



To: Gatekeepers
From: Homeless Services Section Staff
Date: 5/7/2020

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

Category: Action Required

Update For: COVID-19 Rent Relief

Message:

The Joint Emergency Board allocated \$12 million to Oregon Housing and Community Services of which \$8.5 million is being prioritized to provide rent relief. OHCS' COVID-19 Rent Relief Program (CVRRP) provides much needed rent assistance for people who have experienced a loss of income, have compromised health conditions and are at risk of homelessness due to the COVID-19 virus

This Program Update provides guidance on the use of COVID-19 Rent Relief funds as directed by the Joint Emergency Board and the attached documents will give added information on the allowable service components, as well as applicant eligibility criteria for the COVID-19 Rent Relief Program.

Documents attached:

- 1) COVID-19 Rent Relief Program Brief (outlining allowed uses),
- 2) Link to the IR Smartsheet Work Plan Amendment (required to complete NOA and capture details on area needs),
IR link: <https://app.smartsheet.com/b/form/2c35436f3f0e499287bd33a60598c80d>
- 3) Program Element for COVID-19 Rent Relief Program,
- 4) Definitions and
- 5) COVID-19 Rent Relief Program Funds grid

Directions: The Implementation Report (IR) Amendment needs to be **completed and submitted via Smart Sheets as soon as possible**. Once received by OHCS, it will be reviewed and approved by the OHCS PA. Review and approval is required before the Notice of Allocation is created and funds released.

A separate MGA Amendment will be sent through a separate email and will need your review, completion and submission.

If you questions and or concerns regarding COVID-19 Rent Relief funds please contact:

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Oregon Housing and Community Services

COVID-19 Rent Relief Program

The impact of COVID-19 has been immediate and severe on Oregonians with low and modest economic means. Recognizing that lack of affordable housing and rent assistance was a pre-existing issue, now exacerbated by COVID-19, the Joint Emergency Board allocated \$12 million to Oregon Housing and Community Services of which \$8.5 million is being prioritized to provide rent relief. OHCS' COVID-19 Rent Relief Program (CVRRP) provides much needed rent assistance for people who experienced a loss of income, have compromised health conditions and are at risk of homelessness due to the COVID-19 virus.

Key program elements:

- Program aims to serve households up to 50% AMI
- MGA eligible components are Homeless Prevention Rent Assistance and Rapid Rehousing Rent Assistance

CVRRP Program Specific Eligibility	CVRRP Housing Status Eligibility	CVRRP Income Eligibility	CVRRP Eligible Program Components
<ul style="list-style-type: none">○ Loss of income due to COVID-19 related factors○ Compromised health status or elevated risk of infection and vulnerability to impacts to health as related to COVID-19	<ul style="list-style-type: none">○ Unstably Housed○ Imminent Risk of Homelessness○ Fleeing Domestic Violence	<ul style="list-style-type: none">○ At or below 50% AMI	<ul style="list-style-type: none">○ Homelessness Prevention Rent Assistance○ Rapid Re-Housing Rent Assistance

Homelessness Prevention:

Program funds are eligible for Homeless Prevention Rent Assistance services to enable households who housing is at risk due to COVID 19 impact.

Rapid Re-Housing:

Program funds are eligible for Rapid Re-Housing Rent Assistance to enable households who are literally homeless to transition directly to permanent housing.

Eligible Components and Categories:

Homelessness Prevention Rent Assistance and Rapid Re-Housing Rent Assistance categories include, but are not exclusive to:

- (1) Housing move-in costs such as rent payments and arrearages
- (2) Manufactured home rental space “lot rents”
- (3) Utility payments and arrearages (Other utility assistance programs must be deferred to first, utility assistance is only eligible when other utility assistance cannot be obtained and providing utility assistance is necessary to ensure stability in housing.
- (4) Moving costs, security and utility deposits and application fees
- (5) Housing relocation assistance (**COVID-19 Rent Relief Program Funds are not eligible for client services, case management and or Housing Navigator expenses**)

Note: An updated State Operations Program Manual addendum providing additional detail for program uses and restrictions will be forthcoming within the week.

May 7, 2020

E-Board

Origination Date	5/5/2020	Originator	Megan Bolton
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Biennium	2019-2021
Program Year	2020
Grant period	
Allocation Description	Joint Emergency Board - \$8.5 million

Total Award Amount	\$ 8,500,000.00
OHCS Admin/Discretionary %	0.00%
Agency Admin %	0.00%
OHDC Amount (if applicable)	\$ 455,813.00

Program Award Amount	\$ 8,500,000.00
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OHCS Admin/Discretionary Amt	\$ -
Net Agency Amount	\$ 8,500,000.00
• Agency Admin Amount	\$ -
• Agency Program Amount	\$ 8,500,000.00

Agency	Admin	Program	Total	% of Agency Funds
ACCESS	\$ -	\$ 459,585.00	\$ 459,585.00	5.41%
CAO	\$ -	\$ 764,957.00	\$ 764,957.00	9.00%
CAPECO	\$ -	\$ 186,271.00	\$ 186,271.00	2.19%
CAT	\$ -	\$ 299,610.00	\$ 299,610.00	3.52%
CCNO	\$ -	\$ 162,250.00	\$ 162,250.00	1.91%
CCSSD	\$ -	\$ 457,097.00	\$ 457,097.00	5.38%
CINA	\$ -	\$ 96,070.00	\$ 96,070.00	1.13%
CSC	\$ -	\$ 583,383.00	\$ 583,383.00	6.86%
KLCAS	\$ -	\$ 196,738.00	\$ 196,738.00	2.31%
LCHHS	\$ -	\$ 929,025.00	\$ 929,025.00	10.93%
MCCAC	\$ -	\$ 140,357.00	\$ 140,357.00	1.65%
MULTCO	\$ -	\$ 1,639,002.00	\$ 1,639,002.00	19.28%
MWVCAA	\$ -	\$ 771,012.00	\$ 771,012.00	9.07%
NIMPACT	\$ -	\$ 438,696.00	\$ 438,696.00	5.16%
OHDC	\$ -	\$ 455,813.00	\$ 455,813.00	5.36%
ORCCA	\$ -	\$ 233,165.00	\$ 233,165.00	2.74%
UCAN	\$ -	\$ 489,779.00	\$ 489,779.00	5.76%
YCAP	\$ -	\$ 197,192.00	\$ 197,192.00	2.32%
TOTAL	\$ -	\$ 8,500,002.00	\$ 8,500,002.00	100.00%

2019 – 2021 MASTER GRANT AGREEMENT
Exhibit A, Program Element PE 15
COVID-19 RENT RELIEF PROGRAM

1. **Description.** COVID-19 Rent Relief Program provides state funds from the Emergency Fund to the Oregon Housing and Community Services for rent assistance and safe shelter alternatives during the coronavirus (COVID-19) pandemic.

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 implementation report as approved by OHCS and supplemented herein, together with applicable program requirements provided in ORS 458.650. The approved implementation report 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.

 - 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 the program requirements, including but not limited to the following terms and conditions:
 1. 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.
 2. Assure that program services are available to very low income households, including but not limited to, veterans, persons more than 65 years of age, disabled persons, farm workers and Native Americans, who meet program eligibility requirements. Populations not defined in Exhibit A, Definitions, shall be defined by Subgrantee.
 3. Conduct eligibility assessment for households who have lost employment or income related to COVID-19, been directly impacted by business closure related to COVID-19, diagnosed or exposed to COVID-19, or displaced or unstably housed as a result of public health measures taken to reduce the spread of COVID-19.
 4. Utilization of program funds to address the specific needs of various homeless subpopulations is allowable. 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 implementation report prior to implementation.

3. **Program Specific Reporting.**
 - A) Subgrantee shall, and shall cause and shall require its subrecipients by contract to submit to the satisfaction of OHCS all HMIS reports as required in this Agreement. Subgrantee shall, and shall cause and shall require its subrecipients to assure that data collection and reporting, which includes personally identifiable information, be conducted through the use of OHCS-approved HMIS. Subgrantee may request a reporting deadline extension when necessary. An extension request shall be approved by OHCS.

B) Reports submitted shall include:

- a. Quarterly Provider Reports, due 20 days following the end of each fiscal quarter (October 20, January 20, April 20, July 20), to include ensuring that requests for funds have been submitted for all fiscal year expenses by July 30 of each fiscal year. Quarterly reports include personally identifiable information and other data collected through HMIS.
- b. Subgrantee shall provide additional reports as needed or requested by OHCS.

4. Performance Measures.

- A) Subgrantee shall, and shall cause and require its subrecipients by contract to administer the program in a manner consistent with program requirements designed to achieve the following performance goals:
- 1) 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 or project funded by the program.
 - 2) Increased housing stability as measured by the percentage of program participants who reside in permanent housing (those counted in the above performance goal one) and maintain permanent housing for six months from the time of program or project exit.
 - 3) All other outcome measures indicated in the Subgrantee's approved implementation report.

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2019-2021 MASTER GRANT AGREEMENT

Exhibit A, Definitions

May 1, 2020

Definitions

Certain words and phrases in this agreement, including but not limited to the, applicable Program Element have the meanings provided herein, as stated in federal, state, local laws, regulations and rules or as otherwise provided by OHCS, unless the context clearly requires otherwise:

Word/Phrase	Program Applicability:	Meaning
“Allocation”	All Programs	Means an amount of funding made available to a CAA to be used for a specific purpose.
“Allowable Cost”	All Programs	Means the costs described in the 2 CFR Subtitle B with guidance at 2 CFR Part 200, except to the extent such costs are limited or excluded by other provisions of the Agreement, whether in the applicable NOAs, Program Elements, or otherwise.
“Applicant”	All Programs	Means any person who applies to receive program benefits.
“ASHRAE”	BPA WAP, DOE WAP, ECHO, WAP, LIHEAP WAP	Means the American Society of Heating and Air-Conditioning Engineers.
“Assurance 16 funds”	LIHEAP	Means the portion of LIHEAP funds used by states to provide services, including needs assessments, counseling, and assistance with energy vendors, that encourage and enable households to reduce their home energy needs and thereby the need for energy assistance.
“Baseload services”	BPA WAP, DOE WAP, ECHO, WAP, LIHEAP WAP	Means any measure that reduces non- heating and cooling costs. These measures can include, but are not limited to, energy efficient lighting, water saving devices, and high efficiency water heaters.
“Client”	All Programs	Means, with respect to a particular Program Element, any individual who is receiving those program services for or through the Subgrantee.
“Committed”	All Programs	Means an amount of funding reserved for specific client or project that subgrantee believes, in their best judgement, will be spent but hasn’t been requested from OHCS.
“Crisis assistance”	LIHEAP, OEAP	Means the assistance provided to low income households for crisis situations such as supply shortages, loss of Household heating or cooling or other situations approved by OHCS as described in the LIHEAP state plan and the energy assistance operations manual.
“Deferral”	BPA WAP, DOE WAP, ECHO, WAP, LIHEAP WAP	Means deferring a project that is either structurally unsound or has safety hazards that cannot be addressed under the scope of the program. The project is deferred until the necessary repairs can be completed.

“Department” or “OHCS”	All Programs	Means the Housing and Community Services Department for the state of Oregon.
“DHS”	HSP	Means the Department of Human Services for the state of Oregon.
“Disallowance of Costs”	All Programs	Means money disbursed to Subgrantee by Department under this Agreement and expended by Subgrantee that: a. Is identified by the Federal Government as an improper use of federal funds, a federal notice of disallowance, or otherwise; or b. Is identified by the Department as expended in a manner other than that permitted by this Agreement; or c. Is identified by the Department of expended on the delivery of a Program Element service that did not meet the standards and requirements of this Agreement with respect to that service.
“DOE”	BPA WAP, DOE WAP, LIHEAP	Means the Federal Department of Energy.
“Elderly Household”	ERA	Means an individual living alone, a family with or without children, or a group of individuals who are living together as one economic unit, where at least one member of the household is age 58 or older.
“Eligible dependent child”	HSP	Means an unmarried or separated individual who is either under the age of eighteen (18) years OR is under nineteen (19) years and a full-time student OR is a minor parent OR an unborn child.
“Eligible family household”	HSP	Means a low income household with an eligible dependent child or children, including a single pregnant woman in the month of her due date, living together as one economic unit.
“Emergency shelter”	EHA, ESG, SHAP	Means any appropriate facility that has the primary use of providing temporary or transitional shelter for the homeless in general or for specific populations of the homeless and the use of which does not require occupants to sign leases or occupancy agreements.
“Energy education”	BPA WAP, DOE WAP, ECHO, WAP, LIHEAP WAP	Means the activities and instruction designed to help low-income clients make informed decisions to effectively reduce energy consumption.
“Expenditure Period”	All Programs	Means the time period in which the funds are intended to be used.
“Extremely low income”	EHA, ERA, ESG, HTBA, LIRHF, SHAP	Means an annual household income that is at or less than 30% of area median income based on HUD determined guidelines, adjusted for family size.
“Equipment”	All Programs	Means tangible personal property (including information technology systems) having a useful life of more than one year, and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by subgrantee, or as defined in 2 CFR 200.33.
“Funding agreement” or “Agreement”	All Programs	Means the master grant agreement or other written agreement, together with all incorporated documents

		and references, to be executed by and between the department and the subgrantee agency in form and substance satisfactory to the department, as a condition precedent for receipt of program funding from the department.
“Funding application”	All Programs	Means the subgrantee agency’s application to the department for a program grant.
“HHS”	CSBG, HSP, LIHEAP, LIHEAP WX	Means U.S. Department of Health and Human Services.
“HMIS”	CSBG, EHA, ERA, ESG, HSP, HTBA, LIRHF, SHAP, C19-RENTAL RELIEF	Means Homeless Management Information System.
“HOME”	HTBA	Means HUD’s HOME Investment Partnerships Program established by the HOME Investment Partnerships Act at Title II of the Cranston-Gonzalez National Affordable Housing Act of 1990, as amended, 42 U.S.C. § 12701 et seq.
“Home energy supplier”	LIHEAP	Means a supplier who either delivers home energy in bulk to households, or provides home energy continuously via wire or pipe.
“Home energy supplier”	OEAP	Means Portland General Electric and Pacific Power utility vendors.
“Homeless”	EHA, ERA, ESG, HSP, LIRHF, SHAP	Means an individual, family or household that lacks a fixed, regular, and/or adequate nighttime residence in accordance with department categorical definitions. Categorical definitions are contained in the program manual.
“Household”	CSBG, EHA, ESG, HTBA, LIRHF, SHAP	Means an individual living alone, a family with or without children or a group of individuals who are living together as one economic unit.
“Household”	LIHEAP, OEAP	Means any individual residing alone or groups of individuals who are living together as one economic unit and purchase residential energy in common.
“Housing”	HTBA	Means rental unit, which may be in a rental complex or a free-standing single family home. It also includes, but is not limited to, rental manufactured housing and manufactured housing lots, permanent housing for disabled homeless persons, transitional housing and single room occupancy housing. Housing does not include emergency shelters (including domestic violence shelters) or facilities, correctional facilities and student dormitories.
“Implementation Report”	All Programs	Means the Subgrantee’s OHCS approved implementation plan for the use of program funds with respect to applicable program elements.
“Income”	All Programs	Means the total household income from all sources before taxes, which may be reduced by deductions allowed by the department in compliance with program requirements. Income does not include assets or funds over which the applicant or household has no control.

“Low-income household”	CSBG	Means a household with an annual household income at or less than 125% of the federal poverty guidelines.
“Low-income household”	EHA, ERA, ESG, HTBA, LIRHF, SHAP	Means a household with an annual household income that is more than 50%, but below 80% of the area median income based on HUD determined guidelines, as adjusted for family size.
“Low-income household”	HSP	Means household with an annual income that is at or below 150% of the federal poverty guidelines and which household assets do not exceed \$2,500.
“Low-income household”	BPA WAP, DOE WAP, ECHO, WAP, LIHEAP WAP	Means a household with income that is at or below 200% of the federal poverty level.
“Low-income household”	LIHEAP, OEAP	Means a household with income that is at or below 60% of state median income.
“Maintenance of effort”	HSP	Means DHS allowable nonfederal cash and in-kind contributions used to supplement program services in an amount that equals the subgrantee agency’s program allocation as defined in the program manual and approved by the department.
“Migrant and seasonal farmworker organization”	CSBG	Means a private nonprofit organization organized under ORS chapter 65 that serves migrant and seasonal farmworkers and their families.
“NOA”	All Programs	Means Notice of Allocation which is issued by the Department to subgrantee to award, distribute, or recapture grant funds under this Agreement as they are requested, come available, or are revoked under a program.
“Participant”	All Programs	Means a household who receives program services.
“Peer exchange”	BPA WAP, DOE WAP, ECHO, WAP, LIHEAP WAP	Means an exchange of information between peers; usually a visit by one agency to another to review work and exchange ideas and best practices to enhance their programs.
“Program” or “Program Elements” or use of acronym to identify the program	All Programs	Means the program administered by the department pursuant to all applicable federal, state, local laws, rules and regulations.
“Program manual” or “manual”	CSBG, EHA, ERA, ESG, HSP, HTBA, LIRHF, SHAP, LIHEAP, OEAP, C19-RENTAL RELIEF	Means the program operations manual, as amended from time to time.
“Program requirements” or “legal requirements”	All Programs	Means all terms and conditions of the MGA, incorporated exhibits department directives (including deficiency notices), and including applicable, federal, state laws, rules and regulations, executive orders, applicable administrative rules and OHCS program manuals and local ordinances and codes all as amended from time to time.
“Program services”	CSBG, EHA, ERA, ESG, HSP, HTBA, LIRHF, SHAP, C19-RENTAL RELIEF	Means allowable services and activities as defined by the program laws, rules, regulations and eligible under the program.

“Projected (Advance) Expense”	All Programs	Means a payment made by the Department to the subgrantee before the subgrantee disburses the funds for program purposes.
“Poverty guideline”	CSBG, HSP	Means the simplified version of the federal (U.S. Census Bureau) poverty thresholds released annually by HHS to determine financial eligibility for the program.
“Qualified household” or “eligible household”	BPA WAP, DOE WAP, ECHO, WAP, LIHEAP WAP	Means any household that meets the qualifications to receive weatherization services.
“Real Property”	All Programs	Means land, including land improvements, structures and appurtenances thereto, but excludes moveable machinery and equipment.
“REM/Design”	BPA WAP, DOE WAP, ECHO, WAP, LIHEAP WAP	Means a computerized residential modeling tool used for the purposes of determining the savings to investment ratio of a project or measure.
“Reimbursement”	All Programs	Means the subgrantee’s request for reimbursement of allowable expenses incurred and costs to carry out the delivery of the grant programs and services.
“Savings to investment ratio (SIR)”	BPA WAP, DOE WAP, ECHO, WAP, LIHEAP WAP	Means a comparison of the annual savings to the initial investment in a measure. An SIR of 1.0 indicates that a measure will pay for itself in energy savings over the life of the measure.
“Self-sufficiency”	CSBG, EHA, HTBA	Means meeting basic needs and achieving stability in areas including, but not limited to, housing, household income, nutrition, health care and accessing needed services.
“Subgrantee” or “subgrantee agency” or “agency”	All Programs	Means is a qualified entity, which has demonstrated its capacity and desire to utilize Community Services program funds to administer Community Services programs in accordance with the terms and conditions of this Agreement, including applicable federal statutes and regulations, applicable State statutes, applicable OHCS and other administrative rules, manuals, and orders, as well as applicable local codes, ordinances (all of the foregoing, including as amended from time to time).
“Subaward”	All Programs	Means an award of financial assistance made under an award by the Subgrantee to an eligible subrecipient or by a subrecipient to a lower tier subrecipient.
“Subrecipient”	All Programs	Means a qualified entity that enters into a written agreement with the subgrantee, satisfactory to OHCS, to provide program services to qualified participants.
“TANF”	HSP	Means Temporary Assistance to Needy Families” grant as delivered by DHS.
“Very-low income”	EHA, ERA, HTBA, LIRHF, C19-RENTAL RELIEF	Means an annual household income that is at or less than 50% of the area median income based on HUD determined guidelines adjusted for family size.
“Veteran”	EHA, C19-RENTAL RELIEF	Means a person who served in the U.S. Armed Forces and was discharged under honorable conditions or is receiving a non-service-connected

		pension from the U.S. Department of Veterans Affairs as further defined in ORS 408.225 and the program manual.
“Weatherization services”	BPA WAP, DOE WAP, ECHO, WAP, LIHEAP WAP	Means conservation measures meant to reduce heating and cooling loads. These measures may include both air infiltration reduction and thermal improvements such as wall, attic and floor insulation.