

CLACKAMAS COUNTY BOARD OF COUNTY COMMISSIONERS
Policy Session Worksheet

Presentation Date: 10/11/2016 **Approx. Start Time:** 1:30 p.m. . **Length:** 1 hour.

Presentation Title: Homeless Veterans Housing, Letter of Intent

Department: Health, Housing and Human Services (H3S), Housing & Community Development Division (HCD)

Presenters: **Richard Swift H3S, Director; Chuck Robbins, HCD Director**

Other Invitees: **Barb Cartmill, DTD Director, Kevin Ko, HCD Manager; Vahid Brown, Housing Policy Coordinator**

WHAT ACTION ARE YOU REQUESTING FROM THE BOARD?

Approval of option one to use Letters of Intent to solicit development plans for providing housing, either temporary or permanent, to homeless Veterans.

Background

Clackamas County is committed to ensuring that residents within our community have adequate housing and, if seeking, access to options to meet their need. The County is experiencing an extreme housing shortage impacting all constituents earning 80% of area median income (AMI) and below. This shortage has resulted in a high rate of houselessness and homelessness.

As we continue to address the housing shortage County leadership has undertaken a thoughtful process to address housing needs. The County acknowledges that the appropriate response to this shortage requires a broad continuum of “roof types.” Whatever the “roof” the offering must be planned and organized and can range from built year round shelters to very large construction projects.

This shortage is having an extreme impact on constituents who experience barriers to access. Barriers can result from unemployment, behavioral health issues, criminal history, bad credit, inefficient wages and savings, disability.

Proposed Process

On June 7th, 2016, the Clackamas County Budget Committee voted to provide up to \$300,000 in funding a non-profit homeless shelter for veterans. Any property acquired with these resources would have a reversionary clause back to County ownership should the (use) purpose of the property change. On June 29th, 2016 the Board of Commissioners confirmed this approach by approving the FY17 Budget.

The use of this amount of County General Funds requires that we abide by County procurement requirements. Departments will often, for this amount, use a request for proposals (RFP) to solicit appropriate projects to achieve the intent expressed by the

Board. RFP processes are highly regulated and rigid. RFPs often require that responding organizations submit proof of previous accomplishment, a resume of past work directly relevant to the proposal. Absence of a “track record” often results in non-competition.

The County can use another tool that complies with procurement requirements. It is called a Letter of Intent (LOI) solicitation. The purpose of soliciting for Letters of Intent is to provide the County with a range of possible projects and uses for the available funds. It is purposefully broad to allow submitters some creativity and flexibility in their proposal. Staff will review the letters and develop an application for funding to narrow the scope of proposals based on what is presented.

In addition to the LOI process, a best practice in alignment with Community Development funding policy would require interested organizations to provide a 20% match and to allow up to 10% of the grant to be utilized for operations. Those suggestions are included in the DRAFT solicitation for Letters of Intent.

FINANCIAL IMPLICATIONS (current year and ongoing):

Is this item in your current budget? YES NO

What is the cost? \$300,000 plus staff time

What is the funding source? General Fund

STRATEGIC PLAN ALIGNMENT:

- How does this item align with your Department’s Strategic Business Plan goals?
Sustainable and Affordable Housing
- How does this item align with the County’s Performance Clackamas goals?
Ensure safe, healthy and secure communities

LEGAL/POLICY REQUIREMENTS:

This activity must comply with federal Fair Housing regulations.

PUBLIC/GOVERNMENTAL PARTICIPATION:

The public solicitation of Letters of Intent will encourage the public to partner with us to find creative outside the box solutions for this difficult problem.

OPTIONS:

1. Discuss, modify and approve the solicitation for Letters of Intent to provide housing to high-barrier homeless Veterans

2. Reject solicitation for Letters of Intent

RECOMMENDATION:

Staff recommends that the County approve the solicitation for Letters of Intent, with modifications as necessary.

ATTACHMENTS:

- DRAFT Letter of intent form

SUBMITTED BY:

Division Director/Head Approval _____

Department Director/Head Approval _____

County Administrator Approval _____

For information on this issue or copies of attachments, please contact:
Kevin Ko, HCD Manager at 503-655-8359



CLACKAMAS COUNTY

LETTER OF INTEREST



Owner/Applicant:

Address: _____
City, ZIP: _____

Authorized Representative Signature:

Name (printed): _____
Title: _____
Date: _____
Telephone Number: _____ Fax Number: _____
Email address: _____

Type of Applicant:

Non-Profit For-Profit

Developer:

Address: _____
Contact: _____
Telephone Number: _____ Fax Number: _____
Email address: _____

Project Name:

Address / Location: _____
City, ZIP: _____

PROJECT SCOPE

Clackamas County is seeking Letters of Interest (LOI) from entities that wish to develop projects that will provide decent, safe and sanitary housing for homeless Veterans. The County has reserved up to \$300,000 for this purpose. The funds may be used for acquisition of vacant or developed property, construction, rehabilitation or any combination of the above activities. Up to 10% of the request may be used for operations/services/administration. Describe any matching funds to be committed to the

project by interested party, (if applicable). Clackamas County staff will review the LOI's and request a full Proposal for projects that best meet the preliminary development objectives.

Theses objectives are:

- Innovative project design
- Use of alternative and/or innovative building materials
- Demonstrated capacity of agency to carryout the project
- Partnerships with service agencies, commitment to provide wrap-around services

Letter of Interest

In preparing the LOI please address the items below.

1. Describe the scope and purpose of the project.
2. Describe any unique or innovative features of your project.
3. Describe the proposed site and how it is appropriate for the targeted population.
4. Experience completing similar projects
5. Experience in operating similar projects

Submit the completed Letter of Interest to:
Kevin Ko, Housing and CD Manager
Clackamas County Community Development Division
2051 Kaen Road ~~ Oregon City, Oregon 97045
Phone: 503-655-8359 ~~ email: kko@clackamas.us