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

Thursday, March 14, 2024
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 connection.

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

B. (3:05) ALLIANCE BOARD CONSENT AGENDA ..... **Chair Gordon**
Action: Items include approval of: (1) agenda; (2) 02/8/2024 joint board meeting minutes *(pages 3-12)*; (3) accept the resignation of Andrea Soemadi (Easterseals) from the Coordinated Entry Committee; (4) accept Backbone's recommendation to remove Rory L. and Aiden S; and (5) appoint Wyatt Sloan (Easterseals) to the Coordinated Entry Committee. Any consent item may be considered as a separate action item at the request of any board member. ***Staff recommendation:*** *Approve the consent agenda.*

C. (3:10) ORS 190 ENTITY BOARD CONSENT AGENDA ..... **Chair Gordon**
Action: Items include approval of: (1) contract amendment with HUD to assume role of HMIS Lead Entity *(pages 13-15)*. Any consent item may be considered as a separate action item at the request of any board member. ***Staff recommendation:*** *Approve the consent agenda.*

D. (3:15) PUBLIC COMMENT ..... **Chair Gordon**
Opportunity for members of the public to share their thoughts with the Alliance and ORS 190 Entity boards of directors. Comments are limited to 3 minutes per person.

E. (3:25) COORDINATED ENTRY UPDATES ..... **Lozier/Martin/Beers**
Update: Lozier and technical assistance staff will provide updates on the status of Coordinated Entry system changes.

F. (3:50) GOVERNOR'S EMERGENCY DECLARATION/MULTI AGENCY COORDINATION (MAC) GROUP UPDATES ..... **Chair Gordon**
Update: Standing agenda item to discuss recent information about the Governor's initiative. Materials can be found on *pages 16-91*. Updates will include information on Church at the Park's Polk County shelter project, Long-Term Rental Assistance (LTRA) and Rapid Rehousing.
Action: Consider approval of Church at the Park's proposal EO project adjustments.
Action: Approve LTRA System Administrator selection timeline, process, and scoring tools.
Action: Approve the Special Purpose Appropriation (SPA) Regional Planning Report.
ORS-190 Action: Ratify contract with Oregon Housing and Community Services for Long-Term Rental Assistance.

G. (4:15) COLLABORATIVE COMMITTEE CO-CHAIR APPOINTMENT.....Chair Gordon
Action: Accept the Collaborative Committee's recommendation to appoint Christine Sommar and Sarah White as co-chairs of the Collaborative Committee. ***Staff recommendation:*** *Appoint co-chairs.*

H. (4:25) STRATEGIC PLANNING.....Dickinson
Discussion: Dickinson will lead a discussion on strategic planning topics including the role of the Collaborative Committee.

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 Gordon

Supplemental information
- Alliance Workplan (page 92)
- Budget Report (pages 93-96)
- 2024 Board and Executive Meeting Schedule (page 97)
- Contractor timesheets and invoices (pages 98-99)

Zoom Link: https://us02web.zoom.us/j/85158591210?pwd=UFQ2UXdqREZrNTZSeTM1U2xKeG 5YUT09

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 503.540.6200 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 February 8, 2024

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: Chris Hoy, City of Salem
Alvin Klausen for Commissioner Danielle Bethell, Marion County
Mayor Cathy Clark, City of Keizer
Councilor Shannon Corr, City of Independence
Leilani Slama, Chief Communications and Community Relations Officer, Salem Health
Rhonda Wolf, CEO, United Way of the Mid-Willamette Valley
Christy Perry, former Superintendent representing the Salem-Keizer School District
Dan Clem, Executive Director, Union Gospel Mission
Amber Brady, Subject Matter Expert, for David Zepeda, Subject Matter Expert
Renee Pfeffer, Navigator, Law Enforcement Assisted Diversion (LEAD)
Josie Silverman-Mendez, Deputy Director, Willamette Health Council
Nicole Utz, Housing Administrator, Salem Housing Authority
Ian Dixon-McDonald, Vice President of Programs, Marion Polk Food Share; Co-Chair, CoC Collaborative Committee
Jimmy Jones, Mid-Willamette Valley Community Action Agency (MWVCAA)
Eric Enderle, Veteran Services Officer, Polk County Veteran Services

MEMBERS ABSENT
Councilor Christopher Lopez, City of Monmouth
Commissioner Danielle Bethell, Marion County
David Zepeda, Subject Matter Expert
Tribal Councilwoman Lisa Leno, Confederated Tribes of Grand Ronde
Zaira Flores Marin, PacificSource Community Solutions
Adam Mennig, Director, Academic Development, Chemeketa Community College; Co-Chair, CoC Collaborative Committee
Jason Icenbice, Executive Director, Marion County Housing Authority (MCHA)
Christian Edelblute, Executive Director, West Valley Housing Authority

ORS 190 ENTITY BOARD
MEMBERS PRESENT
PRESIDENT: Commissioner Jeremy Gordon, Polk County
VICE PRESIDENT: Mayor Chris Hoy, City of Salem
Alvin Klausen for Commissioner Danielle Bethell, Marion County

Mayor Cathy Clark, City of Keizer
Councilor Shannon Corr, City of Independence
Christy Perry, former Superintendent representing the Salem-Keizer School District

MEMBERS ABSENT
Tribal Councilwoman Lisa Leno, Confederated Tribes of Grand Ronde
Councilor Christopher Lopez, City of Monmouth
Commissioner Danielle Bethell, Marion County

STAFF AND GUESTS PRESENT
Tricia Frizzell, Salem Health
Jan Calvin, MWVHA Consultant
Linda Hansen, Mid-Willamette Valley Council of Governments (MWVCOG) Admin Support Coordinator
Elaine Lozier, MWVHA Executive Director
Christine Sommer, MCHA
Dominique Graves, Backbone President
Michael Livingston, Performance and Evaluation Committee
Joy Dickinson, Dickinson Consultants
Cheryl Davis, Dickinson Consultants
Elliott Lapinel, Performance and Evaluation Committee
Councilor Virginia Stapleton, City of Salem
Councilor Julie Hoy, City of Salem
Judy Smith, Home Share OR
Ashley Hamilton, MWVCAA

WELCOME
Chair Gordon called the joint meeting to order at 3:01 p.m. The presence of a quorum for the MWVHA and ORS 190 Board was noted.

CONSENT AGENDA
Chair Gordon mentioned that a letter of support for Easterseals would be voted on after the Consent Agenda and stated that he had received a request to pull item #5 regarding the Youth Homelessness Systems Improvement Grant for a bit more information. He then requested a motion to approve the changes to the Consent Agenda.
MOTION: By Mayor Clark, **SECONDED** by Mayor Hoy, to **APPROVE THE CHANGES TO THE CONSENT AGENDA, AS PRESENTED.**
Discussion: None.
Motion carried.
IN FAVOR: Gordon, Hoy, Clausen, Clark, Corr, Slama, Wolf, Perry, Clem, Brady, Pfeffer, Silverman-Mendez.
OPPOSED: None. **ABSTAINED:** None.

MOTION: By Perry, **SECONDED** by Mayor Clark, to **APPROVE THE CONSENT AGENDA, AS MODIFIED.**
(1) agenda
(2) 01-11-2024 joint board meeting minutes
(3) accept the resignation of Tawny Zellner (Easterseals) from the HMIS Users Workgroup
(4) Appoint Wyatt Sloan (Easterseals) to the HMIS Users Workgroup
(6) approve letter to HUD regarding YHDP challenges
Discussion: None.
Motion carried.
IN FAVOR: Gordon, Hoy, Clausen, Clark, Corr, Slama, Wolf, Perry, Clem, Brady, Pfeffer, Silverman-Mendez.
OPPOSED: None. **ABSTAINED:** None.
The Easterseals letter of support was displayed and it was commented that they do good work for veterans.
MOTION: By Mayor Joy, **SECONDED** by Councilor Corr, to **APPROVE THE EASTER SEALS LETTER OF SUPPORT, AS PRESENTED.**
Discussion: None.
Motion carried.
IN FAVOR: Gordon, Hoy, Clausen, Clark, Corr, Slama, Wolf, Perry, Clem, Brady, Pfeffer, Silverman-Mendez.
OPPOSED: None. **ABSTAINED:** None.

Lozier shared a PowerPoint with information about the YHSI grant including its purpose, background and opportunities. She stated that she is seeking approval for key concepts, which were developed through the design team.
MOTION: By Perry, **SECONDED** by Clem, to **APPROVE THE KEY CONCEPTS OF THE YHSI GRANT.**
Discussion: None.
Motion carried.
IN FAVOR: Gordon, Hoy, Clausen, Clark, Corr, Slama, Wolf, Perry, Clem, Brady, Pfeffer, Silverman-Mendez.
OPPOSED: None. **ABSTAINED:** None.

ORS 190 ENTITY CONSENT AGENDA
Chair Gordon requested a motion to approve the ORS 190 Entity Consent Agenda.
MOTION: By Mayor Hoy, **SECONDED** by Perry, to **APPROVE THE ORS 190 ENTITY CONSENT AGENDA, AS PRESENTED.**
(1) contract with Carla Munns to support Backbone, the CoC's Youth Action Board
Discussion: None.
Motion carried.
IN FAVOR: Gordon, Hoy, Klausen, Clark, Corr, Perry. **OPPOSED:** None. **ABSTAINED:** None.

PUBLIC COMMENT
Michael Livingston, Performance and Evaluation Committee (P&E) Member and Chair of the CAN-DO Neighborhood Association spoke to the group about focusing on the HUD goals. He feels that

there are deficiencies in the HMIS reporting metrics because the UGM Men's shelter beds aren't part of HMIS, the P&E Committee doesn't receive the information that it needs and would like homeless services to be looked at in a new way.

Amber Brady, Subject Matter Expert, shared the discouragement that displacement brings. She said that less offensive labels are imperative. Chronic displacement is hard and the requirements to overcome the barriers to rent are discouraging and exhausting. This is especially difficult without support, as programs often look back at someone's history, rather than where a person is currently. Collaboration from all is important.

GOVERNOR'S EMERGENCY DECLARATION AND MULTI AGENCY COORDINATION (MAC) GROUP UPDATES

Lozier made three recommendations for the ORS 190 Entity Action to consider:

1. Approval of contract amounts.
2. Approval that contracts be executed according to template.
3. Approval of the draft contract for Long-Term Rental Assistance with Oregon Housing and Community Services (OHCS).

Chair Gordon expressed a potential conflict of interest, as did Wolf. Vice-Chair Hoy led the conversation. In a prepared statement, Marion County expressed support but also voiced concerns regarding the need to establish performance metrics.

MOTION: By Mayor Clark, **SECONDED** by Councilor Stapleton, to **APPROVE THE PROPOSED CONTRACT AMOUNTS AND THAT CONTRACTS BE EXECUTED ACCORDING TO THE TEMPLATE WITH CHURCH AT THE PARK, CENTER FOR HOPE AND SAFETY, MID-WILLAMETTE VALLEY COMMUNITY ACTION AGENCY, POLK COUNTY FAMILY AND COMMUNITY OUTREACH, SHELTERING SILVERTON AND UNITED WAY.**

Discussion: None.

Motion carried.

IN FAVOR: Hoy, Klausen, Clark, Corr, Perry.

OPPOSED: None. **ABSTAINED:** Commissioner Gordon, Hoy.

Jimmy Jones provided comments on the process stating late receival of the proposed contract amounts and no opportunity to review and appeal. Lozier stated that this was a difficult decision as there was not enough funding to meet all needs. Preliminary funding amounts were sent out early. Chair Gordon asked if the ORS 190 could ask for more funds. Lozier stated that the state did not have extra funds but rather asked what could be cut.

Vice-Chair Hoy returned the gavel to Chair Gordon. Lozier shared information about the Long-Term Rental Assistance funds intended to sustain those rehoused during the Emergency Order. OHCS requested the contracts be finalized the next week. The contract presented to the Board is a draft, as the final is with the Department of Justice. Providers need an opportunity for feedback. Lozier asked if anyone would be negatively impacted by a delay in approval and Calvin stated that there are other funds to help clients for the next few months. The Long-Term Rental Assistance team of local experts will begin meeting shortly. The decision was made to postpone the ORS 190 motion and approval.

STRATEGIC PLANNING

Joy Dickinson from Dickinson Consulting was introduced. She requested that everyone introduce themselves and share what inspires and challenges them about the Alliance's mission statement. She presented an overview of the strategic planning process.

JURISDICTIONAL/ORGANIZATION UPDATES

Chair Gordon mentioned that Councilor Corr will be stepping down from her seat on the Alliance and ORS 190 Entity boards. She has been a good friend and ally in Polk County.

Utz shared that Sequoia Crossing will have the first six people moving in and that it is fully staffed.

Mayor Clark reported that the Keizer Miracle of Lights provided Marion & Polk Food Share with donations to cover 140,000 meals.

OTHER BUSINESS

None

Zoom chat conversation from February 8 meeting.

Elaine Lozier

26:40

EL

Renee, Shannon, are you able to hear me?

Renee MCSO LEAD Program

27:16

RM

yes i did but now you seem to be muted

Alvin (Marion)

01:09:23

A(

I am here on behalf of Commissioner Bethell

Elaine Lozier

01:11:52

EL

AJ, can you send that statement to me please?

👍 1

Alvin (Marion)

01:12:11

A(

On here? Or by email?

Elaine Lozier

01:12:25

EL

Email please. Thank you!

👍 1

Domonique Daniel

01:32:29

DD

Apologies for my early departure, I have some family things to take care of. Thank you for having me!

1 Reply

Joy Dickinson

01:42:14

JD

https://drive.google.com/file/d/1Ow4MD-9Zp7IoM4OyfzgQ52wg04gHC3p4/view?usp=sharing

Amber / Uniting Efforts

01:53:42

A/

I'm glad I spoke up earlier because we do have to go… our apologies I hope the voting is finished! Thank you Joy glad to have u!

Judy Smith

02:19:43

JS

I must leave now. Thanks everyone

ADJOURNMENT

Hearing no further business, Chair Gordon adjourned the meeting at 5:01 p.m.

_____ _____

Jeremy Gordon, MWVHA Chair & ORS 190 Entity President Date

Attested:

_____ _____

Elaine Lozier, MWVHA Executive Director Date

MICHAEL LIVINGSTON – 2/8/24 Comments to the Alliance Board

It is encouraging that Elaine and the Board have decided to develop a new strategic plan for the Alliance. The essential first step of that undertaking is a thorough and honest assessment of what's really going on with the entities that make up the CoC. Because the Alliance's Charter states that our CoC "*is organized to carry out the purposes of the * * * (HUD) Continuum of Care program*," that assessment should be focused at the outset on the three core elements of the HUD CoC Program Model.

The FIRST of those core elements is HMIS – the HOMELESS MANAGEMENT INFORMATION SYSTEM, which is a local information technology system that collects client-level data (age, disability, etc) and tracks the progress, or lack of progress, of homeless individuals involved with homeless services programs in the CoC. HUD's System Performance Measures are based on trends in that aggregate data. And, the aggregate data also can be used to provide even more targeted reports – *e.g.*, (a) the number of new individuals who entered the CoC's homeless programs last month, (b) how many of those are chronically homeless, (c) how many homeless individuals were placed in transitional or permanent housing last month, and (d) how many of those were chronically homeless.

The Board *could* be getting those reports now, but it isn't, because of profound deficiencies in our HMIS system, which include the following:

> UGM's Men's Mission has 200+ shelter beds and, for the last four years, that program has obdurately refused to participate in HMIS, and UGM's Executive Director is an Alliance Board member.
>
> The Alliance's Performance & Evaluation Committee is required by the Charter to: (a) review and monitor our region's CoC-funded and ESG-funded projects and (b) review and assess the overall performance of

our homeless services delivery system and make recommendations for system improvement to the Board. The P&E Committee has struggled for 4 years – *i.e.*, since it was first established – to get the data and reports we need to do that work, and those struggles have been exacerbated by the lack of support from and frequent resistance by the Alliance's own consultants. At the P&E Committee's meeting on Tuesday of this week, we adopted a recommendation, which if carried out, will finally resolve that problem and enable us to do our work. We expect the assistance of Elaine and the Board in that effort.

Users see HMIS as a clunky burden & they do not understand it or see the benefits of it**.** That's primarily the result of both poor training and the absence of and lack of experience with the valuable focused reporting that can be derived from HMIS, but isn't being done.

The SECOND of the core elements of the HUD model is COORDINATED ENTRY AND ASSESSMENT – That's a system that uses a comprehensive, standardized assessment tool to prioritize the homeless individuals who are most in need of assistance and then, based on the assessment results, refers them in a timely manner from a "central waiting list" – or housing priority list – for housing and other services. In other words, the most vulnerable move to the head of the line.

Currently, the Alliance's coordinated entry system is dysfunctional because of increasing inefficiencies in the assessment and referral process and the fact that the housing priority list has become unwieldy. Last spring, Community Action's Data System Administrator discovered that the two individuals responsible for administering the coordinated entry program had arbitrarily and in violation of Alliance policy "exited" – *i.e.,* removed – hundreds of CE clients from the priority list for housing, apparently in a short-sighted effort to make the list manageable. Although Alliance staff were made aware of these errors when they were

discovered, there has yet been *no* meaningful inquiry identifying the system failures that resulted in those actions.

The THIRD of the core elements of the HUD model, in plain language, is that we look at homeless services in a new way – What is unique about the CoC Program (and will be particularly challenging for the Alliance) is that HUD expects a community participating in the CoC Program to think of its homeless services delivery system as a "continuum of care," rather than an array of individual homeless assistance programs that operate independently from one another. And that continuum includes all public and private programs, regardless whether the programs apply for HUD CoC funding.

The FIRST and SECOND of the CORE elements that I've discussed (HMIS & CE) are the primary vehicles for establishing this new way of looking at how homeless services providers see and do their work. The dysfunctions I've described in those elements are, in large part, responsible for our failure to establish this THIRD one. In addition, the Alliance has adopted policies and procedures which *could* serve to achieve this goal, but they are *not* being implemented. So, we remain a region of silos when it comes to our homeless services delivery system.

CONCLUSION: HUD's CoC Program is more than just another funding stream. It is a model for organizing our homeless services delivery system, which, if followed, will provide greater benefit to us than any funding we might receive.

Feeling discouraged, is far too often a feeling when displacement has become the state of affairs for an individual. The amount of it grows the same as time continues. There is no bounds when mental health is a factor for discouraged people. Displacement is a discouragement when your the individual surviving in it. There is no effective measure in place to reverse this affect it has on people for both displaced and those who are sustained.

Developing a recognition system can defeat daily discouragement that any person may feel regardless of mental health status however for those suffering from displacement are also suffering mental health inadequacies. Thus choosing different wording to describe the work that is being done, is crucial to defeating the current stigma that opposes all the work being done. Less offensive labels are imperative to the change we need to see all around the board. People cannot see the individual who is needing help when they a re grouped as a homeless person. Homelessness is an offensive way to state as someone's current status. Even for those that have become sustained with lived experience in it.

As subject matter experts, who are in the midst of seeking housing while living out of a motel after being forced to move from the place, that has always been a home since I was born and with barriers to keep sustainment a discouragement, being apart of this alliance has meant the world to us and our situation. It has given us the ability to keep moving forward vs giving in to the adjustment of chronic displacement. We would have no voice and we would have no avenues. When it comes to us seeking any assistance, it's difficult to meet certain requirements such as being enrolled in certain programs or not having any domestic violence or children involved. However, we believe this is bigger than just needing it. This is about how we're providing the assistance and who is bringing the efforts to receive it.

Our personal efforts over the past 3 years towards the direction of doing what is appropriate and what is necessary to reduce our current barriers has received no recognition towards what we are striving for. I believe if it were, we would stand a better chance of someone such as a landlord, property management agency, realtor, lender or employer, giving us the opportunity to sustain ourselves with our own means to do so. It's very defeating when applying for housing, paying the fee's and providing great references to be denied through a papered lens while ignoring the references provided to learn about the individual presently. Why would we want to pay a fee and our references not even be contacted knowing via paper review will automatically result in a denial.

The requirements to overcome the barriers can be lengthy in time and exhausting especially without the support. Thus, building a network of references is one of the benefits to participating in the alliance anytime we have the opportunity. Even though, it can be tough to follow or keep up due to all of the moving parts within the Allliance, our perspective is quite genuine yet very raw considering what it will take to convince, express, share and encourage others to discover, desire, and reach wellness through improving mental health, forming supportive teams, recognition of efforts from all moving parts, inclusion of anyone striving towards sustainment including business's and mandating the participation from corporation's, attorneys, providers, physicians, housing developers, treatment facilities and behavioral care providers.

Of course, it takes our government in the legislature to make some adequate changes to the policies surrounding what a captialist system has encroached on certain people. The collaboration and commitment needs to come from all sides of the spectrum here and that involves all aspects that affect our wellness.

Recipient's Name:	**Oregon Housing and Community Services**
Tax ID Number:	**93-0952117**
UEI Number	**CJUQKQUXSCJ5**
Replacement Recipient's Name:	**ORS 190 Entity, Mid-Willamette Valley Homeless Alliance**
Tax ID Number:	**85-2966836**
UEI Number	**L211BKMUBBW3**
Grant Number/ (FAIN):	**OR0293L0E042215**
Project Name:	**HMIS Support**
Location	**Salem/Marion, Polk Counties CoC (OR-504)**
Federal Award Date:	**5/24/2023**

AMENDMENT TO THE CONTINUUM OF CARE GRANT AGREEMENT

This Amendment to the Grant Agreement is made by and between the United States Department of Housing and Urban Development (HUD) and **Oregon Housing and Community Services, 725 Summer St. NE, Suite B, Salem, OR 97301** and **ORS 190 Entity, Mid-Willamette Valley Homeless Alliance, 100 High Street SE, Suite 200, Salem, OR 97301.**

1. HUD and the Recipient entered into a Grant Agreement dated May 24, 2023, assigned grant number OR0293L0E042215 (the Grant Agreement).
2. The Recipient will no longer continue to be the Recipient of the grant because it determined that it can no longer perform the HMIS Lead role for OR-504.
3. The Replacement Recipient has submitted evidence acceptable to HUD that the Replacement Recipient is eligible to be a Recipient of a Continuum of Care program grant and meets the capacity criteria in the FY 2022 CoC Program NOFO. The Replacement Recipient has submitted to HUD all required Application documents and certifications as a direct CoC Recipient; and all required Technical Submission documents, including certifications, assurances, information, and documentation required to meet any conditions, which HUD has approved.
4. HUD has determined the Replacement Recipient should assume the obligations of Recipient for the remainder of the term of the Grant Agreement.
5. The parties are desirous of amending the Grant Agreement to change the Recipient.And, under this AGREEMENTS:

And, under this AGREEMENTS:

1. The Recipient is hereby removed as Recipient and is replaced with the Replacement Recipient: ORS 190 Entity, Mid-Willamette Valley Homeless Alliance.
2. The definition of the term "Application" is amended to include all certifications and documents submitted by the Replacement Recipient to HUD, on the basis of which HUD approved replacing the Recipient with the Replacement Recipient.

3. Notices to the Replacement Recipient shall be directed to:

Elaine Lozier, Executive Director
Mid-Willamette Valley Homeless Alliance
100 High Street SE, Suite 200, Salem, OR 97301
503-540-1620
elaine.lozier@mwvhomelessalliance.org

The Grant Agreement is hereby amended as follows:

This Amendment to Grant Agreement constitutes the entire agreement of the parties as to amendment of the Grant Agreement and will become effective only upon the execution hereof by all parties. The remaining terms of the Grant Agreement remain in full fame and effect.

The parties, on the dates set forth below their respective signatures, hereby executes this Amendment to Grant Agreement, as follows:

UNITED STATES OF AMERICA,
Secretary of Housing and Urban Development

BY: _____
(Signature)

Mark Mitchell, Director
(Typed Name and Title)

_____
(Date)

RECIPIENT
Oregon Housing and Community Services

BY: _____
(Signature of Authorized Official)

Caleb Yant, Deputy Director
(Typed Name and Title of Authorized Official)

1/31/2024
(Date)

REPLACEMENT RECIPIENT
ORS 190 Entity, Mid-Willamette Valley Homeless Alliance

BY: _____
(Signature of Authorized Official)

_____
(Typed Name and Title of Authorized Official)

_____
(Date)

CHURCH @ THE PARK
a table of love and acceptance
2111 FRONT ST NE STE 1-103 | SALEM, OREGON 97301

Church at the Park Proposal to Serve Rural Polk County

PURPOSE: Church at the Park (C@P) is experiencing significant delays in our proposed sheltering plan submitted to the City of Dallas on January 9th, 2024, jeopardizing our ability to use the funds within the Governor's expected timeline. C@P submits this proposed plan as a suggested way to meet the intended purpose of the funds, while we continue to seek legal counsel regarding the imposed roadblocks in Dallas and determine viable next steps and alternatives.

PROPOSED PLAN:

1. **Utilize 5019 contract to renovate Dallas house for shelter services**- C@P proposes to expend our 5019 funds by June 30th, 2024 make the necessary improvements to the house we own at 1876 Holman Ave in Dallas in order to shelter Polk County residents experiencing homelessness.
    - C@P's contracted design team is currently working to understand the City of Dallas development code, pending that determination, C@P will convert the existing house and garage space to up to three units on the property by June 30th, 2024. This investment in the property will result in 10-15 new shelter beds in rural Polk County.
    - C@P proposes to utilize the emergency shelter units in a bridge housing model to shelter households approved for Rapid Re-Housing. Bridge housing is a national best practice model for facilitating an immediate placement out of places not meant for human habitation while permanent housing is located.
    - C@P proposes to continue our partnership with Polk County Family & Community Outreach Department and Mid-Willamette Valley Community Action Agency as our referring partners into the shelter and for Rapid Re-Housing providers.
    - C@P will utilize the property as our Polk County service center, housing our outreach and support service team on-site to facilitate rapid exits to permanent housing.

2. **Utilize 5019 Shelter and 5511 funds to open 40 beds** - C@P proposes that the shelter units created with 5019 funds as well as the 5511 funds intended to operate 40 shelter beds be redirected to operate a site located at 3100 Lana Ave NE. C@P has submitted a House Bill 3395 application to the City of Salem for this project and is partnering with a private investor for the purchase of the property and start-up funds necessary for the project. The estimated closing date of the property is May 7, 2024. If shelter units and operating funds are redirected to support this site, C@P can have a 40 bed shelter open by October 1, 2024.

3. **Commitment to track rural data (both Marion and Polk)** - C@P has begun tracking the zip code of our participant's last permanent address in HMIS in order to better understand the demographic and community of origin data of shelter guests.

CONCLUSION: *We believe that this proposed plan will meet the intended use of our original proposal by*

- opening a 10 - 15 bed shelter in Dallas to serve households experiencing homelessness in rural Polk County
- opening a 40 bed shelter for people experiencing homelessness
- tracking the number of rural Marion and Polk residents served by our shelter and outreach interventions
- following through on the House Bill 3995 application we submitted to the City of Dallas to secure pre-approval for additional shelter options when future funding is available

Long-Term Rental Assistance (LTRA)

Overview
Funding for the new Long-Term Rental Assistance program is provided through SB 5511 and includes $5,308,457 for the Marion-Polk region, allowing $4,512,189 for direct services and $796,268 (15%) for planning and administration.

Prior to finalizing a contract that awards funds for the Long-Term Rental Assistance program, Oregon Housing and Community Services (OHCS) requires completion of a Community Plan (CP) to describe the local delivery approach for the Long-Term Rental Assistance (LTRA) program.

OHCS distributed the attached LTRA Program Guidelines and Community Planning Template on February 12, 2024. The Community Plan includes seventeen (17) items and carries an original due date of March 29.

Adjusted Timeline
The original March 29 due date does not allow time to identify an organization to serve as the LTRA Program Administrator and for the CoC board to review and approve the Community Plan. CoC staff have notified OHSC of the intent to submit the Community Plan by April 19, rather than March 29. This will allow approval of the Community Plan and an organization to serve as the LTRA Program Administrator to be agenda items at the April 11 board meeting.

After submitting the Community Plan by April 19, it is anticipated that a final LTRA agreement with OHCS will be ready for the May 9 board meeting, along with a contract for an organization to serve as the LTRA Program Administrator.

Recommended Board Action
The following board action is recommended to complete the LTRA Community Plan and identification of the LTRA Program Administrator:

1. Approve the proposed timeline for completing the LTRA Community Plan.
2. Approve the proposed process for identifying the LTRA Program Administrator.
3. Appoint a minimum of three (3) people to an R&R committee.
4. Identify an appeals committee.

Attachments:

- LTRA Program Guidelines
- Community Planning Template

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Long-Term Rental Assistance (LTRA)

Proposed Timeline

Day	Date	Completing Community Plan	Identifying Program Administrator
F	2/16	Workgroup Kickoff Mtg.	
2/20-2/23		1:1 Organization Engagement	
W	2/28	Workgroup Mtg. – Racial Equity	
F	3/1	Workgroup Mtg. – Supportive Services, and Landlord Partnerships	
T	3/5	Workgroup Mtg. – Policies	
F	3/8	Workgroup Mtg. – Evaluating Household Needs, Prioritizing New	
F	3/8	Prepare 1st Draft	
M	3/11	OHCS LTRA Webinar, 1:00 p.m.	
T	3/12	Workgroup Mtg. – Policies	
Th	3/14	Board approves timeline	Board approves process, appoints R&R Committee and Appeals Committee
F	3/15	Prepare 2nd Draft	
M	3/18	Workgroup Mtg. – Key Performance Measurements	
Th	3/21		RFQ released for LTRA Program Administrator
T	3/26	Workgroup Mtg. – Capacity-Building	
W	3/27		Letter of Interest due by 12 noon
F	3/29	Prepare 3rd Draft (share w/OHCS)	
T	4/2	Workgroup Mtg. – Review Draft Plan	
W	4/3		Responses to RFQ due by 12 noon
Th	4/4		R&R Committee meets, recommendations communicated by 5:00 p.m.
F	4/5	Prepare Final Draft Plan	
M	4/8		Intent to appeal due by 12 noon
T	4/9		Appeal letter due by 12 noon
W	4/10		Appeals Committee Mtg., decision communicated by 3:00 p.m.
Th	4/11	Board approves LTRA Community Plan, including identification of LTRA Program Administrator	
4/12-4/18		Finalize Community Plan, per board direction	
F	4/19	Submit Community Plan to OHCS	

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Long-Term Rental Assistance (LTRA)

Process to Identify LTRA Program Administrator

The CoC will issue a Request for Qualifications (RFQ), allowing two weeks for responses to be received. Minimum qualifications will be reviewed by staff, and responses found to meet minimum qualifications will be forwarded to a Review and Recommendations (R&R) Committee.

Minimum Qualifications:

- Respondents must be either a public housing authority or a not-for-profit organization.
- Respondents must have the minimum experience described in the scoring rubric.
- Respondents must have satisfactory capacity, drawdowns, and performance for existing grant(s) funded under the CoC Program or managed by the CoC, as evidenced by timely reimbursement of subrecipients, regular drawdowns, and timely resolution of any monitoring findings; respondents who have never had a CoC Program funded or CoC managed project must demonstrate similarly.

Review & Recommendations

The Review & Recommendations (R&R) Committee will consist of a minimum of three people who may not have a conflict of interest, which prohibits being affiliated in any way with a respondent whose response will be reviewed by the committee.

A standardized scoring tool will be used to score each response. The scoring tool will be posted on the CoC's website. Staff and committee members will use information in RFQ responses to calculate a score for each response using the scoring factors listed in the scoring tools. Committee members do not need to agree on scores and are entitled to their own opinions as long as scoring is consistent individually. After individual scoring is completed, scores will be averaged to calculate the response's final score. Committee members may not assign a response a negative number of points or decimal scores (e.g., 2.5 points). Similarly, members may not assign "extra credit" that goes above the maximum score listed for a scoring factor in the scoring tool.

Scoring Rubric

Component	Aspect Scored by Staff	Min., 1 pt	Desired, 2 pts
Organization Experience	Operating rental assistance programs	5 years	10+ years
	Conducting habitability assessments	3 years	6+ years
	Assessing household needs	5 years	10+ years
	Managing government funds	5 years	10+ years
	Meeting implementation and spenddown milestones	5 years	10+ years
Component	**Aspect Scored by R&R Committee**	**0-5 Scale**	
Program Approaches	Implementing a housing first approach with supportive services	Experience and examples that convey an understanding and expertise in each aspect	
	Implementing racial and gender equity strategies		
	Outreach activities to ensure access and engagement across the geographic area		
	Developing and supporting client-centered service plans, including partnerships with other services		
	Engaging, negotiating, and partnering with landlords		
	Managing subcontracts for housing services		
Budget	Sufficient to meet and aligned w/program objectives	**0-10 points**	

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Respondent Responsibilities:

- Respondents are responsible for reading and understanding all portions of the solicitation documents, including attachments and addenda, if any, and to include all requirements in their response.
- Responses must be made in writing, and address requests for information contained in the RFQ.
- Responses must be submitted in the required form and contain all required documents and responses, be signed by the proposer or its authorized representative, and submitted in the manner and number described in the RFQ.
- By submitting a response, respondent acknowledges that the respondent has read and understands the terms and conditions applicable to the RFQ and accepts and agrees to be bound by the terms and conditions of the contract, including the obligation to perform the scope of work and meet the performance standards.
- Documents submitted in response to the RFQ become public records under Oregon law and will be subject to disclosure to any person or organization that submits a public records request.
- Respondents are required to acknowledge that any response may be disclosed in its entirety to any person or organization making a records request, except for such information as may be exempt from disclosure under the law. Each respondent must clearly identify all information included in its response that is claimed to be exempt from disclosure. If the Alliance receives a records request, including subpoena, covering information the proposer believes is covered by an applicable public records exemption, it is the respondent's responsibility to defend and indemnify the Alliance for any costs associated with establishing such an exemption.
- A respondent may withdraw its response at any time prior to the deadline set for receipt of responses and may provide a new response in the manner stated in the RFQ. The Alliance will not consider responses received after the time and date indicated for receipt of responses.

The CoC reserves the right to waive technical defects, discrepancies, and minor irregularities.

Results of the R&R Committee scoring will be provided to the respondents, allowing time for an appeal process (see timeline).

Appeals:

Appeal documentation must be based on the information submitted in the original response. No additional or new information will be considered. Eligible respondents may appeal their scores; respondents that have not met the minimum qualifications are not eligible to appeal.

Appeals will only be accepted on the following basis:

- A respondent believes its score is not reflective of the information provided; or
- A respondent can describe bias or unfairness in the process that warrants the appeal.

The Appeals Committee may make modifications to the scoring, based on the results of the appeals process.

Approval:

Final recommendations will be forwarded to the CoC board for approval.

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OREGON HOUSING and COMMUNITY SERVICES

Special Purpose Appropriation (SPA) Statewide Rehousing Program

Regional Planning Template

Submissions due to OHCS by **Midnight, Friday March 8th, 2023**.

Please submit planning template and send any questions to:
EO2302.questions@HCS.oregon.gov

DRAFT FOR COC BOARD APPROVAL ON 3/14/24

Regional Planning Group Contact Information

MAC Group or LPG Region: Marion-Polk County
Contact Name: Jan Calvin
Contact email: calvin.jan@yahoo.com

Contents:

- Overview
  - Population Eligibility Criteria
  - Eligible Expenses
- Final Funding Allocations by Region
- Regional Planning
  - Equity Improvement Plan
  - Regional Strategies
- Goals & Milestones
- Regional Budget & Time Bound Expenditure Plan

Overview

On January 10, 2023, Governor Kotek issued three Executive Orders to address homelessness and housing instability and their root cause: housing affordability. Executive Order (EO) 23-02 declared a state of emergency in Continuum of Care regions, which had increased unsheltered homelessness by 50% or greater since 2017.

In alignment with the Executive Orders, Governor Kotek also proposed three actionable goals to be achieved by January 10, 2024: (1) Prevent 8,750 households from becoming homeless statewide; (2) Add 600 low-barrier shelter beds in emergency areas; and (3) Rehouse at least 1,200 unsheltered households in emergency areas. In addition to these goals in EO regions, funding was provided to the Balance of State (BoS) to increase shelter capacity in emergency areas by 100 new beds and rehouse at least 450 households by June 30, 2025.

On January 9, 2024, Governor Kotek signed EO 24-02 to maintain the added capacity to the state's shelter system, rehouse people experiencing homelessness, and prevent homelessness.

Through Senate Bill (SB) 5506, OHCS was allocated $39 million in Special Purpose Appropriation (SPA) funding for a statewide rehousing program. In addition to allocating to EO and BoS regions, the legislation designated a minimum of 25% to be allocated to Culturally Responsive Organizations (CROs). This program is intended to house more community members experiencing homelessness, above and beyond the work initiated by EO 23-02 and House Bill (HB) 5019. Rehousing efforts will be for ***new*** households, not the sustaining of those previously rehoused.

Funds disbursed through the SPA rehousing program will support placement into permanent housing throughout the remainder of the 23-25 biennium, with rehousing placements taking place by June 30, 2025. However, regions will have until the end of the 25-27 biennium, June 30, 2027, to fully expend

allocated funds through means such as rental assistance (up to 24 months per household), supportive services, and other programmatic costs connected to rehousing of those placements that have *already* been made. (The program will not support the rehousing placement of new households after 6/30/2025.)

The SPA statewide rehousing program is designed to be very similar to the rehousing program EO and BoS regions implemented or are implementing through HB 5019, with one major change being broader eligibility criteria to include households that meet definitions of homelessness outside of unsheltered homelessness. The program allows up to 24 months of rental assistance to each household placed in housing prior to 6/30/2025 but relies upon a *progressive engagement approach to tailor the intervention for each household's unique needs. Please review the eligibility criteria, unsheltered definition, and allocation table below to inform your responses.

*Progressive engagement is an approach to helping households end their homelessness as rapidly as possible, despite barriers, with individually tailored financial and support resources. Through progressive engagement, assistance may be provided to any household entering the homelessness system at a level needed by that household. In many cases, a household may need a small amount of assistance to stabilize, while others may need more resources and tailored assistance.

Population Eligibility Criteria

Applicant Eligibility	
Homeless Status	• Literally Homeless, including those living in shelter, unsheltered, or exiting an institution • Fleeing Domestic Violence • Other Federal Statutes[1], including HUD McKinney-Vento
Income Requirement	No income requirements
Age	N/A

[1]Runaway and Homeless Youth Act (42 USC 5701 et seq.); Head Start Act (42 USC 9831 et seq.); Subtitle N of the Violence Against Women Act of 1994 (42 USC 14043e et seq.); Section 330 of the Public Health Service Act (42 USC 254b); Food and Nutrition Act of 2008 (7 USC 2011 et seq.); and Section 17 of the Child Nutrition Act of 1966 (42 USC 1786).

Eligible Expenses

Eligible Expenses	**Ineligible Expenses**
• Rental financial assistance (24 months maximum) • Move-in direct financial assistance • Street outreach • Supportive housing services • Landlord engagement • Block leasing • Coordinated entry planning and delivery costs • Data collection • Admin	• Acquisition • Construction • Conversion • Rehabilitation • Capacity building

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Final Funding Allocations by Region:

In December 2023 regions submitted a brief information request, (titled "Information Request for EO 23-02 Programs (SPA Funding)") to OHCS. This submission included the estimated number of households your region would rehouse through the SPA rehousing program based on the projected funding allocations. Please reach out to OHCS if you would like to confirm what number was previously submitted. Below are the final determined allocations for your region:

SB 5506: SPA Funding	
Biennium	*2023-2025*
Total Award Amount	*$39,000,000*
Amount to Culturally Responsive Orgs (CROs) (27%)	$10,530,000.00
Amount to LPGs/EO Regions (73%)	$28,470,000.00
OHCS Admin Funds	10%
Total Net Award Amount	**$35,100,000**
Net LPG Award Amount	**$12,811,500**
Net EO Region Award Amount	**$12,811,500**
Net CRO Award Amount	**$9,477,000**

Local Planning Groups (LPGs)	Admin (15%)	Program (85%)	Total	Formula % of LPG Region Funds	Formula % of SPA Funds
Benton County	$145,922.92	$826,896.52	$972,819.44	7.59%	2.77%
Curry County/Brookings CORE Response	$58,618.05	$332,168.97	$390,787.02	3.05%	1.11%
CAPECO	$155,046.64	$878,597.63	$1,033,644.27	8.07%	2.94%
CCNO	$119,299.95	$676,033.06	$795,333.01	6.21%	2.27%
Clatsop County MAC	$149,846.13	$849,128.08	$998,974.21	7.80%	2.85%
Columbia County and CAT	$85,473.27	$484,348.51	$569,821.78	4.45%	1.62%
Coos HB 4123	$144,093.56	$816,530.15	$960,623.71	7.50%	2.74%
Douglas UCAN	$140,279.53	$794,917.35	$935,196.88	7.30%	2.66%
Hood River, Wasco, Sherman HB 4123	$127,503.63	$722,520.56	$850,024.19	6.63%	2.42%
Housing Authority of Lincoln County	$75,400.55	$427,269.81	$502,670.36	3.92%	1.43%
Housing Authority of Malheur and Harney Counties	$125,178.29	$709,343.62	$834,521.91	6.51%	2.38%
Josephine UCAN	$139,702.97	$791,650.17	$931,353.14	7.27%	2.65%
KCLAS	$143,707.13	$814,340.40	$958,047.53	7.48%	2.73%
Linn County MAC	$151,405.97	$857,967.14	$1,009,373.10	7.88%	2.88%
Tillamook HB 4123	$52,389.64	$296,874.60	$349,264.24	2.73%	1.00%
YCAP	$107,856.78	$611,188.43	$719,045.22	5.61%	2.05%
TOTAL for LPGs	**$1,921,725.00**	**$10,889,775.00**	**$12,811,500.00**	**100%**	**36.50%**

EO Regions	Admin (15%)	Program (85%)	Total	Formula % of MAC Region Funds	Formula % of SPA Funds
OR-500 - Eugene/Springfield/Lane County CoC	$314,136.60	$1,780,107.40	$2,094,244.00	16.35%	5.97%
OR-501 - Portland/Gresham/Multnomah County CoC	$508,965.34	$2,884,136.94	$3,393,102.28	26.48%	9.67%
OR-502 - Medford, Ashland/Jackson County CoC	$172,903.76	$979,787.96	$1,152,691.71	9.00%	3.28%
OR-503 - Central Oregon CoC	$308,449.42	$1,747,880.02	$2,056,329.44	16.05%	5.86%
OR-504 - Salem/Marion, Polk Counties CoC	$305,110.70	$1,728,960.65	$2,034,071.36	15.88%	5.80%
OR-506 - Hillsboro/Beaverton/Washington County CoC	$175,333.54	$993,556.75	$1,168,890.30	9.12%	3.33%
OR-507 - Clackamas County CoC	$136,825.64	$775,345.27	$912,170.91	7.12%	2.60%
TOTAL for EO Regions	**$1,921,725.00**	**$10,889,775.00**	**$12,811,500.00**	**100.00%**	**36.50%**

Culturally Responsive Orgs (CROs)	Admin (15%)	Program (85%)	Total	Formula % of CRO Funds	Formula % of SPA Funds
Oregon Worker Relief Coalition (ORWC)	$639,697.50	$3,624,952.50	$4,264,650.00	45%	12%
Urban League (UL)	$611,266.50	$3,463,843.50	$4,075,110.00	43%	12%
Immigrant and Refugee Community Organization (IRCO)	$170,586.00	$966,654.00	$1,137,240.00	12%	3%
TOTAL for CROs	**$1,421,550.00**	**$8,055,450.00**	**$9,477,000.00**	**100.00%**	**27%**

Regional Planning:

Equity Improvement Plan

1. Looking back at your EO/BoS Community Regional Plan, data provided by OHCS during your regional planning process, and other data sources from your communities, what groups are being over-represented within your homeless services system as having a disproportionately high risk of experiencing homelessness?

   Hispanic, Black, Pacific Islander

2. Please list the data sources being utilized to inform your answer in Question 1:

   HMIS data compared to Census data

3. How will your region effectively prioritize these communities within this rehousing program? Please identify and describe a minimum of one key action your region will take to ensure equity in 1) service delivery; 2) housing placements; and 3) housing retention. *(Note: key action(s) may include a brief description of a strategic initiative or step identified to address or improve the inequity. This can be a policy, program, partnership, target metric, or any other approach which reflects an improvement and delivers positive impact. Provide a clear description of the action and its intended outcome.)*

   The Mid-Willamette Valley Homeless Alliance, OR-504 will strengthen its partnerships with culturally specific organizations and engage disproportionately impacted populations. Specifically, the Micronesian Islander Community (a non-profit organization serving Marion and Polk counties) is interested in becoming a Coordinated Entry (CE) access site and being trained to conduct CE assessments and provide immediate access to community resources. Discussions with Hispanic-led and Hispanic serving organizations are also underway. In addition, Willamette Education Service District will be training staff in all 14 school districts to use a FERPA-compliant electronic system to refer youth for CE assessments.

   The Homeless Alliance will monitor data on the referrals for assessments, completed CE assessments, referrals to housing services, housing move-in dates, and housing retention to assess improvements in racial and ethnic disparities.

Regional Strategies

4. What is your proposal to successfully rehouse new households in your region? Please include 1) your region's process for selecting eligible households to receive these services; and 2) how you will utilize a progressive engagement approach to tailor the intervention for each household's unique needs. *(Please respond in one to two paragraphs. *Please see description of a progressive engagement approach above.)*

All households are vetted through the region's Coordinated Entry System, which is the starting place to determine the household's level of need and vulnerability and align those needs with the appropriate level and type of assistance. The OR-504 CE Policies and Procedures include a prioritization list, which is used in tandem with the local provider's service population (e.g., providers who specialize in DV survivors). Households that need more resources and specialized assistance are served by programs that offer moderate to intensive case management, on-site services, transportation, and connections to a variety of community resources. All programs use Housing First and client-driven support plans.

5. How is your region connecting, or intends to connect, individuals to wrap-around services from eligible federal, state, and local benefit programs? Please include your region's strategies to coordinate with local social service systems such as public housing authorities, Coordinated Care Organizations (CCOs), behavioral health systems, and resources administered by Oregon Department of Human Services.

   All three of the region's public housing authorities are represented on the OR-504 board and active in a variety of CoC committees and partnerships. Similarly, the region's primary CCO (PacificSource) and the Willamette Health Council are also represented on the board and active in CoC committees and local efforts to address and end homelessness. These organizations, along with ODHS, Region 3 administrators and program staff participate in the CoC's Collaborative Committee, networking with more than 70 different agencies and organizations.

   The Veteran Services Administration participates in the CoC's Veteran case conferencing sessions held twice each month. In addition, more than a dozen providers have been trained in SAMHSA's SOAR program and help clients apply for and secure their benefits.

   Outreach staff from multiple organizations work together to host "pop-up" events, which often include on-site assistance enrolling in the Oregon Health Plan and making a connection with people who can help them address other issues, including accessing benefits.

6. Based on your region's final allocation amount (see above table), how many *new* households will your region rehouse through this rehousing program? Please include your region's average cost per household. *(Note: the total number of households will be included in your agreement as your region's rehousing goal.)*

   The Marion-Polk region will use two strategies for rehousing. The first is a "barrier removal" strategy to move households that have resources (such as a public housing voucher, household income, or other rental subsidy) into housing more quickly. Up to $6,000 per household is provided to remove barriers. This strategy will be used to rehouse at least 70 households. The second strategy is a "traditional RRH" approach, providing rental assistance, moving costs, and case management for housing stability. This strategy will be used to rehouse at least 50 households, for a total of 120 new households by June 30, 2025.

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Goals & Milestones

REGIONAL GOAL: Our region will rehouse_120_ households by June 30, 2025 through this statewide rehousing program.

Directions: Please indicate your region's monthly milestones in the table below. The total number of households rehoused each month is required, and other milestones may be added each month as applicable. The Narrative column may be used to add any details on how your region intends to meet the milestones indicated. As a reminder, while funds may be expended through 6/30/2027, rehousing placements must take place by 6/30/2025.

(Note: Please submit the total households rehoused each month as cumulative totals. For example, if your region plans to rehouse 5 households in June 2024 and 6 households in July 2024, please enter "11" as your July milestone. If in August your goal is to rehouse an additional 3 households, your August milestone would be "14".)

Month	Monthly Progress Milestones	Narrative
June 2024	Total Households Rehoused: __15___	
July 2024	Total Households Rehoused: __25___	
August 2024	Total Households Rehoused: __35___	
September 2024	Total Households Rehoused: __45___	
October 2024	Total Households Rehoused: ___55__	
November 2024	Total Households Rehoused: __60___	
December 2024	Total Households Rehoused: __65___	
January 2025	Total Households Rehoused: __75___	

February 2025	Total Households Rehoused: __85___	
March 2025	Total Households Rehoused: __95___	
April 2025	Total Households Rehoused: __105___	
May 2025	Total Households Rehoused: _115____	
June 2025	**Total Households Rehoused: _120____**	

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Regional Budget & Time Bound Expenditure Plan

Regional Budgeting

Directions: Please complete your region's estimated budget. The Total Allocation must *exactly match* the total allocation determined for your region from the Final Funding Allocations by Region table above.

Regional Budget	
Budget Component	**Budget Allocation**
Street Outreach	**$0.00**
Rapid Rehousing	**$1,728,960.00**
***Unit Access**	**$0.00**
Data Collection	**$0.00**
Administration	**$305,111.00**
Total Allocation	**$2,034,071.00**

**Unit Access may include expenses tied to landlord engagement, block leasing initiatives, and other expenses connected to the access to available units in a region.*

Regional Time Bound Expenditure Plan

Directions: This funding will be tied to a quarterly time bound expenditure plan (TBEP). This plan is intended to provide guidance to your region and OHCS as you request reimbursement for funds throughout the grant period, ending June 30, 2027. We recognize that estimating expenditures may be challenging and will not be exact – these policies are flexible and may be modified throughout the grant period as needed and with approval. Please complete your region's estimated TBEP.

Estimated Time Bound Expenditure Plan (TBEP)			
Quarter	**$ Expended**	**Accrual**	**% Expended**
Q1 (July-Sep '24)	**569,356**	**569,356**	**28%**
Q2 (Oct-Dec '24)	**298,602**	**867,959**	**43%**
Q3 (Jan-Mar '25)	**287,306**	**1,155,265**	**57%**
Q4 (Apr-Jun '25)	**370,076**	**1,525,341**	**75%**
Q1 (July-Sep '25)	**220,720**	**1,746,061**	**86%**
Q2 (Oct-Dec '25)	**148,986**	**1,895,047**	**93%**
Q3 (Jan-Mar '26)	**82,770**	**1,977,817**	**97%**
Q4 (May-Jun '26)	**56,254**	**2,034,071**	**100%**
Q1 (July-Sep '26)			
Q2 (Oct-Dec '26)			
Q3 (Jan-Mar '27)			
Q4 (May-Jun '27)	**2,034,071**		**100%**

Thank you!

Intergovernmental Grant Agreement

Long-Term Rent Assistance (LTRA)

State of Emergency Due to Homelessness

This Agreement (this "Agreement") is between the State of Oregon ("State"), acting by and through its Housing and Community Services Department (**"OHCS" or "Agency"**), and

ORS 190 Entity, Mid-Willamette Valley Homeless Alliance
100 High Street SE, Suite 200
Salem, OR 97301
Elaine Lozier
(503) 540-1620
elaine.lozier@mwvhomelessalliance.org

an ORS 190 public entity, hereinafter referred to as "**Recipient**", each individually a "**Party**", and collectively the "**Parties**".

Recitals:

A. In recognition that additional funding is needing to sustain the services created under HB 5019, Agency will deploy funding from Senate Bill (SB) 5511 for the creation of a Long Term-Rental Assistance (LTRA) program.

B. Recipient is willing to execute this Agreement to obligating itself to comply with the terms and conditions hereof and to fulfill its obligations in a manner complementary to and in furtherance of the obligations arising from and contained within this Agreement.

Agreement:

NOW THEREFORE, for good and sufficient consideration, including the terms and conditions herein, it is agreed by and between the Parties as follows:

1. Incorporation

a. The foregoing recital(s) are incorporated herein by reference. However, the Recitals shall not be deemed to modify the express provisions hereinafter set forth.

b. This Agreement consists of this document and includes the following listed exhibits which are incorporated into this Agreement:

(1) Exhibit A: Grant Activities
(2) Exhibit B: LTRA Program Guidance Manual

There are no other documents unless specifically referenced in this Agreement.

c. In the event of a conflict between two or more of the documents comprising this Agreement, the language in the document with the highest precedence shall control. The documents comprising this Agreement shall be in the following order of precedence: this Agreement less exhibits, Exhibits A, and B.

2. Grant Disbursement Generally. The total maximum not-to-exceed amount (NTE) payable to Recipient under this Agreement, which includes any allowable expenses, is **$5,308,457.14.** Agency will not disburse grant to Recipient in excess of the not-to-exceed amount and will not disburse grant funds until this Agreement has been signed by all parties. Agency will disburse the grant to Recipient as described below in Section 6 of this Agreement. Funding amounts specified in this Agreement do not constitute a guarantee that Grantee will receive any or all such funds.

3. Activities to be Performed: Recipient shall perform the activities described in Exhibit A, Activities (the "Activities") in accordance with the terms and conditions of this Agreement and all applicable laws. Recipient must perform its obligations hereunder efficiently, effectively, and within applicable Agreement timeframes, to the satisfaction of Agency.

4. Effective Date and Duration

This Agreement shall become effective upon full execution by the Parties and, if required, approval by the Oregon Department of Justice, and shall expire on June 30, 2025, unless extended or terminated under the provisions identified within this Agreement. Expiration or termination of this Agreement will not prejudice Agency's right to exercise remedies under this Agreement with respect to any breach that has occurred prior to expiration or termination.

5. Background and Definitions

a. The Parties acknowledge the following background related to this Agreement:

On January 10, 2023, Governor Tina Kotek declared a homelessness state of emergency in response to the 80% rise in unsheltered homelessness in emergency areas since 2017. The Governor directed state agencies to prioritize efforts to reduce homelessness and established a statewide housing production advisory council. In addition to these efforts on the part of the state government, Agency will play a major role in the delivery of the Governor's early investment package that was awarded through House Bill (HB) 5019 during the 2023 Session of the Oregon Legislature. Most of these resources will be delivered to local emergency response regional planning bodies, including Continuums of Care ("CoC") within the areas that are included within the emergency declaration as determined by Agency. Furthermore, in recognition that additional funding is needing to sustain the services created under HB 5019 agency will deploy funding from Senate Bill (SB) 5511 for the creation of a Long Term-Rental Assistance (LTRA) program. Agency will support communities in deploying these funds, including but not limited to support pursuant to this Agreement, in a coordinated effort to accomplish the following statewide objectives:

b. Prevent homelessness for 8,750 households statewide;

c. Increase shelter capacity, quality, and utilization in emergency areas by 600 beds; and

d. Rehouse at least 1,200 households experiencing unsheltered homelessness in emergency areas;

e. All references to "days" in this Agreement shall mean calendar days.

6. Authorized Expenses: Agency agrees to pay Recipient, from available and authorized

funds, the amount of actual expenses incurred by Recipient in performing the grant activities referenced below in Section 7of this Agreement ("Authorized Expenses"), but not to exceed the total amount of **$5,308,457.14** (the "Grant Funds"), as follows:

6.1 Total Grant Funding: Following expenditures by Recipient and submission to Agency of a report detailing such expenditures in such form as is satisfactory to or required by Agency, Agency will reimburse Recipient for Authorized Expenses in an amount not to exceed **$5,308,457.14** following receipt of requests by Recipient for such reimbursement. Authorized Expenses will only be reimbursed if incurred during the period from January 1, 2024 until June 30, 2025 (the "Performance Period"). Each such reimbursement request will be made following, and in accordance with, a Notice of Allocation ("NOA") issued by Agency to Recipient, including but not limited to any allocation of Grant Funds in the applicable NOA to specific expense categories. Recipient will submit requests for reimbursement under this Section at least quarterly and in such form and manner as is satisfactory to or required by Agency. Agency and Recipient may by mutual agreement modify or terminate a NOA at any time. In the event of a conflict between any NOA and the terms of this Agreement, the terms of this Agreement will control. Funding amounts specified in this Agreement does not guarantee that Grantee will receive any or all such funds. Any and all disbursements of funds hereunder are subject to the terms and conditions of this Agreement, including (without limitation) that such funds are lawfully and fully appropriated, allocated, and available to Agency with authorizing limitation. Any and all disbursements of funds made pursuant to this Agreement are subject to the terms and conditions herein, including, without limitation, that such funds are lawfully and fully appropriated, allocated, properly authorized, and available to Agency. Absent an amendment to this Agreement, regardless of the amount expended, the availability of funding under this Agreement will end on June 30, 2025.

6.2 Initial Payment: Upon full execution of this Agreement by the Parties and, when required, approval by the Oregon Department of Justice, Agency will issue a notice of allocation ("NOA") to Recipient, pursuant to which Recipient will submit a request for funds and Agency will make an initial payment to Recipient in an amount of **$796,268.57** or less (the "Initial Payment"). The initial payment will be deducted from the total NTE amount in Section 6 above and must be expended by Recipient in accordance with the referenced NOA. Recipient may use such funds to reimburse Authorized Expenses incurred by Recipient during the period from January 1, 2024 to June 30, 2025 (the "Performance Period"). Funding amounts specified in this Agreement are not a guarantee that Grantee will receive any or all of the funding. Any and all disbursements of funds hereunder are subject to the terms and conditions of this Agreement, including, without limitation, that such funds are lawfully and fully appropriated, allocated, properly authorized, and available to Agency.. Absent an amendment to this agreement, the availability of funding will end on June 30, 2025.

6.3 Authorized Activities and Uses of Initial Payment: Initial payments will be used to cover planning expenses that may include planning activities related to preparing to implement the program such a planning meetings, events, onboarding, and training expenses. Planning related to the development and implementation of the grant program which may include hiring and onboarding of staff necessary to implement the program consistent with the Community Plan. The Community Plan is a templated document that is required to be submitted and approved by OHCS as a condition to receive funding. This includes training materials, training space rent and expenses, equipment, and transportation. In the event that the Recipient fails to complete or receive approval by OHCS of its Community Plan, the Remedies in Section 19.1 shall apply.

6.4 After January 1, 2024, and following expenditure of the Initial Payment by Recipient and submission to Agency of a report detailing such expenditures in such form as is satisfactory to or required by Agency, Agency agrees to reimburse Recipient for Authorized Expenses up to the amount of the remainder of the total NTE amount, (or an amount up to **$4,512,188.57**), following receipt of requests by Recipient for such reimbursement. The total Grant Funds amount will equal the Initial Payment amount plus the Additional Allotment amount. Funds from the Additional Allotment will only be used to reimburse Authorized Expenses incurred from January 1, 2024 until June 30, 2025 (the "Performance Period"). Each such reimbursement request will be made following, and in accordance with, a NOA issued by Agency to Recipient, including but not limited to any allocation of Grant Funds in the applicable NOA to specific expense categories. Recipient will submit requests for reimbursement under this Section 6.4 at least quarterly and in such form and manner as is satisfactory to or required by Agency. Agency and Recipient may by mutual agreement modify or terminate a NOA at any time. In the event of a conflict between any NOA and the terms of this Agreement, including but not limited to the not-to-exceed amount set forth under this Agreement, the terms of this Agreement will prevail.

6.5 Each Community Plan is unique to Recipient. It must be consistent with and reflect the purposes of Exhibit A and the methods proposed by the Recipient and its subrecipients, in detail acceptable to OHCS, to administer and deliver the Work associated with the requirements of the applicable Program Elements. Community Plan budgets must reflect the manner, in detail acceptable to OHCS that related grant funds will be employed to accomplish the corresponding Work and are subject to corresponding NOAs.

6.5.1 OHCS' disbursement of Grant Funds to Recipient is contingent upon Recipient's prior submission to OHCS and OHCS' review and acceptance of Recipient's plan to execute the Work in accordance with the applicable Program Elements. At OHCS' sole discretion, OHCS may disburse Grant Funds prior to the submission and approval of a Community Plan.

6.5.2 Subgrantee shall develop a Community Plan in such form as is satisfactory to or required by Agency upon execution of this Agreement utilizing funding from Initial Allotment. Community Plan will be due back to Agency on or before March 15th, 2024. Upon receipt of Community Plan, Agency will evaluate the submission and subsequently proceed to award additional funding for the implementation of the plan throughout the rest of the Performance Period.

6.6 Upon its acceptance of Recipient's Community Plan, OHCS will issue through OPUS one or more NOAs to Recipient to indicate the approval of the Community Plan. Recipient is subject to, and will comply with, all such NOA terms and conditions including this Agreement and the applicable Program Elements. Any NOA issued as described herein is immediately effective, is incorporated into and constitutes a part of this Agreement. Recipient accepts a NOA, including modifications thereto, upon undertaking performance of the Work funded by the NOA. OHCS reserves the right in its sole discretion to modify, correct, adjust, or terminate any NOAs. OHCS' modification or termination of a NOA does not terminate OHCS' remedies with respect to Recipient's performance or non-performance of obligations under this Agreement.

7. Grant Activities

Recipient will use Grant Funds to conduct the grant activities set forth in Exhibit A (the "Grant Activities"), which is attached to and incorporated into this Agreement. Recipient's receipt of Grant Funds is conditioned on Recipient's compliance with Exhibit A, including but not limited to any performance measures set forth in Exhibit A. Recipient will achieve the goals set forth in the Community Plan, as approved by OHCS, and agrees that such goals are requirements under this Agreement.

8. Authorized Representatives

8.1 Agency's Authorized Representative is:

Odalis Perez-Crouse
725 Summer Street NE, Suite B
Salem, OR 97301
odalis.perez-crouse@hcs.oregon.gov

8.2 Recipient's Authorized Representative is:

Elaine Lozier
100 High Street SE, Suite 200
Salem, OR 97301
elaine.lozier@mwvhomelessalliance.org

8.3 A Party may designate a new Authorized Representative by written notice to the other Party.

9. Online Systems

9.1 Recipient and its subrecipients must enter all appropriate and necessary data into OPUS (a web-based application developed by Agency), Homeless Management Information System (HMIS), Procorem or any other Agency-approved system designated by Agency (collectively, the "Sites") at the time of client intake, if applicable, or at such other times required by Agency. Exceptions are only allowed with prior written approval by Agency.

9.2 As a condition of use of the Sites, Recipient and its subrecipients (collectively, "User") agree to all terms and conditions contained in this Agreement, notices on the Sites, or other directives by Agency regarding use of the Sites. User agrees to not use the Sites for any unlawful purpose. Agency reserves the right, in its sole discretion, to update or revise the terms and conditions for use of the Sites.

9.3 Use of the Sites for additional reported "local" program data is at the Recipient's and subrecipients' own risk. Agency will not modify or otherwise create any screen, report, or tool in the Sites to meet needs related to this local data.

9.4 Recipient hereby grants and will require and cause any subrecipient to grant Agency the right to reproduce, use, display, adapt, modify, distribute, and promote the content on the Sites in any form and disclose, to the extent permitted by law, any or all of the information or data furnished to or received by Agency directly or indirectly resulting from this Agreement. Recipient also shall use and shall require and cause its subrecipients to use appropriate client release forms and privacy

policy forms in connection with obtaining and transmitting client data.

9.5 Recipient understands and agrees, and shall require its subrecipients to agree, that all materials, information, software, products, and services included in or available through the Sites (the "Content") are provided "as is" and "as available" for use. The Content is provided without warranties of any kind, either express or implied, including, but not limited to, implied warranties of merchantability, fitness for a particular purpose, or non-infringement. Agency does not represent or warrant that: (1) the Content is accurate, reliable, or correct; (2) the Sites will be available at any particular time or location; (3) any defects or errors in the Content will be corrected; or (4) the Content is free of viruses or other harmful components. Use of the Sites is solely at the User's risk. User hereby accepts the risk of its use of the Sites, and of the use of the Sites by its subrecipients.

9.6 Recipient agrees that under no circumstances will Agency be liable for any direct, indirect, punitive, incidental, special, or consequential damages that result from the use of, or inability to use the Sites. This limitation applies whether the alleged liability is based on contract, tort, negligence, strict liability, or any other basis, even if Agency has been informed of the possibility of such damage.

10. Headings

The headings or captions in this Agreement are for convenience only and in no way define, limit, or describe the intent of any provisions of this Agreement.

11. Amendments

The terms of this Agreement shall not be modified, supplemented, or amended in any manner whatsoever, except in writing by Agency.

12. Nonexclusive Remedies Related to Funding

Agency may withhold any and all undisbursed Grant Funds from Recipient if Agency, in its sole discretion, determines that Recipient has failed to timely satisfy any material obligation arising under this Agreement or otherwise. Recipient's material obligations include, but are not limited to, providing complete, accurate and timely reports satisfactory to Agency about Recipient's performance under this Agreement as well as timely satisfying all Agreement obligations relating to any Grant Funds.

If Grant Funds are not obligated for reimbursement by Recipient in a timely manner as determined by Agency in its sole discretion, Agency may reduce Recipient's funding as it determines to be appropriate in its sole discretion and redistribute such Grant Funds to other parties or retain such Grant Funds for other use. This remedy is in addition to any other remedies available to Agency under this Agreement or otherwise.

13. Independent Contractor Relationship

The Parties agree and acknowledge that their relationship is that of independent contracting parties and that neither Recipient, nor any of its directors, officers, employees or agents, is an officer, employee, or agent of the State of Oregon as those terms are used in ORS 30.265 or otherwise.

14. Access to Records

Recipient shall maintain all financial records relating to this Agreement in accordance with generally accepted accounting principles. In addition, Recipient shall maintain any other

records, books, documents, papers, plans, records of shipments and payments and writings of Recipient, whether in paper, electronic or other form, that are pertinent to this Agreement in such a manner as to clearly document Recipient's performance. All financial records, other records, books, documents, papers, plans, records of shipments and payments and writings of Recipient, whether in paper, electronic or other form, that are pertinent to this Agreement, are collectively referred to as "Records." Recipient acknowledges and agrees that Agency and the Oregon Secretary of State's Office and their duly authorized representatives will have access to all Records to perform examinations and audits and make excerpts and transcripts. Recipient shall retain and keep accessible all Records for a minimum of six (6) years, or such longer period as may be required by applicable law, following termination of this Agreement, or until the conclusion of any audit, controversy or litigation arising out of or related to this Agreement, whichever date is later. Subject to the foregoing minimum records retention requirement, Recipient shall maintain Records in accordance with the records retention schedules set forth in OAR Chapter 166.

15. Compliance with Law

In connection with their activities under this Agreement, the Parties shall comply with all applicable law.

16. Contribution

a. If any third party makes any claim or brings any action, suit or proceeding alleging a tort as now or hereafter defined in ORS 30.260 (a "Third Party Claim") against a Party (the "Notified Party") with respect to which the other Party (the "Other Party") may have liability, the Notified Party shall promptly notify the Other Party in writing of the Third Party Claim and deliver to the Other Party, along with the written notice, a copy of the claim, process and all legal pleadings with respect to the Third Party Claim that have been received by the Notified Party. Each Party is entitled to participate in the defense of a Third-Party Claim, and to defend a Third-Party Claim with counsel of its own choosing. Receipt by the Other Party of the notice and copies required in this Section and a meaningful opportunity for the Other Party to participate in the investigation, defense and settlement of the Third-Party Claim with counsel of its own choosing are conditions precedent to the Other Party's contribution obligation under this Section 16 with respect to the Third-Party Claim.

b. With respect to a Third Party Claim for which Agency is jointly liable with Recipient (or would be if joined in the Third Party Claim), Agency shall contribute to the amount of expenses (including attorneys' fees), judgments, fines and amounts paid in settlement actually and reasonably incurred and paid or payable by Recipient in such proportion as is appropriate to reflect the relative fault of Agency on the one hand and of Recipient on the other hand in connection with the events that resulted in such expenses, judgments, fines or settlement amounts, as well as any other relevant equitable considerations. The relative fault of Agency on the one hand and of Recipient on the other hand shall be determined by reference to, among other things, the Parties' relative intent, knowledge, access to information and opportunity to correct or prevent the circumstances resulting in such expenses, judgments, fines, or settlement amounts. Agency's contribution amount in any

instance is capped to the same extent it would have been capped under Oregon law if the State had sole liability in the proceeding.

c. With respect to a Third Party Claim for which Recipient is jointly liable with Agency (or would be if joined in the Third Party Claim), Recipient shall contribute to the amount of expenses (including attorneys' fees), judgments, fines and amounts paid in settlement actually and reasonably incurred and paid or payable by Agency in such proportion as is appropriate to reflect the relative fault of Recipient on the one hand and of Agency on the other hand in connection with the events that resulted in such expenses, judgments, fines or settlement amounts, as well as any other relevant equitable considerations. The relative fault of Recipient on the one hand and of Agency on the other hand shall be determined by reference to, among other things, the Parties' relative intent, knowledge, access to information and opportunity to correct or prevent the circumstances resulting in such expenses, judgments, fines, or settlement amounts. Recipient's contribution amount in any instance is capped to the same extent it would have been capped under Oregon law if it had sole liability in the proceeding.

d. Recipient shall take all reasonable steps to cause its contractor(s) that are not units of local government as defined in ORS 190.003, if any, to indemnify, defend. Save and hold harmless the State of Oregon and its officers, employees and agents ("Indemnitee") from and against any and all claims, actions, liabilities, damages, losses, or expenses (including attorneys' fees) arising from a tort (as now or hereafter defined in ORS 30.260) caused, or alleged to be caused, in whole or in part, by the negligent or willful acts or omissions of Recipient's contractor or any of the officers, agents, employees or subcontractors of the contractor ("Claims"). It is the specific intention of the parties that the Indemnitee shall, in all instances, except for Claims arising solely from the negligent or willful acts or omissions of the Indemnitee, be indemnified by the contractor from and against any and all Claims. Any defense obligations to Indemnitee are subject to compliance with applicable provisions of ORS chapter 180.

17. Recipient Default

Recipient will be in default under this Agreement upon the occurrence of any of the following events:

a. Recipient fails to perform, observe, or discharge any of its covenants, agreements, or obligations under this Agreement, including but not limited to failure to perform Grant Activities or satisfy performance measures as set forth in Exhibit A and such failure is not remedied within thirty (30) days following notice from Agency to Recipient specifying such failure; or

b. Any representation, warranty or statement made by Recipient in this Agreement or in any documents or reports submitted by Recipient in connection with this Agreement, concerning the expenditure of Grant Funds or Recipient's performance of any of its obligations under this Agreement, is untrue in any material respect when made; or

c. Recipient fails to incur expenses, or to satisfy performance measures, at a rate or in a manner that would result in complete expenditure of the Grant Funds in accordance with this Agreement, or successful completion of all performance measures under this Agreement, on or before June 30, 2025, as determined by Agency in its sole discretion.

18. Agency Default

Agency will be in default under this Agreement if Agency fails to perform, observe, or discharge any of its covenants, agreements, or obligations under this Agreement.

19. Remedies

19.1 In the event Recipient is in default under Section 18, Agency may, at its option, pursue any or all of the remedies available to it under this Agreement and at law or in equity, including, but not limited to: (a) termination of this Agreement under Section 21, (b) reducing, withholding or recovering payment of Grant Funds for activities that Recipient has failed to perform in accordance with this Agreement, (c) initiation of an action or proceeding for damages, specific performance, or declaratory or injunctive relief, or (d) exercise of its right of recovery of overpayments under Section 20 of this Agreement or setoff, or both.

All of the above remedies in this Section 20.1 are cumulative to the extent the remedies are not inconsistent, and Agency may pursue any remedy or remedies singly, collectively, successively, or in any order whatsoever.

19.2 Prior to any termination of this Agreement by Agency pursuant to Section 21.2.3, Agency will provide Recipient with a written notice of such default and will include in such notice an offer to meet with the senior manager of Recipient who has primary responsibility for oversight of the Grant Activities to provide Recipient an opportunity to explain the reasons for the default and to present a proposal for curing the default within a time period that is acceptable to Agency. Recipient shall have 5 days to accept such offer. If Recipient does not accept such offer within such 5-day period, Agency may terminate this Agreement upon 10 days' written notice as provided in Section 21.2.3 or exercise any other remedies available to Agency under this Agreement unless Recipient has fully cured such default prior to the expiration of such 10-day notice period. If Recipient accepts such offer, the meeting must be held within 14 days of such acceptance or at such other time as agreed by Agency. Following the meeting, Agency shall make a determination, in its reasonable discretion, of whether to accept Recipient's proposal, with such modifications as are mutually acceptable to the Parties, and shall give written notice of such determination to Recipient. If Agency's written notice states that Agency does not agree to such proposal, or if Agency accepts such proposal but Recipient does not satisfy the terms of the proposal, Agency may terminate this Agreement upon 10 days' written notice as provided in Section 21.2.3 or exercise any other remedies available to Agency under this Agreement unless Recipient has fully cured such default prior to the expiration of such 10-day notice period.

19.3 In the event Agency is in default under Section 18 and whether or not Recipient elects to exercise its right to terminate this Agreement under Section 21, or in the event Agency terminates this Agreement under Sections 21.2.1, 21.2.2, or 21.2.4, Recipient's sole remedy will

be a claim for reimbursement of expenses incurred in accordance with this Agreement, less any claims Agency has against Recipient. In no event will Agency be liable to Recipient for any expenses related to termination of this Agreement or for anticipated profits or loss. If previous amounts paid to Recipient exceed the amount due to Recipient under this Section 20.2, Recipient shall promptly pay any excess to Agency.

20. Recovery of Overpayments; Withholding of Funds

20.1 If payments to Recipient under this Agreement, or any other agreement between Agency and Recipient, exceed the amount to which Recipient is entitled, Agency may, after notifying Recipient in writing, withhold from payments due Recipient under this Agreement, such amounts, over such periods of times, as are necessary to recover the amount of the overpayment.

20.2 Agency may withhold any and all undisbursed Grant Funds from Recipient if Agency determines, in its sole discretion, that Recipient has failed to timely satisfy any material obligation arising under this Agreement, including but not limited to providing complete, accurate, and timely reports in a form satisfactory to Agency, or if Agency determines that the rate or scale of requests for Grant Funds in any expenditure category materially deviates from an applicable NOA or is unsubstantiated by related documentation.

21. Termination

21.1 This Agreement may be terminated at any time by mutual written consent of the Parties.

21.2 Agency may terminate this Agreement as follows:

21.2.1 Immediately upon written notice to Recipient, if Agency fails to receive funding, appropriations, limitations, or other expenditure authority at levels sufficient, in Agency's reasonable administrative discretion, to perform its obligations under this Agreement;

21.2.2 Immediately upon written notice to Recipient, if federal or state laws, rules, regulations, or guidelines are modified or interpreted in such a way that Agency's performance under this Agreement is prohibited or Agency is prohibited from paying for such performance from the planned funding source;

21.2.3 If Recipient is in default under this Agreement and such default remains uncured for a period of 10 days following completion of the process outlined in Section 20.2; or

21.2.4 As otherwise expressly provided in this Agreement.

21.3 Recipient may terminate this Agreement immediately upon written notice to Agency, if Agency is in default under this Agreement and such default remains uncured 15 days after written notice to Agency.

21.4 Upon receiving a notice of termination of this Agreement, Recipient will immediately cease all activities under this Agreement, unless Agency expressly directs otherwise in such notice.

22. Insurance

22.1 Recipient shall insure, or self-insure, and be independently responsible for the risk of its own liability for claims within the scope of the Oregon Tort Claims Act (ORS 30.260 through 30.300).

22.2 Recipient shall require its subcontractors to maintain insurance coverages that meet or exceed Recipient's standard policies and practices with respect to the subcontracted activities, and which in all cases shall be no less than commercially reasonable insurance coverages, consistent with applicable industry standards.

22.3 Project Insurance. In addition to any other insurance required under Section 19 of this Agreement, Recipient must ensure that the real property and improvements (collectively, the "Property") related to the Grant Activities is insured against liability and risk of direct physical loss, damage or destruction in types and amounts at least to the extent that similar insurance is customarily carried by entities developing, constructing, and maintaining similar property and facilities. Types and amounts of insurance may include, but are not limited to: workers' compensation insurance, commercial general liability, auto liability (including necessary coverage if transporting hazardous material), professional liability (including professional liability for the design, architecture, and engineering of the Property), pollution liability (including necessary lead and/or asbestos coverage), and builder's risk insurance. Insurance shall be maintained until the Recipient no longer has an insurable interest in the Property.

22.4 All insurance will be written by a company or companies reasonably acceptable to Agency; will require reasonable, but not less than thirty (30) days, prior written notice to Agency of cancellation or non-renewal; will contain waivers of subrogation and endorsements that no act or negligence of Recipient or any occupant will affect the validity or enforceability of such insurance as against Agency. As proof of insurance, Recipient will forward to Agency, upon request, certificates evidencing the coverage required under this Agreement and copies of all policies. Acceptance of such proof of insurance by Agency does not constitute approval or agreement that the insurance related to the Grant Activities is adequate. Recipient must provide at least thirty (30) days' written notice to Agency of any significant changes, including, but not limited to, cancellations and non-payment, to the policy that would affect the coverage.

22.5 Casualty/Loss Restoration. After the occurrence of any casualty to the Property, Recipient will give prompt written notice of the casualty to Agency, specifically describing the nature and cause of such casualty and the extent of the damage or destruction to the Property. In the event of any casualty to the Property, Recipient will immediately take such action as is necessary to make the site safe and legal, including, if necessary, demolition of any improvement, removal of debris, and/or grading the site. Recipient, subject to the rights of an approved senior mortgage lender, if any, assigns to Agency all insurance proceeds that Recipient may be entitled to receive with respect to any casualty. In the event Recipient desires to rebuild or restore the Property, insurance proceeds will be placed in escrow, with escrow instructions to release funds for invoices related to such reconstruction. Agency will have the right to review and approve of reconstruction plans and may require the conditional release of liens as condition of escrow payments. No proceeds will be released if Recipient is in

default under this Agreement. If Recipient (i) does not elect to restore the Property, or (ii) is in default under this Agreement, Agency may apply the insurance proceeds to satisfy Recipient's obligations under this Agreement, subject to the rights of an approved senior mortgage lender, if any.

23. Availability of Funds

Agency's obligation to pay any amounts and otherwise perform its duties under this Agreement is conditioned upon Agency receiving funding, appropriations, limitations, allotments, or other expenditure authority sufficient to allow Agency, in the exercise of its reasonable administrative discretion, to meet its obligations under this Agreement. Nothing in this Agreement may be construed as permitting any violation of Article XI, section 7 of the Oregon Constitution or any other law limiting the activities, liabilities, or monetary obligations of Agency.

24. Governing Law

This Agreement shall be governed by and construed and enforced in accordance with the laws of the State of Oregon, without regard to principles of conflicts of law. Any claim, action, suit or proceeding (collectively "claim") between Recipient and Agency or the State of Oregon that arises from or relates to this Agreement shall be brought and conducted solely and exclusively within the Circuit Court of Marion County for the State of Oregon, provided that in the event that a claim must be brought in a federal forum, the claim shall be brought and conducted solely and exclusively within the United States District Court for the District of Oregon. Recipient consents to the exclusive jurisdiction of such courts. Nothing in this Agreement constitutes consent by the State of Oregon to the jurisdiction of any court or a waiver by the State of Oregon of any defense or immunity, including but not limited to sovereign immunity and immunity under the Eleventh Amendment to the United States Constitution.

25. Notice.

Except as otherwise expressly provided in this Agreement, any notices to be given relating to this Agreement must be given in writing by email, personal delivery, or postage prepaid certified or registered mail, with return receipt, to a Party's Authorized Representative at the physical address or email address set forth in Section 8 of this Agreement, or to such other addresses as either Party may indicate pursuant to this Section 28. Any notice so addressed and mailed becomes effective five days after mailing. Any notice given by personal delivery becomes effective when actually delivered. Any notice given by email becomes effective upon the sender's receipt of confirmation of delivery, either by return email or by demonstrating through other technological means that the email has been delivered to the Recipient's email address.

26. Survival

All rights and obligations of the Parties under this Agreement will cease upon termination of this Agreement, other than those rights and obligations that by their express terms survive termination of this Agreement or would reasonably be expected to survive termination of this Agreement; provided, however, that termination of this Agreement will not prejudice any rights or obligations accrued to the Parties under this Agreement prior to termination.

27. Intended Beneficiaries

Agency and Recipient are the only parties to this Agreement and are the only parties entitled to enforce its terms. Nothing in this Agreement provides, is intended to provide, or may be construed to provide any direct or indirect benefit or right to third persons unless such third persons are individually identified by name herein and expressly described as intended beneficiaries of this Agreement.

28. Assignment

Recipient may not assign or transfer its interest in this Agreement without the prior written consent of Agency and any attempt by Recipient to assign or transfer its interest in this Agreement without such consent will be void and of no force or effect. Agency's consent to Recipient's assignment or transfer of its interest in this Agreement will not relieve Recipient of any of its duties or obligations under this Agreement. The provisions of this Agreement will be binding upon and inure to the benefit of the Parties hereto, and their respective successors and permitted assigns.

29. Subcontracts

Recipient shall notify Agency prior to entering into any subcontracts for any of the activities required of Recipient under this Agreement. Agency's receipt of notice of any subcontract will not relieve Recipient of any of its duties or obligations under this Agreement. For purposes of this Agreement, including but not limited to any exhibits incorporated into this Agreement, "subcontract" means any agreement pursuant to which Recipient compensates another party to carry out any activities under this Agreement, whether by contract for goods or services, grant agreement, or otherwise. For avoidance of doubt, the term "subcontractor" includes any subgrantee or subrecipient to which Recipient awards any funds received by Recipient under this Agreement.

30. Merger; Waiver

This Agreement and all exhibits and attachments, if any, constitute the entire agreement between the Parties on the subject matter hereof. There are no understandings, agreements, or representations, oral or written, not specified herein regarding this Agreement. No waiver or consent under this Agreement binds either Party unless in writing and signed by the applicable Party. Such waiver or consent, if made, is effective only in the specific instance and for the specific purpose given.

31. Counterparts

This Agreement may be executed in several counterparts, all of which when taken together shall constitute one agreement, notwithstanding that all Parties are not signatories to the same counterpart. Each copy of the Agreement so executed constitutes an original.

[The remainder of this page left blank intentionally]

32. Signatures

Oregon Housing & Community Services	**ORS 190 Entity, Mid-Willamette Valley Homeless Alliance**
DocuSigned by: Laura Al Omrani 1C2E5B58413F43C...	DocuSigned by: Jeremy Gordon 287550CE729D4FD...
Signature	**Signature**
Laura Al Omrani Asst. Manager - Procurement and Business Operations	Jeremy Gordon President
Printed Name & Title	**Printed Name & Title**
2/28/2024	2/28/2024
Date	**Date**

Approved for legal sufficiency by Senior AAG Melinda DeBruyne via email on 02/9/2024

Exhibit A

Grant Activities

1. Description.

On January 10, 2023, Governor Tina Kotek declared a homelessness state of emergency in response to the 80% rise in unsheltered homelessness in emergency areas since 2017. The Governor directed state agencies to prioritize efforts to reduce homelessness and established a statewide housing production advisory council. In addition to these efforts on the part of the state government, Agency will play a major role in the delivery of the Governor's early investment package that was awarded through House Bill (HB) 5019 during the 2023 Session of the Oregon Legislature. Most of these resources will be delivered to local emergency response regional planning bodies, including Continuums of Care ("CoC") within the areas that are included within the emergency declaration as determined by Agency. Agency will support communities in deploying these funds, including but not limited to support pursuant to this Agreement, in a coordinated effort to accomplish the following statewide objectives:

1. Prevent homelessness for 8,750 households statewide;

2. Increase shelter capacity, quality, and utilization in emergency areas by 600 beds; and

3. Rehouse at least 1,200 households experiencing unsheltered homelessness in emergency areas.

Agency will utilize SB 5511 to create a Long-Term Rent Assistance (LTRA) program administered through this Agreement to secure ongoing services and rental support for households rehoused through the HB 5019 rehousing investment beyond January 10, 2024.

2. Scope of Work

A. Subgrantee shall, and shall cause and shall require by contract that its subrecipients comply and perform all work to the satisfaction of OHCS, and in accordance with the terms of this agreement, including its community plan as approved by OHCS and supplemented herein, together with applicable program guidance, as amended from time to time. The approved community plan is incorporated herein by reference. The remaining provisions of this Section 2 are supplemental to, and do not limit the obligations of subgrantee or its subrecipients arising under this Subsection 2A or otherwise under this agreement.

OHCS shall notify subgrantee of changes and modifications to the LTRA Program Guidance Manual in writing by electronic communication.

B. Subgrantee shall, and shall cause and shall require its subrecipients by contract to administer the program in a manner satisfactory to OHCS and in compliance with all program requirements, including but not limited to the following terms and conditions:

1) Expend no more than the percentage of funds indicated by OHCS (including allowable administrative costs shared with subrecipients) of its program award for allowable administrative costs in order to provide the services outlined in this agreement.

2) Conduct an initial evaluation to determine eligibility for program services in alignment with existing local Continuum of Care developed coordinated entry requirements and department program requirements.

3) Assure that program services are available to HB 5019 populations.

4) Re-evaluate program participant eligibility consistent with required policy as defined in program guidance.

5) May utilize program funds to address the specific needs of various homeless subpopulations. Specific targeting of funds shall not violate any Fair Housing Act or anti-discriminatory requirements and shall be outlined and approved by OHCS in the subgrantee's community plan prior to implementation.

3. Program Data Collection and Reporting

Recipient shall and shall cause and require its subcontractors by written agreement to submit to Agency all reports as required in this Agreement. Recipient shall and shall cause and require its subcontractors by written agreement to ensure that data collection and reporting, which may include personally identifiable information, be conducted through the use of Agency-approved systems including HMIS or HMIS-Comparable systems for Victim Service Providers. Recipient shall utilize existing systems of Agency (OPUS for fiscal management, and HMIS for Program outcome management, Procorem for reporting submission) for all funding under this Agreement in accordance with applicable policies and procedures of Agency. Recipient shall provide service provider technical assistance to users in Recipient's region and may request additional assistance from Agency as needed.

Recipient may request a reporting deadline extension. An extension must be approved, in writing by Agency in Agency's sole discretion. Requests must be emailed to HCS.REPORTING@hcs.oregon.gov prior to the submission deadline.

The following reports and other documents shall be submitted to Agency throughout the Performance Period and for any additional period as required to include all reportable activities performed during, the Performance Period and all other reportable information relating to the Performance Period:

A) Recipient shall, and shall cause and shall require its subcontractors by contract to, submit to the satisfaction of Agency all Homeless Management Information System ("HMIS") reports as required in this Agreement or as requested by Agency. Recipient shall, and shall cause and shall require its subcontractors by contract to, ensure that data collection and reporting, including personally identifiable information, be conducted through the use of the Agency-approved HMIS. Recipient may request a reporting deadline extension when necessary. All such extension requests are subject to approval by Agency, which approval may be granted or denied in Agency's sole discretion.

B) Recipient and its subcontractors are required to enter reliable, valid, and accurate Program-related participant and service data into HMIS. Both an HMIS entry/exit and HMIS Service Transaction must be entered into HMIS. Each allowable service must be represented with a Service Transaction. Same-day services will have the same Service Start and End Date. Service Transactions that utilize Grant Funds, including all payments, arrearages, deposits, fees, landlord engagement and client non-categorical services, must include a HMIS fund source and amount.

C) Timely and accurate data entry is critical to ensuring meaningful data analysis. Recipient and its subcontractors must enter all data required under this Agreement or the Program Requirements within 72 hours after the service is provided or by any earlier deadline as required by local CoC HMIS policies.

D) Required reports shall include:

a. Requests for funds through the OPUS system must be submitted within 60 days of the end of each quarter. A final request for funds must be submitted for all fiscal year expenses within 60 days of each fiscal year end. Backup documentation for expenditures made from the Initial Payment must be submitted to Agency within 30 days of June 30, 2024. Backup documentation for expenditures made from the Additional Allotment must be submitted through Agency's OPUS system.

b. Aggregated Quarterly Reports - Recipient must directly submit aggregated reports using the report provided in the HMIS reporting tool, SAP Business Objects, or the Agency-provided template twenty (20) days following the end of each calendar quarter.

c. System Data - Recipients must directly submit or allow the export of all disaggregated HMIS participant, Program and service transaction data, required pursuant to the Agency's Long-Term Rent Assistance Guidance Manual, within twenty (20) days following the end of each month. These data may be used in published data visualizations (Tableau dashboards).

d. Recipient shall provide additional reports as requested by Agency.

4. Performance Measures

Recipient shall and shall cause and require its subcontractors by written agreement to conduct the Grant Activities in a manner consistent with the requirements of this Agreement and to achieve the following performance goals, as well as the performance goals that are outlined in the Plan:

A. Increased housing stability as measured by the percentage of total Program participants who reside in permanent housing at time of their exit from the Program, as outlined in the Community Plan.

B. Admission into the LTRA Program for the specific number of households that are eligible for the program as further outlined in the approved Community Plan. Maintaining or increasing household income and benefits from all sources.

C. Number of households who have been enrolled in the LTRA Program and successfully maintain their housing placement for 12 months.

D. Percentage of households who do not re-enter into homelessness or request additional housing assistance within 12 months of exiting the Program.

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Exhibit B

Long-Term Rent Assistance Program (LTRA) February 2024

OREGON HOUSING and COMMUNITY SERVICES

Program Guidance

CONTACT
Oregon Housing and Community Services
Homeless Services Section
(503) 986-2000

Publication Date: February 2024

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Program Overview

Program Intent

Long-Term Rent Assistance (LTRA) is a proven strategy and a critical tool to support housing stability- and for some people, is key to their ability to stay housed. LTRA provides rent subsidy to eligible low-income tenants and allows landlords to rent apartment and homes to these tenants at fair market rates. Investing in LTRA resources is an avenue towards a future where fewer people live in shelters, motels, on the street, or doubled up in unstable arrangements; fewer families, seniors, and people with disabilities have to choose between paying the rent and buying necessities like medicine or food. Taken together, these benefits could substantially reduce low-income households' exposure to hardship and trauma and improve their chances of long-term success, while also preserving the value of the investment the state has made into other services to rehouse households to begin with.

Program Summary

Governor Tina Kotek issued three Executive Orders that each seek to spur rapid action, helping to address homelessness and housing instability and their root causes. **Executive Order (EO) 23-02** declared a state of emergency in Continuum of Care regions, which experienced increased unsheltered homelessness by 50% or greater since 2017.

In alignment with the Executive Orders, Governor Kotek also proposed three actionable goals to be achieved by Jan. 10, 2024:

1. Prevent 8,750 households from becoming homeless statewide.
2. Add 600 low-barrier shelter beds in emergency areas.
3. Rehouse at least 1,200 unsheltered households in emergency areas.

The Oregon State Legislature passed **House Bill 5019** and **House Bill 2001** to fund and support the emergency response efforts outlined in Executive Order 23-02.

As part of that effort, OHCS was tasked with creating a Long-Term Rent Assistance Program to ensure that the households rehoused through Executive Order 23-02 and HB 5019 rehousing investments have access to long-term rent assistance and services after Jan. 10, 2024, if needed to prevent them from re-entering homelessness and for the purpose of maintaining their housing stability over the long-term.

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The Long-Term Rent Assistance (LTRA) program will provide rent subsidy to eligible households to increase housing access and long-term housing stability for people exiting homelessness.

Guiding Principles

1. **Lead with racial equity.** Racial equity is achieved if one's racial identity is no longer predictive, in a statistical sense, of one's disparate housing, economic, and health outcomes.
Instead, outcomes for all racial groups are improved. Racial equity includes addressing root causes of inequities. We strive to embed racial equity into the design, implementation, performance measures, and monitoring of our work.

    - Eliminate policies, practices, attitudes, and cultural messages that reinforce differential outcomes by race or otherwise fail to address them. Achieving racial equity is a process. This means that Black people, Indigenous people, and people of color—those most impacted—are part of the decision-making about funding, policies, and programs as outlined by Center for Assessment and Policy Development and Center for Social Inclusion.
    - Commit OHCS advancing racial equity and justice in alignment with the Oregon Statewide Housing Plan. OHCS's racial equity work is informed by national promising practices and lived experience of communities of color. OHCS and its grantees commit to an intentional, data-driven approach to reducing disparities in housing and social service provision. Additional guidance and information continue to be developed to further identify how OHCS and grantees can advance equity and racial justice within state and federally funded programs. To achieve racial equity in the community, government (local, regional, and state) must be working in partnership with communities and other institutions.
2. **Maintain long-term housing stability.** Including long-term housing stability for people experiencing homelessness who were re-housed during the implementation of EO 23-02 and with the rehousing investments outlined in HB5019.
    - Assess and prioritize re-housed households for LTRA assistance across the State.
    - Develop clear yet flexible guidance for LTRA programs to meet the various needs of households to achieve long term stability.
3. **Remove barriers and simplify processes.**
    - Build referral and intake process focusing on low barrier access ensures those needing services can obtain them. Focus on homelessness and extremely low-income as key factors of eligibility over other criteria.
    - Structure Program design and operation to be streamlined to offer support where applicable to retain a household's housing with minimal barriers for both participants and landlords.
4. **Support local flexibility and responsiveness.** Provide local flexibility where possible to build on the local flexibility that services funded through House Bill 5019 under the Executive Order 23-02 have already received.
    - Flexibility. Many communities across the EO regions are using a combination of rental assistance strategies. To align with the Executive Order approaches, the LTRA program will continue to allow for this local flexibility.

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- Responsiveness. Program evaluation and stakeholder feedback can further shape and refine how these different approaches can work together.

5. **Strengthen relationships with landlords.** Strong partnerships with landlords to address each community's unique needs. Landlords are vital in preventing evictions and helping individuals and families find new homes.
   - Partner with landlords to make a real difference in ending homelessness by making units more accessible to those in need and taking advantage of available programs.
   - Increase awareness of identified liaisons in each region of the state who can support landlords interested in supporting this work which the state will make this information available to landlord associations.

Eligibility Criteria

Providers are responsible for ensuring that households admitted to the program meet program eligibility requirements. This includes any individual approved to join the household after the household has been admitted to the program. The household must provide any information needed to confirm eligibility and determine the level of household assistance. To maintain consistent eligibility criteria, the LTRA program may conduct additional screening only to determine if a household is already participating in other long-term rental assistance programs.

- **Priority One**: The households that will be rehoused via EO 23-02 and HB5019 will have eligibility priority for LTRA assistance.
- **Priority Two:** If there are turnover, local communities would have discretion about which subpopulations of people experiencing homelessness in their communities to prioritize to refill available spots. (See Referrals section in this guidance for homelessness definitions).

LTRA Structure

The LTRA program is designed to ensure ongoing rental assistance and services designed to support eligible tenants' housing stability through locally orchestrated regional administration. The program will allow for local flexibility compared to traditional rental assistance programs such as the Housing Choice Voucher program while ensuring consistent results for Oregonians in need of the services recognizing the unique strengths every community across Oregon holds and the importance of incorporating best practices for effective rental assistance program administration.

The Program will be dispersed through the CoCs via the Collaborative Applicants (CA) (otherwise known as the CoC Lead Agency) and the CA will have the responsibility to designate the service providers and regional administrator for the region.

The LTRA program will require a Tenant-based structure.

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Tenant-based structure:

- Tenant-based rental assistance is a rental subsidy that aids individual households to enable them to rent apartments and homes at fair market rates.
- Tenant based programs offer a household the opportunity to choose its neighborhood (including the school district) as well as its type of housing (such as a single-family home, large apartment building, duplex, etc.).
- Communities must set income thresholds for tenant rent contribution and may consider fixed percentage and progressive contribution models. (See Income and Subsidy Determinations and Amount of Assistance section in this guidance).
- When a household is determined to be eligible for the program and funding is available, the household is issued a tenant voucher. When the household finds a suitable housing unit (see Inspection Requirements section in this guidance) the LTRA administrator will enter a contract agreement with the landlord and the household will enter a lease agreement with the landlord. Each party makes their respective payment to the landlord so that the landlord receives full rent.
- Even though the program administrator determines the household to be eligible for the program, the landlord has the responsibility of approving the family as a renter. The agency continues to make payments to the owner if the household is eligible, and the housing unit continues to qualify under the program.
- Households who were rehoused through EO 23-02 and determined to need LTRA assistance, may choose to utilize their voucher in their current unit. Units must meet inspection requirements as outlined in the inspections portion of this guidance.
- If the household needs to change location, the household may take the assistance along when moving to another rental unit.
- LTRA administrator will need to determine tenant-based contract terms at a minimum to include:
    - Length of contract term
    - Contract termination
    - Inspections
    - Rent increase
    - Household composition and changes

Supportive Services

Funds may be used to help individuals achieve a greater level of housing security. Costs under this category must be reasonable and sufficient to stabilize the household. LTRA Program funds are not intended to be used solely for support services. Support services are not permitted for individuals and households who are not in need of LTRA rental subsidy. Programs are encouraged to utilize strategies to braid or blend funding streams to increase supportive services opportunities.

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OHCS encourages the use of Medicaid eligible reimbursable services to augment the supportive services a household may need Costs and rationale for expenses must be communicated through the Community Plan to demonstrate how they will balance the household need for rent assistance and support services. Eligible expenses may include, but are not limited to the following examples:

- Staffing and support for retention and Wrap-around Case Management. The concept of "Wraparound" programming is used to describe any program that is flexible, family or person-oriented and comprehensive.
  In a "Wrap-around" approach, a team of professionals (e.g., educators, mental health workers, social workers, etc.) and key figures in an individual/household's life (e.g., family, community members, religious leaders etc.) create, implement, and monitor a plan of support.
- Because "Wrap-around" is a strengths-based intervention and individualized wrap-around plan is supposed to reflect the needs of the individual or family, rather than availability of services. A wrap-around approach is designed for people/families with complex needs. A form of Collaborative Community Case Management.
- Work supports (i.e., training costs; transportation assistance – bus tokens, ride sharing, auto repair; childcare or eldercare costs, clothing to support employment needs, tech to support Wi-Fi access, phone costs) The purpose of the work supports is to allow the household to stabilize by avoiding costs or expenses in other areas that are a barrier to housing stability.
- Basic life skills information/counseling on money management, use of credit, housekeeping, proper nutrition/meal preparation, and access to health care (e.g., doctors, medication, and mental and behavioral health services).
- Furniture and household goods to support a household with moving to a new home (i.e., bedroom furniture, bedding, pots, pans, kitchen utensils, bath towels, etc.
- Providers may make available housing search assistance as part of supportive services that may include: Assistance identifying eligible units, including physically accessible units as needed; Outreach to owners of potentially eligible units; Provide transportation assistance and direction to potential units; Assist families and individuals with rental applications, rental agreements and other paperwork; Advocate directly, as needed, with landlords on behalf of the families and individuals; and Otherwise help expedite the LTRA leasing process for families and individuals.

Application & Referral

Referral Criteria - General

- The households that will be rehoused via EO 23-02 and HB5019 will have priority for the LTRA program and will not require re-screening for eligibility to include income, Fair Market Rent (FMR) requirements, and rent reasonable standards.

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- OHCS reserves the right to modify this prioritization requirement based on information provided in the community plans.
- In general, households must meet both the income criteria outlined below as well as the housing status eligibility criteria outlined below, with exceptions made for those that were rehoused under EO 23-02 and HB5019
- When there is a turnover, local communities will have discretion in choosing specific subpopulations of people experiencing homelessness in their communities to prioritize for spots within the program budget and consistent with applicable OHCS approved Community Plan.
- When serving other populations and determining prioritization, an example of this approach can be found in the utilization of the 1115 Medicaid Waiver.
  For instance, when refilling available spots within the program budget for short-term rental assistance benefits, communities may target individuals who have accessed the 1115 Medicaid waiver aligning their efforts with the overarching goal of providing essential services to this subpopulation group.
  All subpopulations must still meet the definition of homeless as defined in this guidance (See Section: Referral Criteria – Living Situation).
- For the LTRA program there is not a requirement to obtain and verify Social Security Numbers (SSN) and documentation evidencing citizen status before admitting the household to the program.

Referral Criteria - Household Composition

- Each household must identify the individuals to be included in the household at the time of application and must notify the provider if the household composition changes (See household composition changes in this guidance).
- Household composition may include but not be limited to the following, regardless of actual perceived sexual orientation, gender identity, or marital status.
  - A single person, who may be an elderly person, displaced person, disabled person, near elderly person, or any other single person.
  - A group of people residing together. Such group includes but is not limited to a family with or without children (a child who is temporarily away from the home because of placement in foster care is considered a member of the family), an elderly family, a near-elderly family, a disabled family, a displaced family, or the remaining member of a family.

Referral Criteria – Income Limits

- Using Income Limits for Eligibility. Initial program income eligibility limits must be set at 80% Area Median Income (AMI) or below if determined by local regional administrator.
- Households rehoused under EO 23-02 who have been determined to need LTRA services based upon the approved Community Plan methodology for determining need for this population and have higher incomes than the 80% AMI will receive an exception to the above requirement.

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- Programs may set regional income limits lower than 80% AMI for eligibility at program admission. Income limits are used to determine eligibility for the program and for income targeting purposes by comparing the annual income of an applicant household to the applicable income limit for the household size. Example income limit definitions lower than 80% AMI may include but not limited to the following:
    - Very low-income household. A household whose annual income does not exceed 50% of the median income for the area, adjusted for household size.
    - Extremely low-income household. A very low-income household whose annual income does not exceed the higher of the federal poverty level or 30% of area median income, adjusted for household size.

Referral Criteria – Living Situation

For purposes of the LTRA program referral and eligibility, the definition of homeless is defined as the following:

Category 1: Literally Homeless—Individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:

- Living in a primary nighttime residence that is a public or private place not designed for human habitation (including, but not exclusive to, a car, park, abandoned building, bus or train station, airport or camping ground).
- Living in a publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional shelter, and hotels or motels paid for by charitable organizations or by federal, state, or local government programs), OR
- When entering homelessness from an institutional care facility (i.e., hospitals, jails, substance abuse or mental health treatment facilities, or other similar facility) -To reduce barriers, there is no maximum time limit for days spent in institutional care that would cause ineligibility for EO rapid rehousing. This differs from HUD's definition of homelessness, which stipulates that time spent in an institution must not exceed 90 days to not constitute a break in homelessness. OHCS acknowledges the importance of recognizing where the point of entry may be for communities and has expanded the definition of eligibility for rapid rehousing as a result.

Category 2: Imminent Risk of Homelessness—Individual or family who will imminently lose their primary nighttime residence provided that:

- The primary nighttime residence will be lost within 21 days of the date of application for homeless assistance.
- No subsequent residence has been identified; AND
- The individual or family lacks the resources or support networks (e.g., family, friends, faith-based or other social networks) needed to obtain other permanent housing.

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Category 3: Homeless Under Other Federal Statutes—Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, (literally homeless, imminent risk of homelessness or fleeing/attempting to flee domestic violence) but who:

- Are defined as homeless under other listed federal statutes.
- Have not had a lease, ownership interest, or occupancy agreement in permanent housing during the 60 days prior to the program assistance application.
- Have experienced persistent instability as measured by two moves or more during the preceding 60 days; AND
- Can be expected to continue in such status for an extended period due to special needs or barriers.

Category 4: Fleeing/Attempting to Flee Domestic Violence—Individual or family who:

- Is fleeing, or is attempting to flee, domestic violence; sexual assault, stalking, labor, and human trafficking, or other dangerous or life-threatening conditions that relate to violence.

Category 5: Unstably Housed—Individual or family who:

- Is at risk of losing their housing, and does not otherwise qualify as homeless under the above listed (1-4) categories, provided that:
- They have been notified to vacate current residence or otherwise demonstrate high risk* of losing current housing; AND
- Lack the resources or support networks to obtain other permanent housing.

  High risk may be demonstrated by but is not solely defined as:
  - having experienced a loss of income or other threat to housing stability.
  - In addition, sharing housing of other persons due to loss of housing, economic hardship, or a similar reason (“doubled up”) may demonstrate a high risk of losing current housing.
  - Owing rental arrears or not having the ability to pay for future rent may also demonstrate high risk status.
  - Previously experience of homelessness.
  - Time limited rental emergency assistance programs that are coming to an end or combination of extremely low income and severe cost burden.
- Communities should establish a flexible process with multiple referral paths.
- The Counties coordinated access systems should be the primary referring agencies. Other referring agencies may include community-based and culturally specific partner organizations, hospitals, health care and mental health institutions.
- Each referring agency will need to screen potential participants for program eligibility, according to LTRA guidelines.
- Referral pathways should be equitable, inclusive, and effective at connecting eligible participants with appropriate housing options and supportive services (See Supportive Services section in this guidance).

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Application Process - General

Communities may determine the application process for their LTRA programs. Taking into consideration the following:

- A short and simple application that requests basic eligibility information like current household income will increase accessibility and ease for applicants. Applications should be provided in other languages to support an equitable application process.
- Short initial applications may be used to determine whether an applicant meets basic eligibility requirements and then determine what additional documentation is necessary.
- Provide intake assistance. Even with simple and jargon-free applications, applicants may still have difficulty navigating the application process and have questions. Where possible, one-on-one or group counseling through phone calls or virtual sessions can help applicants understand the application requirements and needed documentation.
- Provide transparency on use of information being provided and explanation of next steps. Provide multiple ways to submit applications, including on-line and through regular mail. A paper option allows tenants with limited internet access to apply.
- Application packets at minimum must include:
  - Statement of Eligibility Guidelines, so applicants understand the program and eligibility criteria.
  - Release of Information
  - Program Rights & Responsibilities
  - Grievance/Appeals Process
  - Fair Housing Information
  - Violence Against Women's Act (VAWA) Information

Application Process - Communications with Households

- If the household is eligible for assistance, it is recommended that the program notify the household in writing, or the best method determined by the household during the application process and schedule an orientation to explain program roles and responsibilities and next steps.
- If the program determines that a household is not eligible for the program for any reason, the family must be notified promptly. The notice must describe: (1) the reasons for which assistance has been denied, (2) the household's right to an informal review, and (3) the process for obtaining the informal review.

Documentation Guidelines

Requirements of documentation should not impose undue documentation burdens.

- OHCS strongly encourages programs to avoid establishing documentation requirements that are likely to be barriers to participation for eligible households,
- Programs may create a policy that allows for applications from third parties if applicants have signed and agreed to submission on their behalf.

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- This should include those with irregular incomes such as those operating small businesses or workers whose income is reported on Internal Revenue Service Form 1099.
- As stated, documentation requirements should be flexible to minimize barriers. For example, government issued identification is preferred, but this can include documentation from any government agency, that includes foreign documents containing the applicant's name and date of birth.
- Programs may establish self-certification options to determine income and homeless status and may also opt for a combination of initial self-certification with the possibility to provide documentation later to expedite the application process.
- Programs should consider how to support applicants who do not have a valid ID to obtain one for the purpose of completing the rental application process.
- Citizenship status and criminal background will not be assessed as part of the LTRA program and documentation will not be required.
- Program guidelines should specify that social security numbers may be collected but are not required as part of participation in the LTRA program. Applicants should self-determine whether to provide their social security numbers.
- Examples of acceptable tenant-provided documents for income verification may include, but are not limited to pay stubs, payroll summary reports, employer notice or letters of hire and termination, SSA benefit verification letters, bank statements, child support payment stubs, welfare benefit letters and/or printouts, and unemployment monetary benefit notices.
- Programs should provide self-employment and zero income declaration forms when applicable.

Determining Assistance

Length of Assistance

- Once determination of eligibility is made for tenant-based assistance, rent subsidy is designed to be ongoing and available based on the household needs and is eligible for LTRA subsidy.
- Long-term rental assistance ends when the household is no longer eligible for the assistance, which means they are no longer receiving a rental subsidy as they are able to pay their full rent or conditions of occupancy can no longer be met.
- Assistance may also be ended if a participant violates program rules or conditions of occupancy. (See Section: Ending Program Participation)

Amount of Assistance

Specific monthly rent assistance amounts will be determined by local programs based on subsidy determination calculations policy and according to available funding.

- Communities should provide plans that encompass progressive models for rental assistance or setting different amounts of monthly assistance depending on specific factors for that household.

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- Balancing household rent burden, which can cause increased likelihood of falling into homelessness, with program cost constraints would be the primary policy goals that would impact how the amount of assistance is determined.
- In long-term rent assistance programs, assistance levels are structured to prevent households from paying more than a certain percentage of their income on rent while staying within available program funds. Therefore, the percentage of rent covered varies by household and is a function of their income, the unit's rent, and any rent caps that the program establishes to control costs in order to ensure that the required number of LTRA households are served within the allocated program funds.
- No minimum rent policies must be implemented for LTRA to ensure alignment with serving zero income households and decreasing racial disparities in homelessness. Minimum Rent is what most Public Housing Authorities (PHA)s utilize to determine minimum Total Tenant Payment (TTP) amounts. The minimum rent is the least a family will contribute toward rent and utilities. Current non-Moving to Work (MTW) PHAs minimum rent can be set anywhere from $0 to $50. This type of minimum rent must not be required. Programs should create policies for when a household's income increases, the amount of the housing assistance payment on behalf of the household decreases.

  If the amount of assistance provided is reduced to zero, the program should determine timeline for when assistance for the household will end. A typical period is 180 days (about 6 months).

Tenant Screening

LTRA programs will not be required to run a criminal background check such as those required by federally funded rent assistance programs. Programs must advise landlords of the following:

- The Landlord is responsible for screening and selection of the household for tenancy to occupy the unit.
- A landlord must provide written screening criteria for applicants and must apply equally to all applicants.
- Programs may not disclose to the landlord any confidential information provided of domestic violence, dating violence, sexual assault, stalking, or other confidential information such as mental health diagnoses or health conditions, except at the written request or with the written consent of the individual providing the documentation.

Landlord Partnership

Risk Mitigation Funds

Some successful long-term rent assistance programs have offered participating landlords access to risk mitigation funds.

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Through HB5019, the legislature provided funding for the state's risk mitigation fund, the **Oregon Housing Choice Landlord Guarantee Program**, Risk Mitigation Funds are intended to reimburse participating owners and landlords for extraordinary expenses not covered by security deposits, insurance payments, or other forms of reimbursement.

Risk Mitigation Funds Program may enhance the impact of LTRA by providing financial protection to landlords who operate LTRA-assisted units. This may help to mitigate housing disparities and economic inequality in the region. (Example Program: **FAX Cover Sheet (oregonmetro.gov)**

Risk Mitigation funds can be effective in an overall Landlord Engagement strategy.

- Partnerships with landlords are critical to ending homelessness and there are many strategies involved in engaging and recruiting landlords, including risk mitigation funds.
- Also referred to as a landlord guarantee or risk reduction funds, they are an added protection for landlords willing to rent to someone with limited income, a poor rental history, or a criminal history.
- The funds may cover excessive damages to the rental unit.

In addition to integration with this key state landlord incentive program, or other internal agency risk mitigation programs, we recommend integrating with other OHCS-funded unit access and incentive programs in development with the purpose of incentivizing landlords to reduce screening barriers for households receiving LTRA assistance.

Landlord Incentives

Landlord participation rates affect the overall availability of rental options as well as the location and quality of available options, thus shaping the extent to which low-income households can access the intended benefits of LTRA housing assistance through Landlord incentives can be a valuable tool.

Examples might be:

- Landlord Bonuses: One-time payments to landlords, usually at the point of lease-up or renewal. May also include referral bonuses for landlords who refer others who end up leasing to program participants.

- Funds to Overcome Rental Barriers: Funds to cover costs such as bringing units up to
- HQS/NSPIRE standards, holding fees, security deposits, application fees, rental insurance, and related costs such as credit or background checks.
- On-call support: Case manager or other staff to quickly respond to concerns or assist with urgent situations.

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- Mediation services: Support resolving landlord-tenant or tenant-tenant disagreements. Property improvement services: Maintenance support or repair work, in the event a unit or surrounding property is damaged during lease term or when tenant moves out, or landscaping, gardening and other property improvement work.

Landlord Liaison Support

Landlord liaisons cultivate relationships with landlords and property managers and are characterized by services with the goal of increasing the availability of rental housing for persons who face barriers to moving from homelessness to permanent housing.

- Landlord Liaison Services are beneficial for both landlords and tenants. They provide support services for landlords that allow them to replace or relax their screening requirements (i.e., apply secondary screening criteria) for homeless people with barriers to accessing permanent housing.
- Landlords benefit by having a pool of qualified tenants who are provided with support services to improve housing retention.
- For Landlords this may reduce unit turnover, shorter unit vacancies, and fewer evictions in the long-term. Through ongoing support, tenants also benefit by increasing their ability to obtain and maintain stable permanent housing, thus reducing the likelihood of subsequent episodes of homelessness.
- The primary purpose is to benefit households experiencing homelessness through increased access to available rental housing. They may work to broker relationships between landlords and social service agencies for the benefit of households experiencing homelessness.
- Landlord Liaison Services (LLS) do not provide funding for direct capital projects to construct new rental units. Instead, services are focused on increasing access to existing housing.
- Expanding access to private market rental housing, both market rate and affordable (defined as offering being below-market rents) is a key strategy for ending homelessness.
- As a benefit to participating landlords, LLS may include providing support towards landlord/tenant issue resolution. This can be a means of quickly resolving conflicts between landlords and tenants and continued participation in the program.

Program Administration

Prioritizing Equity and Racial Justice in Programming

All grantees are encouraged to prioritize equity and racial justice in their grant programs.

This means that grantees must proactively consider steps to ensure that their grant programs are designed and implemented in a representative fashion in the communities they serve with racial justice at the forefront of their service delivery plan.

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1. Grantees must **proactively** ensure that their grant programs are accessible to all eligible individuals and organizations, regardless of race, color, national origin, religion, sex, familial status, or disability.
2. Grantees must take proactive steps to reach out to and engage with communities that have been historically underserved or marginalized.
3. Grantees must ensure that their grant programs are designed and implemented in a way that considers and values equity and racial justice. This may include, but is not limited to:
    - Providing targeted outreach and support to historically underserved or marginalized communities.
    - Ensuring that application review and selection processes are fair and unbiased.

- Providing technical assistance and support to help grantee(s) build their capacity to ensure equity and racial justice

4. Grantees must comply with all applicable fair housing laws and the equal protection clause of the 14th amendment to the US constitution. Please consult your legal counsel for advice in program design and determining criteria for participant eligibility.

Participant Program Education

Once a household is determined eligible and selected to receive assistance, programs must discuss with the participant in a briefing or other format, participants responsibilities as well as those of the program and landlord, and provide tenant with an opportunity to ask questions and make an informed decision about receiving assistance.

Subjects covered in the briefing should at a minimum include:

- Roles and responsibilities of tenant, landlord, and program.
- The process for calculating tenant and program portions of the unit rent.
- Time limitations for locating a unit.
- Confidentially and Release of Information
- Grievance and Appeals Process
- Reporting Household and Income Changes
- Fair Housing information, including any search assistance that may be available and the process for filing a complaint in the case of possible discrimination.
- Subgrantee's policy regarding moves and termination of assistance
- Inspection requirements
- Lead-based paint information, if applicable.
- **Violence Against Women's Act (VAWA) Information**
- It is best practice to provide the applicant, at the time of briefing, a coupon, voucher, or other document which provides program information and rent/utility limitations which may apply in a new tenant's housing search.
- Any other policies related to their rental assistance.

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Fair Housing Informational Documents:

- **Oregon Residential Landlord/Tenant Law**
- **Oregon Fair Housing Law**
- **Housing Discrimination under The Fair Housing Act**

Income and Subsidy Determinations

Income re-evaluation is an area where programs may use flexibility and help reduce barriers to households and implement policies that are not as restrictive.

Most Public Housing Authorities (PHA's) operating the Housing Choice Voucher Program require either an annual or biannual income re-evaluation. The LTRA program recommends that income reevaluations occur every two to three years to support household stability and reduce program and staff administrative burdens. Programs should consider longer periods for households on fixed income such as social security retirement benefits, SSI, or SSDI as the fluctuations tend to be lower than those who are not on fixed incomes.

- Programs should provide various options or methods for households to submit any request for income re-evaluations. i.e., on-line version, in person, mail, fax, or submitted on behalf of participant through a third party.

- The determination of the households' share of total housing costs and the program's assistance payment, usually referred to as subsidy, is typically a two-step process. It is important to provide the participant information on the estimated maximum amount the household is expected to contribute toward housing costs and the maximum subsidy that the program may pay. This information is important for a household to search and select an appropriately priced home within the voucher term. The final calculation of the family's share of the housing costs and the program assistance amount cannot be completed until the family has selected a unit.
- It is recommended that programs use one consistent rent calculation for all households, for example, 28.5% of gross income.
- Programs may utilize net income (after tax income) or implement income deductions/expenses if policies outline clear allowable deduction/expenses guidelines to determine net income.
- To provide participants transparent and clear subsidy determinations, programs should consider simple rent calculation formulas and not incorporate a payment standard element to the subsidy determinations. An example to consider:
  - Four numbers used in rent calculation.
  - Contract Rent
  - Utility Allowance (utilizing utility allowance schedule)
  - Gross Rent (rent + utility allowance)
  - 28.5 % Gross Monthly Income

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Contract Rent: 1 bedroom	**$1,200**
Utility Allowance: credit based on average utility cost	$115
Gross Rent	$1,315
Household Income	**$914**
28.5% Gross Monthly Income	$260

What Home Forward Pays

Gross Rent	$1,315
28.5% of HH Income	-260
Rent Assistance	**$1,055**

What Tenant Pays

Contract Rent	$1,200
Rent Assistance	-1055
Tenant Rent Portion	**$145**

Utility Allowance

Tenant's contribution is intended to cover both rent and utilities. If all utilities are included in rent, tenant's entire contribution goes to landlord. However, most tenants pay separately for at least some utilities. In such cases, programs must determine how much of the tenant's contribution should pay utilities and how much should be sent to landlord as rent subsidy. To determine the portion of costs that will be paid by the program and the portion that will be paid by tenant, programs must establish a utility allowance schedule.

- Allowance schedule estimates the average cost of utilities for typical types of housing (single family, row house, high-rise, etc.) and for various utilities and fuel sources (gas, oil, electricity).
- Utilities included in the schedule generally include those required for water/sewer, electric, gas and trash. Air conditioning and internet should also be included.
- Telephone and cable TV/Streaming Services are not considered utilities for this purpose.
- Programs can adopt the utility allowance schedule that the local PHA uses for its Housing Choice Voucher Program, or establish their own schedule based on a survey of typical utility costs in the area.
- The LTRA program should factor in the reasonable cost of utilities paid separately when calculating rent contributions. The program will allow for participants to be reimbursed for the amount that this utility cost exceeds their rent contribution based on the utility allowance schedule. Any reimbursement toward the utility costs can be paid directly to the utility, property management company or the household at the program's discretion.

Rent Reasonableness and Fair Market Rent Standards (FMRs)

Ensuring rent reasonableness is very important for effective program operations. If a program approves rents that are too high, funds are not maximized and can limit housing subsidies.

Alternatively, if rents are approved at levels lower than comparable units in the private market, better owners and higher quality units are discouraged from participating in the program. In addition, households may be inappropriately restricted in where they can live.

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- Units must be "rent reasonable" as defined by HUD standards. Additionally, rent at initial lease up shall not exceed 120% FMR to contain program costs. A base rent worksheet should be used to assist applicants and landlords to easily understand the maximum contract rent allowed.
- Programs should set rent reasonableness standards based on the market rent of other similar units. Rent reasonableness standards govern the amount of rent acceptable for the unit. Programs must determine what review method(s) they will use to establish the rent reasonableness standards for their areas.
- Programs must consider the location, quality, size, type, and age of the unit, and any amenities, maintenance, and utilities provided by the landlord.
- A list of comparable rents can be compiled by using a market study of rents charged for units of different sizes in different locations or by reviewing advertisements for comparable rental units.
- Comparable rents vary over time with market modifications. Rent reasonableness standards must be reviewed periodically and adjusted to conform with these changes.
- Many landlords will request a rent increase during or at the end of a lease period. Programs must again determine that the proposed rent increase is reasonable in comparison to rents charged for comparable, unassisted units.
- Programs may also adopt Small Area Fair Market Rents (SAFMR's) that may better reflect neighborhood rents more accurately than metro-level FMRs.

Sample Documents and Forms

- Not exceeding 120% Fair Market Rent (FMR)
- Sample Rent Reasonableness Worksheet
- Rent Reasonableness Checklist and Certification (hud.gov)
- 2.6-Rent-Reasonableness-Form.pdf (endhomelessness.org)

Inspection Requirements

The LTRA Program supports the provision and access of "decent, safe and sanitary" housing at an affordable cost to households accessing the program.

Inequities in safe, stable, and affordable housing fuel inequitable health outcomes. Poor housing conditions—such as water leaks, poor ventilation, and inadequate heating and cooling—can contribute to lead exposure, asthma and respiratory conditions, increased rates of injury and mortality, and more.

These health risks are more pronounced in low-income and communities of color. Inspections are vital for ensuring renters have access to safe, healthy housing.

- Inspections to assess unit quality will be required to unit eligibility before rental assistance or security deposit assistance can be provided.

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Minimum Inspection Requirements

Minimum Inspection expectations are set as follows:

- Programs must utilize HUD's **Housing Quality Standard (HQS)** or **National Standards for Physical Inspection of Real Estate (NSPIRE)** to complete unit inspection requirements.
- Inspections should be conducted by approved HQS/NPSIRE inspectors, or by those who have completed a professional inspection training program, or persons employed as a local housing authority inspector.
- Programs should include Lead Based Paint requirements as part of the inspection process. For units older than 1978 which will house one or more children under the age of 6, landlord and tenant would complete a Lead-Based Paint Disclosure form. Sample form: **Disclosure of Information on Lead-Based Paint and/or Lead-Based Paint Hazards (epa.gov)**
    - The form should describe any known current or previous lead-based paint hazards, and documents tenant's receipt of records and the **lead hazard information pamphlet.**
    - A visual lead-based paint assessment should be completed by a person trained in this inspection process. The inspection can be completed in conjunction with the HQS/NSPIRE inspection if the inspector is qualified.
    - At Intake, it must be noted on the application form if there will be any child in the household younger than 6 years. This information can be provided to the inspector prior to their examination of the proposed rental unit.

Exceptions for Inspections:

Exception for Alternative or Interim Inspections may include inspections on units that were completed through an alternative program. Client file must document that unit inspection requirement was met with an alternative source and that source and the inspection must be noted.

Examples of alternate program types that may help meet inspection requirement:

- REAC (Real Estate Assessment Center)
- Affordable Tax Credit
- Rural Housing Service
- Home Investment Partnership Project
- LIHTC (Low-Income Housing Tax Credit)

Streamlining Inspection Process

- To reduce inspection delays, LTRA programs may consider allowing dwelling units to meet inspection requirements if they have been inspected in the past year and inspection documentation can be provided.

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- Programs may also consider using **Housing Stability Minimum Habitability Standards** in circumstances where an inspection had previously been completed or HQS or NSPIRE inspection would delay or place households at risk of homelessness. Units must be in safe and healthy condition and would require an HQS or NSPIRE inspection after move-in.
- Programs may consider conducting inspections virtually through remote virtual inspections (**RVIs**), which have the potential to support efficiency and capacity needs.
- *Units that fail inspection*: Programs should determine policy to address failed inspection. It is recommended that if the unit initially fails inspection, the contract and lease agreement cannot be executed until landlord has made all repairs and the unit has passed a follow-up inspection. Programs may designate certain items that would allow for move-in and the ability to be corrected after move-in if items do not present a safety or health hazard.
- *Programs should also determine a policy for annual/bi-annual unit inspections* and failed non-initial inspections.
- Landlords can be given a reasonable period (e.g., 24 hours for emergency conditions or 30 days for less serious conditions) to correct the deficiency/ies. If the landlord fails to make the needed corrections, programs may determine options such as:
    - Temporarily suspend its payments until landlord remedies the deficiency/ies. These policies should be outlined in the landlord contract.
    - If a unit does not pass inspection for health and safety reasons and it is determined the household may not safely reside in the unit, the program should provide support for the household to temporarily re-locate while safety/health hazards are being addressed. Programs should only cover the expenses of re-location as an allowable expense when all other means to address the repairs with the landlord have been exhausted and households' health and safety are compromised.
    - Programs should determine a timeline by which a household will need to re-locate permanently to another unit if the unit issues are not being addressed.
- *Special Inspections*. A special inspection may be requested by the owner, the household, or a third party because of problems identified with a unit between any annual/bi-annual inspections.
- *Exit inspection*. If requested by the owner within the program designated time i.e., 48 hours from family's departure from the unit. The inspection may help to meet the requirement of Landlord Guarantee Fund (LGF) program, if applicable.

Participant Changes Impacting Service Delivery

Income Changes

As described in the Referral Criteria-Income Limits section of this guidance, OHCS is requiring established initial program eligibility income limits be set at 80% AMI or below. However, household circumstances may change after the initial application or between income re-evaluations.

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Therefore, programs should determine what kinds of information about changes in household circumstances must be reported and under what circumstances. Programs then should process interim reevaluations to reflect those changes. Program participants should be provided with clear information on any required reporting requirements related to income changes.

Policies for reporting changes allow for administrators to adjust payments based on income increases or decreases. If income increases, for example, tenant portion increases so more program funds are available to serve additional households and a household is gradually transitioning to paying full rent without risk of homelessness.

Recommended circumstances for reporting changes:

Household Income Increase

- Households that did not have any countable income (zero income) at time of application, should report new income within a determined number of days of the date the change takes effect. Programs would then conduct interim re-evaluations in these cases to determine household rent portion.

  The effective date of the change must provide sufficient time for the household to plan for the increase to their portion of rent. i.e., 30-60 days or more to provide further flexibility.
- When an adult household member with countable income is added to the household, an income re-evaluation should be completed to determine if the household's portion of rent will increase.
- Any other income increase should not require a report change or income re-evaluation. Examples may include:
  - A current household member obtains a new job with higher wages.
  - A current household member receives a pay increase.
  - A current household members benefits increase. i.e., cost of living
- Programs should provide various options or methods for households to submit any request for income changes. i.e., on-line version, in person, mail, fax, or submitted on behalf of participant through a third party.
  - Sample Income Increase Form

Household Income Decrease

- When a household member with countable income leaves the household an income re-evaluation should be completed to decrease the family's portion of rent.
- It is recommended that the change to the household portion of rent be made effective the following month after the household reports the change. Programs should determine the day of the month that participants must submit the income decrease to make the change the following month.

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- When a household member with countable income experiences a decrease in income such as job loss, decrease in hours, decrease in wages, or benefits decrease.

    - Sample Income Decrease Form
    - Sample Report Change

Income Re-evaluations

Income re-evaluation is an area where programs may use flexibility and help reduce barriers to households and implement policies that are not as restrictive.

Most Public Housing Authorities (PHA's) operating the Housing Choice Voucher Program require either an annual or biannual income re-evaluation. The LTRA program recommends that income re-evaluations occur every three years for households on fixed income such as social security retirement benefits, SSI, or SSDI. Fluctuations tend to be lower than those who are not on fixed incomes. This will help to support household stability and reduce program and staff administrative burdens.

- Programs will be required to determine local policies for income re-evaluations. These policies should be provided in writing and be included as part of the recommended Program Participation Education sessions outlined in this guidance.

- Programs should provide various options or methods for households to submit any request for income re-evaluations. i.e., on-line version, in person, mail, fax, or submitted on behalf of participant through a third party.

Household Composition

- Household members can be added to an LTRA contract at any time if the household *still meets the programs outlined eligibility criteria and unit occupancy requirements* and new household members are able to be added to the lease agreement. As outlined in the Documentation Guidelines section of this Guidance, Citizenship status and criminal background will not be assessed as part of the LTRA program and documentation will not be required.

Programs should provide differentiation between a guest and a household member. Typically, programs should align with the lease agreement guest policy.

Programs should at a minimum determine the following program policies for factors related to household composition changes.

- The addition of a household member because of birth, adoption, or court-awarded custody. Determine if the households share of the rent will change based on adding a household member who has income and the effective date of any change.

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- If a change in family size causes a violation of **Housing Quality Standards** or **(NSPIRE)** Standards, outline program household options.
- Policy to add live-in aid, foster child, or foster adult. This includes any person not on the lease who is not an approved guest. Note that live-in aide income should not be counted towards total household income.
- A program must provide notification policies for any decision to deny approval for the request to add a household member and the reasons for the denial.
- Policies for departure of a household member from the household should include:
    - Reporting timelines when households should report changes.
    - Effects if any to household unit size or rent portion due to any departure.
    - Policy should include a household member departure who has been considered temporarily absent or a family member who left the household and is requesting a return.

        - Sample HH Member Form
        - Sample Request to Add Child
        - Sample Adding Adult Form

Temporary Absence

Program policies should be established to addresses situations of extended absence or abandonment of a unit.

- Programs should determine if the income of household member(s) approved to live in the unit should be counted, even if a household member is temporarily absent from the unit.
- Generally, an individual who is or is expected to be absent from the assisted unit for 180 consecutive days *or less* is considered temporarily absent and continues to be considered a household member.
- Generally, an individual who is or is expected to be absent from the assisted unit *for more* than 180 consecutive days is considered permanently absent and no longer a household member.
- Exceptions to this general recommended policy could include:
-
    - Absent Students. When a full-time student who has been considered a household member attends school away from home, the household may either remove the person's name from the lease and from the voucher or retain the person as a household member, unless the student has established a separate household by entering another lease.
    - Absences Due to Placement in Foster Care. Children temporarily absent from the home because of placement in foster care should be considered members of the household.

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  - Absences Due to Incarceration. If the household is a single person household and is incarcerated, programs should determine policies to allow for the same criteria as other extended absence situations. (i.e., 180 days absence). A requirement may be that documentation from the court or institution indicating the length of incarceration be provided.
  - Absence Due to In-patient treatment, hospital, or nursing home stay. Programs should strive to support transition into care and treatment when necessary for overall well-being of the participants without instituting burdensome housing restrictions.
- Programs should also determine policies to address a request to allow for a previous household member to return to the household. Programs should offer flexibility wherever possible to support household and individual housing stabilization.
- The household should be informed of necessary reporting requirements and provide information to the program related to the absence from the unit, such as the notification of absence or documentation of residency as required per program policy.

Unit/Bedroom Size

Programs will determine the number of bedrooms needed for households of different sizes and compositions. This will help determine the unit size households should receive, and the policies that govern making exceptions to those standards. Programs should also establish policies related to the issuance of the voucher, to the voucher term, and to any extensions of the voucher term.

- Programs should collect information on the number of individuals living in the household. This information will be used to help to ensure households access housing/units that accommodate their household size, generally following **Housing Quality Standards** or (**NSPIRE**) Standards.
- In determining household unit size, the program shall offer an exception to its established standards if determined that the exception is justified by the age, sex, health, handicap, or relationship of family members or other personal circumstances.
- Reasons may include but are not limited to:
  - A need for an additional bedroom for medical equipment
  - A need for a separate bedroom for reasons related to a family member's disability, medical or health condition.
- A household may select smaller units if that arrangement will not create seriously overcrowded conditions.
- Households may also select larger units, and programs may determine if rent assistance will not be increased to cover the cost of the larger unit.

Participant Transitions in LTRA

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Program Transfer/Portability

"Portability" refers to the process through which a household can transfer or "port" their tenant based rental subsidy when they move to a location outside the jurisdiction of the agency that first gave them the voucher when they were selected for the program.

OHCS believes that portability is a critical element of a long-term rent assistance program, however, at present, portability is not permitted until all local LTRA programs are operational and OHCS convenes a workgroup to jointly determine portability policies.

The workgroup will create policies to outline procedures and implementation requirements to include:

- Portability request timelines
- Portability request process
- Administrator Roles and Responsibilities
- Document Requirements
- Billing, Reporting, and Data Collection

“Transfers” refer to a process through which a household can utilize their voucher to move to another unit within the same jurisdiction that issued the voucher.

- Transfers within a program's jurisdiction is an allowable option for LTRA voucher holders. Programs must determine local policy for their program transfer requirements.
- LTRA vouchers may not be utilized outside the State of Oregon

Ending Program Participation

Rent assistance for a program participant household may end due to a violation of program rules or conditions of occupancy.

The LTRA program’s intent is to avoid termination unless necessary, therefore every effort to mediate issues and/or concerns that may impact a participants access to rent assistance, must be exhausted. . Program partners must collaboratively work to preserve participant household access to the LTRA Program by:

- Providing all households with written copies of program rules, in the preferred language of the household member(s), upon move in.
- Ensure participant households relate to the supportive services, initially and ongoing, necessary to maintain the housing stability.
- Evaluate all circumstances to determine violations are serious enough to warrant termination of rent assistance in only the most severe cases.
- Offer mediation/counseling services prior to termination of assistance.

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Programs must create policies to determine criteria for when rent assistance may end. Elements to consider in creating policy:

- Household no longer requires assistance. As a household income increases, the amount of the housing assistance payment decreases.

  If the amount of assistance provided by the program is reduced to zero, the household's assistance may end, and programs should determine how long after the determination must households exit the program. A typical period is 180 days after the last housing assistance payment.
- Household chooses to end assistance. The household may request that the program end their housing assistance payments and should be able to request at any time.
- Evictions: The program will need to determine how evictions will affect assistance whenever a household is evicted from a unit assisted under the program for a serious or repeated violation of the lease. For example: If a household moves after the landlord has given the household an eviction notice for serious or repeated lease violations but before a legal eviction order has been issued, termination of assistance should not be mandatory.
- Failure to comply with any program requirements or policies.
- Absence from a unit over the amount specified in program policies.
- Violence against Women Act of 2013 (VAWA) explicitly prohibits from considering incidents of, or criminal activity directly related to, domestic violence, dating violence, sexual assault, or stalking as reasons for terminating the assistance of a victim of such abuse.

Reinstatement

An exit from the LTRA program should not necessarily disallow the participant or household member from receiving assistance later. Households must receive information about their grievance and appeals rights in alignment with the Grievance/Appeals Procedure section of this guidance. At a minimum the program should allow for reasonable accommodation requests to be reinstated back in the program.

Programs should incorporate flexible policies to allow individuals and households to apply for reinstatement. Examples should include:

- Reinstatement for when a household member leaves the unit and wants to return.
- Reinstatement after program violations
- Reinstatement after exiting due to family absence from a unit.
- Reinstatement after eviction
- Reinstatement after a household's assistance ends because of no longer needing subsidy and the time period to report a change has passed.

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General Program Requirements

Privacy Notification

Grantees and grantee(s) must have a written document that meets the requirements of this section and must have a stand-alone policy that describes how the Grantee or grantee(s) are providing their Privacy Notification verbally to applicants/participants.

A Privacy Notification must be provided to applicants/participants either verbally or in writing that identifies the following:

"Personally identifiable information is protected by federal laws (Privacy Act of 1974, as amended) and will be collected for the purpose of determining program eligibility, providing assistance/service, data collection, reporting and monitoring.

Personally identifiable information will be shared with Oregon Housing and Community Services and other state agencies as is necessary to carry out the intent of an assistance or service program for the benefit of the person applying for such assistance or service and will be disclosed to Oregon Housing and Community Services without written authorization."

Applicants/Participants may also be asked to sign a Release of Information by the Grantee or grantee(s) that includes the Privacy Notification. If required to sign a Release of Information, in addition to the information above, such form must include a statement that:

"Refusal to sign such authorization cannot be the basis for denying program services to otherwise eligible applicants/participants.

Applicant/Participant refusal to sign a Release of Information does not negate the inclusion of personally identifiable in secure reporting to Oregon Housing and Community Services. Oregon Housing and Community Services will de-identify applicant/participant demographic data for the purposes of reporting".

Grantees and their grantee(s) must document in the applicant/participant file that a privacy notification was provided to the applicant/participant either verbally or in writing. For all other purposes of collecting personally identifiable information, Grantees and their grantee(s) must follow state and federal laws for the collection, use and sharing of applicant/participant information.

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Grantees must ensure that grantee(s) have policies that align with OHCS requirements and are consistent with the intent of such a policy as outlined by OHCS. OHCS retains the right to require modification of any policy that in its determination does not meet requirements of the policy.

Confidentiality

Confidential records include all applications, records, files, and communications relating to applicants and regardless format.

Policies and Procedures pertaining to confidentiality must include:

1. Identification of how all applicant/participant records are secured and confidentially maintained.
2. A statement that all applicant/participant records must be maintained within state guidelines for the proper retention and destruction of records.
3. A requirement that all Grantee officers, employees, and agents are aware of and comply with the Grantees' confidentiality policy and must include an acknowledgement of such policy, in writing.
4. A provision for the electronic collection of applicant/participant information which states that:
    a. Computer terminals must be in a secure location, limiting access to only those persons who have a legitimate interest in and are responsible for applicant/participant records.
    b. Computer monitors must be cleared (or a screen saver activated) immediately after accessing a(n) applicant/participant record.
    c. Computer terminals must be on a "locked" mode or turned off if the terminal is unattended.
    d. Access to personally identifiable HMIS data shall be given to only authorized personnel as necessary for performing the work required for OHCS-funded programs.
    e. A statement that all records shall be open for review to federal and state authorized representatives, and auditors and/or examiners during their regular audits and monitoring functions of OHCS funded programs.

Grantees must ensure that grantee(s) have policies that align with OHCS requirements and are consistent with the intent of such a policy as outlined by OHCS. OHCS retains the right to require modification of any policy that in its determination does not meet basic principles or requirements of such a policy.

Grievances and Appeals Procedure

Grantees are required to have an established, written stand-alone policy for addressing applicant/participant grievances/appeal requests. Grantees must ensure that sub-grantee(s) have policies that align with OHCS requirements and are consistent with the intent of such a policy as outlined by OHCS.

Applicants/Participants must have the right and opportunity to grieve/appeal any decision that terminates, denies, limits, reduces, or modifies benefits for any reason.

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Applicants/Participants must be notified of their right for a grievance or appeal of such decision and Grantee policy must clarify how and when applicants/participants are notified of their right to grieve/appeal decisions. Such grievance/appeal policy can be posted in a public place, to include the grantee website; however, applicants/participants must receive a verbal documented or written notification, in their preferred language, for any decision that terminates, denies, limits, reduces or modifies any benefit. Written notification via email is acceptable.

Any person or persons designated by Grantee and grantee(s) can complete the administrative review/appeal, other than the person who made or approved the decision under review/appeal or a subordinate of this person.

Applicants/Participants must still receive a denial notification even if the reason for denial is a Grantee's/grantee's lack of funding. At a minimum, the policy must include the following components:

1. Informs the participant/applicant that they can contest any Grantee's or grantee's decision that terminates, denies, limits, reduces, or modifies any benefits and identifies the steps to follow to contest the decision.
2. Informs the participant/applicant of the reason for termination, denial, limitation, reduction, or modification of benefit.
3. Allows any aggrieved person a minimum of thirty (30) days to request an administrative review/appeal of such decision:
4. Informs the applicant/participant of their right to present written or oral objections before a person other than the person (or a subordinate of that person) who made or approved the decision;
5. Identifies what reasonable accommodations are available for applicant/participants who have language, mobility or disability barriers that would prevent them from participating in the review/appeal process and how to request such accommodations; and
6. Informs the applicant/participant and OHCS in writing of the final determination and basis for the decision within ten (10) days of the final determination.
    - A statement indicating whether and under what circumstances an order by default may be entered.

OHCS retains the right to require modification of any policy that in its determination does not meet basic principles or requirements for such a policy.

Nondiscrimination

Grantees are required to comply with all state and federal statutes relating to nondiscrimination. Grantee must have a stand-alone policy that complies with the following:

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1. A statement that Grantees will comply with all state, federal or local statutes, rules and guidelines for all protected classes and will not take any of the following actions based on race, color, national origin, age, religion, gender, familial status, or disability (federal) or victims of domestic violence, marital status, sexual orientation, gender identity or source of income (state):
    - Refuse to accept an application for housing assistance or services;
    - Deny an application for housing assistance or services;
    - Set different terms, conditions or privileges for housing assistance or services;
    - Provide different or specific housing, facilities, or services;
    - Falsely deny that housing is available for inspection or rental or that services are available; or
    - Deny anyone access to a facility or service; and
2. Identifies how applicants or participants can request reasonable accommodation to access assistance or services, how that process is communicated to applicants and participants and how those requests are processed.

Grantees must ensure grantee(s) have policies that align with OHCS requirements and are consistent with the intent of such a policy as outlined by OHCS. OHCS retains the right to require modification of any policy that in its determination does not meet basic principles or requirements of such a policy.

The Fair Housing Act prohibits discrimination based on protected classes in the housing activities of advertising, screening, and unit rentals. Using a **target population** in screening is allowed; however, refusal to accept applications or provide information on services or available housing to any protected class, even if these groups do not fit into the targeting strategy, is prohibited.

Screening criteria cannot be discriminatory and must be consistently applied. A **priority population** means persons that are determined to have the greatest need and will receive services first; however, priority cannot be used as means of denying any person assistance and refusal to refusal to accept applications or provide information on services, or available housing, to any protected class, even if these groups do not fit into the priority population, is prohibited. For example, a provider might decide to give priority to applicants/participants who graduate from a tenant readiness education program that is inclusive of all protected classes.

If two requests come in at the same time and both meet the screening criteria, the applicant/participant who also has the tenant readiness education experience could receive priority over the applicant who does not; however, providers must always accept the first request meeting their criteria or prioritization policy.

Grantees and their grantee(s) must adhere to such prioritization required by OHCS.

For more information, see the Guide to Fair Housing for Homeless and Domestic Violence Shelter Providers produced by the Fair Housing Council of Oregon, or contact them directly at www.fhco.org.

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Limited English Proficiency

The Federal government has issued a series of policy documents, guides and regulations describing how Grantees and grantee(s) address the needs of persons who have limited English proficiency (LEP). The abbreviated definition of persons with limited English proficiency are those who: have difficulty reading, writing, speaking, or understanding English, and do not use English as their primary language.

Grantee must have a LEP stand-alone policy that describes the following:

1. The actions Grantee took to identify LEP populations in their service area and cites any source(s) used for evaluation;
2. Defines actions Grantee will take to provide language assistance and address language barriers;
3. States how and how often staff will receive training about assisting LEP persons; and
4. Identifies that, minimally, LEP populations are evaluated biennially and that updates to the LEP Policy incorporates any needed changes to address new or emerging LEP populations.

Grantees must ensure that grantee(s) have policies that align with OHCS requirements and are consistent with the intent of such a policy as outlined by OHCS. OHCS retains the right to require modification of any policy that in its determination does not meet basic principles or requirements of such a policy.

Grantees and grantee(s) can create a written Language Access Plan (LAP) to provide a framework to document how the agency's programs will be accessible to all populations in their service area. Grantees and grantee(s) who serve few persons needing LEP assistance can choose not to establish a LAP; however, the absence of a written LAP does not release Grantee's and grantee's obligation to ensure LEP persons have access to programs or activities.

Conflict of Interest

In the performance of work, program grantees and grantee(s) will create no potential or actual conflict of interest, as defined by ORS Chapter 244, for a director, officer, agent, or employee of Grantee or grantee(s). A conflict of interest exists if, among other things, a decision or recommendation could affect the finances of the Grantee's or grantee's officers, agents or employees or the finances of their officer's, agent's, or employees' relative.

If a conflict of interest exists, the Grantee's or grantee's officer, agent or employee must always give written notice of the conflict, and in some situations the officer, agent or employee is restricted in their ability to participate in the matter that presents the conflict of interest.

No Grantee or grantee(s) officer, agency or employee may carry out the initial evaluation required to obtain services for any person in which an actual or perceived conflict of interest does or would exist, unless in rare circumstances it is in the interest of the participant for the expediency of housing placement services or to create a seamless service delivery while keeping the participant engaged in services and such situation is documented in the participant file.

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Grantee must have a conflict-of-interest policy that outlines the process for disclosing, in writing, any potential or actual conflict of interest. This includes procedures for staff when employees, board members, friends or family members apply for program services.

Grantees and grantee(s) must comply with conflict-of-interest standards for both individuals and organizations. Grantee and grantee(s) must keep records to show compliance with program conflict of interest requirements.

Determination of Insufficient Funding

OHCS requires that Regional Administrators enact a policy that ensures the Regional Administrator is responsible for tracking the available funding compared to total expenditures on a monthly basis. This policy may mirror other policies for Federal funds that may be utilized, including the Housing Choice Voucher program. If funding is determined to be insufficient, the Regional Administrator may deny families permission to move and to terminate rental assistance contracts with households. Insufficient funding may also result in the inability to further provide additional assistance to new households. If a Regional Administrator determines that the LTRA program has insufficient funding, notice must be given to OHCS within 10 business days of the determination with information about what actions the Regional Administrator will take to mitigate the insufficient funding.

Program Reporting & Recordkeeping Requirements

Data Entry

Subgrantees and their subrecipients are required to enter LTRA related data into the Service Point Homeless Management Information System (HMIS). Victim Services Providers, serving survivors of domestic violence, are also required to collect client data, but will not directly enter data into an HMIS. Victim Service Providers must enter client- level data into a comparable database that complies with HMIS requirements. Subgrantees and subrecipients are responsible for acquiring and documenting informed written consent from program participants and protecting program participant's confidentiality.

Subgrantees and their subrecipients are required to enter reliable, valid, and accurate LTRA related participant and service data into HMIS.

Both an HMIS entry/exit and HMIS Service Transaction to be entered into HMIS. Each allowable service must be represented with a Service Transaction. Same day services will have the same Service Start and End Date. Service Transactions for LTRA program costs, including all payments, arrearages, deposits, fees, landlord engagement and client noncategorical services, must include a HMIS Fund Source and Amount.

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Data Timelines

Timely and accurate data entry is critical to ensuring meaningful data analysis and reporting. For all project types, subgrantees and subrecipients must enter data within 72 hours or sooner, depending on local CoC HMIS policies.

Required Data Elements

Refer to LTRA column for required Data Elements: Data Collection Requirements FY23-25.pdf(oregon.gov) (LTRA will be added to the crosswalk).

Clients who enter program and reside in a living situation that meets the homeless definition of Category 1 or 4, must be entered into a LTRA Rapid Rehousing (RRH) project with the RRH required data elements collected. If a household enters program, with a living situation of *anything other than* Category 1 or 4, the household must be entered into a LTRA Homeless Prevention (HP) project with the required HP data elements collected.

Comparable Database

Victim service providers are prohibited from entering data in HMIS; however, they are required to maintain comparable databases which provide aggregate information and data consistent with HMIS data collection requirements.

Comparable Databases must have the following characteristics:

- The victim service provider controls who can access and see client information.
- Access to the database is carefully controlled by the victim service provider.
- Meets the standards for security, data quality, and privacy of the HMIS within the Continuum of Care.
- The Comparable Database may use more stringent standards than the Continuum of Care's HMIS.
- Complies with all HUD-required technical specifications and data fields listed in HMIS.
- Be programmed to collect data with the most up to date HMIS Data Standards.
- Be able to generate all reports required by federal and state partners, for example, the HUD-CoC
- APR, HUD-ESG CAPER and the OHCS Participant Demographic Report; and
- Data fields that can be modified and customized by the victim service provider to benefit clients.

Additionally, individual survivor data must be routinely destroyed as soon as the program no longer needs it to provide client services or to satisfy grant/legal requirements. Victim service providers may suppress aggregate data on specific client characteristics if the characteristics would be personally identifying. Finally, the program's contract with the database vendor should include binding agreements to ensure security of and program control over client data.

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Case Files

Documentation of client eligibility and services received must be maintained in client case files (paper or electronically).

Documentation for applicants found to be ineligible for assistance or for clients who are no longer eligible to receive assistance is required and will include the client's request for assistance, why they are ineligible and how it was communicated to the applicant. Ineligible clients do not need to be entered into HMIS unless the use of HMIS is a part of the subgrantee or subrecipient's intake/assessment process.

File documentation will be the basis of OHCS monitoring to ensure subgrantee and subrecipient follows program requirements and regulations. OHCS recommends that subgrantees and subrecipients use a client file checklist to ensure adequate documentation of case files.

Records Access

Subgrantees and their subrecipient organizations are required to permit OHCS, the Oregon Secretary of State's Office, the federal government, and the duly authorized representatives of such entities access to, and the right to copy, all program client and fiscal records for such purposes as research, data collection, evaluations, monitoring, and auditing. At the sole discretion of OHCS, access to records shall include the removing of records from the subgrantees' and subrecipients' office.

Records Retention

Subgrantees and subrecipients shall retain all program records pertinent to client services and expenditures incurred under LTRA in a manner consistent with the requirements of state and federal law. This includes, but is not limited to, those requirements listed in Administrative Rule, Operations Manual and Special Schedules. Find the OHCS Special Schedule at the Oregon State Archives: (**https://sos.oregon.gov/archives/Pages/state_admin_schedules.aspx**).

Find the State Agency General Records Retention Schedules at the Oregon State Archives: (**https://sos.oregon.gov/archives/Pages/records_retention_schedule.aspx**).

Subgrantees and subrecipients shall retain and keep accessible all such fiscal and program records, client records, digital and electronic records, books, documents, papers, plans, and writings for a minimum of (6) six years, such longer period as may be required by applicable law, whichever date is later. Applicable law includes the following final payment and termination of LTRA funding, or until the conclusion of any audit, controversy or litigation arising out of, or relating to LTRA funded programs.

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LTRA Allowable Expenses/Budget Categories

Planning & Capacity Building	The specific focus of capacity building is to further enhance and/or expand the activities established in the Community Plan through their identified prioritization subpopulations who are disproportionately experiencing homelessness in their community. Supporting organizations with mentoring, finance, strategy building, and system analysis are a vital part of capacity building.
Research and development	Grant program design, research to determine community needs and service delivery best practices, third-party development and programming, software development costs, pilot programming, and program testing.
Program implementation planning	Planning activities related to preparing to implement the program. Planning meetings, events, onboarding, and training expenses.
Equity and accessibility efforts	Expenses tied to accommodations and efforts to ensure the program is delivered equitably based on quantitative data and qualitative community input, gathered through the homelessness response system and have been identified to have a disproportionately high risk of experiencing unsheltered homelessness. Expenses tied to building equitable service delivery into the program design and ensuring the program is accessible to those who are differently abled or lack the resources to engage in the traditional platforms/points of program entry.
Training & Technical Assistance	Staff training related to the development and implementation of the grant program. This includes training materials, training space rent and expenses, equipment, and transportation.
Personnel – LTRA Administrator and Staff Time	Staff wages, salaries, and employment benefits for staff who deliver services and those who directly oversee program operations. i.e., Skilled, Trauma Informed, Diverse Workforce.
Program evaluation	Regular evaluation of program efficacy, outcomes, generating reports, charts, and visualizations. May include materials and expenses tied to these efforts.
HMIS and data system expenses	Set up and maintenance of HMIS access and utilization. This includes hardware, set-up fees, maintenance, software, subscription fees, and training needs.
“Hotline” and/or In-Person Environment Improvements	Telephone and web-based data systems, call routing, tracking and data collection. On-site service delivery to include trauma-informed spaces to allow for private discussions.

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Administrative Costs - 15% of total award unless OHCS approves a differential in Community Plan.
Costs and expenses associated with the administration of the grant. This can include direct and indirect costing of Operations, IT, Executive Team, Human Resources, and Finance expenses tied to administering the program.
Direct to Program Non- Personnel expenses tied to the operation of the program as space rent, office supplies, equipment, and vehicle leasing tied directly to staff operating the program.
Indirect to Program Non- Personnel Expenses for program and overhead expenses, such as rent, utilities, office supplies, equipment, and vehicle leasing.

Outreach	Outreach and engagement are critical components of homeless service delivery. Although there is no single definition of outreach, experts agree that outreach is a process designed to contact individuals in non-traditional settings who might otherwise be ignored or underserved. Its purpose is to improve physical and mental health and social functioning, increase use of human services, and re-integrate people into the community
Outreach and engagement activities.	Outreach and engagement activities associated with the community served by the grantee.
Street Outreach Activities	Street outreach includes connecting with individuals and households experiencing homelessness who may be disconnected or alienated from supports and services and is focused on moving people into permanent housing without preconditions for receiving assistance.
Web, print, social media, and advertising	Program promotions, advertising and other housing related services provided by the grantee. i.e., web media, print media, social media advertising and promotional expenses.

Support Services	Funds may be used to help households achieve a greater level of housing stability and security. Costs under this category must be reasonable and sufficient to improve long-term housing stability.
Housing and Health Navigation Services	Housing navigation and housing education are services that help individuals and families experiencing housing instability or homelessness to identify opportunities and address barriers to housing.
Wrap-Around-Case Management – Staffing Support	The concept of “Wrap-around” programming is used to describe any program that is flexible, family or person-oriented and

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	comprehensive. In a "Wrap-around" approach to case management, a team of professionals (e.g., educators, mental health workers, social workers, etc.) and key figures in an individual/household's life (e.g., family, community members, religious leaders, etc.) create, implement, and monitor a plan of support to help stabilize and sustain the household's housing goals.
Participant Support/ Education Meetings and Events	Meetings and events involving program participants as a part of the grant program to engage in supportive activities such as cohorts, services geared toward basic life skills information/counseling on money management, use of credit, housekeeping, proper nutrition/meal preparation, and access to health care (i.e., doctors, medication, and mental and behavioral health/SUD services to increase household stability and housing sustainability.
Work Supports	The purpose of work supports is to allow the household to stabilize by avoiding expenses in other areas that are a barrier to housing stability. (i.e., training costs; transportation costs; transportation assistance; childcare or eldercare costs; clothing to support employment needs, tech to support Wi-Fi access, phone/communication device, and phone service costs).
Transportation/Travel/Meals	Transportation Assistance includes but is not limited to;, train/bus passes, bus tokens, ride sharing, gas vouchers, Uber/Lift/Cab fares, auto repair/insurance are allowable and travel related expenses to support participant appointments for employment, benefits, medical needs, or any other related activity tied to their housing stability plan.; Meal expenses, and lodging tied to approved grant activities such to include out-of-area educational conferences. Travel is allowable as a direct program cost when such travel will provide direct benefit to the participant household or grant program.
Moving Expenses	Moving expenses related to a new housing unit or out of a housing unit that does not offer stability. Expenses can include moving truck, packing supplies, movers, and helpers for differently abled households
Household Goods	Furniture and household goods to support a household with moving to a new home (i.e., bedroom furniture, bedding, pots, pans, kitchen utensils, bath towels, seating, dining table, needed lighting, kitchen supplies, food supplies, bathroom supplies, personal protective equipment, etc. etc.)
Renter's Insurance	Households may benefit and be required to secure ongoing Renter's Insurance as part of their Lease Agreement. Renters' Insurance is an allowable expense and should reflect the most cost-effective option for coverage and the terms stated in the Lease Agreement.

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Civil legal services (legal advice, legal representation, court fees)	Civil legal services are legal assistance to low-income households who have non-criminal legal concerns. Legal services may include: Mediation to help disputing parties to reach a mutually agreeable settlement. Arbitration to make a binding decision to settle a dispute. Preparation of legal documents. Representation of clients in negotiations, court, or arbitration.
Other Flexible Expenses	Other expenses designed to stabilize a household through supportive services may include flexible funds to support long-term housing stability, including connections to clinical services, health and wellness supports; employment and benefit supports and legal assistance, based upon the households' financial, health and wellness needs to sustain and stabilize their housing outcomes.

Rent Assistance	Financial assistance and/or subsidy to assist households with the cost of rent to increase housing access and long-term housing stability for people exiting homelessness. Direct payment assistance may not be utilized to cover rent payments.
Rent and utilities payments	Includes rent, utilities payments and potential arrearages to enable household/individual to access to and sustainability of housing.
Security deposits/Leasing Fees	Security deposit and fee payment in current unit or unit household is moving into to attain housing stability.
Pet rent, deposit, fees, and insurance	Pet rent payments and payments of security deposits for pets in housing units. Landlords are not allowed, under the federal Fair Housing Act, to charge fees and deposits to tenants who require the ability to reside in their home with their "Assistance Animal" to have equal access and enjoyment of their dwelling.

Landlord Partnership	Landlord participation rates affect the overall availability of rental options as well as the location and quality of available options, thus shaping the extent to which low-income households can access the intended benefits of LTRA housing assistance through Landlord incentives can be a valuable tool.
Landlord/Tenant Mediation Services	Mediation is a process in which a mediator assists and facilitates two or more parties to a controversy in reaching a mutually acceptable resolution of the controversy.
Landlord Incentives	Landlord Bonuses - One-time payments to landlords, may also include referral. Funds to cover costs such as bringing units up to HQS/NSPIRE standards, holding fees, security deposits, application fees, rental insurance, and related costs such as credit or background checks.
Landlord Liaison Support	Broker relationships between landlords and social service agencies for the benefit of households experiencing homelessness.

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Definitions

Supportive Services are inclusive of:

- Intake and assessment, including time spent with a household to determine supportive and financial needs.
- Once an eligibility determination is made, "wrap-around" services work to connect households to resources within the organization, or external to the organization to connect with identified supportive service.
- Direct client services include developing an individualized housing and supportive service plan, ongoing monitoring and evaluating household stability, identifying creative and immediate housing solutions outside of the traditional homeless service system (diversion), and ensuring that households' rights are protected.
- Services that increase access to the income supports. This includes increasing access to earned income, or access to disability benefits programs administered by the Social Security Administration for eligible adults/youth who are experiencing or at risk of homelessness and have a mental illness, medical impairment, and/or a co-occurring substance use disorder.
- Housing Securement services includes services or activities designed to assist households in locating, obtaining, and retaining suitable housing, tenant counseling, assisting households to understand leases, inspections, securing utilities, making moving arrangements, and representative payee services concerning rent and utilities.
- Mediation and outreach to property owners/landlords related to locating or retaining housing.

Gift Cards

Secured Cards issued to eligible households for the purpose of purchasing items must be in support of the household participants' housing stability goals and allowable under OHCS funding, provided that adequate documentation exists to support the purpose and the expense and there is an OHCS-approved Gift Card Policy with established policies and procedure in place to address the process.

Use of gift cards should reflect the unique specific housing-related goals of the household and when other payment options are not available. i.e., in the event a Landlord/Utility Provider refuses to receive third party payment.

Gift Card Requirements:

- The expense must be allowable under program guidance and must show a connection to housing stability. Programs will be monitored, and expenditures will be disallowed without sufficient documentation.
- Secured cards must be purchased and issued to the household participant within the same grant period. For any gift cards that are not issued to households before the close of the grant period in

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which they were purchased, grantees must submit a negative request for funds for the grant period directly from the program. **Use of direct payment assistance should be rare, for very specific housing-related goals and only when other payment options are not available.**

Recommended alternatives to direct payment assistance:

- Third party payments from grantee or subgrantee directly to landlord, utility company or vendor on behalf of the participant/household.
- Partnering with bus or transportation services that bill for their eligible clients.
- Partner with vendors (stores/businesses) for a voucher system. A voucher is a document which is worth a maximum dollar value, and which may be used only for specific items in which the gift cards were purchased totaling the amount of the unissued gift cards and other non-OHCS funds must be used for the cost of the gift cards.
- Grantee must maintain complete record of gift card purchases and recipients. Gift cards must be kept in a secure location prior to being issued.
- Household participant(s) must receive documentation in their preferred language, that identifies the purpose and intent of the gift card and must acknowledge, by written, legible, wet signature, the same, and such documentation must be kept in the client's file.
- Grantee or subgrantee must develop a gift card policy and obtain OHCS approval that includes:
    - Justification as to why gifts cards are issued rather than helping through conventional means.
    - Authorization levels of approval for gift card purchase and issuance within grantee or subgrantee's organization.
    - Dollar limitations per client/participant
    - Frequency in which gift cards can be issued in lieu of other alternative payment options. Requirement that issuance of gift card is in support of a client's plan to increase housing stability and that plan is included in the client file.
    - Proper documentation: policy must require household participant-facing policy that identifies allowable purchases and use of gift card. Policy document must be signed as received and read by and client/participant. One copy should be provided to the household participant and one copy should be kept in households' file.

Direct Payment Assistance

OHCS funds housing services as well as supportive services for low-income households experiencing or facing housing instability in the state of Oregon.

Direct assistance payments allow participants the flexibility to meet a range of housing related needs without the complication of third-party payment systems navigated by service providers. Please note that direct payment assistance may not be utilized for rent payments.

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- Grantee can allow for direct assistance if it can address the housing stability of the participant, is an allowable expense under the program guidelines, the grantee has developed an approved OHCS policy that clearly states the cases in which direct payment assistance is necessary and the reasons why there are limited alternative options in providing the service to the household.
- Grantees and subgrantees must make reasonable efforts to obtain the cooperation of landlords and utility providers to accept payments a specific vendor. Vouchers are very similar to purchase orders. In advance, the organization establishes agreements with a vendor under which the vendor agrees to accept a "voucher" at the point of sale and then invoices the organization for the actual purchase.
- Partner with clothing stores that will bill for clothing selected by eligible clients and the clothing can be picked up once the bill is paid (for example, Salem-Keizer Schools currently has this arrangement with Kohl's).
- Grantee/provider staff can purchase items for client either online or at a store/business using company credit card. Records of detailed receipts must be submitted for reimbursement.

Grantee or subgrantee must develop a direct payment assistance policy and obtain OHCS approval that includes:

- The business case for when direct payment would be considered, how it contributes to participant success, and aligns with case management for housing stability plans. i.e., is part of the tenant households independent living plan.
- Authorization levels of approval for direct payment approval and issuance to the household participant within grantee or subgrantee's organization.
- Dollar limitations per client/participant/household.
- Frequency at which direct payment assistance can be issued in lieu of other alternative payment options.
- Requirement that directs payment assistance is in support of the households' plan to increase housing stability and that plan is included in the client file.
- Process for staff to document each use of direct payment including:
    - How the amount of direct payment was calculated.
    - Why direct payment assistance was provided rather than conventional means.
    - Form of direct payment
    - Sign off for authorization of payment.
- Proper documentation: policy must require person-facing policy that identifies allowable purchased and uses of direct payment assistance.
- Policy document must be signed as received and read by household/participant. One copy should be provided to household/participant and one copy should be kept in participant file.

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Updated 3/8/2024

Mid-Willamette Valley Homeless Alliance – Work Plan (for 3/14/24 Board meeting) *MWVHA calendar*

Month	Staff	Collaborative Committee	Coordinated Entry	HMIS	Performance & Evaluation	YYA & Backbone	ORS 190 Entity	Alliance Board
Feb	Sheltered PIT Count, YHSI grant application, EO and other state funding, HIC, HMIS Lead role clarification, Coordinated Entry (CE) assessment site pilot, CE training	2/21 - EO 23-02 funding update, YHSI grant update, Strategic Planning, Co-Chair elections, YYA subcommittee charter update	2/13–Coordinated Entry updates	2/13–Committee updates, strategic planning	2/6 – ESG monitoring update, committee recruitment, strategic planning	YYA 2/9 – YHSI grant application Backbone 2/12 & 2/26 – YHSI grant, CCP	2/8 – SB 5511 subcontract agreements, contract with Carla Munns for Backbone support, extend agreement with OHCS for EO through 2025.	EO 23-02/MAC update, strategic planning, SPA goals and regional plan, NOFO results
Mar	Strategic planning, data manual, HMIS and CE transitions, SB 5511, LTRA and SPA, Coordinated Entry (CE) assessment site onboarding, CE training; WHC investment proposal; Staffing	3/20- EO 23-02 funding update, Strategic planning	3/12 – HUD TA, Assessment site changes/updates, CE Committee purpose and role review, Preparation for chair nominations	3/12 – HUD TA, Licensure needs, Training Needs, State transition updates, Meeting frequency, Preparation for chair nominations	3/5 – ESG monitoring update, Committee, HMIS access	YYA 3/8 – Strategic planning Backbone – Carla Munns to facilitate committee roundtable, Strategic Planning, Board retreat	3/14 – HMIS Lead Contract with OHCS	3/14 – Coordinated Entry updates, Governor's EO updates, Ratify LTRA Contract; Collaborative Committee co-chair appointment, Strategic planning
Apr	Strategic planning, data manual, HMIS and CE transitions, SB 5511, LTRA and SPA, Coordinated Entry (CE) assessment site onboarding/training; WHC investment proposal; Staffing; 2024-2025 Budget preparation	4/17-Committee charter conversation; Committee priorities and workplan	4/9 – HUD TA, Board recommendations re: CE decision points (e.g., quality assurance needs), CE assessment cohort update, preparation for CE community info session(s), Chair nominations	4/9 – HUD TA, Data quality, Chair nominations	4/2 – HMIS access, ESG monitoring update, Committee recruitment	YYA 4/12 – Pending co-chair meeting with staff Backbone – Board seat discussion, Revisit purpose and priorities, Board retreat de-brief; Strategic planning	4/10 – LTRA System Administrator contract	4/10 – Governor's EO updates; SB 5511 monitoring, SPA recommendations, Staffing update/ proposals, Health and Safety Committee charter proposal, WHC Investment proposal, HMIS and CE updates, Strategic planning

MWVHA 2023-24 WORKSHEET

	BUDGET 2023-24	July Actual	August Actual	September Actual	October Actual	November Actual	December Actual	January Actual	February Actual	TOTAL 2023-24	Difference from Budget
EXPENSES											
PERSONNEL											
ED Full-time position (salary & other)	**$ 137,273**	$ 7,808.70	$ 10,416.68	$ 10,416.68	$ 10,416.68	$ 10,416.68	$ 10,416.68	$ 10,416.68	$ 10,416.68	$ 126,483.13	$ (10,789.87)
ED Full-time position (retirement, benefits)	**$ 41,743**	$ 893.06	$ 1,260.70	$ 90.70	$ 608.70	$ 616.20	$ 616.70	$ 656.70	$ 632.70	$ 19,289.79	$ (22,453.21)
CONSULTANTS/CONTRACTED SERVICES											
Contract - Jan Calvin (hours)	**$ 129,662**	$ 1,745.50	$ 1,745.50	$ 1,745.50	$ 1,745.50	$ 15,335.00	$ 15,335.00	$ 18,300.00	$ 16,365.99	$ 133,657.99	$ 3,995.99
Contract - Jan Calvin (expenses)	**$ 6,000**	$ 482.37	$ 15.99	$ 15.99	$ 15.99	$ 15.99	$ 15.99	$ 15.99	$ 15.99	$ 658.26	$ (5,341.74)
YHDP Planning Grant 2 - Jan Calvin	**$ 54,358**	$ 13,589.50	$ 13,589.50	$ 14,249.47	$ 13,589.50	$ -	$ -	$ -	$ -	$ 55,017.97	$ 659.97
Polk County IGA - Gov. EO 23-02	**$ 100,000**	$ -		$ 25,500.00	$ 8,500.00	$ 8,500.00				$ 42,500.00	$ (57,500.00)
Contract - Lisa Trauernicht (hours)	**$ -**	$ 3,570.00		$ 1,891.25	$ 2,953.75	$ 680.00					
Contract - Janet Carlson (hours)	**$ -**	$ 4,080.00	$ 2,847.50	$ 722.50							
Legal Services	**$ 15,000**	$ 146.00	$ -	$ -	$ 204.40	$ -	$ 1,372.40	$ -	$ -	$ 16,722.80	$ 1,722.80
Communications - Word's Out PR	**$ 49,440**	$ 4,159.50	$ 4,159.50	$ 4,159.50	$ 4,159.50	$ 118.50	$ 59.99	$ -	$ -	$ 16,816.49	$ (32,623.51)
COG Charges for Services	**$ 75,252**	$ 6,313.25	$ 4,125.00	$ 3,324.00	$ 4,521.25	$ 3,467.00	$ 4,537.50	$ 2,252.75	Unknown	$ 53,624.75	$ (21,627.25)
MATERIALS & SERVICES											
COG Indirect (2%) (see above)		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Materials & Supplies (includes Zoom, rent, phone)	**$ 27,300**	$ 745.26	$ 281.03	$ 22.13	$ 229.79	$ 168.88	$ -			$ 10,547.09	$ (16,752.91)
Legal Notices	**$ 3,000**	$ 146.00	$ 403.03	$ -	$ -	$ -	$ -	$ -	$ -	$ 3,549.03	$ 549.03
Audit	**$ 14,000**	$ -	$ -	$ 8,000.00		$ -	$ -	$ -	$ -	$ 11,000.00	$ (3,000.00)
Insurance	**$ 12,000**	$ -	$ -	$ -	$ 4,680.77	$ -	$ -	$ 873.00	$ -	$ 8,553.77	$ (3,446.23)
Photocopies	**$ 4,800**	$ -								$ 1,600.00	$ (3,200.00)
Banking fees	**$ 7,200**	$ -	$ 63.95	$ 203.42	$ 0.05	$ 190.67				$ 2,858.09	$ (4,341.91)
GRANT PROGRAMS											
DEI - City of Salem	**$ 69,700**	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 69,700.00	$ -
YHDP - Backbone Stipends	**$ 30,600**	$ 625.00	$ 1,983.00	$ 2,337.50	$ 700.00	$ 550.00	$ 1,075.00	$ 1,675.00	$ 2,275.00	$ 21,420.50	$ (9,179.50)
YHDP - Meeting expenses	**$ 5,000**	$ 214.39	$ 247.34	$ 273.99	$ 172.45					$ 2,108.17	$ (2,891.83)
Rural Issues - Marion County	**$ 75,200**	$ 75,200.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 75,200.00	$ -
PIT Count	**$ 62,400**	$ -	$ -	$ -	$ -	$ -	$ -		$ -	$ -	$ (62,400.00)
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**	**$ 119,719**	**$ 41,139**	**$ 72,953**	**$ 52,498**	**$ 40,059**	**$ 33,429**	**$ 34,190**	**$ 29,706**	**$ 671,308**	**$ (10,305,963)**
TOTAL EXPENSES	***$ 10,977,271***	***$ 119,719***	***$ 41,139***	***$ 72,953***	***$ 52,498***	***$ 40,059***	***$ 33,429***	***$ 34,190***	***$ 29,706***	***$ 671,308***	***$ (10,305,963)***
PROJECTED REVENUE	*$ 11,312,687*	*$ 388,167*	*$ 301,321*	*$ 260,182*	*$ 385,337*	*$ 348,173*	*$ 373,192*	*$ 361,577*	*$ 411,156*		
DIFFERENCE	***$ 335,416.23***	***$ 268,448.91***	***$ 260,182.19***	***$ 187,229.56***	***$ 332,838.48***	***$ 308,114.56***	***$ 339,763.10***	***$ 327,386.98***	***$ 381,449.42***	***$ (671,307.83)***	***$ 10,305,963.17***
Budget	*$ 11,174,899*										

	BUDGET 2023-24	July Actual	August Actual	September Actual	October Actual	November Actual	December Actual	January Actual	February Actual	TOTAL 2023-24	Difference from Budget
REVENUES											
GENERAL FUND											
Fall 2023 Govt. Contributions	**$ 133,800**	$ -	$ -	$ -	$ 133,800.00	$ -	$ -	$ -	$ -	$ 133,800.00	$ -
Salem Health Grant	**$ 5,500**	$ 5,500.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 5,500.00	$ -
United Way/UGM Contributions	**$ 5,500**	$ -	$ -	$ -	$ 5,500.00	$ -	$ -	$ -	$ -	$ 5,500.00	$ -
PacificSource Contribution	**$ 10,000**	$ -	$ -	$ -	$ 10,000.00	$ -	$ -	$ -	$ -	$ 10,000.00	$ -
PIT Count (carry forward)	**$ 2,400**	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ (2,400.00)
PIT Count grants and contributions	**$ 2,000**	$ 2,000.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 2,000.00	$ -
One percent - CoC Providers (all others - FY 22)	**$ 12,897**	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 10,637.00	$ (2,260.00)
Other Grants	**$ 113,191**	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ (113,191.00)
Gov. Emergency Order - Admin.	**$ 383,147**	$ -	$ -	$ -	$ 14,521.25	$ -	$ 59,377.80	$ -	$ 78,068.80	$ 317,367.45	$ (65,779.55)
Gov. Emergency Order - Projects	**$ 9,889,518**	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ (9,889,518.00)
FEDERAL FUNDS											
HUD CoC Planning Grant	**$ 37,149**	$ -	$ -	$ -	$ -	$ 15,335.00	$ -	$ 21,814.00	$ -	$ 37,149.00	$ -
HUD HMIS grant FY 22	**$ 14,696**	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 14,696.00	$ -
YHDP Planning Grant #2	**$ 89,958**	$ -	$ 32,872.00	$ -	$ 34,286.00	$ -	$ 5,700.00	$ -	$ 5,700.00	$ 89,958.00	$ -
One percent - MWVCAA (carry forward plus FY 22)	**$ 34,664**	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 17,332.00	$ (17,331.79)
Other Grants (to be acquired)	***$ 200,000***		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ (200,000.00)
Balance forward	***$ 378,267***	*$ 380,667.44*	*$ 268,448.91*	*$ 260,182.19*	*$ 187,229.56*	*$ 332,838.48*	*$ 308,114.56*	*$ 339,763.10*	*$ 327,386.98*	*$ 3,903,872.56*	*$ 3,525,605.12*
										$ -	$ -
TOTAL REVENUE	***$ 11,312,687***	***$ 388,167.44***	***$ 301,320.91***	***$ 260,182.19***	***$ 385,336.81***	***$ 348,173.48***	***$ 373,192.36***	***$ 361,577.10***	***$ 411,155.78***	***$ 4,547,812.01***	***$ (6,764,875.22)***
Budget	*$ 11,174,899*									$ -	

ORS 190 Entity Mid-Willamette Valley Homeless Alli

Profit and Loss by Class

July 1, 2023 - March 8, 2024

	HB 5019 C OF C	ADMIN	SUB GRANTEE ADMIN	TOTAL ADMIN	DATA COLLECTION	EMERGENCY SHELTER	OUTREACH	RAPID REHOUSING	TOTAL HB 5019 C OF C	TOTAL
Income										
Revenue										$0.00
Local								0.00	0.00	$0.00
Total Revenue								**0.00**	**0.00**	**$0.00**
Total Income	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**
GROSS PROFIT	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**
Expenses										
Material & Services										$0.00
Grant Services										$0.00
Conversion						290,805.35			290,805.35	$290,805.35
Essential Services			1,237.68	1,237.68		48,784.66	120,764.00	304,820.01	475,606.35	$475,606.35
General Management, admin, coordination		75,316.98	81,100.53	156,417.51					156,417.51	$156,417.51
Sub Grantee Administration			125,876.91	125,876.91					125,876.91	$125,876.91
Total General Management, admin, coordination		**75,316.98**	**206,977.44**	**282,294.42**					**282,294.42**	**$282,294.42**
Leasing & Temp Structures						30,000.00			30,000.00	$30,000.00
Major Rehabilitation						250,983.10			250,983.10	$250,983.10
Operations						270,748.60			270,748.60	$270,748.60
Other						24,924.13			24,924.13	$24,924.13
Relocation and Stabilization -Services								69,427.77	69,427.77	$69,427.77
Relocation and stabilization-Financial Assistance								247,828.90	247,828.90	$247,828.90
Renovation						510,090.40			510,090.40	$510,090.40
Rental Assistance								190,738.32	190,738.32	$190,738.32
Staffing, Salaries for Operating HMIS					8,179.00				8,179.00	$8,179.00
Training						3,964.76			3,964.76	$3,964.76
Total Grant Services		**75,316.98**	**208,215.12**	**283,532.10**	**8,179.00**	**1,430,301.00**	**120,764.00**	**812,815.00**	**2,655,591.10**	**$2,655,591.10**
Legal & Professional Fees										$0.00
Audit Services		200.00		200.00					200.00	$200.00
Consultant Services		10,628.00		10,628.00					10,628.00	$10,628.00
Professional Services										$0.00
Other Professional Services		265.75		265.75					265.75	$265.75
Total Professional Services		**265.75**		**265.75**					**265.75**	**$265.75**
Special Project Hours		1,745.50		1,745.50					1,745.50	$1,745.50
Total Legal & Professional Fees		**12,839.25**		**12,839.25**					**12,839.25**	**$12,839.25**
Total Material & Services		**88,156.23**	**208,215.12**	**296,371.35**	**8,179.00**	**1,430,301.00**	**120,764.00**	**812,815.00**	**2,668,430.35**	**$2,668,430.35**
Materials & Supplies										$0.00
Computer Support, Supplies & Upgrades		205.99		205.99					205.99	$205.99
Total Materials & Supplies		**205.99**		**205.99**					**205.99**	**$205.99**
Payroll Expenses										$0.00
Taxes		4,366.13		4,366.13					4,366.13	$4,366.13
Wages		44,267.08		44,267.08					44,267.08	$44,267.08
Total Payroll Expenses		**48,633.21**		**48,633.21**					**48,633.21**	**$48,633.21**
Personal Services										$0.00
Fringe Benefits		3,679.80		3,679.80					3,679.80	$3,679.80
Total Personal Services		**3,679.80**		**3,679.80**					**3,679.80**	**$3,679.80**
Total Expenses	**$0.00**	**$140,675.23**	**$208,215.12**	**$348,890.35**	**$8,179.00**	**$1,430,301.00**	**$120,764.00**	**$812,815.00**	**$2,720,949.35**	**$2,720,949.35**
NET OPERATING INCOME	**$0.00**	**$ -140,675.23**	**$ -208,215.12**	**$ -348,890.35**	**$ -8,179.00**	**$ -1,430,301.00**	**$ -120,764.00**	**$ -812,815.00**	**$ -2,720,949.35**	**$ -2,720,949.35**
NET INCOME	**$0.00**	**$ -140,675.23**	**$ -208,215.12**	**$ -348,890.35**	**$ -8,179.00**	**$ -1,430,301.00**	**$ -120,764.00**	**$ -812,815.00**	**$ -2,720,949.35**	**$ -2,720,949.35**

ORS 190 Entity Mid-Willamette Valley Homeless Alli

Profit and Loss by Class

July 1, 2023 - March 8, 2024

	HB 5019 C OF C	ADMIN	SUB GRANTEE ADMIN	TOTAL ADMIN	DATA COLLECTION	EMERGENCY SHELTER	OUTREACH	RAPID REHOUSING	TOTAL HB 5019 C OF C	TOTAL
Income										
Revenue										$0.00
Local								0.00	0.00	$0.00
Total Revenue								**0.00**	**0.00**	**$0.00**
Total Income	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**
GROSS PROFIT	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**
Expenses										
Material & Services										$0.00
Grant Services										$0.00
Conversion						290,805.35			290,805.35	$290,805.35
Essential Services			1,237.68	1,237.68		48,784.66	120,764.00	304,820.01	475,606.35	$475,606.35
General Management, admin, coordination		75,316.98	81,100.53	156,417.51					156,417.51	$156,417.51
Sub Grantee Administration			125,876.91	125,876.91					125,876.91	$125,876.91
Total General Management, admin, coordination		**75,316.98**	**206,977.44**	**282,294.42**					**282,294.42**	**$282,294.42**
Leasing & Temp Structures						30,000.00			30,000.00	$30,000.00
Major Rehabilitation						250,983.10			250,983.10	$250,983.10
Operations						270,748.60			270,748.60	$270,748.60
Other						24,924.13			24,924.13	$24,924.13
Relocation and Stabilization -Services								69,427.77	69,427.77	$69,427.77
Relocation and stabilization-Financial Assistance								247,828.90	247,828.90	$247,828.90
Renovation						510,090.40			510,090.40	$510,090.40
Rental Assistance								190,738.32	190,738.32	$190,738.32
Staffing, Salaries for Operating HMIS					8,179.00				8,179.00	$8,179.00
Training						3,964.76			3,964.76	$3,964.76
Total Grant Services		**75,316.98**	**208,215.12**	**283,532.10**	**8,179.00**	**1,430,301.00**	**120,764.00**	**812,815.00**	**2,655,591.10**	**$2,655,591.10**
Legal & Professional Fees										$0.00
Audit Services		200.00		200.00					200.00	$200.00
Consultant Services		10,628.00		10,628.00					10,628.00	$10,628.00
Professional Services										$0.00
Other Professional Services		265.75		265.75					265.75	$265.75
Total Professional Services		**265.75**		**265.75**					**265.75**	**$265.75**
Special Project Hours		1,745.50		1,745.50					1,745.50	$1,745.50
Total Legal & Professional Fees		**12,839.25**		**12,839.25**					**12,839.25**	**$12,839.25**
Total Material & Services		**88,156.23**	**208,215.12**	**296,371.35**	**8,179.00**	**1,430,301.00**	**120,764.00**	**812,815.00**	**2,668,430.35**	**$2,668,430.35**
Materials & Supplies										$0.00
Computer Support, Supplies & Upgrades		205.99		205.99					205.99	$205.99
Total Materials & Supplies		**205.99**		**205.99**					**205.99**	**$205.99**
Payroll Expenses										$0.00
Taxes		4,366.13		4,366.13					4,366.13	$4,366.13
Wages		44,267.08		44,267.08					44,267.08	$44,267.08
Total Payroll Expenses		**48,633.21**		**48,633.21**					**48,633.21**	**$48,633.21**
Personal Services										$0.00
Fringe Benefits		3,679.80		3,679.80					3,679.80	$3,679.80
Total Personal Services		**3,679.80**		**3,679.80**					**3,679.80**	**$3,679.80**
Total Expenses	**$0.00**	**$140,675.23**	**$208,215.12**	**$348,890.35**	**$8,179.00**	**$1,430,301.00**	**$120,764.00**	**$812,815.00**	**$2,720,949.35**	**$2,720,949.35**
NET OPERATING INCOME	**$0.00**	**$ -140,675.23**	**$ -208,215.12**	**$ -348,890.35**	**$ -8,179.00**	**$ -1,430,301.00**	**$ -120,764.00**	**$ -812,815.00**	**$ -2,720,949.35**	**$ -2,720,949.35**
NET INCOME	**$0.00**	**$ -140,675.23**	**$ -208,215.12**	**$ -348,890.35**	**$ -8,179.00**	**$ -1,430,301.00**	**$ -120,764.00**	**$ -812,815.00**	**$ -2,720,949.35**	**$ -2,720,949.35**

Mid-Willamette Valley Homeless Alliance
Board of Directors & Executive Committee
2024 Meeting Schedule

Board of Directors Meetings

Hybrid on Zoom/Mid-Willamette Valley Council of Governments*

Thursdays, 3:00-5:00 p.m.

- January 11
- February 8
- March 14
- Board Retreat: April 5
- April 11
- May 9
- June 13– Joint meeting with Collaborative Committee
- July 11
- August 1 (one week in advance)
- September 19 (delayed meeting due to NOFO deadline)
- October 10
- November 14
- December 12

Executive Committee Meetings

Virtual on Zoom

Tuesdays, Noon-1:00 p.m.

- January 2
- January 30
- February 27
- April 2
- April 30
- June 4
- July 2
- July 23 (one week in advance)
- September 10 (delayed meeting due to NOFO deadline)
- October 1
- November 5
- December 3

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

*Mid-Willamette Valley Council of Governments Address: 100 High St SE, Salem

Date	**SB 5506 (SPA)** Special Purposes Appropriation	**SB 5511 (LTRA)** Long Term Rental Assistance	**SB 5511** shelter, outreach, and unit access	**HB 5019** EO 23-02 shelter, outreach, RRH	**YHSI**, Youth Homelessness System Improvement grant	**YYA**, Youth and Young Adults Subcommittee	**Data gathering** and updating, and responding to requests	**HMIS**	**HUD reporting** and data entry in the federal databases	General Communications, Board, ED, HUD Regional, website, etc.	**TOTAL**
2/1/24			3.0	1.0	6.0						**10.0**
2/2/24			3.0	2.0		1.0					**6.0**
2/4/24					1.0				2.0		**3.0**
2/5/24		0.5			4.0	0.5					**5.0**
2/6/24			1.0		1.0					2.5	**4.5**
2/7/24			1.0		3.0						**4.0**
2/8/24					4.0					2.0	**6.0**
2/9/24					1.0	2.0					**3.0**
2/10/24					9.0						**9.0**
2/11/24					8.0						**8.0**
2/12/24			2.0	1.5	5.0			1.0		1.0	**10.5**
2/13/24					7.0			1.0			**8.0**
2/14/24				1.0	6.0	1.0		1.0			**9.0**
2/15/24		3.0			7.0						**10.0**
2/16/24	1.0	2.0			1.0	2.0					**6.0**
2/17/24		2.0	1.0						1.0		**4.0**
2/19/24	1.5	0.5									**2.0**
2/20/24		2.0	4.0	2.0			2.0			1.0	**11.0**
2/21/24			3.5					1.5	2.0		**7.0**
2/22/24		1.5	5.0								**6.5**
2/23/24			1.0	1.0							**2.0**
2/25/24				2.0							**2.0**
2/26/24	2.0	2.0		1.0			2.0		2.0		**9.0**
2/27/24		2.0		2.5						2.0	**6.5**
2/28/24		2.0		2.0		1.0			1.0		**6.0**
2/29/24			1.5	3.0						1.0	**5.5**
	4.5	**17.5**	**26.0**	**19.0**	**63.0**	**7.5**	**4.0**	**4.5**	**8.0**	**9.5**	**163.5**

Dates	**Hours**	**Rate**	**Subtotal**	**Miles**	**Rate**	**Subtotal**	**Materials**	**Total**
2/1/24-2/29/24	163.5	$100	$16,350.00	0	$0.645	$0.00	$15.99	$16,365.99

Jan Calvin, Consultant Invoice Submitted 3/6/24 To: ORS 190 Entity, Mid-Willamette Valley Homeless Alliance

INVOICE

Dickinson Consultants
15103 SW Parkplace Lane
Tigard, OR 97224

Joy@DickinsonConsultants.com
+1 (650) 201-1985
https://www.dickinsonconsultants.com

Mid Willamette Valley Homeless Alliance

Bill to
Mid Willamette Valley Homeless Alliance
100 High St. SE, Ste. 200
Salem, OR 97304

Invoice details
Invoice no.: 2402
Terms: Due on receipt
Invoice date: 02/29/2024
Due date: 02/29/2024

#	Date	Product or service	SKU	Qty	Rate	Amount
1.		**Consulting** February 2024: Strategic planning consulting services through July 2024 at a flat rate of $3,000 per month per contract signed on 1/8/2024.		1	$3,000.00	$3,000.00

Total **$3,000.00**

Overdue 02/29/2024

Ways to pay

BANK

Dickinson Consultants accepts ACH payments or mailed checks to 15103 SW Parkplace Lane, Tigard, OR 97224

Note to customer

Payment is due upon receipt.
Thank you for your business!
www.DickinsonConsultants.com

Pay invoice