AGENDA
JOINT MEETING OF THE MID-WILLAMETTE VALLEY HOMELESS ALLIANCE AND ORS 190 ENTITY BOARD OF DIRECTORS

Thursday, August 3, 2023 3:00 P.M.-5:00 P.M.

Mid-Willamette Valley Council of Governments Conference Room A
100 High Street SE, Suite 200, Salem, Oregon
See next page for virtual meeting connections!

A. (3:00) WELCOME..... **Chair Jeremy Gordon**

B. (3:05) CONSENT AGENDA..... **Chair Jeremy Gordon**
Action: Items include approval of: (1) agenda; and (2) 7-13-23 joint board meeting minutes *(pages 3-10)*. Any consent item may be considered as a separate action item by board motion.
Staff recommendation: *Approve the consent agenda.*

C. (3:10) ORS 190 ENTITY BUSINESS..... **Elaine Lozier**
Action: Items include: (1) approve ESG-CV budget revisions *(page 11)*; (2) review ORS 190 Entity bylaws and offer any proposed revisions *(pages 12-17)*; and (3) ratify Letter of Intent to Apply for FY 2023 HMIS Support Renewal Grant *(page 18)*.
Staff recommendation: *Approve the items, as presented.*

D. (3:20) PUBLIC COMMENT..... **Chair Jeremy Gordon**
Opportunity for members of the public to share their thoughts with the Alliance and ORS 190 Entity boards of directors.

E. (3:30) NOTICE OF FUNDING OPPORTUNITY FOR FY 2023 .....**Elaine Lozier**
Action: (1) appoint Lucy Briseno, Marianne Bradshaw, Jodi Russell, Miranda Long, Sabrina Ruffner, Jayme Baer, Nancy Pine, Jackie Franke, Amber Brady, Claudia Brayton, Danielle Bethell, Sara Quick, Megan Perez, Oni Marchbanks, David Zepeda, April Cox and up to five Backbone members to serve on the Review and Recommendations (R&R) Committee; (2) approve scoring tools and delegate the Executive Committee authority to approve substantive changes if needed *(sent separately)*; (3) appoint members of the Alliance Executive Committee or their alternates (without organizational conflicts) to serve as the Appeals Committee; and (4) approve MWVHA Emergency Transfer Plan (Violence Against Women Act policy) *(pages 19-49)*.
Staff recommendation: *approve R&R Committee appointments, scoring tools and delegation to Executive Committee for needed changes, Appeals Committee appointments, and MWVHA Emergency Transfer Plan.*

F. (3:50) HMIS LEAD ORGANIZATION DESIGNATION… .....**Jan Calvin**
Action: approve resolution assigning the ORS 190 Entity as the HMIS Lead role for the OR-504 Continuum of Care *(pages 50-55)*.
Staff recommendation: *Approve resolution as presented.*

G. (4:00) YHDP FUNDING PROCESS EVALUATION..... **Dr. Ella Taylor**
Update and Discussion: Presentation by Willamette Education School District (WESD) on their evaluation of the Youth Homelessness Demonstration Program (YHDP) process in 2022 followed by discussion and a brief update about stipends for Backbone members. The YHDP Proposal Process Report can be found on pages 56-70, and a copy of presentation slides can be found on pages 71-94.

H. (4:40) GOVERNOR'S EMERGENCY DECLARATION/MULTI AGENCY COORDINATION (MAC) GROUP UPDATES ..... **Chair Jeremy Gordon**
Update: Standing agenda item to discuss recent information about the Governor's initiative.

I. (4:50) JURISDICTION/ORGANIZATION UPDATES ..... **All**
Discussion: Opportunity to share good news, hot topics, recent events, and any identified needs or resources.

J. (4:55) OTHER BUSINESS ..... **All**

K. (5:00) ADJOURNMENT ..... **Chair Jeremy Gordon**

Supplemental information:

- Alliance Workplan *(page 95)*
- Budget Report *(pages 96-97)*
- 2023 Board and Executive Meeting Schedule *(page 98)*
- Contractor timesheets and invoices *(pages 99-104)*

Topic: MWVHA Board of Directors Zoom Meeting
https://us02web.zoom.us/j/85158591210?pwd=UFQ2UXdqREZrNTZSeTM1U2xKeG5YUT09 Meeting ID: 851 5859 1210
Passcode: 773509 One tap mobile +12532158782,,85158591210#,,,,*773509#

Contact Jan Calvin at 503.551.4352, or the MWVCOG central line at 503.588.6177 if you are experiencing difficulties in connecting to the meeting.

Staff Contacts: Elaine Lozier – 503.540.1620, elaine.lozier@mwvhomelessalliance.org, Jan Calvin – 503.551.4352, calvin.jan@yahoo.com

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MINUTES OF July 13, 2023

MID-WILLAMETTE VALLEY HOMELESS ALLIANCE (MWVHA) BOARD OF DIRECTORS AND ORS 190 ENTITY BOARD OF DIRECTORS JOINT MEETING
Hybrid meeting:
MWVCOG Conference Room
100 High St SE, Salem, OR 97301
and via Zoom

MWVHA BOARD
MEMBERS PRESENT
CHAIR: Commissioner Jeremy Gordon, Polk County
VICE CHAIR: Councilor Deanna Gwyn for Mayor Chris Hoy, City of Salem
Mayor Cathy Clark, City of Keizer
Eric Enderle, Veteran Services Officer, Polk County Veteran Services
Tricia Frizzell for Leilani Slama, Chief Communications and Community Relations Officer, Salem Health
Jason Icenbice, Executive Director, Marion County Housing Authority
Renee Pfeffer, Navigator, Law Enforcement Assisted Diversion (LEAD)
Jimmy Jones, Executive Director, Mid-Willamette Valley Community Action Agency (MWVCAA)
Councilor Christopher Lopez, City of Monmouth
Adam Mennig, Director, Academic Development, Chemeketa Community College; Co-Chair, CoC Collaborative Committee
Christy Perry, Contractor, Salem-Keizer School District
Kloi Spencer, Chair, Backbone (CoC's Youth Action Board)
Nicole Utz, Housing Administrator, Salem Housing Authority
Melinda Freshour for Rhonda Wolf, CEO, United Way of the Mid-Willamette Valley

MEMBERS ABSENT
Mayor Chris Hoy, City of Salem
Commissioner Danielle Bethell, Marion County
Christian Edelblute, Executive Director, West Valley Housing Authority
Councilor Shannon Corr, City of Independence
Ian Dixon-McDonald, Vice President of Programs, Marion Polk Food Share; Co-Chair, CoC Collaborative Committee
Tribal Councilwoman Lisa Leno, Confederated Tribes of Grand Ronde
Zaira Flores Marin, PacificSource Community Solutions
Leilani Slama, Chief Communications and Community Relations Officer, Salem Health
Rhonda Wolf, CEO, United Way of the Mid-Willamette Valley
David Zepeda, Subject Matter Expert

ORS 190 ENTITY BOARD
MEMBERS PRESENT
PRESIDENT: Commissioner Jeremy Gordon, Polk County

VICE PRESIDENT: Councilor Deanna Gwyn for Mayor Chris Hoy, City of Salem
Mayor Cathy Clark, City of Keizer
Councilor Christopher Lopez, City of Monmouth
Christy Perry, Contractor, Salem-Keizer School District

MEMBERS ABSENT
Councilor Shannon Corr, City of Independence
Tribal Councilwoman Lisa Leno, Confederated Tribes of Grand Ronde
Commissioner Danielle Bethell, Marion County

STAFF AND GUESTS PRESENT
Hunter Belgard, Oregon Housing and Community Services (OHCS)
Brook Belocca, Marion County Housing Authority (MCHA)
Jan Calvin, MWVHA Consultant
Janet Carlson, MWVHA Consultant
Sam Dompier, Church at the Park
Ashleigh Duda, MWVCAA
Amanda Foster, Northwest Human Services (NWHS) HOST Program
Ashley Hamilton, MWVCAA
Linda Hansen, Mid-Willamette Valley Council of Governments (MWVCOG) Admin Support Coordinator
Elliott Lapinel, MWVCAA
Elaine Lozier, MWVHA Executive Director
Lexi Meyer, NWHS HOST Program
Carla Munns
Evelyn Nahoi, Backbone
Megan Perez, MWVCAA HOME Youth Services
Calvin Smith, Church at the Park
Christine Sommer, MCHA
Nicole Steen, Words Out PR
Alisa Nelson (Tobin), MWVCAA HOME Youth Services
Tim Weese, MWVCAA

CALL TO ORDER
Chair Gordon called the joint meeting to order at 3:02 p.m. The presence of a quorum was noted.

CONSENT AGENDA
Chair Gordon requested a motion to approve the Consent Agenda.

MOTION: By Mayor Clark, **SECONDED** by Councilor Lopez, to **APPROVE THE CONSENT AGENDA, AS PRESENTED.**

(1) agenda;
(2) 6-8-23 joint board meeting minutes;

(3) appoint Lawrenza Gann, Veterans Program Manager, Community Action, to the HMIS Users Workgroup and accept the resignation of Erin McDermott;
(4) appoint Ryan Pollard, Polk County Family & Community Outreach, to the Coordinated Entry Committee;
(5) ratify a letter of support for Oregon's grant application to the U.S. Department of Labor that will provide $500,000 over three years to the Willamette Workforce Partnership to support training and education for dislocated workers in the construction industry;
(6) review update to the Oregon Housing and Community Services (OHCS) Capacity Grant
Discussion: None.

Motion carried.
IN FAVOR: . Gordon, Gwyn, Clark, Frizzell, Lopez, Pfeffer, Perry, Spencer, Freshour
OPPOSED: None. **ABSTAINED:** None.

ORS 190 ENTITY BUSINESS

Commissioner Gordon requested that Ms. Lozier outline the business items. There was agreement to entertain one motion for items 1 and 2 in the agenda.

1) Approve revisions to two banking resolutions to add the Executive Director to the list of authorized names.
2) Approve credit card Resolution 2023-08.

There was a discussion as to whether the ORS 190 Entity should set a maximum amount for the credit card. Mayor Clark suggested $1000/month, Councilor Lopez felt that it should be higher to cover potential travel expenses in the future. There was also the comment made that the amount could be left blank.
MOTION: By Mayor Clark, **SECONDED by** Councilor Lopez, that the ORS 190 **APPROVE RESOLUTIONS 2023-06, RESOLUTION 2023-07 AND RESOLUTION 2023-08.**
Discussion: The motion was amended by Mayor Clark to add **"NOT TO EXCEED $50,000" FOR RESOLUTION 2023-08.**
Motion carried.
IN FAVOR: Gordon, Gwyn, Clark, Lopez, Perry. **OPPOSED:** None. **ABSTAINED:** None.

3) Approve Credit Card Policy.

MOTION: By Councilor Lopez, **SECONDED by** Councilor Gwyn, that the ORS 190 **APPROVE THE CREDIT CARD POLICY with the AMENDMENT TO REMOVE the Limitations and Exceptions Sections.**
Discussion: Councilor Lopez thought that the Limitations and Exceptions sections should be removed from the document. He would be interested in seeing a Purchase Authority document in the future.
Motion carried.
IN FAVOR: Gordon, Gwyn, Clark, Lopez, Perry. **OPPOSED:** None. **ABSTAINED:** None.

4) Consider a contract with Janet Carlson for three months of transition support.

Ms. Lozier recommended the proposed three-month contract with Janet Carlson to respond to questions as needed by the Executive Director during the transition to an Executive Director. This would be retroactive to July 1, 2023.

MOTION: By Councilor Lopez, **SECONDED by** Mayor Clark, that the ORS 190 **APPROVE THE CONTRACT FOR THREE MONTHS OF TRANSITION SUPPORT WITH JANET CARLSON.**
Discussion: None
Motion carried.
IN FAVOR: Gordon, Gwyn, Clark, , Lopez, Perry. **OPPOSED:** None. **ABSTAINED:** None.

5) Consider an agreement with Salem Housing Authority for $75,200.

Ms. Lozier asked Ms. Carlson to explain the need for this Intergovernmental Agreement (IGA). Ms. Carlson stated that there was a need for a basic agreement to pass the money through to Salem Housing. It has general provisions included, such as insurance. This IGA would formalize the decision previously made by the board to utilize these funds for staff support at Yaquina Hall.

MOTION: By Ms. Perry, **SECONDED by** Councilor Lopez, that the ORS 190 **APPROVE THE IGA WITH SALEM HOUSING AUTHORITY FOR $75,200.**
Discussion: None
Motion carried.
IN FAVOR: Gordon, Gwyn, Clark, Lopez, Perry. **OPPOSED:** None. **ABSTAINED:** None.

6) Consider a contract with HUD for HMIS coordination.

Ms. Lozier stated that this is the next step to transfer the HMIS grant from OHCS to the ORS 190 entity. Ms. Calvin provided background on the separation of the contract from OHCS. OHCS will continue to provide HMIS services at no cost. The ORS 190 Entity will become the official HMIS lead, entering a contract with HUD. Commissioner Lopez asked a clarifying question about what was being approved, as the contract in the packet is an example. He would be hesitant to approve a contract he hasn't seen but feels comfortable delegating Chair Gordon the authority to sign the contract.

MOTION: By Councilor Lopez, **SECONDED by** Mayor Clark, that the ORS 190 **GRANT THE CHAIR AUTHORITY TO ENTER A CONTRACT AGREEMENT WITH HUD FOR HMIS COORDINATION, AMENDED BY MAYOR CLARK, Subject to Ratification at the Next ORS 190 Board Meeting.**
Discussion: None
Motion carried.
IN FAVOR: Gordon, Gwyn, Clark, Lopez, Perry. **OPPOSED:** None. **ABSTAINED:** None.

7) Approve HUD planning grant contract.

Ms. Calvin said that this contract started July 1, 2023 and it was already in the budget.

MOTION: By Mayor Clark, **SECONDED by** Councilor Lopez, that the ORS 190 **APPROVE THE HUD GRANT CONTRACT.**
Discussion: None.
Motion carried.
IN FAVOR: Gordon, Gwyn, Clark, Lopez, Perry. **OPPOSED:** None. **ABSTAINED:** None.

8) Consider a contract amendment with OHCS for the Governor's Emergency Declaration.

Ms. Lozier shared that the amendment to the contract was needed to handle the provider insurance for the subcontractors, as the insurance section was modified.

MOTION: By Mayor Clark, **SECONDED by** Councilor Lopez, that the ORS 190 **APPROVE THE CONTRACT AMENDMENT WITH OHCS FOR THE GOVERNOR'S EMERGENCY DECLARATION.**
Discussion: None
Motion carried.
IN FAVOR: Gordon, Gwyn, Clark, Lopez, Perry. **OPPOSED:** None. **ABSTAINED:** None.

9) Consider amendments to the EO 23-02 subcontractor agreements and authorize the Executive Director to negotiate insurance coverages.

Ms. Calvin explained that this amendment would allow the Executive Director to negotiate the insurance coverages with the subcontractors to keep the process moving forward and help the subcontractors who are waiting for their first payment. The revised contracts will be posted on the website.

MOTION: By Mayor Clark, **SECONDED by** Councilor Lopez, that the ORS 190 **APPROVE THE EO 23-02 SUBCONTRACTOR AGREEMENTS AND AUTHORIZE THE EXECUTIVE DIRECTOR TO NEGOTIATE INSURANCE COVERAGES.**
Discussion: None
Motion carried.
IN FAVOR: Gordon, Gwyn, Clark, , Lopez, Perry. **OPPOSED:** None. **ABSTAINED:** None.

9B) Consider budget amendment and change in scope of work for EO 23-02 for Church at the Park.

Ms. Dompier from Church in the Park explained that they need to amend the scope of work and timeline due to moving the project from the City of Monmouth to the City of Dallas. They will move from leasing to acquisition and use the existing home for staff workspace. Commissioner Gordon shared that the conversation with the City of Monmouth was valuable, though the site didn't work out.

MOTION: By Councilor Lopez, **SECONDED by** Mayor Clark, that the ORS 190 **APPROVE THE EO 23-02 CONTRACT AMENDMENTS AS PRESENTED TO THE CHURCH AT THE PARK CONTRACT.**
Discussion: None

Motion carried.
IN FAVOR: Gordon, Gwyn, Clark, , Lopez, Perry. **OPPOSED:** None. **ABSTAINED:** None.

10) Accept the Salem Foundation award of $2,000 for the 2024 PIT Count.

Ms. Lozier asked Ms. Carlson to explain the background to this grant. Ms. Carlson shared that they were looking for funds for the Point-In-Time (PIT) Count last year, the deadline from the Salem Foundation didn't work with the timing of the PIT Count. Since there are two application cycles each year, she applied in the next cycle for $5,000 and was awarded $2,000.

MOTION: By Councilor Lopez, **SECONDED by** Councilor Gwyn, that the ORS 190 **TO ACCEPT THE SALEM FOUNDATION AWARD OF $2,000 FOR THE 2024 PIT COUNT.**
Discussion: None
Motion carried.
IN FAVOR: Gordon, Gwyn, Clark, , Lopez, Perry. **OPPOSED:** None. **ABSTAINED:** None.

COMMITTEE UPDATES
Ms. Nelson (Tobin), MWVCAA HOME Youth Services, and Co-Chair of the Youth and Young Adult Subcommittee, provided updates on the subcommittee's efforts. The subcommittee is focusing on engaging homeless youth and improving data. They are putting together pencil pouches with resources for youth experiencing homelessness.

Ms. Meyer, NWHS HOST Program spoke about the Voices of Youth Count (VoYC) the subcommittee is coordinating in October. The annual PIT Count has limitations which restrict the ability to understand youth experience with homelessness. The VoYC out of Chapin Hall is considered a best practice when collecting information on youth experiencing homelessness. The subcommittee is partnering with schools to assist with conducting the survey.

Ms. Calvin mentioned that funding sources for the stipends for Backbone youth will soon no longer be available, as the grant expires in October. Commissioner Gordon asked that the topic be revisited. Ms. Carlson stated that she and Ms. Lozier had talked about the stipends and will review how much was budgeted and expended for stipends and report back to the board.

GOVERNOR'S EMERGENCY DECLARATION AND MULTI AGENCY COORDINATION (MAC) GROUP UPDATES
Ms. Calvin shared about the Church at the Park opening and that archaeology studies were being conducted on another site. Sheltering Silverton's expansion has been moving forward. MWVHA is the first CoC in the state with emergency shelter beds available through the Emergency Declaration. Orchard Park apartments should be opening soon with 224 units.

NOTICE OF FUNDING OPPRTUNITY FOR FFY 2023
Ms. Lozier shared that the Notice of Funding Opportunity (NOFO) was released on July 5. Ms. Lozier highlighted proposed changes to the Review and Ranking Process document. Proposed revisions

included moving the Review and Ranking (R&R) Subcommittee under the Performance and Evaluation Committee to a committee of the board.

Mayor Clark suggested changing the wording from Ranking to Recommendations, to emphasize relationship and collaboration. Commissioner Gordon agreed the name of the committee be changed to the Review & Recommendations Committee with changes to the charter language at a later date.

Ms. Lozier outlined the proposed 2023 NOFO timeline.

MOTION: By Mr. Clem, **SECONDED by** Mayor Clark, that the MWVHA **APPROVE THE NOFO TIMELINE AND PROCESS DOCUMENT.**
Discussion: None.
Motion carried.
IN FAVOR: Gordon, Gwyn, Clark, Lopez, Perry, Pfeffer, Frizzell, Clem, Freshour. **OPPOSED:** None.
ABSTAINED: None.

PUBLIC COMMENT
Ms. Steen with Words Out PR encouraged people to engage and interact with the MWVHA's Facebook page.

YHDP COORDINATED COMMUNITY PLAN TO END YOUTH HOMELESSNESS
Ms. Calvin presented on the Youth Homelessness Demonstration Program (YHDP) Comprehensive Community Plan (CCP) to End Youth Homelessness. Ms. Calvin and Mr. Smith (Church at the Park) highlighted activities that have come out of the CCP including outreach efforts to youth and youth adults and Church at the Park's Youth Shelter which will provide life skills courses such as financial literacy and job skills.

A Youth Coordinated Entry Coordinator has been hired by MWVCAA to complete the goals outlined in the CCP.

JURISDICTIONAL/ORGANIZATION UPDATES
Mayor Clark shared the City of Keizer raised $28,000 to serve students at the holidays.

Councilor Lopez stated that he thought that it was beneficial for Monmouth to have conversations regarding the potential shelter in Monmouth.

Ms. Frizzell mentioned that Falls City would have a resource fair and back to school event on August 20 from 5:00-7:00 p.m. Falls City has the highest rate of youth homelessness in the state. Commissioner Gordon shared that a youth centered video is being created by Falls City.

Ms. Meyer told the group that HOST would hold a resource fair and parking lot party for youth on August 24, 11:00 a.m.-1:00 p.m.

Punx in the Park will have an event on September 16.

OTHER BUSINESS
None.

ADJOURNMENT
Hearing no further business, Chair Gordon adjourned the meeting at 5:20 p.m.

ESG-CV Budget Revisions

The ORS 190 Entity, Mid-Willamette Valley Homeless Alliance has a contract with Oregon Housing and Community Services that funds ten organizations with Emergency Solutions Grant dollars that originated from the CARES Act. The partner agencies are:

A Ray of Hope Today!
Church at the Park
MWV Community Action Agency
Salem Housing Authority
St. Francis Family Housing
Center for Hope & Safety
Family Promise of the Mid-Willamette Valley
Sable House
Sheltering Silverton
United Way

The ESG-CV2 contract period ends September 30, 2023. In April 2023, as the CoC's internal annual review and budget revisions process was underway, Oregon Housing and Community Services (OHCS) sent an email stating they had limited funding available for ESG-CV and wanted to reach out to gauge interest and ability to take on additional funding. The CoC put the budget revision process on hold and worked with the ten ESG-CV partners to confirm their spend-down plans and additional requests for the remaining five months (through September 2023). The CoC identified a total capacity among the ten agencies of $150,000 that could be used, should OHCS provide additional funding.

On July 24, 2023, OHCS communicated that they would not be able to provide additional funding through ESG-CV. That said, there is still a need to make a final budget adjustment. The changes are in the table below, along with the final spend-down plans re-confirmed with the partner agencies.

ESG-CV2 Funding Categories	Award Amount	8/3/23 Change Request	New Budget	Expenditures thru 6/30/23	Balance for 7/1/23-9/30/23
Street Outreach	898,060.00	10,632.72	908,692.72	886,239.17	22,453.55
Shelter - Operations	1,514,941.00	135,768.74	1,650,709.74	1,644,656.46	6,053.28
Shelter - Services	1,166,452.00	113,744.58	1,280,196.58	1,280,854.61	(658.03)
Rapid Re-Housing - Rent Assistance	488,248.00	(102,692.16)	385,555.84	384,826.36	729.48
Rapid Re-Housing - Financial Assistance	306,489.00	(149,112.69)	157,376.31	157,119.31	257.00
Rapid Re-Housing - Services	385,661.00	(31,549.98)	354,111.02	351,936.16	2,174.86
HMIS/Data Collection	483,518.00	23,208.79	506,726.79	497,713.88	9,012.91
Administration	275,967.00	-	275,967.00	274,091.65	1,875.35
Total	**5,519,336.00**	**(0.00)**	**5,519,336.00**	**5,482,437.60**	**41,898.40**

BYLAWS
ORS 190 ENTITY,
MID-WILLAMETTE VALLEY HOMELESS ALLIANCE

I. DEFINITIONS

A. "Alliance" means the Mid-Willamette Valley Homeless Alliance, a Continuum of Care (CoC) created by its governance charter.

B. "Alliance Board of Directors" is the governing council of the Mid-Willamette Valley Homeless Alliance Continuum of Care as set out in its governance charter.

C. "Board" refers to the Board of Directors of the ORS 190 Entity created by intergovernmental agreement.

D. "Intergovernmental Agreement" means the legal agreement entered into by the governmental parties serving on the Alliance Board of Directors, effective August 13, 2020.

E. "Member government" or "member" means a government which is a party to the intergovernmental agreement establishing the ORS 190 Entity.

F "Mid-Willamette Valley" means the geographic area within Marion and Polk counties.

II. ORGANIZATION NAME

Established pursuant to ORS 190.010, this organization shall be known as the ORS 190 Entity, Mid-Willamette Valley Homeless Alliance ("ORS 190 Entity").

III. PURPOSES

A. To serve as the legal entity to support the Alliance, a Continuum of Care that promotes communitywide commitment to the goal of preventing and ending homelessness; provides funding for efforts by nonprofit providers and state, tribal, and local governments to quickly rehouse homeless individuals, including unaccompanied youth and families, while minimizing the trauma and dislocation caused to homeless individuals, families, and communities by homelessness; promotes access to and effective utilization of mainstream housing and homeless services programs by homeless individuals; optimizes self-sufficiency among individuals and families experiencing homelessness: and encourages cooperation and coordination among the government, nonprofit, and private providers of services to homeless individuals, including children and youth.

B. To assure, through cooperation and pooling of common resources, maximum efficiency and economy in governmental operations will provide every citizen with the utmost value for every tax dollar.

C. To attain the greatest degree of intergovernmental cooperation possible in the Mid-Willamette Valley to address the problems experienced by people who are homeless.

IV. FUNCTIONS

The ORS 190 Entity's primary function is to serve as the Collaborative Applicant to the Alliance (either directly or through contract with another party) and support administration of the Alliance as set forth in 24 CFR Part 578 and detailed in the Alliance's governance charter.

V. POWERS

The ORS 190 Entity shall have the power:

A. To enter into agreements with the United States of America, State of Oregon, or any subdivision or agency or any municipal corporation for the purpose of obtaining financial aid or other participation in attaining the objectives and purposes of the Alliance.

B. To enter into contracts for the provision of goods and services for terms not to exceed five years to effectuate the functions of the ORS 190 Entity, including the provisions of financial, purchasing, personnel, legal and other administrative services to the Alliance. Notwithstanding the foregoing limitation, the ORS 190 Entity may enter into real property lease agreements for terms not exceeding 20 years.

C. To establish an office and sub-offices, as directed by the member governments.

D. To approve an annual budget for the ORS 190 Entity.

E. To appoint or contract with staff and assign duties, responsibilities, and authorities.

F. To exercise any and all powers and functions authorized by law for an intergovernmental entity, including the powers conferred by ORS 190.080, necessary to effectuate the decisions of the Alliance Board of Directors.

VI. FINANCE

A. **Fiscal Year**. The ORS 190 Entity's fiscal year shall begin on the first day of July in each year and end at midnight on the thirtieth day of June of the following year.

B. **Member Contributions**. Each government member shall appropriate in its budget and contribute its share of the expenses of the ORS 190 Entity in accordance with the budget approved by the ORS 190 Entity Board, to the extent that revenues are available therefore insofar as each government member is concerned.

C. **Grants and Contributions**. The ORS 190 Entity may accept grants and contributions from individuals and other entities for the benefit of the Alliance.

D. **Budget**. The ORS 190 Entity member governments, through the Alliance governance charter, have agreed to provide funding for the Alliance to supplement Alliance operations, contingent on the member government's budgetary authority, as approved annually by the Alliance Board of Directors. The ORS 190 Entity's budget shall include each member government's designated contribution, in addition to funds necessary for the operation of the ORS 190 Entity, as approved by the ORS 190 Entity's Board.

E. **Appropriations**. The ORS 190 Entity Board shall approve an annual appropriation to be used for Alliance expenses. Additional amounts may be authorized by the ORS 190 Entity Board contingent on availability of funds.

F. **Accrual of Income**. Income collected by or credited to the ORS 190 Entity shall not accrue to the benefit of any private person, firm, or corporation, but shall accrue only to the Alliance.

G. **Audits**. All funds, revenues, and expenditures of the ORS 190 Entity shall be audited at least annually and reported to the Board of Directors

VII. MEMBERSHIP

A. **Membership**. Membership of the ORS 190 Entity shall consist of signatories of the Intergovernmental Agreement. Continued membership in good standing, including the

right to vote, shall be conditioned upon being current in payment of member contributions.

B. **Withdrawal**. Any member government may withdraw as a participating member in the ORS 190 Entity pursuant to the terms established in the Intergovernmental Agreement.

C. **Removal**. A member government may be removed for non-payment, and only upon a two-thirds majority vote of the Board pursuant to the terms established in the Intergovernmental Agreement.

VIII. BOARD OF DIRECTORS

A. **Board Authority and Membership**. The ORS 190 Entity Board shall consist of an elected public official or senior staff representative of each Member, as designated by the governing body of the Member. All power and authority of the ORS 190 Entity is vested in the Board, which shall govern and be the final authority in all matters related to the ORS 190 Entity. The Board may serve as the ORS 190 Entity's Budget Committee.

B. **Board Alternates**. Board members may designate an Alternate for a single meeting who can attend in the board member's place if the member must miss a meeting. Prior to the board meeting, absent Board members or their designee must communicate in writing to CoC staff confirming the Alternate's attendance and granting authority for the Alternate to vote. In the alternative, board members may designate a permanent alternate, provided that the alternate is an elected public official or senior staff member.

C. **Public Meetings Law**. The Board is a public body subject to the public meetings and record laws as stated in ORS Chapter 192. All meetings will be open to the public.

D. **Annual Meetings.** The Board shall meet at least once annually. The Board will provide for and give public notice, reasonably calculated to give actual notice, to Board members, interested persons, news media that have requested notice, and general public notice. Notice shall include the time and place for the annual meeting. The notice will also include a list of the primary subjects anticipated to be considered at the meeting.

E. **Special Meetings**. Special meetings of Board may be called by the Board President, or by a majority of the Board, by notifying all members and the general public through a news media notice not less than 24 hours prior to the time of the special meeting. When possible, notice should be provided as soon as possible to encourage public participation.

F. **Quorum.** A majority, defined as 50% plus one, of the appointed, voting Board membership will constitute a quorum for the transaction of all business at Board meetings. Members may attend either in person or by conference call so long as persons in attendance and on the telephone can both hear and communicate with each other. Members attending by telephone or similar contemporaneous means may be counted towards achieving a quorum.

G. **Decision Making Procedure.** Each Board member will be entitled to one vote on all issues presented at meetings at which the member is present. Decision-making shall be accomplished by majority vote. Majority is defined as a majority of the appointed, voting Board membership.

H. **Board Administrator**. The Board will appoint a Board Administrator annually by majority vote and may remove an appointed Board Administrator by majority vote at an annual

or special board meeting. The Board Administrator is responsible for meeting preparation, including locating, reserving, and preparing the meeting space; compiling background materials and reports; taking attendance at meetings; and providing facilitation, as needed. The Board Administrator will publish meeting notices, prepare meeting minutes, maintain ORS 190 Entity records, and perform other duties as determined by the Board. The Board Administrator may serve as the ORS 190 Entity Budget Officer, unless otherwise approved by a majority of the Board. As Budget Officer, the Board Administrator will prepare the annual ORS 190 Entity budget and assure compliance with local budget law.

I. **Minutes.** The Board Administrator will cause meeting minutes to be prepared. Minutes will include a list of the members present, motions, proposals, resolutions, and orders proposed and their disposition, the results of all votes and a vote by each member by name, the substance of any discussions on any matter, and reference to any document discussed at that meeting. Minutes will be distributed to the membership at least one week prior to the monthly meeting.

J. **Agendas.** Items may be placed on a meeting agenda by the Board officers, by any Board member, or by the Board Administrator. The agenda will be distributed to members at least one week prior to the annual meeting and not less than 24 hours prior to the time of a special meeting.

IX. BOARD OFFICERS

A. **Election of Officers**. The Board will accept nominations and elect a President and Vice-President annually.

B. **Terms**. The terms of Board officers shall be one year. Officers may be re-appointed for additional terms.

C. **Duties of President**. The President will act as leader of the convened meeting and as the parliamentarian. The President will enforce Board policies and membership rules and will guide the conduct of public meetings. The President is the official Board representative and shall be the primary spokesperson to the media. With Board authorization, as expressed by motion or by resolution, the President may sign on behalf of the ORS 190 Entity any agreement or other document necessary to implement the functions and powers of the ORS 190 Entity. The President may assume such other responsibilities as are deemed necessary for the proper functioning of the ORS 190 Entity with prior concurrence of the Board.

D. **Duties of Vice-President**. In the absence of the President, the Vice-President will assume the President's responsibilities. If neither the President nor Vice-President is available for a public meeting, then the assembled quorum of the meeting will select a temporary chairperson to conduct the meeting.

E. **Board Leadership**. The President and Vice-President may meet prior to any annual or special meeting to prepare the meeting agenda.

X. CONFLICT OF INTEREST AND CODE OF CONDUCT

A. **Adherence to MWVHA Conflict of Interest Policy**. ORS 190 Entity Board members are expected to adhere to the CoC Conflict of Interest Policy and Code of Conduct, described in Article III of the MWVHA Governance Charter.

B. **Annual Declarations**. ORS 190 Entity Board members will annually receive a copy of the

CoC Conflict of Interest Policy and Code of Conduct, sign the CoC's forms, and submit the forms to CoC staff.

C. **Definitions**.

1. Conflict of Interest definitions aligning with federal statute are:
   a. **Conflict of Interest** generally means a situation in which members or their immediate family member have, directly themselves or indirectly through another individual or entity, a personal or financial interest that compromises or could compromise the members' independence of judgment in exercising their responsibilities to the CoC.
   b. **Prohibited Conflict of Interest** means a conflict of interest that would prevent a member from serving on the CoC Board or Performance and Evaluation Committee or participating in any of the board or committee activities. A member who has a potential or actual Prohibited Conflict of Interest must resign from the CoC Board or Performance and Evaluation Committee. Prohibited Conflicts of Interest include: CoC compensation and employment; loans; federal employee status; use of CoC equipment, facilities, assets, or staff time for non-CoC purposes; and acceptance of gifts, gratuities, favors, or anything of monetary value.
   c. **Issue-Specific Conflict of Interest** means a conflict of interest that would prevent a member from voting on or being present during the discussion of a specific issue, such as votes on contracts and CoC leadership.
   d. **Organizational Conflict of Interest** means a conflict that arises when, because of activities or relationships with other persons or organizations, the CoC Board member or Performance and Evaluation Committee member is unable or potentially unable to render impartial assistance in exercising their duties or obligations to the CoC, or when that member's objectivity in performing their work is or might be otherwise impaired. Such an organizational conflict would arise when a member of a participates in a decision concerning the award of a grant, or provision of other financial benefits, to an organization with which such member is Closely Associated. An organizational conflict may also arise if the CoC Board member or Performance and Evaluation Committee member, because of their status as a member, participates in a decision-making process that might result in an award of funding to an entity with which the member is Closely Associated, or gains information from their status as a member in a way that would benefit an entity with which the member is Closely Associated.

2. Oregon Revised Statutes Chapter 244 defines actual and potential conflict of interests for members of public bodies. No Board member shall participate in a decision in which he or she has a private pecuniary interest. Affected members shall

disqualify themselves from participation by written notification to the Board, as required by ORS 244.120. In addition, no Board member may participate in or influence discussions or resulting decisions concerning the award of a grant or other financial benefits to the organization that the member represents, pursuant to 24 CFR part 578.95.

a. **A potential conflict of interest** exists when a Board member takes an action that reasonably could be expected to have a financial impact on that member, a relative, or a business with which the member or member's relative is associated. The member may participate in an action after declaring the potential conflict and announcing its nature.
b. **An actual conflict of interest** exists when an action is reasonably certain to result in a special benefit or detriment to the member, a relative, or a business with which the member or member's relative is associated. The member will declare the actual conflict and announce its nature. The member must then refrain from taking any official action, except when the member's vote is necessary to achieve a quorum. When a vote is necessary to achieve a quorum, the member may vote, but may not participate in any discussion or debate on the issue out of which the actual conflict arises.

XI. PARLIAMENTARY PROCEDURE

Questions of parliamentary practice shall be decided according to the current edition of Robert's Rules of Order. Individuals who participate in meetings by telephone or similar contemporaneous means are considered present for purposes of parliamentary rules.

XII. INTERGOVERNMENTAL AGREEMENT

These bylaws are intended to constitute an agreement for intergovernmental cooperation by units of local government under ORS 190.010 to 190.110 inclusive, in performing functions and providing services which all of the parties have authority to perform and provide. For purposes of ORS 190.010 to 190.110, the organization created by these bylaws to perform certain functions and activities herein set forth shall carry out those functions by a combination of methods provided for in ORS 190.020.8 (b) Nothing in these Bylaws is intended to affect the nature of the ORS 190 Entity as an instrumentality of government or as an intergovernmental entity or to otherwise affect its ongoing organizational status.

XIII. AMENDMENTS

These bylaws may be amended by a 3/4 majority vote of the appointed, voting Board membership. Copies of proposed amendments will be available for review at least one week prior to the Board meeting at which the proposed amendments are considered. The Board will review the bylaws at least every three years.

Revised October 13, 2022
Revised August 12, 2021

ORS 190 ENTITY, MID-WILLAMETTE VALLEY HOMELESS ALLIANCE SUPPORTING THE CONTINUUM OF CARE FOR THE MARION-POLK COUNTY REGION OF OREGON

BOARD OF DIRECTORS

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Polk County,
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Member, The Confederated
Tribes of Grand Ronde

Christopher Lopez, Councilor,
City of Monmouth

Christy Perry, Contractor,
Salem-Keizer School District

July 31, 2023

To: Mid-Willamette Valley Homeless Alliance

Subject: Letter of Intent to Apply for FY 2023 HMIS Support Renewal Grant

Please accept the ORS 190 Entity, Mid-Willamette Valley Homeless Alliance's Letter of Intent to apply for the HMIS Support Renewal Funds in the FY 2023 Competition.

Primary Contact: Elaine.Lozier, elaine.lozier@mwvhomelessalliance.org

Proposed Project Type: HMIS Support Renewal

Population to be Served: All Marion-Polk regional housing and service providers using HMIS for the OR-504 – Salem/Marion, Polk Counties Continuum of Care

Renewing Grant Number: OR0293L0E042215

Estimated Funding Request: $14,696

Description of Project: The ORS 190 Entity is in the process of transitioning into the role of HMIS Lead for OR-504. The FY 22 contract for this HUD grant will be transferred to the ORS 190 Entity by September 28, 2023. This award will be used to pay for associated staff costs for HMIS implementation in the Marion-Polk region.

Sincerely,

Elaine Lozier
Board Administrator,
ORS 190 Entity, MWVHA

Housing Providers with ESG and CoC Program Funds
Emergency Transfer Plan for Victims of Domestic Violence, Dating Violence, Sexual Assault, or Stalking

I. BACKGROUND.

All Emergency Solutions Grant (ESG) and Continuum of Care (CoC) Program housing providers (HP) are concerned about the safety of their tenants, and such concern extends to tenants who are victims of domestic violence, dating violence, sexual assault, or stalking (collectively "domestic violence"). In accordance with the Violence Against Women Act (VAWA)[1], HPs allow tenants who are victims of domestic violence to request an emergency transfer from the tenant's current unit to another unit. For purposes of this policy, an **internal emergency transfer** refers to an emergency relocation of a tenant to another unit where the tenant would not be categorized as a new applicant; that is, the tenant may reside in the new unit without having to undergo an application process. An **external emergency transfer** refers to an emergency relocation of a tenant to another unit where the tenant would be categorized as a new applicant; that is the tenant must undergo an application process in order to reside in the new unit. **Safe unit** refers to a unit that the victim of domestic violence believes is safe.

The ability to request a transfer is available regardless of sex, gender identity, or sexual orientation[2]. The ability of an HP to honor such requests for tenants currently receiving assistance, however, may depend upon a preliminary determination that the tenant is or has been a victim of domestic violence, and on whether HP has another dwelling unit that is available and is safe to offer the tenant for temporary or more permanent occupancy.

This plan identifies:

1. VAWA documentation that all HPs are required to provide to tenants;
2. Required provisions that must be included in agreements between landlords or housing owners (collectively "landlord") and participants and/or HP, and between HP and participants;
3. Tenant eligibility for an emergency transfer;
4. Prohibition of denial, termination of assistance, or eviction on the basis of or directly resulting

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[1] Despite the name of this law, VAWA protection is available to all victims of domestic violence, dating violence, sexual assault, and stalking, regardless of sex, gender identity, or sexual orientation.

[2] Housing providers cannot discriminate on the basis of any protected characteristic, including race, color, national origin, religion, sex, familial status, disability, or age. HUD-assisted and HUD-insured housing must be made available to all otherwise eligible individuals regardless of actual or perceived sexual orientation, gender identity, or marital status

from a person's experience of domestic violence;

5. Documentation needed to request protection under VAWA;
6. Confidentiality protections;
7. How an emergency transfer may occur; and
8. Guidance to tenants on safety and security.

This plan is based on a model emergency transfer plan published by the U.S. Department of Housing and Urban Development (HUD), the Federal agency that oversees Marion County and Polk County's ESG and CoC, programs comply with VAWA requirements.

II. NOTIFICATION OF OCCUPANCY RIGHTS UNDER VAWA, AND CERTIFICATION FORM.

HP must provide to each of its applicants and to each of its tenants the notice of occupancy rights and the certification form as described in this section:

1. A "Notice of Occupancy Rights under the Violence Against Women Act," as prescribed and in accordance with directions provided by HUD, that explains the VAWA protections under this policy, including the right to confidentiality, and any limitations on those protections; and

2. A certification form, (HUD-5382), which may be completed by the victim to document an incident of domestic violence that:

    a. States that the applicant or tenant is a victim of domestic violence, dating violence, sexual assault, or stalking;

    b. States that the incident of domestic violence that is the ground for protection under this subpart meets the applicable definition for such incident under 24 CFR § 5.2003; and

    c. Includes the name of the individual who committed the domestic violence, if the name is known and safe to provide.

The notice and certification form must be provided to an applicant or tenant no later than at each of the following times:

1. At the time the applicant is denied assistance or admission under a covered housing program;

2. At the time the tenant is provided assistance or admission under the covered housing program

3. With any notification of eviction or notification of termination of assistance

The notice and certification form are available in multiple languages at https://www.hud.gov/program_offices/administration/hudclips/forms/hud5a, and hard copies must be provided to participants in the appropriate language as needed.

III. CONTRACT/LEASE PROVISIONS.

A contracts or lease between HP and a landlord must be in place, and must include

1. The requirement to comply with 24 CFR part 5, subpart L;
2. Provision of the Notice of Occupancy Rights and Certification Form described above with any notification of eviction;
3. The landlord's obligation to comply with the confidentiality requirements under 24 CFR 5.2007(c);
4. If the landlord will have a lease with a program participant, the obligation to include a lease provision that includes all requirements that apply to tenants, the landlord, or the lease under 24 CFR part 5 subpart L, as supplemented by 24 CFR 576 and 578 as applicable, including the prohibited bases for eviction and restrictions on construing lease terms under 24 CFR 5.20005(b) and (c). The lease may specify that the protections under 24 CFR part 5, subpart L, only apply while the program participant receives tenant-based rental assistance under the Continuum of Care Program or Emergency Solutions Grant Programs.

Any lease, sublease or occupancy agreement between HP and participant must include a provision stating all requirements that apply to tenants, the owner or the lease under 24 CFR part 5, subpart L, as supplemented by 24 CFR 576 and 578 as applicable, including the prohibited bases for eviction and restrictions on construing lease terms under 24 CFR 5.2005(b) and (c). The lease, sublease, and occupancy agreement may specify that the protections under 24 CFR part 5, subpart L, apply only during the period of assistance under the Continuum of Care or Emergency Solutions Grant Program, as applicable. The period of assistance for housing where grant funds were used for acquisition, construction, or rehabilitation is 15 years from the date of initial occupancy or date of initial service provision.

Site based projects must require that any lease, sublease, or occupancy agreement with a program participants permits the program participant to terminate the lease, sublease, or occupancy agreement without penalty if HP determines that the program participant qualifies for an emergency transfer under this plan.

IV. ELIGIBILITY FOR EMERGENCY TRANSFERS.

A tenant who is a victim of domestic violence as provided in HUD's regulations at 24 CFR § 5, subpart L is eligible for an emergency transfer, if the tenant reasonably believes that

there is a threat of imminent harm from further violence if the tenant remains within the same unit. If the tenant is a victim of sexual assault, the tenant may also be eligible to transfer if the sexual assault occurred on the premises within the 90- calendar-day period preceding a request for an emergency transfer.

A tenant requesting an emergency transfer must expressly request the transfer in accordance with the procedures described in this plan.

Tenants who are not in good standing may still request an emergency transfer if they meet the eligibility requirements in this section.

V. PROHIBITED BASIS FOR DENIAL, TERMINATION OF ASSISTANCE, OR EVICTION.

An applicant for assistance or tenant assisted under a covered HP may not be denied admission to, denied assistance under, terminated from participation in, or evicted from the housing on the basis or as a direct result of the fact that the applicant or tenant is or has been a victim of domestic violence if the applicant or tenant otherwise qualifies for admission, assistance, participation, or occupancy.

A tenant in a HP may not be denied tenancy or occupancy rights solely on the basis of criminal activity directly relating to domestic violence if:

1. The criminal activity is engaged in by a member of the household of the tenant or any guest or other person under the control of the tenant, and
2. The tenant or an affiliated individual of the tenant is the victim or threatened victim of such domestic violence.

An incident of actual or threatened domestic violence shall not be construed as a serious or repeated violation of a lease executed under a covered housing program by the victim or threatened victim of such incident; or good cause for terminating the assistance, tenancy, or occupancy rights under a covered housing program of the victim or threatened victim of such incident.

VI. EMERGENCY TRANSFER REQUEST, AND OTHER VAWA DOCUMENTATION.

To request an emergency transfer, the tenant shall notify HP's office and submit a written request for a transfer to that office. HP will provide reasonable accommodations to this policy for individuals with disabilities. The Certification Form (HUD-5382) is not a request to transfer. HUD form 5383 may be used to complete the request, but is not required. All requests must include either:

1. A statement expressing that the tenant is a victim of domestic violence, is requesting a transfer, and reasonably believes that there is a threat of imminent harm from further violence if the tenant were to remain in the same dwelling unit assisted under HP's program; OR
2. A statement that the tenant was a sexual assault victim and that the sexual assault

occurred on the premises during the 90-calendar-day period preceding the tenant's request for an emergency transfer

If a participant seeks the protections granted under VAWA (including, but not limited to an emergency transfer,) HP may, but is not required to, request in writing that the applicant or tenant submit documentation of the occurrence of domestic violence. If the HP requests such documentation, the tenant may submit any one of the following:

1. The HUD-approved certification form (HUD-5382) that was provided along with the Notice of Occupancy Rights Under VAWA
2. A document:
    a. Signed by an employee, agent, or volunteer of a victim service provider, an attorney, or medical professional, or a mental health professional (collectively, "professional") from whom the victim has sought assistance relating to, or the effects of abuse;
    b. Signed by the applicant or tenant; and
    c. That specifies, under penalty of perjury, that the professional believes in the occurrence of the incident of domestic violence that is the ground for protection and remedies under this subpart, and that the incident meets the applicable definition of domestic violence under §5.2003; or
3. A record of a Federal, State, tribal, territorial or local law enforcement agency, court, or administrative agency; or
4. At the discretion of a covered housing provider, a statement or other evidence provided by the applicant or tenant.

It is at the discretion of the tenant or applicant which one of the above forms of documentation to submit.

If HP requests documentation as described above, and the tenant does not provide it within 14 business days after the date that the tenant receives the written request for such documentation, nothing in §5.2005 or §5.2009, which addresses the protections of VAWA, may be construed to limit the authority of the covered housing provider to:

1. Deny admission by the applicant or tenant to the covered housing program;
2. Deny assistance under the covered housing program to the applicant or tenant;
3. Terminate the participation of the tenant in the covered housing program; or
4. Evict the tenant, or a lawful occupant that commits a violation of a lease.

A covered housing provider may, at its discretion, extend the 14-business-day deadline.

If HP receives documentation containing conflicting information (including certification forms from two or more members of a household each claiming to be a victim and naming one or more of the other petitioning household members as the perpetrator), the covered HP may require an applicant or tenant to submit third-party documentation within 30 calendar days of the date of the request for the third-party documentation.

While requesting documentation of the instance of violence is optional for internal and external transfers, HPs are required to retain the following documentation for each CoC program participant who moved to a different Continuum of Care due to imminent threat of domestic violence (ESG program providers must contact CE for moves outside of Marion County or Polk County):

1. Documentation of the original incidence of domestic violence, only if the original violence is not already documented in the program participant's case file. This may be written observation of the housing or service provider; a letter or other documentation from a victim service provider, social worker, legal assistance provider, pastoral counselor, mental health provider, or other professional from whom the victim has sought assistance; medical or dental records; court records or law enforcement records; or written certification by the program participant to whom the violence occurred or by the head of household.
2. Documentation of the reasonable belief of imminent threat of further domestic violence, which would include threats from a third-party, such as a friend or family member of the perpetrator of the violence. This may be written observation by the housing or service provider; a letter or other documentation from a victim service provider, social worker, legal assistance provider, pastoral counselor, mental health provider, or other professional from whom the victim has sought assistance; current restraining order; recent court order or other court records; law enforcement report or records; communication records from the perpetrator of the violence or family members or friends of the perpetrator of the violence, including emails, voicemails, text messages, and social media posts; or a written certification by the program participant to whom the violence occurred or the head of household.

HP and Coordinated Entry must keep a record of all internal and external emergency transfers requested under this emergency transfer plan, and the outcomes of the request, for a period in compliance with CoC and ESG program requirements.

Emergency transfer requests and outcomes of such requests must be reported to HUD, as required.

VII. CONFIDENTIALITY.

HP and Coordinated Entry staff will keep confidential any information that the tenant submits in requesting an emergency transfer, and information about the emergency transfer, unless the tenant gives HP written permission to release the information on a time limited basis, or disclosure of the information is required by law or required for use in an eviction proceeding or hearing regarding termination of assistance from the covered program. This includes keeping confidential the new location of the dwelling unit of the tenant, if one is provided, from the person(s) that committed an act(s) of domestic violence against the tenant. See the Notice of Occupancy Rights under the Violence Against Women Act For All Tenants for more information about HP's responsibility to maintain the confidentiality of information related to incidents of domestic violence.

VIII. EMERGENCY TRANSFER TIMING AND AVAILABILITY.

HP cannot guarantee that a transfer request will be approved or how long it will take to process a transfer request. However, HP and Coordinated Entry staff will act as quickly as possible to move a tenant who is a victim of domestic violence to another unit, subject to availability and safety of a unit. If a tenant reasonably believes a proposed transfer would not be safe, the tenant may request a transfer to a different unit. If a unit is available, the transferred tenant must agree to abide by the terms and conditions that govern occupancy in the unit to which the tenant has been transferred. HP and Coordinated Entry staff may be unable to transfer a tenant to a particular unit if the tenant has not or cannot establish eligibility for that unit.

Site-based housing projects must allow a tenant to make an internal transfer under VAWA when a safe unit is immediately available within the same project. If a safe unit is not immediately available, HP must contact Coordinated Entry to arrange for an external transfer to a safe unit in a different housing project, whether it be with the same HP or a partner agency. HP will contact Coordinated Entry by email within two (2) business days of determining that no units are immediately available. Coordinated Entry will respond to the HP within two (2) business days of the request with an update on unit availability. Coordinated Entry and the HP will check-in at least once per week until an available unit is found.

Tenant-based housing projects must also allow a tenant to make an emergency transfer to a safe unit. If a safe unit is not immediately available for an internal transfer, HP will contact Coordinated Entry to prioritize a tenant for an external transfer into a site-based project. HP will contact Coordinated Entry by email within two (2) business days of determining that no units are immediately available. Coordinated Entry will respond to the HP within two (2) business days of the request with an update on unit availability. Coordinated Entry and the HP will check-in at least once per week until an available unit is found.

Coordinated Entry will prioritize tenants who require an emergency transfer to a safe unit over all other applicants. Nothing may prevent a tenant of a site-based project from seeking both an internal and external transfer concurrently if a safe unit is not immediately available.

CoC-funded tenant-based rental assistance programs may use CoC or ESG program funds to pay amounts owed for participants breaking the lease if the family qualifies for an emergency transfer under this plan. At the tenant's request, HP will also assist tenants in contacting the local organizations offering assistance to victims of domestic violence that are attached to this plan.

IX. SAFETY AND SECURITY OF TENANTS.

Pending processing of the transfer and the actual transfer, if it is approved and occurs, the tenant is urged to take all reasonable precautions to be safe.

Tenants who are or have been victims of domestic violence are encouraged to contact the National Domestic Violence Hotline at 1-800-799-723 for assistance in creating a safety plan. For persons with hearing impairments, the National Domestic Violence Hotline can be accessed by calling 1-800-787-3224 (TTY).

Tenants who have been victims of sexual assault may call the Rape, Abuse & Incest National Network's National Sexual Assault Hotline at 800-656-HOPE, or visit the online hotline at https://ohl.rainn.org/online/.

Tenants who are or have been victims of stalking seeking help may visit the National Center for Victims of Crime's Stalking Resource Center at https://www.victimsofcrime.org/our-programs/stalking-resource-center.

X. ATTACHMENTS.

1. 24 CFR part 5, subpart L
2. Notice of Occupancy Rights Under VAWA (Form HUD-5380)
3. Certification of Domestic Violence, Sexual Assault or Stalking, and Alternate Documentation (Form HUD-5382)
4. Sample lease addendum (Form HUD-91067)
5. Emergency Transfer Request (Form HUD-5383)

Subpart L—Protection for Victims of Domestic Violence, Dating Violence, Sexual Assault, or Stalking

SOURCE: 81 FR 80798, Nov. 16, 2016, unless otherwise noted.

§5.2001 Applicability.

(a) This subpart addresses the protections for victims of domestic violence, dating violence, sexual assault, or stalking who are applying for, or are the beneficiaries of, assistance under a HUD program covered by the Violence Against Women Act (VAWA), as amended (42 U.S.C. 13925 and 42 U.S.C. 14043e *et seq.*) ("covered housing program," as defined in §5.2003). Notwithstanding the title of the statute, protections are not limited to women but cover victims of domestic violence, dating violence, sexual assault, and stalking, regardless of sex, gender identity, or sexual orientation. Consistent with the nondiscrimination and equal opportunity requirements at 24 CFR 5.105(a), victims cannot be discriminated against on the basis of any protected characteristic, including race, color, national origin, religion, sex, familial status, disability, or age. HUD programs must also be operated consistently with HUD's Equal Access Rule at §5.105(a)(2), which requires that HUD-assisted and HUD-insured housing are made available to all otherwise eligible individuals and families regardless of actual or perceived sexual orientation, gender identity, or marital status.

(b)(1) The applicable assistance provided under a covered housing program generally consists of two types of assistance (one or both may be provided): Tenant-based rental assistance, which is rental assistance that is provided to the tenant; and project-based assistance, which is assistance that attaches to the unit in which the tenant resides. For project-based assistance, the assistance may consist of such assistance as operating assistance, development assistance, and mortgage interest rate subsidy.

(2) The regulations in this subpart are supplemented by the specific regulations for the HUD-covered housing programs listed in §5.2003. The program-specific regulations address how certain VAWA requirements are to be implemented and whether they can be implemented (for example, reasonable time to establish eligibility for assistance as provided in §5.2009(b)) for the applicable covered housing program, given the statutory and regulatory framework for the program. When there is conflict between the regulations of this subpart and the program-specific regulations, the program-specific regulations govern. Where assistance is provided under more than one covered housing program and there is a conflict between VAWA protections or remedies under those programs, the individual seeking the VAWA protections or remedies may choose to use the protections or remedies under any or all of those programs, as long as the protections or remedies would be feasible and permissible under each of the program statutes.

§5.2003 Definitions.

The definitions of *PHA, HUD, household,* and *other person under the tenant's control* are defined in subpart A of this part. As used in this subpart L:

Actual and imminent threat refers to a physical danger that is real, would occur within an immediate time frame, and could result in death or serious bodily harm. In determining whether an individual would pose an actual and imminent threat, the factors to be considered include: The duration of the risk, the nature and severity of the potential harm, the likelihood that the potential harm will occur, and the length of time before the potential harm would occur.

Affiliated individual, with respect to an individual, means:

(1) A spouse, parent, brother, sister, or child of that individual, or a person to whom that individual stands in the place of a parent or guardian (for example, the affiliated individual is a person in the care, custody, or control of that individual); or

(2) Any individual, tenant, or lawful occupant living in the household of that individual.

Bifurcate means to divide a lease as a matter of law, subject to the permissibility of such process under the requirements of the applicable HUD-covered program and State or local law, such that certain tenants or lawful occupants can be evicted or removed and the remaining tenants or lawful occupants can continue to reside in the unit under the same lease requirements or as may be revised depending upon the eligibility for continued occupancy of the remaining tenants and lawful occupants.

Covered housing program consists of the following HUD programs:

(1) Section 202 Supportive Housing for the Elderly (12 U.S.C. 1701q), with implementing regulations at 24 CFR part 891.

(2) Section 811 Supportive Housing for Persons with Disabilities (42 U.S.C. 8013), with implementing regulations at 24 CFR part 891.

(3) Housing Opportunities for Persons With AIDS (HOPWA) program (42 U.S.C. 12901 *et seq.*), with implementing regulations at 24 CFR part 574.

(4) HOME Investment Partnerships (HOME) program (42 U.S.C. 12741 *et seq.*), with implementing regulations at 24 CFR part 92.

(5) Homeless programs under title IV of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11360 *et seq.*), including the Emergency Solutions Grants program (with implementing regulations at 24 CFR part 576), the Continuum of Care program (with implementing regulations at 24 CFR part 578), and the Rural Housing Stability Assistance program (with regulations forthcoming).

(6) Multifamily rental housing under section 221(d)(3) of the National Housing Act (12 U.S.C. 17151(d)) with a below-market interest rate (BMIR) pursuant to section 221(d)(5), with implementing regulations at 24 CFR part 221.

(7) Multifamily rental housing under section 236 of the National Housing Act (12 U.S.C. 1715z-1), with implementing regulations at 24 CFR part 236.

(8) HUD programs assisted under the United States Housing Act of 1937 (42 U.S.C. 1437 *et seq.*); specifically, public housing under section 6 of the 1937 Act (42 U.S.C. 1437d) (with regulations at 24 CFR Chapter IX), tenant-based and project-based rental assistance under section 8 of the 1937 Act (42 U.S.C. 1437f) (with regulations at 24 CFR chapters VIII and IX), and the Section 8 Moderate Rehabilitation Single Room Occupancy (with implementing regulations at 24 CFR part 882, subpart H).

(9) The Housing Trust Fund (12 U.S.C. 4568) (with implementing regulations at 24 CFR part 93).

Covered housing provider refers to the individual or entity under a covered housing program that has responsibility for the administration and/or oversight of VAWA protections and includes PHAs, sponsors, owners, mortgagors, managers, State and local governments or agencies thereof, nonprofit or for-profit organizations or entities. The program-specific regulations for the covered housing programs identify the individual or entity that carries out the duties and responsibilities of the covered housing provider as set forth in part 5, subpart L. For any of the covered housing programs, it is possible that there may be more than one covered housing provider; that is, depending upon the VAWA duty or responsibility to be performed by a covered housing provider, the covered housing provider may not always be the same individual or entity.

Dating violence means violence committed by a person:

(1) Who is or has been in a social relationship of a romantic or intimate nature with the victim; and

(2) Where the existence of such a relationship shall be determined based on a consideration of the following factors:

(i) The length of the relationship;

(ii) The type of relationship; and

(iii) The frequency of interaction between the persons involved in the relationship.

Domestic violence includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction. The term “spouse or intimate partner of the victim” includes a person who is or has been in a social relationship of a romantic or intimate nature with the victim, as determined by the length of the relationship, the type of the relationship, and the frequency of interaction between the persons involved in the relationship.

Sexual assault means any nonconsensual sexual act proscribed by Federal, tribal, or State law, including when the victim lacks capacity to consent.

Stalking means engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

(1) Fear for the person's individual safety or the safety of others; or

(2) Suffer substantial emotional distress.

VAWA means the Violence Against Women Act of 1994, as amended (42 U.S.C. 13925 and 42 U.S.C. 14043e *et seq.*).

§5.2005 VAWA protections.

(a) *Notification of occupancy rights under VAWA, and certification form.* (1) A covered housing provider must provide to each of its applicants and to each of its tenants the notice of occupancy rights and the certification form as described in this section:

(i) A "Notice of Occupancy Rights under the Violence Against Women Act," as prescribed and in accordance with directions provided by HUD, that explains the VAWA protections under this subpart, including the right to confidentiality, and any limitations on those protections; and

(ii) A certification form, in a form approved by HUD, to be completed by the victim to document an incident of domestic violence, dating violence, sexual assault or stalking, and that:

(A) States that the applicant or tenant is a victim of domestic violence, dating violence, sexual assault, or stalking;

(B) States that the incident of domestic violence, dating violence, sexual assault, or stalking that is the ground for protection under this subpart meets the applicable definition for such incident under §5.2003; and

(C) Includes the name of the individual who committed the domestic violence, dating violence, sexual assault, or stalking, if the name is known and safe to provide.

(2) The notice required by paragraph (a)(1)(i) of this section and certification form required by paragraph (a)(1)(ii) of this section must be provided to an applicant or tenant no later than at each of the following times:

(i) At the time the applicant is denied assistance or admission under a covered housing program;

(ii) At the time the individual is provided assistance or admission under the covered housing program;

(iii) With any notification of eviction or notification of termination of assistance; and

(iv) During the 12-month period following *December 16, 2016,* either during the annual recertification or lease renewal process, whichever is applicable, or, if there will be no recertification or lease renewal for a tenant during the first year after the rule takes effect, through other means.

(3) The notice required by paragraph (a)(1)(i) of this section and the certification form required by paragraph (a)(1)(ii) of this section must be made available in multiple languages, consistent with guidance issued by HUD in accordance with Executive Order 13166 (Improving Access to Services for Persons with Limited English Proficiency, signed August 11, 2000, and published in the FEDERAL REGISTER on August 16, 2000 (at 65 FR 50121).

(4) For the Housing Choice Voucher program under 24 CFR part 982, the project-based voucher program under 24 CFR part 983, the public housing admission and occupancy requirements under 24 CFR part 960, and renewed funding or leases of the Section 8 project-based program under 24 CFR parts 880, 882, 883, 884, 886, as well as project-based section 8 provided in connection with housing under part 891, the HUD-required lease, lease addendum, or tenancy addendum, as applicable, must include a description of specific protections afforded to the victims of domestic violence, dating violence, sexual assault, or stalking, as provided in this subpart.

(a) *Prohibited basis for denial or termination of assistance or eviction*—(1) *General.* An applicant for assistance or tenant assisted under a covered housing program may not be denied admission to, denied assistance under, terminated from participation in, or evicted from the housing on the basis or as a direct result of the fact that the applicant or tenant is or has been a victim of domestic violence, dating violence, sexual assault, or stalking, if the applicant or tenant otherwise qualifies for admission, assistance, participation, or occupancy.

(2) *Termination on the basis of criminal activity.* A tenant in a covered housing program may not be denied tenancy or occupancy rights solely on the basis of criminal activity directly relating to domestic violence, dating violence, sexual assault, or stalking if:

(i) The criminal activity is engaged in by a member of the household of the tenant or any guest or other person under the control of the tenant, and

(ii) The tenant or an affiliated individual of the tenant is the victim or threatened victim of such domestic violence, dating violence, sexual assault or stalking.

(b) *Construction of lease terms and terms of assistance.* An incident of actual or threatened domestic violence, dating violence, sexual assault, or stalking shall not be construed as:

(1) A serious or repeated violation of a lease executed under a covered housing program by the victim or threatened victim of such incident; or

(2) Good cause for terminating the assistance, tenancy, or occupancy rights under a covered housing program of the victim or threatened victim of such incident.

(c) *Limitations of VAWA protections.* (1) Nothing in this section limits the authority of a covered housing provider, when notified of a court order, to comply with a court order with respect to:

(i) The rights of access or control of property, including civil protection orders issued to protect a victim of domestic violence, dating violence, sexual assault, or stalking; or

(ii) The distribution or possession of property among members of a household.

(2) Nothing in this section limits any available authority of a covered housing provider to evict or terminate assistance to a tenant for any violation not premised on an act of domestic violence, dating violence, sexual assault, or stalking that is in question against the tenant or an affiliated individual of the tenant. However, the covered housing provider must not subject the tenant, who is or has been a victim of domestic violence, dating violence, sexual assault, or stalking, or is affiliated with an individual who is or has been a victim of domestic violence, dating violence, sexual assault or stalking, to a more demanding standard than other tenants in determining whether to evict or terminate assistance.

(3) Nothing in this section limits the authority of a covered housing provider to terminate assistance to or evict a tenant under a covered housing program if the covered housing provider can demonstrate an actual and imminent threat to other tenants or those employed at or providing service to property of the covered housing provider would be present if that tenant or lawful occupant is not evicted or terminated from assistance. In this context, words, gestures, actions, or other indicators will be considered an “actual and imminent threat” if they meet the standards provided in the definition of “actual and imminent threat” in §5.2003.

(2) Any eviction or termination of assistance, as provided in paragraph (d)(3) of this section should be utilized by a covered housing provider only when there are no other actions that could be taken to reduce or eliminate the threat, including, but not limited to, transferring the victim to a different unit, barring the perpetrator from the property, contacting law enforcement to increase police presence or develop other plans to keep the property safe, or seeking other legal remedies to prevent the perpetrator from acting on a threat. Restrictions predicated on public safety cannot be based on stereotypes, but must be tailored to particularized concerns about individual residents.

(a) *Emergency transfer plan.* Each covered housing provider, as identified in the program-specific regulations for the covered housing program, shall adopt an emergency transfer plan, no later than June 14, 2017 based on HUD's model emergency transfer plan, in accordance with the following:

(1) For purposes of this section, the following definitions apply:

(i) *Internal emergency transfer* refers to an emergency relocation of a tenant to another unit where the tenant would not be categorized as a new applicant; that is, the tenant may reside in the new unit without having to undergo an application process.

(ii) *External emergency transfer* refers to an emergency relocation of a tenant to another unit where the tenant would be categorized as a new applicant; that is the tenant must undergo an application process in order to reside in the new unit.

(iii) *Safe unit* refers to a unit that the victim of domestic violence, dating violence, sexual assault, or stalking believes is safe.

(2) The emergency transfer plan must provide that a tenant receiving rental assistance through, or residing in a unit subsidized under, a covered housing program who is a victim of domestic violence, dating violence, sexual assault, or stalking qualifies for an emergency transfer if:

(i) The tenant expressly requests the transfer; and

(ii)(A) The tenant reasonably believes there is a threat of imminent harm from further violence if the tenant remains within the same dwelling unit that the tenant is currently occupying; or

(B) In the case of a tenant who is a victim of sexual assault, either the tenant reasonably believes there is a threat of imminent harm from further violence if the tenant remains within the same dwelling unit that the tenant is currently occupying, or the sexual assault occurred on the premises during the 90-calendar-day period preceding the date of the request for transfer.

(3) The emergency transfer plan must detail the measure of any priority given to tenants who qualify for an emergency transfer under VAWA in relation to other categories of tenants seeking transfers and individuals seeking placement on waiting lists.

(4) The emergency transfer plan must incorporate strict confidentiality measures to ensure that the covered housing provider does not disclose the location of the dwelling unit of the tenant to a person who committed or threatened to commit an act of domestic violence, dating violence, sexual assault, or stalking against the tenant.

(5) The emergency transfer plan must allow a tenant to make an internal emergency transfer under VAWA when a safe unit is immediately available.

(1) The emergency transfer plan must describe policies for assisting a tenant in making an internal emergency transfer under VAWA when a safe unit is not immediately available, and these policies must ensure that requests for internal emergency transfers under VAWA receive, at a minimum, any applicable additional priority that housing providers may already provide to other types of emergency transfer requests.

(2) The emergency transfer plan must describe reasonable efforts the covered housing provider will take to assist a tenant who wishes to make an external emergency transfer when a safe unit is not immediately available. The plan must include policies for assisting a tenant who is seeking an external emergency transfer under VAWA out of the covered housing provider's program or project, and a tenant who is seeking an external emergency transfer under VAWA into the covered housing provider's program or project. These policies may include:

(i) Arrangements, including memoranda of understanding, with other covered housing providers to facilitate moves; and

(ii) Outreach activities to organizations that assist or provide resources to victims of domestic violence, dating violence, sexual assault, or stalking.

(3) Nothing may preclude a tenant from seeking an internal emergency transfer and an external emergency transfer concurrently if a safe unit is not immediately available.

(4) Where applicable, the emergency transfer plan must describe policies for a tenant who has tenant-based rental assistance and who meets the requirements of paragraph (e)(2) of this section to move quickly with that assistance.

(5) The emergency transfer plan may require documentation from a tenant seeking an emergency transfer, provided that:

(i) The tenant's submission of a written request to the covered housing provider, where the tenant certifies that they meet the criteria in paragraph (e)(2)(ii) of this section, shall be sufficient documentation of the requirements in paragraph (e)(2) of this section;

(ii) The covered housing provider may, at its discretion, ask an individual seeking an emergency transfer to document the occurrence of domestic violence, dating violence, sexual assault, or stalking, in accordance with §5.2007, for which the individual is seeking the emergency transfer, if the individual has not already provided documentation of that occurrence; and

(iii) No other documentation is required to qualify the tenant for an emergency transfer.

(6) The covered housing provider must make its emergency transfer plan available upon request and, when feasible, must make its plan publicly available.

(7) The covered housing provider must keep a record of all emergency transfers requested under its emergency transfer plan, and the outcomes of such requests, and retain these records for a period of three years, or for a period of time as specified in program regulations. Requests and outcomes of such requests must be reported to HUD annually.

(8) Nothing in this paragraph (e) may be construed to supersede any eligibility or other occupancy requirements that may apply under a covered housing program.

§5.2007 Documenting the occurrence of domestic violence, dating violence, sexual assault, or stalking.

(a) *Request for documentation.* (1) Under a covered housing program, if an applicant or tenant represents to the covered housing provider that the individual is a victim of domestic violence, dating violence, sexual assault, or stalking entitled to the protections under §5.2005, or remedies under §5.2009, the covered housing provider may request, in writing, that the applicant or tenant submit to the covered housing provider the documentation specified in paragraph (b)(1) of this section.

(2)(i) If an applicant or tenant does not provide the documentation requested under paragraph (a)(1) of this section within 14 business days after the date that the tenant receives a request in writing for such documentation from the covered housing provider, nothing in §5.2005 or §5.2009, which addresses the protections of VAWA, may be construed to limit the authority of the covered housing provider to:

(A) Deny admission by the applicant or tenant to the covered housing program;

(B) Deny assistance under the covered housing program to the applicant or tenant;

(C) Terminate the participation of the tenant in the covered housing program; or

(D) Evict the tenant, or a lawful occupant that commits a violation of a lease.

(ii) A covered housing provider may, at its discretion, extend the 14-business-day deadline under paragraph (a)(2)(i) of this section.

(b) *Permissible documentation and submission requirements.* (1) In response to a written request to the applicant or tenant from the covered housing provider, as provided in paragraph (a) of this section, the applicant or tenant may submit, as documentation of the occurrence of domestic violence, dating violence, sexual assault, or stalking, any one of the following forms of documentation, where it is at the discretion of the tenant or applicant which one of the following forms of documentation to submit:

(i) The certification form described in §5.2005(a)(1)(ii); or

(ii) A document:

(A) Signed by an employee, agent, or volunteer of a victim service provider, an attorney, or medical professional, or a mental health professional (collectively, “professional”) from whom the victim has sought assistance relating to domestic violence, dating violence, sexual assault, or stalking, or the effects of abuse;

(B) Signed by the applicant or tenant; and

(C) That specifies, under penalty of perjury, that the professional believes in the occurrence of the incident of domestic violence, dating violence, sexual assault, or stalking that is the ground for protection and remedies under this subpart, and that the incident meets the applicable definition of domestic violence, dating violence, sexual assault, or stalking under §5.2003; or

(iii) A record of a Federal, State, tribal, territorial or local law enforcement agency, court, or administrative agency; or

(i) At the discretion of a covered housing provider, a statement or other evidence provided by the applicant or tenant.

(2) If a covered housing provider receives documentation under paragraph (b)(1) of this section that contains conflicting information (including certification forms from two or more members of a household each claiming to be a victim and naming one or more of the other petitioning household members as the perpetrator), the covered housing provider may require an applicant or tenant to submit third-party documentation, as described in paragraphs (b)(1)(ii), (b)(1)(iii), or (b)(1)(iv) of this section, within 30 calendar days of the date of the request for the third-party documentation.

(3) Nothing in this paragraph (b) shall be construed to require a covered housing provider to request that an individual submit documentation of the status of the individual as a victim of domestic violence, dating violence, sexual assault, or stalking.

(a) *Confidentiality.* Any information submitted to a covered housing provider under this section, including the fact that an individual is a victim of domestic violence, dating violence, sexual assault, or stalking (confidential information), shall be maintained in strict confidence by the covered housing provider.

(1) The covered housing provider shall not allow any individual administering assistance on behalf of the covered housing provider or any persons within their employ (*e.g.,* contractors) or in the employ of the covered housing provider to have access to confidential information unless explicitly authorized by the covered housing provider for reasons that specifically call for these individuals to have access to this information under applicable Federal, State, or local law.

(2) The covered housing provider shall not enter confidential information described in paragraph (c) of this section into any shared database or disclose such information to any other entity or individual, except to the extent that the disclosure is:

(i) Requested or consented to in writing by the individual in a time-limited release

(ii) Required for use in an eviction proceeding or hearing regarding termination of assistance from the covered program; or

(iii) Otherwise required by applicable law.

(b) A covered housing provider's compliance with the protections of §§5.2005 and 5.2009, based on documentation received under this section shall not be sufficient to constitute evidence of an unreasonable act or omission by the covered housing provider. However, nothing in this paragraph (d) of this section shall be construed to limit the liability of a covered housing provider for failure to comply with §§5.2005 and 5.2009.

§5.2009 Remedies available to victims of domestic violence, dating violence, sexual assault, or stalking.

(a) *Lease bifurcation.* (1) A covered housing provider may in accordance with paragraph (a)(2) of this section, bifurcate a lease, or remove a household member from a lease in order to evict, remove, terminate occupancy rights, or terminate assistance to such member who engages in criminal activity directly relating to domestic violence, dating violence, sexual assault, or stalking against an affiliated individual or other individual:

(i) Without regard to whether the household member is a signatory to the lease; and

(ii) Without evicting, removing, terminating assistance to, or otherwise penalizing a victim of such criminal activity who is also a tenant or lawful occupant.

(2) A lease bifurcation, as provided in paragraph (a)(1) of this section, shall be carried out in accordance with any requirements or procedures as may be prescribed by Federal, State, or local law for termination of assistance or leases and in accordance with any requirements under the relevant covered housing program.

(b) *Reasonable time to establish eligibility for assistance or find alternative housing following bifurcation of a lease*—(1) *Applicability.* The reasonable time to establish eligibility under a covered housing program or find alternative housing is specified in paragraph (b) of this section, or alternatively in the program-specific regulations governing the applicable covered housing program. Some covered housing programs may provide different time frames than are specified in this paragraph (b), and in such cases, the program-specific regulations govern.

(2) *Reasonable time to establish eligibility assistance or find alternative housing.* (i) If a covered housing provider exercises the option to bifurcate a lease as provided in paragraph (a) of this section, and the individual who was evicted or for whom assistance was terminated was the eligible tenant under the covered housing program, the covered housing provider shall provide to any remaining tenant or tenants that were not already eligible a period of 90 calendar days from the date of bifurcation of the lease to:

(A) Establish eligibility for the same covered housing program under which the evicted or terminated tenant was the recipient of assistance at the time of bifurcation of the lease; or

(B) Establish eligibility under another covered housing program; or

(C) Find alternative housing.

(ii) The 90-calendar-day period provided by paragraph (b)(2) of this section will not be available to a remaining household member if the statutory requirements for the covered housing program prohibit it. The 90-day calendar period also will not apply beyond the expiration of a lease, unless this is permitted by program regulations. The 90-calendar-day period is the total period provided to a remaining tenant to establish eligibility under the three options provided in paragraphs (b)(2)(i)(A), (B), and (C) of this section.

(iii) The covered housing provider may extend the 90-calendar-day period in paragraph (b)(2) of this section up to an additional 60 calendar days, unless prohibited from doing so by statutory requirements of the covered program or unless the time period would extend beyond expiration of the lease.

(c) *Efforts to promote housing stability for victims of domestic violence, dating violence, sexual assault, or stalking.* Covered housing providers are encouraged to undertake whatever actions permissible and feasible under their respective programs to assist individuals residing in their units who are victims of domestic violence, dating violence, sexual assault, or stalking to remain in their units or other units under the covered housing program or other covered housing providers, and for the covered housing provider to bear the costs of any transfer, where permissible.

§5.2011 Effect on other laws.

NOTICE OF OCCUPANCY RIGHTS UNDER
THE VIOLENCE AGAINST WOMEN ACT

U.S. Department of Housing and Urban Development
OMB Approval No. 2577-0286
Expires 06/30/2017

[Insert Name of Housing Provider[1]]

Notice of Occupancy Rights under the Violence Against Women Act[2]

To all Tenants and Applicants

The Violence Against Women Act (VAWA) provides protections for victims of domestic violence, dating violence, sexual assault, or stalking. VAWA protections are not only available to women, but are available equally to all individuals regardless of sex, gender identity, or sexual orientation.[3] The U.S. Department of Housing and Urban Development (HUD) is the Federal agency that oversees that **[insert name of program or rental assistance]** is in compliance with VAWA. This notice explains your rights under VAWA. A HUD-approved certification form is attached to this notice. You can fill out this form to show that you are or have been a victim of domestic violence, dating violence, sexual assault, or stalking, and that you wish to use your rights under VAWA.

Protections for Applicants

If you otherwise qualify for assistance under **[insert name of program or rental assistance],** you cannot be denied admission or denied assistance because you are or have been a victim of domestic violence, dating violence, sexual assault, or stalking.

Protections for Tenants

[1] The notice uses HP for housing provider but the housing provider should insert its name where HP is used. HUD's program-specific regulations identify the individual or entity responsible for providing the notice of occupancy rights.

[2] Despite the name of this law, VAWA protection is available regardless of sex, gender identity, or sexual orientation.

[3] Housing providers cannot discriminate on the basis of any protected characteristic, including race, color, national origin, religion, sex, familial status, disability, or age. HUD-assisted and HUD-insured housing must be made available to all otherwise eligible individuals regardless of actual or perceived sexual orientation, gender identity, or marital status.

If you are receiving assistance under **[insert name of program or rental assistance],** you may not be denied assistance, terminated from participation, or be evicted from your rental housing because you are or have been a victim of domestic violence, dating violence, sexual assault, or stalking.

Also, if you or an affiliated individual of yours is or has been the victim of domestic violence, dating violence, sexual assault, or stalking by a member of your household or any guest, you may not be denied rental assistance or occupancy rights under **[insert name of program or rental assistance]** solely on the basis of criminal activity directly relating to that domestic violence, dating violence, sexual assault, or stalking.

Affiliated individual means your spouse, parent, brother, sister, or child, or a person to whom you stand in the place of a parent or guardian (for example, the affiliated individual is in your care, custody, or control); or any individual, tenant, or lawful occupant living in your household.

Removing the Abuser or Perpetrator from the Household

HP may divide (bifurcate) your lease in order to evict the individual or terminate the assistance of the individual who has engaged in criminal activity (the abuser or perpetrator) directly relating to domestic violence, dating violence, sexual assault, or stalking.

If HP chooses to remove the abuser or perpetrator, HP may not take away the rights of eligible tenants to the unit or otherwise punish the remaining tenants. If the evicted abuser or perpetrator was the sole tenant to have established eligibility for assistance under the program, HP must allow the tenant who is or has been a victim and other household members to remain in the unit for a period of time, in order to establish eligibility under the program or under another HUD housing program covered by VAWA, or, find alternative housing.

In removing the abuser or perpetrator from the household, HP must follow Federal, State, and local eviction procedures. In order to divide a lease, HP may, but is not required to, ask you for documentation or certification of the incidences of domestic violence, dating violence, sexual assault, or stalking.

Moving to Another Unit

Upon your request, HP may permit you to move to another unit, subject to the availability of other units, and still keep your assistance. In order to approve a request, HP may ask you to provide documentation that you are requesting to move because of an incidence of domestic violence, dating violence, sexual assault, or stalking. If the request is a request for emergency transfer, the housing provider may ask you to submit a written request or fill out a form where you certify that you meet the criteria for an emergency transfer under VAWA. The criteria are:

(1) You are a victim of domestic violence, dating violence, sexual assault, or stalking. If your housing provider does not already have documentation that you are a victim of domestic violence, dating violence, sexual assault, or stalking, your housing provider may ask you for such documentation, as described in the documentation section below.

(2) You expressly request the emergency transfer. Your housing provider may choose to require that you submit a form, or may accept another written or oral request.

(3) You reasonably believe you are threatened with imminent harm from further violence if you remain in your current unit. This means you have a reason to fear that if you do not receive a transfer you would suffer violence in the very near future.

OR

You are a victim of sexual assault and the assault occurred on the premises during the 90-calendar-day period before you request a transfer. If you are a victim of sexual assault, then in addition to qualifying for an emergency transfer because you reasonably believe you are threatened with imminent harm from further violence if you remain in your unit, you may qualify for an emergency transfer if the sexual assault occurred on the premises of the property from which you are seeking your transfer, and that assault happened within the 90-calendar-day period before you expressly request the transfer.

HP will keep confidential requests for emergency transfers by victims of domestic violence, dating violence, sexual assault, or stalking, and the location of any move by such victims and their families.

HP's emergency transfer plan provides further information on emergency transfers, and HP must make a copy of its emergency transfer plan available to you if you ask to see it.

Documenting You Are or Have Been a Victim of Domestic Violence, Dating Violence, Sexual Assault or Stalking

HP can, but is not required to, ask you to provide documentation to "certify" that you are or have been a victim of domestic violence, dating violence, sexual assault, or stalking. Such request from HP must be in writing, and HP must give you at least 14 business days (Saturdays, Sundays, and Federal holidays do not count) from the day you receive the request to provide the documentation. HP may, but does not have to, extend the deadline for the submission of documentation upon your request.

You can provide one of the following to HP as documentation. It is your choice which of the following to submit if HP asks you to provide documentation that you are or have been a victim of domestic violence, dating violence, sexual assault, or stalking.

- A complete HUD-approved certification form given to you by HP with this notice, that documents an incident of domestic violence, dating violence, sexual assault, or stalking. The form will ask for your name, the date, time, and location of the incident of domestic violence, dating violence, sexual assault, or stalking, and a description of the incident. The certification form provides for including the name of the abuser or perpetrator if the name of the abuser or perpetrator is known and is safe to provide.
- A record of a Federal, State, tribal, territorial, or local law enforcement agency, court, or administrative agency that documents the incident of domestic violence, dating violence, sexual assault, or stalking. Examples of such records include police reports, protective orders, and restraining orders, among others.
- A statement, which you must sign, along with the signature of an employee, agent, or volunteer of a victim service provider, an attorney, a medical professional or a mental health professional (collectively, "professional") from whom you sought assistance in addressing domestic violence, dating violence, sexual assault, or stalking, or the effects of abuse, and with the professional selected by you attesting under penalty of perjury that he or she believes that the incident or incidents of domestic violence, dating violence, sexual assault, or stalking are grounds for protection.
- Any other statement or evidence that HP has agreed to accept.

If you fail or refuse to provide one of these documents within the 14 business days, HP does not have to provide you with the protections contained in this notice.

If HP receives conflicting evidence that an incident of domestic violence, dating violence, sexual assault, or stalking has been committed (such as certification forms from two or more members of a household each claiming to be a victim and naming one or more of the other petitioning household members as the abuser or perpetrator), HP has the right to request that you provide third-party documentation within thirty 30 calendar days in order to resolve the conflict. If you fail or refuse to provide third-party documentation where there is conflicting evidence, HP does not have to provide you with the protections contained in this notice.

Confidentiality

HP must keep confidential any information you provide related to the exercise of your rights under VAWA, including the fact that you are exercising your rights under VAWA.

HP must not allow any individual administering assistance or other services on behalf of HP (for example, employees and contractors) to have access to confidential information unless for reasons that specifically call for these individuals to have access to this information under applicable Federal, State, or local law.

HP must not enter your information into any shared database or disclose your information to any other entity or individual. HP, however, may disclose the information provided if:

- You give written permission to HP to release the information on a time limited basis.
- HP needs to use the information in an eviction or termination proceeding, such as to evict your abuser or perpetrator or terminate your abuser or perpetrator from assistance under this program.
- A law requires HP or your landlord to release the information.

VAWA does not limit HP's duty to honor court orders about access to or control of the property. This includes orders issued to protect a victim and orders dividing property among household members in cases where a family breaks up.

Reasons a Tenant Eligible for Occupancy Rights under VAWA May Be Evicted or Assistance May Be Terminated

You can be evicted and your assistance can be terminated for serious or repeated lease violations that are not related to domestic violence, dating violence, sexual assault, or stalking committed against you. However, HP cannot hold tenants who have been victims of domestic violence, dating violence, sexual assault, or stalking to a more demanding set of rules than it applies to tenants who have not been victims of domestic violence, dating violence, sexual assault, or stalking.

The protections described in this notice might not apply, and you could be evicted and your assistance terminated, if HP can demonstrate that not evicting you or terminating your assistance would present a real physical danger that:

1) Would occur within an immediate time frame, and

2) Could result in death or serious bodily harm to other tenants or those who work on the property.

If HP can demonstrate the above, HP should only terminate your assistance or evict you if there are no other actions that could be taken to reduce or eliminate the threat.

Other Laws

VAWA does not replace any Federal, State, or local law that provides greater protection for victims of domestic violence, dating violence, sexual assault, or stalking. You may be entitled to

additional housing protections for victims of domestic violence, dating violence, sexual assault, or stalking under other Federal laws, as well as under State and local laws.

Non-Compliance with The Requirements of This Notice

You may report a covered housing provider's violations of these rights and seek additional assistance, if needed, by contacting or filing a complaint with **[insert contact information for any intermediary, if applicable]** or **[insert HUD field office]**.

For Additional Information

You may view a copy of HUD's final VAWA rule at **[insert Federal Register link]**.

Additionally, HP must make a copy of HUD's VAWA regulations available to you if you ask to see them.

For questions regarding VAWA, please contact **[insert name of program or rental assistance contact information able to answer questions on VAWA].**

For help regarding an abusive relationship, you may call the National Domestic Violence Hotline at 1-800-799-7233 or, for persons with hearing impairments, 1-800-787-3224 (TTY). You may also contact **[Insert contact information for relevant local organizations]**.

For tenants who are or have been victims of stalking seeking help may visit the National Center for Victims of Crime's Stalking Resource Center at https://www.victimsofcrime.org/our-programs/stalking-resource-center.

For help regarding sexual assault, you may contact **[Insert contact information for relevant organizations]**

Victims of stalking seeking help may contact **[Insert contact information for relevant organizations]**.

Attachment: Certification form HUD-5382 **[form approved for this program to be included]**

CERTIFICATION OF DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT, OR STALKING, AND ALTERNATE DOCUMENTATION

U.S. Department of Housing and Urban Development

OMB Approval No. 2577-0286
Exp. 06/30/2017

Purpose of Form: The Violence Against Women Act ("VAWA") protects applicants, tenants, and program participants in certain HUD programs from being evicted, denied housing assistance, or terminated from housing assistance based on acts of domestic violence, dating violence, sexual assault, or stalking against them. Despite the name of this law, VAWA protection is available to victims of domestic violence, dating violence, sexual assault, and stalking, regardless of sex, gender identity, or sexual orientation.

Use of This Optional Form: If you are seeking VAWA protections from your housing provider, your housing provider may give you a written request that asks you to submit documentation about the incident or incidents of domestic violence, dating violence, sexual assault, or stalking.

In response to this request, you or someone on your behalf may complete this optional form and submit it to your housing provider, or you may submit one of the following types of third-party documentation:

(1) A document signed by you and an employee, agent, or volunteer of a victim service provider, an attorney, or medical professional, or a mental health professional (collectively, "professional") from whom you have sought assistance relating to domestic violence, dating violence, sexual assault, or stalking, or the effects of abuse. The document must specify, under penalty of perjury, that the professional believes the incident or incidents of domestic violence, dating violence, sexual assault, or stalking occurred and meet the definition of "domestic violence," "dating violence," "sexual assault," or "stalking" in HUD's regulations at 24 CFR 5.2003.

(2) A record of a Federal, State, tribal, territorial or local law enforcement agency, court, or administrative agency; or

(3) At the discretion of the housing provider, a statement or other evidence provided by the applicant or tenant.

Submission of Documentation: The time period to submit documentation is 14 business days from the date that you receive a written request from your housing provider asking that you provide documentation of the occurrence of domestic violence, dating violence, sexual assault, or stalking. Your housing provider may, but is not required to, extend the time period to submit the documentation, if you request an extension of the time period. If the requested information is not received within 14 business days of when you received the request for the documentation, or any extension of the date provided by your housing provider, your housing provider does not need to grant you any of the VAWA protections. Distribution or issuance of this form does not serve as a written request for certification.

Confidentiality: All information provided to your housing provider concerning the incident(s) of domestic violence, dating violence, sexual assault, or stalking shall be kept confidential and such details shall not be entered into any shared database. Employees of your housing provider are not to have access to these details unless to grant or deny VAWA protections to you, and such employees may not disclose this information to any other entity or individual, except to the extent that disclosure is: (i) consented to by you in writing in a time-limited release; (ii) required for use in an eviction proceeding or hearing regarding termination of assistance; or (iii) otherwise required by applicable law.

TO BE COMPLETED BY OR ON BEHALF OF THE VICTIM OF DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT, OR STALKING

1. **Date the written request is received by victim:** _____

2. **Name of victim:** _____

3. **Your name (if different from victim's):** _____

4. **Name(s) of other family member(s) listed on the lease:** _____

_____

5. **Residence of victim:** _____

6. **Name of the accused perpetrator (if known and can be safely disclosed):** _____

_____

7. **Relationship of the accused perpetrator to the victim:** _____

8. **Date(s) and times(s) of incident(s) (if known):** _____

_____

10. **Location of incident(s):** _____

In your own words, briefly describe the incident(s):

_____

_____

_____

_____

_____

This is to certify that the information provided on this form is true and correct to the best of my knowledge and recollection, and that the individual named above in Item 2 is or has been a victim of domestic violence, dating violence, sexual assault, or stalking. I acknowledge that submission of false information could jeopardize program eligibility and could be the basis for denial of admission, termination of assistance, or eviction.

Signature _____ Signed on (Date) _____

Public Reporting Burden: The public reporting burden for this collection of information is estimated to average 1 hour per response. This includes the time for collecting, reviewing, and reporting the data. The information provided is to be used by the housing provider to request certification that the applicant or tenant is a victim of domestic violence, dating violence, sexual assault, or stalking. The information is subject to the confidentiality requirements of VAWA. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid Office of Management and Budget control number.

VIOLENCE, DATING VIOLENCE OR STALKING

U.S. Department of Housing and Urban Development
Office of Housing

OMB Approval No. 2502-0204
Exp. 6/30/2017

LEASE ADDENDUM

VIOLENCE AGAINST WOMEN AND JUSTICE DEPARTMENT REAUTHORIZATION ACT OF 2005

TENANT	LANDLORD	UNIT NO. & ADDRESS

This lease addendum adds the following paragraphs to the Lease between the above referenced Tenant and Landlord.

Purpose of the Addendum

The lease for the above referenced unit is being amended to include the provisions of the Violence Against Women and Justice Department Reauthorization Act of 2005 (VAWA).

Conflicts with Other Provisions of the Lease

In case of any conflict between the provisions of this Addendum and other sections of the Lease, the provisions of this Addendum shall prevail.

Term of the Lease Addendum

The effective date of this Lease Addendum is _____. This Lease Addendum shall continue to be in effect until the Lease is terminated.

VAWA Protections

1. The Landlord may not consider incidents of domestic violence, dating violence or stalking as serious or repeated violations of the lease or other "good cause" for termination of assistance, tenancy or occupancy rights of the victim of abuse.
2. The Landlord may not consider criminal activity directly relating to abuse, engaged in by a member of a tenant's household or any guest or other person under the tenant's control, cause for termination of assistance, tenancy, or occupancy rights if the tenant or an immediate member of the tenant's family is the victim or threatened victim of that abuse.
3. The Landlord may request in writing that the victim, or a family member on the victim's behalf, certify that the individual is a victim of abuse and that the Certification of Domestic Violence, Dating Violence or Stalking, Form HUD-91066, or other documentation as noted on the certification form, be completed and submitted within 14 business days, or an agreed upon extension date, to receive protection under the VAWA. Failure to provide the certification or other supporting documentation within the specified timeframe may result in eviction.

_____ _____
Tenant Date

_____ _____
Landlord Date

EMERGENCY TRANSFER REQUEST FOR CERTAIN VICTIMS OF DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT, OR STALKING

U.S. Department of Housing and Urban Development

OMB Approval No. 2577-0286
Exp. 06/30/2017

Purpose of Form: If you are a victim of domestic violence, dating violence, sexual assault, or stalking, and you are seeking an emergency transfer, you may use this form to request an emergency transfer and certify that you meet the requirements of eligibility for an emergency transfer under the Violence Against Women Act (VAWA). Although the statutory name references women, VAWA rights and protections apply to all victims of domestic violence, dating violence, sexual assault or stalking. Using this form does not necessarily mean that you will receive an emergency transfer. See your housing provider's emergency transfer plan for more information about the availability of emergency transfers.

The requirements you must meet are:

(1) You are a victim of domestic violence, dating violence, sexual assault, or stalking. If your housing provider does not already have documentation that you are a victim of domestic violence, dating violence, sexual assault, or stalking, your housing provider may ask you for such documentation. In response, you may submit Form HUD-5382, or any one of the other types of documentation listed on that Form.

(2) You expressly request the emergency transfer. Submission of this form confirms that you have expressly requested a transfer. Your housing provider may choose to require that you submit this form, or may accept another written or oral request. Please see your housing provider's emergency transfer plan for more details.

(3) You reasonably believe you are threatened with imminent harm from further violence if you remain in your current unit. This means you have a reason to fear that if you do not receive a transfer you would suffer violence in the very near future.

OR

You are a victim of sexual assault and the assault occurred on the premises during the 90-calendar-day period before you request a transfer. If you are a victim of sexual assault, then in addition to qualifying for an emergency transfer because you reasonably believe you are threatened with imminent harm from further violence if you remain in your unit, you may qualify for an emergency transfer if the sexual assault occurred on the premises of the property from which you are seeking your transfer, and that assault happened within the 90-calendar-day period before you submit this form or otherwise expressly request the transfer.

Submission of Documentation: If you have third-party documentation that demonstrates why you are eligible for an emergency transfer, you should submit that documentation to your housing provider if it is safe for you to do so. Examples of third party documentation include, but are not limited to: a letter or other documentation from a victim service provider, social worker, legal assistance provider, pastoral counselor, mental health provider, or other professional from whom you have sought assistance; a current restraining order; a recent court order or other court records; a law enforcement report or records; communication records from the perpetrator of the violence or family members or friends of the perpetrator of the violence, including emails, voicemails, text messages, and social media posts.

Confidentiality: All information provided to your housing provider concerning the incident(s) of domestic violence, dating violence, sexual assault, or stalking, and concerning your request for an emergency transfer shall be kept confidential. Such details shall not be entered into any shared database. Employees of your housing provider are not to have access to these details unless to grant or deny VAWA protections or an emergency transfer to you. Such employees may not disclose this information to any other entity or individual, except to the extent that disclosure is: (i) consented to by you in writing in a time-limited release; (ii) required for use in an eviction proceeding or hearing regarding termination of assistance; or (iii) otherwise required by applicable law.

TO BE COMPLETED BY OR ON BEHALF OF THE PERSON REQUESTING A TRANSFER

1. Name of victim requesting an emergency transfer: _____

2. Your name (if different from victim's) _____

3. Name(s) of other family member(s) listed on the lease: _____

_____

4. Name(s) of other family member(s) who would transfer with the victim: _____

_____

5. Address of location from which the victim seeks to transfer: _____

6. Address or phone number for contacting the victim: _____

7. Name of the accused perpetrator (if known and can be safely disclosed): _____

8. Relationship of the accused perpetrator to the victim: _____

9. Date(s), Time(s) and location(s) of incident(s): _____

_____

10. Is the person requesting the transfer a victim of a sexual assault that occurred in the past 90 days on the premises of the property from which the victim is seeking a transfer? If yes, skip question 11. If no, fill out question 11. _____

11. Describe why the victim believes they are threatened with imminent harm from further violence if they remain in their current unit.

_____

_____

12. If voluntarily provided, list any third-party documentation you are providing along with this notice: _____

This is to certify that the information provided on this form is true and correct to the best of my knowledge, and that the individual named above in Item 1 meets the requirement laid out on this form for an emergency transfer. I acknowledge that submission of false information could jeopardize program eligibility and could be the basis for denial of admission, termination of assistance, or eviction.

Signature _____ Signed on (Date) _____

Form HUD-5383
(12/2016)

BEFORE THE BOARD OF DIRECTORS
ORS 190 ENTITY, MID-WILLAMETTE VALLEY HOMELESS ALLIANCE
In the matter of assigning HMIS Lead role for the OR-504 Continuum of Care

RESOLUTION 2023-09
HMIS LEAD DESIGNATION

Resolution authorizing the ORS 190 Entity, Mid-Willamette Valley Homeless Alliance ("ORS 190 Entity") to serve in the role of HMIS Lead for the OR-504 Continuum of Care.

WHEREAS, the ORS 190 Entity serves as the Collaborative Applicant and legal entity for the Mid-Willamette Valley Homeless Alliance, a Continuum of Care designated as OR-504 by the U.S. Department of Housing and Urban Development ("HUD"); and

WHEREAS, HUD requires recipients of CoC Program funding to enter data into a Homeless Management Information System ("HMIS") and report to HUD on identified System Performance Measures that evaluate program and system performance; and

WHEREAS, HUD requires that Continuums of Care designate an entity to serve as the HMIS Lead for the organization, with responsibilities delineated in a governance charter; and

WHEREAS, since February 2020, Oregon Housing & Community Services has served in the role of HMIS Lead on behalf of the OR-504 Continuum of Care; and

WHEREAS, Oregon Housing & Community Services notified the ORS 190 Entity in February 2023 that it can no longer perform that role for the OR-504 Continuum of Care and recommended that the ORS 190 Entity assume the role of HMIS Lead;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of the ORS 190 Entity, Mid-Willamette Valley Homeless Alliance:

THAT effective August 1, 2023, the ORS 190 Entity will be designated as the HMIS Lead for the OR-504 Continuum of Care, also known as the Mid-Willamette Valley Homeless Alliance; and

THAT the Mid-Willamette Valley Homeless Alliance will make corresponding revisions to the CoC Governance Charter.

ADOPTED by the Board of Directors of the ORS 190 Entity, Mid-Willamette Valley Homeless Alliance at Salem, Oregon this 1st day of August 2023.

_____
Jeremy Gordon, President
ORS 190 Entity, Mid-Willamette Valley Homeless Alliance

TRANSITION RE: HMIS LEAD DESIGNATION

When Marion-Polk region's officials applied for Continuum of Care (CoC) status in late 2019, HUD requested, among other things, that the region identify who would serve as the CoC's "HMIS Lead." Hunter Belgard was a relatively new employee at Oregon Housing & Community Services (OHCS) and was beginning to expand that state agency's support of the Homeless Management Information System (HMIS) across Oregon. Mr. Belgard provided a letter which was included with the region's initial HUD application. OHCS has continued to serve in that role at no cost to the Alliance.

Since 2019, OHCS has gradually increased the number of staff assigned to support Oregon CoCs through technical assistance. The Marion-Polk region has not been receiving an enhanced level of support, in terms of imposing workload on OHCS, in conjunction with OHCS serving as our HMIS Lead. However, with new state revenues becoming available through OHCS to expand local HMIS capacity, OHCS finds itself in a conflict situation as it prepares a contract to award capacity expansion funds to the Marion-Polk CoC, all the while serving as that CoC's designated HMIS Lead.

On February 17, Lise Stuart, Assistant Director of Planning and Evaluation, OHCS Housing Stabilization Division, approached Jan Calvin and Janet Carlson with the agency's concerns about the identified conflict and recommended that our CoC designate itself as its own HMIS Lead. She confirmed that the responsibilities listed in our charter are the responsibility of the CoC "to be accomplished," but that does not mean that CoC consultants/staff would be required to solely conduct or perform those tasks. In fact, OHCS will continue to support the Marion-Polk CoC with technical assistance, as they also support other CoCs, which will in reality continue the assistance we have been receiving to date. In addition, the Mid-Willamette Valley Community Action Agency continues to be designated as the region's HMIS Coordination Entity and performs a number of the listed HMIS functions for the region, per the agreement with the Alliance.

OHCS, as the HMIS Lead, has been applying for and receiving $14,696 annually in HUD grant funds that the agency then passes through to the Marion-Polk CoC. For the past two years, these funds have been applied towards Ms. Calvin's contract for coordination of HMIS activities. To continue receiving the funding, Todd Adkins from the HUD Regional Office in Portland recommends transferring the upcoming HUD contract to the CoC.

In conclusion, this transition will require a number of steps over the next five to six months. Once OHCS signs its FY 2022 contract, anticipated to occur in July, then our CoC can go through the process of requesting the contract transfer from HUD. When that process is completed, then the CoC will need to change its HMIS Lead designation in our HUD CoC registration portal. In conjunction with these actions, there will need to be several charter changes that will align the charter language with the change in HMIS Lead designation. We anticipate the entire process can be completed by fall when the next HUD Notice of Funding Opportunity application is released.

OREGON HOUSING and
COMMUNITY SERVICES
725 SUMMER STREET NE, SUITE B | SALEM, OR 97301
503-986-2000 | www.oregon.gov/OHCS

September 17, 2019

Dear Development Council for a new Marion-Polk CoC,

OHCS will accept the designation to be the HMIS Lead for the Marion-Polk CoC.

OHCS agrees to the responsibilities of the lead agency. Including administrative, planning, monitoring, reporting, and systems coordination.

Best regards,

Hunter Belgard,
OHCS HMIS Administrator
503-986-0978

OREGON HOUSING and COMMUNITY SERVICES
725 SUMMER STREET NE, SUITE B | SALEM, OR 97301
503-986-2000 | www.oregon.gov/OHCS

July 21, 2023

To: Todd Adkins, Senior CPD Representative, Portland Office
U.S. Department of Housing and Urban Development

From: Hunter Belgard, HMIS Administrator
Oregon Housing & Community Services (OHCS)

This memo officially confirms that OHCS is relinquishing its role as the HMIS Lead for OR-504 Continuum of Care and recommends that responsibility be assumed by the ORS 190 Entity, Mid-Willamette Valley Homeless Alliance.

OHCS further confirms that the ORS 190 Entity, Mid-Willamette Valley Homeless Alliance is eligible to become the recipient of the CoC program grant currently under contract between OHCS and HUD and meets the capacity criteria in the FY22 CoC NOFO for grant renewal.

ARTICLE IV. OPERATING THE CONTINUUM OF CARE

D. DESIGNATING AND OPERATING A HOMELESS MANAGEMENT INFORMATION SYSTEM

1. **HMIS PURPOSE**. The primary purpose of the CoC's Homeless Management Information System (HMIS) is to aggregate data on homelessness across Marion and Polk counties to accurately describe the region's scope and evaluate the effectiveness of efforts to reduce and end homelessness. The CoC uses HMIS to:
   a. Understand the characteristics and service needs of homeless people;
   b. Analyze how homeless people use services;
   c. Evaluate program effectiveness and outcomes;
   d. Improve access to and delivery of services for people experiencing homelessness; and
   e. Strengthen community planning and resource allocation.

2. **DESIGNATED HMIS ROLES**. Oregon Housing & Community Services (OHCS) is designated as the HMIS Lead Agency/Administrator. WellSky is the vendor that provides the licensed software for the HMIS system. Mid-Willamette Valley Community Action Agency is designated as the CoC region's HMIS Coordination Entity, designated by the HMIS Lead to coordinate data collection and data analysis for the region. The CoC Board oversees the work of the HMIS partners.

3. **HMIS DECISIONMAKING AUTHORITY**. HMIS decisions which affect local CoC operations are made by the HMIS Administrator, in consultation with the HMIS Users Workgroup and HMIS Coordination Entity. HMIS decisions which affect CoCs participating in statewide HMIS implementation will be made by the Oregon Multi-CoC Homeless Management Information System (HMIS) Governance Committee, with representation from each of the four member CoCs. The CoC Board will designate representatives to serve on the Governance Committee. CoC staff will provide a summary of key decisions to the CoC Board at least annually.

2. **HMIS LEAD RESPONSIBILITIES**. Oregon Housing & Community Services, as HMIS Lead, works closely with the CoC and is responsible for maintaining the CoC's HMIS system in compliance with HUD standards. OHCS is responsible for coordinating the following activities:
   a. Providing operation, security, maintenance, system auditing, and technical support of HMIS central hardware, software, and connectivity;
   b. Executing a written HMIS Participation Agreement with each HMIS Participating Agency, which includes the role, obligations, and authority of the HMIS Lead and the agency and requirements to comply with security, privacy, and data quality plans;
   c. Setting up and managing user accounts, access levels, and passwords;
   d. Providing technical and user support for HMIS software, including agency account set-up, system monitoring and testing, problem diagnosis and resolution, and routine software and information maintenance;
   e. Working with Mid-Willamette Valley Community Action Agency, as the CoC region's HMIS Coordination Entity, to provide and coordinate ongoing training and technical support for the system;
   f. Ensuring consistent HMIS participation by CoC and Emergency Shelter Grant (ESG) recipients and subrecipients;
   g. Maintaining and updating a Privacy Plan, Security Plan, and Data Quality Plan;
   h. Working with Mid-Willamette Valley Community Action Agency, as the CoC region's HMIS Coordination Entity, to ensure the accuracy of data, including regularly assessing that all participating agencies are accurately and comprehensively capturing participant entry and exit dates

and providing technical assistance to correct data quality challenges;

i. Coordinating regular end user meetings; i.e., HMIS Users Workgroup and Agency HMIS Administrators meetings, to discuss software updates, data entry, report writing, and system management issues;
j. Serving as point of contact for end user questions and concerns;
k. Assessing compliance with the CoC's HMIS Policies and Procedures Manual;
l. Maintaining contact with the software product developer to ensure consistent and uniform communication among product support personnel and the community;
m. Generating information on the community's homeless and housing situation for community planning, advocacy, and funder reporting requirements;
n. Assisting end users in the creation of custom reports and queries;
o. Providing regular aggregate data reports to participating agencies, CoC staff, and the CoC Board;
p. Reviewing and implementing product upgrades;
q. Completing the Annual Longitudinal System Analysis Report;
r. Conducting regular data quality checks and providing reports to the CoC Board; and
s. Serving as the applicant to HUD for grant funds to be used for HMIS activities for the CoC's geographic area, as approved by the CoC Board.

5. **PROVIDER PARTICIPATION**. Any organization within the CoC geographic region that receives Continuum of Care Program and Emergency Solutions Grant (ESG) funds must participate in HMIS as an HMIS Participating Agency. In addition, the CoC encourages all providers of services to homeless individuals and families within the CoC geographic area, regardless of whether they receive CoC or ESG funds, to become an HMIS Participating Agency and include their data in HMIS.

6. **HMIS MANUAL**. To ensure compliance with HUD requirements, the HMIS Lead, in collaboration with the HMIS Coordination Entity, HMIS Users Workgroup and other stakeholders, is responsible for developing and annually reviewing and updating the CoC's HMIS Policies & Procedures Manual. The manual provides the framework for the ongoing operations of the HMIS system. It includes the CoC's privacy, data quality, and security plans for the HMIS system. At any time, the HMIS Lead, HMIS Coordination Entity, HMIS Users Workgroup, or CoC Collaborative Committee may identify elements of policies or procedures or other HMIS-related plans that need to be revised. Recommendations for revisions are to be submitted to the HMIS Users Workgroup. The HMIS Lead will present the HMIS Policies & Procedures Manual to the CoC Board annually, or more frequently if significant substantive changes are proposed.

Willamette
EDUCATION SERVICE DISTRICT

A Review of the Mid-Willamette Valley Housing Alliance YHDP Proposal Process

the Center
for Education Innovation · Evaluation · Research

Amber Ryerson
Senior Analyst

Ella L. Taylor, Ph.D.
Chief Research Officer

July 25, 2023

Willamette Education Service District | wesd.org | 2611 Pringle Rd SE, Salem, OR 97302

Mid-Willamette Valley Housing Alliance Report

The Mid-Willamette Valley Housing Alliance (MWVHA) sought to do an evaluation of their Youth Homelessness Demonstration Program (YHDP) proposal process. The MWVHA reached out to Willamette Education Service District (WESD) requesting the services of The Center for Education Innovation, Evaluation & Research (CEIER) to do a review of the 2022 YHDP process. MWVHA participated in the YHDP RFP proposal process for the first time in 2022 not realizing the impact the tight timeline would have on everyone who was participating. The Alliance has conducted other RFP proposal processes before under different timelines. This RFP's timeline was very compressed due to the delays in receiving the documents from HUD. The timeline allowed six-weeks for proposers to complete project applications. Adult committee members and consultants had participated in similar processes before having experience with HUD requirement grants in the past.

Data Collection Process

Center staff reached out to individuals who participated in the proposal process to solicit their feedback. Interviews were conducted with individuals from the Backbone Youth and Young Adult Board, individuals from the Appeals and Review and Ranking Committee, MWVHA consultants, and Backbone Staff who work directly with the youth. Applicants who participated in the initial application process were sent a survey to provide feedback and suggestions for improvement of application processes.

Backbone Youth Focus Group

A focus group was planned with the youth during their monthly Board meeting to alleviate any extra meetings being scheduled outside their regularly set time. The focus group was held in person with six questions being asked of the youth. They shared about their experiences with the Backbone program and how it has impacted them personally and their hopes for expanding the program to reach other homeless youth. Youth that participated in the Review and Ranking process were present to share their experience with the process and suggestions for improving

the process moving forward. Youth also shared ideas about how to strengthen relationships between the Backbone Board and Consultants.

Appeals Committee

Interviews were held via Zoom with committee members, where nine questions were asked of each individual. The nine questions included confirmation of participation in the process, their experience with the process, suggestions for improving the process, and next steps on building relationships with Backbone youth. Adult committee members had participated in the appeals processes before and were familiar with HUD grant requirements, so the RFP process wasn't new, but the timeline was. There were a total of four members on the appeals committee. Two of the four committee members participated in one-on-one interviews, two adults. The two youth moved out of the area and did not respond to multiple invitations to be interviewed.

Review and Ranking Committee

Interviews were held via Zoom with committee members, where nine questions were asked of each individual. The nine questions included confirmation of participation in the process, their experience with the process, suggestions for improving the process, and next steps on building relationships with Backbone youth. Both youth and adults were part of the Review & Ranking Committee. Adult committee members had participated in similar processes before, having experience with HUD requirements grants in the past, so the RFP process wasn't new, but the timeline was. The Youth and Young adult members had no previous experience with the HUD proposal guidelines, which made it difficult for them to understand the process. There were a total of six members on the Review & Ranking committees. Five out of the six members participated in the one-on-one interviews, four adult members and one youth. One youth declined to participate after repeated attempts to set up interviews, citing personal reasons. A total of nine questions were asked with interviews taking place one-on-one via Zoom for approximately 30-minutes.

MWVHA Consultant Interviews

Consultant interviews were conducted one-on-one via Zoom with a total of five questions being asked. The questions focused on describing their role during the RFP process, gaining insight on how individuals were invited to participate in the committees, how the process went from their

perspective, suggestions for improving the process, and ways to create a more inclusive environment for Backbone youth. Four interview questions focused on gaining a deeper insight into the YHDP proposal process by identifying what went well, what didn't go well, suggestions for future YHDP proposals, and suggestions for fostering relationships with the Backbone youth.

Applicant Survey

Applicants were asked to provide feedback about the YHDP application process by responding to a survey. The survey consisted of 11 questions that focused on completing the application itself, asking for help, timeliness of notification, feedback about the application, overall satisfaction of the process, and what can be improved for the next round. The survey went out to the 13 applicants that participated in the process. Four out of the 13 responded to the survey; four emails bounced back because individuals were no longer with the organization that participated. Follow up emails went out to the alternate contacts provided in the emails that bounced back, with one of the four alternate contacts responding to the survey.

Data Summary

Backbone Youth Focus Group

Youth highlighted that what they have enjoyed most about taking part in the Backbone program is being able to help others and be a positive change in the community. The expansion of the program has allowed additional outreach to others who are dealing with similar issues of homelessness. Sharing their experiences with others has been helpful while being a sounding board for each other.

Backbone Youth want the MWVHA to know that adults are never going to understand the extent of their personal situations. Adults speak of the youth experiences as "success stories." The youth view this as toxic positivity not allowing them to speak for themselves. Youth want to be treated as adults being able to share their experiences without push back or comments from adults. They would like adults to advocate on their behalf, but would like the opportunity to have a voice in the process.

Youth Suggestions for Next Steps:

1. Be more inclusive of youth and their experiences acknowledging the value of their lived experiences.

2. Get more involved with Backbone meetings by attending them and building relationships with the youth, thereby developing a better understanding of their lived experiences.
3. Be authentic in interactions with the youth without taking a “charity case” approach to their experiences.
4. Clearly outline expectations and communicate in a clear manner so youth can understand what is expected.

Appeals Committee

The Appeals committee met on June 14, 2022 four members were present, two adults and two youth. Mayor Clark explained why the group had come together. An update was provided on the YHDP proposal process and next steps that needed to take place before the July 1, 2022 deadline. Consultants also shared updates from the Review and Ranking process noting that the proposal process had a very short timeline with additional steps for the applicants to go through including interviews and letters of support. The Appeals committee moved forward with reviewing Church at the Park’s (CATP) appeal. CATP filed an appeal citing the following: the funding level was less than requested and inequities in scoring in the area of experience. The committee discussed CATP’s appeal and how to address the issues. Members had to vote on the following:

1. To accept CATP’s appeal
2. Open the R&R process allowing CATP to add additional information that was missing.
3. Affirm the Review and Ranking committees rankings for the applicants and program types, as portrayed by the preliminary prioritized list.
4. Add 46,296 to CATP’s project budget.

The committee voted on the motions and affirmed the R&R’s rankings for the applicants and program types, as portrayed by the preliminary prioritized list, and added $46,296 to CATP’s project budget. Due to time constraints committee members denied CATP’s request to reopen the R&R’s process to allow CATP to add additional information.

Moving forward, the Appeals committee members would like to see the R&R process be more collaborative and inclusive of youth voices. Members expressed that building relationships with youth is imperative to helping them to understand processes and how they work. Adults who work with the youth need to be compassionate listeners and objective thinkers while working to build strong and trusting relationships that help guide youth on to a trajectory of health, safety, and independence.

Appeals Committee Suggestions for Next Steps:

1. Approach the R&R process in a collaborative manner pairing youth with a mentor.
2. Provide a detailed explanation of how to score during the proposal process, geared toward the needs of the Backbone youth.
3. Clearly define processes and procedures to ensure all committee members including youth understand the expectations.
4. Adults who work with youth need to be compassionate listeners and objective thinkers.

Review and Ranking Committee

The Review and Ranking (R&R) Committee met June 3rd, 4th, and 6th to review and score applications submitted for the YHDP proposal. Members shared their experiences from the R&R process, stating that there was little to no preparation. All members received a binder with the materials and an explanation of how the process would work. The adult members had participated in R&R processes before, but this was the first time for the youth; they had several questions about the process, not understanding what they had signed up for. With the tight window looming over the committee, everyone was under a lot of pressure to score the applications quickly. All members were present the first day, but one of the youth was not present the second day.

R&R members emphasized the importance of having an outside facilitator conduct the formal training process where adults and youth are invited together to participate to prepare them for the Review & Ranking process. Parameters around scoring need to be established before the process begins, to ensure there is consistency and understanding on how to score applicants. The training also needs to include the definitions of housing, what certain acronyms

stand for, defining what the services mean, and how to handle scores for questions where the applicant didn't meet the requirements.

According to one committee member, "The two days felt like we were building the ship as we sailed it!" Due to the lack of training, the youth were not properly prepared for the scoring process, which contributed to their confusion. Youth's lived experiences are similar to those outlined in applicant forms, and this created the sense that if nothing is funded or if we don't fund it all or not enough, others will not have a place to live. Preparing youth for the types of proposals they will review will help them not relive their own trauma about homelessness.

The R&R members valued the opportunity to interview the applicants to gain a better understanding of the project. The committee decided to conduct interviews because the applications did not provide enough information to help make a decision. The R&R process ended with the youth frustrated and confused, and with the MWVHA consultants wishing to move forward with decisions on applicants. The process concluded with an email being sent to all members of the R&R committee asking that they send their scores in to prepare for how the funding would be allocated to applicants.

Review and Ranking Committee Suggestions for Next Steps:

1. Consistency in processes and procedures to ensure everyone is on the same page.
2. Before the Review & Ranking process, adults and youth come together to get to know one another and answer any questions reviewers may have.
3. Better communication between Alliance staff and Committee members
4. Align YHDP proposal committee schedules with adult and youth schedules.
5. Alliance staff participate in professional development sessions on understanding the current culture of today's youth.
6. Alliance staff separate themselves from the R&R committee to ensure an authentic seamless process.

MWVHA Staff (Consultants)

Consultants acknowledged that the timeline for the 2022 YHDP RFP process was a tight turn around putting a lot of pressure on everyone involved. Consultants facilitated the meetings to ensure that all rules and guidelines were followed. The youth were confused about the process,

not understanding that there were specific rules they needed to follow. The confusion created lots of tension between the consultants and the youth, which led to “splintering relationships where it didn't need to.” MWVHA staff came in with the lens of knowing the systems pieces of the process while the youth came in with the lived experiences but not understanding the technical aspects of the process.

The R&R committee agreed to conduct interviews of the applicants to get a better understanding of what their programs offered. Interviews were conducted with additional information being collected and included in the scoring process before the final decision was made. Everyone was contacted via email the evening of June 6, 2022 and asked whether or not they agreed with the funding allocations. Four out of the six R&R members approved the funding allocations for Church at the Park (CATP) and Community Action Agency. Two of the six committee members did not agree with the funding decision for CATP and were left with several questions about the way others scored the applications. CATP filed an appeal due to the amount being offered for funding, inequities in the scoring, and the experiential piece of managing grants.

Since the 2022 YHDP proposal process, the consultants have implemented new changes to be more consistent. Most recently MWVHA completed another application review process, with the youth having a mentor to help them understand all aspects of the process. Each youth and mentor was provided a proposal and cover sheet where they reviewed the information and presented it to the entire committee, then everyone scored together. Consultants are continuing to improve the review process to be more inclusive and consistent with how meetings are organized.

MWVHA Consultant Suggestions for Next Steps:

1. Clearly outline roles and responsibilities during committee meetings, addressing questions and concerns before the process begins.
2. Continue with pairing youth with a mentor who is neutral to the process.
3. Work to implement new changes to make the process seamless and a good experience for everyone involved.

Backbone Youth Staff

Two Backbone staff were interviewed about this process. One of the staff has only been working with the youth for a few months, while the other staff member (who worked with the youth since 2019) resigned in November of 2022. Staff shared that the youth experienced several barriers during the process. One of the biggest challenges was the preparation for the YHDP proposal process. Youth were given a large binder to read and review before the R&R process started, and on the day of the first meeting, the process was briefly explained to all R&R members. Both youth and adult reviewers noted that there was little interaction between the two groups, leaving each group feeling uncomfortable.. The youth felt that their questions about the proposal process were disregarded and unheard. The scoring process was rushed, with the youth running out of time to score the applications. One highlight that went well during the meeting was that the youth and adult reviewers agreed that the applicants should be interviewed.

Backbone staff noted that when the scoring and interview process was complete, one of the youth had a question about one of the applicants and the services they offered. The question was not addressed. The youth disagreed with the decisions made about the allocation of funds, but due to the nature of the timeline, they were pressured to agree with the allocations. Backbone Youth staff expressed that the youth voice wasn't heard during the budget allocation process, which caused a loss of trust between the MWVHA consultants and the youth. The conflict was so heated that youth were not permitted to speak at the board meeting after the process. Moving forward, Backbone staff would like to see closer collaboration between the MWVHA Board, MWVHA Consultants, and youth.

Backbone Staff Suggestions for Next Steps:

1. For future proposals, engage Backbone staff to work with youth to allow the youth more time to make decisions and foster agreement.
2. Develop a collaborative process for moving forward honoring the lived experiences of Backbone Youth and Board members to build greater understanding of each other's roles.

3. Arrange more opportunities for MWVHA consultants and Board members to participate in youth meetings to have a better understanding of what they are experiencing.
4. Be intentional in building connections with youth and empowering the youth as decision-makers..

Applicant Survey

A survey went out to the applicants who participated in the workshop, with questions about the clarity of the application process, ease of filling out grant application, user friendliness of application/system, rating the quality of help, timeliness of application status, feedback from MWVHA on why the application was not successful, and overall satisfaction. Applicants were also asked to identify how the process could be improved.

Feedback from Survey

1. Twenty-five percent of applicants found the ***process clear*** while 50% said it was ***somewhat clear***, and 25% found it to be ***not clear at all***.
2. Twenty-five percent of applicants found the application easy to ***complete*** while 50% said it was ***difficult to complete***, and 25% found it to be ***very difficult to complete***.
3. Fifty percent of applicants stated that the application form/system was ***somewhat user friendly*** while 50% stated it ***was not user friendly***.
4. Fifty percent of applicants rated the quality of the assistance as ***helpful***, while 25% found it ***somewhat helpful***, and 25% found it ***not helpful***.
5. Seventy five percent of applicants ***were notified*** in a timely manner about the status of their application while 25% ***were not notified*** in a timely manner.
6. Applicants rated their satisfaction with the overall application process 25% were ***satisfied,*** 50% were ***dissatisfied,*** and 25% were ***extremely dissatisfied***.

Applicant Suggestions for Next Steps

1. Strengthen the communication about the application, eligibility, process, and timeline to increase applicants' ability to be responsive.
2. Be more inclusive of youth and young adult feedback throughout.
3. Present the program design to all the committee members then focus on the details of the E-snaps.

4. Be transparent about the process; it felt very secretive and pre-determined with the same agency receiving most of the funding.

Recommendations

Based on the feedback from Backbone Youth, Consultants, Committee Members, and Backbone Staff.

1. Be inclusive of all committee participants when working through the proposal process, addressing questions and clarifying information.
2. Implement consistent communication protocols so everyone is receiving the same information at the same time.
3. Have a clear and concise timeline for proposal processes, providing materials that are easy to understand.
4. Implement a getting to know you activity before starting proposal processes so members can make a connection with one another.
5. Acknowledge the needs of individuals when situations arise that need to be addressed.
6. Provide youth opportunities to share updates on the needs of Backbone, allowing them to share examples from personal experiences happening in the community.
7. Work to build relationships with youth, with an understanding that they are the experts about their lived experiences.

Conclusion

MWVHA has started a path forward in revising the way proposal processes work by providing a mentor to work with the youth. The most recent proposal process went a lot smoother due to roles and responsibilities being clearly defined with open lines of communication. The 2022 YHDP proposal process opened the eyes of everyone, with the acknowledgement that youth need to be included in every step of the process. Youth can advocate for themselves based on their lived experiences and several individuals acknowledged that during the interview process.

Moving forward the MWVHA is working to implement a more inclusive and supportive approach to work with youth in the Backbone group. Youth have powerful and meaningful

stories to share in relation to homelessness and the challenges and barriers they deal with on a daily basis. At times, adults can be absent-minded, taking the "charity case" approach and speaking on behalf of the youth. Youth can advocate for themselves, because they are the ones living through these experiences, which forces them to grow up quickly. Moving forward it will take time to rebuild trust between the youth and the MWVHA board and consultants.

Appendices

Backbone Youth Focus Group Questions

1. Thinking about your experience with the Backbone Youth Program, what have you enjoyed the most?
2. What have you learned through your participation in the Backbone Program?
3. What do you want the Mid-Willamette Valley Housing Alliance to know about the Backbone Program?
4. For those of you who participated in the proposal process, what do you want the MWVHA Board to know about your experience with the proposal process?
5. What suggestions do you have for improving the relationship between the Board and the Backbone Program?
6. What are your greatest hopes for the Backbone Program?

Appeals Committee Interview Questions

Two committee members were interviewed about their experience with the appeals process, providing feedback about the appeals process. The following questions were asked:

1. I'd like to confirm that your role was to serve on the Appeals committee. Is that correct? And, were you able to serve in that role?

2. I know it's been a while, but can you describe the training you received as a member of the Appeals committee?
3. The Appeals committee had four members – 2 Backbone members (Youth & Young Adults) and 2 older adults. Were all of you present for the Ranking & Review Committee training?
4. Knowing what you now know about the process, is there anything you'd change about the training for the Appeals committee members? If so, what would you change?
5. As you may recall, Church at the Park filed an appeal to the Review & Ranking committee's decision to not fully fund their proposal. There was a lot of discussion about whether the Church at the Park's proposal as submitted fit within the transitional housing category. Backbone participants felt quite strongly about this. What do you recall about this process that you felt went well? What would you have liked to change?
6. The consultants were involved in this process. Do you have anything specific you would like to encourage them to improve or change for the next cycle?
7. As a result of the process, the Backbone representatives expressed frustration with the decision and their participation. As the Mid-Willamette Valley Homeless Alliance looks to future YHDP proposal reviews, rankings and appeals processes, what suggestions do you have for creating a more inclusive environment for the Backbone participants?
8. Is there anything else you'd like to share about improving the proposal review, ranking and appeals process?
9. Is there anything else you'd like to share about fostering stronger relationships with the Backbone youth?

Backbone Youth Staff Interview Questions

1. Can you describe the RFP proposal process the Backbone Youth participated in?
2. What were the barriers in the process?
3. What suggestions do you have for involving Backbone Youth in future RFP processes?
4. Moving forward, how can the connections between the MWVHA Board and the Backbone Youth improve?

Mid-Willamette Valley Housing Alliance Consultant Interview Questions

1. What is the typical timeline for the application process?
2. What was your role during the RFP process?
3. How were committee members invited to participate in the process?
4. Did committee members receive materials ahead of time?
5. Is there any training that guides or prepares committee members for the process?
6. Since the 2022 RFP process, what steps have the consultants taken to foster relationships with the youth?
7. What suggestions do you have for improving the RFP process for the next time?

Review and Ranking Interview Questions

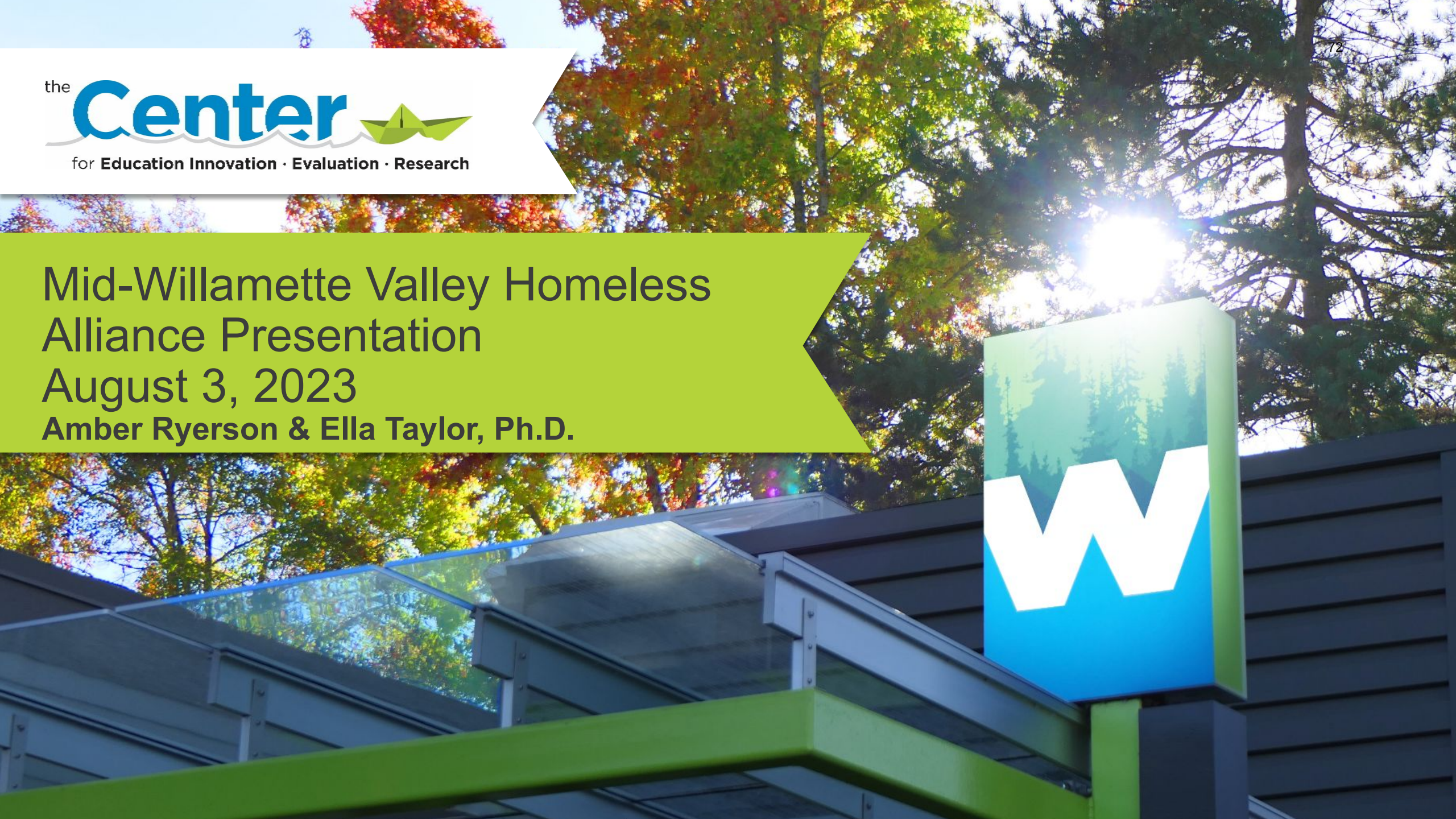
1. I'd like to confirm that your role was to serve on the Review & Ranking committee. Is that correct? And were you able to serve in that role?
2. Four applications were received for the Local Grant Competition. These were Community Action's Transitional Housing to Rapid Rehousing proposal, Community Action's Support Services Only proposal, Community Action's Support Services Only - Coordinated Entry application, and Church at the Park's Transitional Housing to Rapid Rehousing proposal. There was a very tight window between May 31 - June 8 for review of the applications, technical review, interviews, and appeals. I know it's been a while, but can you describe the training you received as a reviewer?
3. The Review & Ranking committee had six members – 3 Backbone members (Youth & Young Adults) and 3 older adults. Were all of you present for the Ranking & Review Committee training?
4. Knowing what you now know about the process, is there anything you'd change about the training for Review & Ranking members? If so, what would you change?
5. A review of the applications was conducted on June 3 and 4 with interviews on June the committee debriefed and was given until 4 p.m. to submit final scores to Ms. Calvin. What do you recall about this process that you felt went well? What would you have liked to change?

6. Do you have anything specific you would like to encourage the consultants to improve or change for the next cycle?
7. As a result of the process, the Backbone representatives expressed frustration with the decision and their participation. As the Mid-Willamette Valley Homeless Alliance looks to future YHDP proposal reviews and rankings, what suggestions do you have for creating a more inclusive environment for the Backbone participants?
8. Is there anything else you'd like to share about improving the proposal review and ranking process?
9. Is there anything else you'd like to share about fostering stronger relationships with the Backbone youth?

the Center for Education Innovation · Evaluation · Research

Mid-Willamette Valley Homeless Alliance Presentation August 3, 2023

Amber Ryerson & Ella Taylor, Ph.D.



A Review of the 2022 Youth Homelessness Development Program (YHDP) Proposal Process

the Center for Education Innovation · Evaluation · Research
Willamette Education Service District

Procedures

- Reviewed notes from MWVHA meetings about the proposal process.
- Watched meeting recording.
- Received contact information from MWVHA Consultants.
- Interviewed 11 individuals from:
  - Appeals Committee
  - Review and Ranking
  - MWVHA Consultants
  - Backbone Staff
- Conducted an in-person focus group with Backbone Youth Board.

Backbone Youth

2022 YHDP Proposal Process

1. Backbone Youth Impact/Experience/Next Steps
2. Appeals Committee
3. Review & Ranking (R&R)
4. MWVHA Consultants
5. Backbone Staff (Those who work closely with youth)
6. Recommendations

Impact of Being a Part of Backbone

1. Opportunity to help other youth who are homeless.
2. Outreach to the community around them to expand the program.
3. It's been nice to connect with other youth who share similar experiences while being a sounding board for one another.

Backbone Youth Experience

- The process was overwhelming and difficult to understand.
- Questions overlooked during the process.
- Adults unable to relate to where youth are coming from.
- Difficulty connecting with other R&R members because the process didn't allow time.
- Timeline was too short.

Backbone Youth Suggestions

1. Be more inclusive of youth and their experiences, acknowledging the value of their lived experiences.
2. Become more involved with Backbone meetings to build trusting relationships with youth.
3. Authentic interactions are important to the youth without approaching their lived experiences as a “charity case”.
4. Clear communication and expectations for youth as they participate in future processes.

Appeals Committee

Appeals Committee Experience

- MWVHA Consultants presented updates about where they were in the YHDP proposal process and next steps for meeting the July 1, 2022 deadline.
- Church at the Park's (CATP) appeal was reviewed and discussed by the committee.
- Committee members voted on the appeals requests that were filed by CATP.
- CATP's request to add additional funds to their budget was approved by the committee.
- The committee denied CATP's request to reopen the R&R process to add information in the area of experience.
- The committee also affirmed the R&R's rankings for applicants and program types.

Appeals Committee Suggestions

1. Approach the R&R process in a collaborative manner pairing youth with a mentor.
2. Provide a detailed explanation of how to score during the proposal process, geared toward the needs of the Backbone youth.
3. Clearly define processes and procedures to ensure all committee members including youth understand the expectations.
4. Adults who work with youth need to be compassionate listeners and objective thinkers.
5. Continue to approach the R&R process in a collaborative manner pairing youth with a mentor.

Review and Ranking Committee

Review & Ranking Experience

- Very little training was provided to prepare for the proposal process.
- Large binders were provided to R&R committee members to review before the committee came together.
- Timeline was very tight with everyone being pressured to make decisions quickly.
- There was a lot of tension between youth and MWVHA Consultants.

R&R Suggestions

1. Be consistent in processes and procedures to ensure everyone is on the same page.
2. Before the R&R process, have adults and youth come together to get to know one another and answer any questions individuals may have.
3. Have clear communication protocols between MWVHA consultants/staff and committee members.
4. Align YHDP proposal committee schedules with adult and youth schedules.
5. MWVHA consultants separate from the R&R Committee to ensure an authentic, seamless process.
6. Encourage MWVHA consultants to increase knowledge about current issues and culture of today's youth.

Mid-Willamette Valley Housing Alliance Consultants

the Center for Education Innovation · Evaluation · Research

Willamette EDUCATION SERVICE DISTRICT

MWVHA Consultant Experience

- Protocols were not followed during the proposal process.
  - Neutral stance not taken.
  - Allocations being determined without acknowledging youth questions.
- The proposal process triggered youth trauma when it came to the allocation of funding.
- Lack of youth understanding about the process created tension between committee members and the MWVHA consultants.

MWVHA Consultant Suggestions

1. Clearly outline roles and responsibilities and answer questions before meeting moves forward.
2. Continue with pairing youth with a mentor who is neutral to the process.
3. Continue to implement new strategies to create a seamless and consistent process that provides a positive experience for everyone involved.

Backbone Staff

Backbone Staff Experience

- Youth didn't understand the process and clarifying questions were not addressed.
- Funding allocation decision was pre-determined based on scoring of applications.
- Lots of tension during meeting with youth not being permitted to speak.
- Relationships between youth and MWVHA consultants were strained during the 2022 YHDP process.

Backbone Staff Suggestions

1. Moving forward future proposal activities need to allow youth more time to make decisions, allowing everyone to be on the same page.
2. Be more inclusive of youth voice, allowing them to be a part of the decision making process.
3. Come together to discuss how to move forward in a more collaborative manner.
4. MWVHA board members are encouraged to participate in Backbone meetings to have a better understanding of what youth are experiencing.
5. Intentionality is important for connecting with youth to build and repair relationships.

Recommendations

Recommendations

1. Acknowledge time constraints within the proposal process and time constraints of individuals participating in the process.
2. Be inclusive of all committee participants when working through the proposal process.
3. Address questions and clarifications before moving forward.
4. Implement consistent communication protocols to ensure everyone is receiving the same information at the same time.
5. Have a clear and concise timeline for proposal processes, providing materials ahead of time.

Recommendations Continued:

6. Allow committee members to connect with one another before moving forward with the meeting.
7. Provide youth opportunities to share updates and needs of the Backbone program during MWVHA activities/meetings.
8. Continue to build relationships with youth, recognizing they are the experts about their personal lived experiences and those of other youth.

Thank you!

the Center for Education Innovation · Evaluation · Research

Willamette EDUCATION SERVICE DISTRICT

Mid-Willamette Valley Homeless Alliance – Work Plan (08.02.23)

2023	Staff	Collaborative Committee	Coordinated Entry	HMIS	Performance & Evaluation	YYA & Backbone	ORS 190 Entity	Alliance Board
Aug	2023 NOFO, EO 23-02, annual Needs Assessment (aka Gaps Analysis)	8/16 – CE training, scope of work for action planning workgroup; annual Needs Assessment	August – no mtg.	8/8 – 2024 HMIS Data Standards	August - No mtg.	YYA 8/11 – Youth Count planning, outreach pouches for schools Backbone – CCP Focus Groups, outreach plans, 2023-24 goals.	ESG-CV budget revisions; review ORS 190 bylaws; ratify LOI for HMIS Support Renewal Grant	Appoint R&R Committee members; approve NOFO scoring tools; approve Appeals Committee appointments; approve MWVHA Emergency Transfer Plan compliant to the Violence Against Women Act.; HMIS Lead designation; YHDP Funding Process Evaluation; EO 23-02/MAC update
Sep	2023 NOFO, EO 23-02, CCP Update, annual Needs Assessment (aka Gaps Analysis), Charter revisions, CAA MOU Review	9/20 – Action planning workgroup; Coordinated Outreach; 2023-24 calendar	9/12 – Quarterly CE Assessment report, BFZ data review, diversity & inclusion plans	9/12 – 2024 HMIS Data Standards	Quarterly SPM report	YYA 9/8 – Youth Count planning, 2023-24 goals Backbone – CCP Focus Groups, YHDP project updates.	Approve NOFO/ Consolidated Plan, Project List, and Planning Grant application	EO 23-02/MAC update; Approve NOFO/ Consolidated Plan; Project List, and Planning Grant application
Oct	Charter revisions; EO 23-02 quarterly Implementation Team meeting; YHDP Quarterly Review; annual Needs Assessment (aka Gaps Analysis)	10/18 – Action planning workgroup report	10/10 – CE Policies & Procedures Manual update	10/10 – Data Quality Review	System improvement strategies	YYA 10/13 – Debrief Youth Count; CCP update Backbone – CCP update	MOU with Oregon Department of Education / McKinney Vento Program	Charter revisions, Outreach Managers update; EO 23-02/MAC update; presentation on annual Needs Assessment (aka Gaps Analysis); approval of Needs Assessment

MWVHA July Budget as of 08/02/2023

MWVHA 2023-24 WORKSHEET	BUDGET 2023-24	July Actual	August Estimated	September Estimated	Difference from Budget
EXPENSES					
PERSONNEL					
ED Full-time position (salary & other)	$ 137,273	$ 3,444.98	$ 11,439.42	$ 11,439.42	$ (7,994.44)
ED Full-time position (retirement, benefits)	$ 41,743	$ 893.06	$ 3,478.58	$ 3,478.58	$ (2,585.52)
CONSULTANTS/CONTRACTED SERVICES					
Contract - Jan Calvin (hours)	$ 129,662	$ 1,745.50	$ 1,745.50	$ 1,745.50	$ -
Contract - Jan Calvin (expenses)	$ 6,000	$ 482.37	$ 15.99	$ 15.99	$ (5,341.74)
YHDP Planning Grant 2 - Jan Calvin	$ 54,358	$ 13,589.50	$ 13,589.50	$ 13,589.50	$ -
Polk County IGA - Gov. EO 23-02	$ 100,000		$ 8,500.00	$ 8,500.00	$ (6,500.00)
Contract - Lisa Trauernicht (hours)	$ -	$ 3,570.00			
Contract - Janet Carlson (hours)	$ -	$ 4,080.00			
Legal Services	$ 15,000	$ 146.00	$ -	$ -	$ 146.00
Communications - Word's Out PR	$ 49,440	$ 4,159.50	$ 4,120.00	$ 4,120.00	$ (32,920.50)
COG Charges for Services	$ 75,252	$ 6,313.25	$ 6,271.00	$ 6,271.00	$ 42.25
MATERIALS & SERVICES					
COG Indirect (2%) (see above)		$ -	$ -	$ -	$ -
Materials & Supplies (includes Zoom, rent, phone)	$ 27,300	$ 745.26	$ 2,275.00	$ 2,275.00	$ (1,529.74)
Legal Notices	$ 3,000	$ 146.00	$ -	$ -	$ 146.00
Audit	$ 14,000	$ -	$ -	$ -	$ 3,000.00
Insurance	$ 12,000	$ -	$ -	$ -	$ 3,000.00
Photocopies	$ 4,800		$ 400.00	$ 400.00	$ (400.00)
Banking fees	$ 7,200		$ 600.00	$ 600.00	$ (600.00)
GRANT PROGRAMS					
DEI - City of Salem	$ 69,700	$ -	$ -	$ -	$ -
YHDP - Backbone Stipends	$ 30,600	$ 625.00	$ 2,550.00	$ 2,550.00	$ (1,925.00)
YHDP - Meeting expenses	$ 5,000	$ 78.99	$ 300.00	$ 300.00	$ (214.01)
Rural Issues - Marion County	$ 75,200	$ 75,200.00	$ -	$ -	$ -
PIT Count	$ 62,400	$ -	$ -	$ -	$ -
Governor's EO grant program (see below)	$ 9,889,518		$ -	$ -	$ (9,889,518.00)
OTHER					
Contingency	$ 167,825	$ -	$ -	$ -	$ (167,825.00)
TOTAL EXPENSES	$ 10,977,271	$ 115,219	$ 55,285	$ 55,285	$ (10,111,020)
TOTAL EXPENSES	***$ 10,977,271***	***$ 115,219***	***$ 55,285***	***$ 55,285***	***$ (10,111,020)***
PROJECTED REVENUE	*$ 11,312,687*	*$ 388,167*	*$ 305,820*	*$ 250,535*	
DIFFERENCE	***$ 335,416.23***	***$ 272,948.03***	***$ 250,535.04***	***$ 195,250.05***	***$ 10,111,019.70***
Budget	*$ 11,174,899*				

MWVHA July Budget as of 08/02/2023 (continued)

	BUDGET 2023-24	July Actual	August Estimated	September Estimated	Difference from Budget
REVENUES					
GENERAL FUND					
Fall 2023 Govt. Contributions	$ 133,800	$ -	$ -	$ -	$ -
Salem Health Grant	$ 5,500	$ 5,500.00	$ -	$ -	$ -
United Way/UGM Contributions	$ 5,500	$ -	$ -	$ -	$ -
PacificSource Contribution	$ 10,000	$ -	$ -	$ -	$ -
PIT Count (carry forward)	$ 2,400	$ -	$ -	$ -	$ (2,400.00)
PIT Count grants and contributions	$ 2,000	$ 2,000.00	$ -	$ -	$ -
One percent - CoC Providers (all others - FY 22)	$ 12,897	$ -	$ -	$ -	$ (2,260.00)
Other Grants	$ 113,191	$ -	$ -	$ -	$ (113,191.00)
Gov. Emergency Order - Admin.	$ 383,147	$ -	$ -	$ -	$ (65,779.55)
Gov. Emergency Order - Projects	$ 9,889,518	$ -	$ -	$ -	$ (9,889,518.00)
FEDERAL FUNDS					
HUD CoC Planning Grant	$ 37,149	$ -	$ -	$ -	$ -
HUD HMIS grant FY 22	$ 14,696	$ -	$ -	$ -	$ -
YHDP Planning Grant #2	$ 89,958	$ -	$ 32,872.00	$ -	$ -
One percent - MWVCAA (carry forward plus FY 22)	$ 34,664	$ -	$ -	$ -	$ (17,331.79)
Other Grants (to be acquired)	*$ 200,000*		$ -	$ -	$ (200,000.00)
Balance forward	*$ 378,267*	*$ 380,667.44*	*$ 272,948.03*	*$ 250,535.04*	*$ 2,633,226.48*
					$ -
TOTAL REVENUE	***$ 11,312,687***	***$ 388,167.44***	***$ 305,820.03***	***$ 250,535.04***	***$ (7,657,253.86)***
Budget	*$ 11,174,899*				

	Total EO 23-02 grant	Advances
	10,410,019.00	$ 830,657.70
Advance total	2,747,088.00	830657.75
Admin portion of advance	137,354.00	
Difference	2,609,734.00	
Local project advances	830,657.70	
Balance to deposit in LGIP account	1,779,076.30	

Mid-Willamette Valley Homeless Alliance

Board of Directors & Executive Committee
2023 Meeting Schedule

Executive Committee meetings are held on Zoom until further notice.

In-person/virtual (hybrid) meetings are held at the
Mid-Willamette Valley Council of Governments
100 High St SE, Suite 200, Salem, Oregon

BOARD OF DIRECTORS MEETINGS **Thursdays, 3:00-5:00 p.m.**	**EXECUTIVE COMMITTEE MEETINGS** **Tuesdays, Noon-1:00 p.m.**
January 12	January 3
February 9 – Joint meeting with Collaborative Committee	January 31
March 9	February 28
April 13	April 4
May 11	May 2
June 8	May 30
July 13	June 27 (one week in advance because of the July 4 holiday)
August 3 (one week in advance because of Mayors conference)	July 25 (one week in advance because of Mayors conference)
September 21 (delayed meeting due to NOFO deadline)	September 14 (delayed meeting due to NOFO deadline)
October 19 (delayed meeting due to League of Oregon Cities conference)	October 3
November 9	October 31
December 14	December 5

For additional information, contact:
Elaine Lozier
503.540.1620
elaine.lozier@mwvhomelessalliance.org

Jan Calvin

615 Taylor St., Ashland, OR 97520 calvin.jan@yahoo.com 503-551-4352

August 1, 2023

ORS 190 Entity, Mid-Willamette Valley Homeless Alliance
c/o Mid-Willamette Valley Council of Governments
100 High Street SE, Suite 200
Salem, Oregon 97301

Attn: Elaine Lozier
CC: Jeremy Gordon, Board President
Janet Carlson
Amber Mathiesen

Subject: Continuum of Care Consulting – July 2023 Invoice

Fund	Description	Fee	Materials	Total
Governor's EO		$ 1,745.50		$ 1,745.50
YHDP #2		$13,589.50		$13,589.50
General Fund	Mileage (412 x .566/mi. x 2 trips, 7/7-14 and 6/26-27)	$ 466.38		$ 466.38
General Fund	Zoom		$ 15.99	$ 15.99
			Total	$15,817.37

Work Area	Actions and Deliverables	July Dates	Hours
Coordination w/ E.D. & other consultants	Emails and Zoom meetings to coordinate agendas and action plans, EO, Board, committees, projects, and E.D. mtg.	7,12,13,18,21,22,23,24	6
Communications	Updating calendar of meetings, website revisions, posting information to website, responding to media inquiries	8,15,21	2
Performance & Evaluation Cmt.	Participating in committee and data meeting, meeting with chair	18	1
Coordinated Entry Cmt.	Agenda planning, work plan implementation, reporting work group, meeting preparations, staffing, and minutes	3,5,11	3
Coordinated Entry System	System development, field pilot, updates and appendices for policies and procedures manual	3,6,13,20	4
Built For Zero	BFZ technical assistance mtg., Strategy Team staffing, data project review	7,12,19,25	6
CBEL, EL HUB, FHI, WESD	Participating in CBEL's Results-based Accountability Committee and CBEL mtgs.	6	2
Street Outreach	Supporting outreach managers' meeting, action plans	25	2
HMIS Users Workgroup	Agenda planning, work plan, meeting preparations, staffing, minutes	3,5,11	3
HMIS	Follow-up with organizations using HMIS. Participating in regional governance committee, bylaws revisions	10,19	3
Collaborative Committee	Agenda planning, coordinating presentations, prep/send agenda packets, staffing, minutes	7,10,12,19,21	7
Health & Safety Subcommittee	Distributing and posting meeting agendas and minutes, consulting with co-chairs and subcommittee on work plan	20,25,31	2

DEI Subcommittee	Communicating with chair	11,19	1
YYA Subcommittee	Agenda planning, workplan implementation, meeting preparations, staffing, and minutes; prepping for board presentation	5,6,10,13,14	8
Board and Exec. Committee	Meeting preparations, materials, workplan, and staffing	5,13	3
Strategic Plan	Prep work for committees to review and revise relevant sections of the Strategic Plan	4	1
EO 23-02	Insurance issues, meetings with providers, Implementation Team meeting, OHCS EO office hours, T.A. meetings, revision of ISP for OEM, HMIS set up, and reports	5,6,7,11,12,13,14,15, 17,18,20,21,24,25,26, 28,31	38
Data	Participating in data meetings, trouble-shooting data issues, responding to data requests, developing data dashboard, data for Gaps Analysis	7,10,14,31	4
HUD Data / Reporting	e-snaps profile update, quarterly grant expenditure report	9,30,31	2
NOFO & RFP	Reviewing HUD NOFO, RFP process, timeline, website, communications, e-snaps, applicant workshop, LOIs	5,6,8,9,12,15,18,19,20, 22,23,24,26,27,31	24
CoC Policies and Standards	Follow-up on VAWA policy and on health/communicable disease protocols	13,18	1
YAB/Backbone	Coordinating staff support for Backbone, preparing materials and scheduling agenda items with Backbone, prepping for board presentation	5.10,12,20	7
YHDP & CCP	Updating CCP Action Plan, meeting with HUD TA and YHDP providers, Backbone engagement, follow-up on fiscal drawdowns that are behind schedule, preparing CCP presentation for the board, YHDP Equity Outcomes, YHDP CQI cohort meetings	6,8.10,11,14,20,24,25	14
Program and provider support	Meetings with AROHT, ARCHES, Sheltering Silverton, and other providers	13,17,21,24	2
ESG-CV2s	Expenditure tracking and follow-up on OHCS funding request	8,9,15,20,24,25,27,28	10
Community Action Agency Agreement	Monitoring implementation of scope of work, communicating about potential revisions to the agreement	28,31	1
HUD Regional	Regional CoC leadership mtg., prep HMIS contract transfer	20,27	2
		Month Total	159
		Contracted	153

Janet Carlson, Ph.D.
Consultant

11060 W. Hickory Drive * Boise, Idaho 83713 * 503.569.0376

July 31, 2023

ORS 190 Entity, Mid-Willamette Valley Homeless Alliance
c/o Mid-Willamette Valley Council of Governments
100 High Street SE, Suite 200
Salem, Oregon 97301
Attention: Elaine Lozier, Executive Director

Subject: Continuum of Care Transition Consulting

INVOICE
HB 5019 C of C - 48 hours @ $85/hour
(See attached detail.)

TOTAL **$ 4,080.00**

Date	Hours	Activity
3-Jul	3.25	Exchange emails about platforms for finance and reporting; update budget report; review Executive Committee minutes and board meeting packet; assist with documents for meeting packet; respond to emails re OHCS grant.
4-Jul	1.00	Organize folders in preparation for OneDrive download
5-Jul	1.00	Download folders to OneDrive; review NOFO; exchange emails
6-Jul	3.00	Meeting with Elaine and Jan re NOFO; update board roster; exchange emails and provide information re board meeting packet
7-Jul	4.00	Create new 23-24 tracking spreadsheets
10-Jul	1.75	Meet with Elaine re finances; exchange emails; revise insurance letter and amendment to subcontracts
11-Jul	1.75	Compose email to legal counsel re EO subcontract and amendment re insurance; exchange emails with Amber Mathiesen re charges to EO grant; review agenda packet; forward invoices, update spreadsheets
12-Jul	2.50	Participate in communications team meeting; work on board packet items; revise subcontract amendment; phone call with Jan Calvin
13-Jul	3.00	Respond to questions re NOFO process document; participate in board meeting; prepare follow up list email
14-Jul	2.50	Send email to Wells Fargo re transferring CEO responsibility to Elaine; work with Wells Fargo staff via phone to make changes in the bank portal; prepare and send list of August board and exec committee items; prepare email with requested EO advances for Elaine
15-Jul	0.50	Prepare charter changes for HMIS lead change
16-Jul	1.00	Respond to communications emails; update audit preparation documents
17-Jul	1.75	Prepare email with steps for processing stipends; prepare task lists; respond to emails re financial tracking; other misc. emails

18-Jul	2.75	Research Statesman Journal invoices; exchange emails re Emergency Transfer Plan, Youth Action Board, emergency funding; prepare list of resolutions and transmit resolutions from 2020-2023
19-Jul	1.75	Prepare HMIS lead resolution and background materials; respond to CATP lost check and R&R Committee email model; review press release; respond to emails re NOFO and questions about billings
20-Jul	0.25	Phone call with Jan re EO fiscal year issues; send grant worksheet to Jan
21-Jul	5.00	Work with Elaine on site; review financial spreadsheets, invoices, tech platform issues, August agenda, Wells Fargo CEO authority
22-Jul	1.50	Review and edit RFP; send PowerPoint presentations, PIT Count grant application, and other background information re WHC grant
25-Jul	2.00	Send Performance & Evaluation Committee notice of meeting cancellation and R&R process information; respond to questions from Elaine via email; participate in Executive Committee meeting
26-Jul	2.00	Participate in finance meeting with Polk County, Elaine, Amber, Jan; update spreadsheets
27-Jul	0.50	Prepare E-Loccs letter; respond to emails
28-Jul	0.25	Respond to problem solving emails re NOFO
29-Jul	4.50	Review General Ledger report and reconcile with spreadsheets; prepare document with DV NOFO questions
31-Jul	0.50	Respond to emails re audit and YHDP planning grant extension
TOTAL	48.00	

LisaMostly Consulting, LLC - Invoice for Services, July 2023		
Date	**Hours**	**Task**
07.05.23	0.5	Work on gaps analysis
07.10.23	1	Collaborative Committee agenda planning committee meeting
07.12.23	5	Work on gaps analysis
07.13.23	1	Work on gaps analysis
07.14.23	9	Work on gaps analysis
07.15.23	4.5	Work on gaps analysis
07.16.23	15	Work on gaps analysis
07.19.23	4.5	Writing RFP
07.20.23	7	Writing RFP
07.21.23	5.5	Writing RFP
07.23.23	1.5	Writing RFP
07.24.23	2	Writing RFP
Total Hours	56.5	
Amount Due: 56.5 hr x $85/hr = $4,802.50		

Contracted Amount	$ 9,945.00	
June invoice - 18.5hr x $85/hr	$ 1,572.50	
July invoice - 56.5hr x $85/hr	$ 4,802.50	
Amount remaining in contract	**$ 3,570.00**	**42 hrs**

Lisa Trauernicht, Owner
LisaMostly Consulting, LLC
Ph: 503.480.5380