



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

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

**Category:** Action Required

**Update For:**

Fiscal Message: New Funding

**Message:** As part of the OHCS budget bill HB 5511, funds has been dedicated to removing barriers to shelter. A one-time General Fund increase has been provided to supplement Emergency Housing Assistance Program funding for the purpose of supporting services or accommodation of companion animals for those who are homeless as identified in HB 3395. Half of the grant will be released in the 23-24 fiscal year and the other half will be released in the 24-25 fiscal year in two one-year grants. Funds can cover expenditures from 07/01/23 through 06/30/24 and from 07/01/24 through 06/30/25. Funds will roll mid-biennium; however, all funds from this grant must be expended by 06/30/25 and will not roll into the 25-27 biennium.

These funds will act as a support for the emergency shelter system and can be expended on shelter pet owner food (in accordance with the single limitation set forth in the SHF manual and does not include congregate meals), pet food and supplies, crates and kennels, and basic veterinary services for shelter residents and clients. Pet deposits are not an allowable use of these funds (this cost can be covered through other OHCS programs) and funds expended cannot duplicate other program expenses. This expansion to EHA will not require any contract amendments; however, please submit the Implementation Report/Budget **by 09/15/23** at:

<https://app.smartsheet.com/b/form/c1b5522ea5444139a9d0287ee11f5504>

This IR will require that you submit an Emergency Shelter Animal Policy. You may find a template to create this policy at the end of this update and on our 23-25 MGA IR Dashboard at:

<https://app.smartsheet.com/b/publish?EQBCT=cb0bae2a80554872ad5c04e56a35b92d>.

Allocated funds will be loaded into a new grant titled EHA-24-GF-PET for the purposes of Admin and Emergency Shelter. Admin is capped at 15%. Requirements for the delivery of this program are aligned with the State Homeless Funds Operations Manual Section 4(B)(1)(a)(1), (b)(11) and Section 4(B)(2)(a)(2) (see pages 26-29). HMIS data entry is a requirement of the grant for client service transactions.

As part of your IR, you will need to identify a projection of your costs for the following services: (1) Food for pet owner/pet and supplies, (2) crates and kennels, and (3) basic veterinary services. You will be required to provide at least annual reporting that identifies actual costs for the purposes of reporting back to the legislature.

A Smartsheet annual report will be due by July 20<sup>th</sup> each fiscal year for the previous fiscal year and you will report actual expenses for the services noted above and the number of households assisted with each of these three services, along with a basic narrative of the successes, challenges or barriers with expending these funds for their intended purpose. You will be able to share any thoughts or suggestions you have and how dedicated funds for this purpose is helpful.

**Emergency Shelter Animal Policy Template:**

It is the policy of this organization that when animals are allowed to enter and stay in shelters with shelter participants that the safety and welfare of all residents and staff is observed and maintained at the highest level. Shelters in Oregon Housing and Community Services-funded shelter programs will adhere to the following policies when allowing animals to stay in its shelters

Answer these questions in your policy (use the policy template available on the MGA Dashboard):

- (1) Identify what type of pets are acceptable (dog breed restrictions are prohibited);
- (2) Identify how many pets are acceptable (per person or per shelter limitation);
- (3) Identify whether muzzles or leashes are required, when and where;
- (4) Identify the requirements on waste clean-up;
- (5) Identify what happens when guidelines are not met;
- (6) Identify whether there are any animal facilities (such as kennels) available, and under what rules can clients use them;
- (7) Identify if there are any requirements for cleanliness of animal or proof of current vaccinations/shots and what are those requirements (or process by which clients could obtain services for these issues?) and
- (8) What is the process for addressing pet aggression behavior or other pet concerns raised by either staff or shelter users/residents?

**Allocation Table:**

Agency	Admin	Program	Total
ACCESS	\$ 3,701.92	\$ 20,977.53	\$ 24,679.44
CAO	\$ 6,523.47	\$ 36,966.34	\$ 43,489.81
CAPECO	\$ 1,221.06	\$ 6,919.34	\$ 8,140.40
CAT	\$ 1,932.61	\$ 10,951.44	\$ 12,884.05
CCNO	\$ 911.28	\$ 5,163.95	\$ 6,075.23
CCSSD	\$ 4,725.26	\$ 26,776.49	\$ 31,501.75
CINA	\$ 730.67	\$ 4,140.45	\$ 4,871.12
CSC	\$ 4,502.48	\$ 25,514.07	\$ 30,016.56
KLCAS	\$ 1,515.69	\$ 8,588.89	\$ 10,104.57
LCHHS	\$ 7,131.31	\$ 40,410.73	\$ 47,542.03
MCCAC	\$ 720.60	\$ 4,083.40	\$ 4,803.99
MULTCO	\$ 13,931.64	\$ 78,945.98	\$ 92,877.62
MWVCAA	\$ 6,426.32	\$ 36,415.81	\$ 42,842.13
NIMPACT	\$ 3,480.00	\$ 19,720.02	\$ 23,200.03
OHDC	\$ 3,497.12	\$ 19,817.02	\$ 23,314.14
ORCCA	\$ 1,630.32	\$ 9,238.45	\$ 10,868.77
UCAN	\$ 3,559.06	\$ 20,168.01	\$ 23,727.07
YCAP	\$ 1,359.19	\$ 7,702.09	\$ 9,061.28
<b>TOTAL</b>	<b>\$ 67,500.00</b>	<b>\$ 382,500.00</b>	<b>\$ 450,000.00</b>

For More Information Contact: [hsd.homelesservices@hcs.oregon.gov](mailto:hsd.homelesservices@hcs.oregon.gov).