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HOMES FOR GOOD HOUSING AGENCY

BOARD OF COMMISSIONERS MEETING WEDNESDAY August 19th, 2020

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- VII. ORDER 20-19-08-04H— In the Matter of Approving Contract 20-C-0044 (Construction Management/General Contractor Services) for 1100 Charnelton, PSH Community in Eugene, Oregon
- VIII. WORK SESSION— 2021 Budget Work Session

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, August 19th, 2020 at 1:30pm

To prevent the spread of COVID-19 Homes for Good will be conducting the August 19th 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:

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

<https://global.gotomeeting.com/join/720420901>

You can also dial in using your phone.

United States: [+1 \(872\) 240-3212](tel:+18722403212)

Access Code: 720-420-901

1. PUBLIC COMMENTS – 20 Minutes

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

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

3. ADJUSTMENTS TO THE AGENDA

4. COMMISSIONERS' BUSINESS

5. EMERGENCY BUSINESS

6. ADMINISTRATION

- A. Executive Director Report (Estimated 10 minutes)
- B. Approval of 7/22 Board Meeting Minutes
- C. **ORDER 20-19-08-01H**— In the Matter of Approving the Submission of the PHA FY21 Annual Plan (Melanie Church, Division Analyst) (Estimated Time 5 minutes)
- D. **ORDER 20-19-08-02H**— In the Matter of Accepting a Quote and Awarding the Contract for the Legion Cottages - General Contractor Project. (Jacob Fox, Executive Director) (Estimated 10 minutes)
- E. **ORDER 20-19-08-03H**— In the Matter of the Joint Order of the Board of Commissioners and Local Contract Review Board Exempting the Construction of PSH developments 1100 Charnelton and 13th and Tyler in Eugene, Oregon from the Competitive Bidding

Requirements and Directing the Use of the CMGC Alternative Contracting Method. (Nora Cronin, Project Development Manager) (Estimated Time 5 minutes)

- F. **ORDER 20-19-08-04H—** In the Matter of Approving Contract 20-C-0044 (Construction Management/General Contractor Services) for 1100 Charnelton, PSH Community in Eugene, Oregon (Nora Cronin, Project Development Manager) (Estimated Time 5 minutes)
- G. **WORK SESSION—** 2021 Budget Work Session (Jeff Bridgens, Finance Director) (Estimated Time 30 Minutes)

8. OTHER BUSINESS

Adjourn

A foundational pillar in our efforts to infuse Diversity, Equity and Inclusion (DEI) into the DNA of our organization is the creation of the Homes for Good Equity Strategy Team (EST). The EST is responsible for fusing together our strategic planning efforts and our DEI planning efforts, which will deliver a Strategic Equity Plan that will focus the efforts and investments for our organization over the coming years. I'm delighted to report that as of last week we have a signed MOU with AFSCME Local 3267 specific to the creation of the Equity Strategy Team (EST) including a 7% pay differential for the Union members of the EST. While we expect significant interest in applying for the EST regardless of a pay differential, we also think the pay differential is a way to recognize and respect the investment of time in the work of developing a strategic equity plan and the intensity that will be part of this work. For the Union members of the EST this will be a 7% increase in their base pay, because not only will the members be spending 10-15 hours of work per month specific to the activities of the EST, but we will be asking the members to use an equity lens in all their work activities so that we can identify all of the systems/process changes that need to be part of our Strategic Equity Plan.

On July 1st the Leadership Team launched a new three-session engagement series with our DEI Consultants. The first session focused on a review of our DEI journey to date, and the organizational strategies that had been created cooperatively by the CORE Team (precursor to the EST) and the Leadership Team in 2019. In the second session on July 30th, the Leadership Team focused on creating an action plan for equity wins between now and the end of 2020. We all engaged dynamically with each other and came up with two action areas that we will focus on defining and building out. The first action area is related to transformational changes to the culture of our organization. This work will focus on peer accountability and cultivating deeper collaboration on shared projects. The second action area is related to implementing the strategies that the CORE Team and the Leadership Team developed last year. This work will focus on solidifying how the EST will influence all hiring decisions, expanding internships/apprenticeship opportunities and continuing the enhancement of our career development pathways.



We continue to monitor the financial impacts from COVID-19 closely. The Housing Choice Voucher (HCV) Program has experienced 303 households representing 9.7% of the households on the program that have asked for rent decreases, which has increased the amount of subsidy we provide to participants by \$77,333 per month. On August 10th, we received a new increment of \$687,396 in HUD CARES Act funding for administrative costs in addition to the \$536,000 we had received in May. In July, we applied for HUD CARES Act set aside funding, which is the funding we most need to offset the increase in HCV subsidy we are deploying. HUD has since changed the process so we have to reapply for the set aside funding based on new HUD methodology.

The Public Housing Portfolio and the HUD Multifamily Portfolio have experienced 130 households representing 16% of the households in the portfolio that have asked for rent decreases, which has reduced rent revenue by \$35,411 per month. In addition to the rent decreases, the residents living in these portfolios have also struggled to pay rent, and the total amount of uncollected rent for April, May, June and July is \$47,238. The August uncollected rent is as of the 10th totals \$35,861-- 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 August will decrease significantly. In May, we received a new increment of \$313,000 in HUD CARES Act funding for operating subsidy. We are concerned since HUD hasn't indicated that more CARES Act funding will be allocated.

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 \$50,778 representing 3.2% of the gross potential rent revenue. The August uncollected rent is as of the 5th and totals \$83,830-- but as with Public Housing we know that our residents continue to pay rent through the month so the amount of uncollected rent for August will decrease significantly. As reported last month in July, we have created a rent assistance program funded with Meyer Memorial Trust grants. We have approved rent assistance payments for 22 households and disbursed \$6,500 in support of our residents who are struggling to pay rent due to COVID-19 impacts.

Our Real Estate Development Projects under construction including The Commons on MLK, Market District Commons, Legion Cottages, Sarang, and Hayden Bridge Landing for a total of 224 units are all progressing on time and on budget without any challenges. Lane County has never experienced this many affordable units being developed in such a short time frame, and Homes for Good is humbled to be delivering this many units during this time of unprecedented human need for affordable housing. In late July, Homes for Good received some terrific news from Chambers Construction on the Market District Commons project. Due to a creative and safe approach to installing the siding on the project, Chambers was able to deliver a \$500,000 positive change order to the project. This will allow for some change orders for improvements to the building to benefit the future residents, some cost saving to the Obie Team for the commercial condo they are purchasing from us, and the possibility of converting deferred developer fee into cash developer fee if we are successful in negotiating this with the Oregon Housing and Community Services Department (OHCS).

On August 7th the OHCS Housing Stability Council approved a \$13,000,000 Low Income Housing Tax Credit allocation and a \$400,000 gap funding allocation for our 11th and Charnelton Permanent Supportive Housing (PSH) project that we are developing to support Lane County's and the City of Eugene's goals for delivering PSH units for people experiencing homelessness in our community. Our 13th and Taylor PSH project is progressing efficiently through the pre-development milestones and will break ground in Fall of 2020.



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, July 22nd, 2020 at 1:30pm

To prevent the spread of COVID-19 Homes for Good conducted the July 22nd 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.

1. EXECUTIVE SESSION—15 minutes

On July 22nd, 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.)

No Public Comment was given

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

No Commissioners Response

4. ADJUSTMENTS TO THE AGENDA

No Adjustments to the agenda

5. COMMISSIONERS' BUSINESS

No Commissioner's Business

6. EMERGENCY BUSINESS

No Emergency Business

7. ADMINISTRATION

A. Executive Director Report (Estimated 15 minutes)

Jacob Fox: Gives a financial update about HUD funding and financial impacts of the COVID-19 pandemic.

Beth Ochs: Gives an update on the application for HUD Set Aside Funding

Jacob Fox: Gives an update on Homes for Good's collaboration on administering Lane County's Rent Assistance.

Jacob Fox: Gives an update on Homes for Good's Continuity of Operations Plan (COOP) and the work with a consultancy firm to develop the plan.

B. Approval of 5/20 Board Meeting Minutes

Jay Bozievich: One minor correction under 7 B. when I am quoted, there is some repetitiveness in the statement that should be removed, and "economy is liability: should be changed to "economic viability."

Motion with amendments: **Jay Bozievich**

Second: **Heather Buch**

This motion is approved unanimously 7/0 as amended.

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)

Steve Ochs: Gives an overview of submitting the plan, and the Public Comment period. He talks about how the Public Hearing was canceled due to COVID-19. This is a plan that has to be submitted to the board annually to show the plan for the next five years for maintenance of Public Housing units.

Jay Bozievich: Asks what the acronym "AMP" stands for.

Wakan Alferes: It stands for "Asset managed project", it is how HUD groups our properties, we group them into "AMPs."

Pat Farr: Inquires about the security in funding for these projects.

Steve Ochs: Affirms that the funding for these projects will be there when they need it.

Char Reavis: Talks about how helpful it is that the 5-year plan goes to the Resident Advisory Board (RAB) for input and being able to talk about it there.

Pat Farr: This plan does not include elevators, I know we don't plan on catastrophic failures, but does that go through a different process for when it is time to replace elevators?

Kurt Von der Ehe: The elevators were just redone, and they were in plan FY 19, so that's why you don't see them here. We will take the life expectancy of the components and plan ahead so that they are in future 5 Year Plans.

Steve Ochs: Notes that there is a line item for FY 21 for upgrades for the Parkview Terrace elevator.

Char Reavis: Clarifies that this plan is just for just Public Housing, not for Affordable Housing sites or Tax Credit housing sites.

Motion: **Heather Buch**

Second: **Pete Sorenson**

This motion passes unanimously 7/0.

- 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)

Heather Buch declares a potential conflict of interest and recuses herself of this item.

Beth Ochs: Explains what Local Preferences are.

She gives background on the Market District Commons PBV wait list and talks about restricting the PBV units to 30% area median income (AMI).

Beth talks about the HUD waiver that was used which allowed them to open and close the wait list with this change to the admin plan before board approval.

Joe Berney: I am just curious, this is mostly protocol, it is already a done deal, you can't really undo it?

Beth Ochs: It is a done deal in the sense that we opened the waitlist for the initial PBV openings, but if there is opposition from the Board, we could change the admin plan again and change it for future wait list openings. So, we could change it for the next opening.

Joe Berney: How long was the wait list open for, and how many applications did you receive?

Beth Ochs: It was open for one week and we had just about 700 applications. We will be using a random selection process to select 225 applicants for each wait list (one and two bedroom). Then there will be the ability for the partners to put in referrals. So, I think it definitely demonstrates the demand for housing, especially in the downtown area.

Pat Farr: Asks about the number of applicants who are unhoused.

Beth Ochs: I can supply that information, we did collect that number for this wait list, and we did have a substantial number of applicants mark homeless at the pre-application stage.

Char Reavis: Are there any preferences for ADA or wheelchair bound people? Are there apartments that are ADA accessible?

Beth Ochs: Going back to Pat's earlier question, there were 272 applicants who marked "homeless" on their application.

Beth Ochs: Char to answer your question, there can be preference within our housing for people who need ADA units. Beth explains the transfer process when there is someone who doesn't need an ADA unit is placed in one, when someone does need the ADA features of the unit, the non-ADA person will be transferred out to open the unit for someone who needs those ADA features.

Char Reavis: But there is not an actual preference like the other preferences.

Beth Ochs: Explains more about the ADA transfer process. Beth then talks about how the question was asked on the pre-application about the need for an ADA unit, and that will be used to plan future developments based on the need.

Pat Farr: Clarifies that Homes for Good wait lists are separate from Lane County's Centralized Wait List.

Motion: **Joe Berney**

Second: **Jay Bozievich**

This motion passes unanimously 6/0 with Heather Buch being recused.

- 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)

Pat Farr declares a potential conflict of interest, but no statutory conflict of interest, and will participate in the vote.

Bailey McEuen: Explains context for the change and the modification of contract language to include both a high deductible and an HMO option. She explains the change of the agency funding 90% of the deductible via an HSA to 100% of the deductible and the other financial impacts depending on employee choice.

Motion: **Michelle Thurston**

Second: **Heather Buch**

This motion is approved unanimously 7/0.

- 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)

Wakan Alferes: Explains that this is a retroactive approval of a contract that was procured in May of 2019. Through the recent audit process, it was found that these contracts had not gone through the proper board approval process for contracts over \$100,000.

Pete Sorenson: Is there a process in place to flag contracts over a certain amount? How would that normally have been caught, and what policies are in place to make sure this doesn't happen?

Wakan Alferes: Talks about the new procurement policy that was put in place about a year ago, and that the new policy didn't have these levels laid out as clearly as previous policies, which is a point to be revised moving forward. Wakan talks about the cover sheet that goes on contracts, and the instance of Jacob being out of the office when this particular contract was being signed.

Pete Sorenson: Are you recommending any changes?

Wakan Alferes: Talks about potential revisions to the policy.

Pete Sorenson: With the increase in activity, Pete questions whether the approval amount should be raised, for example raising the amount to be approved by the board to \$150,000 instead of \$100,000.

Jacob Fox: Talks about the idea of a centralized procurement officer and figuring out best practices for an organization this size, and whether the organization can or should budget for this type of position. Also talks about potential software systems that Homes for Good good put in place. Jacob mentions that this error won't amount to a significant deficiency in the audit.

Joe Berney: I don't think we need to create a new system or hiring new people. Joe questions the need to sign large contracts when the executive director is gone, or if they can wait.

Jacob Fox: Talks about the delegation of signature authority when he is gone. He then introduces one more retroactive contract that will need to be authorized by the board at the next board meeting.

Steve Ochs: Gives background on the Legion Cottages, and the the need to run an emergency procurement for a contractor to finish the project after the University Students were unable to be onsite.

Heather Buch: Supports a higher threshold for board approvals

Motion: **Heather Buch**

Second: **Michelle Thurston**

This motion passes unanimously 7/0.

- 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)

Wakan Alferes: Explains the context for the contract, and the emergency procurement that was run. The contract was split between two vendors so that the project could be done as quickly as possible. The contract for Emerald Windows and Doors was below the threshold, but the contract for Eugene Lock and Safe is above the \$100,000 and requires board approval.

Char Reavis: Asks for an update on the project.

Wakan Alferes: Explains that the project is about 60%, talks about the status of each property, and explains some of the difficulties with the project because of some of the hardware required to change the locks. Talks about the notification of all residents.

Joe Berney: Can you tell us the total financial impact to Homes for Good for the project?

Wakan Alferes: So far, the quote for the project between the two lock smiths was \$142,000. As we get invoices, some are coming in over the quoted amount. We also have security patrols at all of our properties, and the total for that is around \$6,000. As those locks have been changed, we have pulled security off, so that has decreased over the last few weeks.

Joe Berney: Is any of this cost going to be offset by insurance?

Wakan Alferes: No, from my understanding from our Risk Manager, it is not covered through our insurer because it is considered personal property of some sort.

Joe Berney: Asks about residents with renters' insurance.

Wakan Alferes: Mentions that Homes for Good contacted residents, reminding them that if they have renter's insurance, they may want to reach out to their insurance if they incur any losses due to the situation, but that most residents do not have renter's insurance, nor do they keep track of which residents have renter's insurance.

Joe Berney: Is Homes for Good going to help people have renter's insurance, and are they going to have a database to keep track of of which tenants have renter's insurance?

Wakan Alferes: Said she would need to look into best practices around Housing Authorities assisting with renter's insurance, and/or documenting which residents have renter's insurance, but in her past work in other Housing Authorities that has not been a practice. She mentions that this insurance wouldn't protect the Agency in this situation, only a resident if they incurred a loss.

Michelle Thurston: Asks for clarification if the security patrol is for all properties, or just for Eugene/Springfield.

Wakan Alferes: Clarifies that these were for the Eugene-metro sites.

Michelle Thurston: States that she is completely against the idea of keeping a database of which tenants have and do not have renter's insurance since it is not a requirement.

Wakan Alferes: Talks about the Resident Welcome book that the agency is working on, and that there is a section in the book about the value of renter's insurance for residents. She says there may be some additional education they can do for residents but doesn't know if there is a way to require or track it.

Heather Buch: Talks about her experience with renter's insurance in market rate housing, and not being able to require renter's insurance for people below a certain income threshold.

Char Reavis: Talks about various utilities: cable and internet, that have programs for discounted services for people with low incomes, and it would be cool to see if there were programs like that for renter's insurance.

Pete Sorenson: Larger organizations, in the terms of workers comp insurance and health insurance, are going to a self insured model with a catastrophic re-insurance, and I am wondering since the cost of the insurance is normally paid from a renter to a private insurance company, if we could give some thought it, and if it would be a cost neutral idea, to require tenants to buy the insurance from us, or supply private insurance guarantee, so that we could undercut that market perhaps, and the profit that the private insurance would make, we would be getting, and could be plowed back into our efforts to help homeless and low income people. Are you aware of any other housing agency who has tried to do this, and are we able to do that ourselves, or would we be able to work with other Housing Agencies and have a group policy?

Jacob Fox: Talks about a four-state risk pool that PHAs in Oregon, Washington, California, and Nevada have assembled. I think I will have an agenda item later on in my fall risk pool meeting to explore what that risk pool may be able to do in support of yours and Joe's ideas and report back, and then explore other avenues.

Pete Sorenson: Talks about approaching local credit unions for renter's insurance programs.

Motion: **Heather Buch**

Second: **Joe Berney**

This motion is approved unanimously 7/0

8. OTHER BUSINESS

Adjourn



BOARD OF COMMISSIONERS AGENDA ITEM

BOARD MEETING DATE: 08/19/2020

AGENDA TITLE: In the Matter of Approving the Submission of the PHA FY21 Annual Plan

DEPARTMENT: Supportive Housing Division

CONTACT : Melanie Church

EXT: 2588

PRESENTER: Melanie Church

EXT: 2588

ESTIMATED TIME : 5 min

- ☒ **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: 8/11/20

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: In the Matter of Approving the Submission of the PHA FY2021 Annual Plan

AGENDA DATE: August 19, 2020

I MOTION

It is moved that the order be adopted approving the submission of the Agency Annual Plan for the fiscal year beginning October 1, 2020.

II ISSUE

The Annual Agency Plan requires Board approval and certification that the Agency has complied with the applicable requirements listed on the certification form.

III DISCUSSION

A. Background

The Agency is required by Section 511 of the Quality Housing and Work Responsibility Act of 1998 (and ensuing HUD requirements) to submit an Annual Plan to HUD. This year the Agency is required to submit an Annual Plan covering FY 2021, which begins October 1, 2020 and ends September 30, 2021.

As in previous years, the focus of the Plans is to identify the programs and services provided under the Public Housing (PH) and Section 8 Tenant Based Assistance Programs and to allow public access and comment on those programs and services. The Work Responsibility Act requires that housing authorities work with their Public Housing Resident Advisory Boards (RAB) on the planning and development of the Plans. In order to meet this requirement, the Agency began meeting with the RAB in January 2020.

The Agency is submitting the Plan to the Homes for Good Board of Commissioners for approval, followed by electronic submission to HUD no later than October 18, 2020.

B. Analysis

Homes for Good continues to maintain high performer status with HUD and has complied with applicable Annual Plan requirements for high performers. The Annual Plan due date to HUD is

later than usual due to the Agency's acceptance of HUD's **COVID-19 Waiver PHA 5-Year and Annual Plan Submission Dates, Significant Amendment Requirements**.

C. Recommendation

Approval of the proposed motion.

IV IMPLEMENTATION/FOLLOW-UP

A copy of the PHA Certifications of Compliance with PHA Plans and Related Regulations form must be filled out and signed by the Chair.

Upon approval by the Board, the Executive Director will direct staff to submit the Annual Plan to HUD.

V ATTACHMENTS

A blank copy of the Certification of Compliance with PHA Plans and Related Regulations is attached.

A copy of the Certification by State or Local Official of PHA Plans Consistency with the Consolidated Plan, signed by the Eugene city manager, is attached.

MEMORANDUM

Date: August 4, 2020

To: Sarah Medary, City Manager

From: Denny Braud, Planning and Development Executive Director 
DB




Subject: SIGNATURE NEEDED: HOMES FOR GOOD ANNUAL CERTIFICATION OF CONSISTENCY WITH THE HUD 2020 EUGENE-SPRINGFIELD CONSOLIDATED PLAN

Please review and sign the attached Annual Certification of Consistency with the HUD Consolidated Plan form prepared by Homes for Good Housing Agency to certify that their Public Housing Authority (PHA) Plan for FY21 is consistent with the 2020 Eugene-Springfield Consolidated Plan. Staff has confirmed that the accuracy of the information contained in the plans are consistent with one another.

For more information on these documents please contact Nicole Stehlar at nstehlar@eugene-or.gov or 541-682-5309.

Attachments

E-ROUTING:

1. 
NS Nicole Stehlar – please initial
2. 
AF Michael Kinnison – please initial
3. 
DB Denny Braud – please initial
4. ☐ Sarah Medary, City Manager –please sign
5. ☐ Dana Bernard – PDD/CD, log request

**Certification by State or Local
Official of PHA Plans Consistency
with the Consolidated Plan or
State Consolidated Plan
(All PHAs)**

U. S Department of Housing and Urban Development

Office of Public and Indian Housing

OMB No. 2577-0226

Expires 2/29/2016

**Certification by State or Local Official of PHA Plans
Consistency with the Consolidated Plan or State Consolidated Plan**

I, Sarah Medary, the City Manager
Official's Name *Official's Title*

certify that the 5-Year PHA Plan and/or Annual PHA Plan of the

Homes for Good Housing Agency

PHA Name

is consistent with the Consolidated Plan or State Consolidated Plan and the Analysis of
Impediments (AI) to Fair Housing Choice of the

City of Eugene

Local Jurisdiction Name

pursuant to 24 CFR Part 91.

Provide a description of how the PHA Plan is consistent with the Consolidated Plan or State
Consolidated Plan and the AI.

The PHA Annual Plan preserves affordable housing in a way that is consistent with the goals of the
2020-2025 Eugene-Springfield Consolidated Plan.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official

Sarah Medary

Title

City Manager

Signature



Date

08/05/2020


NS


AF


DB

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

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

Definitions.

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

A.	PHA Information.																															
A.1	<p>PHA Name: <u>Homes for Good Housing Agency</u> PHA Code: <u>OR006</u></p> <p>PHA Type: <input type="checkbox"/> Small <input checked="" type="checkbox"/> High Performer</p> <p>PHA Plan for Fiscal Year Beginning: (MM/YYYY): <u>10/2020</u></p> <p>PHA Inventory (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above)</p> <p>Number of Public Housing (PH) Units <u>595</u> Number of Housing Choice Vouchers (HCVs) <u>3098</u></p> <p>Total Combined <u>3693</u></p> <p>PHA Plan Submission Type: <input checked="" type="checkbox"/> Annual Submission <input type="checkbox"/> Revised Annual Submission</p> <p>Availability of Information. In addition to the items listed in this form, PHAs must have the elements listed below readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. Additionally, the PHA must provide information on how the public may reasonably obtain additional information of the PHA policies contained in the standard Annual Plan, but excluded from their streamlined submissions. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on their official website. PHAs are also encouraged to provide each resident council a copy of their PHA Plans.</p> <p><input type="checkbox"/> PHA Consortia: (Check box if submitting a Joint PHA Plan and complete table below)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th rowspan="2">Participating PHAs</th> <th rowspan="2">PHA Code</th> <th rowspan="2">Program(s) in the Consortia</th> <th rowspan="2">Program(s) not in the Consortia</th> <th colspan="2">No. of Units in Each Program</th> </tr> <tr> <th>PH</th> <th>HCV</th> </tr> </thead> <tbody> <tr> <td>Lead PHA:</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>The PHA Annual Plan</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>						Participating PHAs	PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program		PH	HCV	Lead PHA:							The PHA Annual Plan										
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B.	Annual Plan Elements
B.1	<p>Revision of PHA Plan Elements.</p> <p>(a) Have the following PHA Plan elements been revised by the PHA since its last Annual <u>PHA Plan</u> submission? Y N</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Statement of Housing Needs and Strategy for Addressing Housing Needs. <input checked="" type="checkbox"/> <input type="checkbox"/> Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions. <input checked="" type="checkbox"/> <input type="checkbox"/> Financial Resources. <input type="checkbox"/> <input checked="" type="checkbox"/> Rent Determination. <input type="checkbox"/> <input checked="" type="checkbox"/> Homeownership Programs. <input type="checkbox"/> <input checked="" type="checkbox"/> Safety and Crime Prevention. <input checked="" type="checkbox"/> <input type="checkbox"/> Pet Policy. <input type="checkbox"/> <input checked="" type="checkbox"/> Substantial Deviation. <input type="checkbox"/> <input checked="" type="checkbox"/> Significant Amendment/Modification</p> <p>(b) The PHA must submit its Deconcentration Policy for Field Office Review.</p> <p>(c) If the PHA answered yes for any element, describe the revisions for each element below: See Attachment B.1 Revision of PHA Plan Elements See ACOP Key Modifications See Administrative Plan Key Modifications</p>
B.2	<p>New Activities.</p> <p>(a) Does the PHA intend to undertake any new activities related to the following in the PHA's current Fiscal Year? Y N</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Hope VI or Choice Neighborhoods. <input type="checkbox"/> <input checked="" type="checkbox"/> Mixed Finance Modernization or Development. <input checked="" type="checkbox"/> <input type="checkbox"/> Demolition and/or Disposition. <input type="checkbox"/> <input checked="" type="checkbox"/> Conversion of Public Housing to Tenant Based Assistance. <input checked="" type="checkbox"/> <input type="checkbox"/> Conversion of Public Housing to Project-Based Assistance under RAD. <input checked="" type="checkbox"/> <input type="checkbox"/> Project Based Vouchers. <input type="checkbox"/> <input checked="" type="checkbox"/> Units with Approved Vacancies for Modernization. <input type="checkbox"/> <input checked="" type="checkbox"/> Other Capital Grant Programs (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).</p> <p>(b) If any of these activities are planned for the current Fiscal Year, describe the activities. For new demolition activities, describe any public housing development or portion thereof, owned by the PHA for which the PHA has applied or will apply for demolition and/or disposition approval under section 18 of the 1937 Act under the separate demolition/disposition approval process. If using Project-Based Vouchers (PBVs), provide the projected number of project based units and general locations, and describe how project basing would be consistent with the PHA Plan. See Attachment B.2 New Activities</p>
B.3	<p>Progress Report.</p> <p>Provide a description of the PHA's progress in meeting its Mission and Goals described in the PHA 5-Year Plan. See Attachment B.3 Progress Report</p>

B.4.	<p>Most Recent Fiscal Year Audit.</p> <p>(a) Were there any findings in the most recent FY Audit?</p> <p>Y N <input type="checkbox"/> <input checked="" type="checkbox"/></p> <p>(b) If yes, please describe:</p>
<p>Other Document and/or Certification Requirements.</p>	
C.1	<p>Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan</p> <p><u>Form 50077-ST-HCV-HP, Certification of Compliance with PHA Plans and Related Regulations</u>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>
C.2	<p>Civil Rights Certification.</p> <p><u>Form 50077-ST-HCV-HP, Certification of Compliance with PHA Plans and Related Regulations</u>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>
C.3	<p>Resident Advisory Board (RAB) Comments.</p> <p>(a) Did the RAB(s) provide comments to the PHA Plan?</p> <p>Y N <input checked="" type="checkbox"/> <input type="checkbox"/></p> <p>If yes, comments must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations.</p> <p>See Attachment C.3 Resident Advisory Board (RAB) Comments</p>
C.4	<p>Certification by State or Local Officials.</p> <p><u>Form HUD 50077-SL, Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan</u>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>
D	<p>Statement of Capital Improvements. Required in all years for all PHAs completing this form that administer public housing and receive funding from the Capital Fund Program (CFP).</p>
D.1	<p>Capital Improvements. Include a reference here to the most recent HUD-approved 5-Year Action Plan (HUD-50075.2) and the date that it was approved by HUD.</p> <p>See HUD Form 50075.2 approved by HUD on 07/09/2019</p>

Instructions for Preparation of Form HUD-50075-HP

Annual Plan for High Performing PHAs

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

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

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

B. Annual Plan.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

C. Other Document and/or Certification Requirements

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

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

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

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

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

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

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

Public reporting burden for this information collection is estimated to average 16.64 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

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

Attachment B.1 Revision of PHA Plan Elements

Statement of Housing Needs and Strategy for Addressing Housing Needs

The assessment of the impediments to fair housing and fair housing plan strategies, was developed with input from the City of Eugene and the City of Springfield Consolidated plan 2020.

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

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

Unless, otherwise noted, all information below is from the 2020 Eugene-Springfield Consolidated Plan. In Eugene-Springfield 44% of households in the plan area have extremely low, very low or low-moderate income. HUD provided numbers in the Consolidated plan indicated that 14.8% of total households were identified as extremely low income (less than 30% AMI) and 12.3% as low income (between 30 and 50% AMI). More households with children under age 6 (55%) and households with people over age 75 (54%) have low-incomes.

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

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

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

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

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

Elderly families and families with disabilities

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

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

Households of various races and ethnic groups residing in the jurisdiction

In most income categories, there are racial or ethnic groups which are experiencing a disproportionately greater need than the needs of the income category as a whole. For people with very low-incomes (30-50% MFI), American Indian/Alaskan Native and Black/African Americans experience a disproportionately greater need than the general population. For people with low-incomes (50-80% MFI), Black/African Americans experience a

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

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

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

Affordability and supply

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

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

Homes for Good is addressing this need in a variety of ways which include:

- New Construction
- Administrative
- Preservation
- Development Pipeline

New Construction

5 New Construction projects are currently underway totaling 224 units with total budgets over \$62 million

Market District Commons (\$17 million total budget)	<p>This 50-unit project is the culmination of 6 years of pre-development planning and is a cornerstone of an unprecedented level of investment in downtown revitalization.</p> <p>Currently at 50% completion due to open in October 2020.</p> <p>15 Project Based Section 8 vouchers awarded to the project.</p> <p>These units will be prioritized for veterans experiencing homelessness and people with disabilities.</p>
The Commons on MLK (\$13 million total budget)	<p>This 51-unit project is a powerful partnership with Lane County to implement the priorities/goals of the Poverty and Homelessness Board.</p> <p>The project has received the following capital commitments - \$3mm from OHCS for a non-competitive housing first project, \$500k from Trillium, \$750k from the Federal Home Loan Bank, \$540k from the Oregon Health Authority, \$500k from Pacific Source, \$1.1mm from the City of Eugene and we have two outstanding requests of \$500k each from Kaiser and Peace Health.</p> <p>The project has received the following supportive services commitments - \$180k from Pacific Source and \$250k each from Kaiser and Pacific Source.</p> <p>51 Project Based Section 8 vouchers have been awarded to the project.</p> <p>Construction is expected to be complete in December 2020 with doors opening in January 2021</p>
Sarang (1 of 2 projects part of \$32mm Rental Assistance Demonstration Preservation RAD replacement Project.)	<p>This 49-unit project is one of two different sites in one financial transaction. for Good received approval from HUD through the RAD program to sell 100 single family homes and duplexes that receive a Public Housing rental/operating subsidy and converting these subsidies to a Section 8 subsidy that will be place into 100 newly constructed units. This project will produce 49 of the units in Eugene.</p>
Hayden Bridge Landing (2 nd RAD replacement project)	<p>This 70-unit project is the second site in the one financial transaction. This project will produce the remaining 53 replacement of the units in Springfield with attached rental subsidy and an additional 17 units that will provide much needed one-bedroom units.</p>
Legion Cottages	<p>This 4-unit tiny home project in Cottage Grove will provide much needed housing for homeless veterans.</p>

Administrative

100 West 13 th Ave	\$10 mm acquisition and renovation of new administrative headquarters at in Eugene completed in May 2020
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Preservation

Sheldon Village	\$4.3mm preservation project for Sheldon Village through comprehensive rehabilitation This 78-unit project that was built in 2 phases in 2004 and 2005. Capital needs assessment completed in 2015 indicated significant envelope and water intrusion issues. Comprehensive rehabilitation completed in late 2019
RAD	Future RAD Conversions – Homes for Good is looking at future phases of converting the remaining public housing through the RAD process Preservation of Federal Subsidies in Lane County – Homes for Good is looking at several developments that may need preservation work to preserve ongoing federal subsidies

Development Pipeline

The Keystone	This 15-unit Permanent Supportive Housing development in Eugene will serve homeless families. It received funding in April through OHCS and will begin construction in fall of 2020.
1100 Charnelton	This 45-unit Permanent Supportive Housing development in Downtown Eugene will serve homeless individuals and couples. Staff will apply for 9 percent tax credit funding in May of 2020.
Glenwood	Homes for Good acquired property in Glenwood that will be used for a future development of 100 to 150 units.
Springfield	Homes for Good is looking to acquire property in Springfield to facilitate permanent supportive housing units for homeless families
Rural Lane County	Homes for Good is working with organizations

Impediments to Fair Housing

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

1. Limited Awareness of Fair Housing Policies in the Broader Community;
2. Cultural differences and language barriers which inhibit access to fair housing, and;
3. People with disabilities who have special housing needs have limited choices and are often constrained by their lower incomes.

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

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

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

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

Rent Assistance Division Director, Beth Ochs continues to serve on the board of the Lane County Rental Owner's Association (ROA). This board meets monthly. As of June 2020, the ROA has 1228 members representing 16,764 rental properties in Lane County. Homes for Good's Landlord Liaison, Travis Baker also routinely participates in the ROA. Travis attends the monthly general membership meeting, provides informational seminars on Homes for Good's housing programs and submits monthly articles to the ROA newsletter.

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

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

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

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

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

Homes for Good staff participate annually in the University of Oregon Internship Fair. This is an opportunity to inform students about Homes for Good's work in the community to promote Fair Housing.

Homes for Good has produced updated maps showing concentrations of poverty in Lane County. Homes for Good is actively engaged in placing the briefing, which include maps noting concentrations of poverty within Lane County, on its website. Placement on the website will create ease of access to those we serve and will allow Homes for Good to continue to provide housing even with social distance measures in place, given COVID-19.

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

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

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

We are working on our Diversity, Equity and Inclusion initiative which includes staff education and an equity centered service and programming. We will be creating an Equity Strategy Team to help guide our work.

Conduct targeted recruitments for bilingual employees. At the present time there are 11 bilingual employees (English/Spanish). Homes for Good also has 4 staff members proficient in German, Dutch, Czech, Polish, Hindi and French.

Homes for Good has implemented a Language Access Plan, which will provide access to translation services as needed for participants as well as provide our most commonly used forms in various languages.

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

Quarterly meetings at VA to expedite referrals for homeless vets. Waiver requests to HUD to allow CARES Act funds to be utilized for deposits and fees.

Administer an Emergency Housing Assistance (EHA) grant which assists Mainstream voucher holders with miscellaneous costs related to lease-up. Mainstream Vouchers serve non-elderly disabled persons.

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

Provide sufficient ADA units in public housing and LIHTC housing.

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

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

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

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

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

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

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

The Agency's Policy of Nondiscrimination on the Basis of Disability/Handicap Status is prominently displayed on the website: www.HomesforGood.org

HUD Form 928.1 ("We Do Business in Accordance with the Federal Fair Housing Law" poster) is prominently displayed in English and Spanish in Homes for Good's administrative office and in public areas at the various housing complexes

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

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

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

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

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

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

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

Homes for Good has completed outreach presentations to agencies representing youth, seniors/elderly, persons with physical and/or mental disabilities, and minorities, to help assure that a broad base of the community has access to information about the availability of housing. This outreach effort continues on an ongoing basis and representatives from a number of those social service/advocacy agencies serve on Homes for Good's family self-sufficiency advisory board.

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

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

Financial Resources

HOMES FOR GOOD HOUSING AGENCY BUDGET - SUMMARY OF RESOURCES - FY 2020

PROGRAM	BEGINNING RESERVE	FEDERAL REVENUE	RENT	OTHER	TOTAL
Community Services					
Development	9,900,000	-	245,000	25,295,000	35,440,000
Weatherization	47,000	1,117,000	-	648,000	1,812,000
Shelter Plus Care	5,000	817,000	-	-	822,000
Herran Center	497,000	-	259,000	-	756,000
Signpost House	279,000	-	90,000	-	369,000
Family Self Sufficiency	-	287,000	-	-	287,000
VA Per Diem	-	150,000	-	-	150,000
Family Shelter House	50,000	-	62,000	-	112,000
ROSS	-	88,000	-	-	88,000
Emergency Housing Assistance	-	34,000	-	-	34,000
Homes for Good Foundation	-	-	-	2,000	2,000
	10,778,000	2,493,000	656,000	25,945,000	39,872,000
Housing					
Public Housing	1,542,000	1,588,000	2,019,000	40,000	5,189,000
Firwood	198,000	-	600,000	1,800	799,800
Norseman	395,000	-	300,000	-	695,000
Jacob's Lane	233,000	-	400,000	10,500	643,500
Sheldon Village Apartments	-	-	600,000	4,300	604,300
Village Oaks	147,000	92,000	400,000	7,000	646,000
Fourteen Pines	302,000	286,000	200,000	4,000	792,000
Laurel Gardens	143,000	-	200,000	5,900	348,900
Walnut Park	63,000	-	250,000	4,000	317,000
The Orchards	27,000	-	250,000	1,500	278,500
Abbie Lane	165,000	225,000	100,000	1,000	491,000
Camas Place	47,000	-	200,000	-	247,000
Capital Fund	-	1,494,000	-	-	1,494,000
	3,262,000	3,685,000	5,519,000	80,000	12,546,000
Rental Assistance	1,984,000	21,746,000	-	-	23,730,000
Central Office Cost Center	-	-	685,000	2,708,000	3,393,000
TOTALS	\$ 16,024,000	\$ 27,924,000	\$ 6,860,000	\$ 28,733,000	\$ 79,541,000



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SUPPORTIVE HOUSING PET POLICY

The purpose of a pet policy is to establish clear guidelines for ownership of pets and to ensure that no applicant or resident is discriminated against regarding admission or continued occupancy because of ownership of pets.

Registration of Pets

Pets must be registered with the PHA before they are brought onto the property.

Conditional approval (not to exceed one month) may be granted to allow registration steps.

Registration includes documentation signed by a licensed veterinarian or state/local authority that the pet has received all inoculations required by state or local law, and that the pet has no communicable disease(s) and is pest-free. This registration must be renewed annually and will be coordinated with the annual reexamination date.

Pets will not be approved to reside in a unit until completion of the registration requirements.

Pet Agreement

Residents who have been approved to have a pet must enter into a pet agreement with the PHA, or the approval of the pet will be withdrawn.

The pet agreement is the resident's certification that he or she has received a copy of the PHA's pet policy and applicable house rules, that he or she has read the policies and/or rules, understands them, and agrees to comply with them.

The resident further certifies by signing the pet agreement that he or she understands that noncompliance with the PHA's pet policy and applicable house rules may result in the withdrawal of PHA approval of the pet or termination of tenancy.

Responsible Parties

The pet owner will be required to designate a responsible party for the care of the pet if the health or safety of the pet is threatened by the death or incapacity of the pet owner, or by other factors that render the pet owner unable to care for the pet.

A resident who cares for another resident's pet must notify the PHA and sign a statement that they agree to abide by all of the pet rules.

Refusal to Register Pets

The PHA will refuse to register a pet if:

The pet is not *a common household pet* as defined below

Keeping the pet would violate any pet restrictions listed in this policy

The pet owner fails to provide complete pet registration information, or fails to update the registration annually

The applicant or tenant has previously been charged with animal cruelty under state or local law; or has been evicted, had to relinquish a pet or been prohibited from future pet ownership due to pet rule violations or a court order

The PHA reasonably determines that the pet owner is unable to keep the pet in compliance with the pet rules and other lease obligations. The pet's temperament and behavior may be considered as a factor in determining the pet owner's ability to comply with provisions of the lease.

If the PHA refuses to register a pet, a written notification will be sent to the pet owner within 14 calendar days of the PHA's decision. The notice will state the reason for refusing to register the pet and will inform the family of their right to appeal the decision in accordance with the PHA's grievance procedures.

Pet Removal

If the death or incapacity of the pet owner threatens the health or safety of the pet, or other factors occur that render the owner unable to care for the pet, the situation will be reported to the responsible party designated by the pet owner.

If the responsible party is unwilling or unable to care for the pet, or if the PHA after reasonable efforts cannot contact the responsible party, the PHA may contact the appropriate state or local agency and request the removal of the pet.

<p>Definition of "Common Household Pet"</p> <p><i>Common household pet</i> means a domesticated animal, such as a dog, cat, bird, or fish that is traditionally recognized as a companion animal and is kept in the home for pleasure rather than commercial purposes.</p> <p>The following animals are not considered common household pets:</p> <ul style="list-style-type: none"> • Reptiles • Rodents • Insects • Arachnids • Wild animals or feral animals • Pot-bellied pigs • Animals used for commercial breeding 	<p>Pet Restrictions</p> <p>The following animals are not permitted:</p> <p>Any animal whose adult weight will exceed 30 pounds and whose shoulder height will exceed 15 inches.</p> <p>Ferrets or other animals whose natural protective mechanisms pose a risk to small children of serious bites or lacerations</p> <p>Any animal not permitted under state or local law or code</p> <p>Number of Pets</p> <p>Residents may own a maximum of 2 pets, only 1 of which may be a dog.</p> <p>In the case of fish, residents may keep no more than can be maintained in a safe and healthy manner in a tank holding up to 10 gallons. Such a tank or aquarium will be counted as 1 pet.</p>
<p>Other Requirements</p> <p>Dogs and cats must be spayed or neutered at the time of registration or, in the case of underage animals, within 30 days of the pet reaching 6 months of age. Exceptions may be made upon veterinary certification that subjecting this particular pet to the procedure would be temporarily or permanently medically unsafe or unnecessary.</p> <p>Pets must be licensed in accordance with state or local law. Residents must provide proof of licensing at the time of registration and annually, in conjunction with the resident's annual reexamination.</p>	
<p>Pet Area Restrictions</p> <p>Pets must be maintained within the resident's unit. When outside of the unit (within the building or on the grounds) dogs and cats must be kept on a leash or carried. They must be under the control of the resident or other responsible individual at all times.</p> <p>Pets other than dogs or cats must be kept in a cage or carrier when outside of the unit.</p> <p>Pets are not permitted in common areas including lobbies, community rooms and laundry areas except for those common areas which are entrances to and exits from the building.</p> <p>Pet owners are not permitted to exercise pets or permit pets to deposit waste on the property outside of the areas designated for such purposes.</p>	<p>Noise</p> <p>Pet owners must agree to control the noise of pets so that their noise is not a nuisance to other residents or interrupt their peaceful enjoyment of their housing unit or property. This includes, but is not limited to loud or continuous barking, howling, whining, biting, scratching, chirping, or other such activities.</p> <p>Pets Temporarily on the Premises</p> <p>Pets that are not owned by a tenant are not allowed on the premises. Residents are prohibited from feeding or harboring stray animals. Residents may however have bird feeders.</p> <p>This rule does not apply to visiting pet programs sponsored by a humane society or other non-profit organizations, and approved by the PHA.</p>

<p>Cleanliness</p> <p>The pet owner shall be responsible for the removal of waste from the exercise area by placing it in a sealed plastic bag and disposing of it in an appropriate receptacle.</p> <p>The pet owner shall take adequate precautions to eliminate any pet odors within or around the unit and to maintain the unit in a sanitary condition at all times.</p> <p>Litter box requirements:</p> <p>Pet owners must promptly dispose of waste from litter boxes and must maintain litter boxes in a sanitary manner.</p> <p>Litter shall not be disposed of by being flushed through a toilet.</p> <p>Litter boxes shall be kept inside the resident's dwelling unit.</p>	<p>Pet Care</p> <p>Each pet owner shall be responsible for adequate care, nutrition, exercise and medical attention for his/her pet.</p> <p>Each pet owner shall be responsible for appropriately training and caring for his/her pet to ensure that the pet is not a nuisance or danger to other residents and does not damage PHA property.</p> <p>No dog may be allowed unleashed outside unless the pet owner has a fully fenced private yard and maintains the dog within that space. No animals may be tethered or chained inside or outside the dwelling unit at any time.</p> <p>Alterations to Unit</p> <p>Pet owners shall not alter their unit, patio, premises or common areas to create an enclosure for any animal.</p> <p>Installation of pet doors is not allowed.</p>
<p>Pet Rule Violations</p> <p>All complaints of cruelty and all dog bites will be referred to animal control or an applicable agency for investigation and enforcement.</p> <p>If a determination is made on objective facts supported by written statements, that a resident/pet owner has violated the pet rules, written notice will be served.</p> <p>The notice will contain a brief statement of the factual basis for the determination and the pet rule(s) that were violated. The notice will also state:</p> <p>That the pet owner has 14 calendar days from the effective date of the service of notice to correct the violation or make written request for a meeting to discuss the violation</p> <p>That the pet owner is entitled to be accompanied by another person of his or her choice at the meeting</p> <p>That the pet owner's failure to correct the violation, request a meeting, or appear at a requested meeting may result in initiation of procedures to remove the pet, or to terminate the pet owner's tenancy</p>	<p>Notice for Pet Removal</p> <p>If the pet owner and the PHA are unable to resolve the violation at the meeting or the pet owner fails to correct the violation in the time period allotted by the PHA, the PHA may serve notice to remove the pet.</p> <p>The notice will contain:</p> <p>A brief statement of the factual basis for the PHA's determination of the pet rule that has been violated</p> <p>The requirement that the resident /pet owner must remove the pet within 30 calendar days of the notice</p> <p>A statement that failure to remove the pet may result in the initiation of termination of tenancy procedures</p> <p>Termination of Tenancy</p> <p>The PHA may initiate procedures for termination of tenancy based on a pet rule violation if:</p> <p>The pet owner has failed to remove the pet or correct a pet rule violation within the time period specified</p> <p>The pet rule violation is sufficient to begin procedures to terminate tenancy under terms of the lease</p>

Emergencies

The PHA will take all necessary steps to ensure that pets that become vicious, display symptoms of severe illness, or demonstrate behavior that constitutes an immediate threat to the health or safety of others, are immediately removed from the premises by referring the situation to the appropriate state or local entity authorized to remove such animals.

If it is necessary for the PHA to place the pet in a shelter facility, the cost will be the responsibility of the pet owner.

If the pet is removed as a result of any aggressive act on the part of the pet, the pet will not be allowed back on the property.

Payment of Deposit

Pet owners are required to pay a pet deposit of \$200 in addition to any other required deposits. The deposit may be paid in full or with a signed payment plan of \$50 down and \$10 per month before the pet is brought on the premises.

The pet deposit is not part of rent payable by the resident.

Refund of Deposit

The PHA will refund the pet deposit to the resident, less the costs of any damages caused by the pet to the dwelling unit, within 30 days of move-out or removal of the pet from the unit.

The resident will be billed for any amount that exceeds the pet deposit.

The PHA will provide the resident with a written list of any charges against the pet deposit within 30 calendar days of the move-out inspection. If the resident disagrees with the amount charged to the pet deposit, the PHA will provide a meeting to discuss the charges.

Pet-Related Damages During Occupancy

All reasonable expenses incurred by the PHA as a result of damages directly attributable to the presence of the pet on the property will be the responsibility of the resident, including:

Cost of repairs and replacements to the resident's dwelling unit

Fumigation of the dwelling unit

Repairs to common areas of the property

Cost of flea elimination

If the resident is in occupancy when such costs occur, the resident shall be billed for such costs in accordance with the policies for Maintenance and Damage Charges. Pet deposits will not be applied to the costs of pet-related damages during occupancy.

Charges for pet-related damage are not part of rent payable by the resident.

My signature below indicates that I have read, understood, and agree to this policy:

Signature: _____

Date: _____

Signature: _____

Date: _____

Signature: _____

Date: _____

Signature: _____

Date: _____

Homes for Good Signature: _____

Date: _____

**KEY MODIFICATIONS TO THE HOMES FOR GOOD
ADMISSIONS AND CONTINUED OCCUPANCY POLICIES (ACOP) FISCAL YEAR 2021
EFFECTIVE DATE 10-1-20 TO 9-30-21**

Section	Previous Policy	Proposed Policy	Required Change	Impact
1-I.C. PHA MISSION	Making a difference in the quality of affordable housing and related community services.	Our mission is Homes. People. Partnerships. Good. Homes for Good is Lane County's housing agency and our primary work is to help low-income residents with the logistics of affordable housing. At a higher level, we are neighbors united to get every Lane County resident who needs help, into a home.	No	Updated mission statement
Throughout	Homes for Good	The PHA	No	Aligns style with Section 8 Administrative Plan and the model language for efficient updates.
3-I.J. GUESTS	A family is allowed a total of 14 overnight guest visits in any 12 month period; this limit applies, whether used by one or several guests.	A resident family must notify the PHA when overnight guests will be staying in the unit for more than 3 days. A guest can remain in the unit no longer than 14 consecutive days or a total of 30 cumulative calendar days during any 12 month period.	No	More effectively tracks overnight guests and prevents individuals from becoming unauthorized occupants.

Section	Previous Policy	Proposed Policy	Required Change	Impact
3-I.L. ABSENT FAMILY MEMBERS	Generally an individual who is or is expected to be absent from the public housing unit for 90 consecutive days or less is considered temporarily absent and continues to be considered a family member. Generally an individual who is or is expected to be absent from the public housing unit for more than 90 consecutive days is considered permanently absent and no longer a family member. Exceptions to this general policy are discussed below.	Generally an individual who is or is expected to be absent from the public housing unit for 180 consecutive days or less is considered temporarily absent and continues to be considered a family member. Generally an individual who is or is expected to be absent from the public housing unit for more than 180 consecutive days is considered permanently absent and no longer a family member. Exceptions to this general policy are discussed below.	No	Provides more flexibility for residents receiving medical care.
3-I.L. ABSENT FAMILY MEMBERS	An employed head, spouse, or cohead absent from the unit more than 90 consecutive days due to employment will continue to be considered a family member.	An employed head, spouse, or cohead absent from the unit more than 180 consecutive days due to employment will continue to be considered a family member.	No	Provides more flexibility for working residents.
3-III.D. SCREENING	Home visits may be used to determine the applicant's ability to care for the unit.		No	Was discontinued many years ago.

Section	Previous Policy	Proposed Policy	Required Change	Impact
3-III.F. PROHIBITION AGAINST DENIAL OF ASSISTANCE TO VICTIMS OF DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT, OR STALKING	Homes for Good will request in writing that an applicant wishing to claim this protection must notify Homes for Good within 14 business days.	The PHA will request in writing that an applicant wishing to claim this protection notify the PHA within 14 calendar days.	No	Makes response periods more consistent throughout.
4-III.B. SELECTION METHOD	To meet deconcentration goals, effective 10/1/17, admissions to Pengra Court Apartments will be limited to families whose gross income falls between the Very Low Income (VLI) limit and the Low Income (LI) limit.	Factors such as deconcentration or income mixing and income targeting will also be considered in accordance with HUD requirements and PHA policy.	No	Removes no longer applicable goals

Section	Previous Policy	Proposed Policy	Required Change	Impact
5-I.B. DETERMINING UNIT SIZE	<p>Homes for Good will assign one bedroom for each two persons within the household, except in the following circumstances:</p> <p>Persons of the opposite sex (other than spouses, and children under age 5) will not be required to share a bedroom. Persons of different generations will not be required to share a bedroom. Different generation is defined as a difference of 8 years or more. Minors age 16 or more will be assigned their own bedroom.</p>	<p>The head of household, including the spouse or co-head, will be allocated one bedroom.</p> <p>All other household members will be based on two (2) persons per bedroom, without regard to gender or age.</p> <p>Live-in aides will be allocated a separate bedroom. Family members of a live-in aide will not be considered when determining family unit size.</p>	No	Align with Section 8 HCV occupancy standards and appropriately house families.

Section	Previous Policy	Proposed Policy	Required Change	Impact
6-I.B. HOUSEHOLD COMPOSITION AND INCOME	Absences in excess of 30 days require Homes for Good's approval. Generally an individual who is or is expected to be absent from the unit for 90 consecutive days or less is considered temporarily absent and continues to be considered a family member. Generally an individual who is or is expected to be absent from the unit for more than 180 consecutive days is considered permanently absent and no longer a family member. Exceptions to this general policy are discussed below.	Absences in excess of 30 days require Homes for Good's approval. Generally an individual who is or is expected to be absent from the assisted unit for 180 consecutive days or less is considered temporarily absent and continues to be considered a family member. Generally an individual who is or is expected to be absent from the assisted unit for more than 180 consecutive days is considered permanently absent and no longer a family member. Exceptions to this general policy are discussed below.	No	Aligns with changes in absence policy.
10-II.B. MANAGEMENT APPROVAL OF PETS		Conditional approval (not to exceed one month) may be granted to facilitate registration steps.	No	Added additional language to existing policy, in order to allow residents to complete pet adoptions.

Section	Previous Policy	Proposed Policy	Required Change	Impact
10-II.C. STANDARDS FOR PETS	<p>Residents may own a maximum of 2 pets, only 1 of which may be a dog or cat.</p> <p>Residents may have 1 guinea pig, hamster, rabbit or gerbil.</p> <p>In the case of fish, residents may keep no more than can be maintained in a safe and healthy manner in a tank holding up to 20 gallons. Such a tank or aquarium will be counted as 1 pet.</p>	<p>Residents may own a maximum of 2 pets, only 1 of which may be a dog.</p> <p>In the case of fish, residents may keep no more than can be maintained in a safe and healthy manner in a tank holding up to 10 gallons. Such a tank or aquarium will be counted as 1 pet.</p>	No	Simplified pet rules are easier to understand and enforce
10-II.D. PET RULES	Pets must be maintained within the resident's unit. When outside of the unit (within the building or on the grounds) dogs and cats must be kept on a leash, carried and/or under the immediate control of the resident or other responsible individual at all times.	Pets must be maintained within the resident's unit. When outside of the unit (within the building or on the grounds) dogs and cats must be kept on a leash or carried. They must be under the control of the resident or other responsible individual at all times.	No	Clarifies that pets outside of the unit must be on a leash.

Section	Previous Policy	Proposed Policy	Required Change	Impact
10-II.D. PET RULES	Homes for Good has not designated any buildings, floors of buildings, or sections of buildings as no-pet areas. In addition, Homes for Good has not designated any buildings, floors of buildings, or sections of buildings for residency of pet-owning tenants.	With the exception of common areas as described in the previous policy, the PHA has not designated any buildings, floors of buildings, or sections of buildings as no-pet areas. In addition, the PHA has not designated any buildings, floors of buildings, or sections of buildings for residency of pet-owning tenants.	No	Clarifies that pets are not allowed in building common areas that are not entrances and exits.
10-II.D. PET RULES	Residents must promptly dispose of waste from litter boxes and must maintain litter boxes in a sanitary manner. Litter must be cleaned daily and changed at least weekly. Litter shall not be disposed of by being flushed through a toilet. Litter boxes shall be kept inside the resident's dwelling unit.	Litter box requirements: Pet owners must promptly dispose of waste from litter boxes and must maintain litter boxes in a sanitary manner. Litter shall not be disposed of by being flushed through a toilet. Litter boxes shall be kept inside the resident's dwelling unit.	No	Simplifies pet rules.

Section	Previous Policy	Proposed Policy	Required Change	Impact
12-I.B. EMERGENCY TRANSFERS	Maintenance conditions in the resident's unit, building or at the site that pose an immediate, verifiable threat to the life, health or safety of the resident or family members that cannot be immediately repaired or abated.	Maintenance conditions in the resident's unit, building or at the site that pose an immediate, verifiable threat to the life, health, or safety of the resident or family members that cannot be repaired or abated within 24 hours.	No	Defines immediately.
12-III.C. ELIGIBILITY FOR TRANSFER	Except where transfers for serious medical reasons or reasonable accommodation are being requested, Homes for Good will only consider transfer requests from residents that meet the following requirements:	Except where reasonable accommodation is being requested, the PHA will only consider transfer requests from residents that meet the following requirements:	No	Requires verification from a qualified professional through a reasonable accommodation.

Section	Previous Policy	Proposed Policy	Required Change	Impact
12-IV.B. TRANSFER LIST	Emergency transfers will not automatically go on the transfer list. Instead emergency transfers will be handled immediately, on a case by case basis. If the emergency cannot be resolved by a temporary accommodation, and the resident requires a permanent transfer, the family will be placed at the top of the transfer list.	With the approval of the division director, the PHA may, on a case-by-case basis, transfer a family without regard to its placement on the transfer list in order to address the immediate need of a family in crisis.	No	Requires division director approval to bypass normal transfer procedures.
16-II.B. FLAT RENTS	Homes for Good will publicly post the schedule of flat rents in a conspicuous manner in the Homes for Good, 300 W Fairview Drive Office.	The PHA will publicly post the schedule of flat rents in a conspicuous manner in the applicable PHA or project office.	Yes	Reflect changed administrative building.

**KEY MODIFICATIONS TO THE HOMES FOR GOOD
RENT ASSISTANCE ADMINISTRATIVE PLAN FISCAL YEAR 2021
EFFECTIVE DATE 10-1-2020 TO 9-30-2021**

PROPOSED CHANGES TO THE FOLLOWING CHAPTERS

Chapter 4: Applications, Waiting List, and Tenant Selection

Chapter 6: Income and Subsidy Determinations

Chapter 7: Verification

Chapter 9: General Leasing Policies

Chapter 10: Moving with Continued Assistance and Portability

Chapter 11: Reexaminations

Chapter 14: Program Integrity

Chapter 16: Program Administration

**KEY MODIFICATIONS TO THE HOMES FOR GOOD
ADMINISTRATIVE PLAN FOR THE HOUSING CHOICE VOUCHER PROGRAM (ADMIN PLAN)
PROPOSED EFFECTIVE DATE 10-1-2020**

Section	Previous Policy	Proposed Policy	Required Change	Impact
4-II.F.	(Regarding removal from the waitlist) The family's response must be in writing and may be delivered in person, by mail or by fax.	(Regarding removal from the waitlist) The family's response must be in writing and may be delivered in person, by mail, email or by fax.	No	Allows for an additional method for communicating with Homes for Good.
4-III.C.	None	An Approved Entity with higher preference points will be indicated in the MOU and on Homes for Good's website. Unless otherwise noted all Local Preferences will be weighted the same.	No	Allows Homes for Good to meet the housing needs of various hard to house populations.
4-III.C.	Non-Elderly Persons with Disabilities Preference (limited to 33 families utilizing a Mainstream Voucher).	Non-Elderly Persons with Disabilities Preference	Yes	Allows an applicant on the waitlist who meets the qualifications of a Mainstream voucher to access one in order of placement on the waitlist.
6-I.M.	None	Distributions from an ABLÉ account, and actual or imputed interest on the ABLÉ Account balance	Yes	A source of income that is excluded. Allows disabled persons to save money in dedicated ABLÉ Account and not affect Federal Benefits, such as SSI, SSDI, Medicaid, and Housing Assistance. If a program participant provides proof, they have an ABLÉ Account, the funds in the account will not be counted as income and the interest earned will not be counted as income from an asset.
7-I. B	Any documents used for verification must be the original (not photocopies) and generally must be dated within 60 days of the date they are provided to the PHA. The documents must not be damaged, altered or in any way illegible.	Documents must be dated within 60 days of the date they are provided to the PHA. The documents must not be damaged, altered or in any way illegible.	No	Provides clarification as to what can be used for verification.

Section	Previous Policy	Proposed Policy	Required Change	Impact
	<p>Print-outs from Web pages are considered original documents.</p> <p>The PHA staff member who views the original document must make a photocopy, annotate the copy with the name of the person who provided the document and the date the original was viewed and sign the copy.</p> <p>Any family self-certifications must be made in a format acceptable to the PHA and may be signed in the presence of a PHA representative or notary public.</p>	<p>If the PHA staff member views the original document makes a photocopy, staff must annotate the copy with the name of the person who provided the document and the date the original was viewed and sign the copy.</p> <p>Any family self-certifications must be made in a format acceptable to the PHA and may be signed in the presence of a PHA representative or notary public.</p>		
7-I.C.	<p>The PHA will obtain income reports for annual reexaminations on a monthly basis. Reports will be generated as part of the regular reexamination process.</p> <p>Income reports will be compared to family-provided information as part of the annual reexamination process. Income reports may be used in the calculation of annual income, as described in Chapter 6-I.C. Income reports may also be used to meet the regulatory requirement for third party verification, as described above. Policies for resolving discrepancies between income reports and family-provided information will be resolved as described in Chapter 6-I.C and in this chapter.</p> <p>Income reports will be used in interim reexaminations to identify any discrepancies between reported income and income shown in the EIV system, and as necessary to verify earned income, and to verify and calculate unemployment benefits, Social Security and/or SSI benefits. EIV will also be used to verify that families claiming zero income are not receiving income from any of these sources.</p> <p>Income reports will be retained in participant files with the applicable annual or interim reexamination documents.</p> <p>When the PHA determines through income reports and third-party verification that a family has concealed or under reported income, corrective action will be taken</p>	<p>The PHA will obtain income and IVT reports for annual reexaminations on a monthly basis. Reports will be generated as part of the regular reexamination process.</p> <p>Income and IVT reports will be compared to family-provided information as part of the annual reexamination process. Income reports may be used in the calculation of annual income, as described in Chapter 6-I.C. Income reports may also be used to meet the regulatory requirement for third party verification, as described above. Policies for resolving discrepancies between income reports and family-provided information will be resolved as described in Chapter 6-I.C and in this chapter.</p> <p>Income and IVT reports will be used in interim reexaminations triggered by income or family composition changes to identify any discrepancies between reported income and income shown in the EIV system, and as necessary to verify earned income, and to verify and calculate unemployment benefits, Social Security and/or SSI benefits. EIV will also be used to verify that families claiming zero income are not receiving income from any of these sources.</p>	Yes	Provides PHA with a notification of discrepancy regarding families' reported sources of income.

Section	Previous Policy	Proposed Policy	Required Change	Impact
	pursuant to the policies in Chapter 14, Program Integrity.	Income and IVT reports will be retained in participant files with the applicable annual or interim reexamination documents. When the PHA determines through EIV reports and third-party verification that a family has concealed or under reported income, corrective action will be taken pursuant to the policies in Chapter 14, Program Integrity.		
9-I.A.	The PHA will not screen applicants for family behavior or suitability for tenancy. The PHA will not provide additional screening information to the owner.	The PHA will not screen applicants for family behavior or suitability for tenancy. The PHA will not provide additional screening information to the owner. The PHA will provide requested documentation regarding the subsidized unit address, length of subsidy at said address, and type of voucher to Oregon Housing and Community Services (OHCS) when OHCS is requesting such information in regard to utilization of the Landlord Guarantee Program within the state of Oregon.	No	Allows PHA to provide information to OHCS regarding claims of damage at subsidized unit.
10-I.C.	None	If a zero HAP family requests to move to a new unit, the family may request a voucher to move. However, if no subsidy will be paid at the unit to which the family requests to move, the PHA may enter into a HAP contract on behalf of the family for the new unit.	Yes	Clarifies that a PHA must issue a voucher to a zero HAP family.
11-II.C.	Families are required to report all changes in income or expense, including increases in earned income, including new employment, at the Next Annual Recertification.	Families are required to report all changes in income or expense, including increases in earned income, including new employment, at the Next Annual Recertification time period (beginning with the mailing of the Annual review packet to the tenant up until the effective date of the Annual Reexam).	No	Clarifies when a tenant needs to report changes in income.

Section	Previous Policy	Proposed Policy	Required Change	Impact
11-II.C.	If the family has reported zero income, the PHA will conduct an interim reexamination every 3 months as long as the family continues to report that they have no income.	Remove Policy	No	Reduces administrative burden by collecting income information annually as opposed to every quarter.
14-II.C.	None	Committing sexual or other harassment, either quid pro quo or hostile environment, based on the protected classes defined in Chapter 2. Retaliating against any applicant or participant reporting/alleging sexual or other harassment, either quid pro quo or hostile environment, based on the protected classes defined in Chapter 2.	No	Adheres to best practice policies defined by Nan McKay, an industry expert in PHA regulations and policy. Clarifies evidence of program owner abuse.
16-VII.C.	The public health department(s) has stated they do not wish to receive a report of an updated list of the addresses of units receiving assistance under the HCV program, on a quarterly basis. Therefore, the PHA is not providing such a report.	The Oregon Health Authority has stated they do wish to receive a report of an updated list of the addresses of units receiving assistance under the HCV program, on a quarterly basis. Therefore, the PHA is providing such a report.	Yes	PHA is able to detect children who may be impacted by elevated blood lead levels and take appropriate action with the property owner.

Attachment B.2 New Activities

✓ **Demolition and/or Disposition**

Homes for Good is evaluating the remaining public housing portfolio to determine if Demo/Disposition or a RAD conversion is appropriate. Homes for Good has submitted a letter of interest (LOI) to HUD regarding the conversion of the remaining Public Housing Portfolio. If it is determined to be appropriate, Homes for Good may submit a Demo/Dispo application for a portion of its public housing portfolio.

✓ **Conversion of Public Housing to Project Based Assistance under RAD**

RAD was designed by HUD to assist in addressing the capital needs of public housing by providing access to private sources of capital to repair and preserve its affordable housing assets. Homes for Good submitted applications for participation in the RAD program in November of 2013 to convert 112 of its scattered sites to Project Based Vouchers (PBV). Homes for Good submitted a revised multi-phase application in May of 2016 which allowed conversion of 12 units into Richardson Bridge Apartments as part of a major rehabilitation and sold 12 units of scattered site housing and will transfer assistance to new sites which include 49 units at Sarang in Eugene and 51 units at Hayden Bridge Landing in Springfield. Homes for Good received a Commitment to enter into a Housing Assistance Payment (CHAP) for the remaining 100 units in August of 2018 for AMP 200 and 300.

AMP 200 Springfield Sites: AMP 200 OR000600200 included 20 scattered site units. A multi-phase application was approved in August 2016 for the initial phase that converted 3 units of public housing and transferred the assistance to Richardson Bridge (an existing Homes for Good development). The next phase will be the remaining 17 units to two new housing developments. Construction of the replacement housing began in the spring of 2020. Disposal of some units began at that time and will continue until the replacement housing is up and running in the late spring of 2021.

AMP 300, Eugene Scattered Sites: AMP 300 OR000600300 includes 92 scattered site units. A multi-phase application was approved in August 2016 for the initial phase that converted 9 units of public housing and transferred the assistance to Richardson Bridge (an existing Homes for Good development). Homes for Good disposed of the 9 former PH units for affordable housing purposes in 2018. The next phase will transfer the remaining 83 units to two new housing developments. Construction of the replacement housing began in the spring of 2020. Disposal of some units began at that time and will continue until the replacement housing is up and running in the late spring of 2021.

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

✓ **Project Based Vouchers**

It is Homes for Good's intention to publish Request for Proposal(s) in 2021 in order to award Project Based Vouchers. As of March 2020, Homes for Good has awarded 128 Project Based Vouchers. Homes for Good intends to utilize Project Based Vouchers to increase the availability of affordable housing stock in our jurisdiction and well as increase supportive services within the PBV projects. Oregon Housing Community Services' Permanent Supportive Housing Cohort is eager to bring forth permanent supportive housing projects to the state of Oregon. Homes for Good is a member of the cohort and it is anticipated that projects from that cohort would be seeking project-based vouchers.

Attachment B.3 Progress Report

Goal 1 Objective: Increase the number of affordable housing units

Indicator	FY20 Progress
Create 300 new affordable housing units	Homes for Good has various projects currently under construction including Market District Commons (50 units), The Commons on MLK (51 units), Sarang (49 units), Hayden Bridge Landing (70 units), Legion Cottages (4 units).
Increase number of permanent supporting housing units (Featured projects: The Commons on MLK, Legion Cottages Tiny Homes, 13 th & Tyler, 1100 Charnelton)	70 of the units under construction are Permanent Supportive Housing, as well as a few projects in the development pipeline including The Keystone (15 units PSH), as well as 1100 Charnelton (45 units PSH).
Maintain public housing vacancies at 3% or less	Public Housing continues to maintain an occupancy rate of 97% across the portfolio, with higher vacancies associated with the RAD resident relocations.
Award of 33 mainstream vouchers that serve disabled and homeless or at risk of homelessness persons	33 Mainstream vouchers are being utilized. Received an additional 25 Mainstream Vouchers through a competitive process, and most recently was awarded an additional 18 Mainstream Vouchers in conjunction with the CARES Act on June 1, 2020. Currently, utilizing 38 Mainstream Vouchers. We continue to work with partner agencies to ensure full utilization.
Collaborative community initiative to provide technical support funding to ensure 100% utilization of all 236 VASH vouchers in Lane County	Currently, 207 VASH vouchers are under lease. 26 VASH recipients have been issued vouchers and are searching for housing. Homes for Good has applied for a waiver request from HUD to utilize CARES Act funds to provide deposits and arrears assistance to VASH voucher holders who are seeking housing. Homes for Good continues to meet with local agencies on a quarterly basis to collaborate on the use of all VASH vouchers.

Goal 2 Objective: Continue to receive high performer status

Indicator	FY20 Progress
Homes for Good received high performer status for FY18 SEMAP	Homes for Good received high performer status for FY19 SEMAP
Obligate all capital funds within 24 months of grant award	Homes for Good has met all capital fund awarding requirements as well as financial submission requirements. Homes for Good continues to receive high performer status
Expend all capital funds within 48 months of grant award	
Comply with the financial reporting requirements of asset management	
Comply with the new PHAS requirements (when published) to continue to receive high performer status	
Submit all PHAS reports within required timelines	
Meeting all capital fund, financial reporting, and PHAS reporting requirements	

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

Indicator	FY20 Progress
Creation of a Housing Liaison position that will provide education and advocacy to persons searching for housing. Once housed, the Housing Liaison's continued education and advocacy supports will increase housing stability	Homes for Good Housing Liaison has assisted over 100 participants in challenges related to lease up with their Housing Choice Voucher program and has implemented participant and partner education related to housing navigation.
Continue to encourage and promote resident involvement in the Resident Advisory Board by maintaining and expanding the number of representatives from public and assisted housing, as well as the Section 8 program	The Resident Advisory Board (RAB) continues to be actively engaged in the annual plan process and includes members from all PHA subsidy programs.
Enhance the customer service experience across agency programs by simplifying and aligning processes, providing access to services staff and by connecting participants to needed resources in the community	
Enhance resident and agency communication through Resident Newsletters, improved website access, email communication and social media	All communities continue to receive a monthly or quarterly residential newsletter.
Annually monitor income levels by development and provide targeted support to deconcentrate poverty. Bring higher income PH households into lower income developments and vice versa, if necessary	Homes for Good continues to monitor deconcentration strategies and use of preferences to meet deconcentration goals.
Continue giving preferences to elderly/disabled applicants at Parkview Terrace, Veneta Villa, Cresview Villa, Riverview Terrace, McKenzie Village (one-bedroom units), Lindeborg Place, and Laurelwood Homes (one-bedroom units)	

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

Indicator	FY20 Progress
Expand access to the Family Self-Sufficiency (FSS) program to reach enrollment of 200 households or more	Homes for Good Family Self-Sufficiency program currently has 149 households enrolled
Maintain a minimum representation of 15 community services agencies on the Family Self-Sufficiency Advisory Board	and has increased participation on the FSS Advisory Board to over 18 community partners.
Continue promotion of the FSS program through annual mailings of FSS informational brochures to all Section 8 and Public Housing residents	FSS information is included in all HCV and PH intake processes, as well as annual mailings with the annual packet.
Assist a minimum of two FSS participants a year in purchasing a home	FSS has assisted 3 participants to purchase homes this year
Assist a minimum of ten FSS participants in opening an Individual Development Account (IDA) for a down payment on a home	FSS has assisted 11 residents to open IDA's.

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

Indicator	FY20 Progress
Complete the Rent Assistance Demonstration construction and sale of scattered site homes	Homes for Good has broken ground on the RAD new construction and has begun the sale of the scattered site homes.
Focus preservation efforts communicating with local, state and national funders to help preserve affordable housing opportunities	
The Landlord Liaison continues with community engagement, providing routine educational seminars for landlords and supportive service organizations. Expansion of classes include courses specifically focused on housing quality standard guidelines, thus giving landlords the education and tools needed to prepare for successful housing inspections under HUD requirements	The Landlord Liaison continues to engage community partners and landlords in ongoing education and support. Publication of a quarterly landlord newsletter in in place.
Partnered with NEDCO to provide zero interest loans for security deposits to Section 8 and VASH families	In partnership with DevNW (previously NEDCO), Homes for Good was awarded \$50,000 from Meyer Memorial Trust to expand access to zero interest loans for security deposits for Section 8 and VASH families. These funds will become available to participants this year and will continue to be accessible through a revolving fund.

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

Indicator	FY20 Progress
Increase success of Section 8 participants, particularly those coming out of homelessness or transitioning from permanent supportive or transitional housing through engagement with the Housing Liaison	The Housing Liaison and Landlord Liaison have increased support for participants and landlords with the goal of increasing the success rate of HCV participants.
Grown the Landlord Liaison offerings of support for landlords through continuous communication, trainings and sharing resources	
Awarded funding to provide monetary incentives to landlords who agree to rent to persons with high housing barriers	
Maintain a professional working relationship with landlords/owners in our community through education and seminars on the Section 8 program	The Housing Liaison has initiated a quarterly Housing Navigator meetup to support local Housing Navigators in increasing the success of their participants who are seeking to lease up with their Section 8 voucher and is in the process of initiating a lease up support group to help participants in building their housing portfolio, searching for housing and leasing up in available units.
Monitor the payment standards and area rents on the private market to keep Section 8 families' portion of rent affordable and allow the Agency to serve the same number of families as in previous years.	A rent study was completed for the 2020 Fair Market Rents. Homes for Good received a 12% increase to the FMRs, which directly impact the Payment Standards utilized by those receiving tenant-based subsidies. This increase will expand housing stock (will now be able to qualify for units they once could not afford) and the dollar amount (more funds to each household) of assistance Homes for Good provides.
A Homes for Good staff member serves on the board for the local Rental Owners association	The Rent Assistance Division Director, Beth Ochs continues to serve on the board of the Rental Owner's Association. Various staff members also attend the general monthly membership meeting.

Attachment C.3 Resident Advisory Board (RAB) Comments

Section	Previous Policy	Proposed Policy	Required Change	Impact
3-III.F. PROHIBITION AGAINST DENIAL OF ASSISTANCE TO VICTIMS OF DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT, OR STALKING	Homes for Good will request in writing that an applicant wishing to claim this protection must notify Homes for Good within 14 business days.	The PHA will request in writing that an applicant wishing to claim this protection notify the PHA within 14 calendar days.	No	Makes response periods more consistent throughout.
RAB Comments: 14 calendar days is not very much time and I don't think that it should be shortened from what it is now.				
Homes for Good Response: 14 calendar days are used elsewhere in this section and throughout the ACOP as a standard response period. For consistency that benefits both residents and staff, we will change it to 14 calendar days. This time period is how long applicants have to claim this protection, not to provide all documentation.				

Section	Previous Policy	Proposed Policy	Required Change	Impact
5-I.B. DETERMINING UNIT SIZE	<p>Homes for Good will assign one bedroom for each two persons within the household, except in the following circumstances:</p> <p>Persons of the opposite sex (other than spouses, and children under age 5) will not be required to share a bedroom. Persons of different generations will not be required to share a bedroom. Different generation is defined as a difference of 8 years or more. Minors age 16 or more will be assigned their own bedroom.</p>	<p>The head of household, including the spouse or co-head, will be allocated one bedroom.</p> <p>All other household members will be based on two (2) persons per bedroom, without regard to gender or age.</p> <p>Live-in aides will be allocated a separate bedroom. Family members of a live-in aide will not be considered when determining family unit size.</p>	No	Align with Section 8 HCV occupancy standards and appropriately house families.
<p>RAB Comments:</p> <p>The new standards are too basic and don't consider opposite genders.</p>				
<p>Homes for Good Response:</p> <p>Homes for Good wants to appropriately house families in a consistent way across programs. The Fair Housing Council of Oregon recommends simple occupancy limit of 2 persons per bedroom with 1 additional allowed. It is illegal to say that boys and girls cannot share a bedroom or to indicate where occupants should sleep in a unit. While our current policy does not require sex, generational, and age differences to be in different bedrooms, it does say that we are assigning bedrooms, which is not consistent with the recommended best practice.</p>				

Section	Previous Policy	Proposed Policy	Required Change	Impact
10-II.C. STANDARDS FOR PETS	<p>Residents may own a maximum of 2 pets, only 1 of which may be a dog or cat.</p> <p>Residents may have 1 guinea pig, hamster, rabbit or gerbil.</p> <p>In the case of fish, residents may keep no more than can be maintained in a safe and healthy manner in a tank holding up to 20 gallons. Such a tank or aquarium will be counted as 1 pet.</p>	<p>Residents may own a maximum of 2 pets, only 1 of which may be a dog.</p> <p>In the case of fish, residents may keep no more than can be maintained in a safe and healthy manner in a tank holding up to 10 gallons. Such a tank or aquarium will be counted as 1 pet.</p>	No	Simplified pet rules are easier to understand and enforce
<p>RAB Comments:</p> <p>It's weird that a fish tank counts as a pet.</p>				
<p>Homes for Good Response:</p> <p>The idea behind a fish tank being a "pet" is that multiple small fish are allowed as long as they can be kept safely and in a healthy manner in the allowed tank size, rather than dictating a maximum number of fish. We do want to consider a fish tank a pet so that the pet rules will apply concerning keeping the pet in a sanitary manner and being responsible for any damage caused (a leaking tank that causes water damage, for example).</p>				

Section	Previous Policy	Proposed Policy	Required Change	Impact
10-II.D. PET RULES	Pets must be maintained within the resident's unit. When outside of the unit (within the building or on the grounds) dogs and cats must be kept on a leash, carried and/or under the immediate control of the resident or other responsible individual at all times.	Pets must be maintained within the resident's unit. When outside of the unit (within the building or on the grounds) dogs and cats must be kept on a leash or carried. They must be under the control of the resident or other responsible individual at all times.	No	Clarifies that pets outside of the unit must be on a leash.
RAB Comments: This is really making the leash rules more clear for pets, but it'd be helpful to clear up confusion around pets and assistance animals on leashes.				
Homes for Good Response: We are publishing a new pet policy, assistance animal policy, and registration forms for both. They are shorter and more plain language than past documents. We will also include resident education in upcoming newsletters.				

**Certifications of Compliance with
PHA Plans and Related Regulations
(Standard, Troubled, HCV-Only, and
High Performer PHAs)**

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 02/29/2016

**PHA Certifications of Compliance with the PHA Plan and Related Regulations including
Required Civil Rights Certifications**

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the ___ 5-Year and/or ___ Annual PHA Plan for the PHA fiscal year beginning ____, hereinafter referred to as "the Plan", of which this document is a part and make the following certifications and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located.
2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan.
3. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Resident Advisory Board or Boards in developing the Plan, including any changes or revisions to the policies and programs identified in the Plan before they were implemented, and considered the recommendations of the RAB (24 CFR 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
4. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
5. The PHA certifies that it will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
6. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identifying any impediments to fair housing choice within those programs, addressing those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and by maintaining records reflecting these analyses and actions.
7. For PHA Plans that includes a policy for site based waiting lists:
 - The PHA regularly submits required data to HUD's 50058 PIC/IMS Module in an accurate, complete and timely manner (as specified in PIH Notice 2010-25);
 - The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
 - Adoption of a site-based waiting list would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
 - The PHA shall take reasonable measures to assure that such a waiting list is consistent with affirmatively furthering fair housing;
 - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR part 903.7(c)(1).
8. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
9. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
10. The PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.
11. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.

12. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
13. The PHA will provide the responsible entity or HUD any documentation that the responsible entity or HUD needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58 or Part 50, respectively.
14. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under Section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
15. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
16. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act, the Residential Lead-Based Paint Hazard Reduction Act of 1992, and 24 CFR Part 35.
17. The PHA will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments), 2 CFR Part 225, and 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments).
18. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its Plan.
19. All attachments to the Plan have been and will continue to be available at all times and all locations that the PHA Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its PHA Plan and will continue to be made available at least at the primary business office of the PHA.
22. The PHA certifies that it is in compliance with applicable Federal statutory and regulatory requirements, including the Declaration of Trust(s).

PHA Name

PHA Number/HA Code

_____ Annual PHA Plan for Fiscal Year 20_____

_____ 5-Year PHA Plan for Fiscal Years 20_____ - 20_____

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802).

Name of Authorized Official

Title

Signature

Date

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

ORDER 20-19-08-01H

In the Matter of Approving the Submission of
the PHA FY 2021 Annual Plan

WHEREAS, Homes for Good Housing Agency is required by Section 511 of the Quality Housing and Work Responsibility Act of 1998 (and ensuing HUD requirements) to submit an Annual Plan to HUD.

WHEREAS, Homes for Good Housing Agency is required to submit an Annual Plan for FY 2021.

WHEREAS, HUD requires that Homes for Good work with the Resident Advisory Board (RAB) on the development of the Annual Plan.

WHEREAS, Homes for Good Housing Agency has worked with the RAB since January 2020 to ensure adequate involvement.

WHEREAS, HUD requires that the Plan be consistent with the Consolidated Plan.

WHEREAS, the City Manager of Eugene has submitted a Certification by State of Local Official of PHA Plans Consistency with the Consolidated Plan.

WHEREAS, Homes for Good Housing Agency is required to submit the Plan electronically to HUD no later than October 18, 2020, accompanied by a signed Certification of Compliance with PHA Plans and Related Regulations.

NOW IT IS THEREFORE ORDERED THAT: The Annual Plan for the Fiscal Year beginning October 1, 2020 is approved for submission to HUD, and the Chair will complete and sign the Certification of Consistency with PHA Plans and Related Regulations.

DATED this _____ day of _____, 2020

Chair, Homes for Good Board of Commissioners



BOARD OF COMMISSIONERS AGENDA ITEM

BOARD MEETING DATE: 08/19/2020

AGENDA TITLE: In the Matter of Awarding a Contract for the Legion Cottages – General Contractor Project

DEPARTMENT: Real Estate Development Division

CONTACT : Kurt von der Ehe, Capital Projects Manager

EXT: 2568

PRESENTER: Jacob Fox, Executive Director

EXT: 2527

ESTIMATED TIME : 10 Minutes

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

Approval Signature

EXECUTIVE DIRECTOR:

DATE: 8/11/20

LEGAL STAFF :

DATE:

MANAGEMENT STAFF:

DATE:



HOMES FOR GOOD MEMORANDUM

TO: Homes for Good Board of Commissioners

FROM: Steve Ochs, Real Estate Development Director

AGENDA ITEM TITLE: In the Matter of Awarding a Contract for the Legion Cottages – General Contractor Project

AGENDA DATE: August 19, 2020

I MOTION

It is moved that Dorman Construction, Inc. be awarded the contract for the Legion Cottages – General Contractor project

II ISSUE

Homes for Good Housing Agency is developing tiny home development located between Ash Avenue and Main Street behind the American Legion in Cottage Grove, known as Legion Cottages. It will consist of four tiny homes that will have a preference for veterans. The development of Legion Cottages is a cooperative effort with Homes for Good, Post 32 of the American Legion in Cottage Grove, the City of Cottage Grove, Lane County, and the University of Oregon. Legion Cottages was designed to be constructed through a partnership with University of Oregon Professor Rob Thallon. The labor for the project was intended to be a combination of sub-contractors for specialized traits, along with a Homes for Good Project Superintendent, and University of Oregon Architecture students. In March 2020, the University of Oregon had to pull all students off the project due to the Covid-19 Pandemic. This left Homes for Good with only the Project Superintendent to complete most of the project. It was decided that the best way to complete the project in a timely manner was to hire a General Contractor to assist in finish the remaining work.

III DISCUSSION

A. Background

In April 2020, Homes for Good Housing Agency issued a Request for Quotes (RFQ) for a General Contractor to complete the Legion Cottages project. Five contractors were solicited and three submitted responses to the RFQ. Jared Young, Contract Administrator, opened quotes on May 7, 2020, recorded the bid results, and recommended that Dorman Construction be awarded the contract based on having met all the listed requirements and for having the lowest bid.

A contract was subsequently signed to begin the work. As Board approval is required due to the amount of the contract, Board approval is now being retroactively requested for the contract for

Legion Cottages - General Contractor with Dorman Construction, Inc.

B. Analysis

Dorman Construction, Inc. submitted a quote of \$103,221.69 was the lowest quote received. Essex General Construction submitted a quote of \$103,676.00. Kurt von der Ehe, Capital Projects Manager, and Jared Young, Contract Administrator, reviewed both quotes to ensure that the quotes were comparable and that all requirements of the scope of work were met. After agreeing that quotes were comparable and all requirements of the scope of work were met, it was agreed upon that Dorman Construction, Inc. would be selected to be awarded the Legion Cottages – General Contractor project.

C. Recommendation

Approval of the proposed motion.

IV IMPLEMENTATION/FOLLOW-UP

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

V ATTACHMENTS

Exhibit A: Bid Results Record



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

Homes. People. Partnerships. Good. www.homesforgood.org



BID RESULTS

PROJECT NAME: Legion Cottages – General Contractor

QUOTES DUE: May 7, 2020 by 2 PM

1) Dorman Construction -	\$103,221.69
2) Essex General Construction -	\$103,676.00
3) Bridgeway Contracting, LLC -	\$159,792.00

THE ABOVE QUOTES WERE OPENED AT THE APPOINTED TIME AND DATE AND RECORDED ACCURATELY. THIS IS A TRUE AND ACCURATE RECORDING OF THE QUOTES.

CONTRACT ADMINISTRATOR: Jared L Young May 7, 2020
JARED L YOUNG DATE

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

ORDER 20-19-08-02H

In the Matter of Awarding the Contract for the
Legion Cottages - General Contractor Project.

WHEREAS, a Request for Quotes for the Legion Cottages – General Contractor Project was sent to five potential contractors on April 23, 2020; and

WHEREAS, at a duly publicized time and place on May 7, 2020, Jared Young of Homes for Good Housing Agency, opened quotes on the following project: Legion Cottages – General Contractor Project; and

WHEREAS, Dorman Construction, Inc. is the apparent low bidder for this project, and the quote submitted by Dorman Construction is comparable to the Agency's Independent Cost Estimate for the project; and

WHEREAS, the quote submitted by Dorman Construction, Inc. has no irregularities and is responsive and responsible; and

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

WHEREAS, the Executive Director recommends award of the contract to Dorman Construction, Inc.;

NOW IT IS THEREFORE ORDERED THAT: that the Executive Director is authorized to enter into a Contract with Dorman Construction, Inc. for the Legion Cottages – General Contractor Project in the amount of \$103,221.69.

DATED this _____ day of _____, 2020

Chair, Homes for Good Board of Commissioners



BOARD OF COMMISSIONERS AGENDA ITEM

BOARD MEETING DATE: 08/19/2020

AGENDA TITLE: In the Matter of the Joint Order of the Board of Commissioners and Local Contract Review Board Exempting the Construction of PSH developments 1100 Charnelton and 13th and Tyler in Eugene, Oregon from the Competitive Bidding Requirements and Directing the Use of the CMGC Alternative Contracting Method.

DEPARTMENT: Real Estate Development Division

CONTACT : Nora Cronin

EXT: 2521

PRESENTER: Nora Cronin

EXT: 2521

ESTIMATED TIME : 5 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: 8/11/20

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 the Joint Order of the Board of Commissioners and Local Contract Review Board Exempting the Construction of the 1100 Charnelton & 13th & Tyler PSH developments from Competitive Bidding Requirements and Directing the Use of the CMGC Alternative Contracting Method.

AGENDA DATE: August 19, 2020

I MOTION

It is moved that the Agency is authorizing the construction of Permanent Supportive housing developments 1100 Charnelton and 13th and Tyler in Eugene, Oregon projects from the competitive bidding requirements and directing the use of the CMGC Alternative Contracting Method.

II ISSUE

Homes for Good Housing Agency intends to construct two new Permanent Supportive construction projects utilizing the CMGC Alternative Contracting Method. The first is a 4-story apartment building located at 1100 Charnelton Street. This building is comprised of 45 studio sized units serving chronically homeless individuals. The second project is 15 units of 2- and 3-bedroom style townhomes serving chronically homeless families located at 13th and Tyler near the Lane County Fairgrounds.

The Construction Manager/General Contractor (CM/GC) is an alternative contracting method that provides project delivery in a manner which is advantageous to the Agency. Oregon Revised Statutes (ORS) allow for this process but requires that the contract be exempted from some ORS requirements after a public hearing. That public hearing has been conducted and this order will allow Homes for Good to move forward with the CM/GC process

III DISCUSSION

A. Background/Analysis

Homes for Good intends to develop the site at 1100 Charnelton. This new affordable housing development will include 4 stories of 45 studio size units, service provider space, property management office, community space, limited parking, enclosed bike storage, and a courtyard. The target population for this site are individuals experiencing chronic homelessness and referred from Lane County's Coordinated Entry Central Wait List.

The next project is at 13th and Tyler in Eugene, Oregon are 15 units of multi-family housing that 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.

Request for proposals for CM/GC services for 1100 Charnelton was issued in June and February for 13th & Tyler. The Construction Manager/General Contractor (CM/GC) is an alternative contracting method that provides project delivery in which the owner executes a single contract with one entity to provide construction management and general contractor services. Because the CM/GC is selected before design is complete, it will provide valuable advice from a construction perspective to help ensure a design that fosters smooth and cost-effective construction.

The CM/GC then hires the sub-contractors through the competitive bid process with Homes for Good staff oversight.

To allow for CM/GC process, an exemption needs to be approved. Oregon Revised Statutes (ORS) 279C.335(1) requires all public improvement contracts shall be based on competitive bids except those exempt by the LCRB. But, the LCRB may exempt certain contracts from the traditional competitive bidding process after holding a public hearing and adopting findings demonstrating that an alternative contracting process is unlikely to encourage favoritism or diminish competition and will result in substantial cost savings to the public agency.

The public hearing was held prior to this meeting. Findings further supporting the use of the CM/GC alternative contracting method in this case are set forth in the board order and Exhibit A to the board order.

With approval of the order and findings an exemption will be approved to allow for the CM/GC process.

B. Recommendation

Approval of the proposed Order.

IV IMPLEMENTATION/FOLLOW-UP

Upon approval of the Order, the CM/GC process will be followed.

V ATTACHMENTS

DJC Posting

**HOMES FOR GOOD
PERMANENT SUPPORTIVE HOUSING
NOTICE OF PUBLIC HEARING**

NOTICE IS HEREBY GIVEN that Homes for Good (Agency) will hold joint public hearings of its Board and its Public Contract Review Board regarding adoption of a Construction Manager/General Contractor (CM/GC) alternative contracting method exemptions for construction of Permanent Supportive Housing at the 1100 Charnelton St., Eugene, Oregon and a 0.74 acre parcel at the Southeast corner of West 13th Ave. and Tyler St. in Eugene, Oregon.

The hearings will be held on the 18th day of March 2020, at 1:30 p.m., at the Board of County Commissioners Conference Room, Public Service Building 125 East 8th Avenue, Eugene, Oregon. The Agency will receive public comment on the Board's draft findings supporting this alternative contracting method and exemption from competitive bidding requirements. The draft findings are available for review at Homes for Good, 177 Day Island, Eugene, Oregon. Questions, requests for the draft findings, and written comments may be directed to Steve Ochs, Real Estate Development Director at (541) 682-2530 or sochs@homesforgood.org prior to the hearing.

Published Feb. 21, 2020. 11856983

IN THE BOARD OF COMMISSIONERS OF THE
HOUSING AND COMMUNITY SERVICES AGENCY OF LANE COUNTY, OREGON
DBA HOMES FOR GOOD HOUSING AGENCY

ORDER 20-19-08-03H

In the Matter of the Joint Order of the Board of Commissioners and Local Contract Review Board Exempting the Construction of 1100 Charnelton and 13th and Tyler project from the Competitive Bidding Requirements and Directing the Use of the CMGC Alternative Contracting Method

WHEREAS, the Board of Commissioners of Homes for Good Housing Agency, Oregon (Agency) acts as the Agency's Local Contract Review Board (LCRB) (collectively, "Boards"), pursuant to ORS 279A.060; and

WHEREAS, pursuant to Oregon Revised Statutes (ORS) 279C.335(1), all public improvement contracts shall be based on competitive bids except those exempt by the LCRB; and

WHEREAS, pursuant to ORS 279C.336(2), the LCRB may exempt certain contracts from the traditional competitive bidding process after holding a public hearing and adopting findings demonstrating that an alternative contracting process is unlikely to encourage favoritism or diminish competition and will result in substantial cost savings to the public agency; and

WHEREAS, the Construction Manager/General Contractor (CM/GC) is an alternative contracting method that provides project delivery in which the owner executes a single contract with one entity to provide construction management and general contractor services; and

WHEREAS, the CM/GC is selected before design is complete, and as a result can provide valuable advice from a construction perspective to help ensure a design that fosters smooth and cost-effective construction; and

WHEREAS, the Agency is engaged in pre-development activities for both projects referenced above; and

WHEREAS, the Public Contracting Code divides powers and duties for contracting into two categories, those that must be performed by the LCRB, and those that must be performed by the "Contracting Agency"; and

WHEREAS, to make use of a CM/GC alternative contracting method, ORS 279C.335 and Agency Rule 137-049-0620 require the Board of Commissioners to submit findings to the LCRB which support the LCRB exempting the Project from competitive bidding requirements; and

WHEREAS, as provided in ORS 279C.335(5), the Agency published notice of the public hearing where the Boards would consider this Order once in the Daily Journal of Commerce, not less than 14 days before the hearing; and

WHEREAS, the LCRB considered the findings presented by the Board of Commissioners, as set forth in the attached Exhibit A, supporting the use of the CM/GC alternative contracting method. The CM/GC method was accomplished through the use of an RFP solicitation process to hire Essex Construction Company, a highly qualified, quality driven and experienced contractor with a demonstrated record of past performance and integrity to provide the professional services required for the Project; and

WHEREAS, the Boards considered public testimony regarding the use of the CM/GC method at the public hearing offered at the Board meeting held on March 18, 2020; and.

WHEREAS, the Boards, being fully advised, find and conclude as follows:

1. It is unlikely that the use of the CM/GC method will encourage favoritism in the awarding of a public improvement contract or will encourage favoritism in the awarding of a public improvement contract or will substantially diminish competition for a public improvement contract;
2. The use of the CM/GC process ensures early contractor input during the design construction planning processes and is expected to contribute to the ability to manage the costs of construction against approved budgets; and
3. The Agency has complied with all procedures under ORS 279C.335.

NOW, THEREFORE, it is hereby resolved as follows:

1. Findings. The above recitals, and those set forth on the attached Exhibit A, are hereby adopted by the Agency Board of Commissioners, sitting as the LCRB, as findings of fact supporting approval of the Agency Board of Commissioner's request for use of a CM/GC alternative contracting method for Agency's Project.

2. CM/GC Exemptions. Use of a CM/GC alternative contracting method is found to be in the Agency's best interests. The requested exemption is, therefore, approved and the Executive Director, Jacob Fox is hereby authorized to enter into a CM/GC contract with Essex Construction Company.

3. Post-Project Evaluation.

a) Upon Project conclusion, pursuant to ORS 279C.355 and Agency Rule 137-049-0620(2), Steve Ochs, Real Estate Development Director is hereby directed to prepare a formal post-project evaluation of the full Project to determine whether it was actually in the Agency's best interest to use the CM/GC alternative contracting method. The evaluation must be delivered to the LCRB within thirty (30) days of the date the Agency accepts the Project, as defined in the executed CM/GC contract.

b) The post-project evaluation shall set forth:

(1) Financial information, consisting of actual costs compared with original Project cost estimates, any guaranteed maximum price, and the number of change orders issued;

(2) A narrative description of successes and failures experienced during the design, engineering, and construction phases of each Project; and

(3) An objective assessment of the CM/GC alternative contracting methods, as compared to the findings set forth in this Order.

DATED this _____ day of _____, 2020.

Chair,
Board of Commissioners

President,
Local Contract Review Board

ATTEST:

ATTEST:

Secretary,
Board of Commissioners

Secretary,
Local Contract Review Board

EXHIBT A

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

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

2. Operational, Budget, and Financial Data. The approximate cost of the work to be performed under the construction contract for the 13th & Tyler development is estimated at \$3,210,000. The approximate cost of the work to be performed under the construction contract for 1100 Charnelton is estimated at \$9,600,000. This is a significant amount of money in relation to the Agency's budget and resources. Having a CM/GC involved early in the construction phasing will allow the Agency to work with the contractor to develop construction plans that will optimize savings. The utilization of the CM/GC method has been shown in its use by other agencies in Oregon to alleviate financial risk due to minimizing delay and requests for additional work and change orders. By undertaking these developments, it is anticipated that the Agency will find that reduced risks provide a significant value and substantial cost savings to the Agency.

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

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

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

6. Public Safety. Efficient completion and structurally sound completion of the developments is in the public interest.

7. Funding Source. The Agency will finance these developments through a variety of public and private proceeds that are committed at an early timeframe. Therefore, it is critical for the developments to come in on budget and on time from both legal and public perception perspectives. The CM/GC process, with its maximum price provisions, value engineering potential, constant oversight from a project manager, and construction input beginning in the design phase will help the Agency stay within its budget and wisely spend public funds.

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

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

9. Technical Complexity. Because of the site and schedule constraints, effective project planning and coordination will be crucial among the Agency, project manager, Architect and CM/GC. Strong budget and schedule controls will be essential. The conventional design-bid-

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

10. New Construction or Renovation of an Existing Structure. Both developments involve new construction.

11. Occupied or Unoccupied During Construction. Agency's facilities will be new construction and not be occupied during construction.

12. Single Phase or Multiple Phases of Construction Work to Address Specific Project Conditions. Both developments are intended to be constructed in single phases of construction. These developments include multi-story buildings and a multiplicity of technical issues related to multi-storied buildings, electrical systems, piping systems, HVAC systems, and fire alarm and security systems, as well as complex sequencing and phasing of work. It is important to the success for both budget and schedule that the Agency have a general contractor that understands the complexity, has the ability to manage this type of complex developments and develops bid instructions to attract appropriate subcontractors to perform the work. The Agency, therefore, finds that selecting a firm through the CM/GC method allows the Agency to contract with a firm with the needed technical phasing expertise.

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

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

weighted RFP criteria. All qualified firms were able to participate in an open, competitive selection process, with an opportunity to protest the award before it was final.

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

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

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

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



BOARD OF COMMISSIONERS AGENDA ITEM

BOARD MEETING DATE: 08/19/2020

AGENDA TITLE: In the Matter of Approving Contract 20-C-0044 (Construction Management/General Contractor Services) for 1100 Charnelton, PSH Community in Eugene, Oregon

DEPARTMENT: Real Estate Development Division

CONTACT : Nora Cronin

EXT: 682-2521

PRESENTER: Nora Cronin

EXT: 682-2521

ESTIMATED TIME : 5 Minutes

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

Approval Signature

EXECUTIVE DIRECTOR:

DATE: 8/11/20

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-0050 (Construction Management/General Contractor Services) for 1100 Charnelton Street PSH Community in Eugene, Oregon

AGENDA DATE: August 19, 2020

I MOTION

It is moved that the Agency is authorized to award contract 20-C-0050 (Construction Management/General Contractor Services) to Essex Construction for the Permanent Supportive Housing Community at 1100 Charnelton Street in Eugene, Oregon.

II ISSUE

Homes for Good Housing Agency is developing a new permanent supportive housing (PSH) community for individuals experiencing chronic homelessness on a 0.44-acre parcel of land located downtown on the corner of West 11th Ave and Charnelton St. in Eugene, Oregon. Construction estimate and pre-development work is commencing on this housing development, necessitating the contract to be executed.

III DISCUSSION

A. Background

Homes for Good has been collaborating with Lane County and City of Eugene to develop a strategy for addressing the TAC report recommendation of developing 350 new Permanent Supportive Housing (PSH) units in the next 3-5 years. On February 25, 2020, Homes for Good entered into an Option Agreement with a private seller to purchase 1100 Charnelton for the purpose of developing PSH on the property.

Homes for Good intends to develop 45 units of housing on the site. The plan is to demolish the existing structure and build a new four-story building consisting of 45 studio apartments, ground floor common use and supportive service areas, limited parking, secure bike storage, and a secure courtyard. The target population is for individuals experiencing chronic homelessness and referred from Lane County's Coordinated Entry Central Wait List.

On March 18, 2020, a public hearing was held at the Lane County Board of Commissioners meeting to adopt the Construction Manager/General Contractor (CM/GC) Alternative Contracting Method Exemption of the Permanent Supportive Housing at 1100 Charnelton Street in Eugene,

Oregon. In the same meeting, the Board approved Order 20-18-03-02H allowing Homes for Good to apply for assistance from the Oregon Housing and Community Services Notice of Funding Availability (NOFA) for the 1100 Charnelton development.

On August 7, 2020, Oregon Housing and Community Services awarded Low Income Housing Tax Credits and gap grant financing to the project. Homes for Good will still need to apply to the City of Eugene for additional capital funding in the fall of 2020 in order to complete the capital financing package. 1100 Charnelton has been awarded Project-Based Vouchers as rental assistance for all units.

Homes for Good intends to develop 45 units of housing on the site. This will include 4 stories of studio size units, service provider space, property management office, community space, limited parking, enclosed bike storage, and a courtyard. The target population is for individuals experiencing chronic homelessness and referred from Lane County's Coordinated Entry Central Wait List.

In June 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 1100 Charnelton Street in Eugene. Three contractors (Essex Construction, Meili Construction, Chambers Construction) submitted responses to the RFP.

Proposals were evaluated based on the following criteria, which was published in the RFP:

- CM/GC Team – overall experience, expertise and qualifications of Company/Firm as related to the services described in this RFP.
- Relevant Experience – experience and record of performance with similar housing projects.
- Local Knowledge – ability to show experience and knowledge about the conditions in Lane County, work with local subcontractors as well as local codes and regulations specific to the area and the specific project site.
- Firm Capacity – capacity to perform the work in the desired timeline.
- Project Approach – use of best management practices as related to administration of the proposed project.
- Diversity, Equity and Inclusion (DEI) – commitment to engaging diverse populations particularly those facing disparities. Maximum score will be given to firm's that have formally adopted Diversity, Equity and Inclusion strategies and MWESB strategies.
- Proposed Fee and Costs – Preconstruction Services Fee, CM/GC Fee, General Conditions, and Bond Cost.

Essex Construction was selected by the five-person evaluation committee based on the highest average score through the evaluation process. Key factors that lead to the decision of selecting Essex comprised of the following:

- Essex proposed a shorter construction timeline of 12.25 months opposed to the 14-months Homes for Good initially projected which would result in a significant cost savings to the project
- Experience in the construction of tight urban sites such as 1100 Charnelton
- Staff capacity aligned with the project timeline

Board approval is now requested to execute the contract for Construction Management/General Contractor Services with Essex Construction to develop the 1100 Charnelton PSH Community.

B. Analysis

The proposed Agreement would be similar to prior CM/GC contracts at The Commons on MLK,

and Market District Commons. It will:

1. Set Pre-Construction Services costs at a \$21,636 maximum.
2. Require a "Guaranteed Maximum Price" for the construction costs.
3. Provide for a fixed fee for the CM/GC (3.5%) 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 20-19-08-04H

In the Matter of Approving Contract 20-C-0050
(Construction Management/General Contractor
Services) for 1100 Charnelton Street PSH
Community in Eugene, Oregon

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

WHEREAS, Homes for Good Housing Agency has undertaken the development of a Permanent Supportive Housing community at 1100 Charnelton 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 1100 Charnelton Street 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 for the 1100 Charnelton PSH Community.

DATED this _____ day of _____, 2020

Chair, Homes for Good Board of Commissioners



BOARD OF COMMISSIONERS AGENDA ITEM

BOARD MEETING DATE: 08/19/2020

AGENDA TITLE: 2021 Budget Work Session

DEPARTMENT: Finance

CONTACT : Jeff Bridgens

EXT: 2525

PRESENTER: Jeff Bridgens

EXT: 2525

ESTIMATED TIME : 30 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 "JB", is written over a horizontal line.

DATE: 8/11/20

LEGAL STAFF :

DATE:

MANAGEMENT STAFF:

DATE:



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

TO: Homes for Good Board of Commissioners

FROM: Jeff Bridgens, Finance Director

AGENDA ITEM TITLE: 2021 AGENCY BUDGET DEVELOPMENT

AGENDA DATE: August 19, 2020

I. MOTION

None required

II. ISSUE

Homes for Good fiscal year runs from October 1 thru September 30th. We are currently preparing the Agency's 2021 budget and welcome guidance from the board.

III. DISCUSSION

The Homes for Good budget is comprised of over 50 separate operational budgets. Many of them are for grants that run on the reimbursement basis and others are budgets for third-party managed properties that run very close to break-even. There are several significant operational budgets that are the focus of this discussion that include Rent Assistance, Public Housing and the Central Office Cost Center (COCC, Administration). We have also included certain data about the Agency's real estate development activities.

A. Background

Rent assistance is the most significant area of the Agency's operations and represents over 50% of the Agency's services. Rent assistance may be separated into two components Housing Assistance Payments (HAP) and administration. The Agency's rent assistance program is funded by HUD on a calendar-year basis.

Public Housing is comprised of properties grouped by AMPs. Homes for Good Housing Agency has six (6) separate AMPs contained in its housing portfolio. AMPs are organized by geographic location in Lane County, Oregon. In total the Agency has 595 units with Public Housing, 100 fewer due to RAD phase 2. The focus of the data and financial information for this presentation is for all of Public Housing in total. The Agency's Public Housing properties are assisted by HUD through the use of operating subsidies and capital grants. HUD's funding is provided on a calendar-year basis. The Agency has multiple other properties within its housing portfolio that are managed by third-party management companies. Third party managed properties are not the primary focus of this presentation.

In the COCC, we budget for the Agency's overhead costs. COCC operations are funded by fees charged to Public Housing and Rent Assistance. This fee-based approach follows HUD's "Asset Management Fee Model" and includes bookkeeping fees, management, asset management fees and fee-for-service charges. The Agency is required to follow this model because it has more than 250 units of Public Housing. Additional funding is provided by an overhead charge to other Agency programs and is based on a cost allocation methodology.

B. Analysis

In the accompanying slide show we display the three-year results for 2017, 2018 and 2019 for Rent Assistance, Public Housing and the COCC. We also have included budget-to-actual results for these divisions for 2020 based upon projected estimates. We have provided limited data about the Agency's real estate development activities because those activities often span longer than one reporting period and more detailed information is provided throughout each year at the individual project level. We have included a summary of our expectations for FY2021 for each set of operations based on known facts and circumstances as of the date of this memorandum.

B. Recommendation

Discussion of Homes for Good's significant budget areas for 2021.

IV. IMPLEMENTATION/FOLLOW-UP

Staff will present the 2021 Homes for Good budget at the September board meeting.

V. ATTACHMENT

PowerPoint: Homes for Good Budget FY2021.pptx



2021 Budget



	<u>2017 ACTUAL</u>	<u>2018 BUDGET</u>	<u>2018 PROJECTED</u>	<u>2019 BUDGET</u>
Beginning Restricted Reserves	\$ 3,173,917	\$ 2,361,425	\$ 2,203,223	\$ 8,023,282
Beginning Unrestricted Reserves	4,511,400	5,879,112	4,929,597	5,944,262
Total Beginning Reserves	<u>7,685,317</u>	<u>8,240,537</u>	<u>7,132,820</u>	<u>13,967,544</u>
Revenue	32,283,995	37,489,862	37,114,178	42,081,158
Expenses				
Personnel Services	7,184,151	6,908,398	6,794,233	7,818,975
Materials & Services	24,406,517	25,670,472	23,985,621	27,319,500
Overhead	356,118	267,238	280,692	359,176
Total Expenses	<u>31,946,786</u>	<u>32,846,108</u>	<u>31,060,546</u>	<u>35,497,651</u>
Net Change	<u>337,209</u>	<u>4,643,754</u>	<u>6,053,632</u>	<u>6,583,507</u>
Other Resources				
Capital Outlay	(4,856,821)	(7,083,228)	(2,212,173)	(38,537,241)
Reserves	69,279	(77,912)	(257,215)	(205,930)
Debt Issuance	4,134,967	6,000,000	2,992,000	33,229,608
Debt Service	(391,643)	(454,750)	(164,569)	(432,543)
Inter-Program Transfers In	159,836	193,626	1,913,773	1,102,445
Inter-Program Transfers Out	-	(193,626)	(1,490,724)	(1,102,445)
Other Resources Provided (Used)	<u>(884,382)</u>	<u>(1,615,890)</u>	<u>781,092</u>	<u>(5,946,106)</u>
Excess (Deficiency) of Revenue Over (Under) Total Expenses and Other Resources	<u>(547,173)</u>	<u>3,027,864</u>	<u>6,834,724</u>	<u>637,401</u>
Ending Restricted Reserves	2,203,223	2,426,800	8,023,282	8,043,071
Ending Unrestricted Reserves	4,929,597	8,940,948	5,944,262	6,561,872
Total Ending Reserves	<u>7,132,820</u>	<u>11,367,748</u>	<u>13,967,544</u>	<u>14,604,943</u>

Homes for Good Financial Overview 2018



*Based on 2018 audited financial statements



	<u>2018</u> <u>BUDGET</u>	<u>2018</u> <u>ACTUAL</u>	<u>2019</u> <u>BUDGET</u>	<u>2019</u> <u>PROJECTED</u>	<u>2020</u> <u>BUDGET</u>
Beginning Restricted Reserves	\$ 2,361,425	\$ 2,272,274	\$ 8,023,282	\$ 3,030,700	\$ 11,308,400
Beginning Unrestricted Reserves	5,879,112	12,390,490	5,944,262	14,339,700	12,132,300
Total Beginning Reserves	8,240,537	14,662,764	13,967,544	17,370,400	23,440,700
Revenue	37,489,861	39,327,962	\$ 42,081,158	36,341,500	63,750,900
Expenses					
Personnel Services	6,908,398	7,459,066	\$ 7,818,975	7,307,400	7,956,000
Materials & Services	25,670,472	27,600,867	27,319,500	26,063,300	31,009,800
Overhead	267,238	297,777	359,176	289,700	332,900
Total Expenses	32,846,108	35,357,710	35,497,651	33,660,400	39,298,700
Net Change	4,643,754	3,970,252	6,583,507	2,681,100	24,452,200
Other Resources					
Capital Outlay	(7,083,228)	(2,879,453)	(38,537,241)	(8,169,473)	(25,424,600)
Reserves	(77,912)	(189,573)	(205,930)	(139,527)	1,179,600
Debt Issuance	6,000,000	119,953	33,229,608	12,383,400	14,130,000
Debt Service	(454,750)	(440,523)	(432,543)	(417,400)	(14,134,800)
Inter-Program Transfers In	193,626	3,266,590	1,102,445	199,200	808,800
Inter-Program Transfers Out	(193,626)	(1,135,790)	(1,102,445)	(467,000)	(808,500)
Other Resources Provided (Used)	(1,615,890)	(1,258,796)	(5,946,106)	3,389,200	(24,249,500)
Excess (Deficiency) of Revenue Over (Under) Total Expenses and Other Resources	3,027,863	2,711,456	637,401	6,070,300	202,700
Ending Restricted Reserves	2,426,800	3,029,910	8,043,071	11,308,400	14,890,800
Ending Unrestricted Reserves	8,940,948	14,344,308	6,561,872	12,132,300	8,752,600
Total Ending Reserves	11,367,748	17,374,218	14,604,943	23,440,700	23,643,400

Homes for Good Financial Overview 2019



*Based on 2019 unaudited financial statements

Rent Assistance Division

<u>Rent Assistance</u>	<u>2017 Actual</u>	<u>2018 Actual</u>	<u>2019 Actual</u>	<u>2019 Budget</u>	<u>2020 Projected</u>	<u>2020 Budget</u>
HAP revenue	14,719,827	16,639,648	17,571,705	16,091,377	18,534,400	19,105,300
Admin fee	2,307,604	2,159,033	2,770,047	2,271,208	3,646,600	2,640,700
Total revenue	17,027,431	18,798,681	20,341,752	18,366,185	22,181,000	21,746,000
HAP Expense	15,489,814	16,610,338	17,648,858	16,310,000	19,118,000	18,753,500
Admin expense	2,167,694	2,318,476	2,722,387	2,399,055	3,173,000	2,967,500
total expense	17,657,508	18,928,814	20,371,245	18,829,055	22,291,000	21,721,000
HAP reserve	25,343	67,314	-	267,100	-	-
Admin reserve	2,290,907	1,938,599	2,082,599	1,502,438	2,000,000	1,634,450
Unit Months Leased	34,004	35,152	35,703	-	36,812	-

Rent Assistance Division

FY 2021 Budget Considerations

- Increased per unit costs, increased housing assistance expense driven by COVID-19
- Impact of fair market rent study on housing assistance and administrative fees
- Impact of project based vouchers
- Continued diversity, equity and inclusion training and tools
- Possible addition of management position due to span of control challenge
- Continuity of operations planning and continued investment in emergency preparedness training, equipment and supplies

Supportive Housing Division Public Housing



<u>Public Housing</u>	<u>2017 Actual</u>	<u>2018 Actual</u>	<u>2019 Actual</u>	<u>2019 Budget</u>	<u>2020 Projected</u>	<u>2020 Budget</u>
Tenant rent	2,164,331	2,300,436	2,300,436	2,111,682	2,168,000	2,019,400
Operating subsidy	2,214,103	2,211,982	2,211,982	1,840,788	1,800,000	1,588,400
Other	828,082	376,131	376,131	1,454,982	1,300,000	1,535,200
Total revenue	5,206,516	4,888,549	4,888,549	5,407,452	5,268,000	5,143,000
Administrative expenses	1,548,512	1,742,757	1,742,757	1,535,309	1,549,000	1,535,309
Maintenance expenses	1,568,853	1,466,188	1,466,188	1,674,165	1,651,000	1,412,300
Other	1,558,904	1,043,493	1,043,493	2,414,356	2,550,000	2,414,356 *
Total expenses	4,676,269	4,252,438	4,252,438	5,623,830	5,750,000	5,361,965
Excess / Deficiency	530,247	636,111	636,111	(216,378)	(482,000)	(218,965)

*Includes capital outlay

Supportive Housing Division FY2021 Budget Considerations

- Impact of rental assistance demonstration – FTE and HUD subsidy reductions
- Rent loss driven by COVID-19
- Continued diversity, equity and inclusion training and tools
- Continuity of operations planning and continued investment in emergency preparedness training, equipment and supplies

Real Estate Development Division

Selected Financial Data for Real Estate Development

	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>Projected 2020</u>
Developer fees	375,085	838,998	975,000	500,000
Administrative expenses	502,561	721,774	1,013,710	1,225,000
Construction in progress	379,446	884,449	1,648,780	2,000,000

Real Estate Development Division FY2021 Budget Considerations



- Impact of rental assistance demonstration
- Predevelopment revolving fund
- Project manager addition for development in rural Lane County
- Continued diversity, equity and inclusion training and tools
- Continuity of operations planning and continued investment in emergency preparedness training, equipment and supplies
- Acquisition of existing housing – affordable and market
- FY2021 Developer fees anticipated \$1,500,000

Central Office Cost Center (COCC)

<u>COCC</u>	<u>2017 Actual</u>	<u>2018 Actual</u>	<u>2019 Actual</u>	<u>2019 Budget</u>	<u>2020 Projected</u>	<u>2020 Budget</u>
Management fees	813,494	1,007,218	961,530	916,700	996,000	1,173,000
Rent	-	-	-	-	1,017,000	685,200
Asset management fees	55,558	94,200	95,540	78,400	95,000	85,000
Bookkeeping fees	299,969	314,865	337,990	299,800	321,000	326,000
Front line service fees	252,990	449,748	403,782	359,176	413,000	556,000
Other revenue	542,271	538,470	354,230	869,481	609,000	567,800
Proceeds from borrowing	-	-	-	-	-	1,000,000
Transfer - In	-	-	-	-	1,687,000	593,500
Total revenue	1,964,282	2,404,501	2,153,072	2,523,557	5,138,000	4,986,500
Administrative expenses	2,046,919	2,010,020	1,803,298	2,297,324	2,133,000	2,358,100
Maintenance expenses	496,375	571,849	443,939	595,489	577,000	663,200
Capital outlay	-	-	-	-	9,000,000	9,050,000
Debt service						349,100
Other	67,125	73,304	74,257	73,196	986,000	366,100
Total expenses	2,610,419	2,655,173	2,321,494	2,966,009	12,696,000	12,786,500
Excess / Deficiency	(646,137)	(250,672)	(168,422)	(442,452)	(7,558,000)	(7,800,000)

Central Office Cost Center FY2021 Budget Considerations

- Continued diversity, equity and inclusion training and tools
- Continuity of operations planning and continued investment in emergency preparedness training, equipment and supplies
- Impact of The Olive operating costs
- Will include new Finance department position to respond to growth in accounting due to growth in real estate owned/controlled
- Learning management platform
- Primary software upgrades

People



Budgeted FTE 2018	87
Budgeted FTE 2019	98
Budgeted FTE 2020	96.5
Expected FTE 2021	97.5

Thank you!
Questions?