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HOMES FOR GOOD HOUSING AGENCY

BOARD OF COMMISSIONERS MEETING WEDNESDAY OCTOBER 21, 2020

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- VIII. WORK SESSION— Board Input for Strategic Equity Plan Development Process

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, October 21st, 2020 at 1:30pm

To prevent the spread of COVID-19 Homes for Good will be conducting the October 21st, 2020 meeting 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:

Topic: Homes for Good October Board Meeting

Time: Oct 21, 2020 01:30 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/86958846286>

Meeting ID: 869 5884 6286

One tap mobile

+16699006833,,86958846286# US (San Jose)

+12532158782,,86958846286# US (Tacoma)

Dial by your location

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

Meeting ID: 869 5884 6286

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. EXECUTIVE SESSION

On October 21st, 2020 the Homes for Good Board will hold an executive session pursuant to ORS 192.660(e), "To conduct deliberations with persons designated by the governing body to negotiate real property transactions."

7. ADMINISTRATION

- A. Executive Director Report (Estimated 10 minutes)
- B. Approval of 9/30 Board Meeting Minutes
- C. **ORDER 20-21-10-01H** — In the Matter of Authorizing the award of contracts 20-M-0059, 20-M-0060, 20-M-0061, & 20-M-0062 for Energy Services Operations (Daniel Roth, Lead Energy Auditor) (Estimated Time 10 Minutes)
- D. **ORDER 20-21-10-02H** — In the Matter of Authorizing the Development and Financing of the 13th and Tyler PSH Community in Eugene, Oregon (Nora Cronin, Project Development Manager) (Estimated Time 10 Minutes)
- E. **ORDER 20-21-10-03H** — In the Matter of Authorizing the Executive Director or Designee to Apply for HOME funds and other gap financing for the Permanent Supportive Housing Development at 1100 Charnelton Street in Eugene, Oregon (Nora Cronin, Project Development Manager) (Estimated Time 10 Minutes)
- F. **ORDER 20-21-10-04H** — In the Matter of Updating the Housing Choice Voucher Administrative Plan, Project Based Voucher Local Preferences for The Commons on MLK (Beth Ochs, Rent Assistance Division Director) (Estimated 5 minutes)
- G. **WORK SESSION**— Board Input for Strategic Equity Plan Development Process

8. OTHER BUSINESS

UPCOMING AGENDA ITEMS

NOVEMBER 2020

NO MEETING

DECEMBER 2020

In the Matter of Documenting the Executive Director's Annual Performance Evaluation and Instructing Human Resources Regarding Revision of the Employment Agreement

WORK SESSION: Board Input/Vision for Real Estate Development Pipeline 2021- 2025 and new development models

JANUARY 2021

Election of New Board Chair & Announcement of Vice Chair

WORK SESSION: Board Input/Vision for Customer Service Enhancements



EXECUTIVE DIRECTOR REPORT

OCTOBER 2020

In response to the Holiday Farm wildfire crisis Homes for Good staff has continue to engage with impacted households that are participants on the Housing Choice Voucher (HCV) program. We determined that nine HCV participants have lost homes, three of which are formally homeless veterans who are served by a specialized HCV program called Veterans Affairs Supportive Housing (VASH). For these nine households we have issued six vouchers, which is the first step in the process for these displaced households to secure a new home.

We continue to monitor the financial impacts from COVID-19 diligently. The Housing Choice Voucher (HCV) Program has experienced 372 households representing 12% of the households on the program that have asked for rent decreases, which has increased the amount of subsidy we provide to participants by \$94,000 per month. 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 currently do not qualify for the set aside funding based on new HUD methodology. If we can't meet the new HUD methodology the current annualized impact, which will grow every month, is \$1,130,000. The total amount of Cares Act funding for the HCV program we have received to date is \$1,223,000 but this is just for administrative expenses and it can't be spent on the increased Housing Assistance Payment subsidy that we are deploying. We have a deadline to spend these funds by 6/30/21. The Public Housing Portfolio and the HUD Multifamily Portfolio have experienced 154 households representing 19% of the households in the portfolio that have asked for rent decreases, which has reduced rent revenue by \$40,000 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 through September is \$37,000. The October uncollected rent is as of the 10th and totals \$47,000 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. The total amount of Cares Act Funding we have received for this portfolio is \$313,000 and these funds must be spent by 12/31/21. We are concerned that HUD hasn't indicated that more CARES Act funding for this portfolio 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 through September is \$60,000 representing 3.3% of the gross potential rent revenue. The September uncollected rent is as of the 13th and totals \$30,000 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 September will decrease.



We are also working to support Lane County in their distribution of Cares Act rent assistance funding. To date we have sent Landlords a total of \$252,000 on behalf of people in Lane County who have suffered income loss due to the COVID-19 Pandemic. There are a total 8 community based organizations/programs that are supporting Lane County in distributing this rent assistance funding and we are one of three that are meeting Lane County's weekly "need to expend" requirements.



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, September 30, 2020 at 1:30pm

To prevent the spread of COVID-19 Homes for Good conducted the September 30th, 2020 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:

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

<https://www.gotomeet.me/HomesforGoodAdministration/september-30th-homes-for-good-board-meeting>

You can also dial in using your phone.

United States: [+1 \(571\) 317-3112](tel:+15713173112)

Access Code: 410-653-453

1. PUBLIC COMMENTS – 20 Minutes

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

No Public Comment was given

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

No Commissioner Response to Public Comment

3. ADJUSTMENTS TO THE AGENDA

Audit Exit Report was presented before the approval of the 8/19/20 minutes, the order of these items were switched compared to the published agenda.

4. COMMISSIONERS' BUSINESS

Heather Buch was excused

Joe Berney was excused

Pete Sorenson participated via phone

Michelle Thurston, Char Reavis, Pat Farr, and Jay Bozievich participated via video.

5. EMERGENCY BUSINESS

No Emergency Business

6. ADMINISTRATION

A. Executive Director Report (Estimated 10 minutes)

Jacob Fox: Talks about Olive Plaza, a 150 unit building in downtown Eugene that is currently run by a non-profit board. Homes for Good has been in contact with the non-profit board who would like to transfer ownership and management of the building to Homes for Good. Homes for Good is in discussion about the liabilities of what taking over ownership would be.

Pat Farr: How many stories is Olive Plaza?

Steve Ochs: 11 stories.

Pat Farr: I am in support of you going forward.

A. PRESENTATION— Audit Exit Report from Moss Adams (Kevin Mullerleile, Senior Manager, Moss Adams) (Estimated Time 20 minutes)

Kevin Mullerleile: Introduces the audit presentation and the Moss Adams team.

Amanda Moore: Talks about the auditing standards and the services of the audit.

Moss Adams was able to provide an Unmodified Opinion on the 2020 audit.

Moss Adams reports no Financial Reporting Findings, and no Compliance Finding.

Moss Adams reports No Control Findings.

Moss Adams found an "Extension of time to issue and audit was not granted by State" and "In one instance procurement policies were not followed."

Jim Lanzarotta: Talks about the potential exploration of a different Fiscal year end and the issue with the timing of the current year end and the state deadline for audits to be filed. Jim talks about the State's change in being stricter in offering extensions to the filing deadlines.

Kevin Mullerleile: Talks about the shift in timelines in order to get the Audit for the fiscal year closing September 30th 2020 to be done in March 2021.

Talks about the specific areas that were tested.

Moss Adams did not have any Audit Adjustments this year.

There was one "immaterial finding" but Moss Adams is able to issue a Clean Audit Report.

Talks about best practice recommendations for the agency.

Pat Farr: Thanks, the auditors for the good news.

B. Approval of 8/19 Board Meeting Minutes

Motion: **Pat Farr**

Second: **Jay Bozievich**

The minutes are approved unanimously 5/0 with Heather Buch and Joe Berney excused.

- C. **ORDER 20-30-09-01H** — In the Matter of Adopting the 2020-2021 Budget (Jeff Bridgens, Finance Director) (Estimated Time 50 Minutes)

Jeff Bridgens: Goes through the Rent Assistants Budget he talks about the increase in the budget, the use of reserves, and the potential of shortfall. He then talks about an increase in FTE for the position.

Beth Ochs: Touches on the idea of shortfall, stating that out of the 8 PHAs that are under the same HUD field office as Homes for Good, there are only 2 PHAs that are currently not in shortfall, Homes for Good being one of them.

Jeff Bridgens: Goes through the Supportive Housing Budgets. He talks about some small rent increases that will affect the budget, as well as the collection of rent during COVID. He then talks about the EPC (Energy Performance Contracts) and the affect on the operating subsidy. He talks about the effect of the CARES Act money on the budget, and the expected Capital Funds Grant. The FTE will not increase for FY21.

Jacob Fox: Talks about the stability of the budget.

Jeff Bridgens: Goes through the Community Services Budgets. He talks about the effect of the RAD Phase II home sales and developer fees. He talks about the increase in FTE and the budgeted additional Project Developer position.

Jacob Fox: Talks about the favorable year for developer fees, and the need to save some of those into reserves for less favorable years for funding or developer fees, or to upfront pre-development fees that are reimbursed later.

Jeff Bridgens: Talks about the COCC Budget, and the administration building being new to this year's budget.

Jeff Bridgens: Turns to the "Long Term Planning" section of the budget document, starting with Wakan and the Supportive Housing Division.

Wakan Alferes: Talks about the sale of the RAD units and the removal of them from the portfolio and considerations for staffing with those changes.

Talks about the graph showing the decrease in units in the portfolio. She talks about the Continuity of Operations Plan (COOP) and emergency preparedness.

Talks about the move to site-based offices for staff who are not going to be based in the 100 W 13th Ave administration building, and that improvements to those site based offices are budgeted for FY21.

Talks about maintenance planning and changes in criteria to the REAC inspections, as well as complying with EPC guidelines and contaminant management.

Jeff Bridgens: Moves to Real Estate Development Long Term planning.

Steve Ochs: Talks about the current projects under construction, the effects of RAD, and the favorable developer fees which will be put into reserves. He talks about the effects of COVID of preservation funding, and how this could affect the Olive Plaza project.

Pat Farr: Confirms that the 100 scattered site units sold through RAD Phase II was able to create 119 units.

Steve Ochs: Confirms the numbers

Jeff Bridgens: Turns to the "Long Range Financial Planning" for Rent Assistance.

Beth Ochs: Talks about the lease rate goal of 99% for FY20, meaning that Homes for Good is using 99% of their awarded vouchers at any given moment, which was achieve. Beth talks about the meaning of the lease rate, the and how admin fee is earned from HUD. She talks about balancing the Per Unit Cost, the Payment Standard and other factors, and how those can lead to a PHA receiving less Admin Fee and shrinking their program.

Beth talks about the historic nature and meaning of shortfall and how HUD used to view it as a mismanagement of a program, and the steps HUD would take to help a PHA get out of shortfall. With COVID, that view has drastically changed. Historically in some instance HUD would take vouchers out of the hands of tenants if they though there was too much money out in the community, which is now not happening. She talks about COVID-19 and widescale job loss being the cause of so many PHAs going into shortfall because they are making up the difference in rents when tenants are losing their jobs.

Talks about the preliminary numbers showing Homes for Good being in shortfall for FY2021. Homes for Good is in contact with the other PHAs in the region that are in shortfall currently to see what they are doing. There are a lot of unknowns with HUDs new view on shortfall.

Beth talks about how historically HUD, as part of shortfall prevention, would give a PHA the amount that they were short, and add that to the money that the PHA gets every year establishing a new baseline. Because of the widespread shortfall, it is unknown whether HUD will be able to make PHAs whole and give them the money they are short because so many are in that situation. Beth talks about how there have been PHAs in the past that have intentionally gone into shortfall to grow their program because they are willing to take the risk of HUD making them whole with increased funding.

Pat Farr: Asks if Homes for Good is in the category of purposely triggering shortfall to expand their program.

Beth Ochs: No, we do not.

Talks about the PUC graph showing the increase.

Jeff Bridgens: Thanks, the team who put the budget together.

Pat Farr: Talks about the Real Estate Development pipeline and the increase in new units being built within the current five-year period, commending the agency on that success.

Steve Ochs: Expresses the need for preserving units already in the community as well.

Motion: **Pete Sorenson**

Second: **Michelle Thurston**

This motion is passed 5/0 with Heather Buch and Joe Berney being excused

- D. **ORDER 20-30-09-02H** — In the Matter of Approving the Public Housing Operating Budget for the Fiscal Year Ending September 30, 2021 (Jeff Bridgens, Finance Director) (Estimated Time 10 Minutes)

Jeff Bridgens: Explains the need of the separate order approval and shows the detailed budgets with line items for the six AMPs and the COCC.

Motion: **Pete Sorenson**

Second: **Jay Bozievich**

This motion has passed 5/0 with Heather Buch and Joe Berney excused.

- E. **ORDER 20-30-09-03H** — In the Matter of Approving the Submission of the PHA FY21 Annual Plan (Melanie Church, Division Analyst) (Estimated Time 10 minutes)

Char Reavis: Commends staff for their outreach between the last board meeting and now on this item.

Talks about the potential of adding a “resident impact” column to document in future years to access how the policy changes affect residents and to show how many residents these would impact.

Wakan Alferes: Goes over the board memo and talks about the additional outreach that was done between meetings.

Char Reavis: We (Michelle and Char Reavis) both discussed this a little earlier and we are both happy with the additional outreach. I am happy that you went back to a seven-day allowance for guests.

Regarding the occupancy changes, talks about the addition of a reference link within the ACOP to link to the Section 8 Admin plan so that readers can understand that the policies are the same between programs.

Pat Farr: Commends staff for working with the Resident Advisory Board members to fix some of the things that had been brought up.

Jacob Fox: Expresses appreciation to the Board for their support in Michelle and Char in bringing up their concerns and questions about the process. Char and Michelle are powerful leaders who continuously ask us to do better, which does make us better.

Motion: **Pat Farr**

Second: **Jay Bozeivich**

This motion has passed 5/0 with Heather Buch and Joe Berney excused.

- F. **ORDER 20-30-09-04H** — In the Matter of Authorizing the Condominium Declaration for Market District Commons Condominium. (Steve Ochs, Real Estate Development Division Director) (Estimated Time 10 minutes)

Steve Ochs: Talks about the creation of a condominium association, which the majority of seats will be held by Homes for Good Housing Agency, as part of Market District Commons LLC. It will include a representative from Obie Companies since they are purchasing the ground floor of the building, as well as the majority of the parking spaces on the site.

Bylaws are included in the board memo. Next steps would be to submit the bylaws to the Real Estate commission to make sure they follow state laws, then we will get them back and record them with Lane County. After that, Obie Companies will be able to officially purchase the commercial section of the condominium.

In perpetuity, there will be a Home Owners Association just like any other condominium, which will have four members selected by Homes for Good, and one representative from Obie, so that we will have controlling interest in it.

This board order allows Jacob to sign for it once we get everything approved.

Pete Sorenson: Who do you envision to fill the seats from Homes for Good?

Steve Ochs: The seats can change, but our initial thought for the initial period would be to have someone from asset management and someone from real estate development, and then two other appointees. Once the initial period is over, then opening it up as a potential professional development opportunity for residents on the site, board members, or other Homes for Good staff.

Pete Sorenson: Who is able to appoint people to the board? Is it Jacob as the Executive Director?

Steve Ochs: Yes Jacob.

Pete Sorenson: Is that a volunteer position, or will they be compensated?

Steve Ochs: Volunteers.

Pete Sorenson: Is that clearly stated in the by-laws? Can the board members vote in compensation for themselves?

Steve Ochs: That is a very good question, it is not currently stated in the by-laws.

Steve Ochs will check into this.

Jacob Fox: Pete we will clarify this with our attorney, we definitely don't want the board to be able to vote themselves into compensation, that would be inappropriate.

Pete Sorenson: You will also want to make sure that staff from Obie Companies and Homes for Good are entitled to compensation from their employer and are able to be part of the board during work hours, and there is no prohibition from serving since they are an employee.

Motion: **Pete Sorenson**

Second: **Jay Bozievich**

This motion has passed 5/0 with Heather Buch and Joe Berney excused.

- G. **ORDER 20-30-09-05H** — In the Matter of Approving Contract 20-P-0056 (Architectural Services) for the 1100 Charnelton Permanent Supportive Housing Development (Nora Cronin, Project Development Manager) (Estimated Time 10 minutes)

Nora Cronin: The board order will allow us to enter into the full architect contract for 1100 Charnelton PSH project which will be 45 units located at 1100 Charnelton.

Nora talks about an RFP done last December to establish a pool of architects for upcoming projects, MWA being selected for the 13th and Tyler project, and Bergsund DeLaney for 1100 Charnelton. Bergsund DeLaney was selected for this project because of their experience on the Commons on MLK and the similarities between the two projects.

She talks about the estimated maximum fee proposal outlined in the board memo.

The approval allows Homes for Good to enter into the contract and continue with design development.

Jacob Fox: Talks about the increased price of lumber at this time and how that has created gaps in funding. Homes for Good is talking to Lane County about the potential of getting additional healthcare dollars for these projects to offset the increase in costs.

Motion: **Michelle Thurston**

Second: **Pete Sorenson**

This motion has passed 5/0 with Heather Buch and Joe Berney excused.

8. OTHER BUSINESS

Jacob Fox: Talks about issues with using the Go-To meeting platform for meetings, and states that Homes for Good has had more success with the Zoom platform. Asks if the Board, specifically the Lane

County Commissioners would be opposed to moving the meeting to Zoom. Lane County had had hesitation in the past in holding meetings via Zoom because some of the hacks and other issues with the platform that have now been fixed.

Pete Sorenson: There are benefits and issues with all of the online platforms in my experience. This platform I have had less issues with the audio, which is why I am on audio only, but then there is the disadvantage of not being able to see everyone or the presentations. I would defer to what works best for the Resident Commissioners.

Jacob Fox: Ok we will work with the Commissioners.

Jacob Fox: Joe had also brought up in previous meetings the desire to talk about more macro strategic issues related to the direction of the organization. So, in consultation with Char what we want to do is 30-minute work sessions for the next, at least, 3 months. So, what I am thinking we need to do is extend this meeting by thirty minutes so that we have ninety minutes to complete our business, and an additional thirty to do a work session. I realize that might be a scheduling challenge. But I think that is the only way to do those things without a separate meeting.

Pete Sorenson: I just want to bring up the transition that the board will be going through. It looks like I have two more board meetings: October and December and then I will be off the board in January. So, one thing to think about, is who is going to be the governing board. So it would be important to onboard the new Commissioner for South Eugene, and I don't know the timing for the Resident Commissioners, but that is one of the things to think about when planning towards the end of the year when we know there are going to be changes in the governing board.

Jacob Fox: Both Char and Michelle will continue on the board next year, but that is a very good point about the new South Eugene Commissioner.

UPCOMING AGENDA ITEMS

OCTOBER 2020

WORK SESSION: Board Input/Vision for Strategic Equity Plan development process

NOVEMBER 2020

NO MEETING

DECEMBER 2020

WORK SESSION: Board Input/Vision for Real Estate Development Pipeline 2021- 2025 and new development models

JANUARY 2021

Election of New Board Chair & Announcement of Vice Chair

WORK SESSION: Board Input/Vision for Customer Service Enhancements



BOARD OF COMMISSIONERS AGENDA ITEM

BOARD MEETING DATE: 10/21/2020

AGENDA TITLE: In the Matter of Authorizing Energy Services' HVAC contracts 20-M-0059, 20-M-0060, 20-M-0061, & 20-M-0062

DEPARTMENT: Energy Services Division

CONTACT : Daniel Roth

EXT: 2594

PRESENTER: Daniel Roth

EXT: 2594

ESTIMATED TIME : 10 minutes

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

Approval Signature

EXECUTIVE DIRECTOR:

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

DATE: 10/13/20

LEGAL STAFF :

DATE:

MANAGEMENT STAFF:

DATE:



HOMES FOR GOOD MEMORANDUM

TO: Homes for Good Board of Commissioners

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

AGENDA ITEM TITLE: ORDER 20-21-10-01H/ In the Matter of Authorizing Energy Services' HVAC contracts 20-M-0059, 20-M-0060, 20-M-0061, & 20-M-0062

AGENDA DATE: October 21st, 2020

I MOTION

It is moved that the Order be approved which authorizes the Executive Director, and the Energy Services Director, to execute Weatherization of Homes HVAC Contract Numbers 20-M-0059, 20-M-0060, 20-M-0061, & 20-M-0062.

II ISSUE

Board approval is requested for Homes for Good to enter into the following HVAC contract for weatherization services:

Per Item Quote Prices for Residential HVAC Equipment.

Umpqua Sheet Metal Inc
Maple Creek Heating & Air
McCall Co. Heating & Air Conditioning LLC
Home Comfort Heating & Air Conditioning Inc

III DISCUSSION

A. Background/Analysis

Each year, the Agency's Energy Services Division provides energy efficiency upgrades to 120 to 150 low income homes in Lane County through their US Department of Energy Weatherization Assistance Program (WAP). This work is completed by residential contractors that work to the specific specifications of WAP's requirements. Three of the four contractors have been successfully completing work for the Agency for over three years. Umpqua Sheet Metal is the only new contractor for us. The cost of the work orders is determined by the per item quote on this comparison bid price spreadsheet.

The Request for Proposal (RFP) process included listings of the RFP a minimum of 30 days: on our website under "Bid Opportunities"; with several HVAC installers whom have bid on prior contracts; in the Register Guard Newspaper's Notices and Legal Notices sections; and contractor job board listing sites including Eugene Builders Exchange (Eugene OR), Daily Journal of Commerce (Portland OR), Contractor Plan Center (Milwaukie OR), Salem Contractors Exchange (Salem OR), Willamette Valley HBA & Bid Center (Corvallis OR), and iSqFt (Cincinnati OH).

This was a sealed bid process whereas Per Item Quote Prices for Specific HVAC Equipment were opened and listed on a Bid Comparison spreadsheet and any interested parties were able to attend the opening in real time via Zoom.

This is a qualification bid where the contractors demonstrate that they can work to the WAP standards and within the required time frame. Work will be issued to the contractor with the lowest bid for that item.

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

B. Recommendation

Approval of the proposed motion.

C. Timing

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

IV IMPLEMENTATION/FOLLOW-UP

None required.

V ATTACHMENTS

None

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

ORDER 20-21-10-01H

In the Matter of Authorizing the award of
contracts 20-M-0059, 20-M-0060, 20-M-0061,
& 20-M-0062 for Energy Services Operations

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

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

WHEREAS, The Energy Services, Director desires to issue new contracts to three (3) existing contractors and one (1) new contractor;

THEREFORE, BE IT RESOLVED THAT:

The Energy Services Director and Executive Director are authorized to issue contracts to Umpqua Sheet Metal Inc., Maple Creek Heating & Air, McCall Co. Heating & Air Conditioning LLC, and Home Comfort Heating & Air Conditioning Inc.

DATED this _____ day of _____, 2020

Chair, Homes for Good Board of Commissioners



BOARD OF COMMISSIONERS AGENDA ITEM

BOARD MEETING DATE: 10/21/2020

AGENDA TITLE: In the Matter of Authorizing the Development and Financing of the 13th and Tyler PSH Community in Eugene, Oregon

DEPARTMENT: Real Estate Development Division

CONTACT : Nora Cronin

EXT: 2521

PRESENTER: Nora Cronin

EXT: 2521

ESTIMATED TIME : 10 minutes

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

Approval Signature

EXECUTIVE DIRECTOR:

DATE: 10/13/20

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: ORDER 20-21-10-02H/ In the Matter of Authorizing the Development and Financing of the 13th and Tyler PSH Community in Eugene, Oregon

AGENDA DATE: October 21, 2020

I MOTION

It is moved that the Agency is authorized to negotiate, execute, and deliver, on behalf of the Agency, and/or HFG Keystone LLC, the necessary documents to develop and finance the 13th and Tyler PSH Community as provided below and in the Board Order and Exhibit.

II ISSUE

The Homes for Good Board has authorized the development of the 13th and Tyler PSH Community, a new 15-unit permanent supportive housing (PSH) community for families experiencing homelessness, on a 0.74-acre parcel of land adjacent to the Lane Events Center in Eugene, Oregon. It is now necessary to obtain Board authorization to develop and finance the project.

III DISCUSSION

A. Background/Analysis

The 13th and Tyler PSH Community was born out of a partnership with Lane County to provide permanent supportive housing (PSH) for families experiencing homelessness. Lane County and Homes for Good, along with ShelterCare (service provider) and Quantum Residential (property management), were selected as a team to participate in Oregon Housing and Community Services' PSH Cohort to receive technical assistance and training.

This new housing community will include 3 two-story buildings on 0.74 acres of land, consisting of 12 two-bedroom units and 3 three-bedroom units. The development will also include 15 parking spaces, a community room, laundry room, management and services' offices, playground, garden beds, and secure bike parking.

Project Financing

- Capital Funding – Most of the funding will come from Oregon Housing and Community Services (OHCS) using the new PSH funds. Additional funding will come from a Meyer Memorial Trust grant, deferred developer fee, and a permanent commercial loan.
- Rental Subsidy – All units will receive Project-Based vouchers through Homes for Good.
- Services Subsidy – The Oregon Health Authority is providing services subsidy to cover

most of the supportive services funding. Additional services funding will come from excess project cash flow and Medicaid billings.

Over the past year, the Board authorized Homes for Good to apply for OHCS funding and execute the contracts for architectural services and construction manager/general contractor. All the funding has been committed to the project. The next step is to close on the financing and begin construction. This Board Order would:

1. Authorize Formation of the LLC.
2. Authorize Receipt of Real Property from County and transfer ownership to the LLC.
3. Authorize Execution of NOAH Loan Documents.
4. Authorize Receipt of PSH Funds by Authority.
5. Authorize Receipt of OHA Supportive Services Funds
6. Authorize Receipt of MMT Funds.
7. Authorize HAP Contract.
8. Authorize Agreements for Technical and Professional Services.
9. Authorize Development Services Agreement.
10. Authorize Assignment, Assumption, and Reimbursement Agreement between Authority and LLC.
11. Designate Authorized Representatives.
12. General Resolutions Authorizing and Ratifying Other Actions.

Initial plans were to close financing and start construction in September 2020. The HUD Environmental Review (ER) has taken a couple of months longer than anticipated. The City of Eugene anticipates completing the ER and receiving the HUD release of funds by mid-November. The project will then need to submit and receive HUD approval on the Subsidy Layering Review (SLR) for the Project-Based Vouchers. Timely approval of the SLR will allow the project to close financing and start construction by mid December 2020.

B. Recommendation

Approval of the proposed motion.

IV IMPLEMENTATION/FOLLOW-UP

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

V ATTACHMENTS

None

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

ORDER 20-21-10-02H

In the Matter of Authorizing the Development
and Financing of the 13th and Tyler PSH
Community in Eugene, Oregon

WHEREAS, the Housing Authority and Community Services Agency of Lane County doing business as Homes for Good Housing Agency (the "Authority") is a public body corporate and politic, exercising public and essential governmental functions, and having all the powers necessary or convenient to carry out and effectuate the purposes of the ORS 456.005 to 456.235 (the "Housing Authorities Law"); and

WHEREAS, a purpose of the Authority under the Housing Authorities Law is to construct, acquire, manage and operate affordable housing for persons of lower income; and

WHEREAS, the Authority is authorized by ORS 456.120 to form, finance and have a nonstock interest in, and to manage or operate, partnerships, nonprofit corporations and limited liability companies in order to further the purposes of the Authority; and

WHEREAS, consistent with its purposes and powers, the Authority intends to cause an affiliate entity to construct on a parcel at 1188 West 13th Avenue in Eugene Oregon, 15 units of affordable housing intended to provide permanent supportive housing targeted for chronically homeless families and those requiring ongoing supportive services consistent with all applicable law, using the Housing First/harm reduction model (the "Project"); and

WHEREAS, by prior Order 20-26-02-02H, to further the Project, the Authority was authorized to apply for Oregon Housing and Community Services and Oregon Health Authority (collectively "OHCS") Funds (the "PSH Funds"); and

WHEREAS, the Project was awarded the PSH Funds in the amount of \$3,750,000 (which amount may increase or decrease subject to further underwriting and negotiation); and

WHEREAS, the Authority has determined that it is in the best interest of the Authority and the Project to form a limited liability company to be known as HFG Keystone LLC to be the owner of the Project (the "LLC"), in which the Authority shall be the sole member; and

WHEREAS, the Project will be constructed on land donated by Lane County (the "County") consisting of 4 tax lots totaling approximately 0.74 acres of land located at 13th and Tyler Street in Eugene, Oregon (the "Property") to the Authority and which the Authority will transfer in fee simple to the LLC; and

WHEREAS, the Authority has determined that it is in the best interests of the Authority, the LLC, and the Project that the LLC obtain a commitment for permanent financing of the Project in the approximate amount of \$900,000 (which amount may increase or decrease subject to further underwriting and negotiation) from the Network for Oregon Affordable Housing (the "NOAH Loan"); and

WHEREAS, the Authority has determined that it is in the best interest of the Authority the LLC, and the Project to apply for grant funds from Meyer Memorial Trust to further the Project (the "MMT Funds") and if awarded, to use the MMT Funds for the purpose of financing the Project; and

WHEREAS, the Authority has determined that it is in the best interests of the Authority, the LLC the Project for the Authority or the LLC to enter into agreements with professionals with technical expertise and, as appropriate, to assign to the LLC the product of such agreements; and

WHEREAS, the Authority has determined it to be in the best interests of the Authority, the LLC, and the Project, to cause the LLC to execute an Agreement to Enter into a Housing Assistance Payments Contract and a Housing Assistance Payments Contract (collectively the "HAP Contracts") with the Authority to cover all units in the Project with Project-Based Section 8 subsidies; and

WHEREAS, the Authority has determined it to be in the best interests of the Authority, the LLC, and the Project, to cause the Authority or the LLC to enter into an agreement with the Oregon Health Authority to provide funding for supportive services for the Project (the "OHA Supportive Services Funds"); and

WHEREAS, the Authority has determined that it is in the best interests of the Authority, the LLC, and the Project to cause the Authority to enter into a Development Services Agreement (the "DSA") with the LLC pursuant to which the Authority would be paid a developer fee, a portion of which would be deferred and paid from available Project cash flow.

NOW, THEREFORE, THE AUTHORITY IN ITS OWN CAPACITY AND AS THE SOLE MEMBER OF THE LLC ON BEHALF OF THE LCC, ADOPTS THE FOLLOWING RESOLUTIONS:

1. Authorize Formation of the LLC and Creation of Accounts

BE IT RESOLVED, that the Authority, in its own capacity, is hereby authorized to execute and deliver such documents as may be necessary for the formation of the LLC including but not limited to the following:

- a) Articles of Organization to be filed with the Secretary of State of the State of Oregon; and
- b) An Operating Agreement with the Authority as the sole member; and
- c) Such documents as may be necessary or convenient to establish in the name of the LLC such as checking, savings and other accounts at such state or federally chartered banks as any Authorized Representative, as that term is defined in these Resolutions, may determine (such determination to be conclusively demonstrated by the signature of any Authorized Representative on such document).

2. Authorize Receipt of the Property from County transfer of the Property to LLC.

BE IT RESOLVED, that the Authority is authorized to negotiate, execute, and deliver on behalf of the Authority, such documents as necessary to receive a conveyance of the Property from the County and to transfer the Property in fee simple to the LLC on terms and conditions approved by any Authorized Representative (such approval to be conclusively demonstrated by the signature of any Authorized Representative on such document).

3. Authorize Execution of NOAH Loan Documents.

BE IT RESOLVED, that the NOAH Loan is approved and authorized and the Authority is authorized to negotiate, execute, and deliver on behalf of the Authority, (whether in its own capacity, its capacity as developer or its capacity as a guarantor), and/or the LLC, as the case may be, such documents as may be required in connection with the issuance of the NOAH Loan, including but not limited to those documents listed on the attached **Exhibit A** (whether bearing the name listed or names to similar effect), all in the form approved by any Authorized Representative (such approval to be conclusively demonstrated by the signature of any Authorized Representative on such document).

4. Authorize Receipt of PSH Funds.

BE IT RESOLVED, that the PSH Funds are approved and Authority is authorized to negotiate, execute, and deliver on behalf of the Authority and/or the LLC, as the case may be, such documents as are required to evidence and obtain a grant of the PSH Funds, including but not limited to those documents listed on the attached **Exhibit A** (whether bearing the name listed or names to similar effect), all in the form approved by any Authorized Representative (such approval to be conclusively demonstrated by the signature of any Authorized Representative on such document).

5. Authorize Receipt of OHA Supportive Services Funds.

BE IT RESOLVED, that the OHA Supportive Services Funds are approved and the Authority is authorized to negotiate, execute, and deliver on behalf of the Authority and/or the LLC, as the case may be, such documents as are required to evidence and obtain a grant of the OHA Supportive Services Funds, all in the form approved by any Authorized Representative (such approval to be conclusively demonstrated by the signature of any Authorized Representative on such document).

6. Authorize Receipt of MMT Funds.

BE IT RESOLVED, that the Authority is authorized to apply for the MMT Funds and if awarded the MMT Funds are approved and the Authority is authorized, to negotiate, execute, and deliver on behalf of the Authority and/or the LLC, as the case may be, such documents as are required to evidence and obtain the grant of the MMT Funds, all in the form approved by any Authorized Representative (such approval to be conclusively demonstrated by the signature of any Authorized Representative on such document).

7. Authorize Loan of MMT Funds from the Authority to the LLC or a Capital Contribution of the MMT Funds by Authority to the LLC.

BE IT RESOLVED, that the Authority is authorized to negotiate, execute and deliver on behalf of the Authority or the LLC, as the case may be, such documents as are required to evidence the contribution of the MMT Funds, either as a loan or a capital contribution, or a combination of both, to the LLC, all in the form approved by any single Authorized Representative (such approval to be conclusively demonstrated by the signature of any Authorized Representative on such documents).

8. Authorize HAP Contracts.

BE IT RESOLVED, that the Authority is authorized to negotiate, execute and deliver on behalf of the Authority or the LLC, as the case may be, the documents necessary to close on the HAP Contracts, and any other documents necessary to secure the Project-Based Section 8 subsidy on the Project, all in the form approved by any single Authorized Representative (such approval to be conclusively demonstrated by the signature of any single Authorized Representative on such document).

9. Authorize Agreements for Technical and Professional Services.

BE IT RESOLVED, that the Authority is authorized to negotiate, execute, and deliver on behalf of the Authority and/or the LLC, as the case may be, such agreements as any Authorized Representative may deem prudent for the provision of financial, accounting, legal, development consulting, engineering, geotechnical, environmental, construction management, property management, or other services, all in the form approved by any Authorized Representative (such approval to be conclusively demonstrated by the signature of any Authorized Representative on such document.)

10. Authorize Development Services Agreement.

BE IT RESOLVED, the Authority is approved as the developer of the Project and the Authority and the LLC are authorized to negotiate, execute, and deliver the DSA between the Authority and the LLC pursuant to which the Authority is to be paid a developer fee, a portion of which is to be deferred and paid from available Project cash flow.

11. Authorize Assignment, Assumption, and Reimbursement Agreement between Authority and LLC.

BE IT RESOLVED that the Authority is authorized to enter in such agreements as may be necessary to assign to the LLC (and obtain reimbursement from the LLC therefor) such development rights, design and construction contracts, and other real and personal property as the Authority may have acquired for purposes of the Project.

12. Authorized Representatives.

BE IT RESOLVED that the following identified persons shall be the Authorized Representatives as that term is used in these Resolutions and are each individually authorized, empowered and directed to perform the actions authorized herein on behalf of the Authority whether acting on behalf of the Authority or the LLC.

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

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

Steve Ochs, Real Estate Development Director
Nora Cronin, Project Development Manager

13. General Resolutions Authorizing and Ratifying Other Actions

BE IT RESOLVED, that any Authorized Representative is authorized to negotiate, execute, and deliver on behalf of the Authority, and the LLC as the case may be, such other agreements, certificates, and documents, and to take or authorize to be taken all such other actions any Authorized Representative shall deem necessary or desirable to carry out the transactions contemplated by the foregoing resolutions (such determination to be conclusively demonstrated by the signature of any Authorized Representative on such document); and

BE IT FURTHER RESOLVED, that to the extent any action, agreement, document, or certification has heretofore been taken, executed, delivered, or performed by an Authorized Representative named in these Resolutions on behalf of the Authority, acting in its own behalf or on behalf of the LLC, and in furtherance of the Project, the same is hereby ratified and affirmed.

Done and dated this _____ day of _____, 2020.

BOARD OF COMMISSIONERS

Chairperson

Exhibit A

NOAH Loan Documents

- Term Loan Agreement
- Promissory Note
- Deed of Trust with Absolute Assignment of Leases and Rents, Security Agreement, and Fixture Filing
- Pledge and Security and Control Agreement
- Certificate re Hazardous Substance and Accessibility Laws
- Assignment and Subordination of Manager Agreement
- Collateral Assignment of Payments Contract
- Guaranty
- Stormwater O&M Plan Indemnity
- such other documents as reasonably required in connection with the closing of the NOAH Loan

PSH Funds Documents

- Loan Agreement
- Note
- Guaranty
- Trust Deed
- Operating Agreement
- Project Management Agreement
- such other documents as reasonably required in connection with the closing of the PSH Funds.



BOARD OF COMMISSIONERS AGENDA ITEM

BOARD MEETING DATE: 10/21/2020

AGENDA TITLE: In the Matter of Authorizing the Executive Director or Designee to Apply for HOME funds and other gap financing for the Permanent Supportive Housing Development at 1100 Charnelton Street in Eugene, Oregon

DEPARTMENT: Real Estate Development Division

CONTACT : Nora Cronin

EXT: 2521

PRESENTER: Nora Cronin

EXT: 2521

ESTIMATED TIME : 10 minutes

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

Approval Signature

EXECUTIVE DIRECTOR:

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

DATE: 10/13/20

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: ORDER 20-21-10-03H/ In the Matter of Authorizing the Executive Director or Designee to Apply for HOME funds and other gap financing for the Permanent Supportive Housing Development at 1100 Charnelton Street in Eugene, Oregon

AGENDA DATE: October 21, 2020

I MOTION

That the Executive Director, Communications Director or Real Estate Development Director is authorized to apply for HOME funds and other gap financing for the Permanent Supportive Housing Development at 1100 Charnelton Street in Eugene, Oregon.

II ISSUE

On August 26, 2020, the Eugene-Springfield HOME Consortium released a Request for Proposals (RFP) for HOME funds and System Development Charge (SDC) waivers for new affordable housing developments. Homes for Good wishes to apply for this funding to develop a new 45 units PSH project at 1100 Charnelton in Eugene.

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

III DISCUSSION

A. Background/Analysis

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

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

Homes for Good has engaged with Bergsund DeLaney Architecture and Essex Construction to development a conceptual plan for the redevelopment of the site. The plan is to demolish the existing structure and build a new four-story building consisting of 45 studio apartments and ground floor common use and supportive service areas. This building will be similar to The Commons on MLK development.

Project Financing – Funds will come from a variety of sources.

- Capital funding: On August 7, 2020, Oregon Housing and Community Services awarded Low Income Housing Tax Credits and gap grant financing to the project. 1100 Charnelton will also use HOME funds, SDC waivers and other gap financing from private partners or other funding opportunities as necessary.
- Rental subsidy: Project-Based Vouchers have been awarded for rental subsidy for all units.
- Services funding: We are working with Lane County to develop the supportive services program and services funding, similar to our partnership on The Commons on MLK.

Approval of the attached order is necessary to allow Homes for Good to apply to the City of Eugene for HOME funds and SDC waivers. This will also allow the Agency to apply for additional gap financing as necessary.

B. Recommendation

Approval of the proposed motion.

C. Timing

The City of Eugene application will be submitted by the deadline of October 28, 2020. Funding awards are expected by February 2021.

IV IMPLEMENTATION/FOLLOW-UP

Same as Item III. C. above.

V ATTACHMENTS

None

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

ORDER 20-21-10-03H

In the Matter of Authorizing the Executive Director or Designee to Apply for HOME funds and other gap financing for the Permanent Supportive Housing Development at 1100 Charnelton Street in Eugene, Oregon

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

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

WHEREAS, Homes for Good Housing Agency is engaged with Lane County in a partnership will identify, engage, and house people experiencing homelessness from Lane County's Coordinated Entry Central Wait List.

WHEREAS, Homes for Good Housing Agency, once completed with due diligence is completed and funding secured, intends to demolish the existing structure and build a new four-story building consisting of 45 studio apartments and ground floor common use and supportive service areas at 1100 Charnelton.;

WHEREAS, Homes for Good Housing Agency wishes to obtain assistance from the Eugene-Springfield HOME Consortium and other sources to provide funding for this housing development.

NOW IT IS THEREFORE ORDERED THAT:

Homes for Good Housing Agency resolves to develop the property at 1100 Charnelton with 45 units of Permanent Supportive Housing;

The Executive Director, Communications Director or Real Estate Development Director is authorized to apply for gap funding necessary to develop the property;

The Executive Director, Communications Director or Real Estate Development Director is authorized to apply to the Eugene-Springfield HOME Consortium for HOME funds and City of Eugene System Development Charge (SDC) waivers;

Homes for Good Housing Agency will accept the responsibilities and requirements of the funds that are requested though the HOME Application and other gap funding;

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

That the Executive Director, Communications Director or Real Estate Development Director is authorized to release project information to the Eugene-Springfield HOME Consortium or other organizations providing gap funding as required to complete its due diligence; and

That the Executive Director, Communications Director or Real Estate Development Director is authorized to sign all draw requests, monthly progress reports, and miscellaneous forms associated with funds awarded to the project.

DATED this _____ day of _____, 2020

Chair, Homes for Good Board of Commissioners



BOARD OF COMMISSIONERS AGENDA ITEM

BOARD MEETING DATE: 10/21/20

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

DEPARTMENT: Rent Assistance Division

CONTACT : Beth Ochs

EXT: 2547

PRESENTER: Beth Ochs

EXT: 2547

ESTIMATED TIME : 10 minutes

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

Approval Signature

EXECUTIVE DIRECTOR:

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

DATE: 10/13/20

LEGAL STAFF :

DATE:

MANAGEMENT STAFF:

DATE:



HOMES FOR GOOD MEMORANDUM

TO: Homes for Good Board of Commissioners

FROM: Beth Ochs, Rent Assistance Division Director

AGENDA ITEM TITLE: Order 20-21-10-04H/ In the matter of updating the Housing Choice Voucher Administrative plan, Project Based Voucher Local Preferences

AGENDA DATE: October 21st, 2020

I MOTION

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

II ISSUE

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

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

III DISCUSSION

In November 2020 Homes for Good will begin accepting referrals for its Project Based Voucher Waitlist for Commons on MLK. Commons on MLK will be all Project Based Vouchers (51 studio units).

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

The notice states, in part:

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

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

Homes for Good has chosen to partner with Shelter Care as a local preference community partner for Commons on MLK. Sheltercare will provide case management to support families in developing goals, support housing retention, enhance life skills, address access to health and mental health care and support, provide linkages to mainstream benefits (such as OHP, SNAP, TANF, VA services, etc.), aid residents in maintaining or increasing their income through cash benefits and/or earned income, engage residents in meaningful activities, provide linkages to employment and educational services, and assist in building social and community relations.

This preference will allow Sheltercare to refer persons to the Commons on MLK via the Centralized Waitlist to the Commons on MLK Project Based Voucher waitlist and receive a PBV placement on the waitlist.

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

Currently the local preference for Project Based Vouchers states:

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

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

Elderly and/or Disabled Family Preference

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

Homeless Veteran Family Preference

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

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

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

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

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

Elderly and/or Disabled Family Preference

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

Homeless Veteran Family Preference

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

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

Commons on MLK:

Preference will be given to:

Transitional Homeless Family Preference

This preference applies to transitional housing person who are homeless and who are referred from a Homes for Good approved entity (an entity with an active MOU/MOA with Homes for Good). The definition of "homeless" and "transitional" for this purpose will be included in the MOU/MOA with the qualified entity.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Commons on MLK – Studio bedroom waiting list, with a total of 51 PBV units. Applicants must be referred from an approved entity under local preference.

IV IMPLEMENTATION/FOLLOW-UP

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

V ATTACHMENTS

None

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

ORDER 20-21-10-04H

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

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

WHEREAS, Homes for Good proposes to provide preference to transitional homeless families for Project Based Vouchers at Commons on MLK.

WHEREAS, Homes for Good's proposes to limit applicants on the waiting list to those referred by a local entity partner under local preference.

NOW IT IS THEREFORE ORDERED THAT:

The Housing Choice Voucher Administrative Plan for Fiscal Year 2021 shall be revised as follows:

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

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

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

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

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

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

Market District Commons – 1- and 2-bedroom waiting lists, with a total of 15 PBV units.

Applicants must be at 30% Area Median Income at time of pre-application in order to be placed on the waitlist.

Commons on MLK – Studio bedroom waiting list, with a total of 51 PBV units. Applicants must be referred from an approved entity under local preference.

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

The PHA will provide a selection preference when required by the regulation (e.g., eligible in-place families, elderly families or units with supportive services, or mobility

impaired persons for accessible units). The PHA reserves the right to add additional preferences as new PBV units are developed.

Market District Commons:

Preference will be given to:

Elderly and/or Disabled Family Preference

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

Homeless Veteran Family Preference

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

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

Commons on MLK:

Preference will be given to:

Transitional Homeless Family Preference

This preference applies to transitional housing person who are homeless and who are referred from a Homes for Good approved entity (an entity with an active MOU/MOA with Homes for Good). The definition of "homeless" and "transitional" for this purpose will be included in the MOU/MOA with the qualified entity.

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

DATED this _____ day of _____, 2020

Chair, Homes for Good Board of Commissioners



BOARD OF COMMISSIONERS AGENDA ITEM

BOARD MEETING DATE: 10/21/2020

AGENDA TITLE: Work Session- Board Input for Strategic Equity Plan Development Process

DEPARTMENT: Executive

CONTACT : Jacob Fox

EXT: 2527

PRESENTER: Jacob Fox

EXT: 2527

ESTIMATED TIME : 30 Minutes

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

Approval Signature

EXECUTIVE DIRECTOR:

DATE: 10/13/20

LEGAL STAFF :

DATE:

MANAGEMENT STAFF:

DATE: