



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

Homes. People. Partnerships. Good. [www.homesforgood.org](http://www.homesforgood.org)



## **HOMES FOR GOOD HOUSING AGENCY**

### **BOARD OF COMMISSIONERS MEETING WEDNESDAY July 22nd, 2020**

#### **TABLE OF CONTENTS**

(CLICK ON EACH AGENDA ITEM TO NAVIGATE TO THAT SECTION)

- I. AGENDA
- II. EXECUTIVE DIRECTOR REPORT
- III. 5/20/20 MINUTES
- IV. ORDER 20-22-07-01H— In the Matter of Approving the Submission of the Five-Year Capital Fund Action Plan 2020-2024
- V. ORDER 20-22-07-02H— In the Matter of Updating the Housing Choice Voucher Administrative Plan, Project Based Voucher Local Preferences for Market District Commons
- VI. ORDER 20-22-07-03H— In the Matter of Adopting and Ratifying the Memorandum of Understanding with AFSCME Local 3267 Regarding 2021 Healthcare Package Changes
- VII. ORDER 20-22-07-04H— In the Matter of Approving Contracts #19-R-0035 (A) and #19-R-0035 (B) Requests for Proposals for Flooring Contractors for Public Housing Units
- VIII. ORDER 20-22-07-05H— In the Matter of Awarding Contract #20-S-0042 for the Emergency Lock Change Project

# 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).



---

**Wednesday, July 22<sup>nd</sup>, 2020 at 1:30pm**

To prevent the spread of COVID-19 Homes for Good will be conducting the July 22<sup>nd</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:

Homes for Good July 22nd Board Meeting  
Wed, Jul 22, 2020 1:30 PM - 3:00 PM (PDT)

**Please join my meeting from your computer, tablet or smartphone.**

<https://global.gotomeeting.com/join/195213669>

**You can also dial in using your phone.**

United States: [+1 \(408\) 650-3123](tel:+14086503123)

**Access Code:** 195-213-669

### **1. EXECUTIVE SESSION—15 minutes**

On July 22<sup>nd</sup>, 2020 the Homes for Good Board will hold an executive session pursuant to ORS 192.660(f), "To consider information or records that are exempt by law from public inspection."

### **2. PUBLIC COMMENTS – 20 Minutes (Starting Approximately at 1:45pm)**

(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.)

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

### **4. ADJUSTMENTS TO THE AGENDA**

### **5. COMMISSIONERS' BUSINESS**

### **6. EMERGENCY BUSINESS**

### **7. ADMINISTRATION**

- A. Executive Director Report (Estimated 15 minutes)
- B. Approval of 5/20 Board Meeting Minutes
- C. **ORDER 20-22-07-01H—** In the Matter of Approving the Submission of the Five-Year Capital Fund Action Plan 2020-2024 (Steve Ochs, Real Estate Development Director) (Estimated Time 10 minutes)

- D. **ORDER 20-22-07-02H—** In the Matter of Updating the Housing Choice Voucher Administrative Plan, Project Based Voucher Local Preferences for Market District Commons (Beth Ochs, Rent Assistance Division Director) (Estimated 5 minutes)
- E. **ORDER 20-22-07-03H—** In the Matter of Adopting and Ratifying the Memorandum of Understanding with AFSCME Local 3267 Regarding 2021 Healthcare Package Changes (Bailey McEuen, Human Resources Director) (Estimated Time 10 minutes)
- F. **ORDER 20-22-07-04H—** In the Matter of Approving Contracts #19-R-0035 (A) and #19-R-0035 (B) Requests for Proposals for Flooring Contractors for Public Housing Units (Wakan Alferes, Supportive Housing Division Director) (Estimated Time 10 minutes)
- G. **ORDER 20-22-07-05H—** In the Matter of Awarding Contract #20-S-0042 for the Emergency Lock Change Project (Wakan Alferes, Supportive Housing Division Director) (Estimated Time 15 minutes)

## **8. OTHER BUSINESS**

Adjourn

We continue to monitor the financial impacts from COVID-19 closely. The Housing Choice Voucher (HCV) Program has experienced 285 households (representing 9.2% of the households on the program) that have asked for rent decreases, which has increased the amount of subsidy we provide to participants by \$74,339 per month. The Public Housing Portfolio and the HUD Multifamily Portfolio have experienced 117 households (representing 14% of the households in the portfolio) that have asked for rent decreases, which has reduced rent revenue by \$32,427 per month. In addition to the rent decreases, the residents living in these portfolio's have also struggled to pay rent. The total amount of uncollected rent for April, May, June, and July is \$67,097. The July uncollected rent is as of the 8th totals \$33,780, but we know from previous months that our residents continue to pay rent through the month so we know that the amount of uncollected rent for July will decrease significantly. For our 3rd party managed portfolio, the residents living in this portfolio have also struggled to pay rent, and the total amount of uncollected rent for April, May, June, and July is \$75,616. The July uncollected rent is as of the 8th totals \$39,436. The positive news for the 3rd party managed portfolio is that we have created a rent assistance program funded with Meyer Memorial Trust grants that will help residents to pay their rent if they meet the criteria created for this new rent assistance program.

Related to the previous paragraph on July 14th we applied for HUD HCV Set Aside funding to increase the Housing Assistance Payment subsidy we receive to off-set the increase in subsidy payments we are making due to loss of income by program participants. The period that we are applying for is calendar year 2020, and the specific amount that we are requesting is \$645,430. This is our best estimate of the additional subsidy we will deploy this year based on the trend of rent decrease requests we have received since the beginning of the COVID-19 Pandemic in March of this year.



We are making significant progress on the development of our Continuity of Operations Plan (COOP) and the correlating hazard annexes with support from our consultants. Our COOP and our Pandemic Annex are 50% complete and once we are closer to 100% completion we will present the plans to the Homes for Good Board to make sure you all are up to speed on our emergency planning as it relates to operational continuity.



I'm excited to share that Char has been honored for her leadership by being awarded a Housing Organizing Fellow at Community Change's 4th annual Building a Housing Movement Training. Char is one of two people that were chosen to represent Oregon in Community Changes efforts specific to housing justice and racial justice. Char's work in the community is remarkable and she is well deserving of this honor.

# 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).

---

**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>, 2020. 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.)

*No Public Comment was Given*

## 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

**Commissioner Farr is excused after 2:30pm for another meeting.**

**Joe Berney:** Brings up an email conversation that had been forwarded to the entire board. He explains his intentions with sending the email to Jacob, and his wish for Jacob to reach out to the individual, and that subsequently got forwarded to the entire board, without added context. He explains that he was hoping to calm a pot instead of stirring one.

**Jacob Fox:** Mentions that Joe and himself have talked since, and that they agreed upon calling and

discussing some of those matters via phone conversation instead of email to understand intentions. Jacob talks more about the River Road situation and some context with the negative engagement with the neighbors which has caused him to take a more defensive stance. Jacob mentions that his past practice has been to forward entire communications to the Board so that they are aware of what has been going on, and he is open to suggestions of whether that should be the practice going forth with the board.

## **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\*\*\*\*\*

**Commissioner Berney requests to pull the 4-22 Minutes off the Consent Calendar for further discussion.**

#### **4-22 Minutes**

**Joe Berney:** Regarding Pg. 1 of the minutes, a quote from Jacob:

"Let me give it some thought, and I can 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 just wanted to let people know that that has not yet occurred.

Motion: **Michelle Thurston**

Second: **Pat Farr**

**This motion has passed unanimously 7/0.**

## **7. ADMINISTRATION**

- A. Executive Director Report (Estimated 10 minutes)

**Jacob Fox:** Talks about the Continuity of Operations Plan (COOP) that Wakan drafted, and that HUD has asked for Housing Authorities to create more robust plans. Homes for Good is working with a consultancy company to build out the COOP for various situations including pandemics and earthquakes.

Jacob then talks about the staff who have been working out of the new administrative building, including himself. He talks about the staff who have come in and unpacked into their new spaces, then he talks



about the tasks that the in-office staff have been performing. Jacob talks about the need for training for staff regarding interactions with people experiencing homelessness who are around the building. Jacob recounts an experience he had the building a few days prior concerning some youth experiencing homelessness hanging around the building, and his interactions with them, and the need to properly train staff for those interactions.

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)

**Nora Cronin:** Gives an update of the 13<sup>th</sup> and Tyler project and the progress so far. She talks about the process by which Homes for Good got the land, and the funding for services for the project. She also talks about the neighborhood outreach that has been able to be held virtually with the neighbors for the project thus far.

**Joe Berney:** Inquires about additional materials for the board order (specifically the RFP documents/application from the architect), and the criteria in which the contract was scores/selected.

**Nora Cronin:** Expresses in her time at Homes for Good that it has not been the practice to include these materials with board orders/memos, but doesn't see why that would be a problem to include going forwards.

**Steve Ochs:** Historically we have provided all the names of the firms who have applied, but we haven't ever provided the full proposals. I don't think we would be averse to sharing the full documents, or the scoring criteria.

Steve talks a little bit more about the scoring criteria for this RFP, he talks about the strengths of MWA Architects who is being awarded the contract, and the experiences they have had in the past with Permanent Supportive Housing. He expresses that they can include more details in future board items.

**Nora Cronin:** Lists some of the scoring criteria:

- The team proposed
- Affordable Housing Experience, PSH Experience
- DEI Strategies
- Local Knowledge
- Staffing and capacity for projects

**Joe Berney:** I am starting to feel like a wet blanket, which is not my intent. I have never been on a board that has been asked to make big spending decisions without the methodology or context for how that recommendation was made. You have explained that it is not past practice to do that, and I don't want to beat a dead horse, but apparently that is not how this organization does it.

**Jacob Fox:** I think that if the board consensus is more information and background in the board orders, that's easy to deliver. So, putting the scoring methodology in the body of the memo would be an add.

And what I guess I am asking, is if you would like to see just the proposal we are recommending, or the top five or seven proposals that were submitted? I think one of the lines we walk is a balance between how many pages is too many pages, and how do we summarize that information.

**Pat Farr:** Talks about his experience on other boards approving construction contracts. Suggests a brief overview of who applied to the RFPs.

**Michelle Thurston:** I am going to go with Commissioner Farr. Commissioner Berney, I am wondering if you want to be part of the decision-making process, or just for information surrounding the decision.

**Joe Berney:** To me it is very basic to have a list of what the selection criteria were, and who the applicants were when making a recommendation. That's not a ton of information. I believe there is a real lack of accountability when the Board doesn't at least have that minimal amount of information when making a motion.

**Pete Sorenson:** The Agency has done quite a bit of due diligence in making this selection, and the board and the public doesn't see that, so for me the simple request would be that the information that the agency uses to make their decision is in the packet. I think it is the Board's due-diligence to get the information that Commissioner Berney is pointing out.

**Char Reavis:** Thank you Commissioner Sorenson, you and I have been on the board for a long time, and I think in the past we got the top three bids that came in the packet. Do you remember if that was the case Commissioner Sorenson?

**Pete Sorenson:** Yes, I think that was practice before, and I think that if this is already material that the staff are putting together to make their decision it wouldn't be any additional work to include it for the board.

**Nora Cronin:** Yes, we do have all that information: who applied, what their scores were in each category. I have summarized that, what seems to be too simplified in the memo, but we can provide more detail. In future memos I can layout who we got applications from and how they ranked, that is very simple for us to do.

**Michell Thurston:** I agree, I don't find anything wrong with the additional information if it is available. I am for having that information.

**Pat Farr:** After hearing the conversation, and Commissioner Berney's explanation. If it is no added burden listing the top three would be interesting information.

**Jacob Fox:** We can add information and then see what the board thinks of the added information. It is no problem to to actually attach proposals, but it can get up to 50+ pages fairly quickly. So, let's start by punching up the memo like Nora and Steve said that would be really easy, and then we can always give you more information.



Motion: **Michelle Thurston**

Second: **Heather Buch**

**Jay Bozievich:** I would just like to say that I am going to say that I am going to vote against this motion for reasons I have stated prior in Lane County Board Meetings and Homes for Good Board Meetings that I think the sight selection was done incorrectly. I think it is actually going to impact the economic liability of the fairgrounds in the future. We are seeing what economic impacts are doing to peoples' housing stability right now under the COVID-19 pandemic.

**This motion passes 6/1 with Jay Bozievich opposed.**

- 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)

**Nora Cronin:** Goes over the RFP selection process. Homes for Good received three proposals from Chambers Construction, Meili Construction and Essex Construction, in which Essex construction scored the highest.

**Steve Ochs:** The one advantage that we have with the CMGC solicitation versus the architect solicitation is that we are able to ask for the price of the fee upfront and we do weigh that in the scoring up front and that provides us with some really competitive proposals.

**Joe Berney:** Again, with a 3 Million Dollar project, we don't have that basic information, and the bigger the numbers, the bigger that level of accountability is.

Does Homes for Good always use prevailing wages on construction projects?

**Nora Cronin:** Not always, it is dependent on the funding sources of that particular project that determine the wage rate that we use. For this project we anticipate that we will actually have to pay BOLI wages on this.

**Joe Berney:** That's what prevailing wages are.

**Nora Cronin:** We would be required to either use the state BOLI wages, or the federal Davis Bacon wage rates. So sometimes the project is required to use on, or the other, or both.

**Joe Berney:** Does Homes for Good do what the Lane County Commissioners have done have a statement saying they will use living wages, that they will give higher priority to procurement of contractors who do pay living or prevailing wages, or do in fact pay healthcare to their workers?

**Nora Cronin:** We currently don't have that as part of our scoring criteria in the RFP, we usually state, when we know what the wage rate determination for the project, we would put that in the RFP and then

we would ask them what their experience is in using those wage rates, and providing the documentation for that. So sometimes we would score them on their experience and being able to do that.

**Joe Berney:** I am going to forward, with no action required from the board, to Homes for Good staff the section of the Lane County Strategic plan, the section that deals with this, because I am one person who believes it should be adhered to by this agency also.

**Michelle Thurston:** I would just like to know the prevailing wage information, because that is something, I am not familiar with.

Motion: **Pete Sorenson**

Second: **Joe Berney**

**Pete Sorenson:** This is a very important project in this community, and this is in my Commissioner District, and I just wanted to say that the Neighborhood Association has been very supportive of this and Homes for Good in my view has done an excellent job in working with state and county officials to get the money together for the project.

I just want to make a couple comments on the prevailing wages. There is a Federal Prevailing Wage Law, commonly called the Davis Bacon Act, and there is a State Prevailing Wage Law, called the Little Davis Bacon Act, and both of these laws apply to Homes for Good when it uses State or Federal Funds to construct housing. It does not apply to projects where another construction company is hired by another company to do the work, such as when we work with another non-profit in the community. Non-profits are not subject to the prevailing wage law. I agree with Commissioner Berney, that our work should be guided by these, and that could be a topic in the future, whether we are or are not fully embracing that. I have heard from non-profit builders saying that if they were governed by prevailing wage laws, they would not be able to do some of the things they do, so there is a trade off there.

**This Motion Passes 6/1 with Jay Bozievich being opposed.**

- 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)

**Heather Buch declares a conflict of interest and recuses herself of the discussion and vote.**

**Beth Ochs:** Explains the background of the Mainstream Voucher program, the new allocation of vouchers, and the expanded definition from HUD to me modified in the admin plan.

Motion: **Pete Sorenson**

Second: **Joe Berney**

**This motion passes 6/0 with Commissioner Buch being recused.**

E. **Order 20-20-05-04H—** In the Matter of Updating the Homes for Good Housing Agency bylaws (Jacob Fox, Executive Director) (15 Minutes)

**Jacob Fox:** A couple meetings ago, a neighbor of the River Road property came for public comment and asked why our by-laws were not on our website. The bigger picture is that we as a board need to do a bigger comprehensive review of the by-laws, which is part of the larger governance discussion. But essentially when that neighbor asked why our by-laws weren't on the website, it made perfect sense for us to put them on the website. With our move to the new building, and some other clean up, the fact that Lane County administration had done some of our board administration in the past and now that we have taken on that on our own, Ela and Jordyn in consultation with our Attorney did a comprehensive review just to clean them up so that we can put them on the website. Sooner or later we will get into the by-laws in more depth and make any changes to them, but right now with the uncertainty of when the governance discussion should come back to this board, I am not exactly sure when that will come. Just so folks know, the governance discussion would be most appropriate in a face to face meeting, and I have no idea when that will happen next. Also, for the governance discussions to happen, before the COVID-19 pandemic happened, I was poised to engage with Steve Mokrohisky, Greg Rickoff, and Steve Dingle because there will always be a legal relationship between the Lane County Board and the Homes for Good Board. Steve Dingle and our attorney needed to do some due-diligence so that I felt I could present all the nuisances about our governance. So, since the pandemic started, that engagement with Lane County administration has not occurred since we have all been busy triaging our organization. So, with that, these are all edits so that we can put the by-laws on the website, and Ela is going to go through them so that you know what we are asking the Board to approve as modified by-laws.

**Ela Kubok:** Goes through the attachments to the board memo.

Motion: **Michelle Thurston**

Second: **Heather Buch**

**Char Reavis:** This doesn't apply for now, but I would like to suggest in the next few months that we could make a committee to look at the by-laws. There are a couple of things, that have nothing to do with what was changed today, that I feel is an equity issue, and it has to do with the appointed commissioners. When you read the by-laws it is fine, but when you go to the ORS it is referencing, it talks about removing appointed commissioners that are residents, but not anybody else. So, I would just like to say for the future, that I would like to discuss that, and it may not be that we can do much because it is ORS.

**Michelle Thurston:** I second that with Commissioner Reavis, this is something that we have talked about on the side. It is something we are both interested in getting looked at.

**This motion passes unanimously 7/0.**

**Commissioner Pat Farr** is excused after the vote.

F. **PRESENTATION—** COVID-19 Regulatory Relief and Financial Impacts (Jacob Fox, Executive Director) (30 Minutes)

**Jacob Fox:** Goes over the presentation slides starting with the Timeline of Key Responses. Then Jacob moves on to the negative financial impacts.

**Joe Berney:** What is the date range on these numbers?

**Jacob Fox:** That is from middle of March through to when the Board Packet was published.

**Joe Berney:** I am going to suggest that you present this on a monthly basis, or some consistent basis so that we can compare. It sounds like this is about six weeks, more or less.

**Beth Ochs:** Talks about the HVC Admin Fees and what the funds can be used for.

**Jacob Fox:** Talks about how guidance from the HUD Field Office has indicated that the money needs to be spent on existing clients and residents, and staff, not for additional Rent Assistance.

**Beth Ochs:** Talks about set-aside funding from HUD.

**Wakan Alferes:** Gives an overview of the Public Housing Operating Subsidy from HUD.

**Jacob Fox:** Talks about Weatherization money and corrects the number on the slide to \$135,000. Jacob then goes over the Early Scenario Planning and situations that could occur 18, 24, or 36 months in the future and what would happen if funding levels drop to 75%. He talks about what implications of 75% funding may look like.

**Michelle Thurston:** I really appreciate how Jacob has broken down the information and made it understandable.

**Jay Bozievich:** I have been doing some napkin math, it looks like the additional cost to date are about \$365,500 but the additional funding looks like it is about \$984,00 so at least for the moment on additional COVID-19 costs we are buffered.

Jay talks about state money that is coming into the County for Rent Assistance.

I think your conversations with our Human Services division would be good about the distribution of the Rental Assistance. Commissioner Bozievich talks about the County's history in distributing rental assistance.

I would really appreciate whatever partnership you can establish with our staff to make that happen effectively and efficiently.

**Jacob Fox:** Talks about his presentation to the Lane County Board the past week, and the Lane County Board of Commissioners discussions about rent assistance funding coming in. Jacob questions why Lane County would be the administrator in dispersing that rent assistance when Homes for Good is the largest rent assistance platform in the county, it might make sense to utilize Homes for Good's systems, and Homes for Good is willing to get that money out in the community if that makes sense to support Lane

County and the City of Eugene. Homes for Good has robust systems and is here to help.

**Jay Bozievich:** Talks about Homes for Good and Lane County being a natural partnership for that.

**Joe Berney:** I agree that we need to use existing infrastructures when getting out scarce resources to people who need them the most.

Regarding the various scenarios: These are scenarios for doing things the way we have done them with the funding we might get, and I am looking forward to seeing how we can do things differently in expanded capacity for the dollar and building that notion in a prudent way into the planning.

**Char Reavis:** With the financial loss, is there a way we can utilize our non-profit to fundraise?

**Jacob Fox:** I think it is a good thought Char. So, Homes for Good is not a non-profit, but we have a very discrete fundraising platform that we do for scholarships for youth in our housing, and we lean on the businesses that we do work with on a regular basis, and have employees contribute to that fund. But I am a little hesitant to get into the non-profit fundraising space, although we could do that. I think right now ShelterCare, St. Vincent DePaul, Cornerstone, Looking Glass, and others really need the community to support them during this crisis. So for us to jump in and start fundraising in the broader community space doesn't seem like the right role for us.

Jacob talks about a grant from Meyer Memorial Trust, and the redistribution of that grant to the Low-Income Housing Tax Credit properties to create a rent assistance fund targeted at the residents in those properties who have faced income losses or health related expenses related to COVID-19.

## **7. OTHER BUSINESS**

Adjourn



# BOARD OF COMMISSIONERS AGENDA ITEM

**BOARD MEETING DATE:** 07/22/2020

**AGENDA TITLE:** In the Matter of Approving the Submission of the Five-Year Capital Fund Action Plan 2020-2024

**DEPARTMENT:** Real Estate Development Division

**CONTACT :** Kurt von der Ehe, Capital Projects Manager **EXT:** 2562

**PRESENTER:** Steve Ochs, Real Estate Development Director **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:** 7/14/20

**LEGAL STAFF :**

**DATE:**

**MANAGEMENT STAFF:**

**DATE:**



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

**Homes. People. Partnerships. Good.** [www.homesforgood.org](http://www.homesforgood.org)



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

**TO:** Homes for Good Board of Commissioners  
**FROM:** Jacob Fox, Executive Director  
**AGENDA ITEM TITLE:** In the Matter of Approving the Submission of the Five-Year Capital Fund Action Plan 2020-2024  
**AGENDA DATE:** July 22, 2020

### **I MOTION**

It is moved that the order/resolution be adopted approving the submission of the Five-Year Capital Fund Action Plan 2020-2024

### **II ISSUE**

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

### **III DISCUSSION**

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

The Agency is required by Section 511 of the Quality Housing and Work Responsibility Act of 1998 (and ensuing HUD requirements) to submit a Five-Year Action Plan to HUD.

The Agency is submitting the Capital Fund Program Five Year Action Plan. The focus of the plan is to identify and provide routine maintenance, along with minor modifications, of Public Housing units. The Work Responsibility Act requires that housing authorities work with their Public Housing Resident Advisory Boards (RAB) on the planning and development of the Plans. In order to meet this requirement, the Agency met with the RAB on July 9, 2020. The RAB was presented with various components of the Plan at this meeting.

The Act also requires that the Agency's Capital Fund Plan is consistent with the Consolidated Plan (an inter-jurisdictional effort designed to address the needs of the community). The Agency's plan coordinates and addresses many of the needs outlined in the Consolidated Plan,



such as, increasing affordable rental housing, conserving and improving existing affordable housing, and increasing homeownership opportunities.

HUD requires that housing authorities provide public notice of a 45-day comment period and a public hearing on the proposed plan. The Agency met the 45-day comment period requirement through public advertisement in The Register Guard and on the Agency website. Plan and supporting documents have been available for public viewing at both Agency administration buildings and at each Public Housing development site. On May 7, 2020 a memo was posted at both Agency Administration office and on the Agency website that stated that "In accordance with the CARES Act (Law 116-136) and HUD PIH Notice 2020-05, the Public Hearing was cancelled. All questions and comments were to be directed to Jared Young at (541) 682-3432 or via e-mail at [jyoung@homesforgood.org](mailto:jyoung@homesforgood.org). No questions or comments were received regarding the Five-Year Capital Fund Action Plan 2020-2024.

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

**B. Recommendation**

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

**IV IMPLEMENTATION/FOLLOW-UP**

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

**V ATTACHMENTS**

Capital Fund Program Five-Year Action Plan 2020-2024

The Public Comment advertisement

The Memo for the cancellation of the Public Hearing for comments on the Capital Fund Five-Year Action Plan 2020-2024

HOMES FOR GOOD HOUSING AGENCY  
CAPITAL FUND 5-YEAR ACTION PLAN  
FY20-FY24



WORK TO BE DONE	FY20	FY21	FY22	FY23	FY24
<b>AMP 100 LAURELWOOD (29 UNITS)</b>					
Roofs/Gutters	\$80,844.00	\$50,000.00			
Interior/Exterior Comp Mod		\$60,000.00			
Appliances and Heaters			\$25,000.00		
Parking lot			\$5,000.00		
Faucet Upgrades	\$20,000.00				
Walks, Slabs, & Driveways ( Includes ADA Site work)	\$25,299.00		\$40,000.00	\$30,000.00	
Exterior Paint		\$69,199.00			
Security Cameras/System					\$50,000.00
<b>AMP 100 LAURELWOOD SUB TOTAL</b>	<b>\$126,143.00</b>	<b>\$179,199.00</b>	<b>\$70,000.00</b>	<b>\$30,000.00</b>	<b>\$50,000.00</b>

WORK TO BE DONE	FY20	FY21	FY22	FY23	FY24
<b>AMP 200 McKENZIE VILLAGE (172 UNITS)</b>					
Roofs/Gutters	\$20,000.00	\$70,000.00	\$150,000.00	\$80,000.00	
Kitchen Upgrades				\$10,000.00	
Plumbing and Storm Drain		\$25,000.00	\$20,000.00	\$30,000.00	
Abatements/Remediation	\$13,000.00				\$20,000.00
Concrete			\$72,844.00		
Faucet Upgrades	\$83,000.00				
Bath Fans					\$55,000.00
Tub Surrounds			\$57,656.00	\$100,000.00	
Appliances- Stoves/Fridges/Range Hoods					\$250,000.00
Fairview Parking Lot					\$6,000.00
Windows (as needed)					\$10,000.00
Doors				\$40,000.00	
Trees				\$10,000.00	
<b>AMP 200 McKENZIE VILLAGE SUB TOTAL</b>	<b>\$116,000.00</b>	<b>\$95,000.00</b>	<b>\$300,500.00</b>	<b>\$270,000.00</b>	<b>\$341,000.00</b>

WORK TO BE DONE	FY20	FY21	FY22	FY23	FY24
<b>AMP 200 PENGRA COURT (22 UNITS)</b>					

HOMES FOR GOOD HOUSING AGENCY  
CAPITAL FUND 5-YEAR ACTION PLAN  
FY20-FY24



Siding, Windows, Exterior Paint	\$485,000.00				
Trees				\$20,000.00	
Fence					\$20,000.00
Water Heaters (50 gal low boys)					\$15,000.00
Kitchen Upgrades- Including appliances					\$300,000.00
Interior Mods				\$50,000.00	
Irrigation and Plumbing				\$100,000.00	
Faucet Upgrades	\$20,000.00				
Parking Lot			\$6,000.00		
Concrete			\$50,000.00	\$20,000.00	
AMP 200 PENGRA COURT SUB TOTAL	\$505,000.00	\$0.00	\$56,000.00	\$190,000.00	\$335,000.00

WORK TO BE DONE	FY20	FY21	FY22	FY23	FY24
<b>AMP 300 MAPLEWOOD MEADOWS (38 UNITS)</b>					
Playground					\$60,000.00
Faucet Upgrades	\$23,000.00				
Parking Lot (Urgent, missing speed bump)		\$55,000.00			
ADA Remodels (2 units)	\$80,000.00				
ADA Site Work	\$45,000.00				
AMP 300 MAPLEWOOD MEADOWS SUB TOTAL	\$148,000.00	\$55,000.00	\$0.00	\$0.00	\$60,000.00

WORK TO BE DONE	FY20	FY21	FY22	FY23	FY24
<b>AMP 400 PARKVIEW TERRACE (150 UNITS)</b>					
Abatements/Remediation		\$10,000.00	\$10,000.00		
Ext Paint		\$200,000.00	\$170,000.00		
Elevator Upgrades/Repair		\$40,000.00			
Plumbing and Storm Drains				\$5,000.00	
Parking Lot			\$10,000.00		
Remodel Lobby Restrooms			\$15,000.00		
Security Measures- cameras, alarm, gates				\$33,000.00	
Concrete Walks and Slabs			\$60,000.00		\$45,000.00
AMP 400 PARKVIEW TERRACE SUB TOTAL	\$0.00	\$250,000.00	\$265,000.00	\$38,000.00	\$45,000.00

<b>AMP 500 LINDEBORG PLACE (40 UNITS)</b>					
---	--	--	--	--	--

HOMES FOR GOOD HOUSING AGENCY  
CAPITAL FUND 5-YEAR ACTION PLAN  
FY20-FY24



Plumbing and Storm Drains		\$10,000.00			\$10,000.00
Parking Lot	\$4,000.00				
Siding and Ext Paint	\$67,199.00				
Roof/Gutters		\$10,000.00		\$10,000.00	
Elevator Upgrades			\$43,000.00		
Bath Upgrades		\$143,000.00			
Security System				\$50,000.00	
<b>AMP 500 LINDEBORG PLACE SUB TOTAL</b>	<b>\$71,199.00</b>	<b>\$163,000.00</b>	<b>\$43,000.00</b>	<b>\$60,000.00</b>	<b>\$10,000.00</b>

WORK TO BE DONE	FY20	FY21	FY22	FY23	FY24
<b>AMP 500 VENETA VILLA (30 UNITS)</b>					
Plumbing and Storm Drain				\$20,000.00	
Roofs/Gutters		\$10,000.00		\$20,000.00	
Concrete Walks and Slabs	\$21,000.00		\$50,000.00	\$30,000.00	\$20,000.00
Trees				\$10,000.00	
Ext Paint			\$80,000.00		
ADA Site Work/Pave Gravel Area/Dumpster Pad					\$60,000.00
Parking Lot		\$6,000.00			
Security System				\$50,000.00	
<b>AMP 500 VENETA VILLA SUB TOTAL</b>	<b>\$21,000.00</b>	<b>\$16,000.00</b>	<b>\$130,000.00</b>	<b>\$130,000.00</b>	<b>\$80,000.00</b>

WORK TO BE DONE	FY20	FY21	FY22	FY23	FY24
<b>AMP 500 VENETA SCATTERED SITES (20 UNITS)</b>					
Comp Mods		\$12,000.00			
Concrete Walks and Slabs		\$20,000.00			
Roofs/Gutters		\$10,000.00		\$10,000.00	
Faucet Upgrades	\$10,000.00				
Plumbing and Storm Drains				\$5,299.00	
Trees				\$10,000.00	
Driveways/Parking Lots		\$55,844.00			
Ext Paint			\$50,000.00		
<b>AMP 500 VENETA VILLA SCATTERED SITES SUB TOTAL</b>	<b>\$10,000.00</b>	<b>\$97,844.00</b>	<b>\$50,000.00</b>	<b>\$25,299.00</b>	<b>\$0.00</b>

WORK TO BE DONE	FY20	FY21	FY22	FY23	FY24
-----------------	------	------	------	------	------

HOMES FOR GOOD HOUSING AGENCY  
CAPITAL FUND 5-YEAR ACTION PLAN  
FY20-FY24



<b>AMP 600 CRESVIEW VILLA (34 UNITS)</b>					
Abatements		\$8,000.00			
Concrete Walks and Slab			\$22,543.00	\$36,200.00	
Parking Lot					\$6,000.00
Office Remodel					\$30,000.00
Ext Doors		\$30,000.00			
Plumbing and Storm Drains			\$10,000.00		
<b>AMP 600 CRESVIEW VILLA SUB TOTAL</b>	<b>\$0.00</b>	<b>\$38,000.00</b>	<b>\$32,543.00</b>	<b>\$36,200.00</b>	<b>\$36,000.00</b>

<b>WORK TO BE DONE</b>	<b>FY20</b>	<b>FY21</b>	<b>FY22</b>	<b>FY23</b>	<b>FY24</b>
<b>AMP 600 RIVERVIEW TERRACE (60 UNITS)</b>					
Seismic Upgrade				\$167,843.00	
Concrete Walks and Slab			\$50,299.00		
Abatements/Remediation					\$40,342.00
Elevator Upgrades		\$30,000.00			
Unit Comp Mods		\$23,299.00			
<b>AMP 600 RIVERVIEW TERRACE SUB TOTAL</b>	<b>\$0.00</b>	<b>\$53,299.00</b>	<b>\$50,299.00</b>	<b>\$167,843.00</b>	<b>\$40,342.00</b>

**Work Item Sub Totals**    \$997,342.00    \$947,342.00    \$997,342.00    \$947,342.00    \$997,342.00

<b><u>OTHER</u></b>	<b>FY20</b>	<b>FY21</b>	<b>FY22</b>	<b>FY23</b>	<b>FY24</b>
1406- Operations	\$276,000.00	\$276,000.00	\$276,000.00	\$276,000.00	\$276,000.00
1408- Management Improvements	\$40,000.00	\$40,000.00	\$40,000.00	\$40,000.00	\$40,000.00
1410- Grant Administration Fee (10%)	\$153,538.00	\$153,538.00	\$153,538.00	\$153,538.00	\$153,538.00
1480- Grant Audit	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00
1480- Architect	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00

HOMES FOR GOOD HOUSING AGENCY  
CAPITAL FUND 5-YEAR ACTION PLAN  
FY20-FY24



1480 Fees and Sundries	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00
1480 GPNA	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00
1480- Cap Fund Vehicle Purchase	\$0.00	\$50,000.00	\$0.00	\$50,000.00	\$0.00
1480- Relocation	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00
1480- Contingency (3%)	\$30,000.00	\$30,000.00	\$30,000.00	\$30,000.00	\$30,000.00
<b>"Other" Sub Totals</b>	<b>\$538,038.00</b>	<b>\$588,038.00</b>	<b>\$538,038.00</b>	<b>\$588,038.00</b>	<b>\$538,038.00</b>

	<b>FY20</b>	<b>FY21</b>	<b>FY22</b>	<b>FY23</b>	<b>FY24</b>
Work Items Sub total	\$997,342.00	\$947,342.00	\$997,342.00	\$947,342.00	\$997,342.00
Others Sub Total	\$538,038.00	\$588,038.00	\$538,038.00	\$588,038.00	\$538,038.00
<b>Total</b>	<b>\$1,535,380.00</b>	<b>\$1,535,380.00</b>	<b>\$1,535,380.00</b>	<b>\$1,535,380.00</b>	<b>\$1,535,380.00</b>



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



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

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

May 7, 2020

### **MEMO TO FILE**

In accordance with the CARES Act (Law 116-136) and HUD PIH Notice 2020-05, the Public Hearing for the Capital Fund Five-Year Action Plan has been cancelled.

Please direct any questions or comments in regard to the Homes for Good Housing Agency's Capital Fund Five-Year Action Plan to Jared L. Young via e-mail at [jyoung@homesforgood.org](mailto:jyoung@homesforgood.org) or by phone at (541) 682-3432.

Sincerely,

*Jared L Young*

Jared L Young  
Contract Administrator  
Homes for Good Housing Agency



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

ORDER 20-22-07-01H

In the Matter of In the Matter of Approving  
the Submission of the Five-Year Capital Fund  
Action Plan 2020-2024

WHEREAS, it is necessary for the Board to approve the submission of the Five-Year Capital Fund Action Plan 2020-2024 for Homes for Good Housing Agency; and

WHEREAS, a public forty-five day comment period was observed from April 5, 2020 to May 20, 2020, with no comments, on the Five-Year Capital Fund Action Plan 2020-2024.

WHEREAS, Homes for Good Housing Agency Executive Director has recommended approval of the proposed Five-Year Capital Fund Action Plan 2020-2024; and

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

NOW IT IS THEREFORE ORDERED THAT: The Board authorizes the submission of the Five Year Capital Fund Action Plan 2020-2024.

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

---

Chair, Homes for Good Board of Commissioners



# BOARD OF COMMISSIONERS AGENDA ITEM

**BOARD MEETING DATE:** 07/22/2020

**AGENDA TITLE:** In the Matter of Updating the Housing Choice Voucher Administrative Plan, Project Based Voucher Local Preferences

**DEPARTMENT:** Rent Assistance Division

**CONTACT :** Beth Ochs

**EXT:** 2547

**PRESENTER:** Beth Ochs

**EXT:** 2547

**ESTIMATED TIME :** 10 minutes

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

**Approval Signature**

**EXECUTIVE DIRECTOR:**

A handwritten signature in black ink, appearing to be "JAF", is written over a horizontal line.

**DATE:** 7/14/20

**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:** In the Matter of Updating the Housing Choice Voucher Administrative Plan, Project Based Voucher Local Preferences  
**AGENDA DATE:** July 22<sup>nd</sup>, 2020

### **I MOTION**

It is moved that the Board adopt this Order to amend the Housing Choice Voucher Administrative Plan, Project Based Voucher Local Preferences Language and Organization of the Waiting List language.

### **II ISSUE**

Public Housing Agencies are permitted to establish local preferences, and to give priority to serving families that meet those criteria. Public Housing Agencies may establish selection criteria or preferences for the Project Based Voucher Program as a whole, or for occupancy of a particular PBV development(s) or units.

Public Housing Agencies are permitted to establish a separate waiting list for PBV units.

### **III DISCUSSION**

In July 2020 Homes for Good will open its Project Based Voucher Waitlist for Market District Commons. Market District Commons will contain 15 PBV units out of 50 units at the project. The PBV units will consist of 12 one-bedroom units and 3 two-bedroom units. The remaining units will consist of a mix of one- and two-bedroom units.

In order to effectively educate community partners and provide ample public information about the waitlist during limited in person access due to COVID-19 Homes for Good enacted the change to the Administrative Plan prior to approval from the board. The ability to make an Administrative Plan change prior to board approval is a permissible activity under PIH Notice 2020-05, COVID-19 Statutory and Regulatory Waivers for the Public Housing, Housing Choice Voucher, Indian Block Grant and Indian Community Development Block Grant programs, Suspension of Public Housing Assessment System and Section Eight Management Assessment Program.

The notice states, in part:

*the statute and regulations further provide that a significant amendment or modification to the Annual Plan may not be adopted until the PHA has duly called a meeting of its board of directors (or similar governing body) and the meeting, at which the amendment or modification is adopted, is open to the public, and that notification of the amendment or modification is provided to and approved by HUD.*

*HUD is waiving these requirements and establishing an alternative requirement that any change to a PHA policy, except for changes related to Section 18, Section 22, or the Rental Assistance Demonstration (RAD), that would normally trigger significant amendment requirements of the PHA Plan, may be effectuated without completing the significant amendment process.*

In order to serve high barrier populations at Market District Commons, Homes for Good requests to limit placement on the waiting list to applicants earning 30% or less of Area Median Income and provide preference to disabled families and homeless veteran families.

In Lane County, a 1-person family with 30% median income would earn \$14,700 or less per year, and a 2-person family with 30% median income would earn \$17,240 or less per year.

Homes for Good has chosen to partner with St. Vincent de Paul's Supportive Service for Veteran Families (SSVF) Program and Full Access as local preference community partners for Market District Commons. SSVF provides such services as identifying and supporting barriers to retaining and maintaining housing, mental health resources and development of housing stabilization plans with progressive assistance. Full Access aids with activities of daily living such as meal prep and housekeeping. They also provide individual support plans for clients they serve. These plans include individualized goals such as employment and education.

This preference will allow SSVF and Full Access to refer persons to the Market District Commons Project Based Voucher waitlist and receive a PBV placement before others on the waitlist.

Homes for Good is requesting to update its Administrative Plan to include a local preference for the Market District Commons Project Based Voucher Waitlist and Organization of the Waitlist.

Currently the local preference for Project Based Vouchers states:

*The PHA will provide a selection preference when required by the regulation (e.g., eligible in-place families, elderly families or units with supportive services, or mobility impaired persons for accessible units). The PHA reserves the right to add additional preferences as new PBV units are developed.*

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

*The PHA will provide a selection preference when required by the regulation (e.g., eligible in-place families, elderly families or units with supportive services, or mobility impaired persons for accessible units). The PHA reserves the right to add additional preferences as new PBV units are developed.*

*Market District Commons:  
Preference will be given to:*

*Elderly and/or Disabled Family Preference*

*This preference applies to elderly and/or disabled families. Families must be referred by a Homes for Good approved entity (an entity with an active MOU/MOA with Homes for Good). The definition of 'disabled' and "elderly" for this purpose will be included in the MOU/MOA with the qualified entity.*

*Homeless Veteran Family Preference*

*This preference applies to homeless veteran families who have been referred from a Homes for Good approved entity (an entity with an active MOU/MOA with Homes for Good). The definition of 'homeless' and 'veteran' for this purpose will be included in the MOU/MOA with the qualified entity.*

*Families will be selected on a first-come, first-served basis according to the date and time their local preference referral is received by Homes for Good.*

Currently the Organization of the Waiting List for Project Based Vouchers states:

*The PHA will establish and manage separate waiting lists for individual projects or buildings that are receiving PBV assistance. The PHA currently has waiting lists for the following PBV projects: PHA reserves the right to add additional waiting lists as needed to manage a PBV program. Richardson Bridge – 2 bedroom & 3 bedroom waiting lists. With a total of 12 PBV. Sheldon Village - 1, 2- and 3-bedroom waiting lists. With a total of 33 PBV units.*

Homes for Good is requesting to amend the Organization of the Waiting List to state:

*The PHA will establish and manage separate waiting lists for individual projects or buildings that are receiving PBV assistance.*

*The PHA currently has waiting lists for the following PBV projects:*

*PHA reserves the right to add additional waiting lists as needed to manage a PBV program.*

*Richardson Bridge – 2 bedroom & 3 bedroom waiting lists. With a total of 12 PBV units.*

*Sheldon Village – 1, 2- and 3-bedroom waiting lists. With a total of 33 PBV units.*

*Market District Commons – 1- and 2-bedroom waiting lists, with a total of 15 PBV units. Applicants must be at 30% Area Median Income at time of pre-application in order to be placed on the waitlist.*

#### **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 20-22-07-02H

In the Matter of Updating the Housing Choice  
Voucher Administrative Plan, Project Based  
Voucher Local Preferences

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 provide preference to elderly and/or disabled families and homeless veteran families for Project Based Vouchers at Market District Commons.

WHEREAS, Homes for Good's proposes to limit applicants on the waiting list to those earning 30% of Area Median Income or less.

NOW IT IS THEREFORE ORDERED THAT:

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

Page 17-38 is amended to state under Organization of the Waiting List,

*The PHA will establish and manage separate waiting lists for individual projects or buildings that are receiving PBV assistance.*

*The PHA currently has waiting lists for the following PBV projects:*

*PHA reserves the right to add additional waiting lists as needed to manage a PBV program.*

*Richardson Bridge – 2 bedroom & 3 bedroom waiting lists. With a total of 12 PBV units.*

*Sheldon Village – 1, 2- and 3-bedroom waiting lists. With a total of 33 PBV units.*

*Market District Commons – 1- and 2-bedroom waiting lists, with a total of 15 PBV units. Applicants must be at 30% Area Median Income at time of pre-application in order to be placed on the waitlist.*

Page 17-39 is amended to state under Selection from the Waiting List, Preferences,

*The PHA will provide a selection preference when required by the regulation (e.g., eligible in-place families, elderly families or units with supportive services, or mobility impaired persons for accessible units). The PHA reserves the right to add additional preferences as new PBV units are developed.*

*Market District Commons:*

*Preference will be given to:*

*Elderly and/or Disabled Family Preference*

*This preference applies to elderly and/or disabled families. Families must be referred by a Homes for Good approved entity (an entity with an active MOU/MOA with Homes for Good). The definition of 'disabled' and "elderly" for this purpose will be included in the MOU/MOA with the qualified entity.*

*Homeless Veteran Family Preference*

*This preference applies to homeless veteran families who have been referred from a Homes for Good approved entity (an entity with an active MOU/MOA with Homes for Good). The definition of 'homeless' and 'veteran' for this purpose will be included in the MOU/MOA with the qualified entity.*

*Families will be selected on a first-come, first-served basis according to the date and time their local preference referral is received by Homes for Good.*

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

---

Chair, Homes for Good Board of Commissioners





# BOARD OF COMMISSIONERS AGENDA ITEM

**BOARD MEETING DATE:** 07/22/2020

**AGENDA TITLE:** In the Matter of Adopting and Ratifying the Memorandum of Understanding with AFSCME Local 3267 Regarding 2021 Healthcare Package Changes

**DEPARTMENT:** Human Resources

**CONTACT :** Bailey McEuen

**EXT:** 2520

**PRESENTER:** Bailey McEuen

**EXT:** 2520

**ESTIMATED TIME :** 10 minutes

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

**Approval Signature**

**EXECUTIVE DIRECTOR:**

**DATE:** 7/14/20

**LEGAL STAFF :**

**DATE:**

**MANAGEMENT STAFF:**

**DATE:**



## **HOMES FOR GOOD MEMORANDUM**

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

**FROM:** Bailey McEuen, Human Resources Director  
Jacob Fox, Executive Director

**AGENDA ITEM TITLE:** In the Matter of Adopting and Ratifying the Memorandum of Understanding with AFSCME Local 3267 Regarding 2021 Healthcare Package Changes

**AGENDA DATE:** July 22, 2020

### **I MOTION**

It is moved that the order be approved adopting and ratifying the Memorandum of Understanding with AFSCME Local 3267 regarding changes to Homes for Good's 2021 healthcare benefits.

### **II ISSUE**

Ratification of the Memorandum of Understanding regarding 2021 healthcare renewal.

### **III DISCUSSION**

#### **A. Background of Agency & Union Partnership**

Homes for Good and AFSCME Local 3267 partner in providing Agency staff with a productive and positive workplace. The Agency believes that our employees are our most valuable asset. To that that end, growing the long-term partnership with our Local is imperative in achieving our organizational goals and will result in mutual gains.

Homes for Good was notified in 2019 that our current health plan provider, Regence Blue Cross Blue Shield, will not offer our current health plan, effective January 1, 2021. We have worked with our benefits brokerage firm, USI, to select plan options that will best meet our employees' healthcare needs and expanded plan choices for the 2021 plan year.

Union members have voted to approve the Agency healthcare proposal as outlined below.

#### **B. Changes to 2021 Plan Offerings**

Effective January 1, 2021, Regence Blue Cross Blue Shield will be eliminating our current plan and replacing it with a similar High Deductible Health Plan (HDHP) with an increased deductible and annual out-of-pocket maximum.

	CURRENT HDHP	RENEWAL 2021 HDHP
<b>Annual Deductible</b> <b>(individual/family)</b>	\$1,500 / \$3,000	\$1,700 / \$3,400
<b>Annual out-of-pocket max</b> <b>(individual/family)</b>	\$2,300 / \$5,050	\$3,400 / \$6,800

To offset the significant increase in both deductible expense and the increased out-of-pocket maximum, Homes for Good proposes increasing employee deductible reimbursement from the current 90% to 100% for the 2021 plan year.

To expand our employee health care options, we will be adding a Health Maintenance Organization (HMO) through Kaiser Permanente. The Kaiser option is a \$0 deductible health plan with a \$1,500 / \$3,000 out of pocket maximum. The proposed Kaiser HMO option will not be eligible for Agency funded deductible reimbursement.

#### C. Financial Analysis

The total estimated increase of the changes to Homes for Good's health plan offerings will depend on employee enrollment choices. The new 2021 HDHP premium will decrease by .21%. The change in deductible reimbursement percentage represents an increase expense of approximately 13% or \$29,000 annually. The total estimated change, accounting for the decrease in premium, comes to a 1.66% annual increase.

The Kaiser HMO option will not allow for deductible reimbursement. Although the annual premium for the HMO plan amounts to an 8.92% increase from our current plan premium, the expense will be offset significantly by the lack of deductible reimbursement expense, resulting in an estimated annual decrease of 6.14%.

## IV IMPLEMENTATION/FOLLOW-UP

Upon ratification the contract will go into effect, on January 1, 2021.

## V ATTACHMENTS

2021 Renewal Rate Exhibit



# **2021 Renewal Analysis**

Prepared for

## **Homes for Good**

**Presented By**

**Greg O'Hanlon, CEBS**

Senior Vice President and Consultant

**Beth Harrison**

Senior Consultant

Employee Benefits Division

**May 20th, 2020**

# Homes for Good

## Medical Rate - Renewal Analysis - January 1, 2021

ENROLLMENT TIER	EMPLOYEE ONLY	EMPLOYEE + SPOUSE	FAMILY	EMPLOYEE + CHILD	Employee + Children
CURRENT ENROLLMENT (83) CIS Regence Plan	20	24	25	4	10

CURRENT - CIS REGENGE	EMPLOYEE ONLY	EMPLOYEE + SPOUSE	FAMILY	EMPLOYEE + CHILD	Employee + CHILDREN	MONTHLY PREMIUM	ANNUAL PREMIUM	% INCREASE OVER CURRENT
HDHP 1 - 1,500 Ded	\$641.42	\$1,364.45	\$1,882.53	\$1,193.80	\$1,632.14	\$113,735.05	\$1,364,821	
VSP-1 (12/12/24)								
Alternative Care Rider								
<b>TOTAL PREMIUM</b>	<b>\$641.42</b>	<b>\$1,364.45</b>	<b>\$1,882.53</b>	<b>\$1,193.80</b>	<b>\$1,632.14</b>	<b>\$113,735.05</b>	<b>\$1,364,821</b>	<b>N/A</b>

RENEWAL - CIS REGENGE	EMPLOYEE ONLY	EMPLOYEE + SPOUSE	FAMILY	EMPLOYEE + CHILD	Employee + CHILDREN	MONTHLY PREMIUM	ANNUAL PREMIUM	% INCREASE OVER CURRENT
HDHP 1 - 1,700 Ded	\$627.85	\$1,343.13	\$1,846.93	\$1,175.15	\$1,601.30	\$111,678.97	\$1,340,148	
VSP-A (12/12/24)	\$9.04	\$12.74	\$22.89	\$11.15	\$19.85	\$1,301.91	\$15,623	
Alternative Care Rider	\$2.92	\$6.22	\$8.53	\$5.44	\$7.38	\$516.49	\$6,198	
<b>TOTAL PREMIUM</b>	<b>\$639.81</b>	<b>\$1,362.09</b>	<b>\$1,878.35</b>	<b>\$1,191.74</b>	<b>\$1,628.53</b>	<b>\$113,497.37</b>	<b>\$1,361,968</b>	<b>-0.21%</b>

OPTION 1 - CIS / Kaiser	EMPLOYEE ONLY	EMPLOYEE + SPOUSE	FAMILY	EMPLOYEE + CHILD	Employee + CHILDREN	MONTHLY PREMIUM	ANNUAL PREMIUM	% INCREASE OVER CURRENT
Copay Plan B	\$699.36	\$1,464.90	\$1,994.15	\$1,282.33	\$1,729.64	\$104,127.87	\$1,249,534	
Kaiser Vision	\$6.85	\$14.38	\$19.56	\$12.58	\$16.97	\$1,021.44	\$12,257	
Kaiser Alternative Care	\$7.31	\$15.34	\$20.85	\$13.41	\$18.08	\$1,089.25	\$13,071	
<b>TOTAL PREMIUM</b>	<b>\$713.52</b>	<b>\$1,494.62</b>	<b>\$2,034.56</b>	<b>\$1,308.32</b>	<b>\$1,764.69</b>	<b>\$123,885.46</b>	<b>\$1,486,626</b>	<b>8.92%</b>

**Homes for Good**  
**Medical Plan Options - Renewal Analysis**  
January 1, 2021

CURRENT BENEFIT PLAN						OPTION 1
		CURRENT HDHP-1		RENEWAL HDHP-1		Kaiser HMO Copay Plan B
GENERAL PLAN INFORMATION		Preferred/Participating	Non-Preferred	Preferred/Participating	Non-Preferred	In-Network Only
Annual Deductible - Individual / Family - Per Calendar Year		\$1,500 / \$3,000		\$1,700 / \$3,400		No Deductible
Annual Out-of-Pocket Maximum - Individual / Family - Per Calendar Year		\$2,300 / \$5,050		\$3,400 / \$6,800		\$1,500 / \$3,000
Office Visits (Primary Care / Specialist)		20% After Ded.	40% After Ded.	20% After Ded.	40% After Ded.	\$20* / \$30*
Preventive Services						
Well-Baby Care / Routine Physicals		0%*	40% After Ded.	0%*	40% After Ded.	Covered in Full
Annual Gynecological Exams		0%*	40% After Ded.	0%*	40% After Ded.	Covered in Full
Outpatient Rehabilitation Services						
Outpatient Rehabilitation Office Visits		20% After Ded.	40% After Ded.	20% After Ded.	40% After Ded.	\$20 copay*
Outpatient Rehabilitation Benefit Maximum		77 visits / year		77 visits / year		20 visits / year
Diagnostic X-Ray & Lab Tests		20% After Ded.	40% After Ded.	20% After Ded.	40% After Ded.	\$20 per department visit*
Specialized Imaging (CT, MRI, PET Scans)		20% After Ded.	40% After Ded.	20% After Ded.	40% After Ded.	\$50 per department visit*
Inpatient Room & Board		20% After Ded.	40% After Ded.	20% After Ded.	40% After Ded.	\$200/day up to \$1,000/admission*
Outpatient Surgery		20% After Ded.	40% After Ded.	20% After Ded.	40% After Ded.	\$50 copay*
Emergency Room Visits		20% After Ded.		20% After Ded.		\$200 copay*
Urgent Care Center Visits		20% After Ded.	40% After Ded.	20% After Ded.	40% After Ded.	\$40 copay*
Mental Health / Chemical Dependency Office Visits		20% After Ded.	40% After Ded.	20% After Ded.	40% After Ded.	\$20 copay*
Mental Health / Chemical Dependency Inpatient Care		20% After Ded.	40% After Ded.	20% After Ded.	40% After Ded.	\$200/day up to \$1,000/admission*
Durable Medical Equipment & Prosthetics		20% After Ded.	40% After Ded.	20% After Ded.	40% After Ded.	20% coinsurance*
Pharmacy / Mail Order						
Retail Pharmacy - Generic / Brand / Non-Formulary (30-Day Supply)		20% After Ded.		20% After Ded.		\$10* / \$20*
Mail Order Pharmacy - Generic / Brand / Non-Formulary (90-Day Supply)		20% After Ded.		20% After Ded.		\$20* / \$40*
Self-Administered Injectables - Specialty Pharmacy (30-Day Supply)		20% After Ded.		20% After Ded.		\$10* / \$20*
Vision Services						\$20 Copay
Eye Exam		Covered in Full	Up to \$45	100%* after \$10 Copay	Up to \$50	
Single Vision Lenses		Covered in Full	Up to \$30	100%* after \$25 Copay	Up to \$35	
Frames		100%** up to \$120	100% Up to \$70	100%** up to \$170	Up to \$70	\$150 Allowance
Contact Lenses		100%* up to \$166	Up to \$105	100%* up to \$166	Up to \$110	\$150 Allowance
Benefit Frequency (Exam / Hardware)		Exams / Lenses - Every Calendar Year Frames - Every Other Calendar Year		Exams / Lenses - Every Calendar Year Frames - Every Other Calendar Year		Exams / Lenses / Frames - Every Calendar Year
Alternative Care						
Chiropractic Services		20% After Ded.		20% After Ded.		\$20 Copay*
Acupuncture		20% After Ded.		20% After Ded.		\$20 Copay*
Naturopathic Services		20% After Ded.		20% After Ded.		\$20 Copay*
Massage Therapy						\$25 Copay* (12 Visit Limit)
Combined Benefit Maximum		\$1,000 Benefit Max / Calendar Year		\$1,000 Benefit Max / Calendar Year		\$1,000 Benefit Max / Calendar Year
CENSUS		CURRENT		RENEWAL		
Employee	20	\$641.42		\$639.81		\$713.52
Employee + Spouse	24	\$1,364.45		\$1,362.09		\$1,494.62
Family	25	\$1,882.53		\$1,878.35		\$2,034.56
Employee + Child	4	\$1,193.80		\$1,191.74		\$1,308.32
Employee + Children	10	\$1,632.14		\$1,628.53		\$1,764.69
MONTHLY PREMIUM	83	\$113,735.05		\$113,497.37		\$123,885.46
HRA / HSA Contribution		\$18,250.00		\$20,683.19		\$0.00
TOTAL MONTHLY PREMIUM		\$131,985.05		\$134,180.56		\$123,885.46
ANNUAL PREMIUM		\$1,583,820.60		\$1,610,166.72		\$1,486,625.52
Change Over Current		N/A		\$26,346.12		-\$97,195.08
% Change Over Current		N/A		1.66%		-6.14%

**NOTES:**

HRA/HSA is based on \$1,500/\$3,000 for 2020 and \$1,700/\$3,400 for 2021

\* Deductible waived for these services

^ Frames at Costco and Walmart - \$65 copay for 2020 and \$95 copay for 2021

Changes shown above in RED are in effect for the 2021 plan year

# Homes for Good

## Dental Benefit Summary and Rates

January 1, 2021

CURRENT			RENEWAL		CURRENT		RENEWAL				
			Delta Dental		Delta Dental		Willamette Dental		Willamette Dental - A		
GENERAL PLAN INFORMATION			In Network	Out-of-Network	In Network	Out-of-Network	In Network Only		In Network Only		
Annual Deductible - Individual / Family			None		None		None		None		
Waived for Preventive			N/A		N/A		N/A		N/A		
Annual Benefit Maximum - Individual			\$1,500		\$1,500		No Annual Maximum		No Annual Maximum		
Preventive Services			70% - 100%		70% - 100%		Covered in Full After \$10 Copay		Covered in Full After \$20 Copay		
Basic Services			70% - 100%		70% - 100%		Covered in Full After \$10 Copay		Copay Schedule Filling - \$15 Copay Surgical Extraction - \$50 Copay Root Canal - \$75 Copay Crown - \$200 Copay Bridge - \$200 copay per tooth		
Major Services			50%		50%		Covered in Full After \$10 Copay				
Orthodontia			50%		50%		\$1,500 Copay		\$2,000 Copay		
Orthodontia Lifetime Benefit Maximum			\$1,000 (Adult and Child)		\$1,000 (Adult and Child)		N/A		N/A		
COVERED SERVICES			Category		Category		Category		Category		
MONTHLY RATES		Delta Census	WDG Census	CURRENT		RENEWAL		CURRENT		RENEWAL	
Employee		8	12	\$50.66		\$48.05		\$54.46		\$55.19	
Employee + Spouse		1	9	\$89.77		\$85.25		\$95.57		\$96.91	
Family		13	12	\$168.11		\$159.37		\$166.73		\$168.88	
Employee + Child		1	3	\$78.87		\$74.92		\$83.85		\$85.08	
Employee + Child(ren)		4	6	\$145.98		\$138.45		\$145.98		\$146.65	
MONTHLY PREMIUM		27	42	\$3,343.27		\$3,170.18		\$4,641.84		\$4,696.17	
ANNUAL PREMIUM				\$40,119		\$38,042		\$55,702		\$56,354	
Annual \$ Increase Over Current				N/A		-\$2,077.08		N/A		\$651.96	
% Increase Over Current				N/A		-5.18%		N/A		1.17%	

### Notes:

Changes shown above in RED are in effect for the 2021 plan year

Final rates are subject to actual enrollment, plan design(s) selected, and underwriting approval.

This is merely a summary of benefits and rates for comparison purposes only. Please refer to the formal proposal for details.



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

ORDER 20-22-07-03H

In the Matter of Authorizing a Memorandum  
of Understanding with AFSCME Local 3267  
regarding Changes to the 2021 Healthcare  
Package

WHEREAS, Homes for Good Housing Agency offers group health insurance to qualifying employees, as a mandatory subject of bargaining and as negotiated in the Collective Bargaining Agreement;

WHEREAS; The Agency's current health plan will not be made available effective the 2021 plan year.

WHEREAS; employee deductible and annual out-of-pocket maximum will increase by 13% and 48% respectively.

WHEREAS; the Agency and AFSCME Local 3267 members have agreed to increase employee deductible reimbursement for the 2021 plan year from 90% to 100%.

WHEREAS; the Agency and AFSCME Local 3267 members have agreed to introduce an HMO option through Kaiser Permanente.

THEREFORE, BE IT RESOLVED THAT:

The 2021 health plan offering will include an HMO option through Kaiser Permanente and a 100% annual deductible reimbursement for the High Deductible Health Plan option.

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

---

Chair, Homes for Good Board of Commissioners



# BOARD OF COMMISSIONERS AGENDA ITEM

**BOARD MEETING DATE:** 07/22/2020

**AGENDA TITLE:** In the Matter of Approving Contracts #19-R-0035 (A) and #19-R-0035 (B) Requests for Proposals for Flooring Contractors for Public Housing Units

**DEPARTMENT:** Supportive Housing Division

**CONTACT :** Wakan Alferes

**EXT:** 2508

**PRESENTER:** Wakan Alferes

**EXT:** 2508

**ESTIMATED TIME :** 10 minutes

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

**Approval Signature**

**EXECUTIVE DIRECTOR:**

A handwritten signature in black ink, appearing to be "JAF", is written over a horizontal line.

**DATE:** 7/14/20

**LEGAL STAFF :**

**DATE:**

**MANAGEMENT STAFF:**

**DATE:**



## **HOMES FOR GOOD MEMORANDUM**

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

**FROM:** Wakan Alferes, Supportive Housing Division Director

**AGENDA ITEM TITLE:** Order/ In the Matter of Approving Contracts #19-R 0035 (A) and #19-R-0035 (B) Requests for Proposals for Flooring Contractors for Public Housing Units

**AGENDA DATE:** July 22, 2020

### **I. MOTION**

It is moved that the Board approve the Order to retroactively approve the Agency to enter into two separate Materials and Services contracts for the installation and repair of flooring in the public housing units.

### **II. ISSUE**

Homes for Good agency requests that the Board of Commissioners retroactively approve contract #19-R-0035 (A) with The Carpet Company and contract #19-R-0035 (B) with PG Long, LLC, each of which is in the amount of \$140,000.00. Board approval is required for contracts over \$100,000.00.

### **III. DISCUSSION**

The public housing units are aging. They have served the low-income and homeless population of Lane County for many years. When the units are vacated, it is frequently necessary to replace the flooring in these units to make them suitable and comfortable residences for the next tenant. The contracts in question are for one year each with two one-year options.

On March 15<sup>th</sup>, 2019 the Contract Administrator responsible for all operational contracts released a floorcovering Request for Quote (RFQ). The RFQ was sent to 9 companies and based on our review of the files we received a response from the two companies referenced above. The RFQ says that the contract amount would be \$140,000 over the course of the term of the contracts, which is up to three years. On April 29<sup>th</sup>, 2019 the Contract Administrator routed two contracts for the selected firms using the established Homes for Good contract signature routing process. At that time the contract signature routing process is sending a hard copy of the contract with a coversheet that provides the background specific to the procurement includes a signature from the Contract Administrator, the Division Director/Portfolio Manager and the Executive Director who ultimately signs all contracts. This coversheet includes a certification that a Board Order was approved if applicable. At the time that these contracts were routed for approval

Jacob Fox, Executive Director (ED), was out of the office and a Division Director (DD) was delegated signature authority per normal protocols. Both coversheets lacked the secondary Division Director/Portfolio Manager signature and one of the coversheets was signed by the DD who was delegated ED signature authority and the other coversheet was not signed by the DD. Both contracts that were attached to the coversheet were signed by the DD and work by both contractors began.

On May 1<sup>st</sup>, 2020 the Contract Administrator responsible for all operational contracts, including floor covering, notified us that they were resigning effective the same day. On June 16<sup>th</sup>, 2020 Jeff Bridgens received an e-mail from a member of the audit team at Moss Adams requesting the Board Order associated with one of the contracts referenced above. In researching this request we determined that the required Board approval had not occurred. On June 29<sup>th</sup>, 2020 Jacob Fox engaged with legal counsel for a review of all associated procurement documents. Based on the staff review, and the legal counsel review, of the documents it is staff's determination that all procurement policies and procedures were followed specific to the RFQ and contractor selection process. The procurement policies and procedures specific to the Board approval requirement, the completion of the coversheet, the contract signature routing process and the contract execution were not followed.

The following steps have been taken to prevent future violations of the Homes for Good Procurement Policy and Procedures:

1. On July 22<sup>nd</sup>, 2019– A comprehensive Procurement Policy and Procedures training was provided to members of the Leadership Team and all supervisors. The Leadership Team members are the only members of the Homes for Good staff that serve in an acting ED role when Jacob Fox is out of the office.
2. On July 25<sup>th</sup>, 2019 – A comprehensive Procurement Policy and Procedures training was provided all staff members who perform contract administration along with all staff members who have been assigned Homes for Good procurement cards.
3. Between June 16<sup>th</sup>, 2020 and June 29<sup>th</sup>, 2020 the Leadership Team discussed this violation on numerous occasions and the team committed to reviewing all contract approval requests thoroughly prior to signing any coversheets or contracts. Jacob Fox has set clear expectations around compliance with the Homes for Good Procurement Policy and Procedures.
4. The recruitment to replace the Contract Administrator who resigned on May 1<sup>st</sup>, 2020 will be released in the coming weeks. When this position is filled there will be a robust onboarding plan for the position, which will include in depth training on the Homes for Good Procurement Policy and Procedures. This position will also co-chair the Procurement Committee, which is the established body for updates and training related to the Procurement Policy and Procedures.
5. The audit team from Moss Adams is currently reviewing numerous other procurements and have not communicated any other concerns about other potential violations.

6. The Supportive Housing Division Director and the Portfolio Manager Homes are currently reviewing all other open contracts that were managed by the Contract Administrator who resigned on May 1<sup>st</sup>, 2020 to ensure these procurements and contracts comply with the Homes for Good Procurement Policy and Procedures. As of the date of this memo they have not discovered any further violations of the Procurement Policy.

#### **IV. IMPLEMENT AND FOLLOW-UP**

Upon approval of the Order, Contracts #19-R-0035 (A) and #19-R-0035 (B) will be approved by the Homes for Good Board.

#### **V. ATTACHMENTS**

Request for Quote, contract no. 19-R-0035, Flooring Materials, Installation, and Repair Services Material and Services Contract, no 19-R-0035 (A) with The Carpet Company and Review Form  
Material and Services Contract, no 19-R-0035 (B) with PG Long, LLC and Review Form

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

ORDER 20-22-07-04H

In the Matter of Approving Contracts  
#19-R-0035 (A) and #19-R-0035 (B)  
Requests for Proposals for Flooring  
Contractors for Public Housing Units

WHEREAS, Homes for Good has a history of contracting for the installation of new flooring and repairing of old flooring in its public housing units;

WHEREAS, on March 15<sup>th</sup>, 2019 Homes for Good published a Request for Quote (RFQ) for contractor services and received two proposals;

WHEREAS, the RFQ communicated that more than one contractor could be selected due to the high demand in the Homes for Good public housing units for flooring installation and repair and for the purpose of expediency in unit turnover;

WHEREAS, the RFQ and the selection of PG Long, LLC and The Carpet Company complied with the Homes for Good Procurement Policy and Procedures;

WHEREAS, the contract signature routing process and the execution of the contracts did not comply with the Homes for Good Procurement Policy and Procedures due to the fact that the contract amounts for both contracts exceeded \$100,000 and therefore Homes for Good Board approval was required in advance of executing the contracts;

WHEREAS, staff determined, in consultation with legal counsel, that in order for these contracts to become compliant with the Homes for Good Procurement Policy and Procedures the Homes for Good board would need to retroactively approve the contract with PG Long, LLC and the contract with The Carpet Company

WHEREAS, the Executive Director of Homes for Good recommends the retroactive approval of the contracts with PG Long, LLC, and The Carpet Company.

NOW IT IS THEREFORE ORDERED THAT: The Homes for Good Board retroactively approve the Materials and Services contract with PG Long, LLC for installation of new flooring and repair of old flooring in the public housing units owned and managed by Homes for Good, in the amount of \$140,000.00, and that the Executive Director is authorized to enter into a Materials and Services contract with The Carpet Company for installation of new flooring and repair of old flooring in the public housing units owned and managed by Homes for Good, in the amount of \$140,000.00.

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

---

Chair, Homes for Good Board of Commissioners



# BOARD OF COMMISSIONERS AGENDA ITEM

**BOARD MEETING DATE:** 07/22/2020

**AGENDA TITLE:** In the Matter of Awarding Contract #20-S-0042 for the  
Emergency Lock Change Project

**DEPARTMENT:** Supportive Housing Division

**CONTACT :** Wakan Alferes

**EXT:** 2508

**PRESENTER:** Wakan Alferes

**EXT:** 2508

**ESTIMATED TIME :** 15 minutes

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

**Approval Signature**

**EXECUTIVE DIRECTOR:**

A handwritten signature in black ink, appearing to be "JAF", is written over a horizontal line.

**DATE:** 7/14/20

**LEGAL STAFF :**

**DATE:**

**MANAGEMENT STAFF:**

**DATE:**



## **HOMES FOR GOOD MEMORANDUM**

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

**FROM:** Wakan Alferes, Supportive Housing Director

**AGENDA ITEM TITLE:** In the Matter of Awarding Contract #20-S-0042 to Eugene Lock & Safe for the Emergency Lock Change project

**AGENDA DATE:** July 22, 2020

### **I MOTION**

It is moved that Eugene Lock & Safe be awarded a contract for project #20-S-0042 for the Emergency Lock Change project and that an order to this effect be signed; and an agreement be executed.

### **II ISSUE**

Board approval is required to award a contract over \$100,000. The Emergency Lock Change project, located in Eugene, Oregon, is quoted at \$142,850 with a single award of \$109,089 going to Eugene Lock & Safe.

### **III DISCUSSION**

#### **A. Background:**

In late June the After-Hours Mechanic backpack was stolen from an employee's vehicle which included a maintenance keychain with Passkeys for all Agency managed properties. The keys that were stolen were not uniquely identifiable and were not labeled to indicate that they are related to a specific complex or unit.

Immediately upon learning of this loss, staff contacted various locksmith vendors to complete emergency lock changes at all site offices and maintenance shops. Eugene Lock & Safe was able to respond and complete the work more quickly than other vendors contacted. Homes for Good staff followed emergency procurement process as allowed for in ORS 279B.080 Emergency procurements, to select this contractor to allow work to begin immediately as proceeding under a formal procurement process would delay the project beyond what was reasonable given the circumstances.

Using this same emergency procurement process, staff worked with Eugene Lock & Safe and Emerald Windows and Doors to obtain quotes for the rekey of all Agency managed residential units as well as to procure security patrols through Advanced Security for all sites



in the Eugene/Springfield area. For some sites, we had completed recent lock upgrades which moved all of the locks to a falcon core, which can be changed simply by swapping out the core. Most vendors contacted did not have enough supply on-hand to complete the full project. Eugene Lock & Safe and Emerald were each awarded part of this project as they were both able to provide us with cores for a portion of these sites, which shortened the timeline for completion of this part of the project. All locks at seven (7) sites are completed or scheduled to be completed as of this board order. We are waiting on the remaining hardware and supplies from our vendors and expect the final six (6) complexes to be completed by the end of July.

Three (3) of the sites that have not been completed include a much more complex project. These sites have not had recent lock upgrades and will require replacing the lock and lever hardware, which increased the timeline and complexity of this section of the project. Eugene Lock & Safe and Emerald both provided quotes to complete this part of the project and Eugene Lock & Safe was selected based on their ability to complete the project more rapidly and for the ability to provide labor for the more complex parts of the project.

The total amount of this project is estimated to be \$142,850. Due to the need to complete this emergency work, Homes for Good has authorized Eugene Lock & Key to complete the required work at 10 sites, which is estimated to total \$109,089 and Emerald to complete the work on four sites totaling \$33,761.

A communication was sent to all residents regarding this loss and our plan to change the locks on all units as soon as possible. We have received several calls from residents after this notification, although most were focused on the logistics of the lock change and less so on their personal risk or anxiety. We have continued to maintain security patrols at all sites in the metro area where the locks have not been changed and have offered residents other security accommodations of requested.

Prior to this recent theft, the Supportive Housing Division had begun to work on improving key control and had implemented stricter control of Passkeys to minimize this risk. Lockboxes were placed at all properties where the Passkey for that site was placed, we discontinued the use of the Resident Assistant as a property key holder and placed GPS Tiles on all Maintenance Mechanic key rings. The Maintenance Manager resigned in the middle of this key control improvement process, and it has since become apparent that the stolen Passkey ring had not completed this process prior to his departure. Since this incident, we have begun drafting a full key control policy and associated procedures. New Passkeys that will be issued after the lock change will be managed through a check-out system and will no longer be issued to specific employees. The After-hours Mechanic will no longer have a Passkey ring but will instead use the lockbox system to gain access to sites as needed afterhours. In looking at industry best practices, it has become clear that we need to work to move away from the Passkey system and we will be investigating more modern key control systems as we continue to make improvements in our housing portfolio.

D. Recommendation

Approval of the proposed motion.

E. Timing

Upon bid award, the contractor shall have ten days to provide the Agency with a signed contract. Work for this contract has already begun and is expected to be completed by July 31, 2020.

**IV. IMPLEMENTATION/FOLLOW-UP**

Same as in Item III.E

**IV ATTACHMENTS**

None

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

ORDER 20-22-07-05H

In the Matter of Awarding Contract #20-S-0042 for the Emergency Lock Change Project

WHEREAS, Homes for Good became aware of a stolen Passkey ring, which required immediate emergency lock changes across Agency managed housing.

WHEREAS, the stolen Passkeys mentioned compromised Homes for Good property management offices, maintenance areas, community spaces and residential units.

WHEREAS, Homes for Good Housing Agency followed emergency procurement process as allowed for in ORS 279B.080 Emergency procurements, to select a contractor to allow work to begin immediately as proceeding under a formal procurement process would delay the project reasonably necessary. If the work is not started immediately, the Agency could incur greater losses and increased risk.

WHEREAS, Homes for Good Housing Agency, consistent with ORS 279B.080, ensured competition for a contract for the emergency work that is reasonable and appropriate under the circumstances by engaging with three (3) different lock vendors and selecting two to complete the work.

WHEREAS, Homes for Good recognizes that this expense was not in the budget but was necessary and justified given the circumstances.

NOW IT IS THEREFORE ORDERED THAT: to authorize the Executive Director or Deputy Director to enter into a Emergency Lock Change Contract with Eugene Lock & Safe for the Emergency Lock Change Project in the amount of \$109,089. The contractor shall present a valid signed contract with payment and performance securities and shall satisfactorily complete all work within the specified contract time.

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

---

Chair, Homes for Good Board of Commissioners