



Metro

600 NE Grand Ave.
Portland, OR 97232-2736

Agenda

Meeting: Housing Oversight Committee (Meeting 20)
Date: Wednesday, November 17, 2021
Time: 9 a.m. to 11:00 a.m.
Place: Virtual Zoom meeting
Purpose: Provide updates on ongoing committee conversations and opportunities for committee feedback.

- 9:00 a.m. Welcome and housekeeping
- 9:05 a.m. Public Comment
- 9:15 a.m. Council update
- 9:45 a.m. Operational updates
- 10:30 a.m. Annual report process
- 11:00 a.m. Adjourn

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Meeting minutes

Meeting: Metro Housing Bond Oversight Committee Meeting 19
Date/time: Wednesday, October 20, 9 AM – 11:30 AM
Place: Zoom Virtual Meeting
Purpose: Provide update on responses to committee recommendations, debrief from working group discussions.

Attendees

Melissa Erlbaum, Mitch Hornecker, Mesha Jones, Co-chair Jenny Lee, Ed McNamara, Co-chair Steve Rudman, Andrew Tull, Juan Ugarte Ahumada, Tia Vonil

Absent

Nicole Stingh

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Patrick Dennis, Ash Elverfeld, Emily Lieb, Jimmy Oporta, Alison Wicks

Facilitators

Allison Brown, JLA Public Involvement

Note: The meeting was recorded via Zoom and therefore details will be focused mainly on the discussion, with less detail in regards to the presentations. Presentation slides are included in the packet.

Welcome and housekeeping

Allison Brown, facilitator with JLA Public Involvement, welcomed the Committee and asked co-chairs, Jenny Lee and Steve Rudman to make opening remarks.

Allison reviewed the agenda, confirmed the meeting summary from Meeting 18, and asked the group to disclose any conflicts of interest. The summary was confirmed with two minor edits requested by Ed McNamara and Ash Elverfeld. Edits will be made prior to entering the packet into the record.

Conflict of interest

Ed stated that he is on the Board of Directors for BRIDGE Housing.

Public comment

Allison opened the floor for public comment. No public comments were made.

Staff update: Implementation progress

Emily Lieb provided program updates. Units opened at Rockwood Village in August, and the Mary Ann in Beaverton is in the process of moving people in. 64 units of affordable housing are currently opened. The Viewfinder is the next building that will be open. Staff anticipate 750 affordable homes will be open by June of next year.

Meeting minutes

Updates and proposed next steps to respond to HOC recommendations

Emily revisited the oversight committee recommendations to Metro Council that the Council supported and updated everyone on how staff are responding.

- “Do more with more”/efficient use of funds
- Support integration of supportive housing services and affordable housing bond funding
- Support strong outcomes for equitable contracting and workforce diversity

She presented how projects are adapting to increased Low Income Housing Tax Credits (LIHTC) equity.

Emily shared the Metro operational improvements taking place in response to the Metro Auditor’s recommendations.

Emily presented Metro’s response to addressing the heatwave impact on people in marginalized in communities. Metro released a statement to partners strongly encouraging all projects to incorporate in-unit A/C, and offer support to address barriers in providing cooling solutions. The recommendation was to reserve \$10 million in interest earnings to support A/C upgrades in pipeline.

She said that housing bond interest earnings are currently at \$24 million and that’s projected to grow to \$38 million over the life of the program. The recommendation is to provide \$23 million to permanent supportive housing (PSH) for up to 175 units that would serve households experiencing chronic homelessness. There are opportunities for acquisition of hotels and motels to turn into PSH. The bond interest funds would provide the capital and the supportive housing services funding would provide the long-term rent assistance and wraparound services.

Lastly, Emily provided an update on equitable contracting and workforce recommendations. There’s work underway to align with state and local agencies; there are limitations for how bonds can be used for investing in upstream strategies; Metro will provide up to \$120,000 in FY22 to reimburse local costs associated with building out local capacity for tracking; staff are finding broader opportunities for alignment with other initiatives.

Co-chair Jenny Lee provided an update on the contracting and work force work session.

- There was agreement that getting baseline data for contracting and workforce outcomes is a priority. Members were supportive of Metro’s proposal to provide some funding to support local tracking and reporting capacity, and expressed a desire to see more projects take on workforce tracking commitments.
- After reviewing key features of a new OHCS tool for tracking equitable contracting outcomes, group members were excited that there may be an opportunity to capture data on non-certified firms and noted that it will be important to track

Meeting minutes

certified and non-certified firms separately since goals for the Metro bond were specific to certified firms. Staff also shared the need to convene conversations to support alignment between PHB's tracking tool and the new tool recently introduced by OHCS.

- Committee members raised some questions about the value of goals related to apprenticeship hours as a measure of equitable workforce outcomes, and were happy to learn that Metro's workforce outcomes forms will capture diversity information for the total workforce. There was great interest in data that captures intersectionality while not "double-counting" (e.g. women who are also people of color)
- There was a request for more information about which projects are paying prevailing wages.

Members then had a discussion regarding workforce.

Tia Vonil recalled from the work session that maybe three jurisdiction had agreed to do workforce tracking and two had actual workforce goals and those goals only pertained to apprentices. Tia said that this is a missed opportunity in terms of workforce and that it feels like injecting equity in the normal places. She said the Bond is supposed to be leading with a goal for equity but sees that there isn't follow through because of a lack of resources, staffing, or strategy.

Jenny thanked Tia and said that Tia's input has been invaluable on this topic. She added that these workforce goals need to be baked in from the front end in the future.

Ed encouraged tracking at all levels and not just apprentices.

Members then had a discussion regarding air conditioning.

Ed encouraged addressing the cause of climate change and not the symptoms. Many options create more infiltration and use more energy in the process. He asked that Metro consider encouraging Net Zero buildings.

Mesha Jones agreed with Ed and is also strongly supportive of A/Cs in units. From a cost perspective, for property management it's a couple of thousand dollars to install and then there is yearly maintenance. For properties with A/Cs, often residents don't like maintenance to come in to service things unless there is a big issue. With mid-rise and high-rise buildings without adequate cooling systems in hall or units themselves, it increases the odors of trash.

Members moved into a discussion about permanent supportive housing.

Ed supported Metro going forward with the plan to acquire the motels. Encourages Metro to do the acquisition and then put an RFP out.

Mitch Hornecker said he's supportive of the motels but doesn't want to recreate the wheel. Recommended that Metro follow the Project Turn Key model and to centralize the acquisition process.

Meeting minutes



Steve likes centralizing but thinks we could work with three counties that are the supportive housing services program partners.

Juan Ugarte Ahumada said he is thinking about risks in the market right now. Since things are expensive and there's unpredictability in the future, he wondered if there is a concern about that? Emily responded that because of the market there are hotels and motels up for sale which offer an opportunity. Nicole Stingh had asked in an email prior to the meeting if Metro feels comfortable utilizing all interest funds given potential risk.

Melissa Erlbaum said that for the supportive housing services measure to be successful, there needs to be as many units as possible available. She added that in Clackamas County they had a lot of resistance to Project Turn Key and encouraged a carrot and stick approach for them to get them to fully participate. She said the need is there in Clackamas County but that there will be work to get support from the County.

Break from 10:20-10:30

Efficient use of funds and developer fee

Emily began a presentation on the proposed draft of the developer fee policy. The draft guidelines places parameters on the cash fee received up front, creating a ceiling or maximum that can be received.

Steve provided a summary of the developer fee working session discussion. Amongst the considerations he stated, he stressed that it is a complicated issue and there's no clear answer.

Ed said that often the private developer will partner with a BIPOC non-profit and they will receive some of the fee to increase their capacity. He said that while there's a public perception the fee is high, it's not worth creating bad policy over.

The group reviewed the guiding principles of the bond program and discussed how they fit into the proposed guidelines.

Juan questioned whether those higher developer fees are being missed by the non-profits because they don't know about them- and if so, is that an inequity.

Jenny and Mitch both acknowledged the complexity of this issue and also think there needs to be more done before a decision is made at a Metro level.

Steve encouraged Metro to line up with State of Oregon and City of Portland with their guidelines.

Emily acknowledged that there are complexities and unique experiences when negotiating with developers and that jurisdictions need flexibility. She said that the guidelines ask partners to report back to Metro how they examined these various factors to arrive at the fee. The parameters are broad, are they right?

Meeting minutes



Next steps

Emily shared that there's an additional oversight committee meeting proposed for November 17th to have a conversation about approach and plan for the annual review process. Would like feedback from committee members.

She said there will also be more discussion of the developer fee guidelines with members at a work session.

A Metro Council work session is scheduled for November 4th. Staff will be presenting much of the same material as today but will likely hold off on the developer fee proposal because there is more work to do.

The co-chairs thanked the Committee and the meeting was adjourned.

Minutes respectfully submitted by Ash Elverfeld, Housing Program Assistant, Metro.

Housing Bond Progress Report for [JURISDICTION] | 2021

DRAFT TEMPLATE FOR REVIEW BY PARTNERS AND OVERSIGHT COMMITTEE

The purpose of this report is to summarize local progress toward implementing local implementation strategies for the Affordable Housing Bond program. At the end of each calendar year, participating jurisdictions submit progress reports to Metro. Reports are reviewed by the Affordable Housing Bond Community Oversight Committee, which is charged with monitoring progress toward unit production and policy goals and ensuring alignment with guiding principles. Metro staff produce an annual report summarizing regional progress across all implementing jurisdictions.

SECTION 1: UNIT PRODUCTION AND FUNDING

This section is intended to provide a summary of projects and units in each jurisdiction's Affordable Housing Bond pipeline and Affordable Housing Bond funding commitments. With the passage of the Supportive Housing Services measure in 2020, many jurisdictions are seeking opportunities to expand unit production, deepen affordability, or increase the number of supportive housing units across the portfolio. With this in mind, we are also tracking plans to leverage SHS funding for rental assistance and/or services.

Describe progress toward implementing the development plan in your LIS. Please highlight any best practices, lessons learned, or opportunities for improvement. Be sure to address the following elements:

- a. Results of competitive selections, including who was involved and how LIS criteria were applied and impacted the outcome.*
- b. Strategies/outcomes supporting efficient use of Metro bond funds and other sources of public funding in the project; including how projects are responding to increases in LIHTC equity or other additional funding to increase sustainability, durability, and livability for residents, or to reduce the amount of Metro bond subsidy*
- c. Summary of ongoing funding commitments for project-based rental assistance and ongoing supportive services not included within the project's resident services budget; including how Metro Supportive Housing Services (SHS) funding is being integrated or leveraged to support outcomes for serving very low income households and households experiencing or at risk of homelessness.*
- d. Approach and anticipated timelines for achieving remaining unit production targets, including any priorities for remaining unit production targets. (e.g., location priorities, homeownership, supportive housing etc.)*

Figure 1. Production progress and resources committed

Project	Total Project Cost	Metro Bond Funds	Number of BOND ELIGIBLE units <i>(excludes manager units and non-eligible units)</i>				Plans to leverage Supportive Housing Services (SHS) funding <i>(yes/no/TBD)</i>		Status <i>Concept, final approval, construction, complete</i>	Construction start <i>(anticipated or actual)</i> Month/Year	Completion Month/year
			Total units	30% AMI units	Family sized (2+ BRs)	PSH units	For rental assistance	For wraparound services			
Total committed or underway											
LIS commitment											
% of commitment complete											
Remaining for LIS											

SECTION 2: PROJECT HIGHLIGHTS

This section is intended to provide a brief overview of each project in the pipeline—and some of the noteworthy features.

Please provide a brief summary of each project in your portfolio, along with an image of the project. Be sure to describe:

- a. Number of units and unit mix (30% AMI, family-size, PBVs, PSH)*
- b. Description of the location*
- c. Who the project intends to serve*
- d. Project team and partnerships*
- e. Noteworthy features or highlights (e.g., community space, free wi-fi, climate resilience and sustainability)*

SECTION 3: ADVANCING EQUITABLE OPPORTUNITY IN PLANNING AND CONSTRUCTION

In keeping with the guiding principle of leading with racial equity, local implementation strategies include commitments to advance racial equity through the planning and construction process, including goals for the amount of contract dollars (hard and soft costs) that will be paid to COBID-certified Minority, Women, and Emerging Small Business (MWESB) firms and strategies for encouraging inclusion of women and people of color in the workforce. Goals and tracking commitments for workforce diversity vary across jurisdictions and projects. Within three months of construction completion, each project will report on contracting outcomes and those tracking workforce diversity will report on workforce outcomes. This data will be included in future annual progress reports.

Describe progress toward implementing the equitable contracting and workforce strategies described in your LIS. Be sure to address the following elements:

- a. Progress toward achieving the equitable contracting goals and strategies in your LIS
- b. Progress toward advancing the workforce diversity goals and strategies in your LIS
- c. If applicable, work complete or underway to expand local capacity to monitor and report on contracting and workforce outcomes

Figure 3. Equitable contracting goals and outcomes

Project name	Developer, General contractor	Contracting goals % of total contract amounts paid to...		Notes and preliminary progress
		Project goal (% hard costs)	Project goal (% soft costs)	

For projects that provided a minimum and maximum (or “stretch”) goal, please use the “minimum goal.”

Figure 4. Workforce diversity goals/outcomes (as applicable based on LIS and project)

Project name	Developer, General contractor	Workforce goals % of total labor hours* worked by...			Workforce tracking?	Prevailing wage	Notes and preliminary progress
		POC	Women	Apprentices	Y/N	BOLI, Davis Bacon, N/A	

For projects that provided a minimum and maximum (or “stretch”) goal, please use the “minimum goal.” Workforce tracking is recommended for contracts above \$250,000.

SECTION 4: ADVANCING EQUITABLE HOUSING OPPORTUNITY, ACCESS, AND STABILITY

The guiding principles for the Affordable Housing Bond Program include commitments to lead with racial equity and to create opportunity for those who have been left behind by the region’s housing market, especially communities of color, families with children and multiple generations, people living with disabilities, seniors, veterans, households experiencing or at risk of homelessness, and households at risk of displacement. Each local implementation strategy defines commitments and strategies to ensure affirmative marketing, low-barrier lease up practices, and culturally responsive programming—in addition to location priorities that affirmatively further fair housing and support community stability for those who have experienced displacement or risk of displacement. Once projects begin to lease up, data will be collected to report on marketing and lease up metrics and demographics of the initial resident population.

Describe progress toward implementing your LIS strategies for supporting fair housing access and community stability through project locations, affirmative marketing strategies, and lease up. Please highlight any best practices, lessons learned, or opportunities for improvement. Be sure to address the following:

- a. How locations of selected projects supported the location strategy described in your LIS, and any location priorities for future solicitations (feel free to include a map if you can)
- b. How projects are incorporating affirmative marketing strategies, partnerships for referral, and low-barrier lease-up
- c. Specific strategies for leasing permanent supportive housing units (e.g. coordinated referrals)
- d. Plans and partnerships to align culturally specific/responsive programming and services to meet the needs of tenants.
- e. If you have projects that are beginning to lease up, please feel free to share any preliminary data on demographics.

Summary of project plans and partnerships for affirmative marketing and culturally responsive services

Project name	Who the project seeks to serve	Plans/partnerships for affirmative marketing	Plans/partnerships for responsive services

Physical accessibility features

Project name	Number of ground floor units	Number of ADA (Type A) units	Universal design (Y/N)	Notes on other accessibility elements

SECTION 5: COMMUNITY ENGAGEMENT TO INFORM PROJECT OUTCOMES

In keeping with the Affordable Housing Bond Program include commitments to lead with racial equity, each local implementation strategy defines commitments and strategies for ensuring that people of color and members of other historically marginalized communities are engaged in shaping project outcomes. To ensure that we can measure these outcomes, Metro is encouraging and supporting jurisdictional and development partners in collecting and reporting on demographic outcomes for community engagement. While this data is not expected to be complete/thorough for each project, the goal is to expand best practices for tracking and reporting on demographic outcomes.

Describe your progress toward implementing your LIS strategies for ongoing community engagement. . Please highlight any best practices, lessons learned, or opportunities for improvement. Be sure to include the following:

- a. Briefly summarize community engagement activities used (WHAT YOU DID, e.g. “3 listening sessions, 1 survey,” etc.) and partnerships for community engagement—including completing below table.
- b. Summarize who participated in community engagement (WHO PARTICIPATED, e.g. 79 people participated in community engagement activities for Project X, of whom 92% had low incomes and 64% were people of color)—including completing below table.
- c. Summarize major themes of feedback (WHAT YOU HEARD, e.g. “participants want more large units or garden space,” etc.)
- d. Describe themes in how feedback directly informed project implementation and outcomes (WHAT CHANGED, emphasis on feedback from communities of color and other marginalized groups)
- e. Use table to show number of community-engagement partnerships with community-based organizations. Use narrative to briefly describe partnerships, and outreach strategies used to encourage participation and mitigate barriers.

Summary of community engagement partnerships

	Total community-based organizations	Culturally specific organizations	Faith-based organizations	Other community-based organizations <i>(not culturally specific or faith based)</i>
Number of partnerships				
List of organizational partners				

Summary of community engagement outcomes

Project or engagement event	Total participants	Were demographics tracked? (Y/N)	If yes, how many voluntarily reported demographics?	Of those reporting demographics...						
				<i>% people of color</i>	<i>% people with low incomes</i>	<i>% older adults (over 60)</i>	<i>% limited English proficiency</i>	<i>% immigrants and refugees</i>	<i>% existing tenants in building</i>	<i>% people who have experience homelessness</i>

SECTION 6: CLIMATE RESILIENCE AND SUSTAINABILITY

The historic heat wave experienced by the Pacific Northwest in June 2021 made it clear that climate change is not only a challenge for the future; it's here. How are your projects incorporating cooling strategies to keep people safe as temperatures increase? More broadly, how is your jurisdiction working with affordable housing developers to support climate resilience and climate smart building strategies? What challenges do you face and what opportunities do you see for regional coordination?