



HOMES FOR GOOD BOARD OF COMMISSIONERS MEETING

Wednesday, September 25th, 2024

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AGENDA

Homes for Good Housing Agency

BOARD OF COMMISSIONERS

Location of the meeting:

Homes for Good Administrative Building
100 W 13th Avenue
Eugene, OR 97401



Zoom

This meeting will be conducted in person with the option to join via public video call and conference line (see details below).

Wednesday, September 25th, 2024, at 1:30pm

The September 25th, 2024, the Homes for Good Board of Commissioners meeting will be held at the Homes for Good Administrative Building. It will also be available via a public video call with dial-in capacity. The public has the option to participate in person or by joining via video call or conference line.

Join Zoom Meeting:

<https://us02web.zoom.us/j/88069630164>

1. PUBLIC COMMENTS

Maximum time 30 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.

PLEASE NOTE: *The Homes for Good Board of Commissioners is a policy advisory body to Homes for Good and is not designated to resolve issues in public meetings. The Board will not discuss or make decisions immediately on any issue presented.*

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

3. ADJUSTMENTS TO THE AGENDA

4. COMMISSIONERS' BUSINESS

5. EMERGENCY BUSINESS

6. EXECUTIVE SESSION

Homes for Good Board will hold an Executive Session pursuant to ORS 192.660(2)(e), to conduct deliberations with persons designated by the Homes for Good Board of Commissioners to negotiate real estate property transactions.

7. ADMINISTRATION

- A. Executive Director Report
- B. Review of 2025 Board Engagements

8. CONSENT AGENDA

- A. Approval of 08/21/2024 Board Meeting Minutes
- B. ORDER 24-25-09-03H: Approve Reopening of Contract 23-C-0030 Parkview Fire Rehab to Revise Final Contract Amount to Match Insurance Settlement

9. ORDER 24-25-09-01H

In the Matter of Approving the Fiscal Year 2025 Budget
(Jacob Fox, Executive Director) (Estimated 60 minutes)

10. ORDER 24-25-09-02H

In the Matter of Approving the Fiscal Year 2025 Public Housing Operating Budget
(Wakan Alferes, Supportive Housing Director) (Estimated 5 minutes)

11. PRESENTATION

Client Accounting & Advisory Services (CAAS) Finance Review
(Holly Atkins, CAAS Engagement Director) (Estimated 30 minutes)

12. OTHER BUSINESS

Adjourn.

On September 12th Ela received a "20 Under 40 Rising Business Star" award. Ela has been a transformational leader at Homes for Good and in our community more broadly since 2015. As evidenced by her promotion to Deputy Director in late 2023 Ela has been at the forefront of many good efforts including the Homes for Good rename/rebrand, our purchase and remodel of our administrative hub, our migration to a new software platform and deepening our understanding of our financial systems. I want to thank Jasmine and Isabelle for preparing Ela's application for the 20 under 40 Rising Business Star award.



The rebuilding of the Lazy Days Mobile Home Park continues to be complex and challenging. One key update is that 11 modular homes are complete, and these homes are wrapped in plastic and are being stored at Blazer Industries in Aumsville, Oregon. On Audrey's recommendation we have hired an independent inspector who has inspected all of the homes, and this same inspector will reinspect the homes after they have been placed on the foundations and installation is complete. The reason why the homes haven't been placed on the foundations at Lazy Days yet is because we can't secure insurance for the homes due to insurance companies having a moratorium on new policies due to active wildfires in the area. As of 9/15 the Ore Fire was 76% contained and the Boulder Creek Fire is 0% contained. We have been informed by our insurance broker that insurance companies will consider issuing new policies when a wildfire reaches 75% containment so on 9/16 we connected with our broker to see if we can secure insurance. We are also exploring another insurance option with support from the State of Oregon. We are hopeful that all 20 modular homes can be placed on foundations in October.



BOARD DATES

January 29 th , 2025	July 30 th , 2025
February 26 th , 2025	August 27 th , 2025
March 19 th , 2025	September 24 th , 2025
April 30 th , 2025	October 29 th , 2025
May 21 st , 2025	November [None]
June 25 th , 2025	December 17 th , 2025

AGENDA CALENDAR

January

- Quarterly Strategic Equity Plan Progress Report
- Employee of the Year Award
- Quarterly Budget Report

February

- Q1 Employee Excellence Awards
- Board Retreat

March

- Auditor Entrance Review

April

- Quarterly Strategic Equity Plan Progress Report
- Q2 Employee Excellence Awards

May

- Quarterly Budget Report
- Annual Plan Introduction

June

- Annual Plan Approval

July

- Q3 Employee Excellence Awards
- Budget Introduction
- CAP 5-Year Action Plan
- Strategic Equity Plan Year 2 Review
- Auditor Exit Review

August

- Budget Workshop

September

- Quarterly Budget Report
- Executive Director Performance Review Process
- FY24 Budget Review

October

- Q4 Employee Excellence Award

November

[None]

December

- Executive Director Performance Review



FINANCE COMMITTEE [1:30p – 2:30p]	WORK SESSIONS [Time TBD]
<ul style="list-style-type: none">January 8th, 2025February 12th, 2025March 12th, 2025April 9th, 2025May 14th, 2025June 11th, 2025July 9th, 2025August 13th, 2025September 10th, 2025October 8th, 2025November 2025 [None]December 10th, 2025	<ul style="list-style-type: none">Mid-March 2025 [4 hours] SEP Gallery Walk + Financial PlanningEarly May [4 hours] Budget Kick-OffAugust-September 2025 [1 hour] Department Budget Office Hours



NEWS REPORTS AUGUST – SEPTEMBER 2024

City of Eugene Announces \$6.5 Million in Affordable Housing Funds

Homes for Good received \$2 million in HOME funding two years ago for their Ollie Court project, which will provide 81 affordable housing units, an early learning center, and community spaces. Fox encourages citizens to contact local officials to push for legislative changes and emphasizes the need for significant investment from state and local governments, as well as community involvement, to tackle the housing crisis effectively.

Link:

https://www.kezi.com/news/city-of-eugene-announces-6-5-million-in-affordable-housing-funds/article_afbce9c0-6cae-11ef-bdd1-4396ab6ed1db.html

MINUTES

Homes for Good Housing Agency

BOARD OF COMMISSIONERS



Wednesday, August 21st, 2024, at 1:30 p.m.

Homes for Good conducted the August 21st, 2024, meeting in person at the Homes for Good administrative building and via a public video call with dial-in capacity. The public was able to join the call, give public comments, and listen to the call.

CALL TO ORDER

Board Members Present:

Heather Buch

Michelle Thurston

Justin Sandoval

Pat Farr

Kirk Strohman

Chloe Chapman

Larissa Ennis

Joel Iboa

Destinee Thompson

Board Members Absent:

None

Quorum Met

1. PUBLIC COMMENT

2. COMMISSIONERS' RESPONSE TO PUBLIC COMMENTS AND/OR OTHER ISSUES AND REMONSTRANCE

3. ADJUSTMENTS TO THE AGENDA

4. COMMISSIONERS' BUSINESS

Special congratulations to Deputy Director, **Ela Kubok** for receiving a 20 Under 40 Award.

5. EMERGENCY BUSINESS

6. EXECUTIVE SESSION

None

7. ADMINISTRATION

A. Executive Director Report

Jacob Fox's report discussed the Bridges on Broadway Demo Day event. On July 30th Homes for Good staff, board and community members celebrated the closing of the financing transaction for the redevelopment of Bridges on Broadway.

An additional celebratory event was held on August 7th in honor of the partnership between Homes for Good, Head Start of Lane County and Early Childhood Cares. This partnership will be to deliver an 81-unit affordable housing apartment community with six early learning classrooms, called Ollie Court.

On August 6th Justin, Kirk, Jacob and Jasmine reviewed the organizational bylaws with reference to Home Forward and Jackson County Housing Authority's bylaws. Over the next several months the bylaws will be reviewed and edited, with the intention of bringing the revisions to the Board for approval later this year.

The Finance team has completed opening balances on all accounts and updated Yardi with the support of Clifton, Larson, Allen as financial consultants for the Agency. This is a critical first step in implementation of the month end close project. Additionally, Finance and the entire Leadership Team are continuing to collaborate in Yardi on the FY25 budget process to bring to the board in September.

Attached to the Executive Director report moving forward any news articles that Homes for Good is mentioned in will be included for review.

Discussion Themes

None

8. CONSENT AGENDA

A. Approval of 07/24/2024 Board Meeting Minutes

B. Approval of 08/06/2024 Special Board Meeting Minutes

Vote Tabulations

Motion: **Justin Sandoval**

Second: **Destinee Thompson**

Discussion: *None*

Ayes: **Michelle Thurston, Justin Sandoval, Kirk Strohman, Larissa Ennis, Joel Iboa, Pat Farr, Destinee Thompson**

Abstain: **Heather Buch, Chloe Chapman**

Absent: *None*

The 08/21/2024 Consent Agenda was approved [7/2/0]

9. PRESENTATION: Medicaid Waiver Enrollment

Supportive Housing Director, Wakan Alferes Presenting

Overview

Homes for Good was awarded \$450,000 by Pacific Source with the opportunity to be a Health-Related Social Needs (HRSN) provider. To receive and facilitate these funds, Homes for Good has to enroll as a Medicaid provider.

Part of the enrollment process does require anyone with an interest in the Agency, including board members need to provide Personal Identifying Information. A paper form will be provided for Board members to fill out. The documents will securely be shredded after documenting the information.

Services are expected to begin November 2024.

Discussion Themes

- Access to Medicaid benefits for someone who does not have a social security number.

No action needed.

10. ORDER 24-21-08-01H: In the Matter of Accepting a Bid & Awarding Contract #24-P-0029 for the Parkview Security Measures Project

Contract Administrator, Jared Young Presenting

Overview

Parkview Terrace is a four-story apartment complex in Eugene that serves seniors and people with disabilities. Security has been an ongoing issue at Parkview, specifically as it pertains to unauthorized visitors. A security gate will be installed at all entries. Access can be gained with the use of fobs, cards and cell phones. Residents will be able to permit access to approved guests remotely while still maintaining security for the community.

Three formal bids were received as responsive and responsible for the contracted work. The lowest bid is the recommended awardee.

Discussion Themes

- Tracking of resident movements
- Other intended locations for a similar security system
- Significance of electrician methods for installing security systems

Vote Tabulations

Motion: **Justin Sandoval**

Second: **Joel Iboa**

Discussion: *None*

Ayes: **Heather Buch, Michelle Thurston, Justin Sandoval, Kirk Strohman, Chloe Chapman, Larissa Ennis, Joel Iboa, Pat Farr, Destinee Thompson**

Abstain: **Chloe Chapman**

Absent: *None*

ORDER 24-21-08-01H was approved [8/1/0]

11. ORDER 24-21-08-02H: In the Matter of Approving Modification of Contract #24-P-009 Professional Financial Consulting Services

Executive Support Coordinator, Jasmine Leary Mixon Presenting

Overview

In December of 2023 Homes for Good entered into a contract with Clifton, Larson, Allen (CLA) CPA firm to provide support for the Finance Team. Based on the results of the most recent audit and the absence of a Finance Director, Homes for Good would like to increase the scope of work for the contract to include support from CLA's Client Accounting & Advisory Services (CAAS). The additional support will support the Finance team in optimizing internal financial processes, improving financial reporting and provide expertise staffing resources.

The additional services will require the contract "not to exceed limit" to be increased from \$150,000 to \$249,000.

Discussion Themes

- Reviewing Jacob's existing contract approval thresholds
- Expected transition of Holly as interim CFO to onboarding a new Finance Director
- Feasibility of completing the tasks as outlined in the Corrective Action Plan
- Clarifying the term for the contract balance
- SEP as it aligns with the Agency financial well-being

Vote Tabulations

Motion: **Chloe Chapman**

Second: **Justin Sandoval**

Discussion: *None*

Ayes: **Heather Buch, Michelle Thurston, Justin Sandoval, Kirk Strohman, Chloe Chapman, Larissa Ennis, Joel Iboa, Pat Farr, Destinee Thompson**

Abstain: *None*

Absent: *None*

ORDER 24-21-08-02H was approved [9/0/0]

12. PRESENTATION: Review of The Coleman Memorandum of Understanding

Project Developer, Johanna Jimenez Presenting

Overview

During the August 6th, 2024, Special Board meeting board members requested an overview of the process for establishing Memoranda of Understanding (MOU) around new developments and specifically the MOU between Sponsors, Inc and Homes for Good for The Coleman.

The Coleman will be a 50–60-unit affordable housing complex next to the Lane County Parole & Probation office. This will be a community space in addition to space for supportive services for Sponsors' clients. The Coleman will be serving individuals exiting Sponsors' transitional housing program.

Discussion Themes

- Notarization vs. signatures
- Use of MOU's when there's an existing working relationship between two organizations
- Cadence to review/updating MOU's

No action needed.

13. PRESENTATION: 2023-2024 Strategic Equity Plan Progress Report

Homes for Good Leadership Team Presenting

Overview

The Homes for Good Leadership Team presents updates to the 2023-2024 Strategic Equity Plan.

[HUMAN RESOURCES]

Successes

- Gender inclusion initiatives and trainings with Transponder
- Onboarding strategies
- Financial wellness education via DevNW

Blockers

- Turnover/Recruitments
- Training needs in Permanent Supportive Housing

[INFORMATION TECHNOLOGY]

Successes

- Yardi software migration
- Site technological site upgrades

Blockers

- Turnover
- Scope of Yardi migration

[COMMUNICATIONS]

Successes

- Rollout communication of Yardi changes and impact
- Highlighting the businesses and contractors Homes for Good works with
- Quarterly website search optimization

Blockers

- Some items for Communications couldn't be moved forward due to a delay in goal completion for other departments

[RENT ASSISTANCE]

Successes

- Finalized Local Preference reporting workbook
- MTW waiver to provide housing for (Tier 1 or 2) registered sex offenders

Blockers

- Yardi waitlist implementation
- Multi-governmental collaboration to create new processes

[SUPPORTIVE HOUSING]

Successes

- Increased access to services
- Provide youth programming
- Connect non-client facing staff to engage with residents
- Finalized Language Access Plan

Blockers

- Yardi
- Shift in priorities with the addition of Family Self-Sufficiency program improvements and Permanent Supportive Housing

[REAL ESTATE DEVELOPMENT]

Successes

- Informed universal design for accessibility for current and future projects
- Hate & Bias Procedure implementation with the Asset Management department
- Minority-owned, Women-owned, Emerging Small Business (MWESB) reporting

Blockers

- Turnover

With **Jacob Fox** and **Esteban Montero Chacon** out of the office, updates were unable to be verbally given on Executive and Energy Services' progress on the Strategic Equity Plan.

Discussion Themes

- Age range for youth programming
- How "youth" is defined
- Turnover trends
- Intentions/Goals for the board

No action needed.

14. OTHER BUSINESS

None

Meeting adjourned at 2:53 p.m.

Minutes Taken By: Jasmine Leary Mixon



BOARD OF COMMISSIONERS AGENDA ITEM

BOARD MEETING DATE: 09/25/2024

AGENDA TITLE: Approve Re-Opening Contract 23-C-0030 Parkview Fire Rehab to Revise Final Contract Amount to Match Insurance Settlement.

DEPARTMENT: Executive

CONTACT : Jared Young

EXT: 3432

PRESENTER: Jared Young

EXT: 3432

ESTIMATED TIME : Consent Agenda

- 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 "Jared Young", is written over a horizontal line.

DATE: 09.19.2024

LEGAL STAFF :

DATE:

MANAGEMENT STAFF:

DATE:



HOMES FOR GOOD MEMORANDUM REFERENCE DOCUMENT

TO: Homes for Good Board of Commissioners

FROM: Jared Young, Contract Administrator

TITLE: In the Matter of Re-Opening Contract #23-C-0030 Parkview Fire Rehab to revise final contract amount to match insurance settlement amount

DATE: September 25, 2024

MOTION:

It is moved that contract #23-C-0030 Parkview Fire Rehab be re-opened to revise the contract's final amount to match the amount of the insurance settlement and that an order to this effect be signed, and an agreement be executed in accordance with the insurance settlement documents.

DISCUSSION:

A. Issue

Parkview Terrace, located in Eugene, Oregon, is a four-story, 150-unit apartment complex comprised of 1 and 2-bedroom units serving seniors and people with disabilities. A fire occurred in apartment 436. The fire affected units 336, 435, 436, and 437, with a majority of the damage in 436 and 336.

Oregon law allows for owners to select the contractor to do repairs, so there isn't a need to solicit bids. The agency's insurance provider, Norcross, provides an estimate of damage and if the chosen contractor agrees to the amount, a contractor is issued. At the recommendation of the insurance adjustor, a contract with Ehler's Construction was executed on July 20, 2023. The final completion date was March 12, 2024. On August 19, 2024, after of month's negotiating a final contract amount, a settlement was reached.

B. Background

During construction, several unseen conditions were found. The contractor turned in 1 change order during the construction period that was a net credit in the Agency's favor. The contractor said there were some additional unseen conditions that were not in the first change order because they were waiting on invoices from their subs. Multiple attempts to obtain the final change order were ignored. On March 12, 2024, all work was completed on the project. The contractor finally turned in the change order and it nearly doubled the price of the project. From March 12, 2024, until August 16, 2024, the insurance company kept



denying the final change order due to lack of documentation. On August 19, 2024, Norcross and Ehler's construction agreed on a final project price of \$205,904.13. As part of the settlement, Norcross agreed to pay the Agency directly for extra work completed by Harvey and Price (\$4,624.56), ServPro (\$7,946.75), and work completed by Homes for Good staff (\$1,953.52). To be able to make final payment to Ehler's Construction, Homes for Good must re-open contract #24-C- 0030 and revise the final contract amount. Ehler's construction will be paid once this settlement check is received by Homes for Good.

C. Analysis

The goal of this board order passing is to re-open contract #23-C-0030 Parkview Fire Rehab so that the insurance settlement can be accepted and Ehlers Construction be paid their final payment.

D. Furtherance of the Strategic Equity Plan

In regards to the SEP, the contracted work will create a positive impact on the affected apartments by creating safe living apartments for 4 low-income families. It will also replenish funds that could be used to maintain and/or modernize other units in the complex.

E. Alternatives & Other Options

If the Homes for Good Board of Commissioners has alternative suggestions in place of re-opening contract #23-C-0030 and adjusting the contract amount, Homes for Good will respond accordingly.

Should the Homes for Good Board of Commissioners determine this contract cannot be re-opened, Homes for Good will need to open negotiations with the contractor and the insurance company on an alternative route to compensating the contractor for the additional work.

F. Timing & Implementation

Once the contract is re-opened, a modification will be executed within 48 hours and sent to Norcross. Norcross is expected to issue payment within 1-2 weeks.

G. Recommendation

It is recommended that the Board of Commissioners approve re-opening the contract for #23-C-0030 Parkview Fire Rehab project so that the Agency can adjust the contractor's payment to reflect all work completed and also receive payment for expenses the Agency has had to pay from operations.



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H. Follow Up

Follow-up from the Homes for Good Board of Commissioners will not be needed for this board order.

I. Attachments



Exhibit A

September 9, 2024

MEMO TO FILE

Oregon law allows for owners to select the contractor to do repairs, so there isn't a need to solicit bids. The agency's insurance provider, Norcross, provides an estimate of damage and if the chosen contractor agrees to the amount, a contractor is issued. At the recommendation of the insurance adjustor, a contract with Ehler's Construction was executed on July 20, 2023. The final completion date was March 12, 2024. On August 19, 2024, after months of negotiating a final contract amount with Ehler's Construction, a settlement was reached between Homes for Good, Norcross, and Ehler's Construction.

During construction, several unseen conditions were found. The contractor turned in one change order during the construction period that was a net credit in the Agency's favor. The contractor said some additional unseen conditions were not in the first change order because they were waiting on invoices from their subs. Multiple attempts to obtain the final change order were ignored. On March 12, 2024, all work was completed on the project. The contractor finally turned in the change order and it nearly doubled the price of the project. From March 12, 2024, until August 16, 2024, the insurance company kept denying the final change order due to lack of documentation. On August 19, 2024, Norcross and Ehler's construction agreed on a final project price of \$205,904.13. As part of the settlement, Norcross agreed to pay the Agency directly for extra work completed by Harvey and Price (\$4,624.56), ServPro (\$7,946.75), and work completed by Homes for Good staff (\$1,953.52). To be able to make final payment to Ehler's Construction, Homes for Good must re-open contract #24-C- 0030 and revise the final contract amount. Ehler's construction will be paid once this settlement check is received by Homes for Good.

Sincerely,

Jared L Young

Jared L Young
Contract Administrator
Homes for Good Housing Agency

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

ORDER 24-25-09-03H

In the Matter of reopening contract #23-C-0030 Parkview Fire Rehab and Accepting Insurance Settlement

WHEREAS, Homes for Good is permitted to select a contractor for insurance jobs without putting the project out to bid.

WHEREAS, all work has been completed and passed inspection.

WHEREAS, Norcross Insurance has reviewed and approved all expenses provided by Ehler's Construction and Homes for Good.

WHEREAS, all work is being funded by an insurance settlement.

WHEREAS, the Executive Director recommends re-opening contract #23-C-0030 Parkview Fire Rehab and accepting the agreed upon insurance settlement.

DATED this _____ day of _____, 2024

Chair, Homes for Good Board of Commissioners

Secretary, Homes for Good Board of Commissioners



BOARD OF COMMISSIONERS AGENDA ITEM

BOARD MEETING DATE: 09/25/2024

AGENDA TITLE: In the Matter of Approving the Fiscal Year 2025 Budget

DEPARTMENT: Executive

CONTACT : Jacob Fox

EXT: 2527

PRESENTER: Jacob Fox

EXT: 2527

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: 09.19.2024

LEGAL STAFF :

DATE:

MANAGEMENT STAFF:

DATE:



HOMES FOR GOOD MEMORANDUM REFERENCE DOCUMENT

TO: Homes for Good Board of Commissioners
FROM: Jacob Fox, Executive Director
TITLE: In the Matter of Approving the Fiscal Year 2025 Budget
DATE: September 25th, 2024

MOTION:

It is moved that the Order be approved which adopts the Agency fiscal year 204 budget

DISCUSSION:

A. Issue

It is necessary for the board to adopt the Homes for Good Housing Agency's fiscal year 2025 Budget.

B. Background

This Order approves the Homes for Good Housing Agency's (Agency) budget for the fiscal year beginning October 1, 2024

C. Analysis

The fiscal year 2025 Budget Document (Budget Document) presents the Homes for Good Housing Agency's (Agency) Budget for the fiscal year October 1, 2024, through September 30, 2025. The Budget Document provides summary information about distinct activities. This year the Budget Document is organized by a new grouping consisting of Rent Assistance, Real Estate Development and Asset Management, Energy Services, Grants and Supportive Services, Supportive Housing Division and the Central Office Cost Center. We decided to update the grouping to better represent the business activity of each budget.

During the budget process this summer we included a series of open office hours meetings available to board members on specific budget areas. This approach allowed for more detailed discussion on budget deficits and strategies to overcome them as well as an overall budgeting philosophy discussion.

The FY25 Budget was our first opportunity to use Yardi. The Yardi software implementation allows us to utilize the budget and forecasting functionality, involving a much more in-depth exercise involving Division Directors and staff in the budget process and evaluation of presented expenses and income. Utilizing Yardi will allow us to closely monitor budget to actual reporting in real time and making adjustments if needed throughout the budget year.



The budget document for FY25 does not feature an agency all summary, the decision was made because our funding is not fungible between the different budgets. Each budget better directly represents the business activities for their respective cost center.

The Agency's fiscal year 2025 budget includes total revenues of \$57,580,383 and total expenses of \$55,809,145.

Homes for Good carries reserve balances for many of the activities in the budget. Restricted reserves represent resources having externally imposed constraints on the use them by grantors, contributors, creditors, investors, other governments, or any applicable legislation. Unrestricted reserves represent resources that have not been restricted and may be strategically invested. Program reserves are limited to use for their respective programs.

This budget reflects an increase in FTE of six positions from the 2024 budget, going from 138 to 144 in FY25. Employment cost, salary and fringe continue to be the highest expense in our budgets.

The proposed fiscal year 2025 budget supports the Agency's ongoing commitment to provide quality affordable housing and our desire to make continued progress on our strategic equity plan initiatives. Homes for Good plays a significant role in implementing public policy goals intended to provide solutions for people experiencing homelessness and other barriers to housing in our community that without our support will not be able to access an affordable home.

D. Furtherance of the Strategic Equity Plan

One of the most important resources in achieving all four pillars of the SEP goals will be having the appropriate staffing levels to go beyond the operational and regulatory requirements associated with running our programs and properties and also implement the SEP goals. Each division has impact on our communities in different ways and have SEP goals specific to their jobs. But by ensuring that each division is properly staffed, has a plan for appropriately allocating funds, while keeping the pillars of the SEP at the forefront, the Agency as whole can continue to support our residents and in turn our community. Following the money and monitoring how we spend money through the lens of our Strategic Equity plan is another tactic to use to further our efforts.

E. Alternatives & Other Options

The Board can either approve the proposed budget Motion as recommended or make changes before adopting the budget.

F. Timing & Implementation

If approved, the proposed budget will be implemented starting October 1st, 2024.



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G. Recommendation

It is recommended that the Board of Commissioners approve the proposed budget.

H. Follow Up

None

I. Attachments

- Budget Document
- Budget Reference Table



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The FY 25 Budget Document can be viewed here:

<https://hacsaus->

[my.sharepoint.com/:b:/g/personal/jshaw_homesforgood_org/ESUHR4neN_VJrheA1tXUss8B5kkWNTPyB9J7dHsvuCNBiQ?e=Aads0H](https://hacsaus-my.sharepoint.com/:b:/g/personal/jshaw_homesforgood_org/ESUHR4neN_VJrheA1tXUss8B5kkWNTPyB9J7dHsvuCNBiQ?e=Aads0H)



HOMES FOR GOOD FY25 BUDGET OVERVIEW

Supportive Housing		
Budget Name	Surplus / Deficit	Deficit Resolution
Public Housing [All]	\$306,894.33	--
Cresview	\$9,390.72	--
Laurelwood	\$244.49	--
Lindeborg	\$20,074.59	--
Maplewood	\$17,053.33	--
McKenzie Village	\$142,348.01	--
Parkview	\$42,420.78	--
Pengra	\$2,968.80	--
Riverview	\$17,776.90	--
Veneta Scattered	\$26,087.53	--
Veneta Villa	\$28,529.18	--
Affordable Housing [All]	\$302,776.50	--
Abbie Lane	\$260,468.81	--
Fourteen Pines	\$14,016.33	--

Firwood	\$5,618.79	--
Legion Cottages	-\$5.09	--
Village Oaks	\$22,677.66	--
Rent Assistance		
Budget Name	Surplus / Deficit	Deficit Resolution
Emergency Housing Voucher	\$3,032.52	--
Foster Youth	\$0	--
Housing Choice Voucher/VASH	\$44,330	--
Mainstream	\$2.14	--
Real Estate Development		
Budget Name	Surplus / Deficit	Deficit Resolution
Asset Management	-\$822,842	Real Estate Development Activity Surplus
Bus Barn	-\$47,559.80	Real Estate Development Activity Surplus
Family Shelter House	-\$2,824	Real Estate Development Activity Surplus
RAD Scattered Sites	\$422,740.95	--
Real Estate Development	\$900,424.11	--
Sign Post House	---	Third party managed.

Energy Services

Budget Name	Surplus / Deficit	Deficit Resolution
Energy Services	\$24,828	--

Central Office Cost Center

Budget Name	Surplus / Deficit	Deficit Resolution
COCC [All]	-\$225,559.33	Use a combination of Real Estate Development activity surplus, interest bearing bank account income and RAD proceeds to cover the deficit
Board	-\$39,212.40	Use a combination of Real Estate Development activity surplus, interest bearing bank account income and RAD proceeds to cover the deficit
CAP Administration	\$23,074.50	--
Executive	-\$193,509.62	Use a combination of Real Estate Development activity surplus, interest bearing bank account income and RAD proceeds to cover the deficit
Fairview	-\$12,084	Lease front office building in FY25
Fee for Service	-\$4,689.86	
Finance	\$166,631.19	--
Fleet	\$277.53	--
Human Resources	-\$95,322.36	Use a combination of Real Estate Development activity surplus, interest bearing bank account income and RAD proceeds to cover the deficit
Information Technology	-\$57,724.37	Use a combination of Real Estate Development activity surplus, interest bearing bank account income and RAD proceeds to cover the deficit
Shared Services	-\$219,137.56	Use a combination of Real Estate Development activity surplus, interest bearing bank account income and RAD proceeds to cover the deficit
Supportive Housing Administration	\$9,706	--
W. 13 th Building	-\$22,705	Use Real Estate Development activity to cover the deficit + actively seek tenant for clinic space

Homes for Good Foundation	\$8221	--
Grants		
Budget Name	Surplus / Deficit	Deficit Resolution
Family Self Sufficiency	-\$0.06	--
Keystone Supportive Services	-\$208.72	--
MLK Supportive Services	-\$835.84	--
ROSS	-\$143.18	--
ShelterPlus Care	-\$142.48	--
Pacific Source CCBF	\$0	--
Sponsor/VA Per Diem	--	--

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

ORDER 24-25-09-01H

In the Matter of Approving the Fiscal
Year 2025 Budget

WHEREAS, it is necessary for the Board to adopt a fiscal year 2025 budget for the Homes for Good Housing Agency; and

WHEREAS, the Homes for Good Housing Agency Executive Director has recommended approval of the proposed Homes for Good budget for the 2025 fiscal year; and

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

NOW, THEREFORE, IT IS HEREBY ORDERED, that the 2025 fiscal year budget for Homes for Good Housing Agency as set forth below, is hereby adopted; and

FURTHER ORDERED, that the amounts for the fiscal year beginning October 1, 2024, and for the purposes shown below, are hereby approved: total expenses \$55,809,145 as referenced in the Budget Document.

ADOPTED, by the Homes for Good Housing Agency of Lane County, Oregon

DATED this _____ day of _____, 2024

Vice-Chair, Homes for Good Board of Commissioners

Secretary, Homes for Good Board of Commissioners



BOARD OF COMMISSIONERS AGENDA ITEM

BOARD MEETING DATE: 09/25/2024

AGENDA TITLE: In the Matter of Approving the Fiscal Year 2025 Public Housing Operating Budget

DEPARTMENT: Supportive Housing Division

CONTACT : Wakan Alferes

EXT: 2508

PRESENTER: Wakan Alferes

EXT: 2508

ESTIMATED TIME : 5 minutes

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

Approval Signature

EXECUTIVE DIRECTOR:

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

DATE: 09.19.2024

LEGAL STAFF :

DATE:

MANAGEMENT STAFF:

DATE:



HOMES FOR GOOD MEMORANDUM REFERENCE DOCUMENT

TO: Homes for Good Board of Commissioners
FROM: Wakan Alferes, Supportive Housing Director
TITLE: In the Matter of Approving the Fiscal Year 2025 Public Housing Operating Budget
DATE: September 25th, 2024

MOTION:

It is moved that the Order/Resolution be adopted approving the Public Housing operating budget for the fiscal year ending September 30th, 2024

DISCUSSION:

A. Issue

HUD requires the Board to review and approve the Public Housing Operating Budget

B. Background

This Order/Resolution approves the Agency's fiscal year operating budget for Public Housing. There are six public housing asset management project (AMP) budgets as well as a separate budget for the central office cost center (COCC). HUD requires Board approval for each of these budgets.

C. Analysis

Attached is a site budget for each of the Agency's Public Housing asset management projects (AMPs). Major revenues for the AMPs include tenant rents and HUD's operating subsidy. Revenue from tenant rent is budgeted at approximately \$2.5 million which is higher comparable to the prior year. The operating subsidy budgeted for fiscal year 2025 is also comparable to the prior year. While it is uncertain about the effect inflation and proration will have on next year's operating subsidy, we are expecting comparable funding from HUD. Total budgeted AMP expenses of approximately \$5.4 million are comparable to the total budgeted AMP expenses for FY 2024. A cashflow of \$306,000 is anticipated for FY 2025.

Also attached is a budget for the Agency's Central Office Cost Center (COCC). Under HUD's model, the COCC is analogous to the administrative office of a private property management company. The revenues of the COCC include management fees, bookkeeping fees, and asset management fees that are charged to the AMPs. The revenue also includes fees for service. Fees for service are based on the anticipated needs of property managers. The COCC revenues are expected to exceed \$5.3 million for FY 2025. COCC expenses are expected to be approximately \$5.1 million for FY 2025.



Furtherance of the Strategic Equity Plan

The Public Housing budget specifically focuses on those we serve, particularly residents of Homes for Good properties. This furthers Pillar I (Listen to Our Communities) and Pillar III (Create Pathways to Self-Sufficiency) of the Strategic Equity Plan. By continuing to ensure fiscal responsibility of Agency-owned properties this ensure the safety and maintenance of the homes the residents live in. Additionally, proper budgeting and planning will guarantee allocated resources towards improving the holistic well-being of the onsite families, such as: after school program for children, homeownership programs, Adulting 101 classes and much more.

D. Alternatives & Other Options

HUD requires that the Board approve next fiscal year's Public Housing Operating budget by September 30, 2024.

E. Timing & Implementation

HUD requires that the Board approve next fiscal year's Public Housing Operating budget by September 30, 2024.

F. Recommendation

It is recommended that the Board of Commissioners approve the proposed motion as recommended.

G. Follow Up

None

H. Attachments

- FY25_Public Housing Budget for Board Approval
- HUD-52574 FY25_PHA Board Resolution

Homes for Good Housing Agency

Low Rent Public Housing

Oct 2024 - Sept 2025

	Riverview Terrace	Cresview Villa	Laurelwood Homes	McKenzie Village	Pengra Court	Maplewood Meadow	Parkview Terrace	Veneta Villa	Veneta Scattered Sites	Lindeborg Place	Total AMPS	COCC	Total	
INCOME														
3199-00-000	TOTAL TENANT INCOME	155,004.00	135,600.00	125,172.00	840,000.00	115,000.00	288,000.00	607,000.00	113,296.00	66,000.00	141,104.00	2,586,176.00	985,623.42	3,571,799.42
3499-00-000	TOTAL GRANT INCOME	-	-	-	86,722.00	-	-	-	-	-	-	86,722.00	151,500.00	238,222.00
3699-00-000	TOTAL OTHER INCOME	417,604.00	191,159.00	194,621.00	699,762.00	127,260.00	221,000.00	772,000.00	276,200.00	144,100.00	254,496.00	3,298,202.00	4,224,170.64	7,522,372.64
3999-00-000	TOTAL INCOME	572,608.00	326,759.00	319,793.00	1,626,484.00	242,260.00	509,000.00	1,379,000.00	389,496.00	210,100.00	395,600.00	5,971,100.00	5,361,294.06	11,332,394.06
EXPENSES														
4199-00-000	TOTAL ADMINISTRATIVE EXPENSES	191,706.88	115,023.23	90,902.21	465,665.73	82,133.96	166,789.71	449,049.47	74,828.78	53,297.88	144,320.44	1,833,718.29	3,737,527.66	5,571,245.95
4299-00-000	TOTAL TENANT SERVICES EXPENSES	36,418.99	22,786.67	21,456.01	91,790.81	9,851.86	47,015.21	83,650.65	18,778.52	15,079.00	10,280.00	357,107.72	193,239.00	550,346.72
4399-00-000	TOTAL UTILITY EXPENSES	59,490.00	42,410.00	48,730.00	220,500.00	32,920.00	59,080.00	218,370.00	64,600.00	28,770.00	48,150.00	823,020.00	59,076.00	882,096.00
4499-00-000	TOTAL MAINTENANCE AND OPERATIONAL EXPENSES	205,975.23	98,444.38	120,029.29	476,695.45	78,681.38	164,265.75	415,913.10	162,445.52	69,465.59	132,870.97	1,924,786.66	856,299.06	2,781,085.72
4599-00-000	TOTAL GENERAL EXPENSES	34,140.00	20,400.00	22,200.00	127,980.00	17,800.00	36,500.00	101,000.00	12,810.00	12,400.00	22,300.00	407,530.00	62,090.00	469,620.00
4799-00-000	TOTAL HOUSING ASSISTANCE PAYMENTS	-	-	-	11,700.00	2,304.00	-	-	-	-	-	14,004.00	-	14,004.00
4899-00-000	TOTAL FINANCING EXPENSES	10,100.00	8,304.00	8,004.00	39,804.00	6,600.00	7,296.00	26,596.00	12,504.00	-	5,604.00	124,812.00	255,923.16	380,735.16
8000-00-000	TOTAL EXPENSES	537,831.10	307,368.28	311,321.51	1,434,135.99	230,291.20	480,946.67	1,294,579.22	345,966.82	179,012.47	363,525.41	5,484,978.67	5,164,154.88	10,649,133.55
NET INCOME														
		34,776.90	19,390.72	8,471.49	192,348.01	11,968.80	28,053.33	84,420.78	43,529.18	31,087.53	32,074.59	486,121.33	197,139.18	683,260.51
9100-00-000	Debt Service	17,000.00	10,000.00	8,227.00	50,000.00	9,000.00	11,000.00	42,000.00	15,000.00	5,000.00	12,000.00	179,227.00	387,698.51	566,925.51
9100-01-000	Replacement Reserves	-	-	-	-	-	-	-	-	-	-	-	35,000.00	35,000.00
CASH FLOW														
		17,776.90	9,390.72	244.49	142,348.01	2,968.80	17,053.33	42,420.78	28,529.18	26,087.53	20,074.59	306,894.33	(225,559.33)	81,335.00

PHA Board Resolution
Approving Operating Budget

**U.S. Department of Housing
and Urban Development**
Office of Public and Indian Housing

OMB Approval No. 2577-0029
(exp. 04/30/2027)

Public reporting burden for this collection of information is estimated to average 136.2 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering, and maintaining the data needed, completing the operating budget and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information including suggestions for reducing this burden, to the Reports Management Officer, QDAM, Department of Housing and Urban Development, 451 7th Street, SW, Room 4176, Washington, DC 20410. When providing comments, please refer to OMB Approval No. 2577-0029. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

This information is required by Section 6(c)(4) of the U.S. Housing Act of 1937. The information is the operating budget for the low-income public housing program and provides a summary of the proposed and budgeted receipts and expenditures, approval of budgeted receipts and expenditures, and justification of certain specified amounts. HUD reviews the information to determine if the operating budget adopted by the public housing agency (PHA) and the amounts are reasonable, and that the PHA complies with HUD prescribed procedures. PHA boards must approve the operating budget and HUD requires boards to certify their approval through this form. Responses are required to obtain benefits. This information does not lend itself to confidentiality.

PHA Name: **Housing Authority & Comm Svcs of Lane Co** PHA Code: **OR006**

PHA Fiscal Year Beginning: **10/01/2024**

Board Resolution Number: **24-25-09-01H**

Acting on behalf of the Board of Commissioners of the above-named PHA as its Chairperson, I make the following certifications and agreement to the Department of Housing and Urban Development (HUD) regarding the Board's approval of (check one or more as applicable):

DATE

- Operating Budget approved by Board resolution on:
- Operating Budget submitted to HUD, if applicable, on:
- Operating Budget revision approved by Board resolution on:
- Operating Budget revision submitted to HUD, if applicable, on:

I certify on behalf of the above-named PHA that:

1. All statutory and regulatory requirements have been met;
2. The PHA has sufficient operating reserves to meet the working capital needs of its developments;
3. Proposed budget expenditure are necessary in the efficient and economical operation of the housing for the purpose of serving low-income residents;
4. The budget indicates a source of funds adequate to cover all proposed expenditures;
5. The PHA will comply with the wage rate requirement under 24 CFR 968.110(c) and (f); and
6. The PHA will comply with the requirements for access to records and audits under 24 CFR 968.110(i).

I/We, the undersigned, certify under penalty of perjury that the information provided above is true and correct.

WARNING: Anyone who knowingly submits a false claim or makes a false statement is subject to criminal and/or civil penalties, including confinement for up to 5 years, fines, and civil and administrative penalties. (18 U.S.C. §§ 287, 1001, 1010, 1012; 31 U.S.C. §3729, 3802).

Board Chairperson's Name:	Signature:	Date:
Michelle Thurston		

Identification: OR006-Housing Authority & Comm Svcs of Lane Co PHA Board Resolution form HUD-52574 (ID - 5709) for CY 2024 printed by Brandy McPherson in HUD Secure Systems/Public Housing Portal at 08/26/2024 01:48PM EST



BOARD OF COMMISSIONERS AGENDA ITEM

BOARD MEETING DATE: 09/25/2024

AGENDA TITLE: Client Accounting & Advisory Services (CAAS) Finance REVIEW

DEPARTMENT: Finance

CONTACT : Holly Atkins

EXT: --

PRESENTER: Holly Atkins

EXT: --

ESTIMATED TIME : 30 minutes

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

Approval Signature

EXECUTIVE DIRECTOR:

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

DATE: 09.19.2024

LEGAL STAFF :

DATE:

MANAGEMENT STAFF:

DATE: