



100 West 13th Avenue, Eugene, OR 97401 • PH 541-682-3755 • FAX 541-682-3411

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## **HOMES FOR GOOD HOUSING AGENCY**

### **BOARD OF COMMISSIONERS MEETING WEDNESDAY May 20th, 2020**

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# AGENDA

## Homes for Good Housing Agency

### BOARD OF COMMISSIONERS



#### Location of the meeting:

This meeting will be conducted via public video call and conference line (see details below).

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**Wednesday, May 20th, 2020 at 1:30pm**

Due to the current Stay at Home order, to prevent the spread of COVID-19 Homes for Good will be conducting the May 20<sup>th</sup> Meeting will occur via a public video call with dial-in capacity. The public will be able to join the call, give public comment, and listen to the call:

#### Join the meeting from your computer, tablet or smartphone:

<https://www.gotomeet.me/HomesforGoodAdministration/homes-for-good-may-20th-board-meeting>

#### Dial in using your phone:

United States:

+1 (872) 240-3311

**Access Code:** 165-646-229

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

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

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

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

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

#### **5. EMERGENCY BUSINESS**

#### **6. 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 4/22 Minutes

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

## 7. ADMINISTRATION

- A. Executive Director Report (Estimated 10 minutes)
- B. **Order 20-20-05-01H—** In the Matter of Approving Contract 20-P-0042 (Architectural Services) for 13th and Tyler PSH Community in Eugene, Oregon (Nora Cronin, Project Development Manager) (10 Minutes)
- C. **Order 20-20-05-02H—** In the Matter of Approving Contract 20-C-0047 (Construction Management/General Contractor Services) for 13th and Tyler PSH Community in Eugene, Oregon (Nora Cronin, Project Development Manager) (10 Minutes)
- D. **Order 20-20-05-03H—** In the Matter of Updating the Housing Choice Voucher Administrative Plan (HCV Admin Plan) Local Preferences Language. (Beth Ochs, Rent Assistance Division Director) (5 Minutes)
- E. **Order 20-20-05-04H—** In the Matter of Updating the Homes for Good Housing Agency bylaws (Ela Kubok, Communications Director) (Jacob Fox, Executive Director) (15 Minutes)
- F. **PRESENTATION—** COVID-19 Regulatory Relief and Financial Impacts (Jacob Fox, Executive Director) (30 Minutes)

## 8. OTHER BUSINESS

Adjourn

# MINUTES

Homes for Good Housing Agency

## BOARD OF COMMISSIONERS



### Location of the meeting:

This meeting will be conducted via public video call and conference line (see details below).

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**Wednesday, April 22<sup>nd</sup>, 2020**

Due to the current Stay at Home order, to prevent the spread of COVID-19 Homes for Good conducted the April 22<sup>nd</sup> Meeting via a public video call with dial-in capacity. The public was able to join the call, give public comment, and listen to the call:

**Join the meeting from your computer, tablet or smartphone:**

<https://www.gotomeet.me/HomesforGoodAdministration/april-22nd-homes-for-good-board-meeting>

**Dial in using your phone:**

United States: [+1 \(646\) 749-3112](tel:+16467493112)

**Access Code:** 599-257-957

### 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.)

No Public Comment Given

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

**Pete Sorenson:** I would just like to say that because of the historic impact both financial, social and human of the COVID-19 sickness and the coronavirus that causes that sickness, I wanted to find out, maybe not this meeting, but maybe the next meeting we can have a report from the Executive Director kind of peering into the next two years of budget based on what is known: for both the demand in low-income housing and the amount of money we may be getting in from the Federal Government if there is any way to know that. Look at it a little more long term as we normally do our annual budget. Really there is a tremendous amount of suffering going on out there and I hope our agency can do the best it can to help people.

**Jacob Fox:** This morning I sent out an email showing the impact we have faced as of last Friday. Pete I will give some thought to your request, what I am thinking is it would be financially modeling scenarios where potential federal reductions occur. Let me give it some thought and I can kind of email you and get some ideas of a plan. I will engage with Jeff Bridgens our Finance Director and come up with some plans, and I'll kind of bounce that off Char and Joe as the Chair and Vice Chair. I would like to deliver

something like that, but with the economy doing what it's doing I'll have to give it some thought but I'm sure we can deliver something to the board that is a longer-range financial impact scenario.

**Joe Berney:** Pete, what you raised to me seemed very general, and I agree with you. So, Jacob I don't know what you're talking about, a plan for what? I don't see this as a pure financial set of scenarios at all. But I don't want to speak for him. What I heard was "how can we alleviate more suffering, and how can Homes for Good be organized which is not traditionally how we spend money to get more and more and more people sheltered" but maybe that's just my lens. But I don't see that as something you develop with Pete. But what were you referring to Jacob? And thank you Pete, I hope I didn't miss reference you.

**Jacob Fox:** At least what I was referencing is, if we got an addition influx of Federal money, what would we do with it, and if we received cuts (which I have experienced in the last 20 years) how would we go about absorbing those cuts. I may have not been thinking as creatively, but I may have to give that more thought.

**Pete Sorenson:** I will just add that in terms of my comment about suffering, there is just a lot of suffering going on, and we have a limited role in how we can alleviate that suffering. I was kind of going on the same page as Jacob, on the one hand federal dollars could be going down because of the historic trend, but on the other hand it could be going up because of the national need and the national response and the congressional and executive response, which could result in an increase. So, I am on exactly the same wavelength of Jacob on this scenario planning. It could go up with demand going up, or it could go up with demand going up. I am just thinking longer term, looking at different scenarios would be great. I'm sure Jacob is all over this, but I think the Board should be aware that there are unknowns ahead, and we ought to be planning for those unknowns.

**Pat Farr:** Jacob I trust that you are keeping an eye on the dynamic situation, and that there are more things on the horizon that we don't know exactly how there will shape up, so I am looking forward to whatever report you provided, and it will be thorough I'm sure of that. The thing that I wanted to mention was that I heard today that Homes for Good is working with the city of Springfield, specifically in Glenwood, to alleviate suffering in Springfield right now. Pat thanks Jacob and his staff.

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

None.

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

None.

### **5. EMERGENCY BUSINESS**

None.

### **6. 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 3/18 Minutes
2. Approval of 3/25 Minutes

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

Motion: **Joe Berney**

Second: **Michelle Thurston**

**The consent calendar was approved unanimously 7/0.**

### 7. ADMINISTRATION

#### A. Executive Director Report (Estimated 30 minutes)

**Jacob Fox:** Talks about the multiple daily meetings that the Leadership Team at Homes for Good has been having over the last month to go over both changing operational needs of the organization, and long-term strategy and planning. The Leadership Team has now this week gone down to one meeting a day to go over operational and strategic needs of the organization.

Talks about the “COOP” or Continuity of Operations Plan, that the team is

Talks about the financial impacts on the Housing Choice Voucher Program, Public Housing, and Tax Credit Third Party Managed Properties.

Talks about the COOP in the context of staffing back up plans in case anyone is unable to come to work physically or remotely.

Updates the Board about the change in plans regarding to the new admin building.

- B. **ORDER 20-22-04-01H—** In the Matter of Updating the Housing Choice Voucher Administrative Plan, Local Preferences. (Beth Ochs, Rent Assistance Division Director) (10 Minutes)

**Commissioner Buch recuses herself of the vote due to a conflict of interest concerning the Housing Choice Voucher Program.**

**Beth Ochs:** Talks about the nine Local Preferences that Homes for Good has. One of the Local Preferences is Sponsors Inc. Beth talks about Sponsors and the demographic they serve, and their success rate which is 76.8% which is higher than the success rate of the general wait list which is 74%. This demonstrates Sponsors ability to be a successful partner, working with persons who have “high barriers” and have a success rate higher than the general wait list. Because of this, we would like to give Sponsors preference within the local preference category. Right now, local preferences are served in order of date and time, this would give Sponsors preference to be served first, then the others in order of date and time, which I think is warranted due to their high success rate.

Motion: **Jay Bozievich**

Second: **Michelle Thurston**

**This motion is approved 6/0 with Commissioner Buch Recused.**

- C. **ORDER 20-22-04-02H—** In the Matter of Authorizing the Formation of HFG Communities, LLC and Authorizing a Permanent Consolidated Loan for Jacob's Lane Apartments, Laurel Gardens Apartments, and Willakenzie Townhomes in Eugene, Oregon. (Steve Ochs, Real Estate Development Director) (10 Minutes)

**Steve Ochs:** Introduces the need of the order and the loan details which would consolidate the debt together into one loan. Introduces Beth Gyde the Asset Manager who is on the call and available to answer any questions

Motion: **Heather Buch**

Second: **Jay Bozievich**

**This motion is approved unanimously 7/0.**

- D. **PRESENTATION—** Section 8 Wait List Data Review (Beth Ochs, Rent Assistance Division Director) (Estimated 30 Minutes)

**Beth Ochs:** Goes through the pre-application data comparing data from 2017 and 2019, explaining some of the differences in the data and some of the predicted causes for those. She talks about the increase in communication to the public and partners and how that influenced that data. Beth then goes into the data of those who were selected through the lottery process to be put on the wait list.

**Heather Buch:** Asks about the 37 waitlists that Beth mentioned, and that it seemed that it would be an administrative burden and asks for background on the change.

**Beth Ochs:** Mentions that this comes to switching from a central wait list to site based wait lists on sites that the Agency owns and manages, and to separating Project Based Section 8 wait lists from a general Section 8 Wait List. The site-based wait lists allow for the community to decide where they want to live and apply to those specific places. It used to be that someone would sign up for a centralized wait list for the whole portfolio, and then when a unit came open in Veneta, staff would call them and ask if they want to live in Veneta, and the response would be that they would really just want to wait for a unit in Eugene, so staff would spend time vetting people who didn't actually want those properties. So, it does have more of an administrative burden, but I think it serves the community better.

**Pat Farr:** Comments on the 2017 applicants from Illinois

**Joe Berney:** 1) The only comparison seems to be in 2017 and 2019, which suggests that there was no or different measures in place. Do you feel like you have what you need in place to provide us with longitudinal data to us? This seems to just be a snapshot, not longitudinal data.

**Beth Ochs:** I think that we are getting there, I don't think we are quite there yet. I do also think that it will morph over time depending on the focus of the Agency. Beth then talks about some of the data points that will be used to help shape future decisions.

**Joe Berney:** Less of a question, just a suggestion: to continually collect the data on these points even if some things are added so that we have longitudinal data, the same data points over 5 or 10 years. I also appreciate your interpretation of the data. I would like to request a list of program improvements that are going to be made because of this data. You stated them, but I would like to have them on paper.

**Beth:** Yes.

**Pat Farr:** Thank you, and to see the historical data on the waitlist I think is important for the board and for future boards. Talks about the Real Estate Development pipeline and the number of new units in 2018-2023.

## **8. OTHER BUSINESS**

**Joe Berney:** Wanted to talk about some emails the board has been on the receiving end of, and some of the complaints that have come through regarding a particular property.

**Jacob Fox:** Talks about the challenges and the tragedies that have occurred at Riverview Terrace over the last couple of weeks. He explains that there have been a number of deaths in the building, that there have been problems with the elevator, and the smoking areas have had to be shut down due to COVID-19. So there has just been a storm of things that have gone on at the complex. There was also a negative interaction with a staff person when the police came to do a welfare check on a resident, which is in the process of being addressed, which caused some hurt feelings and some conflict.

**Joe Berney:** I think we all read the email from Mr. Sandow today, is it correct that one of the reasons that Homes for Good sold that property, was because there was not access to services for residents?

**Jacob Fox:** So, what Steve Ochs did was run that property through the OHCS scoring methodology for affordable housing projects, and some of the criteria is that services have to be a certain distance away from the site, and basically one of many factors was that his assessment is that that a project on that site would not have competed well. I don't know if that was the 2015 or the 2016 scoring methodology, but I do know that criteria changes over time.

**Joe Berney:** So, while Mr. Sandow is complaining and saying yes services are accessible and here is my list, what you are saying that in relationship to getting grants and revenue sources, it doesn't matter if those services are accessible, but how OHSC evaluated whether services were available.

**Jacob Fox:** That is correct.

Adjourn



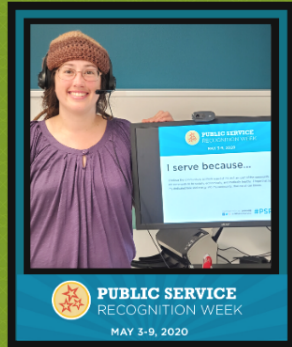
The focus of our organizational efforts over the past month has been focused on five key areas – 1) maintaining responsiveness to our residents and participants regarding rent payments and decreasing rent by increasing rental subsidy; 2) figuring out how to implement HUD regulatory and statutory waivers; 3) determining how to deploy the increase in funding we have received from HUD; 4) developing a pandemic specific Continuity of Operations Plan (COOP); and 5) finishing up the construction project for our new administrative building and completing the move into this building.

Throughout the pandemic we have maintained our customer support systems in service to our participants, residents, and landlords. We continue to see a steady increase in requests for downward rent adjustments for our Housing Choice Voucher participants, our Public Housing residents, and our Multifamily residents. This trend is not flattening out, and the total number of down rent adjustment requests totals 303 (7.7% of total households served by these programs/properties).

In regard to the status of implementing COVID-19 HUD regulatory and statutory waivers, we have developed a list of the optional regulatory and statutory waivers that we deem appropriate for us to implement. This list summarizes all waivers that we will be implementing, and we are in the process of drafting new protocols and procedures for how these waivers will be implemented. We are also working on a communications plan related to getting the word out about these waivers to our clients and key partners.

In terms of funding from HUD, our current understanding of the new COVID-19 related funding, is that it is intended to offset additional operational costs and additional subsidy being paid for existing clients. As of May 5th, 2020 we received \$536,000 in new HCV administrative fee above our normal monthly administrative fee. We can also apply for additional funding for the increased subsidy we have to invest of \$63,000 per month due to rent reduction requests, although we don't know yet how to apply for this funding, as we are waiting for additional guidance from HUD. We estimate that we will receive around \$250,000 in Public Housing operating funds above what we normally get, but we haven't received these funds yet, and we are still developing the plan for how these funds will be expended.

We have engaged with a consulting company, Coordinated Consulting, Inc., who are currently reviewing the draft pandemic specific Continuity of Operations Plan (COOP) that we have developed. Coordinated Consulting, Inc. is experienced in working with local jurisdictions including health departments in developing and updating COOP's, so we are grateful that we can have an experienced company to help take some of the workload pressure off the Homes for Good Leadership team during this time of juggling multiple priorities.



**#PSRW**


**PUBLIC SERVICE  
RECOGNITION WEEK**  
MAY 3-9, 2020

**I serve because...**

I believe the community is as much a part of me as I am a part of the community. I want my community to be socially, economically, and medically healthy. I hope that by giving my dedicated time and energy into my community, that we all can bloom.

-Nat

Homes. People. Partnerships. Good.



We are in the final days of completing the construction activities for our new administrative building at 100 W 13th. The move from our existing administrative buildings is complete, and we are now having staff schedule appointments to come into the new administrative building and unpack their work belongings/files in a manner that complies with current physical distancing requirements. We have transitioned what we call our "mail crew" to the new administrative building as well so we have activated the new administrative building as our service hub here in Lane County.





# BOARD OF COMMISSIONERS AGENDA ITEM

**BOARD MEETING DATE:** 05/20/2020

**AGENDA TITLE:** In the Matter of Approving Contract 20-P-0042 (Architectural Services) for 13th and Tyler PSH Community in Eugene, Oregon

**DEPARTMENT:** Real Estate Development Division

**CONTACT :** Nora Cronin

**EXT:** 682-2521

**PRESENTER:** Nora Cronin

**EXT:** 682-2521

**ESTIMATED TIME :** 10 minutes

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

**Approval Signature**

**EXECUTIVE DIRECTOR:**

**DATE:** 5/12/20

**LEGAL STAFF :**

**DATE:**

**MANAGEMENT STAFF:**

**DATE:**



## **HOMES FOR GOOD MEMORANDUM**

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

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

**AGENDA ITEM TITLE:** In the Matter of Approving Contract 20-P-0042 (Architectural Services) for 13th and Tyler PSH Community in Eugene, Oregon

**AGENDA DATE:** May 20, 2020

### **I MOTION**

It is moved that the Agency is authorized to award contract 20-P-0042 (Architectural Services) to MWA Architects for the Permanent Supportive Housing Community at 13<sup>th</sup> and Tyler Streets in Eugene, Oregon.

### **II ISSUE**

Homes for Good Housing Agency is developing a new 15 unit permanent supportive housing (PSH) community for families experiencing homelessness on a 0.74-acre parcel of land at the Lane Events Center. Architectural design work is commencing on the 13<sup>th</sup> and Tyler PSH Community, necessitating the contract to be executed.

### **III DISCUSSION**

#### **A. Background**

In December 2019, Homes for Good Housing Agency issued a Request for Proposals (RFP) for Architectural Services for upcoming Agency Permanent Supportive Housing Developments, including the development at 13<sup>th</sup> and Tyler Streets in Eugene. Eight architects submitted responses to the RFP. The evaluation committee selected MWA Architects for the 13<sup>th</sup> and Tyler PSH project, based on their experience in working with permanent supportive housing and receiving the highest score through the selection process.

Board approval is now requested to execute the contract for Architectural Services with MWA Architects to develop the 13<sup>th</sup> and Tyler PSH Community.

#### **B. Analysis**

MWA Architects was selected to provide architectural services, which will include sub-contracts with engineering (structural, mechanical, electrical, civil), and landscaping. MWA Architects provided an estimated maximum fee proposal of \$287,240. This includes roughly \$175,500 in architectural services and \$111,240 to consultants for engineering and other design services.

C. Recommendation

Approval of the proposed motion.

**IV IMPLEMENTATION/FOLLOW-UP**

Upon approval of the Order, the required documents will be executed as soon as possible.

**V ATTACHMENTS**

None

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

ORDER 20-20-05-01H

In the Matter of Approving Contract 20-P-0042 (Architectural Services) for 13th and Tyler PSH Community in Eugene, Oregon

WHEREAS, Homes for Good Housing Agency recognizes the need to address the issue of families in our community that have been experiencing homelessness;

WHEREAS, Homes for Good Housing Agency has undertaken the development of a Permanent Supportive Housing community on the corner of 13<sup>th</sup> and Tyler Streets in Eugene, Oregon to address this community need; and

WHEREAS, Homes for Good Housing Agency has the need for professional Architectural Services in order to carry out the development of the 13<sup>th</sup> and Tyler PSH Community.

NOW IT IS THEREFORE ORDERED THAT:

The Executive Director or Designee is authorized to enter into an Architectural Services Contract with MWA Architects.

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

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Chair, Homes for Good Board of Commissioners



# BOARD OF COMMISSIONERS AGENDA ITEM

**BOARD MEETING DATE:** 05/20/2020

**AGENDA TITLE:** In the Matter of Approving Contract 20-C-0047 (Construction Management/General Contractor Services) for 13th and Tyler PSH Community in Eugene, Oregon

**DEPARTMENT:** Real Estate Development Division

**CONTACT :** Nora Cronin

**EXT:** 682-2521

**PRESENTER:** Nora Cronin

**EXT:** 682-2521

**ESTIMATED TIME :** 10 minutes

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

**Approval Signature**

**EXECUTIVE DIRECTOR:**

**DATE:** 5/12/20

**LEGAL STAFF :**

**DATE:**

**MANAGEMENT STAFF:**

**DATE:**





## **HOMES FOR GOOD MEMORANDUM**

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

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

**AGENDA ITEM TITLE:** In the Matter of Approving Contract 20-C-0047 (Construction Management/General Contractor Services) for 13th and Tyler PSH Community in Eugene, Oregon

**AGENDA DATE:** May 20, 2020

### **I MOTION**

It is moved that the Agency is authorized to award contract 20-C-0047 (Construction Management/General Contractor Services) to Essex Construction for the Permanent Supportive Housing Community at 13<sup>th</sup> and Tyler Streets in Eugene, Oregon.

### **II ISSUE**

Homes for Good Housing Agency is developing a new permanent supportive housing (PSH) community for families experiencing homelessness on a 0.74-acre parcel of land at the Lane Events Center. Construction estimate and pre-development work is commencing on this housing development, necessitating the contract to be executed.

### **III DISCUSSION**

#### **A. Background**

Lane County and Homes for Good, along with ShelterCare (service provider) and Quantum Residential (property management), have been working together to develop a new permanent supportive housing (PSH) community to serve families experiencing homeless. On October 8, 2019, this team was selected as part of Oregon Housing and Community Services' PSH Cohort to receive technical assistance and training.

On February 4, 2020, the Lane County Board of Commissioners passed a board order approving the use of 0.74 acres of Lane County owned land at the Lane Events Center for Permanent Supportive Housing. Lane County has engaged with Homes for Good to develop this property as permanent supportive housing.

On April 2, 2020, Oregon Housing and Community Services awarded \$3,750,000 in capital funding, along with rental assistance and service subsidy, to the project.

Homes for Good intends to develop 15 units of multi-family housing on the site. This will include a mixture of two- and three-bedroom units, community space, off-street parking, and an outdoor

play area. The target population is families experiencing homelessness and referred from the Coordinated Entry Central Wait List.

In February 2020, Homes for Good Housing Agency issued a Request for Proposals (RFP) for Construction Management/General Contracting Services for the Permanent Supportive Housing Community at 13<sup>th</sup> and Tyler Streets in Eugene. Three contractors submitted responses to the RFP. Essex Construction was selected by the evaluation committee based on the highest score through the selection process.

Board approval is now requested to execute the contract for Construction Management/General Contractor Services with Essex Construction to develop the 13<sup>th</sup> and Tyler PSH Community.

B. Analysis

The proposed Agreement would be similar to prior CM/GC contracts at The Commons on MLK, RAD Phase II, and Market District Commons. It will:

1. Set Pre-Construction Services costs at a \$18,030 maximum.
2. Require a "Guaranteed Maximum Price" for the construction costs.
3. Provide for a fixed fee for the CM/GC (3.85%) of the Guaranteed Maximum Price.
4. Spell out the bidding process that must be followed in the selection of the sub-contractors.

C. Recommendation

Approval of the proposed motion.

**IV IMPLEMENTATION/FOLLOW-UP**

Upon approval of the Order, the required documents will be executed as soon as possible.

**V ATTACHMENTS**

None



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

ORDER 20-20-05-02H

In the Matter of Approving Contract 20-C-0047 (Construction Management/General Contractor Services) for 13th and Tyler PSH Community in Eugene, Oregon

WHEREAS, Homes for Good Housing Agency recognizes the need to address the issue of families in our community that have been experiencing homelessness;

WHEREAS, Homes for Good Housing Agency has undertaken the development of a Permanent Supportive Housing community on the corner of 13<sup>th</sup> and Tyler Streets in Eugene, Oregon to address this community need; and

WHEREAS, Homes for Good Housing Agency has the need for Construction Management/General Contractor Services in order to carry out the development of the 13<sup>th</sup> and Tyler PSH Community.

NOW IT IS THEREFORE ORDERED THAT:

The Executive Director or Designee is authorized to enter into a Construction Management/General Contractor Services Contract with Essex Construction.

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

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Chair, Homes for Good Board of Commissioners



# BOARD OF COMMISSIONERS AGENDA ITEM

**BOARD MEETING DATE:** 05/20/2020

**AGENDA TITLE:** Updating Local Preferences in the Housing Choice Voucher Administrative Plan

**DEPARTMENT:** Rent Assistance Division

**CONTACT :** Beth Ochs

**EXT:** 2547

**PRESENTER:** Beth Ochs

**EXT:** 2547

**ESTIMATED TIME :** 5 minutes

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

**Approval Signature**

**EXECUTIVE DIRECTOR:**

**DATE:** 5/12/20

**LEGAL STAFF :**

**DATE:**

**MANAGEMENT STAFF:**

**DATE:**



## **HOMES FOR GOOD MEMORANDUM**

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

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

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

**AGENDA DATE:** May 20<sup>th</sup>, 2020

### **I MOTION**

It is moved 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**

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.

In November 2019 Homes for Good was awarded 25 Mainstream Vouchers. Previously, Homes for Good had 33 Mainstream Vouchers.

Mainstream vouchers are awarded by HUD to Public Housing Agencies through a competitive process. Mainstream vouchers serve non-elderly disabled persons.

Laurel Hill and Sponsors are Homes for Good's local preference partners in serving the Mainstream vouchers.

In the most recent funding allocation of Mainstream, HUD expanded the definition of who can access the vouchers to include persons who have "previously experienced homelessness and are currently a client in a permanent supportive housing or rapid rehousing project" and required Public Housing Agencies to update their Administrative Plans by end of May 2020 with the expanded definition.

Homes for Good is requesting to update its Administrative Plan to include this additional population and to note the increase in Mainstream vouchers from 33 to 58.

Currently the local preference states:

*Non-Elderly Person with Disabilities Preference (limited to 33 families utilizing a Mainstream Voucher during a calendar year)*

This preference applies to non-elderly persons with disabilities who are referred from a Homes for Good approved entity, who are transitioning out of institutional and other segregated settings, at serious risk of institutionalization, homeless, or at risk of becoming homeless.

Homes for Good is requesting to amend the preference to state:

*Non-Elderly Person with Disabilities Preference (limited to 58 families utilizing a Mainstream Voucher during a calendar year)*

This preference applies to non-elderly persons with disabilities who are referred from a Homes for Good approved entity, who are transitioning out of institutional and other segregated settings, at risk of institutionalization, homeless, at risk of becoming homeless or have previously experienced homelessness and are currently a client in a permanent supportive housing or rapid rehousing project.

#### **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 20-20-05-03H

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

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 expand the definition of who can be served by a Mainstream Voucher under the Non-Elderly Person with Disabilities Preference to include persons who have previously experienced homelessness and are currently a client in a permanent supportive housing or rapid rehousing project.

WHEREAS, Homes for Good's proposes to update the number of Mainstream vouchers available from 33 to 58.

NOW IT IS THEREFORE ORDERED THAT:

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

Page 4-15 is amended to state under Local Preferences,

*Non-Elderly Person with Disabilities Preference (limited to 58 families utilizing a Mainstream Voucher during a calendar year)*

This preference applies to non-elderly persons with disabilities who are referred from a Homes for Good approved entity, who are transitioning out of institutional and other segregated settings, at risk of institutionalization, homeless, at risk of becoming homeless or have previously experienced homelessness and are currently a client in a permanent supportive housing or rapid rehousing 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:**

**AGENDA TITLE: ORDER/ In the Matter of Updating the Homes for Good Board of Commissioners By-Laws**

**DEPARTMENT: Executive**

**CONTACT : Jacob Fox**

**EXT: 2527**

**PRESENTER: Jacob Fox**

**EXT: 2527**

**ESTIMATED TIME : 15 minutes**

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

**Approval Signature**

**EXECUTIVE DIRECTOR:**

**DATE:** 5/12/20

**LEGAL STAFF :**

**DATE:**

**MANAGEMENT STAFF:**

**DATE:**



## **HOMES FOR GOOD MEMORANDUM**

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

**FROM:** Jacob Fox, Executive Director

**AGENDA ITEM TITLE:** ORDER/ In the Matter of Updating the Homes for Good Housing Agency bylaws

**AGENDA DATE:** May 20, 2020

### **I MOTION**

It is moved that the Order be approved which amends the bylaws governing the Homes for Good Housing Agency.

### **II ISSUE**

Board approval is requested for Homes for Good bylaws to be updated with name change, current office address, board meeting times and other housekeeping updates.

### **III DISCUSSION**

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

In accordance with ORS 456.120 the Agency adopted bylaws on July 12, 2011 by Board Order No. 11-7-12-3H.

The Agency bylaws were last updated on July 22<sup>nd</sup>, 2014 in the Board Order No. 14-07-22-01H. Articles I, II, and III are in need of updates. The needed changes are practical in nature, such as the DBA name of the organization, current office address, timing of board meetings and other updates that reflect the Agency's current operations.

The bylaws will require additional robust updates around the membership of the board, this will be part of the future governance.

#### **B. Recommendation**

Approval of the proposed motion.

#### **C. Timing**

Upon Board approval, the bylaws will be updated, and a current version will be available on the Homes for Good website [www.homesforgood.org](http://www.homesforgood.org).

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

Upon approval by the Board, the amended bylaws will go into effect immediately.

## **V      ATTACHMENTS**

- 2014 version of bylaws with highlighted areas of needed changes
- 2020 version of bylaws after edits



BY-LAWS OF THE HOUSING AUTHORITY AND COMMUNITY SERVICES AGENCY  
OF LANE COUNTY, OREGON

ARTICLE I- THE AUTHORITY

Section 1. Name of Authority: The name of the Authority shall be the "Housing Authority and Community Services Agency of Lane County" doing business as "Housing and Community Services Agency of Lane County."

Section 2. Seal of Authority: The seal of the Agency shall be and shall bear the name of the organization and the year of its creation.

Section 3. Office of Authority: The offices of the Agency shall be at such a place in Lane County, State of Oregon, as the Agency from time to time may designate by resolution. On April 3, 2001 the office is located at 177 Day Island Road, Eugene Oregon 97401.

*Section 4. Board Composition: As authorized under ORS 456.095, the Lane County Board of Commissioners has elected to exercise the powers of a housing authority with the addition of two appointed persons selected from a pool of residents who receive direct assistance from the Agency. Elected commissioners shall serve as long as they remain Lane County Commissioners. Terms and conditions of the appointed non-elected commissioners are governed by current State law, specifically ORS 456.095, ORS 456.100 and ORS 456.110. The appointed non-elected commissioners shall be chosen and appointed by the Lane County Commissioners by majority vote and shall serve a term offour (4) years.*

*Notwithstanding, the above paragraph, the term of office for the first appointed non-elected commissioners shall be asfollows: One appointed commissioner's term shall run from the appointment date until January 2004; One appointed commissioner's term shall run from the appointment date until January 2006. Terms of office for succeeding appointed non-elected commissioners shall run for approximately four (4) years to be appointed at the first regular Board of County Commissioners meeting in January.*

ARTICLE II- OFFICERS

Section 1. Officers: The officers of the Agency shall be a Chairperson, a Vice Chairperson, and a Secretary (Executive Director).

Section 2. Chairperson: The Chairperson of the Housing And Community Services Agency (HACSA) of Lane County, Oregon shall be elected annually by majority vote of the

**HACSA Board** at its first meeting in January. He/she shall preside at all meetings of the Agency. The Chairperson has the authority to sign all contracts, deeds and other instruments made by the Agency, except as otherwise authorized by resolution of the Agency. At each meeting, the Chairperson shall submit such recommendations and information as he may consider proper concerning the business, affairs, and policies of the Agency.

Section 3. Vice Chairperson: The Vice Chairperson of the Lane County Board of Commissioners is selected to service as the Vice Chairperson of the **Housing and Community Services Agency of Lane County, Oregon**, and shall perform the duties of the Chairperson in the absence or incapacity of the Chairperson.

Section 4. Secretary (Executive Director): The Secretary shall be the Executive Director, who shall serve as the Chief Executive Officer and head of the administrative branch of the Agency, and shall be responsible to the Agency for the proper administration of all affairs of the Agency in accordance with federal, state, and local laws.

- A. **The Executive Director shall coordinate the activities of the Agency with the County Administrator of Lane County.** The Executive Director shall ensure the uniform enforcement between the Agency and Lane County of ordinances, orders, rules, regulation procedures and policy adopted by the Board, as appropriate. **The Executive Director shall prepare a report on the status of Agency operations annually for presentation to the Board of Commissioners.**
- B. **He/she** shall cause to have prepared plans, reports, and other necessary matters concerning any given housing project; and shall report from time to time to the agency on the status of the housing program.
- C. **He/she** shall have general supervision and control over all personnel directly employed by the Agency on a full-time or part-time basis, and shall carry out all duties required of the position by the adopted personnel rules and regulations of the Agency.
- D. **He/she** shall have authority to sign all contracts at which the Housing and Community Services Agency is to be a party, shall attest the authorized signature on authority bonds and shall see that all contracts are carried out in the best interest of the authority under appropriate law.
- E. The Executive Director shall be selected by the Agency Board of Commissioners by majority vote, using a selection procedure of their choice.

Section 5. Additional Duties: The officers of the Agency shall perform such other duties and functions as may from time to time be required by the Executive Director, by

by-laws or rules or regulations of the Agency.

Section 6. Additional Personnel: The Agency may from time employ such personnel as it deems necessary to exercise its powers, duties and functions as prescribed by the laws of the State of Oregon applicable thereto. The creation and compensation of positions shall be determined by the Agency as prescribed in the currently adopted Personnel Rules and Regulations.

### ARTICLE III- MEETINGS

Section 1. Annual Meeting: The annual meetings of the Agency shall be held on the second Tuesday in January at 9:00 a.m. In the event such day shall fall on a legal holiday, or cannot be held on that day, the annual meeting shall be held on the next succeeding Tuesday.

Section 2. Regular Meetings: Regular meetings shall be held on any Tuesday (at 9:00 a.m.) that the Lane County Board of Commissioners meets, when deemed necessary by the Executive Director or four Commissioners of the Agency.

Section 3. Special Meetings: Special meetings may be called at the discretion of the Chairperson and/or Executive Director, or shall be called upon the written request of four Commissioners of the Agency. The call for a special meeting of the Agency shall be for the purpose of transacting any business designated in the call. Notice of any special meeting shall be given in accordance with ORS Chapter 192.610-710.

Section 4. Quorum: The powers of the Governing Board of the Housing and Community Services Agency shall be vested in the *Housing Authority Commissioners, comprised of the elected Lane County Commissioners and two appointed non-elected commissioners/board members as outlined in Article 1, Section 4 of these by-laws.* The Governing Board shall be known as the Board of the Housing and Community Services Agency of Lane County. Four Agency Board members shall constitute a quorum for the purpose of conducting its business and exercising its powers for all other purposes, but a smaller number may adjourn from time to time until a quorum is obtained. Action may only be taken by the Agency upon a vote approving such action by a majority of the Agency Board.

Section 5. Order of Business: At the regular meeting of the Agency the following shall be the order of business:

- A. Approval of Minutes
- B. Resolutions and Orders
- C. Reports of Executive Director
- D. Other business, at the discretion of Agency Commissioners or the Executive Director
- E. Adjournment

All resolutions shall be in writing and attached to and thereby incorporated in the journal of the proceedings of the Agency.

Section 6. Recording Secretary: The Recording Secretary for the County Commissioners of Lane County or another designated person shall serve Ex-Officio as Recording Secretary at the meetings of the Agency. He/she shall record all votes and shall keep a record of all proceedings of the Agency.

Section 7. Manner of Voting: Voting on all matters coming from the Agency shall be by voice, except that if the presiding officer doubts the result of a vote or if three Agency Board members request a call of the roll, a roll call vote shall be taken and the ayes, no's and names of the Agency Board members who have disqualified themselves shall be entered upon the journal.

Section 8. Robert's Rules: All rules of order not herein provided for shall be determined in accordance with "Robert's Rules of Order." However, since the Agency Board has an obligation to be as clear and simple in its procedures as possible, members shall avoid overuse of technical points in parliamentary rules.

#### ARTICLE IV- AMENDMENTS

##### Amendments to By-Laws

The by-laws of the Agency shall be amended only with the approval of at least **four members** of the Agency Board at a regular or a special meeting, but no such amendment shall be adopted unless at least seven days written notice thereof has been previously given to all of the Commissioners of the Agency. Such notice shall identify the section or sections of the by-laws proposed to be amended.

ADOPTED by the Housing Authority and Urban Renewal Agency of Lane County, Oregon and the Lane County Community Services Program on this

DATED this 22<sup>ND</sup> day of July, 2014

Cherene M. Pearson  
Chair Person  
HACSA Board of Commissioners

ATTEST: — c chief



## **BY-LAWS OF THE HOUSING AUTHORITY AND COMMUNITY SERVICES AGENCY OF LANE COUNTY, OREGON**

### **ARTICLE I - THE AUTHORITY**

Section 1. Name of Authority: The name of the Authority shall be the "Housing Authority and Community Services Agency of Lane County" doing business as "Homes for Good Housing Agency."

Section 2. Seal of Authority: The seal of the Agency shall be and shall bear the name of the organization and the year of its creation.

Section 3. Office of Authority: The offices of the Agency shall be at such a place in Lane County, State of Oregon, as the Agency from time to time may designate by resolution. As of April 30, 2020, the Agency's offices are located at 100 W 13<sup>th</sup> Avenue in Eugene, Oregon 97401.

Section 4. Board Composition: As authorized under ORS 456.095, the Lane County Board of Commissioners has elected to exercise the powers of a housing authority with the addition of two appointed persons selected from a pool of residents who receive direct assistance from the Agency. Elected commissioners shall serve as long as they remain Lane County Commissioners. Terms and conditions of the appointed non-elected commissioners are governed by current State law, specifically ORS 456.095, ORS 456.100 and ORS 456.110. The appointed non-elected commissioners shall be chosen and appointed by the Lane County Commissioners by majority vote and shall serve a term of four (4) years.

Notwithstanding, the above paragraph, the term of office for the first appointed non-elected commissioners shall be as follows: One appointed commissioner's term shall run from the appointment date until January 2004; One appointed commissioner's term shall run from the appointment date until January 2006. Terms of office for succeeding appointed non-elected commissioners shall run for approximately four (4) years to be appointed at the first regular Board of County Commissioners meeting in January.

### **ARTICLE II - OFFICERS**

Section 1. Officers: The officers of the Agency shall be a Chairperson, a Vice Chairperson, and a Secretary (Executive Director).



Section 2. Chairperson: The Chairperson of the Agency shall be elected annually by majority vote of the Agency Board at its first meeting in January. They shall preside at all meetings of the Agency Board. The Chairperson has the authority to sign all contracts, deeds, and other instruments made by the Agency, except as otherwise authorized by resolution of the Agency. At each meeting, the Chairperson shall submit such recommendations and information as they may consider proper concerning the business, affairs, and policies of the Agency.

Section 3. Vice Chairperson: The Vice Chairperson of the Lane County Board of Commissioners is selected to service as the Vice Chairperson of the Agency and shall perform the duties of the Chairperson in the absence or incapacity of the Chairperson.

Section 4. Secretary (Executive Director): The Secretary shall be the Executive Director, who shall serve as the Chief Executive Officer and administrative head of the Agency, and shall be responsible to the Agency for the proper administration of all affairs of the Agency in accordance with federal, state, and local laws.

- A. The Executive Director shall coordinate the activities of the Agency with the County Administrator of Lane County.
- B. They shall cause to have prepared plans, reports, and other necessary matters concerning any given housing program, housing project and key Agency activities; and shall report from time to time to the Agency Board on the status of Agency activities.
- C. They shall have general supervision and control over all personnel directly employed by the Agency on a full-time or part-time basis and shall carry out all duties required of the position by the adopted personnel rules and regulations of the Agency.
- D. They shall have authority to sign all contracts to which the Agency is to be a party, shall attest the authorized signature on authority bonds and shall see that all contracts are carried out in the best interest of the authority under appropriate law.
- E. The Executive Director shall be selected by the Agency Board by majority vote, using a selection procedure of their choice.

Section 5. Additional Duties: The officers of the Agency shall perform such other duties and functions as may from time to time be required by the Executive Director, by



by-laws or rules or regulations of the Agency.

Section 6. Additional Personnel: The Agency may from time employ such personnel as it deems necessary to exercise its powers, duties and functions as prescribed by the laws of the State of Oregon applicable thereto. The creation and compensation of positions shall be determined by the Agency as prescribed in the currently adopted Personnel Rules and Regulations and Collective Bargaining Agreement.

### ARTICLE III - MEETINGS

Section 1. Annual Meeting: The annual meetings of the Agency Board shall be held on the third Wednesday in January at 1:30 p.m. In the event such day shall fall on a legal holiday, or cannot be held on that day, the annual meeting shall be held on the next succeeding Wednesday.

Section 2. Regular Meetings: Regular meetings of the Agency Board shall be held on third or fourth Wednesday (at 1:30 p.m.), when deemed necessary by the Executive Director or four Commissioners.

Section 3. Special Meetings: Special meetings may be called at the discretion of the Chairperson or Executive Director or may be called upon the written request of four Commissioners. The call for a special meeting of the Agency Board shall be for the purpose of transacting any business designated in the call. Notice of any special meeting shall be given in accordance with ORS Chapter 192.610-710.

Section 4. Quorum: Four Commissioners shall constitute a quorum for the purpose of conducting Agency Board business and exercising its powers for all other purposes, but a smaller number may adjourn from time to time until a quorum is obtained. Action may only be taken by the Agency Board upon a vote approving such action by a majority of the Agency Board.

Section 5. Order of Business: At the regular meeting of the Agency Board the following shall be the order of business:

- A. Approval of Minutes
- B. Executive Director Report
- C. Resolutions and Orders
- D. Other business, at the discretion of Agency Board Commissioners or the Executive Director
- E. Adjournment

All resolutions shall be in writing and attached to and thereby incorporated in the journal of the proceedings of the Agency.





Section 6. Recording Secretary: The Secretary or another person designated by the Secretary shall serve Ex-Officio as Recording Secretary at the meetings of the Agency Board. They shall record all votes and shall keep a record of all proceedings of the Agency Board.

Section 7. Manner of Voting: Voting on all matters coming from the Agency Board shall be by voice, except that if the presiding officer doubts the result of a vote or if three Agency Board Commissioners request a call of the roll, a roll call vote shall be taken and the ayes, nays and names of the Agency Board Commissioners who have disqualified themselves shall be entered upon the journal.

Section 8. Robert's Rules: All rules of order not herein provided for shall be determined in accordance with "Robert's Rules of Order." However, since the Agency Board has an obligation to be as clear and simple in its procedures as possible, Commissioners shall avoid overuse of technical points in parliamentary rules.

#### ARTICLE IV- AMENDMENTS

##### Amendments to By-Laws:

The by-laws of the Agency shall be amended only with the approval of at least four Commissioners at a regular or a special meeting, but no such amendment shall be adopted unless at least seven days written notice thereof has been previously given to all of the Commissioners. Such notice shall identify the section or sections of the by-laws proposed to be amended.



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

Order 20-20-05-04H

In the Matter of Updating the Homes for  
Good Housing Agency bylaws

WHEREAS, Homes for Good Housing Agency adopted By-Laws in accordance with ORS 456.120 on July 12<sup>th</sup>, 2011, by Board Order No. 11-7-12-3H; and

WHEREAS, The Agency updated the by-laws on July 22<sup>nd</sup>, 2014 by Board Order No. 14-7-22-01H; and

WHEREAS, The Homes for Good Housing Agency Board of Commissioners desires that the Article I, Article II and Article III, of the bylaws reflect current practices and information; and

WHEREAS, the Board of Commissioners of Homes for Good Housing Agency recognize the need to amend and adopt the revised By-Laws;

THEREFORE, BE IT RESOLVED THAT:

That the amended bylaws are hereby adopted and approved as the bylaws of the Homes for Good Housing Agency and it is further ordered that those bylaws adopted as contained in order No. 14-7-22-01H signed July 22<sup>nd</sup>, 2014, are hereby repealed.

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

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Chair, Homes for Good Board of Commissioners



# BOARD OF COMMISSIONERS AGENDA ITEM

**BOARD MEETING DATE:**

**DEPARTMENT:**

**CONTACT :**

**EXT:**

**PRESENTER:**

**EXT:**

**ESTIMATED TIME :**

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

**Approval Signature**

**EXECUTIVE DIRECTOR:**

**DATE:** 5/12/20

**LEGAL STAFF :**

**DATE:**

**MANAGEMENT STAFF:**

**DATE:**



# **Regulatory and Financial Impacts of COVID-19**

**Homes for Good  
Board of Commissioners**

**May 20<sup>th</sup>, 2020**

# COVID-19 Pandemic Timeline of Key Responses

## Part One



### March 12<sup>th</sup>

- Leadership Team Launches COVID-19 Response Effort

### March 18<sup>th</sup>

- **60** – # of Employees transitioned to full time telework
- **6** – # of Employees organized into Mail Crew to receive and distribute required paperwork and payments
- **18** – # of Employees who are focused on maintenance, inspections of vacant units, etc.

### March 27<sup>th</sup>

- CARES Act Passed with dedicated HUD funding allocated along with regulatory and statutory waivers

# COVID-19 Pandemic Timeline of Key Responses

## Part Two



### April 10th

- HUD issues regulatory relief guidance

### May 5th

- HUD disperses COVID-19 HCV (received 05.05.20) and PH funding (not received as of 05.12.20)

### May 8<sup>th</sup>

- Move to new administrative building complete

### May 15<sup>th</sup>

- Former administrative building formally vacated and control transferred to new building

# COVID-19 Financial Impact Related to Increased Rent Subsidy and Non-payment of Rent



Program Area	# of households	\$ Negative Financial Impact
Rent decrease requests Public Housing	72	\$19,800
Non-payment of rent for Homes for Good Managed Properties	24	\$34,600
Rent decrease requests Multi-Family	11	\$2,300
Rent decrease requests Housing Choice Voucher	221	\$63,300
Non-payment of rent for Homes for Good Properties managed by 3 <sup>rd</sup> party management companies	85	\$36,200
Total negative financial impact	413	\$156,200

# Organizational Costs Coded to COVID-19

<b>Labor Costs</b>	<b>\$201,000</b>
<b>Materials and Supplies</b>	<b>\$8,300</b>

Note: Labor costs are based on April month end payroll

Note: Materials and supplies are for materials and supplies we have been invoiced for and paid. This number is significantly higher because of back orders and time delays related to not receiving invoices or not paying invoices yet.



# COVID-19 Federal Funds Allocated Received

## **Housing Choice Voucher Administrative Fee – \$536,000**

- These funds have been deposited in our financial institution

## **Housing Choice Voucher Housing Assistance Payment subsidy – TBD**

- We will need to apply for these funds, and we are still determining our eligibility and how much to apply for

## **Public Housing Operating Subsidy – \$313,000**

- These funds have been allocated in our HUD Draw Down system but have not been drawn down into our financial institution

## **Weatherization Funding – approximately \$150,000.**

- We have only received notice that we will receive federal funds for the LIHEAP Program. Given past state and local funding allocations we estimate that we may receive \$150,000.



# Overview of Cares Act Approved HUD Regulatory and Statutory Relief

## Part One



### Housing Choice Voucher Program

- Income, Asset and Medical Deduction Verifications
  - Self certification now allowed
- Housing Quality Standards (HQS) Inspections
  - Unoccupied units – Normal HQS Inspection
  - Occupied units - Owner written certification of HQS compliance
- SEMAP Certification
  - Homes for Good will not be required to submit SEMAP for CY2020 and will be deemed a high performer per SEMAP rating for CY2019

# Overview of Cares Act Approved HUD Regulatory and Statutory Relief

## Part Two



### Public Housing

- Income, Asset and Medical Deduction Verifications
  - Self certification now allowed
- Repayment Policy
  - Will not issue lease enforcement for nonpayment of rent and will allow residents to enter into repayment agreements for any money owing, including current rent.
  - Will allow 6 months after the end of the temporary order to pay outstanding balancing before moving forward with any lease enforcement
- There are more nuanced elements of the waivers but not necessary to share

# Early Scenario Planning for Out Year Reductions in HUD Funding due to Economic Challenges

## General Background and Assumptions



- Given past experience with the financial crisis that our country faced in 2008 and beyond what we anticipate is that for the first 12 to 18 months we will likely receive increased funding from HUD
- HUD funding is on a calendar year and Homes for Good is an October 1<sup>st</sup> fiscal year
- Based on what we know now we are hopeful that we will have flat or favorable funding for HUD CY2021.
- We often don't know our HUD CY funding will be until March or later of a given CY
- Once stimulus wasn't available after the 2008 financial crisis we experienced HUD funding pro-rations implemented were around 80% of the funding levels HUD

# Early Scenario Planning for Out Year Reductions in HUD Funding due to Economic Challenges

## Housing Choice Voucher Program



- We ran a scenario where Congress approved HUD funding for this program at a 75% pro-ratio rate
- We estimate that when we might see significant decreases in HUD funding would be CY2022 or Homes for Good budget year beginning October 1<sup>st</sup>, 2021
- The annual financial impact of a 75% pro-ratio level is a \$5,400,000 decrease in funding, which would mean a decrease of 900 households that this program could serve
- **Program Specific Next Steps:** We will need to separate program administrative fee from the housing assistance payments to further our analysis – program administrative fee is how we pay for staff and administrative expenses

# Early Scenario Planning for Out Year Reductions in HUD Funding due to Economic Challenges

## Public Housing Program



- We ran a scenario where Congress approved HUD funding for this program at a 75% pro-ration rate
- We estimate that when we might see significant decreases in HUD funding would be CY2022 or Homes for Good budget year beginning October 1<sup>st</sup>, 2021
- The annual financial impact of a 75% pro-ration level is a \$702,000 decrease in funding and because this program is a existing # of units the funding cuts would need to be absorbed through expense reductions
- **Program Specific Next Steps:** We are in the planning stages for getting out of the public housing program and converting the portfolio to a Section 8 funding platform and these properties will be repositioned with equity and debt

# Early Scenario Planning for Out Year Reductions in HUD Funding due to Economic Challenges

## General Next Steps



- The Homes for Good Leadership Team will need to develop a more robust financial scenario planning effort
- One more robust financial scenario planning has been complete we need to develop plans, in coordination with the Board, for how we will adapt to possible increases and decreases in HUD funding
- There is a relationship between our Continuity of Operations Plan, our Business Impact Analysis that we are working on with our consultant and the financial scenario planning that will help facilitate a plan for increases and decreases in HUD funding
- We see this as an effort that we will focus on in Fall of 2020 and Winter of 2021. We will accelerate this effort if we receive information that compels us to



# Discussion and Input on Follow-Up