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HOMES FOR GOOD HOUSING AGENCY

BOARD OF COMMISSIONERS MEETING WEDNESDAY DECEMBER 15TH, 2021

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Agenda

Homes for Good Housing Agency

BOARD OF COMMISSIONERS

Location of the meeting:

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



Wednesday, December 15th, 2021 at 1:30pm

To prevent the spread of COVID-19 Homes for Good will be conducting the December 15th, 2021 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:

Join Zoom Meeting: <https://us02web.zoom.us/j/83262016517>

Meeting ID: 832 6201 6517

One tap mobile

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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 10/20/21 Board Meeting Minutes (Estimated 5 Minutes)

C. **ORDER 21-15-12-01H** — In the Matter of Authorizing Energy Services' contracts 22-R-0033 and 22-R-0004 (Esteban Montero Chacon, Energy Services Director) (Estimated 10 minutes)

- D. **ORDER 21-20-10-02H** — In the Matter of Approving the Homes for Good Commissioner Thurston Term Extension Recommendation (Jacob Fox, Executive Director) (Estimated 10 minutes)
- E. **ORDER 21-20-10-03H**— In the Matter of Documenting the Executive Director’s Annual Performance Evaluation and Instructing Human Resources Regarding Revision of the Employment Agreement (Bailey McEuen, HR Director) (estimated time 10 minutes)
- F. **WORK SESSION** — Strategic Equity Plan Goals and FY 22 Tactics Presentation (Equity Strategy Team) (Estimated 45 minutes)

7. OTHER BUSINESS

Adjourn.

On November 19th the House of Representatives passed federal legislation commonly called Build Back Better. This legislation is now under consideration in the Senate where changes will likely be made. A centerpiece of this legislation is \$170,000,000 for affordable housing. More specifically there is \$65,000,000 for Public Housing and \$25,000,000 for the Housing Choice Voucher program. If this legislation passes in the Senate, which indications are that it will after changes, Homes for Good will receive a very significant increase in funding. While we don't know the specific amounts we do know that people with low incomes in Lane County will benefit greatly from any new funding that we receive. Given the 20% growth in full time employees over the past year, we will need to be prepared to continue the rapid growth of our organization to administer and distribute this new funding in addition to the other types of new funding we have received over the past year. In particular I'm very excited about improving our Public Housing apartment communities with this new funding.

We continue to work with the community that was impacted and/or displaced by the Holiday Farm wildfire. On 12/6 we purchased the Lazy Days Mobile Home Park. You will remember that Senator Merkley successfully placed \$1,000,000 in the Transportation, Housing and Urban Development appropriations bill for the rebuilding effort. The week of 12/6 we also closed on a 5 acre parcel off of Blue River Drive near the McKenzie School District campus. In the Oregon Legislative Session that ended June 26th, 2021 OHCS was appropriated \$150,000,000 to support land acquisition and housing rebuilding in wildfire impacted areas. We are disappointed that OHCS wasn't able to provide funding to us to acquire these two parcels. We are also working with Lane County and various State Agencies to assess the viability of purchasing the Basketball Academy and build net new units on that property. The biggest barrier will be land use laws but we are working to explore what exemptions/accommodations might be available from the State of Oregon and Lane County



Photo from BDA Architecture and Planning



Since the last Homes for Good Board meeting in October we continue to move plans forward that will deliver new affordable homes to our community. The Nel is about halfway through construction. All four floors have been constructed with the roof completed the first week of December. The Nel's construction is scheduled to be complete in July of 2022. Recently Oregon Housing and Community Services (OHCS) awarded The Nel with additional funding in the amount of \$380,000 to cover the increased lumber costs the project experienced due to pandemic related supply chain issues. With these funds being received, the project can now move forward with the carefully selected furniture, finishes, and fixtures the project needs to ensure durability and longevity for future residents. Homes for Good, Sponsor's Inc. and Lane County are leading the effort to develop 52 studio and one-bedroom units of new affordable housing along with community space, offices, conference room, art gallery, landscaping, parking, and associated infrastructure. The project will be named "The Coleman" in honor of the late Dr. Edwin Coleman and his wife Charmaine who have been actively involved in supporting Sponsors' for decades. The residential portion of this project will provide permanent housing to clients coming out of Sponsors' transitional housing program and the ground floor will provide service space that will be usable by both residents of the project, as well as people that live off-site. The total estimated project cost for this development is \$20,086,000. We are currently in the pre-development design phase of Bridges on Broadway. We are working with our architect, Pinnacle Architecture on finalizing the design which will include 50 studio units of PSH. After the design is finalized we will be working with our contractor to develop the budget in time to apply for funding in Spring of 2022. We are projecting for construction/rehab to begin early 2023. Lastly I would mention that we have begun due diligence on the 6 plus acre parcel in Florence, which included a meeting with City of Florence staff members who were very supportive of our efforts to build affordable housing on this parcel.



We are excited to provide information on a 59 unit affordable apartment community that is being constructed at 11th and Lincoln in Eugene. This apartment community is being developed by a private sector developer and in a competitive Request for Proposals Homes for Good awarded 13 Project Based Housing Choice Vouchers (PBV). With our award the project team applied for tax credits and other funding from OHCS. Based on our experience we know that when projects have been PBV's they are much more competitive in OHCS funding applications. There will be 48 three-bedroom units of which 13 are PVB units, 8 two-bedroom units and 3 one-bedroom units. The non-PBV three-bedroom units will have monthly rents at \$1,037, the two-bedrooms at \$900 and the one-bedrooms at \$757. To illustrate how the PBV units are much more affordable if a household has a monthly income of \$1,600 their monthly PBV rent for a three-bedroom would be approximately \$480 rather than the non-PBV affordable rent of \$1,037.

In the October ED Report I referenced a report we created to monitor whether there would be an increase in no-cause or for cause evictions resulting from the sunset of the Federal and State eviction moratorium. At this time the report is not showing a trend of increased no-cause or for cause evictions by our HCV landlords when compared to pre-pandemic move out data. That being said no-cause and for-cause evictions are occurring and going forward we would like to use this report to create eviction prevention strategies for all of our rent assistance programs.

Homes for Good continues to eclipse all other public housing authorities in the State of Oregon in term of our success in distributing the 184 Emergency Housing Vouchers (EHV) that HUD allocated to us this past Summer. These vouchers were targeted for people experience homelessness and/or domestic violence. 28 households have activated their HCV rent subsidy in a new home or their existing home, 45 household have submitted a form signed by a landlord so we can activate the HCV rent subsidy and we have another 111 households that are currently searching for a home. The EHV program also allows Homes for Good to provide housing navigation funding for application fees, deposits and essential household items. We have invested \$34,000 thus far supporting the housing navigation efforts of people who have been issued an EHV.

Earlier in this report we reference the organization growth that we are currently experiencing as an organization. In retrospect we should have added management capacity to our Accounting/Finance Department in 2020 or earlier in 2021. In November we hired, Brandy McPherson, as our Finance Manager. Brandy has significant accounting experience for a national property management firm and we are looking forward to her support in building financial reports that will help us manage our continued growth. As reported to the Board in June and July of 2021 we continue to struggle to get HUD in Washington DC to approve our FY19 Audit and Financial Statements. As you will recall after our FY19 Audit and Financial Statements were issued with an unmodified opinion by Moss Adams then HUD performs a review and this is when the rejections started. The fundamental changes HUD asked from us required a comprehensive restructuring of our financial statements. Because of the comprehensive nature of this restructuring we had to stop progress on the completion of our financial statements, which resulted in Moss Adams not being able to proceed with their responsibilities for our FY20 audit. Because Homes for Good is a discretely presented component unit for Lane County, Lane County administration made the decision to request an extension for the completion of their Audit for FY ending June 30th, 2021 to allow Homes for Good to work with HUD and Moss Adams on resolving the HUD rejection of FY19 and the completion of the FY 20 Audit and Financial Statements.

On 12/2 we had a fire event in a laundry room at Riverview Terrace in Cottage Grove that resulted in severe smoke spread across the 2nd floor and the evacuation of residents from the building. Many members of the Supportive Housing Division responded and supported the residents during the evacuation and reoccupation of the building. The fire is being investigated as arson and we are waiting for the outcome of this report. In the interim we have removed items that are stored in our laundry rooms and we have some follow up training we need to do with staff and residents to make sure our evacuation plans are widely known and then when they occur that they go smoothly. Because this isn't the first fire event that we suspect could be arson, we also cost out and find a way to fund a camera system for the common areas of River View Terrace.



NO HEAT?

Our Heat crisis season starts on
Monday November 15, 2021

The Heat Crisis Program is an emergency
wintertime program for low income households
that do not have a permanent source of heat.

To apply for the program
call 541-682-2619



¿Se descompuso tu calefacción?

Nuestro programa de asistencia de calefacción en caso de crisis dará inicio el lunes 15 de noviembre.

Este programa esta disponible para hogares de bajos ingresos que no tengan un calentón funcional.

Para aplicar para el programa u obtener más información llamar al 541-682-2619.

MINUTES

Homes for Good Housing Agency

BOARD OF COMMISSIONERS



Location of the meeting:

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Wednesday, October 20th, 2021 at 1:30pm

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1. PUBLIC HEARING— 10 Minutes

Homes for Good Housing Agency (Agency) will hold its joint public hearings of its Board and its Public Contract Review Board regarding adoption of two Construction Manager/General Contractor (CM/GC) alternative contracting method exemptions for construction of the Bridges on Broadway and Four Corners affordable housing projects.

Steve Ochs introduces the Public Hearing.

No Public Comment

2. 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.)

None

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

Laurie Triege: Thanks staff and Chair Thurston who attended and coordinated the visit from Kate Brown to tour The Keystone last week.

Char Reavis: Congratulates Michelle Thurston on her certificate from the Housing Narrative Justice Fellowship.

Michelle Thurston: Talks about attending the National NAHRO with Char, and congratulates Char Reavis on being asked to serve an additional two-years on NAHRO's Commissioner's Committee.

4. ADJUSTMENTS TO THE AGENDA

None.

5. COMMISSIONERS' BUSINESS

Pat Farr is excused from the meeting.

Heather Buch switches to phone only at 2:10pm and returns to video at 2:50.

6. EMERGENCY BUSINESS

7. ADMINISTRATION

A. Executive Director Report (Estimated 10 Minutes)

Jacob Fox talks about the visits from both Governor Brown and Senator Wyden in the last week.

Talks about the current round of Landlord Compensation Fund distribution and OERA County Rent Assistance, and the next round of OERA funds. He then commends Beth Ochs and the Rent Assistance team in the issuance of Emergency Housing Vouchers.

Touches on the Geo-tech findings on Lazy Days, which will be discussed more in the board order. Jacob then announces that Homes for Good will be receiving 1 million dollars from the Transportation, Housing and Urban Development Appropriations Bill from Senator Merkley.

Jacob addresses the upcoming governance change, and recruiting for the new board after the first of the year. This will require the board to approve extending Michelle Thurston's term until the new board is seated, since her term expires at the begging of the year. This will require a board order that will come to The Board in December.

B. Approval of 9/29/21 Board Meeting Minutes (Estimated 5 Minutes)

Motion: **Char Reavis**

Second: **Heather Buch**

The minutes are passed 6-0 with Commissioner Farr Excused.

C. PRESENTATION— Quarter 3 Staff Excellence Awards (Jacob Fox, Executive Director) (Estimated 5 Minutes)

Beth Ochs announces Natalie Dybens as a Quarter 3 excellence award winner. She talks about Natalie's onboarding during Covid, and some of the pilot programs she has been able work on over the past year.

Jacob Fox commends Natalie on her work within the administrative building, and her skill in working with clients in traumatic states.

Wakan Alferes introduces Jason Cronk as the second Quarter 3 excellence award winner. She talks about his work at Bridges on Broadway, and his skill both in the maintenance work, as well as his customer service skills in connecting with the people Homes for Good serves.

Michelle Thurston talks about her positive experiences and interactions with both Natalie and Jason, and thanks both of them for their service.

Heather Buch congratulates Natalie and Jason.

- D. **ORDER 21-20-10-01H** — In the Matter of the Joint Order of the Board of Commissioners and Local Contract Review Board Exempting the Construction of the Four Corners and Bridges on Broadway developments from Competitive Bidding Requirements and Directing the Use of the CMGC Alternative Contracting Method. (Spencer McCoy, Project Developer) (Estimated 10 minutes)

Spencer McCoy introduces both the Four Corners and Bridges on Broadway projects, and the benefits of being able to have a CMGC selected early as part of this method. Spencer notes that this is approving the method, not a specific contractor, which would be selected later.

Joe Berney: What does CMGC stand for, and why was it chosen?

Spencer McCoy: So it stands for a Construction Manager General Contractor, and what allows us to do is enter into initial contract, there's later advised by the GMP instead of going through a standard bidding process that would happen closer to construction, and as I mentioned, the timing makes it difficult for us to go through a bidding process now when we're not actually planning on starting construction until May of 2023, so a big reason is that we want to start working with general contractor early prior to submitting funding applications without having the information needed to go out to bid.

Joe Berney: And how will you be selecting the general contractor?

Spencer McCoy: We would go through a competitive process, so we issue an RFP and respondents are encouraged to provide proposals to us, and then we have a selection committee that evaluates those proposals and selects a top respondent.

Joe Berney: And is there any reason why we could not utilize Lane County's approach to Community Benefits bidding in going down this path?

Spencer McCoy: I would have to defer to Steve or Jacob to address the CBA. I don't know the details of how that would affect this process.

Joe Berney: Why was this advertised in King County Washington?

Spencer McCoy: We are required to advertise in the Daily Journal of Commerce (DJC) and the closest one to us is in King County Washington.

Motion: **Heather Buch**

Second: **Joe Berney**

The motion is passed 6-0 with Commissioner Farr Excused.

- E. **ORDER 21-20-10-02H** — In the Matter of Authorizing the Executive Director or Designee to Apply for HOME funds and other gap financing for the Four Corners Development in Eugene, Oregon (Spencer McCoy, Project Developer) (Estimated 10 minutes)

Spencer McCoy introduces and gives background on the Four Corners project, which is a partnership with Sponsors Inc. which is to be 50 to 60 unit permanent supportive housing development located next to the newly renovated parole and probation facility, the entrance to Highway 99 in Eugene.

Motion: **Joe Berney**

Second: **Char Reavis**

Jacob Fox notes that this is both an approval to apply for HOME funds as well as gap financing, which will be SDC waivers.

The motion is passed 6-0 with Commissioner Farr Excused.

- F. **ORDER 21-20-10-03H** — In the Matter of Authorizing Purchase and Financing of a 5-acre property at 51209 Blue River Drive, Vida Oregon (Steve Ochs, Real Estate Development Director) (Estimated 10 minutes)

Steve Ochs talks about the speed of this acquisition, and the involvement of the Oregon Community Foundation. He gives background for the site, and the short-term solution of providing temporary housing on the site, and then long-term subdividing the property into one-acre parcels and potentially providing home-ownership opportunities.

Char Reavis asks about FEMA trailers for temporary Housing.

Steve Ochs: From my understanding, there's only 10 trailers that have been allocated to folks up the McKenzie River at this point, and those are going to be up at the Basketball Academy and for temporary housing. And then, from my understanding, folks have been allowed to purchase the trailers, but they have to pay for moving them and have to find a location for a long-term. So actually, lazy days or this parcel could be a destination for those trailers once they need to be moved from the basketball academy, so that's something that's on the radar. I know Lane County staff were already looking for funding and things like that to assist folks in that process later on. I don't know about any additional outside those 10 FEMA trailers.

Heather Buch: So, there's up to 17 units of the Basketball Academy. There's actually a very, very small amount of people on the list that qualify for FEMA housing. So, I don't know that there will be anybody on that particular list if they're able to put them in a FEMA house. There are a FEMA houses, and one of the thoughts for this parcel, it's worth a discussion that I kind of doubt it, because FEMA has very strict qualifications for that. But I do believe there's extra mobiles, I would probably suggest we look at maybe non-FEMA from that site. Jacob, I'm sure you have some other in mind.

Jacob Fox: Yeah, I think that's kind of the next pivot for us, this came up quickly, we're working closely with the County to think about what temporary housing solutions could be brought to the site. So, we're going to look at any, and all opportunities with the vision of moving quickly.

Motion: **Joe Berney**

Second: **Heather Buch**

The motion is passed 6-0 with Commissioner Farr Excused.

- G. **ORDER 21-20-10-04H** — In the Matter of Authorizing Purchase and Financing of property at 52511 McKenzie River Highway, Blue River Oregon known as Lazy Days Mobile Home and RV Park (Steve Ochs, Real Estate Development Director) (Estimated 10 minutes)

Steve Ochs: Gives an update about the Lazy Days Mobile Home Park property, and the findings of the geological examination, and it has been deemed a low-risk site. Homes for Good has not received a final report, but if there is a major finding in the final report, Homes for Good will be able to back out of the purchase and sale agreement. Steve talks about short term and long-term housing options for the site.

Joe Berney asks about the vision for the number of units long-term on the site.

Steve Ochs: There are 21 spaces that are approved for mobile home or manufactured, and then 15 for RVs. So, for the 21 manufactured home spots, it could be 21 manufactured homes, modular constructed homes, or tiny homes.

Joe Berney: Those are quite different.

Steve Ochs: Yes, the legislation from the state allows for sites approved for manufactured home to also allow the other types, so it all might be one type of home, or it may be a mix if that is what is best for the individual tenants, or depending on what funding we get from the state, they may be all manufactured homes.

Joe Berney: So, we don't know yet.

Steve Ochs: Correct.

Motion: **Heather Buch**

Second: **Laurie Trieger**

The motion is passed 6-0 with Commissioner Farr Excused.

- H. **WORK SESSION** — Real Estate Development Pipeline, Funding Sources, and Community Benefit Agreement Updates. (Steve Ochs, Real Estate Development Director) (Estimated 45 minutes)

Steve Ochs introduces the presentation.

Nora Cronin gives an overview of the Real Estate Development department, the types of partnerships Homes for Good is developing, and different funding sources. Nora goes over the timeline of upcoming development projects in the pipeline.

Aisha McCoy introduces The Nel giving an update on construction and supply chain issues that have come up in the process.

Jacob Fox addresses ongoing funding issues to fund 24-7 staffing for the building which is extremely important for Permanent Supportive Housing Projects. Jacob will be making a formal request to the City of Eugene to increase HOME funding for the project.

Aisha McCoy introduces the Bridges on Broadway project. She talks about the conversion process and adding in fully accessible units into the project. Homes for Good will be applying for funding next year with a target construction start of early 2023.

Laurie Trieger: Are we expecting these to be singles?

Aisha McCoy: Yes, they will be studio units for individuals.

Joe Berney: As I recall there were more than 50 room, and there is additional space to add rooms, is that correct?

Aisha McCoy: Yes, so there was unfinished space on the 4th floor that we can convert into units. Right now, we are still working with the architects to determine how many get can get into that space. We are working on adding the fully accessible units as well, which are slightly larger, so that may reduce the number of total rooms to fit them in.

Nora Cronin talks about other factors that may affect the building, one being the fact that the elevator only goes up to the third floor, and if units are added to the fourth floor, the elevator must be extended.

Spencer McCoy introduces the Four Corners project which will be a partnership with Sponsors, Inc.

Steve Ochs introduces the Lazy Days Mobile Homes and RV Park site. He talks about the progress that has been made clearing the site since the fire. He then introduces the Blue Rive Drive site and talks about the burn area on the property.

Joe Berney suggests looking into ways of making the Mobil Home Park Net-zero since much of the area is burned, and there is a lot of sun exposure.

Steve Ochs introduces the Quince Street site where it is located in Florence.

Laurie Trieger asks about the timeline for this project.

Steve Ochs: We are looking at about a year for site review and establishing partnerships, which means we would get it ready for a 2023 funding application, and then construction would start a year after that, and then completion the year after. So, looking at somewhere around a 2025 completion.

Char Reavis mentions the need for housing in Florence, and some other developments in the area.

Steve Ochs talks about potential outreach for the area.

Joe Berney: Does any of this property border the river?

Steve Ochs: No. Quince Street separates the property from the river.

Joe Berney: Can you see the river from this property?

Steve Ochs: You can, although because of the vegetation, it is not a clear view.

Joe Berney: I also saw that the Glenwood project is scheduled for something like 2025 as well, is that just because of staff capacity, or is it financing, because maybe if it is financing, we can shorten that?

Steve Ochs: It is a little bit of both, but I think we are hoping to follow the momentum that is building in that area, and if things are moving, we won't just be sitting on our hands. So, if things get moving here with a developer selection, we will try to coordinate our timing to get funding with that.

Jacob Fox talks about different funding from the state, and then an increase in Homes for Good staff capacity as they prepare to add another Project Developer to the team.

Laurie Trieger: We are not imagining this as permanent supportive housing correct?

Jacob Fox: We are imaging a more traditional approach where maybe a subset of the housing is set aside for a specific population that would require more services, but not a full PSH development.

Jay Bozievich: I am really happy we have an option on this piece. I think the need for Florence in Workforce Housing, like what we did at 6th and Oak is desperate. There is nothing in the rental market price range of what the service workforce that serves our tourists in Florence. So, I really hope that we can look at that particular aspect of Affordable Housing strongly with this development. There are so many businesses that have to limit hours because their workers have to commute from Eugene to work in Florence, because there just isn't housing in Florence.

Jacob Fox: Another thing that we've done some early visioning around is also Affordable Home Ownership, maybe we partner with DevNW. So, definitely workforce, though we're also wanting to explore the possibility of affordable home ownership as well

Steve Ochs goes over the slide of "Future Developments: Sites and Areas to Look At".

Jacob Fox talks about a couple specific sites owned by the city of Eugene.

Steve Ochs goes over the slide of "Visioning Real Estate: Future Board Involvement"

Laurie Trieger suggests setting a substantial amount of time aside in a future meeting to really run through the list of ways the future board can be involved.

Expresses that she is a big advocate for ad-hoc task forces for specific sets of times and lots of long on-going committees and subcommittees as an ongoing structure.

Jacob Fox clarifies that the points on the screen are meant to be proposed committees, but these are ways that the board can interact and give input of future real estate development activities.

Joe Berney: Personally, I think this is the wrong list. Personally, I think if you are going to have a new governance structure, the new board should decide.

Char Reavis: One of the things Homes for Good is doing better at, but not quite there yet is the target populations and the housing types, and even the site selection. I think you are doing the right thing, but it would be great if we could have input early on. We will go tour the new properties for the groundbreaking or the grand openings, and we make comments like “why did we not do this, or why did we do it this way,” and I would really like our board who has a different lens to be able to have that input prior to the point in which something can’t be changed.

I would like to know more about when we do the community engagement before we start building, and I would like to hear more about what people think. I think it would be great to have a timeline that goes back a further time before building to be able to provide input.

Steve Ochs: Talks about pre-development funds and potential investments with the RAD sale money and CCO Reserve Pre-development funds.

Jacob Fox expresses his interest for a revolving pre-development fund, and the use for land acquisition.

Wakan Alferes outlines the per-unit cost of operations for permanent supportive housing versus Public Housing and PBV, and Affordable Housing & Tax Credit Housing. Talks about the increased need in funding for Resident Services per unit.

Jacob Fox: We are working on a plan with Lane County to create a sustainable way to fund services in our permanent supportive housing communities. We just aren’t there yet, so we don’t have any specific requests at this point.

Laurie Trieger: This is the cost of operations and services, do we have a comparison on the cost of developing the different types, or are they not that different?

Wakan Alferes: There is a different in the cost to develop them, but there is usually a larger amount and variation of the funding we can get for the capital expenses, where for the services, we are a little but more limited and have to be more strategic about how we can leverage those funds.

Nora Cronin: Off the cuff, we haven’t done a full analysis of the cost difference in looking at what elements we add to those communities specifically because they are PSH, and how much those elements cost. I think what makes it kind of tricky in this day and age is the has just been the general rise in construction costs over the past three years, so it might not be an apples-to-apples comparison, but we can definitely take a look at those per unit costs.

Steve Ochs goes over the "Community Benefit Agreement: Analysis" slides.

Nora Cronin talks about different "Right to Cooling" conversations that are happening on the state level and what responsibilities and requirements that might come for Housing Developers to include cooling spaces or cooling in all of their units, and measures to make sure housing is more prepared for disasters. Nora talks about how this may affect project costs in the future.

Joe Berney: This isn’t the time to get into it on a granular level, but it is clear to me that no one has taken me up on the offer to meet on the side and explain this, but this is not an analysis of what a Community Benefit Bidding Protocol allows, it does not have to lead to any higher prices, the County has

already experience that. *He then talks more about the Senate Bill legislation.* This doesn't have to add costs, and I don't know where you are getting these cost increases from, and the institutional pushback from Homes for Good on this is disappointing. I am not asking to do anything that would increase costs. I think we haven't been able to dig into this as a board, and you haven't used me as a resource, and this analysis you are giving the board is not a wholistic view. I just want to say that I don't agree with the analysis.

I did meet a few months ago with you and Jacob, and if I recall, you explain to you that there are some funds that really are a low-bid. They really are targeted to be competitive for a low-bid, and I think we had a discussion about how we can start developing a strategy to change that, and there's been no follow-up on that, at least with me.

We can look at requirements that are being discussed that might add costs, but as long as we look at that and we don't look at who's getting work out of things and what the multiplier of that in our local community, I guarantee you are just increasing the demand for subsidized housing generationally.

Michelle Thurston: Would this process make us less competitive with OHCS funding, is that a possibility?

Jacob Fox: Every conversation we have had, is that this is going to increase labor costs if we require Family Health Benefits to be paid by all subs or larger subs. It is going to increase costs, and that cost is going to be passed off to us, and at a time that construction costs have never been more challenging, and the state scores our applications competitively by our per-unit cost. And that is where we are stuck, we can't get it to where it doesn't increase our costs at a time where we don't have sources other than increasing our perm-loans.

Joe Berney: Again, three months ago I offered to work with you so it wouldn't do that, and I haven't heard from you.

Heather Buch: I know the big concern is that we still need to remain competitive, so clearly that is not something we want to impact in the Community Benefits Bidding Protocol. I am a strong proponent of it, and there are many aspects that could be incorporated that don't impact the bottom line or the competitiveness. If anything, there are multiple items in that kind of protocol that if documented in application, could make the project look more attractive to whoever is reviewing them. I don't think the folks at OHCS or the Housing Stability Council know much about the Community Benefits Bidding Protocols, and the onus is really on us to educate them on what it is and isn't, because that will affect how they put together the applications for organizations like us who aren't just interested in doing the good that we already do, but multiplying the factor of that using a Community Benefits Bidding Protocol. I really encourage us to look at those factors that make our applications more attractive without really impacting competitiveness. I think there are still discussions that we can have there, and I would really like us not to just drop the subject because of the conversations of competitiveness.

Jay Bozievich: I would like to first point out that we don't know that the Community Benefits Bidding Protocol increased, decreased, or came in correctly with Lane County's contracts because we didn't do standard bidding side-by-side. The only thing we know is that we came in under the estimated budget for the project, it doesn't mean that we wouldn't have come in even lower had we done traditional bidding.

Second, we have contractors in this community that have contracts that help their workers pay for their housing, that work well outside of this community. What you start to do with this when you are saying everything has to be local, is you are no longer moving money around the economy. Joe and I will have arguments about this, but I will say that the economist will argue whether there is benefit to trying to make everything local. We all know what happened prior to the Great Depression when we tried to make economies local. I support staff being cautious, and unfortunately there is a lot of administrative burden for staff to bid a project with both processes.

Joe Berney: I think staff should do more work on this, I don't think it is all black and white, I don't think it is all local or not all local. Let's look at where we can apply there principles. Lets look at the components, because there will be some components that will make applications more attractive as Commissioner Buch stated, so lets no throw the baby out with the bathwater, and lets see what we can implement. The race to the bottom is not a race that Homes for Good should be participating in.

Jacob Fox: We will follow up on the request from Commissioner Buch, and what Commissioner Berney is encouraging, and that is to look at the various parts, and what elements could be part of a Community Benefits Bidding Protocol, and we will continue the dialogue with the Board.

7. OTHER BUSINESS

Adjourn.



BOARD OF COMMISSIONERS AGENDA ITEM

BOARD MEETING DATE: 12/15/2021

AGENDA TITLE: In the Matter of Authorizing Energy Services' contracts
22-R-0033 and 22-R-0004

DEPARTMENT: Energy Services Division

CONTACT : Esteban Chacon Montero

EXT:

PRESENTER: Esteban Chacon Montero

EXT:

ESTIMATED TIME : 10

- ☒ **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: 12/07/21

LEGAL STAFF :

DATE:

MANAGEMENT STAFF:

DATE:



HOMES FOR GOOD MEMORANDUM

TO: Homes for Good Board of Commissioners

FROM: Esteban Montero Chacon, Energy Services Director
Jacob Fox, Executive Director

AGENDA ITEM TITLE: ORDER 21-15-12-01H// In the Matter of Authorizing Energy Services' contracts 22-R-0033 and 22-R-0004

AGENDA DATE: December 15, 2021

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 for Good Contracts 22-R-0003 and 22-R-0004.

II ISSUE

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

JTR Insulation 3-year contract with potential extension for 3 years more
James Insulation Masters 3-year contract with potential extension for 3 years more

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 specifications of WAP's requirements. The Agency is looking to build capacity in preparation for influx of energy-efficiency funds as part of the Infrastructure Investment and Jobs Act. The cost of each work orders will be determined by the Agency's energy auditors and based on a prescriptive, unit cost basis price sheet (Appendix D). This is a qualification bid where the contractors demonstrate that they can work to the WAP standards and capacity.

The solicitation was made public on October 19 and advertised on the Registered Guard as well as published on the Homes for Good Website with the application and specifications included. The closing date was Friday November 19th at 4pm and the ESD staff opened the sealed bids were opened on that same day. A total of 2 proposals with all supporting documents were received and reviewed.

We also consulted with our legal counsel to ensure that any procurement related policies are

adhered to in the selection process of weatherization contractors.

B. Recommendation

Approval of the proposed motion.

C. Timing

As approved by the Executive Director the Energy Services Director, will award the listed contracts to take effect on January 1, 2022.

IV IMPLEMENTATION/FOLLOW-UP

None required.

IV ATTACHMENTS

Energy Services Division Weatherization of Homes Application and Specifications Bid: 22-R-0001 Solicitation



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Homes for Good **ENERGY SERVICES DIVISION**

WEATHERIZATION OF HOMES

APPLICATION and SPECIFICATIONS

BID: **22-R-0001**

SOLICITATION CLOSE DATE:

November 19, 2021

BID OPENING TIME:

4:00 PM PST

LOCATION:

**100 West 13th Ave
Eugene, OR 97401**



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Published notice Wednesday, October, 20th, 2021

INVITATION FOR SEALED BIDS WEATHERIZATION OF HOMES

22-R-0001

The Housing and Community Services Agency (HOMES FOR GOOD) of Lane County invites licensed and bonded weatherization contractors with low-income Weatherization Assistance Program experience to weatherize low-income homes in Lane County, on an "as needed" basis. This will be a qualification contract and will be awarded to the contractors most qualified to participate in HOMES FOR GOOD's WAP. Based on the selected contractors' production capacity, HOMES FOR GOOD will commit to the number of contractors necessary to meet HOMES FOR GOOD Weatherization's annual program production needs. Minority contractors and women's business enterprises are encouraged to respond.

The basis for this contract will be a list of standardized weatherization measures and per unit prices. These prices have been derived from historical data from both HOMES FOR GOOD and other similar regional WAP programs. HOMES FOR GOOD maintains the right to make changes to the unit prices in response to regulatory or market changes. As feasible, contractors will be required to take all issued jobs and work in all regions of Lane County. Both contractors and HOMES FOR GOOD have the right to cancel the contract with a 30-day notice. With cancellation, contractors will still be required to complete all jobs they have started work on. Interested contractors need to respond with this application and include a portfolio of their business model and practices. Applications will be reviewed and scored. Selected contractors will be interviewed.

Upon award of contract and for the duration of the contract, Contractors will be required to provide insurance certificates as stated in the bid packet. No application will be considered unless the applicant is registered with the CCB of Oregon. All applicants are required to comply with applicable provisions of ORS 279. HOMES FOR GOOD may reject any application not in compliance with all prescribed public request for qualification procedures and requirements, and may, for good cause, reject any or all applicants upon a finding of the Agency that it is in the public interest to do so.

HOMES FOR GOOD is an equal opportunity employer. The Lane County Human Services Commission is the sponsoring agency for the services provided. Any questions should be directed to Esteban Montero Chacon at 541-682-2563 Email should be directed to Esteban Montero Chacon at emonterochacon@homesforgood.org



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INVITATION TO APPLY Weatherization of Homes

Phase: **22-R-0001**

Notice is hereby given that to apply for the Weatherization of Homes, applications must be received by **4:00 pm** on **Friday November 19, 2021** at the Administrative Office of Homes for Good Housing Agency, located at **100 West 13th Avenue, Eugene, OR 97401**

APPLICANT's NAME, ADDRESS, RFP NUMBER and OPENING DATE must be on the **OUTSIDE** of the envelope. Applications received which are not in proper form shall not be considered.

A copy of the contract specifications and documents are on file and may be obtained at the Administrative Office of Homes for Good mentioned above or by emailing emonterochacon@homesforgood.org

All applicants are required to comply with the provisions of ORS Chapter 279 and the applicable provisions of the Equal Opportunity Act of 1972 and the Civil Rights Act of 1964, as amended.



INSTRUCTION TO APPLICANTS

BACKGROUND

Homes for Good Housing Agency is a sub recipient of Federal Low-Income Home Energy Assistance Program (LIHEAP), **and** Department of Energy (DOE) funds to provide weatherization services for low-income families. Funding for this program is administered by State of Oregon Department of Housing and Community Services (OHCS). The Lane County Human Services Division is the local sub grantee of these funds and the sponsoring agency for the services provided.

HOMES FOR GOOD has been operating the program for the past thirty-one (35) years. HOMES FOR GOOD will be using LIHEAP and DOE federal funds in combination with Bonneville Power Administration (BPA) funding, as well as local public and private utility funds, to provide home weatherization services for eligible low-income clients in Lane County. This bid package typically refers to the weatherization of houses or homes. For the purposes of this program, apartments, duplexes, condos and mobile homes are included in the term "house or home".

Federal grants allow the Agency to provide an average of \$7,212.00 of weatherization measures for each eligible home. This amount of money in combination with BPA or other leveraged funds should provide adequate money to allow for all weatherization needs to be installed on any one home.

An energy analysis for each individual house and final inspections will be performed by an Oregon REA certified Agency employee. They will determine which measures will be most efficient and cost effective. HOMES FOR GOOD will write a **detailed** work order for each house to be released to the selected contractor. All work must comply with OECA, and OHCS specifications. **These specifications are available online at <https://www.oregon.gov/ohcs/energy-weatherization/Documents/OR-WAP-Field-Guide-6-2020.pdf>** All interested applicants are encouraged to examine these specifications prior to submitting a bid. When specifications are updated, contractors will be notified by HOMES FOR GOOD. If updated specifications relate to a production cost increase, an adjustment will be made.

Since the work is of a retrofit nature and private citizens are involved, it is extremely important that the selected Contractor be able to perform the work according to our standards and time schedules. The selected Contractors will often be working in the homes of elderly and/or clients with disabilities and will need to work closely with HOMES FOR GOOD staff. The Agency reserves the right to reject a Contractor and cancel the contract if there are any problems in conforming to the requirements of the program, as outlined in appendices A, B, C, D, and elsewhere. Therefore, this is notice to contractors that violations of contract requirements shall be grounds to terminate the contract or cease issuing work.

HOMES FOR GOOD will be accepting qualification applications from private Contractors to provide weatherization services as described here and elsewhere in this bid package. HOMES FOR GOOD makes no promise or guarantee of the actual or total amount that will be paid under this contract. Contractors shall commit to the dollar amount of weatherization work they can complete in 12 months using HOMES FOR GOOD's established preset unit prices of common weatherization measures. Specific price agreements will be made for each house to be weatherized based upon work orders prepared by the Agency.



INSTRUCTION TO APPLICANTS

Submittal of Bids: 1 Original Copy with All Literature

Sealed bids will be received at Homes for Good, 100 West 13th Avenue, Eugene, OR 97401, until 4:00 PM PST, Friday, November 19th, 2021.

ALL MAILED PROPOSALS SHALL BE ADDRESSED AS FOLLOWS:

Contract No. 22-R-0001
Attn: Esteban Montero Chacon WZ Energy Services Director
Homes for Good Housing Agency
P.O. Box 668
Eugene, OR 97440

The envelopes shall also have stated therein the name and address of the submitting firm.

HAND DELIVERED COURIER OR PACKAGED DELIVERY SERVICE SHALL BE DELIVERED DIRECTLY TO:

Contract No. 22-R-0001
Attn: Esteban Montero Chacon WZ Energy Services Director
Homes for Good Housing Agency
100 West 13th Avenue
Eugene, OR 97401

BIDS WILL NOT BE ACCEPTED THEREAFTER. ALL BIDS RECEIVED AFTER SAID TIME AND DATE WILL BE RETURNED UNOPENED TO THE BIDDER.



GENERAL INSTRUCTIONS

1) CONTRACTOR BID AND QUALIFICATION APPLICATION

The Bid will be a capacity bid for the dollar value of work an individual contractor can commit to in a 12-month period. There is no guarantee that HOMES FOR GOOD will provide that amount of work to the contractor. It is in the best interest of HOMES FOR GOOD to offer a predictable supply of work so that the contractors can maintain staff capacity to meet HOMES FOR GOOD's production needs. HOMES FOR GOOD's funding comes from Federal, State and utility grants and is generally predictable. The more predictably contractors produce quality and timely work, the more predictable the funds will be. It is a partnership. HOMES FOR GOOD's goals are to utilize all available funds to their maximum capacity to make low-income homes energy efficient and provide employment in Lane County. HOMES FOR GOOD reserves the right to make decisions based on meeting these weatherization program goals.

HOMES FOR GOOD is seeking passionate weatherization contractors who are qualified to predictably produce quality weatherization work that meets Weatherization Assistance Program (WAP) standards and timelines. To that end, HOMES FOR GOOD can provide some training. This is a qualifications contract. Along with the capacity bid (page 12) and general qualification statement (page 13), new contractors need to submit an overview of their business including length of time in business, annual volume of jobs, experience weatherizing, experience with WAP programs, and crew size along with their experience and training. All bidders that meet minimum qualifications will be required to interview with selection panel.

Qualification Application Documents shall be in an envelope which shall be clearly labeled with the words "BID DOCUMENTS" and show the name of bidder/applicant, the bid Phase number, the date and time of closing.

2) QUESTIONS

If a bidder has a material question as to the content of the RFP or the specifications, it shall be made in writing. Any question received five (5) or more days prior to the date fixed for opening bids will be given consideration. Answers will be in the form of addenda which will be on file in the offices of the Agency at least five (5) days before bids are opened. Addenda will be mailed to each contractor who picks up a bid packet, but it shall be the bidder's responsibility to make inquiry as to addenda issued. All such addenda shall become a part of the contract and all bidders shall be bound by such addenda, whether or not received by the bidders.

3) PRE-BID MEETING

A Pre-Bid Meeting is required for this solicitation. Meeting in person is preferred but in some cases a phone call to Esteban Montero Chacon could be allowed. Contractors are encouraged to submit any questions or concerns to the attention of Esteban Montero Chacon, Energy Services Manager.

4) RECEIPT AND OPENING OF APPLICATION

Applications received will be securely kept unopened until the deadline of 11/19/2021. HOMES FOR GOOD has no responsibility for the premature opening of applications not properly addressed and identified. At the time and place fixed for the opening of bids, every bid received within the time set for receiving bids will be opened, evaluated and scored.



5) AWARD OF CONTRACT: REJECTION OF BIDS

- a) The Agency reserves the right to reject any and all applications and to waive any informality in bids received whenever such rejection or waiver is in the best interest of the public and Agency.
- b) The Agency is prohibited from making any awards to contractors or accepting as subcontractors any individuals or firms which are on lists of contractor's ineligibles (debarred) to receive awards from the United States government.
- c) The Agency also reserves the right to reject the application of any contractor who has previously failed to perform properly or to complete contracts of a similar nature; who is not in a position to perform the contract; or who has habitually and without just cause, neglected the payment of bills or otherwise disregarded their obligations to subcontractors, material suppliers or employees.
- d) The successful bidders may be issued work for a total accumulative dollar value not to exceed the value of the respective contract. Work will be issued "as needed" by the Agency to sustain even flow of progress according to the policies and procedures outlined in Appendices A and B. **At no time will more than 25% of the total 12-month value be in issuance to a successful bidder.**

6) EXECUTION OF CONTRACT

- a) Subsequent to the award(s) and within ten (10) days after the contract forms are presented for signature, the successful bidder(s) shall execute and deliver to the Agency a contract in the form furnished (see "sample" contract) in such number of counterparts as the Agency may require.
- b) The failure of the successful bidder(s) to execute the contract(s) within ten (10) days after the Agency presents the contract for signature, shall constitute a default. Upon declaring a default, the Agency may either award the contract to the next responsible applicant or re-advertise the RFP.

7) EQUAL EMPLOYMENT OPPORTUNITY

During the performance of this contract, the Contractor agrees as follows:

- a) The Contractor will not discriminate nor allow any subcontractor to discriminate against any employee or applicant for employment because of race, color, religion, sex, handicap or national origin. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated equally during employment, without regard to their race, color, religion, sex, handicap or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this Equal Opportunity clause.
- b) The Contractor will, in all solicitations or advertisement for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex or national origin.



8) CONFLICT OF INTEREST

No member, officer, or employee of the Agency, no member of the governing body of the locality in which the project is situated, no member of the governing body in which the Agency was activated, and no other public official of such locality or localities who exercises any functions or responsibilities with respect to the projects, shall during their tenure, or for one year hereafter, have any interest direct or indirect, in this contract or the proceeds thereof.

9) INSURANCE REQUIREMENTS

The Contractor and each of the subcontractors shall deliver to the Agency, together with the executed contract and performance bond, Certificate(s) of Insurance showing that the following insurance is in force and will cover all operations under the contract:

- a) Workers' Compensation, in accordance with State law.
- b) Automobile liability for owned and non-owned motor vehicles used on the site or in connections therewith for a combined single limit for bodily injury and property damage of not less than \$500,000 per occurrence.
- c) Commercial General Liability and Professional Liability: the minimum limit of liability shall be \$1,000,000 per occurrence written with a combined single limit for bodily injury and property damage. A deductible, if any, may not exceed \$5,000 per occurrence.
- d) Performance Bond of no less than \$20,000.

NOTE: Agency shall be named in Insurance Certificate as additional insured for all described insurance. Contractor shall submit the "additional insured endorsement" along with the certificate for general liability. Endorsement shall name the Agency for this project as: Homes for Good Housing Agency, 100 West 13th Ave, Eugene, OR 97401.

Should insurance be canceled or reduced prior to final acceptance and should any insurance bearing on adequacy of performance be reduced prior to end of guarantee periods, and if Contractor fails to immediately procure such insurance as specified, Agency reserves the right to procure such insurance and to charge the cost thereof to the Contractor. Insurance shall not be canceled unless Agency is notified in writing thirty (30) days prior.

10) PRECONSTRUCTION MEETING

Either before or soon after the actual award of the Contract (but in any event prior to the start of weatherization), the Contractor or their representative shall attend a preconstruction meeting with representatives of the Agency. The meeting will serve to acquaint new and existing contractors with the general plan of contract requirements under which the weatherization work is to proceed and will inform the Contractor of any obligations imposed on them. The date, time and place of the meeting will be furnished to the Contractor by the Agency.



11) LEAD RENOVATOR FIRM CERTIFICATE

Prior to commencement of work, Contractor and weatherization crew members must provide Agency with copies of their Lead Renovator and Firm certificates. It is the Contractor's responsibility to **ensure** that all of their employees who work on Agency jobs are knowledgeable in lead safe work practices. Furthermore, contractors are required to have at least one certified lead renovator on staff who oversees each job site where the structure was constructed prior to 1978. Any crewmember who is working on a measure with lead must have been trained in Lead Safe Weatherization. Additionally, it is the Contractor's responsibility to distribute the EPA Lead Safety pamphlet, *Renovate Right*, to each family being served under this program with a potential lead paint risk (**residences built prior to 1978**). Agency auditors will help identify such risks by stating that lead safe weatherization must be used on their written work order narrative providing date of construction information when possible. **No final invoices will be paid without the required LSWP documentation and photographs of site-specific lead safe weatherization practices. Required documentation may be requested to have onsite inspections by HOMES FOR GOOD for the purposes of training. Contractors who persist in not following the required lead safe processes will no longer be issued work orders. HOMES FOR GOOD will periodically offer Lead Renovator training and certification to their contractors. With pre-approval, HOMES FOR GOOD can usually reimburse contractors the cost of Lead Training class.**



APPLICATION SUBMITTAL REQUIREMENTS CHECKLIST

22-R-0001

- _____ Bid Agreement - Signed and Notarized
- _____ Qualification Statement
- _____ Business Plan/Assessment
- _____ Independent Contractor Certification Statement
- _____ Drug Free Workplace Certification
- _____ Proof of State of Oregon Licensing
- _____ Proof of Lead Renovator Firm Certificate



BID AGREEMENT

22-R-0001

(TO BE SUBMITTED WITH APPLICATION)

Part 1 of 5

Business Name of Bidder: _____ Phase No: **22-R-0001**

1. The undersigned agrees, if awarded the contract, to execute and deliver to Homes for Good Housing agency, within ten (10) calendar days after receipt of a formal letter of award, two (2) signed copies of the Contract.
2. It is understood that the undersigned bidder may withdraw this bid at any time prior to the day of opening, but that all bids shall be irrevocable for a period of sixty (60) days from the day of opening.
3. Bidders must satisfy themselves by personal examination of the specifications and provisions, and by such other means as they prefer as to the actual conditions and requirements of the specifications and provisions and shall not at any time after submission of the bid, dispute, complain, or assert that there was any misunderstanding in regard to the nature, quality or description of the materials and services to be supplied.
4. Receipt of the following addenda to the requirements and/or specifications is hereby acknowledged:

Addendum No.	Addendum Receipt Date	Signed Acknowledgment
--------------	-----------------------	-----------------------

1. _____
2. _____

(NOTE: Failure to acknowledge receipt of Addenda may be considered an irregularity in the proposal.)

5. The undersigned as bidder declares that the only person or parties interested in this proposal, as principals, are those named herein; that his/her proposal is made without collusion with any other person, firm, or corporation; that he/she has carefully examined the contract documents, including the specifications and special provisions; and that he/she will contract with Agency to furnish the services and materials as specified, in the manner and the time therein prescribed and according to all the requirements set forth therein; and that the contents of this bid have not been communicated by the bidder, his/her employees or agents to any person not an employee or agent of the bidder.
6. The Homes for Good Housing agency reserves the right to reject any or all bids and waive informality or irregularity.
7. Notice of Acceptance of this bid or requests for additional information should be addressed to the undersigned at the address stated on the next page:



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BID AGREEMENT
22-R-0001
(TO BE SUBMITTED WITH APPLICATION)
Part 2 of 5

Based on HOMES FOR GOOD's requirements:

Business Name: _____

Commits to have the capacity to complete \$_____ of work on HOMES FOR GOOD weatherization projects in a 12-month period.

Submitted By: _____

Address: _____

City, State, Zip Code: _____ Phone: _____

Submitted by: _____ Date: _____

If Corporation (Secretary Attest): _____

DATED this _____ day of _____, 2020

Subscribed and sworn to before me this _____ day of _____, 2020

Notary Public for Oregon:

My commission expires: _____



QUALIFICATION STATEMENT

22-R-0001

(TO BE SUBMITTED WITH APPLICATION)

Part 3 of 5

FIRM NAME: _____

BUSINESS ADDRESS: _____

CONTACT PERSON: _____ PHONE: _____

This firm is a: _____ Corporation _____ Partnership _____ Sole Proprietorship

Names and addresses of all principals, partners, officers, etc

Name: _____ Address: _____

Name: _____ Address: _____

Name: _____ Address: _____

Name: _____ Address: _____

Business License No: _____ State Registration No: _____

Employee Accident Insurance Co: _____

Amt \$: _____ Policy No: _____ Exp Date: _____

Agent: _____ Phone: _____

Address: _____

Liability & Property Damage Insurance Co: _____

Amt \$: _____ Policy No: _____ Exp Date: _____

Agent: _____ Phone: _____

Address: _____

Bonding Company: _____

Amt \$: _____ Policy No: _____ Exp Date: _____

Agent: _____ Phone: _____

Address: _____

Oregon CCB#: _____



INDEPENDENT CONTRACTOR CERTIFICATION STATEMENT

22-R-0001

(TO BE SUBMITTED WITH APPLICATION)

Part 4 of 5

NOTE: Oregon law, ORS 701 075, requires your business to qualify as an independent contractor (demonstrate that you are in business for yourself and not an employee) in order to be registered with the Construction Contractors Board (formerly called the Builders Board)

You can qualify as an independent contractor by certifying that you meet the following standards as required by ORS chapter 316, 656, 657 and 701;

- (1) You provide labor and services free from direction and control, subject only to the accomplishment of specified results
- (2) You are responsible for obtaining all assumed business registrations or professional occupation licenses required by state or local law
- (3) You furnish the tools or equipment necessary to do the work
- (4) You have the authority to hire and fire employees who perform the work
- (5) You are paid on completion of the project or on the basis of a periodic retainer
- (6) You are registered with the Construction Contractors Board (Builders Board)
- (7) You filed Federal and state income tax returns for the business for the previous year if you performed labor or services as an independent contractor in the previous year
- (8) You represent to the public that you are an independently established business, as follows:

YOU MUST INDICATE THAT YOU MEET FOUR (4) OR MORE OF THE FOLLOWING

- ___ A) You work primarily at a location separate from your residence
- ___ B) You have purchased commercial advertising, business cards, or have trade association membership
- ___ C) You use a telephone listing and service separate from your personal residence listing and service
- ___ D) You perform labor or services only pursuant to written contracts
- ___ E) You perform labor or services for two or more different persons within a period of one year
- ___ F) You assume financial responsibility for defective workmanship and breach of contract, as evidenced by performance bonds or liability insurance coverage

I hereby certify that the above information is correct.

Signature: _____ Date: _____
(owner, partner or corporate officer)

Business name: _____



DRUG FREE WORKPLACE CERTIFICATION

22-R-0001

(TO BE SUBMITTED WITH APPLICATION)

Part 4 of 5

To meet the requirements of the Drug Free Workplace Act, each contractor must certify and agree to the following provisions before contract award:

1. Publish, post, and provide a hard copy statement to each employee stipulating that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace, and specify the actions that will be taken against employees for violation of such prohibition
2. Establish a drug-free awareness program to inform employees of the following:
 - a. The dangers of drug abuse in the workplace
 - b. Company policy for maintaining a drug-free workplace
 - c. Available drug counseling, rehabilitation, and employee assistance programs
 - d. Penalties imposed for drug abuse violations occurring in the workplace
3. Require as a condition for employment that each employee:
 - a. Abide by the terms of Item 1 above, and
 - b. Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction
4. Notify the Housing and Community Services Agency (HOMES FOR GOOD) within ten days after receiving notice (as referenced in Item 3b) from an employee or after receiving actual notice of such conviction. Employers must identify the position title of the employee and the grant number of each affected grant.
5. The employer must respond within 30-days of receiving notice of conviction by:
 - a. Taking appropriate personnel action against the convicted employee, up to and including termination; consistent with the requirements of the Rehabilitation Act of 1973, as amended, or
 - b. Require the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency
6. Continue to make a good faith effort to promote and maintain a drug-free workplace by consistently implementing steps 1 – 5.

I hereby certify I will maintain a Drug Free Workplace and fulfill all requirements stated above.

Company Name: _____

Printed Name: _____ Title: _____

Signature: _____ Date: _____

Homes for Good Weatherization Measure Price List

Effective 08-10-2021

Item #	Measure Name	Measure Specifications	Unit	Drainage	Valley	Coast
1	Weatherization Hourly rate	The hourly rate that is the basis for standard measure costs and change orders.	Per Hour	\$ 55.00	\$ 55.00	\$ 55.00
2	Debris Management	50 Gallon bags +1hr Wxn Rate (\$51.50 each up to 9 bags Max)	Each	\$ 51.50	\$ 51.50	\$ 51.50
		Attic Measures:				
3	Seal chimney chase way	Bypasses shall be sealed with a draft stop of sheet metal sealed to the chimney or flue and ceiling structure with high temperature caulk.	Each Floor	\$ 100.00	\$ 100.00	\$ 100.00
4	R-20 Blown fiberglass	Attic package includes all required baffles and dams, <u>sealing air penetration</u> , shielding heat producing fixtures.	Sq Ft	\$ 1.75	\$ 1.75	\$ 1.75
5	Additional R-2 attic fiberglass	Incremental per square foot price increase per additional R-2 depth.	Sq Ft	\$ 0.03	\$ 0.03	\$ 0.03
6	Blow insulation to cover paths	Top off compressed paths in attic to R-38. Up to 30 LF.	Each	\$ 400.00	\$ 300.00	\$ 500.00
7	Covers for recessed "canned lights"	Approved covers similar to "Tenmat" for specified light fixtures.	Each	\$ 41.20	\$ 41.20	\$ 41.20
8	Insulate exhaust fan vent pipe	Insulate exhaust fan vent pipe. R-8 min. First 10 feet.	Each	\$ 103.00	\$ 103.00	\$ 103.00
9	Joist blocking or other bypass opening such as those caused by balloon framing.	Must be secured in manner to prevent dislodging and sealed around perimeter, preferably with low expansion foam or similar product. Per framing opening.	Each	\$ 7.88	\$ 7.88	\$ 7.88
10	Insulate knee wall or skylight well to R-21	Includes house wrap.	Sq Ft	\$ 2.89	\$ 2.89	\$ 2.89
11	Blow Slopes w/ fiberglass	2x4 framing. Add .09 per 2" increase.	Sq Ft	\$ 2.63	\$ 2.63	\$ 2.63
12	Soffit vents	Non corrosive wire mesh (no more than 1/8" mesh). +1 hr Wxn Rate	Each	\$ 26.00	\$ 26.00	\$ 26.00
13	Eave vents	Non corrosive wire mesh (no more than 1/8" mesh). +1 hr Wxn Rate	Each	\$ 30.00	\$ 30.00	\$ 30.00
14	Gable end vent	Non corrosive metal. Up to 14" x 24"	Each	\$ 125.00	\$ 125.00	\$ 125.00
15	NFI 48 roof vent	NFI equal to NFI 48 +2hrs Wxn Rate	Each	\$ 50.00	\$ 50.00	\$ 50.00
16	Wx-strip and Insulate ceiling attic access. Includes plywood dam	Use rigid foam insulation on access panel and staple weatherstripping.	Each	\$ 135.00	\$ 135.00	\$ 135.00

Item #	Measure Name	Measure Specifications	Unit	Drainage	Valley	Coast
17	Make inoperable knee-wall attic access	Weatherstrip and secure wallboard with properly installed screws. Exposed side of access panel must be finished or have a paint grade surface. Weather-strip and insulate panel.	Each	\$ 150.00	\$ 150.00	\$ 150.00
18	Wx-strip and insulate existing knee-wall attic access	R-21 min. insulation covered in house wrap and secured with twine stapled to plywood access cover as needed and shall cover the access entirely. Seal access with closed cell foam tape weatherstripping (stapled). 14" wide R-38 batt dam or 1/2" min. plywood framing extending 4" above insulation around attic opening.	Each	\$ 65.00	\$ 65.00	\$ 65.00
		Floor Measures:				
19	R-25 fiberglass batts under floor	Floor package. Minimum 18" clearance. <u>Includes air sealing floor.</u>	Sq Ft	\$ 2.10	\$ 2.10	\$ 2.10
20	Add for low clearance	Floors less than 18" clearance. Add to floor package.	Sq Ft	\$ 0.40	\$ 0.40	\$ 0.40
21	Price differential for greater or less R-value	Add or subtract from floor package sq ft price. <i>Add cost difference from R-25 to R-30</i>	Sq Ft	\$ 0.20	\$ 0.20	\$ 0.20
22	Wrap water pipes	Wrap water pipes in unconditioned crawl space. Estimated at 10% of floor area. Contractor to verify.	Ln ft	\$ 2.00	\$ 2.00	\$ 2.00
23	6 mil. black polyethylene ground cover	Includes the removal of 50 gal. of debris.	Sq Ft	\$ 1.00	\$ 0.80	\$ 1.30
24	Remove existing underfloor insulation	Remove and dispose.	Sq Ft	\$ 1.10	\$ 1.10	\$ 1.10
25	Re-secure existing floor insulation	Min. 5/8" embedment of corrosion resistant nails or min. 18g. staples shall be used. Re-secure existing insulation and support with 150# twine installed in a zigzag pattern and secured on every stud at 12" o.c.	Sq Ft	\$ 0.83	\$ 0.83	\$ 0.83
26	Re-screen crawl space vents w/ 1/4" mesh	Use corrosion resistant 1/4" wire mesh secured on all four sides from the <i>inside</i> with corrosion resistant fasteners. Any wood in contact with concrete or ground must be pressure treated. +1 hr Wxn Rate	Each	30.00	30.00	30.00
27	Foundation wall access	Install new access cover for foundation wall access	Each	\$ 82.40	\$ 82.40	\$ 82.40
28	Construct new R-25 crawlspace access in interior floor	R-25 min. insulation covered in house wrap and secured with twine stapled to plywood access cover shall cover the access entirely. Seal access with closed cell foam tape weatherstripping. Wood in contact with concrete or the ground must be pressure treated.	Each	\$ 170.00	\$ 170.00	\$ 170.00

Homes for Good Weatherization Measure Price List

Effective 08-10-2021

Item #	Measure Name	Measure Specifications	Unit	Drainage	Valley	Coast
29	Repair and/or replace R-25 crawlspace access cover	R-25 min. insulation covered in house wrap and secured with twine stapled to plywood access cover and shall cover the access entirely. Seal access with closed cell foam tape weatherstripping. Wood in contact with concrete or the ground must be pressure treated.	Each	\$ 120.00	\$ 120.00	\$ 120.00
30	Insulate crawlspace access to R-25 and weatherstrip	R-25 min. insulation covered in house wrap and secured with twine stapled to plywood access cover and shall cover the access entirely. Seal access with closed cell foam tape weatherstripping (stapled). Wood in contact with concrete or the ground must be pressure treated.	Each	\$ 50.00	\$ 50.00	\$ 50.00
		Duct Measures (stick built):				
31	Duct Seal	Use only water-based sealing mastic, fiberglass mesh tape, min. 26g. sheet metal, and sheet metal fasters may be used. Duct leakage to the outside may be no more than 10% of floor area after sealing as measured in CFM@50 pascals pressure. Cost per square foot as calculated by REM Design.	Sq Ft	\$ 2.40	\$ 2.40	\$ 2.40
32	R-11 crawlspace duct insulation	Ducts must be secured to subfloor w/ corrosion resistant wire; where in contact w/ ground, install rigid polystyrene foam under duct. Install vinyl faced R-11 fiberglass insulation to entire duct system secured with polypropylene nylon twine, in a circular fashion max. 18" o.c. A min. of 3" in insulation depth shall be maintained.	Sq Ft	\$ 2.32	\$ 2.32	\$ 2.32
33	R-19 Attic duct insulation	Install vinyl faced R-19 fiberglass insulation to entire duct system in attic as per specs.	Sq Ft	\$ 2.58	\$ 2.58	\$ 2.58
34	Duct Seal	Air seal duct boot. Cost per boot.	Each	\$ 25.00	\$ 25.00	\$ 25.00
35	Flex duct	Replace flex duct for furnace	Ln ft	\$ 12.00	\$ 12.00	\$ 12.00
		Wall Measures:				
36	Interior Airseal	Package including Plumbing and all associated bypasses.	Each	\$ 150.00	\$ 100.00	\$ 250.00
37	Wallboard	Includes Tape & Mud, Material & Texture matching	Sq Ft	\$ 4.25	\$ 4.25	\$ 4.25
38	Wrap water heater pipes	Wrap water heater pipes	Each	\$ 75.00	\$ 50.00	\$ 100.00
39	R-15 High density blown insulation (drill and fill) 2X4 wall	At least 97% of the installation area must be free of voids. If siding cannot be removed, exterior wall plugs shall be non-vented type and of a non-shrinking / non-expanding material with exterior spackle and primed.	Sq Ft	\$ 2.50	\$ 2.50	\$ 2.50
40	Lead safe work practices	For drill and fill exterior wall insulation. +2 hrs Wxn Rate	Ln Ft	\$ 3.00	\$ 3.00	\$ 3.00

Item #	Measure Name	Measure Specifications	Unit	Drainage	Valley	Coast
41	Window replacement < 10 sf	Labor and material to install windows <i>less than 10 sq ft</i> . Includes cost of window, and time to measure and order windows. All windows must be vinyl and meet <i>OHCS U-Value requirements</i> .	Sq Ft	\$ 41.00	\$ 40.00	\$ 42.00
42	Small window flat fee ≤ 5 sf	<i>Labor and material to install windows less than 5 sq ft. Includes cost of window, and time to measure and order windows. All windows must be vinyl and meet OHCS U-Value requirements.</i>	Each	\$ 250.00	\$ 250.00	\$ 250.00
43	Window replacement 10-20 sf	Labor and material to install windows greater than or equal to 10 sq ft and up to 20 sq ft. <i>See Measure Specifications of "Window Replacement < 10 sf" for additional requirements.</i>	Sq Ft	\$ 29.00	\$ 28.00	\$ 30.00
44	Window replacement 20-30 sf	Labor and material to install windows <i>greater than or equal to 20 sq ft and up to 30 sq ft. See Measure Specifications of "Window Replacement < 10 sf" for additional requirements.</i>	Sq Ft	\$ 26.00	\$ 25.00	\$ 27.00
45	Window replacement ≥ 30 sf	Labor and material to install windows <i>greater than or equal to 30 sq ft. See Measure Specifications of "Window Replacement < 10 sf" for additional requirements.</i>	Sq Ft	\$ 25.00	\$ 24.00	\$ 26.00
46	Window replacement add obscure	Additional cost for obscure glass	Sq Ft	\$ 2.50	\$ 2.50	\$ 2.50
47	Window replacement add tempered	Additional cost for tempered glass	Sq Ft	\$ 5.10	\$ 5.10	\$ 5.10
48	Exterior Window Trim	To be installed in a workman-like manner. All materials are to be exterior grade, primed including end-cuts, and caulked. +1hr Wxn Rate	Each	\$ 50.00	\$ 50.00	\$ 50.00
49	Patio door replacement	Labor and material to install Patio Door. Includes cost of patio door, and time to measure and order. PD must be vinyl and meet <i>OHCS U-Value requirements</i> . +4 hrs Wxn Rate	Each	\$ 1,100.00	\$ 1,100.00	\$ 1,100.00
50	Lead safe work practices for windows and doors	+2 hrs Wxn Rate	Each	\$ 50.00	\$ 50.00	\$ 50.00
		Mechanical Measures:				
51	Install 62.2 fan	Replace existing bath fan or Range Hood with ASHRAE 62.2 compliant fan with intermittent duty cycle fan and Smart switch. Includes venting fan to outside (6" or larger only) and ceiling patch as needed. Range hood duct material shall be constructed of galvanized metal, greater than or equal to No. 28 gauge. NOTE: price is for Stand-alone fan.	Each	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00

Item #	Measure Name	Measure Specifications	Unit	Drainage	Valley	Coast
52	Install 62.2 fan	Replace existing bath fan <u>or Range Hood</u> with ASHRAE 62.2 compliant fan with intermittent duty cycle fan and Smart switch. Includes venting fan to outside <u>(6" or larger only)</u> and ceiling patch as needed. Range hood duct material shall be constructed of galvanized metal, greater than or equal to No. 28 gauge. NOTE: price is for fan in conjunction with any other HVAC work needed.	Each	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
53	Add light to 62.2 fan		Each	\$ 230.00	\$ 230.00	\$ 230.00
54	Add damper to existing exhaust fan	Install back draft damper.	Each	\$ 85.00	\$ 85.00	\$ 85.00
55	Vent existing bath fan per Wx specs. First 10 feet.	Install smooth rigid duct vent <u>(6" or larger only)</u> , mechanically fastened, and sealed in as short a run as possible from fan to roof jack to ensure exhaust leaves building. Screws or other fasteners shall not protrude into ducts. Ducts shall be equipped w/ an operating back draft damper.	Each	\$ 125.00	\$ 125.00	\$ 125.00
56	Roof vent cap termination	Install roof vent cap w/ 1/4" mesh +2 hrs Wxn Rate	Each	\$ 100.00	\$ 100.00	\$ 100.00
57	Vent existing kitchen fan per Wx specs. First 10 feet.	Install manufactured duct greater than or equal to 28 gage, galvanized sheet metal mechanically fastened and sealed at code approved metal vent cap to ensure exhaust leaves building. Screws or other fasteners shall not protrude into ducts. Ducts shall be equipped w/ an operating back draft damper.	Each	\$ 150.00	\$ 150.00	\$ 150.00
58	Install dryer vent cap with damper. Secure existing duct work	Existing dryer vent must exhaust to outside. Ducts shall be supported to prevent sagging and wall penetrations must be sealed. Screws or other fasteners shall not protrude into the duct. Maximum 3 feet flexible metal duct acceptable between dryer and wall register dryer.	Each	\$ 75.00	\$ 75.00	\$ 75.00
59	Vent dryer with new rigid ducting. First 10 feet. Includes new damper with termination cap.	Dryer vent must have a damper and exhaust to outside. Ducts must be greater than or equal to No. 28 gage and supported to prevent sagging and wall penetrations must be sealed. Screws or other fasteners shall not protrude into the duct. Maximum 3 feet flexible metal duct acceptable between dryer and wall register dryer.	Each	\$ 125.00	\$ 125.00	\$ 125.00
60	Digital T-stat	Install digital thermostat for furnace	Each	\$ 125.00	\$ 125.00	\$ 125.00
61	GFCI	Install GFCI for service of DHP if no pre-existing outlet is within 25' of unit	Each	\$ 200.00	\$ 200.00	\$ 200.00

Homes for Good Weatherization Measure Price List

Effective 08-10-2021

Item #	Measure Name	Measure Specifications	Unit	Drainage	Valley	Coast
62	TPR Discharge Line	Install discharge line from TPR valve of water heater to outdoors or pan constructed of an approved material	Each	\$ 125.00	\$ 125.00	\$ 125.00
		Door Measures:				
63	Replace exterior door in stick built home & MH Door	<i>Pre-hung fiberglass insulated 6-panel door with passage lockset and single-cylinder dead bolt. Trimmed and sealed inside and out. Door must meet current OHCS Field Guide qualifying requirements.</i>	Each	\$ 800.00	\$ 800.00	\$ 800.00
64	Install door jamb weather-strip kit	Use noncorrosive fasteners max. 4" o.c. and max. 2" from threshold. Low temp. vinyl/silicone w/ rigid flange, interlocking metal, or neoprene weatherstripping shall be installed in one continuous strip along each side.	Each	\$ 42.00	\$ 42.00	\$ 42.00
65	Install threshold and/or door shoe	Use noncorrosive fasteners. Install new threshold and door-bottom mounted vinyl bulb (door shoe). Door bottom shall not have a surface that rubs against the floor.	Each	\$ 125.00	\$ 125.00	\$ 125.00
66	Door sweep	Install per manufacturer's specifications.	Each	\$ 42.00	\$ 42.00	\$ 42.00
67	Install new peephole	Install per manufacturer's specifications.	Each	\$ 41.20	\$ 41.20	\$ 41.20
		Single ply roof/insulation measures				
68	EPDM, TPO or PVC	45 mil. minimum. Insulate ends, seal vents.	Sq Ft	\$ 3.00	\$ 3.00	\$ 3.00
69	Roof Deck Insulation	R-20 minimum	Sq Ft	\$ 3.00	\$ 3.00	\$ 3.00
70	Blow in fiberglass insulation to max R-value to "ceiling"	All heat producing fixtures must be shielded in accordance with OHCS specifications and State and Local codes. Insulation must be installed in accordance with OHCS Weatherization Specifications.	Sq Ft	\$ 1.00	\$ 1.00	\$ 1.00
71	Demo Shingles & Disposal	Remove and dispose existing roofing.	Sq Ft	\$ 1.25	\$ 1.25	\$ 1.25
		Mobile Home Measures:				
72	Tear out and re-insulate floor	Includes air sealing floor and insulating ducts as exposed.	Sq Ft	\$ 2.20	\$ 2.20	\$ 2.20
73	House wrap underfloor insulation	Protect MH underfloor insulation with Tyvek.	Sq Ft	\$ 1.00	\$ 1.00	\$ 1.00
74	Repair belly board - Hard or soft	Repair material must be of equal or greater strength than the existing belly board, meet Flame Spread Rating of sec. 1713 and 1714 of the 1991 UNC, and stapled in place using a stitch stapler; repairs of over 9 square feet must be supported with 150# polypropylene twine. +1hr Wxn Rate	Sq Ft	\$ 1.50	\$ 1.50	\$ 1.50
75	Blow-in fiberglass to max R-value to belly	Blow in Fiberglass insulation to capacity of mobile home belly. Seal all floor penetrations including "marriage line" w/ foam sealant.	Sq Ft	\$ 2.50	\$ 2.50	\$ 2.50

Homes for Good Weatherization Measure Price List

Effective 08-10-2021

<i>Item #</i>	Measure Name	Measure Specifications	Unit	Drainage	Valley	Coast
76	Install vent in MH skirting	w/o Ground cover: 1 sf NFA / 300 sf. w/ Ground Cover: 1 sf NFA / 1500 sf	Each	\$ 28.50	\$ 28.50	\$ 28.50
77	Replace Skirting	Vinyl, Treated Wood or Metal +1 hr Wxn Rate	Ln ft	\$ 14.00	\$ 14.00	\$ 14.00
78	Varmint Control	If using mesh, install a maximum of 1/4" mesh or other material to prevent animal intrusion into crawlspace. +1 hr Wxn Rate	Ln ft	\$ 5.00	\$ 5.00	\$ 5.00
79	R-11 Water Heater Closet Door Insulation	R-11 min. insulation covered in white vinyl w/ max. FSR of 150 and secured with twine attached to Water Heater door w/ noncorrosive fasteners and shall cover the door entirely except where min. heat and vent clearances need maintained. Seal door with closed cell foam tape weatherstripping.	Each	\$ 80.00	\$ 80.00	\$ 80.00
80	Weatherize WH closet	Insulate water heater closet walls in mobile home with R-13 batt. Includes wrapping water pipes, air sealing walls, and weatherstripping door.	Each	\$ 200.00	\$ 200.00	\$ 200.00
81	Seal ducts (single wide mobile homes)	Using approved mastic and mastic-plus-embedded-fabric systems and sheet metal fasteners. Insulate w/ min. R-11, support off the ground and secure to floor structure w/ corrosion resistant wire/twine or supported off ground with extruded rigid polystyrene. Duct leakage to the outside may be no more than 10% of floor area after sealing as measured in CFM@50 pascals pressure. <i>Includes sealing plenum.</i>	Each	\$ 350.00	\$ 350.00	\$ 350.00
82	Seal ducts (double wide mobile homes)	Using approved mastic and mastic-plus-embedded-fabric systems and sheet metal fasteners. Insulate w/ min. R-11, support off the ground and secure to floor structure w/ corrosion resistant wire/twine or supported off ground with extruded rigid polystyrene. Duct leakage to the outside may be no more than 10% of floor area after sealing as measured in CFM@50 pascals pressure. <i>Includes sealing plenum.</i>	Each	\$ 500.00	\$ 500.00	\$ 500.00
83	Replace crossover duct	Rigid pipe greater than or equal to No. 26 gage, sealed using approved mastic and mastic-plus-embedded-fabric systems and sheet metal fasteners. Insulate w/ vinyl faced R-11, support off the ground and secure to floor structure w/ corrosion resistant wire/twine or supported off ground with extruded rigid polystyrene. \$38.00 /per LF for additional footage if over 15 LF.	Each	\$ 570.00	\$ 570.00	\$ 570.00

Homes for Good Weatherization Measure Price List

Effective 08-10-2021

Item #	Measure Name	Measure Specifications	Unit	Drainage	Valley	Coast
84	Seal crossover duct and insulate to R-11	Using approved mastic and mastic-plus-embedded-fabric systems and sheet metal fasteners. Insulate w/ vinyl faced R-11, support off the ground and secure to floor structure w/ corrosion resistant wire/twine or supported off ground with extruded rigid polystyrene.	Each	\$ 200.00	\$ 200.00	\$ 200.00
85	Install rigid polystyrene foam under ducts	When ducts are in contact with ground, extruded rigid polystyrene foam shall be used between the duct and the ground.	Each	\$ 50.00	\$ 50.00	\$ 50.00
		Pressure Balance Measures:				
86	Undercut interior doors	Cut amount specified off door bottom and replace bottom blocking as needed.	Each	\$ 77.00	\$ 77.00	\$ 77.00
87	High/low vents	Install high vent on bedroom side and low vent on return air side within the same wall cavity.	Pair	\$ 125.00	\$ 125.00	\$ 125.00
88	Return Air Pathway (RAP)	Cut amount specified out of bottom door section and install RAP.	Each	\$ 125.00	\$ 125.00	\$ 125.00

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

ORDER 21-15-12-01H

In the Matter of Authorizing the award of
contracts 22-R-0003 and 22-R-0004 for
Energy Services Operations

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

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

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

WHEREAS, The solicitation was made public on October 19th and advertised on the Registered Guard as well as published on the Homes for Good Website with the application and specifications included with a closing date of Friday November 19th at 4pm.

WHEREAS, The ESD staff opened the sealed bids on the closing date and reviewed a total of 2 proposals with all supporting documents

WHEREAS, we consulted with our legal counsel to ensure that all applicable procurement policies were adhered to in the selection process and in the contracting process.

THEREFORE, BE IT RESOLVED THAT:

The Energy Services Director and Executive Director are authorized to issue contracts to JTR Insulation and James Insulation Masters.

DATED this _____ day of _____, 2021

Chair, Homes for Good Board of Commissioners



BOARD OF COMMISSIONERS AGENDA ITEM

BOARD MEETING DATE: 12/15/2021

AGENDA TITLE: — In the Matter of Approving the Homes for Good
Commissioner Thurston Term Extension Recommendation

DEPARTMENT: Executive

CONTACT : Jacob Fox

EXT:

PRESENTER: Jacob Fox

EXT:

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. Fox", is written over a horizontal line.

DATE: 12/07/21

LEGAL STAFF :

DATE:

MANAGEMENT STAFF:

DATE:



HOMES FOR GOOD MEMORANDUM

TO: Homes for Good Board of Commissioners

FROM: Jacob Fox, Executive Director

AGENDA ITEM TITLE: ORDER 21-15-12-02H// In the Matter of Approving the Homes for Good Commissioner Thurston Term Extension Recommendation

AGENDA DATE: December 15th, 2021

I MOTION

Approve the recommendation of Commissioner Michelle Thurston's term extension until June 30th, 2022 or until a new Homes for Good Board is appointed by the Lane County Board of Commissioners, whichever date comes first.

II ISSUE

We are making this recommendation because Homes for Good is still collaborating with Lane County on our governance transformation. We need the Homes for Good Board of Commissioners to approve this recommendation so the Lane County Board of Commissioners can deliberate on the request to extend Homes for Good Commissioner Thurston's term from January 2022 to June 30th, 2022.

III DISCUSSION

A. Background

Michelle Thurston was appointed in January 2018 for a 4-year term expiring January 2022. In previous years, we would have run a recruitment process to fill the open position. Currently Lane County administration and Homes for Good are collaborating to update Lane County code and coordinating a new application process for future board members. We anticipate being ready to receive applicants in the first quarter of 2022.

B. Analysis

In June 2021, Homes for Good board recommended a change in governance structure. In September 2021, the Lane County Board of Commissioners, in their capacity as the Homes for Good governing body, approved a modification to the Homes for Good governance structure. It is in both organizations best interest to extend Commissioner Thurston's term while these governance changes are implemented.

C. Recommendation

Approval of the proposed motion.

IV IMPLEMENTATION/FOLLOW-UP

Upon approval of the Order, the information will be relayed to the Lane County Board of Commissioners for their deliberation in a January 2022 Board meeting.

V ATTACHMENTS

None

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

ORDER 21-15-12-02H

In the Matter of Approving the Homes for
Good Commissioner Thurston Term Extension
Recommendation

WHEREAS, Michelle Thurston was appointed in January 2018 for a 4-year term expiring January 2022.

WHEREAS, Commissioner Thurston has been a leader on the board to ensure the governance transition happens thoughtfully.

WHEREAS, Homes for Good Housing Agency is recommending extending appointed commissioner Michelle Thurston's term; as the agency continues to collaborate with Lane County to execute the governance changes.

WHEREAS, the board recommends to extend this appointment until June 30th, 2022 or when the new Homes for Good Board members have been appointed by the Lane County Board of Commissioners, whichever date comes first.

THEREFORE, BE IT RESOLVED THAT:

Homes for Good board approves the above detailed Homes for Good appointed commissioner recommendation and extension.

DATED this _____ day of _____, 2021

Chair, Homes for Good Board of Commissioners



BOARD OF COMMISSIONERS AGENDA ITEM

BOARD MEETING DATE: 12/15/2021

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

DEPARTMENT: Human Resources

CONTACT : Bailey McEuen

EXT:

PRESENTER: Bailey McEuen

EXT:

ESTIMATED TIME : 10

- ☒ **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: 12/07/21

LEGAL STAFF :

DATE:

MANAGEMENT STAFF:

DATE:



HOMES FOR GOOD MEMORANDUM

TO: Homes for Good Board of Commissioners

FROM: Bailey McEuen, Human Resources Director

AGENDA ITEM TITLE: ORDER 21-15-12-03H// In the Matter of documenting the Executive Director's Annual Performance Evaluation and Instructing Human Resources Regarding Revision of the Employment Agreement

AGENDA DATE: December 15, 2021

I MOTION

IT IS MOVED TO APPROVE ORDER IN THE MATTER OF DOCUMENTING THE EXECUTIVE DIRECTOR'S ANNUAL PERFORMANCE EVALUATION AND INSTRUCTING HUMAN RESOURCES REGARDING REVISION OF THE EMPLOYMENT AGREEMENT

II ISSUE

Homes for Good Board is being asked to document the Executive Director's annual performance evaluation and instruct Human Resources regarding revision of the employment agreement.

III DISCUSSION

Mr. Fox was employed as Homes for Good Housing Agency (at the time HACSA) Deputy Director in August 2013. On July 1, 2015 he started his tenure as Homes for Good Executive Director.

Mr. Fox's employment agreement contains a provision regarding how merit increases may occur. The provision states that "the Board agrees to consider a merit increase following Mr. Fox's performance evaluation. The range for the merit increase shall be between 0 and 5 percent of gross salary. A merit increase, if any shall be within the exclusive discretion of Board."

Performance Evaluation Process

In March of 2021, the Homes for Good Board of Commissioners approved a board order adopting a process, format, and timeline for the Executive Director annual performance evaluation. The adopted process was designed to align the Executive Director with Homes for Good's performance management program, including the completion of a self-assessment performance preview focusing on goal setting

and professional development.

A 360-feedback survey was incorporated into the approved process. The 360-feedback process is a talent development tool used to provide the recipient with varied input from multiple parties including leaders, colleagues, partners, and subordinates. The approved process provided that every even year, a 360-feedback survey be sent to a broad list of internal and external recipients, including many community partners outside of the organization. For odd years (like 2021), the 360-feedback survey is sent to internal Homes for Good parties.

Simultaneous to the 360-feedback survey period, Jacob Fox completed a self-assessment, including a performance preview and goal setting exercise.

Evaluation Materials

The following items were provided to the board to aid in their discussion of Jacob's performance in Executive Session on December 15, 2021.

- Employee self-assessment covering core competencies, goal setting, and reflection of achievements in the past year.
- Summary of the 360-degree Feedback survey completed by 11 internal stakeholders.

360 Degree Feedback Survey

Feedback was sought regarding the Jacob's performance over the past year from key internal stakeholders via a 360-degree feedback survey. On November 2, 2021 Jacob Fox reviewed the survey participants with the Board Chair and Vice Chair, as outlined in the approved process. The survey was sent to 22 recipients on November 8, 2021 and was closed for input on November 30, 2021.

Feedback was requested from the following parties: Homes for Good Board members, Leadership Team, Homes for Good AFSCME Local 3267 leadership, and members of Homes for Good's Equity Strategy Team. The survey was sent to 22 reviewers with 11 returned, representing a 50% response rate.

The questionnaire included eight key competencies. The respondents were asked first to rate the general performance in the area on a five-star scale and later comment regarding the things that the Executive Director is doing well, as well as the things that could be improved in his performance. Some of the provided comments are listed below.

Respondents provided feedback on core leadership competencies, categorized by our tagline, **Homes.People.Partnerships.Good.** The following scale was used in the star rating:

★★★★★ 5 stars

Exemplary. Performance far exceeds normal expectations and stands out as truly exceptional.

★★★★ 4 stars

Exceeds expectations. Performance frequently and consistently exceeds job requirements.

★★★ 3 stars

Fully effective. Performance meets position requirements and is described as solid performance.

★★ 2 stars

Development needed. Performance is less than expected or this is a new skill that needs to improve.

★ 1 star

Significant concerns. Performance must improve significantly within a reasonable period of time.

Homes.

Program Leadership Competency

Average rating of 4.6 out of 5 stars. Exceeds expectations.

- Jacob has a very thorough understanding of the complexity and nuances of our programs, and consistently drives our performance forward.
- Jacob has an incredible background in housing programs and real estate finance. During the last year he has stewarded new program development and new partnerships to deliver more housing for our community including wildfire recovery.
- Jacob has a wealth of knowledge involving the programs Homes for Good administers.
- Great in most areas that typically pertain to a job like this. A bit weak in others, including board management and follow through on certain initiatives.

Homes.

Planning & Organization Competency

Average rating of 4.1 out of 5 stars. Exceeds expectations.

- I feel like this is a strong suit of Jacob's. His schedule is very challenging, but he prioritizes well. I've also observed him communicating boundaries when he doesn't have the capacity and asking for support from his team if he needs it.
- Jacob is often in meetings and works effectively with funding sources and HUD to complete projects.
- Jacob's calendar is often overloaded which makes it difficult to have time for assessing priorities.

People.

People Leadership Competency

Average rating of 4.1 out of 5 stars. Exceeds expectations.

- Jacob makes very generous assumptions, and his strength is in balancing expectations. He models organizational values.
- I feel very supported, appreciated and trusted by Jacob.
- Jacob works well with his team. I think Jacob could work on motivating others more effectively. Some folks, particularly those on his team, often seem disconnected from him.

People.

Diversity, Equity & Inclusion Competency

Average rating of 4.3 out of 5 stars. Exceeds expectations.

- Jacob exhibits great knowledge and understanding of equity and is very open to listen about equity concerns.
- All of the above statements are true. Jacob has done an incredible job stewarding DEI in the last year while the Agency was responding to the pandemic.
- Jacob is a member of the EST and is a natural leader in that capacity. I think Jacob could improve on taking BIPOC voices into consideration, particularly when writing about their communities in communications. I think it would help to have someone outside of his team read some of the communications to see how they come across.

Partnerships.

Collaboration Competency

Average rating of 4 out of 5 stars. Exceeds expectations.

- Jacob works well with other organization and frequently collaborates with them on many projects.
- Jacob has a great way of creating meaningful partnerships, growing existing ones, and beginning brand new ones.
- Jacob works well with community partners and members of our community. I think improvement can be made on bringing all voices to the table, asking our participants to make comments, not just participants on the RAB, or board members. This is especially important for BIPOC folks who currently are not in any of these positions.

Partnerships.

Communication Competency

Average rating of 3.9 out of 5 stars. Fully effective.

- Jacob has a really good communication style.

Good.

Innovation Competency

Average rating of 4.4 out of 5 stars. Exceeds expectations.

- Jacob is really creative in solutions, thinks outside of the box, there is not even a box. This is one of his strongest and most impressive abilities, innovative & creative solutions.
- Jacob has had a chance to showcase his innovation since the onset of the pandemic and has led some pretty innovative and creative initiatives to better serve the people in our programs.
- Jacob leads and seizes opportunities well.

Good.

Crisis Response Competency

Average rating of 4.3 out of 5 stars. Exceeds expectations.

- Jacob's performance in emergency situations is excellent! When COVID-19 hit, he immediately organized staff and work well beyond his normal hours to continue serving residents. Safety procedures have been created and are still working excellently.
- Jacob is good in a crisis. Because of his creativity and thoughtfulness, he makes timely decision during a crisis. He also focused on preparedness and continuity of operations planning which is really helpful in crisis response.
- I'm very grateful to be working for such a thoughtful and proactive organization throughout the pandemic, wildfires etc. Jacob's work with continuity of operations will have a huge impact on this Agency for years to come.
- Jacob and that management team work effectively together to respond to crises.

A sampling of other comments provided at the end of the assessment include:

Areas of Strength

- Jacob is a clear and thorough communicator. I especially appreciate how proactive he is in getting us information and flagging issues and opportunities to ensure no "surprises."
- Jacob is a very kind human.
- Jacob is very thoughtful and aware of how the identities he holds informs how he show up in the world, and how his positional power as the ED impact others, especially those with marginalized identities.
- Jacob does a great job of analyzing situations from many different perspectives. This exponentially increases the chance of a positive outcome.

Opportunities for Improvement

- Growing more space for constructive criticism and questioning his very generous assumptions at times. Setting more clear expectations for members of the leadership team and their performance.

Self-Assessment

As part of the review process, Mr. Fox was given the opportunity to complete a self-assessment. The exercise consisted of three parts: competency ratings, performance preview and goals setting.

Competency Rating

Mr. Fox was asked to rate himself on the same competencies included in the 360-Degree Feedback Survey. Across each category, Mr. Fox's ratings indicate self-awareness and an understanding of areas for improvement. He consistently rated himself lower in each competency than what was reflected in the 360-feedback survey.

A sampling of comments Jacob included in his self-evaluation are listed below:

- Throughout the year we have continued to deepen programmatic partnerships with Department of Housing and Urban Development (HUD), who is our primary regulator. We were awarded 184 Emergency Housing Vouchers (EHV) that target people experience homelessness and domestic violence in Lane County. We lead the State of Oregon Public Housing Authorities (PHA) in issuance of our awarded vouchers. We submitted a request and received an \$1.7mm increase in Housing Choice Voucher (HCV) Housing Assistance Payment Subsidy to help offset the increase subsidy due to loss of income by participants in this program negatively impacted by the COVID-19 Pandemic. We also submitted a Moving to Work (MTW) application, which will allow us to provide HCV landlords incentives not currently allowed by regulations and this designation will also allow us to move our federal funding across programs. We are currently navigating challenges with HUD related to their review and approval of our FY19 audited financial statements and the correlating opinion from our auditors, Moss Adams. This has resulted in a delay in completing our FY20 audit and because we are a discreetly presented component unit for Lane County the delay in HUD approval of our FY19 financials has also impacted the timing of Lane County completing their audit for FY ending in June of 2021.
- Over the past year we have moved over 230 households with low incomes, including many people experiencing homelessness, into Market District Commons, The Commons on MLK, The Keystone, Hayden Bridge Landing and Sarang. We also assisted Lane County in their purchase of Bridges on Broadway (BOB) and Homes for Good developed and implemented a plan to self-manage the lodging facility, which provides lodging to 50 households that were displaced by the Holiday Farm Wildfire. We are currently re-designing the BOB and securing funding sources so that we can covert the lodging community into a permanent supportive housing (PSH) apartment community. We are on the cusp of purchasing the Lazy Days Mobile Home Park and 5 acres in Blue River that collectively will rebuild at least 25 homes in the wildfire impact area. We partnered with Sponsors and secured a land donation from Lane County to build a 50-unit PSH apartment community in the 4 corners area of Highway 99, which we named The Coleman. We have applied for City of Eugene HOME funds and we will seek a Low-Income Housing Tax Credit allocation and other gap financing from Oregon Housing and Community Services in 2022. We entered in a purchase and sales agreement for a 5 plus acre parcel of land in Florence in the Old Town neighborhood and are engaged with City of Florence staff on pre-purchase due diligence. We have accomplished a great deal over the past year and are excited to continue delivering new housing opportunities for metro and rural Lane County. In my role as the Executive Director the intensity of the real estate

development activity has stretched my capacity to perform all the oversight duties that I'm ultimately responsible for. We are actively recruiting an Executive Assistant to support my schedule and help with administrative tasks and we have budgeted new positions in Accounting/Finance and on the Administrative Team to support the volume and complexity of my responsibilities

- Throughout the last year the Leadership Team (LT) met daily in an effort to maximize communication between each other and across Divisions. Mid-way through the year we also launched a weekly meeting for all managers within the organization in an effort to create deeper relationships and provide information to be communicated by managers to their direct reports across the organization. We have also met twice monthly with the leaders from AFSCME Local 3267 and have negotiated numerous MOU's related to COVID-19 and shared leadership in the effort of navigating challenges and changes throughout the year. Our HR Director, Bailey McEuen, and I have been the primary communicators to all staff throughout the past year through announcements from our human resources information system Bamboo HR. We have been supported by Ela and Jordyn along with each member of the LT and a significant number of supervisors in issuing over 50 agency updates focused on motivational, safety and wellness messages. We have also issued 11 staff newsletters over the past year that have been curated by Jordyn and Ela and I've written an article in each newsletter focused with stories focused on encouraging employees. We have organized staff appreciation lunches and have held quarterly all staff meetings where we provide excellence awards to staff members for their contributions to our team in service to the people we serve. Proactive communication and staff recognition have resulted in positive morale during an exceptionally difficult and uncertain year.
- Our commitment to DEI has deepened over the past year. We have completed over 30 recruitments over the past year, and we have onboarded numerous employees with diverse backgrounds into our organization. We have supported our Equity Strategy Team (EST) as this team worked to develop the Strategic Equity Plan overarching goals. We presented these goals to the Homes for Good Board of Commissioners in July of 2021 and since then the EST members have been meeting with teams throughout the organization to gather input on how we implement these goals. The LT welcomed Esteban Montero Chacon into the role of Director of our Energy Services Division who has brought diversity, talent and a terrific sense of humor to our team. The LT has continued our commitment to be thoughtful and educated leaders in the DEI space. We have read numerous books focused on the relationship between racial justice and trauma, which we have discussed in a weekly meeting dedicated to our DEI growth. Numerous members of the LT have also received coaching from our DEI consultants on how we can be more thoughtful leaders in the DEI space. The LT members participated in the Partners in Diversity Equity Summit. We have also increased charitable contributions to our non-profit the Homes for Good Foundation and used these contributions to award scholarships to youth of color whose families live in our federally assisted housing. Lastly, I would mention that with support from the Homes for Good Board of Directors we have chosen to modify our governance structure to increase the overall size of our board, decrease the number of elected members on the board and increase the number of appointed members. This change will facilitate increased diversity on our governance board.
- The innovation that I've led is well represented in the other areas of this self-evaluation and my spirit of innovation has been embraced by other members of the LT and the organization more broadly. The statements "If not us then who" and "Housing is a basic human right" have become part of the DNA of our organization. I have the great honor of observing others within our organization push the envelope of what is possible for us to

achieve as a public housing authority. Based on my experience and interactions with other public housing authorities across the nation I can say without hesitation that we are a national leader in delivering creative and courageous housing solutions for people who need an affordable home in Lane County.

Performance Preview

The Performance Preview is a component of Homes for Good's performance management program for all employees. The exercise asks employees to reflect on their connection to our mission, what they will bring to their work over the next review period, and what resources or support they need to do their best work. The introduction of the Performance Preview strengthens our employees' connection to our mission and focuses on future performance.

Jacob's Performance Preview Responses are outlined below:

My connection to our mission is:

"My connection to our mission is my deeply held belief that housing is a basic human right, and that federal, state and local governments must commit to this human right. Homes for Good is doing everything in our power to build and maximize the number of affordable homes given current resources and we need the federal, state and local governments to deliver new funding in our efforts to secure housing as a human right."

What I will bring over the next review period:

"What I will bring over the next review period is to help our team implement the Strategic Equity Plan goals. I am dedicated to deepening our financial and operational analytics and reporting capability so that we can proactively assume greater responsibilities for distributing new funding that will be allocated by federal, state and local funding. I will treat everyone with whom I interact with kindness and respect and I will have fun in my professional and personal life."

Where I want to go professionally and what I need to get there:

"I continue to love my job as ED and want to continue in my current capacity for the foreseeable future. The growth in our organization is unprecedented for the Agency and for me as a professional. I still believe that I would benefit from investing my time in a graduate degree program of some sort but I don't think there will be time in the next year to invest in such a commitment. I do think securing consultants that are experts in organizational growth would allow me to deepen my experience as our organization continues to transform."

Goal Setting

In addition to the Performance Preview, all Homes for Good employees are asked to complete a goal setting exercise as part of our review process. Employees must choose 3-5 goals, one of which must be related to DEI deliverables.

Jacob's goals for this performance cycle include the completion and implementation of the Strategic Equity Plan, committing to more timely completion of performance reviews for the leaders who report to him, and improvement in the area of organization and workflow management.

IV ANALYSIS

Based on the feedback shared and referenced above, Mr. Fox's performance rating is "Exceeds Expectations."

V IMPLEMENTATION/FOLLOW-UP

If approved the incumbent's employment agreement will be revised.

VI ATTACHMENTS
No attachments.



FOURTH AMENDMENT TO EMPLOYMENT AGREEMENT BETWEEN HOMES FOR GOOD HOUSING AGENCY AND JACOB FOX

This Fourth Amendment to the Employment Agreement between the Homes for Good Board of Commissioners and Jacob Fox, dated December 15, 2020 (FOX EMPLOYMENT AGREEMENT), is made by the following parties: Homes for Good Board of Commissioners, acting as the governing body of the Homes for Good Housing Agency, hereinafter referred to as the (BOARD), and Jacob P. Fox, hereinafter referred to as (FOX).

AGREEMENT

The parties hereby agree that paragraphs A, B, C and D for the FOX EMPLOYMENT AGREEMENT are amended as follows:

A. Salary. Effective December 26, 2021, BOARD shall approve a merit increase for FOX of 5% from the previous evaluation period.

B. Benefits. BOARD shall provide FOX with the same benefits received by other non-represented Agency staff, including the Agency's 401(k) Plan, medical, dental, and life insurance. BOARD shall provide FOX with a car allowance of \$300.00 per month for Agency business in Lane County. BOARD shall provide FOX with a Time Management (TM) accrual rate of 25.667 hours per month. None of the salary described in paragraph (B) or the benefits listed in this paragraph (C) shall be taken by FOX in any other form without the written approval of the BOARD.

C. Performance Evaluations. The BOARD may conduct a performance evaluation of FOX each year. If an evaluation is conducted it will be conducted using a process, and in a format determined by the BOARD with input from FOX. Any evaluation shall be held in executive session unless FOX request that it be held in a public session.

D. Merit Increase. The BOARD agrees to consider a merit increase following FOX's performance evaluation. The range for the merit increase shall be between 0 and 5 percent of gross salary. A merit increase, if any shall be within the exclusive discretion of the BOARD.

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This third amendment to FOX's employment agreement has been executive on the dates set forth below.

DATED: _____, 2021

Chairperson, Homes for Good
Housing Agency Board

DATED: _____, 2021

Jacob P. Fox

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

ORDER 21-15-12-03H

In the Matter of Approving the Fourth
Amendment of the Executive Director
Employment Contract following the Annual
Executive Director Performance Evaluation

WHEREAS, Homes for Good believes that its employees are the organization's most valuable assets; and

WHEREAS, Homes for Good believes that all employees deserve to have a balanced and meaningful performance evaluation; and

WHEREAS, Homes for Good believes that the performance evaluation process is necessary to drive organizational performance; and

WHEREAS, it is the role of the Human Resources Director to oversee the Performance Evaluation process for all Homes for Good employees; and

WHEREAS, the Executive Director is required to be provided an annual performance evaluation from the board as outlined in their employment agreement;

WHEREAS, the Executive Director's annual performance evaluation reflects performance that exceeds expectations, frequently & consistently exceeding job requirements;

NOW THEREFORE, the Board of Commissioners of Homes for Good Housing Agency ORDERS as follows:

1. Approval of the 2021 Annual Executive Director Performance Evaluation
2. Approval of the Fourth Amendment of the Executive Director's Employment Contract

DATED this _____ day of _____, 2021

Chair, Homes for Good Board of Commissioners



BOARD OF COMMISSIONERS AGENDA ITEM

BOARD MEETING DATE: 12/15/2021

AGENDA TITLE: Strategic Equity Plan Goals and FY 22 Tactics Presentation

DEPARTMENT: Executive

CONTACT : Jacob Fox

EXT:

PRESENTER: Jacob Fox + Equity Strategy Team

EXT:

ESTIMATED TIME : 45 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 "JF", is written over a horizontal line.

DATE: 12/07/21

LEGAL STAFF :

DATE:

MANAGEMENT STAFF:

DATE: