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HOMES FOR GOOD BOARD OF COMMISSIONERS MEETING
Wednesday, September 30th, 2026

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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

Teams

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

Wednesday, September 30th, 2026, at 1:30pm

The September 30th, 2026, 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.

Teams Meeting:

Join Meeting: Link
Meeting ID: 282 091 185 118 3
Passcode: 8wr7Zk29

Dial-In: +1 689-206-0388,,817935186#
Phone Conference ID: 817 935 186#

Guide to Using Teams: Link

1. **PUBLIC COMMENTS**

   Maximum time 30 minutes: Speakers will be taken in the order in which they sign up and will be limited to 3-minutes per public comments. If the number wishing to testify exceeds 10 speakers, then additional speakers may be allowed if the chair determines that time permits or may be taken at a later time.

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

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

3. **ADJUSTMENTS TO THE AGENDA**

4. **COMMISSIONERS' BUSINESS**
   A. Advocacy Ad Hoc Committee

5. **EMERGENCY BUSINESS**

6. **EXECUTIVE SESSION**

7. **ADMINISTRATION**

   A. Executive Director Report

8. **CONSENT AGENDA**
   A. Approval of 07/29/2026 Board Meeting Minutes
   B. Approval of 08/26/2026 Board Meeting Minutes

9. **ORDER 26-30-09-01H**

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

10. **PRESENTATION**

    Housing Preservation Presentation
    (Wakan Alferes, Supportive Housing Director & Audrey Banks, Real Estate Development Director) (Estimated 15 minutes)

11. **ORDER 26-30-09-02H**

    In the Matter of Authorizing the Executive Director or Designee to Apply for Assistance from Oregon Housing & Community Services for Preservation Work at Jacobs Lane & Laurel Gardens
    (Audrey Banks, Real Estate Development Director & Victoria Smithweiland, Asset Manager) (Estimated 15 minutes)

12. ORDER 26-30-09-03H

In the Matter of the Withdrawal from Roosevelt Crossing Limited Partnership
(Jacob Fox, Executive Director) (Estimated 15 minutes)

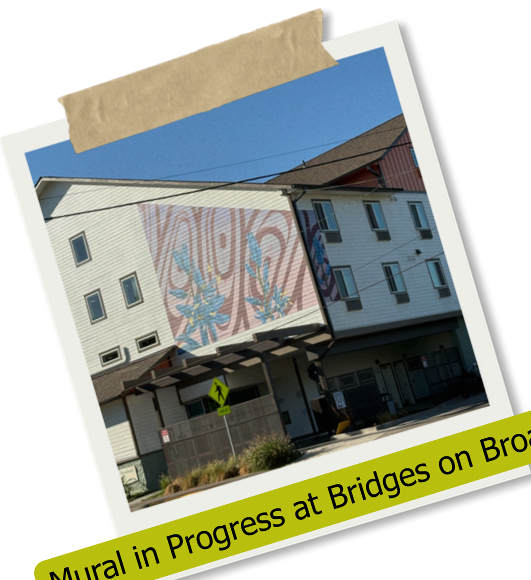
13. OTHER BUSINESS

Adjourn.

EXECUTIVE DIRECTOR REPORT

SEPTEMBER 2026

We wanted to provide an update on the Riverfront Urban Renewal Parcel 2 affordable apartment community development effort and begin socializing the Board to a potential affordable development project on nearby Parcel 4. Parcel 2 is established on Oregon Centralized Application waiting list for a 4% Low Income Housing Tax Credit (LIHTC) allocation and Local Innovation and Fast Track (LIFT) gap funding. We have expended all the funds from the Riverfront URA pre-development loan and in order to progress the project to shovel ready status we need additional pre-development loan funds of approximately $1mm. We requested additional pre-dev loan funds from the City of Eugene (CoE) and for technical reasons loaning us additional funds from the Riverfront URA is challenging. There are also pre-dev loan funds available from Oregon Housing and Community Services, so we are planning to apply for these funds to continue the pre-dev work on Parcel 2. Parcel 4 is another possible site to develop affordable housing on and it is located directly adjacent to City Hall. The site is smaller than Parcel 2 and current financial and site planning indicates that the project would be 29 units funded with 4% LIHTC, LIFT and debt. Atkins Dame owns Parcel 4 and are proposing a similar partnership structure to Parcel 2 with the primary differences being that the CoE owns Parcel 2 and Parcel 4 would deliver significantly less units. We have received a draft Memorandum of Understanding (MOU) from Atkins Dame that outlines details of the potential partnership.We plan to provide more details to the Board at the October Finance Committee meeting and/or at the October regular Board meeting with a go/no go on executing an MOU decision projected for December 2026 or January 2027.



Mural in Progress at Bridges on Broadway

I wanted to provide an update on some key recruitments that I've been involved in over the past month.First, we are engaged in first round of interviews for the Energy Services Department Director position and we have a promising pool of candidates. Second, as the former chair of the Peace Health Sacred Heart Community Health Board I was asked to participate in the recruitment process for the new Chief Executive (CE) of the Oregon Network including interviewing the top three candidates. There has been renewed and positive engagement from the Peace Health System Leadership based in Vancouver, WA with the Oregon Network, not the least of which included the recent Emergency Department contract negotiations/decision.I'm encouraged by the new level of engagement from System Leadership and am optimistic about community leaders being involved in the recruitment for a new CE.

Mural in Progress at Bridges on Broadway

It's almost time to kick off the annual Executive Director performance evaluation process. It will begin in October, with the 360-degree survey again gathering feedback from both internal and external partners. Bailey and Larissa convened an ad hoc committee including Michelle, Justin and Joel to review the process and identify opportunities to strengthen it.As a result, the process will begin slightly earlier this year to allow adequate time for any necessary extensions and for a thorough analysis and reporting of the results. The survey will also include new questions focused on financial sustainability & stewardship and board relationship management, with the latter presented only to Board members. The existing question addressing emergency and crisis response is being revised to focus on organizational preparedness and the Agency's readiness to maintain essential services during an emergency. Board members and other selected participants can expect to receive the survey in mid-October.

MINUTES

Homes for Good Housing Agency

BOARD OF COMMISSIONERS

Wednesday, July 29th, 2026, at 1:30 p.m.

Homes for Good conducted the July 29th, 2026, 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:
Justin Sandoval

Pat Farr

Kirk Strohman

Chloe Chapman

Destinee Thompson

Joel Iboa *[delayed arrival]*

Board Members Absent:
Heather Buch

Michelle Thurston

Larissa Ennis

Quorum Met

1. **PUBLIC COMMENT**
   None

2. **COMMISSIONERS' RESPONSE TO PUBLIC COMMENTS AND/OR OTHER ISSUES AND REMONSTRANCE**
   None

3. **ADJUSTMENTS TO THE AGENDA**
   None

4. **COMMISSIONERS' BUSINESS**
   None

5. **EMERGENCY BUSINESS**
   None

6. **EXECUTIVE SESSION**
   None

7. **ADMINISTRATION**

   A. Quarterly Employee Excellence Awards

   Property Manager, Travis Baker presented the Quarterly Employee Excellence Award to Site Maintenance Specialist, Manny Anaya

   Rent Assistance Program Manager, Christi Champ presented the Quarterly Employee Excellence Award to Housing Specialist, Melissa Hartman

   B. Executive Director Report

   Jacob Fox discussed ongoing budget challenges for the Agency. The budget process timeline for FY27 is 3-4 weeks ahead of where it was in the previous budget cycle. Some of the possible solutions to mitigate funding shortages including FTE reductions or leaving vacant positions unfilled.

   Housing Authorities of Oregon (HAO) are engaged in two advocacy efforts. One is the Oregon Centralized Application (ORCA) system – which is the new application process for organizations to get in line for funding of proposed developments and is managed by Oregon Housing & Community Services (OHCS). The first area of advocacy included having a single relationship manager for all Oregon housing authorities to streamline the process and lessen the risk of duplicative administrative tasks for housing authorities during the application process. This request has been achieved. The second advocacy touchpoint is the ORCA system itself and refining the qualifying factors to get in the application queue – currently there are 92 projects "in line" but not all of them, if funded would be ready to move forward. Even with these development delays the Real Estate Development team is focused on other projects such as converting the public housing portfolio to a project-based subsidy portfolio, and there is a possibility of selling some properties.

Jacob Fox is the new Chair of the HARRP/AHRP board. This position will create opportunities for member advocacy including better rates and rebates in partnership with the new CEO.

Discussion Themes

- Support for Jacob's new role as HARRP/AHRP Chair position to increase advocacy efforts.

8. CONSENT AGENDA

A. Approval of 06/24/2026 Board Meeting Minutes

Vote Tabulations
Motion: **Chloe Chapman**
Second: **Kirk Strohman**
Discussion: *None*

Ayes: **Kirk Strohman, Chloe Chapman, Pat Farr , Destinee Thompson, Justin Sandoval**
Abstain: *None*
Excused: **Heather Buch, Michelle Thurston, Larissa Ennis, Joel Iboa**

The 07/29/2026 Consent Agenda was approved [5/0/4]

9. PRESENTATION: Doeren Mayhew Agency Audit Exit Review

Doeren Mayhew, Laura Anne Pray Presenting

Overview

Doeren Mayhew (formally Berman Hopkins) conducted the Homes for Good audit. The audit covered financial activities from October 2024 – September 2025 (FY25).

The key findings were as follows:

- Six (6) file deficiencies in the Moving to Work Eligibility Process
- Eight (8) file deficiencies in the Housing Choice Voucher Eligibility Process
- One (1) grant drawdown out of compliance with HUD timeline

[see report titled: Homes for Good Housing Agency FY25 Audit Report]

Discussion Themes

- Follow up on detailed restricted cash changes
- Potential causes for ongoing improvements in ratios
- Benchmark comparison with other similar Public Housing Authorities
- Ongoing process improvements and flexibility with changes

No action needed.

10. ORDER 26-29-07-01H: In the Matter of Approving the FY25 Audit Corrective Action Plan

Finance Director, Janeal Kohler Presenting

Overview

Doeren Mayhew (formally Berman Hopkins) conducted the Homes for Good FY25 audit. Homes for Good is required to submit a Plan of Action to HUD which is the methods or strategies the Agency will engage to mitigate audit findings in the future.

Training and new quality control process were implemented last year for document gathering, but some of the files audited were created prior to this change.

Discussion Themes

None

Vote Tabulations

Motion: **Kirk Strohman**
Second: **Pat Farr**
Discussion: *None*

Ayes: **Kirk Strohman, Chloe Chapman, Pat Farr , Destinee Thompson, Justin Sandoval, Joel Iboa**
Abstain: *None*
Excused: **Heather Buch, Michelle Thurston, Larissa Ennis**

The 26-29-07-01H Consent Agenda was approved [6/0/3]

11. ORDER 26-29-07-02H: In the Matter of Approving the Financing & Development of The Coleman Located at NW Corner of Hwy 99 & Roosevelt Blvd in Eugene, Oregon

Project Development Manager, Justin Ross Presenting

Overview

The Coleman was the first development Homes for Good had on the ORCA funding waitlist. Financial closing is intended October 2026. A majority of the funding for The Coleman will be LIFT funding and various funding sources have been secured for gap funding such as:

- Loans from Summit Bank
- GEQ carbon rebate
- EWEB incentives
- Sponsors
- Trillium

For the design of the property, multiple listening sessions were held to incorporate accessibility and trauma informed approaches in partnership with BDA architecture.

[see presentation titled: The Coleman Financing]

Discussion Themes

- Appreciation and importance of the development and collaborative efforts of The Coleman

Vote Tabulations

Motion: **Pat Farr**
Second: **Justin Sandoval**
Discussion: *None*

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

The 26-29-07-02H Consent Agenda was approved [5/1/3]

12. OTHER BUSINESS

None

Meeting adjourned at 2:53 p.m.

Minutes Taken By: *Jasmine Leary Mixon*

MINUTES

Homes for Good Housing Agency

BOARD OF COMMISSIONERS

Wednesday, August 26th, 2026 at 1:30 p.m.

Homes for Good conducted the August 26th, 2026 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

Pat Farr

Chloe Chapman

Larissa Ennis

Destinee Thompson

Board Members Absent:
Justin Sandoval

Kirk Strohman

Joel Iboa

Quorum Met

1. **PUBLIC COMMENT**
   None

2. **COMMISSIONERS' RESPONSE TO PUBLIC COMMENTS AND/OR OTHER ISSUES AND REMONSTRANCE**
   - **Pat Farr** commended Supportive Housing Director, Wakan Alferes in her engagement with the Poverty and Homelessness Board

3. **ADJUSTMENTS TO THE AGENDA**
   - Move Consent Agenda: Approval of 07.29.2026 Minutes to next month's agenda. Three commissioners were unable to attend last month's meeting and would recuse themselves from the approval. This would result in a quorum not being met.

4. **COMMISSIONERS' BUSINESS**
   [**Heather Buch**] Commissioner Buch received inquiries from concerned community members that would be impacted by the sunsetting of the Emergency Housing Voucher (EHV). Rent Assistance Director, Aleksa Bruns has provided an update on numbers and historical context discussed in previous board meetings.

   Homes for Good administers 142 households with EHV with an additional 8 households transferred from other jurisdictions. Those The "ported in" households have vouchers administered by other organizations Homes for Good only bills for their services, but does not administer the voucher

   Impacted residents were sent letters with the programmatic changes and that they would be added to the Housing Choie Voucher waiting list with preferential priority with the first round of conversions. Projections show that there is a sufficient amount of funding to convert all 142 households. If there are any changes the board and residents would be kept appraised.
   - Discussion:
     - Projections show that there is sufficient amount of funding to convert all households.
     - Asked Lane County to see if there was Rent Assistance to help
     - Through HAO lobbyist reached out to Lane County and Governor to determine if the LTRA program criteria could be modified

5. **EMERGENCY BUSINESS**
   None

6. **EXECUTIVE SESSION**
   None

7. **ADMINISTRATION**
   None

8. **CONSENT AGENDA**
   A. Approval of 07/29/2026 Board Meeting Minutes

The 08/26/2026 Consent Agenda was postponed to next month

9. ORDER 26-26-08-01H: In the Matter of Approving the FY27 Budget

Finance Director, Janeal Kohler Presenting

Overview

The budget process is a multi-month project led by the Finance Department with input and collaboration from Homes for Good Leadership. The budget document does highlight each individual budget to delineate the fungibility (or lack thereof) of funds. A change for this year's budget document is there is a comparison of not only budget to actuals, but a comparison to the approved FY26 budget to the proposed FY27 budget.

It is standard to have lean budgets as all funds are typically used in their entirety by programs. Proration is the percentage rate that HUD will give Homes for Good to supplement the cost for administrating Supportive Housing and Rent Assistance programs. The proration methodology does not capture inflation and does not reimburse at a 100% rate of the administrative cost. The largest challenge in Real Estate Development is the request for owner contribution funds from third party managed properties. Nationwide third party managed properties are struggling due to the costs and vacancy rates. While historically the Agency has been able to depend heavily on developer fees to supplement any funding shortages, with the new Oregon Centralized Application (ORCA) process, continuing to build a source of unrestricted funds that can support other programs will slow significantly.

Cost-saving measures (with minimal client impact) include restructuring positions, leaving non-essential positions vacant and benefit cost-sharing.

Discussion Themes

- Roll-up to demonstrate total financial health
- Appreciation for the presentation of the budget and Leadership intentionality
- ORCA process and changes to how the Agency approaches developments in the future

Vote Tabulations

Motion: **Chloe Chapman**
Second: **Michelle Thurston**
Discussion: *None*

Ayes: **Heather Buch, Michelle Thurston, Chloe Chapman, Larissa Ennis, Pat Farr, Destinee Thompson**
Abstain: *None*
Excused: **Justin Sandoval, Kirk Strohman, Joel Iboa**

ORDER 26-26-08-01H was approved [6/0/3]

10. ORDER 26-26-08-02H: In the Matter of Approving the FY27 Public Housing Operating Budget

Supportive Housing Director, Wakan Alferes Presenting

Overview

HUD requires that the budget for Public Housing individually be approved by the board. The roll-up of the Public Housing budget balances – with the use of approximately $100,000 in Public Housing reserves to supplement. For $100k Public Housing reserve, funds are fungible across Public Housing apartment communities.

Discussion Themes

- Future presentation with an update on Permanent Supportive Housing properties

Vote Tabulations

Motion: **Destinee Thompson**
Second: **Heather Buch**
Discussion: *Commissioner Farr looks forward to updates on Permanent Supportive Housing properties.*

Ayes: **Heather Buch, Michelle Thurston, Kirk Strohman, Chloe Chapman, Larissa Ennis, Pat Farr, Destinee Thompson**
Abstain: *None*
Excused: **Justin Sandoval, Kirk Strohman, Joel Iboa**

ORDER 26-26-08-02H was approved [6/0/3]

11. ORDER 26-26-08-03H: In the Matter of Approving Contract 26-C-0042 (Construction Management/General Contractor Services) to Essex General Construction for The Coleman at 275 Hwy 99 North Eugene, Oregon

Project Development Manager, Justin Ross Presenting

Overview

52 units + offices + reentry resource center + community room
IGA in place to take ownership of the land
The contract in this case would be a pre-development contract where the Essex as the CM/GC in collaboration with BDA Architecture would map out the project.

As part of this process, the Guaranteed Maximum Price (GMP) is developed to have an idea of the expenses and build a proforma (which has previously been presented to the Finance Committee). The GMP is significantly higher than originally anticipated as a result of Build America Buy America (BABA) funds, overall increased costs of production, and insurance. These unexpected financial factors may extend the timeline for development but a switch in the breakdown of funding streams

Discussion Themes

-

Vote Tabulations
Motion: **Heather Buch**
Second: **Michelle Thurston**
Discussion: *None*

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

ORDER 26-26-08-03H was approved [5/1/3]

12. PRESENTATION: New Real Estate Development Project Feasibility Presentation for 25025 West Broadway Avenue, Veneta

Project Development Manager, Justin Ross Presenting

Overview

Fall of 2025 City of Veneta reached out to Homes for Good regarding the development of affordable housing in Veneta. Since the initial meeting, the City of Veneta and Homes for Good are working on a Memorandum of Understanding (MOU) and community and commercial development outreach.

Homes for Good would have a nine (9) month period to do a feasibility study on the land and design. If determined to be feasible then Homes for Good would enter the project into the ORCA process. The land was historically owned by St. Vincent DePaul and is now owned by the city.

Veneta City Council has expressed interest in the possibility of this project, and no active opposition is indicated, but they remain curious about the vision for the project and what Homes for Good does as an organization. This may be an opportunity to a member of the Advocacy Ad Hoc committee to provide support.

[see presentation titled: City of Veneta New Project Exploration & MOU]

Discussion Themes

None

No action needed.

13. OTHER BUSINESS

Community Night Out is August 27th, 2026, at Alton Baker Park at 3:00p

Meeting adjourned at 2:54 p.m.

Minutes Taken By: *Jasmine Leary Mixon*

BOARD OF COMMISSIONERS AGENDA ITEM

HOMES FOR GOOD HOUSING AGENCY

BOARD MEETING DATE: 09/30/2026

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

DEPARTMENT: Executive

CONTACT : Jasmine Leary **EXT:** 2501

PRESENTER: Jasmine Leary **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:** 09.23.2026

LEGAL STAFF : **DATE:**

MANAGEMENT STAFF: **DATE:**

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HOMES FOR GOOD MEMORANDUM REFERENCE DOCUMENT

TO: Homes for Good Board of Commissioners

FROM: Executive Support Coordinator, Jasmine Leary

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

DATE: September 30th, 2026

MOTION:

It is moved that the Homes for Good Board of Commissioners and the Local Contract Review Board approve the amendment of the Federal 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 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 Federal Public Rules procurement policy was last reviewed and January 25th, 2023. The Code of Federal Regulations (CFR) has been in effect since April 1st, 1984. Since that date some aspect of the CFR has been regularly amended – specifically thresholds are revised at minimum every five years to adjust for inflation. The most recent changes went into effect October 1st, 2025. Per 48 CFR, the CFR combined with ORS govern and provide the basis for the Agency's public contracting policy.

The ORS thresholds were last updated and approved by the Homes for Good Board on January 24th, 2024 and there have been no material changes to these Rules since last approval.

C. Analysis

The following is a brief explanation of the suggested amendments to Homes for Good's Public Contracting Policy (Federal). To a great extent the enclosed rules reflect the substance of the CFR to ensure compliance and all policies have been drafted and/or reviewed by legal counsel. Rules not dictated by statue have been modified to grant Homes for Good the greatest level of flexibility, and to simplify them as much as possible.

FEDERAL RULES THRESHOLD CHANGES			
Type	**Designation**	**Previous**	**New**
Micro Purchase	- Goods & Service - Public Improvement	$10,000	$15,000
Small Purchase	- Goods & Service	$250,000	$350,000
Sealed Bid	- Construction - Supply - Non-complex service contracts	Over $250,000	Over $350,000

PURCHASE LIMIT CHANGES		
Position	**Previous Purchase Limit**	**New Purchase Limit**
Executive Director	$7,500	$20,000

APPROVAL LIMIT CHANGES		
Position	**Previous Contract Limit**	**New Contract Limit**
Board of Commissioners	Over $150,000	Over $250,000
Executive Director	$150,000	$250,000

D. Furtherance of the Access & Opportunity Plan

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 Access & Opportunity Planning Team and other Homes for Good staff that regularly manage contracts, are continuing to collaborate as part of a Community Contracting Initiative. This group works to ensure the Agency as a whole is in compliance with HUD Section 3 requirements, and that we are engaging/hiring contractors (or subcontractors) cross-departmentally.

Lastly, the change in thresholds creates an internal professional development opportunity for more staff to be proficient in micro/small procurements. Training will be provided for all

Directors, Managers and contract coordinators to equip more employees with the knowledge needed to run more department-specific solicitation and overall contract management.

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

- Federal Procurement Policy
- Homes for Good Policy & Procedure: Procurement

EXHIBIT A

FEDERAL GRANT PROCUREMENT POLICY

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Table of Contents (cont'd)

EXHIBIT A

FEDERAL GRANT PROCUREMENT POLICY

1.0 INTRODUCTION

1.1 **General.** Established for the Homes for Good (hereinafter, "the Agency") by Action of the Agency Board of Commissioners (Board) on __/__/202_, this Procurement Policy (Policy) complies with the Annual Contributions Contract (ACC) between the Agency and the United States Department of Housing and Urban Development (HUD), procurement requirements within the State of Oregon Weatherization Assistance Program State Plan for United States Department of Energy (DOE), Federal Regulations at 2CFR §200.317 through §200.326, *Procurement Standards*, the procurement standards of the Procurement Handbook for Public Housing Authorities (PHAs), and HUD Handbook 7460.8, REV 2.

2. 0 GENERAL PROVISIONS

2.1 **General.** The Agency shall:

2.1.1 Provide for a procurement system of quality and integrity;

2.1.2 Provide for the fair and equitable treatment of all persons or firms involved in purchasing by the Agency;

2.1.3 Ensure that supplies and services (including construction) are procured efficiently, effectively, and at the most favorable and valuable prices available to the Agency;

2.1.4 Promote competition in contracting; and

2.1.5 Assure that the Agency purchasing actions are in full compliance with applicable Federal DOE and HUD standards

2.2 **Application.** This Policy applies to all procurement actions of the Agency undertaken with federal funds, except as noted under "exclusions" below. However, nothing in this Policy shall prevent the Agency from complying with the terms and conditions of any grant, contract, gift or bequest that is otherwise consistent with the law. When Federal and non-Federal grant funds, or different types of Federal grant funds, are used for a project, the work to be accomplished with the funds should be separately identified prior to procurement so that appropriate requirements can be applied, if necessary. If it is not possible to separate the funds, these federal procurement regulations shall be applied to the total project. If funds and work can be separated and work can be completed by a new contract, then regulations applicable to the source of funding may be followed.

2.3 **Definition.** The term "procurement," as used in this Policy, includes the procuring, purchasing, leasing, or renting of: (1) goods, supplies, equipment, and materials, (2) construction and maintenance; consultant services, (3) Architectural and Engineering (A/E) services, (4) Social Services, and (5) other services.

2.4 **Exclusions.** This policy does not govern administrative fees earned under the Section 8 voucher program, the award of vouchers under the Section 8 program, the execution of landlord Housing Assistance Payments contracts under that program, or non-program income (e.g., fee-for-service revenue under 24 CFR §990) and defederalized funds. These excluded areas are subject to applicable State and local requirements.

2.5 **Changes in Laws and Regulations.** In the event an applicable law or regulation is modified or eliminated, or a new law or regulation is adopted, the revised law or regulation shall, to the extent inconsistent with these Policies, automatically supersede these Policies.

2.6 **Public Access to Procurement Information.** Most procurement information that is not proprietary is a matter of public record and shall be available to the public to the extent provided in Oregon Public Records law.

3.0 ETHICS IN PUBLIC CONTRACTING

3.1 **General.** The Agency hereby establishes this code of conduct regarding procurement issues and actions and shall implement a system of sanctions for violations. This code of conduct, etc., is consistent with applicable Federal, State, or local law. Agency recognizes that this policy summarizes, but does not supersede, Oregon ethics law, with which all Agency public officials must comply.

3.2 **Conflicts of Interest.** No employee, officer, Board member, or agent of the Agency shall participate directly or indirectly in the selection, award, or administration of any contract if a conflict of interest, either real or apparent, would be involved. This type of conflict would be when one of the persons listed below has a financial or any other type of interest in a firm competing for the award:

3.2.1 An employee, officer, Board member, or agent involved in making the award;

3.2.2 His/her relative (including father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, or half-sister);

3.2.3 His/her partner; or

3.2.4 An organization which employs or is negotiating to employ, or has an arrangement concerning prospective employment of any of the above.

3.3 **Gratuities, Kickbacks, and Use of Confidential Information.** No officer, employee, Board member, or agent of the Agency shall ask for or accept gratuities, favors, or items of more than nominal value (i.e. inexpensive hat with logo) from any contractor, potential contractor, or party to any subcontract, and shall not knowingly use confidential information for actual or anticipated personal gain.

3.4 **Prohibition against Contingent Fees.** Contractors wanting to do business with the Agency must not hire a person to solicit or secure a contract for a commission, percentage, brokerage, or contingent fee, except for bona fide established commercial selling agencies.

3.5 **Penalties.** The following sanctions for violations of the ethical standards described in this Section 3.0 are hereby adopted as follows:

Per the Homes for Good Code of Conduct

4.0 PROCUREMENT PLANNING

4.1 **General.** Planning is essential to managing the procurement function properly. Hence, the Agency will periodically review its record of prior purchases, as well as future needs, to:

4.1.1 Find patterns of procurement actions that could be performed more efficiently or economically;

4.1.2 Maximize competition and competitive pricing among contracts and decrease the Agency's procurement costs;

4.1.3 Reduce Agency administrative costs;

4.1.4 Ensure that supplies and services are obtained without any need for re-procurement (i.e., resolving bid protests); and

4.1.5 Minimize errors that occur when there is inadequate lead time.

Consideration shall be given to storage, security, and handling requirements when planning the most appropriate purchasing actions.

5.0 PROCUREMENT METHODS

5.1 **Micro Purchases.** Purchases of less than $15,000 (or $2,000 in the case of acquisitions for construction subject to the Davis-Bacon Act), also known as Micro Purchases, may be awarded without soliciting competitive quotes, provided the quote is considered reasonable. To the greatest extent feasible, and to promote competition, Micro-Purchases should be distributed among qualified sources.

5.2 Small Purchase Procedures. For any amounts above the Micro Purchase threshold, but not exceeding $350,000, the Agency may use small purchase procedures. Under small purchase procedures, the Agency shall obtain a reasonable number of quotes (preferably three). Quotations for Small Purchases (QSP), or quotes, may be obtained orally (either in person or by phone), by fax, in writing, through e-procurement, or by any other reasonable method.

Award shall be made to the responsive and responsible vendor that submits the lowest cost to the Agency. If award is to be made for reasons other than lowest price, documentation shall be provided in the contract file.

The Agency shall not break down requirements aggregating more than the small purchase threshold (or the Micro Purchase threshold) into several purchases that are less than the applicable threshold merely to: (1) permit use of the small purchase procedures or (2) avoid any requirements that apply to purchases exceeding the Micro Purchase threshold.

5.3 Sealed Bids. Sealed bidding, also known as Invitation for Bids (IFB), shall be used for all contracts that exceed the small purchase threshold and that are not competitive proposals or non-competitive proposals, as these terms are defined in this Policy. To conduct an IFB, the Agency publicly solicits bids and awards a firm, fixed-price contract (lump sum or unit price) to the responsive and responsible bidder whose bid, conforming with all the material terms and conditions of the IFB, is the lowest in price. Sealed bidding is the preferred method for procuring construction, supply, and non-complex service contracts that are expected to exceed $350,000.

5.3.1 Conditions for Using Sealed Bids. The Agency shall use the sealed bid method if the following conditions are present: a complete, adequate, and realistic statement of work, specification, or purchase description is available; two or more responsible bidders are willing and able to compete effectively for the work; the contract can be awarded based on a firm fixed price; and the selection of the successful bidder can be made principally on the lowest price.

5.3.2 Solicitation and Receipt of Bids. An IFB is issued which includes: 1) the specifications and all contractual terms and conditions applicable to the procurement; 2) a statement that award will be made to the lowest responsible and responsive bidder whose bid meets the requirements of the solicitation; and 3) the time and place for both receiving the bids and the public bid opening.

All bids received will be date and time-stamped and stored unopened in a secure place until the public bid opening. A bidder may withdraw its bid at any time prior to the bid opening.

5.3.3 Notice.

5.3.3.1 Method. The Agency must use one or more of the following methods of notice provided that the method employed provides for meaningful competition:

5.3.3.1.1 Advertising in newspapers or other print mediums of local or general circulations.

5.3.3.1.2 Advertising in various trade journals or publications (for construction).

5.3.3.1.3 **E-Procurement.** The Agency may conduct its public procurements through the Internet using e-procurement systems. However, all e-procurements must otherwise be in compliance with 2 CFR §200.317 through §200.326, State and local requirements, and the Agency's procurement policy.

5.3.3.2 Time Frame. Notice should run not less than once each week for two consecutive weeks.

5.3.3.3 Form. Notices/advertisements should state, at a minimum: 1) the place, date, and time that the bids or proposals are due; 2) the solicitation number; 3) a contact that can provide a copy of, and information about, the solicitation; and 4) a brief description of the project or needed item(s).

5.3.4 Time Period for Submission of Bids. A minimum of 30 days shall be provided between the publication of the first advertisement and closing, unless the Executive Director allows for a shorter period under extraordinary circumstances.

5.3.5 Bid Opening and Award. Bids shall be opened publicly. All bids received shall be recorded on an abstract (tabulation) of bids, which shall then be made available for public inspection. If equal low bids are received from responsible bidders, selection shall be made by drawing lots or other similar random method. The method for doing this shall be stated in the IFB. If only one responsive bid is received from a responsible bidder, award shall not be made unless the price can be determined to be reasonable, based on a cost or price analysis.

5.3.6 Mistakes in Bids. Correction or withdrawal of bids may be permitted, where appropriate, before bid opening by written or telegraphic notice received in the office designated in the IFB prior to the time set for bid opening. After bid opening, corrections in bids may be permitted only if the bidder can show by clear and convincing evidence that a mistake of a nonjudgmental character was made, the nature of the mistake, and the bid price actually intended. A low bidder alleging a nonjudgmental mistake may be permitted to withdraw its bid if the mistake is clearly evident on the face of the bid document and the intended bid amount is unclear. All decisions to allow correction or withdrawal of a bid shall be supported by a written determination signed by the Contracting Officer. After bid opening, changes in bid prices or other provisions of bids prejudicial to the interest of the Agency or fair competition shall not be permitted.

5.4 Competitive Proposals. Unlike sealed bidding, the competitive proposal method, also known as a Request for Proposals (RFP), permits: 1) consideration of technical factors other than price; 2) discussion with offerors concerning offers submitted; 3) negotiation of contract price or estimated cost and other contract terms and conditions; and 4) revision of proposals based upon negotiations prior to final contractor selection. Award is normally made on the basis of the proposal that represents the best overall value to the Agency, considering price and other factors (e.g., technical expertise, past experience, quality of proposed staffing, etc.) set forth in the solicitation and not solely on the lowest price.

5.4.1 Conditions for Use. Where conditions are not appropriate for the use of sealed bidding, competitive proposals may be used. Competitive proposals are the preferred method for procuring professional services that will exceed the small purchase threshold. Only under limited circumstances would construction services be appropriately procured by competitive proposals. Accordingly, construction services will most typically be procured utilizing the sealed bid (IFB) or small purchase procedures (QSP).

5.4.2 Form of Solicitation. Other than A/E services, developer-related services and energy performance contracting, competitive proposals shall be solicited through the issuance of an RFP.

5.4.3 Notice. The RFP shall be advertised in the same manner as an IFB, per Section 5.3.3, above.

5.4.4 Time Period for Submission of Bids. A minimum of 15 days shall be provided between the publication of the first advertisement and closing, unless the Executive Director allows for a shorter period under extraordinary circumstances.

5.4.5 RFP Contents. The RFP shall clearly identify the importance and relative value of each of the evaluation factors, as well as any subfactors and price. A mechanism for fairly and thoroughly evaluating the technical and price proposals shall be established before the solicitation is issued. Proposals shall be handled so as to prevent disclosure of the number of offerors, identity of the offerors, and the contents of their proposals until after award. The Agency may assign price a specific weight in the evaluation factors or the Agency may consider price in conjunction with technical factors. In either case, the method for evaluating price shall be established in the RFP.

5.4.6 Evaluation. The proposals shall be evaluated only on the factors and evaluation plan stated in the RFP. Unless otherwise established within the RFP, all responsive proposals shall be evaluated by an appropriately appointed Evaluation Committee. The Evaluation Committee shall be required to disclose any potential conflicts of interest and to sign a Non-Disclosure statement. The Committee shall prepare an Evaluation Report, summarizing the results of the evaluation, prior to award of a contract.

5.4.7 Negotiations. Negotiations may be conducted with all proposers who submit a proposal determined to have a reasonable chance of being selected for award. This determination is based on the relative score of the proposals as they are evaluated and rated in accordance with the technical and price factors specified in the RFP.

The primary object of negotiations is to maximize the Agency's ability to obtain best value, based on the requirements and the evaluation factors set forth in the solicitation. The contracting officer shall indicate to, or discuss with, each proposer still being considered for award, significant weaknesses, deficiencies, and other aspects of its proposal (such as technical approach, past performance, and terms and conditions) that could, in the opinion of the contracting officer, be altered or explained to enhance materially the proposer's potential for award.

The scope and extent of discussions are a matter of the contracting officer's judgment. The contracting officer may inform a proposer that its price is considered by the Agency to be too high, or too low, and reveal the results of the analysis supporting that conclusion. It is also permissible to indicate to all proposers the cost or price that the Agency's price analysis, market research, and other reviews have identified as reasonable. "Auctioning" (revealing one proposer's price in an attempt to get another proposer to lower its price) is prohibited.

Negotiations may include bargaining. Bargaining includes persuasion, alteration of assumptions and positions, give-and-take, and may apply to price, schedule, technical requirements, type of contract or other terms of a proposed contract.

Proposers shall be treated fairly and equally with respect to any opportunity for negotiation and revision of their proposals. No proposer shall be given any information about any other proposer's proposal, and no proposer shall be assisted in bringing its proposal up to the level of any other proposal. A common deadline shall be established for receipt of proposal revisions based on negotiations. Negotiations are exchanges (in either competitive or sole source environment) between the Agency and proposers that are undertaken with the intent of allowing the proposer to revise its proposal.

5.4.8 Award. After evaluation of the revised proposals, if any, the contract shall be awarded to the responsible firm whose technical approach to the project, qualifications, price and/or any other factors considered, are most advantageous to the Agency provided that the price is within the maximum total project budgeted amount established for the specific property or activity.

5.5 A/E Services. The Agency shall contract for A/E services using Qualifications-based Selection (QBS) procedures, utilizing a Request for Qualifications (RFQ). Sealed bidding shall not be used for A/E solicitations. Under QBS procedures, competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. Price shall not be used as an initial selection factor under this method and may only be used thereafter, subject to compliance with state procurement laws. QBS procedures shall not be used to purchase other types of services, even if architectural/engineering firms are potential source to perform the desired service.

5.6 Noncompetitive Proposals.

5.6.1 Conditions for Use. Procurement by noncompetitive proposals (sole- or single-source) may be used only when the award of a contract is not feasible using small purchase procedures, sealed bids, cooperative purchasing, or competitive proposals, and if one of the following applies:

5.6.1.1 The item is available only from a single source, based on a good faith review of available sources;

5.6.1.2 An emergency exists that seriously threatens the public health, welfare, or safety, or endangers property, or would otherwise cause serious injury to the Agency, as may arise by reason of a flood, earthquake, epidemic, riot, equipment failure, or similar event. In such cases, there must be an immediate and serious need for supplies, services, or construction such that the need cannot be met through any of the other procurement methods, and the emergency procurement shall be limited to those supplies, services, or construction necessary simply to meet the emergency;

5.6.1.3 The federal awarding agency expressly authorizes the use of noncompetitive proposals in response to a written Agency request; or

5.6.1.4 After solicitation of a number of sources, competition is determined inadequate.

5.6.2 **Justification.** Each procurement based on noncompetitive proposals shall be supported by a written justification for the selection of this method. The justification shall be approved in writing by the responsible Contracting Officer. Poor planning or lack of planning is not justification for emergency or sole-source procurements. The justification, to be included in the procurement file, should include the following information:

5.6.2.1 Description of the procurement;

5.6.2.2 History of prior purchases and their nature (competitive vs. noncompetitive);

5.6.2.3 The specific exception in Section 5.6.1 which applies;

5.6.2.4 Statement as to the unique circumstances that require award by noncompetitive proposals;

5.6.2.5 Description of the efforts made to find competitive sources (advertisement in trade journals or local publications, phone calls to local suppliers, issuance of a written solicitation, etc.);

5.6.2.6. Statement as to efforts that will be taken in the future to promote competition for the requirement; and

5.6.2.7 Signature by the Contracting Officer's supervisor.

5.6.3 **Price Reasonableness.** The reasonableness of the price for all procurements based on noncompetitive proposals shall be determined by performing an analysis, as described in this Policy.

5.7 **Cooperative Purchasing/Intergovernmental Agreements.** The Agency may enter into State and/or local cooperative or intergovernmental agreements to purchase or use common supplies, equipment, or services. The decision to use an interagency agreement instead of conducting a direct procurement shall be based on economy and efficiency. If used, the interagency agreement shall stipulate who is authorized to purchase on behalf of the participating parties and shall specify inspection, acceptance, termination, payment, and other relevant terms and conditions. The Agency may use Federal or State excess and surplus property instead of purchasing new equipment and property, if feasible, and if it will result in a reduction of project costs. The goods and services obtained under a cooperative purchasing agreement must have originally been procured in accordance with 2 CFR §200.317 through §200.326.

6.0 CANCELLATION OF SOLICITATIONS

6.1 Any solicitation may be cancelled before offers are due if:

6.1.1 The purchase, service or construction is no longer required;

6.1.2 The funds are no longer available;

6.1.3 Proposed amendments to the solicitation are of such magnitude that a new solicitation would be best; or

6.1.4 For good cause, when in the best interest of the Agency.

6.2 A solicitation may be cancelled and all bids or proposals that have already been received may be rejected if:

6.2.1 The supplies or services (including construction) are no longer required;

6.2.2 Ambiguous or otherwise inadequate specifications were part of the solicitation;

6.2.3 All factors of significance to the Agency were not considered;

6.2.4 Prices exceed available funds and it would not be appropriate to adjust quantities to come within available funds;

6.2.5 There is reason to believe that bids or proposals may not have been independently determined in open competition, may have been collusive, or may have been submitted in bad faith; or

6.2.6 For good cause, when in the best interest of the Agency.

6.3 The reasons for cancellation shall be documented in the procurement file and the reasons for cancellation and/or rejection shall be provided upon request.

6.4 A notice of cancellation shall be sent to all offerors and, if appropriate, shall explain that they will be given an opportunity to compete on any re-solicitation or future procurement of similar items.

6.5 If problems are found with the specifications, the Agency should cancel the solicitation, revise the specifications, and re-solicit using an IFB.

7.0 INDEPENDENT COST ESTIMATE

7.1 **General.** For all purchases above the Micro Purchase threshold, the Agency shall prepare an independent cost estimate prior to solicitation. The level of detail shall be commensurate with the cost and complexity of the item to be purchased.

8.0 COST AND PRICE ANALYSIS

8.1 **General.** The Agency shall require assurance that, before entering into a contract, the price is reasonable, in accordance with the following instructions.

8.1.1 **Micro Purchases.** No formal cost or price analysis is required. Rather, the execution of a contract by the Contracting Officer (through a Purchase Order or other means) shall serve as the Contracting Officer's determination that the price obtained is reasonable, which may be based on the Contracting Officer's prior experience or other factors.

8.1.2 **Small Purchases.** A comparison with other offers shall generally be sufficient determination of the reasonableness of price and no further analysis is required. If a reasonable number of quotes are not obtained to establish reasonableness through price competition, the Contracting Officer shall document price reasonableness through other means, such as prior purchases of this nature, catalog prices, the Contracting Officer's personal knowledge at the time of purchase, comparison to the independent cost estimate, or any other reasonable basis.

8.1.3 **Sealed Bids.** The presence of adequate competition should generally be sufficient to establish price reasonableness. Where sufficient bids are not received, and when the bid received is substantially more than the independent cost estimate, and where the Agency cannot reasonably determine price reasonableness, the Agency must conduct a cost analysis, consistent with federal guidelines, to ensure that the price paid is reasonable.

8.1.4 **Competitive Proposals.** The presence of adequate competition should generally be sufficient to establish price reasonableness. Where sufficient proposals are not received, the Agency must compare the price with the independent cost estimate. For competitive proposals where prices cannot be easily compared among offerors, where there is not adequate competition, or where the price is substantially greater than the independent cost estimate, the Agency must conduct a cost analysis, consistent with Federal guidelines, to ensure that the price paid is reasonable.

8.1.5 **Contract Modifications.** A cost analysis, consistent with federal guidelines, shall be conducted for all contract modifications for projects that were procured through Sealed Bids, Competitive Proposals, or Non-Competitive Proposals, or for projects originally procured through Small Purchase procedures and the amount of the contract modification will result in a total contract price in excess of $250,000.

8.2 If all otherwise acceptable bids received in response to an IFB are at unreasonable prices, an analysis should be conducted to see if there is a problem with either the specifications or the Agency's cost estimate. If both are determined adequate but bid prices are unreasonable, the Contracting Officer may cancel the solicitation and either:

8.2.1 Re-solicit using an RFP; or

8.2.2 Complete the procurement by using the competitive proposal method. The Contracting Officer must determine, in writing, that such action is appropriate, must inform all bidders of the Agency's intent to negotiate, and must give each bidder a reasonable opportunity to negotiate.

9.0 BONDING REQUIREMENTS

9.1 **General.** The standards under this section apply to construction contracts that exceed $250,000. There are no bonding requirements for micro or small purchases, or for competitive proposals. The Agency may require bonds in these latter circumstances when deemed appropriate; however, non-construction contracts generally need not require bid bonds.

9.1.1 **Bid Bonds.** For construction contracts exceeding $250,000, offerors shall be required to submit a bid guarantee from each bidder equivalent to 5% of the bid price.

9.1.2 **Payment and Performance Bonds.** For construction contracts exceeding $250,000, the successful bidder shall furnish assurances of completion as follows:

9.1.2.1 A performance bond in a penal sum of 100% of the contract price; and

9.1.2.2 A separate payment bond in a penal sum of 100% of the contract price.

These bonds must be obtained from guarantee or surety companies acceptable to the U. S. Government and authorized to do business in the State of Oregon. Individual sureties shall not on bonds securing be considered. U. S. Treasury Circular Number 570 lists companies approved to act as sureties on Government contracts, the maximum underwriting limits on each contract bonded, and the States in which the company is licensed to do business. Use of companies on this circular is mandatory.

10.0 CONTRACTOR QUALIFICATIONS AND DUTIES

10.1 **Contractor Responsibility**

10.1.1 The Agency shall not award any contract until the intended awardee has been determined to be responsible. A responsible awardee must:

10.1.1.1 Have adequate financial resources to perform the contract, or the ability to obtain them;

10.1.1.2 Be able to comply with the required or proposed delivery or performance schedule, taking into consideration all of the bidder's/offeror's existing commercial and governmental business commitments;

10.1.1.3 Have a satisfactory performance record;

10.1.1.4 Have a satisfactory record of integrity and business ethics;

10.1.1.5 Have the necessary organization, experience, accounting and operational controls, and technical skills, or the ability to obtain them;

10.1.1.6 Have the necessary production, construction, and technical equipment and facilities, or the ability to obtain them; and,

10.1.1.7 Be otherwise qualified and eligible to receive an award under applicable laws and regulations, including not be suspended, debarred or under a HUD-imposed LDP.

10.1.2 If a prospective contractor is found to be non-responsible, a written determination of non-responsibility shall be prepared and included in the official contract file, and the prospective contractor shall be advised of the reasons for the determination.

10.2 **Suspension and Debarment.** Contracts shall not be awarded to debarred, suspended, or ineligible contractors. Contractors may be suspended, debarred, or determined to be ineligible by HUD in accordance with HUD regulations (2 CFR §200.317 through §200.326) or by other Federal agencies, (e.g., DOE or Department of Labor for violation of labor regulations) when necessary to protect subrecipient agencies in their business dealings. Prior to issuance of a contract, Agency staff shall, as detailed within Section 10.2.H.1 and 10.2.H.2 of HUD Procurement Handbook 7460.8 REV 2, conduct the required searches within the HUD Limited Denial of Participation (LDP) system and the U.S. General Services Administration System for Award Management (SAM) and place within the applicable contract file a printed copy of the results of each such search.

10.3 **Vendor Lists.** All interested businesses shall be given the opportunity to be included on vendor mailing lists. Any lists of persons, firms, or products which are used in the purchase of supplies and services (including construction) shall be kept current and include enough sources to ensure competition.

11.0 CONTRACT PRICING ARRANGEMENTS

11.1 **Contract Types.** Any type of contract which is appropriate to the procurement and which will promote the best interests of the Agency may be used, **provided the cost -plus-a-percentage-of-cost and percentage-of-construction-cost methods are not used**. All solicitations and contracts shall include the clauses and provisions necessary to define the rights and responsibilities of both the contractor and the Agency. For all cost reimbursement contracts, the Agency must include a written determination as to why no other contract type is suitable. Further, the contract must include a ceiling price that the contractor exceeds at its own risk.

11.2 **Options.** Options for additional quantities or performance periods may be included in contracts, provided that:

11.2.1 The option is contained in the solicitation;

11.2.2 The option is a unilateral right of the Agency;

11.2.3 The contract states a limit on the additional quantities and the overall term of the contract;

11.2.4 The options are evaluated as part of the initial competition;

11.2.5 The contract states the period within which the options may be exercised;

11.2.6 The options may be exercised only at the price specified in or reasonably determinable from the contract; and

11.2.7 The options may be exercised only if determined to be more advantageous to the Agency than conducting a new procurement.

12.0 CONTRACT CLAUSES

12.1 **Contract Pricing Arrangements.** All contracts shall identify the contract pricing arrangement, as well as other pertinent terms and conditions, as determined by the Agency.

12.2 **Required Forms.** The forms HUD-5369; 5369-A; 5369-B; 5369; 5370; 5370-C (Sections I and II); 51915; and 51915-A, which contain all HUD-required clauses and certifications for contracts of more than $250,000, as well as any forms/clauses as required by HUD for small purchases, shall be used, as applicable, in all corresponding solicitations and contracts issued by the Agency.

12.3 **Required Contract Clauses:** The Agency shall ensure that each contract executed by the Agency contains the required contract clauses detailed within 2 CFR §200.326 and Appendix II, as applicable.

13.0 CONTRACT ADMINISTRATION

13.1 **General.** The Agency shall maintain a system of contract administration designed to ensure that Contractors perform in accordance with their contracts. These systems shall provide for inspection of supplies, services, or construction, as well as monitoring contractor performance, status reporting on major projects including construction contracts, and similar matters. For cost-reimbursement contracts, costs are allowable only to the extent that they are consistent with the cost principles in HUD Handbook 2210.18.

14.0 SPECIFICATIONS

14.1 General. All specifications shall be drafted so as to promote overall economy for the purpose intended and to encourage competition in satisfying the Agency's needs. Specifications shall be reviewed prior to issuing any solicitation to ensure that they are not unduly restrictive or represent unnecessary or duplicative items. Function or performance specifications are preferred. Detailed product specifications shall be avoided whenever possible. Consideration shall be given to consolidating or breaking out procurements to obtain a more economical purchase. For equipment purchases, a lease versus purchase analysis should be performed to determine the most economical form of procurement.

14.2 Limitation. The following types of specifications shall be avoided:

14.2.1 Geographic restrictions not mandated or encouraged by applicable Federal law (except for A/E contracts, which may include geographic location as a selection factor if adequate competition is available);

14.2.2 Brand name specifications (unless the specifications list the minimum essential characteristics and standards to which the item must conform to satisfy its intended use).

Nothing in this procurement policy shall preempt any State licensing laws. Specifications shall be reviewed to ensure that organizational conflicts of interest do not occur.

15.0 APPEALS AND REMEDIES

15.1 General. It is Agency policy to resolve all contractual issues informally and without litigation. Disputes will not be referred to the federal funding agency unless all administrative remedies have been exhausted. When appropriate, a mediator may be used to help resolve differences.

15.2 Protests. Any actual or prospective contractor may protest the solicitation or award of a contract for serious violations of the principles of this Policy. Any protest against a solicitation must be received before the due date for the receipt of bids or proposals, and any protest against the award of a contract must be received within ten (10) calendar days after the contract receives notice of the contract award, or the protest will not be considered. All bid protests shall be in writing, submitted to the Contracting Officer or designee, who shall issue a written decision on the matter. The Contracting Officer may, at his/her discretion, suspend the procurement pending resolution of the protest if the facts presented so warrant.

15.3 Contractor Claims. After contract execution, Contractor claims shall be submitted and administered pursuant to the contract terms, as governed by HUD-5370 or other applicable federal general conditions form.

16.0 ASSISTANCE TO SMALL AND OTHER BUSINESSES

16.1 Required Efforts. Consistent with Presidential Executive Orders 11625, 12138, and 12432, Section 3 of the HUD Act of 1968, and 2 CFR §200.321, all necessary efforts shall be made to ensure that small and minority-owned businesses, women's business enterprises, and labor surplus area firms located in or owned in substantial part by persons residing in the area of the Agency project are used when possible. Such efforts shall include, but shall not be limited to:

16.1.1 Including such firms, when qualified, on solicitation mailing lists;

16.1.2 Encouraging their participation through direct solicitation of bids or proposals whenever they are potential sources;

16.1.3 Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by such firms;

16.1.4 Establishing delivery schedules, where the requirement permits, which encourage participation by such firms;

16.1.5 Using the services and assistance of the Small Business Administration, and the Minority Business Development Agency of the Department of Commerce;

16.1.6 Including in contracts, to the greatest extent feasible, a clause requiring contractors, to provide opportunities for training and employment for lower income residents of the project area and to award subcontracts for work in connection with the project to business concerns which provide opportunities to low-income residents, as described in 24 CFR §135 (Section 3 businesses); and

16.1.7 Requiring prime contractors, when subcontracting is anticipated, to take the steps outlined in 16.1.1 through 16.1.6, above.

16.2 Goals. Participation goals shall be established periodically for small businesses, minority-owned businesses, women-owned business enterprises, labor surplus area businesses, and Section 3 business concerns in Agency prime contracts and subcontracting opportunities.

16.3 Definitions.

16.3.1 A small business is defined as a business that is: independently owned; not dominant in its field of operation; and not an affiliate or subsidiary of a business dominant in its field of operation. The size standards in 13 CFR §121 should be used to determine business size.

16.3.2 A minority-owned business is defined as a business which is at least 51% owned by one or more minority group members; or, in the case of a publicly-owned business, one in which at least 51% of its voting stock is owned by one or more minority group members, and whose management and daily business operations are controlled by one or more such individuals. Minority group members include, but are not limited to Black Americans, Hispanic Americans, Native Americans, Asian Pacific Americans, Asian Indian Americans, and Hasidic Jewish Americans.

16.3.3 A women's business enterprise is defined as a business that is at least 51% owned by a woman or women who are U.S. citizens and who control and operate the business.

16.3.4 A "Section 3 business concern" is as defined under 24 CFR §135.

16.3.5 A labor surplus area business is defined as a business which, together with its first-tier subcontractors, is capable of performing more than 50% of the value of the contract in an area of concentrated unemployment or underemployment, as defined in 20 CFR §654, Subpart A, and as identified as a labor surplus area in the Employment and Training Administration publication.

17.0 DOCUMENTATION

17.1 Required Records. The Agency must maintain records sufficient to detail the significant history of each procurement action. These records shall include, but shall not necessarily be limited to, the following:

17.1.1 Rationale for the method of procurement (if not self-evident);

17.1.2 Rationale of contract pricing arrangement (also if not self-evident);

17.1.3 Reason for accepting or rejecting the bids or offers;

17.1.4 Basis for the contract price (as prescribed in this handbook);

17.1.5 A copy of the contract documents awarded or issued and signed by the Contracting Officer;

17.1.6 Basis for contract modifications; and

17.1.7 Related contract administration actions.

17.2 Level of Documentation. The level of documentation should be commensurate with the value of the procurement.

17.3 Record Retention. Records are to be retained for a period of three years after final payment and all matters pertaining to the contact are closed.

HOMES FOR GOOD

HOUSING AGENCY

Policy & Procedure: Procurement

Established by the Board of Commissioners | ***January 2019***

Amended & Revised | ***September, 2026***

Adopted by Board of Commissioners | ***September 30th, 2026***

PURPOSE

1. Simplify and clarify Agency procurement practices.
2. Promote efficient use of the Agency's resources.
3. Provide a foundation for ethical and fair dealing in public contracting.
4. Advance the Agency's mission through socioeconomic procurement programs.

POLICY

1. All Agency procurements subject to ORS 279 A, B, & C shall follow the Public Contracting Rules adopted by the Homes for Good Board of Commissioners on January 24th, 2024.
2. Procurement using federal funds shall additionally follow the Federal Grant Procurement Rules adopted by the Homes for Good Board of Commissioners on September 30th, 2026.
3. Procurements shall additionally follow, to the extent required, funding-specific manuals, regulations, and policies. Examples include but are not limited to the HUD Procurement Handbook 7260.8 REV 2 and the Weatherization Operations Manual.
4. Public contracts shall additionally follow, to the extent required, the relevant prevailing wage statutes, such as Davis-Bacon and Related Acts, HUD determine routine/non-routine, and/or BOLI rates. The procedures set forth in this document serve as safe harbor guidance for Agency employees tasked with making public contracting decisions.

DEFINITIONS

DOCUMENTS

Public Contract
"Public contract" means a sale or other disposal, or a purchase, lease, rental or other acquisition, by a contracting agency of personal property, services, including personal services, public improvements, public works, minor alterations, or ordinary repair or maintenance necessary to preserve a public improvement, which are subject to ORS 279A, B or C. "Public contract" does not include grants, real property or financial transactions, employee benefit plans, or intergovernmental agreements.

Public Contract Price
The maximum monetary obligation that the Agency either will or may incur under a Public Contract includes bonuses, incentives and contingency amounts, if the Contractor fully performs under the Contract. For example, a contract for $30,000 per year, for a term of up to three (3) years, has a Contract Price of $90,000.

Responsible Bidder/Proposer
Person/Organization that has submitted an Offer and meets the standards set forth in Rules 137-047-0640 or 137-049-0390(2), and that has not been debarred or disqualified by the Contracting Agency under Rules 137-047-0575 or 137-049-0370.

Solicitation
The method used to solicit quotes, bids, or offers for a given contract, including most commonly the following options:

- **Invitation for Bids** (IFB)
  Award to the lowest responsive, responsible bidder

- **Request for Proposal** (RFP)
  Award to highest scoring responsive, responsible proposer

- **Request for Quotes** (RFQ)
  Award to the responsive, responsible offeror whose quote will best serve the interests of the Agency, taking into account price and identified criteria

- **Request for Qualifications** (RFQ)
  Award to the responsive, responsible offeror whose quote will best serve the interests of the Agency, taking into account price and identified criteria

- **Direct Award**
  Award to contractor who will best serve the interests of the Agency for contract amount under direct award threshold

STAFF ROLES

Designee
A staff member is acting in capacity when they have been formally assigned to a role not within their normal job description – including purchasing/signing authority. Staff who are designees for a position shall adhere to these Agency contracting policies and underlying rules as if they are the incumbent of

that position. Delegations of Authority must be in writing, specify the staff member, the temporary assignment, applicable dates in writing, and be provided directly to the designee, Accounts Payable, and IT.

Contract Coordinator

A staff member whose assigned responsibilities include managing contracts.

Contract Executor

A contract signer. Only the Executive Director or the Director's designee are authorized to execute (sign) a contract on the Agency's behalf.

Legal Counsel

The Agency's outside legal representative, currently Local Government Law Group.

Risk Managers

The Agency employee delegated responsibility for considering the tradeoffs between risks and benefits.

- Human Resources Director: Conflicts of Interest
- Asset Manager: Insurance & Insurance Claims
- Contract Recipient: The manager or director of a specific work unit such as a property management team, or of multiple work units such as a division.

ETHICS

General

The Agency hereby establishes this code of conduct regarding procurement issues and actions and shall implement a system of sanctions for violations. This code of conduct is consistent with applicable Federal, State, and local law. The Agency recognizes this policy summarizes, but does not supersede, Oregon ethics law, with which all Agency public officials must comply.

Conflict of Interest

No employee, officer, Board member, or agent of the Agency shall participate directly or indirectly in the selection, award, or administration of any contract if they have either a real or potential conflict of interest. Conflicts of interest must be identified and submitted in writing to the Agency's Risk Manager, who shall direct how the conflict shall be handled. Refer to the Agency of Conflict of Interest Policy here: [Link]

Gratuities, Kickback & Use of Confidential Information

No officer, employee, Board member, or agent of the Agency shall ask for or accept gratuities, favors, or items of more than nominal value (i.e., inexpensive hat with logo) from any contractor, potential contractor, or party to any subcontract, and shall not knowingly use confidential information for actual or anticipated personal gain.

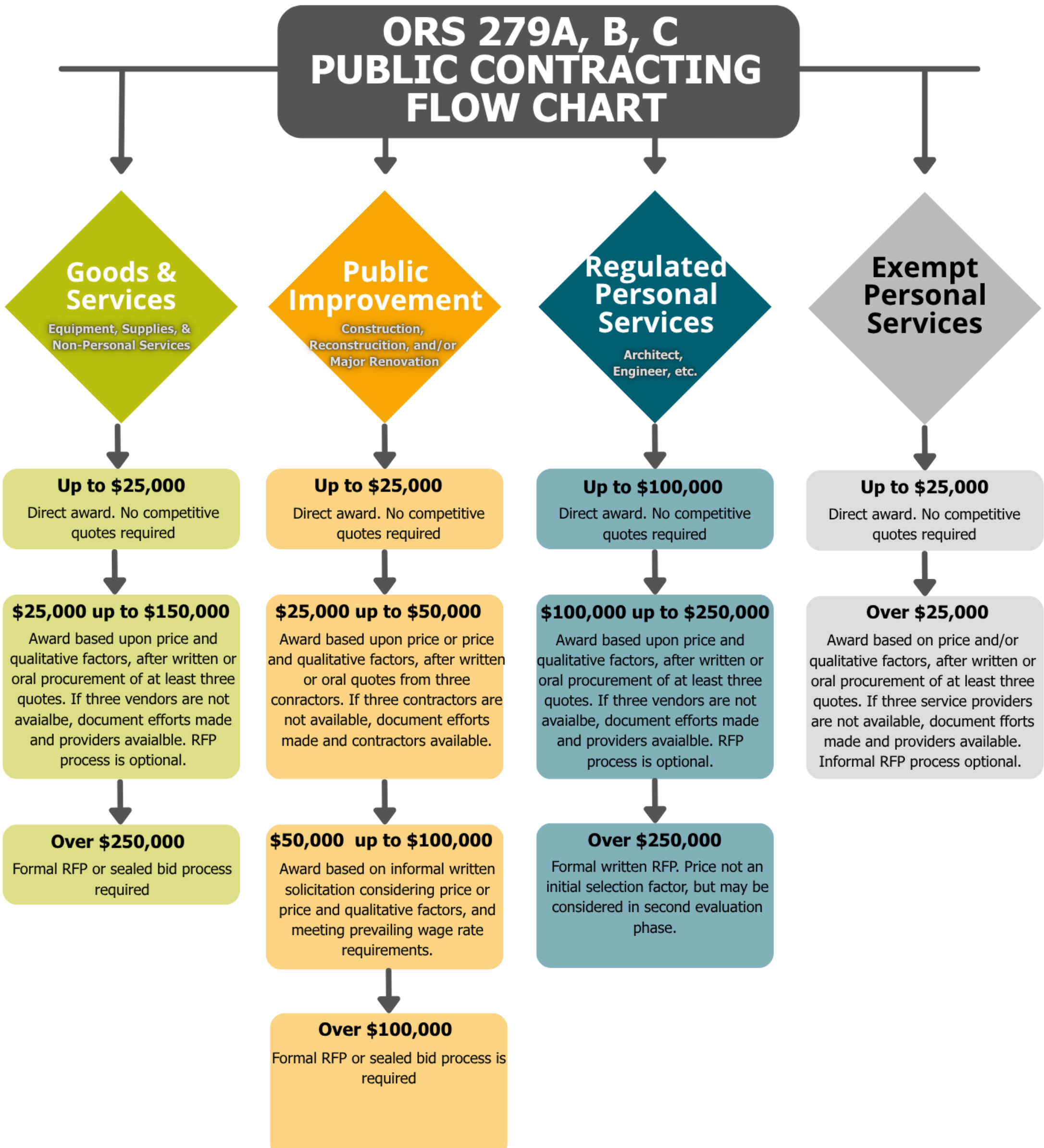
Prohibition Against Contingent Fees

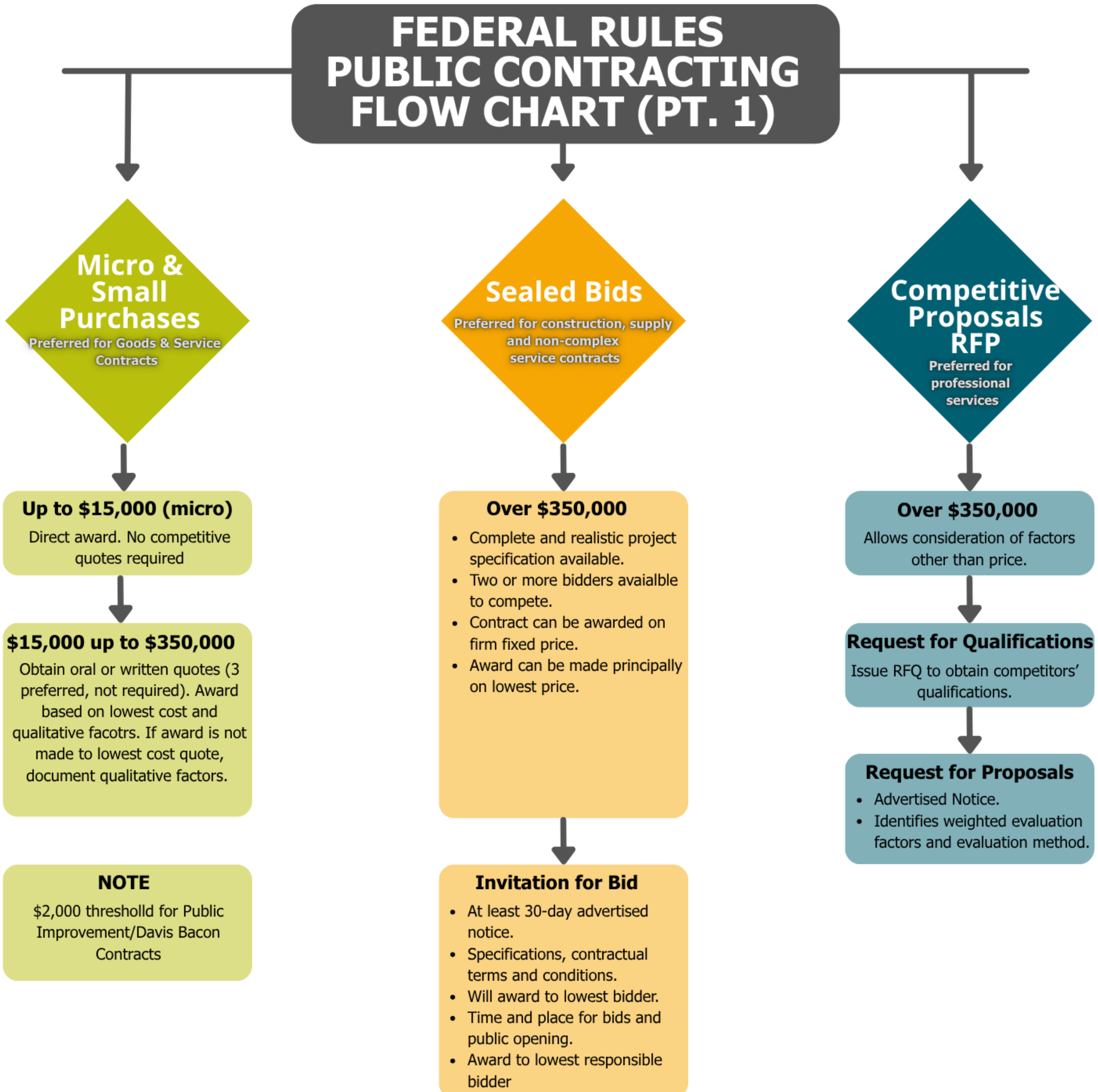
Contractors wanting to do business with the Agency must not hire a person or solicit or secure a contract for commission, percentage, brokerage, or contingent fee, except for bona fide established commercial selling agencies.

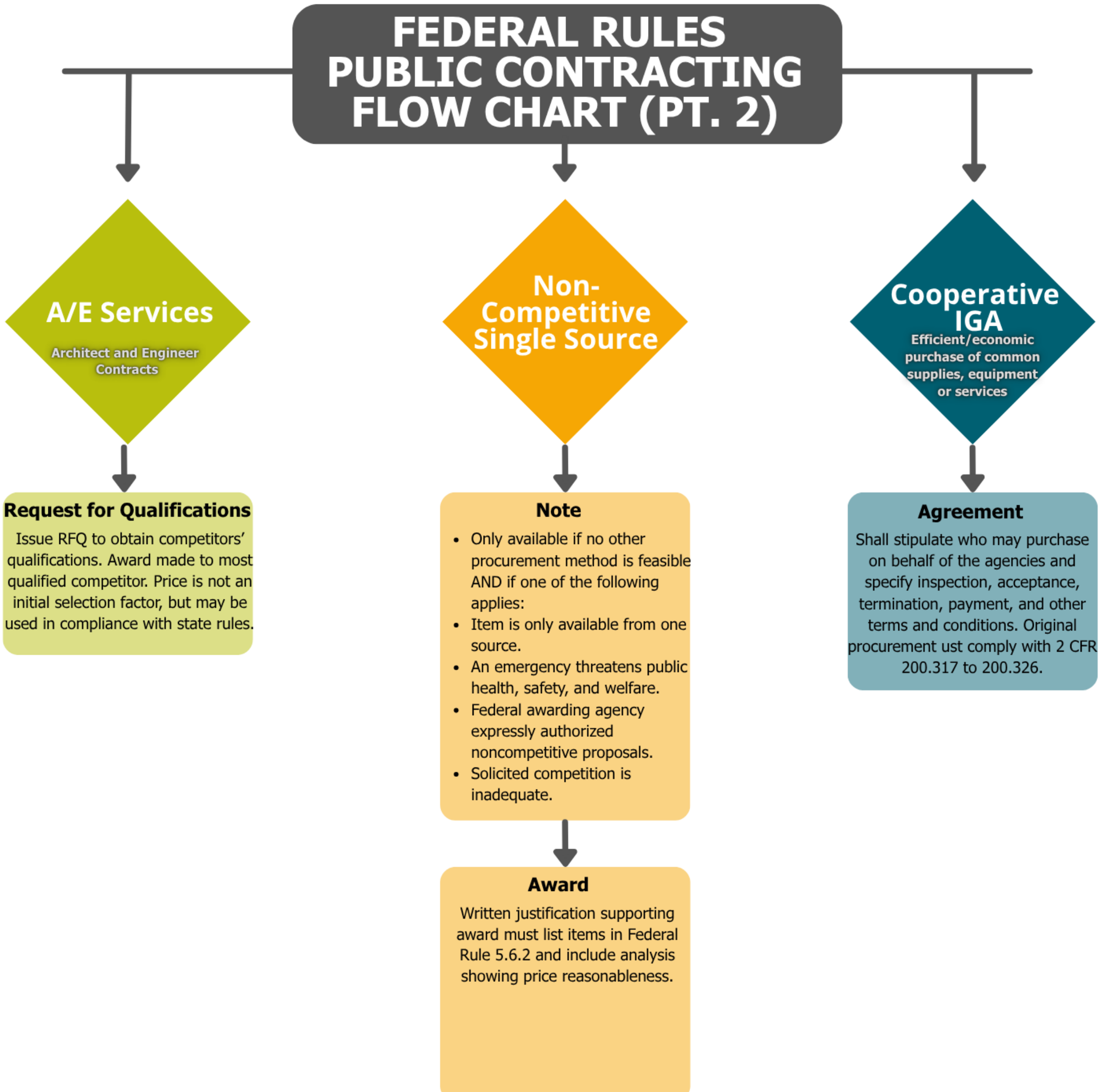
Penalties

Homes Code of Conduct establishes sanctions for violation of the ethical standards described above. Subject to that Code, sanctions will be appropriate to the level of ethical misconduct and may include but are not limited to loss of purchasing or contracting privileges or disciplinary action up to termination.

PUBLIC CONTRACTING FLOW CHART




FEDERAL RULES PUBLIC CONTRACTING FLOW CHART (PT. 1)
Micro & Small Purchases
Preferred for Goods & Service Contracts
Up to $15,000 (micro)
Direct award. No competitive quotes required
$15,000 up to $350,000
Obtain oral or written quotes (3 preferred, not required). Award based on lowest cost and qualitative facotrs. If award is not made to lowest cost quote, document qualitative factors.
NOTE
$2,000 thresholld for Public Improvement/Davis Bacon Contracts
Sealed Bids
Preferred for construction, supply and non-complex service contracts
Over $350,000
Complete and realistic project specification available.
Two or more bidders avaialble to compete.
Contract can be awarded on firm fixed price.
Award can be made principally on lowest price.
Invitation for Bid
At least 30-day advertised notice.
Specifications, contractual terms and conditions.
Will award to lowest bidder.
Time and place for bids and public opening.
Award to lowest responsible bidder
Competitive Proposals RFP
Preferred for professional services
Over $350,000
Allows consideration of factors other than price.
Request for Qualifications
Issue RFQ to obtain competitors' qualifications.
Request for Proposals
Advertised Notice.
Identifies weighted evaluation factors and evaluation method.


FEDERAL RULES PUBLIC CONTRACTING FLOW CHART (PT. 2)
A/E Services
Architect and Engineer Contracts
Non-Competitive Single Source
Cooperative IGA
Efficient/economic purchase of common supplies, equipment or services
Request for Qualifications
Issue RFQ to obtain competitors' qualifications. Award made to most qualified competitor. Price is not an initial selection factor, but may be used in compliance with state rules.
Note
• Only available if no other procurement method is feasible AND if one of the following applies:
• Item is only available from one source.
• An emergency threatens public health, safety, and welfare.
• Federal awarding agency expressly authorized noncompetitive proposals.
• Solicited competition is inadequate.
Award
Written justification supporting award must list items in Federal Rule 5.6.2 and include analysis showing price reasonableness.
Agreement
Shall stipulate who may purchase on behalf of the agencies and specify inspection, acceptance, termination, payment, and other terms and conditions. Original procurement ust comply with 2 CFR 200.317 to 200.326.

IMPORTANT LINKS

- **Solicitation Templates**
- **Contract Templates**
- **Contractor Forms**
- **Contract Management Templates**
- **Policies**

IN THE BOARD OF COMMISSIONERS OF THE

HOMES FOR GOOD HOUSING AGENCY, OF LANE COUNTY OREGON

ORDER 26-29-09-01H	In the Matter of Approving Joint Order of the Board of Commissioners & Local Contract Review Board Amending Federal 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) adopted its own Federal Grant Procurement Policy (Rules); and

WHEREAS, in 2025 the Federal Acquisition Regulatory Council amended 48 CFR 2.101 to adjust acquisition-related thresholds for inflation; and

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

NOW IT IS HEREBY ORDERED:

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 Federal Grant Procurement Policy adopted by Order 23-25-01-01H Section 3 are hereby amended as follows:

    a. Section 5.1, Micro Purchases, is amended to read as follows:

        "**Micro Purchases.** Purchases of less than $15,000 (or $2,000 in the case of acquisitions for construction subject to the Davis-Bacon Act), also known as Micro Purchases, may be awarded without soliciting competitive quotes, provided the quote is considered reasonable. To the greatest extent feasible, and to promote competition, Micro-Purchases should be distributed among qualified sources."

    b. The first paragraph of Section 5.2, Small Purchase Procedures, is amended to read as follows:

        "**Small Purchase Procedures.** For any amounts above the Micro Purchase threshold, but not exceeding $350,000, the Agency may use small purchase procedures. Under small purchase procedures, the Agency shall obtain a reasonable number of quotes (preferably three). Quotations for Small Purchases (QSP), or quotes, may be obtained orally (either in person or by phone), by fax, in writing, through e-procurement, or by any other reasonable method."

c. Section 5.3, Sealed Bids, is amended to read as follows:

"**Sealed Bids.** Sealed bidding, also known as Invitation for Bids (IFB), shall be used for all contracts that exceed the small purchase threshold and that are not competitive proposals or non-competitive proposals, as these terms are defined in this Policy. To conduct an IFB, the Agency publicly solicits bids and awards a firm, fixed-price contract (lump sum or unit price) to the responsive and responsible bidder whose bid, conforming with all the material terms and conditions of the IFB, is the lowest in price. Sealed bidding is the preferred method for procuring construction, supply, and non-complex service contracts that are expected to exceed $350,000."

3. **Continued Effect.** All unamended provisions of Order 24-24-01-04H, and all rules adopted thereby, shall remain unchanged and in full force and effect.

4. **Purchasing Authority.** Spending authority for Homes for Good contracts is hereby delegated to the Executive Director or designee, as listed below:

PURCHASE LIMIT CHANGES		
Position	**Previous Purchase Limit**	**New Purchase Limit**
Executive Director	$7,500	$20,000

APPROVAL LIMIT CHANGES		
Position	**Previous Contract Limit**	**New Contract Limit**
Board of Commissioners	Over $150,000	Over $250,000
Executive Director	$150,000	$250,000

Classified staff shall only exercise delegated spending authorities for programs under their supervision.

Payments over $20,000 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 member.

DATED this ______ day of __________________, 2026.

Chair Board of Commissioners	President Local Contract Review Board
ATTEST:	ATTEST:
Secretary Board of Commissioners	Secretary Local Contract Review Board

BOARD OF COMMISSIONERS AGENDA ITEM

BOARD MEETING DATE: 09/30/2026

AGENDA TITLE: Housing Preservation Presentation

DEPARTMENT: Real Estate Development Division

CONTACT : Audrey Banks **EXT:**

PRESENTER: Wakan Alferes & Audrey Banks **EXT:**

ESTIMATED TIME : 15 minutes

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

Approval Signature

EXECUTIVE DIRECTOR: **DATE:** 09.23.2026

LEGAL STAFF : **DATE:**

MANAGEMENT STAFF: **DATE:**

HOMES FOR GOOD HOUSING AGENCY

Housing Preservation Challenges and Strategies
City of Eugene Leadership Engagement September 10, 2026

Homes for Good

Who we are

130
Total Full Time Equivalent (FTE) Employees

3,703
Total Rent Assistance Vouchers

161
Permanent Supportive Housing Units

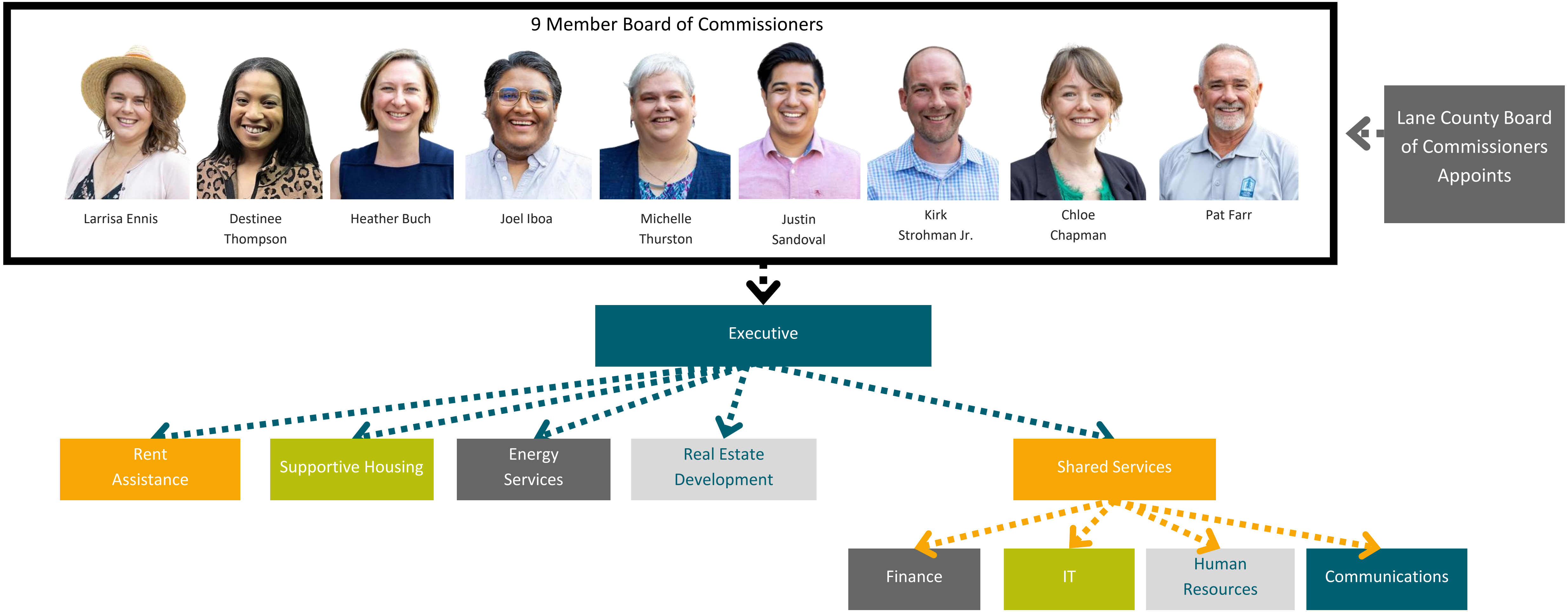
70m
Total Budget

1,934
Units in our Portfolio

49
Homes Weatherized Last Year

Homes for Good

Organizational Structure



Portfolio
Overview

HOMES FOR GOOD HOUSING AGENCY

Public Housing

Affordable Housing with PBV

HUD Multi-family

Affordable Housing

Public Housing
Overview

188 of Units in Eugene

595 Total Units

Laurelwood Homes

29 Units
Built 1960

Maplewood Meadows

38 Units
Built 1991

McKenzie Village

172 Units
Built 1963

Venta Villa

30 Units
Built 1967

Lindeborg

40 Units
Built 1967

Veneta Scattered Sites

20 Units

Cresview Villa

34 Units
Built 1983

Riverview Terrace

60 Units
Built 1968

Pengra Court

22 Units
Built 1980

Parkview Terrace

150 Units
Built 1966

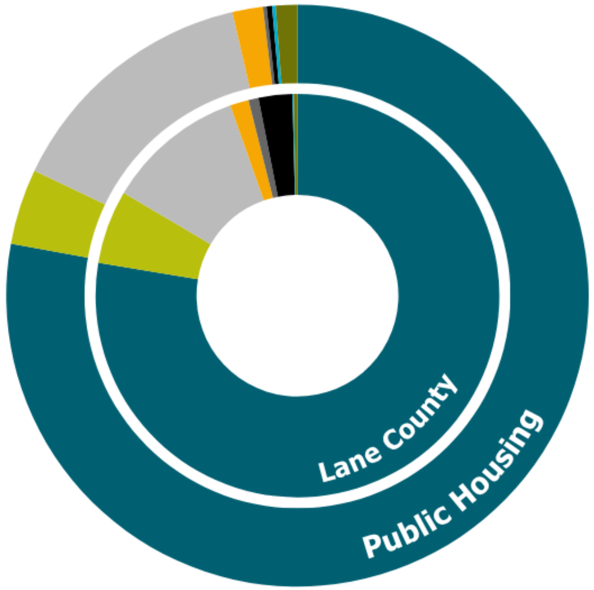
Public Housing
Details

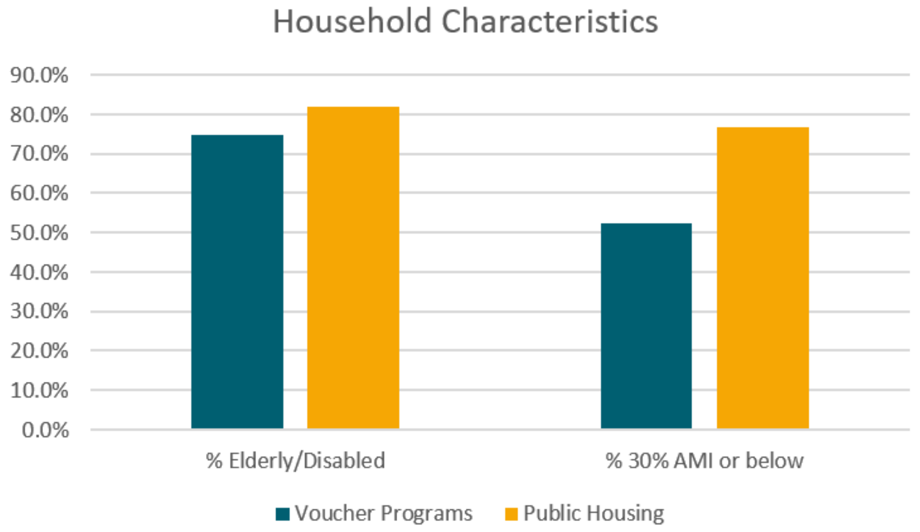
Public Housing is a HUD-funded housing program that provides stable, affordable rental homes for households with lower incomes, including families, seniors, and people with disabilities.

Homes for Good Public Housing:

- 595 deeply affordable homes across Lane County
- 1010 total residents including 223 children
- 288 seniors and 452 individuals living with disabilities (82%)
- 441 households below 30% AMI (77%)

Head of Household Demographics Compared to Lane County Demographics





	White Only	2 or more Races	Hispanic or Latino	Black/African America	American Indian or Alaskan Native	Native Hawaiian or Pacific Islander	Asian	Other
Lane County	77.6%	5.9%	11.1%	1.5%	.8%	.1%	2.7%	.3%
Public Housing + Voucher Holders	77%	4.1%	14.2%	1.7%	2.3%	.2%	.3%	1.2%

Public Housing
Financial Overview

Financial Overview
- 595 units at 9 properties across Lane County, tenants pay 30% of adjusted gross income as rent
- Funded through Public Housing Operating Subsidy ($2.1m) and Capital Project grants ($1.74m)
- HUD proration of less than 90% of eligible funding creating operating shortfalls and depleting operating reserves
- Deferred maintenance and operating shortfalls have reduced Capital Projects funding to address backlog of capital needs
- Estimated capital needs across Public Housing portfolio total more than $60m with roughly $26m needed for our two Public Housing properties in Eugene.

Public Housing

Financial Overview- Maplewood Meadows

Maplewood Meadows –
2855 Matt Drive

Coburg road area property, 38 three and four bedroom units for families, built in the 1990's.

- Roughly $3.5 million in capital needs.
- Preservation needs include windows, roofs, kitchens, bathrooms, building systems and site improvements.
- More than 60% of capital needs are associated with dwelling units with major systems reaching end of their useful lives.

Maplewood Meadows, Eugene OR

Public Housing

Financial Overview- Parkview Terrace

Parkview Terrace –
255 High Street

Central Eugene property, 150 units for seniors and individuals with disabilities, built in the 1960's.

- Roughly $22.5m in capital needs with around 75% needed for dwelling units.
- Large historical building with aging infrastructure such as elevators, boilers, windows and plumbing systems.
- Entire Capital Project grant used at this one property in 2026 with over $4.3 million in capital repairs and improvements since 2024 alone.

Parkview Terrace, Eugene OR

Affordable & HUD Multi-Family Housing

Operated by Homes for Good

247 of Units in Eugene

271 Total Units

Firwood

90 Units
Built 1995

Village Oaks

67 Units
Built 1996

Abbie Lane

25 Units
Built 1980

Fourteen Pines

65 Units
Built 1996

Lazy Days

20 Units
Built 2025

Legion Cottages

4 Units
Built 2020

Affordable & HUD Multi-Family Housing

Financial Overview

HUD Multifamily

Homes for Good owns four separate HUD Multifamily properties, which include Project Based Rental Assistance subsidies (PBRA)

- Funded through HUD funded Housing Assistance Payments (HAP) and tenant rent
- Multifamily Housing contracts are 20 years in length and are eligible for annual Budget Based Rent Increases depending on site expenses and current rent levels
- Sites contribute roughly $500-1,000 monthly to Replacement Reserves to support capital repairs and improvements
- Total of 192 units of deeply affordable housing in Eugene

Village Oaks, Eugene OR

Fourteen Pines, Eugene OR

Affordable & HUD Multi-Family Housing

Financial Overview

Firwood

Homes for Good operates a long-term ground lease and operates property as affordable housing for those below 80% of AMI.

- Without official ownership, unable to secure debt/funding needed to make necessary repairs.
- Significant and increasingly urgent capital needs, including building envelope replacement, stair and landing repairs, and parking lot resurfacing.
- Last capital needs assessment estimated roughly $9m in capital needs before 2030.
- Total of 90 units of affordable housing.

Firwood Apartments, Eugene OR

Affordable Housing

3rd Party Managed- Eugene

328 of Units in Eugene	10 Properties in Eugene

470 Total Units 14 Properties

Family Shleter House
28 Units
Built 1991

Signpost House
16 Units
Built 2001

Roosevelt Crossing
45 Units
Built 2010

Turtle Creek
27 Units
Built 2007

Walnut Park
32 Units
Built 1995

Hawthorn @ 29th
35 Units
Acquired 2011

Heeran Center
16 Units
Built 1997

Laurel Gardens
41 Units
Built 1997

Jacob's Lane
63 Units
Built 1998

Willakenzie Townhomes
25 Units
Built 1996

Affordable Housing

3rd Party Managed – Eugene and Springfield

552 Units in Eugene | 11 Properties in Eugene

622 Total Units **12 Properties**

Part PBV

Richardson Bridge

32 Units

Rehab 2018

Part PBV

Bascom Village

48 Units

Built 2016

The Oaks at 14th

54 Units

Built 2017

Part PBV

Market District Commons

50 Units

Built 2020

PSH

The Keystone

15 Units

Built 2021

PSH

The Nel

45 Units

Built 2022

Part PBV

Hayden Bridge Landing

70 Units

Built 2021

All PBV

Sarang

49 Units

Built 2021

All PBV

Ollie Court

80 Units

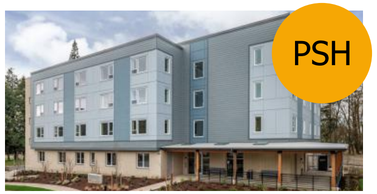
Built 2026

Part PBV

Sheldon Village

78 Units

Built 2022



PSH

The Commons on MLK

51 Units

Built 2021

PSH

Bridges on Broadway

50 Units

Rehab 2025

Affordable Housing

3rd Party Managed- Rural Lane County

HOMES FOR GOOD HOUSING AGENCY

New Winds

18 Units

Built 2007

Norseman Village

44 Units

Built 2006

Camas

36 Units

Built 2001

Munsel Park

44 Units

Built 2003

3rd Party Managed Portfolio

Financial Overview

Affordable Housing

- Shift in financials over time
- 5 Years ago, positive cash flow to the agency from the asset managed sites
- Currently subsidizing portfolio by $800k annually
  - Reasons for the shift:
    - Increased operating costs such as insurance, payroll increases, utilities and security
    - Expiration of pandemic subsidies
    - Aging portfolio
    - 3rd party property management performance
- Capital Needs Assessment has been completed on 18 of the 25 Asset Managed Properties
  - Total cost of all CNA's for 20 years - $84,573,959
  - 7 of the properties were built between 2021-2026 and do not yet need a Capital Needs Assessment


Willakenzie Townhomes, Eugene OR

CNA & Portfolio Analysis
Summary

Completed CNA & Portfolio Analysis	City	# of Units	Year Built
Camas Apartments	Creswell	36	2001
Munsel Park	Florence	44	2003
Norsemen Village	Junction City	44	2006
New Winds	Florence	18	2007
Jacob's Lane	Eugene	63	1998
Laurel Gardens	Eugene	37	1997
Sheldon Village	Eugene	78	2002
Turtle Creek	Eugene	27	2007
Walnut Park	Eugene	32	1995
Willakenzie Townhouses	Eugene	25	1996

Completed CNA & Portfolio Analysis in Progress			
Family Shelter House	Eugene	28	1991
Signpost House Apartments	Eugene	16	2001
Roosevelt Crossing	Eugene	45	2010
Hawthorn at 29th Place	Eugene	35	2011
Richardson Bridge	Eugene	32	1992*
Bascom Village	Eugene	48	2016
The Oaks at 14th	Eugene	54	2017
Market District Commons	Eugene	50	2020

5 Years old or less - No CNA, Financial Analysis in Progress			
Commons on MLK	Eugene	51	2021
RAD II, Hayden Bridge Landing	Springfield	70	2021
RAD II, Sarang	Eugene	49	2021
Keystone	Eugene	15	2021
The Nel	Eugene	45	2022
Ollie Court	Eugene	80	2026

Portfolio Repositioning Strategies

Public Housing RAD Overview

Rental Assistance Demonstration (RAD)

- RAD is a HUD pathway to convert Public Housing assistance to long-term Section 8 assistance, creating more options to finance property improvements.
- RAD/Section 18 blends can reposition a property using both RAD and Section 18 which can include rehab or disposition.
- Higher and more stable rental assistance can strengthen property operations and help address long-term capital and replacement reserve needs.
- 595 Public Housing units are eligible to convert under RAD/Section 18
- In addition to subsidy conversion these properties will undergo comprehensive rehabilitation using 9% or 4% LIHTC, LIFT, HOME, CDBG, AHTF, etc.

Sarang,
Eugene OR

Portfolio Repositioning Strategies

4% Low Income Housing Tax Credit Preservation

Twinning 4%

- First step in Asset Managed Portfolio Repositioning
- Two properties have been identified for rehab work to be paired with resyndication
  - Jacobs Lane - 63 Units
  - Laurel Gardens - 37 Units
  - 4% Low Income Housing Tax Credit (LIHTC), Local Innovation and Fast Track (LIFT) rental, permanent loan and seller note to resyndicate and complete rehabilitation work on both sites
  - Total Project Cost Estimate: $16,393,895 ($7,266,503 of which is construction hard costs, with balance utilized in resyndication)
  - Oregon Housing & Community Services (OHCS) Preservation application portal opens in October 2026
  - Ideally would obtain funding recommendation in 2027


Jacobs Lane , Eugene OR

Portfolio Repositioning Strategies
Property Disposition

Properties Not Mission Centered or High Value

- Heeran Center
- Family Shelter Housing
- Signpost House
- Bus Barn
- Hawthorn @ 29th
- Willakenzie Townhomes (affordable homeownership?)

Bus Barn, Eugene OR

Our Ask

- Help with preservation $
- Help prioritize preservation with State/County/City funding opportunities
- CDBG partnership opportunities
- Other preservation programs opportunities

Thank You!

HOMES FOR GOOD
HOUSING AGENCY

Homes. People. Partnerships. Good.

BOARD OF COMMISSIONERS AGENDA ITEM

HOMES FOR GOOD
HOUSING AGENCY

BOARD MEETING DATE: 09/30/2026

AGENDA TITLE: In the Matter of Authorizing the Executive Director or Designee to Apply for Assistance from Oregon Housing and Community Services for preservation work at Jacobs Lane and Laurel Gardens.

DEPARTMENT: Real Estate Development Division

CONTACT : Audrey Banks **EXT:**

PRESENTER: Audrey Banks, Victoria Smithweiland **EXT:**

ESTIMATED TIME : 15 Minutes

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

Approval Signature

EXECUTIVE DIRECTOR: **DATE:** 09.23.2026

LEGAL STAFF : **DATE:**

MANAGEMENT STAFF: **DATE:**

100 West 13th Avenue, Eugene, OR 97401 • PH 541-682-3755 • FAX 541-682-3411
Homes. People. Partnerships. Good. www.homesforgood.org

HOMES FOR GOOD MEMORANDUM REFERENCE DOCUMENT

TO: Homes for Good Board of Commissioners

FROM: Victoria Smithweiland, Asset Manager

TITLE: In the Matter of Authorizing the Executive Director or Designee to Apply for Assistance from Oregon Housing and Community Services for Preservation Work at Jacobs Lane and Laurel Gardens

DATE: September 30, 2026

MOTION:

It is moved that the Executive Director or Deputy Director is authorized to apply for assistance from Oregon Housing and Community Services (OHCS) Oregon Centralized Application (ORCA) for Jacobs Lane and Laurel Gardens, both located in Eugene, Oregon.

DISCUSSION:

A. Issue

Homes for Good Housing Agency owns Jacobs Lane, located at 3450 Jacob's Lane, Eugene, Oregon, and Laurel Gardens, located at 1775 W. 12th Avenue, Eugene, Oregon. Jacobs Lane was developed as affordable housing by Homes for Good in 1998, and Laurel Gardens was developed as affordable housing by Homes for Good in 1997. Both properties were originally financed with Low Income Housing Tax Credits (LIHTC), completed the initial compliance period, have aged and are in need of preservation work.

In 2025, Homes for Good contracted with a consultant to provide Portfolio Repositioning consulting services and, through collaborative work with the consultant and Homes for Good Development and Asset Management staff, Jacobs Lane and Laurel Gardens were identified as the first two properties under review to "twin" and submit to the ORCA application process as one combined funding application.

Multiple funding sources can be paired through the ORCA application process, including, but not limited to, Local Innovation and Fast Track (LIFT), Low Income Housing Tax Credit (LIHTC) funding, and federal HOME funds for rural communities. ORCA applications may be submitted on a rolling basis to ensure a non-competitive funding process. Homes for Good intends to apply through the ORCA process for a combination of funding through OHCS for the preservation of Jacobs Lane and Laurel Gardens.

B. Background

Through financial and physical needs assessments, Homes for Good has prioritized Jacobs

Lane and Laurel Gardens for preservation work. In 2024, Homes for Good engaged with a third-party consultant to complete Capital Needs Assessment (CNA) reports for asset managed properties. Jacobs Lane and Laurel Gardens were completed in February 2025 and July 2025, respectively. Each CNA report identified the necessary repairs/maintenance and anticipated costs for such repairs over the next 20-year period. The budget methodology for Jacobs Lane and Laurel Gardens rehabilitation work utilized the CNA reports anticipated repairs/maintenance costs with the Capital Projects Team at Homes for Good completing a follow-up assessment of the CNA with specific recommendation to fully modernize the sites for approximately $7,300,000.

The current total cost for the preservation work and financing will include stronger financial operations to allow for consistent operating and replacement reserves at both sites, utilizing LIFT funds, LIHTC, permanent loan and seller note total approximately $16,400,000 (this includes the $7,300,000 for construction). These numbers are approximate and are subject to change over time.

C. <u>Analysis</u>

Next steps for this project include securing an Architect to develop conceptual plans and schematic designs and to engage with a general contractor to continue to finalize the scope of work.

Homes for Good Development and Asset Management staff have developed a proforma budget for the ORCA funding application and stand ready to submit the ORCA application when we anticipate the ORCA portal to open and begin accepting ORCA applications again on or about October 7, 2026.

Homes for Good staff shall continue working to prepare for the application in anticipation of being placed on a waitlist for funding, similar to the ORCA process for funding new construction projects.

D. <u>Furtherance of the Access & Opportunity Plan</u>

The preservation work of Jacobs Lane and Laurel Gardens furthers two Access & Opportunity plan pillars: Housing Production and Preservation, and Financial Sustainability. Housing Production and Preservation centers on protecting existing housing as a long-term community asset.

Financial Sustainability ensures that the Agency can continue to serve residents, program participants, and the community by responsibly managing resources.

E. <u>Alternatives & Other Options</u>

If the board does not approve the order, Homes for Good will pause plans for preservation work at Jacobs Lane and Laurel Gardens and will not apply for OHCS resources through the ORCA funding application.

F. Timing & Implementation

Homes for Good anticipates submitting the ORCA application to OHCS as early as October 2026, or soon thereafter, when the ORCA portal reopens and begins accepting preservation applications again. The scope of the application is currently unknown until the application portal is accessible.

G. Recommendation

It is recommended that the Board of Commissioners approve the board order to allow Homes for Good Housing Agency to apply for OHCS ORCA funding for Jacobs Lane and Laurel Gardens

H. Follow Up

If successful in the OHCS ORCA process, and depending on the total amounts of individual contracts, it may be necessary to seek future board approvals for Architect contracts, Contractor agreements, and final approval of financing.

I. Attachments

Board Order – In the Matter of Authorizing the Executive Director or Designee to Apply for Assistance from Oregon Housing and Community Services for Preservation Work at Jacobs Lane and Laurel Gardens

IN THE BOARD OF COMMISSIONERS OF THE

HOMES FOR GOOD HOUSING AGENCY, OF LANE COUNTY OREGON

ORDER 26-30-09-02H	In the Matter of Authorizing the Executive Director or Designee to Apply for Assistance from Oregon Housing and Community Services for Preservation Work at Jacobs Lane and Laurel Gardens

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

WHEREAS, Homes for Good Housing Agency has identified Jacobs Lane and Laurel Gardens properties as in need of preservation.

WHEREAS, Homes for Good Housing Agency recognizes the need in our community to provide and maintain housing for people with low income and/or are elderly/disabled.

WHEREAS, Homes for Good Housing Agency wishes to obtain assistance from the State of Oregon Housing and Community Services (OHCS) to provide preservation funding;

NOW IT IS THEREFORE ORDERED THAT:

Homes for Good Housing Agency resolves to preserve Jacobs Lane and Laurel Gardens properties with 100 combined units of affordable housing;

That the Executive Director or Deputy Director is authorized to apply to Oregon Housing and Community Services for funding for Jacobs Lane and Laurel Gardens in Eugene, Oregon;

That Homes for Good Housing Agency will accept the responsibilities and requirements of any tax credit and/or grant or loan programs applied for through the Oregon Centralized Application (ORCA);

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

That the Executive Director, Deputy Director or Real Estate Development Director is authorized to release project information to OHCS from the financial partners listed in the application and authorizes OHCS to verify any application information as required to complete its due diligence;

And

That the Executive Director, Deputy Director, Real Estate Director is authorized to sign all draw requests, monthly progress reports and miscellaneous forms associated with the tax credit, loan, and grant programs awarded to the project.

DATED this _________ day of ____________________________, 2026

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Chair, Homes for Good Board of Commissioners

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Secretary, Homes for Good Board of Commissioners

HOMES FOR GOOD
HOUSING AGENCY

BOARD OF COMMISSIONERS AGENDA ITEM

BOARD MEETING DATE: 09/30/2026

AGENDA TITLE: In the Matter of the Withdrawal from Roosevelt Crossing Limited Partnership.

DEPARTMENT: Real Estate Development Division

CONTACT : Audrey Banks **EXT:**

PRESENTER: Jacob Fox **EXT:**

ESTIMATED TIME : 15 Minutes

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

Approval Signature

EXECUTIVE DIRECTOR: **DATE:** 09.23.2026

LEGAL STAFF : **DATE:**

MANAGEMENT STAFF: **DATE:**

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

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

HOMES FOR GOOD MEMORANDUM REFERENCE DOCUMENT

TO: Homes for Good Board of Commissioners

FROM: Jacob Fox, Executive Director

TITLE: In the Matter of the Withdrawal from Roosevelt Crossing Limited Partnership

DATE: September 30, 2026

MOTION:

It is moved that the Homes for Good Board of Commissioners approve the withdrawal of Housing Authority and Community Services Agency of Lane County, doing business as Homes for Good Housing Agency's interest from Roosevelt Crossing Limited Partnership.

DISCUSSION:

A. Issue

Roosevelt Crossing Limited Partnership reached the end of its initial 15-year compliance period in December 2025. Banner Bank (as successor to Siuslaw Bank) is the 99.99% Investor Member; Homes for Good Housing Agency ("Agency") is the General Partner with .005% interest, and Sponsors, Inc. ("Sponsors") is the Administrative Partner with .005% interest. Banner Bank and Homes for Good Housing Agency desire to exit the Partnership and assign their interest in the Partnership to Sponsors, Inc.

B. Background

A **LIHTC tax credit exit** occurs when a property that has been financed with Low-Income Housing Tax Credits reaches the end of its **-￼year federal compliance period** (or leaves earlier) and the affordability restrictions are no longer required. At that point, the limited partners (investors) have typically received the full value of their tax benefits, and the general partner (developer/owner) decides the property's next step[1][2]

Homes for Good Housing Agency formed Roosevelt Crossing Limited Partnership in April 2010 as part of the Low-Income Housing Tax credit (LIHTC) financial structure. The partnership followed the required 15-year compliance period as planned. Sponsors acted as the property management company during the 15-year compliance period, and the property served and continues to serve Sponsors-referred residents. Sponsors serves justice-involved individuals and refers clients to Roosevelt Crossing upon the clients' exit from incarceration.

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[2] Maxwell Jaffe, Dustin Ingram "Expirations and Early Exits of LIHTC Units: Implications for the Affordable Housing Stock" - Federal Reserve Bank of Chicago *www.chicagofed.org*

The Partnership exited its 15-year compliance period in December 2025. Banner Bank, as successor to Siuslaw Bank withdrew from the Partnership and assigned its interest in the Partnership to Sponsors on July 1, 2026. Homes for Good Housing Agency desires to exit the Partnership and assign its interest to Sponsors with Homes for Good Board of Commissioners approval.

On February 15, 2008, Sponsors sold Tax Lots 300 and 301, Map 17 04 26 24, Eugene, OR ("Iowa Street") to the Agency. Since that time, the Agency gave Sponsors approval to build structures on the Iowa Street property. As part of the Roosevelt Crossing Limited Partnership withdrawal, Homes for Good Housing Agency desires to transfer ownership of the Iowa Street property back to Sponsors as a term of the financial agreement between the Agency and Sponsors to finalize the exit.

C. Analysis

Given their long track record of service to the community, Sponsors' assumption of Banner Bank's and Homes for Good Housing Agency's interest will support the vital importance of maintaining the Roosevelt Crossing Apartments as low-income housing in the coming years.

The financial impacts on the Agency are two-fold: the disposition of Partnership reserves, and the disposition of Agency-owned property at Iowa Street.

Upon assigning their interest in the Partnership, Homes for Good Housing Agency agrees to release their interest in the following Partnership Reserves, valued on August 31, 2026:

- Operating Reserve - $290,147.70
- Replacement Reserve - $62,283.73
- Owner Held Unrestricted Reserve -$80,545.11

The actual value of the Partnership reserves will be determined on the date of Partnership Reserve transfer.

Upon receipt of Homes for Good Housing Agency's interest in the Partnership, the Agency agrees to convey ownership of the Iowa Street property to Sponsors. Homes for Good will receive $210,000.00 as a condition of the exit terms and conveying the ownership of the Iowa St property to Sponsors.

D. Furtherance of the Access & Opportunity Plan

This matter furthers two Access & Opportunity plan pillars: Housing Production and Preservation, and Financial Sustainability. Housing Production and Preservation centers on protecting existing housing as a long-term community asset. The preservation strategy of assigning Agency interest to Sponsors maintains affordability in this housing community and ensures a group at risk of displacement is provided opportunities for stability.

Financial Sustainability ensures that the Agency can continue to serve residents, program participants, and the community by responsibly managing resources. In the matter at hand, while the Agency assigns their interest in the Partnership and agrees to disposition of Partnership reserves to Sponsors, the Agency will receive $210,000.00 in unrestricted revenue which may be utilized to achieve any of the Agency's financial goals.

E. Alternatives & Other Options

An alternative to Board approval of the matter at hand could be a denial of the motion to withdraw from Roosevelt Crossing Limited Partnership. Should this occur, the Agency would not assign their Partnership interest to Sponsors, would not release their interest in Partnership reserves, and would not receive $210,000.00. This would financially disadvantage the agency, as the Agency would retain ownership of the Iowa Street property (a property that Sponsors is currently utilizing for operations) and would not receive the income generated from the sale of the property.

F. Timing & Implementation

Should the Board approve the motion at hand, the matter will be returned to Agency and Sponsors' counsel for finalization of the Partnership interest transfer, Partnership Reserve transfer, and the sale of the Iowa Street property. The actual date of the final transactions is unknown but expected to likely occur within the next 60 days.

G. Recommendation

It is recommended that the Board of Commissioners approve the motion In the Matter of the Withdrawal from Roosevelt Crossing Limited Partnership.

H. Follow Up

No additional Board of Commissioners involvement in this matter is anticipated.

I. Attachments

NA

IN THE BOARD OF COMMISSIONERS OF THE

HOMES FOR GOOD HOUSING AGENCY, OF LANE COUNTY OREGON

ORDER 26-30-09-03H	In the Matter of the Withdrawal from Roosevelt Crossing Limited Partnership.

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

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

WHEREAS, the Authority formed Roosevelt Crossing Limited Partnership, an Oregon limited partnership (the "**Partnership**") in April 2010 in furtherance of the operation of an affordable housing project known as Roosevelt Crossing (the "**Project**") with the Authority as general partner, Siuslaw Bank as limited partner and Sponsors, Inc., an Oregon nonprofit corporation as administrative partner ("**Sponsors**"); and

WHEREAS, on July 1, 2026, Banner Bank, as successor to Siuslaw Bank withdrew from the Partnership and assigned its interest in the Partnership to Sponsors; and

WHEREAS, the Authority now desires to withdraw from the Partnership as general partner and assign its interest in the Partnership to Sponsors for continued operation of the Project as affordable housing; and

WHEREAS, the Board of Commissioners of the Authority desires to consent to these transactions, consent to the documents which will be executed, to grant authority to certain individuals to execute documents on behalf of the Authority, and to ratify certain actions pertaining to these transactions taken prior to the date of this resolution; and

WHEREAS, ORS 456.135 authorizes the Authority to delegate to one or more of its agents and employees such powers as it deems proper; and

WHEREAS, the Authority shall transfer ownership of Tax Lots 300 and 301, Map 17 04 26 24, Eugene, OR ("Iowa Street") to Sponsors.

NOW, THEREFORE, THE AUTHORITY ADOPTS THE FOLLOWING RESOLUTIONS:

1. **Authorize Withdrawal from the Partnership.**

   BE IT RESOLVED, that the Authority is authorized to negotiate, execute and deliver on behalf of the Authority an Agreement to Assign General Partner Interest and Withdraw, and a Second Amendment to Amended and Restated Partnership Agreement of the Partnership with Sponsors in the form approved by any Authorized Representative.

2. **Authorize Transfer of Tax Lots 300 and 301, Map 17 04 26 24, Eugene, OR ("Iowa Street") to Sponsors**

   BE IT RESOLVED, that the Authority is authorized to transfer said property to Sponsors in the form approved by any Authorized Representative.

3. **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.

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

4. **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 such other applications, 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 in furtherance of the Project, the same is hereby ratified and affirmed.

DATED this _________ day of ___________________________, 2026

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Chair, Homes for Good Board of Commissioners

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Secretary, Homes for Good Board of Commissioners