

Oregon Rental Assistance for Youth (RAY) September 2023



Program Guidance

Contacts

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Homeless Services Section
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Change Log

1.) Section 6 (D) change reporting requirements:

Remove “Client’s Residence” from required data elements.

Combining “Race/Race Additional” and “Ethnicity” into one category “Race and Ethnicity”

Rewording “Client’s Location” to “Enrollment CoC”

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1. **Rental Assistance for Youth (RAY) Program Intent**

In the 2021 Regular Session, the Oregon Legislature approved House Bill 2163, which allocated State General Funds for expenditures and activities received by Oregon Housing and Community Services (OHCS) to assist Oregonians under the age of twenty-five who are experiencing homelessness. Funds from the RAY program will allow grantees to assist households by partnering with and providing a range of interventions such as rental assistance and coordination with partners who are providing or referring to wrap-around services to support Oregon youth who have become homeless and require access to housing supports.

Based on the legislative priorities outlined in House Bill 2163, the Rental Assistance for Youth Program will prioritize service to youth populations (individuals who are younger than 25 years of age) experiencing the following:

- a) Homelessness;
- b) In any substitute care program, as defined in ORS 326.575;
- c) Incarcerated or detained in a correctional facility or detention facility as defined in ORS 419A.004; or
- d) Residing in a facility for dependency treatment or rehabilitation or for mental health treatment.

RAY will provide local rental assistance through HB 2163 funding.

RAY grantees will focus special efforts to outreach and market to Native American populations, Alaskan Natives, Black, Indigenous, and other People of Color, as well as LGBTQI-GNC youth who meet the program requirements. Targeting of funds shall not violate any Fair Housing or anti-discriminatory requirements.

Partner Collaboration Requirement:

Partnerships and collaboration are one of the hallmarks of an effective homelessness prevention system. We know that people access help in a variety of ways and that trusted messengers are key to ensuring equitable access. Data also show clear trends that communities of color, female heads of household, LGBTQI-GNC individuals, and families are disproportionately impacted by homelessness nationwide. To that end, The RAY program requires that grantees coordinate and interface with local Community-Based Organizations, Culturally Specific Organizations, and other entities in order to ensure each system has processes in place to issue referrals and share work with mutual clients. Grantees may set up contracts, subrecipient agreements or other methods of creating collaborative processes across organizational lines. OHCS recognizes that these partnerships may take different forms in each region.

2. **Administrative Best Practices**

Administrative Best Practices are specific identified criteria used to set a foundation of administrative, fiscal, and service delivery recommendations. The purpose of these best practices is to ensure that no matter where individuals and families enter the homeless response system, participants of the programs will be provided the same access to quality services.

Three service delivery components, tailored to the grantee's community needs, have been included in the Administrative Best Practices. They are:

(A) *Housing First*

The Housing First Model encourages clients to create and implement their own goals while immediately housing or sheltering clients with no preconditions (except complying with a shelter code of conduct or standard lease agreement). Housing First best practices include, but are not limited to:

- a) Access to programs is not contingent on sobriety, minimum income requirements, lack of a criminal record, completion of treatment, participation in specific services or other unnecessary conditions.
- b) Programs or projects do everything possible not to reject an individual or family based on poor credit or financial history, poor or lack of rental history, minor criminal convictions, or behaviors that are interpreted as indicating a lack of "housing readiness".
- c) People with disabilities are offered clear opportunities to request reasonable accommodations within application and screening processes and during tenancy; and building and apartment units include special physical features that accommodate disabilities.
- d) Programs or projects that cannot serve someone can refer them through the coordinated entry process to ensure that those homeless individuals or families have access to housing and services elsewhere.
- e) Housing and service goals and plans are highly tenant-driven.
- f) Supportive services emphasize engagement and problem-solving over therapeutic goals.
- g) Participation in services or compliance with service plans are not conditions of tenancy but are reviewed with tenants and regularly offered as a resource to tenants.

- h) Services are informed by a harm-reduction philosophy that recognizes that drug and alcohol use and addiction are a part of some tenants' lives. Tenants are engaged in nonjudgmental communication regarding drug and alcohol use and are offered education regarding how to avoid risky behaviors and engage in safer practices.
- i) Substance use in and of itself, without other lease violations, is not considered a reason for eviction.
- j) Tenants in supportive housing are given reasonable flexibility in paying their share of rent on time and offered special payment arrangements for rent arrears and/or assistance with financial management, including representative payee arrangements.
- k) Every effort is made to allow a tenant to transfer from one housing situation, program, or project to another if a tenancy is in jeopardy. Whenever possible, eviction back into homelessness is avoided.

More information can be found at:

<https://endhomelessness.org/resource/housing-first> or at
<https://www.usich.gov/solutions/housing/housing-first/>.

(B) *Lived Experience*

Incorporating the lived experience (LE) of homelessness into program design and implementation is a commitment and framework to include everyone, especially people with lived experience, in planning, implementation and evaluation.

Lived Experience best practices include, but are not limited to:

- a) Bring the perspective of LE to the forefront by ensuring that no one is left out or misrepresented; ensuring that your organization's communications, fundraising, research, and programs do not reinforce the misconceptions that homelessness is caused by individual problems or can be solved by charity; using professional influence to help advance the goals identified by first voice people; and dedicating time and resources to advocacy and supporting grassroots social change efforts.
- b) Include people with LE at all levels of the organization by hiring those with LE in positions at all levels within the organization; inviting those with LE to join the organization's Board and committees; including LE as a dimension in your organization's equity and diversity policies; creating liaisons within municipal governments to include city councils and police boards; and working towards

- sustainability and advancement for peer positions so that those hired on as peer counselors or peer researchers can advance to permanent positions.
- c) Challenge stigma, confront oppression and promote dignity by providing training that addresses these issues to the whole organization; confronting oppression; educate around the intersectionality of racism, sexism, classism, and ableism and how they work together and reinforce each other; and reviewing organizational policies and practices to ensure they promote equity, dignity and the rights of people facing homelessness.
 - d) Work together toward equitable representation by including equitable representation in the organization’s strategic planning process; setting concrete objectives and specific timeframes; working with other organizations that have successfully implemented equitable representation and evaluate your progress, seeking input from people with LE in the process.
 - e) Build authentic relationships between people with and without LE by cultivating an environment of caring, acceptance, and openness where differences are celebrated, and everyone’s contribution is acknowledged; ensuring that all members of the organization are included in social activities and that those activities are accessible to all; and breaking down rigid roles such as “service provider” and “service user”.

More information can be found at: <https://www.usich.gov/>. Search for “Lived Experience”.

(C) *Equity and Racial Justice*

OHCS is committed to advancing equity and racial justice in alignment with the Statewide Housing Plan and 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.

More information can be found at the Performance Measure Requirements section of this manual and at <https://www.centerforsocialinclusion.org/our-work/our-four-strategies/>, <http://center4si.com/sparc/>, and <https://www.usich.gov/news/racial-equity-an-essentialcomponent-of-our-nations-homelessness-response/>.

3. General Program Requirements

(A) Release of Information

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 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 may be disclosed to Oregon Housing and Community Services without written authorization. Clients may also be asked to sign a Release of Information; however, refusal to sign such authorization cannot be the basis for denying program services to otherwise eligible clients. Client refusal to sign a Release of Information does not negate the inclusion of personally identifiable information in secure reporting to Oregon Housing and Community Services. Oregon Housing and Community Services will deidentify client demographic data for the purposes of reporting. Grantees and their subgrantees must document in the client file that this privacy notification was provided to the client either verbally or in writing. For all other purposes of collecting personally identifiable information, grantees and their subgrantees must follow state and federal laws for the collection, use, and sharing of client information.

(B) Confidentiality

Grantees and subgrantees must have policies and procedures that ensure all client information and records are secure and confidentially maintained. Grantee and subrecipient officers, employees, and agents must be aware of and comply with the grantees' and subgrantees' confidentiality policies and procedures.

Confidential records include all applications, files, and communications relating to applicants for, and clients of, OHCS funded services.

Electronic collection of client information requires procedures for ensuring confidentiality including:

- a) Computer terminals must be located in a secure location, limiting access to only those persons who have a legitimate interest in and are responsible for client records;
- b) Computer monitors must be cleared (or a screen saver activated) immediately after accessing a client record;

- c) Computer terminals must be on a “locked” mode or turned off if the terminal is unattended; and
- d) Access to personally identifiable Homeless Management Information System (HMIS) data shall be given to only authorized personnel as necessary for performing the work required for the OHCS funded programs.

Note to Domestic Violence Providers:

Grantees and subgrantees must have procedures that ensure the safety and security of program participants who are victims of domestic violence, including maintaining strict confidentiality of records. Additionally, the address and location of domestic violence shelter facilities must be protected from public disclosure except as authorized by the director of the organization responsible for the operations of the shelter.

The confidential policy standards maintained by grantees and subgrantees must comply with all applicable local, state and federal requirements. All records shall be open for review to federal, state, and grantees’ auditors and/or examiners in the course of their regular audits and monitoring functions.

Domestic Violence Providers are required to use an HMIS-comparable system to collect client and program-level data.

(C) *Nondiscrimination*

Grantees and subgrantees are required to comply with all state and federal statutes relating to nondiscrimination. Grantees and subgrantees may not take any of the following actions based on race, color, national origin, religion, gender, familial status, or disability (federal) or marital status, sexual orientation, gender identity, or source of income (state):

- a) Refuse to accept an application for housing assistance or services
- b) Deny an application for housing assistance or services
- c) Set different terms, conditions or privileges for housing assistance or services
- d) Provide different or specific housing, facilities, or services
- e) Falsely deny that housing is available for inspection or rental or that services are available
- f) Deny anyone access to a facility or service.

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 your targeting strategy, is prohibited.

Screening criteria cannot be discriminatory and must be consistently applied. Grantees will prioritize applicants who are experiencing literal homelessness.

For more information, see the [Guide to Fair Housing for Nonprofit Housing and Shelter Providers](#) produced by the Fair Housing Council of Oregon, or contact them directly at www.fhco.org.

(D) *Limited English Proficiency*

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

Grantees and subgrantees must have an LEP policy document that describes the actions grantees and subgrantees took to identify LEP populations in their service area and define actions they will take to provide language assistance and address language barriers. The policy must also state how and how often staff will receive training about assisting LEP persons, how the level of success of the policy will be identified and how changes will be made if needed.

Grantees and subgrantees should 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 subgrantees who serve few persons needing assistance may choose not to establish a LAP; however, the absence of a written LAP does not release grantees' and subgrantees' obligation to ensure individuals have access to programs or activities.

(E) *Conflicts of Interest*

Grantees and subgrantees must keep records to show compliance with program conflict of interest requirements.

(1) *Organizational*

The provision of any type or amount of assistance may not be conditioned on an individual's or household's acceptance or occupancy of emergency shelter or housing owned by grantee, subrecipient, or an affiliated organization.

Conflict of interest waivers regarding rent assistance and rental agreement requirements can only be approved by OHCS. If a grantee or subrecipient wishes to apply for a waiver, they should contact the OHCS homeless program analyst or manager for guidance in submission of a waiver request, which must be approved by OHCS.

A grantee and subrecipient may conduct a participant's intake assessment to determine program eligibility if the participant resides in housing where the grantee or subrecipient has ownership interest for the expediency of housing placement services and to create seamless service delivery while keeping the client engaged in services.

Grantees and subgrantees cannot steer potential renters to units owned or operated by the grantee or subrecipient; if the renters will be using a rent subsidy paid with any OHCS funds. Rent-subsidized tenants are free to enter a rental contract with another landlord within the grantee or subrecipient's jurisdiction, or they may choose to rent a unit owned or operated by the grantee or subrecipient. A waiver request is not required for this situation; however, grantees and subgrantees must comply with this provision of the conflict-of-interest policy.

(2) Individual

For the procurement of goods and services, grantees and subgrantees must comply with the codes of conduct and conflict of interest requirements under 24 CFR 85.36 (for governments) or 24 CFR 84.42 (for private nonprofit organizations).

Persons for whom the conflict-of-interest requirements apply include any person who is an employee, agent, consultant, officer or elected or appointed official of the grantee or subrecipient agency. No person who exercises or has exercised any functions or responsibilities with respect to activities assisted under the programs or who is in a position to participate in decision-making processes or gain inside information with regard to activities assisted under the programs may obtain a financial interest or benefit from an assisted activity; have a financial interest in any contract, subcontract or agreement with respect to an assisted activity; or have a financial interest in the proceeds derived from an assisted activity, either for themselves or for those with whom they have a family or business tie, during their tenure or the one-year period following their tenure.

(F) Service Termination or Denial of Assistance

Grantees and subgrantees must have written termination, denial, and grievance policies and procedures. The policies and procedures should be readily available to program participants either at intake or by posting the policy in a public place. It is important to communicate these policies and procedures effectively to applicants/clients and ensure they are fully understood.

Grantees and subgrantees are required to provide **written notice** to applicants/clients when denied program assistance or assistance is terminated. The notice must include the specific reason(s) for the denial/termination and identify the steps to appeal the grantee's and subrecipient's decision.

At a minimum, the process must include the following components:

- a) Informs the participant/applicant of the policy and policy must be posted in general locations in which a client/applicant is expected to be;
- b) Informs the participant/applicant that they may contest any subgrantee's or subrecipient's decision that denies (for any reason) or limits eligibility of participant/applicant and/or terminates or modifies any benefits and identifies the steps to follow to contest the decision
- c) Allowed any aggrieved person a minimum of thirty days to request an administrative review;
- d) 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;
- e) Informs OHCS of the request for administrative review within 10 days of receiving the request
- f) Informs the applicant/participant and OHCS in writing of the final determination and basis for the decision within ten days of the determination.

Any person or persons designated by subgrantee and subrecipient can complete the administrative review, other than the person who made or approved the decision under review or a subordinate of this person. Subgrantees and subrecipients must make accommodations for clients who have language or disability barriers that would prevent them from participating in the appeals process. OHCS retains the right to require modification of any review or appeals process that in its determination does not meet basic

principles for notification, instruction, time allowance, impartiality, access and other necessary components.

(G) *Monitoring*

OHCS will conduct a program monitoring of grantees at least once during a biennium or more frequently at OHCS's discretion. Fiscal monitoring will be conducted annually unless circumstances require sooner. Grantees will be notified thirty (30) days in advance of the monitoring visit and informed of what documents and records will be reviewed and any required staff or Board interviews. OHCS will provide grantees with a written monitoring report inclusive of any findings, concerns, or comments. Grantees are required to submit timely corrective action to findings, and failure to do so may result in the withholding and/or return of funds to OHCS.

Grantees must notify and receive approval from OHCS when adding subgrantees and/or renewing subgrantees

Retention rates will be evaluated at 6-, 12-, and 18-month intervals post-exit from the RAY program. Data should be tracked in HMIS.

(H) *Subrecipient Monitoring*

Grantees must monitor their subrecipient organizations annually or as determined by OHCS. Subrecipient organization monitoring procedures must be in place and adequately ensure compliance with program requirements. Monitoring reports will be retained by the grantee and available for review by OHCS or other authorized entity.

All subgrantees must comply with all program rules and regulations as noted in this manual and the fully executed grant agreement.

(I) *Adherence to Program Guidance*

Service Providers, Partners, and Case Managers must adhere to program guidance and changes from Agency.

4. Program Participant Eligibility

Applicant Eligibility	Oregon Rental Assistance for Youth (RAY)
Age Requirements	<ul style="list-style-type: none"> Head of household must be aged 24 years or younger at the time of enrollment into the program
Housing Status	<ul style="list-style-type: none"> Homeless individuals and households as defined by Oregon statute – see “definitions” beginning on page 34 of this manual.
Priority youth populations for intake	<ul style="list-style-type: none"> Literally homeless individuals and households Exiting foster care system Exiting incarceration or detained in a correctional facility or detention facility Exiting mental health treatment facility, facility for dependency treatment, or rehabilitation facility
Income Requirement	<p>≤ 50% AMI (Income less than or equal to 50% of the Area Median Income)</p>
Eligible program components	<ul style="list-style-type: none"> Housing Financial Assistance Stabilization Support Services (Case Management) Prevention Activities Diversion Activities Outreach and Engagement Administrative Costs
<p>“Client facing” expenditure ratios (Temporary financial assistance directly spent on behalf of and in aid to the participant household)</p>	<p>Housing financial services:</p> <ul style="list-style-type: none"> ≥ 50% (at least 50%) of overall client facing dollars must be spent on the costs related to moving into and directly sustaining housing (Rent, Utilities, Deposits, Moving Expenses, Payment of Arrearages and Past Rental Debts, etc.) <p>Supplemental financial services:</p> <ul style="list-style-type: none"> ≥ 30% (at least 30%) of overall client facing dollars must be spent on direct education/income/employment/ health related supports ≤ 20% (no more than 20%) of overall client facing dollars must be spent on other safety/stability supports for the youth household <p>** Homeless households must be engaged in activities and applications to identify, attain, and sustain housing in order to be eligible for supplemental financial services</p>
Recertification for assistance requirements	N/A

(A) *Housing Composition*

“Household” means an individual living alone, family with or without children, or a group of individuals who are living together as one economic unit.

(B) *Housing Eligibility*

The head of household is under the age of 25 at the time of completion of program intake

One or more individuals within the household can demonstrate a risk of experiencing homelessness or housing instability.

- a) The household is extremely (0-30% AMI) or very (31-50% AMI) low-income

(C) *Housing Status*

Homeless and unstably housed participants are eligible to receive funded services. Eligible applicants for program services must meet one of the following categorical definitions of homelessness or unstably housed and at risk of homelessness:

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

- a) 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);
- b) 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);
- c) Exiting an institution where he or she has resided for 90 days or less **AND** who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution.

Category 2: 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, or fleeing/attempting to flee domestic violence) but who:

- a) Are defined as homeless under other listed federal statutes;

- b) Have not had a lease, ownership interest, or occupancy agreement in permanent housing during the 60 days prior to the program assistance application;
- c) Have experienced persistent instability as measured by two moves or more during the preceding 60 days; **AND**
- d) Can be expected to continue in such status for an extended period of time due to special needs or barriers.

(D) Eligibility Documentation

- (1) Agency policies and procedures must address the following elements:
- a) Verification of the identity of the applicant
 - b) Verification and documentation of qualification for assistance in relation to program eligibility criteria, and
 - c) Notification and documentation to client in relation to release of information,
 - d) Service denial or termination and grievance and appeal requirements.

Documentation of all client/applicant eligibility information must be available in client/applicant files or, if kept electronically, available upon request in the format requested. Documentation of all efforts to obtain a higher preference of verification (3rd party and Intake Worker Observation) when lower forms of preference are used, must be in writing and kept in the client/applicant file.

Eligibility may be documented through Self Certification and/or within guidelines for Remote Application and Documentation.

Self-Certification may include but is not limited to:

- a) Income for the household if other sources of documentation are not immediately accessible
- b) Housing status at intake to the program
- c) Personal identification information

Please note that Housing Status does not need to be verified through further documentation other than self-certification, but a Community-Based Service Provider may wish to obtain more documentation if needed to establish eligibility. Income documentation such as pay stubs, SSI or SSDI paperwork, etc. should be sought from clients but if documentation is unavailable immediately, self-certification of income is allowable. In the absence of additional documentation case worker's case notes are sufficient evidence to report self-certification.

Grantees and subgrantees are required to develop and maintain policies and procedures for the use of a remote application and eligibility documentation process and be available for review by OHCS upon request. Such policies and procedures must be applied equally across services that use or are supported by RAY funding.

(2) Remote Application and Documentation

The standard preference is for applicants to apply for assistance in person or to have in-person contact with the grantee or subrecipient throughout the application and service delivery process. A remote application and documentation process may be used when necessary.

Applicants who apply for assistance and provide eligibility documentation remotely may do so via electronic and other communication, e.g., phone, email, text, electronic messaging, mail, and other electronic or remote means. The documentation must be kept in the client file.

Grantees and subgrantees are required to develop and maintain policies and procedures for the use of a remote application and eligibility documentation process and are available for review by OHCS upon request. Such policies and procedures must be applied equally across services that use or are supported by the funding. These policies and procedures must address the following elements:

- a) In what circumstances will a remote application and documentation process be used;
- b) Verification of the identity of the applicant;
- c) Verification and documentation of qualification for assistance in relation to program eligibility criteria;
- d) Notification and documentation to the client in relation to release of information, service denial or termination, and grievance and appeal requirements.

(3) Order of Preference

OHCS requires program staff to comply with the following general documentation standards listed in order of preference:

- **Third-party documentation**, where it is available, is the preferable form of documentation. Third-party documentation includes verification from an employer, landlord, public benefit worker, agency service provider, etc. Written verification sent directly to program staff or via the applicant is preferred.

- **Intake Worker Observation** may include oral statements made by a social worker, case manager, or other appropriate officials at an institution, shelter, or other facility and documented by the Intake Worker. When the Intake Worker is unable to obtain a written or oral statement from a shelter, institution, or facility staff, the Intake Worker must document, in writing, their efforts to obtain eligibility documentation and must place their documentation in the client's file.
- **Applicant Self-Certification** requires a written and signed document by the individual or head of household seeking assistance attesting to the facts for which they are certifying. A third party may be designated by an applicant to sign documents on their behalf when they are unable to do so. It is the responsibility of the grantee and subrecipient to provide access to language interpretation services and assistive devices necessary for applicants to understand the documents they are certifying.

(E) *Citizenship and Immigration Status*

OHCS expects Grantees to provide services regardless of immigration status to all eligible households. Immigration status or citizenship may not be used a reason for denial of services.

(F) *Prioritization Guidance*

- (1) Prioritization of those that receive assistance must follow all applicable state, federal and local laws including, the Fair Housing Act. OHCS notes that prioritization about who is served first needs to consider the housing status and income level of the individual applicants:
 - a) OHCS requires individuals who are experiencing active homelessness to be prioritized for funding over those who are simply at risk of homelessness
 - b) Those determined to have lower income levels at time of intake will take intake priority over those with a greater household income at time of intake. Based on the legislative priorities outlined in House Bill 2163, the Rental Assistance for Youth Program will prioritize service to youth populations (individuals who are younger than 25 years of age) experiencing the following:
 1. Homelessness;
 2. In any substitute care program, as defined in ORS 326.575;
 3. Incarcerated or detained in a correctional facility or detention facility as defined in ORS 419A.004; or

4. Residing in a facility for dependency treatment or rehabilitation or for mental health treatment.

(2) Prioritization best practices:

- a) Utilize an intake assessment instrument to generate a priority rank to prioritize clients in comparison with all other clients waiting for services, based on program priority populations as outlined in the program guidance and referred to in House Bill 2163.
- b) Prioritization policies should factor in client demographics that increase vulnerability and account for prioritizing service to populations overrepresented in the landscape of those experiencing homelessness, while remaining in compliance with all fair housing, protected class, and anti-discrimination laws.
- c) Examples of overrepresented populations experiencing homelessness:
 1. Individuals and families with extremely low income
 2. Individuals and families with legal barriers
 3. Individuals and families experiencing physical health, mental health, and substance use concerns
- d) Create strong referral networks to bolster outcomes in service to priority populations
- e) Examples of possible sources of referrals:
 1. Reentry programs
 2. Transitional housing programs
 3. Educational institutions
 4. Rehabilitation programs

(3) Affirmative Marketing and Outreach Requirements

Grantees are required to have a policy in place that ensures good faith efforts to affirmatively further Fair Housing through marketing and outreach strategies that focus on protected class groups to ensure equal access. Technical Assistance is available for grantees to develop such a policy upon request to OHCS. The Policy must specifically address the following:

- a) A method for determination of who lacks access to opportunity with regards to housing and services for the eligible population
- b) Specific focus on Native Americans and Alaskan Natives, Black, Indigenous, and other People of Color, as well as LGBTQI-GNC youth for outreach and marketing of the program

5. Allowable Program Components and Expenditures

Program-related expenses are eligible for the period starting October 1, 2022, through June 30, 2023.

Assistance cannot be provided to individuals who reside outside of Oregon. The allowable activity will be likely to achieve a positive outcome in at least one of the four core outcomes for youth: stable housing, permanent connections, education/employment, and well-being.

- a) The activity is cost effective; and
- b) The activity is not in conflict with fair housing, civil rights, or environmental regulations.

Duplication of funds: Any payments for rental assistance cannot be duplicated. For example, if an applicant has submitted a request for rental payment for January 2023 from the Rental Assistance for Youth (RAY) and the payment has been issued, a request from other sources for the same portion of assistance is non-compliant.

The following categories are allowable expenditures under the RAY Program:

(A) *Housing Financial Assistance*

Direct payments to program participants are not allowed per program guidance; all payments must be made to third-party vendors on the participant's behalf.

Funds can pay to enable households who are experiencing homelessness to attain stability in their housing or enable households who are literally homeless to transition directly to permanent housing.

New housing can be funded up to rent reasonable parameters for household size and market rate. Limits for the State of Oregon can be found here: [Rent Reasonable Guidelines 2022 - Oregon by County](#)

- (1) Eligible services include but are not exclusive to:
 - a) Long-term rent assistance to support a client accessing other housing resources or generating sufficient income to stabilize in housing: Rental assistance, late fees, and rent arrearages;
 - b) Flexible Rental Assistance is inclusive of short-term, long-term, and permanent housing depending on the youths' needs
 - c) Housing units must be inspected before rental assistance payments can begin. Inspections must meet Basic Habitability Inspection (BHI) requirements. Housing Authorities and CAAs are responsible for the BHI

inspections and must provide details of the inspections with monitoring requests. BHI Checklist can be found in the Appendices of this document on pages 38 and 39.

- d) Utility arrears and current utility costs (includes water, sewer, garbage, gas, electricity, phone, and internet);
- e) Housing costs such as new mortgages/manufactured home payments (limited to 3 months);
- f) Manufactured home rental space “lot rent” or RV space rent lot for primary housing;
- g) Security deposits, moving expenses, application fees, pet rent, pet deposits;
- h) Basic household furniture expenditure (not to exceed \$1300 in total), and other housing expenses (not to exceed \$500 in total);
- i) Late fees, court fees, utility reconnection fees, etc.;
- j) Client direct services;
- k) Housing relocation assistance;
- l) Work Supports – (i.e., training costs; transportation assistance – bus tokens, ride-sharing, auto repair; childcare or eldercare costs, clothing to support employment needs). Housing Counseling;
- m) Wrap-around case management (including retention support after initial intervention);

(2) Additional Financial Assistance

Additional funds may be used to stabilize household. Eligible expenses include:

- a) Costs tied to obtaining vital documents such as birth certificate, driver’s license, social security card, etc.
- b) Costs related to good renter courses
- c) Travel expenses, i.e. transit passes, taxis and ride share expenses
- d) Clothing pertaining to employment, severe weather, etc
- e) Courses and certifications related to income and housing stability (technical schools, community college, GED, etc.)
- f) Emergency food financial assistance

- (3) Technology costs:** ONLY if the technology is a needed supply for the program participant to attend a housing stability services training program, search for employment, to apply for benefits, to maintain personal safety, to communicate with case manager, or to communicate with a remote medical or mental health provider and the expense is directly necessary to obtain or maintain housing, then broadband assistance or purchase of a computer/cell phone/cell phone minutes or data hotspot is allowed. Otherwise, technology costs are not allowed. Within

the allowable activity noted, no individual purchase of equipment of more than \$500 is allowed. No aggregate equipment purchases for a single household are allowed in excess of \$1250.

Case manager case notes are sufficient to support qualification for technology allowances.

(B) *Stabilization Support 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 from eviction. Stabilization costs expended before the participant household is residing in housing must be essential services necessary for securing and sustaining housing placement; non-essential services, or those not necessary for housing placement, are not permitted for individuals and households not pursuing housing placement. Costs and rationale for expenses must be documented thoroughly in client files. Eligible expenses include:

- a) Provide authentic case management services that are tailored to meet the individual needs of each youth.
- b) Case Managers will meet as needed with youth and landlords to address any difficulties. A release will be needed by the tenant to give landlords permission to speak with Case Managers regarding these and other issues.
- c) Case Managers will act as a liaison and advocate to solve landlord issues or concerns
- d) Housing Identification helps youth identify best-fit housing opportunities and secure housing.
- e) Housing must be near services such as school/employment, social supports, and public transportation where reasonable.
- f) Work supports (i.e., training costs; transportation assistance – bus tokens, ridesharing; clothing to support employment needs) 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.
- g) Provide assistance applying for EBT and other such DHS programs

- h) Help youth gain access to physical healthcare, access to mental healthcare, access to a dental clinic (as needed), access to a vision clinic (as needed), and assistance applying for health insurance
- i) Help youth obtain identification and vital documentation, such as birth certificates, social security cards, I-9 documents, etc.
- j) Provide a good renter course
- k) Assist with job attainment and retention skills, financial literacy course, GED/HSD attainment, and transit passes
- l) Provide access to peer support
- m) Provide opportunities for basic household skills courses, and volunteer opportunities that support job skills
- n) Provide Veteran's resources (as applicable), culturally specific organization encounters, LGBTQ+ resources (as applicable)
- o) College access, trade school access
- p) Assistance in applying for unemployment, rental assistance, or other benefits that help stabilize the household
- q) Employment services and job training to obtain or maintain access to housing
- r) Financial literacy and credit recovery assistance as needed to obtain housing or stabilize housing including associated fees, credit reports, informational courses, rental, eviction, and utility debt correction tied to housing stability
- s) Mental health counseling and associated medical services and substance use treatment, including but not limited to access to a mental health practitioner for medication management for persons with disabilities, as required to obtain or maintain housing

Subrecipient may provide food, basic clothing needed for protection from the elements, or to obtain employment or basic hygiene products (including household cleaning products), as part of a service to help the individual obtain or maintain housing.

Case management services related to housing stability, including but not limited to help accessing other benefits (e.g., SNAP, SSI, SSDI, Veteran's assistance, and Medicaid). A caseworker's salary is an eligible service if the casework provided is for eligible activities and their time is maintained via timesheets pursuant to 2 *CFR 200*.

Client Service or Housing Plan

Development of a client service or housing plan is required for those clients receiving more than one-time-only services. Plans are required to be client-driven, using input and goal setting by the client. Existing and active

service/housing plans with other providers may be used and amended for state-funded services.

(C) *Prevention Activities*

Funds may be used for eviction prevention activities that support the system's change by increasing and strengthening partnerships. Partners will provide housing stabilization services administered by community-based social service providers and culturally specific, youth-specific providers that include, but are not limited to:

- a) Capacity building (i.e., coordination with stakeholders, initiatives, and partnerships)
- b) Wrap-around Case management (including retention support after initial intervention)
- c) Housing counseling
- d) Landlord outreach and negotiation (i.e., mediation services)
- e) Provisions of landlord incentive payments to improve the likelihood of finding housing through negotiating with landlords and expanding the housing pool for households facing barriers to housing (e.g., households with criminal backgrounds, poor credit, debt or poor rental history).

Eligible landlord incentive costs may include:

- a) Signing bonuses equal to up to 2 months of rent
- b) Security deposits equal to up to 3 months of rent
- c) Paying the cost to repair damages incurred by the program participant not covered by the security deposit or that are incurred while the program participant is still residing in the unit and participating in the RAY program
- d) Paying the costs of extra cleaning or maintenance of a program participant's unit or appliances.

(D) *Diversion Activities*

Funds may be used for diversion activities to support households that have received an eviction notice. Eligible expenses include but are not exclusive to:

- a) Court navigation staffing costs;
- b) Legal expenses related to eviction or housing needs (legal advice, representation, and other services);
- c) Landlord/Tenant Mediation services;
- d) Program staff;
- e) Transportation to court (Uber, Lyft, Bus Tickets, etc.) and;

- f) Paying for costs related to helping clients access another housing resource (EHV vouchers, HCV, etc.).

(E) Outreach and Engagement

(1) Street Outreach

Funds can pay for street outreach services for the specific purpose of reaching out to households experiencing homelessness; connecting them with emergency shelter, housing, or critical services; and providing urgent, non-facility-based care. OHCS encourages the use of multi-disciplinary approaches and partnerships with culturally specific, healthcare-focused or other specialty outreach services. Leveraging various fund sources to pay for health services, such as through Medicaid, should be explored whenever possible. Any health professionals providing specialty outreach services are expected to have proper credentialing and licensure through relevant governing bodies (e.g., OHA, MHACBO). Eligible outreach services include but are not exclusive to:

- a) Conducting an initial assessment of applicant basic needs and eligibility;
- b) Providing crisis counseling;
- c) Addressing urgent physical needs, such as providing meals, blankets, clothes, or toiletries;
- d) Actively assessing, connecting, and providing information and referrals to needed services, including emergency health and mental health services;
- e) Cost of outreach including, but not limited to, marketing and outreach materials, translation and interpretation services and cell phone costs of outreach workers, etc.;
- f) Emergency health services to the extent that other appropriate services and treatment are unavailable or inaccessible within the community;
- g) Emergency behavioral health services to the extent that other appropriate services and treatment are unavailable or inaccessible within the community; and
- h) Travel expenses incurred by outreach workers, social workers, medical professionals, or other service agency employees during the provision of allowable street outreach services.

Funds may be used for outreach and engagement activities. Eligible expenses include:

- a) Facilitate and host community awareness campaigns among tenants and landlords aimed at increasing knowledge of resources, protections, and how to get access to these benefits, or both.
- b) Provide help to tenants in applying for rent assistance by explaining eligibility requirements, scanning documents, or providing other technical support, and providing in-language support.
- c) Funding of housing navigators
- d) Travel (i.e., mileage reimbursement for outreach activities)
- e) Planning and convening costs for rental assistance systems
- f) Build relationships and program delivery for identified areas
- g) Must have a referral system from at least one of the following: homeless programs; foster care; corrections or detention facilities; dependency or rehabilitation facilities; or mental health facilities.

6. Data and Reporting Requirements

All Providers are required to use the Homeless Management Information System (HMIS) in their area or an HMIS-comparable system. Services rendered under RAY must track demographic data as required in this section under (4) Data Elements. Clients may decline to provide demographic information and still receive assistance.

Grantees must enter and report referrals, required enrollment data, service transactions and funding sources in HMIS. Grantees must submit quarterly reports to OHCS. Reports are due 20 days after the end of each quarter.

For any reporting questions, please contact hssreporting@hcs.oregon.gov.

Grantee will assist with qualitative and quantitative data collection throughout the program.

(A) Key Performance Measures

Housing retention rates will be evaluated at 6-, 12-, and 18-month intervals post-exit from the RAY program

Program and participant success will be defined as follows:

- 1) 85% of RAY participants will find a reliable income source to promote financial independence and housing stability before leaving the RAY program. Income sources include wages and/or SSI/SSDI benefits.

2) 85% of RAY participants will remain stably housed in permanent housing 12 months after exiting the RAY program (participant does not return to the Homeless Services System as unhoused within 12 months of project exit.).

(B) Data Entry

Subgrantees and their subrecipients are required to enter EHA (and DRF/DRF VET) and SHAP related client and service data into the Service Point Homeless Management Information System (HMIS), except for data of victims of domestic violence clients, which must be entered into a comparable database that meets HMIS standards. Projects serving survivors of domestic violence where the operator is not a victim services provider are required to enter data in their HMIS.

Subgrantees and subrecipients are responsible for acquiring and documenting informed written consent from program participants, and protecting program participant's confidentiality.

Participating agencies are required to inform Clients that the Agency uses HMIS for tracking services the Agency provides. The Agency does not need consent to track Clients and services in HMIS. The agency does need consent from the Client to allow the information to be shared with the other Participating Agencies using this HMIS. It is assumed that, by requesting services from the Agency, the Client consents to share information to the other Agencies in the HMIS. Verbal consent will be determined using these two methods:

- a) Posted Privacy Signs in the lobbies and Client intake areas in languages typically used by the Client
- b) The Privacy Script will be read to the Client by the User or other Agency staff at project entry (entry/exit entry assessment data collection) in the language of the Client

Additional guides and assistance with HMIS data entry, data quality and reporting may be found on our website at: <https://www.oregon.gov/ohcs/for-providers/Pages/hmis.aspx>.

(C) Data Timeliness

Timely and accurate data entry is critical to ensuring meaningful data analysis and reporting. Therefore, it is recommended that grantees and subgrantees enter data within three business days.

Data Quality- An HMIS Data Completeness Score of at least 95% for all project types except Street Outreach.

(D) Required Data Elements

HUD Universal Data Elements, Program Elements¹, and OHCS-required Data Elements must be collected for the RAY program.






1. 3.01 Name and Name Data Quality
2. 3.02 Social Security Number and SSN Data Quality
3. 3.03 Date of Birth and DOB Data Quality
4. 3.04 Race & Ethnicity
5. 3.06 Gender
6. 3.07 Veteran Status
7. 3.08 Disabling Condition Y/N and 4.05 - 4.10 Specific Disabling Conditions
8. 3.10 Project Start Date
9. 3.11 Project Exit Date
10. 3.12 Destination
11. 3.15 Relationship to Head of Household
12. 3.16 Enrollment CoC
13. 3.20 Housing Move-in Date
14. 3.917 Prior Living Situation
15. 4.02 Income and Sources
16. 4.03 Non-Cash Benefits
17. 4.11 Domestic Violence
18. 4.12 Current Living Situation
19. Current County of Residence (for CAAs that cover more than one county)
20. Percent of AMI
21. Financial Service Transactions

(E) Referral Tracking

Grantees and their subgrantees are encouraged to track referrals made to resources in the community via HMIS. The HMIS Referral report provides a count of referrals made from grantees and subgrantees to outside organizations.

Specific referrals that can be tracked in HMIS are:

¹ <https://www.hudexchange.info/resource/3824/hmis-data-dictionary/>

	Service Code	Description
	BH	Housing/Shelter
	H	Education
	L	Health Care
	N	Income Support and Employment
	ND	Employment
	P	Individual and Family Life
	R	Mental Health and Substance Use Disorder Services

OHCS or the Local System Administrator can create this referral process in HMIS. HMIS Users can then “Refer” participants to other services in the community via a referral in HMIS. Contact OHCS if additional assistance is needed for this HMIS referral tracking.

(F) Comparable Database

“Victim service providers” are prohibited from entering data in HMIS; however, they must maintain comparable databases that provide aggregate information and data consistent with HMIS data collection requirements.

Comparable Databases must have the following characteristics:

- a) The victim service provider controls who can access and see client information;
- b) Access to the database is carefully controlled by the victim service provider;
- c) 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;
- d) Complies with all HUD-required technical specifications and data fields listed in HMIS;
- e) Be programmed to collect data with the most up-to-date HMIS Data Standards;
- f) Have the functionality necessary to de-duplicate client records within each system in order to provide an aggregate and unduplicated count of clients by project type;
- g) 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
- h) 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 the security of and program control over client data.

7. Records Requirements

(A) 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 grantee or subrecipient's intake/assessment process.

File documentation will be the basis of OHCS monitoring to ensure the grantee and subrecipient is in compliance with program requirements and regulations. OHCS recommends that grantees and subgrantees use a client file checklist to ensure adequate documentation of case files. Sample forms are available on the OHCS website.

(B) Records Access

Grantees 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 removal of records from the grantees' and subgrantees' offices.

(C) Records Retention

Grantees and subgrantees shall retain all program records pertinent to client services and expenditures incurred under RAY in a manner consistent with requirements under 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.

Grantees and subgrantees 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, or such longer period as may be required by applicable law, whichever date is later. Applicable law includes the following final payment and termination of RAY funding or until the conclusion of any audit, controversy or litigation arising out of, or relating to RAY-funded programs.

8. Financial Management

(A) Administrative Costs

[ORS 458.625, 650; OAR 813.046 &240]

Grantees are allowed to use up to fifteen percent (15%) of their total RAY allocation for administrative costs, including those allowed for subrecipient organizations with whom the grantee contracts. There is an expectation that administrative funds will be shared with subrecipients commensurate to the services provided through the program by subrecipients.

All amounts billed to administration must be supported by actual costs.

Allowable costs include, but are not limited to:

- a) Senior executive management personnel salaries and benefits (unless they are directly involved in program operations), administrative staff travel costs;
- b) General services such as accounting, budget development, personnel, contracting, marketing, agency audit, agency insurance;
- c) Board expenses (excluding meals);
- d) Organization-wide membership fees and dues specific to homeless systems and programs;
- e) General agency facilities costs (including those associated with executive positions), such as rent, depreciation expenses, and operation and maintenance (as part of the organization's direct or indirect cost allocation plan); and

- f) Equipment rental/purchase, insurance, utilities, and IT costs that are not program specific but relate to the administration of the agency as a whole

(B) Request for Funding Documentation

Grantees must retain supporting documentation of all costs charged to the applicable grant and be able to provide evidence that grant funds were spent on allowable costs. When grantees submit an invoice for repayment, they must submit documentation of the costs for which they request payment, which must be tracked in HMIS. Any invoice submitted without accompanying documentation or with insufficient documentation will be returned to the grantee with instructions to provide additional information.

(C) Budget Change Requests and Project Amendments

Changes in a grantee's scope of work may necessitate the submission of a budget change request. All budget changes require OHCS written approval by submitting a Budget Change Request form electronically to:

mga.fiscal@oregon.gov.

Program funds may be used for all eligible components and expenditures and do not require the submission of a budget change request, except for acquisition/rehab. Submission for budget change requests of DRF funds to acquisition/rehab will occur after the Real Estate Application has been submitted and approved.

At the discretion of OHCS, additional information or a Project Amendment Request form may be required for a budget change request.

Project Amendments are required when there is a shift in program delivery and/or scope of work. All Project Amendments require OHCS written approval by submitting a request through the appropriate Smartsheet form.

Grantees must notify within 30 days and receive written approval from OHCS when adding subgrantees. Notification and approval normally occur during the Tribal funding application process; however, if changes are made outside of the application, grantees must notify OHCS and obtain approval by submitting a Project Amendment Request through the appropriate Smartsheet form.

(D) Funds Spend Down

Grantees are expected to fully obligate or expend grant funds during each quarter in accordance with OHCS policy. OHCS will review the grantee's grant spending in accordance with Grant Agreement and OHCS policy. Contact your OHCS Program Analyst for any questions regarding your expenditure of funds.

(E) Procurement

Purchases of equipment or property are subject to additional provisions and requirements as stated in the Grant Agreement Standard Terms and Conditions and Special Provisions exhibits. Fixed assets with a value greater than \$5,000 include computer equipment, electronic equipment, photography equipment, hand tools, and other items. Title to all equipment purchased in whole or part with OHCS funds must be in the name and possession of the Grantee. Grantee shall prohibit its subgrantees from using OHCS funds to purchase equipment. Disposal of any item having an original cost of more than \$5,000, and which is currently valued above \$5,000, requires prior OHCS written consent. Property and equipment purchased with OHCS grants shall not be used for collateral or to secure financing.

Purchasing contracted services should only occur when the skills, knowledge, and resources are not available within the grantee's organization or is unable to complete the work within required time limitations. A contractor must be registered to do business in Oregon and have the necessary credentials of expertise. The grantee is expected to obtain multiple bids or pricing. If using a sole source contract, the grantee must have written documentation to explain why they were not able to obtain more options.

Period of Fund Availability

All project costs to be paid with OHCS funds must be incurred on or before the last day of the biennium in which the allocation was made.

9. Definitions

- A. Basic Habitability Inspection (BHI)** is an inspection which occurs before residency is established. This basic inspection assures the unit meets Oregon's minimum requirements for habitability.
- B. Case Management Expense** is inclusive of
 - Intake and assessment, including time spent assessing a household, whether or not the household is determined eligible;
 - Direct client services include developing an individualized housing and service plan, monitoring and evaluating household progress, 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 of disability benefits programs administered by the Social Security Administration for eligible adults who are experiencing or at risk of homelessness and have a serious mental illness,

- medical impairment, and/or a co-occurring substance use disorder (i.e., SOAR or similar style services);
 - Services for clients entering into or are in permanent supportive housing and need assistance to stabilize;
 - Placement 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;
 - Outreach services;
 - Connecting clients to resources;
 - General liability insurance and automobile insurance;
 - Training; and
 - Salary, benefits of staff performing case management services.
- C. Client Direct Services** are the provision of goods or payments of expenses, not included in other allowable expense categories, which directly help a household to obtain or maintain permanent housing or meet essential household needs, as documented in the client service or housing plan. Consumer debt payments are not allowed as a client direct service. Prior approval by the case manager’s supervisor is required before goods or payments are delivered.
- Hotel/Motel Vouchers are used as an emergency shelter in those areas and times when no emergency shelter is available.
- D. Essential Components of Service Delivery** are included in the Operational Standards. They are the use of Housing First, maximizing participation in Coordinated Entry, ensuring availability of Low-Barrier Shelters in the community, incorporating the Lived Experiences of Homelessness into program design and implementation, ensuring service provision has components for Equity and Racial Justice.
- E. Homeless (literally)**—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 Oregon Housing and Community Services State Homeless Funds Program Operations Manual – July 1, 2020 18
- Exiting an institution where he or she has resided for 90 days or less AND who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution.
- F. 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, 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 of time due to special needs or barriers.
- G. Housing First** is an approach to quickly and successfully connect individuals and families experiencing homelessness to permanent housing without preconditions and barriers to entry, such as sobriety, treatment or service participation requirements.
- H. Occupancy/Lease/Rental Agreements** are used for temporary or permanent housing, which includes Transitional Housing. Occupancy/Lease/Rental Agreements are not the same as a Code of Conduct Agreement.
- I. Pet Deposit** means a security deposit required by a landlord in order to house an individual or family. Pet deposits are limited to one pet. Pet deposit does not include monthly pet rent or repayment of any damages by a pet exceeding the pet deposit. Other sources of funding must be deferred first and, pet deposit assistance is only eligible when other sources of funds cannot be obtained and providing a pet deposit is necessary and documented in the client file to ensure stability in housing.
- J. Priority Population** means persons the grantee/subrecipient has determined as having the greatest need and receiving services first (such as veterans and homeless families with children).
- K. Rent arrearage** means past due rent owed to a current landlord. Payment of arrears is restricted to 6 months past due rent per calendar year. Grantees and subgrantees have the discretion to limit payments for rent arrearage. Arrears may also include other rental-related expenses incurred, such as filing fees, property damage, court fees or lease break fees to a previous landlord (or collection agency) when required by a prospective landlord., with a case manager’s supervisor’s approval. There must

be documented evidence from the prospective landlord that payment of the arrears is necessary for the participant to obtain permanent housing and maintain stability in that housing, and a unit must be lined up and available for the client's occupancy if such arrears are to be paid.

K. **"Rent Reasonable"** ensures that rents being paid are reasonable in relation to rents being charged for comparable unassisted units in the same market.

L. **"Snapshot" Method** means the process of determining the estimated annual income that uses a "snapshot" of the household income at the time of application. It does not rely on a specific period of time in the past to determine the annual income amount. The method is best used when a household's income has recently changed drastically or when income tends to be very volatile.

M. **Target Population** means persons a grantee/subrecipient wishes to reach out to who are under-represented in their service population.

N. **Transportation Payments** may include bus/train passes, fuel vouchers, vehicle insurance payments, or vehicle repair. Payments that allow clients to use public transportation are the highest priority; however, case managers have the discretion to provide payments for private transportation. Case managers must document why private transportation options are preferred over public transportation options and that the expense will lead to the stabilization of housing. Car repairs for a vehicle not owned by an individual in the household are not allowed, and the client must have a valid driver's license.

O. **Utility arrearage assistance** is past due utilities and can only be provided when there is documented evidence of a utility bill in the participant's name. If arrears are owed to a previous utility company or to a collection agency, these arrears may be paid, but only when there is documented evidence that payment of the arrears is necessary for the participant to obtain utility service and payment of utility assistance is in the context of, and documented in, an action plan or goal designed to increase housing stability.

P. **Veteran** has the meaning given in ORS 408.225 and also includes a person who served in the military, naval, or air service that has been discharged or released from that service and has been determined by the United States Department of Veteran's Affairs to be eligible to receive any benefit from that Department.

Appendix I

Housing Habitability Standards

Inspection Checklist

Instructions: Mark each statement as 'A' for approved or 'D' for deficient. The property must meet all standards in order to be approved. A copy of this checklist should be placed in the client file.

Approved or Deficient	Element
	1. <i>Structure and materials:</i> The structures must be structurally sound so as not to pose any threat to the health and safety of the occupants and so as to protect the residents from hazards.
	2. <i>Access:</i> The housing must be accessible and capable of being utilized without unauthorized use of other private properties. Structures must provide alternate means of egress in case of fire.
	3. <i>Space and security:</i> Each resident must be afforded adequate space and security for themselves and their belongings. Each resident must be provided with an acceptable place to sleep.
	4. <i>Interior air quality:</i> Every room or space must be provided with natural or mechanical ventilation. Structures must be free of pollutants in the air at levels that threaten the health of residents.
	5. <i>Water Supply:</i> The water supply must be free from contamination.
	6. <i>Sanitary Facilities:</i> Residents must have access to sufficient sanitary facilities that are in proper operating condition, may be used in privacy, and are adequate for personal cleanliness and the disposal of human waste.
	7. <i>Thermal environment:</i> The housing must have adequate heating and/or cooling facilities in proper operating condition.
	8. <i>Illumination and electricity:</i> The housing must have adequate natural or artificial illumination to permit normal indoor activities and to support the health and safety of residents. Sufficient electrical sources must be provided to permit use of essential electrical appliances while assuring safety from fire.
	9. <i>Food preparation and refuse disposal:</i> All food preparation areas must contain suitable space and equipment to store, prepare, and serve food in a sanitary manner.
	10. <i>Sanitary condition:</i> The housing and any equipment must be maintained in sanitary condition.
	11. <i>Fire safety:</i> Both conditions below must be met to meet this standard.

	<ul style="list-style-type: none">a. Each unit must include at least one battery-operated or hard-wired smoke detector, in proper working condition, on each occupied level of the unit. Smoke detectors must be located, to the extent practicable, in a hallway adjacent to a bedroom. If the unit is occupied by hearing-impaired persons, smoke detectors must have an alarm system designed for hearing-impaired persons in each bedroom occupied by a hearing-impaired person.b. The public areas of all housing must be equipped with a sufficient number, but not less than one for each area, of battery-operated or hard-wired smoke detectors. Public areas include, but are not limited to, laundry rooms, day care centers, hallways, stairwells, and other common areas.
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(Source: U.S. Department of Housing and Urban Development, Docket No. FR-5307-N-01, Notice of Allocations, Application Procedures, and Requirements for Homelessness Prevention and Rapid Re-Housing Grantees under the Recovery Act)

10. CERTIFICATION STATEMENT

I certify that I am not a HUD certified HQS inspector and I have evaluated the property located at the address below to the best of my ability and find the following:

Property meets all of the above standards.

Property does not meet all of the above standards.

Therefore, I make the following determination:

Property is approved.

Property is not approved.

Signed: _____ Date: _____

Printed Name: _____