



To: Gatekeepers
From: Homeless Services Section Staff
Date: 8/16/2023

Please distribute to: Executive Directors Fiscal Staff Homeless Services Program Staff

Category: Action Required

Update For: Expansion of Landlord Mitigation Fund for EO Work

Message: With the passage of HB 3417, the Housing Choice Landlord Guarantee Program (HCLG) has been expanded for a brief time to provide an additional incentive to landlords to rent to those individuals working with community partners to rehouse homeless persons under the Executive Orders on Homelessness (2023-2 - <https://www.oregon.gov/gov/pages/executive-orders.aspx>).

From January 10, 2023 through June 30, 2025, if you or your subrecipients rehoused a homeless person under the Executive Order, you or your subrecipient can complete a Rehousing Certification. This Certification will allow the landlord to apply to the Housing Choice & Executive Order Landlord Guarantee Program for a reimbursement of unpaid rent and damages after the tenant has moved out and if such costs exceed their security deposit. A flyer is attached to this update if you choose to use it and/or provide it to landlords.

The Certification is non transferable, but it does not expire and landlords will be able to apply for these funds even if the tenant moves out years later. **You must complete the certification** once a lease/rental agreement has been executed after January 10, 2023, by completing the form at: <https://app.smartsheet.com/b/form/671833935f9c47c8b26444bd53dee9d7>. Beginning today, please complete this certification for any households that have already been rehoused under the EO Initiatives; however, moving forward, please submit this certification within 30 days of when the tenant's lease/rental agreement was executed in order to ensure qualifications requirements are met.

The HCLG program is an existing program, expanded to the Rehousing Initiatives, in which OHCS will pay allowable costs directly to the landlord. The Rehousing Certification is proof of the rehousing efforts you are performing under funding you have received to address the Executive Order. Once the Certification is completed by you, there is no further administration required by the CAA network. Please complete the Certification for each homeless person that you rehoused under the Executive Order **after January 10, 2023**. OHCS may request a verification of the issuance of the Certification if there are questions on the validity of any Certification submitted at any time during the landlord's application process.

Program information is also available on our website page at: <https://app.smartsheet.com/b/publish?EQBCT=c6e839a87fea4020acddbc2902115019>.

This reimbursement is limited only to those homeless persons rehoused under the Executive Order and is limited to a minimum of \$500 and a maximum of \$5,000. There are no jurisdictional restrictions and the Certification can apply across the state of Oregon. Landlords are required to submit an application for funds after a tenant has vacated and within one year from the later of the date that the tenancy terminates or when the landlord obtains possession of the dwelling unit.

If you have questions or need more information about the HCLG Program, please contact:
landlord.guarantee@hcs.oregon.gov.

Housing Choice & Executive Order Landlord Guarantee Program

If you collaborated with a Landlord to Rehouse a homeless household under the Governor's Executive Order 23-02 after January 10, 2023, the tenancy qualifies for the Housing Choice Landlord Guarantee Program. This program can reimburse landlords for unpaid rent or damages that exceed a tenant's security deposit, up to \$5,000.

- You must register the tenancy by completing the Rehousing Certification online at: <https://app.smartsheet.com/b/form/671833935f9c47c8b26444bd53dee9d7> within 30 days from the execution of the rental/lease agreement.

Complete the Rehousing Certification with: (1) Your Contact Information, (2) Landlord's Contact Information, (3) Tenant's Name, (4) Property Address and (5) Date the household was Rehoused (January 10, 2023 or later).

Landlords needing to request funds may visit the OHCS website to complete an application and review the requirements at:

<https://app.smartsheet.com/b/publish?EQBCT=c6e839a87fea4020acddb2902115019>

Landlords will need to submit:

- ✓ Executed rental/lease agreement
- ✓ Move-in condition report signed by landlord and tenant
- ✓ Move-out condition report
- ✓ Tenant ledger showing the previous 24 months of rental history
- ✓ Notice sent to tenant for unpaid balances being claimed (security deposit accounting).
- ✓ Copies of all repair invoices/receipts/bill/statements
- ✓ Before and after photos of damages with description
- ✓ W-9 form

For questions contact Oregon Housing and Community Services at:

Email:

landlord.guarantee@hcs.oregon.gov

Phone:

1-800-453-5511 option 8

