



HOMES FOR GOOD BOARD OF COMMISSIONERS MEETING TABLE OF CONTENTS

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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 option to join via public video call and conference line (see details below).

Wednesday, January 24th, 2023, at 1:30pm

The January 24th, 2023, 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. APPOINTMENT OF BOARD CHAIR & VICE CHAIR

In accordance with the Homes for Good Bylaws Article II Section 2, "The Chairperson of the Agency shall be elected annually by majority vote of the Agency Board at its first meeting in January." Additionally, in accordance with Article II Section 3 of the Homes for Good Bylaws, "The Vice Chairperson of the Agency shall be elected annually by the majority vote of the Agency Board at its first meeting in January."

2. PUBLIC COMMENTS

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.

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.

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

4. ADJUSTMENTS TO THE AGENDA

5. COMMISSIONERS' BUSINESS

6. EMERGENCY BUSINESS

7. EXECUTIVE SESSION

None

8. ADMINISTRATION

- A. Executive Director Report
- B. Quarterly Excellence Award

9. CONSENT AGENDA

- A. Approval of 12/20/2023 Board Meeting Minutes

10. ORDER 24-24-01-01H

In the Matter of Approving Contract 24-C-0021 (Construction Management/General Contractor Services) for Bridges on Broadway Project Located at: 599 E. Broadway in Eugene, Oregon (Spencer McCoy, Project Developer) (Estimated 10 minutes)

11. ORDER 24-24-01-02H

In the Matter of Authorizing the Formation of Limited Liability Company for the Bridges on Broadway Project Located at: 599 E. Broadway in Eugene, Oregon (Spencer McCoy, Project Developer) (Estimated 10 minutes)

12. ORDER 24-24-01-03H

In the Matter of Authorizing the Financing and Development of the Bridges on Broadway Located at: 599 E. Broadway in Eugene, Oregon (Spencer McCoy, Project Developer) (Estimated 15 minutes)

13. ORDER 24-24-01-04H

In the Matter of the Joint Board of Commissioners and Local Contract Review Board Amending State Public Contracting Rules for Homes for Good Housing Agency (Jasmine Leary Mixon, Executive Support Coordinator) (Estimated 10 minutes)

14. PRESENTATION

Presenting the Resident Survey Results to the Board (Nat Dybens, Rent Assistance Manager; Wakan Alferes, Supportive Housing Division Director) (Estimated 20 minutes)

15. PRESENTATION

The 6 Month Progress Report on the Strategic Equity Plan

(Cori Larson, Real Estate Accounting Administrator; Travis Baker, Property Manager; Rebecca Murphy Lyons, Resident Services Programs & Grants Specialist) (Estimated 40 minutes)

16. OTHER BUSINESS

Adjourn.

In light of the recent inclement weather, the Homes for Good team worked hard to ensure both public, multi-family housing and third party managed properties were equipped to withstand the ice and power outages.

The Supportive Housing Division communities across Lane County have been impacted by the current ice storm and hazardous road conditions have made it challenging for staff to provide support to residents and begin cleaning up. Ice melt was placed at all sites on Friday. Essential staff were able to work at The Commons on MLK and Bridges on Broadway over the weekend with minimal staffing gaps. Residents in several communities lost power with Riverview Terrace and Legion Cottages communities in Cottage Grove without power since Saturday evening. Our on-site maintenance staff have been able to provide us with updates and check in on urgent needs. Property Management is coordinating with Cottage Grove Police/Fire to complete welfare checks as the power outage is expected to continue through Wednesday or longer. We are seeing extensive tree damage across our portfolio, including one that punctured the roof of a home in Springfield. Assessment of the larger portfolio is underway and emergency cleanup will continue through Wednesday when full clean up can begin.

The majority of our third-party managed properties are faring well during this inclement weather. Ice-melt was placed on sidewalks. Cold weather caused a pipe to break at Commons on MLK, and damage there is still being assessed. Camas Apartments lost electricity but now has power restored, and also reports some fallen tree branches. Emergency clean-up of any fallen branches that pose a hazard has begun, and overall clean-up will continue as the weather improves over the next several days.

Homes for Good submitted a proposal to Trillium CCO to assist with operating cost overages, rent assistance for community members that can't pay rent, repairs for damages in the building and some discrete capital projects to improve safety and livability at The Commons on MLK and The Nel. I'm excited to report that we have secured an additional \$1,238,000 from Trillium. Trillium's financial investments are particularly timely, and we are very thankful for the support in stabilizing our PSH communities.

Losing Char Reavis in 2023 was traumatic for our board members and those of us staff members who worked closely with her. The loss of Char as a human on this earth, resident of Laurelwood and leader for our organization was profound. As a result of this loss, we had to recruit for a new Board member and Jordyn, Jasmine and Isabelle teamed up to manage this recruitment. The process of recruiting new Board members is a joint effort between Homes and Good and Lane County because the Lane County Board of Commissioners is the appointing body for our Board members. We received an unprecedented number of 45 completed applications for our vacant Board position and Jordyn and Jasmine reviewed and scored all the applications and forwarded 6 finalists to be interviewed. The interview panel was Heather Buch, Jasmine, Michelle Thurston, Steve Adams Lane County's Policy Director and me and we recommended the top candidate, Destinee Thompson, to the Homes for Good Board on December 20th, who unanimously approved this recommendation. Destinee's professional background is working with organizations who provide shelter to people experiencing homelessness. She was very thoughtful in the interview process and had done her homework on us as an organization. We also recommended Joel Iboa to be reappointed for a four-year term. Joel has been an engaged and thoughtful board member since July of 2022, and we are thankful that Joel was willing to continue to serve on our Board. The new Board that we implemented in July of 2022 reflects our community in a deeper way than our prior Board composition and is advising us on how to be a better organization.





BOARD OF COMMISSIONERS AGENDA ITEM

BOARD MEETING DATE: 01/24/2024

AGENDA TITLE: Presenting the Quarterly Excellence Award Winner to the Board

DEPARTMENT: Executive

CONTACT : Jasmine Leary Mixon

EXT: 2501

PRESENTER: Nat Dybens

EXT: 2551

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 "JL", is written over a horizontal line.

DATE: 01.17.2024

LEGAL STAFF :

DATE:

MANAGEMENT STAFF:

DATE:



EXCELLENCE AWARD

JANUARY 2024

SELENA HAS TRULY EXCEEDED EXPECTATIONS IN HER EXPANDED ROLE WITHIN OUR OA TEAM. HER DEDICATION TO MENTORING HAS BEEN INVALUABLE, PARTICULARLY HER EFFORTS IN GUIDING AND SUPPORTING OUR NEW BILINGUAL OAS. SHE ALSO HAS BEEN CROSS-TRAINING IN RTA PREP AND IS INVOLVED IN OTHER PROJECTS AND HAS HELPED IN COVERAGE FOR TASKS WHEN THERE'S PLANNED TM. THE IMPACT SHE HAS MADE IS IMMEASURABLE, AND SHE CONTINUES TO INSPIRE AND MOTIVATE OUR ENTIRE TEAM.

AS SELENA'S SUPERVISOR, I AM IMMENSELY APPRECIATIVE OF THE SIGNIFICANT VALUE SHE BRINGS TO OUR TEAM. WITH HER DILIGENT MENTORSHIP OF MORE STAFF THAN EVER, INCLUDING OUR BILINGUAL COLLEAGUES, SHE HAS ALLOWED ME TO DEDICATE MORE TIME TO OUR CRITICAL SOFTWARE CONVERSION. HER EXCEPTIONAL BILINGUAL COMMUNICATION SKILLS AND REMARKABLE GROWTH IN LEADERSHIP MAKE HER AN INVALUABLE ROLE MODEL. SELENA'S CONTRIBUTIONS HAVE NOT ONLY GREATLY IMPACTED OUR TEAM BUT HAVE ALSO PERSONALLY ASSISTED ME IN MANAGING IMPORTANT PROJECTS. I CANNOT EXPRESS ENOUGH GRATITUDE FOR HER OUTSTANDING DEDICATION AND SUPPORT. KUDOS TO SELENA!

-NAT DYBENS
RENT ASSISTANCE SUPERVISOR

MINUTES

Homes for Good Housing Agency

BOARD OF COMMISSIONERS



Wednesday, December 20th, 2023, at 1:30 p.m.

Homes for Good conducted the December 20th, 2023, 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

Kirk Strohman

Chloe Chapman

Larissa Ennis

Joel Iboa

Pat Farr

Board Members Absent:

None

QUORUM MET

1. PUBLIC COMMENT

None

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

None

3. ADJUSTMENTS TO THE AGENDA

Commissioner Chapman & Commissioner Strohm need to leave early. To ensure all board input is received ORDER 23-20-12-05H: In the Matter of Approving the Homes for Good Commissioner Iboa Term Extension Recommendation and the Appointment of Destinee Thompson to the Homes for Good Board of Commissioners will be discussed after the consent agenda.

4. COMMISSIONERS' BUSINESS

None

5. EMERGENCY BUSINESS

None

6. EXECUTIVE SESSION

On December 20th, 2023, the Homes for Good Board will hold an Executive Session pursuant to ORS 192.660(2)(i), to review and evaluate the job performance of a chief executive officer, other officers, and employees, and staff, if the person whose performance is being reviewed and evaluated does not request an "open hearing"

7. ADMINISTRATION

A. Executive Director Report

Jacob Fox discussed the December 11th, 2023, Board Finance Subcommittee meeting. The topics primarily focused on the ongoing bank reconciliations and the anticipated timeline for the upcoming fiscal year 2023 audit. Additionally, former Homes for Good Real Estate Development Director, Betsy Hunter has been hired to complete a portfolio repositioning analysis with the goal of having a recommendation for the Homes for Good Board in the February board work session.

Homes for Good received 45 completed applications for the vacant resident/participant Board position. **Isabelle Le, Jordyn Shaw, and Jasmine Leary Mixon** assisted in the preparation and review of applications. Six (6) applicants were selected to be interviewed by the interview panel consisting of: **Heather Buch, Michelle Thurston, Steve Adams** (Lane County Policy Director), **Jacob Fox** and **Jasmine Leary Mixon**. The nominated applicant **Destinee Thompson** will be presented at this December 20th, 2023, board meeting. And if approved, **Jacob** and **Steve** will go to the Lane County Board of County Commissioners for final approval.

Homes for Good has received several new funding commitments:

- The Coleman: \$750,000 [Federal Home Loan Bank]
- Bridges on Broadway:
 - \$750,000 [Federal Homes Loan Bank]
 - \$750,000 [Trillium Coordinated Care Organization]

- Lazy Days Modular Homes: \$1.83 million [Oregon Housing & Community Services]
- The Commons on MLK & The Nel: \$1,238,000 [Trillium]

As a result of continued financial growth and the departure of the previous Finance Director, the need for a Deputy Director became apparent. When the Board approved the non-represented classification and compensation study a Deputy Director position was included. **Ela Kubok** is now the new Deputy Director of Homes for Good. **Ela** has supported the Finance Division, the leadership as a whole, and other duties that are typically aligned with a Deputy Director position. With this new role the Finance Division will now be a part of the Shared Services Division which includes Executive, IT, Communications and Human Resources. This change will create a cohesive hub of the administrative support functions of the Agency.

Over the last several months, Resident Services Manager, **Emily Yates** has created and distributed internally a list of volunteer opportunities that Homes for Good non-client facing employees could sign-up for. The activities provided opportunities to engage with residents such as distributing items from Food for Lane County, decorating holiday cookies and creating wreaths.

Discussion Themes

None

B. Q4 Employee Excellence Award & Employee of the Year Award

- Rent Assistance Supervisor **Nat Dybens** presented Housing Inspector **LaTasha Welch** the Q4 Employee Excellence Award. Congratulations!
- Rent Assistance Division Director **Beth Ochs** presented Housing Specialist **Sandy Young** the 2023 Employee of the Year Award. Congratulations!

8. CONSENT AGENDA

A. Approval of 10/25/2023 Board Meeting Minutes

Vote Tabulations

Motion: **Chloe Chapman**

Second: **Michelle Thurston**

Discussion: Edit to adjust the attendance record of board members

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

Abstain: *None*

Absent: *None*

The 10/25/2023 Consent Agenda was approved [8/0/0]

9. ORDER 23-20-12-01H: In the Matter of Approving Contract 24-C-011 (Construction Management/General Contractor Services) for Ollie Court Construction at 1520 W. 13th Ave. in Eugene, Oregon

Project Developer, Matt Salazar Presenting

Overview

Homes for Good is developing a new 81-unit multifamily housing community that will include an early learning center in the Jefferson Westside neighborhood in Eugene, Oregon. Construction will begin Summer 2024. Design/build subcontractors need to be brought in at this time to plan and design the community.

The location of this development is where the former Naval Reserve site was. The City of Eugene released a Request for Proposals (RFP) with the intent to develop the land as affordable housing.

Homes for Good released an RFP for a Construction Management/General Contractor (CMGC) in December 2022. Chambers Construction was selected by the evaluation committee, based criteria score and other key factors such as:

- Lower fee proposal
- Organization of project approach
- Firm capacity

Discussion Themes

- Standard timeline of design build and bringing in CM/GC's early in the development process.
- When the design build approach is not used.
- The required use of mechanical cooling in housing.
- Targeting building performance with architect and CM/GC teams with the use of an energy modeling contract.
- Building length of life.
- Clarification on the fixed fee and guaranteed maximum price.

Vote Tabulations

Motion: **Kirk Strohman**

Second: **Chloe Chapman**

Discussion: *None*

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

Abstain: *None*

Absent: *None*

ORDER 23-20-12-01H was approved [8/0/0]

10. ORDER 23-20-12-02H: In the Matter of Authorizing the Executive Director to Approve Contract 24-C-0006 for the Manufacturing, Delivery, and Installation of Modular Homes at Lazy Days Mobile Home Park

Real Estate Development Director, Steve Ochs & Project Developer Spencer McCoy Presenting

Overview

Homes for Good is working to rebuild the Lazy Days Mobile Home and RV Park located two (2) miles east of Blue River, Oregon that was destroyed in the Holiday Farm fire. Through the securing of funds through Oregon Housing and Community Services (OHCS), 20 modular homes will be placed at the site.

If passed ORDER 23-20-12-02H will authorize the Executive Director (or Authorized Designee) to execute Contract 24-C-0006 with Ideabox. Ideabox will manufacture, deliver, and install the modular homes at the Lazy Days Mobile Home Park.

Homes for Good released an RFP for manufacture, delivery, and installation of modular homes in September 2023. Ideabox was selected by the evaluation committee based on criteria score and experience.

The amount requested for the Executive Director (or Assigned Designee) to authorize is \$4,500,000. This will allow for flexibility in contract negotiations, unforeseen circumstances and avoid delays in the construction schedule.

Discussion Themes

- OHCS maximum contribution and having the declaration of gap financing writing along with existing Intergovernmental Agreement (IGA).
- OHCS was the original provider of manufactured homes and due to deterioration of the units, they are supplying funding for Homes for Good to facilitate the purchase, manufacture, and installation of the new modular homes.
- Architect assisting with design options to offer residents.
- Storage of Ideabox modular homes.
- Contractors are local.
- Modular versus manufactured.

Vote Tabulations

Motion: **Larissa Ennis**

Second: **Michelle Thurston**

Discussion: *None*

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

Abstain: *None*

Absent: *None*

ORDER 23-20-12-02H was approved [8/0/0]

11. ORDER 23-20-12-03H: In the Matter Updating the Housing Choice Voucher Administrative Plan & Admissions and Continued Occupancy (ACOP), Removal of Earned Income Disallowance (EID)

Rent Assistance Division Director, Beth Ochs Presenting

Overview

Under the HUD Housing Opportunity Through Modernization Action (HOTMA), Homes for Good is required to update the Administrative Plan and Admissions and Continued Occupancy (ACOP) to discontinue the use of Earned Income Disallowance (EID) for new applicants effective January 1st, 2024.

The purpose of EID was to encourage individuals with disabilities to enter the workforce by not including the full value of increased in earned income for a period of two years. The removal of EID could discourage a family from pursuing employment opportunities, because they cannot divert the EID savings to other necessary life expenses.

Homes for Good has a policy option to:

- (1). Count income as soon as the family starts receiving it
- (2). Count income at the family's next annual income review and therefore retain income for up to 12 months.
- (3). Explore the possibility of an MTW waiver to retain EID

Homes for Good's current policy is to count income at the family's next annual review for all family's served, not just those that qualify for EID.

Discussion Themes

- Use of MTW Waiver
- Communication to Residents

Vote Tabulations

Motion: **Kirk Strohman**

Second: **Chloe Champan**

Discussion: *None*

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

Abstain: *None*

Absent: *None*

ORDER 23-20-12-03H was approved [##/##/##]

12. ORDER 23-20-12-04H: In the Matter of the Homes for Good Energy Services Division and Geomic Developments INC. Ground Source Heat Pump Pilot Program Discussion and Approval

ASA-2 Energy Services Financial Specialist, Sam Simonett Presenting

Overview

Homes for Good has partnered with Northwest Natural and Geomic Developments, Inc. to identify and address the need for energy assistance for low-income households with the installation of a ground source heat pump (GSHP). The qualifications for the program are:

- Low-income household
- Gas heated
- Has not received a high efficiency furnace from the Energy Services weatherization program

Homes for Good, Northwest Natural and Geomic Developments, Inc. each play a key role in the GSHP pilot project. Homes for Good is the fiscal monitor and administrative facilitator. Northwest Natural will provide the funding for the project. And Geomic Developments, Inc. provides the service and materials to the qualifying households.

Discussion Themes

- Qualification process for installation.
- Drilling process.
- Responsibility of Homes for Good to address issues in the first year.
- Preventative maintenance process.
- Northwest Natural funding source for the contract.
- Administrative burden to Energy Services staff.

Vote Tabulations

Motion: **Chloe Chapman**

Second: **Kirk Strohman**

Discussion: *None*

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

Abstain: *None*

Absent: *None*

ORDER 23-20-12-04H was approved [8/0/1]

13. ORDER 23-20-12-05H: In the Matter of Approving the Homes for Good Commissioner Iboa Term Extension Recommendation and the Appointment of Destinee Thompson to the Homes for Good Board of Commissioners

Executive Director, Jacob Fox Presenting

Overview

Commissioner Iboa's term is set to expire December 31st, 2023. It is recommended his term be renewed for an additional four (4) years. Commissioner Iboa's initial term was for one year to ensure an annually staggered renewal process for the Board.

A recruitment was solicited for applications to fill the vacant resident/program participant seat on the Homes for Good Board. Of the 45 applications received, six (6) interviews were held. Based on the interview process and applicant scores, Destinee Thompson has been nominated by the selection committee to fill the vacant Board seat.

Destinee Thompson works with Community Supportive Shelters. Through her work and personal life, she is passionate about providing stability and housing for everyone.

Discussion Themes

- **Commissioner Thurston** expressed excitement to have Destinee as a fellow board member.
- **Commissioner Buch** echoed the sentiments by stating Destinee will be a great addition.
- **Commissioner Chapman** expressed appreciation for the work Commissioner Iboa has done and excitement to work with Destinee.

Vote Tabulations

Motion: **Michelle Thurston**

Second: **Chloe Chapman**

Discussion: *None*

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

Abstain: *None*

Absent: *None*

ORDER 23-20-12-05H was approved [8/0/0]

14. ORDER 23-20-12-06H: In the Matter of the Executive Director Performance Evaluation Report

Human Resources Director, Bailey McEuen Presenting

Overview

On an annual basis the Executive Director of Homes for Good, Jacob Fox undergoes a 360-degree feedback survey and provides a self-assessment. The feedback request is sent to internal and external parties on even years while on the odd years, the feedback request remains internal.

The request for feedback was distributed to the following parties:

- Homes for Good Board
- Homes for Good Leadership Team
- Equity Strategy Team
- AFSCME Local 3267 Leadership
- A selection of Homes for Good Supervisors and Middle Managers

Feedback was received from 21 out of the 35 recipients representing a 60% response rate, which was an increase from the 43% response rate in 2022.

Discussion Themes

- **Commissioner Chapman** indicated how impressive **Jacob Fox's** leadership is.
- **Commissioner Strohman** acknowledges **Jacob Fox's** skill for identifying issues and posing realistic solutions.
- **Commissioner Farr** appreciates **Jacob Fox's** willingness to serve and say "yes" with empathy.
- **Commissioner Buch** expressed praise for the job **Jacob Fox** does.
- **Commissioner Iboa** commented that the decision to continue on the board is in part by the work **Jacob Fox** does as a leader.
- **Commissioner Ennis** called attention to the work in the community that Jacob Fox does outside of the Executive Director role for Homes for Good.

Vote Tabulations

Motion: **Kirk Strohman**

Second: **Michelle Thurston**

Discussion: *None*

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

Abstain: *None*

Absent: *None*

ORDER 23-20-12-06H was approved [8/0/0]

15. OTHER BUSINESS

None

Meeting adjourned at 3:07 p.m.

Minutes Taken By: Jasmine Leary Mixon



BOARD OF COMMISSIONERS AGENDA ITEM

BOARD MEETING DATE: 01/24/2024

AGENDA TITLE: In the Matter of Approving Contract 24-C-0021 (Construction Management/General Contractor Services) for the Bridges on Broadway Project Located at: 599 E. Broadway in Eugene, Oregon

DEPARTMENT: Real Estate Development Division

CONTACT : Spencer McCoy

EXT: 2514

PRESENTER: Spencer McCoy

EXT: 2514

ESTIMATED TIME : 10 minutes

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

Approval Signature

EXECUTIVE DIRECTOR:

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

DATE: 01.17.2024

LEGAL STAFF :

DATE:

MANAGEMENT STAFF:

DATE:



HOMES FOR GOOD MEMORANDUM

TO: Homes for Good Board of Commissioners

FROM: Spencer McCoy – Project Developer

TITLE: In the Matter of Approving Contract 24-C-0021 (Construction Management/General Contractor Services) for the Bridges on Broadway project located at 599 E Broadway in Eugene, Oregon.

DATE: January 24th, 2024

MOTION:

It is moved that the Homes for Good Board approve the award of contract 24-C-0021 Construction Management/General Contractor Services (CM/GC) to Meili construction for the Permanent Supportive Housing Community at 599 E Broadway in Eugene, Oregon.

DISCUSSION:

A. Issue

The Homes for Good Board has authorized the development of Bridges on Broadway to renovate the former Red Lion Hotel (located at 599 East Broadway in Eugene, Oregon) into 57 studio apartment units of permanent supportive housing. It is now necessary to obtain Board authorization to enter into contract to facilitate construction.

B. Background

In 2021, Lane County purchased the former Red Lion Hotel with funding provided by a grant from the Oregon Community Foundation as part of the State's Project Turnkey program, to provide temporary housing for people experiencing homelessness, at-risk of homelessness or displaced by wildfires. Homes for Good has been partnering with Lane County to operate the residential facility and to plan for converting the hotel to permanent supportive housing. Lane County currently owns the property, but they plan to transfer ownership to Homes for Good after all funding is secured for the redevelopment. Homes for Good has entered into an Intergovernmental Agreement regarding the land transfer.

Homes for Good has worked with Pinnacle Architecture to develop a conceptual renovation plan and Meili Construction to prepare a budget estimate. Bridges on Broadway will convert the existing 50 room former Red Lion Hotel into 57 units serving individuals who are experiencing chronic homelessness. The site will serve individuals using the Housing First/Harm Reduction model as well as the project design and service delivery utilizing a trauma-informed lens. The 4-story building will consist of 57 studio apartments, 8 fully



accessible units, secure key entry, secure bike storage, common areas, ample parking, and onsite supportive services.

In September of 2021, Homes for Good Housing Agency issued a Request for Proposals (RFP) for Construction Management/General Contracting Services for the Permanent Supportive Housing Community at 599 E Broadway in Eugene. Four contractors submitted responses to the RFP. Meili Construction was selected by the evaluation committee based on the highest score through the selection process.

Board approval is now requested to execute the contract for Construction Management/General Contractor Services with Meili Construction to develop Bridges on Broadway.

C. Analysis

The proposed Agreement would be similar to prior CM/GC contracts at The Commons on MLK, RAD Phase II, Market District Commons, The Nel, and the Keystone. It will:

1. Set Pre-Construction Services costs at a \$24,030 maximum.
2. Require a "Guaranteed Maximum Price" for the construction costs.
3. Provide for a fixed fee for the CM/GC of the Guaranteed Maximum Price.
4. Spell out the bidding process that must be followed in the selection of the sub-contractors.

D. Furtherance of the Strategic Equity Plan

The redevelopment of Bridges on Broadway helps implement the Homes for Good strategic equity plan in the following ways:

- Providing additional opportunities for contracting with MWESB contractors and Section 3 (Low-income) workers. Meili Construction was recommended for this contract in part because of their ability to meet Homes for Goods goals in this area.

E. Alternatives & Other Options

If the board does not approve the order, Homes for Good will reinstate the RFP process for a CM/GC.

F. Timing & Implementation

If approved by the board, the contract with Meili will be negotiated and executed and amended to the full contract price once final bids are received. Construction is scheduled to begin in June. Continued due diligence, review of the project documents, final bidding, and permitting review is expected to occur in Spring of 2024.



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



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

G. Recommendation

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

H. Follow Up

Further board approvals are not expected prior to construction start but regular updates will be provided to the board.

I. Attachments

None

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

ORDER 24-24-01-01H

In the Matter of Approving Contract 24-C-0021 (Construction Management/General Contractor Services) for the Bridges on Broadway project located at 599 E Broadway in Eugene, Oregon.

WHEREAS, Homes for Good Housing Agency recognizes the need to address the issue of families in our community that have been chronically homeless.

WHEREAS, Homes for Good Housing Agency has undertaken the development of a Permanent Supportive Housing community at 599 E Broadway in Eugene, Oregon to address this community need; and

WHEREAS, Homes for Good Housing Agency has the need for Construction Management/General Contractor Services in order to carry out the development of the Bridges on Broadway Permanent Supportive Housing Community.

NOW IT IS THEREFORE ORDERED THAT:

The Executive Director or their Designee is authorized to enter into a Construction Management/General Contractor Services Contract with Meili Construction.

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: 01/24/2024

AGENDA TITLE: In the Matter of Authorizing the Formation of Limited Liability Company for the Bridges on Broadway Project Located at: 599 E. Broadway in Eugene, Oregon

DEPARTMENT: Real Estate Development Division

CONTACT : Spencer McCoy

EXT: 2514

PRESENTER: Spencer McCoy

EXT: 2514

ESTIMATED TIME : 10 minutes

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

Approval Signature

EXECUTIVE DIRECTOR:

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

DATE: 01.17.2024

LEGAL STAFF :

DATE:

MANAGEMENT STAFF:

DATE:



HOMES FOR GOOD MEMORANDUM

TO: Homes for Good Board of Commissioners

FROM: Spencer McCoy – Project Developer

TITLE: In the Matter of Authorizing the Formation of a Limited Liability Company (LLC) for the Bridges on Broadway project located at 599 E Broadway in Eugene, Oregon.

DATE: January 24th, 2024

MOTION:

It is moved that Homes for Good Board authorize the Agency to execute the necessary documents to form a Limited Liability Company (LLC) for the Bridges on Broadway project located at 599 E Broadway in Eugene, Oregon.

DISCUSSION:

A. Issue

The Homes for Good Board has authorized the development of Bridges on Broadway to renovate the former Red Lion Hotel (located at 599 East Broadway in Eugene, Oregon) into 57 studio apartment units of permanent supportive housing. It is now necessary to obtain Board authorization to form the LLC.

B. Background

In 2021, Lane County purchased the former Red Lion Hotel with funding provided by a grant from the Oregon Community Foundation as part of the State's Project Turnkey program, to provide temporary housing for people experiencing homelessness, at-risk of homelessness or displaced by wildfires. Homes for Good has been partnering with Lane County to operate the residential facility and to plan for converting the hotel to permanent supportive housing. Lane County currently owns the property, but they plan to transfer ownership to Homes for Good after all funding is secured for the redevelopment. Homes for Good has entered into an Intergovernmental Agreement regarding the land transfer.

Homes for Good has worked with Pinnacle Architecture to develop a conceptual renovation plan and Meili Construction to prepare a budget estimate. Bridges on Broadway will convert the existing 50 room former Red Lion Hotel into 57 units serving individuals who are experiencing chronic homelessness. The site will serve single individuals using the Housing First/Harm Reduction model as well as the project design and service delivery utilizing a trauma-informed lens. The 4-story building will consist of 57 studio apartments, 8 fully



accessible units, secure key entry, secure bike storage, common areas, ample parking, and onsite supportive services.

The next step is the formation of a Limited Liability Company. Further actions will be required later to authorize the more particular terms of financing for the project prior to commencement of construction, which is currently scheduled to begin in June of 2024 and project completion in May 2024.

C. Analysis

This Board Order would:

1. Authorize formation of the Homes for Good Bridges on Broadway LLC and Creation of Accounts
2. Authorize Representatives
3. General Resolutions Authorizing and Ratifying Other Actions

D. Furtherance of the Strategic Equity Plan

The development of Bridges on Broadway helps implement the Homes for Good Strategic Equity Plan in the following ways:

- Supporting non-profits through preferences and partnerships. Homes for Good is exploring a partnership with Veterans Affairs Supportive Housing (VASH) to provide referrals at Bridges on Broadway.
- Continuing affordable housing production and addressing the urgent need to increase the amount of housing and supportive service for individuals experiencing chronic homelessness.
- Determining the financial viability of a desired growth plan for the Supportive Housing Division in coordination with our efforts to secure capital and supportive services for new permanent supportive housing apartment communities.

Approval of the attached order will allow Homes for Good enter into a CMGC contract to continue development and achieve these outcomes.

E. Alternatives & Other Options

If the board does not approve the order, Homes for Good will not move forward with the proposed ownership structure. Homes for Good would consult with legal counsel to find other options for ownership structure, likely a Limited Partnership. It is likely that exploring such alternatives would delay financial closing, adding costs to the redevelopment project.

F. Timing & Implementation



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

G. Recommendation

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

H. Follow Up

Further board approvals are not expected prior to construction start.

I. Attachments

None

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

ORDER 24-24-01-02H

In the Matter of Authorizing the Formation of a Limited Liability Company for the Bridges on Broadway project located at 599 E Broadway in Eugene, Oregon.

WHEREAS, Housing Authority and Community Services Agency of Lane County doing business as Home for Good Housing Agency (the "Authority") is a public body corporate and politic, exercising public and essential governmental functions, and having all the powers necessary or convenient to carry out and effectuate the purposes of the ORS 456.055 to 456.235 (the "Housing Authorities Law"); and

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

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

WHEREAS, the Authority finds it to be in the best interests of the Authority to authorize the formation of a limited liability company (the "Owner LLC") with the Authority as the sole member to own, develop and operate a low-income housing project at 599 E Broadway in Eugene, OR (the "Project"); and

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

1. Authorize Formation of the Owner LLC and Creation of Accounts

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

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

2. Authorized Representatives.

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

Jacob Fox, Executive Director, or his assignee or successor
Eileen Lahey, Finance Director, or his assignee or successor
Ela Kubok, Deputy Director, or her assignee or successor

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: 01/24/2024

AGENDA TITLE: In the Matter of Authorizing the Financing and Development of the Bridges on Broadway Located at: 599 E. Broadway in Eugene, Oregon

DEPARTMENT: Real Estate Development Division

CONTACT : Spencer McCoy

EXT: 2514

PRESENTER: Spencer McCoy

EXT: 2514

ESTIMATED TIME : 15 minutes

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

Approval Signature

EXECUTIVE DIRECTOR:

DATE: 01.17.2024

LEGAL STAFF :

DATE:

MANAGEMENT STAFF:

DATE:



HOMES FOR GOOD MEMORANDUM

TO: Homes for Good Board of Commissioners
FROM: Spencer McCoy – Project Developer
TITLE: In the Matter of Authorizing the Financing and Development of Bridges on Broadway located at 599 E Broadway in Eugene, Oregon.
DATE: January 24th, 2024

MOTION:

It is moved that the Homes for Good Board approve the Agency to negotiate, execute, and deliver, on behalf of the Agency, Homes for Good Bridges on Broadway LLC, the necessary documents to develop and finance Bridges on Broadway as provided below and in the Board Order.

DISCUSSION:

A. Issue

The Homes for Good Board has authorized the development of Bridges on Broadway to renovate the former Red Lion Hotel (located at 599 East Broadway in Eugene, Oregon) into 57 studio apartment units of permanent supportive housing. It is now necessary to obtain Board authorization to develop and finance the project.

B. Background

In 2021, Lane County purchased the former Red Lion Hotel with funding provided by a grant from the Oregon Community Foundation as part of the State's Project Turnkey program, to provide temporary housing for people experiencing homelessness, at-risk of homelessness or displaced by wildfires. Homes for Good has been partnering with Lane County to operate the residential facility and to plan for converting the hotel to permanent supportive housing. Lane County currently owns the property, but they plan to transfer ownership to Homes for Good after all funding is secured for the redevelopment. Homes for Good has entered into an Intergovernmental Agreement regarding the land transfer.

Homes for Good has worked with Pinnacle Architecture to develop a conceptual renovation plan and Meili Construction to prepare a budget estimate. Bridges on Broadway will convert the existing 50 room former Red Lion Hotel into 57 units serving households who are experiencing chronic homelessness. The site will serve residents using the Housing First/Harm Reduction model as well as the project design and service delivery utilizing a trauma-informed lens. The 4-story building will consist of 57 studio apartments, 8 fully



accessible units, secure key entry, secure bike storage, common areas, ample parking, and onsite supportive services.

Bridges on Broadway will increase Homes for Good's portfolio of dedicated Permanent Supportive Housing (PSH) projects that utilize the Housing First model developed in close partnership with Lane County. Through this partnership, we have recently been able to develop 111 units of PSH at three single site projects; The Commons on MLK, which prioritizes frequent emergency services users, The Keystone, which prioritizes families experiencing chronic homelessness, and The Nel, which prioritizes people experiencing chronic homelessness. Like these three recent PSH projects, Homes for Good will provide Project-Based Vouchers and Lane County will provide referrals through Coordinated Entry for Bridges on Broadway. However, one difference from our recent dedicated PSH projects is that Homes for Good will operate the property in-house instead of through contracted Property Management and Supportive Services. We believe this model will prove even more successful than our current operating structure at our dedicated PSH projects based on the depth of experience that our team has supporting residents exiting homelessness in achieving and maintaining housing stability.

Homes for Good Homes for Good has secured the necessary capital funding, rental assistance, and services subsidy to begin this rehabilitation project in Spring 2024.

C. Analysis

With board approval, Homes for Good will be able to execute the necessary documentation to secure financing and move forward with the project. This will include the continuation of the design and bidding process to prepare for permit submittal.

Project Financing – Funds will come from a variety of sources: Oregon Housing and Community Services Permanent Supportive Housing Funds, City of Eugene Permit Fee Assistance, Systems Development Charge (SDC) waivers, capital support from Trillium, deferred developer fee, and the Federal Home Loan Bank. Project-Based Vouchers have been awarded for rental subsidy.

Over the past year, the Board authorized Homes for Good to apply to various entities for project funding. All the funding has been committed to the project. The next step is to close on the financing and begin construction. This Board Order would:

1. Authorize Property Management Agreement
2. Authorize Receipt of Real Property from County and transfer ownership to the LLC.
3. Authorize Receipt of Federal Home Loan Bank Funds by the Authority
4. Authorize Receipt of Trillium Funds by the Authority
5. Authorize Receipt of PSH Funds by the Authority



6. Authorize Loan of PSH Funds from the Authority to the LLC or a Capital Contribution of the PSH Funds by Authority to the LLC.
7. Authorize HAP Contract and AHAP Contract
8. Authorize Agreements for Technical and Professional Services.
9. Authorize SDC Exemption and City Fee Assistance
10. Authorize Development Services Agreement and Deferred Fee
11. Authorize Assignment, Assumption, and Reimbursement Agreement between Authority and LLC
12. Identify Authorized Representatives
13. General Resolutions Authorizing and Ratifying Other Actions

D. Furtherance of the Strategic Equity Plan

The development of Bridges on Broadway helps implement the Homes for Good Strategic Equity Plan in the following ways:

- Supporting non-profits through preferences and partnerships. Homes for Good is exploring a partnership with Veterans Affairs Supportive Housing (VASH) to provide referrals at Bridges on Broadway.
- Continuing affordable housing production and addressing the urgent need to increase the amount of housing and supportive service for individuals experiencing chronic homelessness.
- Determining the financial viability of a desired growth plan for the Supportive Housing Division in coordination with our efforts to secure capital and supportive services for new permanent supportive housing apartment communities.

Approval of the attached order will allow Homes for Good to continue development and achieve these outcomes.

E. Alternatives & Other Options

If the board does not approve the order, Homes for Good will not be able to meet the projected development timeline outlined in award agreements and will need to forfeit awarded funds for this project. Homes for Good will then need to reevaluate the plans described above to redevelop the Bridges on Broadway property.

F. Timing & Implementation



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Bridges on Broadway is expected to begin construction in June of 2024. Continued due diligence, review of the project documents, final bidding, and permitting review is expected to occur in Spring of 2024.

G. Recommendation

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

H. Follow Up

Further board approvals are not expected prior to construction start.

I. Attachments

None

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

ORDER 24-24-01-03H

In the Matter of Authorizing the Financing and Development of Bridges on Broadway located at 599 E Broadway in Eugene, Oregon.

WHEREAS, Housing Authority and Community Services Agency of Lane County doing business as Home for Good Housing Agency (the "**Authority**") is a public body corporate and politic, exercising public and essential governmental functions, and having all the powers necessary or convenient to carry out and effectuate the purposes of the ORS 456.055 to 456.235 (the "Housing Authorities Law");

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

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

WHEREAS, the Authority, has rights under that certain Intergovernmental Agreement dated as of March 1, 2023 to purchase certain real property currently located at 599 E Broadway in Eugene, Oregon (the "**Property**");

WHEREAS, consistent with its purposes and powers, the Authority intends to cause an affiliate entity to acquire, develop, renovate, and operate Bridges on Broadway, a 57-unit permanent supportive housing project. (the "**Project**");

WHEREAS, by prior Order 23-22-02-02H, to further the Project, the Authority was authorized to apply for Oregon Housing and Community Services and City of Eugene AHTF Funds (the "PSH Funds"); and

WHEREAS, by prior Order 23-27-09-02H, to further the Project, the Authority was authorized to execute a contract for architectural services with Pinnacle Architecture; and

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

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

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

NOW, THEREFORE, THE AUTHORITY IN ITS OWN CAPACITY, ON BEHALF OF THE LCC, ADOPTS THE FOLLOWING RESOLUTIONS:

1. Authorize Property Management Agreement

BE IT RESOLVED, that the Authority, in its own capacity, as sole member of Homes for Good Bridges on Broadway LLC, is authorized to negotiate, execute and deliver on behalf of the Partnership, as the case may be, a Property Management Agreement in the form approved by any Authorized Representative.

2. Authorize Receipt of Real Property from County and Execution of Ground Lease with LLC.

BE IT RESOLVED, that the Authority is authorized to negotiate, execute, and deliver on behalf of the Authority, such documents as necessary to receive a conveyance of the improved real property at Tax Map and Lot number 17-03-32-23-01000 from the County located at 599 E Broadway in Eugene, Oregon.

3. Authorize Receipt of Federal Home Loan Bank Funds by the Authority.

BE IT RESOLVED, that the Authority is authorized to negotiate, execute, and deliver on behalf of the Authority, such documents as are required to evidence and obtain grants of the Federal Home Loan Bank Funds all in the form approved by any Authorized Representative (such approval to be conclusively demonstrated by the signature of any Authorized Representative on such document).

4. Authorize Receipt of Trillium Funds by the Authority.

BE IT RESOLVED, that the Authority is authorized to negotiate, execute, and deliver on behalf of the Authority, such documents as are required to evidence and obtain grants of the Trillium Funds all in the form approved by any Authorized Representative (such approval to be conclusively demonstrated by the signature of any Authorized Representative on such document).

5. Authorize Receipt of PSH Funds by the Authority.

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

6. Authorize Loan of PSH Funds from Authority to the LLC or a Capital Contribution of the PSH Funds by Authority to the LLC.

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

BE IT FURTHER RESOLVED, that in the alternative, the Authority is authorized to negotiate, execute, and deliver on behalf of the Authority, and/or the LLC, as the case may be, such documents as required to cause the Authority to contribute the PSH Funds, as capital, to the LLC.

7. Authorize HAP Contract and AHAP Contract

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

8. Authorize Agreements for Technical and Professional Services.

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

9. Authorize SDC Exemption and City Fee Assistance

BE IT RESOLVED, that the Authority, in its own capacity, as sole member of the LLC is authorized, on behalf of the Authority, and/or the LLC, as the case may be, to take such steps as are necessary to obtain the SDC Exemption and City of Eugene Fee Assistance and to execute all documents necessary to obtain the SDC Exemption and City of Eugene Fee Assistance, including but not limited to an SDC Waiver Regulatory Agreement and such other documents as are reasonably required to evidence and obtain the SDC Exemption and City of Eugene Fee Assistance.

10. Authorize Development Services Agreement and Deferred Fee

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

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

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

12. Authorized Representatives.

BE IT RESOLVED that the following identified persons shall be the Authorized Representatives as that term is used in these Resolutions and authorized, empowered and

directed to perform the actions authorized herein on behalf of the Authority whether acting on behalf of the Authority or the LLC.

Jacob Fox, Executive Director
Eileen Lahey, Finance Director
Ela Kubok, Deputy Director

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

Spencer McCoy
Matt Salazar

13. General Resolutions Authorizing and Ratifying Other Actions

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

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

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: 01/24/2024

AGENDA TITLE: In the Matter of the Joint Board of Commissioners and Local Contract Review Board Amending State Public Contracting Rules for Homes for Good Housing Agency

DEPARTMENT: Executive

CONTACT : Jasmine Leary Mixon

EXT: 2501

PRESENTER: Jasmine Leary Mixon

EXT: 2501

ESTIMATED TIME : 10 minutes

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

Approval Signature

EXECUTIVE DIRECTOR:

DATE: 01.17.2024

LEGAL STAFF :

DATE:

MANAGEMENT STAFF:

DATE:



HOMES FOR GOOD MEMORANDUM REFERENCE DOCUMENT

TO: Homes for Good Board of Commissioners

FROM: Executive Support Coordinator, Jasmine Leary Mixon

TITLE: In the Matter of the Joint Board of Commissioners and Local Contract Review Board Amending State Public Contracting Rules for Homes for Good Housing Agency

DATE: January 24th, 2024

MOTION:

It is moved that the Homes for Good Board of Commissioners and the Local Contract Review Board approve the amendment of the State Public Contracting Rules for Homes for Good Housing Agency.

DISCUSSION:

A. Issue

Any changes to the Homes for Good's Federal Grant Procurement Policy and State rules must be reviewed and approved by the Homes for Good Board of Commissioners and the Local Contract Review Board prior to adoption.

B. Background

Homes for Good's State Public Rules procurement policy was last reviewed and January 25th, 2023. The Public Contracting Code (Code) has been in place since March 1st, 2005. Since that date legislature has amended some aspect of the Code nearly every session. The most recent changes went into effect January 1st, 2024. Per ORS 279A.065, the Attorney General's Model Rules govern public contracting. The statute goes on, however, to allow a public entity to adopt its own rules of procedure which may or may not include portions of the Attorney General's Model Rules.

C. Analysis

The following is a brief explanation of the suggested amendments to Homes for Good's Public Contracting Policy (State). To a great extent the enclosed rules reflect the substance of the Attorney General's Model Rules to ensure compliance with the Code. Rules not dictated by statute have been modified to grant Homes for Good the greatest level of flexibility, and to simplify them as much as possible.



STATE RULES

- (1) The "Small Procurement/Direct Award" threshold for goods and service AND public improvement contracts is increased from \$10,000 to \$25,000.
- (2) The Intermediate Procurement threshold for goods and service contracts is increased from \$150,000 to \$250,000. A similar increase was not adopted public improvement contracts, resulting in different thresholds for Division 47 and 49 intermediate procurements yet again
- (3) Divisions 46 and 49 of our updated 2023 Rules now extends the service-disabled veteran preference to all veterans. In sum, a business must be 51% owned by a qualifying veteran, the owner must manage the day-to-day operation of the enterprise, and the business must have annual revenues below \$23.98 million. However, as with all preferences ORS 200.005 will be consulted to determine who exactly qualifies.
- (4) Rule 137-046-0300(5) now allows, but does not require, a public contracting agency to grant a 5% preference to a for-profit business which considers its impact on society and the environment (known as a certified B-Corp).
- (5) Our Rules continue to track state law so that demolition contracts and those for the removal of hazardous waste expressly fall within the definition of the term "public works".

PURCHASE LIMITS

- (1) Purchasing Card limits increased to accommodate the regular expenditures of the incumbent
- (2) Should the specified employee leave the Agency, all Purchasing Card and check issuance limits will be assumed by the employee that fills the vacancy.

D. Furtherance of the Strategic Equity Plan

The adoption of the revisions for the Homes for Good public contracting policy further all three pillars of the Strategic Equity plan which are: Listen to Our Communities, Tell the Human Story, and Create Pathways to Self-Sufficiency.

With the increase in thresholds for micro and small purchases, this means more opportunities to utilize the informal procurement process. The informal procurement process presents a lesser administrative burden for both Homes for Good and for our Contractors. For smaller businesses the difference between providing a quote versus drafting a formal proposal can impact their decisions to respond to a solicitation and can limit the receipt of competitive pricing from local and/or minority-owned businesses.

Through the collaborative work of the Equity Strategy Team and other Homes for Good staff that regularly manage contracts, an Equitable Contracting Initiative (ECI) is in the final stages of drafting. The first stage of the ECI is to create standardized goals for how goods and services are procured with the focus being on locally owned and/or minority owned



businesses. Additionally, this will could outreach to Homes for Good residents and/or program participants.

Since the public contracting policy was last revised, contract managers in collaboration with the Communications Division have expanded the means of advertising contract opportunities with Homes for Good to include social media. Additionally, once awarded, the business Homes for Good contracts with is spotlighted on social media.

As stated earlier, revisions to thresholds increase opportunities for businesses that have limited administrative bandwidth to submit quotes or proposals. Once the ECI has been finalized and solidified within the Agency, the internal policy can be shared with other businesses to help them standardize equitable contracting as the blueprint for their operations and solicitations. The more Homes for Good educates, promotes, and networks with local businesses the greater the community impact and the more opportunities there are to create pathways to self-sufficiency.

E. Alternatives & Other Options

If the Homes for Good Board of Commissioners has alternative suggestions or need more clarification prior to approval, then Homes for Good will follow the recommendations of the Board.

F. Timing & Implementation

If the Homes for Good Board of Commissioners approve the board order the revisions will be implemented immediately.

G. Recommendation

It is recommended that the Board of Commissioners approve the amendment of the State public contracting rules for Homes for Good.

H. Follow Up

None

I. Attachments

Attachment A: Delegation of Authority for Purchasing Contracting

Unit		Authorized Employee		Purchasing		Purchase Auth. Form/ Check Issuance Limit (per transaction)
Division	Department	Position	Incumbent	Card Limit (monthly)	Account Limit (monthly)	
Energy Services	Energy Services	Energy Services Director	Montero Chacon, Esteban	2000	~	5000
		Energy Auditor	Cruz, Marily	2000	1000	~
		Energy Auditor	Hashagen, Marc	2000	~	~
		Energy Auditor	Roth, Daniel	~	500	~
		Energy Auditor	Shorack, Wes	2000	500	~
		Energy Auditor	Sotelo, Leo	~	500	~
		Energy Auditor	Smith, Ryan	~	~	~
		Office Assistant	Lacosse, Lacey	1000	~	~

Unit		Authorized Employee		Purchasing		Purchase Auth.
Division	Department	Position	Incumbent	Card Limit (monthly)	Account Limit (monthly)	Form/ Check Issuance Limit (per transaction)
Finance	Division-Wide	Finance Director	Lahey, Eileen	~	~	500
		Finance Manager	McPherson, Brandy	~	~	~
		Senior Accounting Technician	Verrinder, Stacy	~	~	~
		Real Estate Accounting Technician	Larson, Cori	~	~	~
		Accounting Technician	Wilcox, Miranda	~	~	~
		Accounting Technician	Unruh, Rachel	~	~	~
		Accounting Technician	Huynh, Kim	~	~	~

Unit		Authorized Employee		Purchasing		Purchase Auth. Form/ Check Issuance Limit (per transaction)
Division	Department	Position	Incumbent	Card Limit (monthly)	Account Limit (monthly)	
Real Estate Development	Division-Wide	Real Estate Development Director	[vacant]	4000	~	5000
	CAP	CAP Project Manager	Von Der Ehe, Kurt	~	~	500
		Contract Administrator	Hashagen, Teresa	~	~	~
		Contract Administrator	Young, Jared	2000	~	~
	Development	Project Development Manager	Salazar, Matt [interim]	1000	~	~
		Project Developer	McCoy, Spencer	~	~	~
		Project Developer	[vacant]	~	~	~
	Asset Management	Project Coordination Specialist	Wood, E	2000	~	~
		Asset Manager	Gyde, Beth	1000	~	500
		Asset Management Specialist	Smithweiland, Victoria	1000	~	~

Unit		Authorized Employee		Purchasing		Purchase Auth. Form/ Check Issuance Limit (per transaction)
Division	Department	Position	Incumbent	Card Limit (monthly)	Account Limit (monthly)	
Rent Assistance	Division-Wide	Rent Assistance Director	Ochs, Elizabeth	2000	~	5000
		Rent Assistance Supervisor	Champ, Christina	3000	~	500
		Rent Assistance Supervisor	Dybens, Nat	3000	~	500
	Landlord Liaison	Landlord Liaison	Comacho, Eric	1000	~	~

Unit		Authorized Employee		Purchasing		Purchase Auth. Form/ Check Issuance Limit (per transaction)
Division	Department	Position	Incumbent	Card Limit (monthly)	Account Limit (monthly)	
Executive & Communications	Agency-Wide	Board of Commissioners		~	~	Above 150,000
		Two Signers: Executive Director + Communications Director		~	~	150,000
		Executive Director	Jacob Fox	3000	~	7500
		Communications Director	Kubok, Elzbieta	3000	~	7500
		Office Administrative Coordinator	Green, Dawn	4000	~	1000
		Communications Admin Specialist	Shaw, Jordyn	4000	~	~
		Executive Support Coordinator	Leary Mixon, Jasmine	4000	~	~
	Information Services	Information Technology Director	Wyant, Curtis	10,000	~	5000
	Human Resources	Human Resources Director	McEuen, Bailey	3000	~	5000
		Human Resources Generalist	Le, Isabelle	1000	~	~

Unit		Authorized Employee		Purchasing		
Division	Department	Position	Incumbent	Card Limit (monthly)	Account Limit (monthly)	Purchase Auth. Form/ Check Issuance Limit (per transaction)
SUPPORTIVE HOUSING	Division-Wide	Supportive Housing Director	Alferes, Wakan	3000	~	5000
	Bridges on Broadway	Permanent Supportive Housing Supervisor	Leland, Camryn	4000	~	2500
		Assistant Property Manager	Hicks, Carrie	1000	~	~
		Permanent Supportive Housing Case Manager	Shattuck, Kelly	1000	~	~
		Resident Services Specialist	McCloskey, Courtney	1000	~	~
		RS Programs & Grants Specialist	Murphy Lyons, Rebecca	1000	~	~
	Service Contracts	ASA - 3	[vacant]	~	~	~
	Fee for Service	Maintenance Services Manager	Champ, Jeffrey	1000	~	2500
		Painter	Arena, Matthew	1000	500	~
		Maintenance Mechanic	Beephan, Roy	1000	1000	~
		Real Estate Specialist - Maintenance	Bertrand, Rebecca	2000	1000	~
		Maintenance Mechanic	Cronk, Jason	1000	1000	~
		Maintenance Mechanic	Hartley, Will	1000	~	~
		Maintenance Mechanic	Horn, Alan	1000	1000	~
		Painter	Huffman, Maria	~	~	~
		Landscaper	Larson, Jason	~	~	~
		Maintenance Worker	Tower, Tristan	~	500	~
	Resident Services	Resident Services Manager	Yates, Emily	3000	~	~
		Resident Services Specialist	Camba, Livi	1000	~	~
		Resident Services Specialist	Scheib, Brandi	1000	~	~
		Resident Services Specialist	Buchanan, Amanda	1000	~	~
		Resident Services Specialist	Vega-Heath, Jazzmen	1000	~	~
		Resident Services Specialist	Penrod, Elaine	1000	~	~
		Resident Services Specialist	Lee, Frankie	1000	~	~
		Resident Services Specialist	Soto-Gates, Jose	1000	~	~
		Resident Services Specialist	Rupe, Juni	1000	~	~
		Family Self-Sufficiency Coordinator	Garkow, Tara	~	~	~
	Family Self-Sufficiency Coordinator	Fairbanks Arena, Carin	~	~	~	
	Family Self-Sufficiency Coordinator	Zarate, José	~	~	~	
	Property Management	Portfolio Manager	Bishop, Andrea	1000	3000	2500
	AMP 400/AMP 500	Property Management Supervisor	Tarricone, Nicole	1000	3000	2500
		Assistant Property Manager	Estrada, Gloria	~	~	~
		Site Maintenance Specialist	Moreno, Antonio	~	500	~
		Site Maintenance Specialist	Rechel, Michael	~	500	~
		Maintenance Worker	Thornburg, Beau	1000	1000	~
	AMP 200/AMP 300 Team	Property Management Supervisor	Bussey, Maryanne	1000	3000	~
		Assistant Property Manager	Hansen, Brandon	~	~	~
		Maintenance Mechanic	Vacant?	1000	1000	~
		Site Maintenance Specialist	Hess, Brandy	~	500	~
	AMP 100/AMP 600/FW Team	Property Management Supervisor	Baker, Travis	1000	3000	2500
		Assistant Property Manager	Kraft, Brenda	~	~	~
		Maintenance Mechanic	Fernandez, Aldo	1000	~	~
		Site Maintenance Specialist	Anaya, Manny	~	500	~
		Site Maintenance Specialist	Harris, Piper	~	500	~
	AL/VO/14 P Team	Property Management Supervisor	Schwartz, Alli	1000	3000	2500
Assistant Property Manager		Garrett, Amber	~	~	~	
Maintenance Mechanic		Sebold, David	1000	1000	~	
Maintenance Mechanic		Olson, Bryan	1000	1000	~	
Maintenance Worker		King, Michael	~	500	~	

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

ORDER 24-24-01-04H

In the Matter of the Joint Board of
Commissioners and Local Contract Review
Board Amending State Public Contracting
Rules for Homes for Good Housing Agency

WHEREAS, in 2018, the Housing and Community Services Agency of Lane County, Oregon (Homes for Good) opted out of the Public Contracting Model Rules adopted by the Attorney General under ORS subchapters 279A, 279B, and 279C, as set forth in Oregon Administrative Rules Chapter 137, Divisions 46, 47, 48 and 49 (the "Model Rules") and adopted its own Public Contracting Rules (Rules), which were most recently updated by Board Order 23-25-01-01H in January, 2023; and

WHEREAS, the 2023 legislature adopted several amendments to Oregon's Public Contracting Code (Code), allowing further updates to the Homes for Good's Rules, Divisions 46, 47, 49 and Personal Services Rules; but requiring no changes to the Homes for Good's public contracting Class Exemptions; and

WHEREAS, the Homes for Good Board of Commissioners and the Homes for Good Local Contract Review Board agree that legislative amendments to the Code should be reflected in the Homes for Good's Rules.

NOW IT IS THEREFORE ORDERED THAT:

1. Findings. The findings set forth in the recitals, above, are hereby adopted as support for the amendments to the Homes for Good's Public Contracting Rules.
2. Amendments. The following identified subsections of Homes for Good Public Contracting Rules, Divisions 46, 47, 49, and E-17 adopted by Order 24-24-01-01H, Section 3 are hereby amended as follows:
 - a. Subsection 5 of Rule 137-046-0300, Preference for Oregon Goods and Services; Nonresident Bidders, is amended to read as follows:
 5. Discretionary Preference and Award.
 - a. Under ORS 279A.128, a Contracting Agency may provide, in a Solicitation Document for Goods, Services or Personal Services, a specified percentage preference of not more than: (i) ten percent for Goods fabricated or processed entirely in Oregon or Services or Personal Services performed entirely in Oregon or (ii) five percent for Goods or Services provided by a benefit company that is

incorporated, organized, formed or created under ORS 60.754, that submits with a bid or proposal a certificate of existence issued under ORS 60.027 and has the majority of the benefit company's regular, full-time workforce located in Oregon at the time the benefit company submits the bid or proposal.

- b. When the Contracting Agency provides for a preference under this Section, and more than one Offeror qualifies for the preference, the Contracting Agency may give a further preference to a qualifying Offeror that resides in or is headquartered in Oregon.
 - c. Contracting Agency may establish a preference percentage higher than the percentages authorized in (5)(a) of this rule by written order that finds good cause to establish the higher percentage, and which explains the Contracting Agency's reasons and evidence for finding good cause to establish a higher percentage.
 - d. The Contracting Agency may not apply the preferences described in this Section in a Procurement for emergency work, minor alterations, ordinary repairs or maintenance of public improvements, or construction work that is described in ORS 297C.320.
- b. Rule 137-047-0265, Small Procurements, is amended to read as follows:

137-047-0265

Small Procurements

(1) **Generally.** For Procurements of Goods or Services less than or equal to \$25,000 a Contracting Agency may Award a Contract as a small Procurement pursuant to ORS 279B.065 by direct selection or award without any competitive or solicitation process.

(2) **Amendments.** A Contracting Agency may amend a Public Contract Awarded as a small Procurement in accordance Rule 137-047-0800, but the cumulative amendments may not increase the total Contract Price to greater than one hundred twenty-five percent (125%) of the small procurement threshold stated in subsection (1) of this Rule

- c. Rule 137-047-0270, Intermediate Procurements, is amended to read as follows:

137-047-0270

Intermediate Procurements

(1) **Generally.** For Procurements of Goods or Services greater than \$25,000 and less than or equal to \$250,000, a Contracting Agency may Award a Contract as an intermediate Procurement pursuant to ORS 279B.070.

(2) **Written Solicitations.** For any intermediate Procurements, a Contracting Agency may use a Written solicitation to obtain quotes. .

(3) **Negotiations.** A Contracting Agency may negotiate with a Proposer to clarify its quote or offer or to effect modifications that will make the quote or offer acceptable or make the quote or offer more Advantageous to the Contracting Agency.

(4) **Amendments.** A Contracting Agency may amend a Public Contract Awarded as an intermediate Procurement in accordance with Rule 137-047-0800, but the cumulative amendments may not increase the total Contract Price to a sum that exceeds one hundred twenty-five percent (125%) of the intermediate procurement threshold stated in subsection (1) of this Rule.

- d. Subsection 1 of Rule 137-049-0160, Intermediate Procurements; Competitive Quotes and Amendments, is amended to read as follows:

(1) **General.** Public Improvement Contracts estimated by the Contracting Agency to cost \$25,000 or more, but not to exceed \$100,000 may be Awarded in accordance with this rule.

- e. The term "service-disabled veteran," as used in Homes for Good Rules 137-046-0210, 137-049-0370, and 137-049-0440, is amended to read "veteran, as defined by ORS 200.005,"

- f. Subsection (6)(c) of Rule 137-049-0390 is amended to read:

Negotiation Prohibited. Except as allowed by Rules 137-049-0420(1) and 137-049-0430, the Contracting Agency shall not negotiate scope of Work or other terms or conditions under an Invitation to Bid process prior to Award.

- g. The last sentence of Subsection (1) of Rule 137-049-0395 is amended to read:

This requirement does not apply to Award of a small, intermediate (informal competitive quotes) or emergency Public Improvement Contract awarded under ORS 279C.335(1)(c) or (d) or (6).

- h. Subsections (6)(a) and (b) of Exemption-17, Personal Services, are hereby amended to increase the threshold of "\$10,000" to "\$25,000."

- i. The first paragraph of Exemption E-18, Liability Insurance Contracts, is hereby amended to read:

Contracts for insurance where either the annual or aggregate premium exceeds \$25,000 must be let using one of the following procedures:

3. **Legal Review.** In accordance with ORS 279A.065(6)(b), Homes for Good shall review its Public Contracting Rules, adopted herein, each time the Attorney General modifies its Model Rules to implement Oregon Public Contracting Code amendments adopted after the 2023 legislative session in order to determine whether amendments are required to ensure statutory compliance.
4. **Continued Effect.** All unamended provisions of Order 24-, and all rules adopted thereby, shall remain unchanged and in full force and effect.
5. **Purchasing Authority.** Spending authority for Homes for Good contracts is hereby delegated to Homes for Good staff, as listed below in Attachment A. Classified staff shall only exercise delegated spending authorities for programs under their supervision.

Payments over \$7,500 require the signature of the Executive Director (or Acting ED in their absence) and the Deputy Director.

Delegated spending limits apply to all Homes for Good contracts, public contracts and otherwise. Amendments to such contracts remain within the signer's authority up to a total contract amount of 125% of the signer's spending authority.

These delegated spending limits extend to interim/acting staff members in the absence of the classified staff members.

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: 01/24/2024

AGENDA TITLE: Presenting the Resident Survey Results to the Board

DEPARTMENT: Supportive Housing Division

CONTACT : Wakan Alferes

EXT: 2508

PRESENTER: Nat Dybens, Ela Kubok & Wakan Alferes

EXT:

ESTIMATED TIME : 20 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", written over a horizontal line.

DATE: 01.17.2024

LEGAL STAFF :

DATE:

MANAGEMENT STAFF:

DATE:



Resident Survey Overview

FY 23



Connecting to our Strategic Equity Plan

With our FY 23 Survey, we aimed to:

Listen to our Community

- Complete FY23 Survey & highlight results received.
- Collaborate with RED team to create feedback loop among Residents, Property Management, and New Construction/Rehab of properties
- We will use specific instances of housing discrimination faced by our prospective and existing clients to identify trends in housing discrimination occurring in Lane County.

Create Pathways to Self-Sufficiency

- Collect and share information about resident owned businesses through internal and external newsletters, website and social media.
- Assess and set goals for internet & device access for health, employment, education or other self-sufficiency activities.
- Review access to community room internet and computers.

Tell the Human Story

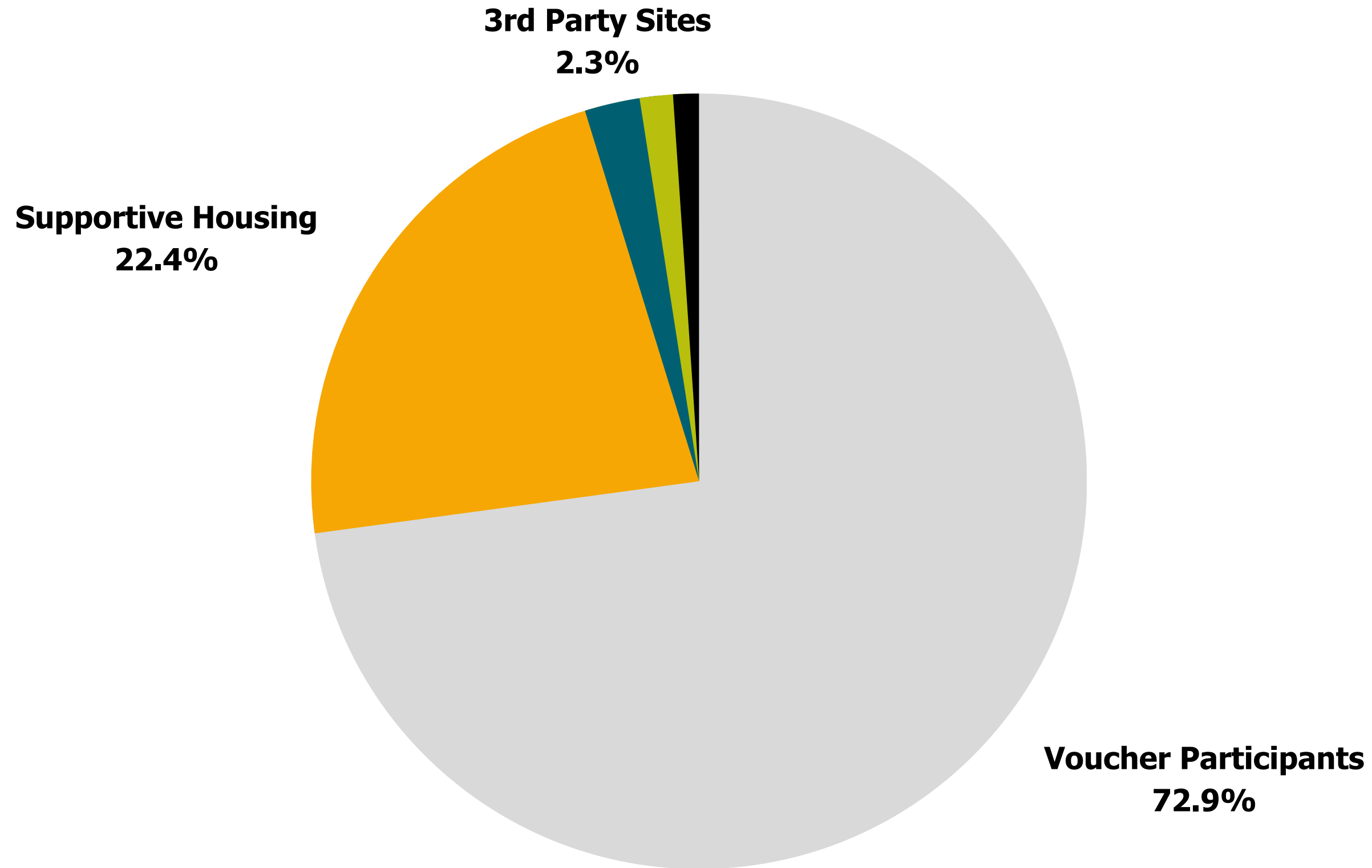
- Use FY23 survey to gather quotes from participants that can be shared internally and externally.
- Collect and share information about resident owned businesses through internal and external newsletters and social media.
- Celebrate resident initiated efforts for community building.

Lead & Grow Ethically

- Using cooling assessment and survey responses, build strategy to increase AC and DHP access in all apartments and community rooms.
- We will provide communication and programmatic enhancements to clients who don't speak/read English as their first language.
- Identify and document clients who don't have ability to utilize modern technology.



Participant Response by Program

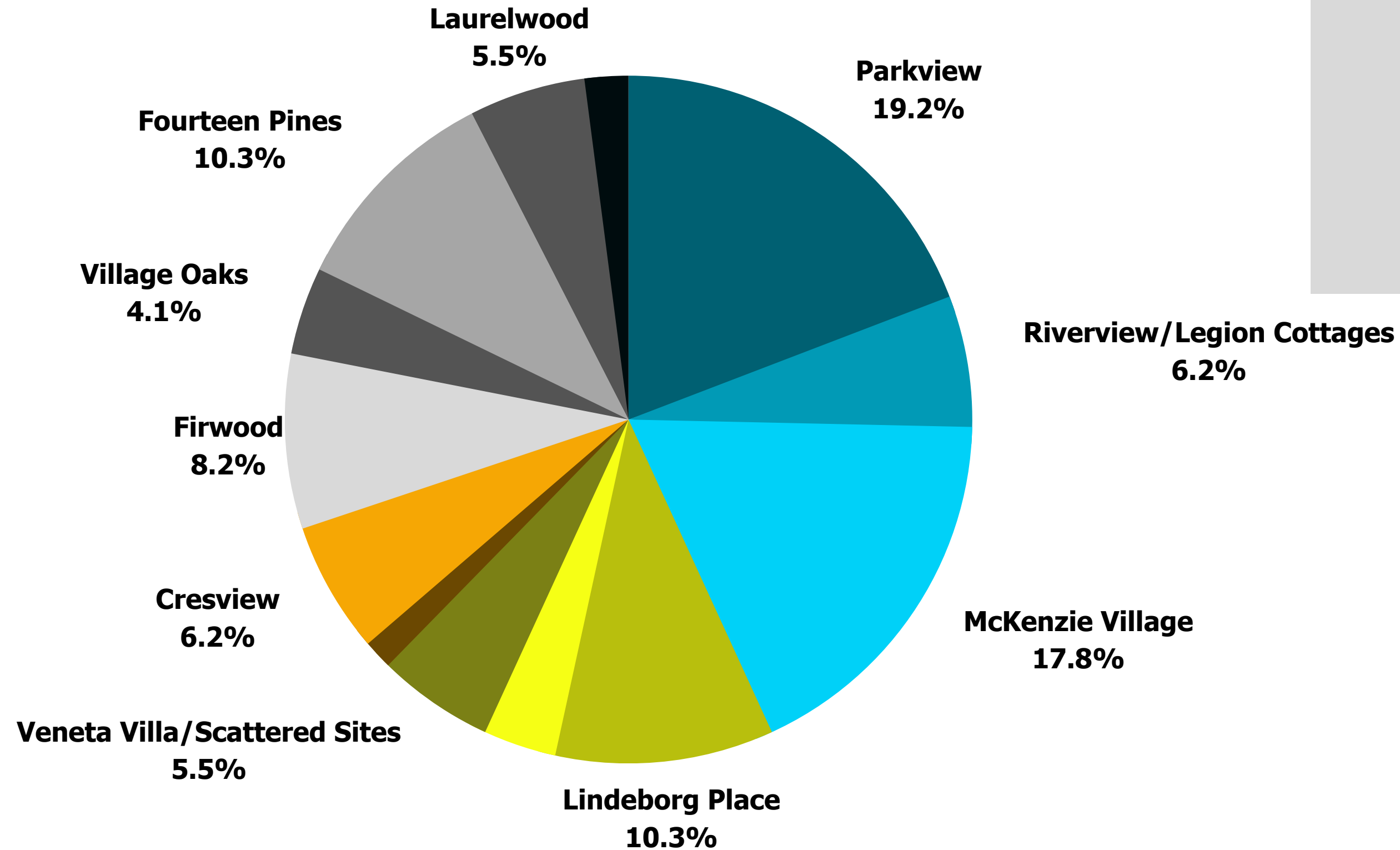


Responses by Program

- Voucher Participants 475
- Supportive Housing 146
- 3rd Party Sites 15
- Spanish 9
- PSH 7



Supportive Housing Response by Property



146
Responses
from Supportive
Housing Residents





How Safe do Supportive Housing Resident Feel in their Home?

- Very Safe
- Somewhat Safe
- Somewhat unsafe
- Very Unsafe
- Did Not Respond



Residents feeling "Very Safe" or "Somewhat Safe" fell from 80% in 2020 to 65% in 2023

Suggestions to enhance safety:
#1: Security Cameras
#2: Lighting Improvements
#3: Fences/Gates

Staff presence and lease enforcement were mentioned frequently in relation to safety.



Have you ever experienced or witnessed harassment or discrimination related to race, gender, disability or other protected classes in your community?

Only 36% of those that had experienced or witnessed harassment or discrimination knew what to do or who to contact.

■ Yes ■ No ■ Did not answer





Supportive Housing Resident Computer and Internet Access

Yes

Computer

No

None

Com...

Yes, but not a compu...

Wi-Fi Device

Data Device

Ot...

79%

have access to a device with some sort of internet connection

3.5%

have a computer, but no internet access



Do you own a business, or want to own a business?

Supportive Housing:

- I own Meticulous Cleaning. I would love to get some cleaning opportunities
- I am a seamstress and gardener and great organizer
- My kids started a candy company w/DAP.
- I am interested in having an online print on demand store
- Maybe I would like to sell crafts and plants.
- Yes! I am a Rep, contracted through the government. I help low income folks access ACP tablets.
- I would like to start my own business. I don't really know where to start but I do have some good ideas.
- Have done various jobs but artwork is the only one i have at times made money or barter with that is my own business -but I am just short of getting my contractors licence.
- Yes, I own InfinityxCreations a writing production studio and I am also an author.

Voucher Programs:

- I'm self employed as a independent contractor. As a booth rental in a salon
- I am a writer and have many books on Amazon.
- I am an independent contractor as a psychotherapist.
- I run and operate my own daycare for 18 years now.
- Starting my own business Applied to several grants and looking forward to becoming financially independent
- I would love to start my own business by opening a thrift shop in Creswell or Springfield Oregon.
- I want to open fix it shop. i fix broken things mostly computers
- I would like to run a bakery for wood fired breads.
- I bead and sell my wares. I don't make any money, but I am able to continue beading with the money I receive, i.e., I buy more beads.
- One day I would love to have a food truck
- I am interested in starting a Demolition company.

47

respondents said they own, or are interested in starting a business

Some respondents expressed concern of how owning a business would affect their housing:

"I have given up on working. The Housing Choice Voucher is the best thing that has ever happened to me. And I fear losing it."



What is something that seems to be working well in your program?

Sense of Community:

- Sense of community is great here
- I feel like part of this community
- Community & Social Events
- I enjoy the way my neighbors show respect and care for one another.
- This community works well with each other
- Friendly neighbors
- Resident council making an effort for group activities
- A strong sense of community
- Friendly faces making me feel welcome to the community and sharing updates
- Inclusion of all residents
- We all keep an eye on each other and check that everybody is okay
- There seems to be a lot of outreach and community gatherings
- Accommodating people with special needs
- Quiet neighborhood, friendly folks
- Our activities and opportunities to socially interact. I have some good neighbors.

Staff:

- You have all been really respectful, courteous, and helpful!
- Good Management
- Awesome maintenance!
- I've always been treated very kind and the staff is always helpful!
- We have a great maintenance person!
- I have been on the program for almost a year. So far no problems. And I received excellent service coming into the office.
- I am so grateful for the kind knowledgeable staff and the financial help to rent my home.
- I have received section 8 in other counties and states the program is not always administered as well.

Programs/Resources:

- Extra helpings food program
- Laundry room
- I like Resident Services available on the property every week
- Having a game day, snacks and socializing
- Good security
- I have greatly enjoyed (& am highly appreciative of) a particular day long class you invited me to participate in & a 2 week wkshp (RentWell)



Areas Voucher Participants said May Need Improving

Customer Service:

- Often times clients are held to a standard of completing paperwork & meeting specific deadlines but the workers & staff at Homes for Good aren't!
- Whenever I get ahold of Anybody from Homes for Good my messages always go to my manager. I have no privatize.
- I've been very frustrated with Homes For Good! It takes forever to get someone to call me back & then even longer to get something done!!!
- The office hours are just not sufficient for a full time worker, I would have to take time off my job in order to make it there before the 4pm closing time
- With rentals being snapped up quickly in Eugene/Springfield, I don't see how waiting two days to get a response from your office is useful for voucher holders, e.g., I looked at an apartment which didn't have it's own electric meter, it shared with another apt. and the bill was split. I didn't know if that was o.k. so I didn't know if I should even pursue it further.
- HFG needs to streamline the rental and move in process for section 8 participants... Landlords don't like waiting for HFG to delay inspections in order for someone to rent. They want immediate renters. HFG is dragging its feet and preventing S8 renters from being considered as tenants. I've already lost opportunities to rent just by telling them I'm on section 8. HFG needs to get all its employees back into the office; and hire a whole lot more people to assist in the S8 rental process... Hire more people and streamline the process now!
- You guys are a gift with helping financially with rent. Other than that it's like you don't exist. If I'm having a struggle or a problem with my housing, nobody's ever available with any remarks, comments or access to where I could get help. Dealing with the problem. Trying to move and navigating that whole situation is extremely confusing and there's nobody to help.
- I am very thankful for homes for good, but it's frustrating that different people there will tell me different information to the same question. It's a typical case of the right hand not knowing what the left hand is doing and it's very frustrating. The lady who oversees my case is very gruff and often ignores my emails and questions
- Please try to be kinder and more compassionate.



Areas Voucher Participants said May Need Improving

Programmatic:

- There was a way to relocate your housing without being homeless between homes. This would be most helpful.
- We need a cost of living increase in our vouchers due to outrageous rental increases that are not even close to standard
- Despite the fact that your service is very helpful, I am still struggling financially. As an SSI recipient and am living well below the poverty line. Inflation is killing me. SSI recipients have lost over three hundred dollars per month due to inflation.
- I think the payment standard needs to be more in alignment with the actual cost of rent. The only properties I am able to rent, are decrepit and run by slumlords that could care less about anyone's health or safety. How could they? They don't even care about the condition of their own property.
- With rentals being snapped up quickly in Eugene/Springfield, I don't see how waiting two days to get a response from your office is useful for voucher holders, e.g., I looked at an apartment which didn't have it's own electric meter, it shared with another apt. and the bill was split. I didn't know if that was o.k. so I didn't know if I should even pursue it further.
- HFG needs to streamline the rental and move in process for section 8 participants. You need to adjust your rental amounts to be equal to fair market rates now, not a year or two behind. Cut the red tape and make it easier for section 8 participants to compete for rentals...
- As a section 8 recipient I do not feel like the amount that is allowed to the different household sizes is appropriate to the times we are in. It is unrealistically low and makes it near impossible for families to find suitable housing. I feel this is a major flaw in the system and could use immediate attention. Secondly the time frame in which you are given to find a home in this inflated market is even more unrealistic. It is a great program, but it needs to stay current with the economic status of society.



Homes for Good Action Plan Based on Feedback

Accessibility:

- Staff will be increasing the availability of phone appointments by modelling after the in office appointment schedule, which will create consistent weekly appointments available throughout the entire day for any applicant or tenant.
- Responses to calls and emails will be transitioned from time/date to priority/urgency.
- Homes for Good is working on transitioning software and launching online portals to allow for greater remote access to report changes and more.
- Staff will develop and offer a new educational workshop on the recertification process for tenants.

Move In/Transfer Process:

- Responses to Request for Tenancy Approval (RTA) submissions will be transitioned from time/date to priority/urgency.
- With Homes for Good's Move to Work (MTW) status, we can now complete pre-inspections of units prior to a RTA being submitted. If the RTA is submitted but not yet approved, we can also pre-inspect the unit.
- With Homes for Good's MTW status, reasonable accommodation requests to increase the Payment Standard over 120% of Fair Market Rent can now be processed by staff instead of sent to HUD, allowing for a quicker response.
- The Landlord and Community Relations Specialist will increase the number of educational events for the Landlord Community.



Homes for Good Action Plan Based on Feedback

Safety:

- Capital improvement plans for sites have been updated to include security improvements for most sites in 2023-2024 to include cameras, lighting and access control improvements.
- Contracts with Security patrols have been expanded to allow for as needed security in response to resident concerns.
- Review and retraining on Lease Enforcement procedures to ensure timely follow up for any violations noted.
- Staff have completed training on Harassment/Discrimination response.

Community Involvement

- Resident Services is working on scheduling community activities farther in advance to allow for more outreach.
- Youth programming has been initiated at most family sites include summer lunch and kids club.
- Resident Services will use the feedback from your property to develop activities that residents are most interested in.

Accessibility:

- Homes for Good is working on transitioning software and launching resident portals to allow for greater remote access to services.
- An accessibility assessment was recently completed for our sites and we are working on making improvements to common area accessibility.
- Staff will be increasing the on-site hours in larger communities after we complete our software transition and signs are updated so site time is clear.

Cleanliness:

- Property Managers are working on following up on parking concerns noted using new policy.
- Staff are meeting with contracted cleaners to ensure work is done thoroughly in accordance with our contract.
- Maintenance has created a calendar of annual activities to ensure that items such as pressure washing and window cleaning happen on a regular basis.



Areas Supportive Housing Residents said May Need Improving

Safety:

- We have had a wonderful experience with HFG, except for feeling unsafe on the premises.
- I was very concerned with the repeated break-ins, theft and vandalism in our basement community room, but thankfully security cameras have been installed so that should put a halt to these issues.
- The rules need to be enforced
- Safety at night is an issue but I have seen security around more often lately so that is good.

Community Involvement:

- Community gathering opportunities
- More participation in social events
- The rules need to be enforced
- More activities and accountability for kids
- Follow through on items discussed in resident meetings (like pressure washing, gutter cleaning etc.)

Accessibility

- I'd like to bring my rent check and paperwork to the office on the property instead of mailing or bringing it to the downtown office.
- ADA ramps and walkways not so steep.
- Manager should be available on-site.
- Communications in both English/Spanish

Cleanliness

- I wish people could get rid of their non-working cars from the street and drive ways.
- We need more pride in our living space it is dirty the elevators are never cleaned
- Parking rule enforcement
- Our place is a pig sty most of the time wish you and tenants had more pride In this places needs to be cleaned more.



Resident Accomplishments they Wanted to Share!

"I am proud to say I have learned how to garden & grow produce of my own!"

"Staying sober-keeping up with hoops to jump through like food stamps and your paperwork."

"Nos hicimos ciudadanos mi esposa y yo."
(My wife and I became citizens.)

"Well I just had a new baby and am now not homeless for a year now."

"Landing meaningful work because my stress levels went down. The opportunity to learn to bond with neighbors in a more peaceful way."

"Starting my business and getting my official LLC and bringing up my credit score successfully."

"Overall I just feel that I safely could transition as a transgender person living here. The people seem very accepting, especially when there is so much scary stuff going on right now across the country."

"I smoke cigarettes less than I used to."



Resident Accomplishments they Wanted to Share!

"I'm back to work in medical field and planning on going back to school for my CNA and LPN"

"I finally found grief support groups after my wife passed away."

"I have managed to take better control of my health and arthritis problems because I have the ability to make it to my doctor's appointments."

"My garden is my greatest joy and my neighbors love it that I share my vegetables with them"

"I have maintained stability where I didn't have any before".

"I have felt very welcome by all staff members I have encountered. I have never once felt judged or like I was less of a valuable human being for being in need of assistance."



"After living homeless for 8 years and 2 months, with my own home being lost to economic hardship, I appreciate Homes For Good. They were there when I needed them."

“I am senior and disabled with a lot of health problems. If I was homeless, I would not survive on the streets for very long, I feel very lucky to have my apartment and to be housed. Thank you for your work to house the vulnerable population.”



"As a single mother of two special needs children, the assistance I have received from Homes for Good has allowed me to provide the care my children need while continuing to progress with my self-sufficiency goals. I just received my BSW last month, and have been accepted into the MSW program starting in August."



Something Residents Wanted to Share with Staff, Board & Community

"Mostly just want to say thank you so much. Before I got into Homes for Good, life was unbearable. I was evicted from my apartments in 2017 and was homeless(ish) and floating, and then staying with people that did their best to let me know that my kids and I were not welcome, just tolerated. Being in a place has been so healing. Life got pretty dark and I thought about suicide alot. Housing is everything. Housing is healing. Housing is suicide prevention. I am so grateful for Homes for Good. I can't express it enough."



BOARD OF COMMISSIONERS AGENDA ITEM

BOARD MEETING DATE: 01/24/2024

AGENDA TITLE: The 6 Month Progress Report on the Strategic Equity Plan

DEPARTMENT: Executive

CONTACT : Jasmine Leary Mixon

EXT: 2501

PRESENTER: Equity Strategy Team

EXT:

ESTIMATED TIME : 40 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 "JL Mixon", is written over a horizontal line.

DATE: 01.17.2024

LEGAL STAFF :

DATE:

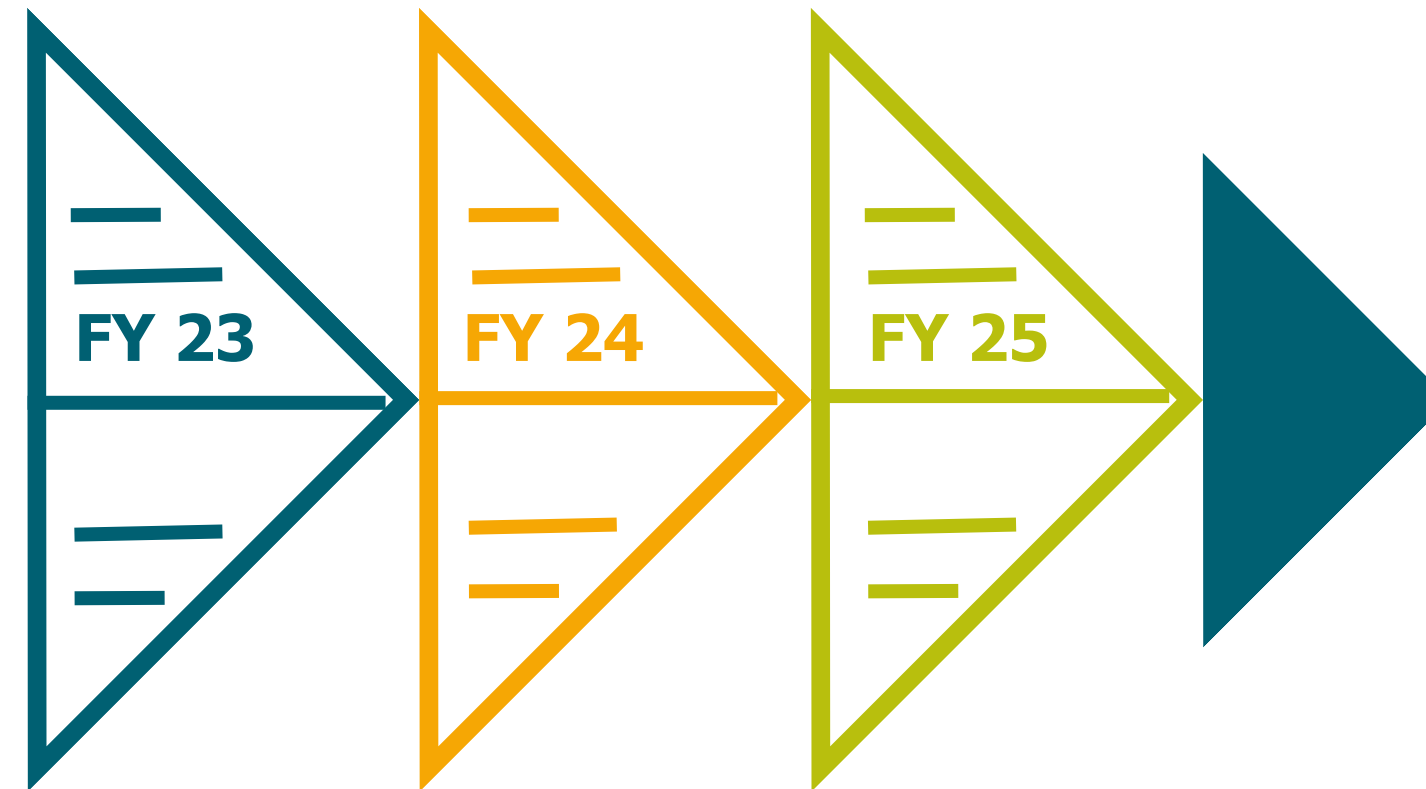
MANAGEMENT STAFF:

DATE:



STRATEGIC EQUITY PLAN

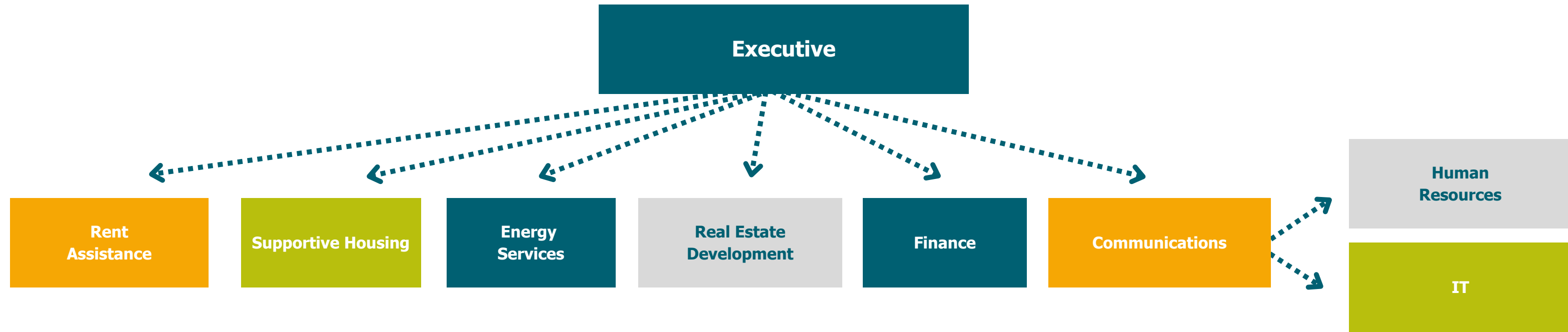
JULY 2023 – JUNE 2024



- 1) Listen to Our Community
- 2) Tell the Human Story
- 3) Create Pathways to Self-Sufficiency
- 4) Lead and Grow Ethically

Homes. People. Partnerships. Good.

Homes for Good's Organizational Chart



Rent Assistance

Includes Housing Specialists, Office Assistants, Intake, and Housing Inspectors. This team focuses on administering Section 8 Rental Assistance Programs, the lobby and customer experience, and Agency Housing Intake

Supportive Housing

Includes Property Management, Maintenance, Family Self Sufficiency Coordinators, and Resident Services staff. This team manages the Public Housing portfolio as well as provides services to residents living in Homes for Good Housing.

Energy Services

Includes Energy Auditors and Administrative staff responsible for running a Department of Energy Weatherization Program, as well as a Heat Crisis program.

Real Estate Development

Includes Developers, Asset Managers, and a Capital Projects team. This team is responsible for developing new Affordable Housing, managing relationships with outside property managers who manage the Affordable Housing the Agency has built, and coordinating Capital Projects for the Public Housing portfolio.

Finance

Responsible for managing the finances and accounts of Homes for Good.

Communications











Focuses on outreach and communications efforts to educate and inform residents, partners, and the public about Homes for Good programs.

Human Resources

Responsible for employee relations and talent management within the organization.

IT

Manages Information and Technology at Homes for Good Office locations and sites.

<p>Drive Change utilizing CultureAmp engagement survey results</p> <p> Human Resources Department</p>	<p>BM</p>	<p>Mar 31, 2024</p>	<p>33%</p>
<p>CultureAmp Engagement Communications Plan</p> <p> Human Resources Department</p>	<p>BM</p>	<p>Dec 31, 2023</p>	<p>0%</p>
<p>Expand Internship Programming</p> <p> Human Resources Department</p>	<p>BM</p>	<p>Jun 30, 2024</p>	<p>25%</p>
<p>Hiring Process Project</p> <p> Human Resources Department</p>	<p>BM</p>	<p>Dec 31, 2023</p>	<p>89%</p>
<p>Job Opportunity Accessibility</p> <p> Human Resources Department</p>	<p>BM</p>	<p>Mar 30, 2024</p>	<p>59%</p>
<p>New Hire Onboarding - Reboot & Refresh</p> <p> Human Resources Department</p>	<p>BM</p>	<p>Jun 30, 2024</p>	<p>45%</p>
<p>Learning & Development</p> <p> Human Resources Department</p>	<p>BM</p>	<p>Jun 30, 2024</p>	<p>0%</p>
<p>Holistic Wellness Program</p> <p> Human Resources Department</p>	<p>BM</p>	<p>Jun 30, 2024</p>	<p>4%</p>
<p>Participant Reasonable Accommodation Accessibility</p> <p> Human Resources Department</p>	<p>BM</p>	<p>Jun 30, 2024</p>	<p>100%</p>
<p>Secondary - Support Other Division Tactics - Lead & Grow Ethically</p> <p> Human Resources Department</p>	<p>BM</p>	<p>Dec 31, 2023</p>	<p>35%</p>

Hiring Process Project

The hiring process project will enhance Homes for Good's hiring program, train hiring managers and staff on hiring compliance, best practice and how to address implicit bias in the hiring process.

Details

- Department
- December 31, 2023
- Medium Priority
- Everyone

Status

In progress

Owners

BM

Bailey McEuen
Human Resources Director

Key Results

89% Complete

Focus group work with hiring managers have been executed and data has been collected.



Written program is complete.



Hiring managers have received training on the plan, hiring compliance & best practice



Agency all training on plan, hiring compliance and best practice has been completed.



Survey data has been collected and reviewed from candidates who were invited to interview.



Participant Reasonable Accommodation Accessibility

Measures have been put in place to increase efficiency in RA processing, reduce barriers to accommodation approval and education materials have been created for participants seeking reasonable accommodations.

Details

- Department
- June 30, 2024
- Medium Priority
- Everyone

Status

Accomplished ▾

Owners

BM

Bailey McEuen

Human Resources Director

Key Results

100% Complete

Intake of SH RAs route through PMs for approval of simple requests.



RA forms are updated using HUD recommended formatting




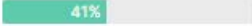





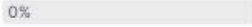

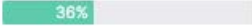



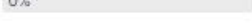

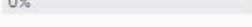



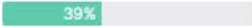




RA education materials have been created for participants and applicants



Staff have been trained in Homes for Good's RA process and philosophy



SUPPORTIVE HOUSING

Expand Current Programs & Resources  Supportive Housing Department	WA	Sep 30, 2023	 41%	>
Using Feedback and Storytelling Through Lived Experience  Supportive Housing Department	WA	Dec 31, 2023	 50%	>
Staff Engagement & Cross Division Support  Supportive Housing Department	WA	Sep 30, 2023	 69%	>
Basic Needs - Environmental Safety, Transportation, Internet Access, & Food Security  Supportive Housing Department	WA	Jun 30, 2024	 0%	>
Maximize Accessibility of Programs & Services  Supportive Housing Department	WA	Sep 30, 2023	 36%	>
Research Viability of Programmatic Changes  Supportive Housing Department	WA	Jun 30, 2024	 0%	>
Secondary - Support Other Division Tactics - Lead & Grow Ethically  Supportive Housing Department	WA	Jun 30, 2024	 0%	>
Secondary - Support Other Division Tactics - Listen to Our Communities  Supportive Housing Department	WA	Jun 30, 2024	 0%	>
Increase Staff and Resident Tools to Combat Discrimination & Harassment in Our Communities  Supportive Housing Department	WA	Dec 31, 2023	 43%	>
Optimize Resident Communication & Resource Sharing  Supportive Housing Department	WA	Dec 31, 2023	 39%	>
FSS & S8HO Program Improvements  Supportive Housing Department	WA	Dec 31, 2023	 6%	>
Increase Environmental Safety & Resiliency  Supportive Housing Department	WA	Dec 31, 2023	 43%	>

Secondary - Support Other Division Tactics - Listen to Our Communities

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Details

- Department
- June 30, 2024
- Medium Priority
- Everyone

Status

In progress

Owners

WA

Wakan Alferes

Supervising Housing Director

Key Results

0% Complete

Communications - Collaborate with and support the communications team to communicate software changes for Yardi voyager that are public facing



RED - Collaborate with and support the RED team to publish an accessibility report based on the survey conducted to make it easier for people who need accessible units to get them



RED - Collaborate with and support the RED team to create shared vision for properties to include a three way MOU and two combined trainings or community events



RED - Collaborate with and support the RED in creating processes for responding to instances of discrimination at properties we own and manage. This will include a crisis team that will bring community partners to address and manage situations to find solutions



RED - Collaborate with and support the RED to develop processes with third party management companies and Homes for Good RS to allow ongoing feedback between residents, Homes for Good staff and property managers



Staff Engagement & Cross Division Support

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Details

- Department
- September 30, 2023
- Medium Priority
- Everyone

Status

In progress

Owners

WA

Wakan Alferes

Supportive Housing Director

Key Results

68% Complete

Publish a quarterly event calendar to enable Homes for Good staff, third party PM staff, and Board members to participate in participant-facing events.



Develop a plan to create staff volunteer opportunities at extra helping and senior grocery events, Community Night Out and annual Spring/Fall Spruce Up events.



Collaborate with and support the communications team to communicate software changes for Yardi Voyager that are public facing.



Collaborate with and support the RED team to create shared vision for properties to include a three way MOU and two combined trainings or community events.



Using Feedback and Storytelling Through Lived Experience

Details

-  Department
-  December 31, 2023
-  Medium Priority
-  Everyone

Status

in progress

Owners

WA

Wakan Alferes

Supportive Housing Director

Key Results

50% Complete

Create and complete a participant survey that creates an opportunity for participants to provide quotes with permission to use them for internal and external communications.



Work with the Communications team to collect and highlight FSS graduations and resident success stories through internal and external newsletters, the website, and social media.



Collect and share information about resident owned businesses through internal and external newsletters and social media.



Create a plan to encourage and celebrate resident efforts for community building like community gardens and celebrations.



Utilize resident survey as an avenue for feedback on transportation needs, technology needs, small business tracking and general accessibility barriers.



Collaborate with and support the RED to develop processes with third party management companies and Homes for Good RS to allow ongoing feedback between residents, Homes for Good staff and property managers.

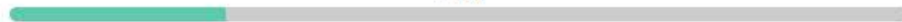


FINANCE

Finance Department

24%

3 goals



Process Optimization

Finance Department

BM EL

Jun 30, 2024

42%



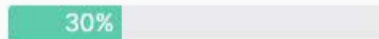
Implement Moss Adams Recommendations

Finance Department

BM EL

Jun 30, 2024

30%



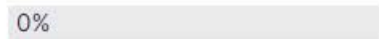
Secondary - Support Other Division Tactics - Lead & Grow Ethically

Finance Department

BM EL

Jun 30, 2024

0%



Process Optimization

Details

- Department
- June 30, 2024
- Medium Priority
- Everyone

Status

In progress



Owners

BM

Brandy McPherson
Finance Manager

EL

Eileen Lahey
Finance Director

Key Results

42% Complete

Work with utilities to convert to paperless billing



Develop plan to expand service delivery to residents, LL's and applicants through Yardi features.



Portal rollout RentCafe to Residents.



Develop charts and budgets that can inform decision making.



Designate expert area for reports in Yardi



Draft FY24 budgets.



Implement Moss Adams Recommendations

Details

- Department
- June 30, 2024
- Medium Priority
- Everyone

Status

In progress

Owners

BM

Brandy McPherson
Finance Manager

EL

Eileen Lahey
Finance Director

Key Results

30% Complete

Designate dedicated Accounts Payable person



Determine roles and responsibilities.



Determine Treasury manager.



Establish a calendar and deadlines for monthly tasks, include month-end expectations, drawdowns, payroll, and required filings, etc.



Long-Term Reporting: Create reports and establish regular cadence of distribution.



Identify career and professional training opportunities for each member of the Finance Department.



Create a targeted Chart of Accounts for each manager who approves, codes invoices, which restricts accounts that should be used and replaces any outdated lists managers are currently using.



Update all policies and procedures.



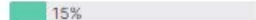
RENT ASSISTANCE

**Seek Feedback**

Rent Assistance Department

B

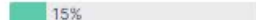
Mar 31, 2024

**Local Preference Partnership Optimization**

Rent Assistance Department

B

Jun 30, 2024

**Process Improvements**

Rent Assistance Department

B

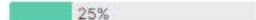
Jun 30, 2024

**Advancing Access**

Rent Assistance Department

B

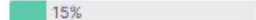
Jun 30, 2024

**Further Landlord Education & Relationships**

Rent Assistance Department

B

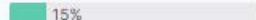
Jun 30, 2024

**Highlight Success Stories**

Rent Assistance Department

B

Jun 30, 2024

**Participant Education**

Rent Assistance Department

B

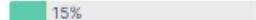
Jun 30, 2024

**Optimize Move to Work (MTW) Designation**

Rent Assistance Department

B

Jun 30, 2024

**Secondary - Support Other Division Tactics - Listen to Our Communities**

Rent Assistance Department

B

Jun 30, 2024





Further Landlord Education & Relationships



Details

- Department
- June 30, 2024
- Medium Priority
- Everyone

Status

In progress



Owners

Beth
Rent Assistance Director

Key Results

15% Complete

The number of educational events for the LL community has been increased.



An avenue for celebrating partnering landlords has been created.





Local Preference Partnership Optimization



Details

- Department
- June 30, 2024
- Medium Priority
- Everyone

Status

In progress



Owners

Beth
Rent Assistance Director

Key Results

15% Complete

Education has been delivered on local preferences to increase cross-cultural communication, foster understanding of why we value LPs and promote inclusivity.



Metrics have been identified to define LP partners who meet the goals of the preference. Report of metrics and adjustment to partnerships in relation to metrics have been executed.



Secondary - Support Other Division Tactics - Listen to Our Communities



Details

- Department
- June 30, 2024
- Medium Priority
- Everyone

Status

In progress

Owners

B **Beth**
Rent Assistance Director

Key Results

0% Complete

Communications - public facing software changes for Yardi Voyager have been communicated



Communications - effects of being an MTW agency have been communicated



RED - A comprehensive list of non-profit partners has been developed to further engagement with culturally specific organizations with a goal to assess how best we can serve the expectations for OHCS funding applications and clients of culturally specific organizations who need housing.



RED - An accessibility report is published based on the survey conducted to make it easier for people who need accessible units to get them



RED - A process for responding to instances of discrimination at properties we own and manage has been created. The process will include a crisis team that will bring community partners to address and manage situations to find solutions



EXECUTIVE

Executive

26%

6 goals



Internal Resource Sharing

Executive

JF JL

Dec 31, 2023

12%



Event Planning with Intention

Executive



Jun 30, 2024

50%



Meaningful Outreach

Executive

JF

Jun 30, 2024

64%



Carbon Footprint Reduction

Executive

JF E

Jun 30, 2024

0%



Optimize Language Access

Executive

JF B

Jun 30, 2024

7%



Responsible Purchasing & Procurement

Executive

JF JS JL

Jun 30, 2024

25%





Meaningful Outreach



Details

- Department
- June 30, 2024
- Medium Priority
- Everyone

Status

Accomplished

Owners

Jacob Fox
Executive Director

Ela
Communications Director

Key Results

64% Complete

Meet 2x annually with OU and LCC to build existing relationships for internships and LCC pathways



Create outreach plan to HCV participants for future board member recruitment



Optimize Language Access



Details

- Department
- June 30, 2024
- Medium Priority
- Everyone

Status

In progress

Owners

JF

Jacob Fox

Executive Director

B

Beth

Rent Assistance Director

WA

Wakan Alferes

Supportive Housing
Director

BM

Bailey McEuen

Human Resources
Director

Key Results

7% Complete

Documents have been translated to Spanish



0

100

0 %

LAP has been reviewed and approved by executive leadership team



0

100

0 %

Customer service level Spanish training has been created and implemented



0

100

20 %