREAS, Homes for Good Housing Agency entered into a Letter of Intent with the owner of 1100 Charnelton in Eugene, Oregon on January 14, 2020 and began due diligence and development feasibility analysis. An Option Agreement was executed with the seller on February 25, 2020;

WHEREAS, Homes for Good Housing Agency executed an Option Agreement with the seller on February 25, 2020 which allows Homes for Good sole option to purchase the property;

WHEREAS, Homes for Good Housing Agency, once completed with due diligence is completed and funding secured, intends to demolish the existing structure and build a new four-story building consisting of 40-50 studio apartments and ground floor common use and supportive service areas.;

WHEREAS, Homes for Good Housing Agency wishes to obtain assistance from the State of Oregon Housing and Community Services (OHCS) to provide affordability;

THEREFORE, BE IT RESOLVED THAT:

Homes for Good Housing Agency resolves to develop the property at 1100 Charnelton with 40 to 50 units of Permanent Supportive Housing;

That the Executive Director or Deputy Director is authorized to apply to Oregon Housing and Community Services for funding for the re-development at 1100 Charnelton Street in Eugene Oregon;

That Homes for Good Housing Agency will accept the responsibilities and requirements of any tax credit and/or grant or loan programs applied for through the Notice of Funding Availability (NOFA);

That the Executive Director or Communications Director is authorized to execute the program and legal documents associated with accepting the tax credit and grant programs;

That the Executive Director, Communications Director or Real Estate Development Director is authorized to release project information to OHCS from the financial partners listed in the application and authorizes OHCS to verify any application information as required to complete its due diligence; and

That the Executive Director, Communications Director, Real Estate Director is authorized to sign all draw requests, monthly progress reports and miscellaneous forms associated with the tax credit and grant programs awarded to the project.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 2020

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Chair, Homes for Good Board of Commissioners





# BOARD OF COMMISSIONERS AGENDA ITEM

**BOARD MEETING DATE:** 03/18/2020

**AGENDA TITLE:** In the Matter of Updating the Housing Choice Voucher Administrative Plan (HCV Admin Plan) Housing Quality Standards language.

**DEPARTMENT:** Rent Assistance Division

**CONTACT :** Beth Ochs

**EXT:** 2547

**PRESENTER:** Beth Ochs

**EXT:** 2547

**ESTIMATED TIME :** Part of Consent Calendar

- ☒ **ORDER/RESOLUTION**
- ☐ **PUBLIC HEARING/ORDINANCE**
- ☐ **DISCUSSION OR PRESENTATION (NO ACTION)**
- ☐ **APPOINTMENTS**
- ☐ **REPORT**
- ☐ **PUBLIC COMMENT ANTICIPATED**

**Approval Signature**

**EXECUTIVE DIRECTOR:**

**DATE:** 3/10/20

**LEGAL STAFF :**

**DATE:**

**MANAGEMENT STAFF:**

**DATE:**



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## **HOMES FOR GOOD MEMORANDUM**

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

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

**AGENDA ITEM TITLE:** In the matter of updating the Housing Choice Voucher Administrative plan, Local Preferences

**AGENDA DATE:** March 18<sup>th</sup>, 2020

### **I MOTION**

I move that the Board adopt this Order to amend the Housing Choice Voucher Administrative Plan, Local Preferences Language.

### **II ISSUE**

Public Housing Agencies are permitted to establish local preferences, and to give priority to serving families that meet those criteria.

### **III DISCUSSION**

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

Homes for Good currently has 9 local preferences:

- Homeless Veteran Family Preference
- Transitional Homeless Family Preference
- Displaced Family Preference (Fire or Natural Disaster)
- Domestic Violence Preference
- Continuum of Care Preference
- Disabled Homeless Preference
- Permanent Housed Family Preference
- Non Elderly Person with Disabilities Preference (limited to 33 families utilizing a Mainstream voucher during the calendar year).

These preferences allow community partners with an active Memorandum of Understanding with Homes for Good to refer persons to the Section 8 waitlist and receive a voucher before others on the waitlist.

Local preference partners include, Catholic Community Services, First Place Family Center, HIV Alliance, Lane County Human Services, Options Counseling, South Lane Mental Health, Sponsors, St. Vincent de Paul, Homes for Good, and Womenspace.

Currently, a referral for local preference is served in order by date and time of the referral.

In order to meet the needs of the families moving under the Rental Assistance Demonstration (RAD) conversion Homes for Good is proposing to prioritize referrals under the Permanent Housed Family Preference before other local preference referrals.

This referral preference states:

*Permanent Housed Family Preference*

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 change would impact a maximum of 19 vouchers during calendar year 2020.

Referrals that arrive under the Permanent Housed Family Preference would be served prior to other local preference referrals, and then by date and time of the referral which is in alignment with the current Administrative Plan which states,

Families will be selected from the waiting list based on the targeted funding or selection preference(s) for which they qualify, and in accordance with the PHA's hierarchy of preferences, if applicable. Within each targeted funding or preference category, families will be selected on a first-come, first-served basis in according to the date and time their complete application is received by the PHA.

**B. Recommendation**

Approval of the proposed motion.

**IV IMPLEMENTATION/FOLLOW-UP**

Upon approval of the Order, the Housing Choice Voucher Administrative Plan will be updated accordingly.

**V ATTACHMENTS**

None

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

ORDER 20-18-03-03H

In the Matter of Updating the Housing Choice  
Voucher Administrative Plan (HCV Admin  
Plan) Housing Quality Standards language.

WHEREAS, Homes for Good Housing Agency, acknowledges the need to serve families who are moving under the Rental Assistance Demonstration (RAD) Act.

WHEREAS, Homes for Good is permitted to establish local preferences, and to give priority to serving families that meet those criteria under 24 CFR 982.207.

WHEREAS, Homes for Good proposes to prioritize families who are referred under the Permanent Housed Family Preference.

NOW IT IS THEREFORE ORDERED THAT:

The Housing Choice Voucher Administrative Plan for Fiscal Year 2020 shall be revised as follows:

- a) Page 4-15 is amended to add under Local Preferences, "Permanent Housed Family Preference will be given priority above other local preferences."

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 2020

---

Chair, Homes for Good Board of Commissioners

The Oregon Legislatures 2020 short session concluded on 03/05/2020. This session had some very important bills that would help our community positively impact poverty and homelessness in our community. The session ended with no legislative floor votes between the time that Senate and House Republicans have left Salem and the end of the session. The first of three bills that would have benefited our community if it passed was HB 4002– State Voucher Study– would have allowed Portland State University to engage with affordable housing leaders to study a state funded voucher program that would function in a similar way to the HUD funded Housing Choice Voucher Program. We all know the need for rent assistance is much higher than the supply of rent assistance so when this bill comes back in the 2021 session it will likely include funding for a study and possibly funding to implement a state funded voucher program that will allow us to provide an affordable home to more Oregonian's in need. The second bill HB 4001– Shelter Bill– would have provided funding to develop Shelters for people experiencing homelessness. This bill was very important for our community because Lane County was poised to receive state funding to develop a public funded shelter in our community. We don't currently have a publicly funded shelter, which is a critical need in our community. The third bill HB 4003– Increasing Home-ownership Program Access to Persons of Color– would have provided \$5,000,000 through Individual Development Accounts (IDA) and home-ownership programs to organizations that serve Communities of Color. DevNW operates both IDA's and home-ownership programs and their client base includes a significant number of People of Color.

I'm exhausted and excited to report that we have officially closed the financing on RAD Phase 2, which will build 49 units in Eugene and 70 units in Springfield and construction has begun. I want to thank the entire Real Estate Development team and Spencer in particular for the effort and coordination that it required to make this Public Housing repositioning project a reality. This effort also included the Rent Assistance Division and the Supportive Housing Division and it was a powerful example of working across Divisions and I can also say that we learned some lessons for how we can improve our next RAD projects. This means that we have 4 affordable housing apartment communities under construction for a total of 220 newly constructed units that we will deliver to the community. This effort has raised our profile in the community and it has also raised expectations for what Homes for Good is capable of developing in terms of projects and unit counts.



This week we are wrapping up construction on the interior of our new administrative building and furniture installation will start next week.

There is a large list of punch list items that Chambers Construction will need to continue to focus on. We have a roofing project and a courtyard project that will continue for the next month or so but we are hopeful that both projects will be complete by the time we move into the new building in mid-April. There are many details related to the move that we are still organizing and planning. Over the next month the entire team at Homes for Good will need to stay focused on purging paperwork and other items not needed in the new building.

We will also need to focus on preparing for and completing the move. The move itself will begin on April 16th, it will be complete by April 20th and we will reopen to the public in our new location on April 21st.





# BOARD OF COMMISSIONERS AGENDA ITEM

**BOARD MEETING DATE:** 03/18/2020

**AGENDA TITLE:** Section 8 Wait List Data Review

**DEPARTMENT:** Rent Assistance Division

**CONTACT :** Beth Ochs

**EXT:** 2547

**PRESENTER:** Beth Ochs

**EXT:** 2547

**ESTIMATED TIME :** 30 minutes

- ☐ ORDER/RESOLUTION
- ☐ PUBLIC HEARING/ORDINANCE
- ☒ DISCUSSION OR PRESENTATION (NO ACTION)
- ☐ APPOINTMENTS
- ☐ REPORT
- ☐ PUBLIC COMMENT ANTICIPATED

**Approval Signature**

**EXECUTIVE DIRECTOR:**

**DATE:** 3/10/20

**LEGAL STAFF :**

**DATE:**

**MANAGEMENT STAFF:**

**DATE:**





Section 8 Housing Choice Vouchers Waitlist

**Homes.**People.Partnerships.**Good.**

# Section 8 Housing Choice Voucher Waitlist Pre-Applications

Section 8 HCV Wait List HAPPY Pre-Application Data				
Waitlist Open Dates	5/18/2017 - 5/26/2017	11/12/2019 - 11/19/2019	% Change	
Number of Days Open	9	8 ⬇️		
Applications submitted	4496	4887 ⬆️	9%	
One person households	2316	2742 ⬆️	18%	
Family applications	2180	2145 ⬇️	-2%	
HoH Elderly	392	702 ⬆️	79%	
HH with a disability	2062	2490 ⬆️	21%	
Head of Household				
Male	1364	1571 ⬆️	15%	
Female	3132	3316 ⬆️	6%	
Average HH Size	1.97	1.85 ⬇️	-6%	
Average HH Income	\$20,356.95	\$15,055.70 ⬇️	-26%	

*\*Permanent Data Points*

*\*Temporary Data Points*



# Section 8 Housing Choice Voucher Waitlist Pre-Applications

Section 8 HCV Wait List HAPPY Pre-Application Data				
Waitlist Open Dates	5/18/2017 - 5/26/2017	11/12/2019 - 11/19/2019	% Change	
Number of Days Open	9	8	↓	
Totals by Race				
American Indian/Alaska Native	251	315	↑	25%
Asian	72	91	↑	26%
Black/African American	784	446	↓	-43%
Native Hawaiian/Pacific Islander	85	98	↑	15%
White	3560	4319	↑	21%
Totals by Ethnicity				
Hispanic	463	435	↓	-6%
Non-Hispanic	4033	4452	↑	10%

*\*Permanent Data Points*

*\*Temporary Data Points*

# Section 8 Housing Choice Voucher Waitlist Pre-Applications

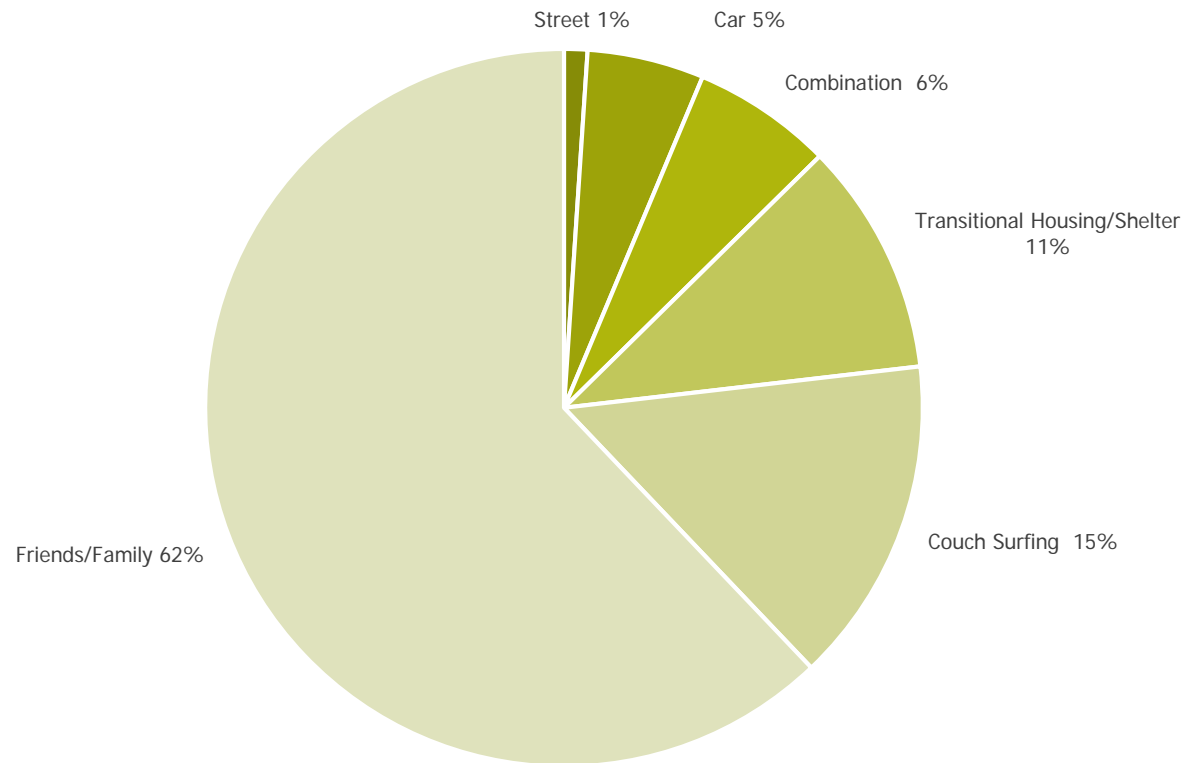
Section 8 HCV Wait List HAPPY Pre-Application Data					
Waitlist Open Dates		5/18/2017 - 5/26/2017	11/12/2019 - 11/19/2019		% Change
Number of Days Open		9	8 ↓		
Supplemental Questions					
Are you or any member of your family required to register as a sex offender?	Yes	46	50 ↑		9%
	No	4450	4837 ↑		9%
Are you a current or past tenant of any Federally-subsidized housing?	Yes	816	943 ↑		16%
	No	3680	3944 ↑		7%
Are you or anyone in your household an Active US Military personnel or a Veteran?	Yes	187	159 ↓		-15%
	No	4309	4728 ↑		10%
Are you or anyone in your household currently homeless?	Yes	N/A	2080		N/A
	No	N/A	2807		N/A
Did someone help you complete the application?	Yes	N/A	1793		N/A
	No	N/A	3094		N/A
How did you hear about our wait list opening?	Yes	N/A	4602		N/A
	No	N/A	285		N/A
Are you actively working with a social service agency in Lane County?	Yes	N/A	2087		N/A
	No	N/A	2800		N/A

*\*Permanent Data Points*

*\*Temporary Data Points*

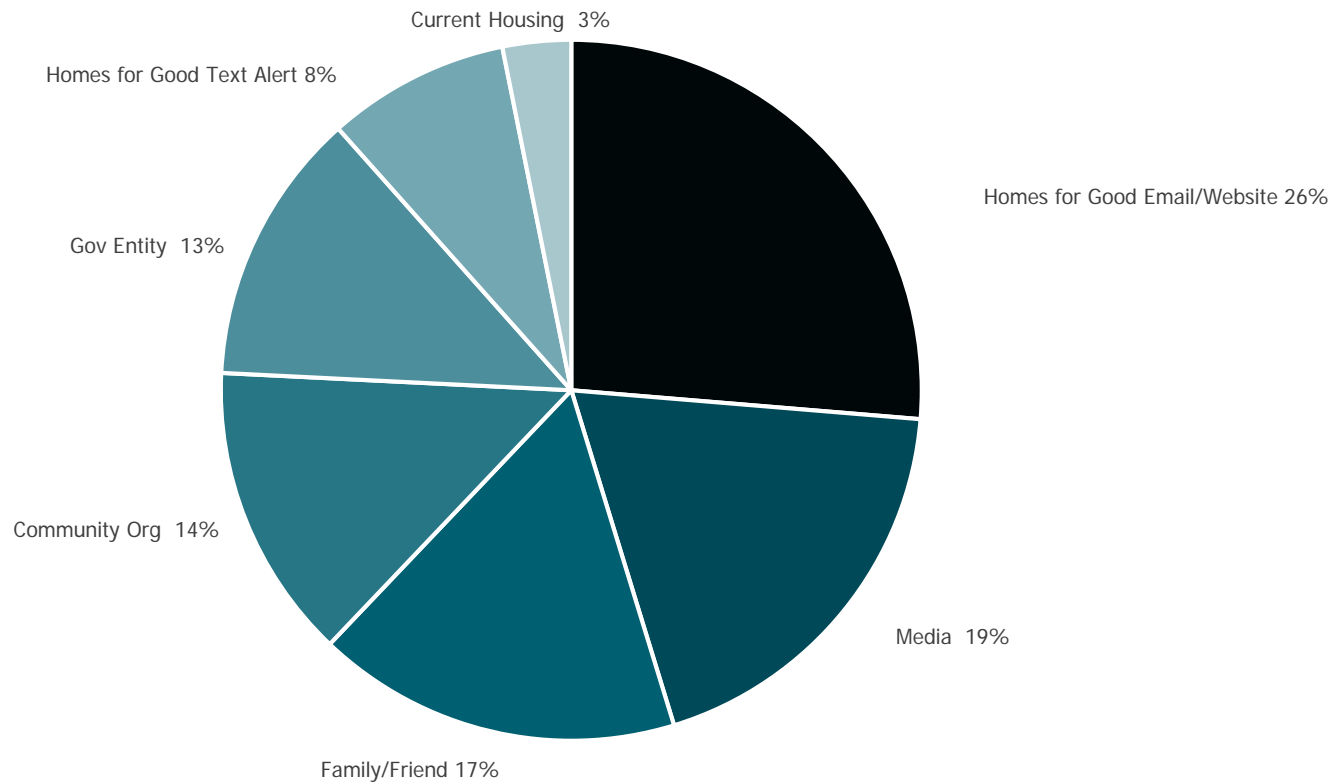
# Section 8 Housing Choice Voucher Waitlist Pre-Applications

**Where are 2019 Section 8 pre-applicants experiencing homelessness?**



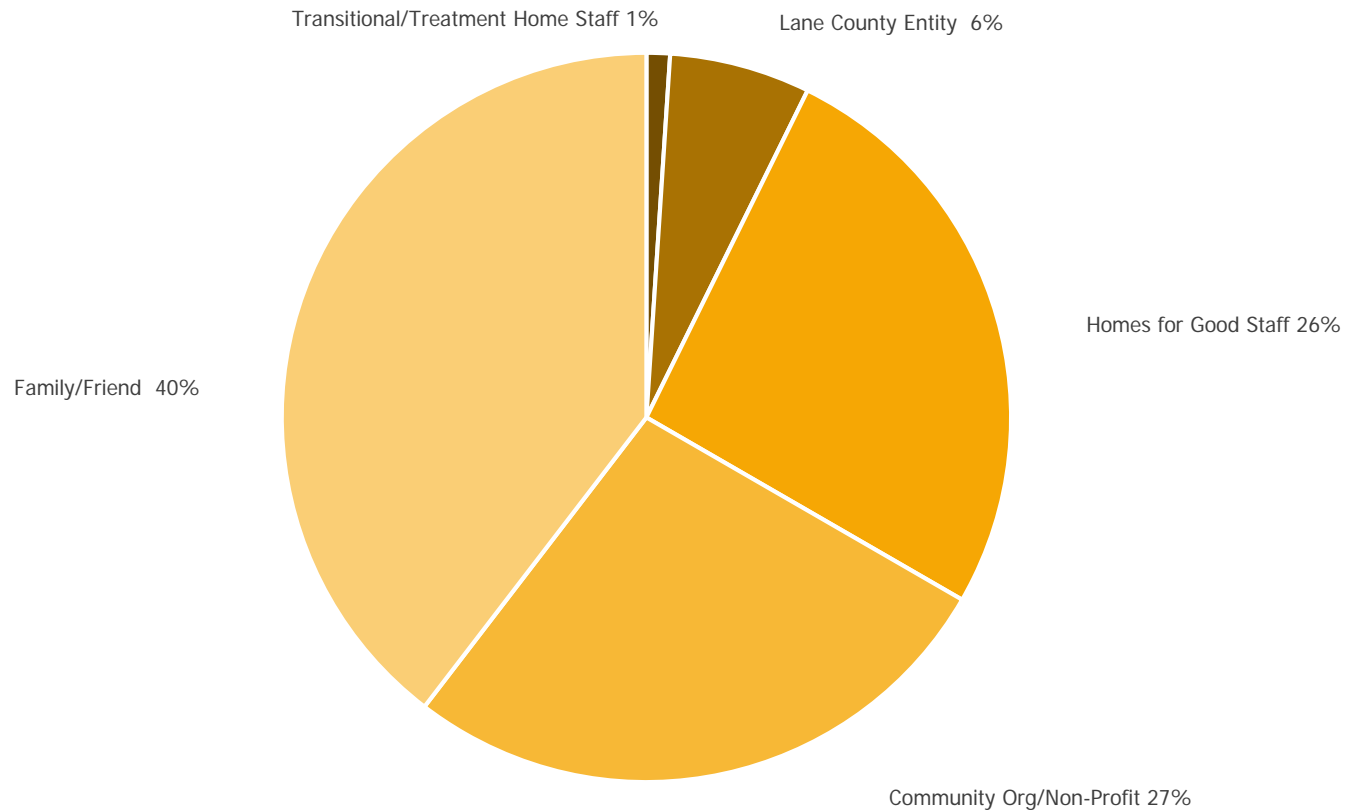
# Section 8 Housing Choice Voucher Waitlist Pre-Applications

How did pre-applicants hear about the 2019 waitlist opening?



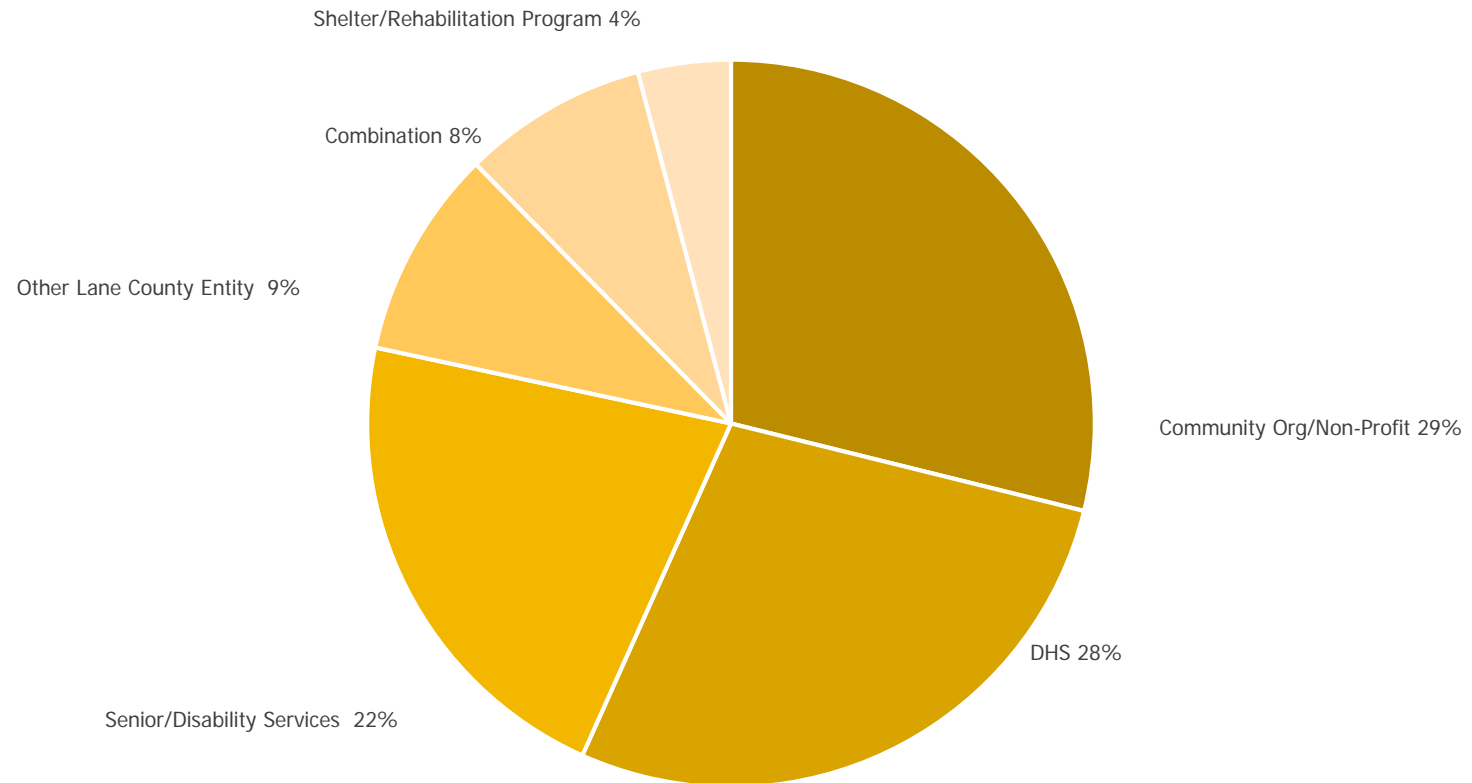
# Section 8 Housing Choice Voucher Waitlist Pre-Applications

## Who helped complete the 2019 pre-applications?



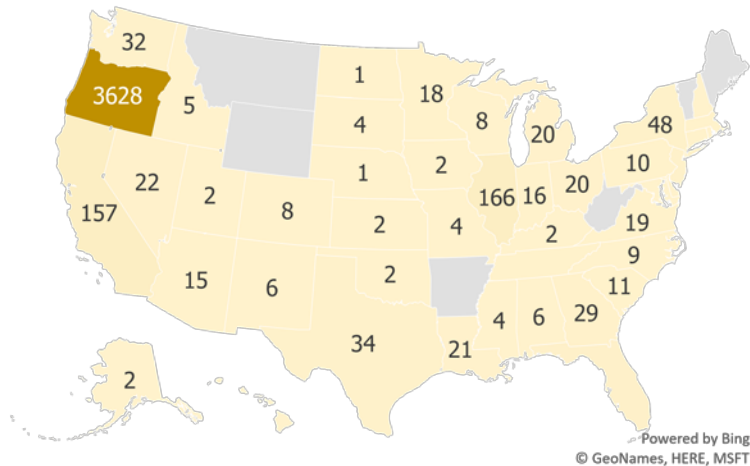
# Section 8 Housing Choice Voucher Waitlist Pre-Applications

**Which other community resources are 2019 pre-applicants accessing?**



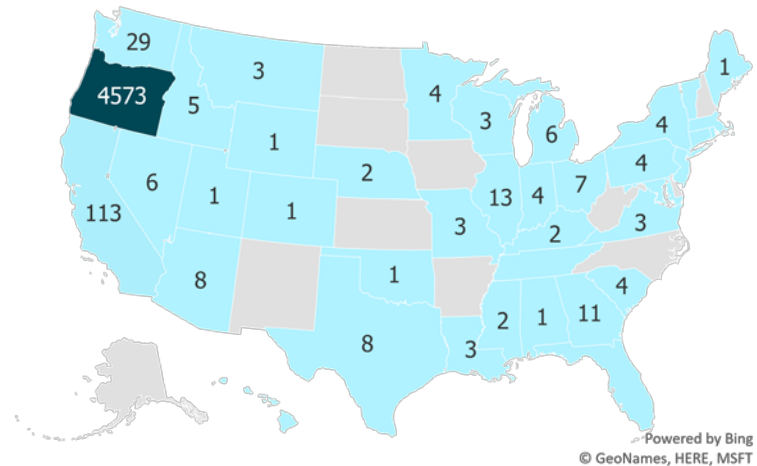
# Section 8 Housing Choice Voucher Waitlist Pre-Applications

**Where did households who submitted 2017  
Section 8 waitlist pre-applications apply from?**



**2017 Pre-Applications**  
3,628 Oregon  
868 Out of State

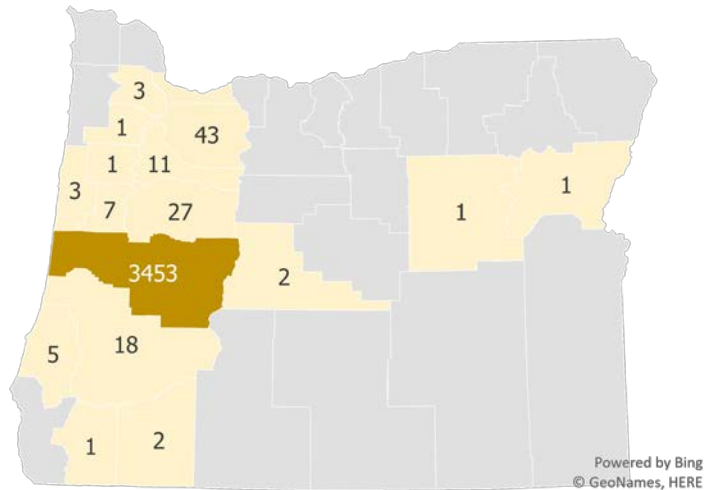
**Where did households who submitted 2019  
Section 8 waitlist pre-applications apply from?**



**2019 Pre-Applications**  
4,573 Oregon  
314 Out of State

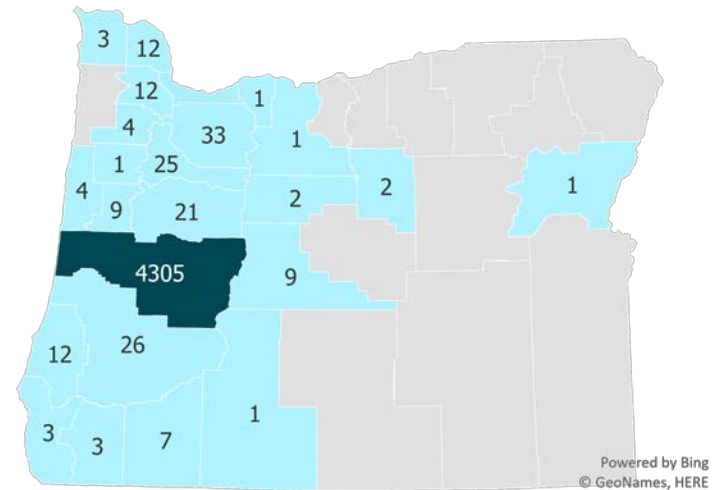
# Section 8 Housing Choice Voucher Waitlist Pre-Applications

Where did households who submitted 2017  
Section 8 waitlist pre-applications apply from?



2017 Pre-Applications  
3,453 Lane County  
175 Outside Lane County

Where did households who submitted 2019  
Section 8 waitlist pre-applications apply from?



2019 Pre-Applications  
4,305 Lane County  
268 Outside Lane County

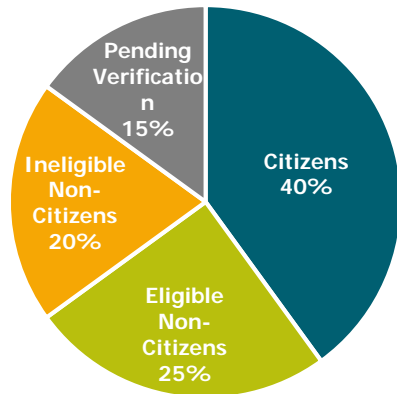


# Section 8 Housing Choice Voucher Waitlist Pre-Applications

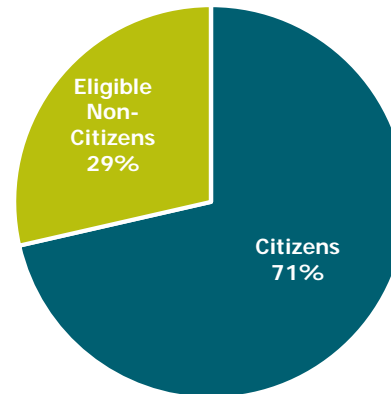
## Demographic - Language

The **total number of pre-applications filled out in Spanish declined** from 20 in 2017 to 7 in 2019.

What was the citizenship of people who filled out the **2017** Section 8 waitlist pre-application in Spanish?



What was the citizenship of people who filled out the **2019** Section 8 waitlist pre-application in Spanish?

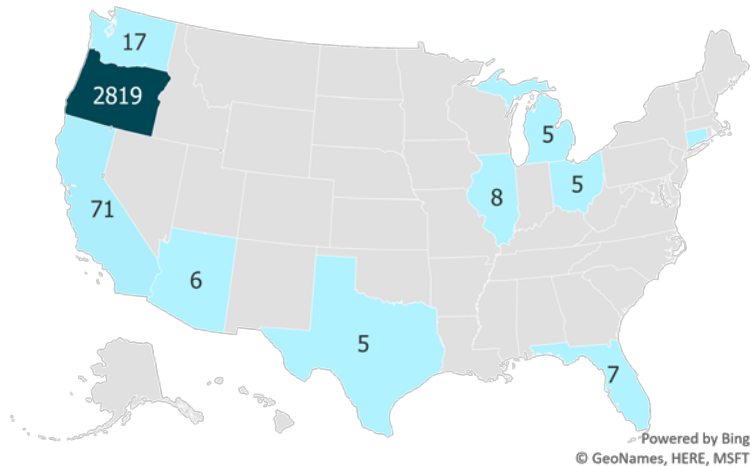


Which other languages were spoken by people selected in the 2017 Section 8 waitlist lottery?

Spanish	48
Arabic	6
French	4
Tagalog	2
Chinese	2
Other	1

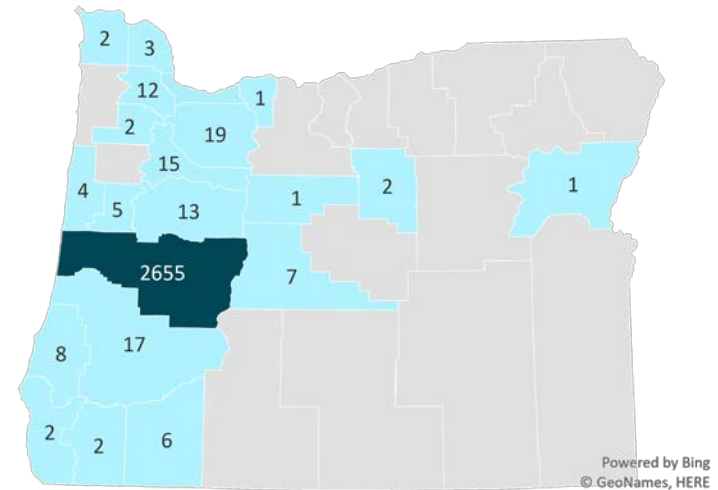
# Section 8 Housing Choice Voucher Waitlist Lottery Selected

Where did households selected in the 2019  
Section 8 waitlist lottery apply from?



2019 Selected  
2,819 Oregon  
181 Out of State

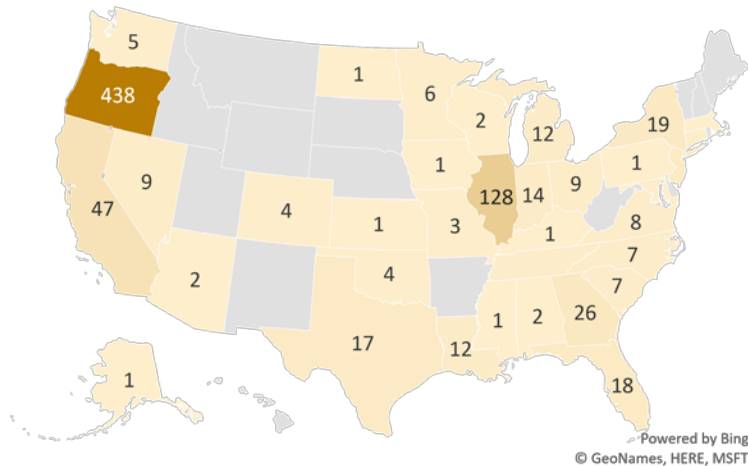
Where did households selected in the 2019  
Section 8 waitlist lottery apply from?



2019 Selected  
2,655 Lane County  
164 Outside Lane County

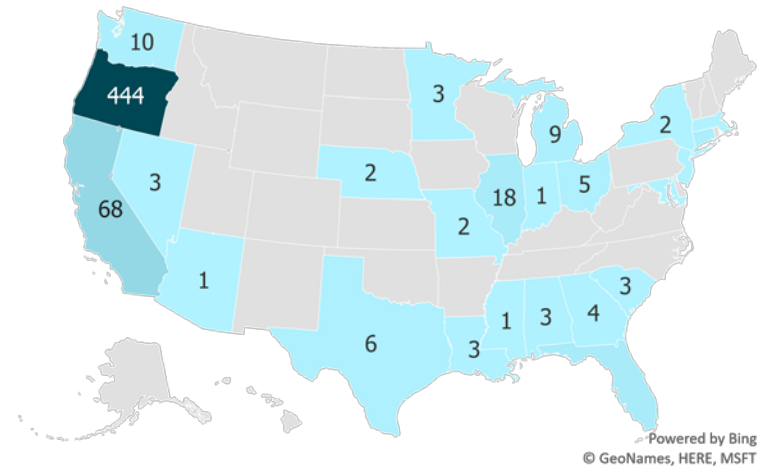
# Section 8 Housing Choice Voucher Waitlist Lottery Selected Demographics - Race

**Where did Black/African American people selected  
in the 2017 Section 8 lottery apply from?**



2017 Selected  
Demographics – Black/African American  
438 Oregon  
406 Out of State

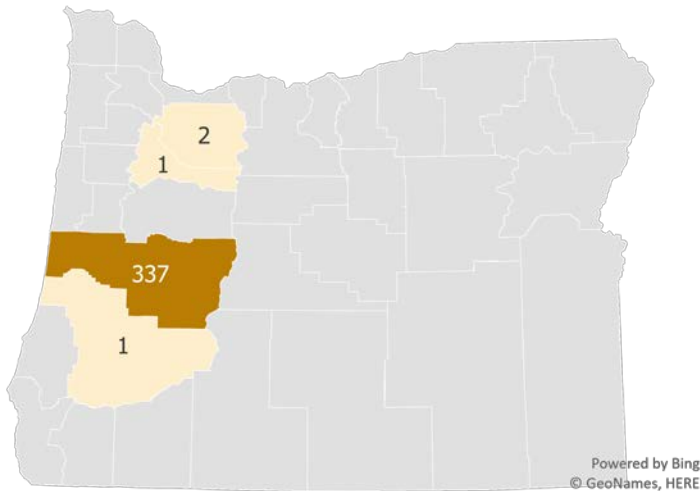
**Where did Black/African American people selected  
in the 2019 Section 8 lottery apply from?**



2019 Selected  
Demographics – Black/African American  
444 Oregon  
178 Out of State

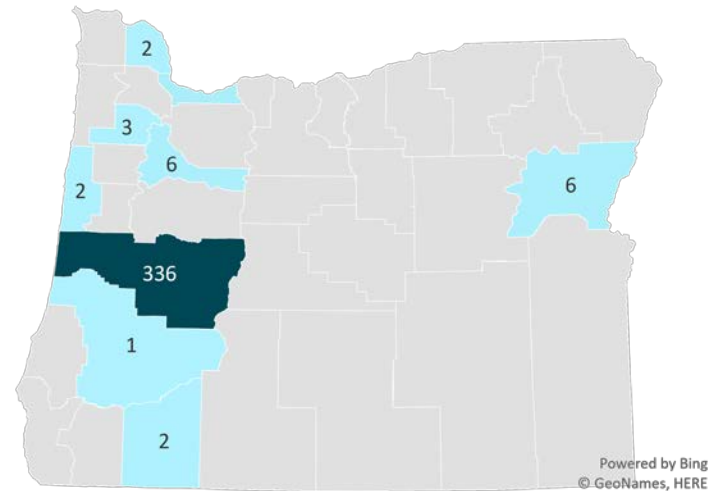
# Section 8 Housing Choice Voucher Waitlist Lottery Selected Demographics - Race

Where did American Indian/Alaska Native people selected in the 2017 Section 8 lottery apply from?



2017 Selected  
Demographics – Indian/Alaska Native  
337 Lane County  
5 Outside Lane County

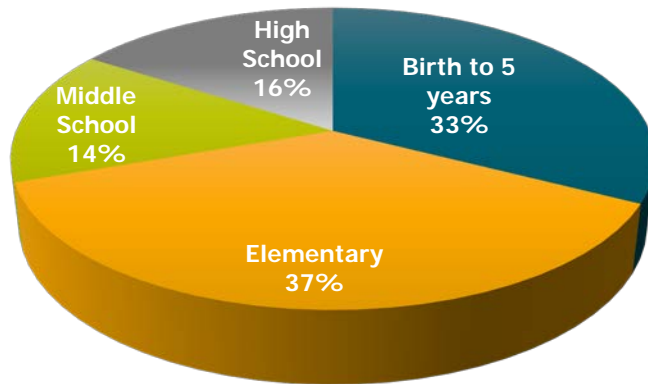
Where did American Indian/Alaska Native people selected in the 2019 Section 8 lottery apply from?



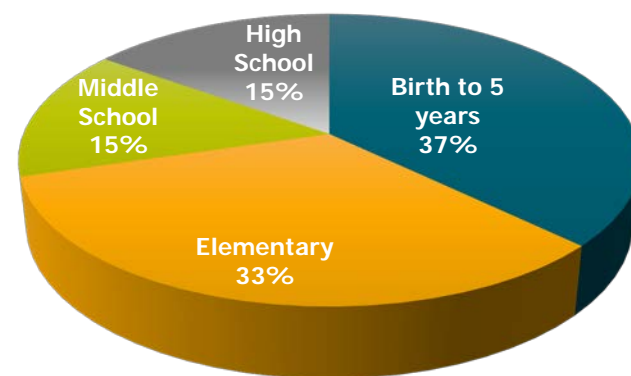
2019 Selected  
Demographics – Indian/Alaska Native  
336 Lane County  
34 Outside Lane County

# Section 8 Housing Choice Voucher Waitlist Lottery Selected Demographics - Children

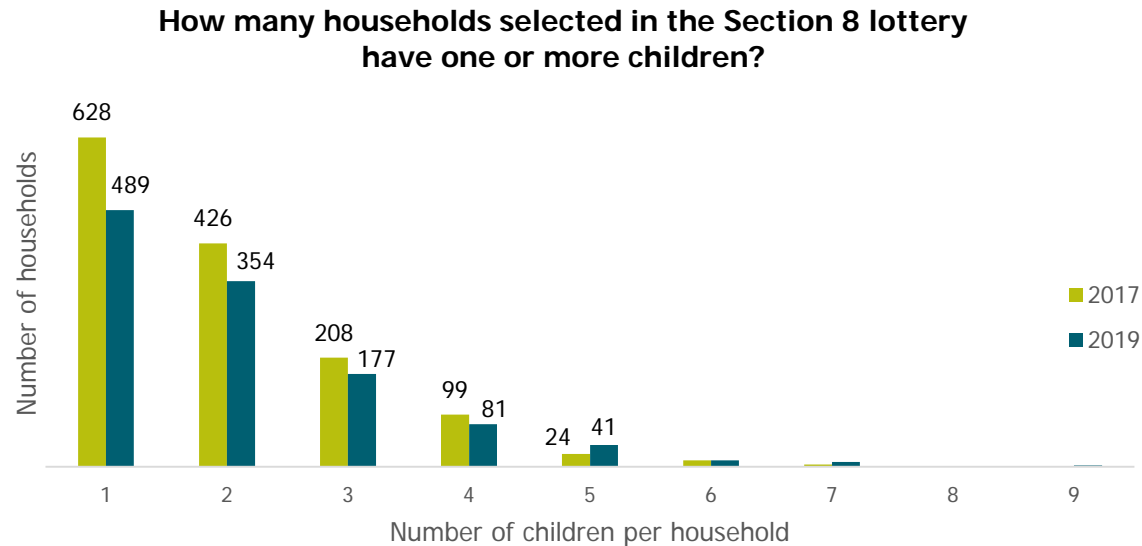
How old were children in households selected in the 2017 Section 8 lottery?



How old are children in households selected in the 2019 Section 8 lottery?



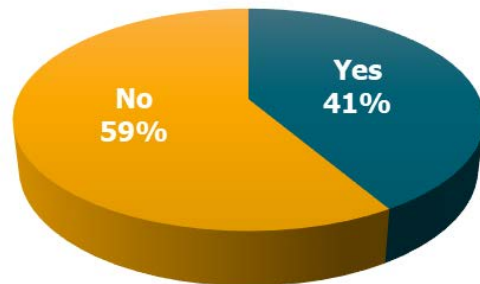
# Section 8 Housing Choice Voucher Waitlist Lottery Selected Demographics - Children



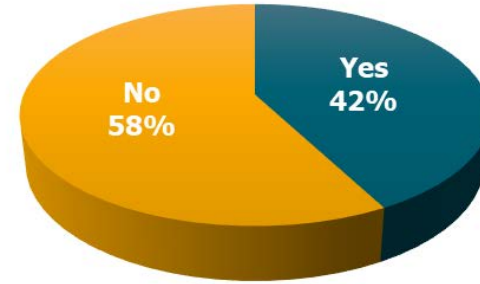
The **total number of children in households selected in the 2019 Section 8 lottery is down 11%**, from 2646 in 2017 to 2356 in 2019.

# Section 8 Housing Choice Voucher Waitlist Lottery Selected Demographics - Homelessness

How many Homeless households were selected in the 2017 lottery?



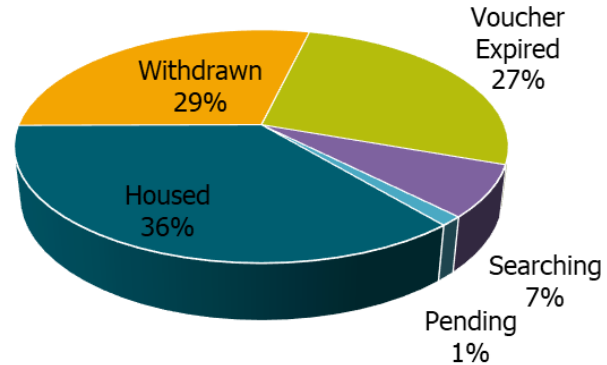
How many Homeless households were selected in the 2019 lottery?



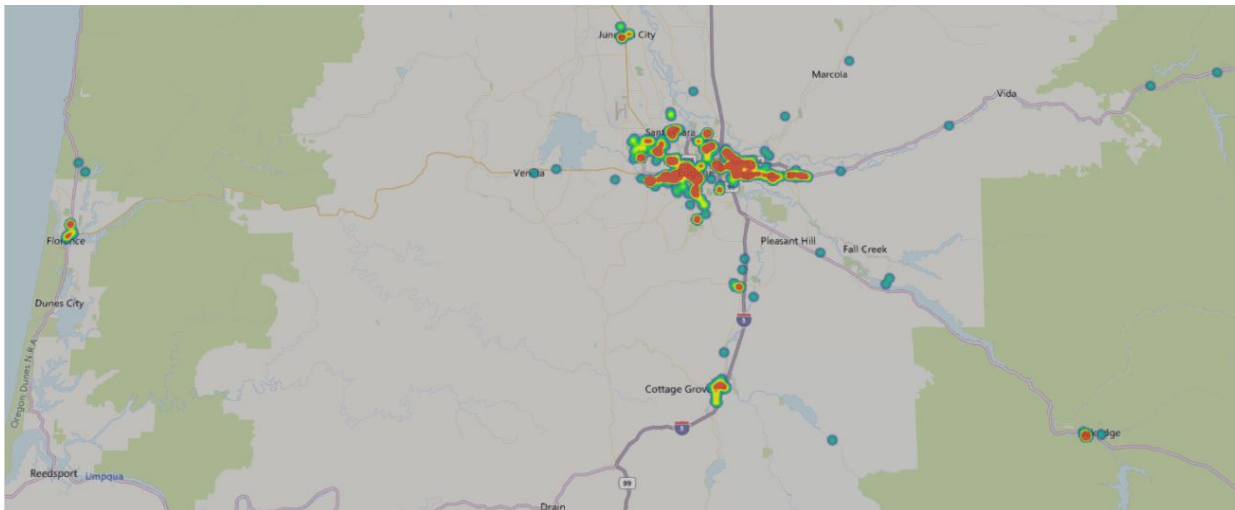
The **total number of Homeless households selected in the 2019 Section 8 lottery is 1269.**

# Section 8 Housing Choice Voucher Waitlist Lottery Selected

Where are the 2017 waitlist applicants now?



Where in Lane County are the Housed clients from the 2017 waitlist?





Homes. **People.** Partnerships. Good.

**Questions?**  
**Thank you!**



# BOARD OF COMMISSIONERS AGENDA ITEM

**BOARD MEETING DATE:** 3/18/2020

AGENDA TITLE: Moss Adams Audit Entrance - Communication for Those Charged with Governance

**DEPARTMENT:** Finance

**CONTACT :** Jeff Bridgens

**EXT:**

**PRESENTER:** Moss Adams

**EXT:**

**ESTIMATED TIME :** 20 Minutes

- ☐ ORDER/RESOLUTION
- ☐ PUBLIC HEARING/ORDINANCE
- ☒ DISCUSSION OR PRESENTATION (NO ACTION)
- ☐ APPOINTMENTS
- ☐ REPORT
- ☐ PUBLIC COMMENT ANTICIPATED

**Approval Signature**

**EXECUTIVE DIRECTOR:**

**DATE:** 3/10/20

**LEGAL STAFF :**

**DATE:**

**MANAGEMENT STAFF:**

**DATE:**



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

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

**FROM:** Jeff Bridgens, Finance Director

**AGENDA ITEM TITLE:** DISCUSSION/Moss Adams Audit Entrance — Communication for Those Charged with Governance

**AGENDA DATE:** March 18, 2020

### **I. ISSUE**

2019 Audit Entrance Communication from Moss Adams

### **II. DISCUSSION**

#### **A. Background**

The objective of the auditor's communication with those charged with governance is to establish an effective two-way communication with the persons charged the overall governance of an organization. 2020 is the third year of Moss Adam's engagement as Homes for Good's auditors. The audit entrance meeting is intended to introduce members of the Board to the audit team responsible for the engagement, clearly communicate responsibilities of the auditor in relation to their financial statement audit, provide an overview of the planned scope and timing of the audit and obtain information relevant to the audit from those charged with governance. Moss Adams will return at the conclusion of their audit to discuss with members of the Board the results of their audit, significant audit findings and other items that are required to be communicated under their professional standards.

#### **B. Recommendation**

None required.

### **III. ATTACHMENTS**

PowerPoint Presentation



# Homes for Good Housing Agency

2019 Audit Planning

Discussion with Board of Commissioners

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# Board of Commissioners Homes For Good

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Dear Board of Commissioners:

Thank you for your continued engagement of Moss Adams LLP, the provider of choice for state and local governments. We are pleased to present our audit plan for Homes For Good for the year ending September 30, 2019. We would also like to discuss current-year developments and auditing standard changes that will affect our audit.

We welcome any questions or input you may have regarding our audit plan, and we look forward to working with you.



# Your Service Team



**Jim Lanza**

Engagement Partner  
and Overall  
Engagement  
Reviewer



**Amanda Moore**

Concurring Reviewer



**Kevin Mullerleile**

Audit Senior Manager  
and Delegated  
Engagement  
Reviewer



**Brad Jones**

Audit Manager

Jim.Lanza@mossadams.com

Amanda.Moore@mossadams.com

Kevin.Mullerleile@mossadams.com

Brad.Jones@mossadams.com



# Required Communications to those Charged with Governance

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- Auditor's responsibility under US generally accepted auditing standards
- Planned scope and timing of audit
- Significant audit findings
- Qualitative aspects of accounting practices
- Difficulties encountered in performing the audit
- Corrected and uncorrected misstatements
- Management representations
- Management consultations with other independent accountants
- Other audit findings or issues



# Our Responsibility Under US **and Government** Auditing Standards

1

To express our opinion on whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, and conform to U.S. GAAP. However, our audit does not relieve you or management of your responsibilities.

2

To perform an audit in accordance with generally accepted auditing standards issued by the AICPA **and the Comptroller General of the United States**, and design the audit to obtain reasonable, rather than absolute, assurance about whether the financial statements are free of material misstatement.

3

To consider internal control over financial reporting as a basis for designing audit procedures but not for the purpose of expressing an opinion on its effectiveness or to provide assurance concerning such internal control.

4

To communicate findings that, in our judgment, are relevant to your responsibilities in overseeing the financial reporting process. However, **we** are not required to design procedures for the purpose of identifying other matters to communicate to you.





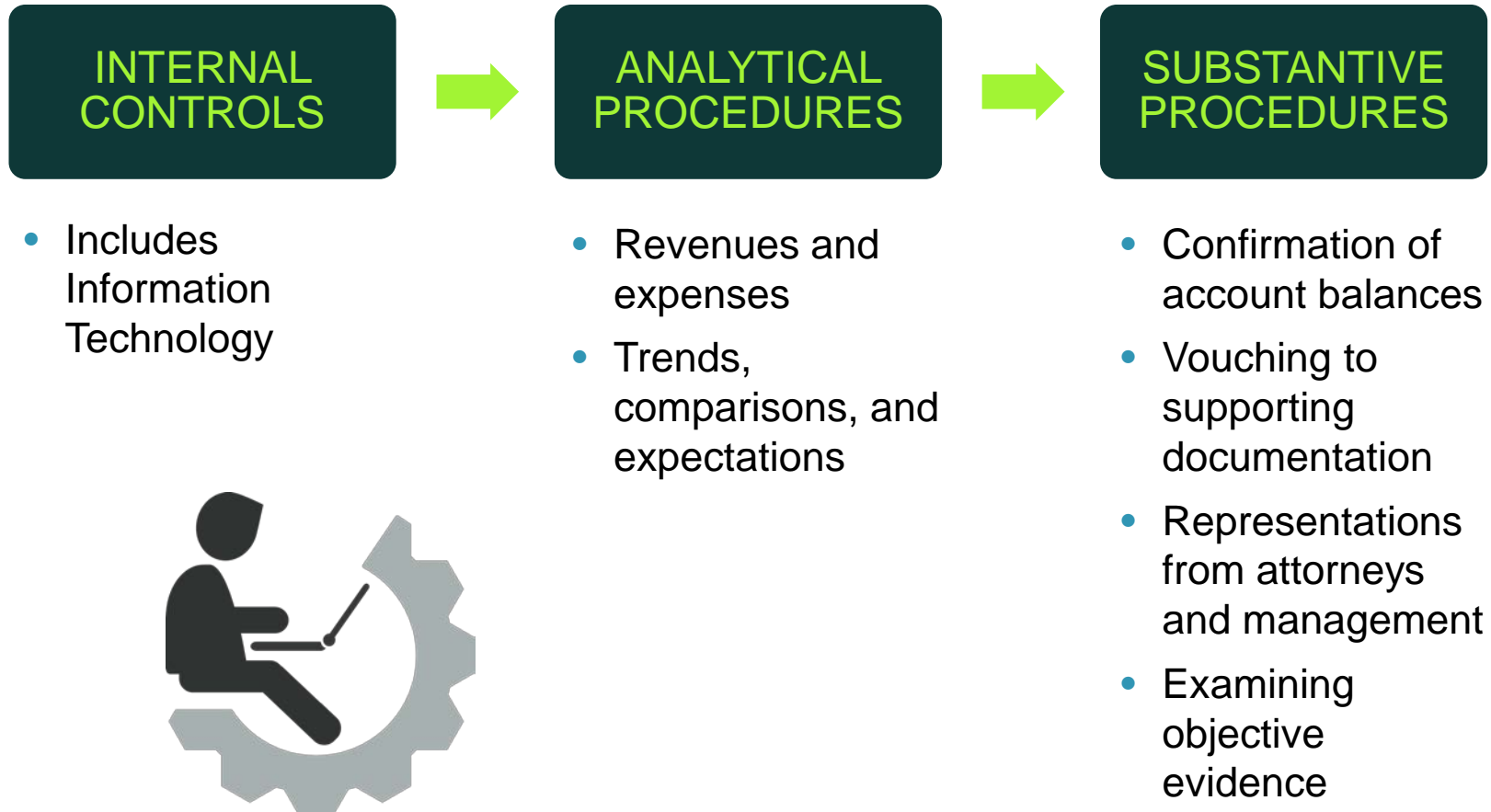
# Audit Deliverables

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- Report of Independent Auditors on the basic financial statements
- Report of Independent Auditors on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*
- Report of Independent Auditors on Compliance with Requirements Applicable to Each Major Program and on Internal Control over Compliance in Accordance with OMB Uniform Guidance
- Schedule of Findings and Questioned Costs
- Disclosures and Independent Auditors' Comments Required by the Minimum Standards for Audits of Oregon Municipal Corporations
- Report of Independent Accountants on Applying Agreed-Upon Procedures over HUD, REAC submission
- Communications to those charged with governance
- Management letter



# Audit Process



# Significant Audit Areas



Financial close and reporting



Notes receivable



Capital assets – including new construction



Long-term borrowings



Component unit reporting – including new tax credit property



Compliance with Federal Laws and Regulations and Oregon Minimum Standards



# Consideration of Fraud in a Financial Statement Audit

Auditor's responsibility: Obtain reasonable assurance the financial statements as a whole are free from material misstatement – whether caused by fraud or error

- Procedures to address the risk of fraud
  - Brainstorm with team
  - Conduct personnel interviews
  - Document understanding of internal control
  - Consider unusual or unexpected relationships identified in planning and performing the audit
- Identify the risks of material misstatement due to fraud
  - Perform procedures to address identified risks
  - Examine general journal entries for nonstandard transactions
  - Evaluate policies and accounting for revenue recognition
  - Test and analyze significant accounting estimates for biases
  - Evaluate the business rationale for significant unusual transactions
- Inherent limitation of an audit:
  - Unavoidable risk exists that some material misstatements may not be detected



# Audit Timeline

February 2020

Planning meeting with  
Management

March 2020

Entrance meeting with Homes  
For Good Board of  
Commissioners

April 2020

Audit procedures for financial  
statements and single audit

May 2020

Discuss draft financial  
statements and auditor's  
reports with Management and  
finalize audit reports

June 2020

Exit meeting with Homes For  
Good Board of Commissioners



# New Accounting Standards

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GASB Statement No. 83, Certain Asset Retirement Obligations – effective for September 30, 2019 fiscal year

GASB Statement No. 84, Fiduciary Activities – effective for September 30, 2020 fiscal year

GASB Statement No. 87, Leases – effective for September 30, 2021 fiscal year

GASB Statement No. 88, Certain Debt Disclosures – effective for September 30, 2019 fiscal year



# New Accounting Standards

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GASB Statement No. 89 – Accounting for Construction Period Interest – effective for September 30, 2021

GASB Statement No. 90 – Majority Equity Interests – effective for September 30, 2020

GASB Statement No. 91 – Conduit Debt Obligations – effective for September 30, 2022

GASB Statement No. 92 – Omnibus 2020 – effective for September 30, 2022 (except for certain requirements effective upon issuance)





# Thank you!

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