CITY COUNCIL MONTHLY MEETING CALENDAR

September-19

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 CITY OFFICES CLOSED	3 CCI moved to 09/24 Planning Comm 7pm (Canceled)	4 Red Cross Blood Drive 1pm-6pm, Comm Aud FG Rural Fire Board Mtg	5 EDC Moved 09/12 Fire Awards Banquet 6pm *Rippe out*	6 FGS&CC 1st Friday	7
8 *Rippe out*	9 CITY COUNCIL 5:00 PM - URA WORK SESSION (Interviews) 7:00 PM - REGULAR COUNCIL MEETING COMMUNITY AUDITORIUM	10 Complete Count Committee 6pm, Cornelius Public Library Library Foundation Bites Dine Donate	11 Municipal Court 9-11 Flag Ceremony 10am Sister Cities 4:45pm	12 EDC Noon PAC 5pm	13	14
15	16 Chamber Luncheon Planning Comm 7pm	17 Western WC Fire Task TBD Library Comm 6:30pm	18 P&R 7am CFC 5:15pm *Rippe out*	19 PAC moved 09/12 Sustainability 6pm	20 WEA Bike Tour	21 PAC Art Bizarre Corn Roast Sidewalk Art
22 *Rippe out*	23 CITY COUNCIL 5:30 PM - URA EXECUTIVE SESSION (Property) 6:00 PM - WORK SESSION (MIXED USE ZONING) 7:00 PM - REGULAR COUNCIL MEETING 9:15 PM - URBAN RENEWAL AGENCY MEETING COMMUNITY AUDITORIUM	24 CCI 5:30 pm HLB 6:30pm	25 Municipal Court PSAC Canceled *LOC & OMA Board Mtg*	26 *LOC Conference, Bend*	27	28
29	30 Red Cross Blood Drive (TOM JOHNSTON) 1pm-6pm, Comm Aud Sister Cities 4:45pm					

Oct-19

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 CCI 5:30pm	2 FG Rural Fire Board Mtg	3 EDC Noon	4 FGS&CC 1st Friday	5 Sister Cities' Japanese Festival, 10am
6	7 Planning Comm 7pm	8 Library Comm 6:30pm	9 Municipal Court	10	11	12 Public Services Open House 10am-2pm
13	14 CITY COUNCIL 5:30 PM - WORK SESSION(s) 7:00 PM - REGULAR COUNCIL MEETING COMMUNITY AUDITORIUM	15 Western WC Fire Task TBD Library Friends & Family 5pm	16 P&R 7am CFC 5:15pm	17 Red Cross Blood Drive 1pm-6pm, Comm Aud PAC 5pm	18	19
20	21 Chamber Luncheon Planning Comm 7pm	22 HLB 6:30pm *Rippe out Oct 22 - 27*	23 Municipal Court PSAC 7:30am	24 Sustainability 6pm	25 ODF 8am	26 *Nyuzen arrives*
27 *Rippe returns*	28 CITY COUNCIL 5:30 PM - JOINT WORK SESSION FG, Cornelius & School Board 7:00 PM - REGULAR COUNCIL MEETING COMMUNITY AUDITORIUM	29 Council please RSVP: Nyuzen Delegation Sayonara Dinner 6pm - Comm Aud HLB 6:30pm	30 *Nyuzen Departs*	31		
Nyuzen Student Delegation Visit - October 26 - 30						

Nov-19

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 FGS&CC 1st Friday	2 Mayor's Ball FGS&CC 6pm
3	4 Planning Comm 7pm	5 CCI 5:30pm	6 Municipal Court FG Rural Fire Board Mtg	7 EDC Noon	8	9
10	11 CITY OFFICES CLOSED	12 CITY COUNCIL 5:30 PM - WORK SESSION(s) 7:00 PM - REGULAR COUNCIL MEETING COMMUNITY AUDITORIUM Library Comm 6:30pm	13 Red Cross Blood Drive 1pm-6pm, Comm Aud	14 Police Station Open House 5pm	15	16 *Rippe out*
17	18 Chamber Luncheon Planning Comm 7pm	19 Western WC Fire Task TBD	20 Municipal Court P&R 7am CFC 5:15pm	21 PAC 5pm Sustainability 6pm	22	23
Rippe out Nov 16 - 24						
24 *Rippe returns*	25 CITY COUNCIL 5:30 PM - WORK SESSION(s) 6:45 PM - Council Holiday Greeting 7:00 PM - REGULAR COUNCIL MEETING COMMUNITY AUDITORIUM	26 HLB 6:30pm	27 PSAC moved to 12/4	28 CITY OFFICES CLOSED	29 CITY OFFICES CLOSED	30

Meeting dates/times may change or cancel without advanced notice; please confirm with meeting agendas.
TBD=To Be Determined

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FOREST GROVE OREGON

A place where families and businesses thrive.

CITY COUNCIL MEETING AGENDA

MONDAY, SEPTEMBER 23, 2019
COMMUNITY AUDITORIUM
1915 MAIN STREET

5:30 PM URA EXECUTIVE SESSION (Real Property Transactions)
6:00 PM WORK SESSION (Neighborhood Mixed-Use Zones)
7:00 PM CITY COUNCIL REGULAR MEETING
9:15 PM URA REGULAR MEETING

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PETER B. TRUAX, MAYOR

Thomas L. Johnston, Council President
Timothy A. Rippe
Ronald C. Thompson
Elena Uhing
Adolph "Val" Valfre, Jr.
Malynda H. Wenzl

All meetings of the City Council are open to the public and all persons are permitted to attend any meeting except as otherwise provided by ORS 192. The public may address the Council as follows:

➔ Public Hearings – Public hearings are held on each matter required by state law or City policy. Anyone wishing to testify should sign in for any Public Hearing prior to the meeting. The presiding officer will review the complete hearing instructions prior to testimony. The presiding officer will call the individual or group by the name given on the sign in form. When addressing the Council, please use the witness table (center front of the room). Each person should speak clearly into the microphone and must state his or her name and give an address for the record. All testimony is electronically recorded. In the interest of time, Public Hearing testimony is limited to three minutes unless the presiding officer grants an extension. Written or oral testimony is heard prior to any Council action.

➔ Citizen Communications – Anyone wishing to address the Council on an issue not on the agenda should sign in for Citizen Communications prior to the meeting. The presiding officer will call the individual or group by the name given on the sign in form. When addressing the Council, please use the witness table (center front of the room). Each person should speak clearly into the microphone and must state his or her name and give an address for the record. All testimony is electronically recorded. In the interest of time, Citizen Communications is limited to two minutes unless the presiding officer grants an extension.

The public may not address items on the agenda unless the item is a public hearing. Routinely, members of the public speak during Citizen Communications and Public Hearings. If you have questions about the agenda or have an issue that you would like to address to the Council, please contact the City Recorder, aruggles@forestgrove-or.gov, 503-992-3235.

City Council meetings are handicap accessible. Assistive Listening Devices (ALD) or qualified sign language interpreters are available for persons with impaired hearing or speech. For any special accommodations, please contact the City Recorder, aruggles@forestgrove-or.gov, 503-992-3235, at least 48 hours prior to the meeting.

Bryan Pohl, Community Development Director Paul Downey, Administrative Services Director Jesse VanderZanden, City Manager	**5:30**	The **Urban Renewal Agency Board** will convene in the Community Auditorium – Conference Room to hold the following executive session: **In accordance with ORS 192.660(2)(E)** to deliberate with persons designated by the governing body to negotiate in real property transactions. ***EXECUTIVE SESSIONS ARE CLOSED TO THE PUBLIC.*** Representatives of the news media and designated staff may attend Executive Session(s). Representatives of the news media are specifically directed not to report (tape/video record) any of the deliberations during the Executive Session, except to state the general subject of the session as previously announced. No Executive Session may be held for the purpose of taking final action or making any final decision. (***Refer to separate agenda***)
(PowerPoint Presentation) James Reitz, Senior Planner Bryan Pohl, Community Development Director Jesse VanderZanden, City Manager	**6:00**	**WORK SESSION:** The **City Council** will convene in the Community Auditorium – Conference Room to conduct the following work session. The public is invited to attend and observe the work session; however, no public comment will be taken. The Council will take no formal action during the work session. • ***Neighborhood Mixed-Use (NMU) Zoning District Implementation*** *(60 minutes)*

	7:00	1.	**REGULAR MEETING**: Roll Call and Pledge of Allegiance
		2.	**CITIZEN COMMUNICATIONS**: Anyone wishing to speak to Council on an item not on the agenda may be heard at this time. *Please sign-in before the meeting on the Citizen Communications form posted in the foyer*. In the interest of time, please limit comments to two minutes. Thank you.
		3.	**CONSENT AGENDA: See Page 4**
		4.	**ADDITIONS/DELETIONS:**
		5.	**PRESENTATIONS:**
(PowerPoint Presentation) Bryan Pohl, Community Development Director	7:10	5. A.	• *Camino – Forest Grove's New Online Permitting Guide, Kona Shen and Alison Taylor, Camino Representatives*
(PowerPoint Presentation) Dan Riordan, Senior Planner Bryan Pohl, Community Development Director	7:35	5. B.	• *Tualatin Valley Highway Safety Improvement Plan, Glen Bolen, Principal Planner, Oregon Department of Transportation*

James Reitz, Senior Planner Bryan Pohl, Community Development Director Jesse VanderZanden, City Manager	7:55	6. A.	**CONTINUE PUBLIC HEARING AND SECOND READING OF ORDINANCE NO. 2019-10 AMENDING DEVELOPMENT CODE ARTICLE 2 LAND USE, ARTICLE 3 ZONING DISTRICTS, ARTICLE 5 SPECIAL PROVISIONS, AND ARTICLE 12 USE CATEGORIES AND DEFINITIONS, TO PERMIT SEASONAL SHELTERS IN THE TOWN CENTER CORE (TCC), TOWN CENTER TRANSITION (TCT) AND COMMUNITY COMMERCIAL (CC) ZONING DISTRICTS; FILE NO. 311-19-000017-PLNG**
James Reitz, Senior Planner Bryan Pohl, Community Development Director Jesse VanderZanden, City Manager	8:05	6. B.	**CONTINUE PUBLIC HEARING AND SECOND READING OF ORDINANCE NO. 2019-11 AMENDING FOREST GROVE CODE OF ORDINANCES ADOPTING TITLE III, (ADMINISTRATION), CHAPTER 38 (§ 38.01 THROUGH § 38.04), TITLED SEVERE WEATHER SHELTERS IN THE TOWN CENTER CORE (TCC), TOWN CENTER TRANSITION (TCT) AND COMMUNITY COMMERCIAL (CC) ZONING DISTRICTS; FILE NO. 311-19-000017-PLNG**
(PowerPoint Presentation) Dan Riordan, Senior Planner Bryan Pohl, Community Development Director Jesse VanderZanden, City Manager	8:10	7.	**PUBLIC HEARING AND FIRST READING OF ORDINANCE NO. 2019-12 ACCEPTING THE UPDATE TO THE CITY OF FOREST GROVE HOUSING NEEDS ANALYSIS AND AMENDING THE TEXT OF THE FOREST GROVE COMPREHENSIVE PLAN TO ADD THE 2019 HOUSING NEEDS ANALYSIS UPDATE AS A TECHNICAL APPENDIX; FILE NO. 311-19-000016-PLNG**
(PowerPoint Presentation) Keith Hormann, Light and Power Director Paul Downey, Administrative Services Director Jesse VanderZanden, City Manager	8:25	8.	**RESOLUTION NO. 2019-50 ADOPTING REVISIONS TO LIGHT AND POWER (L&P) DEPARTMENT LINE EXTENSION POLICY, EFFECTIVE SEPTEMBER 24, 2019, AND REPEALING RESOLUTION NO. 2007-46**
Rich Blackmun, Engineering Division Project Manager Gregory Robertson, Public Works Director Jesse VanderZanden, City Manager	8:35	9.	**RESOLUTION NO. 2019-51 AUTHORIZING CITY MANAGER TO EXECUTE LOCAL AGENCY AGREEMENT BETWEEN CITY OF FOREST GROVE AND THE OREGON DEPARTMENT OF TRANSPORTATION FOR THE STATE FUNDED LOCAL PROJECT PROGRAM AND REPEALING RESOLUTION NO. 2018-74; PROJECT NAME: WEST SYSTEMIC SIGNALS AND ILLUMINATION PROJECT (FOREST GROVE)**
City Councilors	8:50	10.	**CITY COUNCIL COMMUNICATIONS:**

Jesse VanderZanden, City Manager	9:00	11.	**CITY MANAGER'S REPORT:**
Peter Truax, Mayor	9:05	12.	**MAYOR'S REPORT:**
	9:10	13.	**ADJOURNMENT:**

9:15 **URBAN RENEWAL AGENCY MEETING:**
The Forest Grove Urban Renewal Agency Board will convene in the Community Auditorium to conduct an Urban Renewal Agency Meeting. (***Refer to separate agenda***)

3. CONSENT AGENDA: Items under the Consent Agenda are considered routine and will be adopted with a single motion, without separate discussion. Council members who wish to remove an item from the Consent Agenda may do so prior to the motion to approve the item(s). Any item(s) removed from the Consent Agenda will be discussed and acted upon following the approval of the remaining Consent Agenda item(s).

A. Accept Library Commission Meeting Minutes of August 22, 2019.
B. Accept Parks and Recreation Commission Meeting Minutes of July 16 and July 30, 2019.
C. Accept Public Arts Commission Meeting Minutes of August 8, 2019.

FOREST GROVE OREGON

NEIGHBORHOOD MIXED USE ZONING DISTRICT IMPLEMENTATION WORK SESSION

Bryan Pohl
Community Development Director

09/23/19

Background

- In 2014, the City received an ODOT Transportation and Growth Management (TGM) grant for Comprehensive Plan implementation. As part of that process, four areas in the City were rezoned Neighborhood Mixed Use (NMU).

- The intent of the NMU zone was to serve as a commercial designation with an intensity between that of Community Commercial and Neighborhood Commercial.

- The NMU zone incorporates development standards that require development to be coordinated in the context of other surrounding development and to incorporate compact development form, including pedestrian and bicycle circulation.

- NMU allows for general retail within the zone, but requires that said retail be located within a 'Village Center'.

Village Center Designation

- Village Center designation is required for retail development. The Development Code does not define Village Center, or delineate a process by which an applicant may designate an area for Village Center.

- While not defined, the Development Code does provide context for what a Village Center should be. This includes a pedestrian scale environment, limitation on overall acreage, and uses that serve the immediately adjacent uses.

- It should be noted that the Code is intentionally discretionary to allow the City to have flexibility on the form of development, using broad parameters by which to evaluate a project in the NMU zone. This is intended to also give developers an opportunity to be creative in how to meet these performance metrics.

- Because the NMU zone was intended to both serve and be adjacent to residential neighborhoods, the flexibility in the development code is also intended to allow a multitude of approaches for mitigating potential impacts from commercial uses onto surrounding residential uses, while also maintaining an overall high quality of development.

Village Center Implications

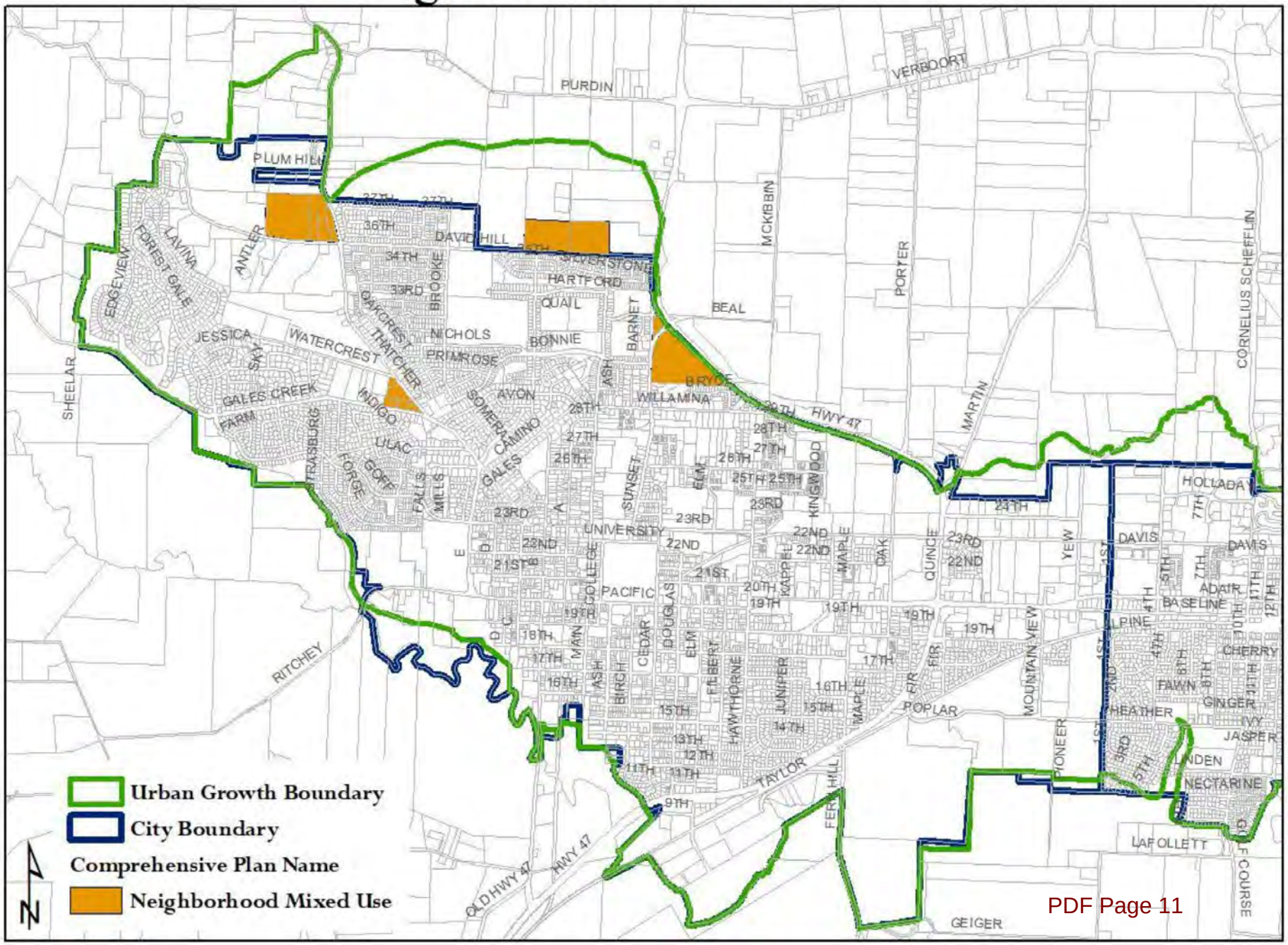
- Council recently denied a site review application because the proposed use was not located in a designated Village Center. This could be interpreted to mean that development of any of these four sites could not happen on an incremental basis, but must happen for the entire site. This would be problematic for areas with multiple parcels and multiple owners.

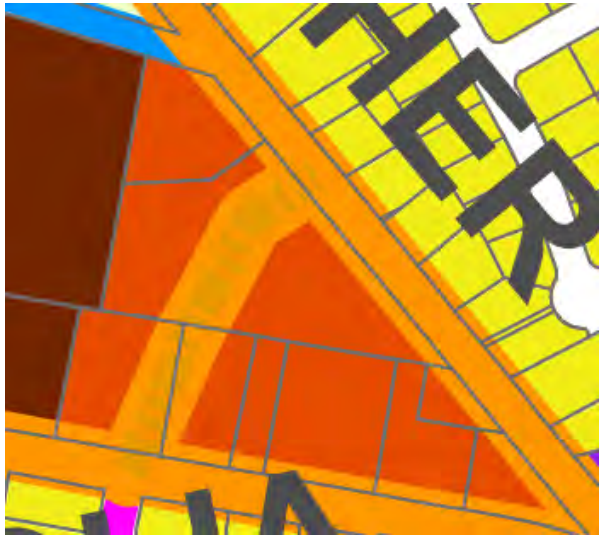
- The NMU zone was intended to avoid the requirement for all properties to develop together. However, this could be clarified with additional code language that provides a clearer direction for how Village Centers are delineated and how the discretionary standards are met.

- All four NMU-designated areas consist of multiple parcels. Two of the areas have multiple property owners. Descriptions of each area will follow.

- Based on the Council's decision, any single commercial project on any one parcel would have to be denied.

Neighborhood Mixed Use Areas





David Hill (West)

Six Parcels (29 acres)

Development will be further complicated due to topography, creek, and wetlands.

Gales Creek

Nine Parcels (6.7 acres)

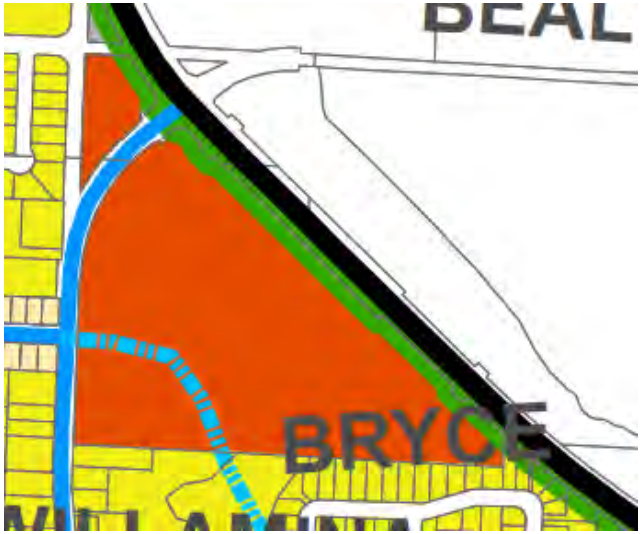
Development will be further complicated due to the zone's irregular shape, limited area and proposed bisecting street.

David Hill (East)

Two Parcels (26 acres)

Two property owners

Parcels are bisected by zone boundaries.



Davidson

Two Parcels (25 acres)

One property owner.

FOREST GROVE OREGON

Potential Directions

1. Make no code changes. Code remains the same and applicant must show their site as a Village Center that meets all criteria.

2. Amend code to define Village Center, as well as provide a process for single-property development for parcels that wish to be considered Village Center.

3. Change from NMU to another zone within the code. (This may be difficult, due to the goals of the TGM project that was used to fund this project.)

4. Others?

Approved 3A

Forest Grove Library Commission
Meeting Date – 6:30PM Thurs Aug 22, 2019
Rogers Conference Room
Page 1

Library Commission approved minutes as presented on Sep 10, 2019.

1. **CALLED TO ORDER AND ROLL CALL:**
Pamela Bailey, Chair, called the meeting of the Library Commission to order at 6:30PM on Thursday August 22, 2019.

Members Present: Pamela Bailey, Chair; Kathleen Poulsen, Vice-Chair; Elizabeth Beechwood; Jon Youngberg; Kirsten Beier; Nickie Augustine; Valyrie Ingram; Matthew Hampton, Student;

Members Absent: None.

Staff: Colleen Winters, Library Director

Council Liaison: Adolph "Val" Valfre (not present)

Others: Catie Beier;

2. **ADDITIONS/DELETIONS:** None.

3. **APPROVE LIBRARY COMMISSION MEETING MINUTES OF July 22, 2019:**

MOTION: Valyrie moved, seconded by Matthew, to approve the July 22, 2019 minutes as presented. **MOTION CARRIED** by all.

4. **CITIZEN COMMUNICATIONS:** None.

5. **INFORMATIONAL ITEMS:**

5a. **FOUNDATION REPORT:** Colleen Winters shared comments about the activities of the Library Foundation of Forest Grove:

a) The Foundation Board met last Monday evening.
b) The Foundation board continued efforts related to the **Memorial Garden Project** and the **Ginsburg Memorial**. The dedication ceremony is planned for Fri Oct 11, 2019 at 5:30pm. A nice event will be held inside the library after the dedication with catered food and grand piano, etc.
c) Has approved landscaping contract (ground prep, irrigation, planting). Plant list almost complete. Will have gravel pathway. Arbor and two benches will be ready.
d) The concrete planters (not part of the memorial garden) will not be replaced anytime soon. Other dirt areas near the parking lot – the same contractor may do that work as well.

e) The new **Foundation Fundraiser Dinner** is scheduled for all day (11am to 8:30pm), Tues Sept 10, 2019 at the Bites Restaurant on Main Street!
f) See the Library Foundation of Forest Grove's web site at: www.fglf.org.

5b. **FRIENDS REPORT:** Colleen Winters shared comments about the activities of the Friends of the Forest Grove Library:

a) The Friends Board will not meet again until September.
b) The online book sales (on Amazon.com) continue to do well. A few more volunteers are needed to scan donated books (made available to the Friends) for their value on Amazon. There have been lots and lots of books donated to the library since the last used book sale.
c) Has approved purchase of new, lighter-weight, portable risers (for performers) for the library. These will replace current much-heavier risers.
d) Trying to give away heavy wooden credenza currently stored in the hallway outside the Rogers room.
e) The Friends web site is at: fglibraryfriends.org.

5c. **COUNCIL LIAISON REPORT:** Adolph "Val" Valfre shared comments about the recent activities of the Forest Grove City Council:

a) No comments this month.

5d. **LIBRARY DIRECTOR'S REPORT:** Colleen Winters reported these items:

a) Charles McAvoy's service to be scheduled.
b) 2312 Summer Reading program participants. Summer Reading programs have been very well-attended. Over 350 people attended the two "Reptile Man" performances.
c) The library had a presence at the fun "National Night Out" event. Had 25 Summer Reading signups and gave out many library-related handouts.
d) Lots of Outreach Story times are scheduled in Sept and Oct. Nathan and Adriana will be part of this effort. WCCLS has hired someone to help with these efforts.
e) Elizabeth B of the Library Commission is working on a "Local Author's Fair" event to be held at the library in 2020.
f) Cultural Programs start again in September (Jim J).
g) Fun teen and tween "Mini-Golf" program held inside the library one evening in the last month, after the library had closed.
h) The new Study Room reservation system is in place and working. Good reviews from library patrons.

6. DISCUSSION OF ITEMS:

a) WCCLS updates: Strategic Plan is done. Will be approved in Sept. The Library Commission might hear highlights of the plan as early as October.

The current WCCLS levy expires May 2021. May go out for a vote at some point in 2020, to be decided.

Lisa Tattersall (WCCLS Manager) may come to visit us at a future Library Commission meeting.

b) Fourth week: 3-hr Anniversary Party with various events planned – to be held Sat Oct 26, 2019 – 1 to 4pm (This also last day of used book sale at the other end of the library, so this will be a busy day!). Community can participate during the party: contests, events, activities, etc. Colleen wants the Library Commission to do something. Ideas discussed:

(1) Music – simple music, very small groups would be nice.
(2) Food – old food items? Bakery, caterer, what to drink?
(3) Souvenir bookmarks
  (3b) Printing of custom bookmarks (by the fireplace).
(4) Children's activities – games (in the children's area) – which ones?
(5) Historical characters, like Mrs. Rogers.

7. ANNOUNCEMENT OF NEXT MEETING:

The next Library Commission meeting will be held on Tuesday September 10, 2019 at 6:30PM, in the Library's Rogers Room.

8. ADJOURNMENT:

Hearing no further business, Chair Bailey adjourned the meeting at 8PM.

Minutes respectfully submitted by:

Colleen Winters, Library Director
Jon Youngberg, minute-taker

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1) **ROLL CALL:**
   a) Commissioners – Brad Bafaro, Ralph Brown, Mackenzie Johnston Carey, Tammi McLaughlin, Howard Sullivan, Susan Taylor and Paul Waterstreet.
      Absent: Kenneth Cobleigh and Glenn VanBlarcom
   b) Council Liaison – Malynda Wenzl
   c) Staff – Matt Baum and Tom Gamble

2) **CITIZEN COMMUNICATIONS:** None

3) **APPROVAL OF MINUTES:** The minutes of the June 19, 2019 meeting were approved.

4) **ADDITION/DELETIONS:** None

5) **OLD BUSINESS:**
   a) **Appoint By-Laws Development Sub Committee**
      i) Tammi and Glenn will be working on this, but are waiting for the template to begin.
      ii) Council goals and objectives were adopted in March, so some of them will be reflected in our by-laws.
      iii) Some of the wording needs to be changed
      iv) This will also help develop a new mission statement.
   b) **Rogers Park Restroom Schedule**
      i) Passed part of the City inspection and the Clean Water sewer inspection.
      ii) Still need to finish a section of the sewer pipe and pour the sidewalk.
      iii) It should be up and running in a couple of weeks.
   c) **Eastside Park Process**
      i) We need to identify some property or enter into a relationship with the school district.
      ii) Extending our contract with PLACE for additional service on this project.
      iii) A joint effort between the Forest Grove School District, the City of Cornelius and the City of Forest Grove to develop a park in this underserved area.
   d) **Facility Closure Up-Date**
      i) **Lincoln Park** - the track is closed now for an overlay of the whole track. They will also be working on the drainage and the project should be completed in about a week.
      ii) **B Street Trail** – On August 20 a section of the trail will be closed for about a month. Clean Water Services and Metro are working to reinforce the bank under the bridge.
      iii) **Forest Glen Park and Circle Crest** – This area will close mid-August as the engineering department works to stabilize the bank which is eroding. The park/playground will be fenced off and the entire trail closed.
         i) The goats will be back the first two weeks in September and will be on the lower section of the hillside.

6) **NEW BUSINESS:**
   a) **Trail Count Project**
      i) Every year Metro does counts in certain segments and this year it will take place September 10 thru 15.

ii) The study helps to demonstrate need and led to a grant for the Old Town Loop because it showed how much the trail was used.
iii) Current working on the council Creek Trail project between Forest Grove and Hillsboro which will involve the railway, Metro, ODOT and the city.

b) Future Meeting Agenda Items
i) Different interest groups, perhaps guest speakers.
(i) Ideas: Department of Forestry – Tillamook Forest, State Parks, Yamhillas Group.

7) <u>COMMISSIONER'S REPORTS:</u>

a) **Howard:**
i) What's happening with the Veterans Park? The commission supports development. Malynda added the next step would be funding, who and how?

b) **Ralph:**
i) Congratulations to Paul on being inducted in the Forest Grove High School Hall of Fame, along with Larry Binkerd, Gary Cammann, Michele Houston and Mike Olson.

8) <u>COUNCIL LIAISON REPORT:</u>

a) **Malynda**:
i) The Council approved the budget. A slight increase for Light & Power because they have to buy some power from Bonneville.
ii) Concours de Elegance is this weekend.
iii) National Night Out is August 6.
iv) The end of June there was an open house at the police department so people could see the space and understand the need. There will be a future bond and an informational sheet was handed out. A survey last winter showed that people didn't know there was a need, so this is the educational part.

9) <u>STAFF REPORTS:</u>

a) Tom:
i) We have pride in our parks and that means maintaining them. The county jail crews are being elimated at this time because the county is short staffed and they are pulling them in-house. We have been fortunate to have 5 to 10 inmates putting in a total of 60 hours during the weekends.
ii) Following our meeting will be a public open house seeking information and feedback from the community. 326 invitations were sent out. At our September meeting the consultants will roll out to the commission what they've come up with.

b) Matt:
i) The work the jail crews did is nothing outside the slope of what the Parks crew can do, it's just the time required. Liability waivers are required for all volunteers and they would need to be trained. Tough for small departments to do it.
ii) Malynda suggested working with the Sustainability Commission on some projects.

10) <u>ANNOUNCEMENT OF NEXT MEETING</u>: The next meeting will be Wednesday, September 18, 2019 at 7:00 a.m.

11) <u>ADJOURNMENT</u>: The meeting was adjourned at 6:10 p.m.

APPROVED

PARKS AND RECREATION COMMISSION WORK SESSION
TUESDAY, JULY 30, 2019
COMMUNITY AUDITORIUM CONFERENCE ROOM

1) **ROLL CALL:**
   a) Commissioners – Mackenzie Johnston Carey, Tammi McLaughlin, Howard Sullivan, Glenn VanBlarcom and Paul Waterstreet.
      Absent: Brad Bafaro, Ralph Brown, Kenneth Cobleigh and Susan Taylor.
   b) Council Liaison – Malynda Wenzl
   c) Staff – Tom Gamble

2) **CITIZEN COMMUNICATIONS:** None

3) **WORK SESSION: Discussion Regarding Park Design**
   a) **Aquatic Center**
      i) Three options were presented and discussed.
      ii) These included basic repairs, new decking, upgrading mechanical systems, refinishing the small pool, replacing the gutter system in the main pool, adding additional space and more. Repairs would take the pool out 10 to 15 years and after that it would need a full rebuild.
   b) **Lincoln Park**
      i) Two options were presented and discussed.
      ii) Anything built would be with the Master Plan in mind.
      iii) Both options included similar features.
   c) **Stites Nature Park**
      i) Two options were presented and discussed.
      ii) The Master Plan lays the groundwork for a big nature park.
   d) **A.T. Smith House**
      i) Two options were presented and discussed.
      ii) Including a possible outdoor event space with water and sinks.

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MINUTES APPROVED BY THE PAC ON SEPTEMBER 12, 2019

Commission Members Present: Linda Taylor, Amy Tracewell, Emily Lux, Dana Eytzen, Michael Goetzke (via telephone), Laura Frye. **Excused:** Kathy Broom and Pat Truax. **Absent:** Kathleen Leatham. **Council Liaison:** Tom Johnston, excused. **Staff:** Colleen Winters, present; Tom Gamble, excused. **Guest(s):** N/A

1. CALL TO ORDER: By Dana Eytzen at 5:05 pm.

2. CITIZEN COMMUNICATION: N/A

3. APPROVAL OF PAC MEETING MINUTES: Laura motioned to approve the July meeting minutes as corrected, Amy seconded. Motion carried unanimously.

4. ADDITIONS/DELETIONS: Additions: 5C.b. Volunteer Management, 5D. Art Bizarre Update
Deletion: 5B. Tualatin River Keepers Mural Project

5. DISCUSSION/DECISION ITEMS:

A. **Development of URA Public Art Installation Plan:** A map was reviewed with a corresponding list of locations for possible installation. There is $20,000 available at this time, which must be spent within one year. A plan needs to be formulated tonight to proceed. The call for art that resulted in the acquisition of Tres Novem was shared and can be adjusted for the upcoming call for art. The City of Tigard recently installed sculptural banner poles, and PAC members will contact them to see if they will share information about the initial call, the engineering and safety aspects of the installation, etc. Forest Grove Light and Power will be contacted to see if they prefer a second banner site, or replacement/change of the current location. **Laura moved to put forth a call for art for sculptural banner poles, to be placed along Pacific Avenue, with the total project cost not to exceed $20,000. Emily seconded. Motion carried unanimously**.

B. **Strategic Plan Objectives Updates:**
   a. **Advertising Campaign-**A document was reviewed outlining draft contest details, tasks, and timeline. Discussion included competition categories and approaching local schools to solicit participants. Two categories were confirmed: Adults and Youth 18 and under. **Linda moved to use discretionary funds to sponsor the art contest for *Art Belongs Everywhere and to Everyone* not to exceed $1000 for Spanish translation, advertising, reception, prizes, and printing. Amy seconded. Motion carried unanimously**.
   b. **Volunteer Management-**Laura shared a document outlining a potential volunteer base for PAC endeavors, including FGHS and Pacific University students. Discussion included determining future needs and planning ahead for events where volunteers would be the most necessary.

C. **Art Bizarre Update**: There are 21 reserved booths for the Chalk Art/Corn Roast Art Bizarre. Applications are still open, but artists will be put on a waiting list. **Amy moved to approve using $50 from discretionary funds for Facebook Advertising of the event. Linda seconded. Motion carried unanimously.**

D. **September meeting date change:** Amy moved to change the September meeting date back to 9/12, as opposed to the previously agreed upon change of 9/19, to accommodate higher attendance. Emily seconded. Motion carried unanimously. Dana will likely attend the next meeting via telephone.

6. INFORMATION ITEMS:

A. **Finance Report:** Reviewed. Meet the Artist Events revenue will be reflected next month.

B. **Meet the Artist Dinner Updates:** Both Meet the Artist Events (with Angennette Escobar and Emily Lux) sold out and were successful. Photographs were shared, as well as a list that documents all "Meet the Artist" events that have occurred to date.

7. COMMISSIONER COMMUNICATIONS:

- Laura brought up Sing Your Own Messiah, and revisited the idea of applying for a sponsorship for this year's event, since it will be in its third year in Forest Grove.
- Emily is in a show called "A Fresh Perspective" at Valley Art .The opening is tomorrow night from 6-8. TITG's production of Musicville opens tonight, and will run through the weekend. Orson plays the King of Staff. The second annual 97116 Show is moving forward quickly. The call for art has been published and this year's venue has been confirmed. More info to come.

8. STAFF COMMUNICATIONS:

- The Teen "Ugly Art" contest yielded terrifically terrible results.
- Update was shared on the status of Councilor Tom Johnston.
- Bryan Pohl intended to come to the September meeting, but will need to be alerted to the date change.

9. COUNCIL LIAISON COMMUNICATIONS: N/A

10. ADJOURNMENT: Dana Eytzen adjourned the meeting at 6:25 pm.

Respectfully Submitted by Emily Lux.

FOREST GROVE OREGON

Camino – Forest Grove's New Online Permitting Guide

Bryan Pohl, Community Development Director

Kona Shen, Camino

Alison Taylor, Camino

DATE 9/23/19

Purpose

- Provide Council with a demonstration of a new product that will:
  - Increase process efficiency
  - Deliver an improved customer experience
  - Improve knowledge sharing with the public
  - Be available 24 hours a day, 7 days a week

FOREST GROVE OREGON

What Camino IS

- 24/7 online resource providing improved service to the public
- Full-service permit and process guide
- Intuitive application for the public to obtain required information for their project prior to application and investing in plans/engineering

What Camino is NOT

- Replacement for Forest Grove's permitting software
- Plan review system
- Full service GIS system

FOREST GROVE OREGON

Why Camino

- Improves Customer Service
- Increases knowledge sharing
- Enhances process consistency
- Decreases application errors and surprises
- Provides efficiency for permitting team

Demonstration

- Alison Taylor, Camino

FOREST GROVE OREGON

TV HIGHWAY

SAFETY IMPROVEMENT PLAN

Dan Riordan, Senior Planner

Bryan Pohl, Community Development Director

Glen Bolen, Principal Planner
Oregon Dept. of Transportation

9/23/19

PROJECT AREA

EAST FOREST GROVE

FOREST GROVE OREGON

SCOPE OF WORK

HOW CAN WE MAKE IT SAFER TO WALK, ROLL, BIKE AND TAKE TRANSIT ON TV HIGHWAY IN FOREST GROVE?

¿CÓMO PODEMOS HACER QUE SEA MÁS SEGURO CAMINAR, PASEAR, ANDAR EN BICICLETA Y TOMAR TRANSPORTE PÚBLICO EN LA CARRETERA TUALATIN VALLEY EN FOREST GROVE?

FOREST GROVE OREGON

SCOPE OF WORK

Safe and reliable travel for all users…

Better access to transit…

Walking and bicycling improvements…

FOREST GROVE OREGON

WORK COMPLETED

- Community Outreach (primary focus so far):
  - Approach presented to Committee for Community Involvement
  - Project presence at several community events

WORK COMPLETED

- Policy Framework Review
  - ODOT
    - Oregon Bicycle & Pedestrian Plan (2016)
    - Oregon Highway Plan (2015)
    - Oregon Public Transportation Plan (2018)
    - Oregon Transportation Options Plan (2015)
    - Oregon Transportation Safety Action Plan (2016)

WORK COMPLETED

- Policy Framework Review Completed:
  - City
    - Comprehensive Plan (2014)
    - Transportation System Plan (2014)
  - Metro
    - Regional Transportation Plan (2018)
    - Regional Active Transportation Plan (2014)

WORK COMPLETED

VIDEO PRESENTATION

FOREST GROVE OREGON

PROJECT PARTNERS

Oregon Department of Transportation

FOREST GROVE OREGON

A place where families and businesses thrive.

TRIMET

WASHINGTON COUNTY OREGON

CENTRO CULTURAL

Cornelius Oregon's Family Town

Metro

FOREST GROVE OREGON

COMMUNITY ENGAGEMENT

Oregon Department of Transportation

East Forest Grove Safety Improvement Plan

Community Involvement Plan

Prepared for:

Oregon Department of Transportation, Region 1
Portland, Oregon

Prepared by:

jla public involvement

JLA Public Involvement, Inc.
921 SW Washington Street, Suite 570
Portland, OR 97205

August 13, 2019

FOREST GROVE OREGON

COMMUNITY ENGAGEMENT

FOREST GROVE
FARMERS
MARKET

CITY CLUB
OF FOREST GROVE

DOWNTOWN!

EVERY FIRST WEDNESDAY
ON MAIN & 21ST STREET

MAY THROUGH OCTOBER

FOREST GROVE OREGON

COMMUNITY ENGAGEMENT

FOREST GROVE OREGON

COMMUNITY ENGAGEMENT

Oregon Department of Transportation

SUMMER 2019
FACTSHEET

East Forest Grove Safety Improvement Plan

PLANNING A SAFER COMMERCIAL CORRIDOR FOR FOREST GROVE

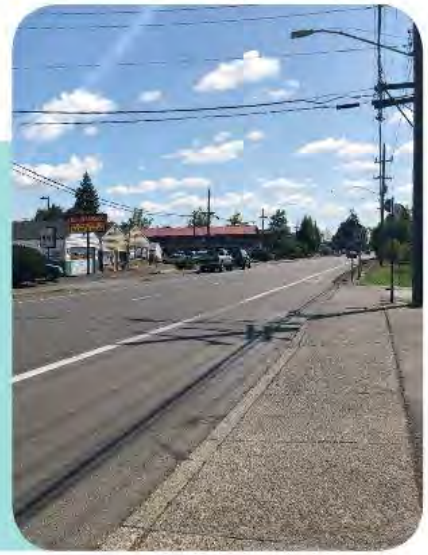
People in Forest Grove use lots of ways to get around—depending on preference, age, what they can afford, physical ability and how far they need to go.

Oregon 8, the Tualatin Valley Highway, connects Forest Grove with Cornelius, Hillsboro and Beaverton. Residents and visitors use this important corridor to reach stores, health services, homes, churches and jobs.

TV Highway presents challenges for some travelers. Existing sidewalks are narrow and lacking accessibility features and some portions of the highway don't have a sidewalk. People walking must cross five lanes of traffic, to catch transit or reach a destination. It's time to make TV Highway safer for everyone in Forest Grove—and plan for how to keep it that way for years to come.

SAFER WALKING, ROLLING, BIKING AND TRANSIT

With your help the East Forest Grove Commercial Corridor Plan will identify projects and improvements to make the road safer and more comfortable for walking, rolling, riding a bike and taking transit. It will also design a gateway to welcome people to Forest Grove and remind them that this community cares. The plan is a priority for ODOT and the City of Forest Grove, who are working together to develop recommendations. It will be final in spring 2020—but we need your input.



HELP US DECIDE WHAT TO PUT IN THE PLAN

Your voice matters!

We want to hear from you as we begin to identify recommendations for the plan:

- What's it like to get around Forest Grove today, and what challenges do you face when walking, rolling, biking or taking transit?
- What safety problems have you noticed?
- How can we make TV Highway more inviting?

Join us at upcoming events or weigh in online at: **ForestGroveTVHWY.org**

www.ForestGroveTVHWY.org

Oregon Department of Transportation

VERANO 2019
NOTA DE DATOS

Plan Para Mejorar La Seguridad En El Este De Forest Grove

PLAN PARA UN CORREDOR COMERCIAL MÁS SEGURO EN FOREST GROVE

La gente en Forest Grove utiliza muchas maneras para moverse por la ciudad-todo depende de la preferencia, la edad, el costo, la habilidad física y la distancia que necesitan recorrer. Oregon 8, la carretera del Valle Tualatin, conecta Forest Grove con Cornelius, Hillsboro y Beaverton. Los residentes y visitantes utilizan este importante corredor para llegar a las tiendas, servicios de salud, hogares, Iglesias y el trabajo. Pero la carretera del Valle Tualatin no dispone de un ambiente cómodo para moverse por la ciudad. Las aceras no están completas en algunas partes, son angostas y no accesibles para toda la gente en otros sectores. La gente que camina debe cruzar cinco carriles de tráfico para tomar transporte o llegar a su destino. Ya es hora de hacer que la carretera Valle Tualatin sea segura para todos en Forest Grove-y planificar que permanezca segura por muchos años.

MÁS SEGURIDAD PARA CAMINAR, PASEAR, ANDAR EN BICICLETA Y USAR TRANSPORTE PÚBLICO

El plan para mejorar la seguridad en el este de Forest Grove identificará proyectos y mejoras para que el camino sea más seguro y más cómodo para caminar, patinar, andar en bicicleta y para tomar el autobús. A la vez, se diseñará una entrada para dar a las personas la bienvenida a Forest Grove y recordarles que esta comunidad sí se preocupa por la seguridad de todos. Este plan es una prioridad para el Departamento de Transporte de Oregon y para la Municipalidad de Forest Grove, que están trabajando juntos para desarrollar las recomendaciones. Este Proyecto finalizará en la primavera del 2020, pero necesitamos saber sus sugerencias al respecto.

www.ForestGroveTVHWY.org

AYÚDENOS A DECIDIR QUÉ INCLUIR EN EL PLAN

¡Su opinión es importante!

Queremos saber lo que usted piensa en lo que comenzamos a identificar recomendaciones para el plan:

- ¿Cómo es recorrer Forest Grove en el presente? ¿Cuáles son las dificultades cuando usted camina, pasea en bicicleta o toma el autobús?
- ¿Qué problemas de seguridad usted ha notado?
- ¿Cómo podemos hacer que la carretera TV Highway sea más acogedora?

Únete a nosotros en los próximos eventos o comenta en línea: **ForestGroveTVHWY.org**

GROVE OREGON

COMMUNITY ENGAGEMENT

Oregon Department of Transportation

East Forest Grove Safety Improvement Plan

TELL US WHAT YOU THINK.

1. What challenges do you face when walking, rolling, biking or taking transit on TV Highway in Forest Grove?

2. How can we make TV Highway more inviting?

CONTACT • Talia Jacobson *ODOT Region 1* • 503-731-8228 • talia.jacobson@odot.state.or.us

Oregon Department of Transportation

Plan Para Mejorar La Seguridad En El Este De Forest Grove

DÍGANOS QUÉ PIENSA

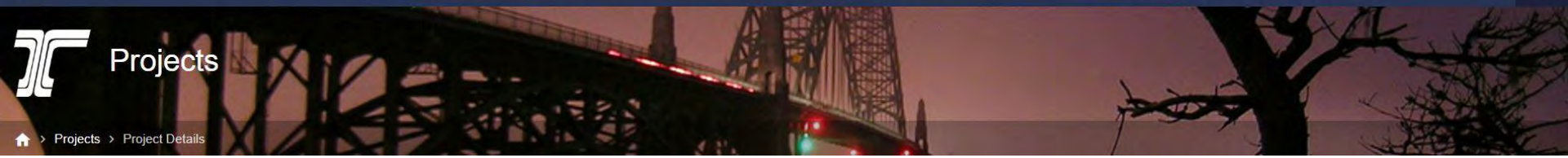
1. ¿Qué dificultades enfrenta usted cuando camina, pasea en bicicleta o usa el transporte público en la carretera del Valle Tualatín (TV Highway) en Forest Grove?2. How can we make TV Highway more inviting?

2. ¿Cómo podemos hacer que la carretera TV Highway sea más acogedora?

COMMUNITY ENGAGEMENT

ForestGroveTVHWY.org

OREGON.GOV | ODOT Home | Programs | Planning & Technical Guidance | Drivers & Vehicles | Doing Business | Data & Maps | Local Governments | Get Involved | About Us



East Forest Grove Safety Improvement Plan Design Phase

Region 1: Portland metro and Hood River County (Forest Grove, Washington)

We are identifying projects and improvements to make Tualatin Valley Highway safer and more comfortable for walking, rolling, riding a bike and taking transit in Forest Grove. We are also designing a gateway to welcome people to Forest Grove and remind them that this community cares.

Impacts

Meetings and Events

Come find our table at the following locations this summer.

- August 14, 2019: **Forest Grove Farmers Market** (Main Street, Forest Grove, 4:00 – 8:00 p.m.)
- August 16, 2019: **Taquiza at Centro Cultural** (1110 N Adair Street, Cornelius, 5:30 – 8:00 p.m.)
- September 4, 2019: **First Wednesday** (Main Street and 21st Avenue, Forest Grove, 4:00 – 8:00 p.m.)
- September 14, 2019: **El Grito at Centro Cultural** (1110 N Adair Street, Cornelius, 3:00 – 8:30 p.m.)
- September 21, 2019: **Forest Grove Annual Corn Roast** (Pacific University , 2043 College Way, Forest Grove, 12:00 – 5:00 p.m.)

Schedule

The project kicked off in July 2019, with plans to have a final plan by spring 2020.

Contacts & Media

Last Updated

8/13/2019 5:54 PM

Project Number

PLAN1

NEXT STEPS

- Between now and the end of 2019 the project team will:
  - Compile an inventory of all pedestrian, bicycle, transit, signage, and streetlights;
  - Compile crash data including autos, trucks, bicycles, pedestrians and transit vehicles;
  - Conduct a safety audit analysis and evaluation;
  - Hold focus group meetings in English and Spanish with key stakeholders; and
  - Host a community open house to get feedback on safety priorities.

NEXT STEPS

- In 2020, the team will bring forward for Council and Planning Commission feedback:
  - Proposed design solutions for safety improvements;
  - Draft funding plan;
  - Implementation strategy to position City for funding opportunities; and
  - Design recommendations to distinguish the area as an entryway into Forest Grove.

QUESTIONS?

SECOND READING: 6A

ORDINANCE NO. 2019-10

ORDINANCE AMENDING DEVELOPMENT CODE ARTICLE 2 LAND USE, ARTICLE 3 ZONING DISTRICTS, ARTICLE 5 SPECIAL PROVISIONS, AND ARTICLE 12 USE CATEGORIES AND DEFINITIONS, TO PERMIT SEASONAL SHELTERS IN THE TOWN CENTER CORE (TCC), TOWN CENTER TRANSITION (TCT) AND COMMUNITY COMMERCIAL (CC) ZONING DISTRICTS FILE NUMBER 311-19-000017-PLNG

WHEREAS, the City recognizes that providing opportunities for shelter and services to persons experiencing homelessness within Washington County requires a high level of coordination between services, facilities, policies, and enforcement; and

WHEREAS, the City is committed to providing support for individuals experiencing homelessness to help ensure their safety and well-being; and

WHEREAS, no legally-sanctioned seasonal shelter is currently permitted in the city; and

WHEREAS, notice of the proposed amendments was provided to the Department of Land Conservation and Development on July 9, 2019; and

WHEREAS, the Planning Commission held a Public Hearing on the proposed amendments on August 19, 2019; and

WHEREAS, the Planning Commission adopted Planning Commission Findings and Decision Number 2019-11 recommending approval of the proposed amendments; and

WHEREAS, notice of the proposed amendments were published in the *Forest Grove News Times* on September 4, 2019; and

WHEREAS, the City Council held a duly-noticed Public Hearing on the proposed ordinance on September 9 and continued the hearing on September 23, 2019.

NOW, THEREFORE, THE CITY OF FOREST GROVE ORDAINS AS FOLLOWS:

Section 1: The City Council of the City of Forest Grove hereby adopts the text amendments to Development Code Article 2 *Land Use Reviews*, Article 3 *Zoning Districts*, Article 5 *Special Provisions,* and Article 12 *Use Categories and Definitions* as set forth in Exhibit A.

Section 2: The City Council hereby finds that the proposed amendments are consistent with and meet the provisions of Development Code §17.2.630 *Zoning Text Amendment Review Criteria* as set forth in Exhibit B.

Section 3: This ordinance is effective 30 days following its enactment by the City Council.

PRESENTED AND PASSED the first reading this 9th day of September, 2019.

PASSED the second reading this 23rd day of September, 2019.

_____

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 23rd day of September, 2019.

_____

Peter B. Truax, Mayor

EXHIBIT A
ORDINANCE NO. 2019-10

CITY OF FOREST GROVE DEVELOPMENT CODE

ARTICLE 2: LAND USE REVIEWS

TEMPORARY USE PERMITS

§ 17.2.900 PURPOSE. Temporary uses are short-term or seasonal in nature and do not make permanent changes to a site. Temporary uses are subject to review because they may have adverse effects or create nuisances. The temporary use review provides an opportunity to allow the use when there are minimal impacts, but impose conditions to address identified concerns, or to deny the use if the concerns cannot be resolved.

§ 17.2.905 PROCEDURE. A request for a temporary use permit shall follow a Type I process.

§ 17.2.910 SUBMITTAL REQUIREMENTS. The application must be submitted at least ten (10) days before the requested date for beginning the temporary use. The following plans and information are required for a temporary use permit review. The Director may waive specific submittal requirements, if warranted.

An application for a temporary use permit shall include the following:

A. A written description of the proposed temporary use, including but not limited to an overview of the project, reason for use, duration, and day(s) and hour(s) of operation.
B. A project site plan including the location of the temporary use, access and parking, all temporary signage, and project equipment and materials.
C. If located within a building, a floor plan showing the location of the temporary use.
D. The application must include the signature of the property owner, or a letter of authorization from the property owner.
E. Additional information as determined by the Director.

§ 17.2.920 REVIEW CRITERIA. The Director shall review and approve, conditionally approve, or deny an application for a temporary use based on the following criteria:

A. The temporary use complies with applicable clear and objective standards of the base zoning district and any overlay district.
B. The temporary use complies with the Access and Circulation, Off-Street Parking and Loading, and Sign standards of Article 8.
C. The temporary use complies with applicable fire and life safety building codes.

§ 17.2.925 CONDITIONS OF APPROVAL.

A. The Director may impose conditions to ensure land use compatibility and to minimize the adverse effects on nearby uses, including requirements for hours of operation, frequency of use, parking, traffic circulation, screening, enclosure, and cleanup.
B. The use shall be required to be removed and the site restored to its original condition following expiration of the permit.

ARTICLE 3: ZONING DISTRICTS

COMMERCIAL AND MIXED USE ZONES

§ 17.3.320 USE REGULATIONS

TABLE 3-10: Commercial and Mixed Use Zones Use Table

USE CATEGORY	*NC*	*CC*	*NMU*
RESIDENTIAL			
CIVIC / INSTITUTIONAL Basic Utilities	P	P	P
Major Utility Transmission Facilities	C	C	C
Colleges	N	C	N
Community Recreation	N	P	L[16]
Cultural Institutions	P	P	L[16]
Day Care	P	P	L[16]
Emergency Services	C	C	L[16]
Postal Services	C	P	L[16]
Religious Institutions	C	P	L[16]
Schools	C	C	L[16]
Seasonal Shelters	N	L[19]	N
Social/ Fraternal Clubs / Lodges	C	P	L[16]
COMMERCIAL			
INDUSTRIAL			
OTHER			

P = Permitted L = Limited C = Conditional Use N = Not Permitted

Footnotes:

[19] Seasonal Shelters must be located consistent with the provisions of § 17.2.900 et. seq. and §17.5.600 et. seq. of this Code.

TOWN CENTER ZONES

§ 17.3.420 USE REGULATIONS

TABLE 3-12: Town Center Zones Use Table

USE CATEGORY	*TC – Core*	*TC – Transition*
RESIDENTIAL		
CIVIC / INSTITUTIONAL Basic Utilities	P	P
Major Utility Transmission Facilities	C	C
Colleges	C	C
Community Recreation	N	P
Cultural Institutions	P	P
Day Care	P	P
Emergency Services	C	C
Postal Services	C	P
Religious Institutions	C	P
Schools	C	C
Seasonal Shelters	L[9]	L[9]
Social/ Fraternal Clubs / Lodges	C	P
COMMERCIAL		
INDUSTRIAL		
OTHER		

P = Permitted L = Limited C = Conditional Use N = Not Permitted

Footnotes:

[9] Seasonal Shelters must be located consistent with the provisions of § 17.2.900 et. seq. and § 17.5.600 et. seq. of this Code.

ARTICLE 5: SPECIAL PROVISIONS

SEASONAL SHELTERS

§ 17.5.600 INTENT.

The purpose of this Code is to allow charitable organizations in the TCC, TCT and CC zoning districts to operate seasonal shelters.

§ 17.5.605 PERMITTING OF SEASONAL SHELTERS

A. A seasonal shelter may be open from November 1 through March 31.
B. A seasonal shelter may be open not more than an annual maximum of 45 days.
C. A temporary use permit is required before operating a seasonal shelter. The Director is authorized to issue a temporary use permit. Operation of a seasonal shelter shall not extend beyond the time period specified in the permit.
D. Notice of a temporary use permit issuance for a seasonal shelter shall be provided to emergency service providers such as the Washington County Department of Housing Services, police and fire departments, other emergency response agencies and social service organizations serving the homeless at the City's discretion.

ARTICLE 12: USE CATEGORIES AND DEFINITIONS

§ 17.12.120 CIVIC USE CATEGORY.

The civic use category includes utility, educational, recreational, cultural, protective, governmental, and other uses strongly vested with public or social importance.

A. *Basic Utilities:*
B. *Major Utilities Transmission Facilities:*
C. *Charitable Organization:* A 501(c)(3) non-profit organization whose primary objectives are philanthropy and social well-being (e.g. charitable, educational, religious or other activities serving the public interest or common good.
~~C.~~ D. *Colleges:*
~~D.~~ E. *Community Recreation:*
~~E.~~ F. *Cultural Institutions:*
~~F.~~ G. *Day Care:*
~~G.~~ H. *Emergency Services:* Facilities that provide protection to a district or entity, together with the incidental storage and maintenance of necessary vehicles. Typical uses include fire stations, police stations and ambulance services.
~~H.~~ I. *Postal Service:*
~~I.~~ J. *Religious Institutions:* Places of religious worship such as synagogues, temples, mosques, meeting houses, churches and other nonresidential places of worship[1]~~.~~ They may include related accessory uses such as offices, classrooms, auditoriums, social halls, gym-nasiums,

---

[1] ~~Consistent with ORS 215.441(1)~~

meal programs, child care, affordable housing or space for affordable housing in a building that is detached from the place of worship ~~as defined by ORS 215.441(1)(A)~~, provided the housing or space for housing complies with the applicable land use regulations and meets the standards and criteria for residential development in the underlying zone.

~~J.~~ K. *Seasonal Shelter*. A building or portion thereof operated for the purpose of providing temporary shelter for people experiencing homelessness.

~~J.~~ L. *Schools:*

~~K.~~ M. *Social/Fraternal Clubs/Lodges:* Typical uses include meeting places for civic clubs, lodges, or fraternal or veteran organizations.

---

§ 17.12.210 MEANING OF SPECIFIC WORDS AND TERMS.

T1. ***TEMPORARY USE.*** A use that is: 1) seasonal or directed toward a specific event; 2) occasioned by an unforeseen event; or 3) sales offices and model homes for the sale of homes.

T2. ***TEMPORARY USE PERMIT.*** A permit for a use that is temporary in nature. Temporary Use Permits are required for uses such as seasonal shelters and seasonal businesses (including Christmas tree lots and firework stands).

~~T2.~~ T3. ***TRANSIT STREET.***

~~T3.~~ T4. ***TRANSIT-ORIENTED USES.***

~~T4.~~ T5. ***TREE-RELATED DEFINITIONS.***

EXHIBIT B – ZONING TEXT AMENDMENT REVIEW CRITERIA

Development Code §17.2.630 *Review Criteria* lists two standards to be satisfied to adopt a text amendment:

A. The text amendment is consistent with relevant goals and policies of the Forest Grove Comprehensive Plan; and

No specific Comprehensive Plans goals or policies pertain directly to the provision of seasonal shelters. The following goals and policies tangentially apply.

Forest Grove Comprehensive Plan - Community Sustainability Goals and Policies

Community Sustainability Goal #21: Promote efforts to improve access to housing meeting household needs.

Community Sustainability Policy Measure #11: Ensure that needed housing for all segments of the population in the community is met through land use policy.

Finding: Providing a seasonal shelter would provide short-term temporary housing to those in need due to economic or other circumstances.

Forest Grove Comprehensive Plan - Housing Goals and Policies

Housing Goal #4: Provide and maintain an adequate supply of affordable housing opportunities.

Policy 4.2: Promote the provision of housing assistance to low- and moderate-income individuals in Forest Grove through the Washington County Community Development Block Grant and HOME Investment Partnership programs.

Finding: Providing a seasonal shelter in Forest Grove would, in combination with shelters provided by other Washington County cities, provide short-term temporary housing assistance to low-income individuals.

B. The text amendment is consistent with relevant statewide and regional planning goals, programs and rules.

No specific statewide and regional planning goals, programs or rules pertain directly to the provision of seasonal shelters. The following goals and policies tangentially apply.

Statewide Planning Goal 10 Housing – To provide for the housing needs of citizens of the state.

Metro Regional Framework Plan Policy 1.3 Housing Choices and Opportunities

Finding: Providing a seasonal shelter in Forest Grove would, in combination with shelters provided by other Washington County cities, provide short-term temporary housing assistance to low-income individuals.

6B

SECOND READING:

ORDINANCE NO. 2019-11

ORDINANCE AMENDING FOREST GROVE CODE OF ORDINANCES ADOPTING TITLE III, (ADMINISTRATION), CHAPTER 38 (§ 38.01 THROUGH § 38.04), TITLED SEVERE WEATHER SHELTERS IN THE TOWN CENTER CORE (TCC), TOWN CENTER TRANSITION (TCT) AND COMMUNITY COMMERCIAL (CC) ZONING DISTRICTS FILE NUMBER 311-19-000017-PLNG

WHEREAS, no legally-sanctioned severe weather shelter is currently permitted in the city; and

WHEREAS, the City recognizes that providing opportunities for shelter and services requires a high level of coordination between services, facilities, policies, and enforcement; and

WHEREAS, notice of the proposed amendments were published in the *Forest Grove News Times* on September 4, 2019; and

WHEREAS, the City Council held a duly-noticed Public Hearing on the proposed ordinance on September 9 and continued the hearing on September 23, 2019.

NOW, THEREFORE, THE CITY OF FOREST GROVE ORDAINS AS FOLLOWS:

Section 1: The City Council hereby amends Forest Grove Code of Ordinances adopting Title III (Administration), Chapter 38 (§ 38.01 through § 38.04), titled Severe Weather Shelters as set forth in Exhibit A.

Section 2: This ordinance is effective 30 days following its enactment by the City Council.

PRESENTED AND PASSED this 9th day of September, 2019.

PASSED the second reading this 23rd day of September, 2019.

_____
Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 23rd day of September, 2019.

_____
Peter B. Truax, Mayor

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Exhibit A

CHAPTER 38: SEVERE WEATHER SHELTERS

Section

38.01 Intent

38.02 Definitions

38.03 Determination of a Severe Weather Event

38.04 Permitting of Severe Weather Shelters

§ 38.01 INTENT

The purpose of Chapter 38 is to allow charitable organizations in the Town Center Core (TCC), Town Center Transition (TCT) and Community Commercial (CC) Zoning Districts to operate on-site severe weather shelters.

§ 38.02 DEFINITIONS

The following terms shall apply to this Chapter unless the context indicates or requires a different meaning.

***CHARITABLE ORGANIZATION*.** A 501(c)(3) non-profit organization whose primary objective is philanthropy and social well-being (e.g. charitable, educational, religious or other activities serving the public interest or common good).

***SEVERE WEATHER*.**

(A) A period of two or more days where temperatures are forecasted by the National Weather Service (National Oceanic and Atmospheric Administration) or actually reach 32 degrees Fahrenheit or below;

(B) Snow accumulation exceeding or expected to exceed three inches in depth;

(C) A heat index of 95 degrees or above; or

(D) Other conditions deemed severe enough to present a substantial threat to life or health.

SEVERE WEATHER SHELTER. A building or portion thereof that is operated by a charitable organization and that provides temporary shelter during a severe weather event.

§ 38.03 DETERMINATION OF A SEVERE WEATHER EVENT.

The City Manager, or designee, is responsible for determining a severe weather event as defined in § 38.02. The City Manager, or designee, shall consult with the Washington County Department of Housing Services when determining a severe weather

event. The City Manager, or designee, is also responsible for determining when a severe weather event has concluded. The City Manager, or designee, shall immediately notify the City Council, city police department, fire department and Washington County Department of Housing Services upon making a determination of a severe weather event and shall include a list of known severe weather shelters.

§ 38.04 SEVERE WEATHER SHELTER REGISTRATION.

A. A charitable organization that seeks to provide an emergency weather shelter shall register with the city on forms provided by the city. The City Manager, or designee, shall maintain a current list of registered charitable organizations. The City Manager may limit the duration of the registration or require periodic updating or re-registration in order to ensure the list remains reasonably accurate.

B. A charitable organization that is registered as a severe weather shelter may operate a severe weather shelter during the time of the severe weather event as determined by the City Manager under § 38.03. At such time as the City Manager, or designee, determines the severe weather event has concluded, the charitable organization shall cease providing the shelter services.

C. The city shall provide the list of registered charitable organizations to emergency service providers, such as the Washington County Department of Housing Services, police and fire departments, other emergency response agencies and to social service organizations serving the homeless as identified by the City.

Item 6. A. & 6. B. Written Testimony 09/23/2019

Anna Ruggles

From: Brian Schimmel <[redacted]
Sent: Thursday, September 12, 2019 6:3(
To: Anna Ruggles
Subject: ORDINANCE NO. 2019-10
Attachments: Council Letter - Shelter Ordinance Sep2019.pdf; OR Statewide Shelter Report FINAL 07.29.19 (002)[1].pdf; OR Statewide Shelter Report-Best Practices assessment[1].pdf; SEVERE-WEATHER-SHELTER-RESPONSE-PLAN.pdf

Hi Anna. I assume that written testimony for a public hearing goes through you. I would like to submit the attached references as written testimony for the second public hearing regarding ORDINANCE NO. 2019-10.

- Cover letter to the City Council
- Oregon Statewide Shelter Report
- Forest Grove Winter Shelter self-assessment of best practices reflected in the report
- WA Co. SWS Response Plan

Let me know if you have questions or could refer me to the appropriate process.

I've also shared these references with Bryan Pohl.

Brian Schimmel

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September 12, 2019

Mayor and City Council
1924 Council St
Forest Grove, OR 97116

2224 15th Ave
Forest Grove, OR 97116
503-536-6755

Dear Mayor and City Council,

This letter is intended as written testimony and a follow up to Councilor Rippe's question at the September 9 hearing regarding Ordinance NO. 2019-10. Specifically, the definition or qualifications for a seasonal or severe weather shelter.

The State and County have established definitions for shelter in the following references (enclosed): Oregon Statewide Shelter Report (August 2019) and the Washington County SWS Response Plan. These documents can simply be referred to through the city's permit process.

The Forest Grove Winter Shelter already adheres to the SWS Plan and has implemented best practices outlined in the Statewide Shelter Report. A cursory self-assessment of those best practices was shared at the first public hearing and the summary is included in this testimony.

It is reasonable to expect that 'charitable organizations' interested in hosting a shelter should rely on these documents and reach out to the current Winter Shelter program for support. However, full compliance should not preclude an organization from opening a shelter.

I welcome the opportunity to further discuss the shelter references with the Council and/or City staff and look forward to enriching the outcomes of our local shelter program. Let me know if you have any questions or concerns.

Sincerely,

Brian Schimmel

Brian Schimmel
Outreach Director
Old Town Forest Grove
(fiscal sponsor to Winter Shelter)

OR Statewide Shelter Report

Winter/warming shelters are part of a crisis response system

BEST PRACTICES | self assessment

References: 5 keys to Effective Emergency Shelter (diagram); Housing First Checklist

- Housing First: everyone experiencing homelessness who is in need of shelter can access it without prerequisites
- Housing-focused: work to assist all of those accessing shelter to secure permanent housing as expediently as possible
- Low-barrier approach: no barriers such as sobriety standards, pet restrictions, restrictions based on identification, income, background checks, and/or requirements for participation in programming
  - accommodate couples, those with pets, and secure guests' belongings.
  - "screen in" those who have higher needs
  - on-site services offered to engage shelter users into the mainstream housing and service system
- Screen shelter staff and volunteers using criminal background checks and interviews (no drug screens)
- Staffing sufficient to document data and service elements that help inform outcomes
- Staffing ratios sufficient to meet the needs of shelter guests; no fewer than two staff during over night shifts (1:15)
- Staff should be representative of the racial, ethnic, and gender identities of shelter users *
- Staff competently trained and supervised in both culturally responsive and trauma-informed practices.
- Standards of practice around the recruitment, screening, training, and supervision of volunteers. (need to document)
- job descriptions outlining duties and schedule so that volunteers understand their permitted scope of work.
- Chains of command and communication clear when volunteers are requested perform duties outside of those listed.
- Volunteers receive orientation training that includes a crisis response protocol

and culturally responsive, trauma-informed practices

- [x] Volunteers supervised regularly to promote efficacious delivery of services and modify duties if problems arise.
- [x] Siting shelter consulted with local government zoning and land use authorities, fire marshals, emergency management agencies, police departments, and health authorities
- [x] Reached out to neighborhood association and business community where the shelter will be located.
- [x] Clear and accessible communication protocol when issues arise, shelter operator availability for regular meetings
- [ ] A documented plan for continuous monitoring and maintenance of public areas adjacent to the shelter (to date: job descriptions; permit)
- [x] Plan for transporting guests to and from the shelter (via Trimet - bus passes provided to guests)

External design of the shelter

- [x] • Adequate outside space to prevent guests from congregating on the sidewalk
- [x] • Sufficient parking spaces
- [x] • Windows and surveillance cameras to provide staff with clear lines of sight
- [x] • Off-street areas for both smoking and pets
- [x] • Adequate but non-intrusive exterior lighting
- [x] • An exterior design that does not have an institutional appearance
- [x] • Play area for children, as appropriate

Interior design

- [x] • Accessibility issues for those with disabilities
- [x] • Safe, clean, and secure places for sleeping, including some that can accommodate pets
- [x] • Storage spaces for guests' belongings
- [x] • Facilities for hygiene including bathrooms with sinks and showers
- [x] • Office and meeting spaces that offer privacy for guests to meet with service staff
- [x] • Spaces where nutritious food can be stored, prepared, and served in accordance to state and local laws
- [x] Bonus: offer on-site laundry area, or identify alternatives nearby.

* Attending to these considerations will better prepare shelter staff to address racial and other disparities among those seeking shelter.

OREGON STATEWIDE SHELTER STUDY

August 2019

Technical Assistance Collaborative
31 St James Ave, Suite 950
Boston, MA 02116

Oregon Housing and Community Services

Oregon Statewide Shelter Study

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EXECUTIVE SUMMARY

In the fall of 2018, Oregon Housing and Community Services (OHCS) contracted with the Technical Assistance Collaborative (TAC) to conduct a statewide shelter study. Among the goals of the study, OHCS hoped to better understand how to strengthen shelter policies and services in order to improve outcomes for people experiencing homelessness. As part of the study, TAC conducted focus groups in five different parts of the state, an online stakeholder survey, a webinar focused on rural/frontier areas, individual interviews with key stakeholders, a survey of winter/warming shelters, as well as analyzing over seven different sets of data.

Nationally, Hawaii, California, and Oregon had the highest rates of individuals experiencing homelessness, with 50 or more individuals experiencing homelessness per 10,000 individuals. According to HUD's 2018 Annual Homelessness Assessment Report, Oregon is one of four states in which more than half (61 percent) of all people experiencing homelessness were found in unsheltered locations.

The study found a gap in shelters for both families with children and individuals experiencing homelessness; this gap is best illustrated by the number of families with children and individuals experiencing unsheltered homelessness. To ensure no one remains unsheltered, TAC estimated an additional 5,626 beds would be needed. TAC also found particular need among certain subpopulations including people of color, persons who do not have documentation of citizenship, youth, families where one parent is male, and people who are LGBTQ.

In alignment with the OHCS Statewide Housing Plan, this report emphasizes that shelters should be part of an efficient and effective crisis response system that includes other components critical to preventing and ending homelessness including street outreach, diversion, rapid re-housing, coordinated entry, and permanent supportive housing, in addition to general expansion of affordable rental housing. When each of these components is available and working effectively as part of a local or regional Continuum of Care, a greater number of households are prevented from becoming homeless, will have shorter stays in shelters, and are less likely to return to homelessness. Some sheltering will likely always be needed, but the number of shelter beds necessary will decrease as the crisis response system becomes more effective.

In order to address the needs of families with children and individuals experiencing homelessness, the report makes recommendations including:

- Strategies for shelter expansion including navigation centers in Eugene and Salem, permanent shelters in counties with more than 100 people experiencing homelessness in the unsheltered PIT count, hotel/motel vouchers in rural counties with fewer households experiencing homelessness, and strategies to enhance winter/warming shelters.
- Strategies to support local expansion of shelters in exploring the Governor's declaration of emergency to OHCS and other state agencies, and providing technical assistance and training for local public and private entities seeking to expand their shelter capacity, as well as improve existing shelters.
- Strategies to enhance intergovernmental collaboration to end homelessness, including securing services for the significant subpopulations of those with serious mental illnesses and substance use disorders who are experiencing chronic and unsheltered homelessness.
- Strategies to support Community Action Agencies and Continuums of Care (CoC) to achieve best practices in homeless services delivery and optimal outcomes for people experiencing homelessness.
- Strategies to ensure OHCS' internal systems support best practices to end homelessness including recommendations regarding the EHA and SHAP programs.

These strategies are consistent with the OHCS's Statewide Housing Plan (SWHP), and will move the state forward on the specific SWHP priorities of addressing equity and racial justice, homelessness, and permanent supportive housing.

BACKGROUND

In June 2018, the Oregon Housing and Community Services (OHCS) department issued a request for proposals (RFP) for a statewide shelter study that would accomplish three purposes:

- Assess the inventory of shelters, needs, and gaps in the system across Oregon.
- Study the associated costs, services, lengths of stay, subpopulations served, and shelter types, including year-round and seasonal shelter.
- Highlight best practices in Oregon and in other state, regional, and local systems, underscoring areas for future statewide training opportunities.

The department's goals in conducting the study included:

- Gaining a better understanding of how to strengthen shelter policies and services across local and regional crisis response systems to improve housing outcomes for people experiencing homelessness.
- Identifying barriers and opportunities in implementing a system-wide approach that includes both emergency shelters and alternative resources used as emergency shelters in communities with limited shelter capacity — aligning state goals for emergency shelters with community goals to end homelessness by encouraging low-barrier, safe, and housing-focused shelter.
- Gaining information and tools to form a more robust network of shelter providers that work collaboratively, share promising practices, and are synced with the broader affordable housing community.
- Incorporating recommendations on how OHCS, as a State Housing Finance Agency and provider of homeless services, can nurture a statewide shelter system that helps vulnerable individuals and families transition into permanent and sustainable affordable housing.

The Technical Assistance Collaborative (TAC) responded to the RFP and was selected to conduct this study.

METHODOLOGY

TAC conducted a comprehensive assessment and analysis of Oregon's emergency shelter system using all available data from a range of stakeholders representing diverse emergency shelter systems and regions.

DATA SOURCES

TAC used data from the following sources to inform this study:

- OHCS Shelters In Oregon (SIO): An inventory of shelters in Oregon with some descriptive information, compiled by OHCS Homeless Services staff.
- Point-in-time (PIT) 2018: A count of sheltered and unsheltered homeless persons on a single night in January. The U.S. Department of Housing and Urban Development requires that Continuums of Care (CoCs) conduct this count of sheltered and unsheltered homeless individuals and families biennially.
- Housing Inventory Count (HIC) 2018: A point-in-time inventory of beds and units that are dedicated by programs in a given CoC to serve persons experiencing homelessness. Specific program types include: emergency shelter, transitional housing, rapid re-housing (RRH), safe havens, permanent supportive housing, and other permanent housing.
- Systems performance data (2015–2018): HUD has developed seven system-level performance measures to help communities gauge their progress in preventing and ending homelessness.
- Emergency Housing Assistance (EHA)/State Housing Assistance Program (SHAP) spending and related information for the 2017–2019 biennium.
- Homelessness Management Information System (HMIS) data for Community Action Agencies (CAAs) and CAA recipient programs funded with EHA/SHAP monies.

FOCUS GROUPS

TAC and its subcontractor, the Human Services Research Institute (HSRI), conducted five focus groups across the state in December 2018. OHCS invited to these focus groups all known emergency, warming, and winter operators; CAAs; and CoC administrators. Table 1 shows the location, date, and attendance of each focus group.

Table 1: Oregon Statewide Shelter Study Focus Groups – December 2018

Location	Date	Participants
Pendleton	12/5/2018	Nine participants total, including individuals associated with the Rural Oregon CoC, a housing manager, a housing advocate, a representative from a winter shelter, and a representative from an all-volunteer warming shelter.
Portland	12/6/2018	Fifteen participants total. This session divided into two groups: one serving Multnomah County and the other serving Clackamas and Washington counties. Participants were associated with the warming, severe weather, domestic violence shelters and family shelters, a faith-based family shelter, a youth shelter, and emergency shelters. Staff members from OHCS and Multnomah County's Joint Office on Homeless Services also participated.
Newport	12/7/2018	Ten participants total, associated with area CAAs; emergency shelters for families, singles, women, and men; a warming center; a domestic violence shelter; transitional housing operators; and a men's seasonal shelter.

METHODOLOGY

Location	Date	Participants
Roseburg	12/11/2018	Four participants total, associated with an area CAA and CoC; winter shelters; a warming center; youth shelters; youth host homes; transitional housing; a tiny home village; and recovery housing.
Bend	12/12/2018	Eight participants total, associated with emergency shelters for families, men, women, and those fleeing domestic violence or sex abuse and trafficking; warming shelters; transitional and supportive housing operators; a homeless Veterans service provider; and an area CAA.

ONLINE SURVEYS OF CAA AND COC STAKEHOLDERS

In order to gather information from those who were unable to attend a focus group, TAC developed an online survey instrument that OHCS disseminated to all CAAs and CoCs. During the two-week period in which the survey was open, 27 individuals participated.

RURAL WEBINAR

TAC hosted an additional webinar in an effort to ensure input from rural CAAs, CoCs, and homeless providers. TAC asked the 12 webinar participants the same questions used in the focus groups and in the online survey. TAC combined this information with other input gathered to inform the findings in this report.

ONLINE SURVEY OF PEOPLE WITH LIVED EXPERIENCE

OHCS conducted an online survey of people with lived experience. OHCS received 232 completed surveys from people with lived experience of homelessness. In addition to the 232 responses to the survey from people with lived experience, OHCS received 61 responses from allies or advocates. The information gathered in the survey is summarized later in this report, with additional information included in Appendix C.

STAKEHOLDER INTERVIEWS

TAC conducted structured interviews with 15 key stakeholders with a state level perspective as identified by OHCS. TAC conducted these interviews via telephone and in-person between January 23 and February 15, 2019.

Table 2: Stakeholder Interviews

Name	Organization
Doug Carlson	Community Planning & Development, Oregon HUD
Annette Evans	Washington County
Sybil Hebb	Oregon Law Center
Molly Heiss	Neighbor Impact (CAA)
Barb Higginbotham	Community in Action (CAA)
Marc Jolin	Multnomah County Joint Office of Homeless Services
Jimmy Jones	Mid-Willamette Valley Community Action (CAA)
Steve Manela	Lane County Human Services
Representative Pam Marsh	Oregon Legislature

METHODOLOGY

Name	Organization
Janet Merrell	Community Action Partnership of Oregon
Matthew Rasmussen	Oregon Department of Human Services
Margaret Salazar	Oregon Housing and Community Services
Claire Seguin	Oregon Housing and Community Services
Vanessa Timmons	Oregon Coalition Against Domestic & Sexual Violence
Jim Walker	Oregon State Fire Marshall

Survey of Winter and Warming Shelters: TAC completed a telephone survey with known winter and warming shelters in mid-November and early December 2018, with a 78 percent response rate (46 of 59). The survey instrument was developed in collaboration with OHCS staff and included 34 questions to gather information to classify the shelters by type and to catalogue the dates each facility opens and closes, hours of operation, number of beds, populations served, amenities, types of services and referrals made, staffing patterns, sources of funding, and client data tracked.

STUDY FINDINGS

HOW MANY SHELTER BEDS ARE THERE IN OREGON CURRENTLY?

Table 3: Oregon Shelter Beds — 2018 Point In Time

Continuum of Care	Emergency Shelter	Transitional Housing	Safe Haven
OR-500 Eugene, Springfield/Lane County CoC	410	96	0
OR-501 Portland, Gresham/Multnomah County CoC	1742	587	0
OR-502 Medford, Ashland/Jackson County CoC	171	177	0
OR-503 Central Oregon CoC	253	51	0
OR-505 Oregon Balance of State CoC	1495	1165	0
OR-506 Hillsboro, Beaverton/Washington County CoC	97	120	10
OR-507 Clackamas County CoC	6	39	0
Total 2018	**4174**	**2235**	**10**

As indicated in Table 3, the 2018 Oregon statewide Housing Inventory Count (HIC) reports 4,174 permanent emergency shelter beds. These include 1,234 beds for homeless households with at least one child, 2,837 beds for households without children, and 103 beds for children only.[1]

It is important to note that there is a significant range among the CoCs, with the Multnomah County (42 percent) and Balance of State (36 percent) CoCs accounting for over 75 percent of shelter beds. In the focus groups, there were complaints that the Clackamas and Washington Counties' lack of shelter beds "funneled" people experiencing homelessness into Multnomah County, with nearly 17 times the number of shelter beds.

1 2018 HIC

STUDY FINDINGS

SHELTER TYPES AND DEFINITIONS

Emergency Shelter (ES): A facility with the primary purpose of providing temporary shelter for people experiencing homelessness.

Overflow Beds: This is a term used by HUD in the Housing Inventory Chart (HIC). Overflow beds are available on an ad hoc or temporary basis during the year in response to demand that exceeds planned (year-round or seasonal) bed capacity.

Safe Haven[2]: A safe haven is a form of supportive housing that serves hard-to-reach homeless persons with severe mental illness who are on the street and have been unable or unwilling

to participate in supportive services.

Seasonal Beds: This is a term used by HUD in the Housing Inventory Chart (HIC). Seasonal beds are not available year-round, but instead are available on a planned basis, with set start and end dates, during an anticipated period of higher demand.

Winter Shelter: Shelter beds that are open during the fall, winter, and spring, and are open night after night, no matter the forecast.

Warming Shelter: Additional shelter beds that open when severe weather hits to keep unsheltered people safe. Each community has differing weather forecast thresholds that determine when these open.

Data Sources

The **Housing Inventory Count** (HIC) is an inventory of housing conducted annually by each CoC in the country during the last ten days in January. The HIC provides the number of beds and units available on the night designated for the count by program type, and includes beds dedicated to serve persons who are experiencing homelessness as well as persons in permanent supportive housing. Beginning in 2018, the HIC also identifies beds dedicated to serve specific sub-populations of persons. The HIC data for each CoC is available in Appendix D.

The **Shelters In Oregon** (SIO) report is a more informal report compiled by OHCS Homeless Programs staff which involves conducting a survey of known shelters. Staff do not require shelters to participate, and shelters do not provide all of the requested information. So, for example, the SIO provides the number of beds in some but not all shelters. The SIO provides information by county (which is important for state funding considerations), while the HIC provides information by CoC (which is important for HUD Homeless Assistance Program funding). The most updated SIO is available in Appendix E.

Each of these reports has been useful to understanding more about shelter in Oregon.

2 Note that HUD no longer supports this model.

STUDY FINDINGS

The HIC identified 608 "seasonal" shelter beds in addition to those listed in Table 3. However, TAC's winter/warming shelter survey suggests that this number significantly undercounts winter/warming beds. The 46 programs surveyed[3] can accommodate at least 2,694 people (70 percent in warming shelters, 30 percent in winter shelters), or more than four times the number identified in the HIC. *Winter and warming shelters represent more than 40 percent of the shelter beds in Oregon.*

The OHCS Shelters In Oregon (SIO survey (see box and Appendix E indicates that 14 counties do not have emergency shelter programs, and that 10 of these counties also lack warming or winter shelters. However, nine of the ten reported fewer than 20 homeless households in the 2018 PIT. It is important to note that the SIO is likely not comprehensive, and that winter/warming shelters may have opened after the SIO survey results were compiled.

OHCS reports that zoning issues and community battles plague these warming shelters in multiple localities, and that local government is not always willing to support community-driven sheltering efforts. Legal Aid is taking note of communities with discriminatory or illegal practices related to siting shelters.

HOW MANY PERSONS WERE EXPERIENCING HOMELESSNESS IN OREGON IN 2018?

As illustrated in Table 4, the 2018 PIT identified 3,757 households in emergency shelters including 2,752 individuals without children, 935 persons in households with children, and 70 unaccompanied children. Note that the PIT data for each CoC is available in the CoC Profile provided in Appendix D.

Table 4: Persons Experiencing Homelessness – 2018 Point in Time Count

Population	Emergency Shelter		Transitional Housing		Unsheltered		Total	
Persons in Households without children	2752	73%	1177	66%	6891	77%	10820	75%
Persons in Households with children	935	25%	589	33%	1813	20%	3337	23%
Persons in Households with only Children	70	2%	28	2%	221	3%	319	3%
Total	**3757**	**26%**	**1794**	**12%**	**8925**	**62%**	**14476**	**100%**

The PIT found more than twice as many unsheltered households (7,092) as households in emergency shelters. Of the 7,092 unsheltered households, 6,266 (88 percent) were households without children, 606 (9 percent) were households with children, and 220 (3 percent) were unaccompanied children. Given the challenge of identifying all unsheltered persons in Oregon's vast parks, it is likely the PIT undercounts people experiencing homelessness. Some national organizations estimate that the number of homeless individuals is 2.5 to 10.2 times greater than can be obtained using a PIT count.[4]

Nationally, Hawaii, California, and Oregon had the highest rates of individuals experiencing homelessness, with 50 or more individuals experiencing homelessness per 10,000 individuals.[5] According to HUD's 2018 Annual Homelessness Assessment Report, Oregon is one of four states in which more than half (61 percent) of all people

3 59 total warming/winter shelter programs were identified, but only 46 responded to the survey.
4 https://nlchp.org/wp-content/uploads/2018/10/HUD-PIT-report2017.pdf
5 2018 AHAR

experiencing homelessness were found in unsheltered locations. Higher rates of unsheltered homelessness on the West Coast can be attributed to lack of shelter capacity, rising costs of rental housing, stagnant incomes for low-wage workers, and a decline in federal support for affordable housing. Whereas on the East Coast, climate and past litigation have influenced substantial investments into shelter bed capacity, and as such, these variables have not influenced the community's efforts to keep up with the need.6

IS HOMELESSNESS CONCENTRATED IN PARTICULAR COUNTIES? DO ALL COUNTIES HAVE PEOPLE EXPERIENCING HOMELESSNESS?

Table 5 illustrates the number of sheltered and unsheltered households experiencing homelessness by county. While concentrated in certain counties, almost no county has escaped this issue. However, it is important to note that three counties have both the highest number and percentage of households experiencing homelessness: Multnomah (4,177 or 30 percent of homelessness statewide), Lane (1,529 or 11 percent) and Marion (1,049 or 8 percent. Other counties each range from zero to 5 percent.

It is important to note that a "zero" means that the CoC or the CAA did not count homeless individuals or families on the particular night the Point In Time was conducted. This does not mean that there are no homeless families or individuals in that county, but may reflect a lack of capacity to conduct a complete count over a large area on that day. It may also mean that there are families or individuals who are lacking permanent housing but who are staying with friends or family – for example – and do not meet HUD's homeless definition for purposes of the PIT count.

Table 5: Sheltered and Unsheltered by CAA and County[7]

County	CoC	CAA	Sheltered		Unsheltered		Total	%
Multnomah	501	MULTCO	2509	60%	1668	40%	4177	30%
Lane	500	LANE	526	34%	1003	66%	1529	11%
Marion	505	MWVCAA	754	72%	295	28%	1049	8%
Jackson	502	ACCESS	369	58%	264	42%	633	5%
Josephine	505	UCAH	60	9%	590	91%	650	5%
Clatsop	505	CAT	18	3%	662	97%	680	5%
Deschutes	503	NIMPACT	207	30%	494	70%	701	5%
Yamhill	505	YCAP	223	45%	270	55%	493	4%
Clackamas	507	CCSS	151	30%	346	70%	497	4%
Washington	506	CAO	175	32%	369	68%	544	4%
Coos	505	ORCAA	0	0%	397	100%	397	3%
Douglas	505	UCAH	233	50%	230	50%	463	3%
Tillamook	505	CAT	86	37%	145	63%	231	2%
Benton	505	CSC	139	48%	148	52%	287	2%
Hood River	505	MCCAC	31	44%	39	56%	70	1%

6 West Coast Homeless Rates (https://www.oregoncf.org/Templates/media/files/reports/OregonHomelessness.pdf) & Homelessness in Oregon in 2019 (https://dailycaller.com/2018/06/21/unsheltered-homeless-west-coast/)
7 The data available by county is for 2017: https://public.tableau.com/profile/oregon.housing.and.community.services#!/vizhome/InformationDashboardPITCount_1/Point-in-TimeCount: The data in Table 4 is from the 2018 Point in Time and is available for CoCs but not by county. This explains the variation in the data.

STUDY FINDINGS

County	CoC	CAA	Sheltered		Unsheltered		Total	%
Polk	505	MWVCAA	45	44%	57	56%	102	1%
Malheur	505	CinA	43	28%	108	72%	151	1%
Columbia	505	CAT	69	44%	89	56%	158	1%
Curry	505	ORCAA	0	0%	161	100%	161	1%
Linn	505	CSC	113	63%	67	37%	180	1%
Lincoln	505	CSC	26	14%	160	86%	186	1%
Klamath	505	KLCAS	114	59%	78	41%	192	1%
Wasco	505	MCCAC	39	20%	156	80%	195	1%
Gilliam	505	CAPECO	0	0 %	0	0%	0	0%
Morrow	505	CAPECO	0	0%	0	0%	0	0%
Wheeler	505	CAPECO	0	0%	1	100%	1	0%
Sherman	505	MCCAC	0	0%	1	100%	1	0%
Grant	505	CCNO	0	0%	4	100%	4	0%
Baker	505	CCNO	3	43%	4	57%	7	0%
Wallowa	505	CCNO	4	50%	4	50%	8	0%
Lake	505	KLCAS	0	0%	12	100%	12	0%
Harney	505	CinA	1	5%	18	95%	19	0%
Jefferson	503	NIMPACT	15	44%	19	56%	34	0%
Union	505	CCNO	1	2%	42	98%	43	0%
Crook	503	NIMPACT	8	19%	35	81%	43	0%
Umatilla	505	CAPECO	24	44%	31	56%	55	0%
TOTALS			5986		7967		13953	100%

WHO IS SERVED BY SHELTERS? WHO IS NOT SERVED?

Equity and Racial Justice

It is well established that people of color are more likely to experience homelessness than white people in the United States. While African American people account for only 13 percent of the general population, they account for 26 percent of those living in poverty and more than 40 percent of those experiencing homelessness. American Indian and Alaska Natives are similarly overrepresented among those experiencing homelessness. In 2016, those identifying as AI/AN made up 4.2 percent of unsheltered homeless while they represented 1 percent of the total U.S. population. While 22 percent of Hispanic/Latinx were counted in a 2016 one-night shelter and unsheltered count, researchers suspect this number to be underestimated given threats that exist for those with undocumented or mixed documented family statuses.[8] Oregon's CAAs and OHCS have raised concerns about the existence of racial and ethnic disparities in the state's crisis response system and have identified addressing these as a priority in the Statewide Housing Plan as well as in the OHCS report responding to the House Bill 5201 (2018) Budget Note. The Budget Note report addressing the adoption of outcome-oriented strategies for homeless services programs

8 https://center4si.com/wp-content/uploads/2018/03/SPARC-Phase-1-Findings-March-20181.pdf

that was submitted to the Oregon legislature in February 2019, indicates that OHCS plans to work with the CAAs to begin to address issues of racial equity and disparities in the next two biennia.

Participants in the shelter study's focus groups and stakeholder interviews, as well as respondents to the various online surveys and webinars, reinforced concerns about equal access to emergency shelters. The particular groups identified as underserved varied across geographic regions but included people of color, persons who do not have documentation of citizenship, families (especially when one parent is male), youth, and people who are LGBTQ. Shelters, including the winter and warming shelters, reported that they do not discriminate against people who are transgender or gender nonconforming. Focus group discussion indicated that some people who are transgender or gender nonconforming avoid shelter due to expressed concerns for safety and the potential for exposure to further discrimination by staff and/or other guests.

TAC used HUD's CoC Analysis Tool (see box below) to examine (1) the race/ethnicity of homeless Oregonians as compared to all Oregonians in that CoC who had incomes at or below the Federal poverty line (FPL), and (2) whether the state's crisis response system makes emergency shelter resources available equitably. HUD's tool draws on a CoC's PIT Count as well as poverty data from the American Community Survey (ACS) to facilitate analysis of racial disparities among people experiencing homelessness. HUD explains that by comparing racial distributions between persons experiencing homelessness and persons experiencing poverty, this data identifies racial disparities in homelessness that poverty alone cannot account for.

STUDY FINDINGS

RACIAL EQUITY ANALYSIS TOOLS

HUD's CoC Analysis Tool

HUD developed the CoC Analysis Tool to help CoCs assess the racial disparities among people experiencing homelessness. The CoC Analysis Tool draws on Point-In-Time (PIT) Count and American Community Survey data to facilitate analysis of racial disparities among people experiencing homelessness. The number of people experiencing homelessness represented in this tool is drawn from the 2017 PIT Count data reported in the Annual Homeless Assessment Report (AHAR) to the U.S. Congress. PIT Counts are unduplicated one-night estimates of sheltered and unsheltered homeless populations conducted by CoCs nationwide during the last week of January each year. The data for each CoC can be found here https://www.hudexchange.info/resource/5787/coc-analysis-tool-race-and-ethnicity/.

NAEH's Racial Equity Network Toolkit

The National Alliance to End Homelessness has developed a toolkit to help CoCs measure whether the outcomes of their programs or system vary depending on the race or ethnicity of a homeless person or family. This is a simple dashboard measuring key portions of a homeless program or system. The difficulty is that this tool requires data for a full year (ideally).

TAC chose to use the HUD CoC Analysis Tool for this study as only the one-night Point In Time data for the CoCs was available, making the NAEH tool impractical for this study.

There are three caveats that are critical to consider prior to reviewing this data. ***First,*** ACS uses U.S. Census data. In reviewing the data below, it is important to note that Census data typically under-represents communities of color for the following reasons:

- Heads of households of color may experience distrust of government due to historical institutional racism.
- The address on file with the U.S. Census Bureau may no longer be the current address of families who are living in or on the edge of poverty, who may therefore not receive the Census survey questionnaire. African Americans live in poverty at a rate that is 250 percent greater than white Americans, and Latinx Americans live in poverty at a rate that is 200 percent greater than white Americans, while Native Americans live in poverty at a rate that is 275 percent greater than white Americans. Living in poverty is correlated with greater housing instability.[9]
- People living in poverty are more likely to be under stress and preoccupied, and therefore may not fill out the census survey by the deadline.
- People of color living in poverty may not believe the census data findings truly influence their communities.

Second, it is important to also recognize the ways in which the PIT undercounts communities of color who are experiencing homelessness. In Oregon, the Coalition of Communities of Color (CCC) documented this phenomenon in its 2017 Memo to the Joint Office of Homeless Services in Multnomah County. CCC notes "Prevailing myths in white dominant narratives that people of color are not in imminently unsafe housing conditions since they are not on the streets or in shelters are false, and detrimental to communities of color accessing resources and services." (Memo, 2017.) CCC proposes that PIT counts include volunteers who are trusted members of communities of color and include race/ethnicity options in the survey forms that reflect the different communities of color who live in the surveyed areas. CCC also identifies that all those conducting PIT count interviews must go through equity training that focuses on race, institutionalized racism, and implicit bias. CCC further requests that the PIT count be

9 https://www.kff.org/other/state-indicator/poverty-rate-by-raceethnicity/?currentTimeframe=0&sortModel=%7B%22colId%22:%22Location%22,%22sort%22:%22asc%22%7D.

supplemented by partnering with service organizations that work with communities of color and culturally specific organizations to collect quarterly data that measures housing instability and prevalence of members who are doubled up or couch surfing. Additionally, CCC advises that government agencies track the impact of gentrification on housing stability and displacement of low income residents. The full CCC memo can be viewed in Appendix F.

Third, where the number of households in a data point is small for any reason, the data picture can be distorted.

Multnomah County CoC

Race/Ethnicity and Homelessness: Comparing Multnomah County residents with incomes at or below the Federal poverty line (FPL) with those who are homeless, the data indicates that 3 percent more Whites, 2 percent more African Americans, and 4 percent more Native American/Alaskans are homeless, while fewer Asian/Pacific Islanders, Other/Multi-Racial, and Hispanics are homeless than comparable groups who have incomes at or below the FPL. For homeless families, however, the disparities are greater. While African American Oregonians with children are 12 percent of those Oregonians who have incomes at or below the poverty line, 24 percent of this same group experience homelessness.[10] Two percent of Oregon families with incomes below the poverty line are American Indian/Alaska Native (AI/AN) while AI/AN families make up 6 percent of all homeless families.

Race/Ethnicity and Shelter Access: While there are small differentials of 1-2 percent, the data indicates that shelter access is essentially equitable, with each demographic accessing shelter equal to the percentage they are of the homeless population. The demographic with the largest gap are white Oregonians who are 69 percent of the overall homeless population but only 66 percent of those sheltered.

Lane County CoC

Race/Ethnicity and Homelessness: Overall, in the Lane County CoC, there were only slight differences in the percentage of those below the FPL and those who were homeless, with slightly higher homeless percentages for those who were white or Native American/Alaskan, slightly lower percentages for those who are Asian/Pacific Islander or Hispanic, and equal percentages for those who are African American or Other/Multi Racial. The number of homeless families who self-identify as Native American/Alaskan, Other/Multi-racial, and those who are Hispanic were higher than comparable non-homeless groups. It is important to note, however, that the total number of families in shelter was only 153; a small number of data points can distort the data, and may do so here.

Race/Ethnicity and Shelter Access: The data suggest that all demographics have equitable access to shelter except white homeless Oregonians and homeless Asian/Pacific Islander families; these were very small differences.

Medford/Jackson County CoC

Race/Ethnicity and Homelessness: Overall in this county, the data indicates that most groups are the same percentage of the homeless population as they are of those with incomes below the FPL. The striking exception is the percentage of Hispanic families with children who are homeless, 27 percent as compared to 17 percent with incomes below the FPL. Native American/Alaskan families were 5 percent of the homeless demographic as compared to 1 percent of the comparable group with incomes at or below the FPL.

Race/Ethnicity and Shelter Access: For people who are homeless overall, shelter access is equitable, except for those who are white who have more access to shelter (4 percent) and people who are Other/Multi-Racial who are less likely to have access to shelter (4 percent). Among families with children who are homeless, those who are white are also more likely to access shelter (7 percent), while those who are Native American/Alaskan, Other/Multi-Racial, or Hispanic are less likely to have accessed shelter. It is particularly striking that these first two groups

10 The tool provides the data in two ways: (1) families with children experiencing homelessness, and (2) all persons experiencing homelessness. TAC is therefore reporting the data in this same manner.

had no families in shelter, although some Native American/Alaskans and Other/Multi-Racial were in the unsheltered count. It is important to note that shelter access is based on HMIS data and Table 10 below indicates that few CoC programs are reporting data to HMIS.

Central Oregon CoC

Race/Ethnicity and Homelessness: As in Jackson County, the percentage of homeless Hispanic families with children (21 percent) in the Central Oregon CoC is much higher than those whose incomes are at or below the poverty line (15 percent). In contrast, for all people who are homeless and Hispanic, homelessness is less (12 percent) than people who are Hispanic with incomes at or below the poverty line (15 percent). The percentage of homeless families who are white (92 percent) is higher than the percentage of families who are white and have incomes at or below the FPL (84 percent). There is less differential in the data that looks at the data for families combined with other household types.

Race/Ethnicity and Shelter Access: The data does suggest some disparities in access to shelter. However, as 70 percent of all those who are experiencing homelessness (and 85 percent of all families with children experiencing homelessness) are unsheltered, and the numbers overall are small, the data has limited relevance and reliability.

Balance of State CoCs

Race/Ethnicity and Homelessness: The Balance of State CoCs shows slightly higher percentages of white, African American, and AI/AN residents who are homeless, as compared to groups of these persons who live at or below the poverty line, while Asian/Pacific Islander and Other/Multi-Racial show lower percentages of those who are homeless. Among persons who are Hispanic, the rate of homelessness is less than those who have incomes below the poverty line.

Race/Ethnicity and Shelter Access: The data indicates that access to shelter is generally equitable. The largest gap is in homeless white families with children accessing shelter (4 percent). It is important to note that shelter access is based on HMIS data and Table 10 below indicates that few CoC programs are reporting data to HMIS.

Washington County CoC

Race/Ethnicity and Homelessness: In Washington County, the data indicates a higher percentage of white and African American Oregonians experiencing homelessness than the percentage of those who have incomes at or below the poverty line. The opposite is true for Asian/Pacific Islanders and those who identify as Other/Multi-racial. It is important to note that some of these data points are small. As in several other counties, among persons who are Hispanic, the rate of homelessness is less than those who have incomes below the poverty line.

Race/Ethnicity and Shelter Access: Overall, the data indicates that access to shelter for those experiencing homeless is equitable (within 1-2 percent). For families with children who are homeless, there is less equitable access, with white families having more access (7 percent) and African American (7 percent) and Asian/Pacific Islander (6 percent) families having less access than comparable groups. It is important to remember that there are only a small number of data points in this county.

Clackamas County CoC

Race/Ethnicity and Homelessness: While the data points in Clackamas County are very small, there are higher percentages of African American and AI/AN Oregonians experiencing homelessness than those who have incomes at or below the poverty line. In contrast, Oregonians who are white, Asian/Pacific Islander, Other/Multi-Racial, and Hispanic have lower rates of homelessness. Again, the reader is cautioned that the data points are very small.

STUDY FINDINGS

Race/Ethnicity and Shelter Access: Generally, access to shelter appears equitable, although people who are homeless and white, whether they are in families or not, appear to have slightly less access to shelter (4 percent). The other data points are too small to be considered reliable.

Select Subpopulations

The following information further illustrates considerations specific to subpopulations of people experiencing homelessness.

Families: HUD's AHAR found that Oregon is one of five states where more than one-quarter of people experiencing homelessness in families with children (606) were unsheltered; this is considerably higher than the national rate of just under 10 percent. The reason for this large number of unsheltered families with children is confusing, as the 2018 PIT found that of the 440 family shelter beds, only 298 were occupied by homeless families. This disparity is discussed in the Shelter Gap section below. The Governor has prioritized preventing and ending homelessness among children; this study found much local support for this effort.

Domestic Violence: Although there are an insufficient number of beds, all but six counties have at least one domestic violence (DV) shelter. It is important to note that it is likely that many of those in the "generic" family shelters have also experienced domestic violence. The U.S. Department of Health and Human Services found that "between 22 percent and 57 percent of all homeless women report that domestic violence was the immediate cause of their homelessness."[11]

The DV system requires greater staffing capacity to be able to respond to the 24/7 nature of a domestic violence crisis. Additionally, stakeholders referenced the imperative for shelters to offer services that are trauma informed; responsive to racism, oppression, and homophobia; and that recognize the impact of epigenetics (the modification of gene expression resulting from exposure to intergenerational trauma). Additionally, providers noted the difficulty in transitioning those fleeing DV from shelter to safe affordable housing and the need for greater partnership with Coordinated Care Organizations and hospital systems.

HUD updated the 2018 Housing Inventory Count (HIC) and PIT count to include, for the first time, "those who are currently experiencing homelessness because they are fleeing domestic violence, dating violence, sexual assault, or stalking" — as opposed to reporting on survivors who have ever experienced those circumstances. As a result, in the future, the state will have more comprehensive data regarding the need for DV shelters.

Youth: The 2018 HIC includes 436 beds dedicated to youth ES, TH, and SH (see Table 6). The 2018 PIT found 317 youth under age 18 experiencing homelessness, of which 70 percent are unsheltered. The PIT also found 992 youth between the ages of 18 and 24 experiencing homelessness, of which 60 percent were unsheltered. HUD's 2018 AHAR found that Oregon was one of the top five states in the rate of unsheltered, unaccompanied youth homelessness. Among the populations at greatest risk for becoming homeless are the youth who age out of foster care each year when they turn 18,[12] as well as youth ages 18 to 25 with less than a high school diploma or GED, who are Hispanic or African American, who are parenting and unmarried, or who are lesbian, gay, bisexual, transgender, or questioning (LGBTQ).[13]

11 https://www.acf.hhs.gov/fysb/resource/dv-homelessness-stats-2016
12 Or 21 in some states.
13 Runaway and Homeless Youth: Demographics and Programs. Congressional Research Service. Adrienne L. Fernandes-Alcantara. April 26, 2018

Table 6: Dedicated Veterans and Youth Beds – 2018

Continuum of Care	Dedicated Veteran Beds (ES, TH, SH)	Dedicated Youth Beds (ES, TH, SH)
OR-500 Eugene, Springfield/Lane County CoC	26	22
OR-501 Portland, Gresham/Multnomah County CoC	139	139
OR-502 Medford, Ashland/Jackson County CoC	59	40
OR-503 Central Oregon CoC	11	52
OR-505 Oregon Balance of State CoC	0	140
OR-506 Hillsboro, Beaverton/Washington County CoC	86	16
OR-507 Clackamas County CoC	0	27
Total	321	436

Veterans: In 2018, the PIT identified 299 Veterans in emergency shelters and 763 (71 percent) unsheltered Veterans; nationally, 61 percent of homeless Veterans were unsheltered. The 2018 HIC includes 321 ES, TH, and SH beds dedicated to Veterans (see Table 6). OHCS is implementing Operation Welcome Home, a campaign to end homelessness for Oregon Veterans that will run through summer of 2019. OHCS and the Oregon Department of Veterans' Affairs are collaborating with the ten selected communities, working to house more than 500 Veterans across Oregon.

Behavioral Health: Not surprisingly, people who have behavioral health conditions make up a significant portion of those experiencing homelessness. The 2018 PIT found 29 percent of those experiencing homelessness self-identified as having a serious mental illness (SMI) and 27 percent self-identified as have a substance use disorder (SUD). Of those with behavioral health conditions, 70 percent (SMI) and 67 perccent (SUD) were unsheltered, accounting for an estimated third of those who are unsheltered. It is important to note that these are only the persons who self-identified and that there is likely co-occurring SMI/SUD but the data does not allow us to identify the specific percentage.

Health and Physical Conditions: Participants in all of the focus groups mentioned they had difficulty or concerns about serving people who are sick or frail. A number of participants indicated a trend of hospitals discharging patients to local shelters, without notice, including sending these individuals via taxicab after hours when the shelter was already full. Shelters feel they do not have the supports or physical accessibility to safely and adequately serve these individuals. This anecdotal information is consistent with recent national research that projects significant growth in aged homelessness, especially among people aged 65+.[14] The U.S. Census reports that at 17.1 percent of the population, Oregon has a larger population of residents 65 years of age and older than the U.S. average of 15.6 percent.[15] In addition, Oregon has more people under age 65 who have disabilities: 10.2 percent as compared to 8.7 percent nationally.

WHAT ARE THE EXPERIENCES OF PROVIDERS AND PARTNERS IN RURAL AREAS?

The focus groups and webinar conducted for rural areas revealed a number of unique challenges these communities face in ending homelessness. Representatives interviewed noted there are fewer year-round and winter/warming shelters and more limited transportation options than in urban areas. For some sites, individuals

14 https://www.aisp.upenn.edu/aginghomelessness/
15 US Census file:///C:/Users/LS/Documents/OR%20Lane%20County/U.S.%20Census%20Bureau%20QuickFacts%20%20Lane%20County,%20 Oregon%20cparing%20to%20other.htm

must walk to a shelter that may be located outside of town, while others have been able to arrange for a van to transport individuals to and from the shelter. Very few communities operated any space for daytime shelter, and respondents shared that individuals will use a range of locations to reside during daytime hours including libraries, area parks, parking lots, the CAA lobby, street corners, along riverbanks, in restaurants, and in big box chain stores.

Because operators have limited and unreliable or inconsistent funding for shelter operations, amenities vary from site to site. Some providers are simply offering tents and supplies to those who do not have access to shelters. There seemed to be consensus among rural providers and partners that there are too few funds to pay for the staffing that would be required to provide best practice shelter operations and services, leading shelters in rural areas to rely heavily on volunteers. One provider noted that their program is unable to open when a volunteer misses a shift. Shelters in these areas rely on varied sources of funding for their programs, which can change from one year to the next. Sources of funding include grants from CAAs and contributions from local residents, private foundations, churches, and in one example, the public utility company that covers the cost of a site's electric bill.

Rural shelter operators reported varied eligibility criteria, ranging from low-barrier sites to those that were "clean and sober." One shelter operator reported that guests were required to participate in church services and employment or volunteer duties to be eligible for a shelter bed.

Rural area providers identified the following populations as underserved by shelters: families with children (including those with older male children), those with behavioral health conditions, undocumented individuals, women, those fleeing domestic violence, African Americans, Native Americans, LGBTQ individuals, and Veterans. OHCS reports that the Fair Housing Council continues to receive complaints about rural shelters accepting families with male children over a certain age. This practice is more regulated in federally funded shelters, but there is less oversight on this issue in a less regulated environment.

Opportunities to exit homelessness in rural areas is more limited due to the lack of available affordable housing and case management services. This may also be the reason why, according to OHCS, rural areas are utilizing a higher proportion of funds for motel vouchers than in urban areas. Some of those interviewed shared that often the only way for a person to exit homelessness is to move away from their home community to an area with affordable housing and services.

Many shelter operators also reported that they often must turn people away due to capacity issues, while others representing counties with no shelter noted that there is no way to track the number of people needing shelter. Every rural community described challenges in expanding shelter capacity and sites due to neighbor and/or local government opposition. However, several communities were able to eventually overcome the phenomenon of "Not in My Back Yard" (NIMBY) through multiple attempts and lengthy community processes.

Several partners voiced a desire for OHCS to improve the timeliness of communications with them when they are working to overcome local obstacles to siting shelters. Additionally, partners expressed interest in OHCS providing more funding and targeted technical assistance to support the siting, operations, and staffing of best practice shelters. Shelter operators also expressed a desire to build the infrastructure needed to be able to document the necessary data to illustrate outcomes and needed improvements.

When asked what systems were needed to collaborate with shelter operators, participants most frequently mentioned Coordinated Care Organizations, Housing Authorities, and the state's Department of Human Services. Additionally, sites noted the importance of partnering with area hospitals to ensure coordinated discharges and admissions. City and local governments were mentioned as important partners given their potential to support both funding and siting of area shelters as well as their role partnering with affordable housing developers and addressing community infrastructure issues.

STUDY FINDINGS

DO OREGON SHELTERS ADHERE TO BEST PRACTICES?

Information about emergency shelter best practices was derived from the focus groups and from the online survey and rural shelter webinar. These sources indicate that Oregon shelters — like shelters across the country — vary widely in implementation of best practices. The Pendleton and Portland focus groups indicated there were low barrier shelters in their areas. The Roseburg group indicated limited low barrier shelters, and the Newport group indicated there were no low barrier shelters.

The vast majority of emergency shelters indicated that they participate in their CoC. The shelters taking part in the two Portland focus groups indicated that they participate in coordinated entry as well as HMIS. Shelters that are part of the Balance of State CoC and rural shelters in other CoCs indicated they are working towards HMIS participation and struggling with how to create a meaningful regional coordinated entry system.

Shelter policies and practices such as limitations on length of stay and requirements on sobriety varied broadly among shelters, differing based on population and geography.

In contrast, the survey found that the vast majority of winter and warming shelters are low barrier shelters. Sobriety is not a requirement for 90 percent of the beds in responding shelters, and 95 percent of the programs have no limit on the length of stay. Half of these shelters will accept pets. When they participated in the focus groups, winter/warming shelters indicated that many have strategies to allow individuals to bring their possessions, although storage — especially of weapons and drugs — is required; guests may retrieve these upon exiting the shelter.

WHERE DO PEOPLE EXPERIENCING HOMELESSNESS GO DURING THE DAY?

The SIO indicates that only six counties have day shelters. Focus groups indicated lack of day shelter was an issue, especially in rural areas. In urban areas, there are more formal day shelters but there is a need for alternatives for those who are ill and are unable to leave during the day.

None of the winter/warming shelters surveyed are open during the day; many of these shelters operate in spaces — such as churches — used for other purposes during the day, and therefore must vacate. Focus group discussions suggested only a minority of emergency shelters are open during the day. As most shelters have control of their space 24/7, this appeared to be due to costs and staffing limitations.

As a result of the lack of day shelter, informal day “shelters” have arisen, primarily in public libraries and big box retail stores, which are generally reported to be welcoming. The lack of day shelter may increase the frequency of individuals experiencing homelessness being cited by law enforcement for trespassing and other behavioral violations.

HOW DO PEOPLE EXPERIENCING HOMELESSNESS GET TO AND FROM SHELTER?

The focus groups indicated that outside of urban areas, public transportation options to and from shelters are very limited. Lack of public or other low-cost transportation is a barrier to shelter access, especially in rural areas. Note that lack of transportation may lead to underestimating the need for shelter in these areas. Of the winter/warming shelters, 67 percent report that they do not provide transportation. The winter/warming shelter survey provides some insight into the creative strategies shelters use to address transportation limitations, including program-owned vans, free bus passes, tickets for buses and/or taxis, and volunteers providing rides.

STUDY FINDINGS

HOW ARE SHELTERS FUNDED?

In Oregon, state Emergency Housing Assistance (EHA) and State Homeless Assistance Program (SHAP) grants are administered by Oregon Housing and Community Services to the Community Action Agencies to pay for homeless services including real estate acquisition, shelter rehab, operations and services, street outreach, homelessness prevention, rapid re-housing, transitional housing, and case management services. In 2017, the legislature increased EHA and SHAP funding to $40 million for the biennium and more recently, in March of 2018, the legislature approved HB 5201, which brings another $5.2 million in general funds targeted to emergency winter housing and shelter (EHA/SHAP Manual).

Additional sources of revenue for addressing the affordable housing needs of very low income individuals come through the State Housing Trust Fund which increased in 2018 via the document recording fee (HB 4007). A document recording fee is paid on real estate documents recorded with an Oregon county clerk. The fee increase in HB 4007 is expected to raise an additional $60 million every biennium, increasing the availability of affordable rental and ownership housing.

Feedback from the focus groups as well as the online survey indicates that historically emergency shelters, especially those in urban areas, have been funded with state and local funding, as well as grants and donations. Winter and warming shelters, in contrast, have not historically received public funding and have relied on private donations. In the focus groups, several winter/warming shelters indicated they were receiving support from a CAA this year, for the first time. In at least one instance, this funding was very limited; $5,000 may be enough for three months' rent or supplies, but is not sufficient to support paid staff.

In both the focus groups and the winter warming survey, shelters were asked whether staff was volunteer or paid. Generally, emergency shelters have paid staff, though several communities and stakeholders interviewed discussed the impact of insufficient compensation and staffing by those working in shelters and its impact on high rates of staff turnover. While some also use volunteers, several indicated they felt it was difficult to mix paid and volunteer staff. Of winter and warming shelters, although 72 percent reported having some paid staff, at least half of shelters were all or primarily volunteer-operated.

Many of the winter/warming shelters indicated that they especially rely on volunteers in the early evening and morning wakeup hours. Paid staff (including those receiving stipends) were most often used to cover overnight hours (which can be difficult to fill using volunteers), manage the shelter, coordinate shelter operations, and for Homeless Management Information System (HMIS) tasks.

Table 7: EHA and SHAP (17-19) Spending By Activity[16]

Activity	EHA Spent	% Spent of total EHA Allocated	SHAP Spent	% Spent of total SHAP Allocated	Total EHA + SHAP Spent	% Spent of Total EHA + SHAP
Admin	$1,850,947	8%	$585,724	5%	$2,436,671	7%
Capacity	$248,939	1%	-	0%	$248,939	1%
Conversion/Rehab	$425,800	2%	$394,799	4%	$820,599	2%
DRF	$1,658,643	7%	-	0%	$1,658,643	5%
Data	$456,863	2%	$326,603	3%	$783,466	2%
Facility/Housing	$297,317	1%	$172,507	2%	$469,824	1%

16 The information is for spending on eligible activities. Nearly all EHA funds have been expended and reimbursed but only 87% of SHAP funds have been expended and reimbursed; the data will shift with the final reporting.

STUDY FINDINGS

Activity	EHA Spent	% Spent of total EHA Allocated	SHAP Spent	% Spent of total SHAP Allocated	Total EHA + SHAP Spent	% Spent of Total EHA + SHAP
Prevention	$9,601,88	40%	-	0%	$9,601,886	28%
Program	$89,241	0%	-	0%	$89,241	0%
Rapid Re-housing	$5,032,007	21%	-	0%	$5,032,007	14%
Shelter (Services & Operations)	$2,495,281	11%	$7,843,891	71%	$10,339,172	30%
Street Outreach	$382,318	2%	$268,938	2%	$651,256	2%
Supportive In-Home Services	$250,563	1%	-	0%	$250,563	1%
Transitional	$381,767	2%	-	0%	$381,767	1%
TOTALS	$23,171,572	98%	$9,592,462	87%	$32,764,034	94%

Table 7 illustrates EHA/SHAP individual and combined funding for shelter and other eligible activities for the 17-19 Biennium. Of the total EHA/SHAP funding, CAAs have selected to spend 30 percent directly for emergency shelter services and operations. CAAs spent 42 percent or over $4 million more for Prevention and Rapid Re-Housing (combined) than emergency shelters.

EXPERIENCE OF AGENCIES WORKING TO EXPAND SHELTER

Focus group discussion made it clear that some communities were hoping to address the need for additional shelter in their community by expanding an existing shelter or developing a new shelter. Communities were challenged to achieve this goal, however. In both the rural and urban focus groups, participants identified NIMBY attitudes as a barrier to shelter expansion. Information provided by OHCS indicated that of seven shelter acquisition or rehabilitation projects approved for 2017–2019 biennium funding, three were having difficulty siting their shelters.

Despite the need for shelter, 10 of the 17 CAAs did not appear to be using 2015–2017 biennium, 2017–2019 biennium, or House Bill 5201 funding for emergency or day shelter expansion. It is possible that some of these CAAs or other entities in their community are seeking shelter expansion using other resources.

Eight of the twenty-seven agencies completing the survey cited NIMBYism and difficulties siting shelters among their top three challenges.

Some agencies have been able to expand or create new shelter beds. Even where an agency is successful, it has taken a lot of time and commitment. To be successful, it appears the following three factors must align: identification of an affordable, appropriate location; sufficient funds to purchase/rent/rehabilitate and staff the site; and a sufficiently supportive (or at least not oppositional) community and local political system. Aligning these variables is likely challenging for smaller nonprofit agencies and agencies that do not generally engage in real estate development projects.

DOES THE OREGON SHELTER SYSTEM RESULT IN POSITIVE OUTCOMES FOR THOSE EXPERIENCING HOMELESSNESS?

Currently, OHCS uses several HMIS-based outcomes to measure program outcomes. CAAs and the subrecipients of EHA, SHAP, and LIRHF funds are required to enter client and service data into the Homeless Management Information System (HMIS), except for victims of domestic violence. The specific data that is collected depends

upon the type of sheltering program, including whether the shelter has a high degree of client turnover. It is advantageous that all the CoCs use the same HMIS system – ServicePoint.

The Oregon legislature has established two key performance measures (KPM) for CAAs:

- KPM 1: Increased housing stability as measured by the percentage of total program participants served who reside in permanent housing at time of exit from program; and
- KPM 2: Increased housing stability as measured by the percentage of program participants who, at program exit, reside in permanent housing and maintain permanent housing for six months from time of exit.

Preliminary performance benchmarks have been set at 30 percent for all program participants who exit to permanent housing (all state-funded programs) and 80 percent for those exiting to permanent housing that remain in permanent housing at six-month follow-up (EHA and LIRHF funded). These outcome measurements are in addition to reporting of required HMIS data elements that track client characteristic and service data.

Table 8 below provides the KPM 1 data for fiscal year 2017. These programs met or exceeded the preliminary performance benchmarks for this data point.

Table 8: Key Performance Measure 1 (FY17)

Emergency Shelter Funding Source	Total Households Where Exit is Reported	Total Exits to All Permanent Destinations	Percent Exiting to a Permanent Destination
EHA	292	159	**54%**
SHAP	4504	1423	**32%**
EHA, EHA Vet, DRF, ESG, LIRHF, Lottery Vet*	1578	544	**34%**

* Duplication Possible

Data for KPM 2 is not reported here due to inherent difficulties with the data. These issues include:

- KPM 2 does not apply to SHAP, although often SHAP and EHA funding is blended to provide service delivery; this partly explains why the rate of retention for people exiting from shelter to permanent housing destinations cannot be ascertained;
- Exits and the six-month post-shelter measure may not occur in the same reporting year;
- There are discrepancies in the numbers identified in the KPM report and the HMIS numbers for the same programs; and
- Several CoCs do not report sufficient data in the HMIS system, the basis for the KPM assessment (see Table 10).

Review of other HUD Systems Performance Measures (SPM) indicates that support for improvement is needed in several other areas. Table 9 indicates that in a number of areas, the CoCs are performing lower than the national average. Of the 42 outcome measures in the Table, 71 percent are within the national average,[17] 24 percent are

17 Where the data point was within the national average, the data was considered to be within the national average. Where the data point was greater than the national average, and a higher percentage is a positive outcome, data is considered to be above the national average. The opposite is true for data that is 10% below the national average where a smaller number is considered a worse outcome. For example, the national average for successful Street Outreach exits is 42.10%. Data points 10% above this or 50% or more are considered better than the national average and data points 10% below or 34% or lower are considered below the national average. Data between 34% and 50% is considered within the national average.

below the national average, and 2 percent performed better than the national average. Successful exits from emergency shelter options and rapid re-housing (RRH) is a particularly important measure, as the majority of EHA and SHAP funds are supporting these activities. It is important to note that while the Medford/Ashland/Jackson CoC and the Oregon Balance of State CoC are the only two CoCs that are not "worse than the national average" in any category, these two CoCs also have very poor – and very little – data reporting (see Table 10 below).

HUD is in the process of working with CoCs to transition from SPM to Longitudinal System Analysis (LSA). Both the LSA and the SPM provide CoCs with a look at their overall system functioning. The SPM report is a summary and year-to-year comparison of system-wide counts, averages, and medians related to seven areas of performance. The LSA upload also includes data related to several of the same areas of performance, but the business logic defined by HUD for the two reports differs substantially. The core difference between the two is that LSA performance data looks at how households are moving through a CoC's system (using the head of household's data), while the SPM report is based on all persons served. This difference is because SPMs are intended to be overall CoC benchmarks, while the LSA is intended to give CoCs detail about system functioning to inform interventions to improve that functioning. The LSA focuses on household-level performance, since programmatic decisions are implemented for different households and populations separately. Obtaining access to the Oregon CoC's LSA data will be useful to OHCS as it continues to evaluate CoC needs and the ways in which the state can support the local agencies in ending homelessness.

Table 9: Systems Performance Measures by CoC – 2018

	Of those Exiting (SO, ES, TH, SH, PH), % Returning to Homelessness within 6 Months	% Returning to Homelessness within 12 Months	% Returning to Homelessness within 24 Months	% with Successful Street Outreach Outcomes	% with Successful ES, TH, SH, PH-RRH Exits	% with Successful PH Retention or Exit
OR-500 Eugene, Springfield/Lane County CoC	13%	18%	21%	10%	15%	95%
OR-501 Portland, Gresham/ Multnomah County CoC	8%	16%	27%	45%	39%	95%
OR-502 Medford, Ashland/ Jackson County CoC	5%	8%	11%	48%	37%	88%
OR-503 Central Oregon CoC	10%	16%	21%	57%	34%	100%
OR-505 Oregon Balance of State CoC	3%	6%	9%	45%	39%	91%
OR-506 Hillsboro, Beaverton/ Washington County CoC	4%	6%	11%	15%	55%	92%
OR-507 Clackamas County CoC	0%	0%	3%	NA	22%	95%
National 2017	9.10%	13.80%	19.50%	42.10%	41.30%	95%

Worse than National Average (10%)

Much Better than National Average

STUDY FINDINGS

WHAT DID WE LEARN ABOUT THE QUALITY OF SHELTER DATA AVAILABLE?

The quality of the data that is collected and reported is key to the validity and usefulness of the outcome measures. Focus group participants highlighted that in rural areas, there was a lack of consistency in data collection due to limitations in staffing, whereas in urban areas shelters more consistently have staff enter data into HMIS.

Table 10: Bed Coverage by CoC

Continuum of Care	2017 Bed coverage Percent on HMIS for ES-TH Combined
OR-500 Eugene, Springfield/Lane County CoC	92.68%
OR-501 Portland, Gresham/Multnomah County CoC	74.86%
OR-502 Medford, Ashland/Jackson County CoC	15.20%
OR-503 Central Oregon CoC	69.57%
OR-505 Oregon Balance of State CoC	17.99%
OR-506 Hillsboro, Beaverton/Washington County CoC	75.26%
OR-507 Clackamas County CoC	100.00%
National Average Rural CoCs FY18	**74.3%**

HUD's systems performance data affirms the focus group information. As illustrated in Table 10 above, bed coverage for two of the seven CoCs is poor, with Jackson County at 15 percent and the more rural Balance of State at 18 percent. Bed coverage refers to the percentage of beds for which data is reported to a CoC's HMIS. In fiscal year 2018, HUD found an average bed coverage for rural CoCs nationally of 74.3 percent.[18]

TAC was unable to compare costs per beneficiary for various types of EHA/SHAP-funded services, as the data was inconsistent. It is difficult to know whether this is due to poor data entry or is an artifact of data standards that require refinement; for instance, different CAAs report the same activity under different categories of eligible activities. It is important to note that even if the data was consistent, geographic cost differentials and other factors might make comparison difficult.

DO WINTER/WARMING SHELTERS FACE UNIQUE CHALLENGES?

As described above, at the request of OHCS, TAC conducted a telephone survey of winter/warming shelters to collect specific information on these shelters' practices.

Volunteer-based shelters

The winter/warming shelters are primarily volunteer-operated. The survey indicated that as a result, these shelters face a number of challenges. First, recruiting and training volunteers is time-intensive. Some communities have a more reliable source of volunteers and some shelters have a reliable cadre of volunteers. Second, certain tasks are too difficult or not appropriate for volunteers. For example, training volunteers to collect and enter information into HMIS may pose privacy risks.

Warming shelters

The survey found warming shelter availability was unpredictable. The temperature at which the 25 warming shelters open in dry weather ranges from 10 to 39 degrees Fahrenheit. Nine shelters use a slightly higher temperature trigger

18 https://www.hud.gov/sites/dfiles/SPM/documents/HUDFY2020APP-FY2018APR-3.22.2019.pdf

in case of rain or snow (30 to 35 degrees in eight cases, 40 degrees in one). One opened whenever .33 inches of rain or more was forecast.

There is also variation in the trigger details: some use the predicted thermometer reading, others use the predicted wind chill temperature. Some use the nighttime temperature forecast (i.e., will the predicted temperature or predicted average overnight fall to the trigger level overnight); one only activated when the trigger temperature was forecast for at least three nights.

Participants in the survey and the focus groups indicated that the lack of predictability as to when shelters would be open affected their ability to recruit and retain volunteers. TAC notes that the lack of predictability as well as the way in which the shelter status is communicated via social media to those experiencing homelessness may also hinder potential guests from knowing about the shelter availability in a timely manner. This has a special impact due to the lack of public transportation in rural areas and the difficulty getting to shelters.

Fire and Building Codes

One of the reasons shelters choose to operate as warming instead of winter shelters is that as temporary shelters, they are allowed to be open only for 90 days each year. Operators want to be open on the days that are the coldest or wettest, when people experiencing homelessness are at greatest risk. The number of days a temporary shelter is allowed to be open is articulated in the Oregon State Fire Marshal Technical Advisory No. 11-14. The focus groups indicated that local fire department staff were rigid in their interpretation of the Technical Advisory; often they blamed the state Fire Marshal for creating these barriers to shelters. In TAC's interview, however, the State Fire Marshal indicated that while most of the Technical Advisory requirements were not negotiable, the 90-day time period was somewhat flexible.

Generally, focus groups indicated that at the community level, local officials were able to use the Technical Advisory as well as the building code to make siting shelters very difficult.

Data

The winter/warming shelters appear to operate mostly outside of the formal CoC. They have historically not received state funds and therefore have not participated in HMIS. Given the volunteer basis of their staffing, HMIS participation is likely to be a challenge. As CAAs begin to provide funds to support these shelters, the CAAs may need to develop creative strategies to collect comprehensive and reliable HMIS data from these organizations.

WHAT DO PEOPLE WITH LIVED EXPERIENCE SAY ABOUT OREGON'S CRISIS RESPONSE SYSTEM?

OHCS collected information from people with lived experience through an open online survey. The survey was completed by 232 individuals who identified themselves as a person with lived experience, as well as 61 allies/advocates. As the sample was not collected in a systematic or unbiased way, the conclusions cannot be extrapolated to the larger population. However, the survey provides important insights into the experience of homelessness in Oregon.

Although 180 survey respondents had experienced homelessness in the last five years, only 70 (39 percent) report staying in a shelter during that time. Respondents cited the following as the top five barriers to accessing shelter:

- Personal safety concerns (102 respondents)
- Personal privacy concerns (93 respondents)

- Restrictive check in and check out times (80 respondents)
- Overcrowding in shelters (80 respondents)
- Unsanitary conditions in shelters (66 respondents)

It is important to note that for transgender and LGBTQ+ respondents, discrimination or barriers related to gender identity, sexual orientation, or LGBTQ+ status was a top barrier. Being unable to shelter with a loved one was a top barrier for respondents (including youth, multiple adults, and adults with one or more child) who typically seek shelter with others.

A full summary of the report is provided in Appendix C.

SHELTER GAP

IS THERE A NEED FOR ADDITIONAL SHELTER FOR FAMILIES EXPERIENCING HOMELESSNESS?

The focus group participants voiced concerns that there are insufficient shelters for families; the PIT count of 606 unsheltered households with children supports the anecdotal information. As Table 11 illustrates, however, a comparison of the PIT and HIC data finds family shelter units are not fully occupied. The data indicates that five of the seven CoCs had 136 underutilized family shelter units. The Balance of State (BoS) CoC is particularly striking, with 59 percent of beds underutilized while 461 households with children remained unsheltered in that region.

Table 11: Utilization of Emergency Shelter Beds for Households with Children by CoC (2018)

Continuum of Care	Number of Emergency Shelter "Units " for Households with Children	Number of Households with Children in Emergency Shelter "Units"	Percent Family "Units" Occupied	Number of Unsheltered Households with Children	Number of Unsheltered Persons in Households with Children
OR-500 Eugene, Springfield/ Lane County CoC	20	22	110%	32	113
OR-501 Portland, Gresham/ Multnomah County CoC	146	150	103%	28	77
OR-502 Medford, Ashland/ Jackson County CoC	26	14	54%	4	12
OR-503 Central Oregon CoC	17	11	65%	49	165
OR-505 Oregon Balance of State CoC	200	82	41%	461	1358
OR-506 Hillsboro, Beaverton/Washington County CoC	23	18	78%	13	43
OR-507 Clackamas County CoC	2	1	50%	19	45
Total	434	298	69%	606	1813

There are a number of possible explanations for this conflicting data. First, many of the CoCs cover large geographic areas with little or no public transportation; families who need the beds may simply not be able to get to them. In addition, focus groups reported that many shelters are unable to take families that include adults of opposite sexes; these households may need shelter but are not eligible for what is available. In addition, the family shelters may have more intake requirements or procedures that make it difficult for families to use the shelters. For example, some shelters may not be "low barrier" and have sobriety or work requirements that families are unable to meet. Additional family shelter interviews may help to understand how to maximize use of existing resources and ensure any expanded shelters meet the needs of homeless households with children.

SHELTER GAP

IS THERE A NEED FOR ADDITIONAL SHELTER FOR INDIVIDUALS EXPERIENCING HOMELESSNESS?

The PIT found 6,266 unsheltered households without children; there were 6,891 individuals in these households.

As illustrated in Table 12, individual shelter beds overall are almost fully utilized. Two CoCs have over-utilized shelter beds and three are almost 100 percent utilized. Two CoCs had nearly 20 percent underutilization. While not nearly as significant underutilization as the family shelter beds, further investigation to maximize these two CoC's shelter resources would be worthwhile.

Table 12: Utilization of Emergency Shelter Beds for Households without Children by CoC (2018)

Continuum of Care	Number of Emergency Shelter Beds for Households without Children	Number of Households without Children in Emergency Shelter	Percent Beds Occupied	Number of Unsheltered Households	Number of Unsheltered Persons
OR-500 Eugene, Springfield/Lane County CoC	335	321	96%	986	1009
OR-501 Portland, Gresham/ Multnomah County CoC	1296	1288	99%	1460	1583
OR-502 Medford, Ashland/ Jackson County CoC	100	177	177%	283	317
OR-503 Central Oregon CoC	162	133	82%	328	383
OR-505 Oregon Balance of State CoC	938	761	81%	2634	2983
OR-506 Hillsboro, Beaverton/ Washington County CoC	6	9	150%	287	315
OR-507 Clackamas County CoC	0	0	0%	288	301
Total	**2837**	**2689**	**95%**	**6266**	**6891**

DO WINTER/WARMING SHELTERS REACH THEIR CAPACITY?

TAC surveyed winter/warming shelters as to whether the shelters ever turned anyone away because they reached their capacity. Of the 42 shelters responding to this question, 37 reported that they never or almost never had to turn anyone away due to capacity limitations. In some cases, this is because they did not reach capacity; in others, it is because they had the ability to expand their capacity as needed. One shelter said they turned people away 20 percent of the nights. Four shelters estimated that they turned people away on at least 50 percent of nights open, including two winter shelters that estimated "almost always." These four shelters included a warming shelter in Portland, two winter shelters in Washington County, and one winter shelter in Jackson County.

SHELTER GAP

WHAT DO OTHER DATA SOURCES INDICATE REGARDING NEED?

In the focus groups, the urban shelters indicated that they are at 100 percent capacity all of the time. In the online survey targeted to rural stakeholders, of those responding to the question "Were there nights over the course of the last year that you had to turn people away?" 73 percent responded affirmatively but 27 percent said there were no nights they had to turn people away from the shelter.

This winter 2018-2019, OHCS asked the CAAs for their top five priorities from the state's strategic plan. Of the eighteen CAAs, seven said increasing shelter and ten said an increase in affordable housing.

HOW MANY MORE SHELTER BEDS ARE NEEDED?

Existing emergency shelter beds: Oregon currently has an estimated total 6,868 emergency shelter beds including the 4,174 beds for homeless households with and without children and the 2,694 winter/warming beds[19] surveyed; there are some number of additional winter/warming beds that are not included, as shelters did not provide the number of beds.

Number of homeless persons: The PIT count found 12,682 homeless persons, including 3,757 sheltered persons and 8,925 unsheltered persons[20]; this includes persons in households with and without children as well as a small number of households comprised only of children.

Shelter beds needed: To ensure no one remains unsheltered (regardless of demographic profile), an additional 5,814 beds would be needed. Based on the percentage of unsheltered persons in households with and without children, we estimate 21 percent or 1,221 beds are needed for families. Using the current ratio of persons in households with children to emergency shelters, the 1,221 beds would translate into 407 family units or nearly double the current number of units. The remaining 79 percent or 4,593 beds are needed for homeless households without children.

IS SHELTER THE ONLY ANSWER? DO WE REALLY NEED ALL THESE BEDS?

As described earlier in this report, shelters are part of a crisis response system that includes other components critical to preventing and ending homelessness including street outreach, diversion, rapid re-housing, coordinated entry, and permanent supportive housing. When each of these components is available and working effectively as part of the CoC, a greater number of households are prevented from becoming homeless, will have shorter stays in shelters, and are less likely to return to homelessness. Some sheltering will likely always be needed, but the number of shelter beds necessary will decrease as the crisis response system becomes more effective.

For example, Oregon has over 2,200 transitional housing beds and 7,426 permanent supportive housing beds targeted to households that are experiencing homelessness. When formerly homeless people in transitional and permanent supportive housing programs are able to move onto other permanent housing options (with community-based supports as needed), these beds are freed up for people experiencing homelessness who are living in shelters, on the streets, or in cars. A comprehensive plan to address all aspects of the crisis response system, to create "flow" through the system, will minimize the number of additional shelter beds actually needed in Oregon.

19 Over 90% of these winter/warming beds serve across all populations. The 608 seasonal beds included in the HIC are not included here, as they may also be included in the winter/warming shelter count.
20 Persons in Transitional Housing as seen in Table 4 are not included in this calculation.

BEST PRACTICES

BEST PRACTICES IN EMERGENCY SHELTER OPERATIONS, SITING, AND DESIGN

Several national organizations have identified best practices that have demonstrated increased permanent exits to safe housing and services. Emergency homeless shelter systems can prioritize the practices outlined below to achieve positive outcomes.

OPERATIONS

There is national recognition that evidence-based shelters use a Housing First, housing-focused, and low-barrier approach (see Figure 1). For the principles of Housing First to be present in the operation of a shelter, everyone experiencing homelessness who is in need of shelter can access it without prerequisites (e.g., treatment completion or compliance) and services must be offered rather than mandated while in the shelter. Housing-focused shelters work to assist all of those accessing shelter to secure permanent housing as expediently as possible. Low-barrier shelters ensure immediate access by lowering or eliminating barriers such as sobriety standards, pet restrictions, restrictions based on identification, income, background checks, and/or requirements for participation in programming. Low barrier shelters can also accommodate couples, those with pets, and are able to secure guests' belongings. Because low barrier shelters "screen in" those who may have higher needs, on-site services need to be offered to engage shelter users into the mainstream housing and service system effectively and efficiently. Both the United States Interagency Council on Homelessness[21] and the National Alliance to End Homelessness[22] have written extensively about the necessity for shelters to adopt these practices in order to achieve gains in ending homelessness across the country. The USICH Housing First Checklist can be used to assess whether a shelter is implementing Housing First practices.

21 https://www.usich.gov/tools-for-action/key-considerations-for-implementing-emergency-shelter-within-an-effective-crisis-response-system/

22 https://endhomelessness.org/resource/emergency-shelter/

BEST PRACTICES

Figure 1: The Five Keys to Effective Emergency Shelter

Paid Staff

It is important to properly screen shelter staff using criminal background checks, drug screens, and interviews. Appropriate staffing and staff training in best practices are both essential to achieving successful outcomes such as diversion, rapid exits to housing, and securing ongoing services to help achieve stabilization (e.g., primary and behavioral health care, increased income through employment and/or benefits and entitlement, legal aid). Staffing must also be sufficient to document data and service elements that help inform outcomes and enable continuous

quality improvement. Given the high prevalence of trauma among those experiencing homelessness, staffing ratios must be sufficient to meet the needs of shelter guests with complex behavioral health conditions and to ensure low-barrier operations are maintained.[23] While there are no nationally agreed upon staffing levels, TAC recommends that shelters operate with no fewer than two staff during overnight shifts to promote safety and be responsive to crises. During daytime business hours, TAC recommends a supportive services case ratio that ranges from 1:15 and 1:40 depending on the subpopulation served. Staffing ratios will need to be available at the lower case ratio where there is a larger number of guests with untreated and active behavioral health conditions, whereas a higher case ratio may be offered where there are lower levels of need. Qualified, trained, and supervised staff are better able to assist guests in reducing their lengths of stay and resolving their homelessness.

To the greatest extent possible, staff should be representative of the racial, ethnic, and gender identities of shelter users, and should be competently trained and supervised in both culturally responsive and trauma-informed practices. Attending to these considerations will better prepare shelter staff to address racial and other disparities among those seeking shelter. These practices will also promote staff members' ability to build the trust, rapport, and continuous engagement that are often needed over long periods of time with shelter users and those who historically have not sought out shelter because of safety concerns.

Due to the experiences of the population served, staff often face high risks for vicarious trauma. It is important to staff shelters with both paid professionals (with or without lived experience) and paid non-professional peer providers who can work with guests to produce the most optimal outcomes, while also supporting these staff members with opportunities to debrief critical incidents and be relieved when managing vicarious trauma. Poor compensation of shelter workers combined with vicarious trauma often results in high staff turnover. It also often contributes to the poor living conditions of staff, including homelessness in high-rent/low-vacancy markets.[24] Shelters need to retain talented and qualified staff to achieve optimal outcomes for shelter users, and therefore should work with funders to improve shelter worker pay scales and staffing ratios.

Volunteers

Shelters in Oregon recruit volunteers from their local communities without standardized practices or directives from the state. While little is written by national organizations about the use of volunteers to staff emergency shelters, TAC recommends that the state work with organizations such as the United Way or the American Red Cross to develop standards of practice around the recruitment, screening, training, and supervision of volunteers. These national organizations have decades of experience in utilizing volunteers in a variety of human service, health care, and emergency response settings.

It is important that shelter operators ensure that volunteers are properly screened using criminal background checks, drug screens, and interviews. TAC recommends that a job description outlining duties and schedule be reviewed and signed so that volunteers understand their permitted scope of work. Chains of command and communication should also be clear when volunteers are faced with requests to perform duties outside of those listed. All volunteers, regardless of the duties they are performing, should receive an orientation training that includes a crisis response protocol and culturally responsive, trauma-informed practices that are expected to be used at all times. Other policies and procedures should be reviewed as well during the orientation. Volunteers need to be supervised regularly to promote the most efficacious delivery of services and to ensure that their duties are modified as needed if problems arise.

23 https://www.samhsa.gov/homelessness-programs-resources/hpr-resources/traumas-impact-homelessness
24 https://crosscut.com/2018/05/case-workers-paycheck-away-being-homeless-themselves

BEST PRACTICES

Siting and Design[25]

The siting and design of a shelter must reflect the needs of the client group, and must incorporate the safety features necessary to that population and to the community in which the shelter is located. It is important to use available PIT and gaps analysis data to come to a consensus on the population(s) each shelter will serve.

Siting a shelter will typically require consultation with local government zoning and land use authorities, fire marshals, emergency management agencies, police departments, and health authorities. Additionally, it is important to reach out to the neighborhood association where the shelter will be located. By holding community meetings well in advance of opening a shelter, community concerns can often be allayed. Community members in the neighborhood will want to understand the operational procedures and design features that will address their concerns, such as a clear and accessible communication protocol when issues arise, shelter operator availability for regular meetings with the neighborhood association, and a documented plan for continuous monitoring and maintenance of public areas adjacent to the shelter. The plan for transporting guests to and from the shelter should also be communicated.

The external design of the shelter should ideally include:

- Adequate outside space to prevent guests from congregating on the sidewalk
- Sufficient parking spaces
- Windows and surveillance cameras to provide staff with clear lines of sight
- Off-street areas for both smoking and pets
- Adequate but non-intrusive exterior lighting
- An exterior design that does not have an institutional appearance
- Play area for children, as appropriate

The interior design should meet the needs of the population being served, taking into consideration:

- Accessibility issues for those with disabilities
- Safe, clean, and secure places for sleeping, including some that can accommodate pets
- Storage spaces for guests' belongings
- Facilities for hygiene including bathrooms with sinks and showers
- Office and meeting spaces that offer privacy for guests to meet with service staff
- Spaces where nutritious food can be stored, prepared, and served in accordance to state and local laws

Shelter planners should also consider whether they are able to offer an on-site laundry area, or identify alternatives nearby.

Design features that can support guests who are experiencing mental health symptoms and/or active substance use include safe and welcoming spaces separate from the general population. Ideally, such spaces should be consistently available, low-stimulus (lighting/sound), welcoming, and appropriately staffed.

25 BC Housing (2017). Shelter design guidelines. BC Housing, Burnaby, British Columbia, Canada. This resource may be downloaded at www.bchousing.org.

BEST PRACTICES

BEST PRACTICE IN CRISIS RESPONSE SYSTEMS

Shelter is only one part of the state's crisis response system. Other critical components include street outreach, coordinated entry, diversion, rapid re-housing, permanent supportive housing, and targeted affordable housing resources. All of these components must be based on best practices in order to ensure the efficient use of targeted resources, maximize "flow" through the system, and minimize the need for emergency shelter.

BEST PRACTICE ROLE OF GOVERNMENT PARTNERSHIPS AND OVERSIGHT

The United States Interagency Council on Homelessness (USICH) promotes the adoption of state interagency councils on homelessness (SICHs) in order to assess overall needs, coordinate resources, and promote the national best practices required to end homelessness that are specific to the characteristics of each state's homeless populations. Ending homelessness requires a variety of resources and expertise that are generally found in more than one state agency.

Currently, 29 states operate SICHs including Washington State, California, and Nevada. SICHs can facilitate the alignment of statewide and local plans and can recommend policy, regulatory, and resource changes to accomplish state plan objectives. A SICH can develop accountability and implementation strategies; create a statewide partnership with local stakeholders and local elected officials; promote a research-driven, performance-based, results-oriented plan; and sustain a non-partisan approach to address homelessness. SICHs are typically launched through a governor's executive order, legislative action, or a combination of the two.[26]

Ideally, SICHs have dedicated staff who coordinate interagency meetings, strategic planning, and monitoring, but many function well without this asset. SICHs typically include executive leaders from the following state divisions, departments, and agencies:

- Housing
- Medicaid
- Behavioral health (mental health and substance use)
- Veterans
- Social services (youth and families)
- Corrections
- Education
- Workforce
- Budget

Some SICHs include only representatives from state agencies, while others include external stakeholders such as members representing CoCs, people with lived experience of homelessness, federal officials, locally elected leaders, philanthropy, private sector businesses, service providers, faith-based communities, and statewide advocacy organizations.

26 https://www.usich.gov/resources/uploads/asset_library/pptsich.pdf

RECOMMENDATIONS

OVERVIEW OF RECOMMENDATIONS

With the large number of people living on the streets, in cars, in tents, and other places not meant for human habitation, it is crucial that the state implement well-planned and effective strategies to move people out of homelessness and into safe and secure housing. Over the last two years, OHCS has taken aggressive steps to develop both permanent supportive housing (PSH) and affordable rental housing for low-income households. The state has introduced incentives for the development of PSH in conjunction with the Oregon Health Authority (OHA), significantly increased the funding available for the development of affordable housing, and created a Statewide Housing Plan that includes the development of PSH and addressing homelessness as two of its six priorities.

Scaling up affordable and permanent supportive housing takes time, however. Increased shelter beds are likely a necessary part of the short-term – and possibly long-term – solution to ending homelessness in Oregon. While increasing emergency shelter beds will help respond to the immediate crisis in the community, without attention to ensuring the crisis system as a whole is effective and implementing best practices, the state will be unable to make a significant, long-lasting impact on homelessness.

OHCS cannot end homelessness in Oregon on its own. The crisis is too great, and is dominated by persons who will need access to services and supports, either as part of permanent supportive housing or in the form of long-term tenancy supports combined with tenant- or project-based rental assistance. Partnerships with state and local agencies such as OHA, DHS, and the Coordinated Care Organizations (CCOs) are key to collaboratively addressing the needs of people with serious mental illness, substance use disorders, victims of domestic violence, and youth.

SHELTER EXPANSION

TAC recommends the state consider different types of shelter expansion, depending on the number of unsheltered homeless households and the geography of the region.

Navigation Centers: Emerging emergency shelter models, predominantly known as navigation centers, are replacing older shelter models that traditionally required gender segregation, high barriers and rules to entry, and had no place for personal possessions or partners. While navigation centers can 'look' different from traditional shelters, their overarching principles are the same and include, at minimum, the opportunity for people to enter with partners, pets, and their possessions. Navigation centers are designed to serve people who are living in unsheltered places, on the streets, in encampments, or in other places not meant for human habitation. These individuals can be very vulnerable and are often fearful or reject accessing traditional shelter and services, typically due to psychological or physical barriers. Navigation centers are low-barrier, operate 24/7, and provide intensive case management to connect people to public benefits, health services, and permanent housing, through a Housing First philosophy. TAC recommends that the state consider supporting the development of navigation centers in Eugene and Salem. Navigation Centers can help these cities end encampments and assist other unsheltered homeless individuals.

Permanent emergency shelters: TAC recommends that counties with an unsheltered PIT count of 100 or more consider developing a permanent emergency shelter in a relatively populated, central area of the region. The shelter should be "right-sized" for local need, and targeted to the population(s) most in need (based on the PIT), but also be flexible to potential changes in the target population over time. A winter shelter that is operated from November to April in a single location with a set schedule and administered by at least some paid staff, would be a reasonable alternative. Additionally, accommodations for day shelters with programming in every community can improve service engagement and the safety of vulnerable individuals while also improving the receptivity of local businesses and neighborhood associations.

RECOMMENDATIONS

Winter/warming shelters: The state is heavily dependent on winter/warming shelters to provide safe spaces for those experiencing homelessness; winter/warming shelters account for 38 percent of all shelter beds. TAC recommends that funds be made available to ensure these shelters are managed by paid and qualified staff and are provided with standards of practice and technical assistance that ensure safety for all guests.

Shelter expansion and enhancement such as those described above will only be possible with sufficient support at the state level for local efforts. OHCS reports that some local agencies have indicated a willingness to develop emergency or winter shelter but that they don't know where to begin. As described above, other communities have found funding but have had difficulty siting a shelter due to local resistance.

The following are some examples of support the state could provide to local governmental and nonprofit entities to encourage shelter expansion:

- Explore the potential benefits that could stem from a gubernatorial declaration of emergency to suspend land use and zoning ordinances that delay or impede the prompt siting of emergency shelters. California and Hawaii are using emergency declarations to override local siting barriers in order to open shelters more quickly.
- Work with the Office of State Fire Marshal (OSFM) and the Building Codes Division (DBCD) on an FAQ that advises locales on how to work with these local jurisdictions on siting shelters. Examine opportunities to extend the winter/warming temporary advisory from 90 to 120 or 160 days.
- Coordinate training of local officials (city council, county commissioners) and professionals (fire, building) to support shelter expansion.
- Seek additional guidance from the OFSM and DBCD (possibly including written guidelines and training) for local communities to support expansion and operation of safe temporary and permanent shelters.
- Develop a brief guide to assist local partners in shelter acquisition/new construction/rehabilitation, including understanding the requirements, working with local officials on siting, and understanding the costs of development and operations and how to fund the project.
- Develop centralized technical assistance at OHCS (or by contracting for such capacity) to support local shelter development efforts.

Executive Orders and Emergency Declarations

Some states and locales use executive orders and/or states of emergency to expedite securing safe shelters and housing for those experiencing homelessness. For example, in 2015, California's Governor Brown issued CA Executive Order 2015 to expedite emergency housing for fire victims, suspending land use and zoning ordinances that would delay or impede prompt development of properties for displaced victims. Hawaii's Governor Ige similarly used an executive order to call a Homeless State of Emergency in December 2018, suspending state statutes that delay the development of long-term housing, temporary shelter, and services.

Many city and county governments, too, have declared states of emergency to suspend land use and zoning laws and expedite new shelters. For example, the City of Portland's State of Emergency on Housing and Homelessness allows the city to expedite permitting and siting for shelters and for building more affordable housing units. The declaration also allows for waiving certain procurement processes and, on a case-by-case basis, portions of the zoning and building codes. Portland's City Council has extended the State of Emergency through April 2021.

RECOMMENDATIONS

BEST PRACTICES ACROSS THE CRISIS RESPONSE SYSTEM

As part of their work related to the Budget Note[27] in 2018, OHCS, Housing Stability Council, and the CAAs have agreed to adopt the following five best practices as Service Delivery Standards for the 2019-2021 biennium:

1. The use of a Housing First approach
2. Full CAA participation in local coordinated entry systems
3. CAA-supported access to low-barrier shelters
4. The incorporation of lived homelessness experience in service delivery
5. CAA commitment to intentionally act to reduce racial disparities in the homeless services programs they administer

Adoption of these best practices will improve "flow" in local crisis response systems and hopefully reduce homelessness as a result. As indicated in the Budget Note report, these changes represent a major shift to Oregon's homeless services delivery system. As a result, the state has proposed a phased-in approach that will begin in the 2019–2021 biennium to transition the system through:

- Improved data systems to establish reliable baselines
- Increased system capacity through needs assessments, customized training, and technical assistance

Rapid Re-housing

RRH services can fill an important gap in the system's efforts to house households as quickly as possible. RRH provides, in a progressive and individualized manner, short- to medium-term rental assistance, along with housing-focused services in an effort to rapidly move households out of homelessness. RRH operates as a progressive assistance model whereby the least amount of assistance needed to end a client's homelessness is offered first, and increased or continued only if and when the household needs it to sustain their tenancy.

RRH projects are challenging to operate and require a very specific set of housing-focused skills. TAC recommends OHCS review the state's RRH projects to ensure that each has the capacity to deliver RRH services well, including provider capacity to make timely payments to landlords; the ability to co-locate in shelters and other emergency settings so services can reach those who need it most regardless of their physical location and in accordance with the coordinated entry prioritization protocol; targeting criteria; and other performance factors. Technical assistance may be needed for some programs.

Homelessness prevention is also important but very difficult to allocate appropriately. In order to ensure that people who are experiencing literal homelessness are served first, the Department of Veterans Affairs' Supportive Services for Veteran Families (SSVF) programs now target 60 percent or more of their grant for rapid re-housing, and a maximum of 40 percent for homelessness prevention. OHCS may want to consider a similar focus on serving those who are already experiencing homelessness.

Diversion

Diversion is an "upstream" intervention considered a best practice. Diversion is designed to assist people in finding immediate alternatives to emergency shelter or prolonged homelessness. Diversion practices rely on:

- Staff skilled in mediation and problem-solving
- Limited, targeted financial assistance to reconnect people with family, friends, or other social networks

27 https://www.oregon.gov/ohcs/docs/02-28-2019-Budget-Note-Report.PDF

- A change in approach from "How can we get you into shelter?" to "How can we find someplace safe for you to stay while you work on your long-term housing plans?"
- Strong coordination among outreach, shelter, housing, and other crisis service partners.

Diersion is considered an emerging best practice. Multnomah and Clackamas are believed to be the only counties that currently have diversion programs, although all the CAAs have recently expressed an interest in investigating and possibly implementing diversion programs. TAC recommends piloting a diversion program with one or more CoCs. OHCS could expand based on the outcome of the pilot program.

Transitional Housing

HUD's Family Options study[28] found that transitional housing as an intervention had few advantages over other types of assistance; rapid re-housing and rental assistance were two of the comparison interventions. Based on this and other research, HUD encourages CoCs to reserve transitional housing for those populations that most need that type of intervention rather than being used either as a holding pattern for those that really need permanent supportive housing or those that need less intensive interventions. HUD suggests programs that serve domestic violence survivors and youth and those that provide substance use treatment may be appropriate for transitional housing. As illustrated in the HIC data, a substantial number of "beds" in Oregon are still classified as transitional housing. OHCS might want to explore how CoCs are using these programs and whether program modifications would improve the "flow" as well as individual outcomes.

INTERGOVERNMENTAL COLLABORATION ON HOMELESSNESS

Based on the varied and specialized needs of the sub-populations identified in the Findings section of this report, resolving homelessness will require intergovernmental collaboration that brings together OHCS, the Department of Human Services (DHS), the Oregon Health Authority (OHA), the Oregon Department of Veteran Affairs (ODVA), the Oregon Department of Education (DOE), and the Department of Corrections (DOC). TAC recommends the Governor explore the benefits of creating a mechanism to better ensure intergovernmental collaboration on ending homelessness. For example, OHCS could be charged with exploring the feasibility of establishing a cross state agency working group such as a State Interagency Council on Homelessness (SICH) that includes representation from OHA, DHS, OSFM, and DBCD to provide a platform for agencies to work collaboratively to meet the Governor's objective to end homelessness. TAC understands that initial discussions on this topic revealed that some stakeholders do not feel the traditional SICH model would be effective in Oregon; however, some type of cross agency partnership is critical to making headway in ending homelessness in the state.

Whatever process is identified should be efficient and cost-effective. Responsibilities of the SICH or other body might include:

- Developing a long-term and sustainable statewide shelter plan in partnership with other state agencies (including OHA, DHS, DOC, Employment Department, Education Department, OSFM, and DBCD) and local partners to expand shelter as needed by subpopulations such as youth, veterans, victims of domestic violence, and region, and to support other crisis system components in order to improve successful exits to housing
- Exploring the Washington State youth homeless services model to identify practices transferable to Oregon
- With CAA and CoCs, developing (and maintaining) a winter/warming shelter plan that identifies standards of practice for provision of safe, on-demand shelter for specific subpopulations and regions

28 https://www.huduser.gov/portal/family_options_study.html

- Aligning programs that may be supported by funding streams coming from two or more agencies, e.g., domestic violence and youth shelters
- Securing funding to incentivize local governments, business communities, and philanthropy to partner with OHCS in funding new programs that address the needs of unsheltered and unhoused populations
- Implementing PSH recommendations in the Oregon Statewide Housing Plan, including piloting cross-system collaboration to serve high utilizers of DHS and OHA-funded programs to develop a braided funding mechanism and data sharing agreement that models what local partnership could look like
- Creating a public education campaign to humanize experiences of those needing shelter
- Ensuring the 211 website has updated shelter information, including links to local online information

While the initial intergovernmental activities might be focused on sheltering, it must also work collaboratively on other activities necessary to end homelessness, such as ensuring that new PSH units are occupied by the most vulnerable, ensuring tenancy supports are available for people with disabilities to prevent homelessness, and providing incentives for public housing agencies to continue to apply for Mainstream vouchers targeted to homeless individuals and families with disabilities, as well as other actions outlined in the Statewide Housing Plan.

SUPPORT COMMUNITY ACTION AGENCIES AND CONTINUUMS OF CARE TO ACHIEVE BEST PRACTICES, OPTIMAL OUTCOMES

OHCS can play an important role in helping CAAs and local homeless providers to implement programs with successful outcomes.

- Ensure effective communication through continuation of regular shelter-related calls. Reinstate annual or semi-annual in-person meetings to support collaboration between OHCS, CAAs, and CoCs
- Provide continuous feedback on shelter-related outcomes including improvements related to equitable access to shelter and crisis response system programs
- Provide support to ensure CoCs have the capacity to continue to move towards best practices, support existing projects, and secure new funds from HUD; this may include HMIS, NOFA application supports
- Secure access to Longitudinal System Analysis (LSA) data from CoCs such that OHCS can provide or facilitate access to supports to advance CoC program performance, improve outcomes, and protect access to HUD funding
- Use SICH or other methods of intergovernmental collaboration to support the development of local partnerships including mental health, substance use treatment, community health clinics, hospitals, and other programs
- Work with CoCs and shelters to ensure shelters, including winter shelters, are integrated into local crisis response systems and are using CoC coordinated entry
- Assess the need for day shelter including the cost to support day shelters by expanding overnight shelter operations and ways to support/recognize libraries, stores, and other companies that provide de facto day shelter
- Explore potential models for developing and funding respite shelter beds — in addition to those in Portland — as alternatives to hospital or standard shelter beds.

RECOMMENDATIONS

SHELTERS AND SHELTER OPERATIONS

TAC recommends OHCS support shelters in implementing best practices by taking the following steps:

- Provide ongoing training and support to local partners to implement standards of practice for winter/warming shelters
- Provide ongoing best practice training and support to shelter partners and shelter funders including but not limited to Housing First and housing-focused training
- Provide fair housing training using the Guide to Fair Housing for Homeless and Domestic Violence Shelter Providers (Oregon, 2018) as the base for the curriculum; encourage shelters to use Guide to assess their shelter compliance (See Appendix G)
- In order to provide culturally competent services and contribute to the elimination of racial and ethnic disparities in access and outcomes, provide staff training on cultural competence and cross-cultural issues as well as model policies that reduce administrative and linguistic barriers
- Create opportunities for input from persons with lived experience to improve shelter operations and accessibility for all
- Explore conducting a salary staff survey for various shelter staff positions
- Develop a shelter volunteer recognition event such as an event with the Governor, honor a "shelter volunteer of the year," and identify a large business to provide gift cards for volunteers
- Develop a brief guidebook and training module on recruiting and managing shelter volunteers
- Identify opportunities to fund expanded day shelters (including navigation centers) and to support entities such as libraries and big box retailers that provide shelter during the day for many experiencing homelessness.

ENSURE OHCS INTERNAL SYSTEMS SUPPORT LOCAL BEST PRACTICES TO END HOMELESSNESS

- Create a shelter training and technical assistance unit within OHCS Homeless Services Division to work with locales on region-specific planning, implementation of best practice sheltering models and operations, and capability to review provider progress towards the achievement of standards of practice.
- Institute specific staff to monitor EHA/SHAP programs including state-funded shelter performance and data quality, paired with support of shelter training and a technical assistance unit to support advancement towards best practices.
- Data is critical to assessing outcomes and sustaining HUD homeless assistance funds, but at least some of the local partners are challenged to meet best practices in data collection and data quality. Explore expanding OHCS' role in data collection:
    - Pilot winter/warming shelter paper or electronic data collection submitted to a central entity for entry
    - Provide ongoing statewide training and support for data collection
    - Provide incentives for CoCs to allow OHCS access to CoC data for evaluation purposes
    - Consider collecting "unsheltered" data for all OHCS newly adopted EPIC outcome tool
- Examine workforce issues such as staffing capacity and compensation to reduce staff turnover and improve training competencies around low-barrier, trauma-informed, safe shelter practices; develop policies and programs to address these needs.

- Ensure other OHCS divisions also prioritize ending homelessness as appropriate, e.g., 500 new PSH units should be used to impact homelessness (especially unsheltered homelessness), and incentives for public housing agencies to use Mainstream vouchers to target homeless populations, Section 811 set-aside units, etc. Many of these recommendations are included in the Statewide Housing Plan. OHCS has made a significant commitment to expanding permanent supportive housing – a model that could have high impact on this issue – if, and only if, the most vulnerable homeless individuals become PSH tenants. This will require careful choreography internally at OHCS as well as externally with OHA, CCOs, and CoCs.

EHA/SHAP RECOMMENDATIONS

- The state should explore merging EHA and SHAP funding. This will create management efficiencies for both the CAAs and OHCS. However, in order to ensure that the funds are primarily targeted to serving those who are experiencing literal homelessness, TAC recommends OHCS ensure the vast majority of these funds go towards street outreach, emergency shelter, and rapid re-housing, rather than homeless prevention. This can be achieved, for example, by capping spending for certain activities.
- Whether EHA and SHAP are merged or not, EHA funds should be targeted primarily to persons who are experiencing literal homelessness. Options include prioritizing EHA to serve only households experiencing literal homelessness until the unsheltered count decreases to the national average for each subpopulation, or designating a minimum percentage that must serve literally homeless.
- Continue to examine and update funding formulas by geographic areas. Consider more heavily weighting PIT sheltered and unsheltered count in allocation of EHA/SHAP. Washington and Clackamas County CoCs receive significantly more EHA/SHAP support relative to the percentage of persons experiencing homelessness as demonstrated in the PIT.
- Attend to the recommendations made by the Coalition for Communities of Color in their 2017 Memo (see Appendix F) to ensure that people of color are included in PIT counts.
- Review data standards for EHA and SHAP and develop a brief guide and training to improve reliability of data and reporting.
- Develop creative strategies to support volunteer-based shelters that receive EHA and/or SHAP funds in collecting and entering client data.
- Continue to implement newly adopted fiscal policies to ensure funds are spent appropriately and in a timely manner.
- Continue to refine and formalize policies and procedures governing the use of funds for real estate acquisition, new construction, or rehabilitation to assist CAAs and their subrecipients to move projects forward more quickly.
- Ensure that new CAA Master Grant Agreement (MGA) requirements around Housing First, coordinated entry, and low-barrier shelter are clearly defined and that appropriate training and technical assistance are provided so these requirements are adopted across the state.
- Target specific funding for shelter providers to use for data collection (technology and staff).
- Explore performance-based contracting to build in contractually obligated performance related to HMIS data entry, accuracy, participation in best practice trainings, and collaborations with CoC CE to ensure shelter operators are working in concert with the available homeless affordable housing systems.
- Align Key Performance Measures (KPM) with HUD outcome measures. For example, where OHCS KPM assesses housing retention at 6 months, HUD requires CoCs to assess housing retention at 6, 12, and

24 months post-placement. HUD also requires data reporting for 100 percent of clients, whereas OHCS currently accepts lower rates of client contact.

- Address the KPM 2 data issues to ensure this data can be used to assess performance.
- Consider requiring CAAs to report similar data as part of EPIC such that data analysis statewide is available for all data points.

CONCLUSIONS

Homelessness, especially unsheltered homelessness, is of catastrophic proportions in Oregon. Nationally, Oregon, along with Hawaii and California, had the highest rate of individuals experiencing homelessness, with 50 or more individuals experiencing homelessness per 10,000 individuals. Oregon is one of four states in which more than half (61 percent) of all people experiencing homelessness were found in unsheltered locations.

OHCS is the agency charged with administering homeless funding to local communities. As such, it is important that OHCS play a leadership role in ending homelessness. This report has described some of the leadership roles the agency can take and is already taking such as moving towards outcome-oriented contracts with the Community Action Agencies.

However, OHCS alone cannot end homelessness. As described in the report, close to a third of people who are homeless self-identified as having a serious mental illness or substance use disorder; these populations make up a significant portion of the unsheltered homeless population. OHCS needs partners such as OHA and the CCOs to help these individuals end their homelessness. In those communities where additional emergency or winter shelter is needed, support by the Office of State Fire Marshal and the Building Codes Division is necessary to quell local fears. Mechanisms to support this intergovernmental collaboration will be needed in order to end homelessness.

The Legislature has recognized the challenges communities face in ending homelessness and has significantly increased recent funding allocations to support communities in facing these challenges. These funds will be critical to expanding emergency shelter beds in those communities most impacted and to support other components of the crisis response system such as outreach and coordinated entry. As described in the report, however, increasing emergency shelter beds is not sufficient. Shelters must become low barrier and housing-focused. Other aspects of the system must also work towards implementation of best practices.

Oregon cannot end homeless overnight but by actively moving each local system towards best practices, providing funding, support, and training, the state will be able to reverse the trend and move towards making homelessness a rare, brief, and one-time experience, and to sustain success once achieved.

APPENDICES

APPENDIX A: KEY TERMS AND ACRONYMS

Chronically Homeless Individual: refers to an individual with a disability who has been continuously homeless for one year or more or has experienced at least four episodes of homelessness in the last three years where the combined length of time homeless in those occasions is at least 12 months

Community Action Agencies: Community Action Agencies are private or public nonprofit organizations that were created by the federal government in 1964 to combat poverty in geographically designated areas. Status as a Community Action Agency is the result of an explicit designation by local or state government.

Coordinated Entry System (CES): a system that works by establishing a common process to understand the situation of all individuals and families who request assistance through the homeless system. The core elements include: established access point(s), the use of a standardized assessment process to gather information on program participants' preferences, and the barriers that households face to regaining housing. Once the assessment has identified the most vulnerable people with the highest needs, the CoC's standards are used to prioritize households for referral to appropriate and available housing resources

Continuums of Care (CoC): the collaboration of local stakeholders representative of relevant organizations that coordinate homeless services across a specific geography. The CoC must establish a Board to act on its behalf, and may appoint additional committees to fulfill its responsibilities, all of which must be documented in a governance charter.

Continuum of Care Program (CoC Program): a HUD funded program designed to promote communitywide commitment to the goal of ending homelessness; provide funding for efforts by nonprofit providers, and State and local governments to quickly rehouse homeless individuals and families while minimizing the trauma and dislocation caused to homeless individuals, families, and communities by homelessness; promote access to and effect utilization of mainstream programs by homeless individuals and families; and optimize self-sufficiency among individuals and families experiencing homelessness.

Department of Corrections (DOC): is the agency of the U.S. state of Oregon charged with managing a system of 14 state prisons

Department of Human Services (DHS): is the principal human services agency of the government of Oregon.

Diversion/Rapid Exit: a strategy that prevents homelessness for people seeking shelter by helping them identify immediate alternate housing arrangements and, if necessary, connecting them with services and financial assistance to help them return to permanent housing. Diversion services can reduce the number of households becoming homeless, the demand for shelter beds, and the size of program wait lists. Diversion services can also help communities achieve better outcomes and be more competitive when applying for federal funding. Diversion services are offered immediately prior to, or immediately after, a household becomes literally homeless.

Domestic Violence (DV): is violence or other abuse by one person against another in a domestic setting, such as in marriage or cohabitation.

Emergency Housing Assistance (EHA): is the Oregon Housing and Community Services program that assists low- or very low-income persons who are homeless or are unstably housed and at risk of becoming homeless.

Emergency Shelter (ES): is a facility with the primary purpose of providing temporary shelter for homeless people

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Emergency Solutions Grant (ESG): a HUD-funded program to assist individuals and families quickly regain stability in permanent housing after experiencing a housing crisis or homelessness. ESG provides grants by formula to states, metropolitan cities, urban counties and U.S. territories to support homelessness prevention, emergency shelter and related services.

Ending Homelessness, Preventing Homelessness, Inclusion & Diversity, Capacity of Community (EPIC): is an outcome oriented tool for improving Oregon's homeless service system

Fair Market Rent (FMR): are published in the Federal Register annually by HUD at the beginning of each federal fiscal year (10/1). HUD establishes FMRs to determine payment standards or rent ceilings for HUD-funded programs that provide housing assistance.

Frequently Asked Questions (FAQ): is a list of frequently asked questions and answers on a particular topic area.

Harm Reduction: an approach or strategy aimed at reducing the risks and harmful effects associated with substance use and addictive behaviors for the individual, the community, and society as a whole. In the context of Housing First programs, harm reduction provides relief from sobriety requirements while also attending to personal goals and strength-based service design.

Homeless Individual/household: describes a person or group of people who identify as a family, who lacks a fixed, regular, and adequate nighttime residence; or a person fleeing domestic violence and has no other resources or housing options available and without these homeless crisis resources would be homeless as defined above.

Homeless Inventory Count (HIC): is an inventory of housing conducted annually during the last ten days in January, and are available at the national and state level, as well as for each CoC.

Homeless Management Information System (HMIS): a computerized data collection application designed to capture client-level information over time on the characteristics and service needs of men, women, and children experiencing homelessness, while also protecting client confidentiality. It is designed to aggregate client-level data to generate an unduplicated count of clients served within a community's system of homeless services. An HMIS may also cover a state or regional area, and include several CoCs.

Housing First (HF): a model of housing assistance that prioritizes rapid placement and stabilization in permanent housing that does not have service participation requirements or preconditions (such as sobriety or a minimum income threshold).

Housing Inventory Count (HIC): is produced by each CoC and provides an annual inventory of beds that assist people in the CoC who are experiencing homelessness or leaving homelessness, usually conducted the last week of January.

Housing and Urban Development Annual Homeless Assessment Report (AHAR): is a HUD report to the U.S. Congress that provides nationwide estimates of homelessness, including information about the demographic characteristics of homeless persons, service use patterns, and the capacity to house homeless persons. The report is based on Homeless Management Information Systems (HMIS) data about persons who experience homelessness during a 12-month period, point-in-time counts of people experiencing homelessness on one day in January, and data about the inventory of shelter and housing available in a community.

Housing and Urban Development (HUD): is a Cabinet department in the Executive branch of the United States federal government.

APPENDIX A: KEY TERMS AND ACRONYMS

Master Grant Agreement (MGA): is the contract between Oregon Housing and Community Services and the Community Action Agencies.

Notice of Funding Availability (NOFA): establishes the funding criteria from a government agency to its contracted grantees.

Oregon Health Authority (OHA): is the State agency responsible for overseeing most of Oregon's health-related programs including behavioral health (addictions and mental health), public health, Oregon State Hospital for individuals requiring secure residential psychiatric care, and the state's Medicaid program called the Oregon Health Plan.

Oregon Housing Community Services (OHCS): is Oregon's housing finance agency, providing financial and program support to create and preserve opportunities for quality, affordable housing for Oregonians of lower and moderate income.

Outreach: involves moving outside the walls of the agency to engage people experiencing homelessness who may be disconnected and alienated not only from mainstream services and supports, but from the services targeting homeless persons as well. This is incredibly important work designed to help establish supportive relationships, give people advice and support, and provide access to the services and supports that will help them move off the streets to permanent housing. Outreach is important in order to access hard-to-reach individuals, and should be connected to an overt and concerted effort to end homelessness.

Permanent Housing (PH): community-based housing without a designated length of stay, and includes both permanent supportive housing and rapid re-housing. To qualify as CoC Program permanent housing, the program participant must be the tenant on a lease for an initial term of at least one year, which is renewable for terms that are a minimum of one month long, and is terminable only for cause. Other permanent housing programs, such as SSVF and state/local funding sources, only require the minimum lease requirements based on the state or local regulations.

Permanent Supportive Housing (PSH): is a housing model designed to provide housing assistance (project- and tenant-based) and supportive services on a long-term basis to formerly homeless people. HUD's Continuum of Care program, authorized by the McKinney-Vento Act, funds PSH and requires that the client have a disability for eligibility.

Permitted Village/Encampment: offer outdoor, temporary accommodations for people who are living unsheltered in conditions that threaten their health and safety. Villages offer tiny house-like living structures, community kitchens, hygiene services and case management to clients that have lived outside for extended periods of time or for whom traditional shelter may not be a good fit. A person successfully exits a village when they leave the village to move to permanent housing.

Point-in-Time Counts (PIT): are unduplicated 1-night estimates of both sheltered and unsheltered homeless populations. The 1-night counts are conducted by CoCs nationwide and occur during the last week in January of each year.

Rapid re-housing (RRH): rapidly connects families and individuals experiencing homelessness to permanent housing through a tailored package of assistance that may include the use of time-limited financial assistance and targeted supportive services.

Request for Proposal (RFP): is a document that describes the availability of funds and qualifying criteria, conditions and purpose that a locale must respond to in order to receive certain grant funding.

APPENDIX A: KEY TERMS AND ACRONYMS

Serious Mental Illness (SMI): is defined as a mental, behavioral, or emotional disorder resulting in serious functional impairment, which substantially interferes with or limits one or more major life activities.

Sheltered Homelessness: refers to people who are staying in emergency shelters, transitional housing programs, or safe havens.

Shelters In Oregon (SIO): An inventory of shelters in Oregon with some descriptive information, compiled by OHCS Homeless Services staff.

Supportive Services for Veteran Families (SSVF): Veterans Affairs (VA) funded program that provides both rapid re-housing and homelessness prevention (HP), depending on a household's current housing situation and need. SSVF's program regulations prioritize RRH interventions. It is expected that SSVF grantees (501C (3) non-profits) and community partners prioritize resources to meet the needs of all eligible, literally homeless Veteran households, while only offering HP services to the most vulnerable Veteran households. As part of the community plan for ending Veteran homelessness, this may require that HP services be offered only when an SSVF grantee or community is able to meet the needs of all eligible literally homeless Veterans.

State Homeless Assistance Program (SHAP): offers state funds to help meet the emergency needs of homeless Oregonians by providing operational support for emergency shelters and supportive services to shelter residents.

Street Outreach (SO): is an approach to meet those living on the streets and in encampments where they are to develop an understanding of the circumstances and needs of each individual, as well as cultural barriers that may prevent people from accessing either mainstream services or those that target people who experience homelessness. Through the development of positive relationships, the attainment of the larger goal of helping people access the services and supports they want and need in order to help them exit homelessness.

Supportive Housing (SH): is a housing model designed to provide housing assistance and supportive services to formerly homeless people for an unspecified duration of time.

Transitional Housing: housing where all program participants have signed a lease or occupancy agreement, the purpose of which is to facilitate the movement of homeless individuals and families into permanent housing within 24 months.

Unsheltered Homelessness: refers to people whose primary nighttime location is a public or private place not designated for, or ordinarily used as, a regular sleeping accommodation for people (for example, the streets, vehicles, or parks)

Victim Service Provider Agency: a private nonprofit organization whose primary mission is to provide services to victims of domestic violence, dating violence, sexual assault, or stalking. This includes rape crisis centers, battered women's shelters, domestic violence transitional and permanent housing programs, and other programs of this nature.

Winter Shelter: shelter beds that are open during the fall, winter and spring and are open night after night, no matter the forecast.

Warming Shelter: Additional shelter beds that open when severe weather hits to keep unsheltered people safe, generally 10 to 20 times each year. Each community has differing weather forecast thresholds that determine when these open.

APPENDIX B: SHELTERED AND UNSHELTERED BY COC AND COUNTY

Appendix B: Sheltered and Unsheltered by CoC and County

Continuum of Care	CAA	County	Sheltered		Unsheltered		County Total	%	CoC Total	%
OR-500 Eugene, Springfield/Lane County CoC	LANE	Lane	526	34%	1003	66%	1529	11%	1529	11%
OR-501 Portland, Gresham/ Multnomah County CoC	MULTCO	Multnomah	2509	60%	1668	40%	4177	30%	4177	30%
OR-502 Medford, Ashland/Jackson County CoC	ACCESS	Jackson	369	58%	264	42%	633	5%	633	5%
OR-503 Central Oregon CoC	NIMPACT	Crook	8	19%	35	81%	43	0%	778	6%
	NIMPACT	Deschutes	207	30%	494	70%	701	5%		
	NIMPACT	Jefferson	15	44%	19	56%	34	0%		
OR-505 Oregon Balance of State CoC	CAPECO	Gilliam	0	0%	0	0%	0	0	5795	42%
	CAPECO	Morrow	0	0%	0	0%	0	0%		
	CAPECO	Umatilla	24	44%	31	56%	55	0%		
	CAPECO	Wheeler	0	0%	1	100%	1	0%		
	CAT	Clatsop	18	3%	662	97%	680	5%		
	CAT	Columbia	69	44%	89	56%	158	1%		
	CAT	Tillamook	86	37%	145	63%	231	2%		
	CCNO	Baker	3	43%	4	57%	7	0%		
	CCNO	Grant	0	0%	4	100%	4	0%		
	CCNO	Union	1	2%	42	98%	43	0%		
	CCNO	Wallowa	4	50%	4	50%	8	0%		
	CinA	Harney	1	5%	18	95%	19	0%		
	CinA	Malheur	43	28%	108	72%	151	1%		
	CSC	Benton	139	48%	148	52%	287	2%		
	CSC	Lincoln	26	14%	160	86%	186	1%		
	CSC	Linn	113	63%	67	37%	180	1%		
	KLCAS	Klamath	114	59%	78	41%	192	1%		
	KLCAS	Lake	0	0%	12	100%	12	0%		

Continuum of Care	CAA	County	Sheltered		Unsheltered		County Total	%	CoC Total	%
	MCCAC	Hood River	31	44%	39	56%	70	1%		
	MCCAC	Sherman	0	0%	1	100%	1	0%		
	MCCAC	Wasco	39	20%	156	80%	195	1%		
	MWVCAA	Marion	754	72%	295	28%	1049	8%		
	MWVCAA	Polk	45	44%	57	56%	102	1%		
	ORCAA	Coos	0	0%	397	100%	397	3%		
	ORCAA	Curry	0	0%	161	100%	161	1%		
	YCAP	Yamhill	223	45%	270	55%	493	4%		
	UCAN	Douglas	233	50%	230	50%	463	3%		
	UCAN	Josephine	60	9%	590	91%	650	5%		
OR-506 Hillsboro, Beaverton/ Washington County CoC	CAO	Washington	175	32%	369	68%	544	4%	544	4%
OR-507 Clackamas County CoC	CCSS	Clackamas	151	30%	346	70%	497	4%	497	4%
TOTALS			**5986**		**7967**		**13953**	**100%**	**13953**	**100%**

APPENDIX C: ONLINE SURVEY OF PEOPLE WITH LIVED EXPERIENCE

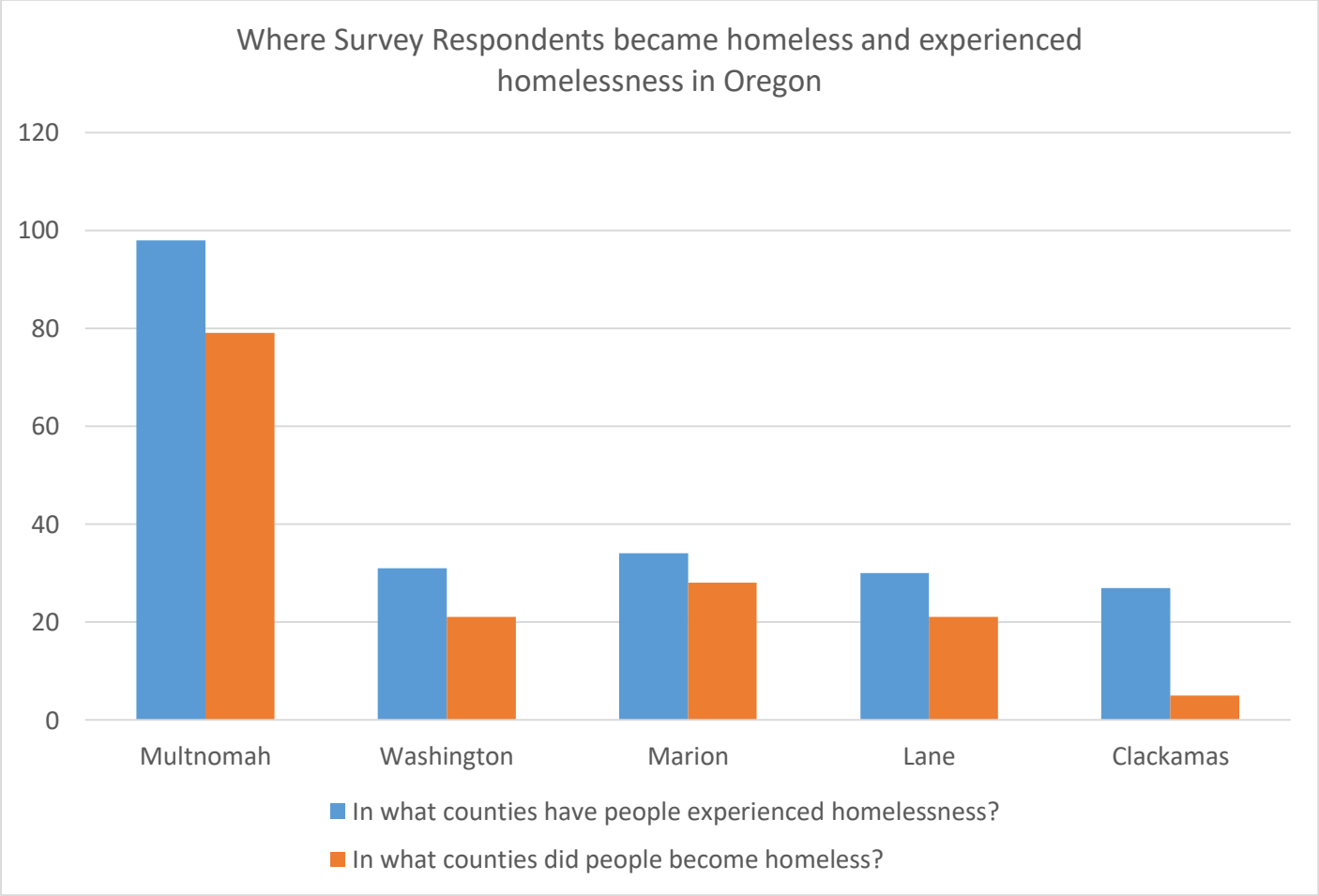
Lived Experience

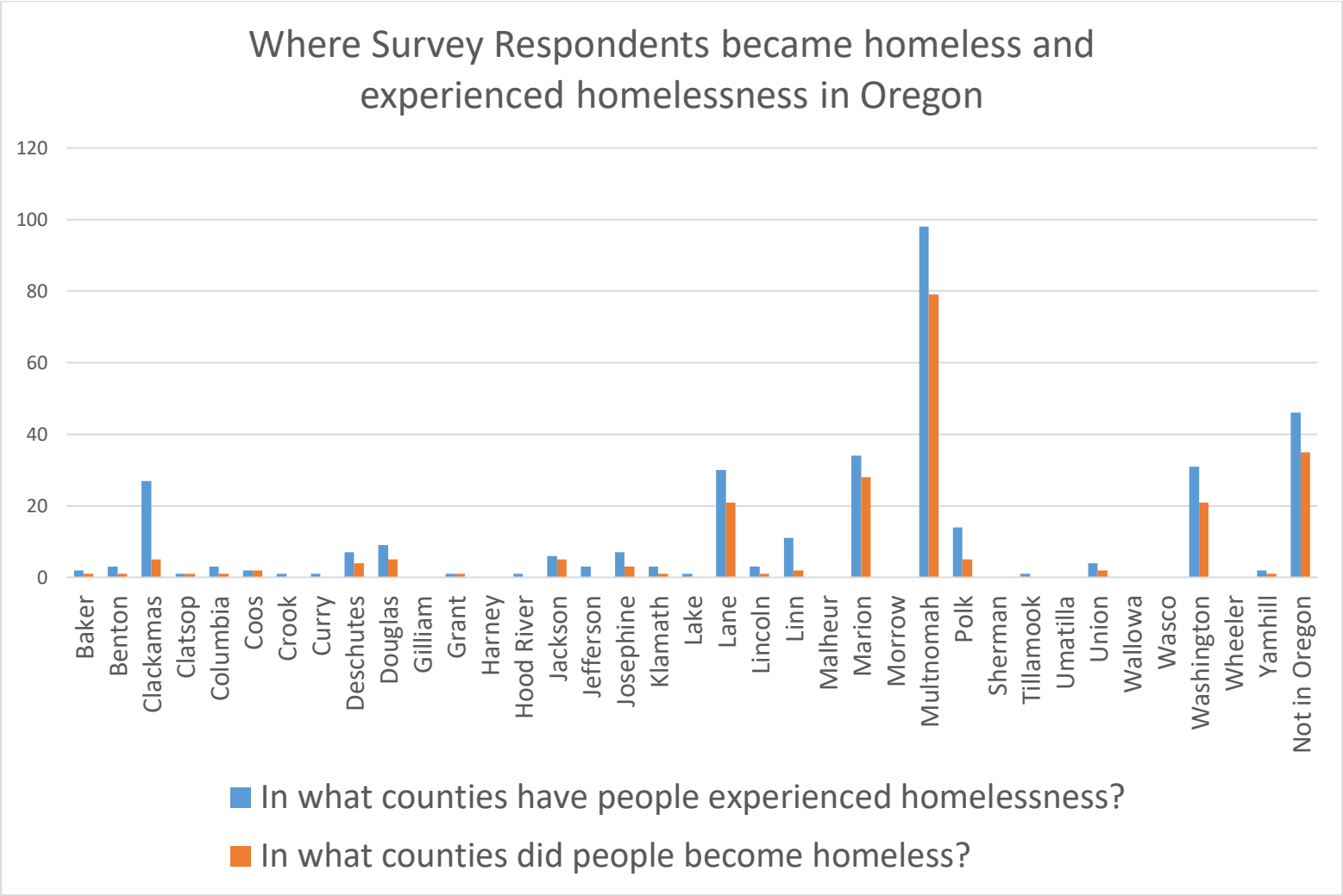
OHCS received 232 completed surveys from people with lived experience. In addition to the 232 responses to the lived experience survey from people with lived experience, OHCS received 61 responses from allies or advocates. The responses from advocates and allies supported and aligned with the responses from people with lived experiences.

70 people with lived experience of homelessness who are currently experiencing homelessness answered the survey. 70 people with lived experience have accessed emergency shelters in Oregon the last 5 years. 157 people who answered the survey have not accessed emergency shelters in Oregon in the last 5 years.

Location of Respondents

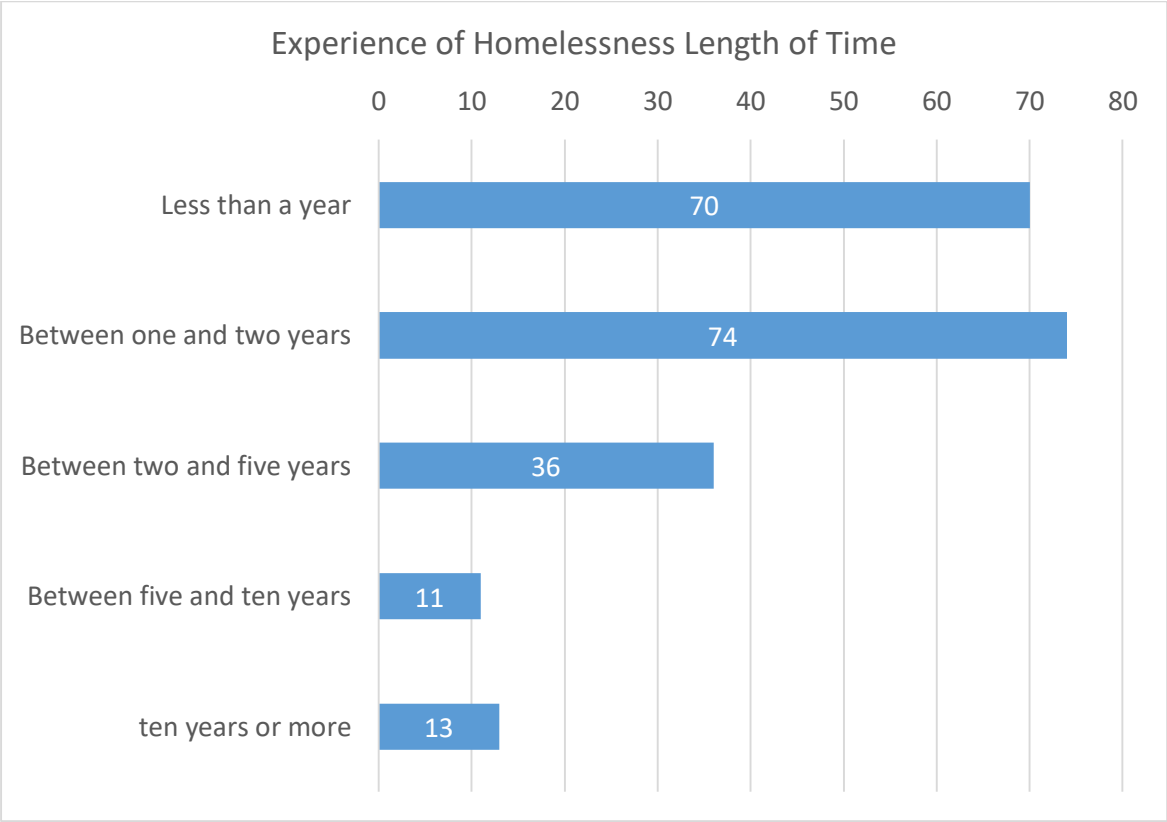
The top five locations in Oregon that respondents experienced homelessness in were Multnomah, Washington, Marion, Lane, and Clackamas counties.

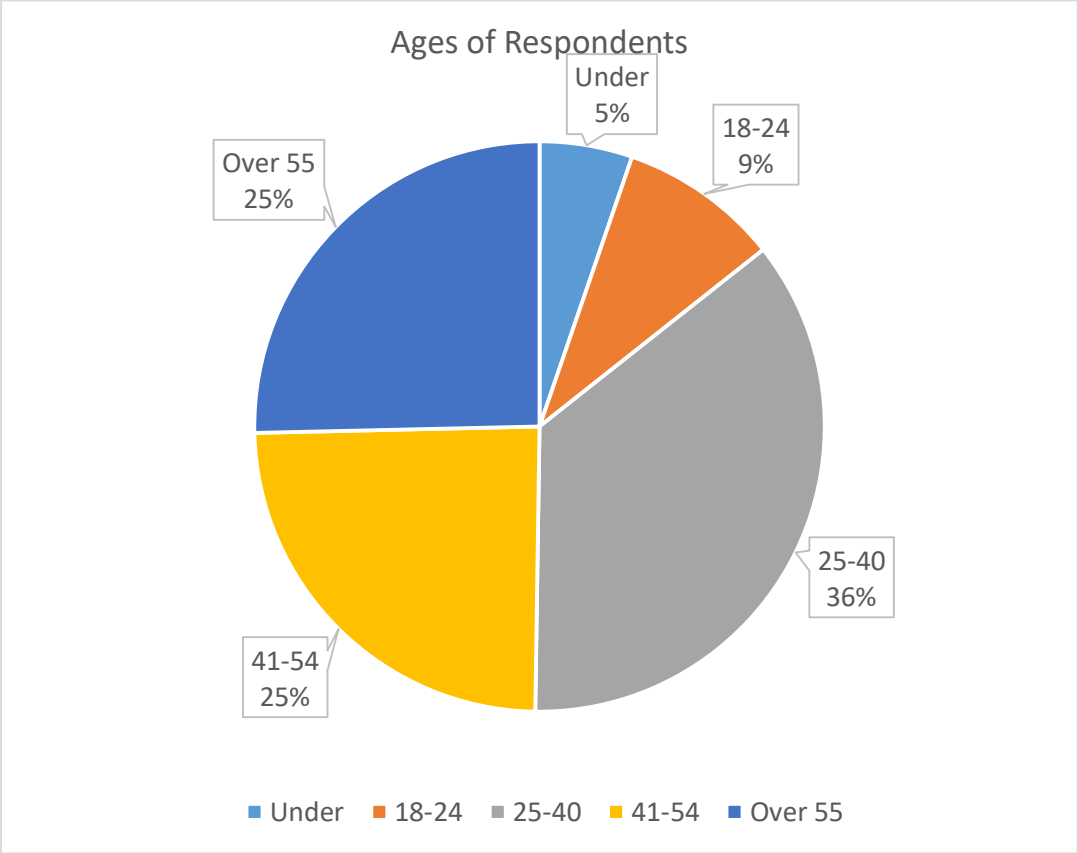




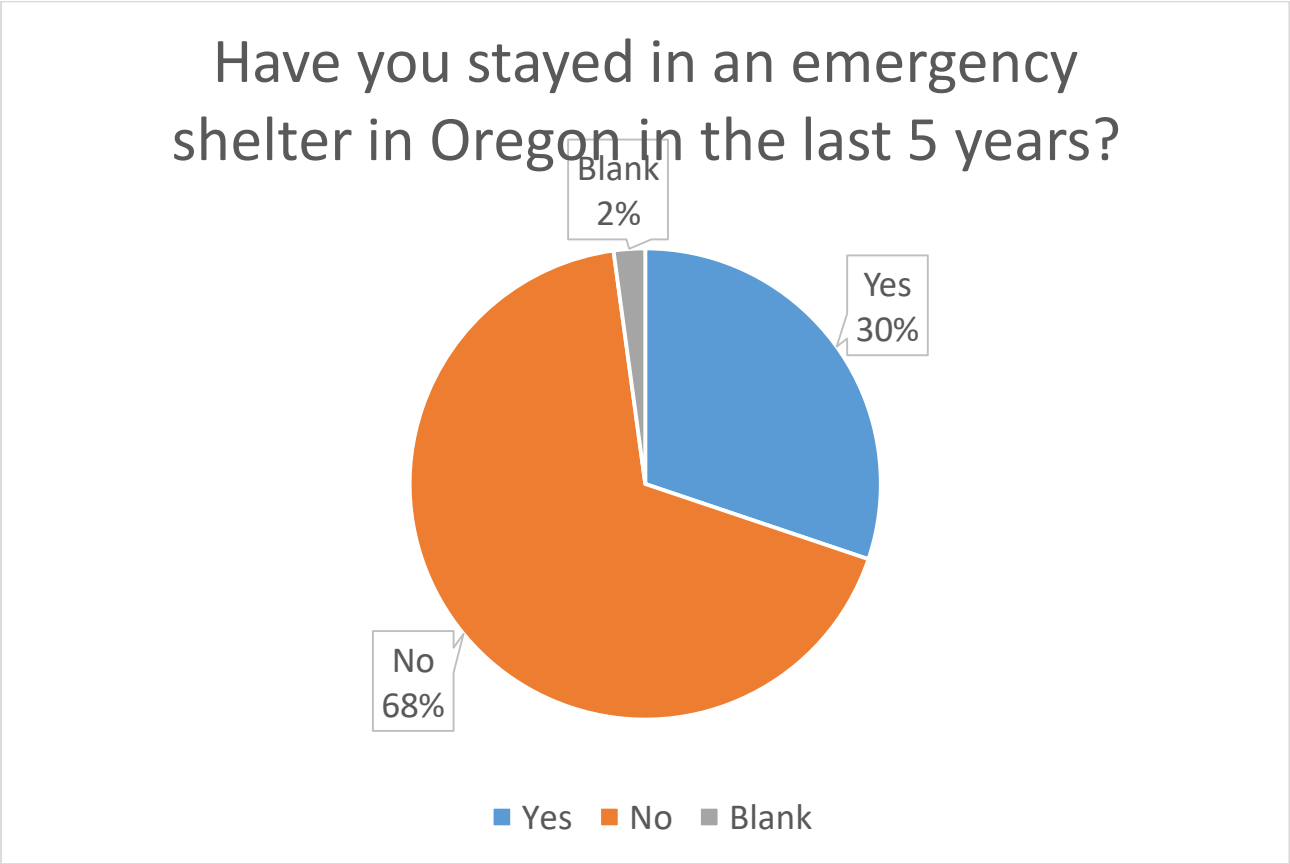
Length of Time Experienced Homelessness

The majority of respondents had experiences of homelessness of between one and two years or less than one year. Of the 204 people that answered the question, 70 respondents (34%) had experiences of homelessness less than one year, 74 (36%) between one and two years, 36 (18%) between two and five years, 11 (5%) between five and ten years, and 13 (6%) for ten years or more.

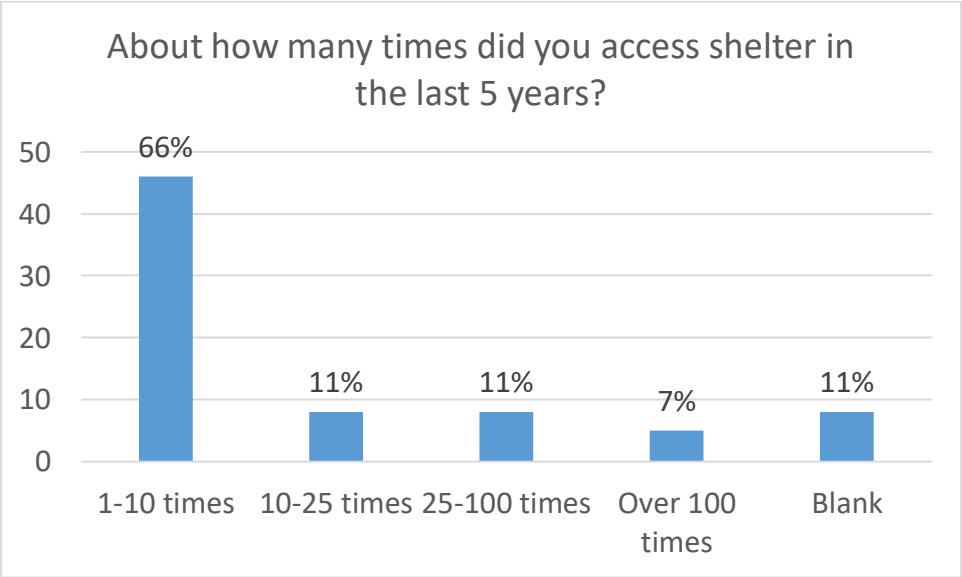

Experience of Homelessness Length of Time
0
10
20
30
40
50
60
70
80
Less than a year
70
Between one and two years
74
Between two and five years
36
Between five and ten years
11
ten years or more
13



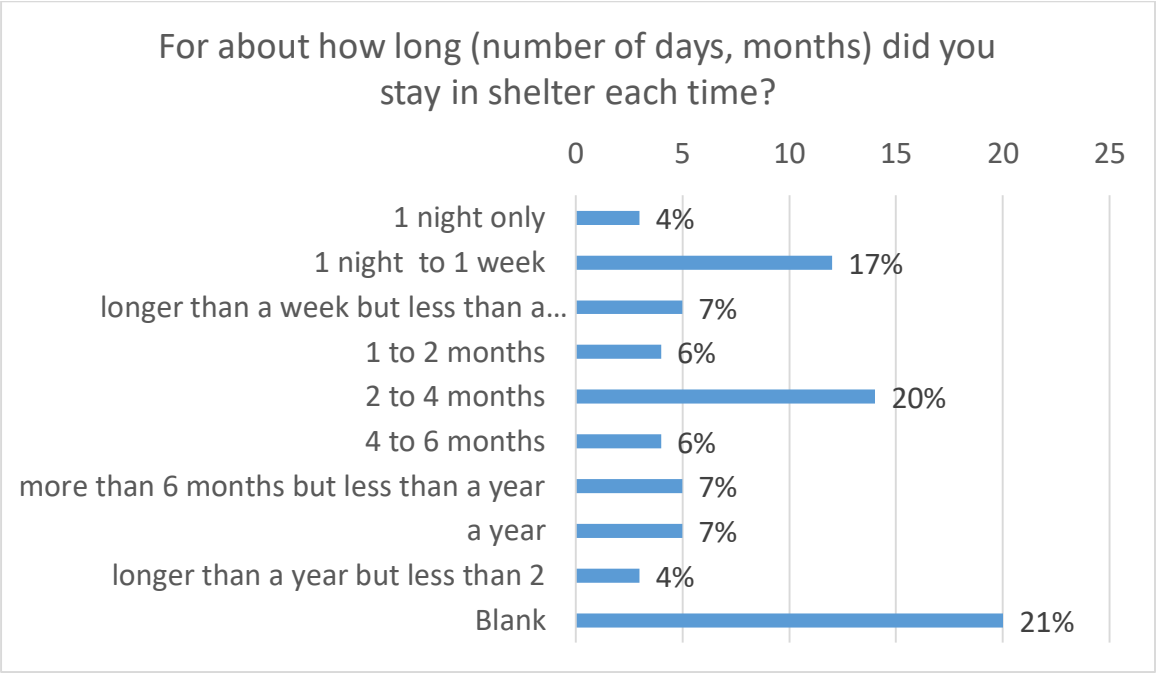
The majority of respondents who answered the question were between ages 25 and 40 (36%) followed by 41-54 (25%) and over 55 (25%). 5% of respondents were under 18 and 9% were between 18 and 24.

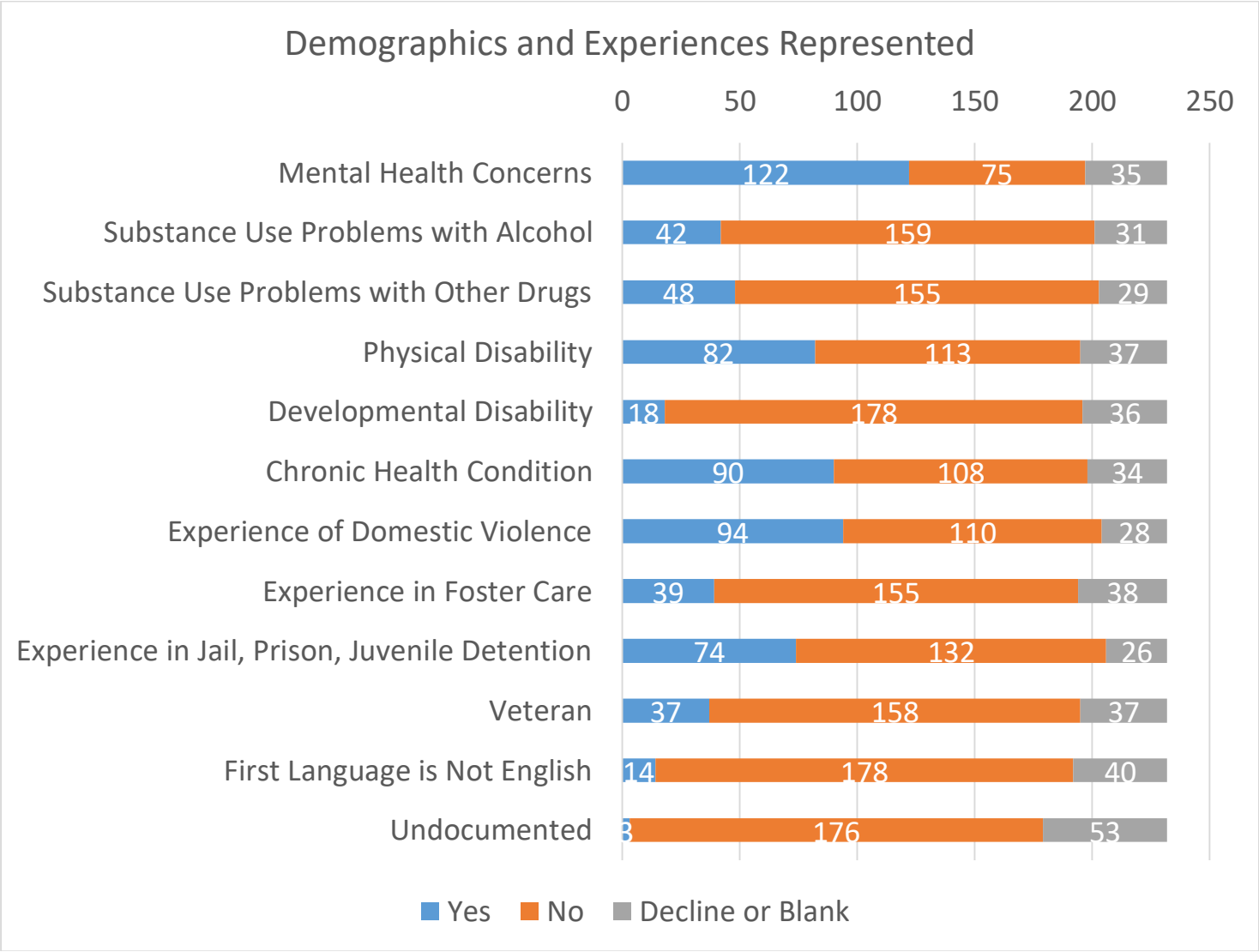


Only 30 percent of respondents (70 people) reported that they had stayed in an emergency shelter in Oregon in the last 5 years. Of those, the majority (66%) accessed a shelter between one and ten times.



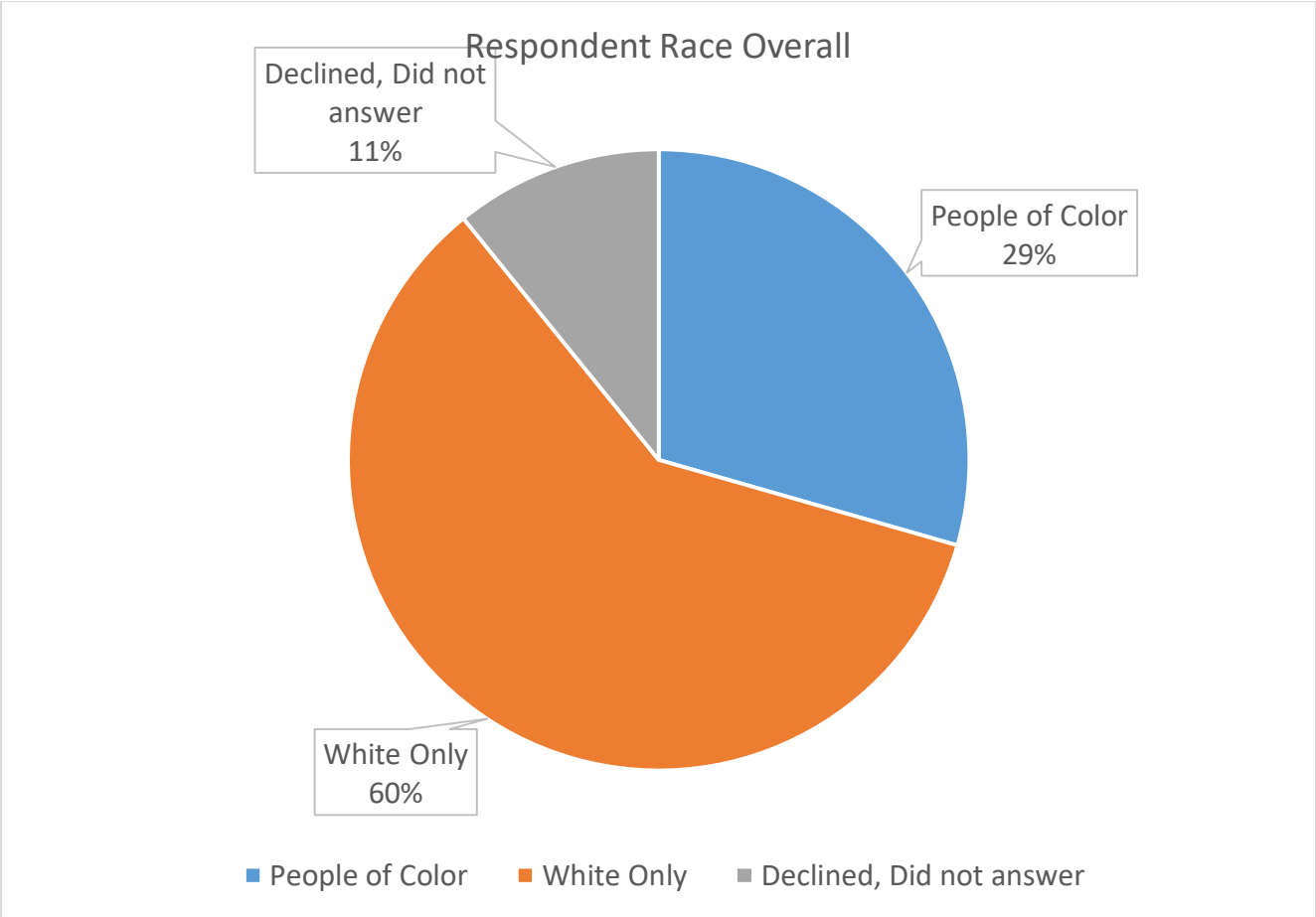
Of the respondents that reported staying in emergency shelter (70 people), the majority (20%) reported staying two to four months. 17% reported staying one night to one week.

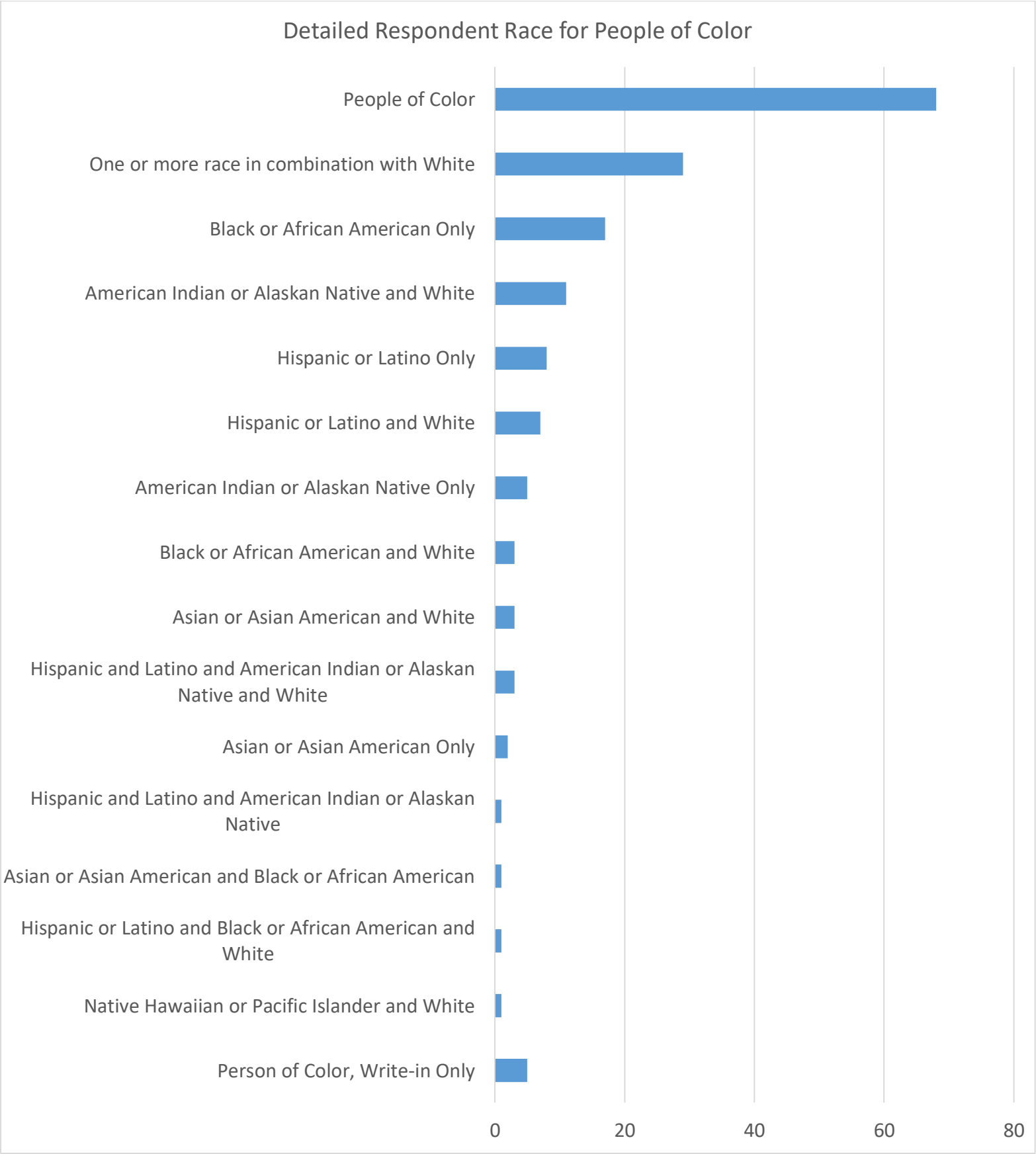

For about how long (number of days, months) did you stay in shelter each time?
0
5
10
15
20
25
1 night only
4%
1 night to 1 week
17%
longer than a week but less than a...
7%
1 to 2 months
6%
2 to 4 months
20%
4 to 6 months
6%
more than 6 months but less than a year
7%
a year
7%
longer than a year but less than 2
4%
Blank
21%

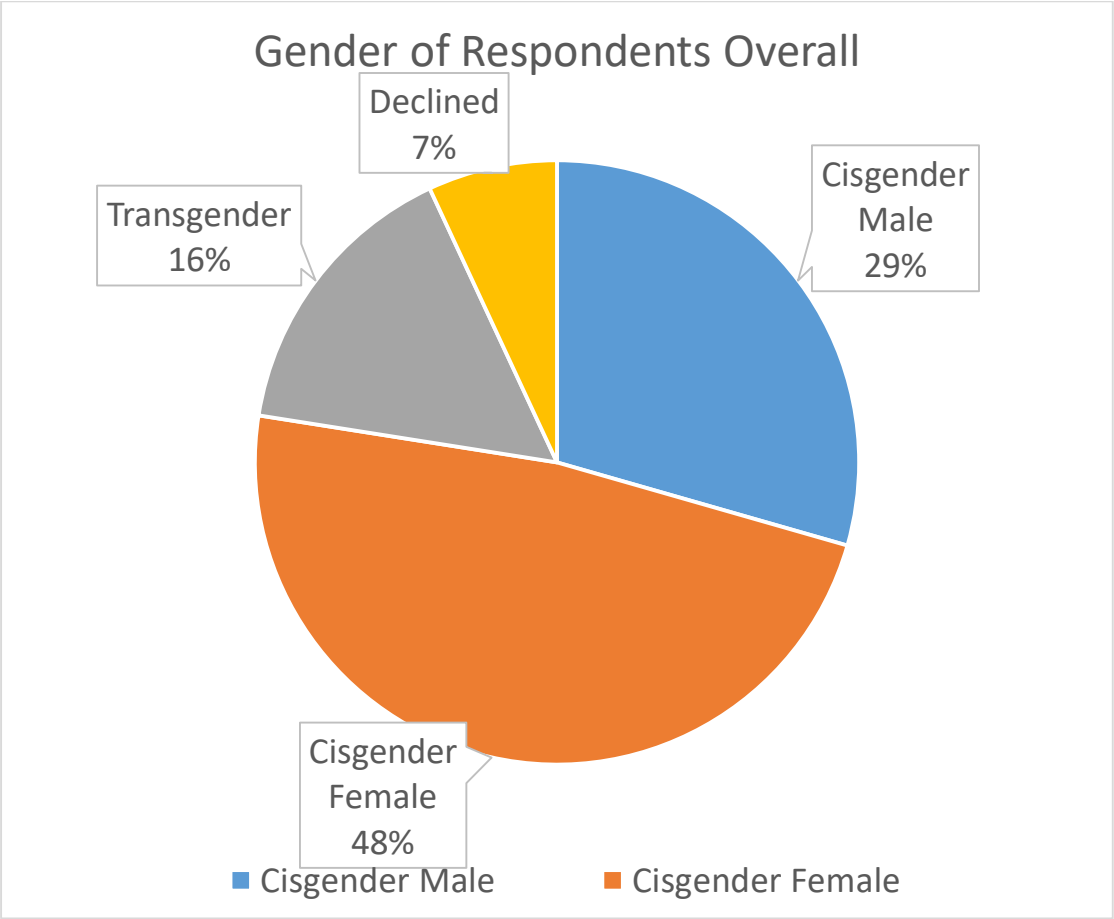

Demographics and Experiences Represented
0
50
100
150
200
250
Mental Health Concerns
122
75
35
Substance Use Problems with Alcohol
42
159
31
Substance Use Problems with Other Drugs
48
155
29
Physical Disability
82
113
37
Developmental Disability
18
178
36
Chronic Health Condition
90
108
34
Experience of Domestic Violence
94
110
28
Experience in Foster Care
39
155
38
Experience in Jail, Prison, Juvenile Detention
74
132
26
Veteran
37
158
37
First Language is Not English
14
178
40
Undocumented
3
176
53
Yes
No
Decline or Blank

122 people (53%) indicated having mental health concerns, 94 people (40%) have experienced domestic violence, 90 people (39%) have chronic health conditions, 82 people (35%) have a physical disability, 74 people (32%) have experienced jail, prison, or juvenile detention. 42 people (18%) reported a substance use problem with alcohol. 48 people (21%) reported having a substance use problem with other drugs. 39 people (17%) reported experiences in foster care, 37 people (16%) were veterans, 18 (8%) reported having a developmental disability, 14 people (6%) had a first language that is not English, and 3 (1%) were undocumented.

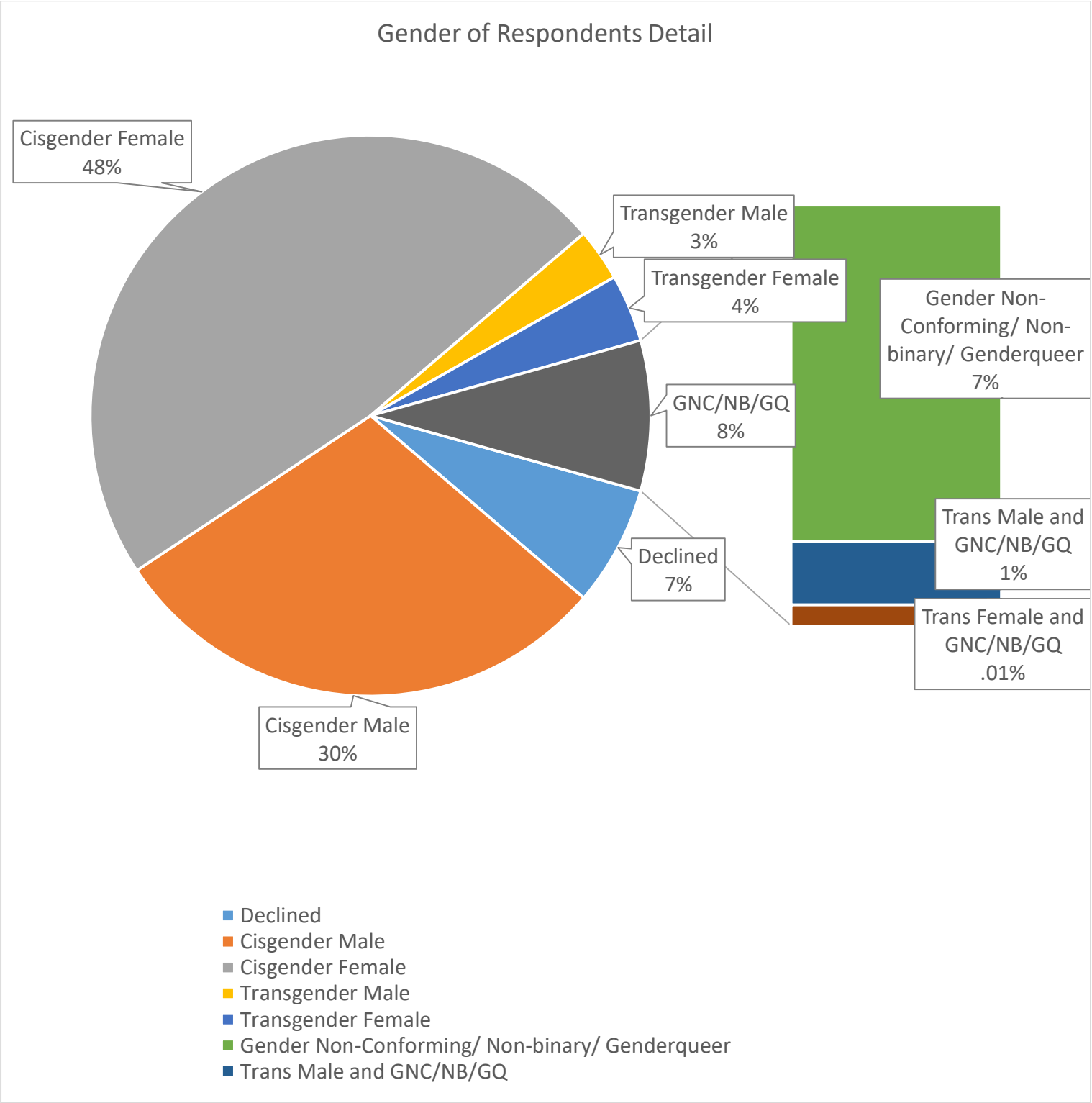
60% of respondents reported their race as White only, 29% were people of color, and 11% did not respond. Of the 68 people (29%) who were people of color, 29 people (43%) were one or more race in combination with White, 17 (25%) people were Black or African American only, 11 people (16%) were American Indian or Alaskan Native and White, 8 people (12%) were Hispanic or Latino Only, 7 people (10%) were Hispanic and Latino and White, and 5 people (7%) were American Indian or Alaskan Native Only. 3 people (4%) were Black or African American and White. 3 people (4%) were Asian or Asian American and White. 3 people (4%) were Hispanic and Latino and American Indian or Alaskan Native and White. Two people (3%) were Asian or Asian American only. One person each was Hispanic and Latino and American Indian or Alaskan Native; Asian or Asian American and Black or African American; Hispanic or Latino and Black or African American and White; and native Hawaiian or Pacific Islander and White. 5 people (7%) did write-in only responses indicating they were people of color.

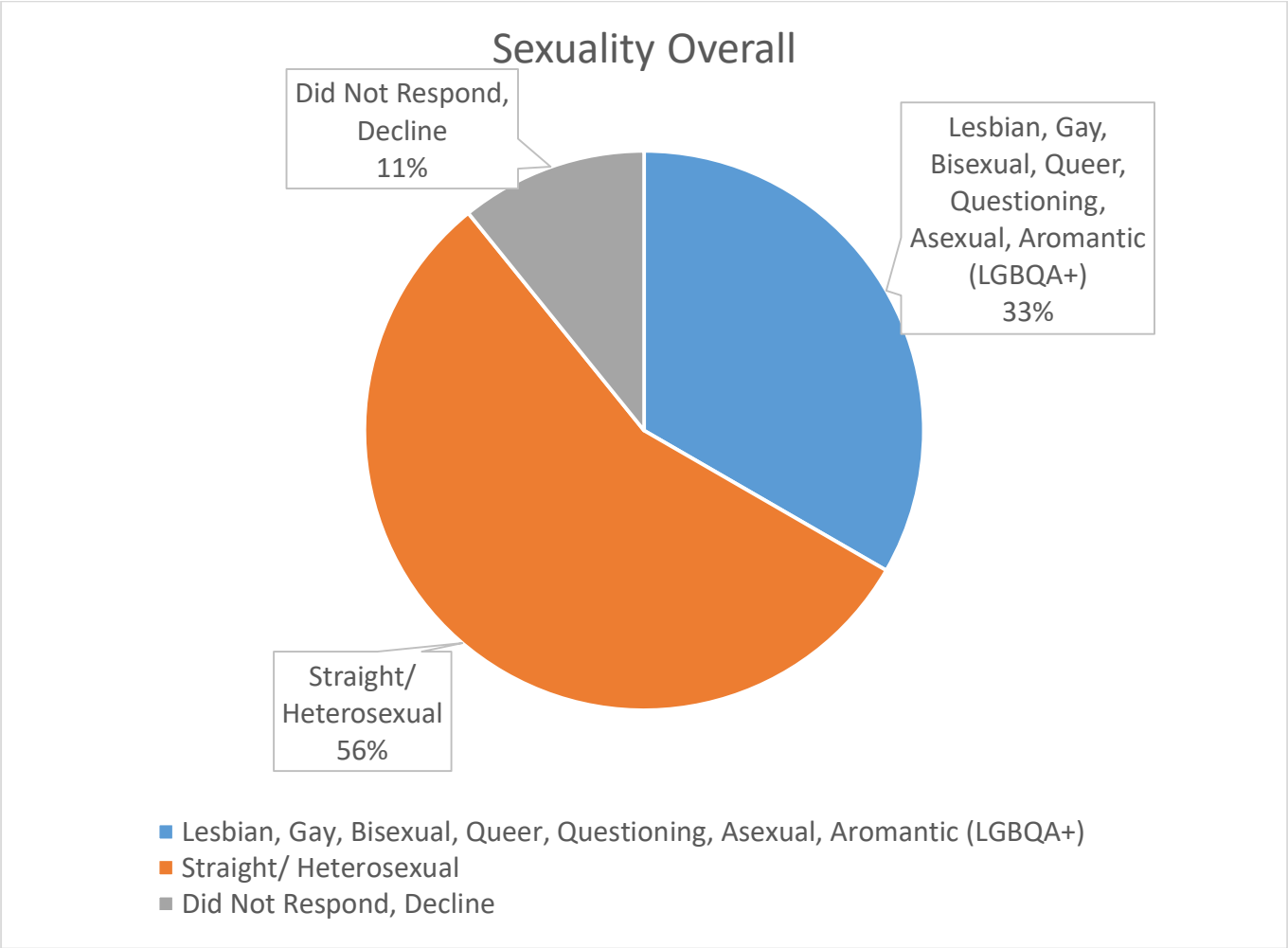



Detailed Respondent Race for People of Color
People of Color
One or more race in combination with White
Black or African American Only
American Indian or Alaskan Native and White
Hispanic or Latino Only
Hispanic or Latino and White
American Indian or Alaskan Native Only
Black or African American and White
Asian or Asian American and White
Hispanic and Latino and American Indian or Alaskan Native and White
Asian or Asian American Only
Hispanic and Latino and American Indian or Alaskan Native
Asian or Asian American and Black or African American
Hispanic or Latino and Black or African American and White
Native Hawaiian or Pacific Islander and White
Person of Color, Write-in Only
0
20
40
60
80

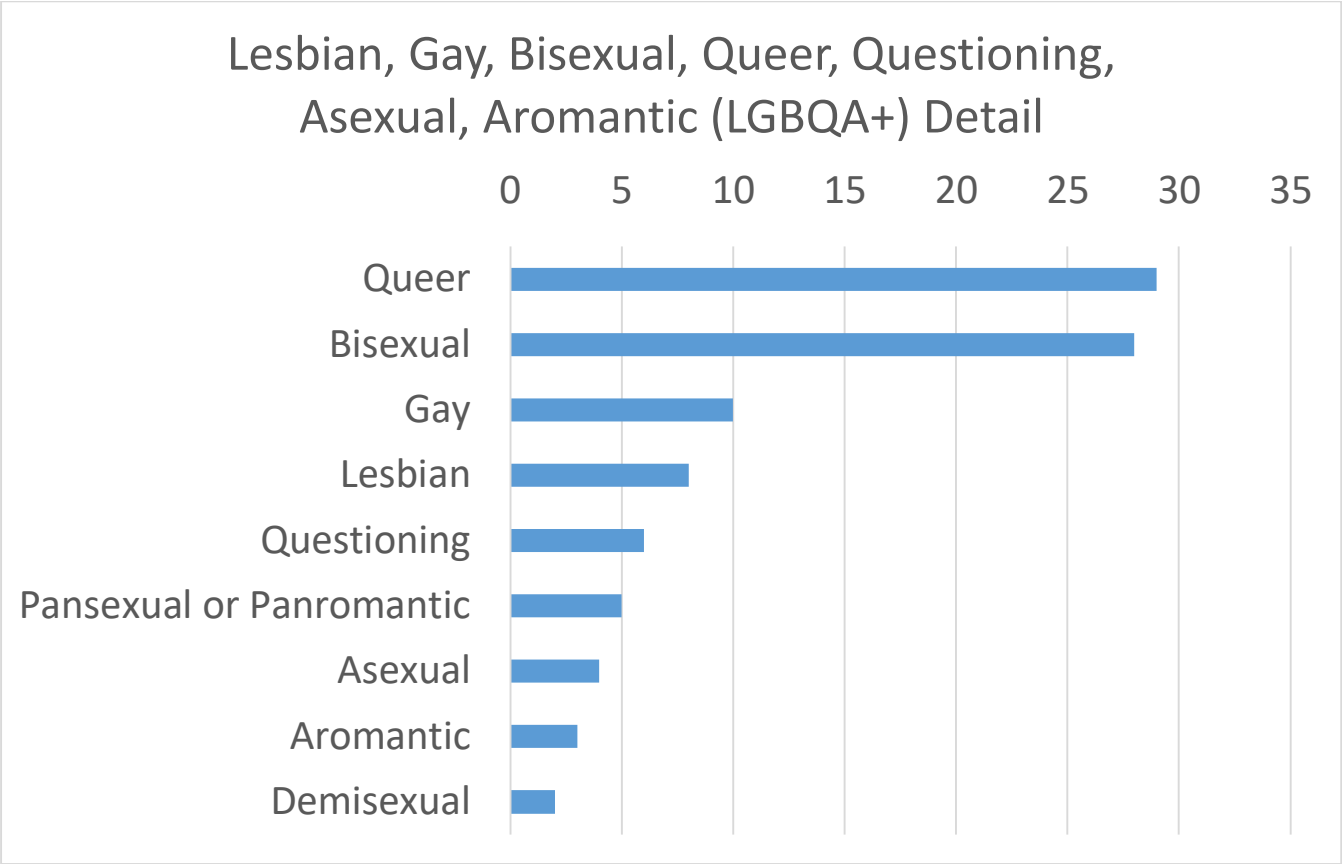


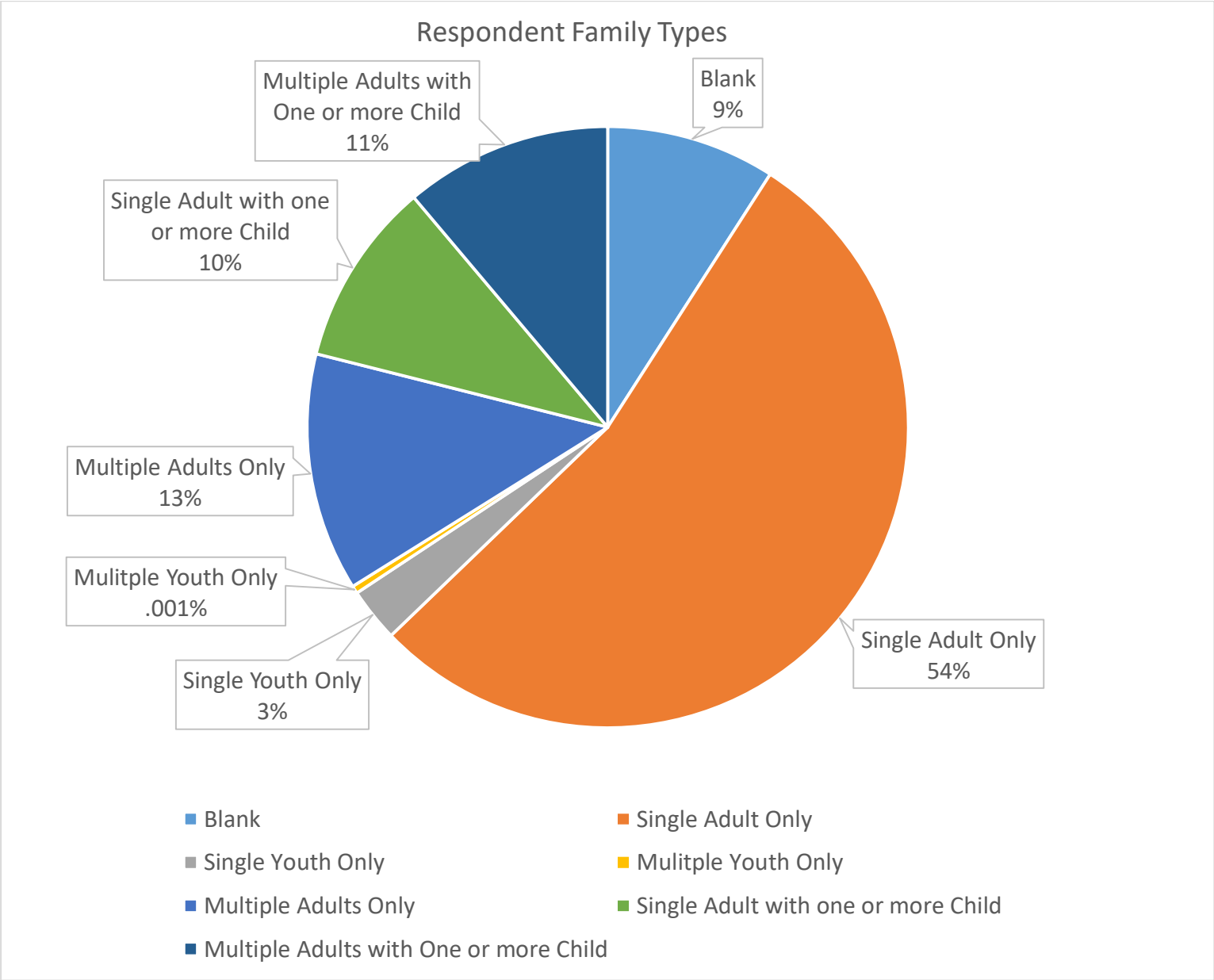
Respondents reported their gender as Cisgender Female (48%), Cisgender Male (29%), and 16% Transgender. 7% did not answer the question. Of the 16% who indicated Transgender, 4% were Transgender Females, 3% were Transgender Males, and 8% were Gender Non-conforming, Non-binary, or Genderqueer alone or in combination with another transgender identity.


Gender of Respondents Detail
Cisgender Female 48%
Transgender Male 3%
Transgender Female 4%
Gender Non-Conforming/ Non-binary/ Genderqueer 7%
GNC/NB/GQ 8%
Trans Male and GNC/NB/GQ 1%
Declined 7%
Trans Female and GNC/NB/GQ .01%
Cisgender Male 30%
Declined
Cisgender Male
Cisgender Female
Transgender Male
Transgender Female
Gender Non-Conforming/ Non-binary/ Genderqueer
Trans Male and GNC/NB/GQ

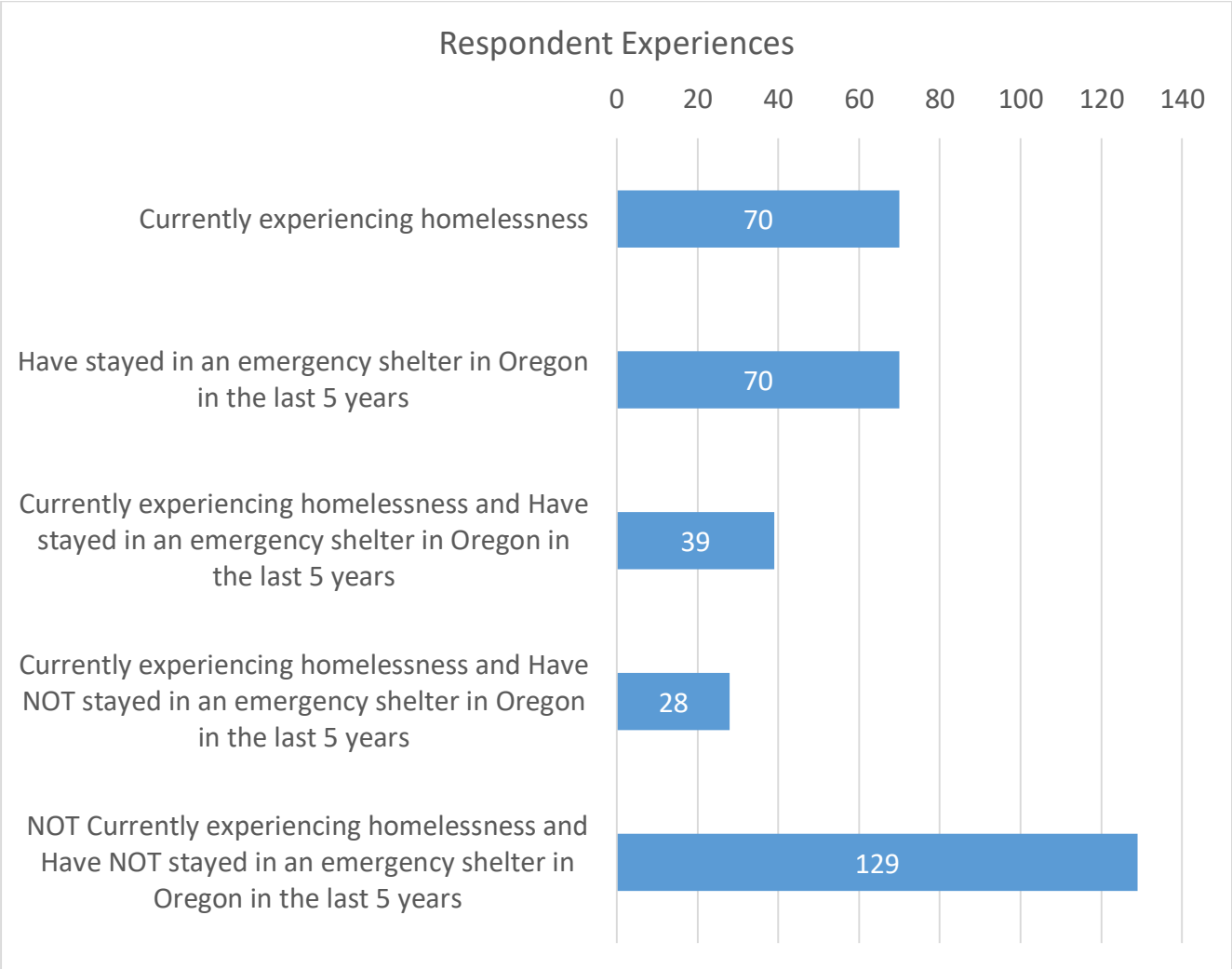


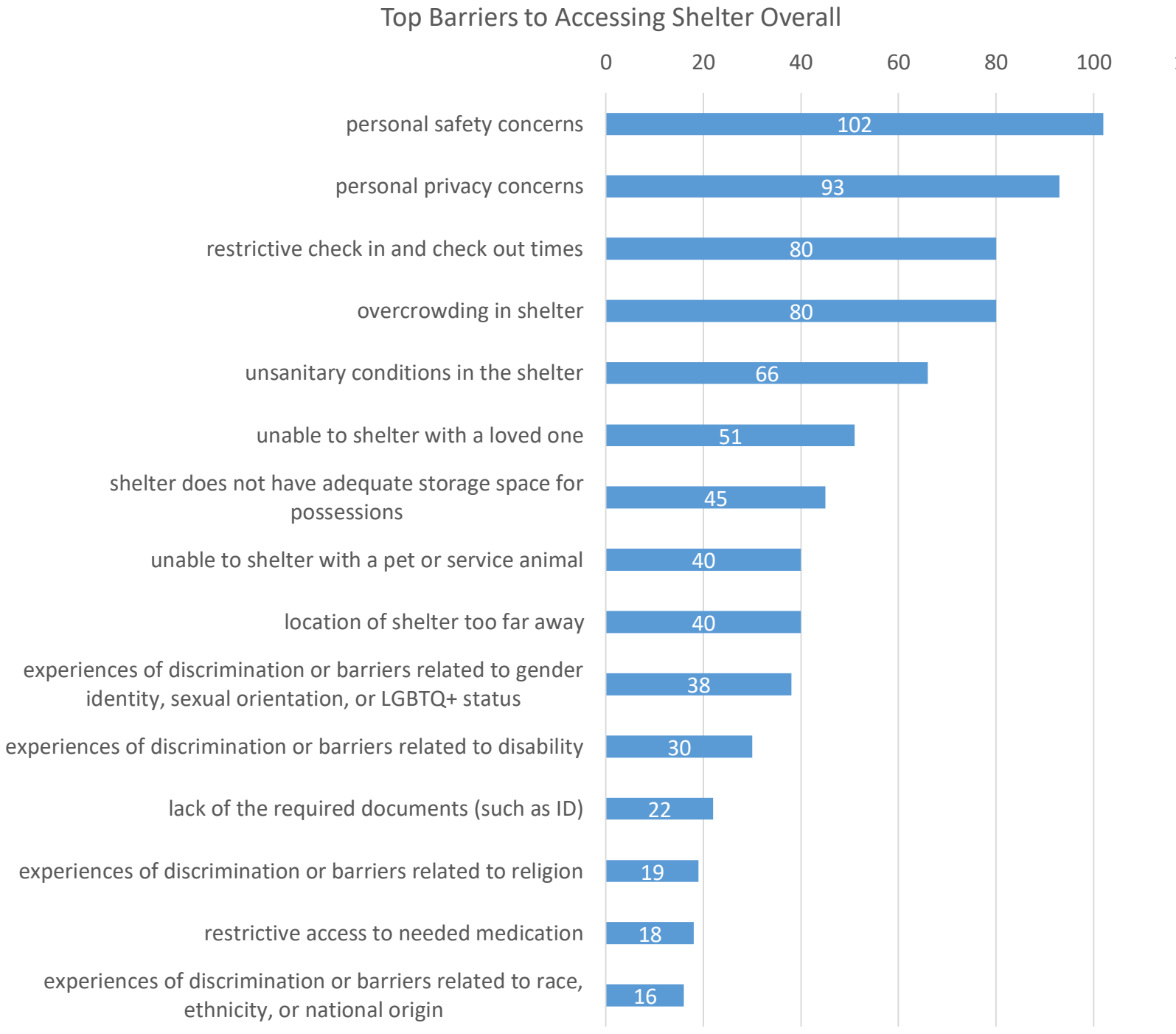
56% of respondent indicated they were Straight/Heterosexual, 33% indicated they were Lesbian, Gay, Bisexual, Queer, Questioning, Asexual, or Aromantic (LGBQA+), and 11% did not answer the question.


Lesbian, Gay, Bisexual, Queer, Questioning, Asexual, Aromantic (LGBQA+) Detail
0
5
10
15
20
25
30
35
Queer
Bisexual
Gay
Lesbian
Questioning
Pansexual or Panromantic
Asexual
Aromantic
Demisexual



The majority of respondents were Single Adult Only (54%). Followed by Multiple Adults Only (13%), Multiple Adults with One or more Child (11%), Single Adults with one or more Child, and Youth Only (3%). 9% did not answer the question.


Respondent Experiences
0
20
40
60
80
100
120
140
Currently experiencing homelessness
70
Have stayed in an emergency shelter in Oregon in the last 5 years
70
Currently experiencing homelessness and Have stayed in an emergency shelter in Oregon in the last 5 years
39
Currently experiencing homelessness and Have NOT stayed in an emergency shelter in Oregon in the last 5 years
28
NOT Currently experiencing homelessness and Have NOT stayed in an emergency shelter in Oregon in the last 5 years
129


Top Barriers to Accessing Shelter Overall
0
20
40
60
80
100
personal safety concerns
102
personal privacy concerns
93
restrictive check in and check out times
80
overcrowding in shelter
80
unsanitary conditions in the shelter
66
unable to shelter with a loved one
51
shelter does not have adequate storage space for possessions
45
unable to shelter with a pet or service animal
40
location of shelter too far away
40
experiences of discrimination or barriers related to gender identity, sexual orientation, or LGBTQ+ status
38
experiences of discrimination or barriers related to disability
30
lack of the required documents (such as ID)
22
experiences of discrimination or barriers related to religion
19
restrictive access to needed medication
18
experiences of discrimination or barriers related to race, ethnicity, or national origin
16

Barriers
All sub populations shared the same top 10 barriers to shelter and the majority of respondents had the same top 5 barriers.

The top ten barriers were: personal safety concerns (1), personal privacy concerns (2), restrictive check in and check out times (3), overcrowding in shelter (4), unsanitary conditions in the shelter (5), unable to shelter with a loved one (6), shelter does not have adequate storage space for possessions (7), unable to shelter with a pet or service animal (8), location of shelter too far away (9), and experiences of discrimination or barriers related to gender identity, sexual orientation, or LGBTQ+ status (10).

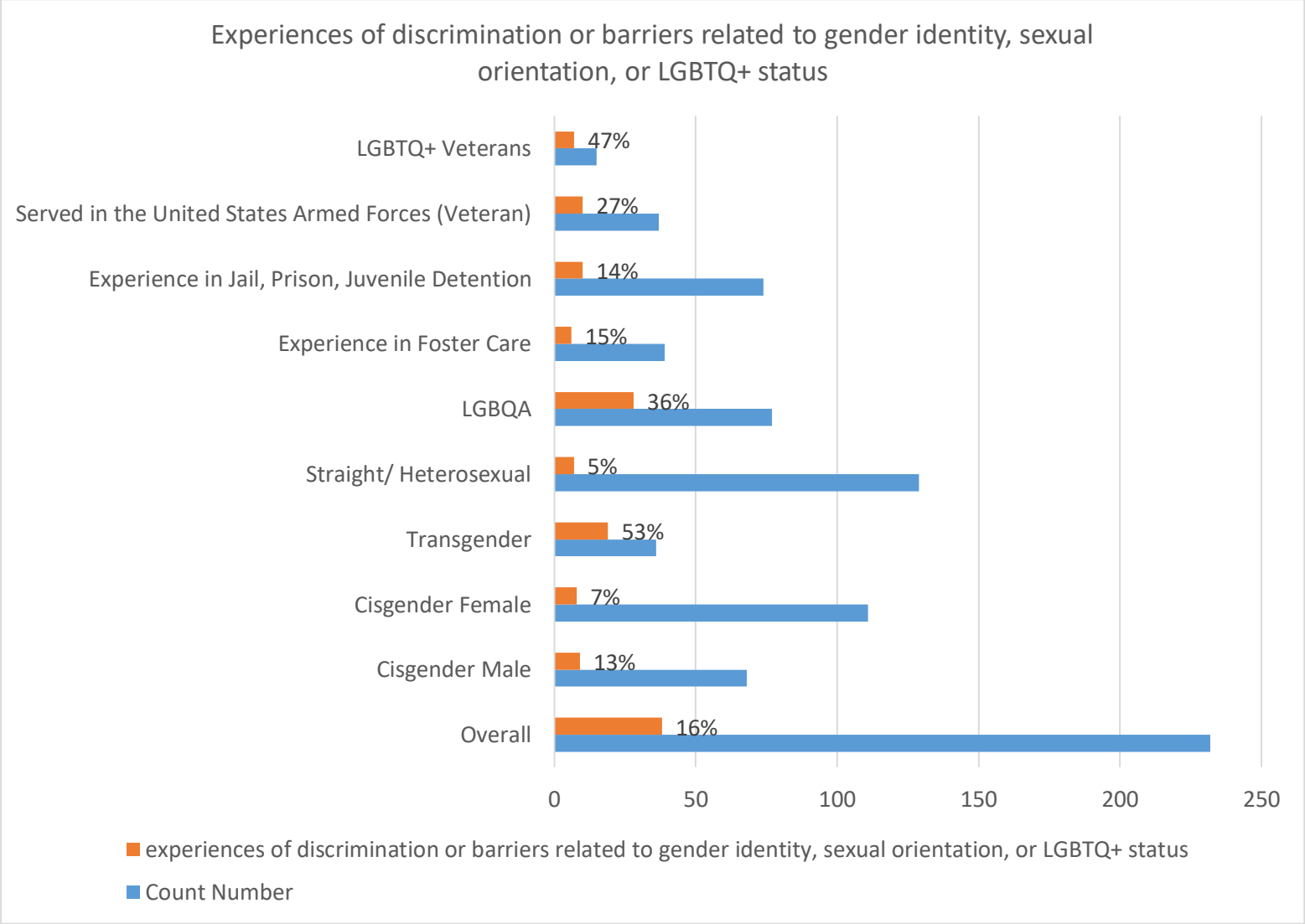
The top 5 barriers were consistent across most groups, though there was slight variation in the rankings within the top 5. The majority ranked personal safety concerns (1), personal privacy concerns (2), restrictive check in and check out times (3), overcrowding in shelter (4), unsanitary conditions in the shelter (5).

There were subsets of respondents that had different barriers in their top five barriers. The two barriers that rose into the top five for different groups were discrimination or barriers related to gender identity, sexual orientation, or LGBTQ+ status and being unable to shelter with a loved one.

LGBTQ+ Barriers

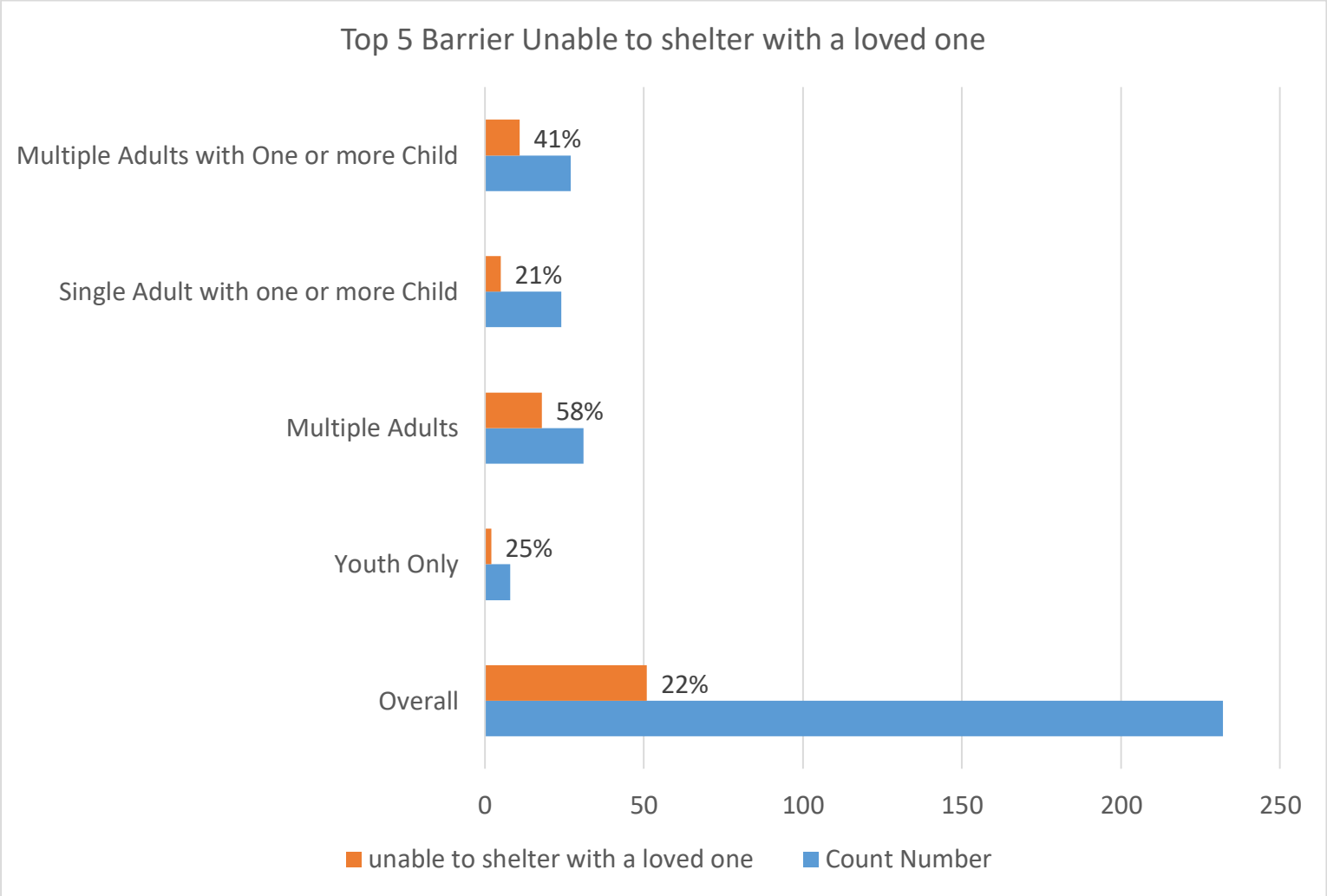
For transgender respondents, the second top barrier to shelter was experiences of discrimination or barriers related to gender identity, sexual orientation, or LGBTQ+ status. Similarly, for LGBQA+ respondents, the fourth top barrier to shelter was experiences of discrimination or barriers related to gender identity, sexual orientation, or LGBTQ+ status. For respondents with experiences in foster care, the fifth top barrier to shelter was experiences of discrimination or barriers related to gender identity, sexual orientation, or LGBTQ+ status. For respondents with experience in Jail, Prison, and Juvenile Detention, the third top barrier was experiences of discrimination or barriers related to gender identity, sexual orientation, or LGBTQ+ status. For Veterans, the third top barrier was experiences of discrimination or barriers related to gender identity, sexual orientation, or LGBTQ+ status. For LGBTQ+ Veterans, the fifth top barrier was experiences of discrimination or barriers related to gender identity, sexual orientation, or LGBTQ+ status.

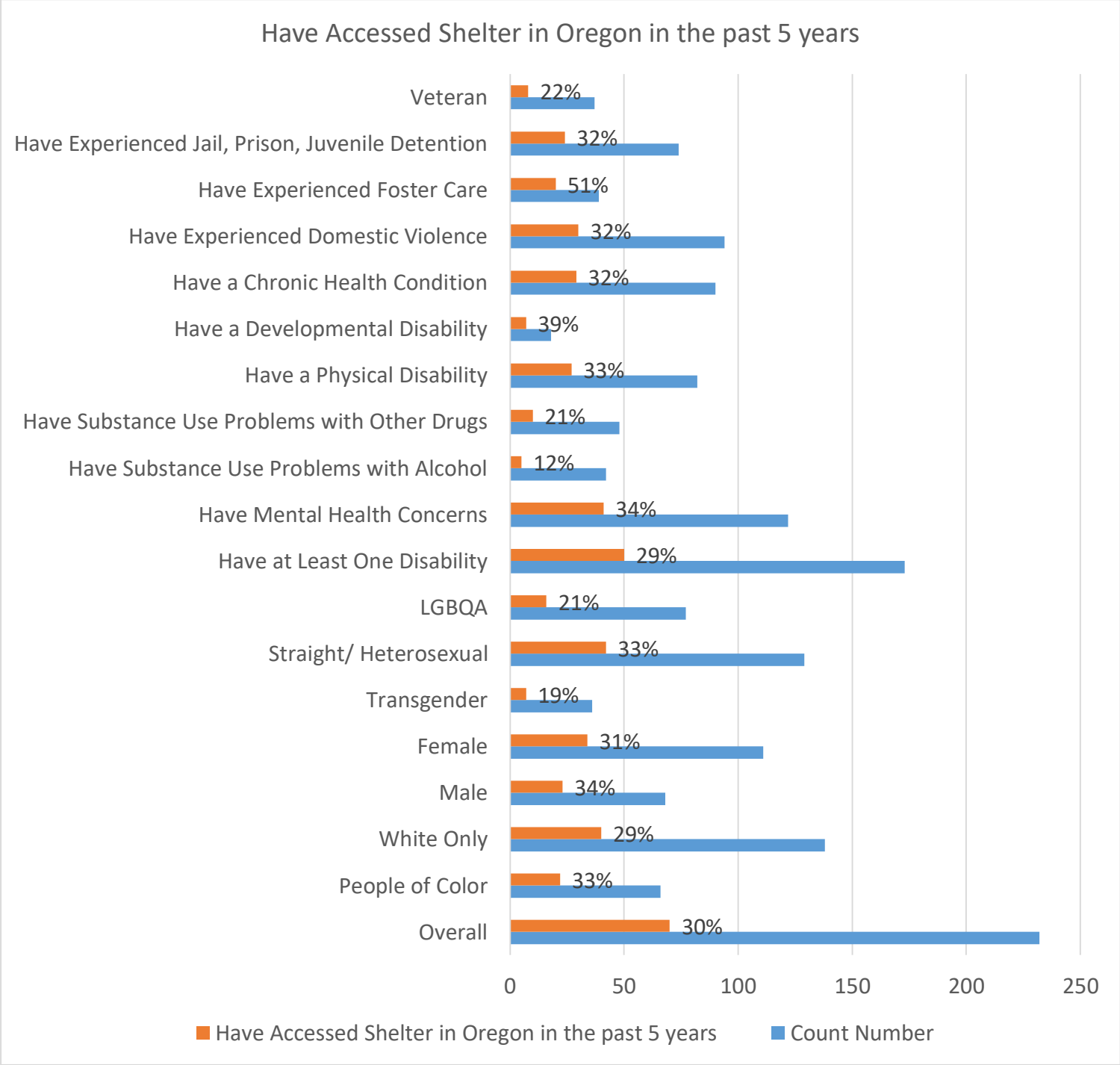
The prevalence of the barrier of experiences of discrimination or barriers related to gender identity, sexual orientation, or LGBTQ+ status among many sub groups is likely due to the overlaps in populations with LGBTQ+ people overrepresented in the military (Veterans) and in foster care, jail, prison, and juvenile detention. The overlap in people experiencing homelessness with experience in the military, foster care, jail, prison, and juvenile detention is well-documented, as is the LGBTQ+ population's overrepresentation in all of those settings. There were some respondents who are cisgender and straight who report being discriminated against because of their gender identity, sexual orientation, or LGBTQ+ status. In the write-in comments some respondents expressed they perceive they are being discriminated against because they do not fit into services targeted for women and children or for LGBTQ+ people.

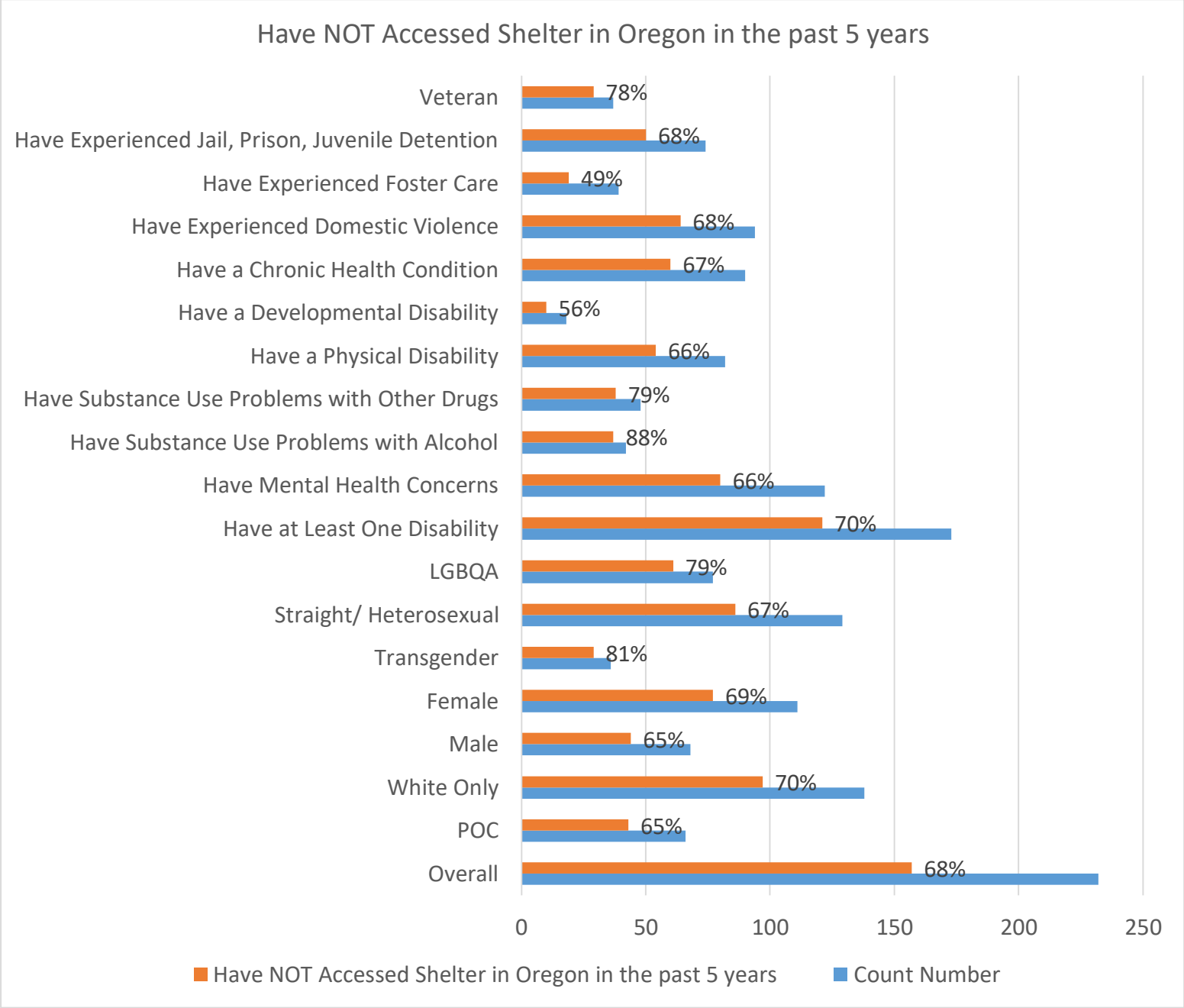

Experiences of discrimination or barriers related to gender identity, sexual orientation, or LGBTQ+ status
LGBTQ+ Veterans
Served in the United States Armed Forces (Veteran)
Experience in Jail, Prison, Juvenile Detention
Experience in Foster Care
LGBQA
Straight/ Heterosexual
Transgender
Cisgender Female
Cisgender Male
Overall
47%
27%
14%
15%
36%
5%
53%
7%
13%
16%
0
50
100
150
200
250
experiences of discrimination or barriers related to gender identity, sexual orientation, or LGBTQ+ status
Count Number

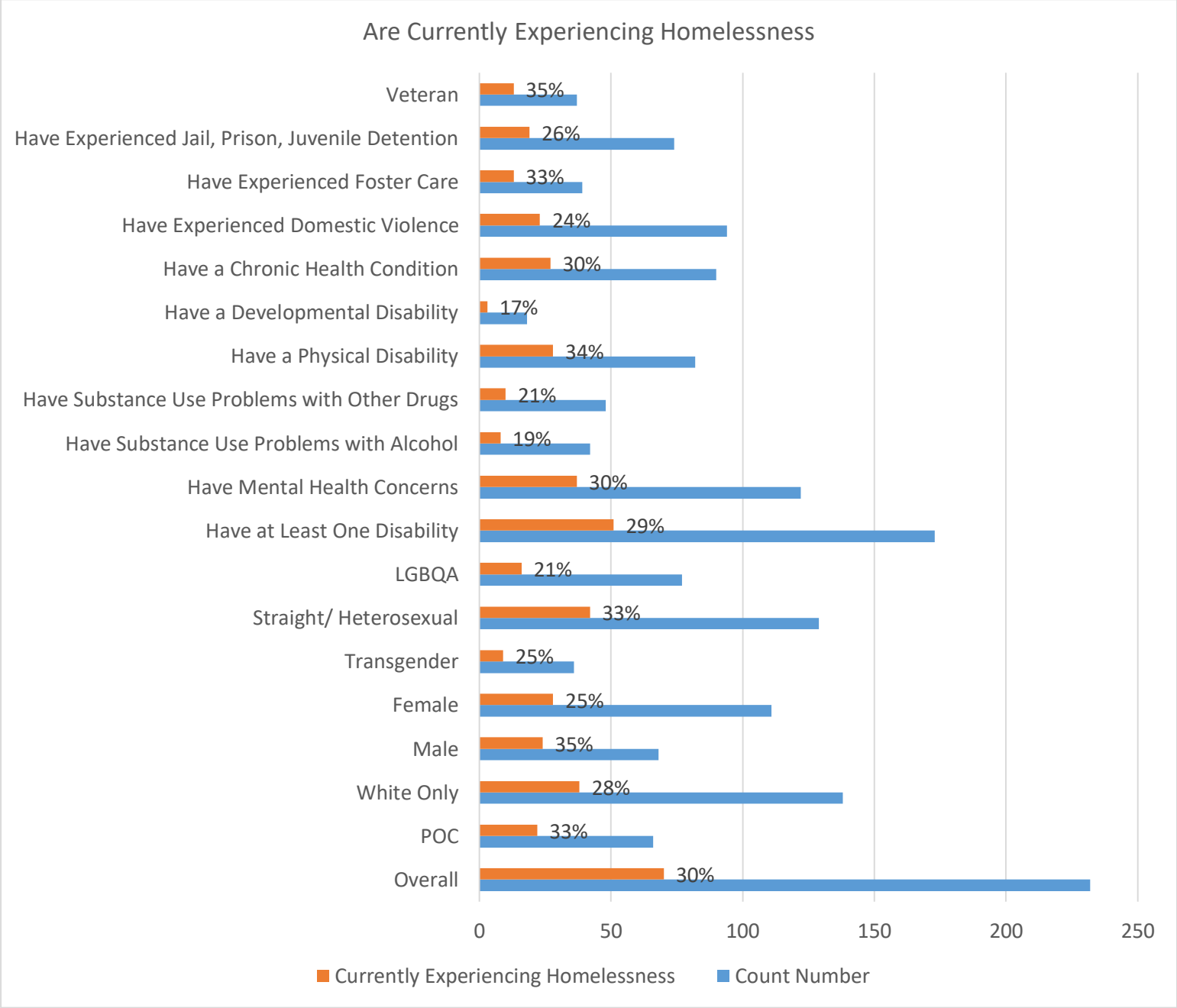
Unable to Shelter With A Loved One

Being unable to shelter with a loved one was a top barrier for respondents who typically seek shelter along with other people. This was a top five barrier for youth only (4th highest), multiple adults (3rd highest), single adults with one or more child (4th highest), and multiple adults with one or more child (2nd highest).




Have Accessed Shelter in Oregon in the past 5 years
Veteran
Have Experienced Jail, Prison, Juvenile Detention
Have Experienced Foster Care
Have Experienced Domestic Violence
Have a Chronic Health Condition
Have a Developmental Disability
Have a Physical Disability
Have Substance Use Problems with Other Drugs
Have Substance Use Problems with Alcohol
Have Mental Health Concerns
Have at Least One Disability
LGBQA
Straight/ Heterosexual
Transgender
Female
Male
White Only
People of Color
Overall
22%
32%
51%
32%
32%
39%
33%
21%
12%
34%
29%
21%
33%
19%
31%
34%
29%
33%
30%
0
50
100
150
200
250
Have Accessed Shelter in Oregon in the past 5 years
Count Number

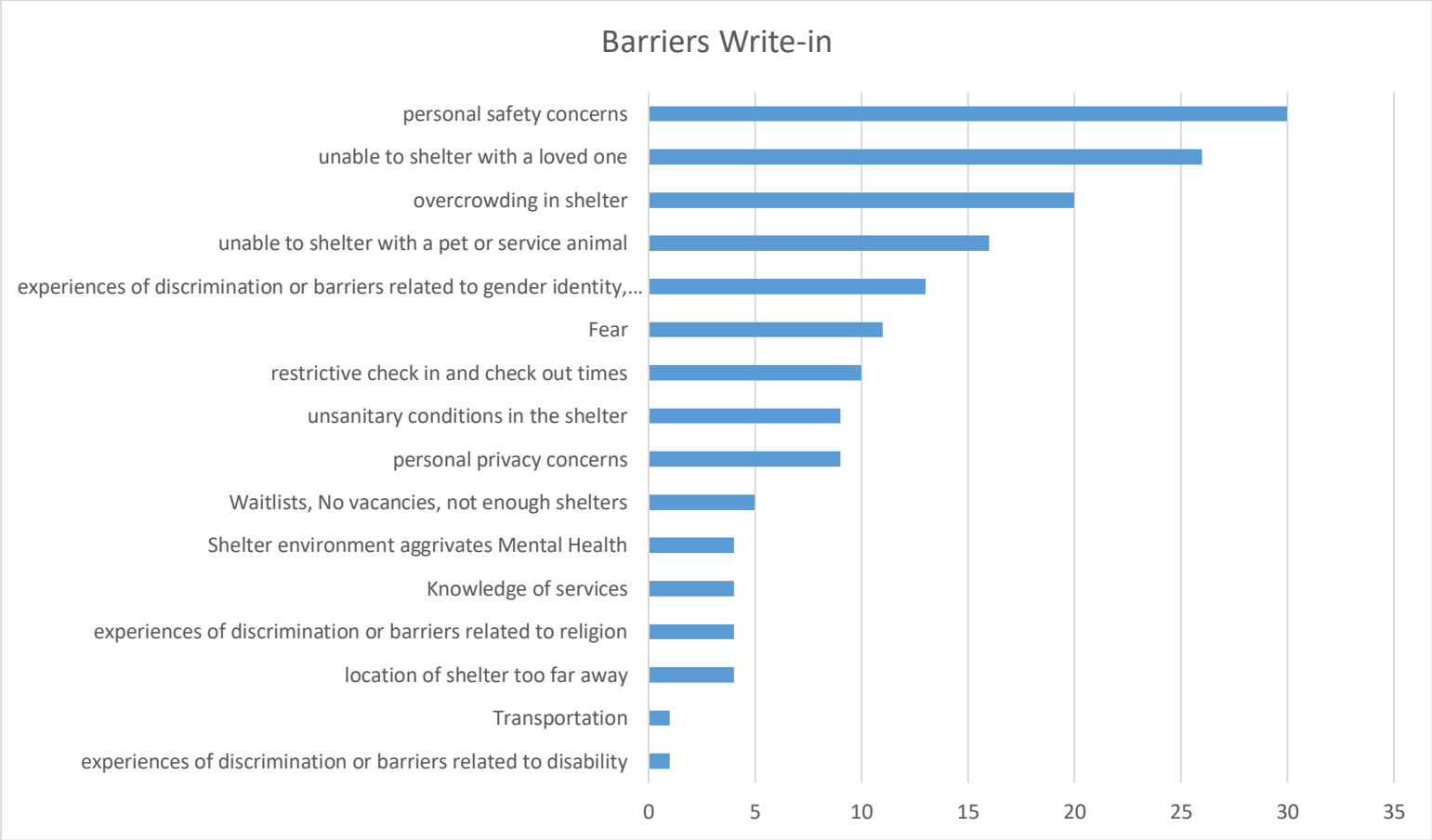

Have NOT Accessed Shelter in Oregon in the past 5 years
Veteran
Have Experienced Jail, Prison, Juvenile Detention
Have Experienced Foster Care
Have Experienced Domestic Violence
Have a Chronic Health Condition
Have a Developmental Disability
Have a Physical Disability
Have Substance Use Problems with Other Drugs
Have Substance Use Problems with Alcohol
Have Mental Health Concerns
Have at Least One Disability
LGBQA
Straight/ Heterosexual
Transgender
Female
Male
White Only
POC
Overall
78%
68%
49%
68%
67%
56%
66%
79%
88%
66%
70%
79%
67%
81%
69%
65%
70%
65%
68%
0
50
100
150
200
250
Have NOT Accessed Shelter in Oregon in the past 5 years
Count Number


Are Currently Experiencing Homelessness
Veteran
35%
Have Experienced Jail, Prison, Juvenile Detention
26%
Have Experienced Foster Care
33%
Have Experienced Domestic Violence
24%
Have a Chronic Health Condition
30%
Have a Developmental Disability
17%
Have a Physical Disability
34%
Have Substance Use Problems with Other Drugs
21%
Have Substance Use Problems with Alcohol
19%
Have Mental Health Concerns
30%
Have at Least One Disability
29%
LGBQA
21%
Straight/ Heterosexual
33%
Transgender
25%
Female
25%
Male
35%
White Only
28%
POC
33%
Overall
30%
0
50
100
150
200
250
Currently Experiencing Homelessness
Count Number

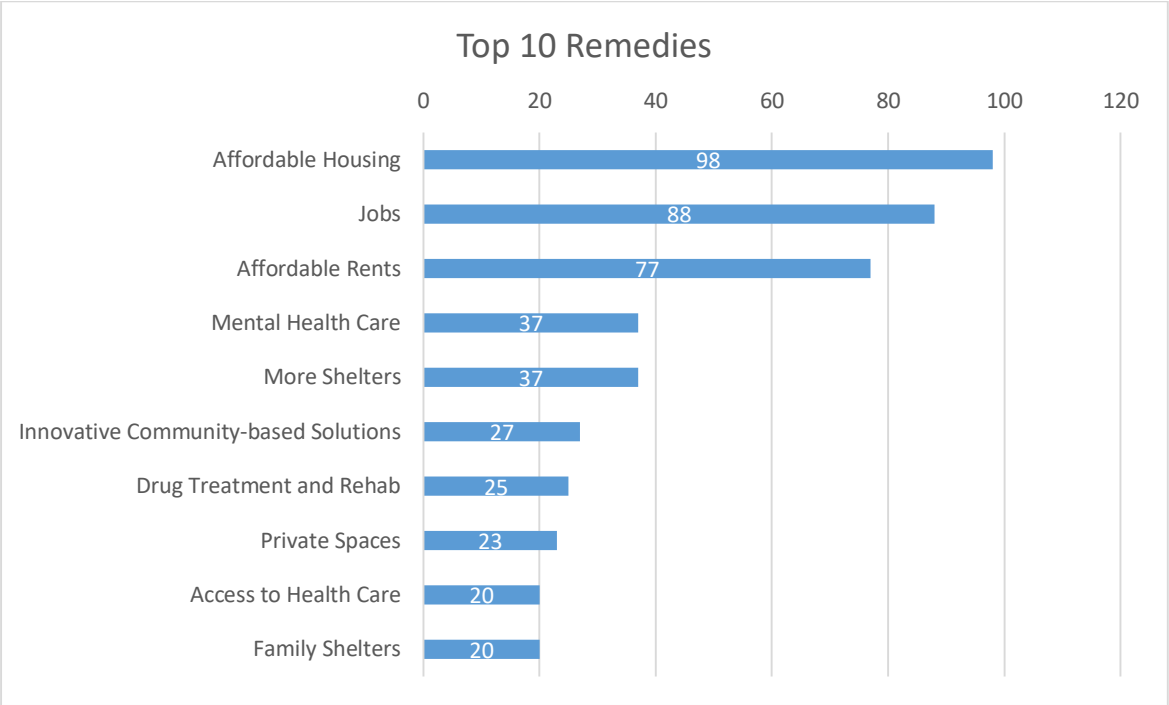
Barriers to Shelter

There were four write-in response questions in the survey.
1. If you have been unable to access shelters or have avoided staying in shelters, what are the top three main reasons why?
2. What could be done to make shelters accessible to you or make you comfortable or willing to stay in a shelter?
3. What would help decrease the number of people living outside or in unsheltered situations in Oregon?
4.What top three things are the most helpful in assisting someone to exit homelessness?
5. Do you have any final comments about how OHCS could improve shelters across Oregon?

The open-ended responses aligned with the other information collected in the survey. The reasons people were unable or avoided staying in shelters were.



The top 5 write-in responses for barriers were (1) personal safety concerns, (2) being unable to shelter with a loved one, (3) overcrowding in the shelter, (4) being unable to shelter with a pet or service animal, and (5) experiences of discrimination or barriers related to gender identity, sexual orientation, or LGBTQ+ status. Other common barriers named were fear, restrictive check in and check out times, unsanitary conditions in the shelter, personal privacy concerns, and waitlists and not enough shelters.



The top three remedies to experiencing homelessness were affordable housing (1), jobs (2), and affordable rents (3). The fact that many affordable housing developments are financially out of reach for most people experiencing homelessness was emphasized. The recommendation for affordable housing was to make it affordable, attainable, and accessible to people with extremely low incomes, fixed incomes, or no income. Within the recommendations about jobs it was emphasized that there is a need for more living wage jobs as well as more supports to help people find jobs. The recommendation to assist people in obtaining affordable rents included low barrier housing options for people with extremely low incomes, fixed incomes, or no income. The types of supports also included rent assistance, rapid re-housing, and help with security deposits. Policies such as rent control and the requirement to not exceed Fair Market Rents in market rate housing were also raised as suggestions.

The need for mental health care, more shelters, innovative community-based solutions, drug treatment and rehab, private spaces, access to health care, and family shelters were the next seven of the top 10 remedies.

The recommendations for improving access to shelters dovetailed nicely with the barriers that were identified in the survey. The barrier of personal privacy concerns could be remedied with more individual spaces and privacy options within the shelter. Some ideas for this were having single rooms, cubicles, privacy screens, and separate showers and toilets. It was recommended that the issue of restrictive check in and check out times be remedied with shelters that operate 24 hours and are open year-round. It was also suggested to supplement the available shelters that are only open at night with day centers so that people have a safe place to be during the day. It was suggested to offer less crowded shelters and to have more shelters. To combat unsanitary conditions in the shelter it was suggested to have more cleanliness and greater access to showers and laundry facilities within the shelters. For those experiencing a barrier of being unable to shelter with a loved one (or a pet or service animal) it was recommended to have more family shelters, shelters for couples, and shelters that allow pets and service animals. Providing storage for personal belongings and a safe place to store things during the day would resolve the barrier of inadequate storage space for possessions. Better locations of shelters and more shelters were suggested to address the issue of shelters being too far away. It was also recommended to provide transportation options to shelters. To address barriers of experiences of discrimination or barriers related to gender identity, sexual orientation, or LGBTQ+ status it was suggested to have inclusive policies and practices as well as LGBTQ+ specific services and LGBTQ+ competency trainings. For people experiencing barriers related to disability, it was suggested to provide accessible shelters and targeted services for

people with disabilities. Similarly, training and cultural competency for working with communities of color was suggested to address experiences of discrimination or barriers related to race, ethnicity, or national origin. It was also suggested that to address experiences of discrimination related to religion that more secular, non-religious shelter options be made available.

Transitional housing, Permanent Supportive Housing, and low or no barrier shelters were all suggested as different types of housing solutions that might work for different people at different times, depending on what their needs are. Best practices such as low or no barrier shelters, housing first, and harm reduction were recommended, as was more outreach to houseless community and solicitation of input into policy and program design. More staff training and better pay for staff was recommended. Ideas for trainings included trauma informed care, conflict resolution, and trainings on best practices in serving communities of color, LGBTQ+ communities, people with disabilities, and people with substance use disorders. Knowledge and awareness of services and navigation of services was identified as a key need for people experiencing homelessness. It was recommended that supportive services be provided to help people navigate the various systems and requirements of housing programs. Social workers, public health workers, medical social workers, housing case workers, case management, mental health workers, community health workers, peer support specialists, and peer mentors were all mentioned as important supports for people experiencing homelessness.

There were a variety of innovative community-based solutions proposed, such as self-governed tiny house villages, peer run service delivery, reclaiming vacant buildings and land for housing for houseless people, and utilizing small-scale scatter site villages and alternative dwelling types. The need for a variety of types of solutions that are individual and specific to each person and their needs was highlighted. Some respondents expressed that the shelter environment aggravates their mental health and anxiety issues and that a congregate environment will likely never be a good fit for them. There was a big emphasis on the importance of treating everyone with dignity and respect and honoring individual's choices and agency to decide what is best for themselves. There was also a focus on the hiring of houseless people and the inclusion of houseless people in the design of shelters and policies. Another major theme was the importance of connection to community and a sense of belonging. The importance of respect, compassion, understanding, empathy, hope, empowerment, and kindness was also noted as a key element for helping people navigate the experience of homelessness. There were recommendations to proactively address the criminalization of poverty and homelessness and to address housing as a human right.

The need for more money was prevalent in responses. Other suggestions to help were education on debt management, financial education, rent well classes, and assistance with removing credit and criminal history barriers. It was suggested to consider ways to help people find roommates and to design programs so that people who are receiving assistance can have roommates. The importance of fostering relationships and connections with sympathetic landlords was noted. Assistance with furthering one's education, providing childcare, and help with accessing housing after incarceration were other areas identified.

APPENDIX D: HOUSING INVENTORY CHART AND POINT IN TIME FOR OREGON COCS

HUD 2018 Continuum of Care Homeless Assistance Programs
Housing Inventory Count Report

Important Notes About This Data:This report is based on information provided to HUD by Continuums of Care in the 2018 Continuum of Care application and has not been independently verified by HUD. CoCs were instructed to collect data for a point-in-time during the last week of January 2018. For inquiries about data reported by a specific Continuum of Care, please contact that jurisdiction directly. CoC contact information can be found on the HUD Exchange web site (https://www.hudexchange.info/grantees/). In some cases, a community may have listed a program in the Housing Inventory Count but did not provide sufficient information/detail for HUD to understand the number of beds/units available and the target population served. Those programs have been removed for the purposes of this report.

State: Oregon

Summary of all beds reported, aggregated to the state level:

								Subset of Total Bed Inventory		
	Family Units[1]	Family Beds[1]	Adult-Only Beds	Child-Only Beds	Total Yr-Round Beds	Seasonal	Overflow / Voucher	Chronic Beds[2]	Veteran Beds[3]	Youth Beds[3]
Emergency, Safe Haven and Transitional Housing	**720**	**2,024**	**4,262**	**133**	**6,419**	**504**	**104**	**n/a**	**321**	**436**
Emergency Shelter	434	1,234	2,837	103	4,174	504	104	n/a	48	230
Safe Haven	n/a	n/a	10	n/a	10	n/a	n/a	n/a	0	0
Transitional Housing	286	790	1,415	30	2,235	n/a	n/a	n/a	273	206
Permanent Housing	**1,924**	**5,852**	**5,383**	**2**	**11,237**	**n/a**	**n/a**	**n/a**	**2,628**	**109**
Permanent Supportive Housing*	1,065	3,007	4,419	0	7,426	n/a	n/a	2,562	2,097	55
Rapid Re-Housing	834	2,767	852	2	3,621	n/a	n/a	n/a	531	54
Other Permanent Housing**	25	78	112	0	190	n/a	n/a	n/a	0	0
Grand Total	**2,644**	**7,876**	**9,645**	**135**	**17,656**	**504**	**104**	**2,562**	**2,949**	**545**

Summary of all beds reported by Continuum of Care:

CoC Number: OR-500

CoC Name: Eugene, Springfield/Lane County CoC

								Subset of Total Bed Inventory		
	Family Units[1]	Family Beds[1]	Adult-Only Beds	Child-Only Beds	Total Yr-Round Beds	Seasonal	Overflow / Voucher	Chronic Beds[2]	Veteran Beds[3]	Youth Beds[3]
Emergency, Safe Haven and Transitional Housing	**41**	**126**	**368**	**12**	**506**	**64**	**0**	**n/a**	**26**	**22**
Emergency Shelter	20	63	335	12	410	64	0	n/a	4	12
Transitional Housing	21	63	33	0	96	n/a	n/a	n/a	22	10
Permanent Housing	**100**	**328**	**482**	**0**	**810**	**n/a**	**n/a**	**188**	**330**	**8**
Permanent Supportive Housing*	54	175	419	0	594	n/a	n/a	188	299	0
Rapid Re-Housing	46	153	63	0	216	n/a	n/a	n/a	31	8
Grand Total	**141**	**454**	**850**	**12**	**1,316**	**64**	**0**	**188**	**356**	**30**

*HUD's point-in-time count does not include persons or beds in Permanent Supportive Housing as currently homeless.
**Other Permanent Housing (OPH) - consists of PH - Housing with Services (no disability required for entry) and PH - Housing Only, as identified in the 2017 HMIS Data Standards.
[1]Family Units and Family Beds categories include units and beds for households with one adult and at least one child under age 18.
[2]Chronic Beds include beds in Permanent Supportive Housing dedicated to serve chronically homeless persons.
[3]Veteran Beds and Youth Beds, respectively, include beds dedicated to serve homeless veterans and their families, and include beds dedicated to housing homeless youth age 24 and younger.

HUD 2018 Continuum of Care Homeless Assistance Programs
Housing Inventory Count Report

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CoC Number: OR-501

CoC Name: Portland, Gresham/Multnomah County CoC

								Subset of Total Bed Inventory		
	Family Units[1]	Family Beds[1]	Adult-Only Beds	Child-Only Beds	Total Yr-Round Beds	Seasonal	Overflow / Voucher	Chronic Beds[2]	Veteran Beds[3]	Youth Beds[3]
Emergency, Safe Haven and Transitional Housing	**162**	**486**	**1,837**	**6**	**2,329**	**147**	**34**	**n/a**	**139**	**139**
Emergency Shelter	146	444	1,296	2	1,742	147	34	n/a	29	70
Transitional Housing	16	42	541	4	587	n/a	n/a	n/a	110	69
Permanent Housing	**1,042**	**3,391**	**3,299**	**0**	**6,690**	**n/a**	**n/a**	**1,769**	**878**	**95**
Permanent Supportive Housing*	567	1,867	2,940	0	4,807	n/a	n/a	1,769	822	51
Rapid Re-Housing	475	1,524	359	0	1,883	n/a	n/a	n/a	56	44
Grand Total	**1,204**	**3,877**	**5,136**	**6**	**9,019**	**147**	**34**	**1,769**	**1,017**	**234**

CoC Number: OR-502

CoC Name: Medford, Ashland/Jackson County CoC

								Subset of Total Bed Inventory		
	Family Units[1]	Family Beds[1]	Adult-Only Beds	Child-Only Beds	Total Yr-Round Beds	Seasonal	Overflow / Voucher	Chronic Beds[2]	Veteran Beds[3]	Youth Beds[3]
Emergency, Safe Haven and Transitional Housing	**45**	**114**	**230**	**4**	**348**	**93**	**0**	**n/a**	**59**	**40**
Emergency Shelter	26	67	100	4	171	93	0	n/a	10	16
Transitional Housing	19	47	130	0	177	n/a	n/a	n/a	49	24
Permanent Housing	**202**	**287**	**246**	**0**	**533**	**n/a**	**n/a**	**104**	**385**	**0**
Permanent Supportive Housing*	192	254	192	0	446	n/a	n/a	104	313	0
Rapid Re-Housing	10	33	54	0	87	n/a	n/a	n/a	72	0
Grand Total	**247**	**401**	**476**	**4**	**881**	**93**	**0**	**104**	**444**	**40**

*HUD's point-in-time count does not include persons or beds in Permanent Supportive Housing as currently homeless.
**Other Permanent Housing (OPH) - consists of PH - Housing with Services (no disability required for entry) and PH - Housing Only, as identified in the 2017 HMIS Data Standards.
[1]Family Units and Family Beds categories include units and beds for households with one adult and at least one child under age 18.
[2]Chronic Beds include beds in Permanent Supportive Housing dedicated to serve chronically homeless persons.
[3]Veteran Beds and Youth Beds, respectively, include beds dedicated to serve homeless veterans and their families, and include beds dedicated to housing homeless youth age 24 and younger.

HUD 2018 Continuum of Care Homeless Assistance Programs
Housing Inventory Count Report

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CoC Number: OR-503

CoC Name: Central Oregon CoC

								Subset of Total Bed Inventory		
	Family Units[1]	Family Beds[1]	Adult-Only Beds	Child-Only Beds	Total Yr-Round Beds	Seasonal	Overflow / Voucher	Chronic Beds[2]	Veteran Beds[3]	Youth Beds[3]
Emergency, Safe Haven and Transitional Housing	**19**	**68**	**203**	**33**	**304**	**82**	**5**	**n/a**	**11**	**52**
Emergency Shelter	17	64	162	27	253	82	5	n/a	5	37
Transitional Housing	2	4	41	6	51	n/a	n/a	n/a	6	15
Permanent Housing	**48**	**150**	**109**	**0**	**259**	**n/a**	**n/a**	**142**	**123**	**0**
Permanent Supportive Housing*	13	33	109	0	142	n/a	n/a	142	123	0
Rapid Re-Housing	35	117	0	0	117	n/a	n/a	n/a	0	0
Grand Total	**67**	**218**	**312**	**33**	**563**	**82**	**5**	**142**	**134**	**52**

CoC Number: OR-505

CoC Name: Oregon Balance of State CoC

								Subset of Total Bed Inventory		
	Family Units[1]	Family Beds[1]	Adult-Only Beds	Child-Only Beds	Total Yr-Round Beds	Seasonal	Overflow / Voucher	Chronic Beds[2]	Veteran Beds[3]	Youth Beds[3]
Emergency, Safe Haven and Transitional Housing	**400**	**1,067**	**1,517**	**76**	**2,660**	**114**	**0**	**n/a**	**0**	**140**
Emergency Shelter	200	501	938	56	1,495	114	0	n/a	0	90
Transitional Housing	200	566	579	20	1,165	n/a	n/a	n/a	0	50
Permanent Housing	**366**	**1,138**	**726**	**2**	**1,866**	**n/a**	**n/a**	**n/a**	**544**	**2**
Permanent Supportive Housing*	154	401	260	0	661	n/a	n/a	96	233	0
Rapid Re-Housing	187	659	354	2	1,015	n/a	n/a	n/a	311	2
Other Permanent Housing**	25	78	112	0	190	n/a	n/a	n/a	0	0
Grand Total	**766**	**2,205**	**2,243**	**78**	**4,526**	**114**	**0**	**96**	**544**	**142**

*HUD's point-in-time count does not include persons or beds in Permanent Supportive Housing as currently homeless.
**Other Permanent Housing (OPH) - consists of PH - Housing with Services (no disability required for entry) and PH - Housing Only, as identified in the 2017 HMIS Data Standards.
[1]Family Units and Family Beds categories include units and beds for households with one adult and at least one child under age 18.
[2]Chronic Beds include beds in Permanent Supportive Housing dedicated to serve chronically homeless persons.
[3]Veteran Beds and Youth Beds, respectively, include beds dedicated to serve homeless veterans and their families, and include beds dedicated to housing homeless youth age 24 and younger.

HUD 2018 Continuum of Care Homeless Assistance Programs
Housing Inventory Count Report

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CoC Number: OR-506

CoC Name: Hillsboro, Beaverton/Washington County CoC

								Subset of Total Bed Inventory		
	Family Units[1]	Family Beds[1]	Adult-Only Beds	Child-Only Beds	Total Yr-Round Beds	Seasonal	Overflow / Voucher	Chronic Beds[2]	Veteran Beds[3]	Youth Beds[3]
Emergency, Safe Haven and Transitional Housing	**40**	**132**	**93**	**2**	**227**	**4**	**0**	**n/a**	**86**	**16**
Emergency Shelter	23	89	6	2	97	4	0	n/a	0	5
Safe Haven	n/a	n/a	10	n/a	10	n/a	n/a	n/a	0	0
Transitional Housing	17	43	77	0	120	n/a	n/a	n/a	86	11
Permanent Housing	**80**	**291**	**325**	**0**	**616**	**n/a**	**n/a**	**168**	**233**	**0**
Permanent Supportive Housing*	39	141	316	0	457	n/a	n/a	168	199	0
Rapid Re-Housing	41	150	9	0	159	n/a	n/a	n/a	34	0
Grand Total	**120**	**423**	**418**	**2**	**843**	**4**	**0**	**168**	**319**	**16**

CoC Number: OR-507

CoC Name: Clackamas County CoC

								Subset of Total Bed Inventory		
	Family Units[1]	Family Beds[1]	Adult-Only Beds	Child-Only Beds	Total Yr-Round Beds	Seasonal	Overflow / Voucher	Chronic Beds[2]	Veteran Beds[3]	Youth Beds[3]
Emergency, Safe Haven and Transitional Housing	**13**	**31**	**14**	**0**	**45**	**0**	**65**	**n/a**	**0**	**27**
Emergency Shelter	2	6	0	0	6	0	65	n/a	0	0
Transitional Housing	11	25	14	0	39	n/a	n/a	n/a	0	27
Permanent Housing	**86**	**267**	**196**	**0**	**463**	**n/a**	**n/a**	**95**	**135**	**4**
Permanent Supportive Housing*	46	136	183	0	319	n/a	n/a	95	108	4
Rapid Re-Housing	40	131	13	0	144	n/a	n/a	n/a	27	0
Grand Total	**99**	**298**	**210**	**0**	**508**	**0**	**65**	**95**	**135**	**31**

*HUD's point-in-time count does not include persons or beds in Permanent Supportive Housing as currently homeless.
**Other Permanent Housing (OPH) - consists of PH - Housing with Services (no disability required for entry) and PH - Housing Only, as identified in the 2017 HMIS Data Standards.
[1]Family Units and Family Beds categories include units and beds for households with one adult and at least one child under age 18.
[2]Chronic Beds include beds in Permanent Supportive Housing dedicated to serve chronically homeless persons.
[3]Veteran Beds and Youth Beds, respectively, include beds dedicated to serve homeless veterans and their families, and include beds dedicated to housing homeless youth age 24 and younger.

HUD 2018 Continuum of Care Homeless Assistance Programs Homeless Populations and Subpopulations

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OR-500 Eugene, Springfield/Lane County CoC

Point-in Time Date: 1/31/2018

Summary by household type reported:

	Sheltered			
	Emergency Shelter	Transitional Housing*	Unsheltered	Total
Households without children[1]	321	29	986	1,336
Households with at least one adult and one child[2]	22	22	32	76
Households with only children[3]	13	0	12	25
Total Homeless Households	**356**	**51**	**1,030**	**1,437**

Summary of persons in each household type:

Persons in households without children[1]	**325**	**31**	**1,009**	**1,365**
Persons Age 18 to 24	15	9	87	111
Persons Over Age 24	310	22	922	1,254
Persons in households with at least one adult and one child[2]	**74**	**64**	**113**	**251**
Children Under Age 18	42	36	66	144
Persons Age 18 to 24	1	1	3	5
Persons Over Age 24	31	27	44	102
Persons in households with only children[3]	**13**	**0**	**12**	**25**
Total Homeless Persons	**412**	**95**	**1,134**	**1,641**

Demographic summary by ethnicity:

	Sheltered			
	Emergency Shelter	Transitional Housing*	Unsheltered	Total
Hispanic / Latino	41	12	95	148
Non-Hispanic / Non- Latino	371	83	1,039	1,493
Total	**412**	**95**	**1,134**	**1,641**

Demographic summary by gender:

Female	118	46	380	544
Male	293	49	741	1,083
Transgender	1	0	5	6
Gender Non-Conforming (i.e. not exclusively male or female)	0	0	8	8
Total	**412**	**95**	**1,134**	**1,641**

* Safe Haven programs are included in the Transitional Housing category.

[1]This category includes single adults, adult couples with no children, and groups of adults.
[2]This category includes households with one adult and at least one child under age 18.
[3]This category includes persons under age 18, including children in one-child households, adolescent parents and their children, adolescent siblings, or other household configurations composed only of children.

HUD 2018 Continuum of Care Homeless Assistance Programs Homeless Populations and Subpopulations

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Demographic summary by race:

	Sheltered			
	Emergency Shelter	**Transitional Housing***	**Unsheltered**	**Total**
Black or African-American	20	2	26	48
White	331	81	920	1,332
Asian	7	0	5	12
American Indian or Alaska Native	17	5	36	58
Native Hawaiian or Other Pacific Islander	5	0	5	10
Multiple Races	32	7	142	181
Total	**412**	**95**	**1,134**	**1,641**

Summary of chronically homeless households by household type reported:

	Sheltered			
	Emergency Shelter	**Transitional Housing***	**Unsheltered**	**Total**
Chronically Homeless households with at least one adult and one child[2]	3	0	9	12

Summary of chronically homeless persons in each household type:

Chronically Homeless persons in households without children[1]	104	0	571	675
Chronically Homeless persons in households with at least one adult and one child[2]	7	0	28	35
Chronically Homeless persons in households with only children[3]	1	0	1	2
Total Chronically Homeless Persons	**112**	**0**	**600**	**712**

Summary of all other populations reported:

Severely Mentally Ill	100	21	426	547
Chronic Substance Abuse	62	11	339	412
Veterans	35	18	120	173
HIV/AIDS	0	0	14	14
Victims of Domestic Violence	8	7	25	40
Unaccompanied Youth	25	9	98	132
Unaccompanied Youth Under 18	13	0	12	25
Unaccompanied Youth 18-24	12	9	86	107
Parenting Youth	0	1	1	2
Parenting Youth Under 18	0	0	0	0
Parenting Youth 18-24	0	1	1	2
Children of Parenting Youth	0	1	1	2

* Safe Haven programs are included in the Transitional Housing category.

[1]This category includes single adults, adult couples with no children, and groups of adults.
[2]This category includes households with one adult and at least one child under age 18.
[3]This category includes persons under age 18, including children in one-child households, adolescent parents and their children, adolescent siblings, or other household configurations composed only of children.

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OR-501 Portland, Gresham/Multnomah County CoC

Point-in Time Date: 1/31/2018

Summary by household type reported:

	Sheltered			
	Emergency Shelter	Transitional Housing*	Unsheltered	Total
Households without children[1]	1,288	504	1,460	3,252
Households with at least one adult and one child[2]	150	15	28	193
Households with only children[3]	4	1	7	12
Total Homeless Households	**1,442**	**520**	**1,495**	**3,457**

Summary of persons in each household type:

Persons in households without children[1]	**1,294**	**504**	**1,583**	**3,381**
Persons Age 18 to 24	112	65	124	301
Persons Over Age 24	1,182	439	1,459	3,080
Persons in households with at least one adult and one child[2]	**506**	**42**	**77**	**625**
Children Under Age 18	292	25	43	360
Persons Age 18 to 24	21	7	5	33
Persons Over Age 24	193	10	29	232
Persons in households with only children[3]	**4**	**1**	**8**	**13**
Total Homeless Persons	**1,804**	**547**	**1,668**	**4,019**

Demographic summary by ethnicity:

	Sheltered			
	Emergency Shelter	Transitional Housing*	Unsheltered	Total
Hispanic / Latino	230	43	182	455
Non-Hispanic / Non- Latino	1,574	504	1,486	3,564
Total	**1,804**	**547**	**1,668**	**4,019**

Demographic summary by gender:

Female	837	154	512	1,503
Male	936	383	1,133	2,452
Transgender	25	6	12	43
Gender Non-Conforming (i.e. not exclusively male or female)	6	4	11	21
Total	**1,804**	**547**	**1,668**	**4,019**

* Safe Haven programs are included in the Transitional Housing category.

[1]This category includes single adults, adult couples with no children, and groups of adults.
[2]This category includes households with one adult and at least one child under age 18.
[3]This category includes persons under age 18, including children in one-child households, adolescent parents and their children, adolescent siblings, or other household configurations composed only of children.

HUD 2018 Continuum of Care Homeless Assistance Programs Homeless Populations and Subpopulations

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Demographic summary by race:

	Sheltered			
	Emergency Shelter	**Transitional Housing***	**Unsheltered**	**Total**
Black or African-American	276	98	153	527
White	1,189	384	1,225	2,798
Asian	31	4	9	44
American Indian or Alaska Native	73	29	121	223
Native Hawaiian or Other Pacific Islander	46	1	19	66
Multiple Races	189	31	141	361
Total	**1,804**	**547**	**1,668**	**4,019**

Summary of chronically homeless households by household type reported:

	Sheltered			
	Emergency Shelter	**Transitional Housing***	**Unsheltered**	**Total**
Chronically Homeless households with at least one adult and one child[2]	14	0	7	21

Summary of chronically homeless persons in each household type:

Chronically Homeless persons in households without children[1]	411	0	901	1,312
Chronically Homeless persons in households with at least one adult and one child[2]	56	0	16	72
Chronically Homeless persons in households with only children[3]	0	0	0	0
Total Chronically Homeless Persons	**467**	**0**	**917**	**1,384**

Summary of all other populations reported:

Severely Mentally Ill	217	160	747	1,124
Chronic Substance Abuse	131	233	626	990
Veterans	141	124	183	448
HIV/AIDS	21	6	24	51
Victims of Domestic Violence	150	17	590	757
Unaccompanied Youth	116	66	132	314
Unaccompanied Youth Under 18	4	1	8	13
Unaccompanied Youth 18-24	112	65	124	301
Parenting Youth	9	6	4	19
Parenting Youth Under 18	0	0	0	0
Parenting Youth 18-24	9	6	4	19
Children of Parenting Youth	12	5	4	21

* Safe Haven programs are included in the Transitional Housing category.

[1]This category includes single adults, adult couples with no children, and groups of adults.
[2]This category includes households with one adult and at least one child under age 18.
[3]This category includes persons under age 18, including children in one-child households, adolescent parents and their children, adolescent siblings, or other household configurations composed only of children.

HUD 2018 Continuum of Care Homeless Assistance Programs Homeless Populations and Subpopulations

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OR-502 Medford, Ashland/Jackson County CoC

Point-in Time Date: 1/22/2018

Summary by household type reported:

	Sheltered			
	Emergency Shelter	Transitional Housing*	Unsheltered	Total
Households without children[1]	177	109	283	569
Households with at least one adult and one child[2]	14	21	4	39
Households with only children[3]	9	5	0	14
Total Homeless Households	**200**	**135**	**287**	**622**

Summary of persons in each household type:

Persons in households without children[1]	**183**	**109**	**317**	**609**
Persons Age 18 to 24	10	12	27	49
Persons Over Age 24	173	97	290	560
Persons in households with at least one adult and one child[2]	**48**	**48**	**12**	**108**
Children Under Age 18	27	27	4	58
Persons Age 18 to 24	2	10	0	12
Persons Over Age 24	19	11	8	38
Persons in households with only children[3]	**9**	**6**	**0**	**15**
Total Homeless Persons	**240**	**163**	**329**	**732**

Demographic summary by ethnicity:

	Sheltered			
	Emergency Shelter	Transitional Housing*	Unsheltered	Total
Hispanic / Latino	33	15	24	72
Non-Hispanic / Non- Latino	207	148	305	660
Total	**240**	**163**	**329**	**732**

Demographic summary by gender:

Female	79	55	103	237
Male	155	107	224	486
Transgender	1	0	0	1
Gender Non-Conforming (i.e. not exclusively male or female)	5	1	2	8
Total	**240**	**163**	**329**	**732**

* Safe Haven programs are included in the Transitional Housing category.

[1]This category includes single adults, adult couples with no children, and groups of adults.
[2]This category includes households with one adult and at least one child under age 18.
[3]This category includes persons under age 18, including children in one -child households, adolescent parents and their children, adolescent siblings, or other household configurations composed only of children.

HUD 2018 Continuum of Care Homeless Assistance Programs Homeless Populations and Subpopulations

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Demographic summary by race:

	Sheltered			
	Emergency Shelter	**Transitional Housing***	**Unsheltered**	**Total**
Black or African-American	11	8	6	25
White	200	144	294	638
Asian	0	1	1	2
American Indian or Alaska Native	17	0	10	27
Native Hawaiian or Other Pacific Islander	2	7	2	11
Multiple Races	10	3	16	29
Total	**240**	**163**	**329**	**732**

Summary of chronically homeless households by household type reported:

	Sheltered			
	Emergency Shelter	**Transitional Housing***	**Unsheltered**	**Total**
Chronically Homeless households with at least one adult and one child[2]	1	0	3	4

Summary of chronically homeless persons in each household type:

Chronically Homeless persons in households without children[1]	63	0	182	245
Chronically Homeless persons in households with at least one adult and one child[2]	4	0	10	14
Chronically Homeless persons in households with only children[3]	0	0	0	0
Total Chronically Homeless Persons	**67**	**0**	**192**	**259**

Summary of all other populations reported:

Severely Mentally Ill	38	6	105	149
Chronic Substance Abuse	30	14	77	121
Veterans	33	49	34	116
HIV/AIDS	5	1	2	8
Victims of Domestic Violence	12	1	0	13
Unaccompanied Youth	19	18	27	64
Unaccompanied Youth Under 18	9	6	0	15
Unaccompanied Youth 18-24	10	12	27	49
Parenting Youth	1	10	0	11
Parenting Youth Under 18	0	0	0	0
Parenting Youth 18-24	1	10	0	11
Children of Parenting Youth	1	12	0	13

* Safe Haven programs are included in the Transitional Housing category.

[1]This category includes single adults, adult couples with no children, and groups of adults.
[2]This category includes households with one adult and at least one child under age 18.
[3]This category includes persons under age 18, including children in one-child households, adolescent parents and their children, adolescent siblings, or other household configurations composed only of children.

HUD 2018 Continuum of Care Homeless Assistance Programs Homeless Populations and Subpopulations

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OR-503 Central Oregon CoC

Point-in Time Date: 1/24/2018

Summary by household type reported:

	Sheltered			
	Emergency Shelter	Transitional Housing*	Unsheltered	Total
Households without children[1]	133	34	328	495
Households with at least one adult and one child[2]	11	2	49	62
Households with only children[3]	5	3	7	15
Total Homeless Households	**149**	**39**	**384**	**572**

Summary of persons in each household type:

Persons in households without children[1]	**156**	**34**	**383**	**573**
Persons Age 18 to 24	20	14	49	83
Persons Over Age 24	136	20	334	490
Persons in households with at least one adult and one child[2]	**30**	**4**	**165**	**199**
Children Under Age 18	17	2	90	109
Persons Age 18 to 24	2	2	7	11
Persons Over Age 24	11	0	68	79
Persons in households with only children[3]	**5**	**3**	**7**	**15**
Total Homeless Persons	**191**	**41**	**555**	**787**

Demographic summary by ethnicity:

	Sheltered			
	Emergency Shelter	Transitional Housing*	Unsheltered	Total
Hispanic / Latino	18	5	20	43
Non-Hispanic / Non- Latino	173	36	535	744
Total	**191**	**41**	**555**	**787**

Demographic summary by gender:

Female	53	13	212	278
Male	138	24	339	501
Transgender	0	4	4	8
Gender Non-Conforming (i.e. not exclusively male or female)	0	0	0	0
Total	**191**	**41**	**555**	**787**

* Safe Haven programs are included in the Transitional Housing category.

[1]This category includes single adults, adult couples with no children, and groups of adults.
[2]This category includes households with one adult and at least one child under age 18.
[3]This category includes persons under age 18, including children in one-child households, adolescent parents and their children, adolescent siblings, or other household configurations composed only of children.

HUD 2018 Continuum of Care Homeless Assistance Programs Homeless Populations and Subpopulations

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Demographic summary by race:

	Sheltered			
	Emergency Shelter	**Transitional Housing***	**Unsheltered**	**Total**
Black or African-American	4	1	9	14
White	169	35	484	688
Asian	0	0	0	0
American Indian or Alaska Native	9	3	55	67
Native Hawaiian or Other Pacific Islander	2	0	3	5
Multiple Races	7	2	4	13
Total	**191**	**41**	**555**	**787**

Summary of chronically homeless households by household type reported:

	Sheltered			
	Emergency Shelter	**Transitional Housing***	**Unsheltered**	**Total**
Chronically Homeless households with at least one adult and one child[2]	1	0	7	8

Summary of chronically homeless persons in each household type:

Chronically Homeless persons in households without children[1]	19	0	120	139
Chronically Homeless persons in households with at least one adult and one child[2]	4	0	29	33
Chronically Homeless persons in households with only children[3]	0	0	0	0
Total Chronically Homeless Persons	**23**	**0**	**149**	**172**

Summary of all other populations reported:

Severely Mentally Ill	26	8	181	215
Chronic Substance Abuse	21	16	163	200
Veterans	17	7	36	60
HIV/AIDS	0	0	1	1
Victims of Domestic Violence	10	1	7	18
Unaccompanied Youth	25	17	56	98
Unaccompanied Youth Under 18	5	3	7	15
Unaccompanied Youth 18-24	20	14	49	83
Parenting Youth	2	2	1	5
Parenting Youth Under 18	0	0	0	0
Parenting Youth 18-24	2	2	1	5
Children of Parenting Youth	2	2	1	5

* Safe Haven programs are included in the Transitional Housing category.

[1]This category includes single adults, adult couples with no children, and groups of adults.
[2]This category includes households with one adult and at least one child under age 18.
[3]This category includes persons under age 18, including children in one-child households, adolescent parents and their children, adolescent siblings, or other household configurations composed only of children.

HUD 2018 Continuum of Care Homeless Assistance Programs Homeless Populations and Subpopulations

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OR-505 Oregon Balance of State CoC

Point-in Time Date: 1/31/2018

Summary by household type reported:

	Sheltered			
	Emergency Shelter	Transitional Housing*	Unsheltered	Total
Households without children[1]	761	396	2,634	3,791
Households with at least one adult and one child[2]	82	129	461	672
Households with only children[3]	35	15	193	243
Total Homeless Households	**878**	**540**	**3,288**	**4,706**

Summary of persons in each household type:

Persons in households without children[1]	**785**	**408**	**2,983**	**4,176**
Persons Age 18 to 24	56	62	280	398
Persons Over Age 24	729	346	2,703	3,778
Persons in households with at least one adult and one child[2]	**222**	**393**	**1,358**	**1,973**
Children Under Age 18	130	234	738	1,102
Persons Age 18 to 24	14	19	56	89
Persons Over Age 24	78	140	564	782
Persons in households with only children[3]	**35**	**15**	**193**	**243**
Total Homeless Persons	**1,042**	**816**	**4,534**	**6,392**

Demographic summary by ethnicity:

	Sheltered			
	Emergency Shelter	Transitional Housing*	Unsheltered	Total
Hispanic / Latino	106	116	428	650
Non-Hispanic / Non- Latino	936	700	4,106	5,742
Total	**1,042**	**816**	**4,534**	**6,392**

Demographic summary by gender:

Female	472	348	1,962	2,782
Male	564	463	2,557	3,584
Transgender	1	4	11	16
Gender Non-Conforming (i.e. not exclusively male or female)	5	1	4	10
Total	**1,042**	**816**	**4,534**	**6,392**

* Safe Haven programs are included in the Transitional Housing category.

[1]This category includes single adults, adult couples with no children, and groups of adults.
[2]This category includes households with one adult and at least one child under age 18.
[3]This category includes persons under age 18, including children in one -child households, adolescent parents and their children, adolescent siblings, or other household configurations composed only of children.

HUD 2018 Continuum of Care Homeless Assistance Programs Homeless Populations and Subpopulations

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Demographic summary by race:

	Sheltered			
	Emergency Shelter	**Transitional Housing***	**Unsheltered**	**Total**
Black or African-American	27	42	67	136
White	893	696	4,002	5,591
Asian	5	4	9	18
American Indian or Alaska Native	37	36	213	286
Native Hawaiian or Other Pacific Islander	16	12	46	74
Multiple Races	64	26	197	287
Total	**1,042**	**816**	**4,534**	**6,392**

Summary of chronically homeless households by household type reported:

	Sheltered			
	Emergency Shelter	**Transitional Housing***	**Unsheltered**	**Total**
Chronically Homeless households with at least one adult and one child[2]	8	0	33	41

Summary of chronically homeless persons in each household type:

Chronically Homeless persons in households without children[1]	256	0	1,110	1,366
Chronically Homeless persons in households with at least one adult and one child[2]	21	0	113	134
Chronically Homeless persons in households with only children[3]	1	0	2	3
Total Chronically Homeless Persons	**278**	**0**	**1,225**	**1,503**

Summary of all other populations reported:

Severely Mentally Ill	244	174	754	1,172
Chronic Substance Abuse	282	204	753	1,239
Veterans	73	55	346	474
HIV/AIDS	8	2	36	46
Victims of Domestic Violence	169	65	308	542
Unaccompanied Youth	91	77	473	641
Unaccompanied Youth Under 18	35	15	193	243
Unaccompanied Youth 18-24	56	62	280	398
Parenting Youth	12	16	25	53
Parenting Youth Under 18	0	0	0	0
Parenting Youth 18-24	12	16	25	53
Children of Parenting Youth	12	21	25	58

* Safe Haven programs are included in the Transitional Housing category.

[1]This category includes single adults, adult couples with no children, and groups of adults.
[2]This category includes households with one adult and at least one child under age 18.
[3]This category includes persons under age 18, including children in one-child households, adolescent parents and their children, adolescent siblings, or other household configurations composed only of children.

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OR-506 Hillsboro, Beaverton/Washington County CoC

Point-in Time Date: 1/24/2018

Summary by household type reported:

	Sheltered			
	Emergency Shelter	Transitional Housing*	Unsheltered	Total
Households without children[1]	9	72	287	368
Households with at least one adult and one child[2]	18	8	13	39
Households with only children[3]	4	1	1	6
Total Homeless Households	**31**	**81**	**301**	**413**

Summary of persons in each household type:

Persons in households without children[1]	**9**	**77**	**315**	**401**
Persons Age 18 to 24	6	9	24	39
Persons Over Age 24	3	68	291	362
Persons in households with at least one adult and one child[2]	**52**	**20**	**43**	**115**
Children Under Age 18	29	8	19	56
Persons Age 18 to 24	0	5	5	10
Persons Over Age 24	23	7	19	49
Persons in households with only children[3]	**4**	**1**	**1**	**6**
Total Homeless Persons	**65**	**98**	**359**	**522**

Demographic summary by ethnicity:

	Sheltered			
	Emergency Shelter	Transitional Housing*	Unsheltered	Total
Hispanic / Latino	22	9	30	61
Non-Hispanic / Non- Latino	43	89	329	461
Total	**65**	**98**	**359**	**522**

Demographic summary by gender:

Female	37	33	111	181
Male	27	64	245	336
Transgender	1	1	3	5
Gender Non-Conforming (i.e. not exclusively male or female)	0	0	0	0
Total	**65**	**98**	**359**	**522**

* Safe Haven programs are included in the Transitional Housing category.

[1]This category includes single adults, adult couples with no children, and groups of adults.
[2]This category includes households with one adult and at least one child under age 18.
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HUD 2018 Continuum of Care Homeless Assistance Programs Homeless Populations and Subpopulations

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Demographic summary by race:

	Sheltered			
	Emergency Shelter	**Transitional Housing***	**Unsheltered**	**Total**
Black or African-American	2	11	12	25
White	53	75	310	438
Asian	0	0	1	1
American Indian or Alaska Native	4	2	8	14
Native Hawaiian or Other Pacific Islander	5	5	10	20
Multiple Races	1	5	18	24
Total	**65**	**98**	**359**	**522**

Summary of chronically homeless households by household type reported:

	Sheltered			
	Emergency Shelter	**Transitional Housing***	**Unsheltered**	**Total**
Chronically Homeless households with at least one adult and one child[2]	2	0	3	5

Summary of chronically homeless persons in each household type:

Chronically Homeless persons in households without children[1]	1	6	142	149
Chronically Homeless persons in households with at least one adult and one child[2]	6	0	11	17
Chronically Homeless persons in households with only children[3]	0	0	0	0
Total Chronically Homeless Persons	**7**	**6**	**153**	**166**

Summary of all other populations reported:

Severely Mentally Ill	0	21	49	70
Chronic Substance Abuse	1	4	26	31
Veterans	0	47	24	71
HIV/AIDS	0	0	1	1
Victims of Domestic Violence	5	5	10	20
Unaccompanied Youth	10	10	25	45
Unaccompanied Youth Under 18	4	1	1	6
Unaccompanied Youth 18-24	6	9	24	39
Parenting Youth	0	3	3	6
Parenting Youth Under 18	0	0	0	0
Parenting Youth 18-24	0	3	3	6
Children of Parenting Youth	0	3	2	5

* Safe Haven programs are included in the Transitional Housing category.

Tuesday, November 13, 2018

[1]This category includes single adults, adult couples with no children, and groups of adults.
[2]This category includes households with one adult and at least one child under age 18.
[3]This category includes persons under age 18, including children in one-child households, adolescent parents and their children, adolescent siblings, or other household configurations composed only of children.

HUD 2018 Continuum of Care Homeless Assistance Programs Homeless Populations and Subpopulations

Important Notes About This Data: This report is based on point-in-time information provided to HUD by Continuums of Care (CoCs) as part of their CoC Program application process, per the Notice of Funding Availability (NOFA) for the Fiscal Year 2018 Continuum of Care Program Competition. CoCs are required to provide an unduplicated count of homeless persons according to HUD standards (explained in HUD's annual HIC and PIT count notice and HUD's Point-in-Time Count Methodology Guide https://www.hudexchange.info/hdx/guides/pit-hic/). HUD has conducted a limited data quality review but has not independently verified all of the information submitted by each CoC. The reader is therefore cautioned that since compliance with these standards may vary, the reliability and consistency of the homeless counts may also vary among CoCs. Additionally, a shift in the methodology a CoC uses to count the homeless may cause a change in homeless counts between reporting periods.

OR-507 Clackamas County CoC

Point-in Time Date: 1/30/2018

Summary by household type reported:

	Sheltered			
	Emergency Shelter	Transitional Housing*	Unsheltered	Total
Households without children[1]	0	14	288	302
Households with at least one adult and one child[2]	1	7	19	27
Households with only children[3]	0	1	0	1
Total Homeless Households	**1**	**22**	**307**	**330**

Summary of persons in each household type:

Persons in households without children[1]	**0**	**14**	**301**	**315**
Persons Age 18 to 24	0	7	8	15
Persons Over Age 24	0	7	293	300
Persons in households with at least one adult and one child[2]	**3**	**18**	**45**	**66**
Children Under Age 18	2	9	26	37
Persons Age 18 to 24	0	9	0	9
Persons Over Age 24	1	0	19	20
Persons in households with only children[3]	**0**	**2**	**0**	**2**
Total Homeless Persons	**3**	**34**	**346**	**383**

Demographic summary by ethnicity:

	Sheltered			
	Emergency Shelter	Transitional Housing*	Unsheltered	Total
Hispanic / Latino	0	14	25	39
Non-Hispanic / Non- Latino	3	20	321	344
Total	**3**	**34**	**346**	**383**

Demographic summary by gender:

Female	1	20	113	134
Male	2	14	232	248
Transgender	0	0	0	0
Gender Non-Conforming (i.e. not exclusively male or female)	0	0	1	1
Total	**3**	**34**	**346**	**383**

* Safe Haven programs are included in the Transitional Housing category.

[1]This category includes single adults, adult couples with no children, and groups of adults.
[2]This category includes households with one adult and at least one child under age 18.
[3]This category includes persons under age 18, including children in one-child households, adolescent parents and their children, adolescent siblings, or other household configurations composed only of children.

HUD 2018 Continuum of Care Homeless Assistance Programs Homeless Populations and Subpopulations

Important Notes About This Data: This report is based on point-in-time information provided to HUD by Continuums of Care (CoCs) as part of their CoC Program application process, per the Notice of Funding Availability (NOFA) for the Fiscal Year 2018 Continuum of Care Program Competition. CoCs are required to provide an unduplicated count of homeless persons according to HUD standards (explained in HUD's annual HIC and PIT count notice and HUD's Point-in-Time Count Methodology Guide https://www.hudexchange.info/hdx/guides/pit-hic/). HUD has conducted a limited data quality review but has not independently verified all of the information submitted by each CoC. The reader is therefore cautioned that since compliance with these standards may vary, the reliability and consistency of the homeless counts may also vary among CoCs. Additionally, a shift in the methodology a CoC uses to count the homeless may cause a change in homeless counts between reporting periods.

Demographic summary by race:

	Sheltered			
	Emergency Shelter	**Transitional Housing***	**Unsheltered**	**Total**
Black or African-American	0	4	14	18
White	3	26	285	314
Asian	0	0	1	1
American Indian or Alaska Native	0	0	13	13
Native Hawaiian or Other Pacific Islander	0	0	2	2
Multiple Races	0	4	31	35
Total	**3**	**34**	**346**	**383**

Summary of chronically homeless households by household type reported:

	Sheltered			
	Emergency Shelter	**Transitional Housing***	**Unsheltered**	**Total**
Chronically Homeless households with at least one adult and one child[2]	0	0	1	1

Summary of chronically homeless persons in each household type:

Chronically Homeless persons in households without children[1]	0	0	122	122
Chronically Homeless persons in households with at least one adult and one child[2]	0	0	3	3
Chronically Homeless persons in households with only children[3]	0	0	0	0
Total Chronically Homeless Persons	**0**	**0**	**125**	**125**

Summary of all other populations reported:

Severely Mentally Ill	1	1	80	82
Chronic Substance Abuse	1	0	96	97
Veterans	0	1	20	21
HIV/AIDS	0	0	4	4
Victims of Domestic Violence	1	2	63	66
Unaccompanied Youth	0	7	8	15
Unaccompanied Youth Under 18	0	0	0	0
Unaccompanied Youth 18-24	0	7	8	15
Parenting Youth	0	9	0	9
Parenting Youth Under 18	0	1	0	1
Parenting Youth 18-24	0	8	0	8
Children of Parenting Youth	0	10	0	10

* Safe Haven programs are included in the Transitional Housing category.

[1]This category includes single adults, adult couples with no children, and groups of adults.
[2]This category includes households with one adult and at least one child under age 18.
[3]This category includes persons under age 18, including children in one-child households, adolescent parents and their children, adolescent siblings, or other household configurations composed only of children.

HUD 2018 Continuum of Care Homeless Assistance Programs Homeless Populations and Subpopulations

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State Name: Oregon

Point-in Time Date: 1/24/2018

Summary by household type reported:

	Sheltered			
	Emergency Shelter	**Transitional Housing***	**Unsheltered**	**Total**
Households without children[1]	2,689	1,158	6,266	10,113
Households with at least one adult and one child[2]	298	204	606	1,108
Households with only children[3]	70	26	220	316
Total Homeless Households	**3,057**	**1,388**	**7,092**	**11,537**

Summary of persons in each household type:

Persons in households without children[1]	**2,752**	**1,177**	**6,891**	**10,820**
Persons Age 18 to 24	219	178	599	996
Persons Over Age 24	2,533	999	6,292	9,824
Persons in households with at least one adult and one child[2]	**935**	**589**	**1,813**	**3,337**
Children Under Age 18	539	341	986	1,866
Persons Age 18 to 24	40	53	76	169
Persons Over Age 24	356	195	751	1,302
Persons in households with only children[3]	**70**	**28**	**221**	**319**
Total Homeless Persons	**3,757**	**1,794**	**8,925**	**14,476**

Demographic summary by ethnicity:

	Sheltered			
	Emergency Shelter	**Transitional Housing***	**Unsheltered**	**Total**
Hispanic / Latino	450	214	804	1,468
Non-Hispanic / Non- Latino	3,307	1,580	8,121	13,008
Total	**3,757**	**1,794**	**8,925**	**14,476**

Demographic summary by gender:

Female	1,597	669	3,393	5,659
Male	2,115	1,104	5,471	8,690
Transgender	29	15	35	79
Gender Non-Conforming (i.e. not exclusively male or female)	16	6	26	48
Total	**3,757**	**1,794**	**8,925**	**14,476**

* Safe Haven programs are included in the Transitional Housing category.

[1]This category includes single adults, adult couples with no children, and groups of adults.
[2]This category includes households with one adult and at least one child under age 18.
[3]This category includes persons under age 18, including children in one -child households, adolescent parents and their children, adolescent siblings, or other household configurations composed only of children.

HUD 2018 Continuum of Care Homeless Assistance Programs Homeless Populations and Subpopulations

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Demographic summary by race:

	Sheltered			
	Emergency Shelter	**Transitional Housing***	**Unsheltered**	**Total**
Black or African-American	340	166	287	793
White	2,838	1,441	7,520	11,799
Asian	43	9	26	78
American Indian or Alaska Native	157	75	456	688
Native Hawaiian or Other Pacific Islander	76	25	87	188
Multiple Races	303	78	549	930
Total	**3,757**	**1,794**	**8,925**	**14,476**

Summary of chronically homeless households by household type reported:

	Sheltered			
	Emergency Shelter	**Transitional Housing***	**Unsheltered**	**Total**
Chronically Homeless households with at least one adult and one child[2]	29	0	63	92

Summary of chronically homeless persons in each household type:

Chronically Homeless persons in households without children[1]	854	6	3,148	4,008
Chronically Homeless persons in households with at least one adult and one child[2]	98	0	210	308
Chronically Homeless persons in households with only children[3]	2	0	3	5
Total Chronically Homeless Persons	**954**	**6**	**3,361**	**4,321**

Summary of all other populations reported:

Severely Mentally Ill	626	391	2,342	3,359
Chronic Substance Abuse	528	482	2,080	3,090
Veterans	299	301	763	1,363
HIV/AIDS	34	9	82	125
Victims of Domestic Violence	355	98	1,003	1,456
Unaccompanied Youth	286	204	819	1,309
Unaccompanied Youth Under 18	70	26	221	317
Unaccompanied Youth 18-24	216	178	598	992
Parenting Youth	24	47	34	105
Parenting Youth Under 18	0	1	0	1
Parenting Youth 18-24	24	46	34	104
Children of Parenting Youth	27	54	33	114

* Safe Haven programs are included in the Transitional Housing category.

[1]This category includes single adults, adult couples with no children, and groups of adults.
[2]This category includes households with one adult and at least one child under age 18.
[3]This category includes persons under age 18, including children in one-child households, adolescent parents and their children, adolescent siblings, or other household configurations composed only of children.

APPENDIX E: SHELTERS IN OREGON (SIO) REPORT

County	Type of Shelter											
	Disaster DIS	Day DS	Domestic Violence DV	Emergency E	Migrant M	Transitional T	Veteran's V	Warming W	Total Bed Count Beds*	Low Barrier LB	High Barrier HB	No Barrier NB
Baker County			1						2		1	
Benton County		1	1	3		2	1	2	156	5	4	1
Clackamas County			1	5		1		14	90	5		
Clatsop County			1	2		1		1	73	3	2	
Columbia County			1					1	46	2		
Coos County				4					99	4	1	1
Crook County			1	2						2		1
Curry County			1					1	15	1		1
Deschutes County		1	2	6		1	1	7	54	16	1	1
Douglas County			1	2		1		2	128	2		4
Gilliam County												
Grant County			1								1	
Harney County			1						8		1	
Hood River County			1	1				1	28	2	1	
Jackson County	1	2	1	3		1		5	198	4	4	5
Jefferson County			1	1				1		2		1
Josephine County	1	1	2	1				1	42	1	1	4
Klamath County			1	3	1			1	134	3	1	2
Lake County			1							1		
Lane County			2	9			2	2	811	2	13	
Lincoln County			1	1		1		2	11	4	1	
Linn County				3				1	252	4		
Malheur County			1						15		1	
Marion County	1		1	5		1		1	460	2	4	3
Morrow County												
Multnomah County	1	12	2	18		1	1	9	2103	21	10	13
Polk County			1	2					27	1	2	
Sherman County												
Tillamook County			1	1				1	37	2	1	
Umatilla County			2	1				2	40	4	1	
Union County			1					1	10	1	1	
Wallowa County			1								1	
Wasco County			1			3		1	36	4		1
Washington County		2	1	7		1	1	7	149	13	4	2
Wheeler County												
Yamhill County			1	4		6		2	181	1	8	4
TOTAL # of Shelters	**4**	**19**	**35**	**84**	**1**	**20**	**6**	**66**	**5205**	**112**	**65**	**44**

APPENDIX F: COALITION OF COMMUNITIES OF COLOR 2017 MEMO TO THE JOINT OFFICE OF HOMELESS SERVICES IN MULTNOMAH COUNTY

Memo to Joint Office of Homeless Services regarding Phase II of Points in Time Count 2017[1]

> "To promote connected, healthy and financially thriving communities, a racial justice housing agenda should be directed and owned by the community, align funding streams, prioritize community cohesion, and coordinate action." (Rebuilding Community, Urban League of Portland report)

The Coalition of Communities of Color (CCC) are excited about the JOHS moving beyond the HUD definition of homelessness to recognize the less visible ways in which communities of color are impacted by housing instability and homelessness. We support redressal of undercounting of communities of color in homelessness. We urge JOHS to be mindful about research and data gathering about communities of color being led by communities of color. We see the JOHS' recognition of expanding the definition of homelessness to include doubled-up, couch surfing and overcrowding experiences as an opportunity to decolonize the manner in which data about communities of color has been collected and analyzed. We also recommend that the manner in which JOHS engages with experiences of homelessness particularly by communities of color be cognizant of the fact that people experience homelessness due to a variety of factors that feed into housing instability. We have to see beyond traditional and mainstream housing/shelter providers to partner with community based and culturally specific organizations that seek to address root causes of housing instability.

What we know

Through our research and connections with our culturally specific member organizations, we know that communities of color experience homelessness in ways that are both similar to and different from mainstream conceptualizations of homelessness.[2]

Prevailing myths in white dominant narratives that people of color are not in imminently unsafe housing conditions since they are not on the streets or in shelters are false, and detrimental to communities of color accessing resources and services. Unsheltered and sheltered people of color are more likely to be undercounted for several reasons. The PITC may not be targeting trusted touch points where people of color are most likely to look for support; PITC volunteers maybe given inadequate training about how to ask race/ethnicity information from the

[1] By Shweta Moorthy, PhD, Coalition of Communities of Color and Professor Lisa K Bates, Portland State University.
[2] Rebuilding Community: A Disparate Impacts Analysis and Cross-Cultural Agenda to Prevent Displacement and Gentrification ttp://www.coalitioncommunitiescolor.org/cedresourcepage/rebuildingcommunities.
State of Black Oregon, 2015 https://ulpdx.org/programs/advocacy-and-civic-engagement/advocacy-and-public-policy/publication_archive/state-of-black-oregon-2015/
Communities Of Color In Multnomah County: An Unsettling Profile
http://www.coalitioncommunitiescolor.org/ccc-dataresearch/

respondents; race/ethnicity identifiers themselves may need to revised to be more community appropriate.

▪ Communities of color and low income communities experience homelessness in different ways – they maybe going in and out of homelessness, doubling up or couch surfing with community members (which in turn may make the hosting household vulnerable to eviction as renters). There are two myths about communities of color that are repeated throughout conversations on houselessness in Portland: One is that 'immigrant' communities of color prefer to live in large households, multi-generational households, or have a 'cultural preference' for living together. The second is that African-American residents have family available to supplement the shelter system and "shouldn't" be in shelter spaces. These myths conflate a cultural coping strategy with a cultural preference. It may be laudable that staff hear from a community that "we don't let our people go to shelters," but that should not be understood as a culturally specific response to housing crisis. It is a coping mechanism that may be available to some groups, but it is not a preferable outcome to being stably housed. Likewise, expecting that people of color will first exhaust their familial and social networks' resources before accessing public shelter and programs, because of a presumption that they have more local connections, puts those people of color at a great disadvantage. Knowing the disparities in income and economic stability for people of color, imagining that they have access to family/community support in terms of financial and housing resources is to leave people of color under-served. white dominant narratives assume that communities of color do not experience imminently unsafe or unstable housing situations due to overcrowding because they live in multigenerational households anyway. These communities therefore either can't access resources available to 'houseless' individuals or are expected to not need any support.

Proposed methods

Issues with count in general- things to consider

- Points in time count maybe a good measure to identify chronically homeless and sheltered people, but it's not going to accurately identify people who go in and out of homelessness, which is disproportionately experienced by communities of color and low income populations.
- There's a need to identify neighborhoods with high risk of gentrification or identifying populations with high risk of displacement.
- Ensure that race/ethnicity options in the survey forms are disaggregated and reflect the different communities of color that live in Multnomah county.

PITC preparation and larger process

- The JOHS needs to engage with communities of color and culturally specific organizations meaningfully and invest in organizations that are working to dismantle the different root causes of housing instability, of which homelessness is a manifestation.

- Communities of color need to be engaged throughout the process from being thought partners to engaging communities in data verification and analysis. Ad hoc community engagement tokenizes communities of color rather than considers us to be experts of our experiences.
    - Consider rather than an annual PITC in January that focuses on shelter/street count, smaller ongoing data collections during other quarters, in partnership with service organizations that work with populations of concern as well as culturally specific organizations that are first line of support for communities of color irrespective of whether they are housing services or not. For example, health providers, SUN schools, Community Alliance of Tenants, IRCO, Unite Oregon, Latino Network, other service touch points where an 'intake interview' or case management touchpoint could include questions about housing instability or 'doubled up' conditions.

Who is doing the actual count/survey methods

- The JOHS should consider building relationships with and partnering with culturally specific organizations that are responsive to communities and are trustworthy touch points for communities to seek help during housing instability, to do the count.
- To the extent that PITC relies on volunteers, a concerted effort should be made to recruit volunteers of color since research suggests that respondents are more likely to be more forthcoming and accurate in self-identifying as a person of color.
- All volunteers need an equity training that focuses on race, institutionalized racism, and implicit bias. It would be useful for this training to include specific information about homelessness and the purpose of understanding racial/ethnic disparities in this count. Specifically, there ought to be a training on how to approach and ask questions about race/ethnicity. Data collectors should be fully trained in equity issues in enumeration and in thinking about identification of race/ethnicity. Foremost, data collection training must address discomfort with asking questions about racial/ethnic identity. Some volunteers are likely to feel uncomfortable about racial identity issues and will need coaching and practice on it being "okay" to ask about identity.
    - Discussion of implicit bias in choosing to approach/not approach individuals based on perceptions of 'danger'—given that some people who are on the streets will be assigned a race by an enumerator who does not actually ask the questions, it is important to reduce any bias in who does not get approached to complete the survey.
    - Training on how to ask questions about race/ethnicity and language/translation.
        - How to ask in a respectful and open manner about someone's identification. The question wording must be carefully constructed and enumerators coached in follow-up language.
        - How to respond to pushback or questions about why it is important. Enumerators need language to respond if someone asks why they want

to know about race/ethnicity, that will help them to explain what the data are used for and why it is useful to include this information.[3]

Doubled up issues

- Build capacity among organizations that serve as trustworthy touchpoints to conduct surveys of doubled up/couch surfing.

Accountability

The start of accountability is for JOHS to consistently report and present data on racial/ethnic disparity in a way that is transparent and takes seriously the issue. In the 2015 count, staff repeatedly downplayed large increases in African-American homelessness, despite those numbers steadily climbing over the previous three counts. Only community outcry changed the focus of the data presentation. The presentation of family/child homelessness as a more important problem belied the numbers of sharp increases in houselessness for people of color. More troubling, as staff preferred to focus on the family/children homelessness issue, they failed to present cross-tabulations of those data to understand whether the increase in family/child homelessness was predominantly experienced by people of color.

The preliminary results from the 2017 PITC were again presented in a way that downplayed racial disparity and issues for communities of color.[4] The "one-pager" presented highlighted a decrease in the *unsheltered* African-American population without mentioning whether there was actually a decrease in overall houselessness (in shelter or unsheltered) or movement of African-Americans into housing. Indeed, other data presented shows that there continues to be a substantial disproportionality in the houseless population for Native Americans and African-Americans. The data graphics chosen for the one-page summary do not include race/ethnicity until the back side of the page; these are presented alongside data from other cities that has no bearing on progress in Portland and does not mention racial disparity. The graphics chosen fail to account for size of *n* for data points and generally end up being misleading as to the extent of the issue for different groups. Some graphs are missing important information (such as the *n*). The racial/ethnic disparities data are mixed together with dissimilar categories and the use of the triangle graphic without any vertical axis makes comparison difficult. These issues of data presentation are not mere nit-picking about graphic design. The presentation of data in tables and graphics demonstrates attention and priority; it communicates highlighted issues and ought to give information in a straight-forward way. As presented, it appears as though JOHS is side-stepping the issues of racial equity again in this year's count.

[3] *See these reports on Race, Ethnicity, and Language Data*

[4] https://multco.us/multnomah-county/news/2017-point-time-count-more-neighbors-counted-homeless-2015-more-sleeping

The JOHS should work with community organizations of color to develop accountability mechanisms for how recommendations outlined above will be considered and implemented. Communities of color should be equitable thought partners in developing methodologies for estimating homelessness counts. We urge the JOHS to outline a transparent accountability process in partnership with communities of color that details the manner in which resulting data on doubled up populations is going to be actionable and lead to better equitable housing strategies that address the causes of homelessness among communities of color.

Improving estimates of doubled up/couch surfing or people in imminently unsafe or unstable housing situations by itself is insufficient if it isn't considered in the context of housing justice and redressing barriers faced by people of color to have housing stability and (re)build communities.

Resources: -

- State of Black Oregon 2015
- Rebuilding Community: A Disparate Impacts Analysis and Cross-Cultural Agenda to Prevent Displacement and Gentrification http://www.coalitioncommunitiescolor.org/cedresourcepage/rebuildingcommunities
- Oregon Department of Education data on students experiencing houselessness
- Community Alliance of Tenants helpline data
- Unite Oregon affordable housing survey
- Unsettling Profiles series, Coalition of Communities of Color

APPENDIX G: FAIR HOUSING COUNCIL OF OREGON SHELTER GUIDE - SUMMARY

Fair Housing and Shelters

In working on the shelter study, staff at OHCS reached out to the Fair Housing Council of Oregon to connect on work that FHCO did in 2018 when they updated their "Guide to Fair Housing for Homeless and Domestic Violence Shelter Providers". OHCS staff met with FHCO staff, reviewed the contents of the shelter guide, and source notes from the outreach FHCO conducted to inform the updates to the guide. OHCS then compiled a summary of information and reviewed it with FHCO staff. OHCS decided to summarize and highlight the work of FHCO to bring to light the legal obligations and protections that fair housing law provides as it relates to shelters. Fair housing connects to issues related to access to shelter, non-discrimination and examines issues at the intersection of protected classes, which aligns with OHCS's Statewide Housing Plan goal for Equity and Racial Justice. The summary of FHCO's work and inclusion of this information in the shelter study is intended to increase awareness of fair housing law among shelter providers and highlight the work of FHCO and their unique expertise in this area.

Between March and June of 2018 FHCO held 10 listening sessions and mini fair housing trainings with a total of over 150 shelter and social service providers and non-profit and community advocates across the state. Listening sessions were held with all seven Continuums of Care and at the Oregon Coalition on Housing and Homelessness annual conference.

In conjunction with the release of the updated shelter guide, FHCO Education and Outreach staff conducted trainings across the state for a total of over 250 people. Trainings locations included Deschutes County, Jackson County, Clackamas County, Marion County, Washington County, Multnomah County and individual shelters in Gresham, LaGrande, Dallas and the Portland Metro area. Staff also conducted a training for the Rural Oregon Continuum of Care annual meeting.

Fair Housing Council of Oregon (FHCO)

The Fair Housing Council of Oregon (FHCO) is a nonprofit civil rights organization driven to eliminate illegal housing discrimination through enforcement and education across Oregon. FHCO promotes equal access to housing by providing education, outreach, technical assistance, and enforcement opportunities specifically related to federal, state, and local fair housing laws.

What are Fair Housing Laws?

These laws protect against illegal housing discrimination based on "protected class status" in any housing transaction and, in fact, any housing situation. Oregon's fair housing laws include the following protected classes: marital status, legal sources of income, sexual orientation, and gender identity. In addition, Oregon effectively created another protected class for domestic violence survivors by adding language to the state's Landlord Tenant Act found in ORS 90.449. It is illegal to discriminate based on race, color, religion, national origin, familial status, disability, gender as well as sexual orientation, source of income and marital status. Oregon's fair housing laws can be found in the Oregon Revised Statutes (ORS), Chapter 659A.

What is a Protected Class?

Historically and statistically, identifiable groups of people have received unfavorable treatment in housing transactions. In attempting to rent, buy, get a mortgage, or secure home insurance they have been denied, harassed, given less favorable terms and conditions, or experienced a lower level of service than other groups. As a result, fair housing laws were enacted to protect against illegal housing discrimination based on "protected class status." It is well documented that members of protected classes are overrepresented in the homeless population and face barriers to shelter and housing due to their protected class status.

Who Has to Follow Fair Housing?

Fair housing laws apply to any person or entity whose actions could "make housing unavailable." This means a wide range of entities are covered, including organizations operating rental assistance or shelter voucher programs, and possibly motels providing emergency shelter, etc. All of these programs are prohibited from discriminating on the basis of protected class and are required to follow all aspects of fair housing laws.

At What Point Does Fair Housing Kick In?

Fair housing laws cover the entire relationship between a housing or shelter provider and an applicant or resident from the time of the initial inquiry, through application and residency, to termination, move-out, and beyond. During that time, any transaction or interaction can give rise to a claim of discrimination.

This includes:

- Discrimination during the application process: outright denial, providing false information, steering a potential resident to other housing/shelter based on their protected class, and advertising or marketing of the housing. Applicant screening decisions must be based on consistent fact-based criteria.
- Not treating all residents similarly in terms of procedures, rules, repairs, access to common facilities or other aspects of daily life. Consequences for not following agreements, rules, etc. must be applied consistently among all residents.
- Imposing additional program requirements on participants based on protected class such as parenting classes or support groups for persons with disabilities.
- Harassment, intimidation, threats and coercion based on protected class. Providers have a legal responsibility not only to refrain from these activities themselves, but to protect their residents from harassment from staff, volunteers and other residents. The Fair Housing Act and a HUD ruling clearly require housing and shelter providers to have protocols for addressing resident on resident harassment based on protected class.

- Termination for discriminatory reasons: Terminations that are not based on factual violations of the residency agreement could be construed as discriminatory, whether or not that was the provider's intent. Termination should always be based on objective fact-based behavior.
- Retaliation against a resident for filing a fair housing complaint, whether the claim is valid or not. Retaliation includes coercing, threatening, intimidating and interfering with a resident on account of exercising their rights. This could mean making verbal threats, terminating their stay or blacklisting them from future housing unless they drop the complaint.

How Do Fair Housing Laws Relate to Nonprofit Organizations Providing Homeless and Domestic Violence Shelters?

Nonprofit organizations that provide shelter housing are ordinarily defined as offering "dwellings" under fair housing laws and, for the most part, are required to follow the laws in the same way as providers of permanent housing.

What is considered a "dwelling?"

The Fair Housing Act defines "dwelling" as "any building, structure, or portion thereof which is occupied as or designed or intended for occupancy as a residence." The legal determination of whether a shelter is a dwelling is made on a case-by-case basis, reviewing multiple factors, such as:

- Whether there is some form of agreement between the provider and resident.
- Whether the resident provides something in exchange for shelter.
- Whether the individual has another current residence that they intend to return to.
- Whether the primary purpose of the entity is housing.
- How long the typical length of stay is at the shelter.

In order to protect a shelter against fair housing liability, FHCO recommends all shelter providers assume that their programs represent "dwellings" and should comply with fair housing laws.

What About Day Shelters, Severe Weather Shelters, or Warming Centers?

Day shelters and/or warming shelters are not dwellings and do not fall under fair housing law. However, civil rights laws for public accommodations cover day shelters. The protected classes for public accommodations in Oregon include race, national origin, religion, sex (including pregnancy), sexual orientation, gender identity, marital status, disability, and age over 18.

What Are Some Fair Housing Issues That Occur in Shelters?

Between March and June of 2018 FHCO held 10 listening sessions and mini fair housing trainings with a total of over 150 shelter and social service providers and non-profit and community advocates across the state. Listening sessions were held with all seven Continuums of Care and at the Oregon Coalition on Housing and Homelessness annual conference.

FHCO found that many nonprofit organizations were not fully aware of fair housing laws and many shelter and transitional housing providers were not clear that they are considered a "dwelling" under the Fair Housing Act and may not have been aware of their legal responsibilities. Some of the issues uncovered in the outreach process were:

- X Denying access to shelter based on religion
- X Denying access to shelter based on sexual orientation or gender identity
- X Permitting residents to harass other residents based on their religion, national origin, sexual orientation, etc.
- X Refusing to shelter women with male children over the age of 11
- X Not permitting assistance animals/emotional support animals
- X Preventing male DV survivors from accessing equal services
- X DV and other shelters/transitional housing programs not taking boys over 12
- X Making shelter access contingent on attending religious services
- X Denying access to shelter to those who don't speak English
- X Denying a reasonable accommodation or modification that would have enabled a person with a disability to access shelter
- X Requiring marriage certificates for couples to stay at a shelter
- X Refusing to house a person who is in recovery from addiction
- X Refusing to house someone with a disability which prohibits them from using a top bunkbed or from completing certain chores

FHCO used written and verbal feedback from the listening sessions to complete the update to the guide in May 2018. The guide was developed with the support of a HUD Fair Housing Initiatives Program (FHIP) Education and Outreach Grant. The information in the guide is based on federal fair housing law, state and local fair housing laws in Oregon and evolving fair housing case law throughout the country. FHCO states the guide is intended as a first step in risk mitigation and gives general guidance to address common areas of confusion. The guide includes sample policies on Transgender Inclusion, Resident-on-Resident Harassment, Reasonable Accommodations and Modifications, and Assistance Animal Agreements. The guide is available at http://fhco.org/index.php/learning-

resources/fhco-downloads/category/3-guides?download=306:shelter-guide4web In conjunction with the release of the updated shelter guide, FHCO Education and Outreach staff conducted trainings across the state for a total of over 250 people. Trainings locations included Deschutes County, Jackson County, Clackamas County, Marion County, Washington County, Multnomah County and individual shelters in Gresham, LaGrande, Dallas and the Portland Metro area. Staff also conducted a training for the Rural Oregon Continuum of Care annual meeting.

What Should Providers Do to Make Sure They Are Following Fair Housing Laws?

In its recommendations in the guide, FHCO suggests that nonprofit housing and shelter providers:

- Review all policies, procedures, rules and application criteria for unintended discrimination;
- Make sure there are policies to address when any exceptions might be made to application criteria or rules;
- Develop new policies and procedures as needed. FHCO recommends having a grievance procedure for residents who believe their rights may have been violated; i.e. denial of a reasonable accommodation request.
- Develop a clear process on how to handle resident-on-resident harassment and identify staff involved;
- Develop a clear process for how to handle reasonable accommodation requests and identify staff involved.
- Have a protocol for how to assist individuals with limited English. This is a requirement for federally-funded providers, but a best practice for all providers. It is important that confidentiality is maintained for any translation services used.
- Make sure staff know how to document any fair housing issues that come up and document the time spent addressing them. Documentation should be clear and legible. Individuals can file fair housing complaints up to two years after an alleged act of discrimination, so thorough documentation is extremely important;
- Identify a staff person to be the fair housing “specialist.” This person will keep abreast of fair housing issues, address any concerns and be the point person for handling a fair housing complaint;
- Develop a strategy to train all new staff and volunteers in fair housing requirements and to have regular refresher trainings as well. We recommend annual training for board members as well.

If you have general questions about fair housing laws, contact the Fair Housing Council of Oregon at (503) 223-8197 ext. 5 in the Portland metro area or (800) 424-3247 ext. 5 throughout Oregon.

WASHINGTON COUNTY
OREGON

SEVERE WEATHER SHELTER RESPONSE PLAN

MODEL TEMPLATE

"Providing temporary emergency shelter to homeless persons during severe weather."

December 30, 2008

[Revised 11/2018]

Acknowledgements

Faith-Based and Community Shelter Providers
Housing and Supportive Services Network (HSSN)
Interfaith Committee on Homelessness (ICH)
Family Promise of Washington County/Interfaith Hospitality Network
Washington County Consolidated Communication Agency (911 WCCCA)
211info Information and Referral Call Center
Washington County Department of Housing Services

Prepared by Annette M. Evans, Homeless Program Manager

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Equal Housing Opportunity

REVISION HISTORY

Revision Date	Description of Changes
2008	Original Version
11/2016	Spanish version of Guest Guidelines added (Appendices)
11/2018	Introduction: add “Inclement” v. “Severe” definition; Components of A Shelter Plan: add Fire and Life Safety, Evacuation, Smoke Detector section.

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** Comments regarding this document and the Severe Weather Shelter Response Plan may be directed to the Washington County Homeless Program Manager.*

INTRODUCTION

This template is designed to provide a model for a Severe Weather Shelter Response Plan ("Plan") for use by community partners in providing emergency temporary shelter to homeless persons during inclement and life-threatening weather.

The template may need to be adapted to reflect the amenities of the structure and services available by the community partner; e.g. – shelter site occupancy capacity, hours of intake, etc.

Inclement weather conditions such as rain, wind, high/low temperatures can have detrimental and life-safety impact for vulnerable homeless populations with chronic health and disabling conditions. This SWS plan focuses on:

- Operating inclement shelters on designated dates during the months of November through March to provide respite from the weather elements; and
- Providing expansion of shelter operations during extreme severe weather that may be life-threatening due to severity of temperatures and length of weather incident (pro-longed more than 2 to 3 days).

PURPOSE

The purpose of this plan is to provide information and procedures for use by community partners to open and operate emergency temporary shelters for homeless persons in the event of inclement or severe weather conditions. It describes the underlying goals of the plan, the definition of a severe inclement weather event, the responsibilities of various community and public partners, and coordination activities with other agencies.

DEFINITION OF WEATHER CONDITIONS/INCIDENT

For the purpose of this document, inclement and severe weather are defined as follows:

Inclement Weather: Harsh weather that is wet and cold where temperatures may reach 32 degrees Fahrenheit or below during Winter months (November to March).

Severe Weather: Extreme weather that poses risk to life and property that may include a special alert forecast predicting strong wind, heavy rain, frozen precipitation, or other extreme weather for a period of 24 or more hours during Winter months (November to March).

COMPONENTS OF A SHELTER PLAN

Many resources are needed to host a shelter site for homeless persons to facility amenities suitable to serving various homeless populations, volunteer staff, and meals. A campaign to solicit volunteers who will be committed to provide time and support are essential to the successful operation and service delivery to guests.

Staffing

At a minimum, the following volunteers will be needed:

a) Shelter Coordinator – Person(s) who will act as primary contact for all shelter activities and is responsive to the Pastor (church shelter) or Agency Director (nonprofit or public shelter) and the Homeless Program Coordinator. A shelter may designate up to two (2) persons as Shelter Coordinators.
b) Shelter Host – Persons who will oversee the shelter operations and act as hosts on day or night shifts, greet guests at the door and provide facility tour. Minimum of two persons at all times, with additional hosts recommended with increased shelter attendance. Hosts will work with the Logistics Coordinator to set-up shelter amenities; e.g. cots, etc. Hosts will work under the direction of the Shelter Coordinator.
c) Meal Coordinator – Person(s) who will arrange for meals for shelter guests. The Meal Coordinator will work under the direction of the Shelter Coordinator.
d) Logistics Coordinator – Person(s) who will provide services in support of the shelter operations to include shopping for shelter necessities, transportation, shelter set-up, etc. If a church van is available, may be responsible to coordinate pick-up and drop-off of homeless at designated locations.

Volunteer Recruiting

Most people are inherently generous in sharing their time and talent if we but ask. To recruit volunteers, consider hosting an Information Exchange meeting following prayer services if a faith-based shelter or a meeting with advocates of your agency to discuss the potential to engage in helping the homeless by providing shelter and meals during severe weather. The meeting provides individuals an opportunity to ask questions and better understand how they might support a weather shelter.

Invite persons willing to make a commitment by collecting their contact information (e.g. Name, Phone Number, and Email Address). This list of contacts will be used to receive formal training and an orientation regarding the shelter program.
➔ See Appendices, Volunteer Recruitment Sign-Up Form

Meals

An evening or morning meal is recommended, but not required. Meals may consist of easy to chew and digest ingredients to include soup, sandwiches, cereal or other items made available by the shelter host site.

Building/Facility Amenities

As part of the development of a shelter plan, the church/agency will assess the availability of space, amenities of the facility, and liability assumed under this program.

Maximum Number of Occupants Allowed
The maximum number of allowable temporary shelter occupants shall be calculated using an occupant load factor of one individual for every 35 square feet of room area. For example, a room with 1,000 square feet would be allowed to provide temporary shelter for up to 28 people. Please check with your local Fire Marshall for additional details on occupancy requirements.

Fire Safety and Evacuation
The local Fire Marshal and the Building Official, or their designees, shall conduct an inspection with the shelter coordinator present prior to commencement of work in preparation for operation of the temporary shelter. The inspection shall determine if the building or area is appropriate for the temporary shelter and identify what work needs to be completed prior to operation.

Smoke Detection, Smoke Alarms and Carbon Monoxide Detectors

a. All temporary shelter sleeping areas shall be provided with interconnected smoke alarms or a complete smoke detection system.

b. Smoke detectors or smoke alarms may be battery operated.

c. All other areas of the building used for shelter operation shall be equipped with smoke detectors or smoke alarms as prescribed by the Fire Marshal's Office as follows:

(1) Buildings housing a temporary shelter shall be equipped with a smoke detection and alarm system installed under permit through the Fire Marshal's Office.

(2) Each room used for sleeping shall be provided with a working smoke alarm (10 year battery with hush feature) or a smoke detector tied into an alarm system and a carbon monoxide detector.

(3) Hallways serving as a means of egress for sleeping rooms shall be provided with a working smoke alarm (10 year Battery with Hush feature) or a smoke detector tied into an alarm system. Coverage of the hallways shall be per NFPA 72 spacing requirements.

(4) In buildings that are not equipped throughout with an automatic sprinkler system installed in accordance with the fire code, the smoke alarms in guestrooms shall be connected to an emergency electrical system and shall be annunciated by guestroom at a constantly attended location from which the fire alarm system is capable of being manually activated. The constantly attended location must be served by a responsible adult that:

(a) Has a high degree of familiarity with the building layout and emergency egress routes in the event of an emergency.

(b) Has an understanding of their responsibilities to the occupants with regards to emergency evacuation of the building in the event of an emergency.

Means of Egress (Exits)
All floor levels with a temporary shelter area shall have a minimum of two means of egress (exits) from each floor level. Exits from sleeping rooms shall be provided as follows:

a. **Ground floor sleeping rooms with less than 50 occupants.** Sleeping rooms located on the ground floor of the building serving 49 people or less shall have at least one exit and at least one window qualifying as an escape or rescue window as defined by the building code.
b. **All other sleeping rooms.** Rooms used as shelter sleeping rooms that are located on floor levels other than the ground floor and that have an occupant load of 10 or more shall have two exits from the room. The exits serving the room shall be separated by a distance equal to at least 1/3 of the longest diagonal distance of the room.

Emergency Evacuation Plan
All temporary shelters shall create and maintain an emergency evacuation plan addressing the evacuation of all visitors and staff in an emergency event. At a minimum, the emergency evacuation plan shall contain the following:

a. **Building Floor Plans.** Building floor plans for each floor being used as temporary shelter with the sleeping rooms clearly identified;
b. **Room Size.** The square footage of the rooms used as sleeping rooms and the use of adjacent rooms;
c. **Egress Path.** A plan to show egress from the proposed shelter spaces and from the building; and
d. **Life-Safety Systems.** Information regarding sprinkler systems, smoke detection or fire alarm systems in the building.

DEVELOPING YOUR SHELTER

The following is a checklist of items for discussion in your consideration to open as a temporary emergency shelter for homeless persons during severe weather.

General Items

* Time the shelter will open to guests.
* Time the shelter will close in the morning.
* What door will the guest enter and depart.
* Availability of building facilities for extended periods 2 to 10 days, if needed.
* How many guests will you host?
* Populations you will serve?
* Number of volunteers needed.
* Other items as defined in Appendix A of the shelter plan.
* No evangelism.
* Listen without judging. Be respectful of their privacy.
* Do not offer financial assistance.

Identify Shelter Procedures for Guest Intake

Intake and Guest Sign-In Log (sign in sheet for volunteers and for guests)

Date, Name of Guest/s, Male/Female, Volunteer(s) on Duty, Comments

➔ See Appendices, Shelter Intake and guest Sign-In Log Form

Guest Guidelines (have guest sign they received a copy of guidelines)

Go over guidelines with guest, have them sign on log sheet they received a copy and understand the rules.

➔ See Appendices, Guest Guidelines Form

What to say to guests – welcome, go over guidelines and procedures, and give a tour of the church/facility

Where do people go to eat meal and sleep

Building information (posted in several locations)

Lights
Heat
Locking doors
Restrooms/showers
Sleeping areas (procedures posted)
Smoking
Where is telephone located

First Aid Plan

What to do in case of emergency:

Do not handle blood!

Emergency phone #'s: **9.1.1** or non-emergency **503-629-0111**

Post emergency contact information at all phones; include name of church/shelter and street address of the church/shelter.

➔ See Appendices, In Case Of An Emergency Form

DEVELOPING YOUR SHELTER - CONTINUED

On-Site Needs of Shelter Hosts (Volunteers)
Name tags for volunteers
Schedule of open shelters, open and closing schedule.
Signs on outside shelter doors of the building – where to enter.

Resource Referral Information for guests
Dial **211** or if using a cell dial **503-222-5555** for referral to shelter locations and community resources.
List of shelters
Medical
Food kitchens, food boxes
Clothes

Personal Care Items
Bedding (if you give guests bedding tell them they can take it with them)
Toiletry items (individual bag of items they can take with them)
Snacks to go (juice boxes, energy bars)

STEPS TO BECOME A SHELTER PROVIDER

Orientation for Shelter Coordinator and Hosts

An "Orientation" on the shelter plan will be provided to church/agency sites upon request. The orientation will address items outlined in this manual. To arrange an orientation for your church/agency, please contact the Homeless Program Manager in Washington County, and a session will be schedule with shelter staff. Contact information is included in the Plan.

➔ See Appendices, Severe Weather Shelter Response Plan

Disclaimer or Policy Document

We encourage you to have a one-page disclaimer or policy document with some instructions and guidelines for both guests and volunteers and a log sheet for recording names of guests and volunteers (with a place for comments). There should be a place to sign acknowledging that they agree to follow the procedures.

➔ See Appendices, Guest Guidelines Form

➔ See Appendices, Shelter Intake and Guest Sign-In Log Form

Set-up and Activation

Phase 1 - Preliminary Set-Up

As soon as the shelter site establishes the details and commitment to provide shelter services, the Shelter Coordinator completes Appendix A of the Plan and forwards to the Homeless Program Manager on or before October 1 annually. A community partner may open a shelter site after October 1; however, shelters are encouraged to register early to facilitate the process prior to severe winter weather incidents.

Phase 2 - Shelter Activation

1. Church/agency monitors weather and determines they have facility accommodations and volunteers to open as a shelter.
2. Church/agency activates by emailing Appendix A with activation date and times to 211info contacts and the Homeless Program Manager (follow instructions in the Plan attached to this document and located on the county's website at http://www.co.washington.or.us/homeless. The Homeless Program Manager forwards a consolidated shelter activation schedule to law enforcement, fire/emergency services, severe weather shelter providers, and HSSN members.
4. 211info (and other services and shelters) will refer street people to shelter sites based on information in Appendix A - giving location information, time, and other directions as needed.
5. When the Shelter Host determines the severe weather is over and/or does not have facility and staffing to support the shelter operations, the Shelter Host will "deactivate" by contacting the Homeless Program Manager, who will respectively remove the Shelter Host site from the available shelter schedule listing.

STEPS TO BECOME A SHELTER PROVIDER - CONTINUED

Recordkeeping
The plan recommends all Church Host Sites use a standard log sheet (attached) for comments that is faxed or emailed to the Homeless Program Manager who will collect and record data of emergency shelter.

It is recommended each host site have a 3-ring binder to keep all shelter information to include:

a) Disclaimer or Policy
b) Intake and Guest Sign-In Log
c) Emergency Contact Information
d) Resource and Referral Information for Guests
e) Other

Signage as a Shelter Location
Identification of the shelter entrance through adequate signage is important to ensure all homeless enter the shelter location through one intake process. Signage should identify the entrance of the shelter, hours of operation (open/close), and include phone contact information, e.g. – 211 or 503-222-5555. For consistency across the county, shelters may use a consistent shelter sign that is printable in color with GREEN indicating shelter is open and RED indicating the shelter is closed.

Where possible, please have the details of your sign translated into Spanish and/or other languages.
➔ See Appendices, Shelter Signage - Template

SHELTER PLANS AND PROCEDURES

Severe Weather Shelter Response Plan ("Plan")
Active shelter hosts participating in the Plan will review and follow the procedures. The Plan is available as an appendices to this document and is located online at http://www.co.washington.or.us/homeless.
➔ See Appendices, Severe Weather Shelter Response Plan

Appendix A – Details of Shelter Host Site
The Appendix A is the universal document prepared by each Shelter Host site and demonstrates the church/agency's commitment to partner in the plan. The information includes shelter street address, contact information, capacity of the shelter site, hours of intake, pet policy, and homeless populations to be served by the shelter. Appendix A can be found in the Plan document.

The Appendix A form is used by the shelter host site as official communication on dates and times of activation and de-activation as a shelter.
➔ See Appendices, Severe Weather Shelter Response Plan

Emergency Procedures
While incidents are rare at the shelter, it's important to be prepared by documenting procedures to be followed during an emergency and practice this response with Shelter Hosts. At a minimum there should be one telephone accessible to all Hosts. All Hosts should be aware of telephone locations throughout the building. Shelter Hosts may also carry cellular telephones. Emergency contact information should be posted at telephones in the shelter building.

If there is a need for medical or law enforcement, do not hesitate to call **911**. Upon securing the situation, Shelter Hosts will also contact the Shelter Coordinator to inform of the incident. In addition, the Shelter Coordinator or Host will contact the Homeless Program Manager to provide a report on the incident and actions taken.

Important Contact Information:

- Never give homeless guests the telephone numbers of any shelter hosts, the church office number, or other contact information for persons providing services within the Plan. Please provide the **211** or **503-222-5555** phone contact for 211info Referral.
- Do not confirm the existence of any current or previous homeless guest to anyone over the phone. This security/privacy is needed for all guests, and especially persons who may be fleeing domestic violence. If someone identifies himself/herself as a police officer or public official, please refer them to the Shelter Coordinator.

Hours of Operation
A minimum of two (2) Shelter Hosts will be on duty at all times of shelter operations. The Shelter Schedule is a tool for use by the Shelter Host to define the timelines and activities of shelter operations.

A template follows for your use in developing a Shelter Schedule for your specific shelter site.

SHELTER SCHEDULE
[TEMPLATE]

Evening Schedule:

6:00 to 6:30 p.m. – Set-up Time

- Volunteer Shelter Hosts arrive at the shelter site to assist with room preparation.
- Shelter Hosts sign-in. May wear nametags with first name.
- Shelter Hosts complete a brief orientation with the Shelter Coordinator for that evening.
- Shelter Hosts require a volunteer disclosure be signed and on file – please provide volunteer with form if not already completed.

6:30 to 10:00 p.m. – Intake Time

- Shelter Hosts greet homeless guests.
- Shelter Hosts reviews the Shelter Guest Guidelines (rules) with the homeless guests. Give the guest a copy for his/her signature (first name is okay) indicating they understand the rules. Once the guest has signed this document, this is maintained on file. This form is only reviewed and signed once, regardless of the number of nights the guest stays in the shelter.
- Shelter Hosts asks the homeless guest to sign the Shelter Intake form.
- Shelter Hosts give the guest a tour of the building areas where they will eat, sleep, bathrooms, and where they may leave their personal belongings.

10:00 p.m.

- Lights out, please.

Morning Schedule:

6:00 to 6:30 a.m.

- Shelter Hosts begin preparing breakfast (if one is to be served).

6:30 to 7:30 a.m.

- Shelter Hosts wake up homeless guest.
- Guests are expected to pack-up their sleeping area and personal items to take with them when they leave the shelter.
- Shelter Hosts advise the guests if the shelter will be open that evening, provide intake time and other information, as necessary.
- Guests eat breakfast, if provided.

7:30 a.m.

- Guests leave the shelter.

7:30 to 8:00 a.m.

- Shelter Hosts wipe down kitchen counters and tables with bleach water.
- Shelter Hosts returns kitchen to pre-breakfast condition (clean and organized).
- Shelter Hosts sweep/mop floor areas.
- Shelter Hosts complete overnight log sheet to include volunteer hours worked, add comments about guests, or other helpful information.
- Shelter Hosts lock doors when leaving the shelter site.

STAFFING - POSITION DESCRIPTIONS

Shelter Coordinator
The Shelter Coordinator will act as primary contact for all shelter activities and be responsive to the Pastor (church shelter) or Agency Director (nonprofit or public shelter), the Shelter Hosts, and the Homeless Program Manager. Shelters may designate up to two Shelter Coordinators as primary contacts.

The Coordinator will recruit volunteers to work as Shelter Hosts, a Meal Coordinator and a Logistics Coordinator to arrange and provide shelter services.

The Coordinator will prepare and publish Appendix A activation and de-activation notices to 211info and the Homeless Program Manager. The Coordinator will maintain all recordkeeping to include signed Guest and Host documents, Intake Guest Sign-In forms, Volunteer Hours Log, and other documents as necessary. The Coordinator will provide the Homeless Program Manager with reports on number of homeless served and volunteer hour statistics.

Shelter Host
Overnight Shelter Hosts greet shelter guests and facilitate a welcoming atmosphere, provide tour of the areas to be accessible to the guests, and stay overnight at the shelter. Hosts arrive at the shelter with personal bedding and toiletries during the designated shelter set-up time. Shelter Hosts will work with the Shelter Coordinator and Meal Coordinator. The Shelter Hosts will follow the Shelter Schedule. Please refer to your shelter's specific Shelter Schedule.

For safety and visibility: Please have a minimum of two (2) shelter hosts on-site during the operation hours, with one host awake during shelter hours (may alternate sleep shifts) and located near the front of the room. Advise guests that you are here for them should they need anything in the night. Should there be an emergency, call 911.

Personal Belongings: Shelter Hosts should lock all personal belongings (e.g.- purse, computer laptop, etc.) behind closed doors or remain with the items at all times. Do not leave guests unsupervised around supply closets and lock all closets when not in use.

Supply Distribution to Guests: If the shelter is providing personal hygiene supplies, most guests have little in the way of supplies and some may be tempted to hoard the shelter's supplies. Please distribute available supplies to guests to include shampoo, soap, lotion, toothpaste, etc. Other items such as deodorant, razors, diapers, etc., can be supplied by hosts as available.

Abuse: Because of their close interaction with shelter guests, hosts may notice needs or difficulties. Be particularly alert to physical and emotional abuse of guests, especially children. Guests should be informed that physical punishment of children, name-calling, screaming at, verbally humiliating, and intimidating a child or adult are all forbidden and are grounds for ejection and/or permanent exclusion from shelter.

First Aid and Medications: Shelter Hosts should be aware of the location of first aid supplies, e.g. – band aid. No medications are to be distributed or supplied by the shelter. The shelter hosts should not attempt to administer medical treatment. Hosts are encouraged to call 911 if the guest appears to be having a medical emergency/need.

POSITION DESCRIPTIONS - CONTINUED

Permanent Exclusion From Shelter: The Shelter Hosts will advise guest(s) when they break the shelter rules and restate the shelter rule for clarity. After a series of warnings determined by shelter policy, the Shelter Host may exclude the guest if the infraction is of a serious nature to cause concern for safety of the individual, other guest and the shelter hosts. This may include incidents of disturbance to shelter operations that may lead to an unsafe environment. Any violent behavior, or behavior causing a disturbance, or behavior causing volunteers or guest to be uncomfortable or fearful for their safety should result in a 911 emergency request for police presence.

Permanent exclusions will be reported to other Shelter Coordinators within the Washington County Severe Weather Shelter network. This notice can occur via email or phone, and should only include the facts regarding name and reason for exclusion; e.g. the violation of shelter rules that created an unsafe shelter environment.

Meal Coordinator

The Meal Coordinator will arrange the necessary supplies for meals based on the activation schedule and anticipated capacity of the shelter (# of persons to feed). The Meal Coordinator will arrange for food supplies and/or prepared meals to be available for the Shelter Hosts to feed the guests.

Meals may consist of soup, sandwich items, casserole, etc. Meals should be simple to prepare, should be of nutritional value and easy to eat. Please be aware that homeless persons may have poor dental care and unable to chew hard or uncooked items; e.g. – apples, carrot sticks, etc.

Logistics Coordinator

The Logistics Coordinator will provide services in support of the shelter operations to include, but not limited to, shopping for shelter necessities, transportation, arrange special shelter set-up, etc. If a church van is available, may be responsible to coordinate pick-up and drop-off of homeless at designated locations.

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Washington County

Severe Weather Shelter Response Plan For Homeless Persons

Objective

To provide temporary shelter to homeless persons when there is a period of "Inclement" and/or "Severe" weather during Winter months (November through March).

Inclement Weather: Harsh weather that is wet and cold where temperatures may reach 32 degrees Fahrenheit or below during Winter months (November to March).

Severe Weather: Extreme weather that poses risk to life and property that may include a special alert forecast predicting strong wind, heavy rain, frozen precipitation, or other extreme weather for a period of 24 or more hours during Winter months (November to March).

Participating Agencies and Responsibilities

- **Washington County Homeless Program Manager** manages activation/deactivation communication of severe weather shelter site (churches) with 211info, WCCCA, and HSSN **503-846-4760**
  Contact: Annette Evans Annette_Evans@co.washington.or.us ..... *Fax* 503-846-4795
- **HSSN Homeless Subcommittee** outreaches to faith-based and community partners to identify Severe Weather Shelter site and provide orientation.
  Homeless Program Manager: Annette Evans Annette_Evans@co.washington.or.us..... **503-846-4760**
  Interfaith Hospitality Network: Annie Heart familypromiseannieheart@gmail.com **503-844-2919**
- **Shelter Provider Organization** (Faith-based and Community Partners) providing temporary shelter from extreme weather conditions.....See Appendix B
- **Washington County Emergency Management Cooperative (WCEMC)** monitors weather conditions and temperatures, publishes weather reports to predefined email distribution. (WCEMC Weather Forecast)
  Contact: Christopher Walsh, Christopher_Walsh@co.washington.or.us **503-846-7586**
  ..... *Website* www.wrh.noaa.gov/pqr
- **2.1.1info (Community Action I & R Staff)** maintains a list of activated Shelter Providers / Provides referrals. To access Shelter information via phone, dial.....**211**
  Alternate Call Center # is 503-222-5555..... *Website* http://www.211info.org/
- **Washington County Consolidated Communications Agency** will relay shelter information to Public Safety officials (Agency Directive 3.4.21)

Shelter Provider Organization Protocol

Shelter provider organization(s) will provide overnight shelter and meals during Inclement or Severe weather using one or both of the activation protocols:

Inclement Weather: Designated day(s) of the week to provide overnight shelter and meals for a period not to exceed local jurisdiction ordinance within the months of November through March.

Severe Weather: Based on extreme weather incidents, shelters may activate with additional days when the weather reaches 32 degrees or below for 2 or more consecutive nights and/or the extreme weather is considered life-threatening without adequate shelter from the weather.

Action Plan

Preparation (*prior to weather event*):

1. HSSN will engage the faith-based and community organizations to participate in providing temporary shelter services. Orientation will be provided to participating shelter provider organization on the Severe Weather Shelter Response Plan. The shelter provider organization will complete Appendix A and provide shelter site location,

contact information, shelter capacity, hours of intake, shelter amenities, and population to be sheltered (e.g. – singles, families with children). The Service Provider Organization Directory will be updated (Appendix B).

2. Shelter provider organization contact WCEMC requesting to be added to the email distribution of the WCEMC Weather Forecast updates. Shelter provider organization will provide an email address to receive the WCEMC Weather updates and will monitor the weather for activation.
3. WCEMC will add the shelter provider organization contact information to the email distribution.

Response (*during weather event*):

4. The shelter provider organization will review WCEMC weather updates received via email, the National Weather Service Forecast Office, and/or weather updates available on local TV/Radio broadcasts. Shelter provider organization will determine when their organization will open to provide shelter services to the homeless.
5. The shelter provider organization, upon determination to open as a shelter, completes activation portion of Appendix A.
6. The shelter provider organization(s) forwards a copy of Appendix A via email (preferred) or fax to the contacts at Washington County Homeless Program Manager.
7. The Homeless Program Manager will provide the information to 211*info*.
8. Washington County Homeless Program Manager will compile a list of shelter sites with amenities, and distribute the information to:
   - 8.a WCCCA non-emergency dispatch for relay to law enforcement and fire/EMS agencies in the county.
   - 8.b 211*info* to update the Call Center and website.
   - 8.c Shelter provider organizations and the HSSN email distribution.
   - 8.d Washington County Emergency Management Cooperative.
   - 8.e Interfaith Committee on Homelessness.

Deactivation (*following weather event*):

9. The shelter provider organization monitors weather updates and determines when to terminate shelter services by checking the deactivation box on Appendix A, list date and time of closure, and forward via email (preferred) or fax to the Washington County Homeless Program Manager.
10. Washington County Homeless Program Manager will update list of shelters to reflect deactivation and distributes information to:
    - 11.a WCCCA non-emergency dispatch for relay to law enforcement and fire/EMS agencies in the County.
    - 11.b *211info* (Community Action I & R staff)
    - 11.c *Shelter* provider organizations and the HSSN email distribution.
    - 11.d Washington County Emergency Management Cooperative.
    - 11.e Interfaith Committee on Homelessness.

Appendix A

Washington County
Severe Weather Shelter For Homeless Persons

***Enter Shelter Provider Organization Name Here ***

Shelter Location: __(Street Address, City)__

Pastor Name (if applicable): _____

Primary Contact Name (Day): _____
Phone Number (Day): _____
Email Address _____

Primary Contact Name (Night): _____
Phone Number (Night): _____
Email Address _____

Tri-Met Bus Route #'s: __, ___, ___

Standard Capacity and Services

Emergency Preparedness: In the event of a major power outage/disaster, please check all that apply:

☐ Facility has a generator backup power source.
☐ Facility has a generator powered HVAC system.

Populations to be served (check all that apply):

☐ Families with Children
☐ Single Adults (18+ Years and older)
☐ Unaccompanied Youth (Age ___ and younger)

Shelter Capacity:	*(# of persons, beds)*
Hours of Intake:	*(Days of week, times)*
Type of Bedding:	*(floor, cots, etc.)*
Showers:	*(# + shower or tub)*
Meals:	*(coordinated meal available, food donations, cooking facility)*
Day Use Available:	*(Yes or No)*
Handicap Accessible:	*(Yes or No)*
Accept Pets (Dogs/Cats):	*(Yes or No)*
Other:	

☐ **Activate (Open) Effective Date/Time** _____ _____ **(a.m. / p.m.)**
☐ **Deactivate (Close) Effective Date/Time** _____ _____ **(a.m. / p.m.)**

Email to all: Annette_Evans@co.washington.or.us (Washington County Homeless Program Manager)

Appendix B

Washington County

Severe Weather Shelter For Homeless Persons

SERVICE PROVIDER ORGANIZATION DIRECTORY

(To be developed by HSSN Homeless Subcommittee)

BEAVERTON

Agency Name, Street Address, City
Contact Name (Day) 503-123-4567
Email@Email.com

FOREST GROVE

Agency Name, Street Address, City
Contact Name (Day) 503-123-4567
Email@Email.com

HILLSBORO

Agency Name, Street Address, City
Contact Name (Day) 503-123-4567
Email@Email.com

TIGARD

Agency Name, Street Address, City
Contact Name (Day) 503-123-4567
Email@Email.com

TUALATIN

Agency Name, Street Address, City
Contact Name (Day) 503-123-4567
Email@Email.com

VOLUNTEER RECRUITMENT SIGN-UP

Want to learn more about the Severe Weather Shelter Response Plan to provide shelter and meals to homeless persons during extreme life-threatening weather? Please provide information below and you will be contacted for a meeting to discuss the shelter project.

Thank you for your service!

NAME	PHONE	EMAIL	BEST TIME TO MEET

9/2018

IN CASE OF AN EMERGENCY

Severe Weather Shelter - Church Name: _____

Address: _____

Church Phone: _____

Shelter Coordinator(s) Contact Information:

NAME: _____ **PHONE:** _____ **CELL #**_____

NAME: _____ **PHONE:** _____ **CELL #**_____

IN CASE OF A LIFE-THREATENING EMERGENCY: FIRE, MEDICAL, POLICE, DIAL 9-1-1

For non-emergency assistance, please dial 503-629-0111

We do not recommend that a shelter guest or a shelter volunteer transport a person to the hospital or medical clinic.

If a person is having a medical emergency, call **9-1-1**. The EMT/Paramedic responders will assess the situation and determine if transportation to a medical facility is necessary.

***Domestic Violence Crisis Line**	**(503) 469-8620**
***Washington County Family Shelter Network**	**(503) 640-3263**
***Safe Place For Youth Shelter (age 14 to 19 years)**	**(503) 542-2717 or (503) 542-2389**
***Mental Health Crisis Line**	**(503) 291-9111**
Bonnie Hayes Animal Shelter (Animal Control)	(503) 846-7041
Cab, Broadway	(503) 333-3333
Cab, Yellow Cab Service	(503) 272-8765
Communicable Disease Reporting Line	(503) 846-3594
Environmental Health, Foodborne Illness Reporting	(503) 846-8722
Family Justice Center	(503) 430-8300
Hawthorn Walk-In Center[1]	(503) 846-4555
HomePlate Youth Outreach Worker	(503) 867-4954 or (503) 867-7762
Hospital, Legacy Meridian Park	(503) 692-1212
Hospital, Providence St. Vincent	(503) 216-1234
Hospital, Tuality Forest Grove	(503) 357-2173
Hospital, Tuality Hillsboro	(503) 681-1111
Luke-Dorf Homeless Outreach Worker	(503) 597-3876 or (503) 726-3736
Metro West Ambulance	(503) 648-6657
Public Health After Hours Line	(503) 412-2442
Veterans Community Based Outpatient Clinic – Hillsboro	(503) 906-5000 / (503) 220-8262
Virginia Garcia Clinic – Beaverton / Hillsboro Locations	(503) 352-6000 / (503) 601-7400
Information and Referral Resources[2]	211 or (503) 222-5555 cell
Just Compassion, Walk-in Day Center,[3]	(503) 639-9203 (Tigard Foursquare Church) Open
Door Counseling Center Walk-in Day Center[4]	(503) 640-6268

[1] Hawthorn Walk-In Center open 7-days a week, 9 a.m. to 8:30 p.m.
[2] 211info Call Center open Monday through Friday, 8 a.m. to 6 p.m.
[3] Just Compassion Day Center open Thursdays, 9 a.m. to 2 p.m.
[4] Open Door Counseling Center open Monday through Friday, 9a.m. to 5p.m.

GUEST GUIDELINES - TEMPLATE

Hours: _____ p.m. to _____ a.m.

_____(Insert Church Name)_____Church welcomes you to our severe weather shelter. *We hope that you will feel welcome during your stay with us. In order to ensure that everyone has a positive experience, we ask that you follow these rules. If you have any questions or special needs, particularly of an emergency nature, please ask a Shelter Host for assistance.*

The shelter will be open no earlier than _____ p.m. Please do not arrive prior to this time. Exterior building doors are locked at _____ p.m. All guests must be at the church by ____ p.m. unless other shelter accommodations have been arranged.

Smoking is not allowed inside the building or within 10 feet of the building entrance.

Drugs and Alcohol - Absolutely no drugs or alcohol are to be consumed or stored, on or off the shelter grounds by any guest. All guests must be clean and sober of all drugs and alcohol before entering the program. If we suspect alcohol or drug use, you will be asked to leave. If you refuse to leave, we may call 911 for assistance.

Weapons - No weapons are allowed on the church property.

Pets - Guests are not allowed to have pets of any kind in the building, with the exception of service animals.

Harassment - No threats or acts of violence will be tolerated in any way. Any attempt to impose your will on another is an act of violence. Harassment in any form (whether it is verbal, physical, emotional, mental, or sexual) will not be tolerated, nor will aggressive or intimidating behavior of any kind be tolerated.

Discipline of children must be non-violent. Physical, verbal, mental, or emotional abuse of children is not acceptable and will not be tolerated. Examples of abuse include pinching, slapping, hitting, spanking, biting, name calling, swearing, etc. Staff is required by law to report any suspected child abuse or neglect. If you have questions or concerns about this, please ask staff.

Meal - A meal is available at ____ p.m. Please keep food and drinks in the kitchen or eating area, except baby bottles.

Public Areas - Appropriate attire must be worn at all times. All guests must be dressed properly. This means you must be fully clothed. For your protection, shoes must be worn.

Lights Out - Lights out at 10:00 p.m. and all guests are to stay in the sleeping area. If for any reason you have to leave the building in the night (other than to smoke), you will not be let back inside without permission from the Shelter Hosts.

Designated Areas - Please stay in the designated guest areas of the building. You will be provided tour of these areas. Please only sleep in areas designated for sleeping.

Child Supervision - Parents are responsible for the supervision of their children. No children should be left unattended. Young children should go to the restrooms only with their parents. Please do not place inappropriate items (diapers, paper towels, wipes, etc.) in the toilets. Please accompany your children to the restrooms.

General Information

* Guests need to clean up after themselves or ask a volunteer for assistance.
* A telephone is available for brief, local calls.
* The shelter is not responsible for lost or stolen items.
* Guests are welcome to use the sanctuary for prayer or reflection.

Shelter Hosts will wake you at _____ a.m. Please get up and immediately eat breakfast provided by the Shelter Hosts. You will need to put away your sleeping mats and bedding to take with you as you leave. It is important that you be ready to promptly leave the church shelter by _____ a.m.

I understand and agree to follow the rules of this church/agency shelter. I understand that failure to do so may result in my being asked to leave the building and grounds.

_____	_____
Name	Name
_____	_____
Signature	Signature

Date: _____

REGLAS PARA

Hours: _____ p.m. to _____ a.m.

_____(Insert Church Name)_____ le da la bienvenida ha nuestro refugio de clima severo. *Esperamos que se sienta bien durante su estancia con nosotros. A fin de que toda persona tenga una experiencia positiva, pedimos que siga estas reglas. Si tiene alguna pregunta o necesidades especiales, particularmente de carácter de emergencia, por favor piden a un anfitrión del refugio para asistencia.*

El refugio estará abierto a las _____. Por favor, no llegan antes de esta hora. Las puertas exteriores del edificio están bloqueadas durante a las _____. Todos los huéspedes deben estar en la iglesia ha las ____ a menos que se organicen otras adaptaciones de refugio.

Fumar-No está permitido fumar dentro del edificio o dentro de 10 pies de la entrada del edificio.

Drogas y alcohol - absolutamente ningún tipo de drogas o alcohol podrán ser consumidos o almacenados, dentro o fuera de la propiedad del refugio por ningún invitado. Todos los huéspedes deben estar limpios y sobrios de todas las drogas y alcohol antes de entrar en el programa. Si nosotros sospechamos uso de alcohol o drogas, se le pedirá salir del refugio. Si usted se niega a abandonar el refugio, llamaremos 911 para asistencia.

Armas - No se permiten armas en la propiedad de la Iglesia.

Las mascotas - Invitados no deben tener ningún tipo de mascotas o animales domésticos en su compañía dentro o fuera del edificio o en la propiedad, a menos que los animales de servicio.

Acoso - No amenazas o actos de violencia serán tolerados en modo alguno. Cualquier intento de imponer su voluntad en otro es un acto de violencia. No se tolerará el acoso en ninguna forma (ya sea verbal, físico, emocional, mental o sexual), ni se tolerará el comportamiento agresivo o intimidante de ningún tipo.

Disciplina de los niños no debe ser en forma violenta. Abuso físico, verbal, mental o emocional de los niños no es aceptable y no será tolerado. Algunos ejemplos de abuso indebido son: pellizcar, palmadas, golpear, azotes, morder, llamada de nombre, jurar, etc... Personal se requiere por ley informar de cualquier sospecha de abuso infantil o descuido. Si tiene preguntas o preocupaciones acerca de esto, pida ayuda al personal.

Comida - Una comida está disponible a las _____ p.m. Por favor, tenga alimentos y bebidas en la cocina o área alimentarías solamente, excepto biberones.

Áreas Públicas - vestidura apropiada es obligatoria en todo momento. Todos los huéspedes deben estar vestidos correctamente. Esto significa que debe estar totalmente vestido. Para su protección, hay que llevar zapatos.

Luces apagadas- Luces serán apagadas a las 10: 00 p.m. y todos los huéspedes deberán permanecer en el área para dormir. Si por cualquier razón tiene que dejar el edificio (salvo que fuman) en la noche, usted no se permitirá volver a entrar sin permiso de la persona encargada o (anfitrión) del refugio.

Áreas designadas - Por favor durante su estancia permanezca en las áreas designadas para invitado en el edificio. Se le proporcionará recorrer las áreas bajo supervisión. Por favor, sólo duerman en zonas designadas para dormir.

Supervisión Infantil- Padres son responsables de la supervisión de sus hijos. Ningún niño debería dejarse desatendido. Los niños pequeños deberán ir a los baños sólo con sus padres. Por favor no coloque elementos inadecuados (pañales, toallas de papel, etc.) en los retretes. Por favor, acompañe a sus hijos cuando necesiten ir al baño.

Información general * invitados deben recoger sus propiedades o pedir a un voluntario por asistencia. Un teléfono está disponible para las llamadas breves y locales. El refugio no es responsable de elementos perdidos o robados. * Huéspedes son bienvenidos ha utilizar el santuario para orar, reflexionar, o meditar.

La persona en cargada (anfitrión) del refugio le despertara a las ____ . Por favor, levantarse e inmediatamente pase a tomar el desayuno proporcionado por el refugio. Deberá recoger y limpiar el lugar donde durmió y dejarlo en la condición en que se le fue entregado. Es importante que usted este listo para alojar sin demora el refugio de la iglesia a _____ .

Comprendo y estoy de acuerdo con las reglas de este refugio de Iglesia/Agencia. Entiendo que al no hacerlo puede resultar en que se me pida abandonar el edificio y la propiedad.

_____ _____
Nombre Nombre

_____ _____
Firma Firma

Fecha: _____

SHELTER INTAKE AND GUEST SIGN-IN LOG - TEMPLATE

SHELTER HOST SITE: _____ DATE OF INTAKE: _____

	NAME OF GUEST (one individual per line)	BIRTH YEAR (example 1962)	TIME IN	TIME OUT	REVIEW RULES	GAVE TOUR OF BUILDING	NOTES/COMMENTS
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							

SHELTER SIGNAGE - TEMPLATE

SEVERE WEATHER SHELTER

OPEN

Forest Grove United Church Of Christ

Shelter services are available
6:00 p.m. to 6:00 a.m.

For Washington County shelters and other shelter resources within the Metro area,
dial **211** or **503-222-5555**.

Refugio de Clima Severo

Abierto

Forest Grove United Church Of Christ

Servicios del refugio están disponibles
6:00 p.m. to 6:00 a.m.

Refugios en el Condado de Washington y otros refugios y recursos en la área metro, Marque **211** o **503-222-5555**.

SHELTER SIGNAGE - TEMPLATE

SEVERE WEATHER SHELTER

CLOSED

PLEASE COME BACK LATER

Forest Grove United Church Of Christ

Shelter services are available
6:00 p.m. to 6:00 a.m.

For Washington County shelters and other shelter resources within the Metro area,
dial **211** or **503-222-5555**.

Refugio de Clima Severo

Cerrado

Por favor regrese mas tarde

Forest Grove United Church Of Christ

Servicios del refugio están disponibles
6:00 p.m. a las 6:00 a.m.

Refugios para el Condado de Washington y otros refugios y recursos en la área metro marque **211** o **503-222-5555**.

FOREST GROVE OREGON

A place where families and businesses thrive.

CITY RECORDER USE ONLY:	
AGENDA ITEM #:	7.
MEETING DATE:	09/23/2019
FINAL ACTION:	First Reading ORD 2019-12

CITY COUNCIL STAFF REPORT

TO: *City Council*

FROM: *Jesse VanderZanden, City Manager*

MEETING DATE: *September 23, 2019*

PROJECT TEAM: *Daniel Riordan, Senior Planner, Bryan Pohl, Community Development Director*

SUBJECT TITLE: *Public Hearing and First Reading of an Ordinance Accepting the Update to the City of Forest Grove Housing Needs Analysis and Amending the Text of the Forest Grove Comprehensive Plan to Add the 2019 Housing Needs Analysis Update as a Technical Appendix*

ACTION REQUESTED:

X	Ordinance		Order		Resolution		Motion		Informational

X all that apply

ISSUE STATEMENT: The Oregon Department of Land Conservation and Development (DLCD) provided funding for consulting assistance to update the City's 2009 Housing Needs Analysis (HNA). The HNA is a component part of the Forest Grove Comprehensive Plan and provides a basis for policy decisions related to housing needs in the City's planning area. The updated HNA is attached for City Council review and consideration.

Since the HNA is part of the Comprehensive Plan, City Council must adopt an ordinance amending the text of the Comprehensive Plan to include the Plan as a technical appendix. Amending the Comprehensive Plan is a Type IV, legislative action. Type IV actions require an initial public hearing by the Planning Commission and recommendation. The Planning Commission recommendation is provided to City Council for public hearing and final local action. The Planning Commission adopted a motion recommending City Council accept the HNA update and add the HNA as an appendix to the Comprehensive Plan.

BACKGROUND: In 2017, the Oregon Legislature passed House Bill HB 4006 pertaining to severe rent burden in cities throughout Oregon. DLCD and the Oregon Department of Housing and Community Services identified Forest as a severe rent burden city where more than 25% of renter households pay more than 50% of household income on rent. HB 4006 made technical assistance grants available through DLCD to help severe rent burden cities update local HNAs. Since Forest Grove is identified as a severe rent burden community the City qualified for and received a technical assistance grant. DLCD selected FCS Group to the lead the HNA update effort for the City.

A work session was held with City Council on June 10th to present findings and conclusions from the HNA update prior to completion. FCS completed the HNA update on June 27th.
The Planning Commission held a duly-noticed public hearing on August 19th to accept public comment on the HNA update and to consider recommending City Council adoption. On August 19th the Planning adopted a motion on a unanimous vote of 4-0 recommending that City Council accept the HNA update and amend the text of the Forest Grove Comprehensive Plan (Plan) to add the HNA update as a technical appendix to the Plan.

An ordinance accepting the HNA update and amending the text of the Comprehensive Plan to add the plan as an appendix is attached for Council consideration (Attachment A). The HNA update document is attached to the ordinance as Exhibit A.

Several additional items are attached as additional information for City Council. The first items is Planning Commission Decision 2019-10 (Attachment B). The decision includes the Planning Commission's findings providing the basis for the Planning Commission's recommendation to Council. The second item is the staff report prepared for the Planning Commission's public hearing held on August 19th (Attachment C). The third, and final item, item is the draft minutes from the Planning Commission's public hearing.

FISCAL IMPACT: Adoption of the attached ordinance has no fiscal impact to the City. The HNA is a technical document required by state law and administrative rule providing a basis for policy decision related to housing needs in the City's planning area.

STAFF RECOMMENDATION: Staff recommends:

- City Council hold a Public Hearing on September 23, 2019, and continue the Public Hearing to October 14, 2019; and

- City Council adopt an ordinance on October 14, 2019, accepting the update to the City of Forest Grove Housing Needs Analysis and amending the text of the Forest Grove Comprehensive Plan to add the 2019 Housing Needs Analysis as a technical appendix.

ATTACHMENT(s):
A. Ordinance and Exhibit A: Housing Needs Analysis, June 27, 2019
B. Planning Commission Decision 2019-10, August 19, 2019
C. Planning Commission Staff Report, August 19, 2019
D. Planning Commission Draft Minutes, August 19, 2019

FOREST GROVE OREGON

A place where families and businesses thrive.

NOTICE OF PUBLIC HEARING
FOREST GROVE CITY COUNCIL

NOTICE IS HEREBY GIVEN that the Forest Grove City Council will hold a Public Hearing on **Monday, September 23, 2019, 7:00 p.m**. or thereafter, in the Community Auditorium, 1915 Main Street, to review the following request; **FILE NO. 311-19-000016-PLNG**:

- Planning Commission recommendation that City Council accept the 2019 update to the City's Housing Needs Analysis (HNA) and adopt an ordinance amending the Forest Grove Comprehensive Plan to add the HNA update as a technical appendix. The proposed ordinance, if enacted by the City Council, would take effect 30 days immediately after enactment unless City Council declares an emergency.

The City Council will consider the Planning Commission's recommendation on the following decision factors.

A. Statewide Land Use Planning Goal 1 (Citizen Involvement);
B. Statewide Land Use Planning Goal 2 (Land Use);
C. Statewide Land Use Planning Goal 10 (Housing);
D. Statewide Land Use Planning Goal 14 (Urbanization);
E. Forest Grove Comprehensive Plan Goals and Policies;
F. Metro Urban Growth Management Functional Plan (Title 1: Housing Capacity and Title 7: Housing Choice);
G. Oregon Revised Statutes Chapter: 197.296 (Sufficiency of Buildable Lands, Analysis and Determination of Residential Housing Patterns); and
H. Oregon Administrative Rules Chapter: 660-007 (Metropolitan Housing Rule).

At this time and place, all persons will be given reasonable opportunity to give testimony about the proposal. If an issue is not raised in the hearing (by person or by letter) or if the issue is not explained in sufficient detail to allow the City Council to respond to the issue, then that issue cannot be used for an appeal to the Land Use Board of Appeals. Information pertaining to this request may be obtained from Senior Planner Daniel Riordan, Community Development Department, 9am-5pm, 1924 Council Street, (503) 992-3226 or driordan@forestgrove-or.gov. A copy of the staff report is available seven days prior to the hearing at the City Recorder's Office or by visiting the City's website at www.forestgrove-or.gov. Written comments or testimony may be submitted at the hearing or sent prior to the hearing to the attention of the City Recorder's Office, P. O. Box 326, 1924 Council Street, Forest Grove, OR 97116, aruggles@forestgrove-or.gov.

###

Anna D. Ruggles, CMC, City Recorder
City of Forest Grove

FG NewsTimes 09/18/2019

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FOREST GROVE OREGON

HOUSING NEEDS ANALYSIS UPDATE

Dan Riordan,
Senior Planner

Bryan Pohl, Community Development Director

City Council
09/23/2019

HNA ADOPTION PUBLIC HEARING

- Council consideration of an ordinance accepting the update to the City's 2009 Housing Needs Analysis (HNA) and amending the City's Comprehensive Plan to add the HNA as a technical appendix.

- Prior to tonight's hearing a work session was held with City Council on June 10th to present details from the analysis prior to finalizing the HNA.

- Tonight's presentation will only summarize major findings and conclusions.

FOREST GROVE OREGON

BACKGROUND

- Statewide Planning Goal 10 (Housing) requires there be enough land in the City's planning area (urban growth boundary) to meet demand for needed housing over a 20-year planning period.

- The HNA also supports local compliance with Statewide Planning Goal 2 (Land Use) which requires a factual basis for decisions and actions related to land use.

- As a policy document guiding decisions and actions related to land use, the HNA must be formally adopted as part of the Comprehensive Plan.

BACKGROUND

- In general, an HNA includes:
  - An inventory of existing housing stock by type and price range.
  - Housing demand projections by type and price range for the next 20 years.
  - Assessment of housing land needs based on how land is currently zoned and the housing projections.

BACKGROUND

- An advisory committee was convened to assist the project team and review work products.
- The committee also supports compliance with Statewide Planning Goal 1 (Citizen Involvement).
- The committee met three times during the project.

Participants

- **City Councilor Valfre**
- **Planning Commissioner Ruder**
- **Bienestar Director**
- **West Tuality Habitat Director**
- **Home Builders Association Staff**
- **Local Apartment Manager**
- **Affordable Housing Ad-Hoc Committee Member**
- **Washington County Land Use and Transportation staff**

HOUSING NEEDS ANALYSIS

- The HNA covers the period from 2019 to 2039.
- During this period Forest Grove's population is forecasted to increase from about 24,000 persons to about 34,000 persons.
- An additional 3,400 housing units will be needed for this population growth.
- The HNA shows that there's enough land zoned for residential in the UGB to meet this demand.

HOUSING NEEDS ANALYSIS

- The HNA also shows there's a need for a variety of housing types including single family units, duplexes, triplexes, apartments and manufactured homes.
- Units are needed across the entire price and rental spectrum.
- The data shows a significant need for homes affordable to households earning between $60,000 and $90,000 annually.
- This market segment represents about 56% of the owner market demand and 51% of the rental demand.

FOREST GROVE OREGON

PLANNING COMMISSION ACTION

- The Planning Commission held an initial public hearing on the HNA update on August 19th.
- The Commission found the HNA update complies with applicable planning laws and administrative rules.
- The Commission adopted a motion, on vote of 4- 0, to recommend Council adopt an ordinance:
  - Accepting the HNA update; and
  - Adding the HNA update as a technical appendix to the Comprehensive Plan.

FOREST GROVE OREGON

STAFF RECOMMENDATION TO COUNCIL

- Staff recommends City Council support the Planning Commission recommendation and adopt an ordinance accepting the HNA update and amending the Comprehensive Plan to add the HNA update as a technical appendix.

QUESTIONS?

FOREST GROVE OREGON

FIRST READING: 7.

ORDINANCE NO. 2019-12

ORDINANCE ACCEPTING THE UPDATE TO THE CITY OF FOREST GROVE HOUSING NEEDS ANALYSIS AND AMENDING THE TEXT OF THE FOREST GROVE COMPREHENSIVE PLAN TO ADD THE 2019 HOUSING NEEDS ANALYSIS UPDATE AS A TECHNICAL APPENDIX
FILE NUMBER 311-19-000016-PLNG

WHEREAS, in 2017, the Oregon legislature passed HB 4006 pertaining to severe rent burden in cities throughout Oregon; and

WHEREAS, the Oregon Department of Land Conservation and Development (DLCD) and Oregon Department of Housing and Community Services (OHCS) identified Forest Grove as a severe rent burden city where more than 25% of renter households pay more than 50% of household income on rent; and

WHEREAS, HB 4006 made technical assistance grants available through DLCD to help severe rent burden cities update housing needs analysis; and

WHEREAS, Forest Grove being a severe rent city, qualified for and received technical assistance to update the City's 2009 Housing Needs Analysis; and

WHEREAS, DLCD selected consultants FCS Group to lead the HNA update for the City; and

WHEREAS, a City Council work session was held on June 10, 2019, to present findings and conclusions from the HNA update prior to completion; and

WHEREAS, the HNA update was completed by FCS Group to the satisfaction of the City; and

WHEREAS, the Planning Commission held a duly-noticed Public Hearing on August 19, 2019, to accept public comment on the HNA update and to consider recommending City Council adoption; and

WHEREAS, the Planning Commission adopted a motion on August 19, 2019, recommending that City Council accept the HNA update and amend the text of the Forest Grove Comprehensive Plan to add the HNA update as a technical appendix to the Plan; and

WHEREAS, City Council held a duly-noticed Public Hearing on September 23, 2019 and continued the Public Hearing to October 14, 2019.

NOW, THEREFORE, THE CITY OF FOREST GROVE ORDAINS AS FOLLOWS:

Section 1: The City Council hereby adopts the Housing Needs Analysis dated June 27, 2019, attached as Exhibit A.

Section 2: The City Council hereby amends the Forest Grove Comprehensive Plan to include the HNA update as an appendix to the Plan.

Section 3: This ordinance is effective 30 days following its enactment by the City Council.

PRESENTED AND PASSED the first reading the 23rd day of September, 2019.

PASSED the second reading this 14th day of October, 2019.

_____

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 14th day of October, 2019.

_____

Peter B. Truax, Mayor

EXHIBIT A

FOREST GROVE OREGON

A place where families and businesses thrive.

Forest Grove

Housing Needs Analysis

This project is funded by Oregon general fund dollars through the Department of Land Conservation and Development. The contents of this document do not necessarily reflect the views or policies of the State of Oregon.

DLCD

Public Hearing Draft

June 27, 2019

ACKNOWLEDGEMENTS

This work is made possible through the sincere input by City staff and the Forest Grove Planning Commission. We specifically recognize and appreciate the time and attention dedicated to this work by the following people.

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FCS GROUP

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Section I. INTRODUCTION

The Forest Grove Housing Needs Analysis (HNA) is intended to update the City's 2009 HNA prepared for periodic review of the Forest Grove Comprehensive Plan. The HNA update serves as a basis for the City to explore and document new information regarding the City's buildable land inventory (BLI), population and development policies aimed at accommodating population growth and providing adequate land within the urban growth boundary (UGB) to handle the next 20 years of growth.

Oregon Regulatory Requirements

The passage of the Oregon Land Use Planning Act of 1974 (ORS Chapter 197) established the Land Conservation and Development Commission (LCDC) and the Department of Land Conservation and Development (DLCD). The Act required the Commission to develop and adopt a set of statewide planning goals. Goal 10 addresses housing in Oregon and provides guidelines for local governments to follow in developing their local comprehensive land use plans and implementing policies.

At a minimum, local housing policies contained in a Comprehensive Plan must meet the applicable requirements of Goal 10 and administrative rules that implement state land use planning statutes. (ORS 197.295 to 197.314, ORS 197.475 to 197.490, and OAR 600-008).[1]

Goal 10 requires incorporated cities to complete an inventory of buildable residential lands. Goal 10 also requires cities to encourage the numbers of housing units in price and rent ranges commensurate with the financial capabilities of its households.

[1] ORS 197.296 only applies to cities with populations over 25,000.

Goal 10 defines needed housing types as "all housing on land zoned for residential use or mixed residential and commercial use that is determined to meet the need shown for housing within an urban growth boundary at price ranges and rent levels that are affordable to households within the county with a variety of incomes, including but not limited to households with low incomes, very low incomes and extremely low incomes." ORS 197.303 defines needed housing types:

(a) Housing that includes, but is not limited to, attached and detached single-family housing and multiple family housing for both owner and renter occupancy.

(b) Government assisted housing.[2]

(c) Mobile home or manufactured dwelling parks as provided in ORS 197.475 to 197.490.

(d) Manufactured homes on individual lots planned and zoned for single-family residential use that are in addition to lots within designated manufactured dwelling subdivisions.

(e) Housing for farmworkers.

Forest Grove is also subject to the state Metropolitan Housing Rule (OAR 660-007). The purpose of the Metropolitan Housing Rule is to "assure opportunity for the provision of adequate numbers of needed housing units and the efficient use of land within the Metropolitan Portland (Metro) urban growth boundary, to provide greater certainty in the development process and so to reduce housing costs." The Metropolitan housing rule also establishes regional density standards for each jurisdiction. Under the rule, Forest Grove must provide for an overall density of eight or more dwelling units per net buildable acre. The City Planning Division estimates that current zoning and comprehensive plan designations provide an opportunity for about 9.8 dwellings per net buildable acre.

HNA Methodology

A recommended approach to conducting a housing needs analysis is described in *Planning for Residential Growth: A Workbook for Oregon's Urban Areas*, the Department of Land Conservation and Development's guidebook on local housing needs studies. As described in the workbook, the specific steps in the housing needs analysis are:

1. Inventory the supply of buildable residential lands.

2. Determine the actual density and mix of housing in the planning area.

3. Project the number of new housing units needed in the next 20 years.

[2] Government assisted housing can be any housing type listed in ORS 197.303 (a), (c), or (d).

4. Identify relevant national, state, and local demographic and economic trends and factors that may affect the 20-year projection of structure type mix.

5. Describe the demographic characteristics of the population and, if possible, the housing trends that relate to demand for different types of housing.

6. Determine the types of housing that are likely to be affordable to the projected households based on household income.

7. Determine the needed housing mix and density ranges for each plan designation and the average needed net density for all structure types.

8. Estimate the number of additional needed units by structure type.

9. Determine if there is enough buildable land in the planning area to accommodate the number of additional needed units.

10. Identify and evaluate measures to increase likelihood needed residential development will occur.

While ORS 197.296 specifically applies to cities with 25,000 or more population, this statute is generally followed as a best practice to determine housing needs for Forest Grove. This analysis incorporates 20-year population growth for the Forest Grove Urban Growth Boundary (UGB) based on population growth forecast data provided by Metro.

Report Organization

This report provides the technical basis of findings that support proposed housing policy recommendations and subsequent actions that the city could take to update its Comprehensive Plan and Development Code to promote needed housing. Each section of this report provides current data, assumptions and results that comprise all findings and conclusions:

- **Section II: Trends and Forecasts**, includes an analysis of existing housing stock, and review of housing trends affecting Forest Grove;
- **Section III: Housing Needs**, documents the housing needs forecast for the portion of the Portland Regional Urban Growth Boundary (UGB) adjacent to the Forest Grove city limits;
- **Section IV**: **Residential Land Sufficiency,** evaluates the residential land needs with respect to the estimated residential development capacity of the current UGB based on the buildable land inventory; and
- **Section V**: **Residential Policy Strategies**, summarizes key findings and provides a set of new local policy measures to consider for accommodating needed housing.

Please refer to the Glossary for a list of terms used in the Housing Needs Analysis.

Section II. TRENDS & FORECASTS

Forest Grove is located on the western border of the Tualatin Plains and is part of the Portland-Hillsboro-Vancouver Metropolitan Statistical Area. The city's namesake was derived from large groves of white oaks, and natural background setting of fir forests. As the home of Pacific University (established in 1845 as one of the oldest institutions of higher learning in the Northwest), downtown Forest Grove has a distinctively historic charm.

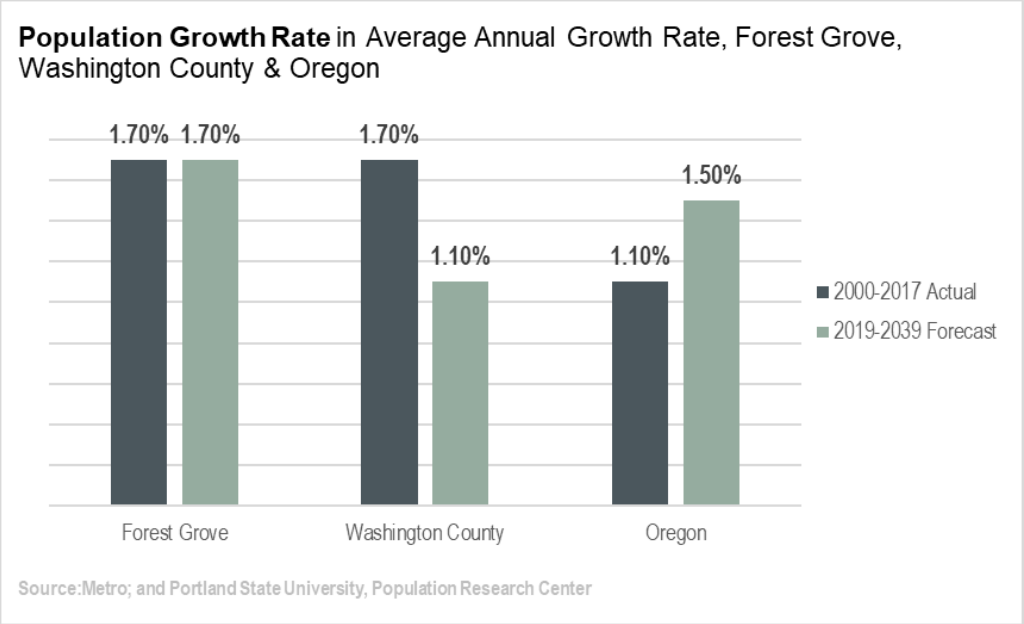
Like many Northwest communities, Forest Grove is experiencing rapid growth as national in-migration patterns translate to rapid population growth for Oregon in comparison to the rest of the nation. According to the U.S. Census Bureau, population in the Western U.S. is projected to grow at an average annual rate of 1.6%, compared to 1.0% nationally over the next 20 years. With a comparably lower cost of living and favorable quality of life factors, Forest Grove will likely experience a continued influx of the region's workforce seeking housing near major employment areas in Washington County as well as retiring baby boomers wishing to live near recreational amenities. As population increases, the demand for all types of housing will increase.

Population

Since the year 2000, population in the City of Forest Grove Urban Growth Boundary (UGB) has increased by 33%, up from 17,708 residents in 2000 to an estimated 24,125 in 2018[3]. Population within the Forest Grove UGB is projected to add 9,622 residents over the next 20 years (1.7% avg. annual growth rate) according to the Metro regional government (see **Exhibit 2.1**).

[3] Certified population estimate, Portland State University, Population Research Center, July 1, 2018.

Exhibit 2.1



Forest Grove and Washington County have a high share of younger residents (under age 19) and a low share of older residents (over age 65) in comparison with the State of Oregon. As shown in **Exhibit 2.2**, the median age of residents was 33.1 in 2017, considerably less than the State average of 39.2.

Exhibit 2.2

Exhibit 2.3: Population Under 19 Years of Age

Forest Grove	29.9%
Washington County	26.1%
Oregon	23.9%

Exhibit 2.4: Population Over 65 Years of Age

Forest Grove	13.2%
Washington County	12.0%
Oregon	16.4%

Source: U.S. Census Bureau, 2013-2017 American Community Survey 5-Year Estimates

Forest Grove has a relatively high average household size, which is evidenced by that fact that there are 2.79 people per housing unit, well above the State and Washington County averages (see **Exhibit 2.4**).

Exhibit 2.4

Average Number of People per Unit, Forest Grove, Washington County, Oregon, 2017

Source: U.S. Census Bureau, 2013-2017 American Community Survey, compiled by FCS Group

2.79	2.56	2.32
Forest Grove	Washington County	Oregon

Exhibit 2.5 shows that Forest Grove has a higher share of four or more person households than Washington County and a much higher share than the state.

Exhibit 2.5: Household Size Distribution

Household Size	Forest Grove	Washington County	Oregon
One Person	24.2%	24.2%	27.7%
Two Person	31.6%	34.6%	36.8%
Three Person	15.4%	16.2%	14.8%
Four or More Persons	28.7%	25.0%	20.7%

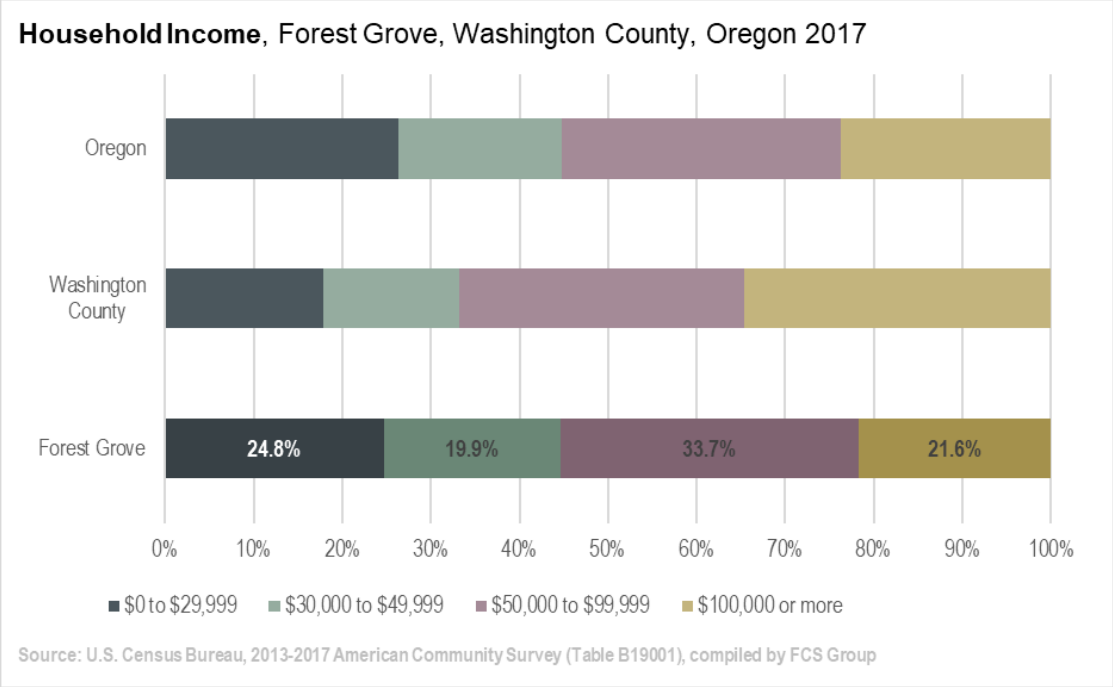
Source: U.S. Census Bureau, 2013-2017 American Community Survey 5-Year Estimates

In addition, average family size in Forest Grove also tends to be larger than the averages for Washington County and the state as a whole. Average family size in Forest Grove is 3.24 persons whereas it is 3.14 for Washington County and 3.02 for the state.

Income

Median household income in Forest Grove ($54,503) is below Washington County ($74,033) and Oregon ($56,119). As shown in **Exhibit 2.6,** Forest Grove has a higher number of low-income residents earning less than $30,000 per year than Washington County, and a relatively smaller share of mid and upper income residents earning more than $50,000.

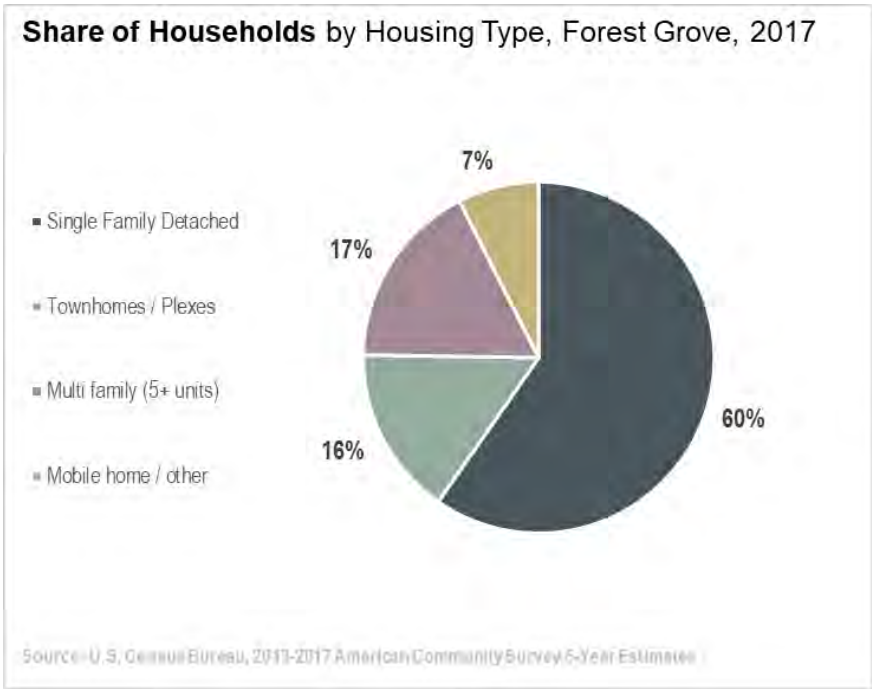
Exhibit 2.6



Housing Inventory

According to published American Community Survey data for Forest Grove published by the US Census Bureau, there are 8,440 housing units in Forest Grove. Like many communities, the existing housing stock in Forest Grove is dominated by single family detached (low to medium density development) which accounts for 60% of the inventory. Townhomes/plexes (medium density development) make up 16% of the inventory. Higher density multifamily apartments and condos (with more than 5 units per structure) make up 17%. Finally, manufactured / mobile homes/other housing types comprise the remaining 7% of the inventory (see **Exhibit 2.7**). Many of the manufactured homes are located in the Rose Grove, Quail Run and The Homestead Community manufactured home parks.

Exhibit 2.7



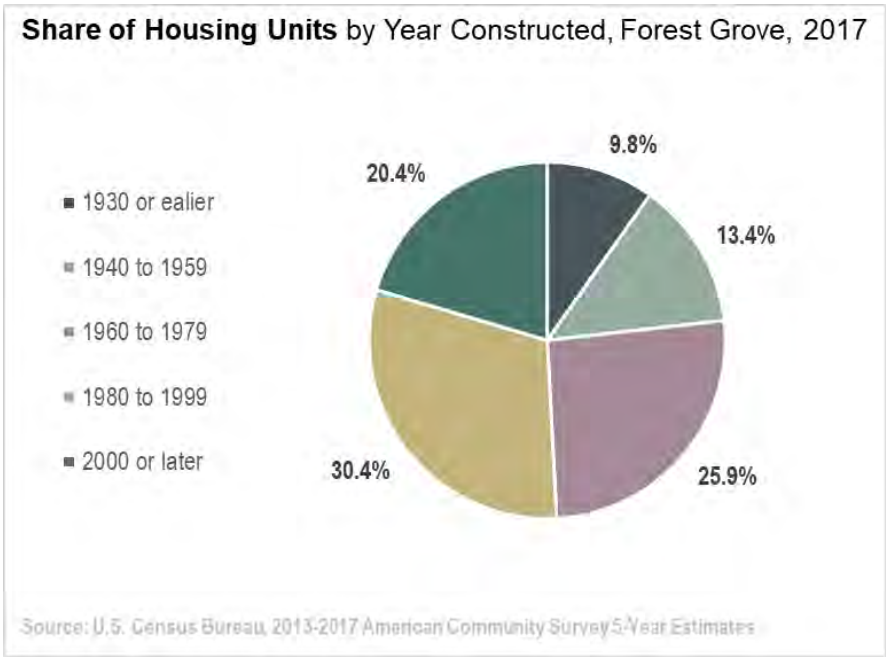
Government assisted housing is another needed housing type under state law (ORS 197). Government assisted housing means housing that is financed in whole or in part by either a federal or state housing agency or local housing authority. Government assisted housing also includes housing occupied by a tenant or tenants who benefit from rent supplements or housing vouchers provided by a federal or state housing agency or local housing authority.

According to the Oregon Department of Housing and Community Services (OHCS) housing database there are about 680 government assisted housing units in Forest Grove. Government assisted housing units comprise about 8% of the City's total housing inventory.

Live Government assisted housing, farmworker housing is needed under state law (ORS 197.303(1)e. Farmworker housing is also tracked by the OHCS which indicates that there are 82 units across four agriculture worker housing developments.

The table below shows when homes in Forest Grove were constructed. Although there has been significant development in the City since 2000 only 20% of the City's housing stock has been constructed since then. Homes built during 1980 and 2000 represents the largest period of home construction in the City. During this period almost 1/3 of the City's housing stock was built.

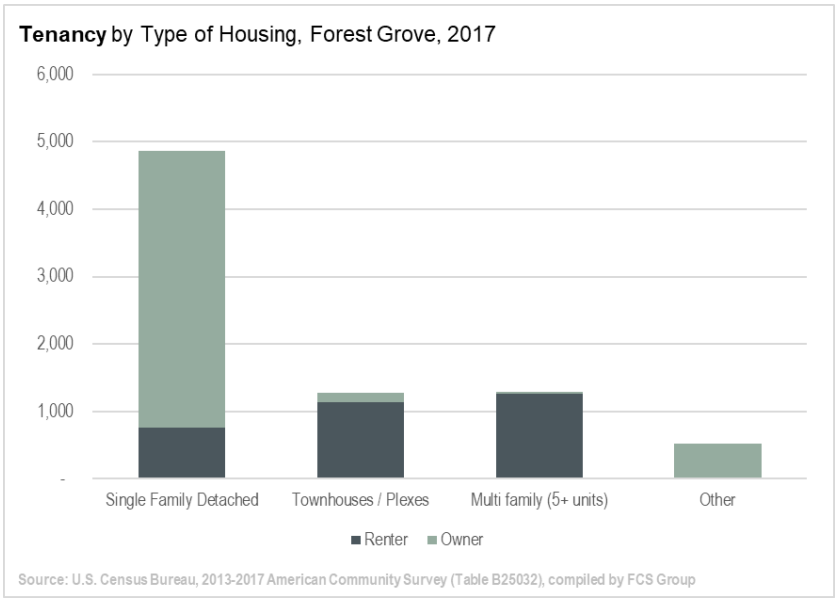
Exhibit 2.8: Year Home Built



Housing Occupancy and Tenancy

As would be expected, most homeowners reside in single family detached homes or mobile homes (manufactured housing, categorized among the "other" category by the Census) and most renters reside in townhomes/plexes and multifamily (apartment and condominium) units, as shown in **Exhibit 2.9**.

Exhibit 2.9



Manufactured homes represent a lower cost single family home option for many households in the City when compared to traditional stick built homes. Approximately 8% of the City's housing stock is manufactured housing. Most of the manufactured homes are located in manufactured home parks including Quail Run, Rose Grove and The Homestead Community.

As noted in the introduction, Forest Grove is home to Pacific University whose enrollment reached 2,443 during the 2015-16 school year. 1,229 students lived on campus in that year, constituting a majority of the City's group quarters population.

Affordable Housing Inventory

The housing affordability analysis evaluates median income levels using two measures: median family income, and median household income. As shown in **Exhibit 2.10**, the median family income level in Washington County for 2017 was $85,993, and the median household income was $74,033. At these income levels, if we assume 30% of income is devoted to housing costs, the theoretically attainable monthly housing payment for a low-income household at 80% of the income level would be $1,481 based on median household income and $1,720 based on median family income. The 30% threshold is generally accepted by the US Housing and Urban Development Department and many other housing agencies as the threshold for determining if housing is affordable for the residents.

Exhibit 2.10 indicates that there is 3,846 housing units (including 1,266 owner-occupied housing units and 2,580 renter occupied housing units) in the Forest Grove inventory that are affordable to households at 80% of the median income level. Within this total, there are 526 regulated government assisted housing units; and 3,320 units are considered to be "naturally occurring" without government assistance. This naturally occurring affordable housing inventory includes 5,551 units that are affordable to households at the median family income level and 3,320 units that are affordable to households at 80% of the median family income level.

Exhibit 2.10

	Analysis based on:			
	Median Family Income	Median Household Income	80% Median Family Income	80% Median Household Income
Median Familly Income*	$85,993	$74,033	$68,794	$59,226
Affordable Monthly Housing Cost**	$2,150	$1,851	$1,720	$1,481
Affordable Owner-Occupied Units	3,190	1,266	1,266	1,266
Affordable Renter-Occupied Units	2,887	2,580	2,580	2,580
Total Affordable Units	6,077	3,846	3,846	3,846
Regulated Affordable Units	526	526	526	526
"Naturally Occuring" Affordable Units	5,551	3,320	3,320	3,320
Percent of Total Housing Stock	69.4%	41.5%	41.5%	41.5%

* Figures for Washington County, 2017.

** Calculated as 30% of income range based on HUD guidelines.

Housing Market Gap Analysis

The existing conditions analysis indicates that there is a sizable rental housing gap at the upper and lower end of the housing market in Forest Grove. **Exhibit 2.11** illustrates the relative extent of the rental housing gaps based on monthly rent levels in comparison to household incomes.

The current inventory of rental housing in Forest Grove primarily consists of units priced at $500 to $1,250 per month. This results in a gap in market supply for households that earn between $50,000 and $75.000 who could likely afford newer or larger rental units priced at $1,250 to $1,875/month (Exhibit 2.11 indicates a market gap of 276 units at this price point).

Market gaps are much higher for rentals priced below $500 per month. In particular, the housing demand created by households earning less than $20,000 has a market gap for an estimated 710 rental units. Rents in this income range would generally need to government assisted to be considered affordable from HUD's perspective. The potential for Forest Grove to add additional income restricted housing units will depend on many factors, such as availability of government grants and loans that can be used for developing affordable housing, as well as local policies that can help enhance feasibility of mixed-income apartment buildings.

Exhibit 2.11

Median Household Income Range	Renter-Occupied Housing Units	Affordable Monthly Rent Costs *	Level of subsidy required	Estimated Available Rental Units	Gap or Surplus
$75,000 or more:	293	$1,875	Zero	404	111
$50,000 to $74,999:	509	$1,250-$1,875	Zero	233	(276)
$35,000 to $49,999:	691	$875-$1,250	Low	1,037	346
$20,000 to $34,999:	684	$500-$875	Medium	1,213	529
Less than $20,000:	861	Less than $500	High	173	(688)
Zero or negative income	111	N/A	High	89	(22)
Total	3,149			3,149	-

Source: US Census Bureau 2013-2017 ACS.

* Calculated as 30% of income range based on HUD guidelines

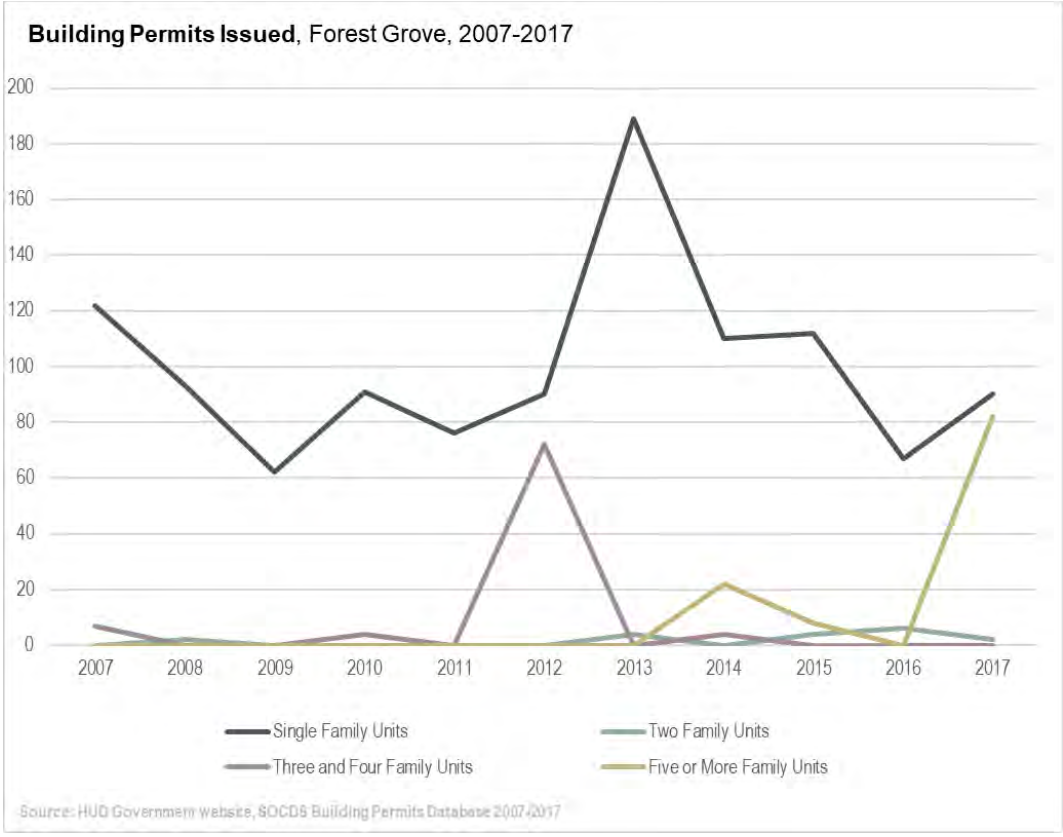
A similar market gap analysis was performed for owner-occupied housing. However, the use of U.S. Census statistics for this type of analysis **may not provide an accurate portrayal of the demand generated by low-income households** since the U.S Census data compares the number of homeowners (by income level) with the number of attainably priced homes. For lower-income households, if there were more for-sale housing products available at lower price levels (e.g., priced below $150,000), there would be significant demand from current renters that wish to own a home.

Construction Permitting Activity

Historically new building construction in Forest Grove has been primarily single family housing. As shown in **Exhibit 2.12**, from 2007 to 2017, the City issued an average of 100 single family permits, and an average of 20 permits of other types. The issuance of permits for five or more family units has

risen since 2016, but single family construction continues to outpace all other types. Over the past two years the City issued permits for about 300 multifamily apartments. This includes units at the Forestplace, Cedar Manor and Jesse Quinn developments.

Exhibit 2.12



The median home price in Forest Grove was $406,900 (as of the first quarter of 2019) which is lower than the median home price in Washington County, but significantly more than the stateside median (see **Exhibit 2.13**). The US Census Bureau publishes estimated home value data through the American Community Survey. The most recent data is also show below. The distinction between home price and home value is price data is based on homes for sale whereas home value data is based on total owner-occupied units.

Exhibit 2.13

Median Home Price, Forest Grove, Washington County, Oregon, 2019

Source: Zillow, 2019

$406,900	$411,100	$346,100
Forest Grove	Washington County	Oregon

Median rents are also lower in Forest Grove than other parts of Washington County and in Oregon as a whole (see **Exhibit 2.14**).

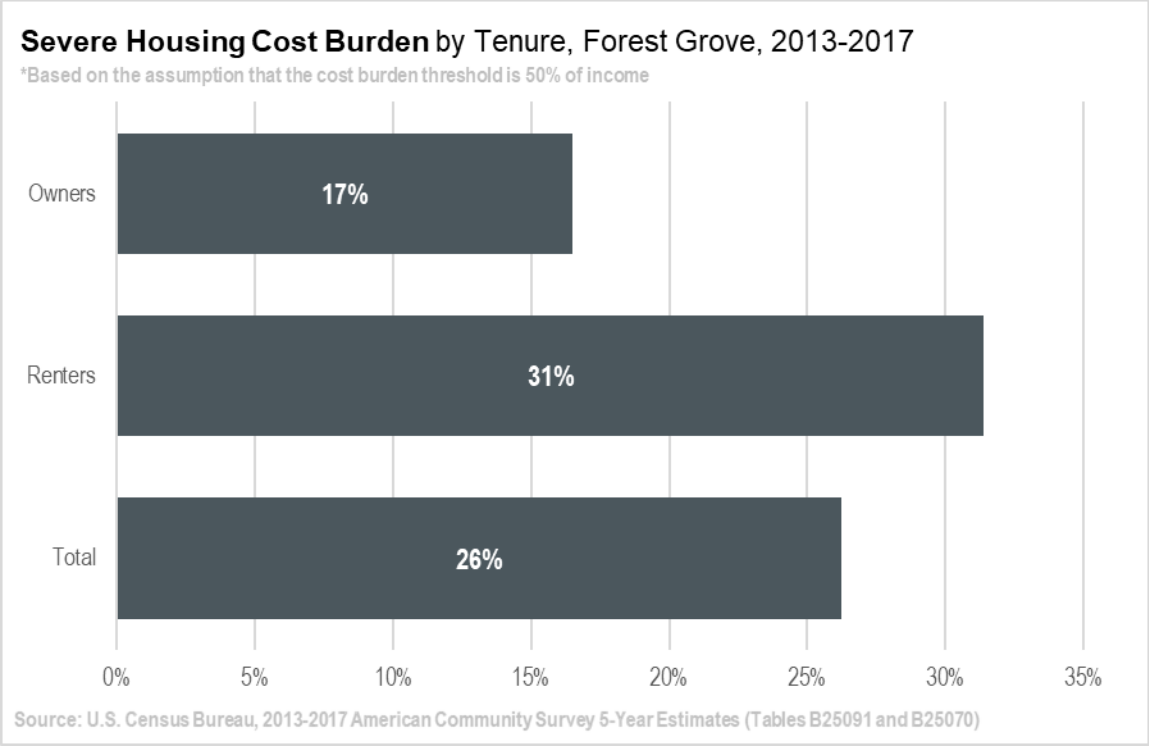
Exhibit 2.14

Housing Cost Burdens

According to the U.S. Department of Housing and Urban Development (HUD), households are considered "cost burdened" if they pay over 30% of their income on housing costs (e.g. rent, mortgage payments, etc.). Households are considered "severely cost burdened" when they pay over 50% of their income on housing.

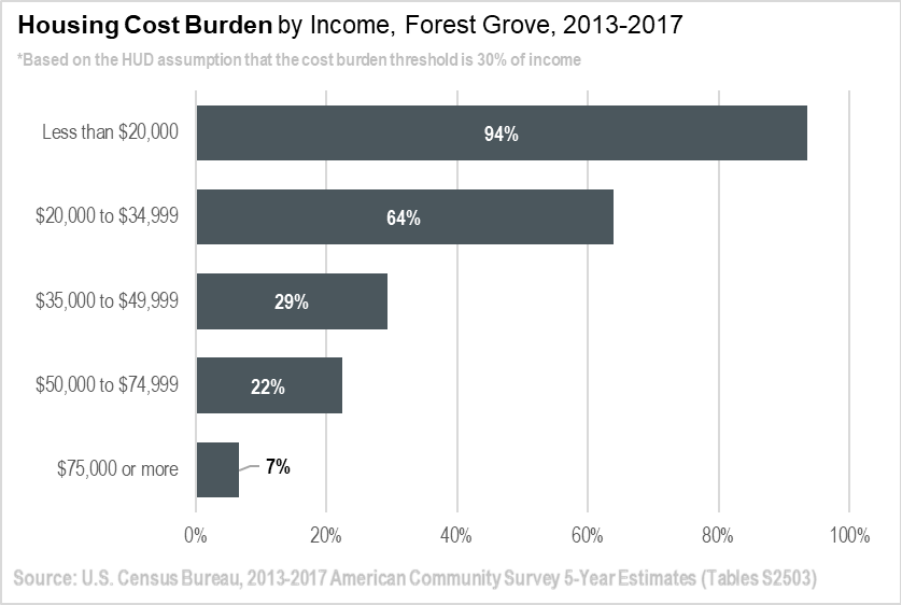
Given the relatively low household income levels, Forest Grove is experiencing widespread housing cost burden issues. When considering both renters and homeowners, 26% of all residents in Forest Grove were severely housing cost burdened in 2017. As shown in **Exhibit 2.12**, 17% of the homeowners and 31% of the renters were severely rent burdened.

Exhibit 2.15



As would be expected, low-income households are experiencing the highest levels of housing cost burden. As shown in **Exhibit 2.17**, over 2 in 3 households earning less than $35,000 are cost burdened (paying more than 30% of household income on housing).

Exhibit 2.17


Housing Cost Burden by Income, Forest Grove, 2013-2017
*Based on the HUD assumption that the cost burden threshold is 30% of income
Less than $20,000
94%
$20,000 to $34,999
64%
$35,000 to $49,999
29%
$50,000 to $74,999
22%
$75,000 or more
7%
0%
20%
40%
60%
80%
100%
Source: U.S. Census Bureau, 2013-2017 American Community Survey 5-Year Estimates (Tables S2503)

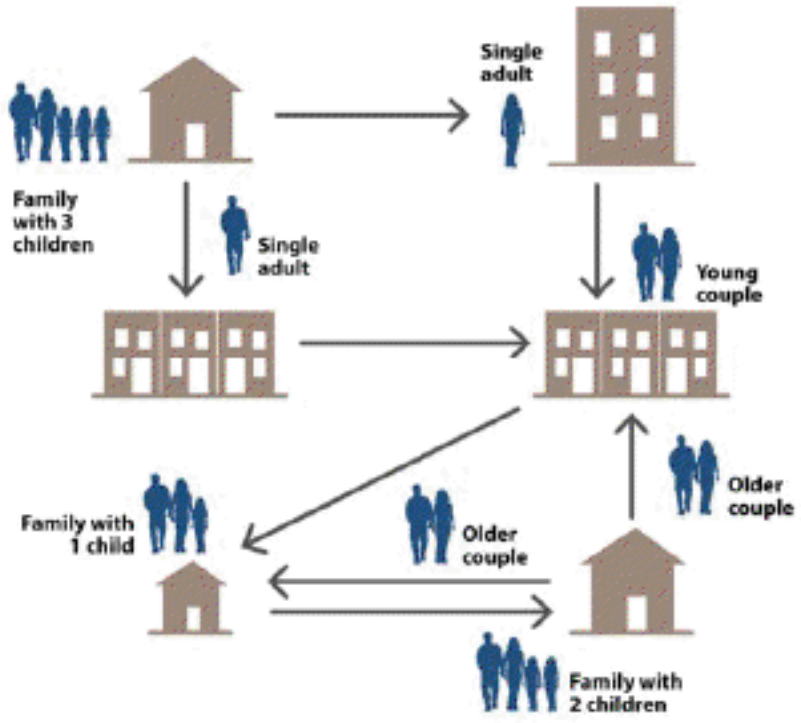
Section III. HOUSING NEEDS

Factors Affecting Housing Needs

There is a direct linkage between demographic characteristics and housing choice. As shown in **Exhibit 3.1**, housing needs change over a person's lifetime. Other factors that influence housing include:

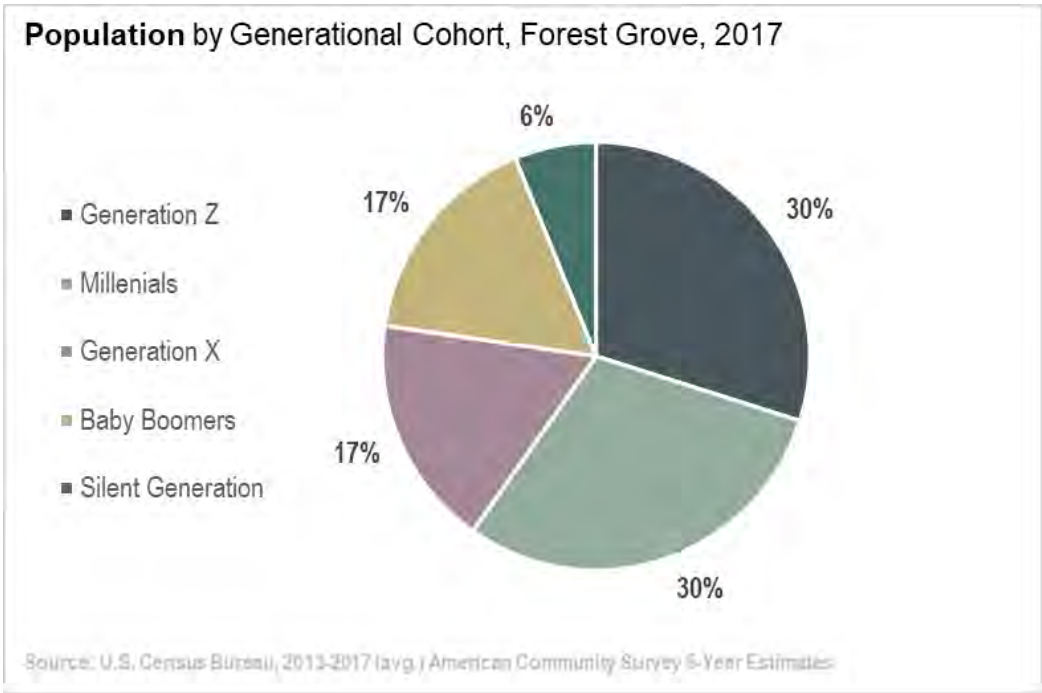
- Homeownership rates increase as income rises
- Single family detached homes are the preferred housing choice as income rises
- Renters are much more likely to choose multifamily housing options (such as apartments or plexes) than single-family housing
- Very low-income households (those earning less than 50% of the median family income) are most at-risk for becoming homeless if their economic situation worsens.

Exhibit 3.1



The relationship between demographic changes, income levels and housing needs has been considered to forecast future housing needs. The primary demographic cohorts in Forest Grove is shown in **Exhibit 3.2** and described below:

Exhibit 3.2



Greatest/Silent Generation (those born before 1925 to 1945)

This includes retirees better than age 74, who were raised during the Great Depression, Word War I or World War II. This cohort currently accounted for 6% of the city's population in 2017. As they reach their 80s some desire to move into assisted living facilities with nearby health care services and transit access.

Baby Boom Generation (those born 1946 to 1964)

Baby boomers (currently age 55 to 74) accounted for 17% of Forest Grove residents in 2017, up from 15% in 2010. The boomer population segment has been growing more rapidly than the other cohorts over the past 10 years and many are now entering their retirement years. Boomers usually prefer to "age in place" until after age 80, then may downsize or move in with family members (sometimes opting to reside in accessory dwellings off the main house).

Generation X (born early 1965 to 1980)

Gen X is the demographic cohort following the baby boomers and preceding the Millennials. This cohort (currently includes people between age 39 to 54) accounted for 17% of Forest Grove residents in 2017 and is now trending upwards over the past several years. GenX households often include families with children, and many prefer to live in single family detached dwellings at various price points.

Millennials (born early 1980s to early 2000s)

Millennials (currently in their twenties or thirties) accounted for 30% of the Forest Grove residents in 2017, overtaking Baby Boomers in recent years. This segment is expected to increase more slowly than the overall population over the next few decades. Younger millennials tend to rent as they establish their careers and/or pay back student loans. Working millennials often become first-time homebuyers, opting to purchase smaller single-family detached homes or townhomes.

Generation Z (born mid-2000s or later)

GenZ includes residents age 19 or less, which accounted for 30% of the Forest Grove residents in 2017. This segment mostly includes children living with GenXers or younger Baby Boomers and has been decreasing in numbers in Forest Grove over the past several years. This trend is forecasted to continue as people are delaying starting families and tend to have fewer children than past generations.

Hispanic and other ethnic groups

Forest Grove is home to a significant Hispanic population which is spread among all age cohorts. Forest Grove's Hispanic/Latino population accounted for 23% of its residents in 2017, down from 25% in 2010, according to the U.S. Census and American Community Survey data. While the overall growth may slow in comparison to the past, it is still projected to be the fastest growing racial/ethnic group over the next few decades.

Housing Need Forecast

These findings consider the above demographic and socioeconomic changes that will impact the types of dwellings needed to accommodate a projected population increase of 9,622 in Forest Grove over the next 20-years.

The housing forecast also anticipates there to be:

- A decrease in average household size as younger residents delay starting families, and older residents become empty nesters and consider downsizing from single family detached homes into apartments, condominiums or other forms of shared living arrangements.
- An increase in renters, as younger residents prefer to rent for longer periods as they pay off debt and save money for down payments.
- A need for more affordable housing at price points that are attainable to households earning less than 80% of the area's median income level. This would support greater demand for government assisted housing options, as well market-rate rentals and home ownership options, such as duplexes, townhomes, cottage homes, and manufactured dwellings.

Based on the projected population growth and housing market conditions, and a vacancy allowance of 5%, Forest Grove will need to plan for 3,426 additional housing units over the next 20 years. Group quarters housing demand will be needed for about 256 people that require shared living arrangements (such as student housing and other forms of group housing). The types of housing that are most suited to meet qualifying income levels for home ownership vary by family income level.

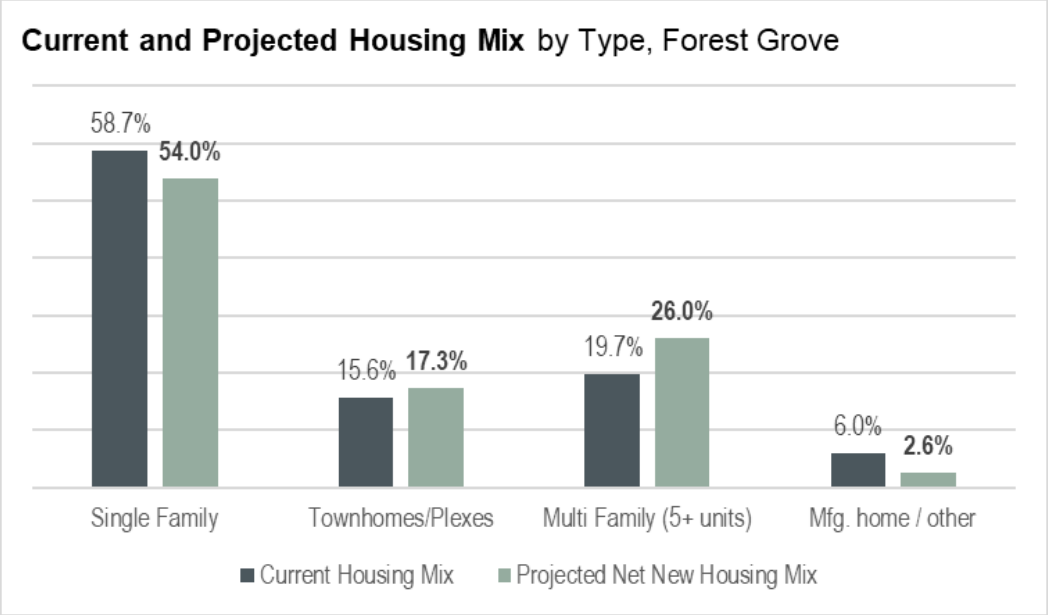
As indicated in **Exhibits 3.3 to 3.5,** the 20-year housing need is expected to consist of: 2,052 owner-occupied dwellings and 1,374 renter-occupied dwellings. The housing mix that addresses future demand consists of approximately: 1,988 single-family detached homes, 638 townhomes/duplexes, 702 multifamily apartment/condo units and 97 manufactured housing units.

Exhibit 3.3: Net New Housing Forecast, Forest Grove UGB, 2019-2039

	Owner-Occupied Dwelling Units	Renter-Occupied Dwelling Units	Vacant Dwelling Units	Net New Dwelling Units
Housing Tenure Distribution:	**1,948**	**1,305**	**174**	**3,426**
	57%	38%	5%	100%
Housing Unit/Type				
Single Family Detached	1,558	326	104	1,988
Mfg. Housing (SFD)	97	0	0	97
Townhomes / Plexes (2-4 units)	195	391	52	638
Multifamily (5+ units)	97	587	17	702
Total Dwelling Units	**1,948**	**1,305**	**174**	**3,426**
Group Quarters		256		**256**

The net new housing mix is expected to shift slightly away from single family detached housing and more towards townhomes, plexes and apartments (**Exhibit 3.4**).

Exhibit 3.4



The owner-occupied housing forecast that's suited to meet qualifying income levels is shown in **Exhibit 3.5**.

Exhibit 3.5: Owner Occupied Housing Needs Forecast, Forest Grove, 2019-2039

Family Income Level	Upper Range of Qualifying Income	Upper Range of Home Price*	Attainable Housing Products	Estimated Distribution of Owner-Occupied Units	Projected Owner-Occupied Units Needed
High (120% or more of Median Income)	$89,640+	$469,000+	Standard Homes	39%	809
Upper Middle (80% to 120% of Median Income)	$89,640	$469,000	Small and Standard Homes, Townhomes	32%	658
Lower Middle (50% to 80% of Median Income)	$59,760	$359,950	Small Homes, Townhomes, Mfgd. Homes, Plexes	24%	483
Low (30% to 50% of Median Income)	$37,350	$224,250	ADUs, Govt. Assisted	5%	103
Very Low (less than 30% of Median Income)				0%	0
Total				100%	2,052

**Assumes 30% of income is used for mortgage payment, with 5.5% interest, 30-year term with 20% downpayment for upper middle and high income levels, and 5% downpayment for lower income levels.*

The rental housing forecast that's consistent with qualifying income levels is shown in **Exhibit 3.6**.

Exhibit 3.6: Renter Occupied Housing Needs Forecast, Forest Grove, 2019-2039

Family Income Level	Upper Range of Qualifying Income	Upper Range of Monthly Rent*	Attainable Housing Products	Estimated Distribution of Owner-Occupied Units	Projected Renter-Occupied Units Needed
High (120% or more of Median Income)	$89,640+	$2,241+	Standard Homes, Townhomes	7%	98
Upper Middle (80% to 120% of Median Income)	$89,640	$2,241	Small Homes, Townhomes, Apartments	23%	316
Lower Middle (50% to 80% of Median Income)	$59,760	$1,494	Small Homes, Townhomes, Mfgd. Homes, Plexes, Apts.	28%	385
Low (30% to 50% of Median Income)	$37,350	$934	ADUs, Govt. Assisted Apts.	22%	302
Very Low (less than 30% of Median Income)	$22,410	$560	Govt. Assisted Apts.	20%	275
Total				100%	1,376

**Assumes 30% of income is used for rental payments.*

Forecasts do not reflect group quarters units.

Currently the US Department of Housing and Urban Development fair market rents within Washington County range from $1,131 for an efficiency unit to $2,531 for a four-bedroom unit (see **Exhibit 3.7**).

Exhibit 3.7

HUD Fair Market Rent (FMR) by Unit Type, Washington County, 2019

Source: U.S. Department of Housing and Urban Development

$1,131	$1,234	$1,441	$2,084	$2,531
Efficiency	1-Bedroom	2-Bedroom	3-Bedroom	4-Bedroom

Emerging Housing Attainability Issues

As mentioned previously, the city of Forest Grove has been issuing about 100 new housing construction permits annually over the past several years. Private developers and builders will likely continue to meet the majority of housing market demand for both owners and renters, particularly for households earning over 60-80% of the median family income (some developments will require subsidies for the provision of a percentage of units restricted to low income households).

To address the housing need associated with very low and extremely low-income levels (less than 60% of the Median Family Income), there will be increased pressure on non-profit developers to deliver "deed restricted" government subsidized housing units and mixed-income developments. Deed restrictions typically require that units remain affordable given income (e.g. 60% or below area median income) for a specific period of time.

Summary of Housing Needs

- The Greater Portland region is forecasted to grow significantly over the next 20 years.
- Forest Grove and Washington County population is increasing at a faster pace than peer counties within the Tri-County Metro Region.
- Forest Grove is an attractive location for virtually all housing segments, ranging from off-campus housing for students, entry-level homeowners, retirees, and renters seeking good quality *workforce* housing. Much of this demand can be addressed with new apartments, townhomes, plexes and small lot housing developments.
- Given Forest Grove's small-town charm, quality schools, and convenient access to major Washington County employers, we would expect an increase in single family housing demand at all price points across the city.
- Various state measures and policies are now in place to respond to the severe rent burden situation throughout the state, including within Forest Grove, and provide new revenue sources for funding construction of affordable housing (see **Appendix B)**.

Local land use policies and other affordable housing recommendations that are intended to help address affordable housing needs are identified in Section 5.

Section IV. Residential Land Sufficiency

Forest Grove is contained within the tri-county Metro (regional government) Urban Growth Boundary (UGB). In 2018, Metro released the Urban Growth Report: Buildable Land Inventory (BLI) which breaks down residential development capacity for all 23 cities contained in the UGB. Coupling the buildable land data with the HNA residential demand analysis provides a basis for determining whether the land supply in Forest Grove is adequate to meet the projected demand over the 20-year timeframe of the HNA.

Metro estimates that the BLI in Forest Grove has the capacity of adding 4,823 to 4,882 net new housing units within the UGB. The 59 dwelling unit difference is due to a slightly more aggressive redevelopment assumption within the multi-family category.

The reconciliation of expected land capacity and projected 20-year housing demand, indicates that the level of low density (i.e. single-family detached housing) demand will approach buildout near the end of the 20-year planning period.

As we compare the expected level of high-density development (townhomes, plexes, apartments, manufactured homes and group quarters) to Metro's forecast of housing capacity. Forest Grove is expected to have a more than adequate supply of vacant, part-vacant and redevelopable high-density land to address the next 20-years of housing needs (see **Exhibits 4.1 and 4.2**).

Exhibit 4.1: Reconciliation of Residential Capacity and Projected Demand

(Threshold Price Method)

	Housing Capacity (Supply)	Housing Demand	Remaining Capacity
Low Density	2,732	2,724	8
High Density*	2,091	958	1,133
Total	4,823	3,682	1,141

* includes townhomes, apartments and group quarters.

Source: Appendix 2, 2018 Metro Buildable Land Inventory (BLI) report

Exhibit 4.2: Reconciliation of Residential Capacity and Projected Demand

(Statistical Analysis Method)

	Housing Capacity (Supply)	Housing Demand	Remaining Capacity
Low Density	2,732	2,724	8
High Density*	2,150	958	1,192
Total	4,882	3,682	1,200

* includes townhomes, apartments and group quarters.

Source: Appendix 2, 2018 Metro Buildable Land Inventory (BLI) report

These findings indicate that Forest Grove currently has an adequate residential land supply within its UGB to accommodate the 20-year forecast for housing needs based on land use designations shown on the Forest Grove Comprehensive Plan map.

It should be noted, however, not all of this land is currently available for development. Annexation of the area within the UGB north of David Hill Road is required before development occurs. Timing of annexation is controlled by individual property owners. Therefore, timing of development is uncertain.

In addition to annexation, lack of infrastructure west of Thatcher Road and north of David Hill Road is an impediment to development. Typically, extension of infrastructure occurs incrementally when land is developed. This means timing of development is largely controlled by property owners adjacent to existing infrastructure unless a property owner chooses to extend infrastructure at their expense or the City extends infrastructure ahead of development.

In addition to the considerations noted above the supply of approved subdivision lots is low limiting short term development. As Exhibit 4.2 below shows, there are about 276 approved subdivision lots remaining in the City. This is about a three year supply of lots.

Exhibit 4.3

Current Subdivisions					
Forest Grove					
Project Name	Location	# of Lots Approved	# of Lots Issued	Lots Left	Status
Green Grove Co-Housing Phase 1	3351 Thatcher Rd	9	3	6	Initiated
Oak Hill Settlement IV (Lots 112-152)	Brooke Street & David Hill Road	41	36	5	Initiated
Pacific Crossing Phase 4	West end of Goff Road	63	62	1	Initiated
Silverstone Phase 1 (Lots 1-45)	David Hill Road	45	45	0	Initiated
Silverstone Phase 2	David Hill Road	38	34	4	Initiated
Silverstone Phase 3	David Hill Road	44	18	26	Initiated
Silverstone 4 "The Meadows" (Lots 1-73)	David Hill Road	73	73	0	Completed
Smith Orchard	Gales Way & B St	8	0	8	In grading
Kidd Court	22nd Place	7	4	3	Initiated
Hawthorne Gardens	Hawthorne & 26th Ave	29	29	0	Completed
Gales Creek Terrace	Pacific Ave	197	0	197	In grading
Sunset Crossing	Sunset Ave	26	0	26	Initiated
		580	304	276	

Section V. Housing Policy Strategies

Key Findings

As mentioned previously, Forest Grove population growth over the next 20 years will result in new households that will require additional housing and residential land.

Key findings of the housing needs analysis are:

- Forest Grove's population is forecast to grow at 1.7% per year over the next two decades, adding 9,622 new residents.
- Based on emerging demographic and socio-economic characteristics, it is expected that this growth will require the addition of 3,426 new dwelling units over the next 20 years.
- Household tenancy is expected to still favor owners over renters, but the share of renters will likely increase in the future.
- Changing household size characteristics is also expected to create more demand for smaller homes, townhomes, plexes and apartments. About 58% of the future housing is expected to consist of single-family detached housing, 39% is expected to consist of plexes, townhomes and apartments; and 3% is expected to be comprised of manufactured housing and other housing types.
- In 2017, 31% of the renter households in Forest Grove were classified as being severely cost burdened with over 50% of their income going towards housing costs.
- An analysis of current housing inventory and demand indicates that there is more demand than supply for both affordable housing units as well as market-rate rental housing in Forest Grove.

Housing Policy Recommendations

Accomplishments to Date

In effort to address local housing needs, the City of Forest Grove has already made a number of policy changes during the 2016-2018 time frame. Recent housing policy accomplishments include:

- ✓ Updated planned development ordinance to promote variety of housing types in new planned developments.
- ✓ Adopted low income housing non-profit corporation tax exemption ordinance to encourage preservation of affordable and new affordable housing projects.
- ✓ Adopted vertical housing tax exemption ordinance to promote needed market rate housing.
- ✓ Adopted increased target residential density in Town Center from 20 units per acre to 40+ units per acre.

- ✓ Adopted increased target residential density in Community Commercial Zone from 20 units per acre to 30 units per acre.
- ✓ Adopted a density bonus option for affordable housing in Town Center and Community Commercial zones.
- ✓ Prepared city-owned land inventory to help identify possible sites for new residential development.

The current housing related Comprehensive Plan policies for Forest Grove are provided in Appendix A.

Based on this HNA findings, and Housing Committee and public input, several additional policy considerations have been identified.

New Policy Considerations

The Forest Grove HNA includes several findings that are discussed below, which for the basis for draft policy recommendations, which include a new housing policy goal and objectives focused on the provision of affordable housing.

Recommended New Housing Policy Goal for Comprehensive Plan

To encourage the development of a variety of housing types to meet the needs and desires of the community, and assure that residents of Forest Grove have the opportunity to live in safe and sanitary housing at a reasonable cost.

Key findings and new policy recommendations

The key findings and recommended policy measures from the housing needs analysis are:

- **Forest Grove's existing policies generally comply with Goal 10.** The local development code allows a wide mix of housing types and density ranges.
- **There is sufficient capacity within the current UGB** to accommodate planned residential development and related land needs over the next 20 years. The current UGB is expected to accommodate 4,823 net new dwelling units (per Metro Buildable Land Inventory findings), while the 20-year population growth forecast will require 3,682 new dwellings. However, the City should move forward with implementation of the Westside Refinement Plan including adopting an infrastructure funding approach.
- Notwithstanding this finding of UGB sufficiency, it is recommended that the City considering the following housing policies.

  Recommendations

  - ✓ Allow Planned Developments (PDs) with clear and objective standards to enable developers to qualify for PDs; with an increase in allowed housing types and offerings in PDs, such as requiring minimum overall density levels of 8 units per buildable acre and at least 10% of total dwelling units provided in single family attached (townhomes or plexes) or multifamily structures.

- ✓ Allow single family lots to front along private streets (current code requires lots to have 15 to 30 feet of frontage along public streets).

- **Forest Grove has a need for more affordable housing.** While housing prices and rent levels in Forest Grove are below Washington County averages, 31% of renter households are severely cost burdened with over 50% of their income devoted to housing payments. To help encourage or incentivize construction of affordable housing priced at 80% or below of the median family income levels, the City should consider the following:

  Recommendations

  - ✓ Continue to update listing of potential public-owned properties that could be used for affordable housing.
  - ✓ Partner with local housing authorities or non-profit housing developers to provide offsite infrastructure (sewer, water, road improvements) or parking that supports affordable housing development (note, this recommendations is contingent on available local funding sources).
  - ✓ Prepare a sliding scale system of System Development Charges (SDCs) which would provide charges that vary by home size and type.
  - ✓ Provide policies that allow SDC deferrals for affordable housing developments until a certificate of occupancy is granted.
  - ✓ Continue to maintain the local tax abatement program for affordable housing units developed and maintained by non-profits.
  - ✓ Consider establishing a local *construction excise tax (CET)* to fund affordable housing initiatives allowed by state law. Oregon law allows a CET of up to 1.0% of building permit valuation for projects that result in a new residential structure or additional square footage in an existing residential structure that adds living space. (2016 Senate Bill 1533 Enrolled). A CET may also be imposed on improvements to commercial and industrial real property.

- **Forest Grove has a need for more market rate housing**. The current rental housing vacancy rate in Forest Grove is below 5%, which is considered to be low relative to many communities, and there is presently a significant need for market rate owner and rental housing units to meet demand by households earning between 80% and 120% of the median family income level.

  Recommendations

  - ✓ Support infill development that makes use of existing infrastructure capacity and defers the need to make costly capital investments on new and extended infrastructure; thereby limiting the level of housing costs that get passed on to home buyers and renters.
  - ✓ Prepare a sliding scale system of System Development Charges (SDCs) which would provide charges that vary by home size and type. This would reduce SDCs for ADUs, apartments and cottage homes. Adopt new SDC methodology report or amendment to existing SDC methodology for City-controlled water and parks SDCs. This would lower

some SDCs for smaller dwellings including accessory dwelling units (ADUs). For example, if SDCs for new ADUs are reduced by 50%, their construction would be more attractive to individual homeowners with small capital. Multifamily dwellings and cottage homes could also warrant a lower SDC, which would allow developers to deliver housing at a lower cost to the renter/home buyer.

- ✓ Consider adopting separate cottage cluster development standards that enable cottage homes to be developed in a fashion other than though the current PD process.

- **Forest Grove has a relatively high share of rent burdened households (paying 30% to 50% of income towards housing) that do not want to be priced out of housing if incomes cannot keep pace with costs.**

  Recommendations

  - ✓ Explore creation of a limited year tax abatement program that promotes rehabilitation of existing housing stock for qualifying low-income homeowners that desire to improve their homes.
  - ✓ Given that utility costs are a contributing factor to housing cost burden, work with water and sewer utility providers to create a low-income rate program for qualifying households.

APPENDIX A: EXISTING HOUSING GOALS AND POLICIES

The following has been excerpted from Chapter 5 of the city of Forest Grove's Comprehensive Plan.

Housing Goals, Objectives, Policies and Recommendations

Housing Goals and Policies

Goal 1: Ensure an adequate supply of developable land to support needed housing types and a complete community.

Policy 1.1: Establish the location and density of residential development based on the following factors:

- **A.** The type and distribution of housing units required to meet projected population needs;
- **B.** The capacity of land resources given the slope, elevation, wetlands, floodplains, geological hazards, soil characteristics, and urban/rural interface.
- **C.** Capacity of public services and facilities including but not limited to water, sanitary sewer, fire and police protection and transportation facilities;
- **D.** Proximity to services including, but not limited to, shopping, employment areas, parks, schools and municipal services. Proximity shall be determined by distance, access, and ability to provide public and private infrastructure service to the site;
- **E.** Density standards for minimum residential development for new construction established by the Metropolitan Housing Rule (Oregon Administrative Rules (OAR 660-007-0035).

Policy 1.2: Evaluate requests for rezoning from non-residential to residential development zones based on the following factors:

- **A.** Identified housing needs contained in an adopted Goal 9 analysis;
- **B.** Ability to provide public facilities to the site in a cost-effective and efficient manner;
- **C.** Potential of the site to support higher density development;
- **D.** Site characteristics including topography; and
- **E.** Land Use location policies of the Comprehensive Plan.

Policy 1.3: Evaluate requests for rezoning from lower density zones to higher density zones based on the following factors:

- **A.** Identified housing needs;
- **B.** Ability to provide public facilities to the site in an efficient manner;
- **C.** The ability of the site to support higher density development; and

D. Land use location policies of the Comprehensive Plan. Ability to support higher density development should take into account impact to traffic volumes, ability to provide buffering with less intensive uses, distance to transit service, and site characteristics including topography.

Policy 1.4 Update the City's land use inventory at regular intervals to monitor the supply of developable land.

Policy 1.5 Implement codes and ordinances to encourage the development of passed-over and underutilized land for residential development.

Policy 1.6 Adopt codes that allow for aging in place.

Goal 2: Provide incentives for increased residential development densities within the Forest Grove Town Center and near high capacity transit corridors.

Policy 2.1 Establish incentive programs to leverage local resources with private investments. Incentives may take the form of direct financial participation (grants or loans), or indirect participation such as land write-downs.

Policy 2.2 Evaluate the feasibility of establishing a tax increment financing district or Vertical Housing Development Zone to promote residential and mixed-use development within the Forest Grove Town Center, identified high capacity transit station areas, and mixed-use target areas along the Pacific Avenue commercial corridor.

Policy 2.3 Amend Development Code standards to increase maximum development densities within the Forest Grove Town Center, identified high capacity transit station areas, and mixed-use target areas along the Pacific Avenue commercial corridor.

Goal 3: Promote mixed-use development opportunities throughout the community.

Policy 3.1 Identify locations on the Comprehensive Plan and Zoning maps for mixed-use development opportunities. Establish standards for residential and commercial densities, desired building mix, and building design for mixed-use areas.

Goal 4: Provide and maintain an adequate supply of affordable housing opportunities.

Policy 4.1 Develop and implement programs to offset the increasing cost of new housing construction. Programs may include, but are not limited to, reductions in building permit fees, development impact fees, or property taxes for affordable housing meeting US Department of Housing and Urban Development Low Income Housing Tax Credit program requirements.

Policy 4.2 Promote the provision of housing assistance to low- and moderate-income individuals in Forest Grove through the Washington County Community Development Block Grant and HOME Investment Partnership programs.

Policy 4.3 Develop and implement programs to encourage the rehabilitation of older housing stock throughout the community. Examples of such programs include grants or low-interest loans for weatherization improvements, and grants for the rehabilitation of historic residences.

Policy 4.4 Develop and support partnerships with local Community Development Corporations whose mission it is to construct and rehabilitate affordable housing in Forest Grove. Such support, within budgetary and staffing limitations, may take the form of direct financial assistance or help preparing grant applications for funding affordable housing applications.

Policy 4.5 Implement a program to sell unneeded land owned by the City of Forest Grove for the construction of affordable housing in areas designated for residential development.

Policy 4.6 Continue policies to allow for manufactured dwellings on individual lots outside of designated historic districts and within manufactured home parks.

Goal 5: Develop and implement standards for sustainable neighborhood development.

Policy 5.1 Encourage the use of Leadership in Energy and Environmental Design (LEED) development practices in subdivisions and residential structures.

Policy 5.2 Encourage the use of energy efficient building materials and practices in the design, construction, and remodeling of housing.

Goal 6: Promote neighborhoods complete with residences, open space, schools, parks, and shopping opportunities within close proximity to each other. Avoid stand-alone residential developments lacking support activities.

Policy 6.1 Designate small-scale neighborhood-oriented commercial areas within walking distance of residential areas.

Policy 6.2 Locate parks to maximize access by neighborhood residents.

Goal 7: Provide for the preservation of neighborhoods, housing types and lot sizes.

Policy 7.1 Maintain the existing residential housing stock in established neighborhoods by retaining single family residential comprehensive plan and zoning designations.

Policy 7.2 Restrict the further division of residential property within established historic districts.

Policy 7.3 Ensure that infill development retains the character of established residential neighborhoods through the use of building materials and design representative of adjacent properties.

Goal 8: Create opportunities to retrofit single use commercial and retail developments into walkable, mixed-use communities.

Policy 8.1 Facilitate the financing of mixed-use development projects through tax increment financing or other financial incentive programs.

Goal 9: Preserve the stability of residential neighborhoods through code enforcement actions intended to rid areas of nuisances.

Policy 9.1 Establish a multifamily residential unit inspection program to ensure compliance with the City codes.

APPENDIX B: HOUSING POLICY CHANGES

Several recent policy changes have occurred at the federal, state and regional level that may affect the future housing supply and demand in Forest Grove.

Federal Policies

Tax Cuts and Jobs Act

Passed in 2017, the Tax Cuts and Jobs Act initiates large scale federal tax reform. The reform made changes in many ways but most notable was the shift in the federal corporate tax rate, decreasing from 35% to 21%. The new tax cuts also lower most individual income tax rates, including the top marginal rate from 39.6 percent to 37 percent. The lower tax rates potentially affect Forest Grove and other municipalities because it makes tax free municipal bonds and affordable housing tax credits less attractive to investors because the relative advantage of lowering taxable income by investing in tax exempt bonds would decrease in most cases. However, with the adoption of measure 102 and 26-199 (see below), Oregon voters have expressed the need for investing in affordable housing bonds, and these state measures should mitigate the impact of this federal act.

Low Income Housing Tax Credits

The Low-Income Housing Tax Credits program is a series of tax incentives administered by the IRS to encourage developers to construct affordable housing. Currently the program accounts for the largest source of new affordable housing in the U.S. In securing these credits, developers agree to rent out housing at an affordable level, often below market price (this is referred to as a use restriction). State agencies distribute credits to developers based on a state designed application process. These credits come in two forms, 9% (this raises about 70% of total cost) and 4% (this raises about 30% of the total cost), where 4% tax credits are often complimented with support from state bonds. In Oregon and in Washington County's case, Measures 102 and 26-199 (see below) should enable more funding of housing tax credit bonds and strengthen the effect of these tax credits on a for affordable housing development in Forest Grove.

Oregon Policies

Oregon's Statewide Housing Plan: "Breaking New Ground"

Oregon's 2018 Statewide Housing Plan is a long-term plan designed to increase housing in Oregon. The plan was researched and developed by Oregon Housing Community Services (OHCS) and its implementation will rely on OHCS in conjunction with local governments and private businesses. OHCS is Oregon's housing finance agency and as such the organization issues grants and loans to help facilitate home ownership in the state. OHCS regards housing in Oregon as a statewide crisis. Housing production has failed to keep up with Oregon's population growth therefore demand has

outpaced supply, pushing up home prices. From 2000 to 2015, an additional 155,156 housing units would need to have been built throughout Oregon to keep up with demand.[4]

The Statewide Housing Plan calls for over 85,000 new units to be constructed for households earning below 30% of Median Family Income (MFI). The plan is outlined in six priorities and each promotes increased housing supply. Priorities include an increase housing supply that: (1) improves racial equity; (2) combats homelessness; (3) increases housing stability for families; (4) makes rent affordable; (5) proliferates homeownership; and (6) empowers rural communities. With this in mind, OHCS will triple the existing pipeline of affordable rental housing — up to 25,000 homes in the development pipeline by 2023.

The plan proposes increased access to housing through partnerships with community organizations, loans with low interest rates, better access to OHCS resources, funding for housing projects, improved technology, and streamlined processes with a foundation of collaboration. Implementation seems to rely on each area's ability to utilize and engage with OHCS as the plan clarifies goals and does not specify implementation policies.

House Bill 4006

Oregon House Bill 4006, passed by the legislature during the 2018 general session, addresses the need for affordable housing and housing assistance. Among the provisions, this Act defines "severely rent burdened" households as those spending more than 50 percent of household income on gross rent for housing; and declared this Act an emergency for the immediate preservation of the public peace, health and safety. For cities with over 10,000 residents (including Forest Grove), in any year in which the city is informed that at least 25 percent of the renter households are severely rent burdened (which included Forest Grove in 2018 with 31%), the city must hold at least one public meeting to discuss its causes and barriers to reducing rent burdens and possible solutions. In this case, no later than February 1 of each year, the City of Forest Grove shall submit to the Oregon DLCD the total number of units that were permitted and the total number that were produced in terms of:

- Residential units
- Regulated affordable residential units
- Multifamily units
- Regulated affordable multifamily units

[4] Up for Growth, "Housing Underproduction in the U.S.: Economic, Fiscal and Environmental Impacts of Enabling Transit-Oriented Smart Growth to Address America's Housing Affordability Challenge," Up For Growth National Coalition, 2018, 9.

- Single family units
- Regulated affordable single-family units

Senate Bill 1533

Enacted by the 2016 Oregon Legislature, this bill aims to promote affordable housing development through local regulations and a new source of funding: the Affordable Housing Construction Excise Tax. The bill allows Forest Grove to adopt regulations that impose conditions on development for new multifamily structures (20 units or more per project), including: requirements for the inclusions of some affordable housing; or the option of paying an in-lieu fee (construction excise tax) not to exceed $1 per square foot of floor area for residential, and $0.50 per square foot for nonresidential structures (with a maximum cap of $25,000 per building or structure). For new affordable housing projects, this legislation supports special incentives including: full or partial exemption of ad valorem property taxes, SDC waivers or reductions and other incentives.

Measure 102: Passed by Oregon voters in November 2018

Measure 102 is intended to empower the collaborative partnerships described in Oregon's Statewide Housing Plan. Measure 102 amends the state's constitution to allow cities and counties to issue bonds for the construction of affordable housing construction without retaining 100% public ownership of the property. The goal is to allow local governments to pursue private public partnerships to better facilitate demand for housing.

Regional Policies

Measure 26-199: Passed by Metro voters in November 2018

Measure 26-199 authorizes the Metro region to issue $652.8 million in Bonds to go towards creating between 2,400 and 4,000 affordable homes within portions of Clackamas, Multnomah and Washington counties, including Forest Grove. About half of these funds will go towards new construction and half to renovation of existing affordable housing. At this moment, the details as to where those housing units will be constructed is yet to be determined but Metro plans to return funds to the counties within the Metro region in proportion to their share of assessed value within its service district. The funds will then be allocated to local housing authorities with tight restrictions meant to produce affordable housing.

APPENDIX C: BUILDABLE LAND INVENTORY

Table 1: Gross Acreage in Residential Land Inventory

General Plan Designation	Number of Taxlots	Percent	Total Gross Acres	Percent
Low-Density Residential	4,474	68.4%	1,616	66.0%
Medium Density Residential	605	9.3%	185	7.8%
High-Density Residential	939	14.4%	312	12.7%
Commercial/Mixed Use	520	8.0%	337	13.8%
TOTAL	6,538	100%	2,450	100%

Source: Metro, Buildable Land Inventory, March 2018 and City of Forest Grove Planning Division

Table 2: Developed / Committed Acres in Residential Land Inventory

General Plan Designation	Developed Acres	Percent
Low-Density Residential	1,334	71.3%
Medium Density Residential	136	7.3%
High-Density Residential	219	11.7%
Commercial/Mixed Use	181	9.7%
TOTAL	1,870	100%

Source: Metro, Buildable Land Inventory, March 2018 and City of Forest Grove Planning Division

Table 3: Vacant and Redevelopable Land Inventory

General Plan Designation	Gross Vacant Acres	Gross Infill / Redevelopable Acres	Total Gross Vacant & Infill / Redevelopable Acres
Low-Density Residential	282	231	513
Medium Density Residential	8	54	62
High Density Residential	16	78	94
Commercial Mixed Use	46	25	71
TOTAL	352	388	740

Source: Metro, Buildable Land Inventory, March 2018 and City of Forest Grove Planning Division

Table 4: Environmentally Constrained Land (Acres)

General Plan Designation	Slope 25%+	Metro Title 3 Natural Areas	Metro Title 13 Water Quality and Flood Management Areas	Floodway	Floodplain	Environmentally Constrained Areas
Low-Density Residential	32	32	7	0	6	77
Medium Density Residential	0	5	1	0	0	6
High Density Residential	0	6	2	0	0	8
Commercial/Mixed Use	0	8	1	0	0	9
TOTAL	32	51	11	0	6	100

Source: Metro, Buildable Land Inventory, March 2018 and City of Forest Grove Planning Division

Table 5: Net Buildable Acres

General Plan Designation	Gross Vacant & Infill Redevelopment Acres	Environmentally Constrained Acres	Unconstrained Acres	Right-of-Way Deduction Percent / Acres		Total Net Buildable Acres
Low Density Residential	513	77	436	25%	109	327
Medium Density Residential	62	6	56	25%	14	42
High Density Residential	94	8	86	20%	17	69
Commercial / Mixed Use	71	9	62	10%	6	56
TOTAL	740	100	640		146	494

Source: Metro, Buildable Land Inventory, March 2018 and City of Forest Grove Planning Division

Table 6: Westside Planning Area Dwelling Unit Estimate

Housing Type	North of David Hill Road UGB Expansion Area	West of Thatcher Road Area	TOTAL
Low Density Residential	524	744	1,268
Medium Density Residential	252	235	487
TOTAL	776	979	1,755

Source: Metro, Buildable Land Inventory, March 2018 and City of Forest Grove Planning Division

Table 7: Estimated Dwelling Capacity

General Plan Designation	Net Buildable Acres	Percent	Estimated Dwelling Capacity	Capacity Distribution (%)
Low Density Residential	327	66.2%	2,540	52.5%
Medium Density Residential	42	8.5%	990	20.5%
High Density Residential	69	14.0%	1,100	22.7%
Commercial/Mixed Use	56	11.3%	210[5]	4.3%
TOTAL	494	100%	4,840	100%
	Estimated Average Density 9.8 dwellings / net acre			

Source: Metro, Buildable Land Inventory, March 2018 and City of Forest Grove Planning Division

[5] Assumes 35% of commercial land will be developed with housing consistent with the Metro Urban Growth Report (2018)

GLOSSARY

Accessory Dwelling Unit (ADU): A small living space located on the same lot as a single-family house.

Buildable Lands: Lands in in urban and urbanizable areas that are suitable, available and necessary for residential uses. Buildable lands includes both vacant land and developed land likely to be redeveloped.

Buildable Lands Inventory (BLI): An assessment of the capacity of land within the city's Urban Growth Boundary to accommodate forecasted housing and employment needs.

Buildable Residential Land: Includes land that is designated for residential development that is vacant and part-vacant and not constrained by existing buildings or environmental issues.

Constrained land: Land that is unavailable for future net new residential development based on one or more factors, such as environmental protections, public lands, floodplains, or steep slopes.

Cost Burdened: Defined by US Department of Housing and Urban Development (HUD) as households who spend over 30% of their income on housing.

Cottages: Small, single-level, detached units, often on their own lots and sometimes clustered around pockets of shared open space. A cottage is typically under 1,000 square feet in footprint.

Density: Defined by the number of housing units on one acre of land.

Development density: Expected number of dwelling units (per acre) based on current zoning designations.

Family: A group two or more people (one of whom is the householder) related by birth, marriage, or adoption and residing together.

Government Assisted Housing: Housing that is financed in whole or part by either a federal or state housing agency or a housing authority as defined in ORS 456.605, or housing that is occupied by a tenant or tenants who benefit from rent supplements or housing vouchers provided by either a federal or state housing agency or a local housing authority.

High Density: Lots with the average density of 12+ dwelling units per acre. Best suited for multifamily housing such as apartments and condos.

Housing Needs Analysis (HNA): The Housing Needs Analysis consists of four distinct reports that analyze the state of housing supply, housing affordability issues and the City's ability to meet projected housing demand going into 2040.

Housing Unit (or Dwelling Unit): A house, an apartment or other group of rooms, or a single room is regarded as a housing unit when it is occupied or intended for occupancy as separate living quarters; that is, when the occupants do not live and eat with any other person in the structure and there is direct access from the outside or common hall.

Household: Consists of all people that occupy a housing unit.

HUD: Acronym for US Department of Housing and Urban Development, the federal agency dedicated to strengthening and supporting the housing market.

Low Density: Lots with the average density of 3-4 dwelling units per acre. Best suited for family housing such as single family detached homes.

Manufactured Housing: is a type of prefabricated home that is largely assembled of site and then transported to sites of use. The definition of the term in the United States is regulated by federal law (Code of Federal Regulations, 24 CFR 3280): "Manufactured homes are built as dwelling units of at least 320 square feet in size, usually with a permanent chassis to assure the initial and continued transportability of the home. The requirement to have a wheeled chassis permanently attached differentiates "manufactured housing" from other types of prefabricated homes, such as modular homes.

Manufactured Home Park: a local zoning designation that is specifically intended to address demand for this housing type. OAR chapter 813, division 007 is adopted to implement section 9, chapter 816, Oregon Laws 2009, and sections 2, 3 and 4, chapter 619, Oregon Laws 2005, as amended by sections 10 to 12, chapter 816, Oregon Laws 2009, and sections 19, and 21, chapter 503, Oregon Laws 2011 for the purpose of regulating manufactured dwelling parks.

Median Family Income (MFI): The median sum of the income of all family members 15 years and older living in the household. Families are groups of two or more people (one of whom is the householder) related by birth, marriage, or adoption and residing together; all such people (including related subfamily members) are considered as members of one family.

Medium Density: Lots with the average density of 6-12 dwelling units per acre. Best suited for small lot housing such as single family attached, townhomes, plexes and cottages.

Mixed Use: Characterized as two or more residential, commercial, cultural, institutional, and/or industrial uses into one combined building or building(s) on the same parcel of land.

Multi-Family Housing: Stacked flats in a single buildings or groups of buildings on a single lot. Parking is shared, and entrance to units is typically accessed through a shared lobby.

Needed Housing: Housing types determined to meet the need shown for housing within an urban growth boundary at particular price ranges and rent levels, including at least the following housing types: attached and detached single-family housing and multiple family housing for both owner and renter occupancy; government assisted housing; mobile home or manufactured dwelling parks as provided in ORS 197.475 to 197.490; manufactured homes on individual lots planned and zoned for single-family residential use that are in addition to lots with designated manufactured dwelling subdivisions; and housing for farmworkers.

Oregon Administrative Rules (OAR): Administrative Rules are created by most agencies and some boards and commissions to implement and interpret their statutory authority (ORS 183.310(9). Agencies may adopt, amend, repeal or renumber rules, permanently or temporarily. Every OAR uses the same numbering sequence of a three-digit chapter number followed by a three-digit division number and a four-digit rule number. For example, Oregon Administrative Rules, chapter 166, division 500, rule 0020 is cited as OAR 166-500-0020. (oregon.gov)

Part-vacant land: Unconstrained land that has some existing development but can be subdivided to allow for additional residential development.

Plexes and Apartments: Multiple units inside one structure on a single lot. Usually each unit has its own entry.

Seasonal dwellings: These units are intended by the owner to be occupied during only certain seasons of the year. They are not anyone's usual residence. A seasonal unit may be used in more than one season; for example, for both summer and winter sports. Published counts of seasonal units also include housing units held for occupancy by migratory farm workers. While not currently intended for year-round use, most seasonal units could be used year-round.

Severely Cost Burdened: Defined US Department of Housing and Urban Development (HUD) as households who spend over 50% of their income on housing.

Single Family Attached: Dwelling units that are duplexes without a subdividing property line between the two to four housing units. "Attached" duplexes require a single building permit for both dwelling units. The "attached" units would be addressed with one numerical street address for the overall structure with separate alpha-numeric unit numbers for each dwelling.

Single Family Detached: Free standing residential building**,** unattached, containing separate bathing, kitchen, sanitary, and sleeping facilities designed to be occupied by not more than one family, not including manufactured and mobile homes.

Townhome (also known as duplexes, rowhouse, etc.): Attached housing units, each on a separate lot, and each with its own entry from a public or shared street or common area.

Urban Growth Boundary (UGB): Under Oregon law, each of the state's cities and metropolitan areas has created an urban growth boundary around its perimeter – a land use planning line to control urban expansion onto farm and forest lands.

Vacant housing unit: A housing unit is vacant if no one is living in it at the time of enumeration, unless its occupants are only temporarily absent. Units temporarily occupied at the time of enumeration entirely by people who have a usual residence elsewhere are also classified as vacant.

Vacant land: Vacant and part-vacant land identified within the local buildable land inventory that is not developed and unconstrained for future planned residential development.

Planning Commission Findings and Decision Number 2019-10
To Recommend City Council Accept the 2019 Housing Needs Analysis (HNA) Update and Adopt a Comprehensive Plan Text Amendment to Add the HNA Update as a Technical Appendix
File Number: 311-19-000016-PLNG

WHEREAS, in 2017, the Oregon legislature allocated funds to provide technical assistance through the Oregon Department of Land Conservation and Development (DLCD) to update local Housing Needs Analysis (HNA); and

WHEREAS, the City applied for and received technical assistance to update the City's 2009 HNA; and

WHEREAS, the updated HNA was completed on June 27, 2019; and

WHEREAS, local adoption of the HNA update requires a legislative amendment to the Forest Grove Comprehensive Plan; and

WHEREAS, the City desires to now amend the Forest Grove Comprehensive Plan to add the HNA update as a technical appendix; and

WHEREAS, The Planning Commission must hold a public hearing and make a recommendation to City Council to amend the Comprehensive Plan; and

WHEREAS, notice of the Planning Commission public hearing on this matter was published in the *Forest Grove News Times* on August 14, 2019; and

WHEREAS, the Planning Commission held the duly-noticed public hearing on the request on August 19, 2019; and

WHEREAS, no written or verbal public testimony was received on this matter.

NOW THEREFORE, the City of Forest Grove Planning Commission does hereby recommend City Council accept the HNA update dated June 27, 2019, and adopt an ordinance approving a legislative Comprehensive Plan text amendment to add the HNA Update as a technical appendix, making the following specific findings in support of this decision:

1) The Planning Commission adopts by reference the staff report dated August 19, 2019, including the findings, conclusions and recommendations therein.

2) The Planning Commission finds the HNA update provided adequate opportunities for public involvement as required by Statewide Land Use Planning Goal 1 (Citizen Involvement) including involvement by members of the community on the project technical advisory committee and community housing forum held on May 14, 2019.

3) The Planning Commission finds the HNA update complies with Statewide Planning Goal 2 (Land Use Planning) since the HNA update includes data and analysis providing a factual basis for local decision related to housing. This factual basis includes an existing housing inventory, housing occupancy and tenancy data, affordable housing inventory, housing market gap analysis, documentation of construction activity, assessment of housing cost burden, housing need forecast for the period 2019 to 2039 and buildable land inventory.

4) The Planning Commission finds the HNA update complies with Statewide Planning Goal 10 (Housing) and Oregon Revised Statutes §197.296(3)(b) describing the requirements for preparing HNA updates. The HNA update includes the necessary elements described in Finding #3 above.

5) The Planning Commission finds the HNA update complies with Statewide Planning Goal 14 (Urbanization) by providing current data on housing capacity within the City's urban growth boundary planning area and forecasted residential land need during the planning period. Furthermore, the HNA update includes recommended policies supporting the efficient use of land by promoting higher density development within planned developments and land efficient housing types new to the City including cottage clusters.

6) The Planning Commission finds the HNA update complies with Oregon Revised Statutes §197.296 (Factors to establish sufficiency of buildable lands within the urban growth boundary) since the HNA update includes an inventory of buildable land supply and analysis of housing need and type for the twenty year planning period.

7) The Planning Commission finds the HNA update demonstrates the City's compliance with the Metropolitan Housing Rule (OAR 660, Division 7). Under the Metropolitan Housing Rule Forest Grove must provide for an overall density of eight or more dwelling units per net buildable acre. The HNA update shows Forest Grove provides for an overall density of 9.8 dwellings per net acre based on zoning and Comprehensive Plan designations for residential land within the City's urban growth boundary planning area.

8) The Planning Commission finds the HNA update is consistent with and supports Forest Grove Comprehensive Plan policies pertaining to housing including Housing Policy 1.1 (Update the City's land use inventory at regular intervals to monitor the supply of developable land), 4.1 (Develop and implement programs to offset the increasing cost of new housing construction), 4.3 (Develop and implement programs to encourage the rehabilitation of older housing stock throughout the community); and 9.1 (Establish a multifamily residential unit inspection program to ensure compliance with City codes). The HNA update is consistent with and supports the policies above by providing up-to-date information on the housing inventory and needs. In addition, Section V. of the HNA update includes specific policy recommendations to reduce the cost of housing construction including a sliding for system development charges based on house size.

9) The Planning Commission finds the HNA update is consistent with Title 1 of the Metro Urban Growth Management Functional Plan (Housing Capacity). The HNA includes an estimate of housing capacity of about 4,800 units based on amount of buildable land designated for residential development in the City's urban growth boundary planning area.

10) The Planning Commission finds the HNA update is consistent with Title 7 of the Metro Urban Growth Management Functional Plan (Housing Choice) since the HNA update includes policy recommendations aimed at increasing opportunities for households of all income levels to live in affordable housing. Policy recommendations include techniques for reducing housing costs such as a sliding scale for system development charges based on house size, and consideration of a construction excise tax to fund incentives for expanding the supply of affordable housing. The HNA update also includes specific policy recommendations aimed at increasing housing choice. This includes policies for cottage/cluster housing developments.

Tom Beck, Chair

8/19/19
Date

Comprehensive Plan Text Amendment
Staff Report and Recommendation

Community Development Department, Planning Division

HEARING DATE:	August 19, 2019
REQUEST:	Comprehensive Plan text amendment to add the 2019 Housing Needs Analysis as a technical appendix.
FILE NUMBER(S):	311-19-000016-PLNG
OWNER/APPLICANT(S):	Applicant: City of Forest Grove 1924 Council Street PO Box 326 Forest Grove, OR 97116
APPLICATION TYPE:	Type IV: Legislative Land Use Decision
APPLICABLE DECISION FACTORS:	▪ Statewide Land Use Planning Goal 1 (Citizen Involvement); ▪ Statewide Land Use Planning Goal 2 (Land Use); ▪ Statewide Land Use Planning Goal 10 (Housing); ▪ Statewide Land Use Planning Goal 14 (Urbanization); ▪ Forest Grove Comprehensive Plan Goals and Policies; ▪ Metro Urban Growth Management Functional Plan (Title 1: Housing Capacity and Title 7: Housing Choice); ▪ ORS 197.296 (Sufficiency of Buildable Lands, Analysis and Determination of Residential Housing Patterns); and ▪ OAR 660-007 (Metropolitan Housing Rule)
REVIEWING STAFF:	Daniel Riordan, Senior Planner (Long Range)
RECOMMENDATION:	Staff recommends the Planning Commission adopt a motion: 1. Recommending City Council acceptance of the Housing Needs Analysis update; and 2. Council adopt an ordinance amending the Forest Grove Comprehensive Plan to include the HNA update as a technical appendix to the Plan.

I. BACKGROUND

In 2017, the Oregon legislature adopted HB 4006 to address the needs of renter households in Oregon paying a significant share of household income on rent and other housing related costs. HB 4006 focuses on renter households in Oregon facing what is called "severe rent burden." That is, renter households paying more than 50% of household income on rent.

Under HB 4006, a City is severely rent burdened when more than 25% of renter households are paying more than 50% of household income on rent. Forest Grove is considered a severe rent burden city since about 31% of renter households are paying more than 50% of household income on rent. HB 4006 requires that a severe rent burden city hold an annual public meeting to discuss the causes and consequences of severe rent burden within the city, barriers to reducing rent burdens and possible solutions. The City held the first public meeting in December 2018. A follow-up meeting was held in May 2019. Key findings from the Housing Needs Analysis (HNA) update was also presented to community members in attendance during the May 2019 meeting.

In addition to the public meeting requirement, HB 4006 made technical assistance grants available, through the Oregon Department of Land Conservation and Development (DLCD), to help severe rent burdened communities update housing needs analysis, conduct audits of land use codes to identify barriers to housing development, prepare revisions to land use codes to remove barriers, and implement plans for increasing housing supply. As a severe rent burdened City Forest Grove qualified for a technical assistance grant to update the City's 2009 Housing Needs Analysis. As funder, DLCD selected consultant FCS Group to update the City's HNA.

The HNA, is required by Statewide Land Use Planning Goal 10 (Housing). In part, Goal 10 specifies that each city must plan for and accommodate needed housing types. The Goal 10 Housing Needs Analysis (HNA) must include:

- An inventory of buildable land within the planning area;
- A forecast of future housing needs over the next twenty years, and
- An assessment of whether the jurisdiction has enough land zoned to accommodate forecasted housing needs.

The purpose of this analysis is to ensure that cities have an adequate land supply within the urban growth boundary to accommodate their housing needs over the next twenty years. If there's an insufficient land supply for needed housing a local jurisdiction could request an urban growth boundary expansion through Metro's periodic review of the urban growth boundary. Metro has authority to add urban reserve land to the urban growth boundary if land use concept planning meeting Metro Urban Growth Management Functional Plan requirements is adopted by the jurisdiction and accepted by Metro with consent of the applicable county and the Oregon Department of Land Conservation and Development. A formal concept plan has not been done for the City's only urban reserve area located west of Forest Gale Heights in the David Hill Road area. This area is referred to as the David Hill Urban Reserve Area.

The City's current HNA was adopted in 2009 to support the 2014 update to the Forest Grove Comprehensive Plan. The 2009 HNA is out-of-date and no longer provides a sound basis for planning activities for the following reasons:

- The 2009 HNA does not include potential housing capacity within the area north of David Hill Road added to the urban growth boundary by the Oregon legislature.

- The 2009 HNA does not reflect the findings and conclusion for development contained in the Westside Refinement Plan.

- The 2009 HNA does not reflect the City's designation as a severe rent burden city.

- The 2009 HNA does not reflect the recent update the 2018 Metro Urban Growth Report and update to the local and regional buildable land inventory.

FCS Group completed the HNA update with guidance from an advisory group representing housing and development interests. Advisory group members included a City Councilor, Planning Commissioner, non-profit affordable housing developers, homebuilders' association staff, local apartment manager, community member at large, and Washington County planner.

The completed HNA update is attached for Planning Commission consideration (Attachment A). Staff is requesting that the Planning Commission review the HNA update and recommend that City Council accept the update and adopt an ordinance amending the Forest Grove Comprehensive Plan to add the HNA as a technical appendix to the Plan.

II. HOUSING NEEDS ANALYSIS OVERVIEW

The HNA update (Attachment A) includes considerable information about housing in Forest Grove including housing types and household characteristics. The HNA update summarizes economic trends affecting the City's housing supply and demand, recent development activity, emerging housing issues affecting housing, and policy strategies to address local housing needs. The HNA update also includes the update to the City's buildable land inventory prepared for the update to the 2018 Metro Urban Growth Report and urban growth boundary amendment decision.

Key findings from the HNA are presented below. In general, the HNA update analysis finds there is enough zoned residential land within the urban growth boundary to accommodate housing needs over the next twenty years for both low- and high-density housing types. This is discussed further below.

<u>Housing Need</u>

The table below shows housing need by type of unit and tenure (renter- or owner-occupied). The table shows is projected that an additional 1,948 owner-occupied and 1,305 renter-occupied units are needed over the next 20-years to meet forecasted demand.

	Owner-Occupied Dwelling Units	Renter-Occupied Dwelling Units	Vacant Dwelling Units	Net New Dwelling Units
Housing Tenure Distribution:	**1,948**	**1,305**	**174**	**3,426**
	57%	38%	5%	100%
Housing Unit/Type				
Single Family Detached	1,558	326	104	1,988
Mfg. Housing (SFD)	97	0	0	97
Townhomes / Plexes (2-4 units)	195	391	52	638
Multifamily (5+ units)	97	587	17	702
Total Dwelling Units	**1,948**	**1,305**	**174**	**3,426**
Group Quarters		256		**256**

Source: FCS Group, US Census Bureau American Community Survey 2012-2017

Housing Supply and Demand Reconciliation

The table below shows estimated housing capacity based on the City's buildable land inventory and current Comprehensive Plan and zoning designations. It is estimated housing capacity within the urban growth boundary for both low-density and high-density housing is about 4,900 units. Twenty-year housing demand is estimated to total 3,682 units which is about 1,200 units below total capacity. The table below demonstrates there's "just enough" capacity for low-density demand. There appears to be excess land designated for high-density development based on forecasted need.

	Housing Capacity (Supply)	Housing Demand	Remaining Capacity
Low Density	2,732	2,724	8
High Density*	2,150	958	1,192
Total	4,882	3,682	1,200

* includes townhomes, apartments and group quarters.

Source: Appendix 2, 2018 Metro Buildable Land Inventory (BLI) report

Policies

FCS Group prepared a number of policy recommendations to address the City's identified housing needs based on the housing projections and current supply. These policy recommendations, listed in no particular order, include:

- ✓ Within planned developments require an overall minimum density of 8 units per buildable acre and at least 10% of total dwelling units provided in single family attached or multifamily structures.
- ✓ Allow single family lots to front along private streets (current code requires lots to have 15 to 30 feet of frontage along public streets). This provision precludes development of parcels that only have frontage on a private street. This provision also makes it difficult for cottage cluster development since individual lots would have to have frontage on a public street.
- ✓ Continue to update listing of potential public-owned properties that could be used for affordable housing developments.
- ✓ Partner with local housing authorities or non-profit housing developers to provide offsite infrastructure (sewer, water, road improvements) or parking that supports affordable housing development (note, this recommendations is contingent on available local funding sources).
- ✓ Provide policies that allow SDC deferrals for affordable housing developments until a certificate of occupancy is granted by the City.
- ✓ Continue to maintain the local tax abatement program for affordable housing units developed and maintained by non-profits (i.e. Non-Profit Corporation Tax Exemption Program).
- ✓ Consider establishing a local construction excise tax (CET) to fund affordable housing initiatives allowed by state law. Oregon law allows a CET of up to 1.0% of building permit valuation for projects that result in a new residential structure or additional square footage in an existing residential structure that adds living space. A

CET may also be imposed on improvements to commercial and industrial real property.

- ✓ Support infill development that makes use of existing infrastructure capacity and defers the need to make costly capital investments on new and extended infrastructure; thereby limiting the level of housing costs that get passed on to home buyers and renters.
- ✓ Prepare a sliding scale system of System Development Charges (SDCs) which would provide charges that vary by home size and type. This would reduce SDCs for ADUs, apartments and cottage homes. Adopt new SDC methodology report or amendment to existing SDC methodology for City-controlled water and parks SDCs. This would lower some SDCs for smaller dwellings including accessory dwelling units (ADUs). For example, if SDCs for new ADUs are reduced by 50%, their construction would be more attractive to individual homeowners with small capital. Multifamily dwellings and cottage homes could also warrant a lower SDC, which would allow developers to deliver housing at a lower cost to the renter/home buyer.
- ✓ Consider adopting separate cottage cluster development standards that enable cottage homes to be developed in a fashion other than though the current planned development process.
- ✓ Explore creation of a limited year tax abatement program that promotes rehabilitation of existing housing stock for qualifying low-income homeowners that desire to improve their homes.
- ✓ Given that utility costs are a contributing factor to housing cost burden, work with water and sewer utility providers to create a low-income rate program for qualifying households.
- ✓ Consider establishing a multifamily rental unit inspection program to ensure units meet health and safety codes.

Implementation of the policy recommendations above requires further City Council direction and resources would have to be allocated through the Community Development Department work programs.

III. ADOPTION PROCESS

The HNA update provides a technical basis for preparing and implementing policies pertaining to housing. Adoption of the Housing Needs Analysis update is a legislative (Type IV) text amendment to the Forest Grove Comprehensive Plan since it is a general policy document.

<u>Notice</u>

As required by the Development Code (§17.1.170), notice of text amendments is provided by publication of notice of required public hearings in a newspaper of general circulation. The notice must state the time, date, place, purpose of the public hearing and list of review standards and criteria. Notice (Attachment B) must be published not less than five days prior to the date of the hearing.

Decision Authority

For legislative matters pertaining to the Comprehensive Plan or Development Code the Planning Commission conducts the initial public hearing on the proposal. The Planning Commission must make a recommendation to the City Council to approve, approve with conditions or deny the proposal. The City Council conducts the final public hearing on legislative decisions and adopts the final local decision.

IV. LEGAL CONTEXT

The HNA is subject to several state land use goals, laws and administrative rules:

- Statewide Planning Goal 1 (Public Involvement): Goal 1 requires a public involvement program that provides opportunity for public involvement in all phases of the planning process including plan preparation. The advisory group convened to guide the HNA update assists the City with Goal 1 compliance. A public meeting was also hosted by the City on May 14, 2019, to present findings from the HNA update and to receive public comments. Additional opportunities for public involvement and influence will be provided through the formal public hearing process.

- Statewide Planning Goal 2 (Land Use Planning): Goal 2 requires a policy framework and a factual basis for all decisions and actions related to the use of land. The Forest Grove Comprehensive Plan (of which the HNA is a part) provides the required policy framework and factual basis for decisions and actions related to housing in the City's planning area. This includes assignment of Comprehensive Plan map and zoning map designations for land intended for residential development. Furthermore, Goal 2 requires that the inventory or residential buildable lands be part of the comprehensive plan.

- Statewide Planning Goal 10 (Housing): Goal 10 requires that plans encourage the availability of adequate numbers of needed housing units at price ranges and rent levels commensurate with the financial capabilities of Oregon households. Needed housing is defined in state law (ORS 197.303) as attached and detached single-family housing and multiple family housing for owner and renter occupancy, government assisted housing, manufactured homes and manufactured home parks, and housing for farmworkers. Goal 10 also promotes flexibility of housing location, type and density. The HNA update specifically addresses the number of needed housing units including type, price and density for Forest Grove.

- Statewide Planning Goal 14 (Urbanization): Goal 14 addresses the orderly transition from rural to urban land use to accommodate urban population and urban employment inside urban growth boundaries. The HNA update addresses Goal 14 by forecasting land need for housing in the City's planning area and reconciling this need with the supply shown in the City's Buildable Land Inventory (ORS 197.296(3)(a)).

- ORS 197.296(3)(a) (Buildable Land Inventory). Buildable lands include vacant lands planned for residential use; partially vacant lands planned or zoned for residential use; lands that may be used for a mix of residential and employment uses under existing planning or zoning; and lands that may be used for residential infill or redevelopment. The BLI for the HNA update was prepared, in part, to support the 2018 to support Metro's update to the Urban Growth Report and subsequent regional urban growth boundary decision. The Buildable Land Inventory is summarized in Appendix C to the HNA.

- ORS 197.296(3)(b) (Analysis of Housing Need by Type and Density Range). The HNA update includes an analysis of housing need by type and density range consistent with the requirements of ORS 197.296(3)(b). Housing need by income range is summarized in the HNA in Exhibit 2.11, Exhibit 3.3: Net New Housing Forecast, Forest Grove UGB 2019-2039, and Exhibits 4.1 and 4.2: Reconciliation of Residential Capacity and Projected Demand.

- ORS 197.303 (Needed Housing Defined). Under state law, "needed housing" includes attached and detached single-family housing and multiple family housing for both owner and renter occupancy; government assisted housing including housing financed in whole or in part by either a federal or state housing agency or a housing authority, or housing occupied by a tenant or tenants who benefit from rent supplements or housing vouchers; manufactured homes; and housing for farmworkers. The housing needs forecast contained in the HNA specifies need by housing type (HNA Exhibit 3.3: Net New Housing Forecast, Forest Grove UGB, 2019-2039).

- OAR 660, Division 7 (Metropolitan Housing Rule). The Metropolitan Housing Rule is intended to ensure opportunity for the provision of adequate numbers of needed housing units and the efficient use of land with the Metro regional urban growth boundary. In part, the Metropolitan Housing Rules establishes requirements for minimum residential density for new construction. Under the Metropolitan Housing Rule Forest Grove must provide for an overall density of eight or more dwelling units per net buildable residential acre. HNA Appendix C, Table 7, shows the City provides for an overall density of 9.8 dwellings per net acre buildable residential acre. This assessment is based on Comprehensive Plan designations, estimated net buildable acres and estimated dwelling capacity.

V. ADOPTION FINDINGS

The findings and conclusions below provide the facts relied upon supporting a recommendation to accept the HNA update and to amend the Forest Grove Comprehensive Plan to include the HNA update as a technical appendix. The findings and conclusions below demonstrate that the HNA update complies with the applicable decisions factors below:

1. Statewide Planning Goal 1 (Citizen Involvement)

Analysis: As stated above, Goal 1 promotes community involvement in the preparation of plans and policies. Preparation of the HNA included the formation of an advisory group representing diverse interests in housing policy. The advisory group was formed to review work products and provided guidance to the consultant team as they developed recommendations for meeting housing needs based on the data compiled. A public meeting was also held on May 14, 2019, to present key findings from the HNA update and to receive public comments. Additional opportunities for public involvement will be provided during the formal public hearing process.

Conclusion: The HNA update is consistent with Goal 1 since the process provided opportunities for meaningful public involvement including reviewing data for accuracy and preparing policy recommendations for consideration. Members of the project advisory group included a City Councilor, Planning Commissioner, staff from Washington County Land Use, Bienestar, Portland Metropolitan Homebuilders Association, local apartment manager and West Tuality Habitat for Humanity, and a community member at large that also participated on the Ad-Hoc Affordable Housing Committee appointed by City Council. In addition to advisory group meeting a housing forum and severe rent burden meeting was held on May 14, 2019.

2. **Statewide Planning Goal 2 (Land Use Planning)**

Analysis: Goal 2 requires a factual basis for decisions and actions related to land use. The local Comprehensive Plan fulfills this requirement. The HNA is part of the Comprehensive Plan and provides a factual basis for decisions related to housing. The factual basis prepared for the HNA includes an existing housing inventory, data for housing occupancy and tenancy, affordable housing inventory based on data from the Oregon Department of Housing and US Census Bureau Community Services and American Community Survey, housing market gap analysis, documentation of construction activity, assessment of housing cost burden, housing need forecast and buildable land inventory.

Conclusion: For the reasons stated above, the HNA update is consistent with Goal 2 by providing an up to date factual basis for decisions and actions related to residential land use and housing in the City's planning area.

3. **Statewide Planning Goal 10 (Housing)**

Analysis: ORS 197.296(3)(b) describes requirements for preparing HNAs consistent with Goal 10. Although these requirements generally apply at time of periodic review of a comprehensive plan or legislative review of the urban growth boundary the City's HNA update was prepared in accordance with ORS 197.296(3)(b). The HNA update includes a buildable land inventory (HNA Appendix C), an analysis of housing need by type for the next 20 years (HNA Exhibit 3.3) and density range (HNA Exhibits 4.1 and 4.2), and assessment of land needed to accommodate the projected number of units (HNA Appendix C).

Conclusion: As noted above, the HNA update includes elements for an HNA as described in ORS 197.296(3)(b). Therefore, the HNA update is deemed compliant with Goal 10.

4. **Statewide Planning Goal 14 (Urbanization)**

Analysis: The HNA update provides current data on housing capacity and residential land needs. This data will guide decisions related to zoning of land to ensure there's sufficient developable land for needed housing types over the next twenty years as well as the efficient use of the land. Specifically, recommended policies contained in the HNA support the efficient use of land by promoting higher density within planned developments and land efficient housing types new to the City such as cottage clusters.

Conclusion: The HNA update is consistent with the intent of Goal 14 by providing current information on housing capacity (HNA Exhibits 4.1 and 4.2) and residential land needs (HNA Appendix C) and recommending policies supporting land efficient development (HNA Section V. Housing Policy Strategies). The HNA update also includes the buildable land inventory prepared for the Metro Urban Growth Report and urban growth boundary decision (HNA Appendix C and Metro Urban Growth Report (2018), Appendix 2 – Buildable Land Inventory). For these reasons the HNA update complies with Goal 14.

5. **ORS 197.296: Factors to establish sufficiency of buildable lands within the urban growth boundary: analysis and determination of residential housing patterns.**

Analysis: ORS 197.296(3) establishes requirements for a Housing Needs Analysis. An HNA must include an inventory of buildable land supply within the urban growth boundary and determine the housing capacity of the buildable lands and conduct an analysis of

housing need by type and density range to determine the number of units and amount of land needed for each housing type for the next twenty years.

The HNA includes an estimate of housing capacity and demand for low- and high-density housing types. This information is summarized in the table below (HNA Exhibits 4.1 and 4.2).

	Housing Capacity (Supply)	Housing Demand	Remaining Capacity
Low Density	2,732	2,724	8
High Density*	2,150	958	1,192
Total	4,882	3,682	1,200

* includes townhomes, apartments and group quarters.

Source: Appendix 2, 2018 Metro Buildable Land Inventory (BLI) report

Conclusion: The HNA update is based on the inventory of buildable land prepared for the update to the 2018 Metro Urban Growth Report and subsequent regional urban growth boundary decisions. The buildable land inventory for Forest Grove is summarized in HNA Appendix 2. This summary shows the estimated supply of buildable land based on Comprehensive Plan map and zoning map designations, estimated capacity by housing type and density range. In addition, the HNA includes an estimate of the number of units and amount of land needed by housing type for the next 20 years. For the reasons, the HNA update complies with ORS 197.296(3).

6. **OAR 660, Division 7: Metropolitan Housing Rule.**

Analysis: The Metropolitan Housing Rule is intended to ensure opportunity for the provision of adequate numbers of needed housing units and the efficient use of land with the Metro urban growth boundary. In part, the Metropolitan Housing Rules establishes requirements for minimum residential density for new construction. Under the Metropolitan Housing Rule Forest Grove must provide for an overall density of eight or more dwelling units per net buildable acre. The HNA indicates in the table below (HNA Appendix C, Table 7) that Forest Grove is providing an overall density for new construction of 9.8 dwellings per acre.

Metropolitan Housing Rule Analysis

General Plan Designation	Net Buildable Acres	Percent	Estimated Dwelling Capacity	Capacity Distribution (%)
Low Density Residential	327	66.2%	2,540	52.5%
Medium Density Residential	42	8.5%	990	20.5%
High Density Residential	69	14.0%	1,100	22.7%
Commercial/Mixed Use	56	11.3%	210	4.3%
TOTAL	494	100%	4,840	100%
	Estimated Average Density 9.8 dwellings / net acre			

Source: Metro, Buildable Land Inventory, March 2018 and City of Forest Grove Planning Division

Conclusion: As shown in the table above, the HNA update demonstrates Forest Grove complies with the Metropolitan Housing Rule. Therefore, the HNA shows the City is in compliance with the Metropolitan Housing Rule (OAR 660, Division 7).

7. Forest Grove Comprehensive Plan

Analysis: Chapter 5 of the Forest Grove Comprehensive Plan establishes policies for housing. These policies include:

Policy 1.1: Update the City's land use inventory at regular intervals to monitor the supply of developable land.

Policy 4.1: Develop and implement programs to offset the increasing cost of new housing construction. HNA update recommends a sliding scale for system development charges which would reduce permit cost for smaller houses.

Policy 4.3: Develop and implement programs to encourage the rehabilitation of older housing stock throughout the community. The HNA update recommends affordable housing preservation to maintain the affordable housing stock.

Policy 9.1: Establish a multifamily residential unit inspection program to ensure compliance with the City codes.

The HNA updates information contained in the City's 2011 Land Use Inventory including the estimate of number of housing units by type. This updated information supports Policy 1.1 above.

The HNA Update also includes policy recommendations to offset the increasing cost of new housing construction (HNA Section V.). Policy recommendations consistent with Policy 4.1 include amending the City's Development Code to allow for cottage cluster units and a sliding scale for City system development charges based on unit size.

Consistent with Policy 4.3 above, the HNA update recommends affordable housing preservation to maintain the affordable housing stock. The HNA update also recognizes the need to preserve the existing affordable housing stock. This is supported, in part, by the recommendation to establish a multifamily residential housing inspection program consistent with Policy 9.1 above.

Conclusion: The HNA update is consistent with and furthers implementation of the Forest Grove Comprehensive Plan by providing up to date information on housing needs and identifying policies to further housing goals and objectives. In addition, the HNA includes policy recommendations consistent with the goals and objectives of the Comprehensive Plan as stated above. Therefore, the HNA update is consistent with and supports the Comprehensive Plan policies for housing contained in Chapter 5 of the Plan.

8. Metro Urban Growth Management Functional Plan

Analysis: Title 1 of the Metro Urban Growth Management Functional Plan requires each city and county to maintain or increase its housing capacity with limited exceptions. The HNA provides data documenting housing capacity consistent with Title 1 as shown below. The HNA update estimates housing capacity at about 4,800 units (HNA Exhibits 4.1 and 4.2). This compares to 4,700 units in 2009. Through actions such as increasing permissible development densities in the Town Center and Community Commercial zones and adding land to the urban growth the City has been able to maintain sufficient housing capacity needed to meet forecasted demand.

Title 7 of the Metro Urban Growth Management Functional Plan addresses housing choice. Under Title 7 cities and counties in the Metro region must ensure their comprehensive plans and implementing ordinances include strategies for a diverse range of housing types within their jurisdictional boundaries. In addition, Title 7, requires maintaining the existing supply of affordable housing through voluntary actions. Title 7 also requires implementation measures aimed at increasing opportunities for households of all income levels to live within their jurisdictions in affordable housing.

The HNA update provides current data documenting the number of regulated affordable housing units in the City based on data from the Oregon Department of Housing and Community Services. The current estimate of regulated affordable housing in the City is approximately 680 units. The HNA update also includes policy recommendations aimed at increasing opportunities for households of all income levels to live within Forest Grove in affordable housing. Policy recommendations include techniques for reducing the cost of housing and resources for affordable housing incentives.

Estimated Housing Capacity

	Housing Capacity (Supply)	Housing Demand	Remaining Capacity
Low Density	2,732	2,724	8
High Density*	2,150	958	1,192
Total	4,882	3,682	1,200

* includes townhomes, apartments and group quarters.

Source: Appendix 2, 2018 Metro Buildable Land Inventory (BLI) report

The HNA update also includes specific policy recommendations aimed at increasing housing choice. This includes policies for cottage/cluster housing developments, and establishing a dedicated source of revenue by adopting a local construction excise tax to fund affordable housing initiatives.

Conclusion: For the reasons stated above, the HNA update demonstrates the City complies with the Metro Urban Growth Management Functional Plan. The HNA includes a housing capacity analysis and policy recommendations to expand housing choice.

VI. RECOMMENDATION

The HNA update fulfills the requirements for an HNA under Statewide Land Use Planning Goal 10 (Housing) and ORS 197.296(3)(b). The HNA update is also consistent with the applicable policies contained in the Forest Grove Comprehensive Plan and Metro Urban Growth Management Plan. The HNA update also demonstrates that the City complies with the Metropolitan Housing Rule (OAR 660, Division 7). Therefore, staff recommends the Planning Commission adopt a motion:

3. Recommending City Council acceptance of the Housing Needs Analysis update; and

4. Council adopt an ordinance amending the Forest Grove Comprehensive Plan to include the HNA update as a technical appendix to the Plan.

VII. ATTACHMENTS

A. Housing Needs Analysis Update Public Hearing Draft, June 27, 2019.
B. Public Hearing Notice for Publication, August 14, 2019

FOREST GROVE OREGON
A place where families and businesses thrive.

Planning Commission
Community Auditorium
1915 Main Street, Forest Grove, OR
Monday, August 19th, 2019, 7:00 pm

1. CALL TO ORDER:

Chair Tom Beck called the meeting to order at 7:00 p.m. Roll Call:

Planning Commission Present: Tom Beck, Chair; Commissioners Lisa Nakajima, Ginny Sanderson, and Dale Smith.

Planning Commission Excused: Phil Ruder, Vice Chair; Commissioners Sebastian Bannister Lawler and Hugo Rojas.

Staff Present: James Reitz, Senior Planner; Dan Riordan, Long Range Planner; Bryan Pohl, Community Development Director; Cassi Bergstrom, Planning Commission Coordinator

2. PUBLIC MEETING:

A. PUBLIC COMMENT PERIOD FOR NON-AGENDA ITEMS:

None.

B. PUBLIC HEARING:

(1.) File No. 311-19-000017-PLNG – Amendment to Development Code Article 3 *Zoning Districts*, Article 5 *Special Provisions*, and Article 12 *Use Categories and Definitions* to permit Seasonal Shelters in the Town Center and Community Commercial zoning districts

Chair Beck opened the legislative public hearing at 7:00 p.m, calling for the staff report.

Senior Planner James Reitz gave the staff report, informing the Commissioners that City Council has directed staff to prepare an ordinance to regulate temporary seasonal shelters as currently there is no Development Code to regulate and define temporary uses and seasonal shelters specifically. Severe weather shelters are not incorporated into the Development Code, but will be drafted and prepared to be defined and regulated within the Forest Grove City Code for the City Manager's review. The City's goal is to make the permitting process for the shelter as simple and timely as possible.

Mr. Reitz went over the submittal requirements for the temporary use permits. Review criteria include parking, access/circulation, compliance with fire life safety building codes, and located within the Community Commercial (CC) or Town Center (TC) zoning districts. These temporary use permits are applicable to stands as well, such as Christmas tree stands, firework stands, etc. Seasonal shelters exclusively will be defined as to their intent and permitting conditions within Article 5 and 12 of the Development Code for clarity.

Chair Tom Beck questioned the definition of seasonal shelters, the time limit suggested, and the limited zoning districts the City was imposing due to the fact that some churches are not located within the allowable zoning districts. Community Development Director Bryan Pohl explained that staff has been directed by City Council to allow temporary use permits in the TC and CC zoning districts.

Commissioner Nakajima commented that a seasonal shelter has the risk of operating for profit as it is currently defined. Commissioners discussed the civic use category and including a condition of being non-profit.

Chair Beck suggested similar language for conditional use permits be used regarding returning the condition of the site back to its original use.

CORRESPONDENCE:
A handout was received at the meeting with information regarding the West Washington County Winter Shelter.

PROPONENTS:
Michael Terhorst, Cherry Grove, OR:
Mr. Michael Terhorst came to the front, informing the Commission that he is the Site Coordinator for the United Church of Christ in Forest Grove. Mr. Terhorst is very grateful for this review process of the ministry. The suggestion of running the seasonal shelters to the end of the month would be helpful, as well as increasing the annual maximum of days from 35 to 40 days. Sometimes there is a conflict with events happening at the shelter locations, and the various churches will substitute for one another. The permitting condition stating “a seasonal shelter may be open not more than two (2) days per week” could provide a barrier to the ministry they are providing. Having seasonal shelters available will benefit everyone in the community, with a broader focus being affordable housing and working towards a solution.

Commissioner Nakajima asked Mr. Terhorst to explain the ‘Family Promise’ organization. Mr. Terhorst explained that it is an organization with a focus on family that can stay for up to a week at a time with roots in Community Action.

Commissioner Sanderson asked Mr. Terhorst if he had any comments on the permitting process the City is proposing, and Mr. Terhorst responded that they can do it rather easily.

Celeste Goulding, Gaston, OR:
Ms. Celeste Goulding came to the front, explaining that she is the manager for seasonal shelters in the western Washington County area. Ms. Goulding agrees with all of Mr. Terhorst's suggestions and comments. Ms. Goulding gave her background, explaining she is a Masters level social worker.

Ms. Goulding explained that most of the staff for seasonal shelters are volunteers, and having more options available to host the shelters would be the most humane action. The 'Family Promise' organization would not fall under the temporary seasonal shelter ordinance.

OPPONENTS:
None.

OTHER:
None.

Chair Beck closed the public hearing at 7:44 p.m.

COMMISSIONER DISCUSSION:
Chair Beck questioned the City as to why a temporary shelter only qualifies during the winter and not the rest of the year.

Director Bryan Pohl explained that the City Council has directed staff to focus on the seasonal shelters and their locations. There are other avenues to address year-round sheltering for homelessness.

Commissioner Nakajima suggested omitting the two day limitation, and extending the maximum number of days to 45 days. Commissioners discussed the location of the temporary seasonal shelters, and the limitation of the zoning. Commissioners had Ms. Celeste Goulding come forward and explain the release procedure. Ms. Goulding explained they do "sweeps" within 2-4 blocks of the shelter to make sure the homeless population are not gathering in residential areas. It is almost never a problem as the homeless head straight to the transit lines, and transit lines need to be close by for their homeless guests with disabilities and difficulties walking.

Commissioners discussed the options and concluded amending these conditions:

- Extend the maximum number of days for a seasonal shelter to be open to 45 days;
- Omit the limitation of two (2) days per week a shelter can be open in one location;
- Change the open dates to November 1 – March 31st;
- Include language from conditional use permit to restore site to its original condition when the temporary use ends;

- To include all 501(c)3 charitable organizations for allowance to operate seasonal shelters

Commissioner Sanderson moved a motion to recommend to City Council with the discussed amendments for file number 311-19-000017-PLNG – Amendment to Development Code Article 3 *Zoning Districts*, Article 5 *Special Provisions*, and Article 12 *Use Categories and Definitions* to permit seasonal shelters in the Town Center and Community Commercial zoning districts. Commissioner Nakajima seconded the motion.

<u>Roll Call Vote on Motion:</u> AYES: Chair Beck; Commissioners Nakajima, Sanderson, and Smith. NOES: None. ABSENT: Vice Chair Ruder; Commissioners Bannister-Lawler and Rojas. MOTION CARRIED 4-0.

(2.) File No. 311-19-000016-PLNG – Comprehensive Plan text amendment to add the 2019 Housing Needs Analysis Update as a technical appendix

Long Range Planner Dan Riordan gave a staff report using a Power Point presentation, explaining the purpose of having a public hearing for the update to the Housing Needs Analysis (HNA) that was adopted in 2009. The City was provided funding for a consultant with expertise to prepare the HNA update, and tonight the Planning Commission will make a recommendation whether City Council should accept the update.

Mr. Riordan gave the background of the project and the participants selected for the advisory committee. An inventory of the housing types and demand projections was provided, and the HNA update covers the period from 2019 to 2039. The population in Forest Grove is expected to increase by about 9,600 people over the next 20 years, making an additional 3,400 housing units needed for the expected growth. Overall, the UGB appears adequate to address housing needs during the 20 year planning period.

Currently, expanding the supply of approved subdivision lots is constrained by the lack and cost of infrastructure needed to serve the areas, as well as the lack of desire for property owners to annex into the City. Mr. Riordan went over some policy considerations to help promote needed housing. Policy considerations include establishing a Construction Excise Tax to incentivize affordable housing, revising System Development Charge methodology, cottage/cluster housing development standards, reduce parking requirements, and reduce the cost of development. Director Bryan Pohl explained the calculation of the Construction Excise Tax and how it is utilized.

Staff recommends the Planning Commission approve a motion recommending City Council acceptance of the HNA update and Council adopt an ordinance amending the Forest Grove Comprehensive Plan to include the HNA update as a technical appendix. Commissioner Nakajima recommended the City address within the HNA

the new apartment units that were built in 2017-2018 with a footnote.

Commissioner Nakajima moved a motion to recommend to City Council for file number 311-19-000016-PLNG – Acceptance of the Housing Needs Analysis update with the edit in the footnote and Council adopt ordinance for amendment of the Comprehensive Plan text to add the 2019 Housing Needs Analysis Update as a technical appendix. Commissioner Sanderson seconded the motion.

Roll Call Vote on Motion: AYES: Chair Beck; Commissioners Nakajima, Sanderson, and Smith. NOES: None. ABSENT: Vice Chair Ruder; Commissioners Bannister-Lawler and Rojas. MOTION CARRIED 4-0.

C. ACTION ITEMS:
None.

D. WORK SESSION ITEMS:
None.

3. BUSINESS MEETING:

A. APPROVAL OF MINUTES:
Commissioner Smith moved to approve the minutes of the July 1st, 2019 meeting. Commissioner Nakajima seconded. Motion passed 4-0.

B. REPORTS FROM COMMISSIONERS/SUBCOMMITTEES:
None.

C. DIRECTOR'S REPORT:
Director Bryan Pohl gave an update from the City Council meeting on August 12th regarding the appeal of the Dollar General. The appeal was upheld, and in speaking with the applicant they will not be appealing the decision. City Council has indicated to staff that the Neighborhood Mixed Use zoning definition needs to be clarified as far as a Village Center. There will be a work session held on September 23rd to discuss next steps.

Chair Beck suggested the Council think about what the City can do when a project might result in greater pedestrian traffic is applied for, but the street is not within City jurisdiction. The City needs to allocate funds for a solution to the pedestrian traffic.

James Reitz gave an update on the fence variance at Ivy Crest Court, stating the issue is resolved.

Mr. Reitz informed the Commission that there is a pre-application meeting scheduled regarding a proposed subdivision at Thatcher Road/Watercrest Road. Staff is not sure if this will be a subdivision or a planned development as of yet.

D. ANNOUNCEMENT OF NEXT MEETING:

The next meeting is to be determined.

E. ADJOURNMENT:

The meeting was adjourned at 8:39 p.m.

Respectfully submitted by:

_____

Cassi Bergstrom
Planning Commission Coordinator

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CITY RECORDER USE ONLY:	
AGENDA ITEM #:	8.
MEETING DATE:	09/23/2019
FINAL ACTION:	RESO 2019-50

CITY COUNCIL STAFF REPORT

TO: *City Council*

FROM: *Jesse VanderZanden, City Manager*

PROJECT TEAM: *Jesse VanderZanden, City Manager*
Keith Hormann, Light & Power Director
Paul Downey, Admin Services Director
Eddie Littlefield, Power Services Manager

MEETING DATE: *September 23, 2019*

SUBJECT TITLE: *Proposed Revisions to Light & Power Line Extension Policy*

ACTION REQUESTED:		Ordinance		Order	X	Resolution		Motion		Informational

X all that apply

ISSUE STATEMENT: The City of Forest Grove first established the Light & Power Department Line Extension Policy in 1993. The policy was most recently updated in 2007. Since 2007, Light & Power labor and material costs have risen significantly. A recent sampling of 293 subdivision lots reveals that current extension policy allows us to collect only 79% of the cost of extending electric service to these lots. Staff is requesting the electric service extension line fees to residential lots be increased and the credit for industrial and commercial line extensions be based on actual usage. Staff has prepared a resolution to increase fees and adopt a revised policy to reflect the revision to the commercial and industrial credit.

BACKGROUND: The current Light & Power Department Line Extension Policy has been in effect since August 6th 2007. The policy provides for collecting 100% of the direct costs of the line extension from either the developer or customer at the time of installation. Extensions for new service not part of a subdivision are invoiced at actual cost. Extensions within a residential subdivision are billed at the average per lot cost of $1640 which was based on labor and material costs in 2007. A recent study of 293 subdivision lots shows that developers were billed a total of $480,520. The actual cost to provide service to these lots is $738,543

The Line Extension Policy provides an allowance as an offset against the cost of service extension to recognize the contribution of new electric revenue served by the extension to the capital and maintenance cost of those facilities providing the new service. The allowance is calculated by adding 10% of the estimated new annual revenue attributable to the line extension over a five year period. Allowances for extensions not part of a subdivision are calculated on an individual basis. An existing allowance of $402 is applied towards the service line extension in a subdivision at the time of the meter installation. Using the current annual revenue per residence of $1,140 and the same

methodology, the new average allowance per residential service is $570. The current average cost of a residential service line extension (including radio-read electric meter) is $547.

If the $570 average allowance is applied to the per lot cost ($2,521) and residential service line extension cost ($547) prorated based on relative cost, the per lot allowance would be $468 and the residential service line extension allowance would be $102. The resulting adjusted per lot cost would be 2,053 and the adjusted service line extension cost is $445. We recommend rounding the fees to $2,050 and $450 respectively.

These proposed changes have an effective date of September 10, 2019. We suggest applying the existing per-lot charges to developments that have received tentative preliminary plat approval on or before September 9, 2019. We suggest applying the new residential service line extension fee to projects with building permits applied for after September 9, 2019

FISCAL IMPACT:

STAFF RECOMMENDATION: Light & Power staff requests that the Council consider approving the attached resolution which adopts the provisions to the Line Extension Policy, and updates the associated fees and allowances. Proposed changes include:

- Increase subdivision per lot fee to $2,050
- Increase residential service fee to $450
- Increase residential allowance to $570 per meter. New per lot fee and residential service line fee include a deduction for the prorated allowance

ATTACHMENT(s):
Resolution & Exhibit A – Proposed Line Extension Policy Revisions

FOREST GROVE OREGON

Line Extension Policy Revision

Keith Hormann, L&P Director

September 23, 2019

- Our original line extension policy was developed in 1993. There have been several updates and revisions since inception

- Updates and revisions to the policy have included fee adjustments due to rising costs and language changes due to evolving construction practices and needs

- The policy was last updated in 2007

- We issued a contract to Financial Consulting Services (FCS) to review our policy and recommend the needed adjustments. This is the same consultant who performed our recent cost of service study

- FCS determined that we are only collecting 79% of our per lot subdivision costs and 43% of our service line extension costs

- FCS's study concluded that to recover the cost of installation after the credit allowance is calculated in, the subdivision per lot fee would need to raise from $1,640 to $2,050 and the service line extension fee from $195 to $450.

- FCS also determined that we would need to increase our residential service credit allowance from $402 to $ 570. This is based on the credit allowance formula which is calculated at:

(estimated annual revenue X 10% X 5 years = credit allowance)

- This credit allowance formula is used at all levels of service including residential, commercial & industrial

- Staff has identified that on the commercial & industrial credit allowance calculations there is a high possibility of inaccurately calculating the credit when using the estimated annual revenue. Staff is proposing that when calculating the commercial & industrial credit allowances the following credit allowance formula is utilized:

(actual annual revenue X 10% X 5 years = credit allowance)

FOREST GROVE OREGON

- Staff's recommendation is to adopt the revised line extension policy which includes updated cost calculations and language revisions

8.

RESOLUTION NO. 2019-50

RESOLUTION ADOPTING REVISIONS TO LIGHT AND POWER DEPARTMENT LINE EXTENSION POLICY AND REPEALING RESOLUTION NO. 2007-46

WHEREAS, through Council Resolution 2007-46 the City adopted revised Line Extension Policy for the Light and Power Department recognizing that customers who benefit from an electrical system improvement should share in the cost of that improvement; and

WHEREAS, costs associated with electrical system improvement have risen significantly since 2007; and

WHEREAS, updating of the policy and associated fees is appropriate at this time.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF FOREST GROVE AS FOLLOWS:

Section 1. The City Council adopts the revised Electrical Line Extension Policy and the Schedule of Fees and Allowances associated with the Line Extension Policy marked Exhibit A.

Section 2. The attached Electrical Line Extension Policy and Schedule of Fees and Allowances shall become effective on September 24, 2019

Section 3. Resolution No. 2007-46 is hereby repealed upon the effective date of the foregoing Light & Power Line Extension Policy.

Section 4. This resolution is effective immediately upon its enactment by the City Council.

PRESENTED AND PASSED this 23rd day of September, 2019.

_____

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 23rd day of September, 2019.

_____

Peter B. Truax, Mayor

CITY OF FOREST GROVE ELECTRICAL LINE EXTENSION POLICY

GENERAL:

The City's electrical line extension policy is consistent with the "cost of service" philosophy upon which electrical rates are based. This policy requires developers pay for backbone system line extensions, and requires new customers pay for a portion of the costs associated with a customer primary line extension and/or service line extension. Under this policy, a developer or customer may elect to use a private contractor to construct the substructure of a backbone, customer primary, and/or service line extension in lieu of City provided construction. A customer is an individual, group, or organization which receives electrical service directly or indirectly from the City of Forest Grove. A developer is an individual, group, or organization that alters the characteristics of real estate property in order to accommodate occupancy by future customers.

ELECTRICAL LINE EXTENSION POLICY:

Backbone System Line Extension: A backbone system line extension is the mainline high voltage electrical circuit that carries electricity to transformers or to customer's sites. The total cost of the backbone line extension to, and into a development, residential, commercial or industrial, shall be the responsibility of the developer. In the case of residential underground subdivisions, the line extension charge is determined on a flat fee per lot basis. Included in the total costs shall be all required electrical lines, transformers, above grade street lighting facilities and other related devices. Trenching, vaults, pads, pedestal & junction boxes, street light bases and conduits shall be provided by the customer.

Customer Primary Line Extension: A customer primary line extension is a high voltage line connecting to a mainline primary circuit and continuing onto a specific customer's premises in order to feed the transformer serving the customer. Where an individual customer's site requires a customer primary line extension, the customer shall be responsible for the full cost of the line extension less the determined allowance.

Customer Service Line Extensions: Customer service line extensions include electrical lines that carry electricity from the transformer(s) or terminal pedestals to a customer's meter. The customer shall be responsible for the total cost of a service line extension less the determined allowance.

Underground Conversions: Customers requesting conversion to underground service facilities shall pay the City for any unrecovered value in their existing overhead service. The customer shall also pay for the new underground installation, and shall be responsible for all trenching, vaults, pads, and conduits.

Allowances: An allowance is a reduction in the amount a customer shall pay for a customer primary line extension and/or service line extension. Allowances shall be based on utility costs directly associated with electrical system installations and recovery of those costs through new revenues directly attributable to those installations. The maximum allowance available to any customer shall be an amount equal to the portion of revenue generated by existing rates that can be applied to utility construction and maintenance costs. This allowance shall be equal to a 5 year payback or less to the City based on the customer's anticipated electrical usage and estimated annual revenue. Should the allowance exceed line extension costs, the City will not issue a credit or make a payment.

SCHEDULE OF FEES AND ALLOWANCES

Backbone System Line Extensions:
Residential Development:
Developer will provide all trenches, vaults, pads, and conduits required for the line extension as approved by the City, and pay for the costs to install all electrical facilities required for residential subdivisions. The City shall pay for any over-sizing. For residential subdivisions, the developer shall pay the following fee:

> ~~$1,640~~ $2,050 after reduction by the allowance amount per residential lot and any other lot receiving secondary electrical service

Commercial and Industrial Developments:
Developer will pay total cost of backbone system line extension as approved by the City to and into the development. The City shall pay for the costs of any over-sizing of the line extension and for any provisions for future system expansion.

Residential, Commercial and Industrial Developments:
Developer has the option to use a qualified contractor to construct the substructure of a backbone system line extension, or a portion thereof, to and into a development. All plans and specifications for construction of the line extension shall be provided by the City at an established fee. ~~If a qualified contractor is used for a backbone system line extension, fees for that portion of the work completed by the contractor shall be waived. The minimum fee shall be $500 per lot to cover design, inspection, and other administrative costs.~~

Customer Primary and Service Line Extensions:
The customer or developer shall pay full cost of customer primary and service line extensions including all required material. All trenching, vaults, pads, and conduits, including service conduits will be installed by the customer. Over-sizing and provisions for future system expansion shall be paid by the City. The total cost will be reduced by the appropriate allowance.

The residential service line extension fee shall be ~~$195~~ $450 after reduction by the allowance amount.

Allowances:
The allowance for extensions that do not fall under residential subdivision development or residential service line extensions in a subdivision shall be calculated using the following formula:

Residential Customer Primary and Service Line Extensions:
> Allowance = 5 x 10% of estimated new annual revenue

Commercial & Industrial Customer Primary and Service Line Extensions:
> Allowance = 5 x 10% of actual new annual revenue

Actual annual revenue for commercial & industrial credit calculations will be determined by the following method:

Within 6 months of service energization, customer will notify FGL&P that they are ready to start the allowance annual calculation period. At the end of the 12 month billing period, the actual annual revenue will be used to determine the credit allowance under the above policy

NOTE: Allowance applies only to revenues attributable to new load served by the line extension.

Use of Private Contractor: A developer or customer may elect to use a private contractor to construct the substructure of a backbone, customer primary, or service line extension. If a private contractor is used, fees for that portion of the work completed by the contractor shall be waived. All contractors used by customers or developers for line extension work must be pre-qualified by the City. All engineering and design and all plans and specifications for work to be performed will be provided by the City. Materials used shall be approved by the City prior to construction. All contractor work shall be monitored and inspected by a qualified City Inspector. Any extra ordinary or unforeseen costs to the City resulting from the contracted line extension installation shall be the responsibility of the customer or developer. In no case however, shall the fee charged per lot in a residential subdivision be less than $500, which is an amount necessary to reimburse the City for design, administrative, and inspection costs.

FOREST GROVE OREGON

A place where families and businesses thrive.

CITY RECORDER USE ONLY:	
AGENDA ITEM #:	9.
MEETING DATE:	09/23/2019
FINAL ACTION:	RESO 2019-51

CITY COUNCIL STAFF REPORT

TO: *City Council*

FROM: *Jesse VanderZanden, City Manager*

PROJECT TEAM: *Paul Downey, Director, Administrative Services*
Greg Robertson, Director of Public Works
Rich Blackmun, Engineering Manager

MEETING DATE: *September 23, 2019*

SUBJECT TITLE: *Staff Report and Resolution to Authorize the City Manager to Execute Local Agency Agreement between the City of Forest Grove and Oregon Department of Transportation for the City Delivered and State Funded Local Project and Repealing Resolution No. 2018-74.*

Project Name: West Systemic Signals and Illumination Project (Forest Grove)

ACTION REQUESTED:

	Ordinance		Order	X	Resolution		Motion		Informational

X all that apply

ISSUE STATEMENT: Consider resolution authorizing the City Manager to execute Local Agency Agreement between the City of Forest Grove (City) and the Oregon Department of Transportation (ODOT).

BACKGROUND: On August 13, 2018, the City Council passed Resolution No. 2018-74 which authorized the City Manager to execute a local agency agreement between the City and ODOT for the All Roads Transportation Safety (ARTS), ODOT Delivered Federal Project, West Systemic Signals and Illumination Project. Since that time, ODOT and City staff have determined that due to the small size of the project, it would be more cost effective for the City to deliver the project using state funds. Therefore, a new local agency agreement is required to move the project from a federally funded project to a state funded and locally delivered project.

The project scope has been reduced due to ARTS budget constraints as ODOT requires that all noncompliant ADA curb ramps be replaced when existing pedestrian signals are replaced with pedestrian countdown timer heads. The project scope will include installation of reflectorized backplates to the signalized intersections along the City's couplet, except at B Street (due to age of signals), installation of pedestrian countdown timers and other ADA improvements at the intersection of Elm St and Pacific Avenue. The pedestrian countdown timers tell the pedestrian the

time remaining for them to complete crossing the street, while the reflectorized backplates are intended to draw the driver's attention to the signal lights.

FISCAL IMPACT: The total estimated project cost is $207,700, of which ODOT will contribute up to $185,085.54. The City has budgeted adequate funds to satisfy the match requirement.

STAFF RECOMMENDATION: Staff recommends the City Council approve the attached resolution authorizing the City Manager to Execute a Local Agency Agreement between the City and ODOT for the City delivered and state funded local project, West Systemic Signals and Illumination Project and repealing Resolution No. 2018-074.

ATTACHMENT(s):
(1) Attachment A, Couplet Map
(2) Resolution
(3) Exhibit Local Agency Agreement

9.

RESOLUTION NO. 2019-51

RESOLUTION AUTHORIZING CITY MANAGER TO EXECUTE LOCAL AGENCY AGREEMENT BETWEEN CITY OF FOREST GROVE AND THE OREGON DEPARTMENT OF TRANSPORTATION FOR THE STATE FUNDED LOCAL PROJECT PROGRAM AND REPEALING RESOLUTION NO. 2018-74; PROJECT NAME: WEST SYSTEMIC SIGNALS AND ILLUMINATION PROJECT (FOREST GROVE)

WHEREAS, City desires to enter into Intergovernmental Agreement (Exhibit A) with the Oregon Department of Transportation for the West Systemic Signals and Illumination project; and

WHEREAS, The City of Forest Grove will deliver this state funded local project.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF FOREST GROVE AS FOLLOWS:

Section 1. The City Council of the City of Forest Grove hereby approves the Agreement between the City of Forest Grove and Oregon Department of Transportation as stated in the Agreement and subject to the conditions of this Agreement (Exhibit A, Contract No. 33685).

Section 2. The City Manager is hereby authorized to endorse the Agreement (Exhibit A) on behalf of the City of Forest Grove.

Section 3. That the City of Forest Grove is prepared to comply with obligations as specified in the Agreement.

Section 4. That the City of Forest Grove is prepared to contribute funding as specified in the Agreement.

Section 5. Resolution No 2018-74 is hereby repealed.

Section 6. This resolution is effective immediately upon its enactment by the City Council.

PRESENTED AND PASSED this 23rd day of September, 2019.

_____
Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 23rd day of September, 2019.

_____
Peter B. Truax, Mayor

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LOCAL AGENCY AGREEMENT
State Funded Local Project Program
Project Name West Systemic Signals and Illumination (Forest Grove)

THIS AGREEMENT is made and entered into by and between THE STATE OF OREGON, acting by and through its Department of Transportation, hereinafter referred to as "State" or "ODOT;" and the City of Forest Grove, acting by and through its elected officials, hereinafter referred to as "Agency," both herein referred to individually or collectively as "Party" or "Parties."

RECITALS

1. Agency wishes to exchange unspent federal funds previously allocated to the Project for state funds, in order to fund the Project using state funding. State has determined that Agency is eligible for state funds for the work to be performed under this Agreement through the State Funded Local Project Program. The Parties enter into this Agreement to exchange these funds, identify the Project that will be funded with the state funds, and describe the method State will use to reimburse Agency for work performed on the Project using the state funds, including establishing invoicing requirements and the proportional reimbursement rate.

2. By the authority granted in Oregon Revised Statute (ORS) 190.110, 366.572 and 366.576, state agencies may enter into cooperative agreements with counties, cities, and units of local government for the performance of any or all functions and activities that a party to the Agreement, its officers, or agents have the authority to perform.

3. Pacific Avenue, 19th Avenue, B Street, and Maple Street, Hawthorne Street, Elm Street, Cedar Street, , Council Street and College Way, Main Street are a part of the city road system under the jurisdiction and control of Agency.

4. State and Agency entered into Agreement 32737 covering the subject Project wherein State was going to deliver the Project on behalf of Agency. Agency has decided to deliver the Project through the Locally Delivered State Funded Project Program. This Agreement shall supersede and replace Agreement No. 32737 and its supplements in its entirety. Agreement No. 32737 is terminated upon execution of this Agreement. Bills for preliminary engineering work incurred prior to the replacement of Agreement No. 32737 shall be invoiced by Agency and paid for by State under this Agreement.

NOW THEREFORE, the premises being in general as stated in the foregoing Recitals, it is agreed by and between the Parties hereto as follows:

TERMS OF AGREEMENT

1. State and Agency agree to Agency delivering the West Systemic Signals and Illumination Project, hereinafter referred to as "Project." The Project location and description are shown on the marked "Exhibit A," attached hereto and by this

reference made a part hereof.

2. The total Project cost for the work to be performed under this Agreement is estimated at $200,700, which is subject to change. Prior to exchanging funds, the federal share of the total Project cost is $185,085.54.

   a. Per the 1:1 fund exchange ratio of state dollars to federal dollars, Agency will exchange $185,085.54 of federal dollars allocated for this Project for $185,085.54 of state dollars.

   b. State funds under this Agreement are limited to $185,085.54.

3. Upon receipt and approval of Agency's invoice(s), State shall proportionately reimburse Agency 92.22 percent of eligible, actual costs incurred in carrying out the Project, up to the maximum amount of state funds committed for the Project.

4. Agency is solely responsible for any and all costs incurred in excess of the state funds identified in this Agreement. Any unspent state funds will be retained by State and will not be available for Agency use. State funds transferred to Agency must be used for the Project.

5. To be eligible for reimbursement, expenditures must comply with the requirements of Article IX, Section 3a of the Oregon Constitution. Eligible costs are defined as reasonable and necessary costs incurred by the Agency in performance of the Project.

6. The term of this Agreement will begin upon the date all required signatures are obtained and will terminate upon completion of the Project and final payment or ten (10) calendar years following the date of final execution, whichever is sooner.

AGENCY OBLIGATIONS

1. Agency shall perform the work described in TERMS OF AGREEMENT, Parargraph 1 of this Agreement.

2. **Americans with Disabilities Act Compliance**:

   a. Agency shall ensure that the Project, including all sidewalks, curb ramps, and pedestrian activated signals, are designed, constructed, and maintained to comply with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 as amended (together, "ADA").

      Agency may follow its own processes or may use ODOT's processes for design, construction, or alteration of Project sidewalks, curb ramps, and pedestrian-activated signals, including using the ODOT Highway Design Manual, ODOT Design Exception process, ODOT Standard Drawings, ODOT Construction Specifications, providing a temporary pedestrian accessible route plan and current Curb Ramp Inspection form, available at:

https://www.oregon.gov/ODOT/Engineering/Pages/Accessibility.aspx**;**

Additional ODOT resources are available at the above-identified link. ODOT has made its forms, processes, and resources available for Agency's use and convenience.

b. Agency assumes sole responsibility for ensuring that the Project complies with the ADA, including when Agency uses ODOT forms and processes. Agency acknowledges and agrees that ODOT is under no obligation to review or approve Project plans or inspect the completed Project to confirm ADA compliance.

c. Agency shall ensure that temporary pedestrian routes are provided through or around any Project work zone. Any such temporary pedestrian route shall include directional and informational signs, comply with ODOT standards, and include accessibility features equal to or better than the features present in the existing pedestrian facility. Agency shall also ensure that advance notice of any temporary pedestrian route is provided in acessible format to the public, people with disabilities, and disability organizations at least 10 days prior to the start of construction.

d. Agency shall ensure that any portions of the Project under Agency's maintenance jurisdiction are maintained in compliance with the ADA throughout the useful life of the Project. This includes, but is not limited to, Agency ensuring that:

    i. Pedestrian access is maintained as required by the ADA,

    ii. Any complaints received by Agency identifying sidewalk, curb ramp, or pedestrian-activated signal safety or access issues are promptly evaluated and addressed,

    iii. Any repairs or removal of obstructions needed to maintain Project features in compliance with the ADA requirements that were in effect at the time of Project construction are completed by Agency or abutting property owner pursuant to applicable local code provisions,

    iv. Any future alteration work on Project or Project features during the useful life of the Project complies with the ADA requirements in effect at the time the future alteration work is performed, and

    v. Applicable permitting and regulatory actions are consistent with ADA requirements.

e. Maintenance obligations in this section shall survive termination of this Agreement.

3. Except as otherwise provided in Agency Obligations Paragraph 2 above, Agency agrees that the Project shall be developed in conformance with the applicable American Association of State Highway and Transportation Officials (AASHTO) standards, including the current edition of A Policy on Geometric Design of Highways and Streets.

4. Agency shall follow the Buy America statute under Title 23, United States Code, Section 313. Such provision shall be included as part of the construction contract.

5. Agency shall submit all of the following items to State's Project Manager, at Project completion and prior to final payment:

   a. Final Project completion Inspection form No. 734-5063 (completed with State's Project Manager);
   b. Final Cost;
   c. As-Constructed Drawings

6. Agency must obtain approval from the Region 1 Traffic Manager for changes to the Project's scope, schedule, or budget by submitting a request through State's project liaison or manager by written notification, e-mail is acceptable. Agency shall be fully responsible for cost increases due to changes to the established Project scope, schedule, or budget made prior to approval. The Parties shall execute an amendment to this Agreement to memorialize any approved changes referenced in this paragraph.

7. Agency shall present invoices for the eligible, actual costs incurred by Agency on behalf of the Project directly to State's Project Manager listed in this Agreement for review and approval. Such invoices shall be in a form identifying the Project, Key number, the Agreement number, the Project phase and amount charged to each (such as preliminary engineering, right of way, and construction), the invoice number, and will itemize all expenses for which reimbursement is claimed. Invoices shall be presented for periods greater than one month, based on actual expenses incurred, and must clearly specify the percentage of completion of the Project. Agency shall also include with the invoice a Project progress report or summary that describes work accomplished for the period being invoiced and work expected for the next invoicing period. Travel expenses will not be reimbursed.

8. Agency, or its consultant, shall conduct the necessary preliminary engineering and design work required to produce final plans, specifications and cost estimates in accordance with current state and federal laws and regulations; obtain all required permits; be responsible for all utility relocations; advertise for bid proposals; award all contracts; perform all construction engineering; and make all contractor payments required to complete the Project.

9. Agency or its consultant shall acquire all necessary right of way in accordance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, ORS Chapter 35 and the State Right of Way Manual.

10. Agency shall comply with all federal, state, and local laws, regulations, executive orders and ordinances applicable to the work under this Agreement, including, without limitation, the provisions of ORS 279C.505, 279C.515, 279C.520, 279C.530 and 279B.270 incorporated herein by reference and made a part hereof. Without limiting the generality of the foregoing, Agency expressly agrees to comply with (i) Title VI of Civil Rights Act of 1964; (ii) Title V and Section 504 of the Rehabilitation Act of 1973; (iii) the Americans with Disabilities Act of 1990 and ORS 659A.142; (iv) all regulations and administrative rules established pursuant to the foregoing laws; and (v) all other applicable requirements of federal and state civil rights and rehabilitation statutes, rules and regulations.

11. Agency shall perform the services under this Agreement as an independent contractor and shall be exclusively responsible for all costs and expenses related to its employment of individuals to perform the work under this Agreement including, but not limited to, retirement contributions, workers compensation, unemployment taxes, and state and federal income tax withholdings.

12. All employers, including Agency, that employ subject workers who work under this Agreement in the State of Oregon shall comply with ORS 656.017 and provide the required Workers' Compensation coverage unless such employers are exempt under ORS 656.126. Employers Liability insurance with coverage limits of not less than $500,000 must be included. Agency shall ensure that each of its subcontractors complies with these requirements.

13. Agency shall, at its own expense, maintain, operate, and provide power as needed upon Project completion at a minimum level that is consistent with normal depreciation and/or service demand and throughout the useful life of the Project. State and Agency agree that the useful life of this Project is defined as 20 years. Maintenance and power responsibilities shall survive any termination of the Project Agreement.

14. Utility relocation or reconstruction may or may not be an eligible Project expense according to the following standard:

    a. The expense is an eligible expense if the owner of the utility facility possesses a property right for its location on the public right of way.

    b. The expense is not an eligible expense if the owner of the utility facility does not possess a property right for its location, but the facility exists on the public right of way solely under the permission of the Agency or other road authority, whether that permission is expressed or implied, and whether written or oral.

15. Agency certifies, at the time this Agreement is executed, that sufficient funds are available and authorized for expenditure to finance costs of this Agreement within Agency's current appropriation or limitation of the current budget. Agency further agrees that they will only submit invoices to State for reimbursement on work that has been performed and paid for by Agency as described in this Agreement.

16. Agency shall require its contractor(s) and subcontractor(s) that are not units of local government as defined in ORS 190.003, if any, to indemnify, defend, save and hold harmless the State of Oregon, Oregon Transportation Commission and its members, Oregon Department of Transportation and its officers, employees and agents from and against any and all claims, actions, liabilities, damages, losses, or expenses, including attorneys' fees, arising from a tort, as now or hereafter defined in ORS 30.260 (Claims), to the extent such Claims are caused, or alleged to be caused by the negligent or willful acts or omissions of Agency's contractor or any of the officers, agents, employees or subcontractors of the contractor. It is the specific intention of the Parties that State shall, in all instances, except to the extent Claims arise from the negligent or willful acts or omissions of the State, be indemnified from and against all Claims caused or alleged to be caused by the contractor or subcontractor.

17. Any such indemnification shall also provide that neither Agency's contractor and subcontractor nor any attorney engaged by Agency's contractor and subcontractor shall defend any claim in the name of the State of Oregon or any agency of the State of Oregon, nor purport to act as legal representative of the State of Oregon or any of its agencies, without the prior written consent of the Oregon Attorney General. The State of Oregon may, at anytime at its election assume its own defense and settlement in the event that it determines that Agency's contractor is prohibited from defending the State of Oregon, or that Agency's contractor is not adequately defending the State of Oregon's interests, or that an important governmental principle is at issue or that it is in the best interests of the State of Oregon to do so. The State of Oregon reserves all rights to pursue claims it may have against Agency's contractor if the State of Oregon elects to assume its own defense.

18. If Agency enters into a construction contract for performance of work for the Project, then Agency will include provisions in that contract requiring its contractor to comply with the following:

    a. Contractor and Agency shall name State as a third party beneficiary of the resulting contract.

    b. Contractor shall indemnify, defend and hold harmless State from and against all claims, suits, actions, losses, damages, liabilities, costs and expenses of any nature whatsoever resulting from, arising out of, or relating to the activities of Contractor or its officers, employees, sub-contractors, or agents under the resulting contract.

c. Commercial General Liability. Contractor shall obtain, at Contractor's expense, and keep in effect during the term of the resulting contract, Commercial General Liability Insurance covering bodily injury and property damage in a form and with coverages that are satisfactory to State. This insurance shall include personal and advertising injury liability, products and completed operations. Coverage may be written in combination with Automobile Liability Insurance (with separate limits). Coverage shall be written on an occurrence basis. If written in conjunction with Automobile Liability the combined single limit per occurrence shall not be less than ☒ **$1,000,000** ☐ **$2,000,000** ☐ **$5,000,000** for each job site or location. Each annual aggregate limit shall not be less than ☐ **$1,000,000** ☒ **$2,000,000** ☐ **$4,000,000** ☐ **10,000,000.**

d. Automobile Liability. Contractor shall obtain, at Contractor's expense, and keep in effect during the term of the resulting contract, Commercial Business Automobile Liability Insurance covering all owned, non-owned, or hired vehicles. This coverage may be written in combination with the Commercial General Liability Insurance (with separate limits). Combined single limit per occurrence shall not be less than $1,000,000.

e. Additional Insured Endorsement. The liability insurance coverage, except Professional Liability, Errors and Omissions, or Workers' Compensation, if included, required for performance of the resulting contract will include State and its divisions, officers and employees as Additional Insured but only with respect to the Contractor's activities to be performed under the resulting contract. Coverage shall be primary and non-contributory with any other insurance and self-insurance.

f. Notice of Cancellation or Change. There shall be no cancellation, material change, potential exhaustion of aggregate limits or non-renewal of insurance coverage(s) without thirty (30) days written notice from the Contractor or its insurer(s) to State. Any failure to comply with the reporting provisions of this clause shall constitute a material breach of the resulting contract and shall be grounds for immediate termination of the resulting contract and this Agreement.

19. Agency acknowledges and agrees that State, the Oregon Secretary of State's Office, and their duly authorized representatives shall have access to the books, documents, papers, and records of Agency which are directly pertinent to the specific Agreement for the purpose of making audit, examination, excerpts, and transcripts during the course of the Project and for a period of six (6) years after final payment. Copies of applicable records shall be made available upon request. Payment for costs of copies is reimbursable by State.

20. Agency certifies and represents that the individual(s) signing this Agreement has been authorized to enter into and execute this Agreement on behalf of Agency, under the direction or approval of its governing body, commission, board, officers, members or representatives, and to legally bind Agency.

21. Agency's Project Manager for this Agreement is Richard Blackmun, 1928 Council Street, Forest Grove, OR 97116, 503-992-3192, rblackmun@forestgrove-or.gov, or assigned designee upon individual's absence. Agency shall notify the other Party in writing of any contact information changes during the term of this Agreement.

STATE OBLIGATIONS

1. In consideration for the services performed under this Agreement, State shall reimburse Agency 92.22 percent of eligible costs incurred in carrying out the Project up to the maximum amount of state funds committed for the Project in Terms of Agreement, Paragraph 2 of this Agreement. Reimbursements shall be made by State within forty-five (45) days of State's approval of a request for reimbursement from Agency, except that final payment will be withheld until the State's Project Manager has completed final project inspection and project acceptance.

2. State shall provide the following items to Agency's Project Manager no later than 30 days after execution of this Agreement:

   a. Scoping Notes; and
   b. Any other project specific information gathered during the scoping and selection process

3. State's Project Manager will arrange for a final project inspection upon notification from Agency of Project completion, to confirm project completeness and fulfillment of Agreement obligations, prior to final payment.

4. If Project includes traffic signal improvements on or along a State Highway, traffic signal timing shall be the responsibility of State, unless there is an agreement that specifically allows Agency to perform that function. Consistent with Agency Obligations Paragraph 2 State shall:

   a. Ensure its Region Electrical Crew, at Project expense, perform the signal equipment environmental testing and perform the signal field testing and turn on,

   b. Retain the right of review of the traffic signal timing for signals on state highways, or those which State maintains, and shall reserve the right to request adjustments when needed,

   c. Notify the local jurisdiction whenever timing changes that affect the operation of local street connections to the state highway are scheduled. All modifications shall follow guidelines set forth in the current Manual on Uniform Traffic Control Devices, and the current ODOT State Traffic Signal Policy and Guidelines,

   d. Upon completion of the Project, maintain the pavement surrounding the vehicle detector loops installed in the State highway in such a manner as to provide adequate protection for said detector loops and at State's expense,

e. Maintain the pavement markings and signing installed on the State highway in accordance with current ODOT standards, and

f. Where Agency has an agreement with State to modify signal timing and the Agency modifies timing to add railroad or emergency vehicle preemption, bus priority, or other changes that affect vehicle or pedestrian clearances, or operation of the state highway, Agency shall promptly report such modifications to State's Region Traffic Engineer. Any such timing modification shall comply with the ADA and Agency Obligations Paragraph 2,

5. State's Project Manager for this Agreement is Reem Khaki, 123 NW Flanders Street, Portland, OR 97209, 503-731-8501, reem.d.khaki@odot.state.or.us, or assigned designee upon individual's absence. State shall notify the other Party in writing of any contact information changes during the term of this Agreement.

GENERAL PROVISIONS

1. This Agreement may be terminated by mutual consent of both Parties.

2. State may terminate this Agreement effective upon delivery of written notice to Agency, or at such later date as may be established by State, under any of the following conditions:

   a. If Agency fails to provide services called for by this Agreement within the time specified herein or any extension thereof.

   b. If Agency fails to perform any of the other provisions of this Agreement or so fails to pursue the work as to endanger performance of this Agreement in accordance with its terms, and after receipt of written notice from State fails to correct such failures within ten (10) days or such longer period as State may authorize.

   c. If Agency fails to provide payment of its share of the cost of the Project.

   d. If State fails to receive funding, appropriations, limitations or other expenditure authority sufficient to allow State, in the exercise of its reasonable administrative discretion, to continue to make payments for performance of this Agreement.

   e. If federal or state laws, regulations or guidelines are modified or interpreted in such a way that either the work under this Agreement is prohibited or if State is prohibited from paying for such work from the planned funding source.

3. If State terminates this Agreement for the reasons described in General Provisions 2(a) or (b) above, Agency must reimburse State for all state funds expended. If Agency fails to reimburse State, State may withhold Agency's proportional share of State Highway Fund distribution necessary to reimburse State for costs incurred by such Agency breach.

4. Any termination of this Agreement shall not prejudice any rights or obligations

accrued to the Parties prior to termination.

5. If any third party makes any claim or brings any action, suit or proceeding alleging a tort as now or hereafter defined in ORS 30.260 ("Third Party Claim") against State or Agency with respect to which the other Party may have liability, the notified Party must promptly notify the other Party in writing of the Third Party Claim and deliver to the other Party a copy of the claim, process, and all legal pleadings with respect to the Third Party Claim. Each Party is entitled to participate in the defense of a Third Party Claim, and to defend a Third Party Claim with counsel of its own choosing. Receipt by a Party of the notice and copies required in this paragraph and meaningful opportunity for the Party to participate in the investigation, defense and settlement of the Third Party Claim with counsel of its own choosing are conditions precedent to that Party's liability with respect to the Third Party Claim.

6. With respect to a Third Party Claim for which State is jointly liable with Agency (or would be if joined in the Third Party Claim), State shall contribute to the amount of expenses (including attorneys' fees), judgments, fines and amounts paid in settlement actually and reasonably incurred and paid or payable by Agency in such proportion as is appropriate to reflect the relative fault of State on the one hand and of Agency on the other hand in connection with the events which resulted in such expenses, judgments, fines or settlement amounts, as well as any other relevant equitable considerations. The relative fault of State on the one hand and of Agency on the other hand shall be determined by reference to, among other things, the Parties' relative intent, knowledge, access to information and opportunity to correct or prevent the circumstances resulting in such expenses, judgments, fines or settlement amounts. State’s contribution amount in any instance is capped to the same extent it would have been capped under Oregon law, including the Oregon Tort Claims Act, ORS 30.260 to 30.300, if State had sole liability in the proceeding.

7. With respect to a Third Party Claim for which Agency is jointly liable with State (or would be if joined in the Third Party Claim), Agency shall contribute to the amount of expenses (including attorneys' fees), judgments, fines and amounts paid in settlement actually and reasonably incurred and paid or payable by State in such proportion as is appropriate to reflect the relative fault of Agency on the one hand and of State on the other hand in connection with the events which resulted in such expenses, judgments, fines or settlement amounts, as well as any other relevant equitable considerations. The relative fault of Agency on the one hand and of State on the other hand shall be determined by reference to, among other things, the Parties' relative intent, knowledge, access to information and opportunity to correct or prevent the circumstances resulting in such expenses, judgments, fines or settlement amounts. Agency's contribution amount in any instance is capped to the same extent it would have been capped under Oregon law, including the Oregon Tort Claims Act, ORS 30.260 to 30.300, if it had sole liability in the proceeding.

8. The Parties shall attempt in good faith to resolve any dispute arising out of this Agreement. In addition, the Parties may agree to utilize a jointly selected mediator or arbitrator (for non-binding arbitration) to resolve the dispute short of litigation.

9. State and Agency are the only Parties to this Agreement and, as such, are the only Parties entitled to enforce its terms. Nothing in this Agreement gives or shall be construed to give or provide any benefit, direct, indirect or otherwise to third persons unless such third persons are expressly identified by name and specifically described as intended to be beneficiaries of its terms.

10. This Agreement may be executed in several counterparts (facsimile or otherwise) all of which when taken together shall constitute one agreement binding on all Parties, notwithstanding that all Parties are not signatories to the same counterpart. Each copy of this Agreement so executed shall constitute an original.

11. This Agreement and attached exhibits constitute the entire agreement between the Parties on the subject matter hereof. There are no understandings, agreements, or representations, oral or written, not specified herein regarding this Agreement. No waiver, consent, modification or change of terms of this Agreement shall bind either party unless in writing and signed by both Parties and all necessary approvals have been obtained. Such waiver, consent, modification, or change, if made, shall be effective only in the specific instance and for the specific purpose given. The failure of either Party to enforce any provision of this Agreement shall not constitute a waiver by that Party of that or any other provision.

THE PARTIES, by execution of this Agreement, hereby acknowledge that their signing representatives have read this Agreement, understand it, and agree to be bound by its terms and conditions.

This Project is in the 2018-2021 Statewide Transportation Improvement Program (STIP), (Key #20375) that was adopted by the Oregon Transportation Commission on July 11, 2017 (or subsequently by amendment to the STIP).

Signature Page to Follow

CITY OF FOREST GROVE, by and through its elected officials

By _____

Date _____

By _____

Date _____

LEGAL REVIEW APPROVAL (If required in Agency's process)

By _____
Agency Counsel

Date _____

Agency Contact:
Richard Blackmun
1928 Council Street
Forest Grove, OR 97116
503.992.3192
rblackmun@forestgrove-or.gov

State Contact:
Reem Khaki
123 NW Flanders Street
Portland OR 97221
503.731.8501
Reem.D.KHAKI@odot.state.or.us

STATE OF OREGON, by and through its Department of Transportation

By _____
Region 1 Manager

Date _____

APPROVAL RECOMMENDED

By _____
Region 1 Traffic Manager

Date _____

By _____

Date _____

APPROVED AS TO LEGAL SUFFICIENCY

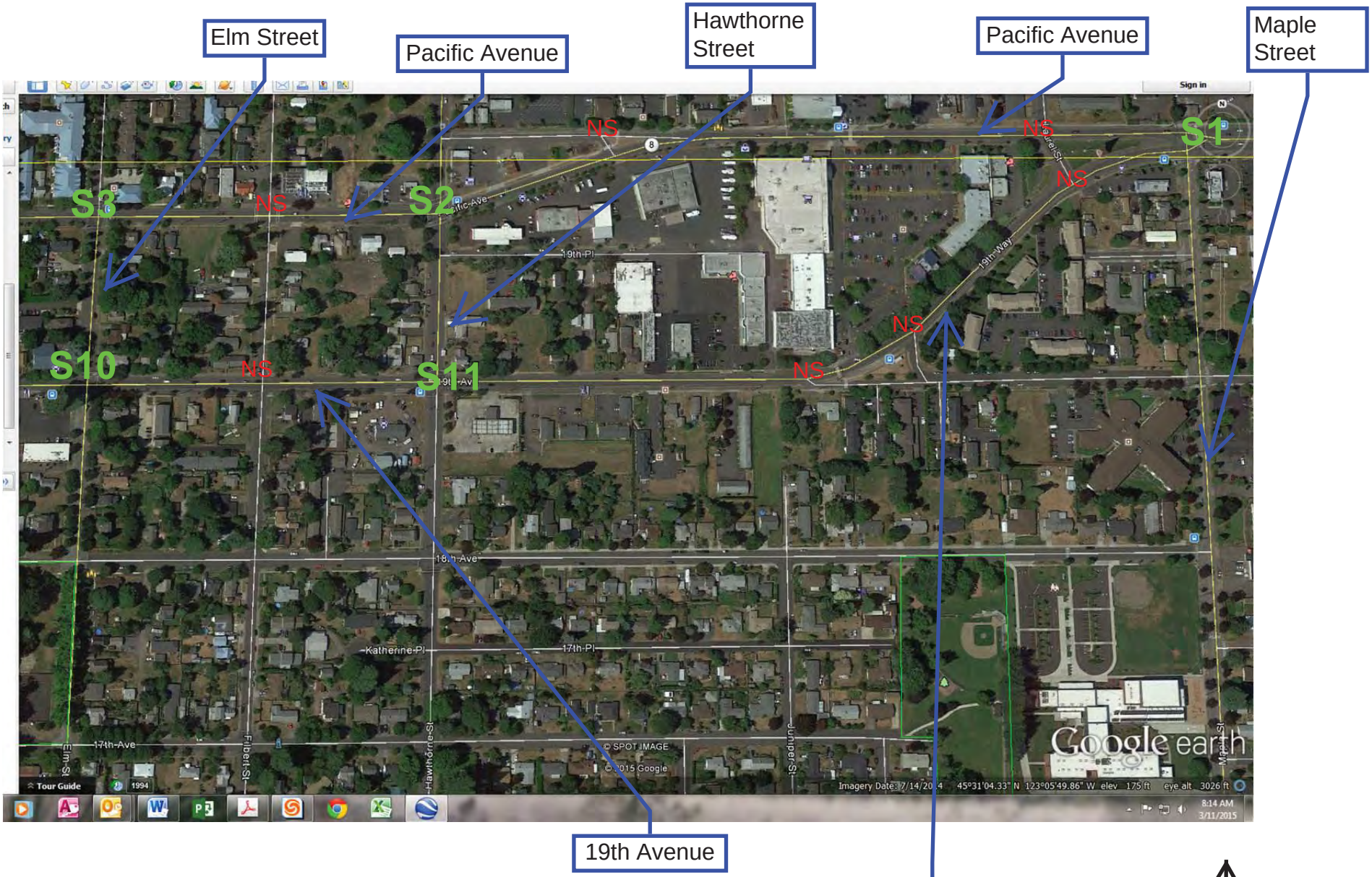
By_Bonnie Heitsch_____
Assistant Attorney General

Date_via email dated August 13, 2019__

EXHIBIT A – Project Location and Description

- Add reflectorized backplates to the following intersections:
    - Pacific Avenue at Maple Street, at Hawthorne Street, at Elm Street, Cedar Street, , at Council Street & College Way, and at Main.
    - 19th Avenue at Main Street, at Cedar Street, Elm Street, and at Hawthorne Street.
- Install pedestrian countdown timers and associated ADA improvements, to include curb ramps, at the intersection of Pacific Avenue and Elm Street

Exhibit A
Map of Signalized Intersections on Couplet

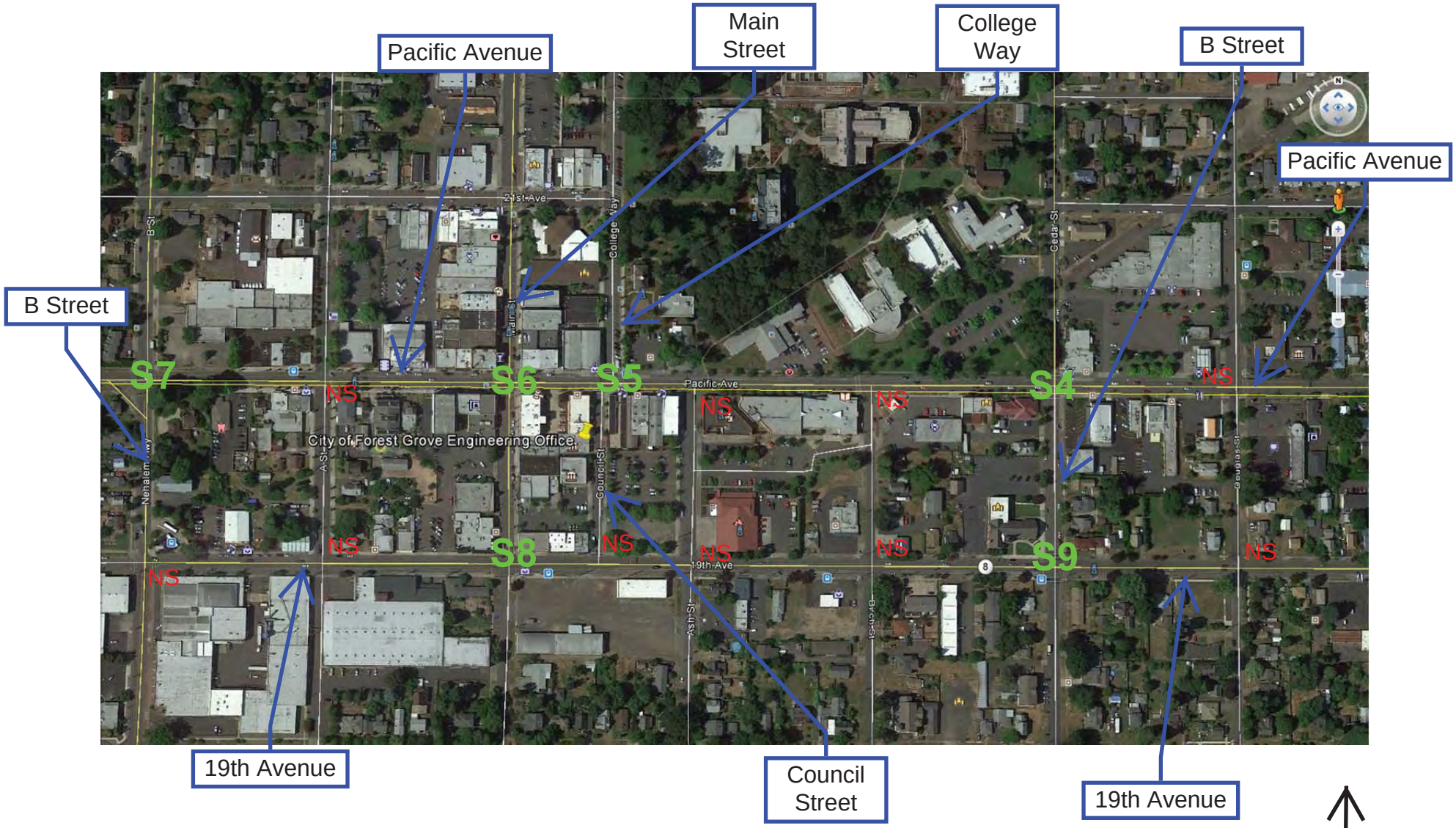


NS:
Non Signalized Intersections

SX (S1 through S11):
Signalized Intersection

N

No Scale



NS:
Non Signalized Intersections

SX (S1 through S11):
Signalized Intersection

N

No Scale

URA
Forest Grove
Urban Renewal Agency

URBAN RENEWAL AGENCY MEETING AGENDA

MONDAY, SEPTEMBER 23, 2019
COMMUNITY AUDITORIUM
1915 MAIN STREET

5:30 PM URA EXECUTIVE SESSION (Real Property Transactions)
9:15 PM URA REGULAR MEETING

PETER B. TRUAX, DIRECTOR BOARD CHAIR

Thomas L. Johnston, Vice Chair
Timothy A. Rippe
Ronald C. Thompson
Elena Uhing
Adolph "Val" Valfre, Jr.
Malynda H. Wenzl

All meetings of the Urban Renewal Agency Board are open to the public and all persons are permitted to attend any meeting except as otherwise provided by ORS 192. The public may address the Urban Renewal Agency Board as follows:

➔ Public Hearings – Public hearings are held on each matter required by state law or City policy. Anyone wishing to testify should sign in for any Public Hearing prior to the meeting. The presiding officer will review the complete hearing instructions prior to testimony. The presiding officer will call the individual or group by the name given on the sign in form. When addressing the Board, please use the witness table (center front of the room). Each person should speak clearly into the microphone and must state his or her name and give an address for the record. All testimony is electronically recorded. In the interest of time, Public Hearing testimony is limited to three minutes unless the presiding officer grants an extension. Written or oral testimony is heard prior to any Board action.

➔ Citizen Communications – Anyone wishing to address the Board on an issue not on the agenda should sign in for Citizen Communications prior to the meeting. The presiding officer will call the individual or group by the name given on the sign in form. When addressing the Board, please use the witness table (center front of the room). Each person should speak clearly into the microphone and must state his or her name and give an address for the record. All testimony is electronically recorded. In the interest of time, Citizen Communications is limited to two minutes unless the presiding officer grants an extension.

The public may not address items on the agenda unless the item is a public hearing. Routinely, members of the public speak during Citizen Communications and Public Hearings. If you have questions about the agenda or have an issue that you would like to address to the Urban Renewal Agency Board, please contact the City Recorder, aruggles@forestgrove-or.gov, 503-992-3235.

All meetings are handicap accessible. Assistive Listening Devices (ALD) or qualified sign language interpreters are available for persons with impaired hearing or speech. For any special accommodations, please contact the City Recorder, aruggles@forestgrove-or.gov, 503-992-3235, at least 48 hours prior to the meeting.

Bryan Pohl, Community Development Director
Paul Downey, Administrative Services Director
Jesse VanderZanden, City Manager

5:30 The **Urban Renewal Agency Board** will convene in the Community Auditorium – Conference Room to hold the following executive session:

In accordance with ORS 192.660(2)(E) to deliberate with persons designated by the governing body to negotiate in real property transactions.

EXECUTIVE SESSIONS ARE CLOSED TO THE PUBLIC. Representatives of the news media and designated staff may attend Executive Session(s). Representatives of the news media are specifically directed not to report (tape/video record) any of the deliberations during the Executive Session, except to state the general subject of the session as previously announced. No Executive Session may be held for the purpose of taking final action or making any final decision.

Please note: The Urban Renewal Agency Board will adjourn the Executive Session and reconvene into open session immediately following the adjournment of the Regular City Council Meeting in the Community Auditorium. The actual start time may differ.

9:15 1. **URBAN RENEWAL AGENCY MEETING**: Roll Call

2. **CITIZEN COMMUNICATIONS**: Anyone wishing to speak to Urban Renewal Agency Board on an item not on the agenda may be heard at this time. *Please sign-in before the meeting on the Citizen Communications form posted in the foyer*. In the interest of time, please limit comments to two minutes. Thank you.

3. **CONSENT AGENDA:**
   A. Approve Urban Renewal Agency Regular Meeting Minutes of May 28, 2019.
   B. Approve Urban Renewal Agency Work Session (URAC Applicant Interviews) Meeting Minutes of September 9, 2019.
   C. **URA RESOLUTION NO. 2019-07 MAKING APPOINTMENTS TO URBAN RENEWAL ADVISORY COMMITTEE.**
   D. **URA RESOLUTION NO. 2019-08 APPOINTING URA BOARD LIAISON TO URBAN RENEWAL ADVISORY COMMITTEE.**

4. **ADDITIONS/DELETIONS:**

5. **PRESENTATIONS:** None

9:30 6. **ADJOURNMENT:**

3A

URA
Forest Grove
Urban Renewal Agency

Urban Renewal Agency Meeting Minutes — **Tuesday, May 28, 2019**
6:50 p.m., Community Auditorium

Minutes are unofficial until approved by the Urban Renewal Agency.

1. **CALLED TO ORDER AND ROLL CALL:**
Peter Truax, Urban Renewal Agency (URA) Director Chair, called the regular URA meeting to order at 6:54 p.m.

ROLL CALL: URA DIRECTORS PRESENT: Thomas Johnston, Vice-Chair; Timothy Rippe; Ronald Thompson; Elena Uhing; Adolph "Val" Valfre; and Peter Truax, Chair. **URA DIRECTORS ABSENT:** Malynda Wenzl, excused.

STAFF PRESENT: Jesse VanderZanden, Executive Director; Paul Downey, Administrative Services Director; Bryan Pohl, Community Development Director (in the audience); Jeff King, Economic Development Manager (in the audience); and Anna Ruggles, City Recorder.

2. **CITIZEN COMMUNICATIONS**: None.

3. **CONSENT AGENDA:**
   A. Approve Urban Renewal Agency Regular Meeting Minutes of May 13, 2019.

MOTION: Director Valfre moved, seconded by Director Vice Chair Johnston, to approve the Consent Agenda as presented. ABSENT: Director Wenzl. MOTION CARRIED 6-0 by voice vote.

4. **ADDITIONS/DELETIONS:** None.

5. **PRESENTATIONS:** None.

PUBLIC HEARING AND URA RESOLUTION NO. 2019-06 ADOPTING THE BUDGET, MAKING APPROPRIATIONS, AND DECLARING THE TAX INCREMENT FOR FISCAL YEAR COMMENCING JULY 1, 2019, AND ENDING JUNE 30, 2020

Staff Report:
Downey presented the above-proposed resolution for Board consideration, noting the URA Budget Committee approved at its meeting of May 9, 2019, a proposed budget of $674,564 and declared tax increment be collected for Fiscal Year commencing July 1, 2019, and ending June 30, 2020. In conclusion of the above-noted staff report, Downey advised staff is recommending approval of the proposed budget in the amount of

$674,564 for Fiscal Year 2019-20, noting staff is not proposing any change to the budget approved by the Budget Committee.

Before proceeding with Public Hearing and Board discussion, Director Chair Truax asked for a motion to adopt URA Resolution No. 2019-06.

VanderZanden read URA Resolution No. 2019-06 by title.

MOTION: Director Vice Chair Johnston moved, seconded by Director Valfre, to adopt URA Resolution No. 2019-06 Adopting the Budget, Making Appropriations, and Declaring the Tax Increment for Fiscal Year Commencing July 1, 2019, and Ending June 30, 2020.

Public Hearing Opened:
Director Chair Truax opened the Public Hearing and explained hearing procedures.

Testimony Heard:
No one testified and no written comments were received.

Public Hearing Closed:
Director Chair Truax closed the Public Hearing.

Board of Directors Discussion:
Hearing no discussion from the Board, Director Chair Truax asked for a roll call vote on the above motion.

ROLL CALL VOTE: AYES: Directors Johnston, Rippe, Thompson, Uhing, Valfre, and Director Chair Truax. NOES: None. ABSENT: Director Wenzl. MOTION CARRIED 6-0.

7. **ADJOURNMENT:**
Director Chair Truax adjourned the URA regular meeting at 6:58 p.m.

Respectfully submitted,

_____
Anna D. Ruggles, CMC, City Recorder

3B

URA
Forest Grove
Urban Renewal Agency

Urban Renewal Agency Work Session Minutes **Monday, September 9, 2019**
URAC Applicant Interviews **5:00 p.m., Community Auditorium**

Minutes are unofficial until approved by the Urban Renewal Agency.

1. **CALLED TO ORDER AND ROLL CALL:**
Peter Truax, Urban Renewal Agency (URA) Director Chair, called the URA Work Session to order at 5:02 p.m.

ROLL CALL: URA DIRECTORS PRESENT: Timothy Rippe; Ronald Thompson; Adolph "Val" Valfre; Malynda Wenzl, and Peter Truax, Chair. **URA DIRECTORS ABSENT:** Thomas Johnston, Vice-Chair, and Elena Uhing, excused.

STAFF PRESENT: Paul Downey, Administrative Services Director; Bryan Pohl, Community Development Director (in the audience); and Anna Ruggles, City Recorder. **STAFF ABSENT:** Jesse VanderZanden, Executive Director, excused.

2. **WORK SESSION: URBAN RENEWAL ADVISORY COMMITTEE (URAC) INTERVIEWS**
The following applicants were interviewed for the following positions:

- **Maribel De Leon, EDC/Chamber, Term Expiring December 31, 2021**
- Claudia Yakos, Business/Property Owner, withdrew application
- **Mark Nakajima, Business/Property Owner, Term Expiring December 31, 2022**
- **Rod Fuiten, Real Estate/Construction Development, Term Expiring December 31, 2022**
- **Kelsey Trostle, At-Large Resident, Term Expiring December 31, 2023**
- Sue Rubin, Finance/Banking, no show, withdrew application
- **Charlene Murdock, Non-Profit, Term Expiring December 31, 2021**

Resolutions making formal appointments will be considered at the next regular URA meeting of September 23, 2019.

3. **ADJOURNMENT:**
Director Chair Truax adjourned the URA Work Session at 6:44 p.m.

Respectfully submitted,

_____
Anna D. Ruggles, CMC, City Recorder

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URA
Forest Grove
Urban Renewal Agency

CITY RECORDER USE ONLY:	
AGENDA ITEM #:	3. C. & 3. D.
MEETING DATE:	09/23/2019
FINAL ACTION:	RESO 2019-07 RESO 2019-08

URBAN RENEWAL AGENCY STAFF REPORT

TO: *Urban Renewal Agency Board of Directors*

FROM: *Jesse VanderZanden, Executive Director*

MEETING DATE: *September 23, 2019*

PROJECT TEAM: *Anna Ruggles, City Recorder*

SUBJECT TITLE: *Resolution Making Appointments to URAC*

ACTION REQUESTED:

	Ordinance		Order	X	Resolution		Motion		Informational

X all that apply

URA Resolution No. 2019-04 established a new Urban Renewal Advisory Committee (URAC). The Urban Renewal Agency Board of Directors interviewed applicants, in Work Session, held September 9, 2019, and made recommendation to appoint applicants as noted below.

- Maribel De Leon, EDC/Chamber, Term Expiring December 31, 2021
- Mark Nakajima, Business/Property Owner, Term Expiring December 31, 2022
- Rod Fuiten, Real Estate/Construction Development, Term Expiring December 31, 2022
- Kelsey Trostle, At-Large Resident, Term Expiring December 31, 2023
- Charlene Murdock, Non-Profit, Term Expiring December 31, 2021

Staff has contacted applicants who have affirmed that they are available and very interested in being appointed. In addition, as stipulated by Section 3, URA Resolution No. 2019-04, the Board Chairperson shall appoint liaison(s) to serve as a non-voting member of the URAC. Peter Truax, Board Chair, is requesting he be appointed to the URAC as Agency Board Liaison.

STAFF RECOMMENDATION: Staff recommends that Agency Board consider the proposed resolutions making the above-noted appointment(s). If the Board desires not to make appointment(s), the Board may reject placing this item on the Consent Agenda and/or discuss separately.

ATTACHMENTS:
Resolutions
Applications

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3C

URBAN RENEWAL AGENCY OF THE CITY OF FOREST GROVE

URA RESOLUTION NO. 2019-07

RESOLUTION OF THE CITY OF FOREST GROVE URBAN RENEWAL AGENCY MAKING APPOINTMENTS TO URBAN RENEWAL ADVISORY COMMITTEE

WHEREAS, Resolution No. 2019-04 has established an Urban Renewal Advisory Committee; and

WHEREAS, the Agency Board received applications, and subsequently interviewed applicants for service on this Committee.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF FOREST GROVE URBAN RENEWAL AGENCY AS FOLLOWS:

Section 1. That the following persons are hereby appointed to the City of Forest Grove Urban Renewal Advisory Committee for the following terms:

Last Name:	First Name:	Position:	Term Expires:
DE LEON	**MARIBEL**	**EDC/CHAMBER**	**DECEMBER 31, 2021**
MURDOCK	**CHARLENE**	**NON-PROFIT**	**DECEMBER 31, 2021**
NAKAJIMA	**MARK**	**PROPERTY/BUSINESS OWNER**	**DECEMBER 31, 2022**
FUITEN	**ROD**	**REAL ESTATE/CONSTRUCTION**	**DECEMBER 31, 2022**
TROSTLE	**KELSEY**	**AT-LARGE RESIDENT**	**DECEMBER 31, 2023**
VACANCY		PROPERTY/BUSINESS OWNER	DECEMBER 31, 2023
VACANCY		FINANCE/BANKING	DECEMBER 31, 2023

Section 2. This resolution is effective immediately upon its enactment by the Urban Renewal Agency Board.

PRESENTED AND PASSED this 23rd day of September, 2019.

_____
Jesse VanderZanden
Urban Renewal Agency Executive Director

APPROVED by the Urban Renewal Agency of the City of Forest Grove at a regular meeting on this 23rd day of September, 2019, and filed with the Forest Grove City Recorder this date.

_____
Peter B. Truax
Urban Renewal Agency Board Chair

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URAC Interview
09/09/2019
5:00 pm

Published on *Forest Grove Oregon* (https://www.forestgrove-or.gov)

Submission information
Form: Boards and Commissions Application [1]
Submitted by Visitor (not verified)
Thu, 07/25/2019 - 12:03pm
50.39.105.28

First & Last Name
Maribel De Leon

Home Address
[redacted] NW Nightshade Dr (outside of city)

Mailing Address, if different

City, State and Zip Code
Portland

E-Mail Address
[redacted]

Telephone/Cell Phone Number
[redacted]

Employer
Adelante Mujeres Chamber Rep

Work Telephone Number
[redacted]

Occupation/Profession
Director of Microenterprise Programs

Are you a student applicant? (Students must be high school grade level and residing or attending school in Forest Grove). Student appointees may serve on any board, except Budget Committee and Planning Commission.
No

If so, which grade level and school do you attend?

Do you reside within the City limits?
No

Years residing in Forest Grove.
0

How did you hear of this opportunity?
Forest Grove Cornelius Chamber of Commerce/ City Manager/ City Council

Please rate the City's performance.
Good

What ideas do you have for improving "Fair" or "Poor" performance?

Please select which board(s) you would like to be considered for appointment:
Urban Renewal Advisory Committee (TBD)

What specific topics interest you that relate to the board?
I am interested in supporting the Urban Renewal Board with their vision of Forest Grove's Urban Renewal project along with other projects related to the growth of downtown and other areas in the city. As a representative of the Forest Grove Cornelius Chamber of Commerce, I plan to serve as the voice for the board and the members of the chamber; updating them on the progress of the initiative. In addition, as part of the senior leadership of Adelante Mujeres, I also plan on being the voice for the community we serve in Forest Grove; ensuring that the estimated 17% of the Latino population in the city is also represented and aware of community projects identified by the Urban Renewal Board.

What contributions do you hope to bring to the board?
I have over 13 years of experience in business and community advocacy. I am currently the Director of Microenterprise Programs for Adelante Mujeres, a non-profit based in Forest Grove. In my role, I lead the strategic planning and oversight of our entrepreneurial and leadership programming. This includes Small Business Development, Sustainable Agriculture, Forest Grove Farmers Market, and the Washington County Civic Leaders Project.

My key skills and attributes are the following:
Project Management (creative development & implementation)
Entrepreneurial Mindset (start-up & sustainable success)
Budgeting & Finance (ensure compliance)
Cross-Cultural & Interpersonal Communication (fluent in English & Spanish)
Community & Business Leadership (influencer & advocate)
Training Facilitation & Presentations (public speaking & relationship building)

List your educational experience:
Education:
BBA, International Business Management | Northwood University | Cedar Hill, Texas

Licenses and Certifications:
Senior Business Development Specialist (SBDS) | America's SBDC
Economic Development Finance Professional (EDFP) | National Development Council
Certified Global Business Professional (CGBP) | NASBITE International

List any community involvement, appointed offices, elected offices and/or affiliations:
Current:

Co-Lead and Co-Facilitate: Washington County Civic Leaders Project
Board Member: Forest Grove Cornelius Chamber of Commerce
Project Advisory Committee: Cornelius Town Center

Past:
Council Member: Mayor's Star Council | Dallas, Texas
Vice President: Alumni Leadership Council Northwood University | Cedar Hill, Texas
Secretary of the Board: DFW International Community Alliance | Dallas- Fort Worth, Texas

If not appointed at this time, may we keep your application on file?
Yes

Please type your name below as a signature.
Maribel De Leon

Date
Thu, 07/25/2019

Source URL: https://www.forestgrove-or.gov/node/17751/submission/8641

Links
[1] https://www.forestgrove-or.gov/bc/webform/boards-and-commissions-application

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URAC Interview
09/09/2019
6:30 pm

Published on *Forest Grove Oregon* (https://www.forestgrove-or.gov)

Submission information
Form: Boards and Commissions Application [1]
Submitted by Visitor (not verified)
Fri, 08/02/2019 - 9:56am
50.53.167.175

First & Last Name
Charlène Murdock

Home Address
[redacted] NW Willamina Ave WI Plan area

Mailing Address, if different

City, State and Zip Code
Forest Grove Or 97126

E-Mail Address
[redacted]

Telephone/Cell Phone Number
[redacted]

Employer
Foodways at Nana Cardoon (FG)

Work Telephone Number
Same

Occupation/Profession
director, 501c3 Non Profit, Foodwsys at Nana Cardoon

Are you a student applicant? (Students must be high school grade level and residing or attending school in Forest Grove). Student appointees may serve on any board, except Budget Committee and Planning Commission.

If so, which grade level and school do you attend?

Do you reside within the City limits?
Yes

Years residing in Forest Grove.
40

How did you hear of this opportunity?

Several City Committees

Please rate the City's performance.
Fair

What ideas do you have for improving "Fair" or "Poor" performance?
Improve support to independently owned businesses in Forest Grove. Improve inclusion of locally grown and produced agricultural products in locally owned businesses.

Please select which board(s) you would like to be considered for appointment:
Urban Renewal Advisory Committee (TBD)

What specific topics interest you that relate to the board?
I am interested in building relationships between our city and surrounding farms by supporting value added Beverage, Produce. And business which promote sustainable farmland use and relationship with our city.

What contributions do you hope to bring to the board?
Lifelong involvement in food sustainable systems. 25 year professional career maneuvering specialty foods into market channels in the Pacific Northwest. Director or a local Non Profit working on local farm and Mentoring Initiatives. Highly involved with Adelante Mujeres.

List your educational experience:
Attended 3 Years of college: PSU, U of O, and the Sorbonne in Paris, France. Professionally Bibliographic Librarian of Romance Language Text Books.

List any community involvement, appointed offices, elected offices and/or affiliations:
I currently serve on the CCI Committed and The Tourism Advisory Board . I am the Director of FoodwaysatNanaCardoon.org.

If not appointed at this time, may we keep your application on file?
Yes

Please type your name below as a signature.
Charlène Murdock

Date
Fri, 08/02/2019

Source URL: https://www.forestgrove-or.gov/node/17751/submission/8711

Links
[1] https://www.forestgrove-or.gov/bc/webform/boards-and-commissions-application

URAC Interview
09/09/2019
5:30 pm

Published on *Forest Grove Oregon* (https://www.forestgrove-or.gov)

Submission information
Form: Boards and Commissions Application [1]
Submitted by Visitor (not verified)
Wed, 06/26/2019 - 6:19pm
184.12.135.78

First & Last Name
Mark Nakajima

Home Address
[redacted] SW Reeher Place (outside of city limits)

Mailing Address, if different
[redacted]

City, State and Zip Code
Forest Grove, OR 97116

E-Mail Address
[redacted]

Telephone/Cell Phone Number
[redacted]

Employer
Ace Hardware Forest Grove

Work Telephone Number
[redacted]

Occupation/Profession
Manager

Are you a student applicant? (Students must be high school grade level and residing or attending school in Forest Grove). Student appointees may serve on any board, except Budget Committee and Planning Commission.
No

If so, which grade level and school do you attend?

Do you reside within the City limits?
No

Years residing in Forest Grove.
30+ years

How did you hear of this opportunity?
email announcement

Please rate the City's performance.
Good

What ideas do you have for improving "Fair" or "Poor" performance?
Forest Grove will always be subject state funding rules and land use laws. It is difficult to develop a unique way of managing the city because of this.

Please select which board(s) you would like to be considered for appointment:
Urban Renewal Advisory Committee (TBD)

What specific topics interest you that relate to the board?
I am part of a business that is within the district. I participated in a committee that reviewed the financial impacts to the city prior to establishing the district. I have in interest in what the district does in the future.

What contributions do you hope to bring to the board?
I am a long time resident and part of the ownership of a business. I was the chair of the CAC for the highway 47 bypass completion. I participated in TAC meetings for the project. I have been on transportation planning committees for the city.

I have a history and perspective of the city for a 30 year period.

I believe I have a vested interest in what impact the district will have on the city.

List your educational experience:
Bachelors degree in business.

List any community involvement, appointed offices, elected offices and/or affiliations:
Past member of the Forest Grove School District budget committee. Charter member of the Community Forestry Commission. Second term as a member of the EDC. Member of Rotary.

If not appointed at this time, may we keep your application on file?
Yes

Please type your name below as a signature.
Mark Nakajima

Date
Wed, 06/26/2019

Source URL: https://www.forestgrove-or.gov/node/17751/submission/8311

Links
[1] https://www.forestgrove-or.gov/bc/webform/boards-and-commissions-application

URAC Interview
09/09/2019
5:45 pm

Published on *Forest Grove Oregon* (https://www.forestgrove-or.gov)

Submission information
Form: Boards and Commissions Application [1]
Submitted by Visitor (not verified)
Tue, 06/25/2019 - 3:53pm
107.77.205.109

First & Last Name
Rod Fuiten

Home Address
[redacted] Jessica Drive

Mailing Address, if different

City, State and Zip Code
Forest Grove OR 97116

E-Mail Address
[redacted]

Telephone/Cell Phone Number
[redacted]

Employer
self

Work Telephone Number
[redacted]

Occupation/Profession
property management

Are you a student applicant? (Students must be high school grade level and residing or attending school in Forest Grove). Student appointees may serve on any board, except Budget Committee and Planning Commission.

If so, which grade level and school do you attend?

Do you reside within the City limits?
Yes

Years residing in Forest Grove.
70

How did you hear of this opportunity?

Jeff King parking advisory committee

Please rate the City's performance.
Good

What ideas do you have for improving "Fair" or "Poor" performance?

Please select which board(s) you would like to be considered for appointment:
Urban Renewal Advisory Committee (TBD)

What specific topics interest you that relate to the board?
Town Center development

What contributions do you hope to bring to the board?
As a longtime downtown business and property owner I would like to bring a small business and taxpayer perspective. Also, having served in City Government for many years, I think I understand some of the underlying policies that are driving the process and would take a cooperative approach to Urban Renewal.

List your educational experience:
Graduate FGUHS 1967
Bachelor of Science University of Oregon 1971
Juris Doctor University of Oregon 1978

List any community involvement, appointed offices, elected offices and/or affiliations:
City Council 1992-2004
Budget Committee 198?-2018
JWC 199?-present
Forest Grove Library Foundation 200?- present

If not appointed at this time, may we keep your application on file?
Yes

Please type your name below as a signature.
Roderick L Fuiten

Date
Tue, 06/25/2019

Source URL: https://www.forestgrove-or.gov/node/17751/submission/8301

Links
[1] https://www.forestgrove-or.gov/bc/webform/boards-and-commissions-application

URAC Interview
09/09/2019
6:00 pm

Published on *Forest Grove Oregon* (https://www.forestgrove-or.gov)

Submission information
Form: Boards and Commissions Application [1]
Submitted by Visitor (not verified)
Fri, 05/31/2019 - 11:00am
147.79.224.113

First & Last Name
Kelsey Trostle

Home Address
[redacted] PRINCETON PL

Mailing Address, if different

City, State and Zip Code
FOREST GROVE

E-Mail Address
[redacted]

Telephone/Cell Phone Number
[redacted]

Employer
Portland General Electric

Work Telephone Number

Occupation/Profession
Real Property Services Specialist

Are you a student applicant? (Students must be high school grade level and residing or attending school in Forest Grove). Student appointees may serve on any board, except Budget Committee and Planning Commission.

If so, which grade level and school do you attend?

Do you reside within the City limits?
Yes

Years residing in Forest Grove.
5

How did you hear of this opportunity?
Boards Meeting

Please rate the City's performance.
Excellent

What ideas do you have for improving "Fair" or "Poor" performance?

Please select which board(s) you would like to be considered for appointment:
Urban Renewal Advisory Committee (TBD)

What specific topics interest you that relate to the board?
I am passionate about the downtown revitalization and building an active core of Historic Forest Grove. The elimination of blight and the promotion of job creation will keep our population from spending time and money in the surrounding suburbs. The encouragement of private and public development will trigger an active economic boom and activate Forest Grove. I want to be apart of the dream that is making Forest Grove an amazing destination to visit, to live, and to work that we have all wanted for so long.

What contributions do you hope to bring to the board?
I believe my education and experiences on the HLB, as well as my Capstone project working with many stakeholders, would be a great contribution to the budding board.

List your educational experience:
Portland State University
Master's degree, Master of Real Estate Development · (2016 - 2018)

Portland Community College
Building Construction Technology- Construction Management · (2015 - 2015)

Bowling Green State University
Bachelor's degree, Bachelor of Liberal Studies focus in Communication · (2012 - 2014)

Bowling Green State University
Associate's Degree, Associate of Science · (2009 - 2012)

List any community involvement, appointed offices, elected offices and/or affiliations:
Historic Landmarks Board

If not appointed at this time, may we keep your application on file?
Yes

Please type your name below as a signature.
Kelsey Trostle

Date
Fri, 05/31/2019

Source URL: https://www.forestgrove-or.gov/node/17751/submission/8131

Links
[1] https://www.forestgrove-or.gov/bc/webform/boards-and-commissions-application

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3D

URBAN RENEWAL AGENCY OF THE CITY OF FOREST GROVE

URA RESOLUTION NO. 2019-08

RESOLUTION OF THE CITY OF FOREST GROVE URBAN RENEWAL AGENCY APPOINTING BOARD LIAISON TO URBAN RENEWAL ADVISORY COMMITTEE

WHEREAS, URA Resolution No. 2019-04 has established an Urban Renewal Advisory Committee; and

WHEREAS, as stipulated by Section 3, URA Resolution No. 2019-04, the Agency Board Chairperson shall appoint liaison(s) to serve as a non-voting member of the URAC.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF FOREST GROVE URBAN RENEWAL AGENCY AS FOLLOWS:

Section 1. That **PETER TRUAX, BOARD CHAIR**, is hereby appointed to the Urban Renewal Advisory Committee as Agency Board Liaison.

Section 2. As stipulated by Section 7, URA Resolution No. 2019-04, the Executive Director, or designee, shall serve as staff liaison to the Urban Renewal Advisory Committee.

Section 3. This resolution is effective immediately upon its enactment by the Urban Renewal Agency Board.

PRESENTED AND PASSED this 23rd day of September, 2019.

_____
Jesse VanderZanden
Urban Renewal Agency Executive Director

APPROVED by the Urban Renewal Agency of the City of Forest Grove at a regular meeting on this 23rd day of September, 2019, and filed with the Forest Grove City Recorder this date.

_____
Peter B. Truax
Urban Renewal Agency Board Chair

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