

Before Starting the CoC Application

You must submit all three of the following parts in order for us to consider your Consolidated Application complete:

1. the CoC Application,
2. the CoC Priority Listing, and
3. all the CoC's project applications that were either approved and ranked, or rejected.

As the Collaborative Applicant, you are responsible for reviewing the following:

1. The FY 2023 CoC Program Competition Notice of Funding Opportunity (NOFO) for specific application and program requirements.
2. The FY 2023 CoC Application Detailed Instructions which provide additional information and guidance for completing the application.
3. All information provided to ensure it is correct and current.
4. Responses provided by project applicants in their Project Applications.
5. The application to ensure all documentation, including attachment are provided.

Your CoC Must Approve the Consolidated Application before You Submit It

- 24 CFR 578.9 requires you to compile and submit the CoC Consolidated Application for the FY 2023 CoC Program Competition on behalf of your CoC.

- 24 CFR 578.9(b) requires you to obtain approval from your CoC before you submit the Consolidated Application into e-snaps.

Answering Multi-Part Narrative Questions

Many questions require you to address multiple elements in a single text box. Number your responses to correspond with multi-element questions using the same numbers in the question. This will help you organize your responses to ensure they are complete and help us to review and score your responses.

Attachments

Questions requiring attachments to receive points state, "You Must Upload an Attachment to the 4B. Attachments Screen." Only upload documents responsive to the questions posed—including other material slows down the review process, which ultimately slows down the funding process. Include a cover page with the attachment name.

- Attachments must match the questions they are associated with—if we do not award points for evidence you upload and associate with the wrong question, this is not a valid reason for you to appeal HUD's funding determination.

- We must be able to read the date and time on attachments requiring system-generated dates and times, (e.g., a screenshot displaying the time and date of the public posting using your desktop calendar; screenshot of a webpage that indicates date and time).

1A. Continuum of Care (CoC) Identification

HUD publishes resources on the HUD.gov website at CoC Program Competition to assist you in completing the CoC Application. Resources include:

- Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2023 Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
- 24 CFR part 578;
- FY 2023 CoC Application Navigational Guide;
- Section 3 Resources;
- PHA Crosswalk; and
- Frequently Asked Questions

1A-1. CoC Name and Number: OR-501 - Portland, Gresham/Multnomah County CoC

1A-2. Collaborative Applicant Name: County of Multnomah

1A-3. CoC Designation: CA

1A-4. HMIS Lead: County of Multnomah

1B. Coordination and Engagement–Inclusive Structure and Participation

HUD publishes resources on the HUD.gov website at CoC Program Competition to assist you in completing the CoC Application. Resources include:

- Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2023 Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
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1B-1.	Inclusive Structure and Participation–Participation in Coordinated Entry.	
	NOFO Sections V.B.1.a.(1), V.B.1.e., V.B.1f., and V.B.1.p.	
	In the chart below for the period from May 1, 2022 to April 30, 2023:	
	1. select yes or no in the chart below if the entity listed participates in CoC meetings, voted—including selecting CoC Board members, and participated in your CoC's coordinated entry system; or	
	2. select Nonexistent if the organization does not exist in your CoC's geographic area:	

	Organization/Person	Participated in CoC Meetings	Voted, Including Electing CoC Board Members	Participated in CoC's Coordinated Entry System
1.	Affordable Housing Developer(s)	Yes	No	Yes
2.	CDBG/HOME/ESG Entitlement Jurisdiction	Yes	Yes	Yes
3.	Disability Advocates	Yes	Yes	Yes
4.	Disability Service Organizations	Yes	Yes	Yes
5.	EMS/Crisis Response Team(s)	Yes	Yes	Yes
6.	Homeless or Formerly Homeless Persons	Yes	Yes	Yes
7.	Hospital(s)	Yes	Yes	Yes
8.	Indian Tribes and Tribally Designated Housing Entities (TDHEs) (Tribal Organizations)	No	No	No
9.	Law Enforcement	No	No	No
10.	Lesbian, Gay, Bisexual, Transgender (LGBTQ+) Advocates	Yes	Yes	Yes
11.	LGBTQ+ Service Organizations	Yes	Yes	Yes
12.	Local Government Staff/Officials	Yes	Yes	Yes
13.	Local Jail(s)	No	No	Yes
14.	Mental Health Service Organizations	Yes	Yes	Yes
15.	Mental Illness Advocates	Yes	Yes	Yes

16.	Organizations led by and serving Black, Brown, Indigenous and other People of Color	Yes	No	Yes
17.	Organizations led by and serving LGBTQ+ persons	Yes	Yes	Yes
18.	Organizations led by and serving people with disabilities	Yes	Yes	Yes
19.	Other homeless subpopulation advocates	Yes	Yes	Yes
20.	Public Housing Authorities	Yes	Yes	Yes
21.	School Administrators/Homeless Liaisons	No	No	No
22.	Street Outreach Team(s)	Yes	Yes	Yes
23.	Substance Abuse Advocates	Yes	Yes	Yes
24.	Substance Abuse Service Organizations	Yes	Yes	Yes
25.	Agencies Serving Survivors of Human Trafficking	Yes	Yes	Yes
26.	Victim Service Providers	Yes	Yes	Yes
27.	Domestic Violence Advocates	Yes	Yes	Yes
28.	Other Victim Service Organizations	Yes	Yes	Yes
29.	State Domestic Violence Coalition	Yes	No	Yes
30.	State Sexual Assault Coalition	Yes	No	Yes
31.	Youth Advocates	Yes	Yes	Yes
32.	Youth Homeless Organizations	Yes	No	Yes
33.	Youth Service Providers	Yes	No	Yes
	Other: (limit 50 characters)			
34.	Businesses and Neighborhood Associations	Yes	Yes	Yes
35.	Organizations led by and serving immigrants and refugees; Universities	Yes	Yes	Yes

1B-2.	Open Invitation for New Members.	
	NOFO Section V.B.1.a.(2)	

	Describe in the field below how your CoC:
1.	communicated a transparent invitation process annually (e.g., communicated to the public on the CoC's website) to solicit new members to join the CoC;
2.	ensured effective communication and access for persons with disabilities, including the availability of accessible electronic formats; and
3.	invited organizations serving culturally specific communities experiencing homelessness in the geographic area to address equity (e.g., Black, Latino, Indigenous, LGBTQ+, and persons with disabilities).

(limit 2,500 characters)

1. THE COC SOLICITS NEW GENERAL MEMBERS ON A CONTINUOUS BASIS THROUGH PROCESSES THAT ARE WIDELY ANNOUNCED.

Invitations to join and participate in the CoC are communicated numerous times in the year through many channels, including postings on the CoC's WEBSITE, by email to 2600+ people, social media & partner organizations. CoC staff regularly speak at events about the CoC & how to get involved. CoC meeting attendees, CoC listserv registrants, and others who request membership are deemed general members of the CoC. New members can join anytime by providing contact information online, by email, phone, in writing, in-person or attending a public CoC meeting. 267 new members have joined in the last year. When seeking new Board members, the CoC posts an invitation to apply on the CoC WEBSITE, social media, email, & posts it in local newspapers including a homelessness centered publication.

2. THE COC ENSURES EFFECTIVE COMMUNICATION WITH THOSE WITH DISABILITIES by using accessible electronic formats (available in PDF format) for its agendas and meeting minutes, holding meetings in ADA accessible locations, offering various methods for participation (virtual meetings, hybrid meetings, electronic surveys), & providing audio assistance devices & transcription. Communication methods include large print, sign-language interpreters, Braille, & other formats.

3. THE COC ACTIVELY RECRUITS ORGANIZATIONS SERVING CULTURALLY SPECIFIC COMMUNITIES EXPERIENCING HOMELESSNESS IN THE COC'S SERVICE AREA TO JOIN THE COC AND ITS BOARD. Gaps in essential sectors & stakeholders on CoC Board membership are assessed semi-annually. This assessment guides recruitment efforts, which occurs through the CoC listserv, outreach to culturally specific organizations, personal outreach to culturally specific EDs, and requests for personal recommendations from providers. The CoC funds culturally specific organizations so that they have the capacity to actively participate in the CoC and its governance. In the Board application process, applicants are asked to reflect on equity issues. The CoC recently launched an Equity Advisory Committee (EAC), which provides insight, feedback, & recommendations to the CoC on policies & funding priorities to address equity disparities in homeless services and outcomes, based on their equity knowledge, lived experience, & expertise to improve services & systems. The EAC is made up of 13 participants, many of whom represent culturally specific organizations

1B-3.	CoC's Strategy to Solicit/Consider Opinions on Preventing and Ending Homelessness.	
	NOFO Section V.B.1.a.(3)	

	Describe in the field below how your CoC:
1.	solicited and considered opinions from a broad array of organizations and individuals that have knowledge of homelessness, or an interest in preventing and ending homelessness;
2.	communicated information during public meetings or other forums your CoC uses to solicit public information;
3.	ensured effective communication and access for persons with disabilities, including the availability of accessible electronic formats; and
4.	took into consideration information gathered in public meetings or forums to address improvements or new approaches to preventing and ending homelessness.

(limit 2,500 characters)

1. TO EFFECTIVELY SOLICIT & CONSIDER OPINIONS FROM A WIDE RANGE OF STAKEHOLDERS, A NEW ADVISORY BODY STRUCTURE WAS CREATED. Advisory Committees include: Lived Experience, Equity, Supportive Housing Services, CoC Board, & Budget. All committees include a broad array of individuals and organizations. 68% of the committee members are people with lived experience of homelessness. These bodies meet MONTHLY and provide guidance and feedback on ending homelessness to the CoC & CA. External system of care meetings include provider forums & coordination meetings.

2. THE COC COMMUNICATES INFORMATION DURING ALL PUBLIC MEETINGS BY INCLUDING STRUCTURED UPDATES AS PART OF ITS REGULAR AGENDAS. Meeting notices, materials & reports (e.g. PIT report, quarterly outcome reports) are posted online & sent to the CoC's email list with over 2200 contacts. The CoC distributes a newsletter to the same email list. Attendees at Board and Committee meetings ask about or give feedback on the information the CoC posts. Regular press releases & a new podcast are also utilized to share information. Whenever the CoC presents to the Board of County Commissioners & City Council, the public can comment on items relating to the meeting agenda.

3. THE COC ENSURES EFFECTIVE COMMUNICATION & ACCESS FOR PERSONS WITH DISABILITIES BY hosting virtual, hybrid and in-person meetings & by offering translation services, closed captioning, transcription services, materials in alternative formats including large font. The new website has enhanced accessibility and language capacity. All materials are provided in PDF form. Materials released in alternative formats, ie podcasts, reach new audiences eg those that are seeing-impaired.

4. THE COC RELIES ON INFORMATION GATHERED AT PUBLIC MEETINGS AND COPIOUS FORUMS TO IMPROVE OPERATIONS & IDENTIFY NEW PROJECTS. E.g.: Queer Housing Collaborative where LGBTQ+ community reps helped to change a funding line from performative engagement to tangible services more needed by the community; Provider feedback led to equitable changes to NOFA processes for non-CoC funding; Community/stakeholders gave feedback on the development of charters and process guidelines to enhance the functioning of advisory structures - important because these are new entities; Built for Zero improvement team includes system managers, frontline staff, PWLE, and BIPOC to co-create BFZ policies & procedures; Engagement with PWLE of homelessness & behavioral health crises informed new programming.

1B-4.	Public Notification for Proposals from Organizations Not Previously Awarded CoC Program Funding.	
	NOFO Section V.B.1.a.(4)	
	Describe in the field below how your CoC notified the public:	
1.	that your CoC will consider project applications from organizations that have not previously received CoC Program funding;	
2.	about how project applicants must submit their project applications—the process;	
3.	about how your CoC would determine which project applications it would submit to HUD for funding; and	

4.	ensured effective communication and access for persons with disabilities, including the availability of accessible electronic formats.

(limit 2,500 characters)

1. THE COC ACTIVELY SOLICITS PROPOSALS FROM AGENCIES THAT HAVE NOT PREVIOUSLY RECEIVED COC PROGRAM FUNDS. In 2023, the Joint Office of Homeless Services (JOHS), as the CoC Lead and CA, widely solicited new projects by posting the notice to its WEBSITE. The notice specifically stated that the CoC encourages new agencies that do not currently receive CoC Program Funds to apply for the opportunity. The CoC also held a publicly accessible virtual informational meeting about the opportunity and specifically encouraged organizations that do not currently receive CoC funding to attend.

2. JOHS PROVIDED EXTENSIVE AND WIDELY ACCESSIBLE INFORMATION TO THE PUBLIC ABOUT THE PROCESS TO SUBMIT APPLICATIONS. The JOHS website featured a wide range of materials, including a NOFO Summary, Solicitation to Apply, a Technical Assistance Handbook, & the NOFO Timeline. JOHS also hosted a virtual informational meeting to familiarize prospective applicants with the application process, a recording of which was also posted to the JOHS website. JOHS also offered on-demand technical assistance throughout the application process to help applicants understand NOFO requirements. In the months leading up to the NOFO competition, JOHS met with four prospective applicants that had not previously received funding to offer guidance on the application process and what makes a strong application. JOHS also offered to pair interested prospective applicants with peer organizations to help mentor them through the process.

3. JOHS MADE INFORMATION ABOUT HOW THE COC WOULD SELECT PROJECTS FOR SUBMISSION TO HUD WIDELY AVAILABLE. Details about the CoC's determination process are included in the NOFO Technical Assistance Handbook on the JOHS website. The website also includes an overview of the Rating & Ranking Process and Criteria as well as detailed scoring rubrics for both new and renewal projects. JOHS also reviewed the selection process during a virtual information session, a recording of which was posted to JOHS' website. JOHS also offered on-demand technical assistance to anyone with questions about how the CoC determines which projects are submitted to HUD.

4. THE COC ENSURED EFFECTIVE COMMUNICATION WITH THOSE WITH DISABILITIES by using accessible electronic formats (materials available in PDF), & holding an information session and providing technical assistance support in ADA accessible virtual formats. Transcription and/or live captioning were available for all virtual meetings.

1C. Coordination and Engagement

HUD publishes resources on the HUD.gov website at CoC Program Competition to assist you in completing the CoC Application. Resources include:

- Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2023 Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
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- Frequently Asked Questions

1C-1.	Coordination with Federal, State, Local, Private, and Other Organizations.	
	NOFO Section V.B.1.b.	

In the chart below:

1.	select yes or no for entities listed that are included in your CoC's coordination, planning, and operations of projects that serve individuals, families, unaccompanied youth, persons who are fleeing domestic violence who are experiencing homelessness, or those at risk of homelessness; or
2.	select Nonexistent if the organization does not exist within your CoC's geographic area.

	Entities or Organizations Your CoC Coordinates with for Planning or Operations of Projects	Coordinates with the Planning or Operations of Projects?
1.	Funding Collaboratives	Yes
2.	Head Start Program	Yes
3.	Housing and services programs funded through Local Government	Yes
4.	Housing and services programs funded through other Federal Resources (non-CoC)	Yes
5.	Housing and services programs funded through private entities, including Foundations	Yes
6.	Housing and services programs funded through State Government	Yes
7.	Housing and services programs funded through U.S. Department of Health and Human Services (HHS)	Yes
8.	Housing and services programs funded through U.S. Department of Justice (DOJ)	Yes
9.	Housing Opportunities for Persons with AIDS (HOPWA)	Yes
10.	Indian Tribes and Tribally Designated Housing Entities (TDHEs) (Tribal Organizations)	No
11.	Organizations led by and serving Black, Brown, Indigenous and other People of Color	Yes
12.	Organizations led by and serving LGBTQ+ persons	Yes
13.	Organizations led by and serving people with disabilities	Yes
14.	Private Foundations	Yes
15.	Public Housing Authorities	Yes
16.	Runaway and Homeless Youth (RHY)	Yes
17.	Temporary Assistance for Needy Families (TANF)	Yes
	Other:(limit 50 characters)	

18.		

1C-2.	CoC Consultation with ESG Program Recipients.	
	NOFO Section V.B.1.b.	

	Describe in the field below how your CoC:
1.	consulted with ESG Program recipients in planning and allocating ESG Program funds;
2.	participated in evaluating and reporting performance of ESG Program recipients and subrecipients;
3.	provided Point-in-Time (PIT) count and Housing Inventory Count (HIC) data to the Consolidated Plan jurisdictions within its geographic area; and
4.	provided information to Consolidated Plan Jurisdictions to address homelessness within your CoC's geographic area so it could be addressed in the Consolidated Plan update.

(limit 2,500 characters)

1. THE CoC COLLABORATES WITH ESG RECIPIENTS, PORTLAND, MULTNOMAH, AND GRESHAM, TO DETERMINE HOW TO SPEND ESG FUNDS. ESG recipients use data from the CoC to develop place-based, population-specific needs assessments. ESG funding priorities & annual action plans guide CoC allocation decisions. ESG management and subrecipients serve on the CoC Board. The CoC organizes needs assessments & Action Plan hearings through subcommittees; aligns CoC & ConPlan goals; & facilitates strategic planning, outreach & system coordination among ESG- & CoC-funded activities, allowing the CoC to work directly with ESG recipients to make strategic funding decisions across federal, state & local funds. Reflecting local priorities, the CoC directs ESG funds to operate emergency shelters aligned with locally- and CoC-funded housing resources. Non-profit subrecipients of ESG funds sit on the CoC Board to ensure alignment across CoC and ESG funded programs. The CoC incorporated planning for ESG-CV into its budget & program development processes & sought feedback on program priorities & development in partnership with recipients. There is close collaboration between the ESG manager, Portland Housing Bureau, as part of the founding jurisdiction for the CoC.

2. THE CoC MONITORS, EVALUATES, & REPORTS ESG PROJECT-LEVEL OUTCOMES to ESG recipients and subrecipients and compiles & submits data for the ESG CAPER report. ESG recipients are monitored and evaluated using CoC-developed housing placement outcomes collected in the regional HMIS. Data are analyzed from project-level outcomes, system-wide point-in-time counts of homelessness, HMIS reports and ESG recipient feedback. ESG-specific policies and procedures are included in the CoC's adopted HMIS Policies & Procedures. ESG activities are further evaluated in relation to a range of other funding sources and against broader system performance goals.

3. THE CoC PROVIDES SYSTEM-WIDE PIT DATA (with detailed geographic & demographic breakdowns), HIC (annual), & HMIS reports for each of the ConPlans.

4. THE CoC PROVIDED INPUT FROM THE CoC TO THE CONPLAN JURISDICTIONS TO ENSURE LOCAL HOMELESSNESS INFORMATION IS ADDRESSED in all of their plans. ConPlan jurisdictions are actively involved in the ongoing system & governance processes of the CoC & there is seamless information sharing (including about the ConPlan) among JOHS/CoC & jurisdictions to inform shared needs, goals, & priority strategies (communicated via emails & at meetings).

1C-3.	Ensuring Families are not Separated.	
	NOFO Section V.B.1.c.	

Select yes or no in the chart below to indicate how your CoC ensures emergency shelter, transitional housing, and permanent housing (PSH and RRH) do not deny admission or separate family members regardless of each family member's self-reported sexual orientation and gender identity:

1.	Conducted mandatory training for all CoC- and ESG-funded service providers to ensure families are not separated.	Yes
2.	Conducted optional training for all CoC- and ESG-funded service providers to ensure families are not separated.	Yes
3.	Worked with ESG recipient(s) to adopt uniform anti-discrimination policies for all subrecipients.	Yes
4.	Worked with ESG recipient(s) to identify both CoC- and ESG-funded facilities within your CoC's geographic area that might be out of compliance and took steps to work directly with those facilities to bring them into compliance.	Yes
5.	Sought assistance from HUD by submitting questions or requesting technical assistance to resolve noncompliance by service providers.	No

1C-4.	CoC Collaboration Related to Children and Youth—SEAs, LEAs, School Districts.	
	NOFO Section V.B.1.d.	

Select yes or no in the chart below to indicate the entities your CoC collaborates with:

1.	Youth Education Provider	Yes
2.	State Education Agency (SEA)	Yes
3.	Local Education Agency (LEA)	Yes
4.	School Districts	Yes

1C-4a.	Formal Partnerships with Youth Education Providers, SEAs, LEAs, School Districts.	
	NOFO Section V.B.1.d.	

Describe in the field below the formal partnerships your CoC has with at least one of the entities where you responded yes in question 1C-4.

(limit 2,500 characters)

THE COC AND ITS PROVIDERS MAINTAIN FORMAL PARTNERSHIPS WITH SCHOOL DISTRICTS, LOCAL COLLEGES & THE OREGON DEPARTMENT OF EDUCATION (ODE), AND THE CoC's GOVERNANCE CHARTER CALLS FOR SCHOOL SYSTEM REPRESENTATION ON THE CoC BOARD. Many of the formal partnerships are established through the CoC's Homeless Youth Continuum (HYC) and the CoC's Homeless Family System of Care (HFSC). HYC offers unaccompanied youth on-site access to state-accredited alternative education (individualized instruction, credit recovery, GED attainment) and youth employment programs. It is under contract with ODE to provide alternative education to homeless youth. HYC also has an MOU with Portland Community College to connect homeless youth with employment & education programs, and to connect homeless/at-risk college students with HYC services. HYC has a FORMAL PARTNERSHIP with Portland Public Schools' Multiple Pathways to Graduation program, and CONTRACTS with the school district to provide Title 9 staff tutors on-site to provide services. Through ODE, Youth Development Division, the HYC has an education specialist position that provides tutoring, re-engagement services, and post-secondary access. They also have FORMAL PARTNERSHIPS with the Gresham Barlow School District and Centennial School District to provide re-engagement services. The workforce development program also partners with Helensview High School to connect students to work experiences year-round and through the SummerWorks program. HFSC providers offer early childhood, youth, college & career services, and bring youth programming into family shelters. Planning & delivery of both the HYC & HFSC are integrated into the Schools Uniting Neighborhoods (SUN) System, which is locally funded to increase academic success for youth and includes academic enrichment, connection to health and mental health services, & family education & recreation. Through MOUs, McKinney-Vento (MV) liaisons work with SUN, CoC providers & schools to identify & inform homeless families about MV services. The CoC's GOVERNANCE CHARTER also specifically lists the school system as a representation area that the Board strives to fill.

1C-4b.	Informing Individuals and Families Experiencing Homelessness about Eligibility for Educational Services.	
	NOFO Section V.B.1.d.	

Describe in the field below written policies and procedures your CoC uses to inform individuals and families who become homeless of their eligibility for educational services.

(limit 2,500 characters)

THE CoC HAS FORMAL POLICIES AND PROCEDURES IN PLACE TO ENSURE THAT INDIVIDUALS AND FAMILIES WHO BECOME HOMELESS ARE INFORMED OF THEIR ELIGIBILITY FOR EDUCATION SERVICES that state a) all programs must have designated staff to inform of rights, and b) that all households with children are informed of their rights at entry and consistently, in language they can understand. All CoC projects serving unaccompanied youth and families with children have policies and practices that echo the CoC's. These policies are reviewed during the local project renewal process and youth providers who focus on educational achievements and outcomes receive additional points during the competition. Each agency EMPLOYS A DESIGNATED STAFF PERSON RESPONSIBLE FOR ENSURING THAT CHILDREN ARE ENROLLED in school and connected to the appropriate services within the community including early childhood education programs such as Head Start, Part C of the Individuals with Disabilities Education Act, and McKinney-Vento education services. This is included in local THRESHOLD CRITERIA for CoC project scoring. Households receive written and verbal information about the McKinney-Vento Act and associated eligibility. There is also information posted in common areas in family shelters about education rights under McKinney-Vento, along with contact information for the local McKinney-Vento liaison. As part of the intake process, CoC providers share information about eligibility for and rights related to education services and then provide support around accessing those services.

1C-4c.	Written/Formal Agreements or Partnerships with Early Childhood Services Providers.	
	NOFO Section V.B.1.d.	

Select yes or no in the chart below to indicate whether your CoC has written formal agreements or partnerships with the listed providers of early childhood services:

		MOU/MOA	Other Formal Agreement
1.	Birth to 3 years	No	No
2.	Child Care and Development Fund	No	No
3.	Early Childhood Providers	No	Yes
4.	Early Head Start	No	Yes
5.	Federal Home Visiting Program—(including Maternal, Infant and Early Childhood Home and Visiting or MIECHV)	Yes	Yes
6.	Head Start	No	Yes
7.	Healthy Start	No	No
8.	Public Pre-K	No	No
9.	Tribal Home Visiting Program	Yes	Yes
	Other (limit 150 characters)		
10.	Oregon Foster Care System	Yes	Yes

1C-5.	Addressing Needs of Domestic Violence, Dating Violence, Sexual Assault, and Stalking Survivors—Collaboration with Federally Funded Programs and Victim Service Providers.	
	NOFO Section V.B.1.e.	

In the chart below select yes or no for the organizations your CoC collaborates with:

	Organizations	
1.	state domestic violence coalitions	Yes
2.	state sexual assault coalitions	Yes
3.	other organizations that help this population	Yes

1C-5a.	Collaboration with Federally Funded Programs and Victim Service Providers to Address Needs of Domestic Violence, Dating Violence, Sexual Assault, and Stalking Survivors.	
	NOFO Section V.B.1.e.	

Describe in the field below how your CoC regularly collaborates with organizations indicated in Question 1C-5 to:

1.	update CoC-wide policies; and
2.	ensure all housing and services provided in the CoC's geographic area are trauma-informed and can meet the needs of survivors.

(limit 2,500 characters)

1. THE CoC REGULARLY COLLABORATES WITH DOMESTIC VIOLENCE (DV) AND SEXUAL ASSAULT (SA) MOU PARTNERS TO REVIEW & UPDATE CoC WIDE POLICIES. Collaboration occurs at monthly meetings of the CoC's Domestic & Sexual Violence (DSV) Continuum, which includes a wide range of victim service organizations, shelter providers, culturally specific organizations, diversion and housing providers. As part of these meetings, partners routinely REVIEW policies as they relate to the Assessment Process, Resource Coordination Team (RCT) and Coordinated Access. Partner input led the CoC to UPDATE the Agency Exclusion Policy for RCT to allow households to request that an agency be excluded from their information/referral. Other collaborative partners include: Family Violence Coordinating Council, Tri-County Domestic & Sexual Violence, Sexual Assault Advisory Committee, DSV CA partners, & Sex Trafficking CAB, and DV advocates as voting members on the CoC board.

2. THE COC ENSURES THAT ALL HOUSING AND SERVICES PROVIDED IN THE COC ARE TRAUMA-INFORMED AND CAN MEET THE NEEDS OF SURVIVORS THROUGH CONTRACT REQUIREMENTS, CLIENT-CENTERED PRACTICES AND EXTENSIVE, COC-WIDE TRAINING. Program Instructions for all contractors requires that case managers deliver comprehensive, client centered, TRAUMA-INFORMED integrated services for people experiencing homelessness. Supervisors facilitate and support multidisciplinary meetings focusing on case planning, discharge planning, behavioral supports and alignment of TRAUMA-INFORMED services. They specify the use of Assertive Engagement practices, which is a CoC-wide service delivery approach centered on equity, anti-oppression, and trauma-informed care. To support these requirements, the CoC provides extensive training throughout the CoC. The DSV Continuum provides ANNUAL 40-hr training in English & Spanish to CoC area project staff that addresses best practices for working with survivors: prioritizing safety, maintaining confidentiality, TRAUMA-INFORMED, victim-centered services, legal matters, & Assertive Engagement. All CE staff who use any assessment tools are required to complete annual training that includes TRAUMA-INFORMED PRACTICES & how to support DV survivors to connect with DSV resources. When a DV survivor seeks services from CoC or ESG providers outside of the DSV Continuum, CE staff assess immediate safety needs & provide appropriate referrals to the DSV CE process & DSV resources, prioritizing client choice and confidentiality.

1C-5b.	Coordinated Annual Training on Best Practices to Address the Needs of Domestic Violence, Dating Violence, Sexual Assault, and Stalking Survivors.	
	NOFO Section V.B.1.e.	
	Describe in the field below how your CoC coordinates to provide training for:	
1.	project staff that addresses best practices (e.g., trauma-informed, victim-centered) on safety and planning protocols in serving survivors of domestic violence and indicate the frequency of the training in your response (e.g., monthly, semi-annually); and	
2.	Coordinated Entry staff that addresses best practices (e.g., trauma informed care) on safety and planning protocols in serving survivors of domestic violence and indicate the frequency of the training in your response (e.g., monthly, semi-annually).	

(limit 2,500 characters)

1. THE CoC PROVIDES AN ANNUAL TRAINING OPPORTUNITIES FOR PROJECT STAFF ON ASSERTIVE ENGAGEMENT that include best practices for working with survivors, prioritizing safety, maintaining confidentiality, trauma-informed, victim-centered services, & legal matters. Additionally, a 40 hr Domestic Violence Advocacy training is provided online in both English and Spanish. The DV Supportive Housing & Economic Empowerment Network provides a MONTHLY meeting space for ongoing training & technical assistance related to safety in housing, economic empowerment, fair housing, legal concerns, and housing access for The DV/SA continuum. Non-DV service providers can request training on DV from DV providers as needed. For example, Raphael House provided training on DV to the Family System. The YWCA's Social Justice Training Team offers training at least annually on various forms of DSV & how DV intersects with other forms of oppression. As of May 2023, JOHS has hired one full time employee specifically to provide DV TA to all non-DV CoC partners and to develop best practices when working with DSV survivors. An advisory body of survivors with a range of lived expertise advises the JOHS on safety planning, choice, housing access, & training needs.

2. THE CoC PROVIDES COORDINATED ENTRY (CE) STAFF WITH EXTENSIVE TRAINING ON BEST PRACTICES IN SERVING DV SURVIVORS. CE staff who conduct the dv system's safety & stabilization assessment (SSA) are required to complete ANNUAL 40-hour DSV CE & SSA training that includes training on trauma-informed practices & assertive engagement. Staff participating in DSV coordinated access are required to complete the ANNUAL 14-hour Multnomah County DSV coordinated access training. The training & the accompanying manual address safety, confidentiality, & planning protocols for DV survivors & include sample "scripts" to ensure effective, trauma-informed communication with participants. ALL CoC staff are trained ANNUALLY on the VAWA final rule & the CoC's emergency transfer plan to ensure that survivors at risk of future physical harm can quickly move to a new, safe housing unit. CE staff who use any assessment tools are required to complete an additional ANNUAL training that includes trauma-informed practices & how to support DV survivors to connect with DSV resources. When a DV survivor seeks services from CoC providers outside of the DSV continuum, CE staff assess immediate safety needs & provide appropriate referrals, prioritizing client choice.

1C-5c.	Implemented Safety Planning, Confidentiality Protocols in Your CoC's Coordinated Entry to Address the Needs of Domestic Violence, Dating Violence, Sexual Assault, and Stalking Survivors.	
	NOFO Section V.B.1.e.	
	Describe in the field below how your CoC's coordinated entry includes:	
1.	safety planning protocols; and	
2.	confidentiality protocols.	

(limit 2,500 characters)

1. THE CoC's SAFETY PLANNING PROTOCOLS INCLUDE THE CE ASSESSMENT TEAM EVALUATING THE CLIENT'S CURRENT SITUATION REGARDING SAFETY AND REFERRING THEM TO THE DOMESTIC VIOLENCE SYSTEM IF THEY ARE EXPERIENCING DOMESTIC VIOLENCE AND WOULD LIKE A REFERRAL TO THAT SYSTEM TO DO ONGOING SAFETY PLANNING. If survivors wish to remain in the adult system, they receive an extra vulnerability point and assessors will discuss survivors' wishes around immediate placement into housing deemed safe by the survivor. Case managers will continue ongoing safety planning through permanent housing placement in the adult system and through survivor stabilization. DV system assessors use the Safety and Stabilization Assessment tool. They are trained to conduct the initial screening for crisis line callers and/ or walk in clients to determine immediate safety needs. Assessors refer to crisis services and create a plan for safety jointly with the client while the client is awaiting housing or shelter consistent with the client's choices. Ongoing safety planning continues at all stages of engagement. Safety plans are updated as needed and consider longer-term needs and goals related to housing safety and stability.

2. THE CoC's CONFIDENTIALITY PROTOCOLS FOLLOW: Upon revealing DV survivor status assessors will ask if survivors wish to use a pseudonym for confidentiality. Assessors are trained in how to go over the release of information, discuss how a client's information will be used and shared; Providers are required to post privacy notices in interview rooms; Facilitators at system meetings remind providers only to share pertinent and high-level information in order to match to programs and encourage more detailed conversations be taken out of large group settings; Every effort is made to omit PII during the information collected in the SSA; Agencies within the DSV CA System are Victim Service Providers and staff of these agencies are trained and noted as Certified Victim Service Advocates with enhanced confidentiality protections different from mandatory reporters in compliance with VAWA protections; Releases of Information (ROI) are completed at any point where staff/agencies are sharing information about survivors/households with other parties; Through the use of the DSV CA System CompSite ServicePoint, a comparable database, data are de-identified and aggregated before sharing with the CoC.

1C-5d.	Used De-identified Aggregate Data to Address the Needs of Domestic Violence, Dating Violence, Sexual Assault, and Stalking Survivors.	
	NOFO Section V.B.1.e.	
	Describe in the field below:	
1.	the de-identified aggregate data source(s) your CoC used for data on survivors of domestic violence, dating violence, sexual assault, and stalking; and	
2.	how your CoC uses the de-identified aggregate data described in element 1 of this question to evaluate how to best meet the specialized needs related to domestic violence and homelessness.	

(limit 2,500 characters)

1. THE DE-IDENTIFIED AGGREGATE DATA SOURCE THAT THE COC USES FOR DATA ON SURVIVORS OF DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT, AND STALKING IS THROUGH COMPSITE. CompSite is a separate HMIS comparable database that does not contain personally identifying info & is accessible only within the DSV Continuum (only aggregate data is shared across DV agencies).

2. THE CoC REVIEWS DE-IDENTIFIED AGGREGATE DATA FROM COMPSITE AS IT RELATES TO SHELTER, HOUSING & CRISIS INTERVENTION SERVICES TO ASSESS THE LEVELS & UNIQUE SERVICE NEEDS OF SURVIVORS, THE SUFFICIENCY OF CURRENT PROGRAMMING TO MEET THESE NEEDS & THE EFFECTIVENESS OF PROGRAMMING. Aggregate data analysis is a key element in the development of policies, protocols & investments to address specialized needs of survivors. For example, the DSV Continuum uses aggregate data to review household demographics, exit destinations & retention outcomes to ensure programs are meeting outcome & equity goals. It also taps the data to assess system needs and help shape DV Bonus project applications. In addition, the DSV Continuum uses the de-identified aggregate data to track the number & outcome of CE assessments to understand what the system is able to accommodate with available resources. Non-DSV CoC providers use ServicePoint as their HMIS data collection tool and track whether individuals have experienced DV. DV crisis lines track the number of calls they receive and the priority needs callers identify. The data, in combination with CompSite data, is used by the DSV Continuum to evaluate system performance. The CoC's DSV Continuum has 1.5 FTE in data analysis capacity to help ensure accurate data collection, completeness & timely reporting of aggregate data for monitoring, evaluation & planning purposes. The DSV regularly shares findings of its analysis with the CoC.

nbsp;nbsp;

1C-5e.	Implemented Emergency Transfer Plan Policies and Procedures for Domestic Violence, Dating Violence, Sexual Assault, and Stalking Survivors.	
	NOFO Section V.B.1.e.	
	Describe in the field below how your CoC communicates to all individuals and families seeking or receiving CoC Program assistance:	
1.	whether your CoC has policies and procedures that include an emergency transfer plan;	
2.	the process for individuals and families to request an emergency transfer; and	
3.	the process your CoC uses to respond to individuals' and families' emergency transfer requests.	

(limit 2,500 characters)

1.THE CoC HAS INCLUDED AN EMERGENCY TRANSFER PLAN IN ITS POLICIES AND PROCEDURES SINCE 2016.

DV system advocates recently completed substantial training on emergency transfer protocols and JOHS trains all CoC housing providers on VAWA & emergency transfers. CoC housing providers communicate the policies to program participants through the Notice of Occupancy Rights at intake, recertification and when a notice is issued. Information is provided during case management at program intake and when safety concerns are disclosed by the household.

2. THE PROCESS FOR REQUESTING AN EMERGENCY TRANSFER IS LOW-BARRIER to increase client access and help immediately remove participants from danger. To exercise rights under VAWA, including emergency transfer protocols, participants contact their case manager or housing provider & indicate that they fear future physical harm should they remain in their unit. The case manager then works with the participant to complete the emergency transfer request form to certify eligibility. The case manager or housing provider then begins the emergency transfer process immediately. JOHS helps providers execute the transfer whether it is to another unit with the same provider or to a different provider's unit.

3.THE CoC RESPONDS THROUGH MULTIPLE APPROACHES TO BOTH INTERNAL AND EXTERNAL TRANSFERS TO ENSURE A TRANSFER TO SAFE HOUSING. The CoC's emergency transfer protocols prioritize placement into the first available CoC unit consistent with survivor choice. The CoC works with advocates to facilitate the least disruptive transfer option possible. The process for internal and external transfers follow: Internal-1st - Relocation to new unit within the current covered housing program (CHP), administered by the current housing provider. 2nd- Transfer from one CHP to another CHP within the same provider agency. 3rd - Transfer from a CHP administered by one subrecipient to a placement in the same program, administered by another subrecipient. External-1st- Relocate from one CHP to another CHP in the same housing provider organization, but requires a new certification of eligibility/application process. 2nd - Return to CE system where original placement was made, receives first available unit/placement that is safe and meet eligibility requirements. 3rd - Survivor is connected to another System of Care's CA for placement in a new CHP, if no suitable placements are available in their CE system of origin.4th - Transfer to a different CoC

1C-5f.	Access to Housing for Survivors of Domestic Violence, Dating Violence, Sexual Assault, and Stalking.	
	NOFO Section V.B.1.e.	
	Describe in the field below how your CoC:	
1.	ensures that survivors of domestic violence, dating violence, sexual assault, or stalking have safe access to all of the housing and services available within the CoC's geographic area; and	
2.	proactively identifies systemic barriers within your homeless response system that create barriers to safely house and provide services to survivors of domestic violence, dating violence, sexual assault, or stalking.	

(limit 2,500 characters)

1. ENSURING THAT DV SURVIVORS HAVE ACCESS TO ALL HOUSING AND SERVICES WITHIN THE COC BEGINS WITH TRAINING FOR THE CE SYSTEM. All staff who administer CE assessments receive training to ensure that they provide trauma-informed, victim-centered services in a way that prioritizes safety and ensures confidentiality. This training makes sure that any entry point to the homeless system of care is the right entry point for DV survivors. Moreover, all CoC and ESG-funded projects participating in CE are housing first/low-barrier and are designed to meet clients where they are – a key feature of trauma-informed care approaches for survivors. CE POLICIES AND PROTOCOLS MANDATE THAT WHEN VACANCIES IN PSH OR RRH OCCUR, THE COORDINATED ENTRY TEAM WILL ENSURE THAT REFERRED SURVIVORS HAVE EQUAL ACCESS TO ALL HOUSING AND SERVICES FOR WHICH THEY ARE ELIGIBLE. This includes housing generally available through the CE system, as well as units specifically reserved for DV survivors and others at high safety risk. A large number of units delivered by a DSV Coordinated Access MOU partner are scattered throughout the CoC's geographic area, allowing survivors a broad choice of units. When safety is a concern, survivors are also allowed to move outside of the geographic area, provided the agency delivering services is able to do so at the same rate/capacity, as if they were within the geographic area. When the DV system is unable to support a household given its specific needs/barriers, the system will refer to other appropriate systems or agencies that can meet those needs.

2. THE CoC WORKS TO PROACTIVELY IDENTIFY SYSTEMIC BARRIERS WITHIN THE HOMELESS RESPONSE SYSTEM THAT IMPACT SAFE HOUSING AND SERVICES FOR SURVIVORS. The CoC facilitates conversations with the DSV CA System providers to identify unmet needs and ongoing challenges. JOHS and the DSV CA system partners analyze CompSite data and HMIS data as well as PIT Count data, shelter counts, and performance measures to identify gaps and system needs. Gaps that have been identified include the need for longer-term housing supports for immigrant and refugee survivors because of immigration status & the UVISA/TVISA process. The two- year time limit in rapid rehousing is a barrier to stability as 2-5 years of assistance is generally needed for this population. The CoC thus created a new longer-term RRH program, with local funds, to serve immigrant survivors with complex needs for 2-5 yrs with flexible client funds.

1C-5g.	Ensuring Survivors With a Range of Lived Expertise Participate in Developing CoC-Wide Policy and Programs.	
	NOFO Section V.B.1.e.	
	Describe in the field below how your CoC:	
1.	ensured survivors with a range of lived expertise are involved in the development of your CoC-wide policy and programs; and	
2.	accounted for the unique and complex needs of survivors.	

(limit 2,500 characters)

1. SURVIVORS WITH A RANGE OF LIVED EXPERTISE ARE FULLY INTEGRATED IN THE DEVELOPMENT OF COC-WIDE POLICIES AND PROGRAMS. Community members who have survived domestic violence, stalking, and interpersonal violence are actively recruited by the Collaborative Applicant (CA) through DV advocate channels. The CA creates process guidelines and by-laws that seek to minimize harm and quickly intervene through a restorative justice framework when harm arises for survivors or any other marginalized group. The CA compensates survivors at the level of professional contractors, generally \$100 per hour. Advisory facilitators are trained in anti-oppressive, trauma-informed facilitation techniques to limit and prevent further traumatization or traumatic discourse. Advisory facilitators support and encourage survivors to move into leadership positions and facilitate professional technical assistance and professional development opportunities to support leadership roles. Survivors with a range of lived experience serve as voting members of the CoC Board, employees at VSP and CoC organizations, and advisory committees. Survivors with a range of lived expertise also participate in focus groups, surveys, and co-create community agreements and codes of care. Feedback is integrated into the CoC governance, the rating and ranking process of the CoC, and the policies and procedures of VSP and CoC organizations.

2. THE CoC UTILIZES BEST PRACTICES TO SUPPORT SURVIVORS AND TO ACCOUNT FOR THEIR UNIQUE AND COMPLEX NEEDS. The intake process asks for the survivor's name, gender, and language preferences. Survivors are provided with multiple options for safe communication. The process ensures survivors consent to any disclosure of their status and participation with the CoC. The CoC supports the use of pseudonyms and allows folks to control their own self-disclosure of experiences. The CoC also offers the option to be off camera and not use legal names at public meetings to support confidentiality. Requests for private meetings are supported and multiple options for safe communication with survivors are provided including the use of encrypted emails, phone calls, and private video calls. Consent is gathered from survivors before any disclosure of their status and participation within the CoC. For example, names of survivors that serve as committee or Board members are only shared with others with explicit consent.

1C-6.	Addressing the Needs of Lesbian, Gay, Bisexual, Transgender and Queer+--Anti-Discrimination Policy and Training.	
	NOFO Section V.B.1.f.	

1.	Did your CoC implement a written CoC-wide anti-discrimination policy ensuring that LGBTQ+ individuals and families receive supportive services, shelter, and housing free from discrimination?	Yes
2.	Did your CoC conduct annual CoC-wide training with providers on how to effectively implement the Equal Access to Housing in HUD Programs Regardless of Sexual Orientation or Gender Identity (Equal Access Final Rule)?	Yes
3.	Did your CoC conduct annual CoC-wide training with providers on how to effectively implement Equal Access in Accordance With an Individual's Gender Identity in Community Planning and Development Programs (Gender Identity Final Rule)?	Yes

1C-6a.	Anti-Discrimination Policy—Updating Policies—Assisting Providers—Evaluating Compliance—Addressing Noncompliance.	
	NOFO Section V.B.1.f.	

Describe in the field below:

1.	how your CoC regularly collaborates with LGBTQ+ and other organizations to update its CoC-wide anti-discrimination policy, as necessary to ensure all housing and services provided in the CoC are trauma-informed and able to meet the needs of LGBTQ+ individuals and families;
2.	how your CoC assisted housing and services providers in developing project-level anti-discrimination policies that are consistent with the CoC-wide anti-discrimination policy;
3.	your CoC's process for evaluating compliance with your CoC's anti-discrimination policies; and
4.	your CoC's process for addressing noncompliance with your CoC's anti-discrimination policies.

(limit 2,500 characters)

1. THE CoC REGULARLY COLLABORATES WITH LGBTQIA2S+ & OTHER ORGANIZATIONS TO UPDATE ITS ANTI-DISCRIMINATION POLICY, AS NEEDED, & TO ENSURE THAT ALL HOUSING & SERVICES PROVIDED IN THE CoC ARE TRAUMA-INFORMED & ABLE TO MEET THE NEEDS OF LGBTQIA2S+ INDIVIDUALS & FAMILIES. The equity team is in regular communication with the LGBTQIA2S+ housing collaborative & is incorporating feedback and data into revised expectations of provider equity work plans. Training needs for trauma-informed care & culturally relevant service delivery have been identified and will be referred to the training coordinator. Feedback from leaders in the LGBTQIA2S+ community led to modifying some of the CoC's programming to better meet the needs of the community including more PSH options. Team PSH completed a community engagement around the NOFA & created a priority for trans & non-binary housing.

2. THE CoC IS COMMITTED TO ENSURING THAT ALL SERVICES ARE PROVIDED IN A CULTURALLY SPECIFIC OR CULTURALLY RESPONSIVE MANNER & EXPECT CONTRACTORS TO HAVE AN ORGANIZATIONAL EQUITY ASSESSMENT & PLAN ON FILE WITH THE CoC. The Equity manager meets with providers who want support to create or update their project equity plans and guidelines. The CoC is standardizing expectations for provider equity work plans. These expectations will be accompanied by additional TA, capacity building, training & an equity toolkit. The CoC also provides annual training on the requirements of the Equal Access Final Rule & the Gender Identity Final Rule

3. THE CoC EVALUATES COMPLIANCE WITH ITS ANTI-DISCRIMINATION POLICY by requiring contractors to annually submit an equity progress report.. The progress report must include a review of the contractor's policies and procedures intended to ensure the timeliness, accessibility, quality & outcomes from services that comply with anti-discrimination requirements, including the Equal Access Final Rule and the Gender Identity Final Rule. In addition, JOHS monitors contracted providers through risk assessments, desk monitoring, & on-site monitoring.

4. IF JOHS FINDS A CONTRACTOR IS NOT IN COMPLIANCE WITH CONTRACT CONDITIONS, OR IDENTIFIES PROGRAM DEFICIENCIES, JOHS MAY ISSUE A WRITTEN CORRECTIVE ACTION PLAN. If the contractor fails to complete the terms of its corrective action plan, JOHS may, upon notice to the contractor, impose sanctions, including, but not limited to, withholding funds, disallowance of costs, suspension of payments, or immediate termination of the contract.

1C-7.	Public Housing Agencies within Your CoC's Geographic Area--New Admissions--General/Limited Preference--Moving On Strategy.	
	NOFO Section V.B.1.g.	

You must upload the PHA Homeless Preference\PHA Moving On Preference attachment(s) to the 4B. Attachments Screen.

Enter information in the chart below for the two largest PHAs highlighted in gray on the current CoC-PHA Crosswalk Report or the two PHAs your CoC has a working relationship with--if there is only one PHA in your CoC's geographic area, provide information on the one:

Public Housing Agency Name	Enter the Percent of New Admissions into Public Housing and Housing Choice Voucher Program During FY 2022 who were experiencing homelessness at entry	Does the PHA have a General or Limited Homeless Preference?	Does the PHA have a Preference for current PSH program participants no longer needing intensive supportive services, e.g., Moving On?
Home Forward	57%	Yes-Both	Yes

1C-7a.	Written Policies on Homeless Admission Preferences with PHAs.	
	NOFO Section V.B.1.g.	

Describe in the field below:

1.	steps your CoC has taken, with the two largest PHAs within your CoC's geographic area or the two PHAs your CoC has working relationships with, to adopt a homeless admission preference--if your CoC only has one PHA within its geographic area, you may respond for the one; or
2.	state that your CoC has not worked with the PHAs in its geographic area to adopt a homeless admission preference.

(limit 2,500 characters)

1. Home Forward, the only PHA in the CoC's geographic area, is on the CoC Board and works closely with the CoC Lead agency, the Joint Office of Homeless Services (JOHS) to support alignment of resources to address homelessness AND HAS HOMELESS PREFERENCE IN BOTH HCV AND PUBLIC HOUSING. Home Forward staff have worked with the CoC to improve racial equity and Veterans' access to services, specifically stakeholder-lead work to improve access to Veterans housing, and actively participate in the development and implementation of Coordinated Entry (CE). The CoC and Home Forward's collaborative work has resulted in: adoption of limited homeless preference in Public Housing; adoption of limited homeless preference in Housing Choice Voucher (HCV) program for families referred from the CoC's CE system; adoption of limited homeless preference in HCV program for Veterans experiencing homelessness who are ineligible for the VASH program; adoption of limited preferences for individuals and families experiencing homelessness at PBV projects; successful conversion of a CoC-funded transitional housing project to a project supported with Project Based Vouchers (PBVs) that serves people through homeless and Moving On preferences (Richmond Place); collaboration with the CoC's CE system and the local Public Child Welfare Agency to support quick identification, referral and ongoing supportive services for youth leaving homelessness through the Family Unification and Foster Youth to Independence programs; commitment of 600 PBVs to support the goals of voter-adopted local & regional bonds for affordable housing, including the production of 600 units of permanent supportive housing for chronically homeless households; homeless admission preference for EHV's and prioritization of Mainstream Vouchers for people exiting homelessness through CE; implementation of Regional Long Term Rent Assistance program providing PSH for people exiting homelessness through CE.

2. N/A

1C-7b.	Moving On Strategy with Affordable Housing Providers.	
	Not Scored—For Information Only	

Select yes or no in the chart below to indicate affordable housing providers in your CoC's jurisdiction that your recipients use to move program participants to other subsidized housing:

1.	Multifamily assisted housing owners	No
2.	PHA	Yes
3.	Low Income Housing Tax Credit (LIHTC) developments	No
4.	Local low-income housing programs	No
	Other (limit 150 characters)	
5.	CA's Move On Team, partnered with a local provider, weaves local Reg Long Term Rental Assistance to serve households who want to transition from PSH	Yes

1C-7c.	Include Units from PHA Administered Programs in Your CoC's Coordinated Entry.	
	NOFO Section V.B.1.g.	

In the chart below, indicate if your CoC includes units from the following PHA programs in your CoC's coordinated entry process:

1.	Emergency Housing Vouchers (EHV)	Yes
2.	Family Unification Program (FUP)	Yes
3.	Housing Choice Voucher (HCV)	Yes
4.	HUD-Veterans Affairs Supportive Housing (HUD-VASH)	Yes
5.	Mainstream Vouchers	Yes
6.	Non-Elderly Disabled (NED) Vouchers	No
7.	Public Housing	No
8.	Other Units from PHAs:	

1C-7d.	Submitting CoC and PHA Joint Applications for Funding for People Experiencing Homelessness.	
	NOFO Section V.B.1.g.	

1.	Did your CoC coordinate with a PHA(s) to submit a competitive joint application(s) for funding or jointly implement a competitive project serving individuals or families experiencing homelessness (e.g., applications for mainstream vouchers, Family Unification Program (FUP), other programs)?	Yes
		Program Funding Source
2.	Enter the type of competitive project your CoC coordinated with a PHA(s) to submit a joint application for or jointly implement.	Family Unification Voucher; Special NOFO Stability Vouchers.

1C-7e.	Coordinating with PHA(s) to Apply for or Implement HCV Dedicated to Homelessness Including Emergency Housing Voucher (EHV).	
	NOFO Section V.B.1.g.	

	Did your CoC coordinate with any PHA to apply for or implement funding provided for Housing Choice Vouchers dedicated to homelessness, including vouchers provided through the American Rescue Plan?	Yes

1C-7e.1.	List of PHAs with Active MOUs to Administer the Emergency Housing Voucher (EHV) Program.	
	Not Scored—For Information Only	

	Does your CoC have an active Memorandum of Understanding (MOU) with any PHA to administer the EHV Program?	Yes

	If you select yes to question 1C-7e.1., you must use the list feature below to enter the name of every PHA your CoC has an active MOU with to administer the Emergency Housing Voucher Program.	

PHA
Home Forward (OR002)

1C-7e.1. List of PHAs with MOUs

Name of PHA: Home Forward (OR002)

1D. Coordination and Engagement Cont'd

HUD publishes resources on the HUD.gov website at CoC Program Competition to assist you in completing the CoC Application. Resources include:

- Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2023 Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
- 24 CFR part 578;
- FY 2023 CoC Application Navigational Guide;
- Section 3 Resources;
- PHA Crosswalk; and
- Frequently Asked Questions

1D-1.	Discharge Planning Coordination.	
	NOFO Section V.B.1.h.	

Select yes or no in the chart below to indicate whether your CoC actively coordinates with the systems of care listed to ensure persons who have resided in them longer than 90 days are not discharged directly to the streets, emergency shelters, or other homeless assistance programs.

1. Foster Care	Yes
2. Health Care	Yes
3. Mental Health Care	Yes
4. Correctional Facilities	Yes

1D-2.	Housing First—Lowering Barriers to Entry.	
	NOFO Section V.B.1.i.	

1.	Enter the total number of new and renewal CoC Program-funded PSH, RRH, SSO non-coordinated entry, Safe Haven, and Transitional Housing projects your CoC is applying for in FY 2023 CoC Program Competition.	39
2.	Enter the total number of new and renewal CoC Program-funded PSH, RRH, SSO non-coordinated entry, Safe Haven, and Transitional Housing projects your CoC is applying for in FY 2023 CoC Program Competition that have adopted the Housing First approach.	39
3.	This number is a calculation of the percentage of new and renewal PSH, RRH, SSO non-Coordinated Entry, Safe Haven, and Transitional Housing projects the CoC has ranked in its CoC Priority Listing in the FY 2023 CoC Program Competition that reported that they are lowering barriers to entry and prioritizing rapid placement and stabilization to permanent housing.	100%

1D-2a.	Project Evaluation for Housing First Compliance.	
	NOFO Section V.B.1.i.	

You must upload the Housing First Evaluation attachment to the 4B. Attachments Screen.

	Describe in the field below:
1.	how your CoC evaluates every project—where the applicant checks Housing First on their project application—to determine if they are using a Housing First approach;
2.	the list of factors and performance indicators your CoC uses during its evaluation; and
3.	how your CoC regularly evaluates projects outside of your local CoC competition to ensure the projects are using a Housing First approach.

(limit 2,500 characters)

1. THE ANNUAL APPLICATION PROCESS ALLOWS THE COC TO VERIFY WHETHER A PROVIDER PRACTICES HOUSING FIRST (HF) PRINCIPLES. The CoC awards up to 5 points (out of 88 total points) based on the degree to which applicants' policies and practices align with a housing first approach.

2. FACTORS THAT THE COC USES TO DETERMINE COMPLIANCE WITH HF PRINCIPLES INCLUDE whether applicants will be allowed to enter the program without income, be allowed to enter the program even if they aren't "clean and sober" or "treatment compliant," and be allowed to enter the program even if they have criminal justice system involvement. Applicants also must indicate whether service and treatment plans will be voluntary, such that tenants cannot be evicted for not following-through.

3. OUTSIDE OF THE REVIEW AND RANK PROCESS, THE CoC EVALUATES HOUSING FIRST COMPLIANCE BY MONITORING DENIED REFERRALS IN THE COORDINATED ENTRY (CE) SYSTEM, AND ANY SUBSEQUENT EVICTIONS OR PROGRAM TERMINATIONS. HF is embedded into all project contracts that JOHS, as the CoC Lead, holds with CoC providers. All projects take referrals through CE without requiring service participation or imposing preconditions on program participants. JOHS reviews program screening and assessment documents to ensure compliance. In the rare situation that a provider cannot accept a referral, the JOHS works with the CE system to connect the household to services through another provider. Providers review all referrals at bimonthly CE case conferencing meetings to ensure connection to housing is successful. JOHS sends out Housing First self-evaluations to all CoC-funded providers annually. Providers are assigned a score based on their self-evaluation out of 204. If the provider scores anywhere in the yellow range, this triggers an automatic in-person monitoring of the provider and the project followed by an action plan to ensure the project returns to alignment with Housing First. Depending on the severity of the corrections, providers are given 30-120 days to address the necessary actions. Any projects that have areas of "not at all" are also immediately addressed regardless of score. Regardless of the score on the annual self-assessment projects are on a regular in-person monitoring schedule where they will have an in-person HF-specific monitoring carried out by the Collaborative Applicant at least once every three years.

1D-3.	Street Outreach—Scope.	
	NOFO Section V.B.1.j.	

	Describe in the field below:
1.	your CoC's street outreach efforts, including the methods it uses to ensure all persons experiencing unsheltered homelessness are identified and engaged;
2.	whether your CoC's Street Outreach covers 100 percent of the CoC's geographic area;
3.	how often your CoC conducts street outreach; and

4.	how your CoC tailored its street outreach to persons experiencing homelessness who are least likely to request assistance.

(limit 2,500 characters)

1.THE 104 MEMBERS OF THE COC'S OUTREACH TEAMS USE A COORDINATED, PARTICIPANT-CENTERED APPROACH TO QUICKLY IDENTIFY AND ENGAGE PEOPLE EXPERIENCING UNSHELTERED HOMELESSNESS. CoC outreach includes 3 methods of engagement: Safety & Survival (2 FTE)-Light-touch case mgmt (CM) that includes harm reduction strategies & connects participants with survival gear or transportation vouchers; Navigation (54 FTE)- More time per person centered around engaging in client advocacy, problem solving, needs assessments, crisis intervention & de-escalation, & system navigation. System navigation ranges from behavioral health services and supports, houselessness services, and the criminal justice system. Navigational outreach builds natural support systems & a sense of community while ensuring that services are community-based, holistic, person-centered, trauma-informed, and strength-based; Housing Placement (48 FTE)- Smaller caseloads & intensive time dedicated to CM concentrated on RRH through individualized and person- centered housing placement assistance. Outreach staff specialize in DV, culturally responsive and culturally specific services, substance use, behavioral and mental health, & peer support.

2.COC OUTREACH COVERS 100% OF THE PORTLAND/GRESHAM/MULTNOMAH COUNTY GEOGRAPHIC AREA & includes regular outreach to locations furthest from resource centers

3.THE COC DOES STREET OUTREACH 7 DAYS/WEEK AT VARIED TIMES TO ENGAGE A RANGE OF PEOPLE.

4.OUTREACH TEAMS CONDUCT TARGETED OUTREACH TO THOSE LEAST LIKELY TO REQUEST ASSISTANCE. This includes culturally responsive/specific providers specializing in outreach to various subpopulations: youth, families with children, DV survivors, chronically homeless adults, older adults, veterans, mental illness, immigrants, refugees, LGBTQ & communities of color. A Street based medical team also connects people to outreach. Strategies for successful engagement: partnering with organizations serving these populations; consistent/persistent outreach to build trust; flexible funds to support engagement & address barriers; peer support specialists with shared experiences to those receiving outreach services. Outreach teams include staff who speak languages commonly spoken in the community & utilize translation services as needed. Communication practices include the use of sign language interpretation, large print & info graphics for people with disabilities including learning disabilities. Outreach to rural areas is included.

1D-4.	Strategies to Prevent Criminalization of Homelessness.

NOFO Section V.B.1.k.

Select yes or no in the chart below to indicate strategies your CoC implemented to ensure homelessness is not criminalized and to reverse existing criminalization policies in your CoC's geographic area:

	Your CoC's Strategies	Ensure Homelessness is not Criminalized	Reverse Existing Criminalization Policies
1.	Engaged/educated local policymakers	Yes	Yes
2.	Engaged/educated law enforcement	Yes	Yes
3.	Engaged/educated local business leaders	Yes	Yes
4.	Implemented community wide plans	Yes	Yes
5.	Other:(limit 500 characters)		

1D-5.	Rapid Rehousing–RRH Beds as Reported in the Housing Inventory Count (HIC) or Longitudinal Data from HMIS.	
	NOFO Section V.B.1.i.	

		HIC Longitudinal HMIS Data	2022	2023
	Enter the total number of RRH beds available to serve all populations as reported in the HIC or the number of households served per longitudinal HMIS data, e.g., APR.	Longitudinal HMIS Data	2,333	3,285

1D-6.	Mainstream Benefits–CoC Annual Training of Project Staff.	
	NOFO Section V.B.1.m.	

Indicate in the chart below whether your CoC trains program staff annually on the following mainstream benefits available for program participants within your CoC's geographic area:

	Mainstream Benefits	CoC Provides Annual Training?
1.	Food Stamps	Yes
2.	SSI–Supplemental Security Income	Yes
3.	SSDI–Social Security Disability Insurance	Yes
4.	TANF–Temporary Assistance for Needy Families	Yes
5.	Substance Use Disorder Programs	Yes
6.	Employment Assistance Programs	Yes
7.	Other (limit 150 characters)	
	Transportation & Childcare Benefits	Yes

1D-6a.	Information and Training on Mainstream Benefits and Other Assistance.	
	NOFO Section V.B.1.m	

Describe in the field below how your CoC:

1.	systemically provides up-to-date information on mainstream resources available for program participants (e.g., Food Stamps, SSI, SSDI, TANF, substance abuse programs) within your CoC's geographic area;
2.	works with project staff to collaborate with healthcare organizations, including substance abuse treatment and mental health treatment, to assist program participants with receiving healthcare services; and
3.	works with projects to promote SSI/SSDI Outreach, Access, and Recovery (SOAR) certification of program staff.

(limit 2,500 characters)

1. THE COC MAINTAINS SYSTEMS TO ENSURE THAT PROVIDERS & CONSUMERS HAVE ACCESS TO UP-TO-DATE INFORMATION ON MAINSTREAM BENEFITS SUCH AS FOOD STAMPS, SSI, TANF, & SUD PROGRAMS. The CoC conducts annual training for providers on mainstream benefits, funds the 211 system that helps consumers navigate information about & receive referrals to mainstream benefits, & funds the publication & distribution of the "Street Roots" resource guide that includes program & access information on mainstream benefits. State & county departments that administer benefits & other antipoverty, aging & disability services participate directly on the CoC Board & workgroups, & align access to services with CoC providers. Mainstream programs participate in our CE system to ensure that participants are connected to benefits.

2. THE COC WORKS CLOSELY WITH OREGON HEALTH AUTHORITY, FEDERALLY QUALIFIED HEALTH CENTERS, VA MED CENTER, CAREOREGON (NONPROFIT HEALTH PLAN), HOSPITALS & COUNTY HEALTH TO INCREASE INSURANCE OUTREACH & CONNECTION. For example, the CoC Health Connections program provides Medicaid enrollment assistance & service coordination for people experiencing homelessness who are discharged from hospitals; Peer Health Navigators assist people experiencing homelessness to access health insurance & engage with primary care, mental health & other services. The CoC contracts with Portland Street Medicine – to provide medical outreach to those living unsheltered. The CoC funds shelter beds within the Behavioral Health Resource center to serve as a natural conduit for homeless individuals to receive behavioral health care.

3. THE COC PROMOTES SOAR CERTIFICATION BY OFFERING FREE SOAR CERTIFICATION TRAINING TO PROGRAM STAFF. It also ensures that programs & consumers have access to highly-trained benefits specialists by funding the Benefits & Entitlements Specialist Team (BEST). BEST's technical experts follow the SOAR model while providing assertive, community-based benefits assistance throughout the application & appeal process. This includes developing relationships with people experiencing homelessness through outreach & engagement, helping them complete applications & gather necessary documentation, accompanying participants to appointments & meetings as necessary, coordinating & paying for psychological & medical exams, & making referrals to legal assistance providers when necessary. BEST reports its outcomes to SOAR & is consistently in the top 10 SOAR programs nationally

1D-7.	Increasing Capacity for Non-Congregate Sheltering.	
	NOFO Section V.B.1.n.	

Describe in the field below how your CoC is increasing its capacity to provide non-congregate sheltering.

(limit 2,500 characters)

THE COC HAS INCREASED BOTH FUNDING & STAFFING FOR NON-CONGREGATE SHELTER, WHICH HAS ALREADY YIELDED MORE NON-CONGREGATE SHELTER BEDS, WITH MORE ON THE WAY. The CoC emphasizes non-congregate shelter expansion in planning. The system has 445 motel beds for adults, 114 alternative shelter beds, 83 SRV beds. Health dept investments include 87 non-congregate beds. The CoC Lead agency staffs a Safe Rest Village/Alternative Shelter Program Specialist Sr. & 2 Alternative shelter program managers who are charged with identifying sites for new alternative shelter, planning the development & implementation of new sites, & coordinating operations of these sites. Alternative shelter & village models are one way to provide person centered services within the homelessness care continuum. Motel shelters offer adult-only households, including individuals, couples, or families without minor children experiencing homelessness an additional option for meeting basic health & safety needs. Referrals for this model come from congregate shelters, & prioritizes those over the age of 65, BIPOC populations, those with pre-existing health or disabling conditions, including a culturally-specific program in contract with the Urban League of Portland, a voluntary isolation motel for individuals experiencing COVID-19 or other communicable diseases, & a motel that offers & acts a 'bridge' between houselessness to permanent supportive housing. Multnomah County continues to invest in Alternative Shelter & Safe Rest Village models by expanding services available to meet people where they are at & continue to offer trauma informed, low barrier entry points for participants that offer privacy & security while enabling participants to focus on direct services offered. The JOHS in partnership with The City of Portland has opened Portland, Oregon's first RV Safe Park serving participants who experience homelessness in RVs. The Sunderland RV Safe Park can accommodate 55 vehicles serving adult individuals & couples by providing onsite mental & behavioral health services on site for those living in RVs. The City of Portland as a CoC jurisdictional partner has also created a Temporary Alternative Shelter Site consisting of 150 individual pods designed with ADA accessibility as an alternative to a congregate shelter setting. The sites include 24/7 services & amenities. The JOHS office continues to release notice of funding available to continue to expand microvillages.

ID-8.	Partnerships with Public Health Agencies—Collaborating to Respond to and Prevent Spread of Infectious Diseases.	
	NOFO Section V.B.1.o.	
	Describe in the field below how your CoC effectively collaborates with state and local public health agencies to:	
1.	develop CoC-wide policies and procedures to respond to infectious disease outbreaks; and	
2.	prevent infectious disease outbreaks among people experiencing homelessness.	

(limit 2,500 characters)

1. THE COC & LOCAL HEALTH AGENCIES ARE ACTIVE PARTNERS IN DEVELOPING COC POLICIES TO PROTECT AGAINST INFECTIOUS DISEASE OUTBREAKS. THE COC HAS WELL-ESTABLISHED PRACTICES TO ADDRESS POTENTIAL OUTBREAKS, & is able to consult with public health agencies should new policies & procedures be needed. In the case of significant outbreaks, the CoC works with the inter-agency Emergency Operations Center to craft a coordinated, cross-sectoral response. The CoC also supports a Shelter Strategy & Operations Manager, who works with Multnomah County Health Department (MCHD) & the Multnomah County Environmental Health Department (MCEHD) to ensure that policies & procedures are in place to ensure the safety of individuals experiencing street-level homelessness. The CoC also requires shelters to provide systems alignment between hospitals, clinical services, housing case management & coordination with the emerging Regional Social Determinants of Health Network.

2. THE COC PARTNERS WITH MCHD & MCEHD TO BOTH PREVENT INFECTIOUS DISEASE OUTBREAKS FROM OCCURRING WITHIN THE POPULATION EXPERIENCING HOMELESSNESS & TO CONTAIN OUTBREAKS WHEN THEY DO OCCUR. Diseases of particular concern among people experiencing homelessness in our community include COVID-19, Influenza, Shigella, HIV & Hepatitis A. The CoC partners with MCHD to offer vaccination & testing for these diseases (where appropriate). It also distributes personal protective equipment such as masks & hand sanitizer, as well as disease prevention information to homeless service providers for distribution to consumers. The County also maintains a Community Resource Unit that strategically prioritizes communities with the greatest needs, using race/ethnicity disparity research, community voice & wisdom, & public health best practices. The CRU has developed the Hub & Spoke Project to monitor public health trends in communities with greatest need & to respond appropriately. When an infectious disease outbreak is detected in our community, the County activates its Emergency Operations Center (EOC) to engage all relevant stakeholders (government, non-governmental organizations/non-profit, & private industry) in crafting & implementing an effective response. The CoC also funds Portland Street Medicine, to provide quality medical care to people experiencing unsheltered homelessness where they are living in order to prevent the spread of infectious disease through proper medical treatment & medical referrals.

ID-8a.	Collaboration With Public Health Agencies on Infectious Diseases.	
	NOFO Section V.B.1.o.	
	Describe in the field below how your CoC:	
	1. shared information related to public health measures and homelessness, and	
	2. facilitated communication between public health agencies and homeless service providers to ensure street outreach providers and shelter and housing providers are equipped to prevent or limit infectious disease outbreaks among program participants.	

(limit 2,500 characters)

1. JOHS, THE COC LEAD, IN COLLABORATION WITH THE MULTNOMAH COUNTY HEALTH DEPARTMENT (MCHD) AND THE MULTNOMAH COUNTY ENVIRONMENTAL HEALTH DEPARTMENT (MCEHD), INITIATES & HOSTS A WEEKLY CALL TO SHARE INFORMATION RELATED TO PUBLIC HEALTH MEASURES AND HOMELESSNESS. Each call draws 500+ participants, including reps from MCHD, MCEHD, the Mayor's office, the Housing Commissioner's office, the County Chair's office, Portland Police, Portland Fire & Rescue, Department of State Lands, and a wide range of emergency medical service providers, housing providers, supportive services agencies, behavioral health agencies, homeless service providers, street outreach teams, & volunteer crisis response organizations. The calls allow health agencies to communicate information about recommended safety measures, changes and updates to state and local health and safety restrictions, information about infectious disease transmission trends and risks, availability and use of PPE, vaccine availability, etc. The calls focus on information sharing specific to public health risks, including disease vectors, mitigation practices and other public health guidance. The CoC distributes multi-lingual public health guidance provided by public health agencies to contracted and private service providers & volunteer groups through listservs & printed material located at the Supply Distribution Center. The JOHS newsletter provides public health information to all stakeholders in the homeless system of care.

2. WEEKLY HEALTH AND SAFETY CALLS SERVE TO FACILITATE COMMUNICATION BETWEEN PUBLIC HEALTH AGENCIES (MCHD, MCEHD) AND HOMELESS SERVICE PROVIDERS. The calls allow providers to ask health & medical staff questions about vaccines & safety protocols & exchange information about health concerns & trends among people experiencing homelessness, the effectiveness of recommended safety practices, & challenges in implementing those practices. During EOC activations, JOHS provides a liaison who attends weekly meetings for updated information, monitors communications between Liaison group members and responds to multiple inquiries from Contracted Providers, Mutual Aid groups and community members. The JOHS Liaison ensures that all communicated information, availability and use of PPE, & vaccine availability is distributed throughout the County to the houseless community through the Coordinated Outreach team who distribute PPE and other life saving gear.

1D-9.	Centralized or Coordinated Entry System—Assessment Process.	
	NOFO Section V.B.1.p.	
	Describe in the field below how your CoC's coordinated entry system:	
1.	covers 100 percent of your CoC's geographic area;	
2.	uses a standardized assessment process; and	
3.	is updated regularly using feedback received from participating projects and households that participated in coordinated entry.	

(limit 2,500 characters)

1. CE COVERS 100 PERCENT OF THE CoC GEOGRAPHIC AREA using a decentralized no-wrong-door model that includes mobile teams, hotlines & agencies located across the county. 37 programs (32 separate agencies) are access points & trained to conduct assessments.

2. THE CE USES A STANDARDIZED ASSESSMENT PROCESS. CE uses a “no wrong door” approach & the VI-SPDAT assessment tool. 40+ agencies have staff trained on doing the VI-SPDAT. Individuals can fill out an online form, receive an assessment at a shelter or by an outreach worker, or call 211. No matter how someone enters the system, the assessment process is consistent. This year the community is creating a new assessment tool overseen by a committee of over 30 people from 21 provider agencies and a lived experience advisory council with 12 representatives with recent homelessness experience. The CoC has 2 TA providers working to guide the process. The new tool will be rooted in racial equity, cultural responsiveness, and trauma informed care. The goal is to create a tool that feels less traumatizing, creates a priority pool, improves diversion and supports for people who will not get a housing resource at this time, and does a better job of prioritizing BIPOC, LGBTQIA2S+, and other marginalized communities who are eligible and in need of housing resources. The tool will be piloted with volunteers who are currently experiencing homelessness and are willing to participate in the assessment and provide feedback to inform the final version. Participants will be compensated with a gift card.

3. THE CoC REGULARLY UPDATES THE CE SYSTEM BASED ON FEEDBACK FROM PROVIDERS AND PARTICIPANTS. As part of the CoC's regular monitoring of contracted providers, it assesses feedback from participants regarding their experience in services. Questions include whether participants know how to access services and where to go for specific services. Feedback is collected from participants during the annual community-wide budget allocation process for our local jurisdiction and includes public hearings and written feedback where participants can share their experiences accessing and receiving services. These are held throughout the County to ensure diverse locations and access points for community members to voice their concerns and priorities for services. In addition, the CoC, through the Multnomah County Chair's Office, convenes a quarterly provider forum to solicit feedback on the CoCs policies and strategies including CE

1D-9a.	Program Participant-Centered Approach to Centralized or Coordinated Entry.	
	NOFO Section V.B.1.p.	
	Describe in the field below how your CoC's coordinated entry system:	
1.	reaches people who are least likely to apply for homeless assistance in the absence of special outreach;	
2.	prioritizes people most in need of assistance;	
3.	ensures people most in need of assistance receive permanent housing in a timely manner, consistent with their preferences; and	
4.	takes steps to reduce burdens on people using coordinated entry.	

(limit 2,500 characters)

1. THE COC'S CE SYSTEM EMPLOYS TARGETED OUTREACH, MOBILE OUTREACH, AND OTHER STRATEGIES TO LOWER BARRIERS TO CE ACCESS IN ORDER TO REACH THOSE WHO ARE UNLIKELY TO SEEK SERVICES. The CoC includes culturally responsive/specific providers specializing in outreach to subpopulations. Outreach teams build relationships, complete CE assessments, provide immediate services & connect to resources. Marketing & assessment materials are available in languages commonly spoken in the community. Agencies hire bilingual staff & use translation services as needed. Staff work with households to address barriers related to disabilities hearing & speech impairments. CE makes referrals into over 50 different programs across the community

2. THE STANDARDIZED ASSESSMENT PROCESS & TOOLS PRIORITIZE THE MOST VULNERABLE FOR HOUSING RESOURCES by assessment score & info gathered through case conferencing. The process prioritizes households at highest risk for a negative outcome from COVID for motel and housing resources. For PSH, the CoC follows the prioritization guidelines in HUD Notice CPD-16-11.

3. TO ENSURE THAT PEOPLE MOST IN NEED OF ASSISTANCE RECEIVE PERMANENT HOUSING IN A TIMELY MANNER, the Coordinated Housing Assessment (mobile) Team conducts assessments & works with people nearing the top of the prioritized list to stay engaged & collect needed documentation. Once a household is prioritized for a resource, a case worker quickly connects them to assistance. Bi-weekly case conferencing streamlines the process & ensures successful connection. The CoC started a bridge shelter that serves 44 households with 24/7 staffing; it is a temporary shelter for those who are awaiting their lease-up date in their PSH program; priority for BIPOC clients.

4. THE COC TAKES STEPS TO REDUCE BURDENS ON PEOPLE USING CE. Housing navigators assist participants throughout the process. Participants who have difficulty filling out paperwork receive assistance. Providers match participants to the lowest- barrier projects that meet their needs. Someone who is unable to find or obtain a social security card is prioritized for projects where those are not needed. In 2022, the CoC launched the BIPOC CHAT Collaborative where individuals wanting an assessment done in a culturally specific manner have access to that service.

1D-9b.	Informing Program Participant about Rights and Remedies through Centralized or Coordinated Entry—Reporting Violations.	
	NOFO Section V.B.1.p.	
	Describe in the field below how your CoC through its centralized or coordinated entry:	
1.	affirmatively markets housing and services provided within the CoC's geographic area and ensures it reaches all persons experiencing homelessness;	
2.	informs program participants of their rights and remedies available under federal, state, and local fair housing and civil rights laws; and	
3.	reports any conditions or actions that impede fair housing choice for current or prospective program participants to the jurisdiction(s) responsible for certifying consistency with the Consolidated Plan.	

(limit 2,500 characters)

1. THE COC AFFIRMATIVELY MARKETS HOUSING & SERVICES IN THE GEOGRAPHY & REACHES ALL PERSONS EXPERIENCING HOMELESSNESS THROUGH A DECENTRALIZED APPROACH TO ENSURE ACCESS. Staff at all homeless services agencies are trained to do coordinated assessments. Outreach teams conduct mobile assessments with unsheltered households. The JOHS CA staff meet frequently with community providers to talk about access to coordinated entry & the JOHS website has information on how to get connected to an assessment. JOHS CA is working with BfZ to create a quality by name list of people experiencing homelessness & then plans to triage that list for people to assess for coordinated access.

2. IN ORDER TO INFORM PROGRAM PARTICIPANTS OF THEIR RIGHTS UNDER FAIR HOUSING & CIVIL RIGHTS LAWS, the JOHS staff regularly share free legal clinics, hotlines, & other legal resources with participants. JOHS contracts with Metropolitan Public Defenders & refers clients for legal services, including reasonable accommodation letters. Providers, CE Staff, & Landlord Liaisons attend trainings conducted by the Fair Housing Council of Oregon (FHCO) on fair housing basics & recognizing common forms of discrimination & protections based on status, disparate impacts, HUD's guidance on screening for criminal history & how to report a Fair Housing violation. Free online courses are provided by the FHCO & posted on the CoC's training page. Informing front line staff of rights allows them to educate tenants. Participants are directed to agency grievance processes as needed & participants are directed to the County's civil rights complaint form if they believe their civil rights have been violated.

3. THE COC REPORTS CONDITIONS & ACTIONS THAT IMPEDE FAIR HOUSING CHOICE FOR CURRENT OR PROSPECTIVE PROGRAM PARTICIPANTS TO THE JURISDICTION RESPONSIBLE FOR CERTIFYING THE CONSISTENCY WITH THE CON PLAN, THE PORTLAND HOUSING BUREAU (PHB), AS WELL AS THE FHCO THROUGH A WRITTEN TRAINING & REPORTING POLICY. The CoC collaborates with the Portland Housing Bureau & the Fair Housing Council of Oregon who performs annual audit tests based on Source of Income, Race, & National Origin to analyze observed conditions or actions that impede Fair Housing. The CoC lead agency also participates in PHB's Fair Housing Advocacy Committee. The CoC has a written training & reporting policy for Coordinated Entry Staff & Landlord Liaisons & fair housing violation report hotlines are shared with providers to support participants.

1D-10.	Advancing Racial Equity in Homelessness—Conducting Assessment.	
	NOFO Section V.B.1.q.	

1.	Has your CoC conducted a racial disparities assessment in the last 3 years?	Yes
2.	Enter the date your CoC conducted its latest assessment for racial disparities.	04/01/2023

1D-10a.	Process for Analyzing Racial Disparities–Identified Racial Disparities in Provision or Outcomes of Homeless Assistance.	
	NOFO Section V.B.1.q.	
	Describe in the field below:	
1.	your CoC's process for analyzing whether any racial disparities are present in the provision or outcomes of homeless assistance; and	
2.	what racial disparities your CoC identified in the provision or outcomes of homeless assistance.	

(limit 2,500 characters)

1. THE COC ANALYZES RACIAL DISPARITIES IN THE PROVISION & OUTCOMES OF HOMELESS SERVICES. For PH, ES, & HP, the CoC compares the share of persons served who identify as BIPOC to the representation of BIPOC persons systemwide. Comparisons allow us to identify whether barriers to participation for BIPOC clients may exist in programming. The CoC assesses disparities in service provision quarterly. We analyze data by racial & ethnic identity, gender identity, age, disability status & type. As part of Built for Zero, we do a monthly racial demographic analysis of inflow. We compare the demographic composition of the people housed to that among people experiencing homelessness, to identify persistent disparities in housing placements. We look for trends over time that might indicate that needs are not being met for specific populations.

2. The CoC served persons identifying as BIPOC at rates at or exceeding their representation among populations eligible for services. Individuals identifying as Native Hawaiian or Pacific Islander represented 11.8% of the population experiencing chronic homelessness in the 2023 PIT, but only 5.2% of persons in ES and 5.4% of persons placed into PH in FY23. Although there do not appear to be significant racial disparities in the provision of homelessness services, there are disparities in outcomes. The rate of return to homelessness within 2 years following a program exit to PH is higher among BIPOC persons than among non-Hispanic Whites. The gap is greatest for Indigenous, American Indian & Alaska Native persons, Asian persons, & Black persons. The CoC's data analysis showed a correlation between race & vulnerability score under the VI-SPDAT. In the single adult population, POC were 54% less likely to receive a high score, & therefore not prioritized for housing. State-wide disparity analyses & community engagement revealed that there was a prevalence of more than 1 of every 50 people experiencing homelessness that were Black/African American/African. The same is true for Native Hawaiian & Pacific Islander. 1 of every 50 people in the tri-county area experiencing homelessness were Native Indian/Indigenous. In an analysis of inflow, on average, the inflow is 46% people who identify as BIPOC, which is a disparity when compared to the overall population of BIPOC in Multnomah County (34.3%).

1D-10b.	Implemented Strategies that Address Racial Disparities.	
	NOFO Section V.B.1.q.	

Select yes or no in the chart below to indicate the strategies your CoC is using to address any racial disparities.

1.	The CoC's board and decisionmaking bodies are representative of the population served in the CoC.	Yes
2.	The CoC has identified steps it will take to help the CoC board and decisionmaking bodies better reflect the population served in the CoC.	Yes
3.	The CoC is expanding outreach in geographic areas with higher concentrations of underrepresented groups.	Yes
4.	The CoC has communication, such as flyers, websites, or other materials, inclusive of underrepresented groups.	Yes
5.	The CoC is training staff working in the homeless services sector to better understand racism and the intersection of racism and homelessness.	Yes
6.	The CoC is establishing professional development opportunities to identify and invest in emerging leaders of different races and ethnicities in the homelessness sector.	Yes
7.	The CoC has staff, committees, or other resources charged with analyzing and addressing racial disparities related to homelessness.	Yes
8.	The CoC is educating organizations, stakeholders, boards of directors for local and national nonprofit organizations working on homelessness on the topic of creating greater racial and ethnic diversity.	Yes
9.	The CoC reviewed coordinated entry processes to understand their impact on people of different races and ethnicities experiencing homelessness.	Yes
10.	The CoC is collecting data to better understand the pattern of program use for people of different races and ethnicities in its homeless services system.	Yes
11.	The CoC is conducting additional research to understand the scope and needs of different races or ethnicities experiencing homelessness.	Yes
	Other:(limit 500 characters)	
12.		

1D-10c.	Implemented Strategies that Address Known Disparities.	
	NOFO Section V.B.1.q.	

Describe in the field below the steps your CoC is taking to address the disparities identified in the provision or outcomes of homeless assistance.

(limit 2,500 characters)

THE COC & SERVICE PROVIDERS ARE TAKING A NUMBER OF STEPS TO ADDRESS DISPARITIES IDENTIFIED IN THE PROVISION OR OUTCOMES OF HOMELESS ASSISTANCE. With local SHS Funding, the CoC Lead has made the strategic decision to primarily serve chronically homeless households with the Regional Long-Term Rent Assistance (RLRA) voucher program, & to prioritize Black, Indigenous, Latino/a/x, Asian, Pacific Islander, & other POC. In FY23 YTD SHS housing placement outcomes, out of 490 people newly placed into housing, 345 people (70%) were BIPOC & 117 people (23%) were Non-Hispanic White people. Due to concerns about racial biases impacting the vulnerability assessment of POC under the VI-SPDAT, the JOHS is revising the coordinated access process & creating a new assessment tool to be more responsive, effective, & culturally appropriate. The new tool is being reviewed by an oversight committee of over 30 people from 21 provider agencies & an additional workgroup of people with lived experience & will be launched in the summer of 2024. In the meantime, the CoC has added a BIPOC CHAT program to support POC who want culturally specific assessments. The JOHS has prioritized capacity building funds for new culturally specific providers. In addition to the many partnerships with culturally specific services, the COC is investing/expanding the following culturally-specific programs: Outreach; Adult system redesign & increased investment in culturally specific housing placement, retention services, & Short Term Rent Assistance; PSH RLRA & accompanying supportive services for the Black Community through Urban League; Culturally-specific employment services in the Youth System; Placement into permanent housing & support services for 40 Black Transgender households through a subcontract with Black & Beyond the Binary, a non-profit that builds the leadership, healing, & safety for Black - African TQN2SI+ Oregonians; 2 culturally-specific alternative shelters. The CoC has focused State funds & programming provided through the Oregon All In initiative on populations identified as experiencing disparities in homelessness by contracting with & creating referral relationships for culturally specific providers who serve Black, African American, or African, Native Hawaiian or other Pacific Islander; American Indian, Alaskan Native, or Indigenous; Latina/Latino/Latinx; & LGBTQIA2S+. The CoC is also focusing efforts in East County, where many POC have been relocated due to gentrification.

1D-10d.	Tracked Progress on Preventing or Eliminating Disparities.	
	NOFO Section V.B.1.q.	
	Describe in the field below:	
	1. the measures your CoC has in place to track progress on preventing or eliminating disparities in the provision or outcomes of homeless assistance; and	
	2. the tools your CoC uses.	

(limit 2,500 characters)

1. THE COC TRACKS PROGRESS TOWARD ELIMINATING DISPARITIES THROUGH THE SAME METHODS IT USES TO DETECT DISPARITIES. This includes quarterly analyses of service and outcome data by racial and ethnic identity, gender identity, age and disability status and type. In this analysis, the CoC compares the demographic composition of people sheltered, placed in housing, and receiving other services, to that of people experiencing homelessness, to identify persistent disparities in access to housing and services. The CoC also looks for trends over time that might indicate that needs are not being met for a specific population or that the outcomes for some in the community are worsening. When an issue is identified, JOHS works with partner agencies and community advisory stakeholders to investigate root causes and address the issues causing disparate access. The goal is to see disparities diminish over time as the CoC adopts new and more effective programs and strategies. The Joint Office of Homeless Services (JOHS), as the CoC lead, collects race and ethnicity data, and is able to disaggregate service provision and outcomes, with an eye to centering equity in our gap analyses. Gap analyses that look at outcomes with this granularity allows creation of programs to meet the needs of those currently not accessing services or experiencing worse outcomes in our community. The CoC monitors new Culturally Specific Programs to ensure they are able to meet their goals and service deliverables. If concerns arise, JOHS provides support and guidance to the programs to help them better achieve their intended outcomes. The CoC also requires all contracted service providers to deliver services that are culturally responsive to the varied and intersecting biological, social and cultural categories such as gender identity, race, class, ability, sexual orientation, religion, caste, and other axes of identity that are present in our community. It is the CoC's belief that culturally responsive and culturally specific services eliminate structural barriers and provide a sense of safety and belonging which will lead to better outcomes. All contracted providers are monitored via risk-assessment, desk audits and in-person audits to ensure that programs are meeting stated standards for culturally responsive services.

2. THE COC USES HMIS DATA, LSA DATA, PIT DATA, HUD'S EQUITY TOOL, LOCAL PROGRAM DATA, ANNUAL PROGRESS REPORTS, AND CONSUMER FEEDBACK TO TRACK PROGRESS.

1D-11.	Involving Individuals with Lived Experience of Homelessness in Service Delivery and Decisionmaking—CoC's Outreach Efforts.	
	NOFO Section V.B.1.r.	
	Describe in the field below your CoC's outreach efforts (e.g., social media announcements, targeted outreach) to engage those with lived experience of homelessness in leadership roles and decision making processes.	

(limit 2,500 characters)

THE COC HAS MADE SUBSTANTIAL EFFORTS TO REACH OUT TO PEOPLE WITH LIVED EXPERIENCE OF HOMELESSNESS (PWLE) AND RECRUIT THEM TO PARTICIPATE IN THE LEADERSHIP AND DECISION MAKING PROCESSES OF THE COC. In conjunction with forming a new advisory structure this year, the CoC did broad and targeted outreach to providers that employ a high number of PWLE, those that maintain internship programs for people currently experiencing homelessness, to DV advocates, and at locations frequented by PWLE to recruit PWLE to participate on the Lived Experience Advisory Committee (LEAC) and the Equity Advisory Committee (EAC). The LEAC is an advisory body of 15 PWLE of recent unsheltered and unsheltered homelessness. The CoC leveraged social media tools, used the JOHS and county newsletters, & local newspapers including a homelessness centered publication to amplify its recruitment efforts. The CoC also increased its stipend policy so that PWLE are paid at the same rate as professional contractors (\$100/hr). Thanks to these efforts, the CoC advisory structure has a higher percentage of PWLE than ever before – 68% are people with lived experience of homelessness, and 29% are DV survivors. PWLE are involved in annually revising local competition scoring criteria & priority populations & scoring/ranking project applications. PWLE on advisory bodies are provided with professional development opportunities including by the CoC Lead Agency and HUD-provided TA firms including: project management, group facilitation, & equity training. THE COC ALSO HELPS TO ENSURE THAT PWLE HAVE LEADERSHIP AND DECISION-MAKING ROLES THROUGHOUT THE COC BY REQUIRING THAT PROGRAMS INVOLVE THEM IN SUCH ROLES. The CoC also requires all projects to routinely gather feedback from PWLE on their experience in projects and make changes to the project design accordingly. Programs' compliance with this requirement is evaluated annually through the local renewal process. Many programs have PWLE who serve on their Boards of Directors, and many maintain consumer advisory groups to help evaluate and direct the programs' work. The CoC also invests in and supports projects that use peer support specialists and PWLE as part of their service delivery model. Accordingly, PWLE are actively recruited to fill a wide range of leadership, decision-making, and employment roles both within the CoC itself and among its many member programs.

1D-11a.	Active CoC Participation of Individuals with Lived Experience of Homelessness.	
	NOFO Section V.B.1.r.	

You must upload the Letter Signed by Working Group attachment to the 4B. Attachments Screen.

Enter in the chart below the number of people with lived experience who currently participate in your CoC under the four categories listed:

	Level of Active Participation	Number of People with Lived Experience Within the Last 7 Years or Current Program Participant	Number of People with Lived Experience Coming from Unsheltered Situations
1.	Included in the decisionmaking processes related to addressing homelessness.	169	133
2.	Participate on CoC committees, subcommittees, or workgroups.	39	19
3.	Included in the development or revision of your CoC's local competition rating factors.	1	1

4.	Included in the development or revision of your CoC's coordinated entry process.	12	12

1D-11b.	Professional Development and Employment Opportunities for Individuals with Lived Experience of Homelessness.	
	NOFO Section V.B.1.r.	

Describe in the field below how your CoC or CoC membership organizations provide professional development and employment opportunities to individuals with lived experience of homelessness.

(limit 2,500 characters)

THE COC PROVIDES PROFESSIONAL DEVELOPMENT AND EMPLOYMENT OPPORTUNITIES TO INDIVIDUALS WITH LIVED EXPERIENCE OF HOMELESSNESS. JOHS, the CoC Lead, has invested \$3 million in employment programs through Worksystems, Inc. (WSI), the local workforce development board, coordinates employment programs for homeless and housing insecure community members. It works closely with employers to connect job seekers with training and job placement. CoC agencies regularly participate in & host local job fairs to connect individuals with lived experience of homelessness to job training and employment opportunities. The CoC's Supported Employment Program provides intensive job development and on-the-job coaching for people with significant barriers to employment such as chronic homelessness. This program partners with PSH providers to connect residents of these programs to supported employment services. The youth system offers a wide range of services designed to move youth along a pathway to a living-wage job and sustainable, fulfilling career. CoC partner programs include: Cultivate Initiatives's low barrier employment programs workforce hubs are composed of neighbors who are currently/formerly houseless. Cultivate Initiatives work alongside participants to secure needed identification/documents, resume building, encourage dignity, and self worth, and sustainable housing. Participants enter the workforce program as paid interns and once completing their internship, participants are given the opportunity to be hired on as an official Cultivate Initiatives staff. Trash for Peace's Groundscore program is a low-barrier employment program that is composed of participants that are currently/formerly houseless. Participants enter the workforce program as paid interns and once completing their internship, participants are given the opportunity to be hired on as an official Trash for Peace staff as crew leads. Central City Concern provides low-barrier employment programs. Outside the Frame (OTF) works with houseless youth providing training, mentorship and paid work opportunities to people typically excluded from the film industry. OTF's Film Workforce Development program training, mentorship, paid work opportunities, access to check out professional gear, and get individualized career and project support. Outside the Frame produces media for organizations and hires program participants on all projects, providing work experience and on-the-job training.

1D-11c.	Routinely Gathering Feedback and Addressing Challenges of Individuals with Lived Experience of Homelessness.	
	NOFO Section V.B.1.r.	

Describe in the field below:

1.	how your CoC routinely gathers feedback from people experiencing homelessness;
2.	how your CoC routinely gathers feedback from people who have received assistance through the CoC or ESG Programs; and
3.	the steps your CoC has taken to address challenges raised by people with lived experience of homelessness.

(limit 2,500 characters)

1. THE COC AND ITS MEMBER AGENCIES ROUTINELY GATHER FEEDBACK FROM PEOPLE WITH LIVED EXPERIENCE (PWLE) OF HOMELESSNESS ON THEIR EXPERIENCE RECEIVING ASSISTANCE. Feedback is gathered at a minimum of bi-weekly intervals. The CoC holds public & private forums for PWLE to provide feedback on programs, services, support, & access including the Lived Experience Advisory Committee that is charged with advising the CoC on policy & funding priorities to ensure that programs meet the needs of PWLE.

2. As part of the annual rating and ranking process, providers are scored on how they collect participant feedback & feedback from people with lived experience and how they are incorporating that feedback into their program improvement model. Agencies routinely (i.e. at least QUARTERLY) use focus groups, interviews & input from ambassadors & community advisory boards to gather feedback. They also use anonymous bi-annual surveys that include demographic data to examine any differences in participant satisfaction by race/ethnicity. This information is shared with the CoC at public CoC Board meeting & providers present on program improvements.

3. THE COC AND ITS MEMBER AGENCIES HAVE USED THE FEEDBACK FROM PWLE TO SIGNIFICANTLY IMPROVE COC AND ESG PROGRAMS. The CoC received feedback that participants responded well and often preferred non-congregate motel shelter, so the CoC worked to maintain and increase the number of non-congregate motel shelter options for participants. PWLE provided feedback that they often needed a transitional shelter when they were called up from the CA list but were awaiting lease up or needed documentation readiness. The CoC worked to bridge the gap between homelessness and housing and established the Rockwood Bridge Motel that serves 42 households with 24/7 staffing for those who are awaiting their lease-up date in their PSH, with a priority for BIPOC clients. Feedback also led the CoC to offer hybrid models of engagement. Through regular check-in meetings with participants, it was requested that providers shift to a hybrid work model. This has opened offices to meetings with participants in person by appointment. The CoC received feedback from participants to continue remote options as needed. Participants in PSH programs over the last year have also requested easier access to medication management services. In response, providers are adding a prescriber to the PSH team so that they can provide mobile medication management services

1D-12.	Increasing Affordable Housing Supply.	
	NOFO Section V.B.1.t.	
	Describe in the field below at least 2 steps your CoC has taken in the past 12 months to engage city, county, or state governments that represent your CoC's geographic area regarding the following:	
1.	reforming zoning and land use policies to permit more housing development; and	

2. reducing regulatory barriers to housing development.

(limit 2,500 characters)

The CoC worked with the Oregon Housing & Community Services Dept and County partners to support bills put forth in the State legislative session that would move zoning laws forward to create more affordable housing. HB 3442, which authorizes local governments to allow, prohibit, and require a zone change for, or subject to, conditional use permit development of certain affordable housing on certain lands within tsunami inundation zones or 100-year floodplains passed. HB 2001/HB 5019, which provides \$200 million for the affordable housing and emergency homelessness response package passed. HB 2761, which expands Oregon Housing and Community Services' ability to allow financing of certain affordable residential units within certain housing developments passed. The CoC provided an in-depth analysis of all current & proposed zoning regulation changes and legislation & provided feedback as to whether it would have a negative or positive impact on homelessness within the CoC's area

The City of Portland, a founding CoC Jurisdiction & co-leader of the CoC Lead agency with representation on the CoC Board has taken several steps to reduce regulatory barriers. Actions include: City Council removed zoning barriers & expanded options for the construction of new small-scale development in residential areas throughout the city. In March 2023, the Bureau of Development Services released results of a survey asking the development community to identify the biggest challenges to building new housing units in Portland's current economic climate. City Council recently adopted a new economic development strategic framework that acknowledges the need for expanded housing production in the central city and other neighborhoods. In 2022, City Council adopted an ordinance creating a new Tax Increment Financing District in the Cully neighborhood, a community-led effort to capture growth in property values to be reinvested back into communities facing gentrification and displacement. In 2023, the Bureau of Development Services launched a Multifamily Housing Pilot to proactively monitor and intervene to keep these projects moving through the permit process. The Bureau of Development Services now has a single point of contact for all housing projects. The City has waived System Development Charges to help offset the cost of making required seismic improvements and adjusted the applicable seismic standards in order to facilitate the conversion of existing office space to residential.

1E. Project Capacity, Review, and Ranking–Local Competition

HUD publishes resources on the HUD.gov website at CoC Program Competition to assist you in completing the CoC Application. Resources include:

- Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2023 Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
- 24 CFR part 578;
- FY 2023 CoC Application Navigational Guide;
- Section 3 Resources;
- PHA Crosswalk; and
- Frequently Asked Questions

1E-1.	Web Posting of Your CoC's Local Competition Deadline–Advance Public Notice.	
	NOFO Section V.B.2.a. and 2.g.	
	You must upload the Web Posting of Local Competition Deadline attachment to the 4B. Attachments Screen.	

1.	Enter your CoC's local competition submission deadline date for New Project applicants to submit their project applications to your CoC—meaning the date your CoC published the deadline.	04/28/2023
2.	Enter the date your CoC published the deadline for Renewal Project applicants to submit their project applications to your CoC's local competition—meaning the date your CoC published the deadline.	07/14/2023

1E-2.	Project Review and Ranking Process Your CoC Used in Its Local Competition. We use the response to this question and the response in Question 1E-2a along with the required attachments from both questions as a factor when determining your CoC's eligibility for bonus funds and for other NOFO criteria below.	
	NOFO Section V.B.2.a., 2.b., 2.c., 2.d., and 2.e.	
	You must upload the Local Competition Scoring Tool attachment to the 4B. Attachments Screen.	
	Select yes or no in the chart below to indicate how your CoC ranked and selected project applications during your local competition:	

1.	Established total points available for each project application type.	Yes
2.	At least 33 percent of the total points were based on objective criteria for the project application (e.g., cost effectiveness, timely draws, utilization rate, match, leverage), performance data, type of population served (e.g., DV, youth, Veterans, chronic homelessness), or type of housing proposed (e.g., PSH, RRH).	Yes
3.	At least 20 percent of the total points were based on system performance criteria for the project application (e.g., exits to permanent housing destinations, retention of permanent housing, length of time homeless, returns to homelessness).	Yes
4.	Provided points for projects that addressed specific severe barriers to housing and services.	Yes

5.	Used data from comparable databases to score projects submitted by victim service providers.	Yes
6.	Provided points for projects based on the degree the projects identified any barriers to participation (e.g., lack of outreach) faced by persons of different races and ethnicities, particularly those over-represented in the local homelessness population, and has taken or will take steps to eliminate the identified barriers.	Yes

1E-2a.	Scored Project Forms for One Project from Your CoC's Local Competition. We use the response to this question and Question 1E-2. along with the required attachments from both questions as a factor when determining your CoC's eligibility for bonus funds and for other NOFO criteria below.	
	NOFO Section V.B.2.a., 2.b., 2.c., and 2.d.	

You must upload the Scored Forms for One Project attachment to the 4B. Attachments Screen.

Complete the chart below to provide details of your CoC's local competition:

1.	What were the maximum number of points available for the renewal project form(s)?	88
2.	How many renewal projects did your CoC submit?	36
3.	What renewal project type did most applicants use?	PH-PSH

1E-2b.	Addressing Severe Barriers in the Local Project Review and Ranking Process.	
	NOFO Section V.B.2.d.	

Describe in the field below:

1.	how your CoC analyzed data regarding each project that has successfully housed program participants in permanent housing;
2.	how your CoC analyzed data regarding how long it takes to house people in permanent housing;
3.	how your CoC considered the specific severity of needs and vulnerabilities experienced by program participants preventing rapid placement in permanent housing or the ability to maintain permanent housing when your CoC ranked and selected projects; and
4.	considerations your CoC gave to projects that provide housing and services to the hardest to serve populations that could result in lower performance levels but are projects your CoC needs in its geographic area.

(limit 2,500 characters)

1. THE COC COLLECTS & ANALYZES DATA REGARDING SUCCESSFUL PERMANENT HOUSING PLACEMENTS BY REVIEWING APR & NARRATIVE DATA FROM APPLICANTS. The CoC tabulates the number of clients placed in permanent housing in RRH, PSH & SSO projects quarterly. PSH programs, designed to serve the chronically homeless and others who need additional support to maintain housing long term, are scored according to the percentage of households who have retained housing for a year or more or who exit to a positive destination and do not return to homelessness within 2 yrs. Projects that are not primarily designated for those who are chronically homeless—RRH & TH projects—are scored according to the number of participants who exit to permanent housing destinations.

2. THE COC TRACKS THE LENGTH OF TIME FROM IDENTIFICATION TO HOUSING PLACEMENT THROUGH QUARTERLY REVIEWS OF APR DATA. The APR provides information on clients' length of time between project entry & housing move-in date, as well as the length of time between the date homelessness started and housing move-in date. We review these measures for all PSH & RRH projects quarterly. Time to placement is not an existing scoring measure because the CoC recognizes that the length of time from identification to housing may be longer for priority populations, i.e. people experiencing chronic homelessness.

3. COC STAFF RATE & RANK PROJECTS IN PART BASED ON THE PERCENT OF CLIENTS SERVED FROM VULNERABLE POPULATIONS, including chronic homelessness, disabling conditions, DV, LGBTQ and/or communities facing historical & current racial discrimination. Serving more clients from vulnerable populations earns projects more points.

4. PROJECT COST EFFECTIVENESS IS ASSESSED BY COMPARING PROJECTS OF THE SAME TYPE TO ENSURE THAT THOSE SERVING HIGHER NEED POPULATIONS (E.G., PSH) ARE NOT PENALIZED FOR COSTING MORE THAN PROJECTS SERVING LOWER NEED POPULATIONS (E.G., RRH). Other criteria qualitatively assess more granular-level effectiveness of projects serving highly vulnerable populations including reducing barriers for people who identify as LGBTQ, Housing First & improving safety for DV survivors. Extensive narratives that the projects provide help the CoC assess each project's quantitative performance in the context of community need, outcomes & use of best practices when serving populations with severe needs & vulnerabilities. The CoC's reallocation policy similarly considers the projects' population served when making reallocation decision

1E-3.	Advancing Racial Equity through Participation of Over-Represented Populations in the Local Competition Review and Ranking Process.	
	NOFO Section V.B.2.e.	

Describe in the field below:

1.	how your CoC used the input from persons of different races and ethnicities, particularly those over-represented in the local homelessness population, to determine the rating factors used to review project applications;
2.	how your CoC included persons of different races and ethnicities, particularly those over-represented in the local homelessness population in the review, selection, and ranking process; and
3.	how your CoC rated and ranked projects based on the degree to which their project has identified any barriers to participation (e.g., lack of outreach) faced by persons of different races and ethnicities, particularly those over-represented in the local homelessness population, and has taken or will take steps to eliminate the identified barriers.

(limit 2,500 characters)

1. According to HUD's CoC Racial Equity Analysis, Black individuals & families are overrepresented in the homeless population and 3.25 times more likely to become homeless than the general public in the CoC geography. Indigenous individuals and families are overrepresented in the homeless population & individuals are 5 times more likely to become homeless and Indigenous families 9 times more likely to experience homelessness. Latino/a/x families are overrepresented & are 2 times more likely to become homeless. The CoC seeks to maintain a CoC board & Collaborative Application Committee (CAC) that reflect the demographics of the region's homeless population. The CoC Board & CAC determine rating factors. A racially diverse group of individuals make up the CAC and bring their professional & personal experience to the table to inform rating factors used to review project applications, & these individuals are representative of populations over-represented in the local homeless population. Culturally specific providers provided feedback that JOHS equity measures in system monitoring tools & CoC local renewal material unfairly held them to the same equity standards as dominant culture organizations. JOHS CoC staff worked with JOHS Equity manager to re-write relevant questions and scoring rubric on the local application to more equitably assess equity work for culturally specific providers.

2. The CAC reviewed projects based on the scoring rubric. The CAC includes individuals who are representative of populations of those over-represented in the local homeless population; 43% are Black/African American, 43% are PWLE, and 28% are LGBTQ+. The rubric included a thorough analysis of equity measures for each applicant. The analysis includes a requirement that applicants identify barriers to participation and the steps the applicant is taking to eliminate the barriers.

3. The CoC include a rating category (category 3; 25% of total score) that focuses on ability to advance racial equity & cultural responsiveness, including: addressing institutional racism, reducing homelessness among communities of color, implementing culturally responsive programming, & addressing barriers faced by the LGBTQIA2S+ community. Local priorities promote serving over-represented communities of color, & new applicants or renewal projects must clearly demonstrate (10/100 points of the project application) whether they provide culturally-specific or culturally-responsive services.

1E-4.	Reallocation—Reviewing Performance of Existing Projects.	
	NOFO Section V.B.2.f.	
	Describe in the field below:	
1.	your CoC's reallocation process, including how your CoC determined which projects are candidates for reallocation because they are low performing or less needed;	
2.	whether your CoC identified any low performing or less needed projects through the process described in element 1 of this question during your CoC's local competition this year;	
3.	whether your CoC reallocated any low performing or less needed projects during its local competition this year; and	
4.	why your CoC did not reallocate low performing or less needed projects during its local competition this year, if applicable.	

(limit 2,500 characters)

1. THE COC ADOPTED A NEW REALLOCATION POLICY THIS YEAR. THE REALLOCATION POLICY ALLOWS FOR BOTH VOLUNTARY AND INVOLUNTARY REALLOCATIONS OF PROJECTS THAT ARE LOW-PERFORMING OR LESS NEEDED. Voluntary reallocation is when an organization decides that they want to relinquish funds in whole or in part from an existing CoC-funded project, and they work with the JOHS on what type of reallocation might be appropriate. Involuntary reallocation can occur due to project performance metrics, as determined by the Collaborative Application Committee (CAC). Lower-performing projects include projects that ranked in the bottom 25% of projects for two consecutive years as well as projects for which HUD recaptured 10% or more of grant funds in two or more of the past four years. Reallocation is a multi-year process. If a project is identified as meeting criteria for reallocation, they will have one year to improve their performance outcomes and/or cost effectiveness. At the time of initial identification of meeting criteria for reallocation, the project will be given improvement goals for the next year. The project will also receive technical assistance to support reaching these goals. If, after that year of working toward improvement, the project has not met its improvement goals, then the project will be up for reallocation in that year's NOFO.

2. AS PART OF THE COC'S NEW REALLOCATION PLAN, THE COC IDENTIFIED LOW-PERFORMING PROJECTS THAT WERE PUT ON AN IMPROVEMENT PLAN. Since reallocation is a multi-year process, the projects were not reallocated this year. .

3. THE COC DID NOT REALLOCATE ANY PROJECTS THIS YEAR. All of the projects included in the project listing are needed in the community and vital to serving people experiencing homelessness as they obtain and maintain permanent housing and supportive services that meet their needs.

4. THE COC REVISED ITS REALLOCATION POLICY THIS YEAR AND FOLLOWED THE PROVISIONS OF THE POLICY. THE POLICY REQUIRES A MULTI-YEAR APPROACH TO REALLOCATION. NO PROJECTS MET THE CRITERIA FOR REALLOCATION STATED IN THE POLICY.

1E-4a.	Reallocation Between FY 2018 and FY 2023.	
	NOFO Section V.B.2.f.	

	Did your CoC cumulatively reallocate at least 20 percent of its ARD between FY 2018 and FY 2023?	No

1E-5.	Projects Rejected/Reduced-Notification Outside of e-snaps.	
	NOFO Section V.B.2.g.	
	You must upload the Notification of Projects Rejected-Reduced attachment to the 4B. Attachments Screen.	

1.	Did your CoC reject any project application(s) submitted for funding during its local competition?	Yes
2.	Did your CoC reduce funding for any project application(s) submitted for funding during its local competition?	No
3.	Did your CoC inform applicants why your CoC rejected or reduced their project application(s) submitted for funding during its local competition?	Yes
4.	If you selected Yes for element 1 or element 2 of this question, enter the date your CoC notified applicants that their project applications were being rejected or reduced, in writing, outside of e-snaps. If you notified applicants on various dates, enter the latest date of any notification. For example, if you notified applicants on 06/26/2023, 06/27/2023, and 06/28/2023, then you must enter 06/28/2023.	09/08/2023

1E-5a.	Projects Accepted–Notification Outside of e-snaps.	
	NOFO Section V.B.2.g.	
	You must upload the Notification of Projects Accepted attachment to the 4B. Attachments Screen.	

	Enter the date your CoC notified project applicants that their project applications were accepted and ranked on the New and Renewal Priority Listings in writing, outside of e-snaps. If you notified applicants on various dates, enter the latest date of any notification. For example, if you notified applicants on 06/26/2023, 06/27/2023, and 06/28/2023, then you must enter 06/28/2023.	09/08/2023

1E-5b.	Local Competition Selection Results for All Projects.	
	NOFO Section V.B.2.g.	
	You must upload the Local Competition Selection Results attachment to the 4B. Attachments Screen.	

	Does your attachment include: 1. Project Names; 2. Project Scores; 3. Project accepted or rejected status; 4. Project Rank–if accepted; 5. Requested Funding Amounts; and 6. Reallocated funds.	Yes

1E-5c.	Web Posting of CoC-Approved Consolidated Application 2 Days Before CoC Program Competition Application Submission Deadline.	
	NOFO Section V.B.2.g. and 24 CFR 578.95.	
	You must upload the Web Posting–CoC-Approved Consolidated Application attachment to the 4B. Attachments Screen.	

	Enter the date your CoC posted the CoC-approved Consolidated Application on the CoC's website or partner's website—which included: 1. the CoC Application; and 2. Priority Listings for Reallocation forms and all New, Renewal, and Replacement Project Listings.	09/25/2023

1E-5d.	Notification to Community Members and Key Stakeholders that the CoC-Approved Consolidated Application is Posted on Website.	
	NOFO Section V.B.2.g.	

You must upload the Notification of CoC-Approved Consolidated Application attachment to the 4B. Attachments Screen.

	Enter the date your CoC notified community members and key stakeholders that the CoC-approved Consolidated Application was posted on your CoC's website or partner's website.	09/25/2023

2A. Homeless Management Information System (HMIS) Implementation

HUD publishes resources on the HUD.gov website at CoC Program Competition to assist you in completing the CoC Application. Resources include:

- Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2023 Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
- 24 CFR part 578;
- FY 2023 CoC Application Navigational Guide;
- Section 3 Resources;
- PHA Crosswalk; and
- Frequently Asked Questions

2A-1.	HMIS Vendor.	
	Not Scored—For Information Only	

	Enter the name of the HMIS Vendor your CoC is currently using.	Wellsky

2A-2.	HMIS Implementation Coverage Area.	
	Not Scored—For Information Only	

	Select from dropdown menu your CoC's HMIS coverage area.	Single CoC

2A-3.	HIC Data Submission in HDX.	
	NOFO Section V.B.3.a.	

	Enter the date your CoC submitted its 2023 HIC data into HDX.	04/28/2023

2A-4.	Comparable Database for DV Providers—CoC and HMIS Lead Supporting Data Collection and Data Submission by Victim Service Providers.	
	NOFO Section V.B.3.b.	

	In the field below:
1.	describe actions your CoC and HMIS Lead have taken to ensure DV housing and service providers in your CoC collect data in HMIS comparable databases;
2.	state whether DV housing and service providers in your CoC are using a HUD-compliant comparable database—compliant with the FY 2022 HMIS Data Standards; and

3. state whether your CoC's HMIS is compliant with the FY 2022 HMIS Data Standards.

(limit 2,500 characters)

1. THE COC AND HMIS LEAD ENSURE DV HOUSING AND SERVICES PROVIDERS IN THE COC COLLECT DATA IN A HUD-COMPLIANT COMPARABLE DATABASE. For the last decade, the CoC/HMIS Lead has supported and been aligned with the system administrator for CompSite, a HUD-compliant comparable database, who works closely with victim service agencies to ensure all CoC policies are being followed. The CompSite system administrator is part of the lead policy-making body for the local Domestic & Sexual Violence (DSV) system, which also works closely with the DSV housing specialists within the CoC. Because of the robust array of housing programs in our local DSV system, the CoC/HMIS Lead has recently increased its support by adding 1.5 FTE to the system. These new positions will bolster the training and technical assistance for all DSV advocates entering data into the CompSite and continue to ensure accurate reporting from the comparable database to the CoC/HMIS Lead. Additionally, this increased capacity will allow the partnership between the CoC and DSV system to continue identifying gaps and barriers to housing for DSV survivors, and to develop data-driven programming and interventions. The DSV system, working with the CompSite system administrator, submits de-identified, aggregate data to the CoC and HMIS lead via a CSV file with bed inventory, utilization numbers & performance measures for each CoC project in the CompSite. All DSV CoC projects report on an annual basis for review, with data pulled from CompSite and submitted in aggregate. These data do not include personally identifiable information or line-item client detail.

2. THE DV HOUSING AND SERVICE PROVIDERS IN THE COC USE the HUD-COMPLIANT COMPARABLE DATABASE, COMPSITE, FROM THE VENDOR WELLSKY, WHICH COLLECTS ALL HUD REQUIRED DATA ELEMENTS AND, ALONG WITH HMIS, IS ALWAYS IN COMPLIANCE WITH THE CURRENT HMIS DATA STANDARDS, PARTICULARLY THE 2022 HMIS DATA STANDARDS.

2A-5. Bed Coverage Rate—Using HIC, HMIS Data—CoC Merger Bonus Points.

NOFO Section V.B.3.c. and V.B.7.

Enter 2023 HIC and HMIS data in the chart below by project type:

Project Type	Total Year-Round Beds in 2023 HIC	Total Year-Round Beds in HIC Operated by Victim Service Providers	Total Year-Round Beds in HMIS	HMIS Year-Round Bed Coverage Rate
1. Emergency Shelter (ES) beds	1,830	79	1,633	93.26%
2. Safe Haven (SH) beds	0	0	0	
3. Transitional Housing (TH) beds	818	17	648	80.90%
4. Rapid Re-Housing (RRH) beds	3,655	326	3,285	98.68%
5. Permanent Supportive Housing (PSH) beds	5,560	80	4,917	89.73%
6. Other Permanent Housing (OPH) beds	146	0	134	91.78%

2A-5a.	Partial Credit for Bed Coverage Rates at or Below 84.99 for Any Project Type in Question 2A-5.	
	NOFO Section V.B.3.c.	
	For each project type with a bed coverage rate that is at or below 84.99 percent in question 2A-5, describe:	
1.	steps your CoC will take over the next 12 months to increase the bed coverage rate to at least 85 percent for that project type; and	
2.	how your CoC will implement the steps described to increase bed coverage to at least 85 percent.	

(limit 2,500 characters)

1. The numbers in the chart reflect the bed coverage in the 2023 HDX Competition Report. However, there was an error with the HIC that was submitted. The CoC identified that there was a project that should have been closed out. That project was (5243) Salvation Army - SAFES - Safe Harbor - SHELTERPOINT (TH). This provider should have been exited in 2022 and was missed. This would decrease the TH beds by 17. Dignity Village - (8569) (TH) is a project that we discovered did not meet the definition of transitional housing. It is a project that has operated for over 25 years outside the community system and has been run by the participants of the program. Removing them from the transitional housing inventory would reduce the total by 60 beds. The CoC determined we should not lose those beds and they would be more appropriately categorized as ES. This would increase bed capacity in the ES category but decrease coverage from 91% to 89%. Removing those two projects from the TH category would increase bed coverage to the correct percentage-87%.

2. The increased bed coverage for transitional housing will be implemented when the upcoming correct 2024 HIC is uploaded to HUD HDX. TH will be at 87%. All other categories have a bed coverage over 84.99%

The increased bed coverage for transitional housing will be implemented when the upcoming correct 2024 HIC is uploaded to HUD HDX. TH will be at 87%. All other categories have a bed coverage over 84.99%.

2A-6.	Longitudinal System Analysis (LSA) Submission in HDX 2.0.	
	NOFO Section V.B.3.d.	
	You must upload your CoC's FY 2023 HDX Competition Report to the 4B. Attachments Screen.	
Did your CoC submit at least two usable LSA data files to HUD in HDX 2.0 by February 28, 2023, 8 p.m. EST?		Yes

2B. Continuum of Care (CoC) Point-in-Time (PIT) Count

HUD publishes resources on the HUD.gov website at CoC Program Competition to assist you in completing the CoC Application. Resources include:

- Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2023 Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
- 24 CFR part 578;
- FY 2023 CoC Application Navigational Guide;
- Section 3 Resources;
- PHA Crosswalk; and
- Frequently Asked Questions

2B-1.	PIT Count Date.	
	NOFO Section V.B.4.a	

	Enter the date your CoC conducted its 2023 PIT count.	01/25/2023

2B-2.	PIT Count Data—HDX Submission Date.	
	NOFO Section V.B.4.a	

	Enter the date your CoC submitted its 2023 PIT count data in HDX.	04/28/2023

2B-3.	PIT Count—Effectively Counting Youth in Your CoC's Most Recent Unsheltered PIT Count.	
	NOFO Section V.B.4.b.	

	Describe in the field below how your CoC:
1.	engaged unaccompanied youth and youth serving organizations in your CoC's most recent PIT count planning process;
2.	worked with unaccompanied youth and youth serving organizations to select locations where homeless youth are most likely to be identified during your CoC's most recent PIT count planning process; and
3.	included youth experiencing homelessness as counters during your CoC's most recent unsheltered PIT count.

(limit 2,500 characters)

1. THE JOINT OFFICE OF HOMELESS SERVICES (JOHS) COORDINATED WITH JANUS YOUTH PROGRAMS AND YOUTH EXPERIENCING HOMELESSNESS IN THE PLANNING OF THE 2023 PIT TO ENSURE AN ACCURATE COUNT OF YOUTH EXPERIENCING HOMELESSNESS DURING THE 2023 PIT STREET AND SHELTER COUNTS. Janus operates an access center that serves as a single point-of-entry for youth experiencing homelessness in Multnomah County. It also operates a youth street outreach program, two youth emergency shelters and a youth transitional housing program. It is a trusted provider among the city's youth and an experienced partner in conducting the PIT count. Together with youth experiencing homelessness, the JOHS (CoC Lead) and JANUS developed a survey, recruited volunteers, and planned to survey youth experiencing homelessness in known sites and in outreach.

2. Janus' outreach specialists, partnered with youth experiencing homelessness, selected locations where youth experiencing homelessness would most likely be identified. As a result of the identified locations, the team was able to connect with youth living on the street and in shelters. The team connected with youth through Janus' Yellow Brick Road outreach program to ensure that they were included in the count. Stakeholders conducting the count also engaged with residents at Janus' transitional shelter for youth and guests at its two emergency shelters, to include them in the count and ask them to voluntarily complete paper surveys. Stakeholders conducting the PIT count outside of the youth shelter system engaged with youth (up to age 26) in adult shelters in much the same way.

3. MANY YOUTH EXPERIENCING HOMELESSNESS COULD RELIABLY BE FOUND IN JANUS' YOUTH SHELTERS AND YOUTH TRANSITIONAL HOUSING DURING THE PIT COUNT. TO REACH THOSE LIVING ON THE STREET, JANUS COORDINATED WITH OTHER STAKEHOLDERS AND YOUTH EXPERIENCING HOMELESSNESS TO CREATE TARGETED OUTREACH AREAS OR GRIDS to make sure all areas were adequately covered at various times of the day or night. Janus uses this same approach to provide street-based support during severe weather episodes, and it has proved very effective. For these coordinated outreach efforts, Janus and youth partners specifically prioritized areas where transition aged youth were known to camp.

2B-4.	PIT Count—Methodology Change—CoC Merger Bonus Points.	
	NOFO Section V.B.5.a and V.B.7.c.	
	In the field below:	
	1. describe any changes your CoC made to your sheltered PIT count implementation, including methodology or data quality changes between 2022 and 2023, if applicable;	
	2. describe any changes your CoC made to your unsheltered PIT count implementation, including methodology or data quality changes between 2022 and 2023, if applicable; and	
	3. describe how the changes affected your CoC's PIT count results; or	
	4. state "Not Applicable" if there were no changes or if you did not conduct an unsheltered PIT count in 2023.	

(limit 2,500 characters)

1. THE SHELTERED PIT COUNT METHODOLOGY WAS LARGELY THE SAME IN 2023 AS IT WAS IN 2022; HOWEVER, THE COC HAS INCREASED SHELTER CAPACITY AND, AS A RESULT, THERE IS A HIGHER NUMBER OF PEOPLE IN THE SHELTER SYSTEM.

2. THE COC IMPLEMENTED A MORE RIGOROUS METHODOLOGY WHEN IT CAME TO THE DEDUPLICATION OF THE PIT UNSHELTERED SURVEY DATA WITH HMIS COORDINATED ENTRY DATA. In 2022 the CoC did not include birth month in the matching algorithm which meant that false duplicates were identified and consequently omitted from the data set. For the PIT 2023, the CoC used birth month, which yielded a lower duplication rate and therefore fewer persons were excluded. Lastly, the CoC has expanded Coordinated Entry programming to include additional community partners who are actively engaging with new groups of individuals experiencing homelessness to get them on a Coordinated Entry List and engaged with homeless services

3. BOTH THE SHELTERED COUNT AND THE UNSHELTERED COUNT INCREASED. PART OF THE INCREASE IS ATTRIBUTED TO THE INCREASE IN SHELTER CAPACITY FOR SHELTERED PERSONS AND THE CHANGE IN METHODOLOGY FOR UNSHELTERED PERSONS.

4. THE COC CONDUCTED AN UNSHELTERED PIT COUNT IN 2023. The number of persons counted as unsheltered from 2022 to 2023 showed a 29% percent increase (from 3,057 to 3,944). It is likely that this increase is partially due to an increase in unsheltered homelessness, and this increase is also driven by better matching and an expansion of our Coordinated Entry system, through which we identified a greater number of individuals living unsheltered.

2C. System Performance

HUD publishes resources on the HUD.gov website at CoC Program Competition to assist you in completing the CoC Application. Resources include:

- Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2023 Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
- 24 CFR part 578;
- FY 2023 CoC Application Navigational Guide;
- Section 3 Resources;
- PHA Crosswalk; and
- Frequently Asked Questions

2C-1.	Reduction in the Number of First Time Homeless--Risk Factors Your CoC Uses.	
	NOFO Section V.B.5.b.	
	In the field below:	
	1. describe how your CoC determined the risk factors to identify persons experiencing homelessness for the first time;	
	2. describe your CoC's strategies to address individuals and families at risk of becoming homeless; and	
	3. provide the name of the organization or position title that is responsible for overseeing your CoC's strategy to reduce the number of individuals and families experiencing homelessness for the first time	

(limit 2,500 characters)

1. THE COC IDENTIFIES RISK FACTORS FOR FIRST TIME HOMELESSNESS BY COLLABORATING WITH PREVENTION & MAINSTREAM PROVIDERS THROUGH MULTIPLE WORKGROUPS, AND BY ANALYZING DATA FROM COORDINATED ENTRY (CE) & "FRONT DOOR" ENTITIES (211, SHELTERS, DAY CENTERS). The CoC increased investment in the CSH FUSE initiative to support identification of frequent users of services and first time homeless. FUSE allows for cross-collaboration with health care and criminal justice to identify individuals coming out of institutions who are at-risk. A Built for Zero (BFZ) pilot rolled out mini CE to unsheltered people to increase navigation connections to previously untapped spaces - ensuring the first time homeless are assessed quickly and in a trauma informed way. Inflow data points to who is becoming homeless - through BFZ we are tracking inflow of 1st time homeless with a quality BNL; tri-county planning body tracks overall new homeless population; the data can be disaggregated by race and ethnicity, age, and geographic location in order to design better programming.

2. THE COC EMPLOYS MULTIPLE STRATEGIES TO ENSURE THE NEEDS OF PEOPLE AT RISK OF BECOMING HOMELESS ARE ADDRESSED. The CoC funds the Eviction Mitigation program through the Oregon Law Center. The program connects households with an eviction notice with financial & legal assistance to prevent immediate eviction. The CoC expanded capacity for other local prevention programs. Between July 2022-June 2023 a total of 30,087 unique people newly enrolled or retained in a prevention program. There were 21,867 unique people newly enrolled within the period. 78% of the total enrolled in prevention programs were BIPOC. The Short-Term Rent Assistance (STRA) program engages a network of 17 organizations to support individuals and families at risk of homelessness. It employs a Housing First philosophy and strategies to help people avoid homelessness, or if homeless at entry the ability to rapidly re-house clients in PH, avoiding shelter or TH when possible. STRA provides short- and medium-term rent assistance, intended for durations of 1-24 months. The CoC's diversion programs work closely with hospitals, jails & other institutions to prevent homelessness at discharge, & provide specialized services for individuals fleeing domestic violence. The Portland Housing Bureau offers outreach, education, legal services & advocacy for low-income renters to support eviction prevention.

3. The Joint Office of Homeless Service

2C-1a.	Impact of Displaced Persons on Number of First Time Homeless.	
	NOFO Section V.B.5.b	

Was your CoC's Number of First Time Homeless [metric 5.2] affected by the number of persons seeking short-term shelter or housing assistance displaced due to:

1.	natural disasters?	No
2.	having recently arrived in your CoCs' geographic area?	No

2C-2.	Length of Time Homeless—CoC's Strategy to Reduce.	
	NOFO Section V.B.5.c.	
	In the field below:	
1.	describe your CoC's strategy to reduce the length of time individuals and persons in families remain homeless;	
2.	describe how your CoC identifies and houses individuals and persons in families with the longest lengths of time homeless; and	
3.	provide the name of the organization or position title that is responsible for overseeing your CoC's strategy to reduce the length of time individuals and families remain homeless.	

(limit 2,500 characters)

1. The COC REDUCES LENGTH OF TIME (LOT) HOMELESS THROUGH THREE BROAD STRATEGIES: INCREASING HOUSING CAPACITY, INCREASING OUTREACH AND SERVICE CAPACITY, AND MAKING "LENGTH OF TIME HOMELESS" A PRIORITY FACTOR IN HOUSING PLACEMENT. To INCREASE HOUSING CAPACITY, the CoC coordinates investment of local, state & federal resources in short & long-term rent assistance. It has invested significantly in PSH, adding 497 NEW PSH units (571 beds) in FY23. With more housing resources available, people spend less time homeless. The CoC invests in OUTREACH & SERVICE CAPACITY to reduce LOT. It collaborates w/ health, mental health & other mainstream systems to identify people experiencing or at risk of homelessness. Mobile teams of housing placement specialists identify & engage people experiencing homelessness in CE assessments, street-to-home housing placement, shelter diversion & rapid rehousing activities, each using a Housing First approach. Providers engage in case conferencing and collaboration with outreach, shelter, day center & mainstream service staff to expedite housing placement through document prep, unit ID & flexible move-in assistance. CE staff work closely w/ outreach teams & housing providers to ensure that participants are matched to housing resources that meet their needs & successfully exit from homelessness into stable placements. The CoC reduces LOT by MAKING LOT A PRIORITY FACTOR in CE & homeless preferences to affordable & supportive housing units throughout the CoC's geography. This ensures that when housing becomes available, those who have been homeless for longer periods of time are more likely to have access. Over the last year, the CoC has invested in revamping CE to make outreach assessment more accessible, equity centered, and focused on trauma informed relationship building. This process has engaged providers in the community and a lived experience committee & multi sector stakeholders
2. THE COC IDENTIFIES HOUSEHOLDS WITH THE LONGEST LOT HOMELESS THROUGH EXTENSIVE STREET OUTREACH & CE ASSESSMENTS conducted through a local 211 information line, in person at most service providers (including partnering hospitals, mental health & developmental disability service providers), & mobile teams of CE assessors. Assessments & by-name lists are managed within HMIS. CE includes LOT homeless as a prioritization factor, the CoC adopted HUD Notice CPD-16-11 for PSH prioritization, & VASH prioritizes LOT
3. The Joint Office of Homeless Services

2C-3.	Exits to Permanent Housing Destinations/Retention of Permanent Housing—CoC's Strategy	
	NOFO Section V.B.5.d.	
	In the field below:	
1.	describe your CoC's strategy to increase the rate that individuals and persons in families residing in emergency shelter, safe havens, transitional housing, and rapid rehousing exit to permanent housing destinations;	
2.	describe your CoC's strategy to increase the rate that individuals and persons in families residing in permanent housing projects retain their permanent housing or exit to permanent housing destinations; and	
3.	provide the name of the organization or position title that is responsible for overseeing your CoC's strategy to increase the rate that individuals and families exit to or retain permanent housing.	

(limit 2,500 characters)

1. Rents and housing sale prices in the Portland region have increased by over 200% since 2000 – some of the steepest cost increases in the country. While this has made it challenging for people in shelters, TH or RRH to move to PH, the CoC saw a 1% increase in successful exits. TO INCREASE PH EXITS, THE COC WILL INVEST IN A RANGE OF STRATEGIES TO IMPROVE PH PLACEMENT, including coordinated investment of local, state and federal resources in short and long- term rent assistance; homeless preferences to affordable housing units; mobile teams who provide CE assessment, diversion & RRH; flex local funds to assist with document prep and move-in assistance; a landlord recruitment team; & targeted employment & benefit services. The CoC has been successful in increasing the number of PSH beds thanks to a new regional tax. A landlord recruitment team focused on landlord engagement and recruitment with Housing Multnomah Now/Oregon All In initiatives. Between 7/21 & 6/23 we have added 1500 new PSH units. We have met 67% of a 10-year CoC wide goal of creating 2235 new PSH units with a local bond measure. There has been increased focus on housing placement out of shelter programs that utilize RRH. Housing case management and placement resources are tied directly to programming. New investment in FY24 brought DSV InReach Team to non-DSV focused (mainstream) shelters across the continuum. JOIN InReach Team brings housing case management resources directly to nonprofits and shelters without housing case management capacity to ensure individuals/families have direct resources to move out of shelters into permanent housing.

2. Between FY21 and FY22, the CoC maintained its high rate of retention/exit to permanent housing destinations for those in PH projects other than RRH at 97 percent. IT ACHIEVED THIS SUCCESS THROUGH A RANGE OF STRATEGIES WHICH IT WILL MAINTAIN, INCLUDING: integrated multi-agency, cross-disciplinary mobile retention teams; integration of DV advocates, peer support specialists, physical and behavioral health providers & other mainstream providers to support housing retention; case conferencing to match households with interventions that best meet their needs; flex local retention funds to stabilize households who face temporary crises; and improved alignment with physical and behavioral health providers. A CoC agency created a set of retention best practices and training modules available to CoC providers.

3. The Joint Office of Homeless Services

2C-4.	Returns to Homelessness—CoC's Strategy to Reduce Rate.	
	NOFO Section V.B.5.e.	
	In the field below:	
1.	describe your CoC's strategy to identify individuals and families who return to homelessness;	
2.	describe your CoC's strategy to reduce the rate of additional returns to homelessness; and	
3.	provide the name of the organization or position title that is responsible for overseeing your CoC's strategy to reduce the rate individuals and persons in families return to homelessness.	

(limit 2,500 characters)

1. THE COC IDENTIFIES PEOPLE WHO RETURN TO HOMELESSNESS THROUGH DISAGGREGATED ANALYSES OF 6 & 12-MONTH, POST-PROGRAM EXIT, PERMANENT HOUSING RETENTION DATA. Trends in negative retention outcomes are assessed across sub-populations, demographic groups & housing interventions to better understand where additional retention-focused services may be needed. The CE system tracks retention & returns to homelessness through case conferencing to identify client-centered intervention opportunities & develop a richer qualitative understanding of contributing factors. The CoC has a local performance measure to track people who exited homelessness programs to housing and then returned to homeless services. This counts people who exited from emergency shelter, street outreach, transitional housing, permanent housing or a CE housing waitlist to a permanent housing destination within a given fiscal year and then returned to homeless services (i.e., to an ES, SO, TH or PH Project) or CE within or up to two years.

2. The percentage of returns after exit to a permanent housing destination over a 6-to-12-month reporting period DECREASED between FY21 and FY22 from 6% to 4%. THE COC MAINTAINS A LOW RATE OF RETURNS TO HOMELESSNESS THROUGH A RANGE OF RETENTION STRATEGIES, INCLUDING: targeted employment & benefit access services to increase household income; multi-agency, cross-disciplinary mobile housing retention teams; integration of domestic violence (DV) advocates, peer support specialists, physical & behavioral health providers, & other mainstream providers to support housing retention; case conferencing to match households with &/or transition them to interventions that best meet their needs; flexible local housing retention funds to stabilize households who face temporary crises; & alignment with physical & behavioral health providers for coordinated outpatient care. CoC system leadership teams for four homeless sub-populations (DV survivors, unaccompanied youth, families with children & adults without children) regularly review data, address challenges & identify strategies to reduce the rate of returns to homelessness. We have also developed a new cluster of metrics to address housing stability in PSH and RRH. As we evolve our metrics to be precise and descriptive we have developed a separate housing stability/retention measure for PSH and a measure for RRH.

3. The Joint Office of Homeless Services (CoC Lead)

2C-5.	Increasing Employment Cash Income—CoC's Strategy.	
	NOFO Section V.B.5.f.	
	In the field below:	

1.	describe your CoC's strategy to access employment cash sources;
2.	describe how your CoC works with mainstream employment organizations to help individuals and families experiencing homelessness increase their employment cash income; and
3.	provide the organization name or position title that is responsible for overseeing your CoC's strategy to increase income from employment.

(limit 2,500 characters)

1. THE COC USES A ROBUST SET OF STRATEGIES TO INCREASE ACCESS TO EMPLOYMENT & EMPLOYMENT INCOME: Supported Employment program provides intensive job development and on-the-job coaching for people with significant barriers to employment such as extended periods of homelessness; Clean Start, Workforce Cleaning Brigade, Mobile Shower and Hygiene Access, and Groundscore are programs that trains and employs homeless & formerly homeless people to do trash pick-up in places impacted by camping; Film Workforce Development program trains and employs homeless & formerly homeless people to work in film industry, youth system partnerships with WIOA & SNAP-funded employment & training programs; social enterprise businesses that provide job training for homeless youth; & the DV system's Family Strengths program that leverages OVW funds to support job placement & career advancement (childcare so participants can go to job interviews, financial assistance for licensing exams for employment). Employment services are integrated into homeless & housing services across all CoC programs to increase employment income & access. All CoC providers offer employment-specific programming in-house and/or partner with employment programs

2. The CoC's Joint Office of Homeless Services (JOHS) invests in the WDB's Employment Opportunity Program, which integrates employment & housing assistance for homeless participants through partnerships with homeless service providers. EOP Career Coaches are stationed in WorkSource Oregon offices, Oregon's mainstream (un)employment offices, throughout the CoC's geographic area, for better connection and smoother referrals for EOP participants to mainstream employment services including registration in Oregon's largest job database, career plan development, and access to mainstream workshops on resumes, interviewing, soft skills, and networking.

3. The Joint Office of Homeless Services is responsible for overseeing the CoC's strategy to increase income.

2C-5a.	Increasing Non-employment Cash Income—CoC's Strategy	
	NOFO Section V.B.5.f.	

In the field below:

1.	describe your CoC's strategy to access non-employment cash income; and
2.	provide the organization name or position title that is responsible for overseeing your CoC's strategy to increase non-employment cash income.

(limit 2,500 characters)

1. ALL COC PROVIDERS PROVIDE DIRECT SUPPORT TO PARTICIPANTS TO ENROLL IN AND INCREASE NON-EMPLOYMENT CASH INCOME, AND/OR REFER THEM TO PROGRAMS THAT SPECIALIZE IN BENEFIT ACQUISITION. The CoC works closely with agencies that provide cash benefits (e.g. VA, DHS) and programs that specialize in helping people navigate the application and appeals process. For example, Veteran Services Officers trained to represent Vets in their claims for benefits participate in VBNL Vet By-Name List case conferencing to ensure benefit connection, and the CoC partners with DHS to provide on-site TANF benefit acquisition services to homeless families with children at shelter and housing programs. The CoC tracks projects' CoC project rates of participant connection to benefits and includes this as a scoring rating & ranking factor THE COC LEAD AGENCY FUNDS THE COC'S BENEFITS & ENTITLEMENTS SPECIALIST TEAM (BEST) THAT PROVIDES INDIVIDUALIZED SUPPORT TO PEOPLE WITH DISABILITIES EXPERIENCING HOMELESSNESS TO EXPEDITE & APPEAL APPLICATIONS FOR SSA ENTITLEMENTS (E.G. SSI, SSDI). BEST partners with 170+ orgs across systems (homeless/housing, health, corrections, education, etc.) to increase access to non-employment cash income for vulnerable community members across the CoC. In FY23, BEST filed benefit claims for 180 people & 155 were awarded (a 86% success rate). CoC providers discuss access to non-employment cash sources at CE case conferencing meetings & problem solve barriers that participants face to accessing benefits. The CoC encourages all providers who assist participants with SSI/SSDI applications to use the SOAR model. The CoC lead agency supports providers' access to a free Oregon SOAR training provided through the Substance Abuse and Mental Health Service Administration (SAMHSA). CoC providers discuss access to non-employment cash sources at case conferencing meetings & problem solve barriers that participants face to accessing these benefits

2. The CoC's Joint Office of Homeless Services

3A. Coordination with Housing and Healthcare

HUD publishes resources on the HUD.gov website at CoC Program Competition to assist you in completing the CoC Application. Resources include:

- Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2023 Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
- 24 CFR part 578;
- FY 2023 CoC Application Navigational Guide;
- Section 3 Resources;
- PHA Crosswalk; and
- Frequently Asked Questions

3A-1.	New PH-PSH/PH-RRH Project–Leveraging Housing Resources.	
	NOFO Section V.B.6.a.	
	You must upload the Housing Leveraging Commitment attachment to the 4B. Attachments Screen.	

	Is your CoC applying for a new PH-PSH or PH-RRH project that uses housing subsidies or subsidized housing units which are not funded through the CoC or ESG Programs to help individuals and families experiencing homelessness?	Yes

3A-2.	New PH-PSH/PH-RRH Project–Leveraging Healthcare Resources.	
	NOFO Section V.B.6.b.	
	You must upload the Healthcare Formal Agreements attachment to the 4B. Attachments Screen.	

	Is your CoC applying for a new PH-PSH or PH-RRH project that uses healthcare resources to help individuals and families experiencing homelessness?	Yes

3A-3.	Leveraging Housing/Healthcare Resources–List of Projects.	
	NOFO Sections V.B.6.a. and V.B.6.b.	

If you selected yes to questions 3A-1. or 3A-2., use the list feature icon to enter information about each project application you intend for HUD to evaluate to determine if they meet the criteria.

Project Name	Project Type	Rank Number	Leverage Type
Home Forward SPC ...	PH-PSH	37	Both

3A-3. List of Projects.

1. What is the name of the new project? Home Forward SPC Amalgamate Expansion

2. Enter the Unique Entity Identifier (UEI): KV4VMBHUWYH7

3. Select the new project type: PH-PSH

4. Enter the rank number of the project on your CoC's Priority Listing: 37

5. Select the type of leverage: Both

3B. New Projects With Rehabilitation/New Construction Costs

HUD publishes resources on the HUD.gov website at CoC Program Competition to assist you in completing the CoC Application. Resources include:

- Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2023 Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
- 24 CFR part 578;
- FY 2023 CoC Application Navigational Guide;
- Section 3 Resources;
- PHA Crosswalk; and
- Frequently Asked Questions

3B-1.	Rehabilitation/New Construction Costs–New Projects.	
	NOFO Section V.B.1.s.	

Is your CoC requesting funding for any new project application requesting \$200,000 or more in funding for housing rehabilitation or new construction?	No

3B-2.	Rehabilitation/New Construction Costs–New Projects.	
	NOFO Section V.B.1.s.	

If you answered yes to question 3B-1, describe in the field below actions CoC Program-funded project applicants will take to comply with:

1.	Section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u); and
2.	HUD's implementing rules at 24 CFR part 75 to provide employment and training opportunities for low- and very-low-income persons, as well as contracting and other economic opportunities for businesses that provide economic opportunities to low- and very-low-income persons.

(limit 2,500 characters)

3C. Serving Persons Experiencing Homelessness as Defined by Other Federal Statutes

HUD publishes resources on the HUD.gov website at CoC Program Competition to assist you in completing the CoC Application. Resources include:

- Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2023 Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
- 24 CFR part 578;
- FY 2023 CoC Application Navigational Guide;
- Section 3 Resources;
- PHA Crosswalk; and
- Frequently Asked Questions

3C-1.	Designating SSO/TH/Joint TH and PH-RRH Component Projects to Serving Persons Experiencing Homelessness as Defined by Other Federal Statutes.	
	NOFO Section V.F.	

	Is your CoC requesting to designate one or more of its SSO, TH, or Joint TH and PH-RRH component projects to serve families with children or youth experiencing homelessness as defined by other Federal statutes?	No

3C-2.	Serving Persons Experiencing Homelessness as Defined by Other Federal Statutes.	
	NOFO Section V.F.	

You must upload the Project List for Other Federal Statutes attachment to the 4B. Attachments Screen.

If you answered yes to question 3C-1, describe in the field below:

1.	how serving this population is of equal or greater priority, which means that it is equally or more cost effective in meeting the overall goals and objectives of the plan submitted under Section 427(b)(1)(B) of the Act, especially with respect to children and unaccompanied youth than serving the homeless as defined in paragraphs (1), (2), and (4) of the definition of homeless in 24 CFR 578.3; and
2.	how your CoC will meet requirements described in Section 427(b)(1)(F) of the Act.

(limit 2,500 characters)

4A. DV Bonus Project Applicants for New DV Bonus Funding

HUD publishes resources on the HUD.gov website at CoC Program Competition to assist you in completing the CoC Application. Resources include:

- Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2023 Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
- 24 CFR part 578;
- FY 2023 CoC Application Navigational Guide;
- Section 3 Resources;
- PHA Crosswalk; and
- Frequently Asked Questions

4A-1.	New DV Bonus Project Applications.	
	NOFO Section I.B.3.I.	

	Did your CoC submit one or more new project applications for DV Bonus Funding?	Yes

4A-1a.	DV Bonus Project Types.	
	NOFO Section I.B.3.I.	

Select yes or no in the chart below to indicate the type(s) of new DV Bonus project(s) your CoC included in its FY 2023 Priority Listing.

	Project Type	
1.	SSO Coordinated Entry	No
2.	PH-RRH or Joint TH and PH-RRH Component	Yes

You must click "Save" after selecting Yes for element 1 SSO Coordinated Entry to view questions 4A-2, 4A-2a. and 4A-2b.

4A-3.	Assessing Need for New PH-RRH and Joint TH and PH-RRH Component DV Bonus Projects in Your CoC's Geographic Area.	
	NOFO Section I.B.3.I.(1)(c)	

1.	Enter the number of survivors that need housing or services:	3,183
2.	Enter the number of survivors your CoC is currently serving:	1,123
3.	Unmet Need:	2,060

4A-3a.	How Your CoC Calculated Local Need for New PH-RRH and Joint TH and PH-RRH Component DV Bonus Projects.	
	NOFO Section I.B.3.I.(1)(c)	

Describe in the field below:

1.	how your CoC calculated the number of DV survivors needing housing or services in question 4A-3 element 1 and element 2; and
2.	the data source (e.g., comparable databases, other administrative data, external data source, HMIS for non-DV projects); or
3.	if your CoC is unable to meet the needs of all survivors please explain in your response all barriers to meeting those needs.

(limit 2,500 characters)

1. THE COC CALCULATED THE NUMBER OF DV SURVIVORS NEEDING HOUSING OR SERVICES BY ANALYZING THE ASSESSMENT DATA IN THE DV SYSTEM ENTRY POINTS COUPLED WITH DATA COLLECTED FROM THE ADULT, FAMILY, AND VETERAN CRISIS CA QUEUES FROM 7/1/22 - 6/30/23. The number of survivors needing housing or services was determined by counting the number of calls & CA assessments from people who reported that they were fleeing DV & expressed housing as a need. Participants who got an entry into the program & received a move-in date into PH were counted as served by the CoC.

2. THE COC USED DATA COLLECTED IN AN HMIS COMPARABLE DATABASE (COMPSITE), COUPLED WITH DATA COLLECTED IN HMIS (WELLSKY) TO PROVIDE THE NUMBER OF SURVIVORS WHO NEEDED HOUSING & SERVICES & THE NUMBER OF SURVIVORS SERVED.

3. THE COC WAS UNABLE TO MEET THE NEEDS OF ALL SURVIVORS DUE TO A NUMBER OF BARRIERS: A LACK OF SUFFICIENT FUNDING TO ADDRESS ALL OF THE THE NEEDS; A LACK OF AFFORDABLE HOUSING RESOURCES IN THE COMMUNITY; ISSUES RELATED TO DV; HOUSING DISCRIMINATION, STIGMA & FEAR. Barriers directly related to domestic violence include financial abuse that has led to debt, poor credit & collections; poor or no housing history, unpaid property damage resulting in eviction, poor or no legal work histories, and/ or loss of employment due to abuse. Other barriers related to DV include limited education, limited transportation, limited access to child care and adverse physical and mental health effects as a result of abuse. Often, substance abuse supports & resources are needed. Housing resources and services that address the barriers related to DV are included in the DV Bonus requests. Resources will help the community address housing discrimination through advocacy with landlords & partnerships with legal services.

Stigma & fear are barriers to survivors reaching out for assistance. Survivors' experience shame & social stigma related to domestic violence, stalking, sexual assault or sex trafficking. Survivors experience victim-blaming which can result in a distrust of service providers. Survivors fear involvement of child welfare agencies and the potential loss of child custody. Survivors experience fear of legal repercussions due to illegal activity they may have been coerced or overtly forced into. In the Latine survivor community, fear may stem from documentation status of themselves or family members. Undocumented Latine survivors are often threatened with deportation by their abusers.

4A-3b.	Information About Unique Project Applicants and Their Experience in Housing Placement and Housing Retention for Applicants Requesting New PH-RRH and Joint TH and PH-RRH Component DV Bonus Projects.	
	NOFO Section I.B.3.I.(1)	
	Use the list feature icon to enter information on each unique project applicant applying for New PH-RRH and Joint TH and PH-RRH Component DV Bonus projects—only enter project applicant information once, regardless of how many DV Bonus projects that applicant is applying for.	

Applicant Name
County of Multnomah
YWCA of Greater P...

Project Applicants Applying for New PH-RRH and Joint TH and PH-RRH DV Bonus Projects

4A-3b.	Information About Unique Project Applicants and Their Experience in Housing Placement and Housing Retention for Applicants Requesting New PH-RRH and Joint TH and PH-RRH Component DV Bonus Projects.	
	NOFO Section II.B.11.e.(1)(d)	

Enter information in the chart below on the project applicant applying for one or more New PH-RRH and Joint TH and PH-RRH Component DV Bonus Projects included on your CoC's FY 2023 Priority Listing for New Projects:

1.	Applicant Name	County of Multnomah
2.	Project Name	DV Supportive Housing Expansion
3.	Project Rank on the Priority Listing	36
4.	Unique Entity Identifier (UEI)	DZRHJDJP41A4
5.	Amount Requested	\$754,800
6.	Rate of Housing Placement of DV Survivors—Percentage	97%
7.	Rate of Housing Retention of DV Survivors—Percentage	99%

4A-3b.1.	Applicant Experience in Housing Placement and Retention for Applicants Requesting New PH-RRH and Joint TH and PH-RRH Component DV Bonus Projects.	
	NOFO Section I.B.3.I.(1)(d)	

For the rate of housing placement and rate of housing retention of DV survivors reported in question 4B-3b., describe in the field below:

1.	how the project applicant calculated both rates;
2.	whether the rates accounts for exits to safe housing destinations; and
3.	the data source (e.g., comparable databases, other administrative data, external data source, HMIS for non-DV projects).

(limit 1,500 characters)

1. For both projects, rates of housing placement & retention are calculated in compliance with HUD Data Standards.

THE RATE OF HOUSING PLACEMENT IS CALCULATED USING SYSTEM PERFORMANCE MEASURE 7, METRIC 7A.1 Participants who got an entry into the program and received a move in date were included in the calculations for "rate of housing placement." For the purposes of this question, we used the following performance period: July 1, 2022 - June 30, 2023.

THE RETENTION RATE IS CALCULATED USING THE SYSTEM PERFORMANCE MEASURE 7B.2. THE COC AGGREGATES THE PERCENTAGE OF INDIVIDUALS THAT EXITED THE PROGRAM TO PERMANENT HOUSING OR RETAINED HOUSING WHILE STILL ENROLLED IN THE PROJECT DURING THE REPORTING PERIOD.

2. For both projects, the rates described in elements 1 and 2 account for exits to safe housing destinations including participants who successfully exited to Permanent Housing upon concluding the program.

3. The CoC uses a HUD & VAWA-compliant Comparable Database (CompSite) to calculate the rate of housing placement and retention for all participants served through the DSV Continuum.

4A-3c.	Applicant Experience in Providing Housing to DV Survivor for Applicants Requesting New PH-RRH and Joint TH and PH-RRH Component DV Bonus Projects.	
	NOFO Section I.B.3.I.(1)(d)	
	Describe in the field below how the project applicant:	
1.	ensured DV survivors experiencing homelessness were quickly moved into safe affordable housing;	
2.	prioritized survivors—you must address the process the project applicant used, e.g., Coordinated Entry, prioritization list, CoC's emergency transfer plan, etc.;	
3.	determined which supportive services survivors needed;	
4.	connected survivors to supportive services; and	
5.	moved clients from assisted housing to housing they could sustain—address housing stability after the housing subsidy ends.	

(limit 2,500 characters)

1. MULTCO ENSURES DV SURVIVORS EXPERIENCING HOMELESSNESS ARE MOVED AS QUICKLY AS POSSIBLE TO SAFE AFFORDABLE HOUSING BY OPERATING A HOUSING FIRST MODEL WITHOUT INCOME REQUIREMENTS, SOBRIETY, CLEAN RECORDS, OR PARTICIPATION IN SERVICES. Entry into the program is swift, & participants are moved into safe housing as quickly as the rental market allows. The DSV CA system screens for household income, criminal history, & past debt during referral to better understand the services a household might need in order to quickly transition into housing.

2. THE PROJECT PRIORITIZES SURVIVORS THROUGH THE DSV COORDINATED ACCESS SYSTEM & THROUGH THE COC'S EMERGENCY TRANSFER PLAN. Survivors seeking housing participate in Multco's DV/SA Coordinated Access system. All interested survivors complete the Safety & Stabilization Assessment (SSA), which identifies the level of housing & supportive assistance necessary for a successful placement. Agencies within the DV/SA system submit SSA's for survivors to the Resource Coordination Team (RCT), the brokering body for the CA system. RCT members representing each of the nonprofit agencies in the DV/SA System review all SSA presented & determine the most suitable selection for each opportunity, prioritizing need, vulnerability & working to affirmatively further fair housing. The CoC's emergency transfer plan details several approaches for internal & external transfers in its policies & procedures. The assessments & prioritization process identifies the fastest & safest transfer possible based on participant's needs & definitions of safety.

3. ALL SERVICES ARE SURVIVOR-LED. SURVIVORS DETERMINE WHAT THEIR NEEDS ARE & PROJECT STAFF CONNECT SURVIVORS TO THE SERVICES THEY CHOOSE. Together with a case manager, the survivor completes a safety plan & needs-assessment that results in a co-designed case plan for the household.

4. SURVIVORS ARE CONNECTED TO A RANGE OF SUPPORTIVE SERVICES WITHIN THE ORGANIZATIONS, THROUGH PARTNER ORGANIZATIONS, & SUPPORTIVE SERVICES WITHIN THE COMMUNITY WITH A GOAL OF EQUIPPING SURVIVORS WITH THE TOOLS, RESOURCES, & SELF-ADVOCACY SKILLS TO MOVE INTO & REMAIN IN PERMANENT HOUSING. Support services include financial assistance, child care, education/employment, legal services, life skills training, & mental health services

5. PROJECT STAFF ASSESS INCOME AT ENTRY & SUPPORT GOALS TO INCREASE INCOME TO SUSTAIN HOUSING ONCE THE PROGRAM ENDS. Project staff offer supports as needed to assure stability in housing.

4A-3d.	Applicant Experience in Ensuring DV Survivor Safety for Applicants Requesting New PH-RRH and Joint TH and PH-RRH Component DV Bonus Projects.	
	NOFO Section I.B.3.I.(1)(d)	
	Describe in the field below examples of how the project applicant ensured the safety and confidentiality of DV survivors experiencing homelessness by:	
1.	taking steps to ensure privacy/confidentiality during the intake and interview process to minimize potential coercion of survivors;	
2.	making determinations and placements into safe housing;	
3.	keeping information and locations confidential;	
4.	training staff on safety and confidentiality policies and practices; and	

5.	taking security measures for units (congregate or scattered site), that support survivors' physical safety and location confidentiality.

(limit 2,500 characters)

1. THE APPLICANT TAKES STEPS TO ENSURE PRIVACY & CONFIDENTIALITY DURING THE INTAKE & INTERVIEW PROCESS by ensuring that conversations are private between program staff and survivors & their households; intake paperwork is kept confidential following VAWA policies & procedures; & advocates inform survivors of their advocate privilege status which offers increased confidentiality protections regarding mandatory reports.

2. THE APPLICANT ENSURES SAFETY AND CONFIDENTIALITY WHEN MAKING DETERMINATIONS AND PLACEMENTS INTO SAFE HOUSING BY ensuring units are in safe geographic areas that are distant from the abuser and known associates of an abusive perpetrator, as determined by the survivor; close to public transportation and community resources, close to schools, close to employment, & close to support networks based on the survivors' preferences.

3. THE APPLICANT KEEPS INFORMATION CONFIDENTIAL THROUGH THE USE OF ROIs & AN HMIS COMPARABLE DATABASE & ENSURES THAT THE LOCATIONS OF SHELTER AND HOUSING REMAIN CONFIDENTIAL. Separate access doors are available for survivors when in non-confidential spaces.

4. STAFF TRAINING ON SAFETY AND CONFIDENTIALITY POLICIES AND PRACTICES INCLUDE: Ongoing VAWA privacy & confidentiality; HMIS comparable database training; 40 hour DV Advocacy Training & DSV Coordinated Access/ RCT/ SSA training. The 14 hour Continuum-wide formal training occurs annually to cover the entire DSV CA process- assessment, eligibility, program offerings, best practices for victim-centered approach. Training occurs on emergency transfer plan implementation: logistics, co-advocacy & navigating Oregon statutes to expedite bifurcation and lease break processes.

5. THE APPLICANT TAKES SECURITY MEASURES FOR UNITS THAT SUPPORT SURVIVORS' PHYSICAL SAFETY AND LOCATION CONFIDENTIALITY by ensuring that households have autonomy in selecting units that meet their safety needs & housing goals; ensuring addresses are confidential; & by implementing CoC-wide emergency transfer options. If a household believes they are in imminent fear of future physical harm if they were to remain in their current residence, & they request an Emergency Transfer, the Housing Advocate assists them in relocating. The program is able to cover moving and move-in costs, as well as relocation costs, housing fees, & costs related to installing home security devices. Direct access to funding helps expedite the emergency transfer process & directly contributes to survivors' safety.

4A-3d.1.	Applicant Experience in Evaluating Their Ability to Ensure DV Survivor Safety for Applicants Requesting New PH-RRH and Joint TH and PH-RRH Component DV Bonus Projects.

NOFO Section I.B.3.I.(1)(d)

Describe in the field below how the project has evaluated its ability to ensure the safety of DV survivors the project served in the project, including any areas identified for improvement during the course of the proposed project.

(limit 2,500 characters)

THE APPLICANT HAS EVALUATED ITS ABILITY TO ENSURE SAFETY OF DV SURVIVORS: The project evaluates its ability to ensure the safety of DV survivors during the course of the proposed project through satisfaction surveys and confidential feedback as well as annually as part of the local competition rating and ranking process. The provider evaluates its ability and steps taken for improvement and reports those as part of the rating and ranking process. The DV Supportive Housing Program is delivered by DV/SA State Qualified Victim Service Providers. All services delivered and implemented by the subrecipient organizations strictly adhere to VAWA Confidentiality provisions and requirements as it relates to survivor safety. Staff are trained on DV/SA dynamics and safety, and the utilization of an HMIS Comparable Database (CompSite). Personally Identifying Information (PII) such as names, dates of birth, SSN, etc., is not captured in the database and data are only reported in aggregate form. The DV/SA Continuum also refrain from maintaining any type of waitlist. The DV Supportive Housing Program project uses the following strategies to improve participant safety: participants and their advocates co-create safety plans based on the households' identified needs; advocates collect confidential and/or anonymous surveys from program participants that specifically ask questions about safety; advocates assist participants with filing for protective orders, signing up for VINE (Victim Notification About Offenders), applying for the Address Confidentiality Program (ACP), applying for the DHS TA-DVS grant to assist the participant with a unit transfer or to increase safety in their home; subrecipient organizations, with support from the Joint Office of Homeless Services, work collaboratively to ensure the provision of Emergency Transfers to eligible participants under VAWA; advocates support households with relocating to a safe unit, if they are at risk of future harm due to DV if they were to remain in their existing unit; ROIs are always in place before sharing any type of confidential or identifying information; subrecipient organizations leverage alternate funding to support participants with safety related needs such as: phones, security cameras, changing locks, and window bars/alarms.

4A-3e.	Applicant Experience in Trauma-Informed, Victim-Centered Approaches for Applicants Requesting New PH-RRH and Joint TH and PH-RRH Component DV Bonus Projects.	
	NOFO Section I.B.3.I.(1)(d)	
	Describe in the field below examples of the project applicant's experience using trauma-informed, victim-centered approaches to meet needs of DV survivors by:	
1.	prioritizing placement and stabilization in permanent housing consistent with the program participants' wishes and stated needs;	
2.	establishing and maintaining an environment of agency and mutual respect, e.g., the project does not use punitive interventions, ensures program participant staff interactions are based on equality and minimize power differentials;	
3.	providing program participants access to information on trauma, e.g., training staff on providing program participants with information on the effects of trauma;	
4.	emphasizing program participants' strengths, e.g., strength-based coaching, questionnaires and assessment tools include strength-based measures, case plans worked towards survivor-defined goals and aspirations;	
5.	centering on cultural responsiveness and inclusivity, e.g., training on equal access, cultural competence, nondiscrimination, language access, improving services to be culturally responsive, accessible, and trauma-informed;	

6.	providing a variety of opportunities for connection for program participants, e.g., groups, mentorships, peer-to-peer, spiritual needs; and
7.	offering support for survivor parenting, e.g., trauma-informed parenting classes, childcare, connections to legal services.

(limit 5,000 characters)

1. THE APPLICANT PRIORITIZES PLACEMENT AND STABILIZATION IN PERMANENT HOUSING CONSISTENT WITH THE PROGRAM PARTICIPANTS' WISHES AND STATED NEEDS. Multco DV programs work collaboratively with survivors to determine needs related to safety and stability as well as longer term housing goals. Program staff determine with the survivor any RCT housing openings that they may be both interested in pursuing and are an appropriate referral for. Program staff ensure consistent check-ins with survivors that offer space to follow up on service plan/goals and adjust accordingly based upon the survivor during their engagement with the program. The subrecipient organizations recently updated their job descriptions, onboarding process, and training materials for staff that provide a more detailed overview on offering participant-centered services.

2. THE APPLICANT ESTABLISHES AND MAINTAINS AN ENVIRONMENT OF AGENCY AND MUTUAL RESPECT IN A VARIETY OF WAYS. DV services are entirely voluntary and are not mandated to survivors in order for them to access services/ housing. DV programs ensure that survivors are informed of their participant rights and responsibilities, as well as how to engage with a grievance process if needed. ROIs are always completed with the survivor before sharing any PII with other parties. Services delivered through the DV Supportive Housing Program are voluntary, confidential, individualized, and driven by the needs and readiness of the survivors accessing services. Participants are never mandated to participate in activities or programs as a condition to service. All survivors complete a strengths-based assessment and safety plan at the onset of receiving services that is updated throughout the duration of the program. Typically, the advocate follows the lead of the survivors, working on 1-2 service goals/priorities at a time as informed and desired by the survivor. All DV advocates in the system are required to take the Domestic and Sexual Violence 40-hour training which focuses on the importance of trauma-informed practices and survivor-centered services. Advocates are trained to affirm survivors and mirror the language that survivors use; tailoring advocacy to each individual.

3. THE APPLICANT PROVIDES PROGRAM PARTICIPANTS' ACCESS TO INFORMATION ON TRAUMA THROUGH one-on-one meetings and information sharing with the DV Advocate; support groups; Trauma Recovery Empowerment Model (TREM) Groups; Healthy Relationships Workshops & referrals to other community based resources as needed.

4. THE APPLICANT EMPHASIZES PARTICIPANT STRENGTHS. DV Supportive Housing Program advocates are trained on principles of Assertive Engagement (AE), a model that is integral to strengths- based and survivor-centered services. AE principles center the strengths and resiliency of survivors as well as an ongoing, dynamic and collaborative approach toward achieving participant designed goals for safety and wellbeing. AE is a core service delivery model promoted by Multco (lead recipient) and it is outlined in contracts with subrecipient organizations. Whenever possible, the subrecipient organizations commit to fostering co-advocacy efforts with other community based and systems based service providers participants may be working with, in order to increase efficiency and effectiveness of communication and activities related to the participant goals. Co-advocacy efforts mitigate the negative impact that siloed systems can have on participants achieving their goals.

5. THE APPLICANT CENTERS CULTURAL RESPONSIVENESS AND INCLUSIVITY. DSV CA will offer Culturally Specific DV Services that include -

NAYA Healing Circle (Native American), EPHC UNICA (Latine/Spanish speaking), IRCO RIFS (Immigrant & Refugee), SOSS (Slavic speaking), SEI (Black/African American), Bradley Angle Healing Roots (Black/African American, LGBTQ+). The applicant will provide access to language banks/interpretation services as needed. DV providers will complete training that includes topics such as trauma informed care, cultural humility, understanding of privilege and oppression and mitigating harm.

6. THE APPLICANT PROVIDES A VARIETY OF OPPORTUNITIES FOR CONNECTION FOR PROGRAM PARTICIPANTS to include cross provider referrals to Peer Recovery Mentors through Raphael House; survivor support groups & Healthy Relationship workshops that support survivors to identify and connect to community spaces and groups.

7. THE APPLICANT OFFERS SUPPORT FOR SURVIVOR PARENTING THROUGH TREM classes; support with childcare through Client Assistance funds; referrals/connections to legal services like Legal Aid Services of Oregon and Victim Rights Law Center & Metropolitan Public Defenders Office.

4A-3f.	Applicant Experience in Meeting Service Needs of DV Survivors for Applicants Requesting New PH-RRH and Joint TH and PH-RRH Component DV Bonus Projects.	
	NOFO Section I.B.3.I.(1)(d)	

Describe in the field below examples of supportive services the project provided to domestic violence survivors while quickly moving them into permanent housing and addressing their safety needs.

(limit 5,000 characters)

THE APPLICANT PROVIDES SUPPORTIVE SERVICES WHILE QUICKLY MOVING SURVIVORS TO PERMANENT HOUSING. THE PROGRAM FOCUSES ON SAFETY PLANNING AND GOAL SETTING WITH SURVIVORS. Client Assistance funds are available to support survivors safety planning and goal setting. Survivors are offered support with housing applications and Rent Well classes. The project employs housing navigators to identify local landlords and apartments, focusing on safety and access to community resources. Landlord advocacy is provided to help mitigate any barriers to housing including training/informing landlords of DV survivors rights under VAWA, and helping survivors submit appeal letters and reasonable accommodation letters when needed. Avenues of increasing financial autonomy are identified. The agency helps with job training, job search and job readiness. The program makes connections to Economic Empowerment Programs through local community based organizations, local community colleges, the region's Workforce Development Board, and others who have deep relationships with and understanding of the needs of survivors and communities of color. These partnerships focus on promoting self-sufficiency through skill building, asset attainment, budget management, and debt consolidation support. Additionally, survivors receive support while going through credit checks and identifying advocacy goals based on what might appear in the survivors credit history. To support the wellbeing of the entire family, the program will assist participants in connecting to the Family Strengths project, which provides childcare services and necessary tools/materials for participants to go to job interviews or work, and financial assistance to cover costs related to ELS classes and licensing/certification exams for employment. Advocates also refer survivors to Home Free staff based in the court, law enforcement, Child Welfare, Parole and Probation, and OHSU Richmond Family Medicine. The project also helps with applying to SSI/SSDI and works closely with a social security disability advocacy group to represent and fast track survivors with a long history of disabilities. Survivor mental health and emotional wellbeing goals/needs are also discussed and prioritized. To support a client's mental health the agency refers the client to support groups, mental health resources, crisis intervention, & Trauma Recovery Empowerment Model (TREM) groups. When applicable, the agency supports survivors through any engagement with DHS/CPS open cases/proceedings. The project shares a close partnership with the Metropolitan Public Defender's Office where survivors can get assistance in navigating the restraining order process and other legal support to ensure long-term safety and housing stability. The project works with program participants to develop long-term housing safety plans in preparation for the program participant exiting the project, which includes self-advocacy, systems advocacy, legal support, representative support, community accompaniment, employment support, and budgeting to ensure long-term success after a participant has exited the program.

4A-3g.	Plan for Trauma-Informed, Victim-Centered Practices for New PH-RRH and Joint TH and PH-RRH Component DV Bonus Projects.	
	NOFO Section I.B.3.I.(1)(e)	
	Describe in the field below examples of how the new project(s) will:	
1.	prioritize placement and stabilization in permanent housing consistent with the program participants' wishes and stated needs;	

2.	establish and maintaining an environment of agency and mutual respect, e.g., the project does not use punitive interventions, ensures program participant staff interactions are based on equality and minimize power differentials;
3.	provide program participants access to information on trauma, e.g., training staff on providing program participants with information on the effects of trauma;
4.	emphasize program participants' strengths—for example, strength-based coaching, questionnaires and assessment tools include strength-based measures, case plans work towards survivor-defined goals and aspirations;
5.	center on cultural responsiveness and inclusivity, e.g., training on equal access, cultural competence, nondiscrimination, language access, improving services to be culturally responsive, accessible, and trauma-informed;
6.	provide a variety of opportunities for connection for program participants, e.g., groups, mentorships, peer-to-peer, spiritual needs; and
7.	offer support for survivor parenting, e.g., trauma-informed parenting classes, childcare, connections to legal services.

(limit 5,000 characters)

1. THE APPLICANT WILL PRIORITIZE PLACEMENT AND STABILIZATION IN PERMANENT HOUSING CONSISTENT WITH THE PROGRAM PARTICIPANTS' WISHES AND STATED NEEDS. DV programs will work collaboratively with survivors to determine needs related to safety and stability as well as longer term housing goals. Program staff will determine with the survivor any RCT housing openings that they may be both interested in pursuing and appropriate referrals for. Program staff will ensure consistent check-ins with survivors that offer space to follow up on service plan/goals and adjust accordingly based upon the survivor during their engagement with the program. The subrecipient organizations will continue to update their job descriptions, onboarding process, and training materials for staff that provide a more detailed overview on offering participant-centered services.

2. THE APPLICANT WILL ESTABLISH AND MAINTAIN AN ENVIRONMENT OF AGENCY AND MUTUAL RESPECT IN A VARIETY OF WAYS. DV services will be entirely voluntary and will not be mandated to survivors in order for them to access services/ housing. DV programs will ensure that survivors are informed of their participant rights & responsibilities, as well as how to engage with a grievance process if needed. ROIs are always completed with the survivor before sharing any PII with other parties. Services delivered through the DV Supportive Housing Program will be voluntary, confidential, individualized, and driven by the needs and readiness of the survivors accessing services. Participants will never be mandated to participate in activities or programs as a condition to service. All survivors complete a strengths-based assessment and safety plan at the onset of receiving services that is updated throughout the duration of the program. Typically, the advocate follows the lead of the survivors, working on 1-2 service goals/priorities at a time as informed and desired by the survivor. All DV advocates in the system will be required to take the Domestic and Sexual Violence 40-hour training which focuses on the importance of trauma-informed practices and survivor-centered services. Advocates will be trained to affirm survivors and mirror the language that survivors use; tailoring advocacy to each individual.

3. THE APPLICANT WILL PROVIDES PROGRAM PARTICIPANTS ACCESS TO INFORMATION ON TRAUMA THROUGH one-on-one meetings and information sharing with the DV Advocate; support groups; Trauma Recovery Empowerment Model (TREM) Groups; Healthy Relationships Workshops & referrals to other community based resources as needed.

4. THE APPLICANT WILL EMPHASIZE PARTICIPANT STRENGTHS. DV Supportive Housing Program advocates have been trained on principles of Assertive Engagement (AE), a model that is integral to strengths- based and survivor-centered services. AE principles center the strengths and resiliency of survivors as well as an ongoing, dynamic and collaborative approach toward achieving participant designed goals for safety and wellbeing. AE is a core service delivery model promoted by the Joint Office of Homeless Services (lead recipient) and it is outlined in contracts with subrecipient organizations. The agency will commit to fostering co-advocacy efforts with other community-based and systems-based service providers participants may be working with. Co-advocacy efforts will mitigate the negative impact that siloed systems can have on participants achieving their goals.

5. THE APPLICANT WILL CENTER CULTURAL RESPONSIVENESS AND INCLUSIVITY. DSV CA offers Culturally Specific DV Services that include - NAYA Healing Circle (Native American), EPHC UNICA (Latine/Spanish speaking), IRCO RIFS (Immigrant & Refugee), SOSS (Slavic speaking), SEI (Black/African American), Bradley Angle Healing Roots (Black/African American, LGBTQ+). The applicant will provide access to language

banks/interpretation services as needed. DV providers will complete training that includes topics such as trauma informed care, cultural humility, understanding of privilege and oppression and mitigating harm. The applicant will partner with EPHC, a bilingual and bicultural organization.

6. THE APPLICANT WILL PROVIDE A VARIETY OF OPPORTUNITIES FOR CONNECTION FOR PROGRAM PARTICIPANTS to include cross provider referrals to Peer Recovery Mentors through Raphael House; survivor support groups & Healthy Relationship workshops that support survivors to identify and connect to community spaces and groups.

7. THE APPLICANT WILL OFFER SUPPORT FOR SURVIVOR PARENTING THROUGH TREM classes; support with childcare through Client Assistance funds; referrals/connections to legal services like Legal Aid Services of Oregon and Victim Rights Law Center & Metropolitan Public Defenders Office.

4A-3h.	Involving Survivors in Policy and Program Development, Operations, and Evaluation of New PH-RRH and Joint TH and PH-RRH Component DV Bonus Projects.	
	NOFO Section I.B.3.I.(1)(f)	
	Describe in the field below how the new project will involve survivors:	
1.	with a range of lived expertise; and	
2.	in policy and program development throughout the project's operation.	

(limit 2,500 characters)

1. The project is committed to centering the voices and needs of survivors and continuously engaging survivors to collect feedback and adjust services as needed. The project will seek ongoing feedback from survivors in all of the program and service areas, allowing agencies to adapt to better meet their needs. Survivors will have several avenues to provide feedback, including anonymous surveys and 1:1 feedback interviews between advocates and participants. Leadership from the sub-recipient organizations delivering the program services will sit on Multnomah County's Sex Trafficking Executive Committee and the (anti) Sex Trafficking Enhancement Project, which has members with lived experience.

2. EPHC, one of the culturally-specific, bilingual and bicultural sub-recipient organizations included in the expansion, will create all services from the perspective and worldview of the Latine community. To achieve this, the agency will engage in several measures to ensure they are incorporating community voice into all of the work. It is important that local cultural context is considered in the community's response. EPHC has been a living, breathing member of the Latine community in Multnomah County for more than 35 years. EPHC has grown as the community has grown - growth generated and led by the Latine community. EPHC will continue to use a number of methods to ensure that services are inclusive of the enormously diverse and intersecting identities of the survivors the project serves. This includes, but not is not limited to, the use of surveys and other mechanisms for feedback that speak to the language and worldview of the survivors served. Additionally, EPHC will continue to host a number of community focus groups and forums that allow community members to vocalize their needs and make suggestions around funding. Finally, EPHC deeply values the leadership of survivors in service development and implementation. In addition to ensuring survivor leadership through survivor advisory councils, EPHC will also prioritize the establishment of survivors and/or persons deeply familiar with domestic and sexual violence on our Board of Directors

Project Applicants Applying for New PH-RRH and Joint TH and PH-RRH DV Bonus Projects

4A-3b.	Information About Unique Project Applicants and Their Experience in Housing Placement and Housing Retention for Applicants Requesting New PH-RRH and Joint TH and PH-RRH Component DV Bonus Projects.	
	NOFO Section II.B.11.e.(1)(d)	

Enter information in the chart below on the project applicant applying for one or more New PH-RRH and Joint TH and PH-RRH Component DV Bonus Projects included on your CoC's FY 2023 Priority Listing for New Projects:

1.	Applicant Name	YWCA of Greater Portland
2.	Project Name	Between Sessions Therapy Expansion
3.	Project Rank on the Priority Listing	38

4.	Unique Entity Identifier (UEI)	J3E1ZADSUDN8
5.	Amount Requested	\$79,478
6.	Rate of Housing Placement of DV Survivors—Percentage	96%
7.	Rate of Housing Retention of DV Survivors—Percentage	96%

4A-3b.1.	Applicant Experience in Housing Placement and Retention for Applicants Requesting New PH-RRH and Joint TH and PH-RRH Component DV Bonus Projects.	
	NOFO Section I.B.3.I.(1)(d)	

For the rate of housing placement and rate of housing retention of DV survivors reported in question 4B-3b., describe in the field below:

1.	how the project applicant calculated both rates;
2.	whether the rates accounts for exits to safe housing destinations; and
3.	the data source (e.g., comparable databases, other administrative data, external data source, HMIS for non-DV projects).

(limit 1,500 characters)

1. For both projects, rates of housing placement & retention are calculated in compliance with HUD Data Standards.

THE RATE OF HOUSING PLACEMENT IS CALCULATED USING SYSTEM PERFORMANCE MEASURE 7, METRIC 7A.1 Participants who got an entry into the program and received a move in date were included in the calculations for "rate of housing placement." For the purposes of this question, we used the following performance period: July 1, 2022 - June 30, 2023.

THE RETENTION RATE IS CALCULATED USING THE SYSTEM PERFORMANCE MEASURE 7B.2. THE COC AGGREGATES THE PERCENTAGE OF INDIVIDUALS THAT EXITED THE PROGRAM TO PERMANENT HOUSING OR RETAINED HOUSING WHILE STILL ENROLLED IN THE PROJECT DURING THE REPORTING PERIOD.

2. For both projects, the rates described in elements 1 and 2 account for exits to safe housing destinations including participants who successfully exited to Permanent Housing upon concluding the program.

3. The CoC uses a HUD & VAWA-compliant Comparable Database (CompSite) to calculate the rate of housing placement and retention for all participants served through the DSV Continuum.

4A-3c.	Applicant Experience in Providing Housing to DV Survivor for Applicants Requesting New PH-RRH and Joint TH and PH-RRH Component DV Bonus Projects.	
	NOFO Section I.B.3.I.(1)(d)	

Describe in the field below how the project applicant:

1.	ensured DV survivors experiencing homelessness were quickly moved into safe affordable housing;
2.	prioritized survivors—you must address the process the project applicant used, e.g., Coordinated Entry, prioritization list, CoC's emergency transfer plan, etc.;

3.	determined which supportive services survivors needed;
4.	connected survivors to supportive services; and
5.	moved clients from assisted housing to housing they could sustain—address housing stability after the housing subsidy ends.

(limit 2,500 characters)

1.YWCA ENSURES DV SURVIVORS EXPERIENCING HOMELESSNESS ARE MOVED AS QUICKLY AS POSSIBLE TO SAFE AFFORDABLE HOUSING USING HOUSING FIRST STRATEGIES. The housing process includes the screening process, tour & move-in date within 2 weeks.

2.THE PROJECT PRIORITIZES SURVIVORS THROUGH THE DSV COORDINATED ACCESS SYSTEM & THROUGH THE COC'S EMERGENCY TRANSFER PLAN. Survivors seeking housing participate in the community's Coordinated Access system. All interested survivors complete the CA screening tool, the Safety and Stabilization Assessment (SSA), which identifies the level of housing & supportive assistance necessary for a successful placement. Agencies within the DV/SA system submit SSA's for survivors to the Resource Coordination Team (RCT), the brokering body for the CA system. RCT members representing each of the nonprofit agencies in the DV/SA System then review all SSA presented & determine the most suitable selection for each opportunity, prioritizing need, vulnerability & working to affirmatively further fair housing. The CoC's emergency transfer plan details several approaches for internal & external transfers in its policies and procedures. The assessments and prioritization process identifies the fastest and safest transfer possible based on participant's needs and definitions of safety.

3.ALL SERVICES ARE SURVIVOR-LED. SURVIVORS DETERMINE WHAT THEIR NEEDS ARE AND PROJECT STAFF CONNECT SURVIVORS TO THE SERVICES THEY CHOOSE. Survivors tell project staff what their needs are.During the needs assessment,in-take & goal planning, staff work with participants to achieve goals. Staff and survivors together create a case plan based on the needs assessment. On-going safety planning occurs during the duration of the program.

4.SURVIVORS ARE CONNECTED TO A RANGE OF SUPPORTIVE SERVICES WITHIN THE ORGANIZATION, THROUGH PARTNER ORGANIZATIONS, AND SUPPORTIVE SERVICES WITHIN THE COMMUNITY WITH A GOAL OF EQUIPPING SURVIVORS WITH THE TOOLS, RESOURCES, AND SELF-ADVOCACY SKILLS TO MOVE INTO AND REMAIN IN PERMANENT HOUSING. Support services include but are not limited to flexible financial assistance, child care, education/employment/job training resources, legal services, life skills training, mental health services, outpatient health services, & transportation support.

5.PROJECT STAFF ASSESS INCOME AT ENTRY AND SUPPORT GOALS TO INCREASE INCOME TO SUSTAIN HOUSING ONCE THE PROGRAM ENDS. Project staff offer supports as needed to assure stability in housing.

4A-3d.	Applicant Experience in Ensuring DV Survivor Safety for Applicants Requesting New PH-RRH and Joint TH and PH-RRH Component DV Bonus Projects.	
	NOFO Section I.B.3.I.(1)(d)	
	Describe in the field below examples of how the project applicant ensured the safety and confidentiality of DV survivors experiencing homelessness by:	
1.	taking steps to ensure privacy/confidentiality during the intake and interview process to minimize potential coercion of survivors;	

2.	making determinations and placements into safe housing;
3.	keeping information and locations confidential;
4.	training staff on safety and confidentiality policies and practices; and
5.	taking security measures for units (congregate or scattered site), that support survivors' physical safety and location confidentiality.

(limit 2,500 characters)

1. THE APPLICANT TAKES STEPS TO ENSURE PRIVACY & CONFIDENTIALITY DURING THE INTAKE & INTERVIEW PROCESS through safety planning upon the initial conversation; identifying safe contacts; meeting with peer-support advocates who maintain confidentiality per VAWA standards & meeting in safe confidential locations.

2. THE APPLICANT ENSURES SAFETY AND CONFIDENTIALITY WHEN MAKING DETERMINATIONS AND PLACEMENTS INTO SAFE HOUSING by ensuring the units are in safe geographic areas that are distant from the abuser and known associates of an abusive perpetrator, as determined by the survivor; close to public transportation and community resources, close to schools, close to employment, & close to support networks based on the survivors' preferences.

3. THE APPLICANT KEEPS INFORMATION CONFIDENTIAL THROUGH THE USE OF ROIs & AN HMIS COMPARABLE DATABASE & ENSURES THAT THE LOCATIONS OF SHELTER AND HOUSING REMAIN CONFIDENTIAL. Separate access doors are available for survivors when in non-confidential spaces.

4. STAFF TRAINING ON SAFETY AND CONFIDENTIALITY POLICIES AND PRACTICES INCLUDE: Ongoing VAWA privacy & confidentiality; HMIS comparable database training; 40 hour Domestic Violence Advocacy Training & DSV Coordinated Access/ RCT/ SSA training. The 14 hour Continuum-wide formal training occurs annually to cover the entire DSV CA process-assessment, eligibility, program offerings, best practices for victim-centered approach. Training occurs on emergency transfer plan implementation: logistics, co-advocacy & navigating Oregon statutes to expedite bifurcation and lease break processes.

5. THE APPLICANT TAKES SECURITY MEASURES FOR UNITS THAT SUPPORT SURVIVORS' PHYSICAL SAFETY AND LOCATION CONFIDENTIALITY by offering survivors access to Oregon confidential address program; all houses have security camera systems; survivors self-identify what will help them keep physically safe and provide any of the tools a survivor has wanted in their safety plan-e.g. dowels for window, privacy screens; ring systems at all entry and exit doors; in door cameras for bedrooms; door security for the inside doors; each bedroom has its own lock.

4A-3d.1.	Applicant Experience in Evaluating Their Ability to Ensure DV Survivor Safety for Applicants Requesting New PH-RRH and Joint TH and PH-RRH Component DV Bonus Projects.	
	NOFO Section I.B.3.I.(1)(d)	
	Describe in the field below how the project has evaluated its ability to ensure the safety of DV survivors the project served in the project, including any areas identified for improvement during the course of the proposed project.	

(limit 2,500 characters)

THE APPLICANT HAS EVALUATED ITS ABILITY TO ENSURE SAFETY OF DV SURVIVORS: The project regularly evaluates its ability to ensure the safety of DV survivors in the project and identifies any areas for improvement during the course of the proposed project. The project provides a self-evaluation annually as part of the local competition rating and ranking process. The provider evaluates its ability to ensure safety and identifies steps taken for improvement and reports those as part of the rating and ranking process. The project is then scored and provided feedback by the CoC lead. Project staff assess participant safety through survivor's self-report during enrollment and at exit via the required Safety and Stabilization Assessment. The CoC lead applicant performs routine contract monitoring that includes a safety protocol review. As part of that review, the project is required to report any violations of safety-related protocols. The project implements corrective action & collaboratively reviews any instances where safety plans or protocols did not prevent a survivor from being found. The project engages in safety planning with all program participants, working collaboratively within the DV/SA services network to ensure that survivors have access to needed services & support to the maximum extent possible, & continues to work with survivors following their housing placement to promote ongoing safety. At every intake & at every session session, safety planning is a primary focus. Participants of all ages are encouraged on a regular basis to assess their safety & safety planning.

4A-3e.	Applicant Experience in Trauma-Informed, Victim-Centered Approaches for Applicants Requesting New PH-RRH and Joint TH and PH-RRH Component DV Bonus Projects.	
	NOFO Section I.B.3.I.(1)(d)	
	Describe in the field below examples of the project applicant's experience using trauma-informed, victim-centered approaches to meet needs of DV survivors by:	
	1.	prioritizing placement and stabilization in permanent housing consistent with the program participants' wishes and stated needs;
	2.	establishing and maintaining an environment of agency and mutual respect, e.g., the project does not use punitive interventions, ensures program participant staff interactions are based on equality and minimize power differentials;
	3.	providing program participants access to information on trauma, e.g., training staff on providing program participants with information on the effects of trauma;
	4.	emphasizing program participants' strengths, e.g., strength-based coaching, questionnaires and assessment tools include strength-based measures, case plans worked towards survivor-defined goals and aspirations;
	5.	centering on cultural responsiveness and inclusivity, e.g., training on equal access, cultural competence, nondiscrimination, language access, improving services to be culturally responsive, accessible, and trauma-informed;
	6.	providing a variety of opportunities for connection for program participants, e.g., groups, mentorships, peer-to-peer, spiritual needs; and
	7.	offering support for survivor parenting, e.g., trauma-informed parenting classes, childcare, connections to legal services.

(limit 5,000 characters)

1. THE APPLICANT PRIORITIZES PLACEMENT AND STABILIZATION IN PERMANENT HOUSING CONSISTENT WITH THE PROGRAM PARTICIPANTS' WISHES AND STATED NEEDS. Trained Coordinated Entry (CE) assessors use a trauma-informed approach to solicit participant housing preferences & to develop a housing placement plan. Participants are offered housing placement options & housing stabilization services & they choose what they believe is most needed & a best fit

2. THE APPLICANT ESTABLISHES AND MAINTAINS AN ENVIRONMENT OF AGENCY AND MUTUAL RESPECT IN A VARIETY OF WAYS. DV services are entirely voluntary and are not mandated to survivors in order for them to access services/ housing & do not screen out based on insufficient income, a history of substance use, criminal history, or history of victimization. Services delivered through the YWCA are voluntary, confidential, individualized, and driven by the needs and readiness of the survivors accessing services. The advocate follows the lead of the survivors, working on 1-2 service goals/priorities at a time as informed and desired by the survivor. All DV advocates in our system are required to take the Domestic and Sexual Violence 40-hour training which focuses on the importance of trauma-informed practices and survivor-centered services. Advocates are trained to affirm survivors and mirror the language that survivors use; tailoring advocacy to each individual.

3. THE APPLICANT PROVIDES PROGRAM PARTICIPANTS ACCESS TO INFORMATION ON TRAUMA THROUGH individual meetings with the DV Advocate who shares information with survivors about available educational opportunities: support groups, Trauma Recovery Empowerment Model (TREM) Groups, Healthy Relationships Workshops, & referrals to other community based resources as needed

4. THE APPLICANT EMPHASIZES PROGRAM STRENGTHS. Participants are understood to be the experts in their own lives. Case plans are built around goals & service priorities identified by survivors. The CE assessment tool & the DVS Continuum's case management method, "Assertive Engagement" (AE), is built upon a strengths-based approach. AE is a contract expectation: providers are expected to do the work in a way that aligns with AE principles and workers and supervisors are expected to attend an AE training. AE is a social service approach to working with people that honors them as the experts in their own lives. AE can apply holistically to clients, service providers, supervisors, agencies, and systems by helping navigate power dynamics and using empathy in interactions. AE supports and complements frameworks centered on equity, anti-oppression, and trauma informed care. It is a synthesis of person-centered practices and skills including strength-based practice, positive and liberation psychology, and liberating approaches practiced by Black, Indigenous, communities of color and other marginalized communities.

5. THE APPLICANT CENTERS CULTURAL RESPONSIVENESS AND INCLUSIVITY. The YWCA has a public written commitment to provide culturally-responsive services in its mission, vision, and values as well as plans for deepening capacity to provide culturally responsive programming. Culturally responsive knowledge, skills and practice are part of staff job descriptions and work plans and the agency uses explicit strategies to recruit, retain, and develop staff who represent communities of color and/or speak languages other than English. Staff attend annual training on equal access final rule. Written materials for clients are available in multiple languages and all participants have access to translation and interpretation services provided in multiple languages

6. THE APPLICANT PROVIDES A VARIETY OF OPPORTUNITIES FOR CONNECTION FOR PROGRAM PARTICIPANTS. Peer advocates meet 1:1 with participants weekly; host monthly community meetings; allow for sageing

and support with spiritual measures when entering a new unit; provide referrals to group support networks including culturally and identity specific; help survivors identify and pursue building their support network; housing coordinator creates group events and activities like trips to farmers markets & trips to resource centers that supports connection with other survivors and the greater community; adult therapy with survivors and child and family therapy offered in 1:1 setting or group setting

7. THE APPLICANT OFFERS SUPPORT FOR SURVIVOR PARENTING THROUGH YWCA offers participants access to parent-child reunification programs. Wrap around support services include childcare and YWCA ensures that children are enrolled in school and receive assessments and services for developmental, health, and mental health concerns. YWCA also provides academic support, enrichment activities, and parent education - all with a focus on greater family stability.

4A-3f.	Applicant Experience in Meeting Service Needs of DV Survivors for Applicants Requesting New PH-RRH and Joint TH and PH-RRH Component DV Bonus Projects.	
	NOFO Section I.B.3.I.(1)(d)	

Describe in the field below examples of supportive services the project provided to domestic violence survivors while quickly moving them into permanent housing and addressing their safety needs.

(limit 5,000 characters)

THE APPLICANT PROVIDES SUPPORTIVE SERVICES WHILE QUICKLY MOVING SURVIVORS TO PERMANENT HOUSING. THE YWCA FOCUSES ON SURVIVOR DRIVEN ADVOCACY. The DV advocates prioritize survivor's desire, wishes, and needs in their advocacy efforts. Best practice dictates that survivors must be at the forefront of decision making, to ensure sustainable success and to aid in the rebuilding of dignity, self-worth, and a viable sense of agency in their own lives and that of their children. Our advocates recognize that HOUSING STABILITY is foremost in importance and a necessary component in the healing process for women and their children. This includes working directly with landlords and as liaisons throughout the lease negotiation process, ensuring that families are aware of their housing rights, and are not displaced unfairly due to, all too common, housing discrimination. Many survivors have poor rental history and/or insufficient credit histories due to financial abuses and often face significant systemic barriers to establishing their own home after DV. Flexible Financial Assistance is offered to address survivors' self-identified and individual needs, which can include transportation, child care, basic needs, employment supports. Additionally, wraparound supports available to YWCA DV services participants include vital basic needs assistance for safe parent and child/ren, housing assistance, and educational trainings offering relevant topics such as landlord/tenant laws, effects of trauma, implicit biases, personal financial budgeting and career exploration, communication, and conflict resolution. For survivors with children, the agency applies a holistic approach to stabilizing the child as an important part of the household. The services ensure that children are enrolled in school and receive assessments and services for developmental, health, and mental health concerns. The agency provides academic support, enrichment activities, and parent education – all with a focus on greater familial stability. Therapy services include individual therapy, child therapy, family therapy, group therapy and community education. Our DV services provide life changing direct support, but also work to change the way communities respond to DV by providing outreach and education to partners and the community on the dynamics of DV and survivors' needs for safety. The Social Justice Program is interwoven with DV services to ensure that the agency is working to create a more informed, equitable, and compassionate society for all of us. We know that strategies like the Housing First model coupled with wraparound supports from a trauma-informed approach that is survivor-led, are effective because they are evidence-based best practices. These strategies effectively support survivors of domestic violence experiencing housing insecurity according to the US Council on Homelessness, National Coalition for the Homeless and the Oregon Coalition against Domestic & Sexual Violence.

4A-3g.	Plan for Trauma-Informed, Victim-Centered Practices for New PH-RRH and Joint TH and PH-RRH Component DV Bonus Projects.	
	NOFO Section I.B.3.I.(1)(e)	

Describe in the field below examples of how the new project(s) will:

1.	prioritize placement and stabilization in permanent housing consistent with the program participants' wishes and stated needs;
2.	establish and maintaining an environment of agency and mutual respect, e.g., the project does not use punitive interventions, ensures program participant staff interactions are based on equality and minimize power differentials;
3.	provide program participants access to information on trauma, e.g., training staff on providing program participants with information on the effects of trauma;

4.	emphasize program participants' strengths—for example, strength-based coaching, questionnaires and assessment tools include strength-based measures, case plans work towards survivor-defined goals and aspirations;
5.	center on cultural responsiveness and inclusivity, e.g., training on equal access, cultural competence, nondiscrimination, language access, improving services to be culturally responsive, accessible, and trauma-informed;
6.	provide a variety of opportunities for connection for program participants, e.g., groups, mentorships, peer-to-peer, spiritual needs; and
7.	offer support for survivor parenting, e.g., trauma-informed parenting classes, childcare, connections to legal services.

(limit 5,000 characters)

1. THE APPLICANT WILL PRIORITIZE PLACEMENT AND STABILIZATION IN PERMANENT HOUSING CONSISTENT WITH THE PARTICIPANTS' WISHES AND STATED NEEDS. Healing and trauma are important in terms of stabilizing well-being emotionally, physically, and financially. Therapists are trained as DV confidential advocates so they will provide community resources and access to housing, finding employment, and healing from trauma while using a collaborative approach that allows the survivor, therapist & advocate to work collaboratively to support the survivors' goals. Trained Coordinated Entry (CE) assessors will use a trauma-informed approach to solicit participant housing preferences & to develop a housing placement plan. Participants will be offered housing placement options & housing stabilization services. Participants will choose what they believe is most needed & a best fit.
2. THE APPLICANT WILL ESTABLISH AND MAINTAIN AN ENVIRONMENT OF AGENCY AND MUTUAL RESPECT. All therapy services will be optional. Clients will complete quarterly surveys that will provide anonymous feedback that is reviewed by the team quarterly. Program staff will explain the difference between mandatory reports and confidential advocates and make very clear who is a mandated reporter before any survivor has a conversation with them.
3. THE APPLICANT WILL PROVIDE PROGRAM PARTICIPANTS ACCESS TO INFORMATION ON TRAUMA. Therapy services will be offered through this project for the purpose of healing from trauma. Therapy services will be offered early in the working relationship with clients, periodically as service needs can change, and when stressors occur. All advocates will be trained in trauma informed care and take active classes on impacts of first and second hand trauma. Social justice training will be offered to any household for free. Housing meetings will include education and sharing and will focus on topics of trauma & impacts of trauma on the brain, racial trauma & covid trauma. Trauma Recovery Empowerment Model (TREM) Groups will be offered.
4. THE APPLICANT WILL EMPHASIZE PROGRAM PARTICIPANTS' STRENGTHS using the strategies of strength-based coaching, questionnaires & assessment tools that include strength-based measures & case plans that work towards survivor-defined goals and aspirations. Therapists will use a strengths based approach including strengths based coaching & motivational interviewing. Therapists will conduct a 2-hour intake to get in-depth about the survivor's history to support the identification of survivor defined goals. Examples of assessment topics include having survivors identify positive past lifestyle dynamics; identifying strengths they have now or have had in the past that they would like to redevelop & access to other social services.
5. THE APPLICANT WILL CENTER CULTURAL RESPONSIVENESS AND INCLUSIVITY. Therapy services will be offered in Spanish and English. If a participant needs a different language they will have access to other translation and interpretation services available; Bi-cultural therapy staff and everyone on the team will be trained in equal access final rule, respecting gender pronouns, etc. If participants are wanting to access culturally specific services, the agency will accommodate the request by partnering with culturally specific community therapy agencies. The therapy team keeps a current resource list for all bi-cultural therapist in the geographic area and attend networking meetings to establish connections for culturally specific referrals
6. THE APPLICANT WILL PROVIDE A VARIETY OF OPPORTUNITIES FOR CONNECTION FOR PROGRAM PARTICIPANTS. Peer advocates will meet with participants. The project will host monthly community meetings and will allow for sageing and support with spiritual measures. The project will provide referrals to group support networks including culturally and identity specific. The project will help survivors identify and pursue building their support network.

The housing coordinator will create and host group events and activities like trips to farmers markets and trips to resource centers that supports connection with other survivors and the greater community. Adult therapy with survivors & child & family therapy will be offered in 1:1 setting or group setting.

7. THE APPLICANT WILL OFFER SUPPORT FOR SURVIVOR PARENTING THROUGH adult therapy services that will focus on parenting skills if the participant identifies that as a need. There is a Child and Family therapist on the therapy team to support with trauma-informed parenting needs.

4A-3h.	Involving Survivors in Policy and Program Development, Operations, and Evaluation of New PH-RRH and Joint TH and PH-RRH Component DV Bonus Projects.	
	NOFO Section I.B.3.I.(1)(f)	
	Describe in the field below how the new project will involve survivors:	
1.	with a range of lived expertise; and	
2.	in policy and program development throughout the project's operation.	

(limit 2,500 characters)

1. The project will hire supervisors and advocates with lived experience of homelessness, domestic violence, and sexual assault. The project will regularly conduct focus groups and listening sessions to collect feedback from people with lived experience of homelessness and sexual assault on policy, program design, and service needs. The project will also conduct anonymous surveys with current and former participants who identify as survivors of domestic violence, dating violence, sexual assault, and stalking as well as lived experience of homelessness. The YWCA will also host group meetings in shared housing to foster a sense of community and gain useful feedback on the ongoing needs of participants and how programming can be improved.

2. YWCA is a responsive organization, committed to delivering innovative services that meet survivor's evolving needs. The organization will utilize feedback received from anonymous surveys to better serve and support our diverse clients. These surveys will be distributed to participants electronically and/or via mail. Survey questions will be focused on the survivors' interpretation of improved safety before, during, and after services. Survey responses provide insight into whether survivors feel respected, heard, valued, as well as whether services provided were directly responsive to their needs. The feedback will be used to directly inform staff training and supervision and will be regularly discussed by management, and will be incorporated into agency-wide strategic planning. Additionally, the feedback will be utilized to identify gaps in services and needed changes to existing programs and policies. Finally, client-driven committees will be involved in and represent consumer voice throughout the project's program development and decision making. The project will provide training and/or development for their client-driven groups to aid in their effectiveness as consumer advocates.

4B. Attachments Screen For All Application Questions

We have provided the following guidance to help you successfully upload attachments and get maximum points:

1.	You must include a Document Description for each attachment you upload; if you do not, the Submission Summary screen will display a red X indicating the submission is incomplete.		
2.	You must upload an attachment for each document listed where 'Required?' is 'Yes'.		
3.	We prefer that you use PDF files, though other file types are supported—please only use zip files if necessary. Converting electronic files to PDF, rather than printing documents and scanning them, often produces higher quality images. Many systems allow you to create PDF files as a Print option. If you are unfamiliar with this process, you should consult your IT Support or search for information on Google or YouTube.		
4.	Attachments must match the questions they are associated with.		
5.	Only upload documents responsive to the questions posed—including other material slows down the review process, which ultimately slows down the funding process.		
6.	If you cannot read the attachment, it is likely we cannot read it either.		
	. We must be able to read the date and time on attachments requiring system-generated dates and times, (e.g., a screenshot displaying the time and date of the public posting using your desktop calendar; screenshot of a webpage that indicates date and time).		
	. We must be able to read everything you want us to consider in any attachment.		
7.	After you upload each attachment, use the Download feature to access and check the attachment to ensure it matches the required Document Type and to ensure it contains all pages you intend to include.		
8.	Only use the "Other" attachment option to meet an attachment requirement that is not otherwise listed in these detailed instructions.		
Document Type	Required?	Document Description	Date Attached
1C-7. PHA Homeless Preference	No	1C-7. PHA Homeles...	09/22/2023
1C-7. PHA Moving On Preference	No	1C-7. PHA Moving ...	09/22/2023
1D-11a. Letter Signed by Working Group	Yes	1D-11a. Letter Si...	09/22/2023
1D-2a. Housing First Evaluation	Yes	1D-2a. Housing Fi...	09/22/2023
1E-1. Web Posting of Local Competition Deadline	Yes	1E-1. Web Posting...	09/22/2023
1E-2. Local Competition Scoring Tool	Yes	1E-2. Local Compe...	09/22/2023
1E-2a. Scored Forms for One Project	Yes	1E-2a. Scored For...	09/22/2023
1E-5. Notification of Projects Rejected-Reduced	Yes	1E-5. Notificatio...	09/22/2023
1E-5a. Notification of Projects Accepted	Yes	1E-5a. Notificati...	09/22/2023
1E-5b. Local Competition Selection Results	Yes	1E-5b. Local Comp...	09/22/2023
1E-5c. Web Posting—CoC-Approved Consolidated Application	Yes		

1E-5d. Notification of CoC-Approved Consolidated Application	Yes		
2A-6. HUD's Homeless Data Exchange (HDX) Competition Report	Yes	2A-6. HUD's Homel...	09/22/2023
3A-1a. Housing Leveraging Commitments	No	3A-1a. Housing L...	09/22/2023
3A-2a. Healthcare Formal Agreements	No	3A-2a. Healthcare...	09/22/2023
3C-2. Project List for Other Federal Statutes	No		
Other	No		

Attachment Details

Document Description: 1C-7. PHA Homeless Preference

Attachment Details

Document Description: 1C-7. PHA Moving On Preference

Attachment Details

Document Description: 1D-11a. Letter Signed by Working Group

Attachment Details

Document Description: 1D-2a. Housing First Evaluation

Attachment Details

Document Description: 1E-1. Web Posting of Local Competition
Deadline

Attachment Details

Document Description: 1E-2. Local Competition Scoring Tool

Attachment Details

Document Description: 1E-2a. Scored Forms for One Project

Attachment Details

Document Description: 1E-5. Notification of Projects Rejected-Reduced

Attachment Details

Document Description: 1E-5a. Notification of Projects Accepted

Attachment Details

Document Description: 1E-5b. Local Competition Selection Results

Attachment Details

Document Description:

Attachment Details

Document Description:

Attachment Details

Document Description: 2A-6. HUD's Homeless Data Exchange (HDX)
Competition Report

Attachment Details

Document Description: 3A-1a. Housing Leveraging Commitments

Attachment Details

Document Description: 3A-2a. Healthcare Formal Agreements

Attachment Details

Document Description:

Attachment Details

Document Description:

Submission Summary

Ensure that the Project Priority List is complete prior to submitting.

Page	Last Updated
1A. CoC Identification	07/28/2023
1B. Inclusive Structure	09/21/2023
1C. Coordination and Engagement	09/21/2023
1D. Coordination and Engagement Cont'd	09/22/2023
1E. Project Review/Ranking	09/22/2023
2A. HMIS Implementation	09/22/2023
2B. Point-in-Time (PIT) Count	09/22/2023
2C. System Performance	09/22/2023
3A. Coordination with Housing and Healthcare	09/22/2023
3B. Rehabilitation/New Construction Costs	09/22/2023
3C. Serving Homeless Under Other Federal Statutes	09/22/2023

FY2023 CoC Application	Page 103	09/22/2023

4A. DV Bonus Project Applicants	09/22/2023
4B. Attachments Screen	Please Complete
Submission Summary	No Input Required

OR-501 – Portland, Gresham/Multnomah County CoC

FY2023 COC CONSOLIDATED APPLICATION ATTACHMENT: PHA HOMELESS PREFERENCE, 1C-7

TABLE OF CONTENTS

Document Satisfying Requirement	Page Number
Cover Sheet	1
PHA Administration Plan: Housing Authority of the County of Multnomah, Administrative Plan, Section 8 Housing Choice Voucher Program (Revised March 2022)	3
• Table of Contents with highlighted relevant sections	4-5
• MOU authorizing Home Forward to administer the Section 8 Housing Choice Voucher Program	6-19
• 4-III.C. Selection Method: Shows Limited Homeless Preferences in Public Housing	20-36 (4-1, 4-19)
- o Limited Homeless Preference in Housing Choice Voucher program (HCV) for families no longer requiring supportive services	(4-20)
- o Limited Homeless Preference for youth leaving homelessness through Family Unification Program (FUP)	(4-20)
- o Limited Homeless Preference in HCV program for homeless Veterans who are ineligible for VASH	(4-21)
- o Tenant-Based Voucher Set Asides to serve families referred by Multnomah County’s Homeless Family System of Care	(4-26)
- o Prioritization of mainstream vouchers for people exiting homelessness through CE	(4-23)
MOU Authorizing Home Forward to administer Family Unification Program (FUP) Vouchers, integrating the prioritization and referral process for FUP-	37-58

eligible youth into the CoC Coordinated Entry process. Limited Homeless Preference for youth leaving homelessness through Family Unification Program (FUP).	
MOU Authorizing Home Forward to administer Family Youth to Independence (FYI) Program, integrating the prioritization and referral process for FYI-eligible youth into the CoC Coordinated Entry process. Limited Homeless Preference for youth leaving homelessness through Family Youth to Independence (FYI) Program).	59-82
Home Forward OR002 PBV Site Based Waitlist Policies Overview	83-84
• Cascadia Whole Health Care – Richmond Place Waitlist Policy for Project Based Vouchers showing homeless preference.	85
• Site-based Home Forward PBV Waitlist Policies Coordinated Access showing homeless preference for Project Based Vouchers (PBV).	86-163
• Site-based Home Forward PBV Waitlist Policies Coordinated Access showing homeless preference for Project Based Vouchers (PBV).	164-248



Section 8

Administrative Plan

Revision Date
March 2022



Administrative Plan – Table of Contents

PART II:	BASIC ELIGIBILITY CRITERIA.....	3-15
3-II.A.	Income Eligibility And Targeting.....	3-15
	Income Limits.....	3-15
	Definitions of the Income Limits [24 CFR 5.603(b), FR Notice 6/25/14]	3-15
	Using Income Limits for Eligibility [24 CFR 982.201]	3-15
	Using Income Limits for Targeting [24 CFR 982.201]	3-16
3-II.B.	Citizenship Or Eligible Immigration Status [24 CFR 5, Subpart E]	3-17
	Declaration [24 CFR 5.508]	3-17
	Mixed Families	3-18
	Ineligible Families [24 CFR 5.514(d), (e), and (f)]	3-18
	Timeframe for Determination of Citizenship Status [24 CFR 5.508(g)]	3-19
3-II.C.	Social Security Numbers [24 CFR 5.216 and 5.218, Notice PIH 2012-10].....	3-19
3-II.D.	Family Consent To Release Of Information [24 CFR 5.230, HCV GB, p. 5-13].....	3-20
3-II.E.	Students Enrolled In Institutions Of Higher Education [24 CFR 5.612, FR Notice 4/10/06, FR Notice 9/21/16].....	3-21
	Definitions	3-21
	Determining Student Eligibility.....	3-25
PART III:	DENIAL OF ASSISTANCE	3-27
3-III.A.	Overview.....	3-27
	Forms of Denial [24 CFR 982.552(a)(2); HCV GB, p. 5-35]	3-27
	Prohibited Reasons for Denial of Program Assistance [24 CFR 982.202(b), 24 CFR 5.2005(b)]	3-27
3-III.B.	Mandatory Denial Of Assistance [24 CFR 982.553(a)]	3-28
3-III.C.	Other Permitted Reasons For Denial Of Assistance.....	3-30
	Criminal Activity [24 CFR 982.553].....	3-30
	Previous Behavior in Assisted Housing [24 CFR 982.552(c)]	3-32
3-III.D.	Screening	3-33
	Screening for Eligibility	3-33
	Screening for Suitability as a Tenant [24 CFR 982.307].....	3-34
3-III.E.	Criteria For Deciding To Deny Assistance.....	3-35
	Evidence [24 CFR 982.553(c)].....	3-35
	Consideration of Circumstances [24 CFR 982.552(c)(2)].....	3-35
	Removal of a Family Member's Name from the Application.....	3-36
	Reasonable Accommodation [24 CFR 982.552(c)(2)(iv)]	3-36
3-III.F.	Notice Of Eligibility Or Denial	3-37
3-III.G.	Prohibition Against Denial of Assistance to Victims of Domestic Violence, Dating Violence, Sexual Assault, and Stalking.....	3-38
	Notification	3-38
	Documentation.....	3-39
Exhibit 3-1:	Detailed Definitions Related To Disabilities	3-41
	Person with Disabilities [24 CFR 5.403].....	3-41

Administrative Plan – Table of Contents

Chapter 4

APPLICATIONS, WAITING LIST AND TENANT SELECTION

PART I:	THE APPLICATION PROCESS	4-3
4-I.A.	Overview.....	4-3
4-I.B.	Applying For Assistance [HCV GB, pp. 4-11 – 4-16]	4-3
4-I.C.	Accessibility Of The Application Process	4-4
	Elderly and Disabled Populations [24 CFR 8 and HCV GB, pp. 4-11 – 4-13]	4-4
	Limited English Proficiency	4-4
4-I.D.	Placement On The Waiting List	4-5
PART II:	MANAGING THE WAITING LIST.....	4-7
4-II.A.	Overview.....	4-7
4-II.B.	Organization Of The Waiting List [24 CFR 982.204 and 205]	4-7
4-II.C.	Opening And Closing The Waiting List [24 CFR 982.206].....	4-8
	Closing the Waiting List.....	4-8
	Reopening the Waiting List.....	4-8
4-II.D.	Family Outreach [HCV GB, pp. 4-2 to 4-4].....	4-9
4-II.E.	Reporting Changes In Family Circumstances	4-10
4-II.F.	Updating The Waiting List [24 CFR 982.204].....	4-10
	Purging the Waiting List.....	4-10
	Updating Preferences.....	4-11
	Removal from the Waiting List	4-11
PART III:	SELECTION FOR HCV ASSISTANCE	4-13
4-III.A.	Overview.....	4-13
4-III.B.	Selection And HCV Funding Sources	4-13
	Special Admissions [24 CFR 982.203]	4-13
	Targeted Funding [24 CFR 982.204(e)]	4-13
	Regular HCV Funding.....	4-16
4-III.C.	Selection Method	4-19
	Local Preferences [24 CFR 982.207; HCV p. 4-16]	4-19
	Income Targeting Requirement [24 CFR 982.201(b)(2)].....	4-24
	Order of Selection.....	4-24
	Tenant-Based Voucher Set Asides	4-25
4-III.D.	Notification Of Selection.....	4-26
4-III.E.	The Application Interview	4-26
4-III.F.	Completing The Application Process	4-27

MEMORANDUM OF UNDERSTANDING — EMERGENCY HOUSING VOUCHER PROGRAM

This Memorandum of Understanding (MOU) has been created and entered into on July 30th, 2021 by and between the following parties in relation to the Department of Housing and Urban Development Emergency Housing Voucher Program:

Home Forward
(Public Housing Authority)
135 SW Ash Street
Portland, Oregon 97204

City of Portland / Multnomah County Joint Office of Homeless Services
(Continuum of Care Lead Agency/Collaborative Applicant)
421 SW Oak Street, Suite 105
Portland, OR 97204

A Home For Everyone Coordinating Board
(OR-501 Portland/Gresham/Multnomah County Continuum of Care)
421 SW Oak Street, Suite 105
Portland, OR 97204

This MOU establishes a joint vision for providing Emergency Housing Vouchers to eligible households in Multnomah County's Continuum of Care. The parties acknowledge and agree that this MOU does not create any legally binding or enforceable undertakings. Rather, the MOU expresses the parties' mutual understanding regarding the subject matter described herein.

I. **INTRODUCTION AND GOALS**

For the purposes of this MOU the following are the participating organizations:

Public Housing Authority (PHA): Home Forward

Continuum of Care (CoC): A Home For Everyone Coordinating Board (AHFE), also known as OR-501 Portland/Gresham/Multnomah County Continuum of Care".

Continuum of Care Lead Agency / Collaborative Applicant: City of Portland / Multnomah County Joint Office of Homeless Services (also referred to as JOHS)

Home Forward, A Home for Everyone Coordinating Board and City of Portland / Multnomah County Joint Office of Homeless Services' commitment to administer the Emergency Housing Voucher program

In a joint effort, Home Forward (the Public Housing Authority for Multnomah County), A Home For Everyone Coordinating Board, (OR-501 Portland/Gresham/Multnomah County Continuum of Care) and the City of Portland / Multnomah County Joint Office of Homeless Services jointly committed to, prepared and agreed upon the stated responsibilities within this Memorandum of Understanding (MOU) for implementing the Emergency Housing Voucher Program (EHV) and commit to administering the Emergency Housing Vouchers in accordance with all program requirements.

Staff positions who will serve as the lead EHV liaisons

Home Forward, the City of Portland / Multnomah County Joint Office of Homeless Services (JOHS) will each designate a staff position to serve as the lead FUP Liaison. These FUP liaisons will be responsible for the coordination of referrals, lease-up and services for EHV assisted households

Name and title of PHA staff position – Home Forward staff position serving as EHV liaison:
Ian Slingerland, Director of Homeless Initiatives and Supportive Housing

Name and title of CoC staff position – City of Portland / Multnomah County Joint Office of Homeless Services staff position serving as EHV liaison:
Bill Boyd, Senior Program Specialist

Goals and Standards of Success in Administering the Emergency Housing Voucher Program

Emergency Housing Voucher (EHV) Utilization

1. Emergency Housing Voucher Utilization:
 - a. Achieve a minimum of 90% utilization within 12-months of award; and
 - b. Maintain a minimum of 90% utilization of ongoing Emergency Housing Voucher participation.
2. Emergency Housing Voucher Success Metrics:
 - a. Lease-up speed is equal to or better than non-EHV HCV families;
 - b. Lease-up success is equal to or better than non-EHV HCV families; and
 - c. Voucher retention is equal to or better than non-EHV HCV families

Commitment to Racial Equity¹

Racism is a primary driver of homelessness. Through historical policies such as slavery, the Indian Removal Act of 1830, redlining, and Federal Housing Administration (FHA) loan discrimination, Communities of Color have been systematically excluded from land and property ownership. This legacy shapes the current configuration of housing and homelessness within our community. Additionally, systemic racism is infused within all social systems; housing, criminal justice, education, healthcare, and social services, which shape opportunities for individuals and communities. The confluence of these systems generates an ongoing channel to

¹ This Commitment to Equity was previously adopted by Multnomah County and A Home for Everyone as part of the Multnomah County Local Implementation Plan for the Metro Supportive Housing Services Program which can be found here: <http://ahomeforeveryone.net/supportive-housing-services-program>

homelessness that disproportionately impacts Communities of Color, and makes it significantly more challenging for People of Color to escape homelessness. People of Color are also subjected to the ongoing indignities of interpersonal racism — both implicit and explicit — as they navigate services and community. These different dynamics create a constellation of factors that must be eliminated.

Racial Disparities in the Experience of Homelessness

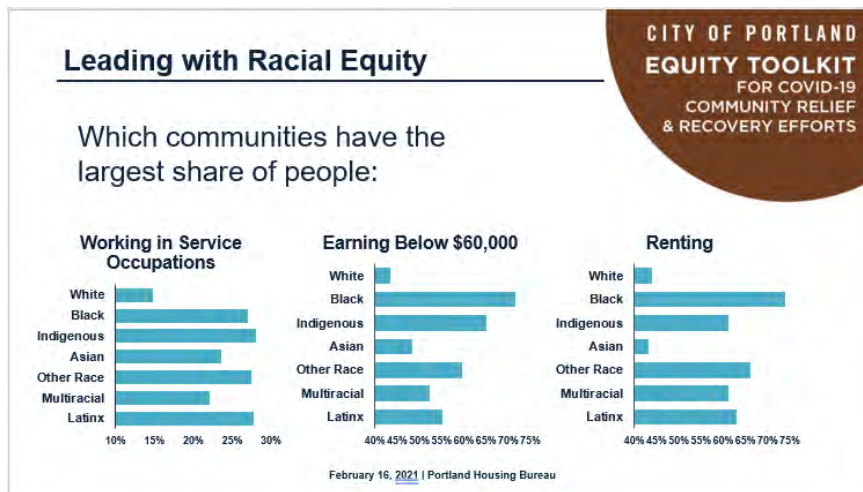
Disproportionate rates of homelessness among Communities of Color can be traced to centuries of policies that prevented People of Color from accessing resources. Policies such as redlining, where communities of color were disproportionately denied access to FHA loans, and eminent domain, where communities of color were disproportionately displaced, ultimately prevented many BIPOC individuals from obtaining home ownership, which is a major conduit to housing stability and wealth. Further, policies that restrict the level and duration of services and financial assistance for immigrants and refugees force many in these communities to take any housing or employment resource immediately available, foreclosing future opportunities.

The current manifestation of systemic racism within social systems continues to create barriers to housing access for Communities of Color, immigrants and refugees. Two examples of this dynamic can be seen in both criminal justice and housing systems. Through the over-policing of Communities of Color and racism in policing, BIPOC individuals are disproportionately arrested and convicted of crimes. In housing, BIPOC individuals are also disproportionately evicted. Receiving a criminal conviction or a formal eviction can prevent individuals from accessing housing and contributes to the likelihood that a person will become and remain unhoused.

We see disparities for Communities of Color in accessing the homeless services system. Fiscal Year (FY) 19/20 data from the Homeless Management Information System (HMIS) show racial disparities among those served in homeless system programs. Communities of Color identified below, with the exception of the Asian community, were overrepresented in these data, which is consistent with what we see in other data, like the Point-in-Time Count, where Communities of Color are similarly overrepresented. This is especially true for Black/African American and American Indian/Alaska Native communities.

Race Equity and COVID-19

Disparities resulting from systemic and institutionalized racism existed well before the pandemic and are have been magnified through the COVID-19 pandemic with disproportionate negative impact on the lives and health of people Communities of Color. Communities of Color have lower incomes overall and are more likely to be working in service industry occupations. People of Color are more likely to be renters, and Renters of Color experience higher shelter burdens than White renters. As a result, Communities of Color are disproportionally at risk of eviction and homelessness resulting from the economic and health impacts of the COVID-19 pandemic.



Emergency Housing Voucher Access and Outcomes

To drive down race disparities in the experience of homelessness and COVID-related housing instability, Communities of Color must be overrepresented in access to and success in the Emergency Housing Voucher Program

1. Communities of Color access EHV at rates as high or higher than would be expected based on the make of EHV eligible households as identified in:
 - a. The demographics of individuals and families in Multnomah County's homeless services system;
 - b. The demographics of individuals and families assessed through Multnomah County's Coordinated Entry Systems;
 - c. The demographics of individuals and families identified in Multnomah County's Point in Time Count; and
 - d. The demographics of low-income renters in Multnomah County
2. Success in Emergency Housing Voucher program
 - a. EHV retention rates for individuals and families of color, at minimum, mirror EHV retention for white individuals and families.

II. PROGRAM EVALUATION

All parties to this MOU agree to cooperate with any program evaluation efforts undertaken by HUD, or a HUD-approved contractor, including compliance with HUD evaluation protocols and data sharing requests.

III. POPULATIONS ELIGIBLE FOR EMERGENCY HOUSING VOUCHER ASSISTANCE TO BE REFERRED BY CONTINUUM OF CARE

In order to be eligible for an EHV, an individual or family must meet one of four eligibility categories:

1. Experiencing homelessness;
2. At risk of homelessness;
3. Fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or human trafficking
4. Recently homeless and for whom providing rental assistance will prevent the family's homelessness or having high risk of housing instability.

Full definitions for each of these categories is included as Attachment A to this MOU.

Home Forward will issue Emergency Housing Vouchers to eligible individuals and families as the result of either:

1. The direct referral process from the Continuum of Care's Coordinated Entry Systems managed by JOHS; or
2. A situation where Home Forward makes an EHV available in order to facilitate an emergency transfer in accordance with the Violence Against Women Act (VAWA) as outlined in the Home Forward's Emergency Transfer Plan.

Populations to be referred by JOHS

JOHS may make referrals for EHVs from the Continuum's Coordinated Entry Systems of individuals and families from all four eligible population categories.

Experiencing Homelessness

JOHS will make referrals of families and individuals experiencing homelessness from the Continuum's Coordinated Entry Systems. Referrals will prioritize families and individuals experiencing homelessness who will benefit from permanent housing assistance but who are ineligible for, due to nature of homelessness or disability status, or unlikely to, due to assessment score, receive Continuum of Care-funded Permanent Supportive Housing assistance.

Fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or human trafficking

JOHS will make referrals of families and individuals fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or human trafficking from the Continuum's DV Coordinated Entry System.

Recently homeless and for whom providing rental assistance will prevent the family's homelessness or having high risk of housing instability.

JOHS will make referrals of families and individuals who experienced recent homelessness from the Continuum’s Coordinated Entry Systems. Referrals will prioritize families and individuals who experienced recent homelessness and are currently being assisted with term-limited Rapid-Housing assistance and for who the loss of housing assistance will likely result in homelessness or housing instability.

At Risk of Homelessness

JOHS may refer families and individuals at risk of homelessness. Referrals will prioritize families and individuals who are receiving, or recently received, COVID Rent Relief to prevent eviction and who without additional assistance are at risk of homelessness.

Populations to be served with EHV not referred by JOHS

Home Forward will make EHV available to eligible families and individuals in order to facilitate emergency transfers in accordance with the Violence Against Women Act (VAWA) as outlined in the Home Forward’s Emergency Transfer Plan.

IV. **HOUSING SERVICES, INCLUDING FINANCIAL ASSISTANCE, THAT WILL BE PROVIDED TO ASSIST EHV APPLICANTS AND PARTICIPANTS WITH LEASE-UP**

Home Forward and JOHS will ensure application, housing search and flexible financial assistance is made available to all families and individuals referred for EHV. Services and financial assistance will generally be provided by partnering CoC service providers connected to referred families and individuals through the CoC’s Coordinated Entry Systems. Housing services and financial assistance may be funded with a combination of “Service Fee” funding provided by HUD aligned with EHV awards, local General Funds, and Metro Supportive Housing Services funds.

1. Partnering CoC service providers will support individuals and families in completing applications and obtaining necessary supporting documentation to support referrals and applications for assistance; while aiding households in addressing barriers.
2. Partnering CoC service providers will support individuals and families in completing steps necessary to complete EHV application including supporting attendance at required EHV briefing orientations.
3. Partnering CoC service providers will make available housing search assistance that may include:
 - a. Assistance identifying eligible units, including physically accessible units as needed as well as units in low-poverty neighborhoods;
 - b. Outreach to owners of potentially eligible units;
 - c. Provide transportation assistance and direction to potential units;
 - d. Assist families and individuals with rental applications, rental agreements and other paperwork;

- e. Advocate directly, as needed, with landlords on behalf of the families and individuals; and
 - f. Otherwise help expedite the EHV leasing process for families and individuals.
4. Partnering CoC service providers will support EHV families and individuals in accessing Home Forward and JOHS funded financial assistance to support lease-up. Assistance may include:
- a. Application fees;
 - b. Security deposits;
 - c. Utility deposits and utility arrears if it is necessary for EHV lease-up;
 - d. Rent arrears and housing related debt if it is a barrier to EHV lease-up
 - e. Moving expenses for initial EHV lease-up; and
 - f. Essential household items.
5. Home Forward may provide incentive payments to landlords for initial EHV lease-ups to encourage participation.

V. HOME FORWARD ROLES AND RESPONSIBILITIES

- 1. Coordinate and consult with the JOHS in developing the details of the services and assistance to be offered funded with EHV services fee and JOHS resources;
- 2. Accept direct referrals for eligible individuals and families through the CoC Coordinated Entry Systems;
- 3. Make EHV available to eligible families and individuals in order to facilitate emergency transfers in accordance with the Violence Against Women Act (VAWA) as outlined in the Home Forward's Emergency Transfer Plan.
- 4. Work with JOHS to develop shared referral schedule and commit a sufficient number of staff and necessary resources to ensure that the application, certification, and voucher issuance processes are completed in a timely manner;
- 5. Commit a sufficient number of staff and resources to ensure that inspections of units are completed in a timely manner;
- 6. Through its standard process, Home Forward will, if needed, amend its administrative plan in accordance with applicable program regulations and requirements;
- 7. Through its standard process, Home Forward will amend its administrative plan to implement limited screening criteria and increased payment standards for the EHV program;
- 8. Through its standard process, Home Forward's Rent Assistance department will administer the vouchers in accordance with applicable program regulations and requirements;

9. Using its education team, Home Forward will make training available for JOHS and CoC partner agency staff on the Housing Choice Voucher program and procedures and the unique attributes of the EHV program;
10. Work with JOHS to develop necessary data and tracking metrics for tracking and improvement purposes;
11. Commit staff to participate in case conferencing through initial EHV lease-up phase;
12. Designate a staff to serve as the lead EHV liaison; and
13. Comply with the provisions of this MOU.

VI. **JOINT OFFICE OF HOMELESS SERVICES ROLES AND RESPONSIBILITIES ON BEHALF OF THE CONTINUUM OF CARE**

1. Coordinate and consult with Home Forward in developing the details of the services and assistance to be offered funded with EHV services fee and JOHS resources;
2. Work with Home Forward to develop shared referral schedule and direct referrals to Home Forward for eligible individuals and families through the CoC Coordinated Entry Systems;
3. Arrange for EHV application support and housing search services with Continuum of Care partner agencies for each EHV referral;
4. Ensure availability, as needed, of retention and supportive services through funded CoC partner agencies for EHV referrals;
5. Work with Home Forward to develop necessary data and tracking metrics for tracking and improvement purposes;
6. Commit staff to participate in case conferencing through initial EHV lease-up phase;
7. Designate a staff to serve as the lead EHV liaison; and
8. Comply with the provisions of this MOU.

Signed By:



Michael Buonocore, Executive Director, Home Forward

July 30, 2021

Date



29 July 2021

Stacy Borke, TPI / Mercedes Elizalde, CCC, CoC Board Co-Chair

Date



29 July 2021

Marc Jolin, Director, Joint Office of Homeless Services,
CoC Collaborative Applicant Authorized Representative

Date

Attachment A: Households Eligible for Emergency Housing Vouchers

Individuals and families who are homeless

The meaning of “homeless” is as such term is defined in section 103(a) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11302(a)), which is codified in HUD’s Continuum of Care Program regulations at 24 CFR 578.3 and reads as follows:

Homeless means:

1. An individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:
 - i. An individual or family with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground;
 - ii. An individual or family living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, State, or local government programs for low-income individuals); or
 - iii. An individual who is exiting an institution where he or she 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.
2. An individual or family who will imminently lose their primary nighttime residence, provided that:
 - i. The primary nighttime residence will be lost within 14 days of the date of application for homeless assistance;
 - ii. No subsequent residence has been identified; and
 - iii. The individual or family lacks the resources or support networks, e.g., family, friends, faith-based or other social networks, needed to obtain other permanent housing.
3. Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who:
 - i. Are defined as homeless under section 387 of the Runaway and Homeless Youth Act (42 U.S.C. 5732a), section 637 of the Head Start Act (42 U.S.C. 9832), section 41403 of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2), section 330(h) of the Public Health Service Act (42 U.S.C. 254b(h)), section 3 of the Food and Nutrition Act of 2008 (7 U.S.C. 2012), section 17(b) of the Child Nutrition Act of 1966 (42 U.S.C. 1786(b)), or section 725 of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a);

- ii. Have not had a lease, ownership interest, or occupancy agreement in permanent housing at any time during the 60 days immediately preceding the date of application for homeless assistance;
- iii. Have experienced persistent instability as measured by two moves or more during the 60-day period immediately preceding the date of applying for homeless assistance; and
- iv. Can be expected to continue in such status for an extended period of time because of chronic disabilities; chronic physical health or mental health conditions; substance addiction; histories of domestic violence or childhood abuse (including neglect); the presence of a child or youth with a disability; or two or more barriers to employment, which include the lack of a high school degree or General Education Development (GED), illiteracy, low English proficiency, a history of incarceration or detention for criminal activity, and a history of unstable employment.

Individuals or families who are at-risk of homelessness

The meaning of “at-risk of homelessness” is as such term is defined in section 401(1) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11360(1)), which is codified in HUD’s Continuum of Care Program regulations at 24 CFR 578.3 and reads as follows:

At risk of homelessness.

- 1. An individual or family who:
 - i. Has an annual income below 30 percent of median family income for the area, as determined by HUD;
 - ii. Does not have sufficient resources or support networks, e.g., family, friends, faith-based or other social networks, immediately available to prevent them from moving to an emergency shelter or another place described in paragraph (1) of the “Homeless” definition above; and
 - iii. Meets one of the following conditions:
 - a. Has moved because of economic reasons two or more times during the 60 days immediately preceding the application for homelessness prevention assistance;
 - b. Is living in the home of another because of economic hardship;
 - c. Has been notified in writing that their right to occupy their current housing or living situation will be terminated within 21 days of the date of application for assistance;
 - d. Lives in a hotel or motel and the cost of the hotel or motel stay is not paid by charitable organizations or by federal, State, or local government programs for low-income individuals;
 - e. Lives in a single-room occupancy or efficiency apartment unit in which there reside more than two persons, or lives in a larger

- housing unit in which there reside more than 1.5 people per room, as defined by the U.S. Census Bureau;
 - f. Is exiting a publicly funded institution, or system of care (such as a health-care facility, a mental health facility, foster care or other youth facility, or correction program or institution); or
 - g. Otherwise lives in housing that has characteristics associated with instability and an increased risk of homelessness, as identified in the recipient's approved consolidated plan.
2. A child or youth who does not qualify as “homeless” under this section, but qualifies as “homeless” under section 387(3) of the Runaway and Homeless Youth Act (42 U.S.C. 5732a(3)), section 637(11) of the Head Start Act (42 U.S.C. 9832(11)), section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2(6)), section 330(h)(5)(A) of the Public Health Service Act (42 U.S.C. 254b(h)(5)(A)), section 3(m) of the Food and Nutrition Act of 2008 (7 U.S.C. 2012(m)), or section 17(b)(15) of the Child Nutrition Act of 1966 (42 U.S.C. 1786(b)(15)); or
 3. A child or youth who does not qualify as “homeless” under this section, but qualifies as “homeless” under section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a(2)), and the parent(s) or guardian(s) of that child or youth if living with her or him.

Individuals or families who are fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking or human trafficking

This category is composed of any individual or family who is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or human trafficking. This includes cases where a HUD-assisted tenant reasonably believes that there is a threat of imminent harm from further violence if they remain within the same dwelling unit, or in the case of sexual assault, the HUD-assisted tenant reasonably believes there is a threat of imminent harm from further violence if they remain within the same dwelling unit that they are currently occupying, or the sexual assault occurred on the premise during the 90-day period preceding the date of the request for transfer.

Domestic violence includes felony or misdemeanor crimes of violence committed by:

1. a current or former spouse or intimate partner of the victim (the term “spouse or intimate partner of the victim” includes a person who is or has been in a social relationship of a romantic or intimate nature with the victim, as determined by the length of the relationship, the type of the relationship, and the frequency of interaction between the persons involved in the relationship),
2. a person with whom the victim shares a child in common,

3. a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner,
4. a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or
5. any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

Dating violence means violence committed by a person:

1. Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
2. Where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - a. The length of the relationship;
 - b. The type of relationship; and
 - c. The frequency of interaction between the persons involved in the relationship.

Sexual assault means any nonconsensual sexual act proscribed by Federal, Tribal, or State law, including when the victim lacks capacity to consent.

Stalking means engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

1. Fear for the person's individual safety or the safety of others; or
2. Suffer substantial emotional distress.

Human trafficking includes both sex and labor trafficking, as outlined in the Trafficking Victims Protection Act of 2000 (TVPA), as amended (22 U.S.C. § 7102). These are defined as:

Sex trafficking means the recruitment, harboring, transportation, provision, obtaining, patronizing, or soliciting of a person for the purpose of a commercial sex act, in which the commercial sex act is induced by force, fraud, or coercion, or in which the person induced to perform such act has not attained 18 years of age; (and)

Labor trafficking means the recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.

Individuals or families who are recently homeless

This category is composed of individuals and families determined by the CoC or its designee to meet the following definition:

Recently homeless is defined as individuals and families who have previously been classified by a member agency of the CoC as homeless but are not currently homeless as a result of

homeless assistance (financial assistance or services), temporary rental assistance or some type of other assistance, and where the CoC or its designee determines that the loss of such assistance would result in a return to homelessness or the family having a high risk of housing instability. Examples of households that may be defined as recently homeless by the CoC include, but are not limited to, participants in rapid rehousing, and permanent supportive housing.

Individuals and families classified as recently homeless must be referred by the CoC or its designee.

PART III: SELECTION FOR HCV ASSISTANCE

4-III.A. OVERVIEW

As vouchers become available, families on the waiting list must be selected for assistance in accordance with the policies described in this part.

The order in which families are selected from the waiting list depends on the selection method chosen by the PHA and is impacted in part by any selection preferences for which the family qualifies. The availability of targeted funding also may affect the order in which families are selected from the waiting list.

The PHA must maintain a clear record of all information required to verify that the family is selected from the waiting list according to the PHA's selection policies [24 CFR 982.204(b) and 982.207(e)].

4-III.B. SELECTION AND HCV FUNDING SOURCES

Special Admissions [24 CFR 982.203]

HUD may award funding for specifically-named families living in specified types of units (e.g., a family that is displaced because of demolition or disposition of a public housing project; a family residing in a multifamily rental housing project when HUD sells, forecloses or demolishes the project; a family residing in a project covered by a project-based Section 8 HAP contract at or near the end of the HAP contract term; a non-purchasing family residing in a HOPE 1 or 2 projects). In these cases, the PHA may admit such families whether or not they are on the waiting list, and, if they are on the waiting list, without considering the family's position on the waiting list. These families are considered non-waiting list selections. The PHA must maintain records showing that such families were admitted with special program funding.

Targeted Funding [24 CFR 982.204(e)]

HUD may award a PHA funding for a specified category of very low income families. The PHA must use this funding only to assist the families within the specified category.

PHA Policy

The order in which families within a specified category are assisted is determined by the order of referrals from partner agencies. Families are served as openings occur within the targeted funding awards. A waiting list is not kept by the PHA for targeted funding, with the exception of Family Unification Program (FUP) and 2017 Mainstream Voucher Program.

The PHA administers the following types of targeted funding:

- **Project Access:** Families are referred by the Aging and Disability Services. The PHA limits the number of vouchers for this program to 20.
- **Veterans Affairs Supportive Housing (VASH):** Families are referred by the Veterans Affairs (VA) Medical Center.
- **Witness Relocation:** Families are referred by the Office of Inspector General Agent-in-Charge. The PHA limits the number of vouchers for this program to 20.

- Family Unification Program (FUP): Families and youth are referred by the State of Oregon's Department of Human Services.
- 2017 Mainstream Voucher Program: Families that include a non-elderly (18 years of age or older and less than 62 years of age) person with disabilities. Eligible families will be assisted in accordance with policies in Section 4-III.C.

Family Unification Program (FUP)

FUP vouchers are designated to serve two targeted populations – FUP-eligible families and FUP-eligible youth.

Section 110 of Housing Opportunity Through Modernization Act of 2016 (HOTMA) made several changes to the FUP program for children aging out of foster care. The changes to the FUP program were effective upon enactment of HOTMA (July 29, 2016). The changes include:

- Revising the length of the term that a FUP-eligible youth may receive FUP assistance from 18 months to 36 months. This change applies to youth currently receiving FUP assistance as well as any new participants.
- Revising the eligibility requirements for FUP-eligible youth. Previously, FUP-eligible youth must be at least 18 years old and not more than 21 and have left foster care at age 16 or older. Under the new law, FUP-eligible youth must:
 - Be at least 18 years old and not more than 24;
 - Have left foster care at age 16 or older or will leave foster care within 90 days, in accordance with a transition plan described in section 475(5)(H) of the Social Security Act; and
 - Be homeless or at risk of being homeless (refer to the definition of “at risk of homelessness” at 24 CFR 576.2).

FUP-eligible family is defined as a family that the public child welfare agency (PCWA) has certified as a family for whom the lack of adequate housing is a primary factor in the imminent placement of the family's child, or children, in out-of-home care, or in the delay of discharge of a child, or children, to the family from out-of-home care, and that the PHA has determined is eligible for a Housing Choice Voucher (HCV).

The PHA must have determined that the family or youth is eligible for a Housing Choice Voucher (HCV).

As required by statute, a FUP voucher issued to a FUP-eligible youth may only be used to provide housing assistance for the youth for a maximum of 36 months. There is no statutory limitation on the time a family may receive housing assistance under the program.

PHA Policy

The PHA will conduct a one-time outreach to the applicants on its HCV waiting list to notify them of the FUP. Applicants who self-identify as meeting the FUP criteria will be referred to the State of Oregon's Department of Human Services, Child Welfare Division (DHS) for verification of qualifying criteria.

Upon receipt of DHS referrals the PHA will compare the names with those of families and youth already on the PHA's HCV waiting list. Any family or youth on the PHA's HCV waiting list that DHS identifies and refers as eligible will maintain their position on the waiting list, will be identified as FUP-eligible, and will be served prior to the DHS referrals not currently on the HCV waiting list.

Any family or youth certified by the DHS as eligible and not on the HCV waiting list will be placed on the HCV waiting list for a FUP voucher based on the date and time of the application and in accordance with the PHA's hierarchy of preferences. Due to the fact that families or youth may be placed on the waiting list only by DHS referral, the PHA will not give a public notice of the waiting list opening for the FUP applicants.

In order to ensure access by the youth population, the PHA has agreed to set aside 25 out of 100 awarded FUP vouchers to FUP-eligible youth. Upon initial leasing of the 100 FUP vouchers, the FUP-eligible applicants will be assisted in accordance with policies described in Section 4-III.C with the exception of the youth vouchers set-aside.

If a FUP voucher becomes available and there is no FUP-eligible youth on the waiting list, the next FUP-eligible family on the waiting list will be selected. The goal of a minimum 25 vouchers for youth will be maintained through the grant.

Ongoing communication and coordination efforts will be made with DHS and local partners with the goal of maintaining a balanced number of eligible youth and families on the waiting list for a FUP voucher.

FUP referrals received from DHS will not be offered a FUP voucher unless the DHS case manager completes a certification ascertaining that the FUP-eligible family will retain or obtain custody of their child, or children, within 90 days of the date the PHA enters into a Housing Assistance Payments contract for an approved rental unit on behalf of the identified family. This policy will help ensure that valuable housing resources are not being used to house families in large units into which children are not ready to be safely placed.

***Family Unification Program and Family Self Sufficiency Demonstration
[Notice PIH 2016-01]***

The PHA participates in a demonstration testing the effectiveness of combining housing choice vouchers for FUP-eligible youth with assistance under the Family Self Sufficiency (FSS) program. This demonstration extends the statutory time limit on voucher assistance to match the length of the FSS contract.

Program participants with a FUP youth voucher who agree to sign an FSS Contract of Participation will maintain their housing assistance for a period not exceeding the length of the FSS Contract of Participation. In most cases, the limit will be no more than five years; however, if the FSS Contract of Participation is extended, in accordance with 24 CFR 984.303(d), the FUP youth voucher can be extended for the entire length of the FSS Contract of Participation.

Families cannot be required to participate in the FSS program as condition of receipt of assistance under the HCV program, including receipt of a FUP voucher. However, only FUP youth that sign an FSS Contract of Participation may benefit from the extension of the time limit for voucher assistance.

PHAs must review the availability of this demonstration with all FUP youth during the family briefing. Current FUP youth must be given opportunity to participate.

PHA Policy

The PHA will notify eligible youth about the FUP and FSS Demonstration in partnership with the local DHS office and Homeless Youth Continuum of Care during the program specialized orientations and family briefings.

The PHA, in partnership with the local DHS office and Homeless Youth Continuum of Care, will conduct one-time in-person orientation to current FUP youth participants to notify them of this opportunity. The notice will provide information on how this demonstration works, including an explanation that while the families are not required to participate in the FSS program as condition of receipt of FUP voucher assistance, only FUP youth that sign an FSS Contract of Participation may benefit from the extension of the time limit for voucher assistance. The time frame to enroll will be 60 days from PHA notification or before the conclusion of the statutory time limit of the FUP youth voucher, whichever is earlier.

If a FUP youth participating in this demonstration fails to comply with the terms and conditions of the FSS Contract of Participation without good cause and is terminated from the FSS program, the FUP youth is no longer considered a participant in this demonstration. With FSS termination, the FUP youth is subject to the statutory limit of the FUP youth voucher, beginning from the time the first HAP contract is signed. If FUP youth has been assisted for more than 36 months, the PHA terminates assistance to the FUP youth household. The PHA may not terminate voucher assistance for FUP youth because of failure to comply with an FSS Contract of Participation prior to the end of the first 36 months of assistance.

Prior to terminations, PHAs offer an informal hearing to a FUP youth wishing to appeal a PHA decision to terminate. Policies specifying such hearing procedures are included in the PHA's FSS Action Plan.

The requirements of compliance and consequences for not complying with the terms and conditions of the FSS Contract of Participation are reviewed with the FUP youth at the time the FSS Contract of Participation is signed.

Regular HCV Funding

Regular HCV funding may be used to assist any eligible family on the waiting list or referred from partner agency as part of the PHA's Tenant-Based Voucher Set Asides (MTW). Families are selected from the waiting list or as part of the PHA's Tenant-Based Voucher Set Asides according to the policies provided in Section 4-III.C.

PHA Policy – Additional One-Time Waiting List Placement Opportunity for Applicants Not Selected by Lottery in January 2007 (MTW)

The PHA will offer an opportunity to be selected for placement on the waiting list to applicants that were randomly assigned numbers higher than 3,000 and were not selected by lottery to be placed on the waiting list in January 2007.

The PHA will inform community partners and will post notification in the newspaper and other local publications making previous applicants aware of this additional opportunity for waiting list placement. The PHA will mail a notification to the applicants with numbers of 3,001 and higher, as assigned by lottery in January 2007, requiring a verification of continued interest. Applicants must respond in writing in the format required by the PHA within 15 business days from the date the PHA mailed the notification. Applicants that respond as required by the PHA will be placed on the waiting list in order of numbers that were previously assigned by lottery in January 2007. Applicants that fail to respond as required by the PHA will forfeit their opportunity to be selected for placement on the waiting list. There will be no additional opportunity offered; the families will be encouraged to re-apply when the waiting list opens.

If the notification is returned by the post office with no forwarding address, the family will forfeit the opportunity to be selected for placement on the waiting list. There will be no additional opportunity offered; the families will be encouraged to re-apply when the waiting list opens.

If the notification is returned by the post office with a forwarding address, the notification will be re-sent to the address indicated. The family will have 15 business days to respond from the date the letter was re-sent. If the family fails to respond as required by the PHA, the family will forfeit the opportunity to be selected for placement on the waiting list. No additional opportunity will be offered to families that failed to respond, they will be encouraged to re-apply when the waiting list opens.

PHA Policy – Additional One-Time Waiting List Placement Opportunity for Applicants Not Selected by Lottery in June 2019

The PHA will offer an opportunity to be selected for placement on the waiting list to applicants that were randomly assigned numbers higher than 170 and as a result were not selected by lottery to be placed on the waiting list in June 2019 when the waiting list was opened to families eligible for the waiting list preference for families with a non-elderly person with disabilities who is transitioning out of institutional or other segregated settings.

The PHA will inform community partners making previous applicants aware of this additional opportunity for waiting list placement. The PHA will mail a notification to the applicants with numbers of 171 and higher, as assigned by lottery in June 2019, requiring a verification of continued interest. Applicants must respond in writing in the format required by the PHA within 15 business days from the date the PHA mailed the notification. Applicants that fail to respond as required by the PHA will forfeit their opportunity to be selected for placement on the waiting list. There will be no additional opportunity offered; the families will be encouraged to re-apply when the waiting list opens.

If the notification is returned by the post office with no forwarding address, the family will forfeit the opportunity to be selected for placement on the waiting list. There will be no additional opportunity offered; the families will be encouraged to re-apply when the waiting list opens.

If the notification is returned by the post office with a forwarding address, the notification will be re-sent to the address indicated. The family will have 15 business days to respond from the date the letter was re-sent. Applicants that fail to respond as required by the PHA will forfeit their opportunity to be selected for placement on the waiting list. There will be no additional opportunity offered; the families will be encouraged to re-apply when the waiting list opens.

4-III.C. SELECTION METHOD

PHAs must describe the method for selecting applicant families from the waiting list, including the system of admission preferences that the PHA will use [24 CFR 982.202(d)].

Local Preferences [24 CFR 982.207; HCV p. 4-16]

PHAs are permitted to establish local preferences, and to give priority to serving families that meet those criteria. HUD specifically authorizes and places restrictions on certain types of local preferences. HUD also permits the PHA to establish other local preferences, at its discretion. Any local preferences established must be consistent with the PHA plan and the consolidated plan, and must be based on local housing needs and priorities that can be documented by generally accepted data sources.

PHA Policy

Local preferences are listed below and are numerically ranked, with number 1 being the highest preference. Preferences within the same rank are treated equally.

The following program transfer preferences will be ranked #1:

- **The PHA will grant a preference to up to 20 families per calendar year that are currently served in another permanent housing assistance program administered by the PHA and experiencing domestic violence, dating violence, sexual assault or stalking if the following circumstances apply:**
 - The PHA received completed and signed Form HUD-5382 (Certification of Domestic Violence, Dating Violence, Sexual Assault, or Stalking, and Alternate Documentation) or alternate documentation allowed by Form HUD-5382;
 - Domestic violence, dating violence, sexual assault or stalking has occurred at the level that written certification has been received from a service provider verifying the participant is in significant danger and must relocate which will likely result in the need for the participant to receive a tenant-based voucher;
 - The current subsidy limits the participant's ability to relocate while retaining housing assistance; and
 - Program transfer is authorized in writing by the Director of Housing Choice Vouchers, Director of Homeless Initiatives, or Housing Program Manager.
- **Families that are currently served (or have been certified or have reached the top of the waiting list) in another permanent housing assistance program administered by the PHA when the other program is unable to serve the family and when such assistance is necessary for the PHA to appropriately house the family. This preference requires approval of Directors of both programs.**

When the PHA grants a local preference based on a specific need (i.e., a unit with accessible entrance), the Section 8 subsidy may only be used for a unit that cures the condition for which the local preference was granted.

- **Youth that are currently served in the Family Unification Program (FUP) administered by the PHA whose FUP voucher is expiring due to the 36-month statutory time limit, or youth that are currently served in the FUP rental assistance extension program administered by the PHA, if the following circumstances apply:**

FUP-eligible youth is a person with disabilities, as defined in 24 CFR 5.403; and

A written referral has been received from the current FUP case manager of record (DHS, Homeless Youth Continuum, or another agency) certifying that the youth will have a lack of adequate housing as a result of the expiration of FUP voucher or FUP rental assistance extension and needs a tenant-based voucher to ensure uninterrupted housing assistance.

- **Families that are currently served by the PHA in a Continuum of Care funded, permanent supportive housing project and no longer need supportive services to maintain housing stability. The PHA may target preference to specific permanent supportive housing projects in order to align with the local and / or federal priorities related to ending homelessness. The PHA will limit the number of families accessing Housing Choice Vouchers via this preference to twenty-five annually, for calendar years 2015 and 2016 as a pilot. This preference requires approval of Directors of both programs, and the following circumstances must apply:**

Sponsor agency providing services to participant family provides written certification that the family does not require permanent supportive housing to maintain housing stability;

Family receiving preference must have completed two full years in a Continuum of Care funded, permanent supportive housing project;

Family receiving preference has successfully adhered to permanent supportive housing project program rules and requirements; and

Family receiving preference has projected gross annual income equal to or greater than the maximum Federal Supplemental Security Income (SSI) annual payment amount. The absence of income suggests ongoing opportunities for families to engage with supportive services related to obtaining income – either benefits acquisition or employment. Additionally, Continuum of Care funded projects are structured to provide greater options in the market for families without income.

In the event a program transfer is approved for a current participant due to one of the preferences described above the current participant will not be required to complete an application and go through the formality of being pulled from the current HCV waiting list. The program transfer preferences impact households who have already been through a waiting list process; their eligibility determination for the transfer preference will be based upon the specific criterion outlined in each preference described above. All transfer preference applicants must meet eligibility criteria for the HCV program in accordance with policies in Chapter 3. Detailed

verification of the need for the transfer preference as well as two authorized signatures will be required for a voucher to be authorized and issued.

The following voucher set-asides preferences for families that are exiting homelessness will be ranked #1. The PHA will limit the number of vouchers set aside for these preferences to 250. Once 250 families lease up with vouchers issued under these preferences, the preferences will sunset:

- **The PHA will grant a preference to up to 200 families that are currently served by Multnomah County's Homeless Family System of Care if the following circumstances apply:**
 - The PHA has executed a Memorandum of Understanding (MOU) with a partner agency. The MOU outlines eligibility criteria for the preference and criteria for determining how families will be selected and referred to the PHA from eligible families within the Homeless Family System of Care;
 - The PHA received a written referral from the partner agency, including a certification that the family was selected and referred to the PHA in accordance with criteria outlined in the MOU;
 - The referring partner agency agrees to make ongoing supportive services available to the family for the length of the family's participation in the HCV program.
- **The PHA will grant a preference to up to 50 families that include a veteran experiencing homelessness and are ineligible for HUD – Veterans Affairs Supportive Housing (HUD – VASH) voucher if the following circumstances apply:**
 - The PHA has executed a Memorandum of Understanding (MOU) with a partner agency. The MOU outlines eligibility criteria for the preference and criteria for determining how families will be selected and referred to the PHA from eligible veteran families experiencing homelessness;
 - The PHA received a written referral from the partner agency, including a certification that the family was selected and referred to the PHA in accordance with criteria outlined in the MOU;
 - The referring partner agency agrees to make ongoing supportive services available to the family for the length of the family's participation in the HCV program.

Based on the capacity of the service provider and supportive services available to the families as outlined in the MOU, screening and eligibility criteria for exiting homelessness preference applicants may be different from the PHA's regular requirements for the HCV program laid out in Chapter 3, except in the situations for which denial of assistance is mandatory.

The following voucher set-aside preference for households that are at risk of displacement due to increasing rents will be ranked #1. The PHA will limit the number of vouchers set aside for this preference to sixty for calendar year 2016 as a pilot:

- **The PHA will grant a one-time preference to up to 40 families that are currently served by Northwest Pilot Project and up to 20 families that are currently served by the Urban League of Portland if the following circumstances apply:**

The PHA has executed a partnership agreement with the partner agencies;

The PHA received a written referral from the partner agency, including a certification that the family is at risk of displacement due to rent increases and housing affordability issues, and the family was selected for referral in accordance with criteria outlined in the partnership agreement; and

The referring partner agency agrees to make ongoing supportive services available to the family for the length of the family's participation in the Housing Choice Voucher program.

The following preferences will be ranked #2:

- **Families with a non-elderly (age 18 - 61) person with disabilities, as defined in 24 CFR 5.403, who is transitioning out of institutional or other segregated settings. The PHA will limit the number of vouchers set aside for this preference to 99. Families will be selected utilizing this preference only upon availability of a mainstream voucher for up to 99 vouchers.**

Institutional or other segregated settings include, but are not limited to:

- Congregate settings populated exclusively or primarily with individuals with disabilities;
- Congregate settings characterized by regimentation in daily activities, lack of privacy or autonomy, policies limiting visitors, or limits on individuals' ability to engage freely in community activities and to manage their own activities of daily living; or
- Settings that provide for daytime activities primarily with other individuals with disabilities.

Transitioning is defined as having a plan for exiting institutional or other segregated settings within three months.

- **Families with a non-elderly (age 18 - 61) person with disabilities, as defined in 24 CFR 5.403, who is experiencing homelessness and was referred to the PHA from Multnomah County's Coordinated Access system managed by the City of Portland / Multnomah County Joint Office of Homeless Services. The PHA will limit the number of vouchers set aside for this preference to 30. Families will be selected utilizing this preference only upon availability of a mainstream voucher for up to 30 vouchers.**

The PHA must receive a written referral from the City of Portland / Multnomah County Joint Office of Homeless Services, including a certification that the family is experiencing homelessness and is being referred from Multnomah County's Coordinated Access system

Experiencing homelessness is defined as:

An individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:

- An individual or family with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground; **or**
- An individual or family living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state, or local government programs for low- income individuals); **or**
- An individual who is exiting an institution where he or she 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;

OR,

Any individual or family who:

- Is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member, including a child, that has either taken place within the individual's or family's primary nighttime residence or has made the individual or family afraid to return to their primary nighttime residence; **and**
- Has no other residence; **and**
- Lacks the resources or support networks, e.g., family, friends, and faith-based or other social networks, to obtain other permanent housing

The following preference will be ranked #3:

- **Families with a member who has a documented terminal illness with life expectancy of 12 months or less.**

The following preference will be ranked #4:

- **Households residing in Multnomah County**

The term “residence” includes shelters and other dwelling places where homeless families may be living or sleeping.

Applicants who are working or have been notified that they were hired to work in Multnomah County will be treated as residents of Multnomah County.

Graduates of, or active participants in, education and training programs in Multnomah County will be treated as residents of Multnomah County if the education or training program is designed to prepare individuals for the job market.

- The PHA defines training program as “a learning process with goals and objectives, generally having a variety of components, and taking place in a series of sessions over a period to time. It is designed to lead to a higher level of proficiency, and it enhances the individual’s ability to obtain employment. It may have performance standards to measure proficiency. Training may include, but is not limited to: (1) classroom training in a specific occupational skill, (2) on-the-job training with wages subsidized by the program, or (3) basic education”.
- Employment, education, or training programs would include active participation in any of the following: GED or high school diploma, employment readiness programs, short term or long term training programs that will result in a certification; or a degree-seeking program at a college or university with a minimum enrollment requirement of six credit hours. The previous list is not inclusive of all eligible employment, education, or training programs.
- Third-party verification of active participation or graduation from such program within the past year will be required to receive a preference.

Households with no preference will be ranked #5.

Eligible RAD PBV households wishing to exercise mobility will be placed on the tenant-based HCV waiting list and will be selected for no more than seventy-five percent of turnover vouchers in accordance with policies in Chapter 18.

Income Targeting Requirement [24 CFR 982.201(b)(2)]

HUD requires that extremely low-income (ELI) families make up at least 75 percent of the families admitted to the HCV program during the PHA's fiscal year. An ELI family is a very low-income family whose annual income does not exceed the higher of 30 percent of the area median income or the federal poverty level [FR Notice 6/25/14]. To ensure this requirement is met, a PHA may skip non-ELI families on the waiting list in order to select an ELI family.

Low-income families admitted to the program that are "continuously assisted" under the 1937 Housing Act [24 CFR 982.4(b)], as well as low-income or moderate-income families admitted to the program that are displaced as a result of the prepayment of the mortgage or voluntary termination of an insurance contract on eligible low-income housing, are not counted for income targeting purposes [24 CFR 982.201(b)(2)(v)].

PHA Policy

The PHA will monitor progress in meeting the income targeting requirement throughout the fiscal year. Extremely low-income families will be selected ahead of other eligible families on an as-needed basis to ensure the PHA continues to serve the same population as it served prior to receiving the MTW status.

Order of Selection

The PHA system of preferences may select families based on local preferences according to the date and time of application or by a random selection process (lottery) [24 CFR 982.207(c)]. If a PHA does not have enough funding to assist the family at the top of the waiting list, it is not permitted to skip down the waiting list to a family that it can afford to subsidize when there are not sufficient funds to subsidize the family at the top of the waiting list [24 CFR 982.204(d) and (e)].

PHA Policy

Families will be selected from the waiting list based on the targeted funding or selection preference(s) for which they qualify, and in accordance with the PHA's hierarchy of preferences, if applicable. No more than seventy-five percent of turnover vouchers will be targeted to eligible RAD PBV families wishing to exercise mobility. Within each targeted funding or preference category, families will be selected in numerical order based on the numbers that were assigned to each application, by lottery, at the time the applications were placed on the waiting list. Documentation will be maintained by the PHA as to whether families on the list qualify for and are interested in targeted funding. If a higher placed family on the waiting list is not qualified or not interested in targeted funding, there will be a notation maintained so that the PHA does not have to ask higher placed families each time targeted selections are made.

Tenant-Based Voucher Set Asides (MTW)

Through Tenant-Based Voucher Set Asides, the PHA uses its MTW authority to align MTW Housing Choice Vouchers with services and supports from partners designed to increase housing stability and success for families with barriers to succeeding with a voucher alone. The Tenant-Based Voucher Set Asides allow the PHA, in specific instances, to select families for Housing Choice Voucher assistance without using the tenant-based voucher waiting list.

With Tenant-Based Voucher Set Asides, the PHA accepts referrals from specified partners and awards those households the dedicated vouchers. Written documentation of the referral is maintained in the tenant file by the PHA, but the PHA does not add these households to the Housing Choice Voucher waiting list. This flexibility increases efficiency and reduces the number of days a family has to wait between referral and issuance of the voucher.

For each Tenant-Based Voucher Set Aside, prior to accepting referrals and issuing vouchers the PHA executes a Memorandum of Understanding with the partner specifying:

- Number of vouchers included in the Tenant-Based Voucher Set Aside;
- Eligibility criteria for the Tenant-Based Voucher Set Aside;
- Criteria for determining how families will be selected and referred to the PHA by the partner(s);
- Type and duration of services the partner(s) will make available to the household; and
- All referrals must be in writing and include a certification from the partner(s) that the family was selected and referred to the PHA in accordance with the criteria outlined in the Memorandum of Understanding.

Approved Tenant-Based Voucher Set Asides

Homeless Family System of Care

The PHA sets aside up to 200 total vouchers for families currently served by Multnomah County's Homeless Family System of Care.

Previously, the PHA instituted a one-time preference in its Housing Choice Voucher program for up to 200 families served by Multnomah County's Homeless Family System of Care. At the point 200 families leased-up under the preference, the preference sunsetted. New families were not referred from the Homeless Family System of Care as families selected through the preference left the Housing Choice Voucher Program.

The PHA uses a Tenant-Based Voucher Set Aside to serve up to 200 families referred by Multnomah County's Homeless Family System of Care. Remaining families from the previous preference for families referred from the Homeless Family System of Care will be included in the count of up to 200 families covered by the Tenant-Based Voucher Set Aside.

4-III.D. NOTIFICATION OF SELECTION

When a family has been selected from the waiting list, the PHA must notify the family.

PHA Policy

The PHA will notify the family by first class mail when it is selected from the waiting list. The notice will include the required forms that have to be completed and signed by all adult family members and returned to the PHA. The notice will inform the family of the following:

Documents and information that must be provided to the PHA, including information about what constitutes acceptable documentation;

Deadline for submitting completed and signed forms and other documents and information requested by the PHA.

If a notification letter is returned to the PHA with no forwarding address, the family will be removed from the waiting list. A notice of denial (see Chapter 3) will be sent to the family's address of record and, when requested as a reasonable accommodation for a disabled or elderly family, to any known alternate address.

If the family fails to respond to a notification letter, the family will be denied assistance based on the family's failure to supply information needed to determine eligibility. A notice of denial will be issued in accordance with policies contained in Chapter 3.

4-III.E. THE APPLICATION INTERVIEW

HUD recommends, but does not require, the PHA to hold in-person interviews with families selected from the waiting list. Being invited to attend an interview does not constitute admission to the program.

Assistance cannot be provided to the family until all SSN documentation requirements are met. However, if the PHA determines that an applicant family is otherwise eligible to participate in the program, the family may retain its place on the waiting list for a period of time determined by the PHA [Notice PIH 2012-10].

Reasonable accommodation must be made for persons with disabilities who are unable to attend an interview due to their disability.

PHA Policy

The PHA does not require in-person eligibility interviews.

Pending disclosure and documentation of social security numbers, the PHA will allow the family to retain its place on the waiting list until the next time the PHA is issuing vouchers. If not all household members have disclosed their SSNs at the next time the PHA is issuing vouchers, the PHA will issue a voucher to the next eligible applicant family on the waiting list.

The family must provide to the PHA, by mail or in-person, the information necessary to establish the family's eligibility and determine the appropriate level of assistance, as well as completed and signed required forms and other documentation requested by the PHA.

If any materials are missing, the PHA will provide the family with a written list of items that must be submitted. The missing and/or additional items must be provided within 10 business days from the date the PHA sent the list of items to the family (Chapter 7 provides details about longer submission deadlines for particular items, including documentation of Social Security numbers and eligible noncitizen status). If the family is unable to obtain the information or materials within the required time frame, the family may request an extension. If the required documents and information are not provided within the required time frame (plus any extensions), the family will be sent a notice of denial (See Chapter 3).

An advocate, interpreter, or other assistant may assist the family with the application process.

4-III.F. COMPLETING THE APPLICATION PROCESS

The PHA must verify all information provided by the family (see Chapter 7). Based on verified information, the PHA must make a final determination of eligibility (see Chapter 3) and must confirm that the family qualified for any special admission, targeted funding admission, or selection preference that affected the order in which the family was selected from the waiting list.

PHA Policy

If the PHA determines that the family is ineligible, the PHA will send written notification of the ineligibility determination within 15 business days of the determination. The notice will specify the reasons for ineligibility, and will inform the family of its right to request an informal review (Chapter 16).

If a family fails to qualify for any criteria that affected the order of selection from the waiting list (e.g. targeted funding, extremely low-income, preferences / ranking), and the family applied and was placed on the PHA waiting list when the list was open for all applicants, the family will be returned to its original position on the waiting list within 120 calendar days from the date the PHA requested preference verification and will be selected in the future based upon updated information. The PHA will notify the family in writing that it has been returned to the waiting list, and will specify the reasons for it.

If a family fails to qualify for any criteria that affected the order of selection from the waiting list (e.g. targeted funding, extremely low-income, preferences / ranking), and the family applied when the PHA waiting list was open only for families claiming a preference or meeting specified criteria for targeted funding, the family will be removed from the waiting list. The PHA will send a notice to the family's address of record and, when requested as a reasonable accommodation for a disabled or elderly family, to any alternate address provided on the initial application. The notice will state the reasons the family was removed from the waiting list and will inform the family how to request an informal review regarding the PHA's decision.

If the PHA determines that the family is eligible to receive assistance, the PHA will invite the family to attend a briefing in accordance with the policies in Chapter 5.

MEMORANDUM OF UNDERSTANDING — FAMILY UNIFICATION PROGRAM

This Memorandum of Understanding (MOU) has been created and entered into on May 24th, 2023 by and between the following parties in relation to the Department of Housing and Urban Development Family Unification Program Fiscal Year 2022 application:

Home Forward
(Public Housing Authority)
135 SW Ash Street
Portland, Oregon 97204

Oregon Department of Human Services Child Welfare Division
(Participating Child Welfare Agency)
11826 NE Glisan St.
Portland, OR. 97220-2156

City of Portland / Multnomah County Joint Office of Homeless Services
(Continuum of Care Lead Agency/Collaborative Applicant)
721 SW Oak St. Ste #100
Portland, OR 97205

OR-501 Portland/Gresham/Multnomah County Continuum of Care Governing Board
(Continuum of Care)
721 SW Oak St. Ste #100
Portland, OR 97205

Multnomah County Department of County Human Services, Youth and Family Services Division
421 SW Oak Street, Second Floor
Portland, OR 97204

I. INTRODUCTION AND GOALS

For the purposes of this MOU the following are the participating organizations:

Public Housing Authority (PHA): Home Forward

Public Child Welfare Agency (PCWA): State of Oregon Department of Human Services, Child Welfare Division (also referred to as ODHS)

Continuum of Care (CoC): OR-501 Portland/Gresham/Multnomah County Continuum of Care is the Continuum of Care (CoC) for the entire geography served by Home Forward. The Multnomah County Homeless Youth Continuum (also referred to as the HYC) is the subsystem of the Continuum of Care focused on serving youth experiencing and leaving homelessness.

Continuum of Care Lead Agency and Collaborative Applicant: City of Portland / Multnomah County Joint Office of Homeless Services (also referred to as JOHS)

Additional support: The Multnomah County Family Unification Program (MC-FUP) through Multnomah County providing a comprehensive package of services intended to provide the needed services and supports that foster the reunification of households who are involved in Oregon Department of Human Services Child Welfare. FUP is designed to help families move from crisis situations such as homelessness, risk of homelessness, and unemployment to a place of stability and readiness to pursue opportunity and prosperity.

Application Threshold Requirement – Home Forward and ODHS’s commitment to administer the Family Unification Program

In a joint effort, Home Forward (the Public Housing Authority for Multnomah County) and the State of Oregon’s Department of Human Services, Child Welfare Division (the Public Child Welfare Agency for the State of Oregon), have jointly committed to, prepared and agreed upon the stated responsibilities within this Memorandum of Understanding (MOU) for implementing the Family Unification Program (FUP). Upon award of the FUP vouchers these public agencies, in collaboration with the Continuum of Care, will work together in a united effort to serve the FUP-eligible families and youth as outlined in this agreement.

Application Threshold Requirement – Continuum of Care commitment to cooperate with and assist Home Forward and the State of Oregon’s Department of Human Services, Child Welfare Division (ODHS)

OR-501 Portland/Gresham/Multnomah County Continuum of Care is the Continuum of Care (CoC) for the entire geography served by Home Forward. The City of Portland / Multnomah County Joint Office of Homeless Services (JOHS) is the lead agency and collaborative applicant for the Continuum of Care. OR-501 Portland/Gresham/Multnomah County Continuum of Care and the Joint Office of Homeless Services fully commit to cooperate with and assist Home Forward and the State of Oregon’s Department of Human Services, Child Welfare Division in this Family Unification Program. In addition, OR-501 Portland/Gresham/Multnomah County Continuum of Care and the Joint Office of Homeless Services commit to integrating the prioritization and referral process for FUP-eligible youth into the Continuum of Care’s coordinated entry process. Likewise, the Homeless Youth Continuum (a subsystem of the Continuum of Care for homeless youth services) will play an active role as outlined in this MOU.

Application Threshold Requirement – Goals and standards of success in administering the Family Unification Program

Background:

Since 2010, Home Forward and the Oregon Department of Human Services, along with its Continuum of Care partners at Multnomah County and the City of Portland, have successfully implemented the Family Unification Program bringing housing stability and opportunities to FUP-eligible families and youth. We have served 442 FUP-eligible families and youth, and a sustainable collaboration of community partnerships has evolved and stays committed to

providing both skilled staff and committed resources to address homelessness and separation affecting families and youth within our community.

Based on this past success, the following are the goals and standards for this next phase of the Family Unification Program:

Family Unification Housing Choice Voucher Utilization

1.) FUP Housing Choice Voucher Utilization:

- Achieve a minimum of 90% utilization within 12-months of award; and
- Maintain a minimum of 90% utilization of ongoing Housing Choice Voucher participation.

2.) FUP Housing Choice Voucher Success Metrics:

- Lease-up speed is equal to or better than non-FUP HCV families;
- Lease-up success is equal to or better than non-FUP HCV families; and
- Voucher retention is equal to or better than non-FUP HCV families

Racial and Ethnic Justice

The FUP program will support our shared commitment to promote racial and ethnic justice and to eliminate disproportionate rates of homelessness among many communities of color. Oregon has disparities in the incidence of child welfare involvement among certain racial and ethnic groups, including Black/African American, Native American/Alaska Native families, and Hispanic/Latinx. Currently in ODHS District 2 (Multnomah County), African Americans represent 19.1% of children in in-home care and 23.0% of the children in resource/foster care, but comprise only 6.0% of the general population. Native American children represent 6.4% of children in in-home care and 5.9% of children in foster care, but only 1.5% of the general population. Hispanic/Latinx children make up 23.6% of children in in-home care and 17.8% of children in foster care, but only 12.7% of the general population. These very same racial groups experience disproportionately high rates of poverty, unemployment, housing instability, inadequate housing, and homelessness in Multnomah County. The parties to this MOU will work collaboratively to ensure access to and success in the FUP program by FUP youth and families supports our overall efforts to reduce or eliminate racial and ethnic disparities in the child welfare system.

1.) Demographics of FUP youth accessing vouchers, at minimum reflect:

- The demographics of youth experiencing homelessness in Multnomah County; and
- The demographics of youth in Multnomah County who left foster care or will leave foster care within 90 days;

2.) Demographics of FUP families accessing voucher, at minimum reflects:

- Disparities in homelessness experienced by families of color; and
- Disparities in Child Welfare involvement amongst families of color; and

3.) Success in FUP Voucher program

- Voucher retention rates for FUP families and youth of color, at minimum, mirror voucher retention for white FUP families and youth.

Delivery of Pre and Post-Move Supportive Services

The services, as outlined in the MOU will be provided in a way that places FUP participants at the center of decision making with the belief that they are fully capable and able to take the lead in setting goals and determining which services meet their needs.

- Use an Assertive Engagement model in the delivery of services, with proven methods to improve the abilities for FUP participants to envision a brighter future;
- Services will be flexible and participants will have a menu of options;
- Services will be culturally responsive, culturally competent, and affirmatively further opportunity for people who have traditionally been underserved in services; and
- Services will be focused on housing and family stability, including opportunities for greater economic stability and success.

Assertive Engagement – Provide services in a way that builds hope, leadership, and community by:

- Articulating a clear hierarchy where the people needing or seeking help are seen as the experts with power over their own choices and lives;
- Viewing the people needing or seeking help as capable of choosing the solutions to their own problems;
- Using hope as a source of motivation and strength for finding solutions;
- Requiring persistence and creativity on the part of anyone offering a helping relationship;
- Recognizing that how helpers offer help is more important than what help they offer; and
- Employing active listening as a powerful resource.

Commitment to Collaboration: Data Collection and Reporting

Home Forward, the State of Oregon’s Department of Human Services (ODHS), the City of Portland / Multnomah County Joint Office of Homeless Services (JOHS), and Multnomah County Department of County Human Services, Youth and Family Services Division commit to working collaboratively to collect and share program data as necessary to report on program activities and performance as required by funding sources for FUP vouchers and aligned services and supports.

Application Threshold Requirement – Staff positions who will serve as the lead FUP liaisons

Home Forward, the State of Oregon’s Department of Human Services (ODHS), the City of Portland / Multnomah County Joint Office of Homeless Services (JOHS), and Multnomah County Department of County Human Services, Youth and Family Services Division will each designate a staff position to serve as the lead FUP Liaison. These FUP liaisons will be responsible for the coordination of referrals, lease-up and services for FUP eligible youth and families.

Name and title of PHA staff position – Home Forward staff position serving as FUP Liaison:
Yvette Hernandez, Housing Program Supervisor

Name and title of PCWA staff position – ODHS staff position serving as FUP Liaison:
Anne Bailey, Resource Developer

Name and title of CoC staff position – City of Portland / Multnomah County Joint Office of
Homeless Services FUP Liaison:
Caitlin Campbell, Senior Program Specialist

Name and Title of Multnomah County Division of Youth and Family Services Liaison:
Troy Hollis, Housing Stability Program Specialist Sr.

Responsibilities of the FUP liaisons

The Family Unification Program liaisons will manage the program processes to identify FUP-eligible youth and families, ensuring compliance with the prioritization criteria outlined in this MOU and coordinate with the partner agencies in administering the program, including timely response to requests for eligibility verification and regular monthly meetings to assess the implementation of the program and discuss any necessary adjustments to improve service to youth and families.

II. STATEMENT OF COOPERATION – Application Threshold Requirement

All parties to this MOU agree to cooperate with any program evaluation efforts undertaken by HUD, U.S. Department of Health and Human Services (HHS), or a HUD or HHS-approved contractor, including compliance with HUD and HHS-approved evaluation protocols and data sharing requests

III. FAMILIES AND YOUTH ELIGIBLE FOR FAMILY UNIFICATION PROGRAM ASSISTANCE – Application Threshold Requirement

FUP-Eligible Family is defined as a family certified by the State of Oregon’s Department of Human Services, Child Welfare Division as a family for whom the lack of adequate housing is a primary factor in the imminent placement of the family's child, or children, in out-of-home care, or in the delay of discharge of a child, or children, to the family from out-of-home care, and that the PHA has determined is eligible for a Housing Choice Voucher (HCV).

The family must remain FUP-eligible through lease-up. In order to meet the definition of a FUP-eligible family, lack of adequate housing must be a primary factor in the imminent placement of the family's child, or children, in out-of-home care, or in delaying the reunification. If the lack of adequate housing is no longer a primary factor for the family not reunifying, the family is no longer eligible for a FUP voucher and the FUP voucher cannot be issued to the family. If the FUP voucher has already been issued before the PHA discovers that

the reunification will not happen, but the family has not yet leased up under the voucher, the PHA must not execute the HAP contract, as the family is no longer FUP-eligible.

FUP-Eligible Youth is defined as a youth that the State of Oregon’s Department of Human Services, Child Welfare Division has certified to be at least 18 years old, and not more than 24 years of age (have not reached their 25th birthday), who left foster care, or will leave foster care within 90 days, in accordance with a transition plan described in section 475(5)(H) of the Social Security Act, and are homeless or at risk of becoming homeless at age 16 or older. As required by statute, FUP voucher issued to such a youth may only be used to provide housing assistance for the youth for a maximum of 36 months.

Eligibility is not limited to single persons. For example, pregnant and/or parenting youth are eligible to receive FUP assistance assuming they otherwise meet eligibility requirements.

Time Limit for FUP Vouchers Issued to Youth and Extensions under the Fostering Stable Housing Opportunities (FSHO) Amendments. Home Forward will comply with the time limit for FUP vouchers issued to youth, including any extension of this time limit that the youth is entitled to under the Fostering Stable Housing Opportunities (FSHO) amendments (Section 103 of Division Q of the Consolidated Appropriations Act, 2021 (Pub. L. 116-260)) and HUD’s FSHO implementation notice published in the Federal Register on January 24, 2022 (87 FR 3570) or subsequent notice.

IV. **HOUSING SEARCH ASSISTANCE**

With an emphasis on rental units in low-poverty census tracts, ODHS in collaboration with Home Forward, the Homeless Youth Continuum, the Joint Office of Homeless Services and the Multnomah County FUP Program will collectively provide the following services to assist families and youth in locating and accessing housing, which includes working with landlords to secure appropriate, eligible housing units. Funding for this activity comes from the Oregon State Department of Human Services operating budget, the City of Portland and Multnomah County general funds, and Home Forward operating budget.

FUP Application Rating Factor (Rating Factor 1) - Housing Search Assistance in low-poverty census tracts:

The collaborative partnership of ODHS, Home Forward, the Homeless Youth Continuum, the Joint Office of Homeless Services and the Multnomah County FUP Program will help families and youth identify their housing needs (including unit size, location, safety, proximity to schools, transportation, grocery stores, etc.) and select target neighborhoods for a housing search, with an emphasis on areas in low-poverty census tracts. Included in this component is education for families and youth regarding the benefits of living in low-poverty areas, such as improved family outcomes in health, education, and self-sufficiency, and making available a map showing low-poverty areas.

Housing search assistance in low-poverty census tracts will be available to all FUP families and FUP youth and will include, at minimum, unit viewings and/or landlord introductions.

Funding for this activity comes from Home Forward, the Oregon State Department of Human Services operating budget, the City of Portland and Multnomah County general funds and Home Forward operating budget.

FUP participants are centrally referred through ODHS however each FUP participant will be able to choose the best system of support to assist them with their housing search. The providers within the Homeless Youth Continuum providing housing search assistance to FUP youth are New Avenues for Youth and Native American Youth and Family Center. Providers within the Multnomah County FUP Program providing housing search assistance to FUP families are Impact NW, Native American Youth and Family Center and Greater New Hope.

Additionally, the partnership of the parties to the MOU ensure the following housing search assistance is available to all FUP youth and families:

- 1.) Outreach to landlords with housing that has been identified as beneficial for participants (near youth services, near certain schools or employment) and enquire about rental units for FUP families/youth as vacancies arise;
- 2.) Accompany families and youth, when needed, to visit potential housing sites and advocate directly with landlords on behalf of the families and youth;
- 3.) Assist families and youth with rental applications, rental agreements and other paperwork;
- 4.) Provide landlords with letters of reference for families and youth and provide documentation of services families and youth have completed or progress that has been made;
- 5.) Contact landlords if a FUP participant's rental application is denied to find out the reason for denial and assist with any necessary appeal. For disabled families or youth, caseworkers will assist in preparing reasonable accommodation requests when necessary;
- 6.) Provide support to families and youth, who have had involvement with the Justice System, in having their records expunged in order to remove barriers to successful rental applications by avoiding criminal history showing up during screening; and
- 7.) Provide referrals for additional housing-search related services as needs are identified (credit counseling, modifications to units for disabled households, etc.).

Additional Home Forward (PHA) housing search responsibilities

- 1.) Home Forward will make available its Tenant Education Course to FUP applicants. The course teaches Housing Choice Vouchers holders how to successfully conduct a housing search; how to identify and address housing barriers, basic landlord-tenant and fair housing laws, identifying one's needs in a rental unit, evaluating the property, landlord, and

neighborhood, and how to effectively communicate with the landlord. Graduates of the course receive \$200 in security deposit assistance;

2.) The State of Oregon provides a Housing Choice Voucher Landlord Guarantee Fund to incentivize landlords to accept Housing Choice Voucher participants, including FUP participants who they might not otherwise rent to due to screening barriers such as past evictions or credit problems. This fund offers a financial guarantee of up to \$5,000 for participating landlords;

3.) Home Forward will provide education to FUP participants regarding Housing Search in Low-Poverty Census Tracts during its HCV program orientation at the time vouchers are issued. The briefing includes:

- Learning the benefits of renting in low-poverty areas, including improved health and safety, quality schools, access to transportation, access to higher quality food options, and the benefits of interacting with community members;
- Coaching FUP participants on how to conduct a specific housing search, including providing a list of vacancies, tools for seeking out additional vacancies, suggestions on what to look for and effective ways to communicate to and market themselves to landlords; and
- Informing FUP voucher holders about increased payment standards in lower-poverty/higher rent neighborhoods to encourage participants to lease in these areas. Home Forward utilizes nine payment standard areas across Multnomah County. Using these neighborhood specific payment standards allows Home Forward to better align payment standards as rent increases in higher opportunity areas while limiting incentives for leasing in higher poverty areas; and

4.) Home Forward will maintain its policy allowing exception payment standards in low-poverty census tracts where market rents are higher than its current payment standards. In order to ensure those areas are accessible and affordable to HCV participants, Home Forward, using its Moving to Work authority allows exception payment standards in low-poverty census tracts up to 160% of Fair Market Rents.

FUP Application Rating Factor (Rating Factor 2) – Financial Assistance

In order to ensure successful lease up of the FUP vouchers, cash assistance will be available for all FUP families and FUP youth. This resource will go towards financial needs such as moving costs, transportation, application fees, security deposits, utility startup (including arrears), furniture and other identified needs.

ODHS programs (“System of Care”, “Foster Care Prevention”, “In-Home Safety and Reunification Services”, and “Strengthening, Preserving and Reunifying Families”), the Joint Office of Homeless Services through its contractors in the Homeless Youth Continuum (New

Avenues for Youth and Native American Youth and Family Center), and Multnomah County Department of County Human Services through its contractors in the Multnomah County FUP Program (Impact NW, Native American Youth and Family Center, and Greater New Hope) will provide this cash assistance on behalf of FUP families and youth.

V. SERVICES TO BE PROVIDED TO FUP-ELIGIBLE YOUTH AND FAMILIES

FUP Application Rating Factor (Rating Factor 4) – Post-Move Counseling for Families and Youth

ODHS in collaboration with Home Forward, the Homeless Youth Initiative, the Joint Office of Homeless Services and the Multnomah County FUP Program will collectively make available the following post-move counseling for all FUP families and FUP youth.

Post-move counseling for FUP families and FUP youth will include, at minimum, subsequent-move counseling if the FUP family or youth decides to move a second time, and landlord mediation.

These post-move counseling services will be included in the voluntary wrap around case management services that all FUP families and youth will be offered. Service providers include: ODHS Independent Living Program, Greater New Hope, Native American Youth and Family Association, Impact Northwest and New Avenues for Youth. Funding for this activity comes from the Oregon State Department of Human Services operating budget, Home Forward operating budget and the City of Portland, Multnomah County general funds.

1.) Specific to ODHS youth, FUP participants, especially those who are new to independent living, will be coached on being successful tenants. The Independent Living Program providers engage youth in education and activities both before and after youth move into their own housing. Specific needs regarding housing are identified through the Ansell-Casey Life Skills Assessment (ACLSA), which measures life skills across a variety of areas, including career planning, communication, activities of daily living, housing and money management, self care, social relationships, and work and study skills. Once a youth is assessed, the ACLSA tools will be used to tailor a specific learning plan based on identified needs. This ensures that each youth is prepared to face the challenges that come with independent living;

2.) Budget and financial counseling will be offered for all FUP participants. Service providers will assist FUP families and youth to draw up budgets based on current spending and income, and then work proactively to prioritize items that may not be considered necessities in order to make their budget workable. Providers will assist FUP participants to access additional sources of income for which they are eligible, such as food stamps, TANF, and SSI, as well as help them identify community resources for assistance with utilities, child support, respite care, etc.;

3.) FUP participants will be referred to credit counseling to promote effective financial management. For participants with significant debt or a history of credit issues, providers will recommend credit counseling, educating the household on how to repair their credit and raise their credit scores. Households will be provided a list of credit counseling resources, including non-profit or low-cost credit counseling agencies in the community where they will be able to find assistance; and

4.) Home Forward, ODHS and contract providers will collectively provide housing stability services by engaging in landlord mediation to advocate for FUP participants. Types of mediation include discussing issues that arise during a client's tenancy; providing increased support to the client; providing financial assistance; discussing lease violations; and helping overcome any barriers that are impacting housing stability. If a tenant contacts Home Forward or ODHS with a problem regarding their tenancy, staff will, when appropriate, contact the landlord to attempt to resolve the situation. This assistance could include mediating discussions regarding issues in the unit, lease compliance and supporting landlords and tenants in the event of a domestic violence incident. Home Forward will continue its policy of requesting landlords to send a copy of any lease violation notice to them in order for Home Forward to counsel the tenant regarding issues that jeopardize housing stability.

SERVICES TO BE PROVIDED TO FUP-ELIGIBLE YOUTH

Application Threshold Requirement– Supportive Assistance for Youth to 36 months

The services described in this MOU will be provided for a period of 36 months to all FUP-eligible youth (18 to 24 years old) receiving rental assistance through the use of a FUP voucher, regardless of what age they are when starting the program. Funding for this activity comes from the Oregon State Department of Human Services operating budget and the City of Portland and Multnomah County general funds.

For youth who are awarded FUP vouchers and who have an open case with ODHS, services will be provided by ODHS, through the Independent Living Programs, until the youth reaches their 21st birthday. The Independent Living Programs assists youth who are, or were, in foster care to become self-sufficient adults. It provides youth an opportunity to learn valuable skills necessary to make a successful transition from state and tribal custody to living on their own.

To ensure continuity of care, the Multnomah County Homeless Youth Continuum will provide services for youth who are no longer on ODHS's active caseload, and will take over provision of services for any youth who reaches the age of 21 while utilizing a FUP voucher. Services will continue to be available until the FUP-eligible youth reaches their 25th birthday. Through the Multnomah County Homeless Youth Continuum, ODHS is able to ensure that FUP-eligible youth will receive services for a period of 36 months while receiving rental assistance through the use of a FUP voucher.

Both the ODHS Independent Living Program and Homeless Youth Continuum services are aimed at building life skills, securing and maintaining stable housing, obtaining employment, accessing education, managing finances, and maintaining health care insurance. FUP-eligible youth participate in an assessment and the development of an individual case plan outlining services to be received along with their commitment to the plan. Services are voluntary; FUP-

eligible youth are not required to participate in services as a condition of receipt of a FUP voucher.

The following services will be made available:

1.) Basic life skills information/counseling on money management, use of credit, housekeeping, proper nutrition/meal preparation, and access to health care (e.g., doctors, medication, and mental and behavioral health services). Service providers include: ODHS Independent Living Program, Greater New Hope, Native American Youth Association, Impact Northwest and New Avenues for Youth;

2.) Counseling on compliance with rental lease requirements and with Housing Choice Voucher program participant requirements, including assistance with security deposits, utility hook-up fees, and utility deposits. Service providers include: ODHS Independent Living Program, Greater New Hope, Native American Youth Association, Impact Northwest, Home Forward and New Avenues for Youth;

3.) Providing such assurances to owners of rental property as are reasonable and necessary to assist a FUP-eligible youth to rent a unit with a FUP voucher, including providing references to owners and offering the Landlord Guarantee Fund for any youth who completes Tenant Education Course. Service providers include: ODHS Independent Living Program, Greater New Hope, Native American Youth Association, Impact Northwest, Home Forward and New Avenues for Youth;

4.) Job preparation and attainment counseling (where to look/how to apply, dress, grooming, relationships with supervisory personnel, etc.), along with resume development and interview preparation. Service providers include: ODHS Independent Living Program, Greater New Hope, Native American Youth Association, Impact Northwest and New Avenues for Youth;

5.) Educational and career advancement counseling regarding attainment of general equivalency diploma (GED); attendance/financing of education at a technical school, trade school or college; including successful work ethic and attitude models. Services may include grants to financially assist with the cost of education, as well as assistance in applying for financial aid, grants, and scholarships. Service providers include: ODHS Independent Living Program, Greater New Hope, Native American Youth Association, Impact Northwest and New Avenues for Youth;

6.) Housing search assistance services, including Tenant Education Course (landlord tenant law, fair housing, communicating with landlord, housing stability budget, housing search, maintaining a clean, healthy home, etc.), support in the process of locating affordable housing, providing access to funds to aid in cost of transition, learning to pay application fees/deposits, managing utilities, understanding lease agreements, and accessing special housing programs through Independent Living Programs. Service providers include: ODHS Independent Living Program, Greater New Hope, Native American Youth Association, Impact Northwest, Home Forward and New Avenues for Youth;

7.) Transportation assistance, such as how to navigate public transportation, participating in driver's education, studying for a driver's permit/license, and understanding car insurance. Service providers include: ODHS Independent Living Program, Greater New Hope, Native American Youth Association, Impact Northwest and New Avenues for Youth; and

8.) Voluntary enrollment in Home Forward's GOALS Program (HUD's Family Self Sufficiency Program). Service Provider is Home Forward using funds from its Family Self Sufficiency operating budget.

SERVICES TO BE PROVIDED TO FUP-ELIGIBLE FAMILIES

FUP Application Rating Factor (Rating Factor 5) – Case management to FUP families

In addition to the services provided to ensure a successful lease up and move, the Public Child Welfare Agency (ODHS) along with the Multnomah County Youth & Family Services commits that case management will be made available to all FUP families. For the purposes of this MOU, the Multnomah County FUP commits to making case management available for all new FUP families. Families will have an active role in choosing which provider best suits their needs. Funding for this activity comes from the Oregon State Department of Human Services operating budget and the City of Portland and Multnomah County general funds. The contracted providers that are available to provide services to FUP families are Impact NW, Native American Youth and Family Center and Greater New Hope.

Using an Assertive Engagement model, services will be person-driven, culturally appropriate and voluntary. Service providers will provide case management for at least the first 12 months after a FUP voucher is received.

Case management will include, at a minimum, a needs assessment to identify all of the family's needs including housing related and non-housing related need (such as behavioral health, physical health, employment, child care, and other services needed), referrals to services to address the family's needs, and regular contact (based on need) with the family to follow up in referrals and provide new referrals as necessary.

Collectively, ODHS and the Multnomah County FUP Program will additionally offer an array of person-driven services and Multnomah County Flexible Funds that include: Home management, life skills, and building community supports; Financial education, employment training and job placement services; Youth, early childhood and school based services; and Family mentoring, access to health clinics, mental health, domestic violence services, recovery services and respite/relief care for children.

Description of case management along with a list of organizations to which ODHS and Multnomah County FUP Program routinely refers families for service

1.) ODHS or Multnomah County FUP Program providers will conduct a needs assessment to identify the needs of the FUP family and enroll the family in services or programs that address

those needs. Service providers include: Greater New Hope, Native American Youth and Family Center and Impact NW. When an assessment is completed and a plan is in place, case management staff will meet with parents and with families on a consistent basis. FUP families needing additional contact or support will receive more frequent visits;

2.) If ODHS determines that more intensive, specialized in-home services are necessary, the family will be referred to one of ODHS's in-home care contractors that provide "In-home Safety and Reunification Services". Providers include a variety of agencies that provide targeted, culturally specific services. These organizations include: Greater New Hope Family Services, Native American Rehabilitation Association, Parenting With Intent and additional with Native American Youth and Family Center, Morrison Child and Family Services, Immigrant and Refugee Community Organization and East County Resolutions;

3.) ODHS and Multnomah County FUP Program will continue to work with domestic violence prevention providers to access emergency shelter and domestic violence services for victims and children. These providers are committed to identifying FUP-eligible families and youth and referring them to ODHS for certification. Depending upon the relationship the families have with the domestic violence system, providers may be able to provide additional case management to those households. Case management from domestic violence providers is not limited to domestic violence specific services, and typically includes a full needs assessment, referrals to appropriate services, and ongoing support in accessing additional community resources. These organizations include the Gateway Center, YWCA, Domestic Violence Resource Center and Raphael House;

4.) ODHS and Multnomah County FUP Program staff will ensure that families are made aware that they have a priority to enroll in Home Forward's GOALS program (HUD FSS program) and will assist when needed for a successful enrollment and participation; and

5.) ODHS along with the Multnomah County FUP Program will coordinate services with all contracted and community providers to ensure a continuity of services for families, including bringing service providers and families together to ensure everyone has the same understanding and agreement on identified needs, clarify which service provider will meet each need, and address any gaps of service. ODHS and the Multnomah County FUP Program will coordinate services with community providers that provide services unattached to ODHS involvement, in order for families to support themselves by utilizing community resources after the ODHS case closes.

VI. Home Forward (PHA) Responsibilities

1.) Through its Rent Assistance Department, Home Forward will accept families and youth certified by ODHS as eligible for the Family Unification Program. Home Forward, upon receipt of the list of families and youth currently on the ODHS caseload, will compare the names with those of families and youth already on the Home Forward HCV waiting list. Any family or youth

on the Home Forward HCV waiting list that matches with the ODHS list will be assisted in order of their position on the waiting list in accordance with Home Forward admission policies. Any family or youth certified by the ODHS as eligible and not on the HCV waiting list will be placed on the waiting list (pending HCV eligibility). If Home Forward has a closed HCV waiting list, it will reopen the waiting list to accept a FUP applicant family or youth who is not currently on the Home Forward's HCV waiting list;

2.) Home Forward's FUP Liaison will review referrals and determine if families with children, or youth age 18 through 24 referred by ODHS are eligible for HCV assistance, Home Forward will place eligible referrals on the HCV waiting list;

3.) Home Forward's designated staff will determine if any families with children, or youth age 18 through 24 on its HCV waiting list are living in temporary shelters or on the street and may qualify for the FUP, and refer such applicants to ODHS and/or CoC, as applicable;

4.) Through its standard process, Home Forward will, if needed, amend its administrative plan in accordance with applicable program regulations and requirements;

5.) Through its standard process, Home Forward's Rent Assistance department will administer the vouchers in accordance with applicable program regulations and requirements;

6.) Using its education team, upon notification that FUP vouchers have been awarded, Home Forward will train ODHS staff on the Housing Choice Voucher program and procedures;

7.) Home Forward will work with ODHS and the Joint Office of Homeless Services to develop necessary data and tracking metrics for tracking and improvement purposes;

8.) Home Forward's FUP Liaison will conduct quarterly meetings with the ODHS and the Continuum of Care (City of Portland / Multnomah County Joint Office of Homeless Services also referred to as JOHS). Additional meetings will be called when needed; and

9.) Home Forward will comply with the provisions of this MOU.

VII. State of Oregon's Department of Human Services, Child Welfare Division Responsibilities

Identifying, Reviewing and Referring Families and Youth to the Family Unification Program:

Since 2010, ODHS has successfully identified and referred 442 families and youth to Home Forward's current Family Unification Program. The systems ODHS and Home Forward have developed to identify, prioritize, select, and refer FUP-eligible youth and families have proven to be effective and will be continued with the availability of additional FUP vouchers.

For these new vouchers, ODHS will use its established system to identify FUP-eligible families and FUP-eligible youth within its agency's caseload, and to review referrals from Home Forward and the Joint Office of Homeless Services (CoC Lead Agency).

Description of FUP Referral Process

1.) ODHS is the primary organization that all FUP referrals come to. Local social service organizations working with ODHS households may recommend applicants by contacting the household's caseworker. Home Forward and the CoC may also refer to potential applicants to ODHS. To qualify for Family FUP vouchers, families need to have an open child welfare case and have housing as a primary need or the last barrier to reunification for families whose children are in out-of-home care. For youth to qualify they must meet the FUP eligibility criteria as outlined in this MOU;

2.) ODHS caseworkers review their caseloads to identify potential clients for referral. To refer a household, the caseworker completes a FUP referral form indicating if the household satisfies the HUD Housing Choice Voucher eligibility criteria and matches the Family and Youth FUP eligibility definition as outlined in Section III of this MOU. The caseworker's referral must document the household's history with ODHS, income, race/ethnicity, existing efforts to find housing, and whether the household has been on the waiting list for other community housing. For reunification families, the referral form must also indicate that the child is expected to be reunified within 90 days of the family securing new housing;

3). The referral process for families begins when the ODHS caseworker refers a family to the ODHS Liaison. The ODHS liaison then reviews the information available regarding the family's risk of having a child removed or the likelihood of reunification within 90 days, confirms the family's housing needs, and how it matches with established priorities. For families, this process places a priority for those who have an open case with a substantiated report of child abuse and neglect and whose children are at high risk for experiencing additional negative welfare outcomes and where housing assistance could assist the family to stabilize and participate in services necessary for subsequent reunification. Referrals for priority families will be made as soon as they are identified and not only upon successful completion of other aspects of families' case management plans;

In the case of FUP families, the narrative provided by the caseworker outlines the likelihood that housing will promote reunification or keeping the children at home; special needs of the family; any criminal history; substance abuse/treatment; timeline for reunification and court involvement; who has physical custody of the children; other housing resources explored; and other public benefits the family may be receiving;

For preservation families, the selection process confirms that the parents are at imminent risk of losing their children and that housing would preserve the family. For reunification families, the committee must be assured that the children will likely be able to return to their parents' care within 90 days and that housing is a major barrier to achieving reunification.

When ODHS District Management's final selections for FUP families has been made, the District Liaison then submits them to the Multnomah County Division of Youth and Family Services Liaison for review/discussion and approval. Once this approval is obtained, the District Liaison then certifies the referrals and submits them to the Home Forward Liaison.

4.) The referral process for Youth, begins with the ODHS caseworker presenting the case to the FUP Youth committee, providing a narrative of the youth's current housing situation and why a FUP voucher would be beneficial.

5.) ODHS commits to continue implementing its already established system to identify FUP-eligible youth who are no longer a part of its active caseload in cooperation with the CoC, including integrating the prioritization and referral process for FUP-eligible youth into the local CoC's coordinated entry process.

6.) Once selected by the FUP Youth committee, the youth's referral and information release forms are forwarded to the ODHS FUP Liaison who reviews the application for accuracy and completeness, then forwards the certified packet to Home Forward for pre-screening.

7.) For family and youth applications: Home Forward does a preliminary examination for any potential barriers prior to initiating a formal review and alerts the ODHS Liaison to any issues that need action or might make the household ineligible for the program. The ODHS Liaison decides whether the issues that have been identified are remediable or not. If so, the caseworker is contacted and together they decide how to address the issues. This pre-screening practice has proven to be effective in facilitating processing time and reducing the number of denials of eligibility. Once the application has been remedied, the application for a FUP voucher is officially submitted to Home Forward; and

8.) When the applicant is approved for participation, a determination will be made within the review and approval process as to who will manage the case. If a family or youth is interested in working with one of the FUP provider agencies, the Multnomah County FUP Program or the Homeless Youth Continuum, they will be offered those case management services. ODHS case management, including the Independent Living Programs for youth can also be an option for the FUP youth participant depending on the individual household.

Once new Family Unification Program Vouchers are awarded to Home Forward, ODHS will:

1.) Notify all management staff and caseworkers of FUP voucher availability and program eligibility. ODHS caseworkers will be asked to review their caseloads and identify families and youth that they believe meet FUP criteria;

2.) Have their FUP Liaison or designee meet with the expanded ODHS executive team and core managers to instruct them to have their staff identify and refer families to the appropriate process as outlined in this agreement. Information about FUP and family/youth eligibility will be disseminated at unit meetings and branch all-staff meetings;

3.) Meet with its Independent Living Program staff and housing specialist to share program details and eligibility to determine if there are youth in the Independent Living Program who are eligible for this program. Independent Living Program staff will be instructed to review their

caseloads initially, and then again monthly during regularly scheduled check-ins between ODHS staff and Independent Living Programs staff; and

4.) Coordinate with Home Forward to provide training on FUP to the local Continuum of Care, the Homeless Youth Continuum, and the Domestic Violence network. All of these systems will be asked to identify youth and families who may be FUP-eligible and refer them to the ODHS FUP Liaison for certification.

The following is the process that ODHS will follow:

1.) Identified youth will be served thorough the Multnomah County Homeless Youth Continuum, a comprehensive system of services for homeless and at-risk youth. The goals of the Continuum are to provide screening and referral services and to transition youth into safe, stable living environments with supportive education and employment services. Services provided include outreach, case management, family reunification, day programs, medical care, crisis shelters, substance abuse counseling, mental health services, education and employment services, and independent housing programs. The Continuum will provide services for 36 months to any youth who receives a FUP voucher and who does not have an active, open case with ODHS. Those services will include all services required for youth under FUP;

2.) When youth seeks out services or are contacted by outreach teams at any of the agencies in the Continuum, staff will determine whether the youth has current or past involvement with ODHS Child Welfare. To encourage youth to be forthcoming about their past involvement with ODHS, outreach and intake staff will inform youth about the array of programs and resources available to former foster youth. If the youth had previous involvement with Child Welfare, the youth will be notified of eligibility to access Independent Living Program Services by opening a Voluntary Case. Likewise, if a youth comes into contact with the Continuum – either by seeking services or being approached by an outreach worker – Continuum staff will encourage the youth to reveal any past involvement in the foster system;

3.) Upon award of additional FUP Youth vouchers, any youth with current or past involvement with Child Welfare or Oregon Youth Authority foster care who attempts to access services with the Homeless Youth Continuum will be eligible to apply for a FUP voucher through Home Forward, regardless of their willingness to open a voluntary case with ODHS. Youth who are willing to open a voluntary case will have access to an ODHS caseworker and the entire array of resources ODHS can provide, as well as the FUP voucher. If a youth does not want to open a voluntary case, then they will still be able to access a FUP voucher, and the Homeless Youth Continuum will provide services for the 36-months that the youth retains the voucher; and

4.) In addition to the Continuum identifying FUP-eligible youth who are no longer on ODHS's caseload, Multnomah County's coordinated Domestic Violence network will continue to identify potentially FUP-eligible youth through its 24-hour crisis line, emergency shelters, and survivor support services. If any of their providers come into contact with youth they believe may be FUP-eligible, they will refer the youth either to ODHS or to the Continuum in order to ensure youth are accessing available community resources.

Additional Responsibilities of ODHS Include the Following:

1.) ODHS will provide written certification to Home Forward that a family qualifies as a FUP-eligible family, or that a youth qualifies as a FUP-eligible youth, based upon the criteria established in Section 8(x) of the United States Housing Act of 1937, and the Family Unification Program Notice of Funding Availability for Fiscal Year 2022;

- a. When the Homeless Youth Continuum (HYC) identifies FYI-eligible youth whose eligibility results from involvement in Oregon Youth Authority (OYA) foster care, the Homeless Youth Continuum will collect eligibility documentation from OYA and provide it to ODHS.

2.) ODHS commits to providing sufficient staff resources to ensure that eligible families and youth are Identified and determined eligible in a timely manner. This commitment includes a process to ensure that the ODHS active caseload is reviewed at least once a month to identify FUP-eligible families and FUP-eligible youth, and refer them to Home Forward. Additionally, ODHS will provide referrals to Home Forward within 30 working days of receiving notification from Home Forward about voucher availability;

3.) ODHS, together with the Homeless Youth Continuum, commits to providing sufficient staff resources to provide follow-up supportive services after the FUP youth voucher holder leases a unit. These services are funded by the Oregon State Department of Human Services operating budget and the City of Portland and Multnomah County general funds;

4.) Upon notification that vouchers have been awarded, ODHS will train Home Forward (PHA) and Joint Office of Homeless Services (the CoC Lead Agency) staff on the work of ODHS as it relates to FUP-eligible families and FUP-eligible youth referral procedures;

5.) ODHS will provide the pre and post-move services as outlined in this MOU;

6.) ODHS will participate in regular meetings (at least quarterly) with Home Forward (PHA) and the Joint Office of Homeless Services (the CoC lead agency); and

7.) ODHS will comply with the provisions of this MOU.

VIII. Continuum of Care (CoC) Responsibilities

OR-501 Portland/Gresham/Multnomah County Continuum of Care is the Continuum of Care (CoC) for the entire geography served by Home Forward. The City of Portland / Multnomah County Joint Office of Homeless Services is the lead agency and collaborative applicant for subsystem OR-501 Portland/Gresham/Multnomah County Continuum of Care. The Continuum of Care commits to:

1.) Integrating the prioritization and referral process for FUP-eligible youth into the CoC's coordinated entry process. The Homeless Youth Continuum is the subsystem OR-501 Portland/Gresham/Multnomah County Continuum of Care serving youth. Outreach, screening and referral for youth experiencing homelessness are centralized and coordinated within the Homeless Youth Continuum. At screening/point of entry into the Continuum, a youth's history with foster care is identified and indicated both on their screening intake and entered into the HMIS data collection system. This allows the referral agency to begin the application process for the FUP voucher. Any youth screened into the Continuum that meets eligibility for a FUP voucher is referred to the FUP program by Homeless Youth Continuum staff;

2.) Continuum of Care program assistance in Multnomah County is accessed through the coordinated entry systems of OR-501 Portland/Gresham/Multnomah County Continuum of Care. OR-501 Portland/Gresham/Multnomah County Continuum of Care commits to working with the Family Unification Program partners to ensure that eligible families and youth are connected to available and appropriate program assistance through OR-501 Portland/Gresham/Multnomah County Continuum of Care's Coordinated Entry systems;

3.) As indicated elsewhere within this MOU, all FUP eligible youth will be offered a range of individualized and flexible support services, including housing navigation supports, funded through a combination of CoC program, Oregon Department of Human Services and/or Joint Office of Homeless Services funded program assistance;

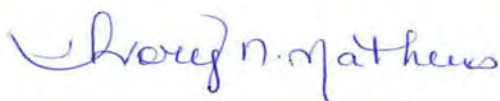
4.) As indicated within this MOU, all FUP eligible families will be offered a range individualized and flexible support services funded through the CoC program, including housing navigation supports, through a combination the CoC program, Multnomah County Department of County Human Services, and/or Oregon Department of Human Services funded program assistance; and

5.) Upon notification that vouchers have been awarded, the CoC will train Home Forward (PHA) and ODHS (PCWA) on the work of the CoC

6.) Participate in regular meetings (at least quarterly) conducted by Home Forward and the State of Oregon Department of Human Services Child Welfare Division.

7.) The Continuum of Care will comply with the provisions of this MOU.

Signed By:



May 22, 2023

Ivory N. Mathews, Chief Executive Officer, Home Forward

Date

Sherrell Jackson, District 2 Manager, Oregon Department of Human Services Child Welfare Division	Date

Patrick Reynolds

5/18/2023

Patrick Reynolds or Laura Golino De Lovato, OR-501 Portland/Gresham/Multnomah Continuum of Care Board Co-Chair	Date

Daniel Field

5/18/23

Dan Fields, Director, Joint Office of Homeless Services, CoC Collaborative Applicant Authorized Representative	Date

Peggy Samolinski

5/18/2023

Peggy Samolinski, Director, Multnomah County Department of County Human Services, Youth and Family Services Division	Date

Sherrelle Jackson

Digitally signed by Sherrelle Jackson
Date: 2023.05.17 15:43:53 -07'00'

Sherrell Jackson, District 2 Manager, Oregon Department of Human Services Date
Child Welfare Division

Patrick Reynolds or Laura Golino De Lovato, Date
OR-501 Portland/Gresham/Multnomah Continuum of Care Board Co-Chair

Dan Fields, Director, Joint Office of Homeless Services, Date
CoC Collaborative Applicant Authorized Representative

Peggy Samolinski, Director, Multnomah County Department of County Human Date
Services, Youth and Family Services Division

MEMORANDUM OF UNDERSTANDING — FOSTER YOUTH TO INDEPENDENCE PROGRAM (FYI)

This Memorandum of Understanding (MOU) has been created and entered into on August 8th, 2022 by and between the following parties in relation to the Department of Housing and Urban Development Foster Youth to Independence (FYI) competitive application 2022:

Home Forward
(Public Housing Authority)
135 SW Ash Street
Portland, Oregon 97204

Oregon Department of Human Services
(Participating Child Welfare Agency)
2446 SE Ladd Avenue
Portland, Oregon 97214

City of Portland / Multnomah County Joint Office of Homeless Services
(Continuum of Care Lead Agency/Collaborative Applicant)
721 SW Oak St. Ste #100
Portland, OR 97205

New Avenues for Youth
(Homeless Youth Continuum Contracted Partner)
314 SW 9th Ave.
Portland, OR 97205

Janus Youth Programs
(Homeless Youth Continuum Contracted Partner)
738 NE Davis St.
Portland, OR 97232

Native American Youth and Family Center
(Homeless Youth Continuum Contracted Partner)
5135 NE Columbia Blvd.
Portland, OR 97218

Outside In
(Homeless Youth Continuum Contracted Partner)
1132 SW 13th Ave.
Portland, OR 97205

I. INTRODUCTION AND GOALS

For the purposes of this MOU the following are the participating organizations:

Public Housing Authority (PHA): Home Forward

Public Child Welfare Agency (PCWA): State of Oregon Department of Human Services (also referred to as ODHS)

Continuum of Care (CoC): A Home For Everyone Coordinating Board (AHFE), also known as OR-501 Portland/Gresham/Multnomah County Continuum of Care”. The Multnomah County Homeless Youth Continuum (also referred to as the HYC) is the subsystem of the Continuum of Care focused on serving youth experiencing and leaving homelessness.

Continuum of Care Lead Agency and Collaborative Applicant: City of Portland / Multnomah County Joint Office of Homeless Services (also referred to as JOHS)

Application Threshold Requirement – Home Forward and ODHS’s commitment to administer the Foster Youth to Independence Program

In a joint effort, Home Forward (the Public Housing Authority for Multnomah County) and the State of Oregon’s Department of Human Services (the Public Child Welfare Agency), have jointly committed to, prepared and agreed upon the stated responsibilities within this Memorandum of Understanding (MOU) for implementing the Foster Youth to Independence program (FYI). Upon award of the FYI vouchers these public agencies, in collaboration with the Continuum of Care, will work together in a united effort to serve the FYI-eligible youth as outlined in this agreement.

Continuum of Care commitment to cooperate with and assist Home Forward and the State of Oregon’s Department of Human Services, Child Welfare Division (ODHS)

The City of Portland / Multnomah County Joint Office of Homeless Services (JOHS) is the lead agency and collaborative applicant for our Continuum of Care. The Joint Office of Homeless Services fully commits to cooperate with and assist Home Forward and the State of Oregon’s Department of Human Services in this FYI Program. In addition, the Joint Office of Homeless Services commits to integrating the prioritization and referral process for FYI eligible youth into the Continuum of Care’s coordinated entry process. Likewise, the Homeless Youth Continuum (a subsystem of the Continuum of Care for homeless youth services) and its contractor organizations will play an active role as outlined in this MOU.

Application Threshold Requirement – Goals and standards of success in administering the Foster Youth to Independence Program

Background:

Since 2010, Home Forward and the Oregon Department of Human Services, along with its Continuum of Care partners at Multnomah County and the City of Portland, have successfully implemented the Family Unification Program bringing housing stability and opportunities to

FUP-eligible families and youth. We have served 132 FUP-eligible youth who successfully secured housing using a FUP Housing Choice Voucher, and a sustainable collaboration of community partnerships has evolved and stays committed to providing both skilled staff and committed resources to address homelessness youth within our community.

Based on this past success serving youth through the Family Unification Program, the following are the goals and standards for the Foster Youth Initiative Program:

Foster Youth to Independence Housing Choice Voucher Utilization

1.) FYI Housing Choice Voucher Utilization:

- Achieve a minimum of 90% utilization within 12-months of award; and
- Maintain a minimum of 90% utilization of ongoing Housing Choice Voucher participation.

2.) FYI Housing Choice Voucher Success Metrics:

- Lease-up speed is equal to or better than non-FYI HCV families;
- Lease-up success is equal to or better than non-FYI HCV families; and
- Voucher retention is equal to or better than non-FYI HCV families

Racial and Ethnic Justice

The FYI program will support A Home For Everyone's (Multnomah County's Continuum of Care) commitment to promote racial and ethnic justice and to eliminate disproportionate rates of homelessness among many communities of color. Oregon has long had significant and persistent disparities in the incidence of child welfare involvement among certain racial and ethnic groups, specifically African American and Native American/Alaska Native families. In Multnomah County, African Americans represented 21.7% of the youth that exited foster care on/after turning 18 in 2020 and 17.2% of the youth served in the Homeless Youth Continuum last year, but comprise only 7.2% of the general population. Likewise, Native Americans were 8.3% of the youth that exited foster care on/after turning 18 in 2020 and 5.2% of the youth served in the Homeless Youth Continuum last year, but only 2.5% of the general population. The parties to this MOU will work collaboratively through outreach and provision of culturally appropriate services to ensure access to and success in the FYI program by FYI youth supports our overall efforts to reduce or eliminate racial and ethnic disparities in the child welfare system.

1.) Demographics of FYI youth accessing vouchers, at minimum reflect:

- The demographics of youth experiencing homelessness in Multnomah County; and
- The demographics of youth in Multnomah County who left foster care or will leave foster care within 90 days;

3.) Success in FYI Voucher program

- Voucher retention rates for FYI families and youth of color, at minimum, mirror voucher retention for white FUP families and youth.

Delivery of Pre and Post-Move Supportive Services

The services, as outlined in the MOU will be provided in a way that places FYI participants at the center of decision making with the belief that they are fully capable and able to take the lead in setting goals and determining which services meet their needs.

- Use an Assertive Engagement model in the delivery of services, with proven methods to improve the abilities for FUP participants to envision a brighter future;
- Services will be flexible and participants will have a menu of options;
- Services will be culturally responsive, culturally competent, and affirmatively further opportunity for people who have traditionally been underserved in services; and
- Services will be focused on housing and family stability, including opportunities for greater economic stability and success.

Assertive Engagement – Provide services in a way that builds hope, leadership, and community by:

- Articulating a clear hierarchy where the people needing or seeking help are seen as the experts with power over their own choices and lives;
- Viewing the people needing or seeking help as capable of choosing the solutions to their own problems;
- Using hope as a source of motivation and strength for finding solutions;
- Requiring persistence and creativity on the part of anyone offering a helping relationship;
- Recognizing that how helpers offer help is more important than what help they offer; and
- Employing active listening as a powerful resource.

Application Threshold Requirement – Staff positions who will serve as the lead FUP liaisons

Home Forward, the State of Oregon’s Department of Human Services (ODHS), the City of Portland / Multnomah County Joint Office of Homeless Services (JOHS), and Multnomah County Department of County Human Services, Youth and Family Services Division will each designate a staff position to serve as the lead FYI Liaison. These FYI liaisons will be responsible for the coordination of referrals, lease-up and services for FYI eligible youth.

Name and title of PHA staff position – Home Forward staff position serving as FYI Liaison:
Yvette Hernandez, Housing Program Supervisor

Name and title of PCWA staff position – OODHS staff position serving as FYI Liaison:
Anne Bailey, Resource Developer

Name and title of CoC staff position – City of Portland / Multnomah County Joint Office of Homeless Services FYI Liaison:
Caitlin Campbell, Senior Program Specialist

Responsibilities of the FYI liaisons

The Family Youth to Independence liaisons will manage the program processes to identify FYI-eligible youth, ensuring compliance with the prioritization criteria outlined in this MOU and coordinate with the partner agencies in administering the program, including timely response to requests for eligibility verification and regular meetings to assess the implementation of the program and discuss any necessary adjustments to improve service to participant youth.

II. STATEMENT OF COOPERATION – Application Threshold Requirement

All parties to this MOU agree to cooperate with any program evaluation efforts undertaken by HUD, U.S. Department of Health and Human Services (HHS), or a HUD or HHS-approved contractor, including compliance with HUD and HHS-approved evaluation protocols and data sharing requests

III. YOUTH ELIGIBLE FOR FOSTER YOUTH TO INDEPENDENCE ASSISTANCE – Application Threshold Requirement

FYI-Eligible Youth is defined as a youth that the Public Child Welfare Agency has certified has attained at least 18 years, and not more than 24 years of age (have not reached their 25th birthday), and who has left foster care, or will leave foster care within 90 days, in accordance with a transition plan described in section 475(5)(H) of the Social Security Act, and is homeless or is at risk of becoming homeless at age 16 or older. As required by statute, FYI voucher issued to such a youth may only be used to provide housing assistance for the youth for a maximum of 36 months. The Fostering Stable Housing Opportunities (FSHO) amendments, published in the Federal Register on January 24, 2022, provides an extension for up to 24 months beyond the 36-month time limit for youth who meet certain requirements. FSHO applies to youth who first leased or leases a unit with an FYI voucher after the date of enactment of FSHO, December 27, 2020.

IV. HOUSING SEARCH ASSISTANCE

With an emphasis on rental units in low-poverty census tracts, ODHS in collaboration with Home Forward, the Homeless Youth Continuum, and the Joint Office of Homeless Services will collectively provide the following services to assist families and youth in locating and accessing housing, which includes working with landlords to secure appropriate, eligible housing units. Funding for this activity comes from the Oregon State Department of Human Services operating budget, the City of Portland and Multnomah County general funds, and Home Forward operating budget.

FYI Application Rating Factor (Rating Factor 1) - Housing Search Assistance in low-poverty census tracts:

The collaborative partnership of ODHS, Home Forward, the Homeless Youth Continuum, and the Joint Office of Homeless Services will help youth identify their housing needs (including unit size, location, safety, proximity to schools, transportation, grocery stores, etc.) and select target neighborhoods for a housing search, with an emphasis on areas in low-poverty census

tracts. Included in this component is education for families and youth regarding the benefits of living in low-poverty areas, such as improved family outcomes in health, education, and self-sufficiency, and making available a map showing low-poverty areas.

Housing search assistance in low-poverty census tracts will be available to all FYI youth and will include, at minimum, unit viewings and/or landlord introductions.

Funding for this activity comes from Home Forward, the Oregon State Department of Human Services operating budget, the City of Portland and Multnomah County general funds and Home Forward operating budget.

FYI participants are centrally referred through ODHS however each FUP participant will be able to choose the best system of support to assist them with their housing search. The providers within the Homeless Youth Continuum providing housing search assistance to FUP youth are Janus Youth, New Avenues for Youth, Native American Youth and Family Center, and Outside In.

Additionally, the partnership of the parties to the MOU ensure the following housing search assistance is available to all FYI youth:

- 1.) Outreach to landlords with housing that has been identified as beneficial for participants (near youth services, near certain schools or employment) and enquire about rental units for FUP youth as vacancies arise;
- 2.) Accompany families and youth, when needed, to visit potential housing sites and advocate directly with landlords on behalf of the youth;
- 3.) Assist youth with rental applications, rental agreements, and other paperwork;
- 4.) Provide landlords with letters of reference youth and provide documentation of services youth have completed or progress that has been made;
- 5.) Contact landlords if a FYI participant's rental application is denied to find out the reason for denial and assist with any necessary appeal. For youth with disabilities, caseworkers will assist in preparing reasonable accommodation requests when necessary;
- 6.) Provide youth, who have had involvement with the Justice System, in having their records expunged in order to remove barriers to successful rental applications by avoiding criminal history showing up during screening; and
- 7.) Provide referrals for additional housing-search related services as needs are identified (credit counseling, modifications to units for disabled households, etc.).

Additional Home Forward (PHA) housing search responsibilities

1.) Home Forward will make available its Tenant Education Course to FYI applicants. The course teaches Housing Choice Vouchers holders how to successfully conduct a housing search; how to identify and address housing barriers, basic landlord-tenant and fair housing laws, identifying one's needs in a rental unit, evaluating the property, landlord, and neighborhood, and how to effectively communicate with the landlord. Graduates of the course receive \$200 in security deposit assistance;

2.) The State of Oregon provides a Housing Choice Voucher Landlord Guarantee Fund to incentivize landlords to accept Housing Choice Voucher participants, including FYI participants who they might not otherwise rent to due to screening barriers such as past evictions or credit problems. This fund offers a financial guarantee of up to \$5,000 for participating landlords;

3.) Home Forward will provide education to FYI participants regarding Housing Search in Low-Poverty Census Tracts during its HCV program orientation at the time vouchers are issued. The briefing includes:

- Learning the benefits of renting in low-poverty areas, including improved health and safety, quality schools, access to transportation, access to higher quality food options, and the benefits of interacting with community members;
- Coaching FYI participants on how to conduct a specific housing search, including providing a list of vacancies, tools for seeking out additional vacancies, suggestions on what to look for and effective ways to communicate to and market themselves to landlords; and
- Informing FYI voucher holders about increased payment standards in lower-poverty/higher rent neighborhoods to encourage participants to lease in these areas. Home Forward utilizes nine payment standard areas across Multnomah County. Using these neighborhood specific payment standards allows Home Forward to better align payment standards as rent increases in higher opportunity areas while limiting incentives for leasing in higher poverty areas; and

4.) Home Forward will maintain its policy allowing exception payment standards in low-poverty census tracts where market rents are higher than its current payment standards. In order to ensure those areas are accessible and affordable to HCV participants, Home Forward, using its Moving to Work authority allows exception payment standards in low-poverty census tracts up to 160% of Fair Market Rents.

FYI Application Rating Factor (Rating Factor 2) – Financial Assistance

In order to ensure successful lease up of the FUP vouchers, cash assistance will be available for all FUP youth. This resource will go towards financial needs such as moving costs, transportation, application fees, security deposits, utility startup (including arrears), furniture and other identified needs.

ODHS programs (“System of Care”, “Foster Care Prevention”, “In-Home Safety and Reunification Services”, and “Strengthening, Preserving and Reunifying Families”), and the Joint Office of Homeless Services through its contractors in the Homeless Youth Continuum (Janus Youth, New Avenues for Youth, Native American Youth and Family Center, and Outside In), will provide this cash assistance on behalf of FYI youth.

V. SERVICES TO BE PROVIDED TO FYI-ELIGIBLE YOUTH

FYI Application Rating Factor (Rating Factor 4) – Post-Move Counseling for Youth

ODHS in collaboration with Home Forward, the Homeless Youth Continuum, and the Joint Office of Homeless Services will collectively make available the following post-move counseling for all FYI youth.

Post-move counseling for FYI youth will include, at minimum, subsequent-move counseling if the FUP family or youth decides to move a second time, and landlord mediation.

These post-move counseling services will be included in the voluntary wrap around case management services that all FYI youth will be offered. Service providers include: ODHS Independent Living Program, Janus Youth, New Avenues for Youth, Native American Youth and Family Center, and Outside In. Funding for this activity comes from the Oregon State Department of Human Services operating budget, Home Forward operating budget and the City of Portland, Multnomah County general funds.

1.) Specific to ODHS youth, FYI participants, especially those who are new to independent living, will be coached on being successful tenants. The Independent Living Program providers engage youth in education and activities both before and after youth move into their own housing. Specific needs regarding housing are identified through the Ansell-Casey Life Skills Assessment (ACLSA), which measures life skills across a variety of areas, including career planning, communication, activities of daily living, housing and money management, self care, social relationships, and work and study skills. Once a youth is assessed, the ACLSA tools will be used to tailor a specific learning plan based on identified needs. This ensures that each youth is prepared to face the challenges that come with independent living;

2.) Budget and financial counseling will be offered for all FUP participants. Service providers will assist FYI youth to draw up budgets based on current spending and income, and then work proactively to prioritize items that may not be considered necessities in order to make their budget workable. Providers will assist FYI participants to access additional sources of income for which they are eligible, such as food stamps, TANF, and SSI, as well as help them identify community resources for assistance with utilities, child support, respite care, etc.;

3.) FYI participants will be referred to credit counseling to promote effective financial management. For participants with significant debt or a history of credit issues, providers will recommend credit counseling, educating the household on how to repair their credit and raise their credit scores. Households will be provided a list of credit counseling resources, including non-profit or low-cost credit counseling agencies in the community where they will be able to find assistance; and

4.) Home Forward, ODHS and contract providers will collectively provide housing stability services by engaging in landlord mediation to advocate for FYI participants. Types of mediation include discussing issues that arise during a client's tenancy; providing increased support to the client; providing financial assistance; discussing lease violations; and helping overcome any barriers that are impacting housing stability. If a tenant contacts Home Forward or ODHS with a problem regarding their tenancy, staff will, when appropriate, contact the landlord to attempt to resolve the situation. This assistance could include mediating discussions regarding issues in the unit, lease compliance and supporting landlords and tenants in the event of a domestic violence incident. Home Forward will continue its policy of requesting landlords to send a copy of any lease violation notice to them in order for Home Forward to counsel the tenant regarding issues that jeopardize housing stability.

SERVICES TO BE PROVIDED TO FUP-ELIGIBLE YOUTH

FYI Application Rating Factor (Rating Factor 7) – Third Party Partnerships

Supportive Assistance for Youth to 36 months

The services described in this MOU will be provided for a period of 36 months to all FYI-eligible youth (18 to 24 years old) receiving rental assistance through the use of a FYI voucher, regardless of what age they are when starting the program. Funding for this activity comes from the Oregon State Department of Human Services operating budget and the City of Portland and Multnomah County general funds.

For youth who are awarded FYI vouchers and who have an open case with ODHS, services will be provided by ODHS, through the Independent Living Programs, until the youth reaches their 21st birthday. The Independent Living Programs assists youth who are, or were, in foster care to become self-sufficient adults. It provides youth an opportunity to learn valuable skills necessary to make a successful transition from state and tribal custody to living on their own.

To ensure continuity of care, the Multnomah County Homeless Youth Continuum through its contracted providers (Janus Youth, New Avenues for Youth, Native American Youth and Family Center, and Outside In) will provide services for youth who are no longer on ODHS's active caseload, and will take over provision of services for any youth who reaches the age of 21 while utilizing a FUP voucher. Services will continue to be available until the FUP-eligible youth reaches their 25th birthday. Through the Multnomah County Homeless Youth Continuum, ODHS is able to ensure that FUP-eligible youth will receive services for a period of 36 months while receiving rental assistance through the use of a FUP voucher.

Both the ODHS Independent Living Program and Homeless Youth Continuum services are aimed at building life skills, securing and maintaining stable housing, obtaining employment, accessing education, managing finances, and maintaining health care insurance. FUP-eligible youth participate in an assessment and the development of an individual case plan outlining services to be received along with their commitment to the plan. Services are voluntary; FYI-eligible youth are not required to participate in services as a condition of receipt of a FYI voucher.

The following services will be made available:

- 1.) Basic life skills information/counseling on money management, use of credit, housekeeping, proper nutrition/meal preparation, and access to health care (e.g., doctors, medication, and mental and behavioral health services). Service providers include: ODHS Independent Living Program, Janus Youth, New Avenues for Youth, Native American Youth and Family Center, and Outside In;
- 2.) Counseling on compliance with rental lease requirements and with Housing Choice Voucher program participant requirements, including assistance with security deposits, utility hook-up fees, and utility deposits. Service providers include: ODHS Independent Living Program, Janus Youth, New Avenues for Youth, Native American Youth and Family Center, and Outside In;
- 3.) Providing such assurances to owners of rental property as are reasonable and necessary to assist a FYI-eligible youth to rent a unit with a FYI voucher, including providing references to owners and offering the Landlord Guarantee Fund for any youth who completes Tenant Education Course. Service providers include: ODHS Independent Living Program, Janus Youth, New Avenues for Youth, Native American Youth and Family Center, and Outside In;
- 4.) Job preparation and attainment counseling (where to look/how to apply, dress, grooming, relationships with supervisory personnel, etc.), along with resume development and interview preparation. Service providers include: ODHS Independent Living Program Janus Youth, New Avenues for Youth, Native American Youth and Family Center, and Outside In;
- 5.) Educational and career advancement counseling regarding attainment of general equivalency diploma (GED); attendance/financing of education at a technical school, trade school or college; including successful work ethic and attitude models. Services may include grants to financially assist with the cost of education, as well as assistance in applying for financial aid, grants, and scholarships. Service providers include: ODHS Independent Living Program, Janus Youth, New Avenues for Youth, Native American Youth and Family Center, and Outside In;
- 6.) Housing search assistance services, including Tenant Education Course (landlord tenant law, fair housing, communicating with landlord, housing stability budget, housing search, maintaining a clean, healthy home, etc.), support in the process of locating affordable

housing, providing access to funds to aid in cost of transition, learning to pay application fees/deposits, managing utilities, understanding lease agreements, and accessing special housing programs through Independent Living Programs. Service providers include: ODHS Independent Living Program, Janus Youth, New Avenues for Youth, Native American Youth and Family Center, and Outside In;

7.) Transportation assistance, such as how to navigate public transportation, participating in driver's education, studying for a driver's permit/license, and understanding car insurance. Service providers include: ODHS Independent Living Program, Janus Youth, New Avenues for Youth, Native American Youth and Family Center, and Outside In; and

8.) Voluntary enrollment in Home Forward's GOALS Program (HUD's Family Self Sufficiency Program). Service Provider is Home Forward using funds from its Family Self Sufficiency operating budget.

VI. Home Forward (PHA) Responsibilities

1.) Through its Rent Assistance Department, Home Forward will accept youth certified by ODHS as eligible for the Foster Youth Initiative. Home Forward, upon receipt of the list of families and youth currently on the ODHS caseload, will compare the names with those of youth already on the Home Forward HCV waiting list. Any youth on the Home Forward HCV waiting list that matches with the ODHS list will be assisted in order of their position on the waiting list in accordance with Home Forward admission policies. Any youth certified by the ODHS as eligible and not on the HCV waiting list will be placed on the waiting list (pending HCV eligibility). If Home Forward has a closed HCV waiting list, it will reopen the waiting list to accept a FYI applicant youth who is not currently on the Home Forward's HCV waiting list;

2.) Home Forward's FYI Liaison will review referrals and determine if youth age 18 through 24 referred by the ODHS are eligible for HCV assistance, Home Forward will place eligible referrals on the HCV waiting list;

3.) Home Forward's designated staff will determine if any youth age 18 through 24 on its HCV waiting list are living in temporary shelters or on the street and may qualify for the FYI, and refer such applicants to ODHS and/or CoC, as applicable;

4.) Through its standard process, Home Forward will, if needed, amend its administrative plan in accordance with applicable program regulations and requirements;

5.) Through its standard process, Home Forward's Rent Assistance department will administer the vouchers in accordance with applicable program regulations and requirements;

6.) Using its education team, upon notification that FYI vouchers have been awarded, Home Forward will train ODHS staff on the Housing Choice Voucher program and procedures;

- 7.) Home Forward will work with ODHS and the Joint Office of Homeless Services to develop necessary data and tracking metrics for tracking and improvement purposes;
- 8.) Home Forward's FYI Liaison will conduct quarterly meetings with the ODHS and the Continuum of Care (City of Portland / Multnomah County Joint Office of Homeless Services also referred to as JOHS). Additional meetings will be called when needed; and
- 9.) Home Forward will comply with the provisions of this MOU.

VII. State of Oregon's Department of Human Services, Child Welfare Division Responsibilities

Identifying, Reviewing and Referring Youth to the Foster Youth to Independence:

Since 2010, ODHS has successfully identified and referred 132 youth to Home Forward's current Family Unification Program. The systems ODHS and Home Forward have developed to identify, prioritize, select, and refer FUP-eligible youth has proven to be effective and will be continued with the availability of Foster Youth to Independence vouchers.

For these new vouchers, ODHS will use its established system to identify FYI-eligible youth within its agency's caseload, and to review referrals from Home Forward and the Joint Office of Homeless Services (CoC Lead Agency).

Description of FYI Referral Process

- 1.) ODHS is the primary organization that all FYI referrals come to. Local social service organizations working with ODHS households may recommend applicants by contacting the household's caseworker. Home Forward and the CoC may also refer to potential applicants to ODHS. For youth to qualify they must meet the FYI eligibility criteria as outlined in this MOU;
- 2.) ODHS caseworkers review their caseloads to identify potential clients for referral. To refer a household, the caseworker completes a FYI referral form indicating if the household satisfies the HUD Housing Choice Voucher eligibility criteria and matches Foster Youth to Independence program eligibility definition as outlined in Section III of this MOU. The caseworker's referral must document the household's history with ODHS, income, race/ethnicity, existing efforts to find housing, and whether the household has been on the waiting list for other community housing.
- 3.) The review process begins with a ODHS caseworker referring a youth to the FYI committee at their local ODHS branch that evaluates the referral according to both the basic eligibility criteria and the prioritization criteria established by the district office.
- 4.) The caseworker presents the case to the committee, providing a narrative of the youth's current housing situation and why a FYI voucher would be beneficial.

6.) ODHS commits to continue implementing its already established system to identify FYI-eligible youth who are no longer a part of its active caseload in cooperation with the CoC, including integrating the prioritization and referral process for FYI-eligible youth into the local CoC's coordinated entry process.

7.) Once selected by the FYI committee, the youth's referral and information release forms are forwarded to the ODHS FYI Liaison who reviews the application for accuracy and completeness, then forwards the packet to Home Forward for pre-screening. Home Forward does a preliminary examination for any potential barriers prior to initiating a formal review and alerts the ODHS Liaison to any issues that need action or might make the household ineligible for the program. The ODHS Liaison decides whether the issues that have been identified are remediable or not. If so, the caseworker is contacted and together they decide how to address the issues. This pre-screening practice has proven to be effective in facilitating processing time and reducing the number of denials of eligibility. Once the application has been remedied, the application for a FYI voucher is officially submitted to Home Forward; and

7.) When the applicant is approved for participation, the FYI committee determines who will manage the case. If a youth is interested in working with one of the FYI provider agencies within the Homeless Youth Continuum, they will be offered those case management services. ODHS case management, including the Independent Living Programs for youth is also an option for the FYI participant depending on the individual household.

Once new Family Youth to Independence Vouchers are awarded to Home Forward, ODHS will:

- 1.) Notify all management staff and caseworkers of FYI voucher availability and program eligibility. ODHS caseworkers will be asked to review their caseloads and identify youth that they believe meet FYI criteria;
- 2.) Have their FYI Liaison meet with the expanded ODHS executive team and core managers to instruct them to have their staff identify and refer families to the FYI Liaison. Information about FYI and youth eligibility will be disseminated at unit meetings and branch all-staff meetings;
- 3.) Meet with its Independent Living Program staff and housing specialist to share program details and eligibility to determine if there are youth in the Independent Living Program that are eligible for this program. Independent Living Programs staff will be instructed to review their caseloads initially, and then again monthly during regularly scheduled check-ins between ODHS staff and Independent Living Programs staff; and
- 4.) Coordinate with Home Forward to provide training on FYI to the local Continuum of Care, the Homeless Youth Continuum, and the Domestic Violence network. All of these systems will be asked to identify youth who may be FYI-eligible and refer them to the ODHS FYI Liaison for certification.

The following is the process that ODHS will follow:

- 1.) Identified youth will be served through the Multnomah County Homeless Youth Continuum, a comprehensive system of services for homeless and at-risk youth. The goals of the Continuum are to provide screening and referral services and to transition youth into safe, stable living environments with supportive education and employment services. Services provided include outreach, case management, family reunification, day programs, medical care, crisis shelters, substance abuse counseling, mental health services, education and employment services, and independent housing programs. The Continuum will provide services for 36 months to any youth who receives a FUP voucher and who does not have an active, open case with ODHS. Those services will include all services required for youth under FUP;
- 2.) When youth seeks out services or are contacted by outreach teams at any of the agencies in the Homeless Youth Continuum, staff will determine whether the youth has current or past involvement with ODHS or the Oregon Youth Authority (OYA) foster care systems. To encourage youth to be forthcoming about their past involvement with ODHS and OYA foster care systems, outreach and intake staff will inform youth about the array of programs and resources available to former foster youth. If the youth had previous involvement with Child Welfare, the youth will be notified of eligibility to access Independent Living Program Services by opening a Voluntary Case. Likewise, if a youth comes into contact with the Homeless Youth Continuum – either by seeking services or being approached by an outreach worker – Continuum staff will encourage the youth to reveal any past involvement in the foster systems;
- 3.) Upon award of FYI vouchers, any youth with current or past involvement with the ODHS or OYA foster care systems who attempts to access services with the Homeless Youth Continuum will be eligible to apply for a FYI voucher through Home Forward, regardless of their willingness to open a voluntary case with ODHS. Eligible youth who are willing to open a voluntary case will have access to a ODHS caseworker and the entire array of resources ODHS can provide, as well as the FYI voucher. If a youth does not want to open a voluntary case, then they will still be able to access an FYI voucher, and the Homeless Youth Continuum contractors will provide services for the 36-months that the youth retains the voucher; and
- 4.) In addition to the Continuum identifying FYI-eligible youth who are no longer on ODHS's caseload, Multnomah County's coordinated Domestic Violence network will continue to identify potentially FYI-eligible youth through its 24-hour crisis line, emergency shelters, and survivor support services. If any of their providers come into contact with youth they believe may be FYI-eligible, they will refer the youth either to ODHS or to the Homeless Youth Continuum in order to ensure youth are accessing available community resources.

Additional Responsibilities of ODHS Include the Following:

- 1.) ODHS will provide written certification to Home Forward that a youth qualifies as an FYI-eligible youth, based upon the criteria established in Section 8(x) of the United States Housing Act of 1937, and the Foster Youth to Independence Notice of Funding Availability—FR-6600-N-41;

- a. When the Homeless Youth Continuum (HYC) identifies FYI-eligible youth whose eligibility results from involvement in Oregon Youth Authority (OYA) foster care, the Homeless Youth Continuum will collect eligibility documentation from OYA and provide it to ODHS.

2.) ODHS commits to providing sufficient staff resources to ensure that eligible families and youth are identified and determined eligible in a timely manner. This commitment includes a process to ensure that the ODHS active caseload is reviewed at least once a month to identify FUP-eligible families and FUP-eligible youth, and refer them to Home Forward. Additionally, ODHS will provide referrals to the Home Forward within 30 working days of receiving notification from Home Forward about voucher availability;

3.) ODHS, together with the Homeless Youth Continuum, commits to providing sufficient staff resources to provide follow-up supportive services after the FYI youth voucher holder leases a unit. These services are funded by the Oregon State Department of Human Services operating budget and the City of Portland and Multnomah County general funds;

4.) Upon notification that vouchers have been awarded, ODHS will train Home Forward (PHA) and Joint Office of Homeless Services (the CoC Lead Agency) staff on the work of ODHS as it relates to FYI-eligible youth referral procedures;

5.) ODHS will provide the pre and post-move services as outlined in this MOU;

6.) ODHS will conduct regular meetings (at least quarterly) with Home Forward (PHA) and the Joint Office of Homeless Services (the CoC); and

7.) ODHS will comply with the provisions of this MOU.

VIII. Continuum of Care (CoC) Responsibilities

The Multnomah County (OR-501) Continuum of Care Advisory Board is a cross-jurisdictional, community-wide effort to better assist people experiencing homelessness in Multnomah County. The Continuum of Care Advisory Board consists of community members representing 23 sectors deemed most pertinent to our community including, individuals with lived experience of homelessness, culturally specific providers, and youth system representatives. The City of Portland / Multnomah County Joint Office of Homeless Services is the lead agency and collaborative applicant the Continuum of Care. The Continuum of Care commits to:

1.) Integrating the prioritization and referral process for FYI-eligible youth into the CoC's coordinated entry process. The Homeless Youth Continuum is the subsystem of A Home for Everyone serving youth. Outreach, screening and referral for youth experiencing homelessness are centralized and coordinated within the Homeless Youth Continuum. At screening/point of entry into the Continuum, a youth's history with foster care is identified and indicated both on their screening intake and entered into the HMIS data collection system. This allows the referral

agency to begin the application process for the FYI voucher. Any youth screened into the Continuum that meets eligibility for a FYI voucher is referred to the FYI program by Homeless Youth Continuum staff;

2.) Continuum of Care program assistance in Multnomah County is accessed through the coordinated entry systems of the Continuum of Care. Our Continuum of Care commits to working with the Foster Youth Initiative partners to ensure that eligible families and youth are connected to available and appropriate program assistance through the Continuum of Care's Coordinated Entry systems;

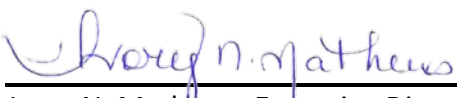
3.) As indicated elsewhere within this MOU, all FYI eligible youth will be offered a range of individualized and flexible support services, including housing navigation supports, funded through a combination of CoC program, Oregon Department of Human Services and/or Joint Office of Homeless Services funded program assistance;

5.) Upon notification that vouchers have been awarded, the CoC will train Home Forward (PHA) and ODHS (PCWA) on the work of the CoC

6.) Participate in regular meetings (at least quarterly) conducted by Home Forward and the State of Oregon Department of Human Services Child Welfare Division.

7.) The Continuum of Care will comply with the provisions of this MOU.

Signed By:



08.04.2022

Ivory N, Mathews, Executive Director, Home Forward

Date

Sherrelle Jackson, District 2 Manager, Oregon Department of Human Services

Date

Shannon Singleton, Director, Joint Office of Homeless Services,
CoC Collaborative Applicant Authorized Representative

Date

Sean Suib, Executive Director, New Avenues for Youth,
Homeless Youth Continuum

Date

Paul Lumley, Executive Director, Native American Youth and Family Center, Homeless Youth Continuum	Date

Dennis Morrow, Executive Director, Janus Youth, Homeless Youth Continuum	Date

Brian Sexton, Youth Department Director, Outside In, Homeless Youth Continuum	Date

agency to begin the application process for the FYI voucher. Any youth screened into the Continuum that meets eligibility for a FYI voucher is referred to the FYI program by Homeless Youth Continuum staff;

2.) Continuum of Care program assistance in Multnomah County is accessed through the coordinated entry systems of the Continuum of Care. Our Continuum of Care commits to working with the Foster Youth Initiative partners to ensure that eligible families and youth are connected to available and appropriate program assistance through the Continuum of Care's Coordinated Entry systems;

3.) As indicated elsewhere within this MOU, all FYI eligible youth will be offered a range of individualized and flexible support services, including housing navigation supports, funded through a combination of CoC program, Oregon Department of Human Services and/or Joint Office of Homeless Services funded program assistance;

5.) Upon notification that vouchers have been awarded, the CoC will train Home Forward (PHA) and ODHS (PCWA) on the work of the CoC

6.) Participate in regular meetings (at least quarterly) conducted by Home Forward and the State of Oregon Department of Human Services Child Welfare Division.

7.) The Continuum of Care will comply with the provisions of this MOU.

Signed By:

Ivory N, Mathews, Executive Director, Home Forward	Date

Sherrelle Jackson

 Digitally signed by Sherrelle Jackson
Date: 2022.08.04 11:59:32 -07'00'

Sherrelle Jackson, District 2 Manager, Oregon Department of Human Services	Date

Shannon Singleton, Director, Joint Office of Homeless Services, CoC Collaborative Applicant Authorized Representative	Date

Sean Suib, Executive Director, New Avenues for Youth, Homeless Youth Continuum	Date

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2.) Continuum of Care program assistance in Multnomah County is accessed through the coordinated entry systems of the Continuum of Care. Our Continuum of Care commits to working with the Foster Youth Initiative partners to ensure that eligible families and youth are connected to available and appropriate program assistance through the Continuum of Care's Coordinated Entry systems;

3.) As indicated elsewhere within this MOU, all FYI eligible youth will be offered a range of individualized and flexible support services, including housing navigation supports, funded through a combination of CoC program, Oregon Department of Human Services and/or Joint Office of Homeless Services funded program assistance;

5.) Upon notification that vouchers have been awarded, the CoC will train Home Forward (PHA) and ODHS (PCWA) on the work of the CoC

6.) Participate in regular meetings (at least quarterly) conducted by Home Forward and the State of Oregon Department of Human Services Child Welfare Division.

7.) The Continuum of Care will comply with the provisions of this MOU.

Signed By:

Ivory N, Mathews, Executive Director, Home Forward

Date

Sherrelle Jackson, District 2 Manager, Oregon Department of Human Services

Date



8/4/22

Shannon Singleton, Director, Joint Office of Homeless Services,
CoC Collaborative Applicant Authorized Representative

Date

Sean Suib, Executive Director, New Avenues for Youth,
Homeless Youth Continuum

Date

agency to begin the application process for the FYI voucher. Any youth screened into the Continuum that meets eligibility for a FYI voucher is referred to the FYI program by Homeless Youth Continuum staff;

2.) Continuum of Care program assistance in Multnomah County is accessed through the coordinated entry systems of the Continuum of Care. Our Continuum of Care commits to working with the Foster Youth Initiative partners to ensure that eligible families and youth are connected to available and appropriate program assistance through the Continuum of Care's Coordinated Entry systems;

3.) As indicated elsewhere within this MOU, all FYI eligible youth will be offered a range of individualized and flexible support services, including housing navigation supports, funded through a combination of CoC program, Oregon Department of Human Services and/or Joint Office of Homeless Services funded program assistance;

5.) Upon notification that vouchers have been awarded, the CoC will train Home Forward (PHA) and ODHS (PCWA) on the work of the CoC

6.) Participate in regular meetings (at least quarterly) conducted by Home Forward and the State of Oregon Department of Human Services Child Welfare Division.

7.) The Continuum of Care will comply with the provisions of this MOU.

Signed By:



09.19.2022

Ivory N, Mathews, Executive Director, Home Forward

Date



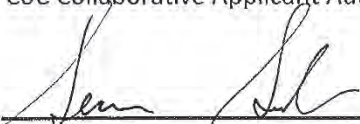
9/19/22

Sherrelle Jackson, District 2 Manager, Oregon Department of Human Services

Date

Shannon Singleton, Director, Joint Office of Homeless Services,
CoC Collaborative Applicant Authorized Representative

Date



Sean Suib, Executive Director, New Avenues for Youth,
Homeless Youth Continuum

8/4/22

Date

Paul 1-4

August 4, 2022

Paul Lumley, Executive Director, Native American Youth and Family Center, Date
Homeless Youth Continuum

Dennis Morrow, Executive Director, Janus Youth, Date
Homeless Youth Continuum

Brian Sexton, Youth Department Director, Outside In, Date
Homeless Youth Continuum

Paul Lumley, Executive Director, Native American Youth and Family Center,
Homeless Youth Continuum

Date



Dennis Morrow, Executive Director, Janus Youth,
Homeless Youth Continuum

8-4-2022

Date

Brian Sexton, Youth Department Director, Outside In,
Homeless Youth Continuum

Date

Paul Lumley, Executive Director, Native American Youth and Family Center, Homeless Youth Continuum	Date

Dennis Morrow, Executive Director, Janus Youth, Homeless Youth Continuum	Date

08/4/2022

Brian Sexton

Brian Sexton, Youth Department Director, Outside In, Homeless Youth Continuum	Date



Home Forward's (OR002) Moving to Work Local Project-Based Voucher Program

Activity 10 of Home Forward's approved Moving To Work plan is a "Local Project-Based Voucher Program." Under this activity, Home Forward has modified waitlist policies to allow each PBV building to maintain its own site-based waiting list with its own preferences.

As a result, documentation of PBV preferences for people experiencing homelessness are not included in Home Forward Administrative Plan for the Housing Choice Voucher Program. Instead, those preferences are documented in site-based PBV waitlist policies.

The following buildings include site-based waiting list preferences for people experiencing homelessness.

Projects with Waitlist Preference for individuals/families referred from Coordinated Entry

These projects have a site-based waitlist preferences for individuals or families referred from Multnomah County's Coordinated Access system:

- Bud Clark Commons
- East Burnside
- The Ellington
- Emmons Place
- Hayu Tilixam
- The Joyce
- King + Park
- The Louisa Flowers
- Starlight
- Virbrant!

Projects with Waitlist Preference for individuals/families eligible for PSH

These projects include a site-based waitlist preference for individuals or families eligible for Permanent Supportive Housing but don't take referrals from Coordinated Access.

- Alberta Plaza
- Esperanza
- Hotel Alder
- Madrona Studios
- Marth Washington (now Katherine Grey)

- Songbird
- The Vera

Projects with Waitlist Preference Points for individuals/families experiencing homelessness

These projects include site-based waitlist preferences for people experiencing homelessness.

- Briarwood
- Broadway Vantage
- Cambridge Court
- Clara Vista Townhomes
- Clark Center Annex
- The Clifford
- Country Squire
- Emerson Corner
- Fountain Place
- Garlington
- Gray's Landing
- Hewitt Place
- Howard House
- Mayfield Court
- Midland Commons
- Springwater Commons
- Village at the Headwaters
- Watershed
- West Gresham
- Westshore



PROJECT SPECIFIC COVERSHEET

The below specifications take precedence over the general Tenant Selection Policy. This coversheet and the tenant selection policy are made available to anyone that requests it.

Project Name: Richmond Place
2438 SE 41st
Portland, OR 97214

Project Specific Eligibility Requirements

20 PBV unit (2 studios, 11 one bedrooms, 7 two bedrooms) at or below 50% AMI: These units are open to the general public taking priority preference based on the point system below. If within 2 weeks a qualified applicant is not identified for an available unit as outlined below, an applicant will be selected from the waitlist that is not part of these three priority preferences. All applicants must qualify based on income, family size and pass Home Forward's screening criteria. The Project Based Voucher program follows all waitlist VAWA regulations as it pertains to emergency transfers as outlined in the tenant selection plan.

5 PBV units (1 studio, 4 one bedrooms) will take preference to:

- 6 points** –Extenuating Circumstance
- 3 points** – Current Coordinated Access Participants
- 1 point** – At or below 30% AMI
- 1 point** – Homelessness/risk of homelessness

6 PBV units (1 studio, 5 one bedrooms,) will take preference to:

- 6 points** –Extenuating Circumstance
- 3 points** – Current Choice Model Participants (formerly AMHI)
- 1 point** – At or below 30% AMI
- 1 point** – Homelessness/risk of homelessness

9 PBV units (2 one bedrooms, 7 Two bedrooms) will take preference to:

- 6 points** –Extenuating Circumstance
- 3 point** – Cascadia Family Services Referral
- 1 point** – At or below 30% AMI
- 1 point** – Homelessness/risk of homelessness

*The purpose and intent of this selection policy is to create further opportunities for individuals and families that have successfully graduated from or no longer has the need for a transitional housing or an intense supportive housing model. The goal is to provide a continuum of opportunities to self-sufficiency.

Opening and Closing the Waitlists

Waitlists may be temporarily closed if the estimated wait time is more than one year, or if there are more than 50 names on the list. The waiting lists will be reopened once the estimated wait time drops below 6 months or if there are less than 10 names on the waitlist.

Security Deposit Requirements

Studios = \$200 One Bedroom = \$300 Two Bedroom = \$400

No Pets Allowed

Pet Deposit (Does not apply to Assisted Care Animals)

HEALING, HOMES, HOPE

Cascadia Housing projects will consider all Reasonable Accommodation requests. Cascadia Housing projects do not discriminate on the basis of handicapped status in the admission or access to, treatment or employment in, its Federally assisted programs and activities. Director of Housing Compliance is the 504 Coordinator and is available at: 847 NE 19th Ave. Portland, OR 97232



RAD Project-Based Section 8 Tenant Selection Plan

Bud Clark Commons (“the Property”) is a 130-unit affordable housing project owned by Home Forward. The Property consists entirely of studio units. All 130 units receive Rental Assistance Demonstration Project-Based Section 8 rent assistance (collectively, “RAD PBV units”), and Low-Income Housing Tax Credits.

Referrals received from the Multnomah County Homeless Family System will require the following:

- Must meet the income level listed below. (35% AMI),
- Be diagnosed with a disabling condition. This can include a physical, psychological, or cognitive disability, a chronic illness, or addiction. This is self-identified. The disability does not need to be diagnosed or documented by a third party.
- Head of household is experiencing or at imminent risk of experiencing long-term, literal homelessness.

Literal homelessness: An individual or family who lacks a fixed, regular, and adequate nighttime residence for 12 or more months over the past 3 years.:

- Has a primary nighttime residence that is a public or private place not meant for human habitation including but not limited to staying in a tent, car, emergency shelter, transitional housing, or hotel.
- Is exiting an institution including hospital or jail, where the individual has before entering that institution has experienced homelessness for 12 or more months over the past 3 years.

1) Eligibility Requirements

- a) **Income:** 100% of the units at the Property are reserved for occupancy by households with incomes at or below 35% of the Median Family Income (MFI), adjusted for family size, for the Portland/Vancouver/Beaverton Metropolitan Statistical Area.

- i) HUD establishes and publishes income limits annually based on family size for each county in the United States based on the median income of the geographic area. Income limits are available at:
<http://www.huduser.org/portal/datasets/il.html>
- b) **Rent Limits:** 100% of the units at the Property are required to follow the Rent Limits of the Multifamily Tax Subsidy Program (MTSP) at or below 60% based on units size and adjust based on Utility Allowances (if applicable).
 - i) MTSP establishes and publishes Rent limits annually based on unit size for each county in the United States based on the median income of the geographic area. Rent Limits are available at:
<https://www.oregon.gov/ohcs/pages/research-income-rent-limits.aspx>
- c) **Students:** Units comprised of full-time students (no one of whom is entitled to file a joint return) do not qualify as low-income units. However, there are exceptions as outlined in IRC §42(i)(3)(D).

Exceptions:

- A student receiving assistance under Title IV of the Social Security Act (TANF).
- A student who was previously under the care and placement responsibility of the State agency responsible for administering a plan under part B or part E of title IV of the Social Security Act (State Foster Care).
- A student enrolled in a job training program receiving assistance under the Job Training Partnership Act or
- Workforce Investment Act or under other similar Federal, State, or local laws.
- Entirely by full-time students if such students are:
 - 1) Single parents and their children and such parents are not dependents (as defined in IRC §152, determined without regard to subsections (b)(1), (b)(2), and (d)(1)(B) thereof) of another individual and such children are not dependents (as so defined) of another individual other than a parent of such children,
 - 2) Married and file a joint return.

In the case of a single parent with children, the legislative history explains that none of the tenants (parent or children) can be a dependent of a third party.

- d) **Occupancy Limit:** The occupancy limit for the property, governed by the regulatory agreement with Portland Housing Bureau, is no more than 1 person per unit.

- e) **Screening Criteria:** Households applying for RAD PBV units must meet Bud Clark Commons Screening Criteria for Residency. A copy of the Screening Criteria for Residency is available at the Property office.
 - f) **RAD PBV Eligibility:** Applicants must meet RAD PBV eligibility criteria as stated in the Section 8 Administrative Plan. A copy of the RAD PBV section of the Administrative Plan will be available at the property office or can be accessed here: <http://homeforward.org/residents/section-8-handbook/policy-document>
- 2) **Waiting List Procedures:** The property maintains separate waiting lists for each bedroom size and for wheelchair accessible units in each bedroom size. Bud Clark Commons maintains 2 waiting lists:
- | | |
|--------------|-------------------------|
| Studio units | Studio accessible units |
|--------------|-------------------------|
- a) **Conversion of Waiting List:** All waiting list applicants who applied before the property conversion from public housing to RAD PBV will be moved from the public housing waiting list to the RAD PBV waiting list.
 - b) **Waitlist Opening:** Estimated wait time for the list will be calculated each month. When the estimated wait time reaches a wait of 6 months or less on any list, Home Forward will open the applicable waiting list. The Property may close the list when the estimated wait time reaches 12 months or longer. Notice will be given to the public when opening and closing the waiting lists.
 - i) Families that meet these preference requirements for the list that they are applying for may apply at any time, even if the general list is closed:
 - (1) Existing Bud Clark Commons residents who are residing in a unit that was previously removed from the RAD PBV HAP contract due to family share of rent increasing above RAD unit rent amount during their tenancy in the unit.
 - (2) Families that are referred through partnership with the VA. Families in this preference must be homeless at time of application.
 - (3) Applicants who are homeless and referred, assessed, and screened through the Multnomah County Homeless Family System.
 - (4) Families that have a documented need for accessible features in the unit (this preference only applies to the accessible units lists).
 - c) **Waitlist Organization and Preferences:** The waitlist is organized by preference and then by date/time of the application.

- i) **Accessible units:** Preferences are listed in order from highest preference to lowest preference:
- (1) Existing Bud Clark Commons residents residing in a unit that was previously removed from the RAD PBV HAP contract due to family share of rent increasing above RAD unit rent amount during their tenancy in the unit AND that have a documented need for accessible features in the unit.
 - (2) Families with a documented need of accessible features in the unit AND that are referred through partnership with the VA. Families in this preference must be homeless. Applicants are ordered by the date/time of their application.
 - (a) This preference expires when the allotted 5 units are filled across all unit types. The preference is turned back on when the number of VA-referred families residing at the Property becomes less than 5 across all unit types.
 - (3) Families with a documented need of accessible features in the unit AND that are homeless at the time of application and have been referred, assessed, and screened through the Multnomah County Homeless Family System. Applicants are ordered by the date/time of their application.
 - (4) Families with a family member who has a documented terminal illness (life expectancy of 12 months or less) AND that have a documented need for accessible features in the unit.
 - (5) Families that have a documented need for accessible features in the unit.
 - (6) Seniors aged 55 and older and/or persons with disabilities.
 - (7) All other families.

In the event that the waiting list for Accessible Units is exhausted, including when families on the Accessible Units lists are currently unable to accept an offer, the Property will offer an accessible unit to families on the waiting list for All Other Units. Families that have indicated a need for an accessible unit but have not provided documentation of this need will be contacted first and given the opportunity to provide documentation of the need for an accessible unit. If no families with a documented need for an accessible unit are identified, the Property will offer the unit to families on the All-Other Units lists in the same order as offers for a non-accessible unit.

- ii) **All other units:** Preferences are listed in order from highest preference to lowest preference:
 - (1) Existing Bud Clark Commons residents residing in a unit that was previously removed from the RAD PBV HAP contract due to family share of rent increasing above RAD unit rent amount during their tenancy in the unit.
 - (2) Families that are referred through partnership with the VA. Families in this preference must be homeless referred, assessed, and screened through the Multnomah County Homeless Family System, Applicants are ordered by the date/time of their application.
 - (a) This preference expires when the allotted 5 units are filled across all unit types. The preference is turned back on when the number of VA-referred families residing at the Property becomes less than 5 across all unit types.
 - (3) Families that are homeless at the time of application and referred, assessed, and screened through the Multnomah County Homeless Family System. Applicants are ordered by the date/time of their application.
 - (4) Seniors aged 55 and older and/or persons with disabilities.
 - (5) All other families.
- d) **Waitlist Pre-Application:** When lists are open any member of the public may apply for the waitlist for the Property by completing a waitlist pre-application. Pre-applications that are incomplete or illegible will be rejected.
- e) **Minimum Information Required:** Waitlist applicants must provide, at a minimum, the following information in order for a pre-application to be considered complete and placed on the waiting list:
 - i) Complete identifying information (last name, first name, middle initial, date of birth, social security number if assigned).
 - ii) Complete mailing address information, including zip code.
 - iii) Number of people expected to reside in the dwelling unit.
 - iv) Applicant signature and date must be present on the pre-application acknowledging that the applicant has been informed of the eligibility requirements for the Property. An electronic signature on an online application is acceptable.

f) Applicant Responsible for Maintaining Current Information: It is the responsibility of the applicant to maintain current contact information on file with Home Forward. Changes must be submitted in writing. Waitlist notifications and any other correspondence will be mailed to the most recent address provided to Home Forward. Mail returned by the USPS as undeliverable will result in removal from the waitlist.

g) Updates:

i) In order to maintain a fresh list of applicants the waiting list will be purged on a regular basis. A letter will be sent to each Applicant and will ask them to confirm their continued interest in remaining on the waiting list. Failure to respond to this letter, or mail returned by the USPS as undeliverable will result in removal from the waitlist.

h) Waiting List Selection and Unit Offers: When vacant units become available, or in anticipation of unit vacancy applicants will be selected from the waiting list in accordance with section (b) above. Home Forward will notify applicants by mail and make a minimum of two other attempts to contact the applicant through other means provided by the applicant (phone number, e-mail address, advocate, etc.). Applicants must respond within 14 days of the date the notification letter is mailed. Failure to respond within the 14-day time period will result in the removal of the application from the list.

i) The property may contact applicants when there are no vacancies to populate a list of pre-approved applicants. The number of pre-approved applicants needed is based on a rolling estimation of the number of vacancies expected in the next 6 months. Home Forward will conduct regular reviews of vacancy rates and applicant approval rates and adjust the number of households needed on the pre-approval list accordingly.

(1) Pre-approvals are valid for 120 days. If more than 120 days have passed between pre-approval of application and unit offer, then the application will be rescreened. If the application is re-approved, it will maintain the original approval date on the pre-approval list when being considered for unit offers.

ii) Available units will be offered to households in this order:

(1) Current Bud Clark Commons residents that require an emergency transfer to a different unit due to habitability concerns.

(2) Current Bud Clark Commons residents that require a transfer to a different unit to accommodate a disability.

(3) Pre-approved applicants in order of approval date. Pre-approved applicants will be contacted by phone and be given 72 hours to accept the offer of a unit. If the offer is not accepted in 72 hours, Home Forward will offer the unit to the next household on the pre-approved list.

(a) If pre-approved applicants do not respond within 7 days, the application will be removed from the waiting list. If pre-approved applicants respond after 72 hours but within 7 days, they will remain on the pre-approved list in order of original approval date.

(4) When the pre-approved list is exhausted, applications selected according to the order established in section (b) above. Five applicants will be selected per vacancy or anticipated vacancy. If more than one applicant is approved for a given vacancy, applicants will be considered for residency in the order that they are approved through screening. Subsequently approved applicants who are not offered a unit will be added to the pre-approval list in the order of approval date.

i) **Removal from the Waiting List:** Applicants who have been removed from the waiting list may submit a written request to be reinstated to the list and include an explanation of the circumstances that caused their application to be removed from the list. These requests will be reviewed on a case-by-case basis by the Property Manager or Assistant Property Manager.

Applicants will be removed from the waiting list for the following reasons:

i) At applicant's request

ii) Applicant refuses an offered unit

iii) Failure to respond to notifications within 14 days

iv) Failure to respond to a unit offer within 7 days.

v) Failure to complete the screening process. Applicants removed for this reason must be notified in writing of their removal. The letter must inform them that they have 14 days to respond in writing to request to be placed back on the waiting list.

j) **Application:** When an applicant reaches the top of the waiting list and is selected, a screening application must be completed by the applicant. The applicant household must meet all project eligibility requirements at the time of application. The screening application will be forwarded to Home Forward's screening company. All adult household members are screened against the Screening Criteria for Residency. Youth aged 15 through 17 are also screened against the criminal criteria.

k) Rental Agreement: If the applicant is approved for RAD PBV assistance, the applicant will execute a rental agreement with management and assume occupancy.

l) Procedure for rejecting ineligible applicants:

i) Applicants may be rejected if:

(1) They are not income eligible.

(2) Household characteristics are not appropriate to the size of the units that are available at the Property (see Occupancy Standards)

(3) Applicant does not meet the Screening Criteria for Residency

(4) Applicant does not meet RAD PBV program eligibility requirements per the Section 8 Administrative Plan.

ii) If an application is denied by the screening company due to not meeting the screening criteria the application will be reviewed by the Regional Property Manager and Resident Services Program Manager prior to sending the denial letter. The RPM and RSPM will review the case for mitigating circumstances and/or other factors that may have cause the application to be rejected unnecessarily. If the RPM and RSPM recommend upholding the denial, the Director of Property Management or designee will also review the application before sending the denial letter.

iii) If after review by RPM and RSPM the application remains denied Home Forward will promptly notify the applicant, in writing, of the denial and explain in the notice:

(1) The reason for denial.

(2) The applicant has 14 calendar days to respond in writing, or to request an informal review to discuss the denial. In the letter the applicant is encouraged to explain the reasons they believe their application should be approved and attach relevant documentation supporting their request.

iv) If requested, an informal review of the applicant's denied application will be scheduled with the Director of Property Management. The applicant will have the opportunity to provide information related to the denial and mitigating circumstances (i.e. rent burden, domestic violence, reasonable accommodations, drug and alcohol treatment, etc.) will be considered. See the Screening Criteria for Residency document for more information about preparing for an informal review.

(1) If the application is approved through the informal review process the family will be added to the list of pre-approved applicants in order of approval date. The date of the informal review approval letter will be used as approval date.

v) Home Forward will retain the following materials on file for at least three years from the denial date: application, initial denial notice, any applicant reply, owner's final response, record of all interviews and verified information on which management based the denial and/or overturned the denial.

3) Transfer Policy: Home Forward will maintain a transfer list at the property. Internal transfers will be processed before removing applicants from the waiting list. Transfer will be processed in the following order:

a) **Emergency Transfers:** A transfer is required when the condition of the unit is hazardous to the life, health, or safety of the occupants.

b) **Reasonable Accommodations:** Transfer related to a person's disability. Examples might include transfers to a wheelchair accessible unit or transfers to a larger unit to accommodate a live-in-aid. The Property may also require a household without a documented need in a wheelchair accessible unit to transfer to a regular unit to accommodate a household requiring an accessible unit.

c) **Occupancy Standards:** A transfer required when the family no longer meets the minimum subsidy standard for the unit they are occupying or the unit they are occupying has become over occupied according to the property's occupancy standard. The unit the family resides in may be considered appropriately occupied or over occupied. For purposes of the transfer policy over occupied is defined as follows:

i) **Over Occupied:** The number of household members exceeds the property's limit of one person per unit. If a unit becomes over occupied the family will be allowed to remain in their unit until an appropriately sized unit becomes available at the Property, or at another Home Forward-managed RAD PBV property, or at a Home Forward-managed public housing property. If the family refuses to transfer once an appropriately sized unit becomes available, the property will begin the eviction process.

4) Fair Housing and Equal Opportunity Housing Statements

a) **Fair Housing:** Home Forward does not discriminate on the basis of Race, Color, National Origin, Religion, Sex, Family Status, or Disability. Additionally, Home Forward does not discriminate on the basis of Marital Status, Source of Income, Age, Sexual Orientation, or Gender Identity.

- b) Limited English Proficiency:** Home Forward complies with federal and state laws regarding meaningful access to programs for limited English proficient persons. A copy of Home Forward's Language Access Plan can be provided at the property office.
- c) Reasonable Accommodation:** Home Forward is committed to upholding all federal, state, and local laws protecting individuals from discrimination on the basis of disability. To this end, Home Forward has developed policies and procedures to ensure that no individual's disability substantially hinders their ability to use and enjoy their living environment, including dwelling unit and common areas, to the extent that a person without such disability may attain such enjoyment. Home Forward will accept all reasonable accommodation requests to accommodate a disabled applicant or tenant. While Home Forward does not require that such request be made in writing or on a specific form, Home Forward strongly encourages applicants/tenants to use the standardized request form(s) provided by Home Forward, in order that accurate, consistent documentation be maintained by both parties.
- d) Violence Against Women Act (VAWA) Transfers:** Any resident of a PBV unit within Home Forward Property Management's portfolio that is a victim of domestic violence, dating, violence, sexual assault, or stalking is able to request an emergency transfer from the tenants' current unit to another unit or within another community within Home Forward Property Management's portfolio. The ability to transfer is available regardless of sex, gender identity, or sexual orientation. Home Forward will honor the request to transfer for Project Base residents. The request must also be approved by Home Forward. The resident will receive a waitlist preference once the approval has been given by Home Forward.

PROJECT BASED VOUCHER WAITLIST POLICY – East Burnside

1. East Burnside Apartments has 51 units of which 16 come with Project-Based Section 8 (PBV) vouchers provided by Home Forward. Nine of the PBV households will receive increased resident services under Portland Housing Bureau's (PHB) Permanent Supportive Housing (PSH) program.
 - a. Eligible Tenants – Permanent Supportive Housing preference (9 units total): PSH units will be prioritized for households (individuals or heads of households) who have been referred through Service Provider to the waiting list and who meet the following criteria at initial occupancy:
 - i. Have an income at or below 30% AMI;
 - ii. Household has been screened and assessed through the Multnomah County Homeless Family System, Coordinated Access;
 - iii. Is considered a **high need homeless family**, defined as:
 1. A family living in a place not meant for human habitation (including the streets or in their car), emergency shelter, transitional housing, hotels, in an apartment with a full or partial rental subsidy paid by MHT, or is unsafely doubled up with the inability to stay;
 2. Head of household or household member may be living with a disabling condition (physical, psychological, cognitive, substance abuse); and
 3. A family with a Vulnerability Assessment score in the range of 15-29 points.
 - iv. OR, is **persistent housing instable**, defined as:
 1. Family which has been re-housed, but cannot stabilize in current housing and requires a higher level of support service, and
 2. Family has a lack of stable income beyond TANF or disability payments, and
 3. Family has a Vulnerability Assessment score in the range of 10-29 points.
 - b. Eligible Tenants – Homeless preference (7 units total): Homeless units will be prioritized for households (individuals or heads of households) who have been referred through Service Provider to the waiting list and who meet the following criteria at initial occupancy:
 - i. Have an income at or below 30% AMI;
 - ii. Household has been screened and assessed through the Multnomah County Homeless Family System, Coordinated Access.
 - iii. A homeless family -- Is considered homeless, defined as a family living in a place not meant for human habitation (including the streets or in their car), emergency shelter, transitional housing, hotels, in an apartment with a full or partial rental subsidy paid by MHT, or is unsafely doubled up with the inability to stay.
2. While households referred by MHT, those with incomes at or under 30% of median family income and those homeless or at risk of homelessness are given preference over other applicants, anyone may apply for a place on the Project-Based Project Based Voucher waitlist.
3. Preliminary Applications are to be completed in their entirety by all members of the household 18 years or older. The applications are to be submitted to the management agent who will date and time stamp them in the order received.
4. Applicants should contact the project at least once every six months to communicate their continued (or discontinued) desire to be on the waitlist and to report any changes in household composition or income as these occur. Should changes occur, the original date and time will still determine placement. Management may purge the waitlist every six months and will do so at least once per year. When the list is purged, all applicants on the list will be notified by mail that the waitlist is being updated, and given 14 days to respond to express their continued or discontinued interest, and to update their contact information if needed.

5. When units come available, MHT will have 14 days to refer a qualified applicant. If no qualified referral is sent, the top five applicants on the waitlist will be notified in writing that they have 7 days to respond that they wish to go forward with the application process, or else to notify the manager if they do not wish to go forward with the application process for the currently available unit, but do wish to remain on the waitlist. At the end of 7 days, or as soon as the first person on the list expresses interest, management will schedule intake with the respondent who has the earliest application date and the highest preference points. Those who do not respond within 14 days will be removed from the waitlist. Those who do respond with a later application date will retain their place on the list for the next available unit. The applicant with the earliest application date may decline a unit twice and retain their position on the list. If an applicant declines to apply a third time, they will be removed from the waitlist.
6. At intake with management, the applicant will complete the full application and begin the income verification and background screening process for the property. Upon approval, the applicant will be notified, and referred to Home Forward to apply for the Project Based Voucher (rental subsidy). Denied applicants will be notified in writing regarding the reason for the denial and their right to appeal the decision.

Existing PBV residents – requests for unit transfer for Reasonable Accommodation, Emergency or Extenuating Circumstances:

1. Existing PBV households may request unit transfers for extenuating circumstances. These circumstances may include health and safety reasons, be in conjunction with requests for reasonable accommodation based on disability, and/or be related to issues outlined in VAWA (Violence against Women Act). VAWA applies to victims of domestic or dating violence, sexual assault, and/or stalking, regardless of the gender or gender identity of the victim.
2. Upon receipt of request for PBV transfer, Management will review the request and supporting documents to determine qualification for transfer based on property policies. If approved, Home Forward will then review to determine PBV program qualification. Once the request has been approved by both parties, the household will be added to the waitlist of the appropriate bedroom size(s) and given the highest available preference weight for Extenuating Circumstances. The preference will move the household to the top of the list in chronological line with other households, if any, who are previously approved for extenuating circumstance transfers. Where a more recent request involves what appears to be, under the totality of the circumstances, a more imminent threat to health or safety in their current unit, that household may be given preference over earlier requests if a unit appropriate to their circumstance comes available first.

Income Property Management Co. complies with Federal Fair Housing Laws prohibiting discrimination on the basis of race, color, religion, national origin, gender, familial status, marital status, source of income, sexual orientation including gender identity, victims of domestic violence, and disability in the admission or access to, or treatment or employment in, its housing programs and activities. IPM Co. is also Fair Housing compliant regarding State, County and City definitions of protected classes. The person named below has been designated to coordinate compliance with the nondiscrimination requirements contained in the Department of Housing and Urban Development's regulations implementing Section 504 (24 CFR, part 8 dated June 2, 1988).

IPM Compliance Director, Fair Housing/504 Coordinator, 1800 SW 1st Avenue, Suite 220 Portland, OR 97201

Phone 503-223-6327 ~ Fax 503-223-3843 ~ TTY 1-800-735-2900



REV 10 12 2018



Project Based Voucher WAITLIST POLICY – The Ellington

1. The Ellington is an existing 263-unit property; we now propose to add 52 Project-Based Vouchers, all on 2 Bedroom units. Existing residents will receive priority for the initial lease-up in the following order:
 - a. Existing residents who are eligible whose incomes are at or below 30% of Area Median Income (AMI). Existing residents responding to the initial interest letter by January 31, 2019, will be placed on the waiting list by lottery.
 - b. Existing residents who are eligible whose incomes are between 31% and 50% AMI. Existing residents responding to the initial interest letter by January 31, 2019, will be placed on the waiting list by lottery after all those meeting priority (a) above.
2. After the waitlist developed in (1) above is exhausted, the following priorities will apply:
 - a. 10 Points - Existing PBV households from any Home Forward PBV property who have been approved by Home Forward to transfer due to Extenuating Circumstances. – 10 points
 - b. **5 points - Eligible Tenants – Permanent Supportive Housing preference (20 units total):** PSH units will be prioritized for households (individuals or heads of households) who have been referred through Service Provider to the waiting list and who meet the following criteria at initial occupancy:
 - i. Have an income at or below 30% AMI.
 - ii. **Household has been screened and assessed through the Multnomah County Homeless Family System, Coordinated Access.**
 - iii. Is considered a **high need homeless family**, defined as:
 1. A family living in a place not meant for human habitation (including the streets or in their car), emergency shelter, transitional housing, hotels, in an apartment with a full or partial rental subsidy paid by MHT, or is unsafely doubled up with the inability to stay;
 2. Head of household or household member may be living with a disabling condition (physical, psychological, cognitive, substance abuse); and
 3. A family with a Vulnerability Assessment score in the range of 15-29 points.
 - iv. OR is **persistent housing instable**, defined as:
 1. Family which has been re-housed, but cannot stabilize in current housing and requires a higher level of support service, and
 2. Family has a lack of stable income beyond TANF or disability payments, and
 3. Family has a Vulnerability Assessment score in the range of 10-29 points.
 - c. **5 Points - Eligible Tenants – Homeless preference (32 units total):** Homeless units will be prioritized for households (individuals or heads of households) who have been referred through Coordinated Access to the waiting list and who meet the following criteria at initial occupancy:
 - i. Have an income at or below 30% AMI.
 - ii. **Household has been screened and assessed through the Multnomah County Homeless Family System, Coordinated Access.**
 - iii. A homeless family -- Is considered homeless, defined as a family living in a place not meant for human habitation (including the streets or in their car), emergency shelter, transitional housing, hotels, in an apartment with a full or partial rental subsidy paid by MHT, or is unsafely doubled up with the inability to stay.
 - d. 1 point- Applicants whose incomes are 0-30% Area Median Income
3. Anyone can apply for a place on the Project-Based Project Based Voucher Waitlist Even if they don't qualify for any preferences.

4. Preliminary Applications are to be completed in their entirety by all members of the household 18 years or older. The applications are to be submitted to the management agent who will electronically date and time stamp them in the order received.
5. Applicants should contact the project at least once every six months to communicate their continued (or discontinued) desire to be on the waitlist and to report any changes in household composition or income as these occur. Should changes occur, the original date and time will still determine placement. Management may purge the waitlist every six months and will do so at least once per year. When the list is purged, all applicants on the list will be notified by mail that the waitlist is being updated, and given 14 days to respond to express their continued or discontinued interest, and to update their contact information if needed.
6. When units come available, MHT will have 14 days to refer a qualified applicant. If no qualified referral is sent, the top five applicants on the waitlist will be notified in writing that they have 7 days to respond that they wish to go forward with the application process, or else to notify the manager if they do not wish to go forward with the application process for the currently available unit but do wish to remain on the waitlist. At the end of 7 days, or as soon as the first person on the list expresses interest, management will schedule intake with the respondent who has the earliest application date and the highest preference points. Those who do not respond within 14 days will be removed from the waitlist. Those who do respond with a later application date will retain their place on the list for the next available unit. The applicant with the earliest application date may decline a unit twice and retain their position on the list. If an applicant declines to apply a third time, they will be removed from the waitlist.

At intake with management, the applicant will complete the full application and begin the income verification and background screening process for the property. Upon approval, the applicant will be notified, and referred to Home Forward to apply for the Project Based Voucher (rental subsidy). Denied applicants will be notified in writing regarding the reason for the denial and their right to appeal the decision.

Existing PBV residents – requests for unit transfer for Reasonable Accommodation, Emergency or Extenuating Circumstances:

1. Violence Against Women Act (VAWA) Transfers: Any resident of a PBV unit within *Owner's PBV Portfolio* that is a victim of domestic violence, dating, violence, sexual assault, or stalking is able to request an emergency transfer from the tenants' current unit to another unit or within another community within *Owner's Portfolio*. The ability to transfer is available regardless of sex, gender identity, or sexual orientation. *Owner/Manager* will honor the request to an immediate transfer for Project Based residents if *Owner/Manager's* requirements for approving a VAWA transfer are met. The request must also be approved by Home Forward. The resident will be placed at the top of the wait list once the approval has been given by both *Owner/Manager* and Home Forward.
2. Transfers within the same property for reasonable accommodations must be approved by both Manager and Home Forward. If reasonable accommodation is approved to move to a different property, the household will need to apply for the property's waiting list and wait until they arrive at the top of the list.

PROJECT BASED VOUCHER WAITLIST POLICY – EMMONS PLACE SOUTH

This property is for households 55 years of age or older.

1. Emmons Place Apartments has 48 units of which 48 come with Project-Based Section 8 (PBV) vouchers provided by Home Forward. All of the PBV households will receive increased resident services under Portland Housing Bureau's (PHB) Permanent Supportive Housing (PSH) program. Households must meet the PBV definition of "homeless". During initial lease up of the building, the Joint Office of Homeless Services (JOHS) will send referrals for the 48 PSH households.
2. The preference scale is as follows:
 - 15 points - Extenuating circumstances (this preference is always open even if the general waitlist is closed.)
 - 7 points - Eligible Tenants: Permanent Supportive Housing preference PSH units (48 units total): PSH units will be prioritized for households (individuals or heads of households) who have been referred through Service Provider to the waiting list and who meet all of the following criteria at initial occupancy:
 - i. Have an income at or below 30% AMI;
 - ii. Household has been screened and assessed through the Joint Office of Homeless Services (JOHS)
 - iii. Is considered homeless, defined as a family living in a place not meant for human habitation (including the streets or in their car), emergency shelter, transitional housing, hotels, in an apartment with a full or partial rental subsidy paid by JOHS, or is unsafely doubled up with the inability to stay
 - 1 point - Income at 0-30% AMI (not referred by service provider)
 - 2 points - Homeless/At risk of Homelessness (not referred by service provider)
 - 3 points – Age 55+ (not referred by service provider)
3. While households referred by JOHS, those with incomes at or under 30% of median family income and those homeless or at risk of homelessness are given preference over other applicants, anyone may apply for a place on the Project-Based Section 8 Voucher waitlist.
4. Preliminary Applications are to be completed in their entirety by the head of household with all proposed household members indicated. The applications are to be submitted to the management agent who will date and time stamp them in the order received.
5. Applicants should contact the project at least once every six months to communicate their continued (or discontinued) desire to be on the waitlist and to report any changes in household composition or income as these occur. Should changes occur, the original date and time will still determine placement. Management may purge the waitlist every six months and will do so at least once per year. When the list is purged, all applicants on the list will be notified by mail that the waitlist is being updated, and given 14 days to respond to express their continued interest, and to update their contact information if needed.
6. When units come available, JOHS will be notified and given 14 days to refer a qualified applicant. If no qualified referral is sent, the top five non-referred applicants on the waitlist will be notified of the available unit and the option to apply. Management will schedule intake with the respondent who responds first of those five regardless of preference points or chronological placement. Those who do respond within 14 days but are not the first to do so will remain on the list for the next available unit. Those who do not respond will

be removed from the list. Applicants may decline to apply twice and retain their position on the list if they wish. If an applicant declines to apply a third time, they will be removed from the waitlist.

7. At intake with management, the applicant will complete the full application and begin the income verification and background screening process for the property. Upon approval, the applicant will be notified, and referred to Home Forward to apply for the Section 8 Voucher (rental subsidy). Denied applicants will be notified in writing regarding the reason for the denial and their right to appeal the decision.

Existing PBV residents – requests for unit transfer for Reasonable Accommodation, Emergency or Extenuating Circumstances:

1. Existing PBV households may request unit transfers for extenuating circumstances. These circumstances may include health and safety reasons, be in conjunction with requests for reasonable accommodation based on disability, and/or be related to issues outlined in VAWA (Violence against Women Act). VAWA applies to victims of domestic or dating violence, sexual assault, and/or stalking, regardless of the gender or gender identity of the victim.
2. Upon receipt of request for PBV transfer, Management will review the request and supporting documents to determine qualification for transfer based on property policies. If approved, Home Forward will then review to determine PBV program qualification. Once the request has been approved by both parties, the household will be added to the waitlist of the appropriate bedroom size(s) and given the highest available preference weight for Extenuating Circumstances. The preference will move the household to the top of the list in chronological line with other households, if any, who are previously approved for extenuating circumstance transfers. Where a more recent request involves what appears to be, under the totality of the circumstances, a more imminent threat to health or safety in their current unit, that household may be given preference over earlier requests if a unit appropriate to their circumstance comes available first.

Income Property Management Co. complies with Federal Fair Housing Laws prohibiting discrimination on the basis of race, color, religion, national origin, gender, familial status, marital status, source of income, sexual orientation including gender identity, victims of domestic violence, and disability in the admission or access to, or treatment or employment in, its housing programs and activities. IPM Co. is also Fair Housing compliant regarding State, County and City definitions of protected classes. The person named below has been designated to coordinate compliance with the nondiscrimination requirements contained in the Department of Housing and Urban Development's regulations implementing Section 504 (24 CFR, part 8 dated June 2, 1988).
IPM Compliance Director, Fair Housing/504 Coordinator, 1800 SW 1st Avenue, Suite 220 Portland, OR 97201
Phone 503-223-6327 ~ Fax 503-223-3843 ~ TTY 1-800-735-2900



REV 082022



HAYU TILIXAM

TENANT SELECTION CRITERIA

Thank you for considering **HAYU TILIXAM** as your next residence. **HAYU TILIXAM** is a multifamily housing property that provides affordable units to households earning **60%** and below the area median income in Multnomah County.

This property has one or more waiting list preferences, which means that priority placement is given to applicants that qualify for a specific preference category. Hayu Tilixam follows the Housing First model for leasing its Permanent Supportive Housing units. Hayu Tilixam will set aside 9 units of the project exclusively for occupancy by households who are formerly homeless these will be referred from NARA through Coordinated Access. Please see the preference section in the criteria for more information.

This property is funded by the Section 42 of the IRC Low-Income Housing Tax Credit (LIHTC) program and the Portland Housing Bureau. Eligible households must qualify under the restrictive income limits and regulations set out by this program.

For rental inquiries or other information, please contact us using the information below.

Phone: (971) 337-4650

Fax: TBD

Website: www.viridianmgt.com

Property Email: hayu.tilixam@viridianmgt.com

Location: 5825 NE Prescott
Portland, OR 97218

OCCUPANCY STANDARDS

Size	Minimum No. of Occupants	Maximum No. of Occupants
0 bdr	1	2
1 bdr	1	3
2 bdr	2	5
3 bdr	3	7

RENT

Rents are subject to change annually. Rents range from \$0 to \$1,410 depending on unit size and other program qualifications. Please speak to the site manager for current rental rates.

SECURITY DEPOSIT

The security deposit is: **\$300 for Studio/1 Bedroom, \$375 for a 2 Bedroom, \$450 for a 3 bedroom.**

WAITING LIST

The waiting list is open. It is estimated that there are 0 applicants on the waiting list of this property. Applications may be submitted at the leasing office or interested parties may apply online through the property listing at www.viridianmgt.com.

SCREENING

Each adult must be screened for credit, criminal and eviction background checks when the application is selected from the waiting list for prospective tenancy. Landlord has charged a screening charge as described below. Landlord may obtain a consumer credit report and/or investigative consumer report which may include checking an applicant's credit, income, employment, rental history, and criminal background. This may include information as to their character, general reputation, personal characteristics and mode of living. You have the right to request additional disclosures provided under Section 606(b) of the Fair Credit Reporting Act and a written summary of your rights pursuant to Section 609 (c). You have the right to dispute the accuracy of the information provided to the Landlord by the screening company or the credit reporting agency as well as complete and accurate disclosure of the nature and scope of the investigation.

SCREENING REPORT PER ADULT

Screening Cost: \$22 per adult

Although we are solely responsible for our rental decision, it was based in whole or in part on information contained in a tenant screening report provided to us by:

RentGrow, Inc.
177 Huntington Ave, Suite 1703 #74213
Boston, MA 02155-3153
(800) 898-1351
www.rentgrow.com



Rev. 04.19.2022

Tenant Selection Criteria - Page 2



1. POLICY – NONDISCRIMINATION AND ACCOMMODATIONS

Viridian Management is committed to Fair Housing Policy and Equal Housing opportunity for prospective applicants. Viridian Management may not discriminate against an applicant because of race, color, religion, sex (gender), national origin, disabled status, familial or marital status, source of income, status as victim of domestic violence, sexual orientation, gender identification, or age. Viridian does not discriminate on the basis of disabled status in the admission or access to, treatment of, or employment in, its housing, programs or activities. Viridian complies with requirements of the Fair Housing Acts, Section 504 of the Rehabilitation Act, the Americans with Disabilities Act (ADA) and all applicable federal, state or local laws.

Under the provisions of Section 504 of the Rehabilitation Act of 1973, a person with a disability shall be provided with a reasonable accommodation to the extent necessary to provide such person with an opportunity to use, enjoy and occupy the apartment and apartment premises. A verification of disability as well as linking the accommodation to disability may be required. Under federal and state law, an individual is disabled if he/she has a physical or mental impairment that substantially limits one or more major life activities, including: walking, seeing, hearing, speaking, breathing, thinking, communicating, learning, performing manual tasks, and caring for oneself. Applicants should contact the Manager for further clarification related to reasonable accommodations, or how to make a request for reasonable accommodation.

2. APPLICATION AND WAITING LIST

All persons interested in Viridian-managed housing may request an application either in person, or through a designated individual, at the local on-site or regional designated site office during posted office hours; or request an application to be mailed by calling the local phone number listed on the cover sheet of this document. Fax requests for applications may be sent to the fax number listed on the cover sheet of this document. TTY telecommunication is available by calling the national relay number 711. It is Viridian Management's policy to assist wherever possible especially in the accommodation requests by persons with disabilities; applicants may request assistance in completing the application if necessary.

An application must be completed **in full** by the applicant and submitted either in person to the local site office or via mail to the local or regional office. All applicants will be contacted in writing within 14 days of receipt of the application, to inform them of status of their application. Applicants are placed on the waiting list in order by date and time the completed application is received.

Applicants that submit incomplete applications will be placed on the waitlist and contacted by mail with a request to complete the application in full. If the incomplete application is not returned completed within 10 days of notification, the household will be removed from the waiting list and sent notice of the removal.

Periodically the manager will send 10-Day Waiting List Update letters out to all applicants on the waiting list to determine continued interest. Recipients of this letter have 10 days to respond. If no response is received within 10 days, the manager will send the applicant a letter to notify them that they have been withdrawn from the waiting list. Applicants that respond and wish to be removed from the waiting list will be removed and sent a letter informing them that they have been withdrawn from the waiting list.

When the manager contacts an applicant to determine continued interest, the applicant will be asked if there is anything on the application that needs to be changed. If the applicant indicates that the information provided has changed, the site manager will schedule an appointment for the applicant to update the application.

Applicants sent a notice of available unit may refuse to begin processing for eligibility for that unit one time. The household will be skipped for that unit, but remain on the waiting list by their original application date. Applicants that refuse the second offered unit will be sent a notice of withdrawal from the waiting list, unless the applicant can demonstrate a need to turn down the unit due to an extenuating circumstance outside of their control. Additionally, if the property has project-based rental assistance but not available to all units, the applicant may request to remain on the waiting list until a unit with rental assistance becomes available. This property has waiting list for Project Based Voucher (PBV) and non-Project Based Voucher units. Applicants can apply for either type of unit. Applicants can skip acceptance of non-Project Based Voucher units to remain on the waiting list for a PBV unit.

Finally, if notices mailed to the applicant are returned as undeliverable, management will attempt to contact the applicant by any provided phone number or email address to obtain updated mailing information. If these attempts to contact the applicant fail, the household will be withdrawn from the waiting list.

All applicants must be willing to sign a release form to authorize verification of all items contained in the application, inclusive of; all income, assets and allowances along with credit, personal and landlord references. All households must provide positive identifications, as required by the funding program related to this project, of all persons who will be part of the household. Preliminary eligibility will be satisfied by using information on the application; placement of an application on the waiting list does not denote final tenant selection. Applicants may request information concerning the current status of their application by writing or calling the local site office at the number listed on the first page of this document or the Central Office at 1(541) 426-3820.

Applicants who have indicated the need for and requested the features of an accessible unit designed to assist individuals with disabilities, and have verified the need for the features of this type of unit and meet the definition of disabled, will have priority for those units. In the event, no households apply who would benefit from the features of an accessible unit, it will be offered to a non-disabled and income-eligible person on the waiting list. In this circumstance the applicants, as tenants, will be asked to sign a lease addendum agreeing to transfer (at their own expense) to another unit should an appropriately sized unit become available, and if there are households needing the features of the accessible unit.

Any applicant who requests modifications or accommodations related to their disability to non-adapted units will have consideration on those requests when selected, but with no priority for selection.

3. NUMBER OF OCCUPANTS

The number of occupants residing in the unit must be in accordance with unit density standards as set forth by the Owner/Manager. In determining unit density standards, the intent of property policy is to neither overcrowd nor underutilize space. Different properties may have different density standards depending on federal or state funding for the property, bedroom sizes, unit square footage and any local ordinances and restrictions; see page one for a table of the unit density standards. The Owner/Manager may change the unit density standard during the lease term if changes in laws, ordinances or regulations make such change necessary.

For PBV units, the occupancy standard is as follows: one bedroom for head of household and spouse/partner if any, one bedroom for each 2 persons after that regardless of age or gender. The living room space may be counted as a bedroom for up to 2 more people by family choice, but family cannot be forced to do so. These policies may be adjusted on a case-by-case basis due to reasonable accommodation and/or agree above 55 with written approval from both Owner/Management and Home Forward.

Households who become under or over-housed due to changes in household composition or changes in local, state or federal ordinances or restrictions will be asked to transfer to a more suitably sized unit within 30 days. If there are no suitably sized units existing at the property, the household will be asked to vacate the property within 30 days or at the end of their lease, whichever is longer. The unit density standard is based on the number of persons in the household and includes all full-time members of the household, persons who are away at school but live with the applicant at recesses, unborn children or children in the process of being adopted or secured by custody action, foster children and live-in attendants. Children who live in a household 50% of the year or more are also counted; however, visitors, permanently confined/institutionalized household members and individuals on active military duty are not counted in this determination for occupancy eligibility.

A disabled applicant who would need a larger unit to accommodate a disability would be given such consideration, even if disallowed by the property unit density standard. For specifically designed units (i.e. barrier free), applicants needing those features would be given priority even if occupancy would otherwise be considered underutilization.

4. ELIGIBILITY – GENERAL

Applicants who meet the income/occupancy guidelines and have come to the top of the income and/or other preference lists still must meet all other eligibility criteria before being approved to move in. Management will notify the applicant when their application is ready to be processed for residency. Applicants will receive notice that they must contact the manager within 10 days to begin processing or they will be issued a letter of withdrawal from the waiting list.

Applicants, in addition to any property program requirements, must also meet application, interview and reference criteria as defined below.

Applicants who have been rejected for occupancy will receive a letter detailing any applicable appeal rights and a description of the reasons for the rejection.

As previously stated, any application which is incomplete will not be processed if the applicant fails to respond to the incomplete application notice within 10 days of notice. An applicant who refuses to sign any release to allow the verification of all items contained in the application, including all income, assets and allowances along with credit, personal and landlord references, will be withdrawn from the waitlist and sent notice of withdrawal.

Applicants who exceed the maximum allowable income limits or unit density standards for a property, or who are found to have provided false answers on the application or at the interview, will be rejected.

Applicants who fail to come to a scheduled interview, unless there are extenuating circumstances, or who come to the interview under the influence of illegal drugs, intoxicated, or whose conduct is abusive, threatening, or disruptive will be rejected.

A household in which any member is currently engaged in illegal use of drugs or for which the owner has reasonable cause to believe that member's use or pattern of illegal use of a drug may interfere with the health, safety, and right to peaceful enjoyment of the property by other residents' will be rejected. Any household if there is reasonable cause to believe that member's behavior, from abuse or pattern of abused of alcohol, may interfere with the health, safety and right to peaceful enjoyment by other residents will be rejected.

Applicants will be rejected if it is determined that their presence or the presence of any of their household members would create an unsafe environment

Total monthly unit rent should not exceed 50% of the household's net income (income after withholdings required by law or as a condition of employment). Food stamps will be included in the household income for this calculation. This requirement is waived if a portion of the rent will be paid by a rental subsidy. Applicants should contact the property manager if further explanation is required.

Applicants who wish to be a tenant or co-tenant must possess the legal capacity to sign all documents unless an accommodation determination for the individual to allow a guardian signature, if otherwise eligible, is made.

5. ELIGIBILITY – CRIMINAL HISTORY

Applications containing a household member who is subject to, or whose name is contained in any federal, state or local sex offender registry will be rejected.

A single conviction, guilty plea, plea of no contest or pending charge for any of the following offenses may be grounds for rejection of your rental application. If there are multiple convictions, guilty pleas or no contest pleas on the applicant's record, Owner/Agent may increase the number of years by adding together the years in each applicable category. Expunged records will not be considered.

- a) Felony involving: murder, manslaughter, arson, rape, kidnapping, child sex crimes, manufacturing or distribution of a controlled substance unless applicant provides evidence acceptable to the Owner/Agent that the applicant has been crime-free for at least 10 years since the later of: i) the date of release from incarcerations; or ii) completion of parole.
- b) Any other felony charge not listed above involving: drug-related crime, person crime, sex offense, crime involving financial fraud, including identity theft and forgery, or any other crime if the conduct for which applicant was convicted or is charged with is of a nature that would adversely impact the property of the landlord or a tenant, or the health, safety or right of peaceful enjoyment of the premises of the tenant, the landlord or landlord's agent, where the date of disposition has occurred in the last seven years.
- c) Misdemeanors involving: drug-related crimes, person crimes, sex offense, weapons, violation of a restraining order, criminal impersonation, criminal mischief, stalking, possession of

burglary tools, financial fraud crimes, where the date of disposition has occurred within the last five years.

- d) Misdemeanors not listed above involving: theft, criminal trespass, property crimes or any other crime in the conduct for which applicant was convicted or is charged is of a nature that would adversely affect property of the landlord or a tenant, or the health, safety or right of peaceful enjoyment of the premises of a the residents, the landlord or landlord's agent, where the date of disposition has occurred in the last three years.

Pending charges or outstanding warrants for any of the above listed offenses will cause the application to be suspended until the charges are resolved. No unit will be held awaiting the result of pending charges.

Exceptions may be made regarding some criminal charges and extenuating circumstances will be taken into consideration. Reasonable Accommodation requests may be made as to any policy or criteria. Do not be afraid to ask the property manager for more information, or for further clarification, if needed. Applicants are welcome to submit supplemental evidence with their application or after an application has been submitted to the landlord for any additional information the Applicant would like the Landlord to know about their application or any denied application.

6. ELIGIBILITY – CREDIT HISTORY

To determine eligibility, credit history will be reviewed; however, lack of credit history will not be cause for denial. Credit reports containing unpaid utility collections or judgments or other housing-related debt will be cause for denial. Cable, cell phone, and internet debts are not considered utility or housing related expenses.

If you can provide proof of extenuating circumstances around specific debts, or can demonstrate actively working on debt resolution goals, it will be taken into consideration during the application review process.

7. ELIGIBILITY – PUBLIC RECORDS AND RENTAL REFERENCES

Third party rental history will be verified. Please provide references that can be contacted. Lack of rental history will not be cause for denial. Some applicants may have no previous, or current, rental or credit references, but can still offer personal non-related references. Public records or rental history, including but not limited to, the following may be grounds for rejection of your rental application:

- a) Eviction from a residence within the past five years. Please note that evictions, unpaid rent (including rent reflected in judgments) or referrals of debt to a collection agency that accrued on or after April 1, 2020 and before March 1, 2022 will not be considered.
- b) Rental references which indicate the applicant caused significant damage to the unit, vacated the unit owing rent, were late paying their rent on four or more occasions, caused disturbances at the rental on more than one occasion, or maintained their unit in an unsanitary condition.
- c) References indicating the applicant used the rental for illegal activities or were found in non-compliance of their lease agreement on four or more occasions during the tenancy.

Applicants should be honest and disclose any information that may provide further context for an eviction, including past extenuating circumstances such as job loss and/or major medical. Successful completion of an approved second chance renters program, or proving circumstances that led to an eviction no longer exist, will be taken into consideration during the application review process.

Any rejection would be issued in a written statement to the applicant with notification of Grievance and Appeal rights, when applicable.

8. TRANSFER POLICY

Current tenants requiring a unit transfer for the following reasons will be logged on an in-house transfer waitlist and given preference for appropriate units over those on the applicant waitlist and the in-house transfer waitlist. Households with the need for a fully adapted, accessible unit, and those transferring under the protections on the Violence Against Women Act (VAWA) are given priority on the in-house waitlist. Tenants must be pre-approved to transfer, and must meet tenant selection criteria, occupancy standards and program regulation as apply to the desired unit.

- a) A unit transfer for an accessible unit for a medical reason certified by a qualified professional, if disability is not apparent;
- b) A unit transfer in accordance with the VAWA Emergency Transfer policy;
- c) A required unit transfer due to family size or changes in family composition;
- d) A unit transfer for reasonable accommodation for a medical reason certified by a qualified professional, if disability is not apparent.

Current tenants requesting a unit transfer for any other reason that unit occupancy standard, reasonable accommodation, and VAWA protections will be added to the transfer waiting list and selected in order by date of request, after those with the priorities listed above are appropriately housed. Tenants must be pre-approved to transfer, and must meet tenant selection criteria, occupancy standards and program regulation as apply to the desired unit. In some cases, the household may be required to establish program and income eligibility for the desired unit if certain funding sources exist. Consideration and approval of transfer requests will be based on the following criteria, in addition to any funding requirements:

- a) Household must have been in residency at the property for at least one year;
- b) Tenants must be in good standing. Rent and other charges must be current and rental payment history is positive;
- c) Housekeeping history is satisfactory, and tenants have a positive tenancy record without ongoing or egregious lease violations.

Upon notification of an available unit, a tenant may refuse an apartment twice. In the event that a tenant refused an apartment a third time, the individual will be removed from the in-house transfer list and the request denied for that reason.

The transfer policy does not apply to Project Based Voucher (PBV) units. Transfers for PBV units may be approved through reasonable accommodation, safety, or habitability issues with written permission from both the Owner/Management and Home Forward.

9. RENTERS INSURANCE

Viridian Management strongly encourages that all tenants have a renter's insurance policy in effect for their lease term. If a tenant declines to obtain a renter's insurance policy, the tenant agrees to hold the Landlord/Owner or any representative of the Landlord Owner harmless of any damage, theft, or loss that may occur to the tenant's personal possessions while leasing the unit. Renter's Insurance is recommended, but not required.

10. VAWA-VIOLENCE AGAINST WOMEN ACT

That an applicant is or has been a victim of domestic violence, sexual assault, dating violence, or stalking is not an appropriate basis for denial of program assistance or for denial of admission, if the applicant otherwise qualifies for admission.

Any resident of a PBV unit within the Owner/Management Portfolio that is a victim of domestic violence, dating violence, sexual assault, or stalking is able to request an emergency transfer from the tenant's current unit to another unit or within another community within the Owner/Management portfolio. The ability to transfer is available regardless of sex, gender identity, or sexual orientation. The Owner/Management will honor the request to an immediate transfer for Project Based residents. The request must also be approved by Home Forward. The resident will be placed at the top of the waiting list once the approval has been given by both the Owner/Management and Home Forward.

In determining eligibility for housing in cases where the Agent, acting on behalf of the Project Owners, has become aware that the household includes a victim of domestic violence, and when screening reveals negative and potentially disqualifying information, such as poor credit history, previous damage to an apartment, or a prior arrest, inquiries will be made regarding the circumstances contributing to this negative history, to ascertain whether these past events were the consequence of domestic violence against a member of the applicant household.

Any such inquiries will make clear that members of applicant households have a right to keep any history of domestic violence against them confidential.

When inquiries reveal that the negative history was the consequence of domestic violence, sexual assault, dating violence, or stalking against a member of the applicant household, the applicant household will not be denied housing assistance on the basis of this reporting, provided that the perpetrator of domestic violence is not a member of the applicant household.

The Agent may ask for documentation establishing that the negative history was the consequence of domestic violence, sexual assault, dating violence, or stalking. The applicant shall have fourteen business days (i.e. weekends and holidays will not count in determining the deadline) to provide such documentation. The Agent may grant extensions to the fourteen-day-deadline if the applicant demonstrates good cause. The applicant can satisfy the documentation requirement in any of the following ways:

- 1) Completing a certification form verifying that the individual is a victim of domestic violence, dating violence, or stalking, and that the incident or incidents in question are bona fide incidents of actual or threatened abuse. Such certification shall include the name of the perpetrator, if it is known; OR
- 2) Providing documentation signed by any of the following third parties:
 - a) an employee, agent, or volunteer of a victim service provider;
 - b) an attorney;
 - c) a medical professional; or

- d) other knowledgeable professional.

The person signing the documentation must have assisted the victim in addressing domestic violence, dating violence, or stalking, or the effects of the abuse. The person signing the documentation must attest under penalty of perjury to his or her belief that the incident or incidents in question are bona fide incidents of abuse. The victim of domestic violence, sexual assault, dating violence, or stalking must also sign the documentation; OR

- 3) Producing a Federal, State, tribal, territorial, or local police or court record.

All denial of assistance letters will notify applicants of VAWA's protections and that they may seek an informal review if they believe that the denial of assistance was related to acts of domestic violence, sexual assault, dating violence, or stalking committed against the applicant.

If because of safety concerns a victim of domestic violence, sexual assault, dating violence, or stalking is unwilling or unable to provide information or identification ordinarily required to confirm eligibility, efforts will be made to otherwise establish eligibility and alternative sources and methods of verification will be accepted.

11. PREFERENCES

This property has one or more waiting list preferences, which means that priority placement is given to applicants who qualify for a specific preference category. Applicants that meet one or more of the preferences will receive the first opportunity to qualify for available units, and may skip over applicants on the waiting list that do not qualify for any preference. The following list preference or preferences apply to the waitlist at this property:

- a. First preference is to those households with an Extenuating Circumstance who are currently in a PBV unit within the Owner/Management portfolio and require an emergency transfer due to safety and/or habitability issues. The transfer must be to another PBV assisted unit within the Owner/Management portfolio.
- b. Hayu Tilixam follows the Housing First model for leasing its Permanent Supportive Housing units. 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. Supportive services are offered to maximize housing stability and prevent returns to homelessness as opposed to addressing predetermined treatment goals prior to permanent housing entry. Hayu Tilixam will set aside 9 units of the project exclusively for occupancy by households who are formerly homeless these will be referred from NARA through Coordinated Access. Second preference is to an applicant from the coordinated referral process between NARA housing staff and housing advocates. When management becomes aware that a unit will be available, they will contact NARA for referral. NARA has 14 calendar days to submit an applicant for referral to Owner/Management before they move on to the next waiting list applicant.
- c. Households Displaced by Government Action or Natural Disaster. Households or individuals that are forced to move from their home as a result of federal, state, or local government action, or if the household or individual was forced to move from their home as a result of a federally declared natural disaster such as a fire or flood.

12. NON-DISCRIMINATION

Rev. 04.19.2022

Tenant Selection Criteria - Page 10

No person, applicant or resident shall be discriminated against or segregated on the basis of race, color, religion, national origin, disability, age, sex (gender), familial or marital status, source of income, status as victim of domestic violence, sexual orientation or gender identification. Applications may not be rejected, and applicants and/or residents may not be denied housing, treated differently than others, harassed, or evicted from housing based on any of these discriminatory criteria.

To report a fair housing complaint, please contact:

Fair Housing Council of Oregon
506 SW Sixth, Suite 1111
Portland, OR 97204
Information@FHCO.org
(503) 228-8197 Ext. 2
(800) 424-3247 Ext. 2 (TTY and translation available)

Alternatively, you may call HUD at 800-877-0246.

LIHTC (IRC SECTION 42) SELECTION CRITERIA

This document is intended to be an addendum to the Tenant Selection Criteria. It explains additional selection criteria based on requirements posed to the owner/agent by state and/or federal regulations due to funding used in the construction, acquisition and/or rehabilitation of the project.

Applicants who do not meet LIHTC income limits will be rejected.

Where there is layered funding at a project and conflicting tenancy criteria, the most restrictive standards will be used.

1. STUDENTS

The LIHTC program prohibits the rental of set-aside units to entirely full-time student households not qualifying for a specific exception.

A. Student Defined.

A Student is defined as “an individual who during each of five calendar months during the calendar year is a full-time student at an educational institution.”

A full-time student is one who is enrolled for some part of five calendar months for the number of hours or courses, which is considered to be a full-time attendance. The five calendar months need not be consecutive. School attendance exclusively at night does not constitute full-time attendance. However, full-time attendance at an educational institution may include some attendance at night in connection to a full-time course of study.

In addition, individuals pursuing a full-time course of institutional on-farm training under the supervision of an accredited agent of such educational institution, of a state or political subdivision of the state, are also deemed full-time students.

B. Student Status Exemptions.

As a general rule, the household may not be occupied in its entirety by full-time students. Thus, if any one single individual in the household is not a full-time student, the application will still qualify under the student status requirements.

If all household members are full-time students, the applicants may still qualify for residency if:

- The students are married and file a joint federal income tax return. A copy of the joint tax return or marriage license should be included in the file; or
- The household consists of a single parent (with custody) and a school age child or children, all of whom are not dependents of a third party; or
- One or more of the students receive assistance under the TANF program as such program activities and participation are related to families with dependent children; or
- One or more students is enrolled in and receiving assistance under the Workforce Investment Act or similar governmental job-training program, or
- One or more students previously received foster care assistance under part B or E of Title IV of the Social Security Act.

If at any time during the term of the lease agreement, or any extension thereof, the entire household becomes composed of full-time students, the entire household will no longer qualify and will be asked to move within 30 days or at the end of their lease term; whichever is longer.

Students in K-12 are not considered an exception solely by virtue of their age and grade in school.

C. Income of Students.

For LIHTC purposes, all financial assistance received in excess of tuition is INCLUDED as income if the household receives Section 8 assistance, unless:

1. The student is over the age of 23 with dependent children, or
2. The student is living with his or her parents who are applying for or receiving Section 8 assistance.

2. ADDING MEMBERS AFTER MOVE-IN

No additional household members may apply and be screened to be added to a household within the first six (6) months of the initial lease, except in the event of pregnancy, adoption and live-in aides qualified via the reasonable accommodation process.

3. RENT TARGETING REQUIREMENTS

If this property has designated deeper rent set-asides in order to provide lower rents to lower income tenants, reasonable attempts will be made to ensure that these units are being utilized in the best manner possible.

If during the income recertification process, it is determined that a lower set-aside unit household's income has increased to the point where it meets a higher set-aside within the property, the lower set-aside the household currently has will be floated to another unit.

First priority to receive the lower rent set-aside will be given to existing households who meet the lower set-aside income restriction and would benefit from the lower rent. If multiple existing households would qualify for the lower set-aside, the household with the greatest rent-burden (paying the highest percentage of income for current rent) will be selected for the designation. If multiple households have the same rent-burden, then the household who has been rent-burdened for the longest time will receive the designation.

Second priority for designation of the lower rent set-aside will be given to the next person on the wait list who meets the lower set-aside limits.

3. Income Eligibility Requirements

- a. HUD establishes and publishes income limits annually based on family size for each county (Area Median Income ("AMI")). The income limits (use Actual Table) are available at:
<https://www.oregon.gov/ohcs/compliance-monitoring/Documents/rents-incomes/2022/LIHTC/Multnomah.pdf>
One hundred percent of the PBV units are reserved for households with incomes at or below 30% of AMI, adjusted by household size;
- b. **The household may not be composed of 100% full-time students.** A household may be exempt from the full-time student rule by meeting any one of the following criteria:
 - i. Tenant is a student receiving assistance under Title IV of the Social Security Act (TANF).
 - ii. Tenant is a student previously under the care and placement responsibility of State Foster Care agency.
 - iii. Tenant is a student enrolled in a job training program receiving assistance under the Job Training Partnership Act, Workforce Investment Act or under similar Federal, State or local laws.
 - iv. Household is composed of a single parent and their children AND neither parent nor children are dependents of another individual.
 - v. Household is married and files a joint tax return.

4. Application and Waitlist Procedure

- a. **Outreach and Public Notice:** Management publishes legal notice of the waitlist opening in a paper of general circulation no less than 10 business days prior to the date of waitlist opening. Management communicates waitlist openings to JOHS/Coordinated Access, partner organizations and programs, local government referral partners, and other organizations that may provide referrals. Waitlist openings are posted on exterior windows of the Property Site Office (332 SW 11th Avenue, Portland OR 97205). Questions or requests for additional information can be directed to 503-484-7564.
- b. **Waitlist Application:** Any person may place his/her name on the waitlist by completing a pre-application. Incomplete or eligible pre-applications will be rejected. For the first day the waitlist is open, applicant placement will be based on a lottery system. Each applicant will be assigned a time and date stamp based on their application's random drawing in a lottery. Pre-applications submitted to the PHM Office after the first day of waitlist opening are then placed in the order received as noted by the date and time of the emailed referral from Coordinated Access, or the date and time stamp placed on the pre-application.
- c. **Minimum Information Required:** Waitlist applicants must provide the following information for a pre-application to be considered complete and their names placed on any waitlist:
 - i. Complete identifying information (Last, First, MI, DOB, SSN);
 - ii. Complete mailing address information including ZIP code. Applicants currently without a physical address capable of receiving mail may use a service provider or similar address if otherwise allowed;
 - iii. Number of people expected to reside in the unit; and
 - iv. Applicant must sign and date the pre-application to acknowledge he/she is aware of the Building Criteria.

- d. **Preferences:** Management will grant a waitlist preference for persons who meet the following criteria:
- i. **Extenuating Circumstance Transfer:** Any current resident of a PBV unit within PHM's portfolio who needs to move due to safety and/or habitability issues may request an Extenuating Circumstance Transfer. PHM will honor the request to an immediate transfer for project-based residents who are certified as eligible. The request must also be approved by Home Forward. The resident household will be placed at the top of the waitlist once the approval has been given by both PHM and Home Forward. Residents who qualify for this Extenuating Circumstance preference may apply at any time, even when the waitlist is closed. Qualifying residents will be given preference of **(10) preference points** on the waitlist. Please note that residents granted an Extenuating Circumstance Transfer preference and waitlist placement must meet all eligibility and screening criteria at the property they are transferring to prior to move-in.
 - ii. **Coordinated Access (CA) Referral-** Management will grant a waitlist preference for persons referred by CA. CA referrals will be granted a maximum of **(5) points** on the waitlist for this preference. While all referrals through CA will receive 5 points, PHM will in turn manage the waitlist to house referrals in units designated for clients in need of culturally specific services. PSH/PBV units at The Joyce are designated as follows:
 1. 26 PBV units designated for Cascadia Health as service provider(s), preference for CA referrals in need of culturally specific services.
 2. 20 PBV units designated for Native American Rehabilitation Association (NARA) as service provider, preference for CA referrals in need of culturally specific services.
 3. 20 PBV units designated for Cascade AIDS Project (CAP) as service provider, preference for CA referral in need of culturally specific services.
 - iii. **Households with income below 30%AMI-** will be given preference of (1) point on the waitlist.
- e. **Waitlist organization:** Management organizes the waitlist by preference, then by date and time of application. Applicants with a waitlist preference are sorted by date and time before all other applicants. Non-preference applicants are ordered by date and time after all preference applicants.
- i. If CA does not provide a referral within 10-business days of PHM notifying CA of a vacancy in the PSH/PBV units, PHM will contact clients in order who do not have a CA referral preference (generally, walk-in clients at PHM Site Office).
 - ii. In instances where a non-CA referral fills a unit designated for CH, NARA, or CAP, this may result in the loss of a designated unit for that program. In these instances, PHM will re-designate the next available "general" PSH unit for that program to restore the original unit commitment (currently 20 units for each program). In no cases will this result in a fair market studios being designated as a PSH unit.
 - o **Lease-up exception:** During initial property lease-up up through point every PSH/PBV unit has been leased with 1st eligible applicant (currently estimated between May 2023 and September 2023), PHM will implement a 20-business day period listed in lieu of 10-business day period listed in 4.e.i above. (Ex. If no CA referral is provided to PHM within 20 business days of request, PHM will work through non-CA referred "walk-in" applicants).
- f. **Waitlist Closure:** When the waitlist time reaches six months from the date of pre-application to reaching the top of the waitlist, Housing Administration may choose to temporarily close the waitlist until the wait time is no more than six months. Proper notice will be given of intent to close the waitlist and of the estimated date on which the waitlist will re-open.

- g. **Notification:** When units become available, or in anticipation of unit vacancy, Management will notify the next waitlist applicant(s) by mail (including JOHS/service provider on email if CA referral) according to the order established in (4.e) above. Applicants must respond in person, or by phone or email, within 14 days of the date the notification letter was mailed. Failure to respond in a timely manner will result in the removal of the applicant's name from the waitlist. If more than one applicant is notified for a vacancy, applicants will be considered for residency in the order in which they respond to the notification.
- h. **Applicant responsible for maintaining current information:** It is the applicant's responsibility to maintain current contact information on file with Management. Waitlist notifications and any other correspondence will be mailed to the address currently on file for each applicant.
- i. **Updates:** The waitlist will be updated every six months and letters asking applicants to confirm their interest in the waitlist will be mailed to the addresses on file for each applicant. Applicants are required to check in at the PHM Office within 14 days of the date the letter is mailed or by the date noted in the letter if they wish to remain on the waitlist. Failure to do so will result in removal from the waitlist.
- j. **Refusal of Available Unit:** Applicant may refuse the first unit available of which they are notified and will remain in their current waitlist position. Management will offer unit to the next applicant on the waitlist. Applicant refusal of the second available unit will result in removal of applicant.
- k. **Removal from the waitlist:**
 - i. Applicants will be removed from the waitlist for the following reasons:
 - 1. At applicant's request;
 - 2. Failure to respond to notification of vacant unit within 14 days;
 - 3. Return of any mail sent to the applicant;
 - a. If JOHS or service provider responds to Housing Office within allotted period, staff will schedule appointment but will cancel if no show.
 - 4. Or, for any other reasons mentioned throughout this document.
 - ii. An applicant will be notified by mail that they have been removed from the waitlist and of the reason for removal. A removed applicant who wishes to be reinstated on the waitlist must respond to the removal notice in person or in writing within 14 days of the date the notification was mailed.

5. Application

- a. **Complete Application:** When an applicant is at the top of the waitlist and is offered a vacant unit, applicant must complete a rental application. Applicant household must meet all project eligibility requirements at the time of application for the vacant unit. Incomplete applications will be refused.
- b. **Preliminary Home Forward Screening:** Household information will be forwarded to the Property Home Forward caseworker for preliminary screening prior to scheduling an eligibility review for PBV Assistance.
- c. **Applicant Screening:** All adult household members are screened against the screening criteria described below.
- d. **Home Forward Eligibility Review:** Applicant attends an eligibility review with the Property Home Forward caseworker.
- e. **Security Deposit and Rental Agreement:** No security deposit is required for PSH units at The Joyce. If applicant is approved for Section 8 Assistance, applicant must execute a rental agreement with Management, and may then assume occupancy.

6. Property Screening Criteria: All applicants 18 years and older will be screened for suitability prior to residency. Extenuating circumstances will be considered in the screening process.

- a. **Criminal History:** PHM will request a 3rd party criminal screening report on all applicants to The Joyce over 18 years of age. The background screening will be conducted by a 3rd party company, currently AppFolio/Equifax. PHM covers the full fee for the criminal screening report and no cost is incurred by the applicant.

Crime Type	Crime Categories	Example Crime	Suggested Look-Back from Date of Conviction
Crimes against persons (violent)	Felony (violent - intentional)	Lifetime registered sex offenders	Denial
		Homicide/Murder, Forcible Sex Offenses, Assault, Hate Crimes	7 years
	Felony (violent- negligent or reckless)	Criminally negligent homicide	5 years
	Misdemeanor (violent-intentional)	Assault	3 years
Crimes against property	Felony	Arson	5 Years
Crimes against society	Felony (Controlled Substance)	Manufacture, Distribution, or Possession of controlled substance <u>with intent to distribute</u> (not including marijuana).	5 years
	N/A	Manufacture methamphetamine any housing	Denial

Applicants will be denied if:

- i. Any single conviction that falls within a conviction lookback period based on type of crime.
- ii. Any open arrest warrants, regardless of whether falls within listed crime category. (Applicants should resolve open arrest warrants prior to intake).

Applicants that face denial due to a conviction within the lookback period are entitled to an Individual Assessment conducted by PHM Management and/or Home Forward.

- b. **Home Forward Screening:** In addition to the above PHM screening, Applicants are required to pass Home Forward's screening in order to qualify for a PBV unit. Applicants are encouraged to self-admit criminal history on the primary application form, and applicants will be denied if they have been convicted of certain violent crimes, certain sex crimes, and arson.
- c. **Negative Rental History:** Previous documented negative rental or program participation history with PHM Housing or other property management company shall be grounds for denial of the rental application at The Joyce. Negative rental or program history includes:
 - i. Violent, threatening or aggressive verbal/physical behavior towards Management or other landlord/residents;
 - ii. Evictions in the last 2 years related to behavior, property destruction, but not to include non-payment. Eviction actions that were dismissed or resulted in a judgement for the Applicant will not be considered.
 - iii. Destruction of property;
 - iv. Behavioral non-compliance with Rental Agreement

7. Procedure for Denying Ineligible Applicants:

- a. **Applicant Denial:** Applicants may be denied if:
 - i. They are income-ineligible;
- b. Household characteristics are not appropriate to available units (see Occupancy Standard, 2.d. above);
- c. Applicant does not meet the Project Eligibility Requirements;
- d. Applicant does not meet screening criteria;
- e. Applicant does not declare citizenship or non-citizenship status; or
- f. Applicant is unable to provide valid Social Security Number.
- g. Applicant engages in documented (e.g. through incident reports) menacing, stalking, and/or threatening behavior with PHM staff at any point in process of submitting pre-application through lease signing.

8. Individual Assessment- Whenever negative information is revealed through the background screening that would lead to a denial, PHM will conduct an Individualized Assessment with the Applicant. PHM will consider the following factors when conducting an Individualized Assessment: 1.) The nature and severity of the incidents that would lead to a denial; 2.) The number and type of incidents; 3.) The time that has elapsed since the date the incidents occurred; 4.) the age of the individual at the time the incidents occurred and; 5.) evidence that the individual has maintained a good tenant history before and/or after the conviction or conduct, and; 6.) Any rehabilitation efforts. Applicants are encouraged to submit Supplemental Evidence as a part of this process, see 5.c. above. PHM will hold the unit for which the application was received for a reasonable time to complete the review. If the evidence does not satisfactorily address the negative information, PHM will provide a written "Notice of Denial" to the Applicant within 2 weeks providing an explanation of the denial and the reasons why evidence did not compensate for the factors that informed PHM's decision to reject the Applicant.

9. Dispute Screening Results: Applicants have the right to dispute the accuracy of the information provided to Management by a third-party screening service. If your application is denied due to information received during the screening process you believe is incorrect or inaccurate, you may contact the screening company to obtain a copy of your screening results.

AppFolio Consumer Relations / 70 Castilian Drive / Goleta CA 93117
Phone: (866) 359 -3630 / Secure Fax: (866) 496 - 8077

10. Appeal: Management will offer applicants that do not meet the Screening Criteria the opportunity to appeal the decision within 30 days of denial of the application. During this period applicants can provide information to correct, refute or explain negative information that formed the basis of PHM's denial. PHM will conduct an Individualized Assessment with two staff members who were not party to the initial denial and either approve or deny the appeal. If the appeal is approved and the unit is no longer vacant, PHM will prequalify the applicant for other rental opportunities at PHM properties for 3 months following the date the appeal is approved. However, the Applicant must be eligible for the unit and may need to provide new income verification or other program related paperwork if it has expired. Management will also waive the Applicant's screening fee for 3 months if the Applicant self-certifies that no conditions have materially changed from those in PHM's approve application.

11. Records Retention: Management retains the following materials on file for at least three years:

- i. Application
- ii. Initial rejection notice
- iii. Any applicant reply
- iv. Management's final response
- v. Record of all interviews and verified information on which Management based the decision.

12. Fair Housing and Equal Opportunity Housing Statements:

- a. Fair Housing: PHM does not discriminate on the basis of race, color, national origin, religion, sex, family status, or disability, and recognizes the following protected classes under local statute: marital status, source of income (State of Oregon), age, sexual orientation (Multnomah County), or gender identity (City of Portland).
- b. Reasonable Accommodation/Modification: All persons with a disability have a right to request and be provided a reasonable accommodation or modification at any time, from application through termination/eviction. A reasonable accommodation is a change or exception to a rule, policy, practice or service that may be necessary for a person with a disability to have an equal opportunity to use and enjoy a dwelling. A reasonable modification is a structural change made to the premises in order to afford an individual with a disability full enjoyment of the premises. Under Fair Housing laws, a person with a disability is someone with a physical or mental impairment that substantially limits one or more major life activities of the individual, or who has a record or is otherwise regarded as having such an impairment. To request a reasonable accommodation or modification, please contact the Community Manager or the PHM Office.
- c. Violence Against Women Reauthorization Act of 2013: PHM recognizes VAWA provisions and its protections. PHM has adopted a policy from the Violence Against Women Reauthorization Act of 2013, for further information please refer to PHM's Model Emergency Transfer Plan for Victims of Domestic Violence, Dating Violence, Sexual Assault, or Stalking. The Transfer Plan, as well as domestic violence certification and emergency transfer request forms may be requested from any housing/property's front desk.

Any person needing assistance completing the application process should contact PHM Site Office at:

322 NW 11th Avenue

Portland, OR 97205

Hours: Monday through Friday 8:00am- 5:00pm Closed holidays and weekends



TENANT SELECTION POLICY KING + PARKS APARTMENTS

This tenant selection plan is a procedure guide which gives direction regarding the implementation of these standards. These documents are only superseded by a project-specific management plan, by the Project-Based Section 8 Voucher (PBV) waitlist policy, the contents of the corresponding property specific Memorandum of Understanding (MOU), or by notice from Portland Community Reinvestment Initiatives, Inc. (PCRI) Corporate Office.

Tenants are selected on a first-come, first-serve basis. PCRI is committed to Fair Housing and follows the laws of Equal Opportunity Housing, the Fair Housing Act, the Violence Against Women Act, the Rehabilitation Act and the Americans with Disabilities Act (ADA). Therefore, PCRI will not discriminate based on race, color, creed, religion, sex, national origin, age, disability, sexual orientation, income source or familial status.

APPLICATION PROCESS

1. Receive application on the designated PCRI form.
2. Applicant will be placed on the bedroom size waiting lists they qualify for. The applicant will be provided with an approximate timeframe for how long the waiting list is running.
3. Applicant will pay their non-refundable credit/screening fee of \$25.00 when appropriate.
4. Once an application is selected for processing, the application will be sent to screening and this process should take 1-2 business days.
5. Applicants will be required to pay a refundable security deposit. The amount of the security deposit is based on the specific property requirements.

APPLICANT SCREENING

All applicants are screened through an independent screening company using PCRI's Screen Criteria. Applicants should be given a copy of the criteria to read and sign certifying they have read the criteria and understand that an independent screening company conducts all background searches for PCRI. The independent screening company conducts all of PCRI's screening functions that include rental history, credit check, and criminal convictions.

The applicant will be notified by the screening company of approval or denial. Managers are only permitted to give an applicant notice of their approval or denial status, and the screening companies contact information for follow-up questions.

Management reserves the right to override a determination by the independent screening company in extenuating circumstances.

**See "Application Rejection Policy" for actions an applicant can take to follow up on screening denials.*



TENANT SELECTION POLICY KING + PARKS APARTMENTS

PROJECT SPECIFIC REQUIREMENTS

King + Parks is a Low-Income Housing Tax Credit (LIHTC) funded community which requires all residents meet certain income eligibility criteria. King + Parks consist of 69 restricted units: Twenty (20) 1 bedrooms, Thirty-seven (37) 2 bedrooms and Twelve (12) 3-bedroom Townhomes. All households must be at or below 60% of Area Median Income (AMI) for Multnomah County.

The household gross annual income may not exceed the applicable income limit for the unit they are requesting.

TENANT SELECTION

Applicants will be selected in the following order:

1. Accessible units:
 - a) In-house transfers for disabled residents
 - b) Disabled applicants from the waiting list
 - c) Displaced households that receive Federal and/or State relocation funds
 - d) Applicants from the waiting list by date and time
2. All other units:
 - a) Project Based Vouchers
 - b) In-house approved transfers according to policies/procedures (See project Specific Cover Sheet).
 - c) Displaced households that receive Federal and/or State relocation funds.
 - d) Applicants from the waiting list by date and time.

PBV Units: Applicants are selected by the following preference, then by date/time of the application

- a) Extenuating Circumstances Transfer
- b) Referral from Continuum of Care
 - i. When vacancy is anticipated, CoC has 14 days from date of notification to provide referral. If no referral is received within 14 days, then the next household on the waitlist will be selected.
- c) Household gross income is 0-30% of AMI

TENANT SELECTION – In-House Transfers

If a vacancy should occur, in-place residents approved for a transfer will be selected over waiting list applicants. For transfer approval, a tenant must be in good standing, i.e., rent is current and has been paid before the 5th of the month for the last six (6) months. Once transfers of in-house residents are completed, the waiting lists can be utilized to fill vacancies. Before PCRI approves a transfer, the tenant's current unit will be inspected for damages and housekeeping. If the unit

TENANT SELECTION POLICY KING + PARKS APARTMENTS

is unsatisfactory or there have been documented lease violations within the last six (6) months, PCRI reserves the right to refuse the transfer.

Households eligible to request a unit transfer include:

1. Reasonable accommodations
2. Household composition has increased beyond the occupancy policy
3. Household composition has decreased below the occupancy policy
4. Studio to a one-bedroom
5. Extenuating circumstances

**PCRI reserves the right to allow transfers on a case by case basis due to extenuating circumstances.*

PBV Transfers: Residents of PBV units are not included in the above transfer policy. PBV residents may be eligible to transfer within the building due to reasonable accommodation or safety/habitability issues.

N/NE PREFERENCE POLICY

The King + Parks is part of the City of Portland's N/NE Neighborhood Housing Strategy to address displacement and gentrification in the historic neighborhoods of North and Northeast Portland by prioritizing longtime or displaced residents with ties to the community for new affordable housing opportunities in the area. Preference is given to applicants who were displaced, are at risk of displacement, or who are the descendants of families that were displaced due to urban renewal in N/NE. Top priority will be given to households who owned property in N/NE Portland that was taken by City government, and to their descendants. All other applicants can receive up to six preference points based on their current or historic residence (as well as that of a parent / guardian or grandparent) within identified areas of concentrated urban renewal in N/NE Portland.

**The N/NE preference policy does not apply to PBV units.*

PROJECT BASED VOUCHERS

King + Parks has 20 units, (6-1bedroom, 8-2bedroom and 6-3bedroom) set-aside for Project Based Vouchers.

PBV APPLICATION PROCESS

1. Receive application on the designated PCRI form.
2. Applicant will be placed on the bedroom size waiting lists they qualify for. The applicant will be provided with an approximate timeframe for how long the waiting list is running.
3. Applicant will pay their non-refundable credit/screening fee of \$25.00 when appropriate.



TENANT SELECTION POLICY KING + PARKS APARTMENTS

4. Once an application is selected for processing, the application will be sent to screening and this process should take 1-2 business days.
5. Once screening has been approved, an execution deposit may be collected within two business days after screen results are received. Failure to comply with this requirement will result in automatic removal from the application process.
6. Applicants will be required to pay a refundable security deposit. The amount of the security deposit is based on the specific property requirements.

VIOLENCE AGAINST WOMEN ACT (VAWA) TRANSFERS

Any resident of a PBV unit within Owner/Manager Portfolio that is a victim of domestic violence, dating, violence, sexual assault, or stalking is able to request an emergency transfer from the tenants' current unit to another unit or within another community within Owner/Manager Portfolio. The ability to transfer is available regardless of sex, gender identity, or sexual orientation. Owner/Manager will honor the request to an immediate transfer for Project Base residents. The request must also be approved by Home Forward. The resident will be placed at the top of the wait list once the approval has been given by both Owner/Manager and Home Forward.

PBV WAITING LIST POLICY

If an applicant is eligible to rent an apartment but no appropriately sized unit is available, Site Managers will place the family on a waiting list. Management must also notify them of the approximate waiting time for a unit to become available. This notification may be done verbally or in writing. Management should document the application with the date and information given to the applicant. Management will base the estimated waiting time by turnover experience. A couple of months should be added to the estimated waiting time to allow for unforeseen circumstances.

In projects with accessible units, persons with disabilities are given priority over all other applicants for those units. In no case will a non-disabled family be selected before a disabled family for an accessible unit. Applicants self-identify the need for an accessible unit on the Preliminary Application. The waiting list will indicate which families require accessible units. For those tenants that are not disabled but are placed in an accessible unit, the lease agreement will be marked with the provision that they agree to transfer and incur all transfer costs upon being requested to move. The waitlist will be purged a minimum of once per year.

Applicants may be removed from the waiting list for the following reasons:

1. At the applicant's request.
2. The applicant no longer qualifies under the guidelines for the complex.
3. Applicant has not contacted management for 60 days.
4. At the second refusal when offered a unit.
5. If the site staff have been unable to contact the applicant by phone on three (3) or



TENANT SELECTION POLICY KING + PARKS APARTMENTS

more occasions.

6. If the phone number given is no longer in service.
7. Applicant is unable or unwilling to disclose information necessary to income qualify within 3 business days of request.

Please Note: Site staff is required to notify the applicant in writing of their removal from the waiting list.

DOMESTIC VIOLENCE AND HOMELESSNESS

Ten (10) PBS8 units will be prioritized by Self Enhancement Inc. (SEI), Urban League (UL) and Bradley Angle (BA).

WORKFORCE HOUSING

Four (4) households with earned income and verified employment within Portland area that are under 60% AMI will have this preference for a unit at the King + Parks.

UNIT DESIGNATION SWAPS

Upon recertification, if household's income has increased above the current AMI (area median income) the Property Manager must take the necessary steps to rent the next available unit to a qualifying household that meets the lower set-aside requirements. Once a new unit is leased to a lower income household, the over-income household's designation will be swapped to meet the appropriate set-aside and the rent will be increased in accordance with the lease terms.

If at recertification, a household's income decreases below the current AMI limits applicable to the property, that household will be placed on our in-house waiting list for a lower set-aside once one is available. Upon availability, the household's designation will be swapped to the lower designation (applicable to the property) and the rent will be adjusted accordingly.

Household on our in-house waiting list requiring a lower unit designation will take precedence over in-house transfers and move-ins.

LIHTC ELIGIBILITY REQUIREMENTS FOR STUDENTS

Units comprised of full-time students (no one of whom is entitled to file a joint return) do not qualify as low-income units. However, there are exceptions as outlined in IRC §42(i)(3)(D).

Exceptions:

- A student receiving assistance under Title IV of the Social Security Act (TANF).
- A student who was previously under the care and placement responsibility of the State agency responsible for administering a plan under part B or part E of title IV of the Social Security Act (State Foster Care).
- A student enrolled in a job training program receiving assistance under the Job Training Partnership Act or Workforce Investment Act or under other similar Federal,



TENANT SELECTION POLICY KING + PARKS APARTMENTS

State or local laws.

- Single parents and their children and such parents are not dependents (as defined in IRC §152, determined without regard to subsections (b)(1), (b)(2), and (d)(1)(B) thereof) of another individual and such children are not dependents (as so defined) of another individual other than a parent of such children,
- Married and file a joint return.

APPLICATION POLICY

1. General:

- a) A complete and accurate application is required. Incomplete applications will be returned for completion.
- b) Each applicant will be required to qualify individually and provide accurate photo identification.
- c) Primary applicants must be able to enter a legal and binding contract.
- d) Student Status eligibility requirements as per the program of the property.

2. Occupancy:

- a) Occupancy requirements are based on the number of bedrooms in a unit. A bedroom is defined as a space within the premises used primarily for sleeping, with at least one window, contains at least 70 square feet and is configured so as to take the need for a fire exit into account.
- b) Maximum occupancy is two (2) persons per bedroom plus one additional person. The minimum allowed occupancy is one (1) person per bedroom. Exceptions to this rule shall be made on a case by case basis on a standard of reasonableness.

3. Income:

A monthly household income should equal two (2) times the stated monthly rent.

(Does not apply to Section 8 applicants. Properties with PDC funding have an income to rent ratio of 1.5.)

- a) All income and assets must be reported and must be verified.
- b) Application will be denied if all income sources cannot be third party verified.
- c) If applicant is self-employed, they are required to bring proof of their most recent federal tax return to include schedule C or CEZ.
- d) False or fraudulent statements will automatically lead to a denial of the application.
- e) Applicant must meet the income limits for the program/complex they are applying at.

WAITING LIST POLICY

If an applicant is eligible to rent an apartment but no appropriately sized unit is available, Site



TENANT SELECTION POLICY KING + PARKS APARTMENTS

Managers will place the family on a waiting list. Management must also notify them of the approximate waiting time for a unit to become available. This notification may be done verbally or in writing. Management should document the application with the date and information given to the applicant. Management will base the estimated waiting time by turnover experience. A couple of months should be added to the estimated waiting time to allow for unforeseen circumstances.

In projects with accessible units, persons with disabilities are given priority over all other applicants for those units. In no case will a non-disabled family be selected before a disabled family for an accessible unit. Applicants self-identify the need for an accessible unit on the Preliminary Application. The waiting list will indicate which families require accessible units. For those tenants that are not disabled but are placed in an accessible unit, the lease agreement will be marked with the provision that they agree to transfer and incur all transfer costs upon being requested to move. The waitlist will be purged a minimum of once per year.

Applicants may be removed from the waiting list for the following reasons:

1. At the applicant's request.
2. The applicant no longer qualifies under the guidelines for the complex.
3. Applicant has not contacted management for 60 days.
4. At the second refusal when offered a unit.
5. If the site staff have been unable to contact the applicant by phone on three (3) or more occasions.
6. If the phone number given is no longer in service.
7. Applicant was offered and accepted a unit within the complex (Applicant will be removed from all other waiting lists within the complex).
8. Applicant is unable or unwilling to disclose information necessary to income qualify within 3 business days of request.

Please Note: Site staff is required to notify the applicant in writing of their removal from the waiting list.

WAITLIST STATUS

1. Closed - The waiting list may be closed for one or more-unit sizes when the average wait is excessive (i.e., one year or more). When the list is closed, applicants must be advised that the waiting list is closed and that additional applications are not being taken. When applications will no longer be accepted, a notice must be published in a publication likely to be read by potential applicants. The notice must state the reasons for the owner's refusal to accept additional applications.

2. Open - The waiting list will be reopened when the waiting time has been reduced to 60 days. The notice of this action must be announced in a publication likely to be read by potential applicants in the same manner as listed above. This notification will be extensive, and the rules

TENANT SELECTION POLICY KING + PARKS APARTMENTS

for applying and the order in which applications will be processed will be stated. The notice will include where and when to apply, and will conform to the advertising and outreach activities described in the Affirmative Fair Housing Marketing Plan.

LIVE-IN CAREGIVER

Applicants requiring the assistance of a permanent or temporary live-in caregiver will be required to have the caregiver fill out an application and pay a screening fee of \$15.00. A limited screening involving a criminal background check will be performed. The caregiver must meet requirements regarding criminal history or their application will be denied.

APPLICATION REJECTION POLICY

Potential reasons for rejecting an application:

1. Applicant is income-ineligible.
2. If the applicant has Incomplete, inaccurate or falsified information on application or otherwise.
3. Household characteristics are not appropriate for the unit type available (e.g., an accessible unit).
4. Family size is not appropriate for the size of units that are available. (See APPLICATION POLICY- Occupancy.)
5. Applicant does not meet age criteria for the property (for age-specific properties only).
6. Applicants that do not meet the criteria set forth for the property and are denied by PCRI's independent screening company.
7. The applicant is unable or unwilling to disclose information necessary to income qualify within (3) business days of request made by management.
8. The applicant is unable or unwilling to disclose information necessary to income qualify within three (3) business days of request made by management.
9. Student Status eligibility requirements as per the program of the property.
10. Any applicant currently using illegal drugs, and/or possessing illegal drugs.
11. Any individual who may constitute a direct threat to the health and safety of any individual, or whose tenancy may pose a threat to the complex, or the property of others.

If an application is rejected due to negative and/or adverse information being reported, the applicant may:

1. Contact the company that supplied the information to discuss their application.
2. Contact the credit-reporting agency to identify who is reporting unfavorable information.
3. Correct any incorrect information through the credit-reporting agent as per their policy.
4. Request the credit-reporting agency submit a corrected credit check to the appropriate screening company.
5. Upon receipt of the corrected information the application will be reevaluated for the



TENANT SELECTION POLICY KING + PARKS APARTMENTS

next available unit.

If the applicant is not placed on the waiting list or immediately processed for admission, the applicant will be promptly notified in writing of the rejection. The notice will contain:

1. The reason(s) for the rejection; and
2. The applicant has 14 calendar days to respond in writing or to request a meeting to discuss the rejection.

APPEALS PROCESS

If the application has been denied and the applicant feels they qualify as a resident under the criteria above, they may:

1. Submit a written explanation appealing the denial, within five (5) business days of receipt of the denial letter to: **Appeal Committee, Portland Community Reinvestment Initiatives, 6329 NE MLK Jr Blvd Portland, OR 97211**

In the letter, the applicant should explain the reason(s) they believe their application should be approved and attach all viable documentation that would support their request for an appeal. Within five (5) working days of receipt of their letter, the application file will be reviewed and the applicant will be notified of the review outcome. If the appeal is granted, the applicant will be returned to the waitlist as follows: appeal requests submitted within five (5) business days of the denial will result in the applicant being restored to their original position on the waitlist; appeal requests submitted beyond five (5) business days of the denial will result in the applicant being restored to the bottom of the waitlist. All PBV Applicants regardless of the number of days will be placed back on the list with the original date and time of their application.

Any meeting with the applicant or review of the applicant's written request must be conducted by a PCRI staff member who did not make the initial decision to reject the applicant.

The following will be kept on file for at least three (3) years: application; initial rejection notice; applicant's reply; owner's final response; and all interviews and supporting documents in which the rejection was based.

GOVERNMENT STATUTES AND REGULATIONS POLICY

Fair Housing and Equal Opportunity Reasonable Accommodation (Section 504)

No person shall be discriminated against based on race, color, creed, religion, sex, national origin, age, sexual orientation, disability, income source, or familial status. These requirements apply to: (1) accepting and processing applications; (2) selecting tenants from among eligible applicants; (3) assigning units; and (4) certifying and recertifying eligibility for assistance.

The following is an overview of PCRI's policies under the Rehabilitation Act of 1973 (Section 504) and Fair Housing Act:

TENANT SELECTION POLICY KING + PARKS APARTMENTS

1. Adopt and implement procedures to assure qualified individuals with disabilities are not discriminated against on the basis of their disability, and to ensure they have equal opportunity to receive and enjoy the benefits of living in a project.
2. Adopt and implement procedures to effectively communicate with applicants, tenants and members of the public who are individuals with disabilities. PCRI uses the Federal 711 telephone relay system for the speech and hearing-impaired.
3. Permit individuals with disabilities to use assistive devices (i.e., service animals).
4. Accommodate requests from applicants and tenants to make units, facilities, and programs accessible and usable to persons with disabilities.
5. Accommodate requests from applicants and tenants for reasonable accommodations in rules, policies, practices and services when such accommodations are necessary to afford a disabled person equal opportunity to use and enjoy a dwelling unit, including all public and common areas.
6. Make adjustments to rules, policies and practices for qualified individuals with disabilities to ensure the policies and practices do not discriminate on the basis of a disability.

Neither King + Parks Apartments nor the owners are required to make alterations or adjustments that would result in undue administrative and financial burdens, or are fundamental alterations in the nature of the program. In some circumstances, the undue burdens could be primarily financial and, in other circumstances, the undue burdens could be primarily administrative.

REASONABLE ACCOMMODATIONS AND MODIFICATIONS

PCRI is committed to ensuring that its policies and procedures do not deny individuals with disabilities the opportunity to participate in, or benefit from, nor otherwise discriminate against individuals with disabilities, on the basis of disability, in connection with the operations of programs, services and activities.

Therefore, if an individual with a disability requires an accommodation or modification such as an accessible feature or modification to a policy, PCRI will provide such accommodation unless doing so would result in a fundamental alteration in the nature of the program; or an undue financial and administrative burden. In such a case, PCRI will accept another accommodation or modification that would not result in a financial or administrative burden.

A reasonable accommodation is a change, modification, alteration or adaptation in policy, procedure, practice, program, or facility that provides a qualified individual with a disability the opportunity to participate in, or benefit from, a program (housing or non-housing) or activity.

A reasonable modification is a structural change made to existing premises, occupied or to be occupied by a person with a disability, in order to afford such person full enjoyment of the premises. This can include changes to the dwelling unit, common and public use areas.

TENANT SELECTION POLICY KING + PARKS APARTMENTS

Examples would be accessibility features for persons in wheelchairs, installing grab bars in bathrooms, lowering cabinets and adding entrance ramps.

Reasonable accommodation or modification methods or actions that may be appropriate for a particular program and individual may be found to be inappropriate for another program or individual. The decision to approve or deny a request for a reasonable accommodation or modification is made on a case-by-case basis and takes into consideration the disability and the needs of the individual as well as the nature of the program or activity in which the individual seeks to participate.

A person with a disability means an individual who has a physical or mental impairment that substantially limits one or more major life activities. As used in this definition, the phrase “physical or mental impairment” includes:

- (a) Substantially impedes his/her ability to live independently, and is of such a nature that this ability could be improved by more suitable housing conditions;
- (b) Substantially limits one or more major life activities, has a record of such an impairment, or is regarded as having such an impairment;
- (c) One whose condition is expected to be of long-continued and indefinite duration.

A person is considered disabled if: (1) the following Social Security disability definition is met, or (2) the individual has a developmental disability as described in paragraph (b) or physical, mental or emotional impairment as described in paragraph (c).

- (a) Section 223 of the Social Security Act defines disability as:
 - a. “Inability to engage in any substantial, gainful activity by reason of any medically determinable physical or mental impairment which can be expected to result in death, or which has lasted or can be expected to last for a continuous period of not less than 12 months, or,
 - b. “In the case of an individual who attained the age of 55 and is blind and unable by reason of such blindness to engage in substantial, gainful activity requiring skills or ability comparable to those of any gainful activity in which he has previously engaged with some regularity and over a substantial period of time.”
- (b) Section 102(7) of the Developmental Disabilities Assistance and Bill of Rights Act (42 U.S.C. 6001(7)) defines developmental disability in functional terms as:
 - a. “Severe chronic disability that: (a) is attributable to mental or physical impairment or combination of mental and physical impairments; (b) is manifested before the person attains age 22; (c) is likely to continue indefinitely; (d) results in substantial functional limitation in three or more of the following areas of major life activity: (1) self-care; (2) receptive and

TENANT SELECTION POLICY KING + PARKS APARTMENTS

responsive language, (3) learning, (4) mobility, (5) self-direction, (6) capacity for independent living, and (7) economic self-sufficiency; and (8) reflects the person's need for a combination and sequence of special, interdisciplinary, or generic care, treatment or other services which are of lifelong or extended duration and are individually planned and coordinated."

- (c) Has a physical, mental or emotional impairment that:
 - a. Substantially impedes his or her ability to live independently,
 - b. Is of such a nature that ability to live independently could be improved by more suitable housing conditions, and
 - c. Is expected to be of long-continued and indefinite duration.

Examples of reasonable accommodations or modifications may include, but are not limited to:

- Making a unit, part of a unit or public and common use element accessible for the head of household or a household member with a disability who is on the lease;
- Permitting a family to have a service or assistance animal necessary to assist a family member with a disability;
- Allowing a live-in aid to reside in an appropriately sized AHA unit;
- Transferring a resident to a larger size unit to provide a separate bedroom for a person with a disability;
- Transferring a resident to a unit on a lower level or a unit that is completely on one level;

PCRI will provide the Request for Reasonable Accommodation or Modification form to all applicants, residents or individuals with disabilities who request a reasonable accommodation or modification.

Individuals may submit their reasonable accommodation or modification request(s) in writing, orally, or by any other equally effective means of communication. However, PCRI will ensure that all reasonable accommodation or modification requests are documented in writing. If needed as a reasonable accommodation, PCRI will assist the individual in submitting the request. An individual with a disability may request a reasonable accommodation or modification at any time during the application process or residency.

The individual, staff or any person identified by the individual, must submit all requests in writing by a method as follows:

1. Applicant/Resident completes a Reasonable Accommodation or Modification form that is then sent to a qualified third party for verification.
2. Applicant/Resident submits a letter from a qualified third party regarding the Reasonable Accommodation or Modification request.
3. Applicant/Resident requests a reasonable accommodation verbally (the request is then



TENANT SELECTION POLICY KING + PARKS APARTMENTS

documented by the PCRI employee).

All Reasonable Accommodation or Modification requests will be processed as follows:

1. Site Manager must submit the completed reasonable accommodation or modification request to the Compliance Specialist within (2) business days.
2. Within (10) business days of receipt, the Compliance Specialist will respond to the reasonable accommodation or modification request.
3. If the accommodation or modification is approved, the resident will be notified in writing.
4. If the accommodation or modification is denied, the resident will be notified in writing and will be given the reasons for denial. The individual does have the right to appeal the denial.

PCRI may request documentation or verification of the need for a reasonable accommodation or modification as identified on the Request for Reasonable Accommodation or Modification Form.

PCRI may verify a person's disability only to the extent necessary to ensure that individuals who have requested a reasonable accommodation or modification have a disability-based need for the request.

However, PCRI may not require individuals to disclose confidential medical records in order to verify a disability or require specific details regarding the individual's disability.

The following may provide verification of a resident's disability and the need for the requested accommodation(s):

- Physician;
- Licensed health professional;
- Professional representing a social service agency;
- Disability agency or clinic;
- Other health care provider

Requested accommodations or modifications will be denied if one of the following would occur as a result:

- A violation of State and/or federal law;
- A fundamental alteration in the nature of the housing programs;
- An undue financial and administrative burden;
- A structurally infeasible alteration; or
- An alteration requiring the removal or alteration of a load-bearing structural member.

Violence Against Women Act (VAWA)

The Violence Against Women Act (VAWA) provides protections to women or men who are the



TENANT SELECTION POLICY KING + PARKS APARTMENTS

victims of domestic violence, dating violence, sexual assault and/or stalking. PCRI understands that, regardless of whether state or local laws protect victims of domestic violence, dating violence, sexual assault and/or stalking, people who have been victims of violence have certain rights under the Violence Against Women Act Reauthorization of 2013.

This policy is intended to support or assist victims of domestic violence, dating violence, sexual assault and/or stalking and protect victims, as well as members of their family, from being denied housing or from losing their HUD assisted housing as a consequence of their status as a victim of domestic violence, sexual assault, dating violence and/or stalking.

VAWA protections are not provided to guests, unauthorized residents or service providers (including live-in aides) hired by the resident.

VAWA ensures that victims are not denied housing and housing assistance is not terminated **solely** because the person is a victim of an act covered under the VAWA (domestic violence, dating violence, stalking and/or sexual assault).

However, being a victim of an act covered under the VAWA is not reason to change the eligibility or applicant screening requirements set forth in the tenant selection plan unless such requirements interfere with protections provided under the VAWA. Being a victim of an act covered under the VAWA is not reason to waive requirements set forth in the HUD Model Lease or in any lease attachment or HUD approved lease addendum unless such requirements interfere with protections provided under the VAWA.

PCRI will not assume that any act is a result of abuse covered under the Violence Against Women Act. In order to receive the protections outlined in the VAWA, the applicant/resident must specify that he/she wishes to exercise these protections. If any applicant or resident wishes to exercise the protections provided in the VAWA, he/she should contact PCRI immediately. PCRI is committed to ensuring that the Privacy Act is enforced in this and all other situations.

CONFIDENTIALITY

The identity of the victim and all information provided to owner/agent relating to the incident(s) of abuse covered under the VAWA will be retained in confidence. Information will not be entered into any shared database nor provided to a related entity, except to the extent that the disclosure is:

- Requested or consented to by the victim in writing;
- Required for use in an eviction proceeding or termination of assistance; or
- Otherwise required by applicable law.

The HUD form 5382 provides notice to the resident of the confidentiality of the form and the limits thereof. PCRI will retain all documentation relating to an individual's domestic violence, dating violence, sexual assault and/or stalking in a separate file that is kept in a separate secure



TENANT SELECTION POLICY KING + PARKS APARTMENTS

location from other applicant or resident files. If the documentation is stored electronically, PCRI will keep this information in an electronic file that is separate from the applicant or resident file with secured access only to authorized individuals.

REQUESTS & CERTIFICATION

When PCRI responds to a request for protections provided under the VAWA, PCRI will request that an individual complete, sign, and submit HUD form 5382 within fourteen (14) calendar days of the request. This certification may be submitted in an equally effective manner, as a reasonable accommodation, if there is the presence of a disability.

If necessary, the victim may request additional time to submit the certification. PCRI will not deny a VAWA claim solely due to confusion over when the certification form is due.

The victim is not required to name his/her abuser if doing so would result in imminent threat or if the victim does not know the name of his/her abuser.

PCRI understands that the delivery of the certification form to the applicant/resident via mail may place the victim at risk, (e.g., the abuser may monitor the mail). PCRI will work with the applicant/resident in making acceptable delivery arrangements, such as inviting them into the office to pick up the certification form or making other discreet arrangements.

If the applicant/resident has sought assistance in addressing domestic violence, dating violence, sexual assault and/or stalking from a federal, state, tribal, territorial jurisdiction, local police or court, the applicant/resident may submit written proof of this outreach in lieu of the certification form. PCRI may accept the following:

- A federal, state, tribal, territorial, or local police record or court record or
- Documentation signed and attested to by a professional (employee, agent or volunteer of a victim service provider, an attorney, medical personnel, etc.) From whom the victim has sought assistance in addressing domestic violence, dating violence and/or stalking or the effects of the abuse. The signatory attests under penalty of perjury (28 U.S.C. §1746) to his/her belief that the incident in question represents bona fide abuse, and the victim of domestic violence, dating violence and/or stalking has signed or attested to the documentation.

If the applicant is currently living in a shelter established to protect victims of violence covered under the VAWA, PCRI will accept verification of such living arrangement in lieu of additional verification.

To ensure that a person is not wrongly accused of committing an act covered under the VAWA, PCRI will carefully evaluate abuse claims as to avoid denial, termination of assistance, termination of tenancy or eviction based on false or unsubstantiated accusations.



TENANT SELECTION POLICY KING + PARKS APARTMENTS

The applicant/resident is required to provide all necessary documentation to PCRI no more than fourteen (14) business days after submitting the certification to PCRI. If the victim is unable to provide required documentation within the required timeframe, PCRI will deny the request.

PCRI will review and respond to requests to exercise protections provided under the VAWA within fourteen (14) business days of receiving all required documentation. The owner/agent may provide the response in any manner acceptable to the victim and the owner/agent.

Responses include:

- Approval of the Request
- Denial of the Request
- Request for additional information

LEASE BIFURCATION

If PCRI determines that physical abuse caused by a resident is clear and present, the law provides PCRI with the authority to bifurcate a lease (i.e., remove, evict, or terminate housing assistance to any abuser, while allowing the victim, who lawfully occupies the home, to maintain tenancy.)

PCRI may attempt to evict the abuser, but residents should know that state/local tenant/landlord laws prevail and the owner/agent must comply with such laws. PCRI cannot guarantee that a court will award or enforce an eviction.

PCRI must keep in mind that the eviction of or the termination action against the individual must be in accordance with the procedures prescribed by federal, state, and local law. PCRI is committed to attempting to assist the victim, however, evictions are generally carried out through the court system and the PCRI cannot override or circumvent a legal decision.

In the event that one household member is removed from the unit because of engaging in acts of domestic violence, dating violence, sexual assault and/or stalking against another household member, an appropriate certification will be processed reflecting the change in household composition. Special consideration will be given if the remaining household members are not qualified to remain in the unit as a “remaining household member”.

GRIEVANCE PROCEDURE

If an applicant or tenant believes they have been discriminated against due to a disability, they have the right to state their concerns to:

**Attn: Equal Housing Opportunity Manager
Portland Community Reinvestment Initiatives**



TENANT SELECTION POLICY KING + PARKS APARTMENTS

**6329 NE MLK Jr Blvd
Portland, OR 97211**

In their letter, they must explain the situation and the reason(s) they believe they have been discriminated against. Within five (5) working days of receipt of their letter, the Equal Housing Opportunity Manager will review the facts and notify the applicant/tenant of their decision.

If the applicant/tenant still has issues that are unresolved, they may contact the Fair Housing and Equal Opportunity Office in Seattle Washington: 1-206-220-5170 Website: www.hud.gov.com.

RESIDENT SELECTION PLAN/POLICY

The Louisa Flowers, 515 NE Holladay Street, Portland, Oregon 97232

This Resident Selection Plan/Policy is a procedure guide which gives direction regarding the implementation of these standards. These documents are only superseded by a property specific worksheet, specific Memorandum of Understanding (MOU), or by notice from Affinity Property Management.

During the Initial lease up period, residents will be placed on an initial waitlist by lottery. Once waitlist lottery has been exhausted residents are selected on a first-come, first-serve basis. Affinity is committed to Fair Housing and follows the laws of Equal Opportunity Housing, the Fair Housing Act, the Violence Against Women Act, the Rehabilitation Act and the Americans with Disabilities Act (ADA). Therefore, Management will not discriminate based on race, color, creed, religion, sex, national origin, age, disability, sexual orientation, income source, marital status, familial status, gender identity, veteran military status, or any protected class in the state, county or city. Management will accept Reasonable Accommodation/Modification requests to accommodate a disability.

UNIT SIZE STANDARDS

Occupancy is based on the number of bedrooms in a unit. A bedroom is defined as a space within the premises used primarily for sleeping, with at least one window, contains at least 70 square feet and is configured so as to take the need for a fire exit into account.

- Maximum occupancy is 2 persons per bedroom plus one.
- Minimum occupancy is 1 person per bedroom.

Exceptions to this rule shall be made on a case by case basis on a standard of reasonableness.

Project Based Subsidy Standards

- 1 bedroom for head of household (and spouse/co-head, if any), 1 bedroom for each 2 persons after that.

INCOME LIMIT AND INCOME REQUIREMENTS

Residents must meet the income limit for the program and property where they are applying. The income limit is based on family size. Monthly income must equal 1½ times the stated monthly rent. Income limits applicable are available at the property's rental office.

*If applicant will be using local, state or federal housing assistance as a source of Income, "monthly stated rent" as used in this section means that portion of the rent that will be payable by applicant and excludes any portion of the rent that will be paid through the assistance program.

HUD annually publishes income limits by state and county. Applicable income limits are the low at 60%, very-low at 50%, and extremely-low limits at 30% for Multnomah County in Oregon. Specific Income limits applicable are available at the property's rental office.

PROGRAM TYPES

This community is 240 units in 1 building with studio, one, and two-bedroom units.

LIHTC

- 240 units at 60% (88 studios, 109 -1bdrms, and 43 -2bdrms)

PHB

- 20 units at 30% (20 -2bdrms)

RESIDENT SELECTION PLAN/POLICY

The Louisa Flowers, 515 NE Holladay Street, Portland, Oregon 97232

- 3 units at 50% (3 studios)
- 217 units at 60% (85 studios, 109 -1bdrms, and 23 -2bdrms)

Project-Based Voucher (PBV) units

- 20 -2bdrm project-based subsidy units at 30%

PROPERTY TYPE AND PREFERENCES

This community is a family property. A family includes but is not limited to: 1) a family with or without *children (the temporary absence of a child from the home due to placement in foster care shall not be considered in determining family composition and family size)*; 2) an elderly family; 3) A near-elderly family; 4) a disabled family; 5) a displaced family; 6) the remaining member of a tenant family; 7) a single person who is not an elderly or displaced person, or a person with disabilities, or the remaining member of a tenant family. [24 CFR 5.403]

Project Based Waiting List Preferences-

- The project-based waitlists are separate from the general building list and divided according to bedroom size. Anyone can have their names added to the waitlist, but they must qualify based on income and family size to be approved for a unit (as well as passing both building and Home Forward screening criteria)
1. 20 units (20 - two bedrooms)- PBV units will be prioritized for households (individuals or heads of households) who have been referred through the Service Provider to the waiting list and who meet the following criteria at initial occupancy:
 - i. Have an income at or below 30% AMI 1 point
 - ii. Household has been screened and assessed through the Multnomah County's DV Coordinated Access System (DVCA); 2 points
 - iii. Extenuating Circumstances Transfer 10 points

The PBV waiting list may be temporarily closed if the estimated wait time is more than one year. The waiting list will be reopened once the estimated wait time drops below 6 months.

Verification of preferences is required.

Applicants must meet the eligibility requirements for the property where they are applying. Each applicant must qualify individually and applicants listed as head, spouse and co-head must be able to enter a legal and binding contract.

GENERAL APPLICATION REQUIREMENTS/PROCESS

The following are requirements for the application process:

- A complete and accurate application is required. Incomplete applications will be returned for completion.
- Applicant will be placed on the bedroom size waiting list(s) they request. The applicant will be provided with an approximate timeframe for how long the waiting list is running.
- Applicant will pay their non-refundable credit/screening fee of **\$16.60** when appropriate.
- Once an application is selected for processing, the application will be sent to screening and this process will take up to 3 business days.
- Applicants will be required to pay a refundable security deposit. The amount of the security deposit is based on the specific

RESIDENT SELECTION PLAN/POLICY

The Louisa Flowers, 515 NE Holladay Street, Portland, Oregon 97232

property requirements.

- Each applicant will be required to qualify individually and provide accurate photo identification.
- Primary applicants must be able to enter a legal and binding contract.
- Each applicant household must qualify under the student status eligibility requirements as per the program of the property.
- All income and assets must be reported and verified by the applicant household.
- Application will be denied if all income sources cannot be third party verified.
- If applicant is self-employed, they are required to supply a copy of their most recent signed/dated and filed federal tax return to include schedule C.
- Each application household must qualify based on the income limits as per the program of the property.
- A household's monthly income must equal at least 1 ½ times the monthly rent.
- False or fraudulent statements will automatically lead to a denial of the application.

APPLICANT SCREENING CRITERIA

All applicants are screened through an independent screening company. The independent screening company conducts all screening functions including rental history, credit check, and criminal convictions. The independent screening company will notify the applicant of denial. Management reserves the right to override a denial determination by the independent screening company for extenuating circumstances. Extenuating circumstances include, but are not limited to, medical reasons, domestic violence situations, or applicant's completion of the Ready to Rent Program. In no event will a lack of verifiable information result in a denial as it results to rental or credit history.

Management reserves the right to override a determination by the independent screening company in extenuating circumstances.

LIVE-IN CAREGIVER/AIDE

Applicants requiring the assistance of a permanent or temporary live-in caregiver/AIDE will be required to have the caregiver fill out an application. A limited screening involving a credit report (for identification purposes only) and a criminal background check will be performed. The caregiver must meet requirements regarding criminal history or their application will be denied.

WAITING LISTS

Waiting lists will be updated at least semi-annually to ensure applicant information is current and applicants are removed that no longer qualify or want to remain on the list.

In properties with accessible units, persons with disabilities are given priority over all other applicants for those units. Applicants self-identify the need for an accessible unit on the application. The waiting list will be noted indicating which families require accessible units.

Once an applicant is offered and accepts a unit, their name will be removed from all other waiting lists within that property. You may request a transfer in accordance with Management's transfer policy.

Applicants may be removed from the Property Waiting List for the following reasons:

1. At the applicant's request.
2. The applicant no longer qualifies under the guidelines for the community.
3. Applicant has not contacted management for 60 days.
4. At the second refusal when offered a unit.
5. If the site staff have been unable to contact the applicant by phone on three (3) or more occasions.
6. If the phone number given is no longer in service.

RESIDENT SELECTION PLAN/POLICY

The Louisa Flowers, 515 NE Holladay Street, Portland, Oregon 97232

7. Applicant was offered and accepted a unit within the complex (Applicant will be removed from all other waiting lists within the complex).
8. Applicant is unable or unwilling to disclose information necessary to income qualify within 3 business days of request.

Project Based Voucher

The PBV waiting list may be temporarily closed if the estimated wait time is more than one year. The waiting list will be reopened once the estimated wait time drops below 6 months.

Applicants may be removed from the PBV Waiting List for the following reasons:

1. The applicant reaches the top of the list; they are pulled for a vacant unit, apply and are found to be ineligible.
2. The applicant requests to be removed.
3. The applicant fails to respond to contact.

Please Note: Site staff is required to notify the applicant in writing of their removal from the waiting list.

REFERRAL PROCESS

When management is aware of an upcoming vacancy, management must notify the referring agency within 5 business days. The referring agency will provide applicants for the available vacancy according to their MOU with the property.

STUDENT STATUS

Portland Housing Bureau (PHB) Program Student Eligibility

There are no student eligibility criteria for this program.

LIHTC Program Student Eligibility

A full-time student is defined as an individual enrolled full-time at an educational organization for any part of five months or more during the current and/or upcoming calendar year. The determination of student status as full or part-time should be based on the criteria used by the educational institution the student is attending. An educational organization, as defined by IRC §170(b)(1)(A)(ii), is one that normally maintains a regular faculty and curriculum, and normally has an enrolled body of pupils or students in attendance at the place where its educational activities are regularly carried on. The term "educational organization" includes elementary schools, junior and senior high schools, colleges, universities, and technical, trade and mechanical schools. It does not include on-the-job training courses.

It is permissible for a unit to be occupied by a full-time student where there are other residents in the household that qualify (are not full-time students). However, when a unit becomes occupied entirely by full-time students, the unit becomes disqualified unless at least one of the following exceptions applies:

- A student receiving assistance under Title IV of the Social Security Act (TANF).
- A student who was previously under the care and placement responsibility of the State agency responsible for administering a plan under part B or part E of title IV of the Social Security Act (State Foster Care).
- A student enrolled in a job training program receiving assistance under the Job Training Partnership Act or Workforce Investment Act or under other similar Federal, State or local laws.
- Entirely by full-time students if such students are:
 - Single parents and their children and such parents are not dependents (as defined in IRC §152, determined without regard to subsections (b)(1), (b)(2), and (d)(1)(B) thereof) of another individual and such children are not dependents (as so defined) of another individual other than a parent of such children,

RESIDENT SELECTION PLAN/POLICY

The Louisa Flowers, 515 NE Holladay Street, Portland, Oregon 97232

- Married and file a joint return.

In the case of a single parent with children, the legislative history explains that none of the tenants (parent or children) can be a dependent of a third party.

DRUG AND CRIMINAL ACTIVITY FREE HOUSING

Management and the property owners managed by Affinity Property Management support drug and criminal activity-free housing and support all actions that help create a drug and criminal activity-free community. The use, possession, sale, giving or exchanging of illegal drugs is prohibited on the property site by state law and Management's policy. Any resident who engages in drug or criminal activity on the property site and has no conviction, but there is a preponderance of evidence, will face eviction. This policy includes alcohol consumption in common areas.

Management prohibits the admission of:

- Any household containing a member(s) who was evicted in the last three years from federally assisted housing for drug-related criminal activity. There are two exceptions to this provision: (a) The evicted household member has successfully completed an approved, supervised drug rehabilitation program; or (b) The circumstances leading to the eviction no longer exist (e.g., the household member no longer resides with the applicant household).
 - A household in which any member is currently engaged in illegal use of drugs or for which the owner has reasonable cause to believe that a member's illegal use or pattern of illegal use of a drug may interfere with the health, safety, and right to peaceful enjoyment of the property by other residents;
 - Any household member (including minors) who is subject to a state sex offender lifetime registration requirement.
- *Management staff or its employee(s), or our third-party screening company may verify the information provided by the applicant by searching the Dru Sjodin National Sex Offender Database (located at <http://www.nsopw.gov>) as recommended and in the manner set forth in HUD Notice H 2009-11.

REMOVAL FROM THE WAITING LIST

Any household member, if there is reasonable cause to believe that member's behavior, from abuse or pattern of abuse of alcohol may interfere with the health, safety, and right to peaceful enjoyment by other residents. The screening standards are based on behavior, not the condition of alcoholism or alcohol abuse. Applicants will be removed from the waiting list for the following reasons:

- At the applicant's request;
- The applicant no longer qualifies;
- The applicant has not contacted management for 6 months. The applicant will be notified of the pending removal and will have the opportunity to remain on the list by notification to management;
- At the second refusal when offered a unit. At a property designed for the elderly or persons with disabilities, an applicant may reject an available unit if this unit is close to another unit with a pet. This action will not negatively affect the applicant's application for occupancy or position on the waiting list to be eligible for the next available unit;
- We have been unable to contact the applicant by phone on three or more occasions;
- The applicant's phone is no longer in service;
- You were offered and accepted a unit within the property (your name will be removed from all other waiting lists within that property).
- You are unable or unwilling to disclose information necessary to income qualify within three (3) business days of request made by management.

Applicants will be notified in writing of their removal from the waiting list.

RESIDENT SELECTION PLAN/POLICY

The Louisa Flowers, 515 NE Holladay Street, Portland, Oregon 97232

OPENING AND CLOSING THE WAITING LIST

The waiting list may be closed for one or more-unit sizes when the average wait is excessive (i.e., one year or more). When the list is closed, applicants must be advised that the waiting list is closed and refuse to take additional applications. When applications will no longer be accepted, a notice must be published in a publication likely to be read by potential applicants. The notice must state the reasons for the owner's refusal to accept additional applications.

When the waiting list is to be opened again, the notice of this action must be announced in a publication likely to be read by potential applicants in the same manner as listed above. This notification will be extensive and the rules for applying and the order in which applications will be processed will be stated. The notice will include where and when to apply and will conform to the advertising and outreach activities described in the Affirmative Fair Housing Marketing Plan.

SECURITY DEPOSIT REQUIREMENTS

Residents must pay a security deposit upon move-in which is based on the specific property applied for. At move-out, damages will be taken out of a resident's security deposit if the damages are beyond "normal wear and tear." If pets are allowed for a specific apartment property, a deposit of up to \$300 will be collected. Arrangements can be made with residents to make payments on this deposit. No deposit will be required for an Assistive Care Animal or Companion Animal. Only those properties specifically designated will receive interest from their security deposit. Security deposits will be returned within 30 days of the resident's move-out date or according to applicable state law.

UNIT INSPECTIONS

At the time of move-in, a unit inspection is completed to document its current condition. By performing move-in inspections, owners and residents are assured that the unit is in livable condition and free of damages. Both the resident and owner/agent must sign and date this inspection. The resident has 5 days from the date of the inspection to report any additional deficiencies to the owner to be noted on the move-in inspection.

Upon move-out, another unit inspection is completed to ensure there are no damages to the unit. The condition at move-out will be compared to the condition upon move-in to determine if there is reasonable wear and tear or excessive damage cause by resident's abuse or negligence. The household will be given prior notice of the move-out inspection and be allowed to accompany owner/agent.

Periodically through residency, annual unit inspections will be performed by owner/agent's, Oregon Housing and Community Services, Portland Housing Bureau or other entities. They are authorized and have a right to inspect units and the entire property to ensure that the property is physically well maintained. These inspections assure these entities that owners are fulfilling their obligations under the regulatory agreements and/or subsidy contracts and residents are provided with decent, safe and sanitary housing.

UNIT TRANSFERS

A unit transfer is defined as follows; an entire household moves from one unit to another. No partial household transfers are allowed.

If a vacancy should occur, in-house residents approved for a transfer and listed on transfer waitlists will be selected over the property waitlist applicants.

RESIDENT SELECTION PLAN/POLICY

The Louisa Flowers, 515 NE Holladay Street, Portland, Oregon 97232

The third-party Compliance Monitoring firm must approve all transfer requests. If applicable, an additional approval may be required from the Portfolio Manager. For transfer approval, a resident must be in good standing and rent is current. Once transfers of in-house residents are completed, the property waitlists may be utilized to fill vacancies. Prior to approval, the resident's current unit will be inspected for damages and housekeeping. If the unit is unsatisfactory or there have been documented lease violations within the last six (6) months, Management reserves the right to refuse the transfer. Households must pay for any damages to their old unit that exceed normal wear and tear. The security deposit is transferred from the old unit to the new unit. No increase in security deposit will be made due to a transfer.

Households eligible to request a unit transfer include:

- Reasonable accommodations
- Household composition has increased beyond the occupancy policy
- Household composition has decreased below the occupancy policy
- Studio to a one-bedroom

Management reserves the right to allow transfers on a case by case basis due to extenuating circumstances.

Management may request households to transfer to a different unit if there has been a change in family size or composition and the present unit is no longer appropriate. If this occurs, household has 30 days to transfer to appropriately sized unit once available and notified in writing.

Management reserves the right to transfer a non-disabled resident out of an accessible unit. These transfers will only be made if there is a need for the unit by another resident or applicant who is or becomes disabled. The following conditions apply:

- Household must pay for damages to their old unit that exceed normal wear and tear.
- At move-in, household placed in an accessible may sign a release stating they agree to transfer and incur all transfer costs if the need for an accessible unit arises and a unit that meets the family's need is available.

Project Based Vouchers

The above guidelines for In-House Transfer preferences for the Property Waitlist, do not apply to Project Based Voucher units. If a vacancy should occur, in-place residents will only be given in-house transfer preference if placed on the waitlist prior to 3/31/2014.

Transfers for PBV residents will be considered for reasonable accommodation, safety, or habitability issues.

EMPLOYEE PREFERENCE

Management has a preference for employees who will be moving into a "manager unit" for the property they will be working at. Designated "manager units" are limited to OHCS approval and are typically one or two units depending on the size of the property. The employee will be required to meet all eligibility requirements for the "manager unit" and will be added to the top of the waiting list and will receive the next available unit. If the employee no longer works for property management and occupies a designated "manager's unit", they will be required to move in accordance with the policy.

No person shall be discriminated against based on race, color, creed, religion, sex, national origin, age, sexual orientation, handicap or disability, income source, or familial status.

RESIDENT SELECTION PLAN/POLICY

The Louisa Flowers, 515 NE Holladay Street, Portland, Oregon 97232

FAIR HOUSING AND EQUAL OPPORTUNITY AND SECTION 504

The following is an overview of Management's policies under the Rehabilitation Act of 1973 (504) and Fair Housing Act:

- Adopt and implement procedures to assure qualified persons with disabilities are not discriminated against on the basis of their disability and to assure they have equal opportunity to receive and enjoy the benefits of living in a property.
- Adopt and implement procedures to effectively communicate with applicants, resident and members of the public who are persons with disabilities. Affinity uses the federal 711 telephone relay system for the speech and hearing-impaired.
- Permit persons with disabilities to use assistive devices (i.e., service animals).
- Accommodate requests from applicants and residents to make units, facilities, and programs accessible and usable to persons with disabilities.
- Accommodate requests from applicants and residents for reasonable accommodations in rules, policies, practices and services when such accommodations are necessary to afford person with a disability equal opportunity to use and enjoy a dwelling unit, including all public and common areas.
- Make adjustments to rules, policies and practices for qualified persons with disabilities to ensure the policies and practices do not discriminate on the basis of disability.

REASONABLE ACCOMMODATIONS AND MODIFICATIONS

Affinity Property Management is committed to ensuring that its policies and procedures do not deny individuals with disabilities the opportunity to participate in, or benefit from, nor otherwise discriminate against individuals with disabilities, on the basis of disability, in connection with the operations of programs, services and activities.

Therefore, if an individual with a disability requires an accommodation or modification such as an accessible feature or modification to a policy, Affinity Property Management will provide such accommodation unless doing so would result in a fundamental alteration in the nature of the program; or an undue financial and administrative burden. In such a case, Affinity Property Management will accept another accommodation or modification that would not result in a financial or administrative burden.

A reasonable accommodation is a change, modification, alteration or adaptation in policy, procedure, practice, program, or facility that provides a qualified individual with a disability the opportunity to participate in, or benefit from, a program (housing or non-housing) or activity.

A reasonable modification is a structural change made to existing premises, occupied or to be occupied by a person with a disability, in order to afford such person full enjoyment of the premises. This can include changes to the dwelling unit, common and public use areas. Examples would be accessibility features for persons in wheelchairs, installing grab bars in bathrooms, lowering cabinets and adding entrance ramps.

Reasonable accommodation or modification methods or actions that may be appropriate for a particular program and individual may be found to be inappropriate for another program or individual. The decision to approve or deny a request for a reasonable accommodation or modification is made on a case-by-case basis and takes into consideration the disability and the needs of the individual as well as the nature of the program or activity in which the individual seeks to participate.

A person with a disability means an individual who has a physical or mental impairment that substantially limits one or more major life activities. As used in this definition, the phrase "physical or mental impairment" includes:

- a) Substantially impedes his/her ability to live independently, and is of such a nature that this ability could be improved by more suitable housing conditions;

RESIDENT SELECTION PLAN/POLICY

The Louisa Flowers, 515 NE Holladay Street, Portland, Oregon 97232

- b) Substantially limits one or more major life activities, has a record of such an impairment, or is regarded as having such an impairment;
- c) One whose condition is expected to be of long-continued and indefinite duration.

A person is considered disabled if: (1) the following Social Security disability definition is met, or (2) the individual has a developmental disability as described in paragraph (b) or physical, mental or emotional impairment as described in paragraph (c).

1. Section 223 of the Social Security Act defines disability as:
 - Inability to engage in any substantial, gainful activity by reason of any medically determinable physical or mental impairment which can be expected to result in death, or which has lasted or can be expected to last for a continuous period of not less than 12 months, or,
 - In the case of an individual who attained the age of 55 and is blind and unable by reason of such blindness to engage in substantial, gainful activity requiring skills or ability comparable to those of any gainful activity in which he has previously engaged with some regularity and over a substantial period of time.
2. Section 102(7) of the Developmental Disabilities Assistance and Bill of Rights Act (42 U.S.C. 6001(7)) defines developmental disability in functional terms as:
 - Severe chronic disability that: (a) is attributable to mental or physical impairment or combination of mental and physical impairments; (b) is manifested before the person attains age 22; (c) is likely to continue indefinitely; (d) results in substantial functional limitation in three or more of the following areas of major life activity: (1) self-care; (2) receptive and responsive language, (3) learning, (4) mobility, (5) self-direction, (6) capacity for independent living, and (7) economic self-sufficiency; and (8) reflects the person's need for a combination and sequence of special, interdisciplinary, or generic care, treatment or other services which are of lifelong or extended duration and are individually planned and coordinated.
3. Has a physical, mental or emotional impairment that:
 - Substantially impedes his or her ability to live independently,
 - Is of such a nature that ability to live independently could be improved by more suitable housing conditions, and
 - Is expected to be of long-continued and indefinite duration.

Examples of reasonable accommodations or modifications may include, but are not limited to:

- Making a unit, part of a unit or public and common use element accessible for the head of household or a household member with a disability who is on the lease;
- Permitting a family to have a service or assistance animal necessary to assist a family member with a disability;
- Allowing a live-in aid to reside in an appropriately sized ADA unit;
- Transferring a resident to a larger size unit to provide a separate bedroom for a person with a disability;
- Transferring a resident to a unit on a lower level or a unit that is completely on one level;

Affinity Property Management will provide the Request for Reasonable Accommodation or Modification form to all applicants, residents or individuals with disabilities who request a reasonable accommodation or modification.

Individuals may submit their reasonable accommodation or modification request(s) in writing, orally, or by any other equally effective means of communication. However, Affinity Property Management will ensure that all reasonable accommodation or modification requests are documented in writing. If needed as a reasonable accommodation, Affinity Property Management will assist the individual in submitting the request. An individual with a disability may request a reasonable accommodation or modification at any time during the application process or residency.

Instructions: The individual, staff or any person identified by the individual, must submit all requests in writing by a method as follows:

RESIDENT SELECTION PLAN/POLICY

The Louisa Flowers, 515 NE Holladay Street, Portland, Oregon 97232

1. Applicant or Resident completes a Reasonable Accommodation/Modification form provided to them. It is the resident's responsibility to complete the portion of the form regarding their request, in the upper section and then take it to their qualified representative to fill out the bottom section verifying the need.
2. Applicant or Resident provides a letter from a qualified third party regarding the Reasonable Accommodation or Modification request.
3. Applicant or Resident requests a reasonable accommodation verbally. The request is then documented by the Property Manager. The Property Manager fills out the accommodation request for the resident and notes the following:
 - Date of request
 - Resident Name and Unit #
 - Explanation of the request being made
 - Note that the request was a verbal request made by the resident

All Reasonable Accommodation/Modification Requests will be processed by Property Manager as follows:

1. Once the completed Reasonable Accommodation form has been provided to the site office, the Property Manager will review to ensure that the form is complete and supporting documentation is attached, if applicable.
2. The Property Manager will then call the qualified representative to ensure what was verified on the form.
3. The Property Manager will scan and email a copy of the request directly to the Compliance Manager for review.

NOTE: If the request is for a Companion Animal, the Companion Agreement form must be completed and signed by the resident once the Compliance Manager approval is received.

All Reasonable Accommodation/Modification Requests will be reviewed by the Compliance Manager as follows:

1. Within 72 hours, the Compliance Manager will review and provide a response in writing approving or denying the request, or requesting additional information for determination.
2. The response will be scanned and emailed directly to the Property Manager for delivery to the resident.
3. The Property Manager will then file a copy of the request and the response in the resident file.

Affinity Property Management may request documentation or verification of the need for a reasonable accommodation or modification as identified on the Request for Reasonable Accommodation or Modification Form. Affinity Property Management may verify a person's disability only to the extent necessary to ensure that individuals who have requested a reasonable accommodation or modification have a disability-based need for the request.

However, Affinity Property Management may not require individuals to disclose confidential medical records in order to verify a disability or require specific details regarding the individual's disability.

Requested accommodations or modifications will be denied if one of the following would occur as a result:

- A violation of State and/or federal law;
- A fundamental alteration in the nature of the housing programs;
- An undue financial and administrative burden;
- A structurally infeasible alteration; or
- An alteration requiring the removal or alteration of a load-bearing structural member.

RESIDENT SELECTION PLAN/POLICY

The Louisa Flowers, 515 NE Holladay Street, Portland, Oregon 97232

VIOLENCE AGAINST WOMENS ACT (VAWA)

Notice of Occupancy Rights under the Violence Against Women Act

Residents and Applicants

The Violence Against Women Act (VAWA) provides protections for victims of domestic violence, dating violence, sexual assault, or stalking. VAWA protections are not only available to women but are available equally to all individuals regardless of sex, gender identity, or sexual orientation. The U.S. Department of Housing and Urban Development (HUD) is the Federal agency that oversees HUD Section project-based Section 8, Section 236 Rental Program, Section 202 Supportive Housing for the Elderly and Section 211 (d) Below Market Interest Rate Program (BMIR) is in compliance with VAWA. This notice explains your rights under VAWA. A HUD-approved certification form is attached to this notice. You can fill out this form to show that you are or have been a victim of domestic violence, dating violence, sexual assault, or stalking, and that you wish to use your rights under VAWA."

Protections for Applicants

If you otherwise qualify for assistance under HUD Section project-based Section 8, Section 236 Rental Program, Section 202 Supportive Housing for the Elderly and Section 211 (d) Below Market Interest Rate Program (BMIR), you cannot be denied admission or denied assistance because you are or have been a victim of domestic violence, dating violence, sexual assault, or stalking.

Protections for Residents

If you are receiving assistance under HUD Section project-based Section 8, Section 236 Rental Program, Section 202 Supportive Housing for the Elderly and Section 211 (d) Below Market Interest Rate Program (BMIR), you may not be denied assistance, terminated from participation, or be evicted from your rental housing because you are or have been a victim of domestic violence, dating violence, sexual assault, or stalking.

Also, if you or an affiliated individual of yours is or has been the victim of domestic violence, dating violence, sexual assault, or stalking by a member of your household or any guest, you may not be denied rental assistance or occupancy rights under HUD Section project-based Section 8, Section 236 Rental Program, Section 202 Supportive Housing for the Elderly and Section 211 (d) Below Market Interest Rate Program (BMIR), solely on the basis of criminal activity directly relating to that domestic violence, dating violence, sexual assault, or stalking.

Affiliated individual means your spouse, parent, brother, sister, or child, or a person to whom you stand in the place of a parent or guardian (for example, the affiliated individual is in your care, custody, or control); or any individual, resident, or lawful occupant living in your household.

Removing the Abuser or Perpetrator from the Household

Affinity Property Management may divide (bifurcate) your lease in order to evict the individual or terminate the assistance of the individual who has engaged in criminal activity (the abuser or perpetrator) directly relating to domestic violence, dating violence, sexual assault, or stalking.

If Affinity Property Management chooses to remove the abuser or perpetrator, Affinity Property Management may not take away the rights of eligible residents to the unit or otherwise punish the remaining residents. If the evicted abuser or perpetrator was the sole resident to have established eligibility for assistance under the program, Affinity Property Management must allow the resident who is or has been a victim and other household members to remain in the unit for a period of time, in order to establish eligibility under the program or under another HUD housing program covered by VAWA, or, find alternative housing.

RESIDENT SELECTION PLAN/POLICY

The Louisa Flowers, 515 NE Holladay Street, Portland, Oregon 97232

In removing the abuser or perpetrator from the household, Affinity Property Management must follow Federal, State, and local eviction procedures. In order to divide a lease, Affinity Property Management may, but is not required to, ask you for documentation or certification of the incidences of domestic violence, dating violence, sexual assault, or stalking.

Moving to Another Unit

Upon your request, Affinity Property Management may permit you to move to another unit, subject to the availability of other units, and still keep your assistance. In order to approve a request, Affinity Property Management may ask you to provide documentation that you are requesting to move because of an incidence of domestic violence, dating violence, sexual assault, or stalking. If the request is a request for emergency transfer, the housing provider may ask you to submit a written request or fill out a form where you certify that you meet the criteria for an emergency transfer under VAWA.

The criteria are:

1. **You are a victim of domestic violence, dating violence, sexual assault, or stalking.** If your housing provider does not already have documentation that you are a victim of domestic violence, dating violence, sexual assault, or stalking, your housing provider may ask you for such documentation, as described in the documentation section below.
2. **You expressly request the emergency transfer.** Your housing provider may choose to require that you submit a form or may accept another written or oral request.
3. **You reasonably believe you are threatened with imminent harm from further violence if you remain in your current unit.** This means you have a reason to fear that if you do not receive a transfer you would suffer violence in the very near future.

OR

You are a victim of sexual assault and the assault occurred on the premises during the 90-calendar-day period before you request a transfer. If you are a victim of sexual assault, then in addition to qualifying for an emergency transfer because you reasonably believe you are threatened with imminent harm from further violence if you remain in your unit, you may qualify for an emergency transfer if the sexual assault occurred on the premises of the property from which you are seeking your transfer, and that assault happened within the 90-calendar-day period before you expressly request the transfer.

Affinity Property Management will keep confidential requests for emergency transfers by victims of domestic violence, dating violence, sexual assault, or stalking, and the location of any move by such victims and their families.

Affinity Property Management's emergency transfer plan provides further information on emergency transfers, and Affinity Property Management must make a copy of its emergency transfer plan available to you if you ask to see it.

Documenting You Are or Have Been a Victim of Domestic Violence, Dating Violence, Sexual Assault or Stalking

Affinity Property Management can, but is not required to, ask you to provide documentation to "certify" that you are or have been a victim of domestic violence, dating violence, sexual assault, or stalking. Such request from Affinity Property Management must be in writing, and Affinity Property Management must give you at least 14 business days (Saturdays, Sundays, and Federal holidays do not count) from the day you receive the request to provide the documentation. Affinity Property Management may, but does not have to, extend the deadline for the submission of documentation upon your request.

You can provide one of the following to Affinity Property Management as documentation. It is your choice which of the following to submit if Affinity Property Management asks you to provide documentation that you are or have been a victim of domestic violence, dating violence, sexual assault, or stalking.

- A complete HUD-approved certification form given to you by Affinity Property Management with this notice, that documents an incident of domestic violence, dating violence, sexual assault, or stalking. The form will ask for your name, the date, time,

RESIDENT SELECTION PLAN/POLICY

The Louisa Flowers, 515 NE Holladay Street, Portland, Oregon 97232

and location of the incident of domestic violence, dating violence, sexual assault, or stalking, and a description of the incident. The certification form provides for including the name of the abuser or perpetrator if the name of the abuser or perpetrator is known and is safe to provide.

- A record of a Federal, State, tribal, territorial, or local law enforcement agency, court, or administrative agency that documents the incident of domestic violence, dating violence, sexual assault, or stalking. Examples of such records include police reports, protective orders, and restraining orders, among others.
- A statement, which you must sign, along with the signature of an employee, agent, or volunteer of a victim service provider, an attorney, a medical professional or a mental health professional (collectively, "professional") from whom you sought assistance in addressing domestic violence, dating violence, sexual assault, or stalking, or the effects of abuse, and with the professional selected by you attesting under penalty of perjury that he or she believes that the incident or incidents of domestic violence, dating violence, sexual assault, or stalking are grounds for protection.
- Any other statement or evidence that Affinity Property Management has agreed to accept.

If you fail or refuse to provide one of these documents within the 14 business days, Affinity Property Management does not have to provide you with the protections contained in this notice.

If Affinity Property Management receives conflicting evidence that an incident of domestic violence, dating violence, sexual assault, or stalking has been committed (such as certification forms from two or more members of a household each claiming to be a victim and naming one or more of the other petitioning household members as the abuser or perpetrator), Affinity Property Management has the right to request that you provide third-party documentation within thirty 30 calendar days in order to resolve the conflict. If you fail or refuse to provide third-party documentation where there is conflicting evidence, Affinity Property Management does not have to provide you with the protections contained in this notice.

Confidentiality

Affinity Property Management must keep confidential any information you provide related to the exercise of your rights under VAWA, including the fact that you are exercising your rights under VAWA.

Affinity Property Management must not allow any individual administering assistance or other services on behalf of Affinity Property Management (for example, employees and contractors) to have access to confidential information unless for reasons that specifically call for these individuals to have access to this information under applicable Federal, State, or local law.

Affinity Property Management must not enter your information into any shared database or disclose your information to any other entity or individual. Affinity Property Management, however, may disclose the information provided if:

- You give written permission to Affinity Property Management to release the information on a time limited basis.
- Affinity Property Management needs to use the information in an eviction or termination proceeding, such as to evict your abuser or perpetrator or terminate your abuser or perpetrator from assistance under this program.
- A law requires Affinity Property Management or your landlord to release the information.

VAWA does not limit Affinity Property Management's duty to honor court orders about access to or control of the property. This includes orders issued to protect a victim and orders dividing property among household members in cases where a family breaks up.

Reasons a Resident Eligible for Occupancy Rights under VAWA May Be Evicted or Assistance May Be Terminated

You can be evicted and your assistance can be terminated for serious or repeated lease violations that are not related to domestic violence, dating violence, sexual assault, or stalking committed against you. However, Affinity Property Management cannot hold residents who have been victims of domestic violence, dating violence, sexual assault, or stalking to a more demanding set of rules than it applies to residents who have not been victims of domestic violence, dating violence, sexual assault, or stalking.

RESIDENT SELECTION PLAN/POLICY

The Louisa Flowers, 515 NE Holladay Street, Portland, Oregon 97232

The protections described in this notice might not apply, and you could be evicted and your assistance terminated, if Affinity Property Management can demonstrate that not evicting you or terminating your assistance would present a real physical danger that:

1. Would occur within an immediate time frame, and
2. Could result in death or serious bodily harm to other residents or those who work on the property.

If Affinity Property Management can demonstrate the above, Affinity Property Management should only terminate your assistance or evict you if there are no other actions that could be taken to reduce or eliminate the threat.

Other Laws

VAWA does not replace any Federal, State, or local law that provides greater protection for victims of domestic violence, dating violence, sexual assault, or stalking. You may be entitled to additional housing protections for victims of domestic violence, dating violence, sexual assault, or stalking under other Federal laws, as well as under State and local laws.

Non-Compliance

You may report a covered housing provider's violation of these rights and seek additional assistance, if needed, by contacting or filing a complaint with Dept. of Housing and Urban Development, One Sansome Street, Suite 1200, San Francisco, CA 94104, Phone: (415) 489-6400.

For Additional Information

You may view a copy of HUD's final VAWA rule at <https://www.gpo.gov/fdsys/pkg/FR-2016-11-16/pdf/2016-25888.pdf>. Additionally, Affinity Property Management must make a copy of HUD's VAWA regulations available to you if you ask to see them. For questions regarding VAWA, please contact: Compliance Manager, Affinity Property Management, 1303 SW 16th Avenue, Portland, Oregon 97201. For help regarding an abusive relationship, you may call the National Domestic Violence Hotline at 1-800-799-7233 or, for persons with hearing impairments, 1-800-787-3224 (TTY). For residents who are or have been victims of stalking seeking help may visit the National Center for Victims of Crime's Stalking Resource Center at <https://www.victimsofcrime.org/our-programs/stalking-resource-center>.

Emergency Transfers

Affinity Property Management is concerned about the safety of its residents, and such concern extends to residents who are victims of domestic violence, dating violence, sexual assault, or stalking. In accordance with the Violence Against Women Act (VAWA), Affinity Property Management allows residents who are victims of domestic violence, dating violence, sexual assault, or stalking to request an emergency transfer from the resident's current unit to another unit. The ability to request a transfer is available regardless of sex, gender identity, or sexual orientation. The ability of Affinity Property Management to honor such request for residents currently receiving assistance, however, may depend upon a preliminary determination that the resident is or has been a victim of domestic violence, dating violence, sexual assault, or stalking, and on whether Affinity Property Management has another dwelling unit that is available and is safe to offer the resident for temporary or more permanent occupancy.

The plan identifies residents who are eligible for an emergency transfer, the documentation needed to request an emergency transfer, confidentiality protections, how an emergency transfer may occur, and guidance to residents on safety and security. This plan is based on a model emergency transfer plan published by the U.S. Department of Housing and Urban Development (HUD), the Federal agency that oversees HUD Section project-based Section 8, Section 236 Rental Program, Section 202 Supportive Housing for the Elderly and Section 211 (d) Below Market Interest Rate Program (BMIR), is in compliance with VAWA.

Eligibility for Emergency Transfers

A resident who is a victim of domestic violence, dating violence, sexual assault, or stalking, as provided in HUD's regulations at 24 CFR part 5, subpart L is eligible for an emergency transfer, if: the resident reasonably believes that there is a threat of imminent harm from further violence if the resident remains within the same unit. If the resident is a victim of sexual assault, the resident

RESIDENT SELECTION PLAN/POLICY

The Louisa Flowers, 515 NE Holladay Street, Portland, Oregon 97232

may also be eligible to transfer if the sexual assault occurred on the premises within the 90-calendar-day period preceding a request for an emergency transfer.

A resident requesting an emergency transfer must expressly request the transfer in accordance with the procedures described in this plan. Residents who are not in good standing may still request an emergency transfer if they meet the eligibility requirements in this section.

Emergency Transfer Request Documentation

To request an emergency transfer, the resident shall notify Affinity Property Management's management office and submit a written request for a transfer. Affinity Property Management will provide reasonable accommodations to this policy for individuals with disabilities. The resident's written request for an emergency transfer should include either:

1. A statement expressing that the resident reasonably believes that there is a threat of imminent harm from further violence if the resident were to remain in the same dwelling unit assisted under Affinity Property Management's program;
OR
2. A statement that the resident was a sexual assault victim and that the sexual assault occurred on the premises during the 90-calendar-day period preceding the residents request for an emergency transfer.

Confidentiality

Affinity Property Management will keep confidential any information that the resident submits in requesting an emergency transfer, and information about the emergency transfer, unless the resident gives Affinity Property Management written permission to release the information on a time limited basis, or disclosure of the information is required by law or required for use in an eviction proceeding or hearing regarding termination of assistance from the covered program. This includes keeping confidential the new location of the dwelling unit of the resident, if one is provided, from the person(s) that committed an act(s) of domestic violence, dating violence, sexual assault, or stalking against the resident. See the Notice of Occupancy Rights under the Violence Against Women Act for All Residents for more information about Affinity Property Management's responsibility to maintain the confidentiality of information related to incidents of domestic violence, dating violence, sexual assault, or stalking.

Emergency Transfer Timing and Availability

Affinity Property Management cannot guarantee that a transfer request will be approved or how long it will take to process a transfer request. Affinity Property Management will, however, act as quickly as possible to move a resident who is a victim of domestic violence, dating violence, sexual assault, or stalking to another unit, subject to availability and safety of a unit. If a resident reasonably believes a proposed transfer would not be safe, the resident may request a transfer to a different unit. If a unit is available, the transferred resident must agree to abide by the terms and conditions that govern occupancy in the unit to which the resident has been transferred. Affinity Property Management may be unable to transfer a resident to a particular unit if the resident has not or cannot establish eligibility for that unit.

If Affinity Property Management has no safe and available units for which a resident who needs an emergency is eligible, Affinity Property Management will assist the resident in identifying other housing providers who may have safe and available units to which the resident could move. At the resident's request, Affinity Property Management will also assist residents in contacting the local organizations offering assistance to victims of domestic violence, dating violence, sexual assault, or stalking that are attached to this plan.

Safety and Security of Residents

Pending processing of the transfer and the actual transfer, if it is approved and occurs, the resident is urged to take all reasonable precautions to be safe.

RESIDENT SELECTION PLAN/POLICY

The Louisa Flowers, 515 NE Holladay Street, Portland, Oregon 97232

Residents who are or have been victims of domestic violence are encouraged to contact the National Domestic Violence Hotline at 1-800-799-7233, or a local domestic violence shelter, for assistance in creating a safety plan. For persons with hearing impairments, that hotline can be accessed by calling 1-800-787-3224 (TTY).

Residents who have been victims of sexual assault may call the Rape, Abuse & Incest National Network's National Sexual Assault Hotline at 800-656-HOPE or visit the online hotline at <https://ohl.rainn.org/online/>.

Residents who are or have been victims of stalking seeking help may visit the National Center for Victims of Crime's Stalking Resource Center at <https://www.victimsofcrime.org/our-programs/stalking-resource-center>.

APPEAL PROCESS

If an application has been denied and the applicant feels they qualify, they should contact: Affinity Property Management 1303 SW 16th Avenue, Portland, OR 97201. To request a review of their file, the applicant may respond to a rejection notice in writing or by requesting a meeting. The applicant should explain the reason(s) they believe their application should be approved and submit any or all 3rd party documentation that supports their appeal. Within 5 working days of receipt of their letter or meeting, the application file will be reviewed and the applicant will be notified in writing of the review outcome. Any meeting with the applicant or review of the applicant's written request must be conducted by a Management staff member who did not make the initial decision to reject the applicant.

COMPLAINT PROCESS/GRIEVANCE PROCEDURE

If an applicant or resident has a grievance, contact the resident manager. If the situation cannot be resolved, the applicant or resident should contact the Portfolio Manager at Affinity Property Management, 1303 SW 16th Avenue, Portland, OR 97201, (503) 892-0099.

If an applicant or resident believes they have been discriminated against due to a handicap or disability, they have the right to state their concerns to the Portfolio Manager, at the Corporate Office, 1303 SW 16th Avenue, Portland, OR 97201, (503) 892-0099. Applicants or residents should explain the situation and the reason they believe they have been discriminated against. Within 5 working days of receipt of their letter or meeting, the Portfolio Manager will review the facts and notify the applicant/resident of their decision. If the applicant/resident still has issues that are unresolved, they will be given information so they can contact the Office of Fair Housing and Equal Opportunity. Once a complaint has been closed, a copy of the file will be kept at the Corporate Office, as well as a copy forwarded to the property to be placed in the applicant/resident file.

If an applicant or resident believes they have been discriminated against due to a disability, they have the right to an individualized assessment of their criminal denial:

Attn: Portfolio Manager
Affinity Property Management
1303 SW 16th Avenue
Portland, Oregon 97201

In their letter, they must explain the situation and the reason(s) they believe they have been discriminated against. Within five (5) working days of receipt of their letter, the Portfolio Manager will review the facts and notify the applicant/resident of their decision.

If the applicant/resident still has issues that are unresolved, they may contact the *Fair Housing and Equal Opportunity Office* in Seattle Washington: 1-206-220-5170 Website: www.hud.gov.com.

The Starlight
355 NW 6th Ave.
Portland OR 97209
Phone: (503) 525-8483

Tenant Selection Plan – Section 8

1. **Project Description:** The Starlight (“Property”) is a 100 unit Section 42 housing project managed by Central City Concern (“CCC”). The Property consists of 72 Single Room Occupancy (“SRO”) units and 28 studios. Seventy SRO units are Permanent Supportive Housing (“PSH”) and receive Project Based Voucher (“PBV”) Section 8 rent assistance (“PBV units”). This Tenant Selection Plan only addresses the 70 PBV Section 8 Permanent Supportive Housing (PSH) SRO units. Clients eligible for permanent supportive housing and referred by Coordinated Access for PBV units will receive preference on the waiting list. CCC has designated 40 of the 70 SRO PBV units for clients referred through Coordinated Access who are seeking culturally specific services.
2. **Project Eligibility Requirements**
 - a. **Disabling Condition:** The Provider must confirm that the head of household self-identifies as having a disabling condition. A disabling condition can be a physical, psychological or cognitive disability. The disability does not need to be diagnosed or documented by a third party.
 - b. **Need for Supportive Services:** The Provider must confirm that the head of household demonstrates a need for tightly linked supportive services to retain stable housing.
 - c. **Homelessness:** The Provider must confirm that the household is experiencing **OR** is at imminent risk of experiencing long-term literal homelessness.
 - d. **Occupancy Standard:** The Property permits one person per SRO. Households exceeding this standard are ineligible for tenancy at the Property. Home Forward’s subsidy standard for the Project Based Voucher (“PBV”) Program governs the minimum household size per bedroom.
 - e. **Home Forward Eligibility:** Must meet Home Forward Criteria for general admission for Section 8 Assistance. More information about these requirements is available at: <http://www.homeforward.org/residents/section-8-handbook/policy-document>.
 - f. **Citizenship:** The Section 8 Program assistance is restricted to U.S. citizens or nationals and non-citizens who have eligible immigration status as determined by the United States Department of Housing and Urban Development (“HUD”). All family members, regardless of age, must declare their citizenship or immigration status. Non-citizen applicants will be required to submit evidence of eligible immigration status at the time of application.
 - g. **Social Security Documentation:** Applicants must provide documentation of Social Security Numbers (“SSN”) for all household members. Documentation of the SSN must be provided no later than sixty (60) days after certifying in a signed written statement to the CCC Housing Office that no documentation was immediately available.
 - h. **Sole Residence; Single Subsidy Allowed:** The Property must be the household’s sole residence. No household member may benefit from more than one subsidy.
 - i. **Rent Payment and Lease Terms:** Applicants must agree to pay the rent and abide by the rental agreement required by the program through which they will receive assistance.

3. **Income Eligibility Requirements**

- a. HUD establishes and publishes income limits annually based on family size for each county (Area Median Income ("AMI")). The income limits (use Actual Table) are available at:
<https://www.oregon.gov/ohcs/compliance-monitoring/Documents/rents-incomes/2022/LIHTC/Multnomah.pdf>
One hundred percent of the PBV units are reserved for households with incomes at or below 30% of AMI, adjusted by household size;
- b. **The household may not be composed of 100% full-time students.** A household may be exempt from the full-time student rule by meeting any one of the following criteria:
 - i. Tenant is a student receiving assistance under Title IV of the Social Security Act (TANF).
 - ii. Tenant is a student previously under the care and placement responsibility of State Foster Care agency.
 - iii. Tenant is a student enrolled in a job training program receiving assistance under the Job Training Partnership Act, Workforce Investment Act or under similar Federal, State or local laws.
 - iv. Household is composed of a single parent and their children AND neither parent nor children are dependents of another individual.
 - v. Household is married and files a joint tax return.

4. **Application and Waitlist Procedure**

- a. **Outreach and Public Notice:** Management publishes legal notice of the waitlist opening in a paper of general circulation no less than 10 business days prior to the date of waitlist opening. Management communicates waitlist openings to JOHS/Coordinated Access, partner organizations and programs, local government referral partners, and other organizations that may provide referrals. Waitlist openings are posted on exterior windows of the Housing Office (523 NW Everett St, Portland, OR 97204). Questions or requests for additional information can be directed to 503-525-8483.
- b. **Waitlist Application:** Any person may place his/her name on the waitlist by completing a pre-application. Incomplete or ineligible pre-applications will be rejected. For the first day the waitlist is open, applicant placement will be based on a lottery system. Each applicant will be assigned a time and date stamp based on their application's random drawing in a lottery. Pre-applications submitted to the CCC Housing Office after the first day of waitlist opening are then placed in the order received as noted by the date and time stamp placed on the pre-application.
- c. **Minimum Information Required:** Waitlist applicants must provide the following information for a pre-application to be considered complete and their names placed on any waitlist:
 - i. Complete identifying information (Last, First, MI, DOB, SSN);
 - ii. Complete mailing address information including ZIP code. Applicants currently without a physical address capable of receiving mail may use a service provider or similar address if otherwise allowed;
 - iii. Number of people expected to reside in the unit; and
 - iv. Applicant must sign and date the pre-application to acknowledge he/she is aware of the Building Criteria.

- d. **Preferences:** Management will grant a waitlist preference for persons who meet the following criteria:
- i. **Extenuating Circumstance Transfer:** Any current resident of a PBV unit within CCC's portfolio who needs to move due to safety and/or habitability issues may request an Extenuating Circumstance Transfer. CCC will honor the request to an immediate transfer for project-based residents who are certified as eligible. The request must also be approved by Home Forward. The resident household will be placed at the top of the waitlist once the approval has been given by both CCC and Home Forward. Residents who qualify for this Extenuating Circumstance preference may apply at any time, even when the waitlist is closed. Qualifying residents will be given preference of **(10) preference points** on the waitlist. Please note that residents granted an Extenuating Circumstance Transfer preference and waitlist placement must meet all eligibility and screening criteria at the property they are transferring to prior to move-in.
 - ii. **Coordinated Access (CA) Referral-** Management will grant a waitlist preference for persons referred by CA. CA referrals will be granted a maximum of **(5) points** on the waitlist for this preference. While all referrals through CA will receive 5 points, CCC will in turn manage the waitlist to house referrals in units designated for clients in need of culturally specific services. PSH/PBV units at the Starlight are designated as follows:
 - 1. 20 PBV units designated for Imani/Flip the Script/Karibu as service provider(s), preference for CA referrals in need of culturally specific services.
 - 2. 20 PBV units designated for Native American Rehabilitation Association (NARA) as service provider, preference for CA referrals in need of culturally specific services.
 - 3. The remaining 30 PBV units are undesignated for a specific organization's services and accepts preference referrals through CA.
 - 4. The 30 non-PSH fair market (income and rent restricted, but not rent subsidized) units do not receive a CA Referral preference.
 - iii. **Households with income below 30%AMI-** will be given preference of (1) point on the waitlist.
- e. **Waitlist organization:** Management organizes the waitlist by preference, then by date and time of application. Applicants with a waitlist preference are sorted by date and time before all other applicants. Non-preference applicants are ordered by date and time after all preference applicants.
- i. If CA does not provide a referral within 10-business days of CCC notifying CA of a vacancy in the PSH/PBV units, CCC will contact clients in order who do not have a CA referral preference (generally, walk-in clients at CCC Housing Office).
 - ii. In instances where a non-CA referral fills a unit designated for NARA or Imani/FtS/Karibu, this may result in the loss of a designated unit for that program. In these instances, CCC will re-designate the next available "general" PSH unit for that program to restore the original unit commitment (currently 20 units for each program). In no cases will this result in a fair market studios being designated as a PSH unit.
 - o **Lease-up exception:** During initial property lease-up up through point every PSH/PBV unit has been leased with 1st eligible applicant (currently estimated between September 2022 and March 2023), CCC will implement a 20-business day period listed in lieu of 10-business day period listed in 4.e.i above. (Ex. If no CA referral is provided to CCC within 20 business days of request, CCC will work through non-CA referred "walk-in" applicants).
- f. **Waitlist Closure:** When the waitlist time reaches six months from the date of pre-application to reaching the top of the waitlist, Housing Administration may choose to temporarily close the waitlist until the wait time is no more than six months. Proper notice will be given of intent to close the waitlist and of the estimated date on which the waitlist will re-open.

- g. **Notification:** When units become available, or in anticipation of unit vacancy, Management will notify the next waitlist applicant(s) by mail (including JOHS/service provider on email if CA referral) according to the order established in (4.e) above. Applicants must respond in person, or by phone or email, within 14 days of the date the notification letter was mailed. Failure to respond in a timely manner will result in the removal of the applicant's name from the waitlist. If more than one applicant is notified for a vacancy, applicants will be considered for residency in the order in which they respond to the notification.
- h. **Applicant responsible for maintaining current information:** It is the applicant's responsibility to maintain current contact information on file with Management. Waitlist notifications and any other correspondence will be mailed to the address currently on file for each applicant.
- i. **Updates:** The waitlist will be updated every six months and letters asking applicants to confirm their interest in the waitlist will be mailed to the addresses on file for each applicant. Applicants are required to check in at the CCC Housing Office within 14 days of the date the letter is mailed or by the date noted in the letter if they wish to remain on the waitlist. Failure to do so will result in removal from the waitlist.
- j. **Refusal of Available Unit:** Applicant may refuse the first unit available of which he/she is notified and will remain in his/her current waitlist position. Management will offer unit to the next applicant on the waitlist. Applicant refusal of the second available unit will result in removal of applicant.
- k. **Removal from the waitlist:**
 - i. Applicants will be removed from the waitlist for the following reasons:
 - 1. At applicant's request;
 - 2. Failure to respond to notification of vacant unit within 14 days;
 - 3. Return of any mail sent to the applicant;
 - a. If JOHS or service provider responds to Housing Office within allotted period, staff will schedule appointment but will cancel if no show.
 - 4. Or, for any other reasons mentioned throughout this document.
 - ii. An applicant will be notified by mail that he/she has been removed from the waitlist and of the reason for removal. A removed applicant who wishes to be reinstated on the waitlist must respond to the removal notice in person or in writing within 14 days of the date the notification was mailed.

5. Application

- a. **Complete Application:** When an applicant is at the top of the waitlist and is offered a vacant unit, applicant must complete a rental application. Applicant household must meet all project eligibility requirements at the time of application for the vacant unit. Incomplete applications will be refused.
- b. **Preliminary Home Forward Screening:** Household information will be forwarded to the Property Home Forward caseworker for preliminary screening prior to scheduling an eligibility review for PBV Assistance.
- c. **Applicant Screening:** All adult household members are screened against the screening criteria described below.
- d. **Home Forward Eligibility Review:** Applicant attends an eligibility review with the Property Home Forward caseworker.
- e. **Security Deposit and Rental Agreement:** No security deposit is required for PSH units at the Starlight. If applicant is approved for Section 8 Assistance, applicant must execute a rental agreement with Management, and may then assume occupancy.

6. Project Screening Criteria: All applicants 18 years and older will be screened for suitability prior to residency. Extenuating circumstances will be considered in the screening process.

- a. **Criminal History:** CCC will request a 3rd party criminal screening report on all applicants to the Starlight over 18 years of age. The background screening will be conducted by a 3rd party company, currently Pacific Screening. CCC covers the full fee for the criminal screening report and no cost is incurred by the applicant.

Crime Type	Crime Categories	Example Crime	Suggested Look-Back from Date of Conviction
Crimes against persons (violent)	Felony (violent - intentional)	Lifetime registered sex offenders	Denial
		Homicide/Murder, Forcible Sex Offenses, Assault, Hate Crimes	5 years
	Felony (violent- negligent or reckless)	Criminally negligent homicide	3 years
	Misdemeanor (violent-intentional)	Assault	2 years
Crimes against property	Felony	Arson	Denial
Crimes against society	Felony (Controlled Substance)	Manufacture, Distribution, or Possession of controlled substance <u>with intent to distribute</u> (not including marijuana).	2 years
	N/A	Manufacture methamphetamine any housing	Denial

Applicants will be denied if:

- i. Any single conviction that falls within a conviction lookback period based on type of crime.
- ii. Any open arrest warrants, regardless of whether falls within listed crime category. (Applicants should resolve open arrest warrants prior to intake).

Applicants that face denial due to a conviction within the lookback period are entitled to an Individual Assessment conducted by CCC Management and/or Home Forward.

- b. **Home Forward Screening:** In addition to the above CCC screening, Applicants are required to pass Home Forward's screening in order to qualify for a PBV unit. Applicants are encouraged to self-admit criminal history on the primary application form, and applicants will be denied if they have been convicted of certain violent crimes, certain sex crimes, and arson. In addition, applicants will be denied if any of the following apply:
 - i. Any household member has been evicted from federally-assisted housing for drug related criminal activity within the last three years. If that household member has successfully completed a supervised drug rehabilitation program or circumstances leading to the eviction no longer exist, Management may, but is not required to, admit the household.
 - ii. Any household member is currently engaged in illegal drug use determined either by self-admission or UA results.
 - iii. Management determines there is reasonable cause to believe a household member's illegal use, or pattern of illegal use, of drugs or abuse, or pattern of abuse, of alcohol may interfere with the health, safety, or right to peaceful enjoyment of the premises by other residents. Screening standards are based on resultant behavior, not the condition of alcoholism.
 - iv. Any household member has been convicted of the manufacture of methamphetamine at any time

during his/her life.

- v. Any household member has been convicted of, or has pled guilty or no contest to, any charge of arson at any time during his/her life.
 - vi. Any household member is required to register as a lifetime sex offender.
 - vii. Information provided by applicant is found to be false, misleading, or willfully incomplete.
 - viii. There is any evidence of criminal activity that would threaten the health, safety, or right to peaceful enjoyment of the premises by other residents, the Management, or any employee who is involved in the housing operations.
- c. **Negative Rental History:** Previous documented negative rental or program participation history with CCC Housing or other property management company shall be grounds for denial of the rental application at the Starlight. Negative rental or program history includes:
- i. Violent, threatening or aggressive verbal/physical behavior towards Management or other landlord/residents;
 - ii. Evictions in the last 2 years related to behavior, property destruction, but not to include non-payment. Eviction actions that were dismissed or resulted in a judgement for the Applicant will not be considered.
 - iii. Destruction of property;
 - iv. Behavioral non-compliance with Rental Agreement

7. Procedure for Denying Ineligible Applicants:

- a. **Applicant Denial:** Applicants may be denied if:
 - i. They are income-ineligible;
 - ii. Household characteristics are not appropriate to available units (see Occupancy Standard, 2.d. above);
 - iii. Applicant does not meet the Project Eligibility Requirements;
 - iv. Applicant does not meet screening criteria;
 - v. Applicant does not declare citizenship or non-citizenship status; or
 - vi. Applicant is unable to provide valid Social Security Number.
 - vii. Applicant engages in documented (e.g. through incident reports) menacing, stalking, and/or threatening behavior with CCC staff at any point in process of submitting pre-application through lease signing.
- b. **Individual Assessment-** Whenever negative information is revealed through the background screening that would lead to a denial, CCC will conduct an Individualized Assessment with the Applicant. CCC will consider the following factors when conducting an Individualized Assessment: 1.) The nature and severity of the incidents that would lead to a denial; 2.) The number and type of incidents; 3.) The time that has elapsed since the date the incidents occurred; 4.) the age of the individual at the time the incidents occurred and; 5. evidence that the individual has maintained a good tenant history before and/or after the conviction or conduct, and; 6.) Any rehabilitation efforts. Applicants are encouraged to submit Supplemental Evidence as a part of this process, see 5.c. above. CCC will hold the unit for which the application was received for a reasonable time to complete the review. If the evidence does not satisfactorily address the negative information, CCC will provide a written "Notice of Denial" to the Applicant within 2 weeks providing an explanation of the denial and the reasons why evidence did not compensate for the factors that informed CCC's decision to reject the Applicant.

- c. **Dispute Screening Results:** Applicants have the right to dispute the accuracy of the information provided to Management by a third-party screening service. If your application is denied due to information received during the screening process you believe is **incorrect or inaccurate**, you may contact the screening company to obtain a copy of your screening results.

Pacific Screening, Inc. / PO Box 25582 / Portland, OR 97298
Phone: 503-297-1941, 800-707-1941 / Fax: 503-297-1904, 800-427-0914

- d. **Appeal:** Management will offer applicants that do not meet the Screening Criteria the opportunity to appeal the decision within 30 days of denial of the application. During this period applicants can provide information to correct, refute or explain negative information that formed the basis of CCC's denial. CCC will conduct an Individualized Assessment with two staff members who were not party to the initial denial and either approve or deny the appeal. If the appeal is approved and the unit is no longer vacant, CCC will prequalify the applicant for other rental opportunities at CCC properties for 3 months following the date the appeal is approved. However, the Applicant must be eligible for the unit and may need to provide new income verification or other program related paperwork if it has expired. Management will also waive the Applicant's screening fee for 3 months if the Applicant self-certifies that no conditions have materially changed from those in CCC's approve application.
- e. **Records Retention:** Management retains the following materials on file for at least three years:
 - i. Application
 - ii. Initial rejection notice
 - iii. Any applicant reply
 - iv. Management's final response
 - v. Record of all interviews and verified information on which Management based the decision.

8. Fair Housing and Equal Opportunity Housing Statements

- a. **Fair Housing:** CCC does not discriminate on the basis of race, color, national origin, religion, sex, family status, or disability, and recognizes the following protected classes under local statute: marital status, source of income (State of Oregon), age, sexual orientation (Multnomah County), or gender identity (City of Portland).
- b. **Reasonable Accommodation/Modification:** All persons with a disability have a right to request and be provided a reasonable accommodation or modification at any time, from application through termination/eviction. A reasonable accommodation is a change or exception to a rule, policy, practice or service that may be necessary for a person with a disability to have an equal opportunity to use and enjoy a dwelling. A reasonable modification is a structural change made to the premises in order to afford an individual with a disability full enjoyment of the premises. Under Fair Housing laws, a person with a disability is someone with a physical or mental impairment that substantially limits one or more major life activities of the individual, or who has a record or is otherwise regarded as having such an impairment. To request a reasonable accommodation or modification, please contact the Community Manager or the CCC Housing Office.
- c. **Violence Against Women Reauthorization Act of 2013:** CCC recognizes VAWA provisions and its protections. CCC has adopted a policy from the Violence Against Women Reauthorization Act of 2013, for further information please refer to CCC's Model Emergency Transfer Plan for Victims of Domestic Violence, Dating Violence, Sexual Assault, or Stalking. The Transfer Plan, as well as domestic violence certification and emergency transfer request forms may be requested from any housing/property's front desk.

Any person needing assistance completing the application process should contact CCC Housing at:

523 NW Everett Street

Portland, OR 97209

(503) 525-8483

Hours: Monday through Friday 8:00am- 5:00pm

Closed holidays and weekends

PROJECT BASED VOUCHER WAITLIST POLICY – Vibrant!

1. East Burnside Apartments has 93 units of which 40 come with Project-Based (PBV) vouchers provided by Home Forward. Twenty of the PBV households will receive increased resident services under Portland Housing Bureau's (PHB) Permanent Supportive Housing (PSH) program.
 - a. **Eligible Tenants – Permanent Supportive Housing preference (20 units total):** PSH units will be prioritized for households (individuals or heads of households) who have been referred through Service Provider to the waiting list and who meet the following criteria at initial occupancy:
 - i. **Household has been screened and assessed through the Multnomah County Homeless Family System, Coordinated Access;**
 - ii. Is considered a **high need homeless family**, defined as:
 1. A family living in a place not meant for human habitation (including the streets or in their car), emergency shelter, transitional housing, hotels, in an apartment with a full or partial rental subsidy paid by MHT, or is unsafely doubled up with the inability to stay;
 2. Head of household or household member may be living with a disabling condition (physical, psychological, cognitive, substance abuse); and
 3. A family with a Vulnerability Assessment score in the range of 15-29 points.
 - iii. OR, is **persistent housing instable**, defined as:
 1. Family which has been re-housed, but cannot stabilize in current housing and requires a higher level of support service, and
 2. Family has a lack of stable income beyond TANF or disability payments, and
 3. Family has a Vulnerability Assessment score in the range of 10-29 points.
 - b. **Eligible Tenants – Homeless preference (20 units total):** Homeless units will be prioritized for households (individuals or heads of households) who have been referred through Service Provider to the waiting list and who meet the following criteria at initial occupancy:
 - i. **Household has been screened and assessed through the Multnomah County Homeless Family System, Coordinated Access.**
 - ii. A homeless family -- Is considered homeless, defined as a family living in a place not meant for human habitation (including the streets or in their car), emergency shelter, transitional housing, hotels, in an apartment with a full or partial rental subsidy paid by MHT, or is unsafely doubled up with the inability to stay.
2. While households referred by MHT, those with incomes at or under 30% of median family income and those homeless or at risk of homelessness are given preference over other applicants, anyone may apply for a place on the Project-Based Project Based Voucher waitlist.
3. Preliminary Applications are to be completed in their entirety by all members of the household 18 years or older. The applications are to be submitted to the management agent who will date and time stamp them in the order received.
4. Applicants should contact the project at least once every six months to communicate their continued (or discontinued) desire to be on the waitlist and to report any changes in household composition or income as these occur. Should changes occur, the original date and time will still determine placement. Management may purge the waitlist every six months and will do so at least once per year. When the list is purged, all applicants on the list will be notified by mail that the waitlist is being updated, and given 14 days to respond to express their continued or discontinued interest, and to update their contact information if needed.
5. When units come available, MHT will have 14 days to refer a qualified applicant. If no qualified referral is sent, the top five applicants on the waitlist will be notified in writing that they have 7 days to respond that they

wish to go forward with the application process, or else to notify the manager if they do not wish to go forward with the application process for the currently available unit, but do wish to remain on the waitlist. At the end of 7 days, or as soon as the first person on the list expresses interest, management will schedule intake with the respondent who has the earliest application date and the highest preference points. Those who do not respond within 14 days will be removed from the waitlist. Those who do respond with a later application date will retain their place on the list for the next available unit. The applicant with the earliest application date may decline a unit twice and retain their position on the list. If an applicant declines to apply a third time, they will be removed from the waitlist.

6. At intake with management, the applicant will complete the full application and begin the income verification and background screening process for the property. Upon approval, the applicant will be notified, and referred to Home Forward to apply for the Project Based Voucher (rental subsidy). Denied applicants will be notified in writing regarding the reason for the denial and their right to appeal the decision.

Existing PBV residents – requests for unit transfer for Reasonable Accommodation, Emergency or Extenuating Circumstances:

1. Existing PBV households may request unit transfers for extenuating circumstances. These circumstances may include health and safety reasons, be in conjunction with requests for reasonable accommodation based on disability, and/or be related to issues outlined in VAWA (Violence against Women Act). VAWA applies to victims of domestic or dating violence, sexual assault, and/or stalking, regardless of the gender or gender identity of the victim.
2. Upon receipt of request for PBV transfer, Management will review the request and supporting documents to determine qualification for transfer based on property policies. If approved, Home Forward will then review to determine PBV program qualification. Once the request has been approved by both parties, the household will be added to the waitlist of the appropriate bedroom size(s) and given the highest available preference weight for Extenuating Circumstances. The preference will move the household to the top of the list in chronological line with other households, if any, who are previously approved for extenuating circumstance transfers. Where a more recent request involves what appears to be, under the totality of the circumstances, a more imminent threat to health or safety in their current unit, that household may be given preference over earlier requests if a unit appropriate to their circumstance comes available first.

Income Property Management Co. complies with Federal Fair Housing Laws prohibiting discrimination on the basis of race, color, religion, national origin, gender, familial status, marital status, source of income, sexual orientation including gender identity, victims of domestic violence, and disability in the admission or access to, or treatment or employment in, its housing programs and activities. IPM Co. is also Fair Housing compliant regarding State, County and City definitions of protected classes. The person named below has been designated to coordinate compliance with the nondiscrimination requirements contained in the Department of Housing and Urban Development's regulations implementing Section 504 (24 CFR, part 8 dated June 2, 1988).
IPM Compliance Director, Fair Housing/504 Coordinator, 1800 SW 1st Avenue, Suite 220 Portland, OR 97201
Phone 503-223-6327 ~ Fax 503-223-3843 ~ TTY 1-800-735-2900



REV 10 24 2018

BRIARWOOD

Project-based Voucher Waitlist Policy

AFFORDABLE PROGRAM SUMMARY

1. Briarwood offers 22 units of Affordable Housing including two and three-bedroom units with income and rents restricted under programs administered by the Portland Housing Bureau.
2. Three two-bedroom and six three-bedroom units come with rental assistance provided through Home Forward Project-Based Vouchers (PBVs). Qualification for the PBV subsidy is a separate qualification process from other programs, with screening and qualification for subsidy determined by Home Forward.
3. Applications for the PBV units are date/time stamped in the order received, and processed chronologically as units come available with exception to the following preferences:
 - 1 Point - Household income at or below 30% AMI
 - 2 Points - Household homeless or at risk of homelessness
 - 4 Points - Head, Spouse, or Co-head Disabled
 - 8 Points - Referred by Human Solutions
 - 16 Points - Extenuating Circumstance transfer approved by Home Forward
4. Applicants who come to the top of the PBV waitlist and who pass screening and otherwise qualify for the property will be referred for intake with Home Forward staff. Applicants must be approved by both the property and Home Forward to qualify for residency in a PBV unit.

OCCUPANCY POLICY

1. Applicants for units with PBVs must adhere to Home Forward's current Project-Based Voucher occupancy standards.

WAITING LIST POLICY – PBV Units

Pre-applications for units with PBV rental subsidy will be date/time stamped in the order received and processed in chronological order, with preference given to households as described above.

As units come available, the household at the top of the list will be notified in writing of the opportunity to apply and to schedule intake at the property. Once the applicant has been approved for Portland Housing Bureau program requirements and has passed screening requirements for Quantum, they will be referred to Home Forward to process qualification for the PBV.

Applicants may be removed from the PBV waiting list for the following reasons:

1. At the applicant's request
2. If applicant has not contacted management to schedule intake appointment within 10 days of written notice of opportunity to apply
3. If the household does not pass background screening and/or meet eligibility requirements for the property and/or the PBV program
4. Management may purge the waitlist via mail, every six months or annually. Applicants who do not respond to the mailing within 14 days acknowledging continued interest will be removed from the list. Due to the need to accept referrals from partnering agencies the waitlist will remain open.

EXTENUATING CIRCUMSTANCES

Households who need to move from a different PBV unit within the Owner/Agent Portfolio due to safety and/or habitability issues, including victims of Domestic Violence, may request this type of transfer at any time. Applicants confirmed to have an Extenuating Circumstance will be moved to the top of the PBV waitlist and must meet background screening and program eligibility requirements assigned to the unit and property for which they apply.

Quantum Residential complies with Federal Fair Housing Laws prohibiting discrimination based on race, color, religion, national origin, gender, familial status, marital status, source of income, sexual orientation including gender identity, victims of domestic violence, and disability in the admission or access to, or treatment or employment in, its housing programs and activities. Quantum Residential Inc is also Fair Housing compliant regarding State, County and City definitions of protected classes.



PROJECT-BASED SECTION 8 VOUCHER WAITLIST POLICY – Broadway Vantage

- Broadway Vantage has fifty-seven apartments, all of which are restricted under the Tax Credit Program. Additionally, fifteen of these apartments come with Project-Based Section 8 Vouchers. Anyone may apply for a place on the Project-Based Section 8 Voucher waitlist.
- This property prioritizes applications for families who are referred by Portland Impact, households with income at or below 30% MFI, and households at risk of homelessness. Those referred by Portland Impact will take priority over other applicants on the Project-based Voucher waitlist. Preference will be weighted as **one point each for <30% MFI and homeless/at risk of homelessness**, and as three points for referral by Portland Impact.
- Preliminary Applications are to be completed in their entirety by all members of the household 18 years or older. The applications are to be submitted to the Management Agent who will date and time stamp them in the order received. Applicants are placed on the waitlist in chronological order.
- Applicants should contact management at least once every six months to communicate their continued (or discontinued) desire to be on the waitlist and to report any changes in household composition or income as these occur. Should changes occur, the original date and time will still determine placement. The Management Agent may purge the waitlist every six months and will do so at least once per year. Applicants who have not confirmed continued interest in last six months will be given fourteen days to do so or be removed from the list. To allow the referring agency the opportunity to refer clients to the waitlist, the waitlist will not be closed as long as the partnership with the agency remains active.
- Management will notify Portland Impact of upcoming vacancies. The agency will have 14 calendar days to refer a qualified client to the waitlist before management notifies the next applicant on the list.
- The first Applicant on the waitlist will be notified in writing that they have ten business days in which to meet with the Management Agent to go forward with the application process or else to notify the manager in writing if they do not wish to go forward with the application process but do wish to remain on the waitlist. If management does not receive written communication from the Applicant within ten business days, the Applicant will be removed from the waitlist. The Applicant may decline once and retain their position on the list if they cannot take the unit. If the Applicant declines a second time, they will be removed from the list.
- If the Applicant chooses to meet with the Management Agent they will have five business days to complete the full application, income verification, and background screening process for the LIHTC Program. Applicants denied for the LIHTC Program will be notified in writing regarding the reason for the denial. Upon approval for the LIHTC program, the Applicant will be notified of the approval and referred to Home Forward. Home Forward will perform a separate income and screening process to determine qualification for the Section 8 Voucher.

Existing PBV residents – requests for unit transfer for Reasonable Accommodation, Emergency or Extenuating Circumstances:

- Existing PBV households may request unit transfers for extenuating circumstances. These circumstances may include health and safety reasons, be in conjunction with requests for reasonable accommodation based on disability, and/or be related to issues outlined in VAWA (Violence against Women Act). VAWA applies to victims of domestic or dating violence, sexual assault, and/or stalking, regardless of the gender or gender identity of the victim.
- Upon receipt of request for PBV transfer, Management will review the request and supporting documents to determine qualification for transfer based on property policies. If approved, Home Forward will then review to determine PBV program qualification. Once the request has been approved by both parties, the household will be added to the waitlist of the appropriate bedroom size(s) and given a 10 point preference weight for Extenuating Circumstances. The preference will move the household to the top of the list in chronological line with other households, if any, who are previously approved for extenuating circumstance transfers. Where a more recent request involves what appears to be, under the totality of the circumstances, a more imminent threat to health or safety in their current unit, that household may be given preference over earlier requests if a unit appropriate to their circumstance comes available first.

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Income Property Management Co. complies with Federal Fair Housing Laws prohibiting discrimination on the basis of race, color, religion, national origin, gender, familial status, marital status, source of income, sexual orientation including gender identity, victims of domestic violence, and disability in the admission or access to, or treatment or employment in, its housing programs and activities. IPM Co. is also Fair Housing compliant regarding State, County and City definitions of protected classes. The person named below has been designated to coordinate compliance with the nondiscrimination requirements contained in the Department of Housing and Urban Development's regulations implementing Section 504 (24 CFR, part 8 dated June 2, 1988).

IPM Compliance Director, Fair Housing/504 Coordinator, 1800 SW 1st Avenue, Suite 220 Portland, OR 97201
Phone 503-223-6327 ~ Fax 503-223-3843 ~ TTY 1-800-735-2900





Cambridge Court
5224 N. Vancouver
Portland, OR 97217
Phone: (503) 525-8483

Tenant Selection Plan – Section 8

1. **Project Description:** Cambridge Court ("Property") is a 20 unit housing project managed by Central City Concern ("CCC"). The Property consists of 20 two-bedroom units. The Project Based Voucher ("PBV") units at the property are specifically made available to disabled households that:
 - a. Receive supportive services because of disabilities that significantly interfere with their ability to obtain and maintain themselves in housing, and without appropriate supportive services, cannot maintain themselves in housing.
2. **Project Eligibility Requirements**
 - a. **Occupancy Standard:** The Property permits two persons per bedroom. Households exceeding this standard are ineligible for tenancy at the Property. Home Forward's subsidy standard for the PBV Program governs the minimum household size per bedroom.
 - b. **Homeless Status:** Family must be homeless in order to be approved for housing (or at time of intake).
 - c. **Alcohol and Drug-Free Community ("ADFC"):** The Property is an ADFC established under ORS 90.243. At least one household member must:
 - i. Have a minimum of ninety (90) days of verifiable sobriety; and
 - ii. Have on-going and verifiable participation in a recognized program of recovery from chemical dependency or alcoholism.
 1. Such programs include but are not limited to 12-step recovery programs, faith-based recovery programs, and methadone or suboxone treatment programs accompanied by appropriate case-management or counseling.
 - d. **Receiving Supportive Services:** Property units are specifically made available to applicants receiving supportive services related to maintaining an alcohol and drug-free lifestyle, achieving self-sufficiency, life skills development, and work/job skills development. Applicants unable to provide verification of on-going engagement with one or more approved partner agencies providing such services will be denied.
 - e. **Home Forward Eligibility:** Must meet Home Forward Criteria for general admission for PBV/Section 8 Assistance. More information about these requirements is available at: <http://www.homeforward.org/residents/section-8-handbook/policy-document>.
 - f. **Citizenship:** The PBV Program assistance is restricted to U.S. citizens or nationals and non-citizens who have eligible immigration status as determined by the United States Department of Housing and Urban Development ("HUD"). All family members, regardless of age, must declare their citizenship or immigration status. Non-citizen applicants will be required to submit evidence of eligible immigration status at the time of application.
 - g. **Social Security Documentation:** Applicants must provide documentation of Social Security Numbers ("SSN") for all household members. Documentation of the SSN must be provided no later than sixty (60) days after certifying in a signed writing to the CCC Housing Office that no documentation was immediately available.
 - h. **Sole Residence; Single Subsidy Allowed:** The Property must be the household's sole residence. No household member may benefit from more than one subsidy.

- i. **Rent Payment and Lease Terms:** Applicants must agree to pay the rent and abide by the lease required by the program through which they will receive assistance.
 - j. **Violence Against Women Act (VAWA) Extenuating Circumstances Transfer:** Any resident of a PBV unit within CCC's portfolio who is a victim of domestic violence, dating violence, sexual assault, or stalking is able to request an emergency transfer from the residents' current unit to another unit or within another community within CCC's portfolio. The ability to transfer is available regardless of sex, gender identity, or sexual orientation. CCC will honor the request to an immediate transfer for Project-based residents. The request must also be approved by Home Forward. The resident household will be placed at the top of the waitlist once the approval has been given by both CCC and Home Forward. Residents who qualify for this Extenuating Circumstance preference may apply at any time, even when the waitlist is closed.
3. **Income Eligibility Requirements**
- a. HUD establishes and publishes income limits annually based on family size for each county (Median Family Income ("MFI")). The income limits are available at: <https://www.oregon.gov/ohcs/APMD/HPM/docs/2017/Multnomah-County-2017-Rent-Income-Limits.pdf>.
 - b. One hundred percent of the units are reserved for households with incomes at or below 50% of MFI.
4. **Application and Waitlist Procedure**
- a. **Waitlist Application:** Any person may place his/her name on the waitlist by completing a pre-application. Incomplete or ineligible pre-applications will be rejected. Applicants are placed on the waitlist in the order the pre-application is received as noted by the date and time stamp placed on the pre-application at the time of receipt by CCC Housing.
 - b. **Minimum Information Required:** Waitlist applicants must provide the following information for a pre-application to be considered complete and their names placed on any waitlist:
 - i. Complete identifying information (Last, First, MI, DOB, SSN);
 - ii. Complete mailing address information including ZIP code;
 - iii. Number of people expected to reside in the unit; and
 - iv. Applicant must sign and date the pre-application to acknowledge he/she is aware of the Building Criteria.
 - c. **Preferences:** Management will grant a waitlist preference for persons referred by partner agencies providing eligible services. Eligible services are related to alcohol and drug treatment, maintaining a clean and sober lifestyle, life skills development, and self-sufficiency. Applicants claiming a preference must provide a written referral as verification of participation from one or more of the approved partner agencies. The preference scale is as follows:
 - i. Income at/below 30% MFI → 1 point
 - ii. Referral from a partner agency → 2 points
 - 1. Multiple referrals do not increase points awarded; any number of referrals from various agencies will never equal more than 2 points
 - iii. Income below 30% MFI + referral from a partner agency → 3 points
 - iv. Extenuating Circumstances Transfer: This preference is available to residents who qualify for an Emergency transfer → 10 points
 - d. **Waitlist organization:** Management organizes the waitlist by preference, then by date and time of application. Applicants with a waitlist preference are sorted by date and time before all other applicants. Non-preference applicants are ordered by date and time after all preference applicants.
 - e. **Waitlist Closure:** When the waitlist time reaches six months from the date of pre-application to reaching the top of the waitlist, Housing Administration may choose to temporarily close the waitlist until the wait time is no more than six months. Proper notice will be given of intent to close the waitlist and of the estimated date on which the waitlist will re-open.

Commented [eA1]: We don't want to specify VAWA here, because we have to avoid having a database (the waitlist) that states that people are experiencing DV. "Emergency transfer" instead of "VAWA transfer" would be fine.

- f. **Notification:** When units become available, or in anticipation of unit vacancy, Management will notify the next waitlist applicant(s) by mail according to the order established in (d) above. Applicants must respond in person or within 14 days of the date the notification letter was mailed. Failure to respond in a timely manner will result in the removal of the applicant's name from the waitlist. If more than one applicant is notified for a vacancy, applicants will be considered for residency in the order in which they respond to the notification.
- g. **Applicant responsible for maintaining current information:** It is the applicant's responsibility to maintain current contact information on file with Management. Waitlist notifications and any other correspondence will be mailed to the address currently on file for each applicant.
- h. **Updates:** The waitlist will be updated every six months and letters asking applicants to confirm their interest in the waitlist will be mailed to the addresses on file for each applicant. Applicants are required to check in at the CCC Housing Office within 14 days of the date the letter is mailed or by the date noted in the letter if they wish to remain on the waitlist. Failure to do so will result in removal from the waitlist.
- i. **Refusal of Available Unit:** Applicant may refuse the first unit available of which he/she is notified and will remain in his/her current waitlist position. Management will offer unit to the next applicant on the waitlist. Applicant refusal of the second available unit will result in removal of applicant.
- j. **Removal from the waitlist:**
 - i. Applicants will be removed from the waitlist for the following reasons:
 - 1. At applicant's request;
 - 2. Failure to respond to notification of vacant unit within 14 days;
 - 3. Return of any mail sent to the applicant; or
 - 4. For any other reasons mentioned throughout this document.
 - ii. An applicant will be notified by mail that he/she has been removed from the waitlist and of the reason for removal. A removed applicant who wishes to be reinstated on the waitlist must respond to the removal notice in person or in writing within 14 days of the date the notification was mailed.

5. Application

- a. **Complete Application:** When an applicant is at the top of the waitlist and is offered a vacant unit, applicant must complete a rental application. Applicant household must meet all project eligibility requirements at the time of application for the vacant unit. Incomplete applications will be refused.
- b. **Preliminary Home Forward Screening:** Household information will be forwarded to the Property Home Forward caseworker for preliminary screening prior to scheduling an eligibility review for PBV Assistance.
- c. **Applicant Screening:** All adult household members are screened against the screening criteria described below.
- d. **Home Forward Eligibility Review:** Applicant attends an eligibility review with the Property Home Forward caseworker.
- e. **Security Deposit and Rental Agreement:** If applicant is approved for PBV Assistance, applicant must pay the appropriate security deposit, execute a rental agreement with Management, and may then assume occupancy.

6. Project Screening Criteria: All applicants 18 years and older will be screened for suitability prior to residency. Extenuating circumstances will be considered in the screening process.

- a. **Urinalysis ("UA"):** All applicants are required to provide a urine sample for analysis during the application process. Applicants with positive results for illegal drugs or alcohol will be denied.
 - i. "Illegal drug use" includes the use of marijuana, including for medically prescribed purposes. Therefore, those individuals who test positive for medical marijuana at screening and present their Oregon Medical Marijuana card will be denied for illegal drug use.
- b. **Criminal History:** CCC does not perform criminal background screening for this Property (applicants do need to pass Home Forward's screening in order to qualify for a PBV unit). Applicants are encouraged to self admit criminal history on the primary application form, and applicants will be denied if they have been convicted of certain violent crimes, certain sex crimes, and arson. In addition, applicants will be denied if any of the following apply:

- i. Any household member has been evicted from federally-assisted housing for drug related criminal activity within the last three years. If that household member has successfully completed a supervised drug rehabilitation program or circumstances leading to the eviction no longer exist, Management may, but is not required to, admit the household.
- ii. Any household member is currently engaged in illegal drug use determined either by self admission or UA results.
- iii. Management determines there is reasonable cause to believe a household member's illegal use, or pattern of illegal use, of drugs or abuse, or pattern of abuse, of alcohol may interfere with the health, safety, or right to peaceful enjoyment of the premises by other residents. Screening standards are based on resultant behavior, not the condition of alcoholism.
- iv. Any household member has been convicted of the manufacture of methamphetamine at any time during his/her life.
- v. Any household member has been convicted of, or has pled guilty or no contest to, any charge of arson at any time during his/her life.
- vi. Any household member is required to register as a sex offender.
- vii. Information provided by applicant is found to be false, misleading, or willfully incomplete.
- viii. There is any evidence of criminal activity that would threaten the health, safety, or right to peaceful enjoyment of the premises by other residents, the Management, or any employee who is involved in the housing operations.
- ix. Any household member has previous negative rental or program participation history with CCC Housing. Such history is subject to review with CCC Housing.

7. Procedure for Rejecting Ineligible Applicants:

- a. Applicants may be rejected if:
 - i. They are income-ineligible;
 - ii. Household characteristics are not appropriate to available units (see Occupancy Standards);
 - iii. Applicant does not meet the Project Eligibility Requirements;
 - iv. Applicant does not meet screening criteria;
 - v. Applicant does not declare citizenship or non-citizenship status; or
 - vi. Applicant is unable to provide valid Social Security Number.
- b. If Management does not place an applicant on the waitlist or immediately process the applicant for admission, Management must promptly notify the applicant in writing of the rejection and inform the applicant of:
 - i. The reason for the rejection; and
 - ii. That the applicant has 14 days to respond in writing or to request an informal review to discuss the rejection. In his/her response, the applicant should explain the reason(s) he/she believes the application should be approved, and attach relevant documentation supporting the request.
- c. Management will review the application file and make a determination with regard to the applicant's request. Applicant will be notified of the final decision within 5 days. Any review of the applicant's file, and any decision made with regard to the applicant's request, will be made by a member of Management staff not party to the original decision to reject the applicant.
- d. Management retains the following materials on file for at least three years: (i) application, (ii) initial rejection notice, (iii) any applicant reply, (iv) Management's final response; and (v) record of all interviews and verified information on which Management based the decision.

8. Fair Housing and Equal Opportunity Housing Statements

- a. **Fair Housing:** CCC does not discriminate on the basis of race, color, national origin, religion, sex, family status, or disability, and recognizes the following protected classes under local statute: marital status, source of income (State of Oregon), age, sexual orientation (Multnomah County), or gender identity (City of Portland).

- b. **Reasonable Accommodation:** CCC will consider all reasonable accommodation requests to accommodate a disabled applicant. Please refer to the Reasonable Accommodation/Modification Request documents for further information.

Any person needing assistance completing the application process should contact CCC Housing at:

523 NW Everett Street

Portland, OR 97209

(503) 525-8483

Hours: Monday through Friday 8:00am- 5:00pm

Closed holidays and weekends



TENANT SELECTION POLICY PBV – Clara Vista Townhomes

This tenant selection plan is a procedure guide which gives direction regarding the implementation of these standards. These documents are only superseded by a project-specific management plan, by the Project-Based Section 8 Voucher (PBV) waitlist policy, the contents of the corresponding property specific Memorandum of Understanding (MOU), or by notice from the Cascade Management, Inc. (CMI) Corporate Office.

Tenants are selected on a first-come, first-serve basis. Cascade Management, Inc. (CMI) is committed to Fair Housing and follows the laws of Equal Opportunity Housing, the Fair Housing Act, the Violence Against Women Act, the Rehabilitation Act and the Americans with Disabilities Act (ADA). Therefore, CMI will not discriminate based on race, color, creed, religion, sex, national origin, age, disability, sexual orientation, income source or familial status.

APPLICATION PROCESS

1. Receive application on the designated CMI form.
2. Applicant will be placed on the bedroom size waiting lists they qualify for. The applicant will be provided with an approximate timeframe for how long the waiting list is running.
3. Applicant will pay their non-refundable credit/screening fee of \$42.00 when appropriate.
4. Once an application is selected for processing, the application will be sent to screening and this process should take 1-2 business days.
5. Once screening has been approved, an execution deposit may be collected within two business days after screen results are received. Failure to comply with this requirement will result in automatic removal from the application process.
6. Applicants will be required to pay a refundable security deposit. The amount of the security deposit is based on the specific property requirements.

APPLICANT SCREENING

All applicants are screened through an independent screening company using CMI's Screen Criteria. Applicants should be given a copy of the criteria to read and sign certifying they have read the criteria and understand that an independent screening company conducts all background searches for CMI. The independent screening company conducts all of CMI's screening functions that include rental history, credit check, and criminal convictions. The applicant will be notified by the screening company of approval or denial. Managers are only permitted to give an applicant notice of their approval or denial status, and the screening companies contact information for follow-up questions.

Management reserves the right to override a determination by the independent screening company in extenuating circumstances.

**See "Application Rejection Policy" for actions an applicant can take to follow up on screening denials.*



Cascade Management, Inc. does not discriminate on the basis of handicapped status in the admission or access to, or treatment or employment in, its programs and activities.





TENANT SELECTION POLICY PBV – Clara Vista Townhomes

TENANT SELECTION

Applicants will be selected in the following order:

1. Accessible units:
 - a) In-house transfers for disabled residents
 - b) Disabled applicants from the waiting list
 - c) Displaced households that receive Federal and/or State relocation funds
 - d) Applicants from the waiting list by date and time
2. All other units:
 - a) In-house approved transfers according to policies/procedures (See project Specific Cover Sheet).
 - b) Displaced households that receive Federal and/or State relocation funds.
 - c) Applicants from the waiting list by date and time.
3. PBV Units
 - a) Extenuating Circumstances Transfers – 10 points
 - b) Homeless preference – 2 points
 - c) 0-30% AMI preference – 1 point

TENANT SELECTION – In-House Transfers

If a vacancy should occur, in-place residents approved for a transfer will be selected over waiting list applicants. For transfer approval, a tenant must be in good standing, i.e., rent is current and has been paid before the 5th of the month for the last six (6) months. Once transfers of in-house residents are completed, the waiting lists can be utilized to fill vacancies. Before CMI approves a transfer, the tenant's current unit will be inspected for damages and housekeeping. If the unit is unsatisfactory or there have been documented lease violations within the last six (6) months, CMI reserves the right to refuse the transfer.



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TENANT SELECTION POLICY PBV – Clara Vista Townhomes

Households eligible to request a unit transfer include:

1. Reasonable accommodations
2. Household composition has increased beyond the occupancy policy
3. Household composition has decreased below the occupancy policy
4. Studio to a one-bedroom
5. Extenuating circumstances

**CMI reserves the right to allow transfers on a case by case basis due to extenuating circumstances.*

The above transfer policy does not apply to tenants of PBV units. PBV transfers may be allowed due to reasonable accommodation or health/safety issues and Home Forward must approve any transfer

Violence Against Women Act (VAWA) Transfers: Any resident of a PBV unit within *Owner/Manager Portfolio* that is a victim of domestic violence, dating, violence, sexual assault, or stalking is able to request an emergency transfer from the tenants' current unit to another unit or within another community within *Owner/Manager Portfolio*. The ability to transfer is available regardless of sex, gender identity, or sexual orientation. *Owner/Manager* will honor the request to an immediate transfer for Project Base residents. The request must also be approved by Home Forward. The resident will be placed at the top of the wait list once the approval has been given by both *Owner/Manager* and Home Forward.

HOME PROGRAM FUNDING REQUIREMENTS (applies only if project has HOME funds)

High HOME Fixed Units

Upon recertification, if household income has increased above the current High HOME income limit, the property is temporarily out of compliance until the over-income tenant vacates and the unit can be rented to the next qualified household.

The following action is taken for the over-income household:

- Tenant rent may be raised as soon as possible, in accordance with lease terms. The rent of the over income household will be adjusted to the lesser of:
 - The rent amount payable under state or local law;
 - 30% of the tenant's monthly adjusted family income; or
 - If the unit is also LIHTC, the tenant must pay the rent dictated by the tax credit program

Low HOME Fixed Units

Upon recertification, if household income has increased above the current very low (50%) income limit, but not above the low (80%) income limit, the property is temporarily out of compliance until either:

- A High HOME rent unit can be re-designated as a Low HOME rent unit, or
- The unit occupied by the over income household is vacated and can be rented to the next qualified very low income household.



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TENANT SELECTION POLICY PBV – Clara Vista Townhomes

The following action is taken for the over-income household:

- The unit retains the Low HOME status, and rent is not increased above the Low HOME limit *until* a High HOME rent unit vacates (regardless of bedroom size) and can be re-designated as Low HOME. Once the re-designation occurs, the over-income household rent may be increased to the High HOME rent, in accordance with lease terms.

Upon recertification, if household income has increased above the current low (80%) income limit, the property is temporarily out of compliance until the over-income tenant vacates and a new income-eligible household moves in. The following action is taken for the over-income household & unit:

- Tenant rent may be raised as soon as possible, in accordance with lease terms. The rent of the over income household will be adjusted to the lesser of:
 - The rent amount payable under state or local law;
 - 30% of the tenant's monthly adjusted family income; or
 - If the unit is also LIHTC, the tenant must pay the rent dictated by the tax credit program; *the tenant rent is not adjusted
- Management will designate the next vacated High HOME unit, regardless of bedroom size, as Low HOME. To be occupied by a qualified very low income household. The unit occupied by the over-income household will be re-designated as a High HOME rent unit. *If the unit is also LIHTC, the unit does not need to be replaced by a comparable unit until household income exceeds 140% of AMI.

At the time of self cert, management may find that a complete recertification is necessary to determine if the household is over income at the time and the amount of rent required.

High HOME Floating Units

Upon recertification, if household income has increased above current applicable HOME Income limit the following action is taken for the household & unit:

- Tenant rent may be raised as soon as possible, once re-designation occurs, in accordance with the lease terms and all applicable funding source restrictions.
- The High HOME designation will be reassigned to an existing household, in a comparable (equal or greater sized offering the same amenities) unit, with the lowest qualified income which is not receiving another type of subsidy. The household with the lowest income will be determined by evaluating all residents % of AMI as per the most recently completed certification. Once the HOME is reassigned, the unit with the over income household is re-designated as a non-HOME unit.



Cascade Management, Inc. does not discriminate on the basis of handicapped status in the admission or access to, or treatment or employment in, its programs and activities.





TENANT SELECTION POLICY PBV – Clara Vista Townhomes

Low HOME Floating Units

Upon recertification, if household income has increased above the current very low (50%) income limit, but not above the low (80%) income limit, the following action is taken for the household & unit:

- Tenant rent may be raised as soon as possible, once re-designation occurs, in accordance with the lease terms and other funding source restrictions.
- The Low HOME designation will be reassigned to an existing household, in a comparable (equal or greater sized offering the same amenities) unit, with the lowest qualified income which is not receiving another type of subsidy. The household with the lowest income will be determined by evaluating all residents % of AMI as per the most recently completed certification. Once the HOME is reassigned, the unit with the over income household is re-designated as a High HOME unit.

Upon recertification, if household income has increased above the current low (80%) income limit, the following action is taken for the household & unit:

- Tenant rent may be raised as soon as possible, once re-designation occurs, in accordance with the lease terms and all applicable funding source restrictions. Additionally, the over income household's rent will not exceed 30% of adjusted income or the market rent for comparable, unassisted units in the neighborhood.
- The Low HOME designation will be reassigned to an existing household, in a comparable (equal or greater sized offering the same amenities) unit, with the lowest qualified income which is not receiving another type of subsidy. The household with the lowest income will be determined by evaluating all residents % of AMI as per the most recently completed certification. Once the HOME is reassigned, the unit with the over income household is re-designated as a non-HOME unit.

At the time of self cert, management may find that a complete recertification is necessary to determine if the household is over income at the time and the amount of rent required.

HOME Program Student Households

HOME Program specific Student Rules apply. A household that includes an individual who meets one of the conditions below does not qualify for a HOME assisted unit.

1. Is enrolled in a higher education institution
2. Is under age 24
3. Is not a veteran of the US military
4. Is not married
5. Does not have a dependent child
6. Does not have a disability
7. Is not otherwise individually eligible or has parents who individually or jointly are not eligible on the basis of income



Cascade Management, Inc. does not discriminate on the basis of handicapped status in the admission or access to, or treatment or employment in, its programs and activities.





TENANT SELECTION POLICY PBV – Clara Vista Townhomes

HOME Program Transfers

The HOME Program does not allow for transfers.

Transfers involving a HOME unit are treated like a new move-in. To determine eligibility, a new Application and income/asset certification must be completed and household must qualify under the current applicable HOME Program income limits.

APPLICATION POLICY

1. General:

- a) A complete and accurate application is required. Incomplete applications will be returned for completion.
- b) Each applicant will be required to qualify individually and provide accurate photo identification.
- c) Primary applicants must be able to enter a legal and binding contract.
- d) Student Status eligibility requirements as per the program of the property.

2. Occupancy:

- a) Occupancy requirements are based on the number of bedrooms in a unit. A bedroom is defined as a space within the premises used primarily for sleeping, with at least one window, contains at least 70 square feet and is configured so as to take the need for a fire exit into account.
- b) Maximum occupancy is two (2) persons per bedroom plus one additional person. The minimum allowed occupancy is one (1) person per bedroom. Exceptions to this rule shall be made on a case by case basis on a standard of reasonableness.

3. Income: A monthly household income should equal two (2) times the stated monthly rent.

(Does not apply to Section 8 applicants. Properties with PDC funding have an income to rent ratio of 1.5.)

- a) All income and assets must be reported and must be verified.
- b) Application will be denied if all income sources cannot be third party verified.
- c) If applicant is self-employed they are required to bring proof of their most recent federal tax return to include schedule C or CEZ.
- d) False or fraudulent statements will automatically lead to a denial of the application.
- e) Applicant must meet the income limits for the program/complex they are applying at.
- f)

WAITING LIST PREFERENCE

Extenuating Circumstances Transfer: This preference is for emergency situations including transferring units due to safety and/or habitability.



Cascade Management, Inc. does not discriminate on the basis of handicapped status in the admission or access to, or treatment or employment in, its programs and activities.





TENANT SELECTION POLICY PBV – Clara Vista Townhomes

WAITING LIST POLICY

If an applicant is eligible to rent an apartment but no appropriate sized unit is available, Site Managers will place the family on a waiting list. Management must also notify them of the approximate waiting time for a unit to become available. This notification may be done verbally or in writing. Management should document the application with the date and information given to the applicant. Management will base the estimated waiting time by turnover experience. A couple of months should be added to the estimated waiting time to allow for unforeseen circumstances.

In projects with accessible units, persons with disabilities are given priority over all other applicants for those units. In no case will a non-disabled family be selected before a disabled family for an accessible unit. Applicants self-identify the need for an accessible unit on the Preliminary Application. The waiting list will indicate which families require accessible units. For those tenants that are not disabled but are placed in an accessible unit, the lease agreement will be marked with the provision that they agree to transfer and incur all transfer costs upon being requested to move.

The waitlist will be purged a minimum of once per year.

Applicants may be removed from the waiting list for the following reasons:

1. At the applicant's request.
2. The applicant no longer qualifies under the guidelines for the complex.
3. Applicant has not contacted management for 60 days.
4. At the second refusal when offered a unit.
5. If the site staff have been unable to contact the applicant by phone on three (3) or more occasions.
6. If the phone number given is no longer in service.
7. Applicant was offered and accepted a unit within the complex (Applicant will be removed from all other waiting lists within the complex).
8. Applicant is unable or unwilling to disclose information necessary to income qualify within 3 business days of request.

Please Note: Site staff is required to notify the applicant in writing of their removal from the waiting list.

WAITLIST STATUS

1. Closed - The waiting list may be closed for one or more unit sizes when the average wait is excessive (i.e., one year or more). When the list is closed, applicants must be advised that the waiting list is closed and that additional applications are not being taken. When applications will no longer be accepted, a notice must be published in a publication likely to be read by potential applicants. The notice must state the reasons for the owner's refusal to accept additional applications.
 - Applicants that qualify for the Extenuating Circumstances preference requirements for the list that they are applying for may apply at any time, even if the general list is closed.



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TENANT SELECTION POLICY PBV – Clara Vista Townhomes

2. Open - The waiting list will be reopened when the waiting time has been reduced to 60 days. The notice of this action must be announced in a publication likely to be read by potential applicants in the same manner as listed above. This notification will be extensive, and the rules for applying and the order in which applications will be processed will be stated. The notice will include where and when to apply, and will conform to the advertising and outreach activities described in the Affirmative Fair Housing Marketing Plan.

LIVE-IN CAREGIVER

Applicants requiring the assistance of a permanent or temporary live-in caregiver will be required to have the caregiver fill out an application and pay a screening fee of \$ 12.00.

A limited screening involving a criminal background check will be performed. The caregiver must meet requirements regarding criminal history or their application will be denied.

APPLICATION REJECTION POLICY

Potential reasons for rejecting an application:

1. Applicant is income-ineligible.
2. If the applicant has Incomplete, inaccurate or falsified information on application or otherwise.
3. Household characteristics are not appropriate for the unit type available (e.g., an accessible unit).
4. Family size is not appropriate for the size of units that are available. (See APPLICATION POLICY- Occupancy.)
5. Applicant does not meet age criteria for the property (for age-specific properties only).
6. Applicants that do not meet the criteria set forth for the property and are denied by CMI's independent screening company.
7. The applicant is unable or unwilling to disclose information necessary to income qualify within three (3) business days of request made by management.
8. Student Status eligibility requirements as per the program of the property.
9. Any applicant currently using illegal drugs, and/or possessing illegal drugs.
10. Any individual who may constitute a direct threat to the health and safety of any individual, or whose tenancy may pose a threat to the complex, or the property of others.

If an application is rejected due to negative and/or adverse information being reported, the applicant may:

1. Contact the company that supplied the information to discuss their application.
2. Contact the credit-reporting agency to identify who is reporting unfavorable information.
3. Correct any incorrect information through the credit-reporting agent as per their policy.
4. Request the credit-reporting agency submit a corrected credit check to the appropriate screening company.
5. Upon receipt of the corrected information the application will be reevaluated for the next available unit.



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TENANT SELECTION POLICY PBV – Clara Vista Townhomes

If the applicant is not placed on the waiting list or immediately processed for admission, the applicant will be promptly notified in writing of the rejection. The notice will contain:

1. The reason(s) for the rejection; and
2. The applicant has 14 calendar days to respond in writing or to request a meeting to discuss the rejection.

APPEALS PROCESS

If the application has been denied and the applicant feels they qualify as a resident under the criteria above, they may:

1. Submit a written explanation appealing the denial, within three (3) business days of receipt of the denial letter to: **Equal Housing Opportunity Manager, 13221 SW 68th Parkway Suite 310, Portland, OR 97223**

In the letter, the applicant should explain the reason(s) they believe their application should be approved and attach all viable documentation that would support their request for an appeal. Within three (3) working days of receipt of their letter, the application file will be reviewed and the applicant will be notified of the review outcome. If the appeal is granted, the applicant will be returned to the waitlist as follows: appeal requests submitted within three (3) business days of the denial will result in the applicant being restored to their original position on the waitlist; appeal requests submitted beyond three (3) business days of the denial will result in the applicant being restored to the bottom of the waitlist.

Any meeting with the applicant or review of the applicant's written request must be conducted by a CMI staff member who did not make the initial decision to reject the applicant.

The following will be kept on file for at least three (3) years: application; initial rejection notice; applicant's reply; owner's final response; and all interviews and supporting documents in which the rejection was based.

GOVERNMENT STATUTES AND REGULATIONS POLICY

Fair Housing and Equal Opportunity Reasonable Accommodation (Section 504)

No person shall be discriminated against based on race, color, creed, religion, sex, national origin, age, sexual orientation, disability, income source, or familial status. These requirements apply to: (1) accepting and processing applications; (2) selecting tenants from among eligible applicants; (3) assigning units; and (4) certifying and recertifying eligibility for assistance.



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TENANT SELECTION POLICY PBV – Clara Vista Townhomes

The following is an overview of CMI's policies under the Rehabilitation Act of 1973 (Section 504) and Fair Housing Act:

1. Adopt and implement procedures to assure qualified individuals with disabilities are not discriminated against on the basis of their disability, and to ensure they have equal opportunity to receive and enjoy the benefits of living in a project.
2. Adopt and implement procedures to effectively communicate with applicants, tenants and members of the public who are individuals with disabilities. CMI uses the Federal 711 telephone relay system for the speech and hearing-impaired.
3. Permit individuals with disabilities to use assistive devices (i.e., service animals).
4. Accommodate requests from applicants and tenants to make units, facilities, and programs accessible and usable to persons with disabilities.
5. Accommodate requests from applicants and tenants for reasonable accommodations in rules, policies, practices and services when such accommodations are necessary to afford a disabled person equal opportunity to use and enjoy a dwelling unit, including all public and common areas.
6. Make adjustments to rules, policies and practices for qualified individuals with disabilities to ensure the policies and practices do not discriminate on the basis of a disability.

Neither CMI nor the owners are required to make alterations or adjustments that would result in undue administrative and financial burdens, or are fundamental alterations in the nature of the program. In some circumstances, the undue burdens could be primarily financial and, in other circumstances, the undue burdens could be primarily administrative.

REASONABLE ACCOMMODATIONS AND MODIFICATIONS

Cascade Management is committed to ensuring that its policies and procedures do not deny individuals with disabilities the opportunity to participate in, or benefit from, nor otherwise discriminate against individuals with disabilities, on the basis of disability, in connection with the operations of programs, services and activities.

Therefore, if an individual with a disability requires an accommodation or modification such as an accessible feature or modification to a policy, Cascade Management will provide such accommodation unless doing so would result in a fundamental alteration in the nature of the program; or an undue financial and administrative burden. In such a case, Cascade Management will accept another accommodation or modification that would not result in a financial or administrative burden.



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TENANT SELECTION POLICY PBV – Clara Vista Townhomes

A reasonable accommodation is a change, modification, alteration or adaptation in policy, procedure, practice, program, or facility that provides a qualified individual with a disability the opportunity to participate in, or benefit from, a program (housing or non-housing) or activity.

A reasonable modification is a structural change made to existing premises, occupied or to be occupied by a person with a disability, in order to afford such person full enjoyment of the premises. This can include changes to the dwelling unit, common and public use areas. Examples would be accessibility features for persons in wheelchairs, installing grab bars in bathrooms, lowering cabinets and adding entrance ramps.

Reasonable accommodation or modification methods or actions that may be appropriate for a particular program and individual may be found to be inappropriate for another program or individual.

The decision to approve or deny a request for a reasonable accommodation or modification is made on a case-by-case basis and takes into consideration the disability and the needs of the individual as well as the nature of the program or activity in which the individual seeks to participate.

A person with a disability means an individual who has a physical or mental impairment that substantially limits one or more major life activities. As used in this definition, the phrase “physical or mental impairment” includes:

- (a) Substantially impedes his/her ability to live independently, and is of such a nature that this ability could be improved by more suitable housing conditions;
- (b) Substantially limits one or more major life activities, has a record of such an impairment, or is regarded as having such an impairment;
- (c) One whose condition is expected to be of long-continued and indefinite duration.

A person is considered disabled if: (1) the following Social Security disability definition is met, or (2) the individual has a developmental disability as described in paragraph (b) or physical, mental or emotional impairment as described in paragraph (c).

- (a) Section 223 of the Social Security Act defines disability as:
 - “Inability to engage in any substantial, gainful activity by reason of any medically determinable physical or mental impairment which can be expected to result in death, or which has lasted or can be expected to last for a continuous period of not less than 12 months, or,
 - “In the case of an individual who attained the age of 55 and is blind and unable by reason of such blindness to engage in substantial, gainful activity requiring skills or ability comparable to those of any gainful activity in which he has previously engaged with some regularity and over a substantial period of time.”



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TENANT SELECTION POLICY PBV – Clara Vista Townhomes

- (b) Section 102(7) of the Developmental Disabilities Assistance and Bill of Rights Act (42 U.S.C. 6001(7)) defines developmental disability in functional terms as:
- “Severe chronic disability that: (a) is attributable to mental or physical impairment or combination of mental and physical impairments; (b) is manifested before the person attains age 22; (c) is likely to continue indefinitely; (d) results in substantial functional limitation in three or more of the following areas of major life activity: (1) self-care; (2) receptive and responsive language, (3) learning, (4) mobility, (5) self-direction, (6) capacity for independent living, and (7) economic self-sufficiency; and (8) reflects the person’s need for a combination and sequence of special, interdisciplinary, or generic care, treatment or other services which are of lifelong or extended duration and are individually planned and coordinated.”
- (c) Has a physical, mental or emotional impairment that:
- Substantially impedes his or her ability to live independently,
 - Is of such a nature that ability to live independently could be improved by more suitable housing conditions, and
 - Is expected to be of long-continued and indefinite duration.

Examples of reasonable accommodations or modifications may include, but are not limited to:

- Making a unit, part of a unit or public and common use element accessible for the head of household or a household member with a disability who is on the lease;
- Permitting a family to have a service or assistance animal necessary to assist a family member with a disability;
- Allowing a live-in aid to reside in an appropriately sized AHA unit;
- Transferring a resident to a larger size unit to provide a separate bedroom for a person with a disability;
- Transferring a resident to a unit on a lower level or a unit that is completely on one level;

Cascade Management will provide the Request for Reasonable Accommodation or Modification form to all applicants, residents or individuals with disabilities who request a reasonable accommodation or modification.

Individuals may submit their reasonable accommodation or modification request(s) in writing, orally, or by any other equally effective means of communication. However, Cascade Management will ensure that all reasonable accommodation or modification requests are documented in writing. If needed as a reasonable accommodation, Cascade Management will assist the individual in submitting the request.

An individual with a disability may request a reasonable accommodation or modification at any time during the application process or residency. The individual, staff or any person identified by the individual, must submit all requests in writing by a method as follows:



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TENANT SELECTION POLICY PBV – Clara Vista Townhomes

1. Applicant/Resident completes a Reasonable Accommodation or Modification form that is then sent to a qualified third party for verification.
2. Applicant/Resident submits a letter from a qualified third party regarding the Reasonable Accommodation or Modification request.
3. Applicant/Resident requests a reasonable accommodation verbally (the request is then documented by the Cascade Management employee).

All Reasonable Accommodation or Modification requests will be processed as follows:

1. Community Manager must submit the completed reasonable accommodation or modification request to the Compliance Specialist within (2) business days.
2. Within (10) business days of receipt, the Compliance Specialist will respond to the reasonable accommodation or modification request.
3. If the accommodation or modification is approved, the resident will be notified in writing.
4. If the accommodation or modification is denied, the resident will be notified in writing and will be given the reasons for denial. The individual does have the right to appeal the denial.

Cascade Management may request documentation or verification of the need for a reasonable accommodation or modification as identified on the Request for Reasonable Accommodation or Modification Form. Cascade Management may verify a person's disability only to the extent necessary to ensure that individuals who have requested a reasonable accommodation or modification have a disability-based need for the request.

However, Cascade Management may not require individuals to disclose confidential medical records in order to verify a disability or require specific details regarding the individual's disability.

The following may provide verification of a resident's disability and the need for the requested accommodation(s):

- Physician;
- Licensed health professional;
- Professional representing a social service agency;
- Disability agency or clinic;
- Other health care provider

Requested accommodations or modifications will be denied if one of the following would occur as a result:

- A violation of State and/or federal law;
- A fundamental alteration in the nature of the housing programs;
- An undue financial and administrative burden;
- A structurally infeasible alteration; or
- An alteration requiring the removal or alteration of a load-bearing structural member.



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TENANT SELECTION POLICY PBV – Clara Vista Townhomes

VIOLATION AGAINST WOMEN'S ACT (VAWA)

The Violence Against Women Act (VAWA) provides protections to women or men who are the victims of domestic violence, dating violence, sexual assault and/or stalking. CMI understands that, regardless of whether state or local laws protect victims of domestic violence, dating violence, sexual assault and/or stalking, people who have been victims of violence have certain rights under the Violence Against Women Act Reauthorization of 2013.

This policy is intended to support or assist victims of domestic violence, dating violence, sexual assault and/or stalking and protect victims, as well as members of their family, from being denied housing or from losing their HUD assisted housing as a consequence of their status as a victim of domestic violence, sexual assault, dating violence and/or stalking.

VAWA protections are not provided to guests, unauthorized residents or service providers (including live-in aides) hired by the resident.

VAWA ensures that victims are not denied housing and housing assistance is not terminated **solely** because the person is a victim of an act covered under the VAWA (domestic violence, dating violence, stalking and/or sexual assault).

However, being a victim of an act covered under the VAWA is not reason to change the eligibility or applicant screening requirements set forth in the tenant selection plan unless such requirements interfere with protections provided under the VAWA. Being a victim of an act covered under the VAWA is not reason to waive requirements set forth in the HUD Model Lease or in any lease attachment or HUD approved lease addendum unless such requirements interfere with protections provided under the VAWA.

CMI will not assume that any act is a result of abuse covered under the Violence Against Women Act. In order to receive the protections outlined in the VAWA, the applicant/resident must specify that he/she wishes to exercise these protections. If any applicant or resident wishes to exercise the protections provided in the VAWA, he/she should contact CMI immediately. CMI is committed to ensuring that the Privacy Act is enforced in this and all other situations.

CONFIDENTIALITY

The identity of the victim and all information provided to owner/agent relating to the incident(s) of abuse covered under the VAWA will be retained in confidence. Information will not be entered into any shared database nor provided to a related entity, except to the extent that the disclosure is

- Requested or consented to by the victim in writing;
- Required for use in an eviction proceeding or termination of assistance; or
- Otherwise required by applicable law.

The HUD form 5382 provides notice to the resident of the confidentiality of the form and the limits thereof. CMI will retain all documentation relating to an individual's domestic violence, dating violence, sexual assault and/or stalking in a separate file that is kept in a separate secure location from other applicant or resident files. If the documentation is stored electronically, CMI will keep this information in an electronic file that is separate from the applicant or resident file with secured access only to authorized individuals.



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TENANT SELECTION POLICY PBV – Clara Vista Townhomes

REQUESTS & CERTIFICATION

When CMI responds to a request for protections provided under the VAWA, CMI will request that an individual complete, sign, and submit HUD form 5382 within fourteen (14) calendar days of the request. This certification may be submitted in an equally effective manner, as a reasonable accommodation, if there is the presence of a disability.

If necessary, the victim may request additional time to submit the certification. CMI will not deny a VAWA claim solely due to confusion over when the certification form is due.

The victim is not required to name his/her abuser if doing so would result in imminent threat or if the victim does not know the name of his/her abuser.

CMI understands that the delivery of the certification form to the applicant/resident via mail may place the victim at risk, (e.g., the abuser may monitor the mail). CMI will work with the applicant/resident in making acceptable delivery arrangements, such as inviting them into the office to pick up the certification form or making other discreet arrangements.

If the applicant/resident has sought assistance in addressing domestic violence, dating violence, sexual assault and/or stalking from a federal, state, tribal, territorial jurisdiction, local police or court, the applicant/resident may submit written proof of this outreach in lieu of the certification form. CMI may accept the following:

- A federal, state, tribal, territorial, or local police record or court record or
- Documentation signed and attested to by a professional (employee, agent or volunteer of a victim service provider, an attorney, medical personnel, etc.) From whom the victim has sought assistance in addressing domestic violence, dating violence and/or stalking or the effects of the abuse. The signatory attests under penalty of perjury (28 U.S.C. §1746) to his/her belief that the incident in question represents bona fide abuse, and the victim of domestic violence, dating violence and/or stalking has signed or attested to the documentation.

If the applicant is currently living in a shelter established to protect victims of violence covered under the VAWA, CMI will accept verification of such living arrangement in lieu of additional verification.

To ensure that a person is not wrongly accused of committing an act covered under the VAWA, CMI will carefully evaluate abuse claims as to avoid denial, termination of assistance, termination of tenancy or eviction based on false or unsubstantiated accusations.

The applicant/resident is required to provide all necessary documentation to CMI no more than fourteen (14) business days after submitting the certification to CMI. If the victim is unable to provide required documentation within the required timeframe, CMI will deny the request.



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TENANT SELECTION POLICY PBV – Clara Vista Townhomes

CMI will review and respond to requests to exercise protections provided under the VAWA within fourteen (14) business days of receiving all required documentation. The owner/agent may provide the response in any manner acceptable to the victim and the owner/agent. Responses include:

- Approval of the Request
- Denial of the Request
- Request for additional information

LEASE BIFURCATION

If CMI determines that physical abuse caused by a resident is clear and present, the law provides CMI with the authority to bifurcate a lease (i.e., remove, evict, or terminate housing assistance to any abuser, while allowing the victim, who lawfully occupies the home, to maintain tenancy.)

CMI may attempt to evict the abuser, but residents should know that state/local tenant/landlord laws prevail and the owner/agent must comply with such laws. CMI cannot guarantee that a court will award or enforce an eviction.

CMI must keep in mind that the eviction of or the termination action against the individual must be in accordance with the procedures prescribed by federal, state, and local law. CMI is committed to attempting to assist the victim, however, evictions are generally carried out through the court system and the CMI cannot override or circumvent a legal decision.

In the event that one household member is removed from the unit because of engaging in acts of domestic violence, dating violence, sexual assault and/or stalking against another household member, an appropriate certification will be processed reflecting the change in household composition. Special consideration will be given if the remaining household members are not qualified to remain in the unit as a “remaining household member”.

GRIEVANCE PROCEDURE

If an applicant or tenant believes they have been discriminated against due to a disability, they have the right to state their concerns to:

Attn: Equal Housing Opportunity Manager

Cascade Management, Inc.
13221 SW 68th Parkway, Suite 310
Portland, Oregon 97223

In their letter, they must explain the situation and the reason(s) they believe they have been discriminated against. Within five (5) working days of receipt of their letter, the Equal Housing Opportunity Manager will review the facts and notify the applicant/tenant of their decision.

If the applicant/tenant still has issues that are unresolved, they may contact the *Fair Housing and Equal Opportunity Office* in Seattle Washington: 1-206-220-5170 Website: www.hud.gov.com.



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Tenant Selection Plan

Project Specific Eligibility Requirements:

10 Project-Based Section-8 SRO apartments, alcohol and drug free, male-identified and 30% AMI or less required.

Clark Annex Overview:

The Clark Annex is owned by Home Forward and managed by Transition Projects, and the waitlist is maintained by the Director of Shelter Services. Ten of the units are designated Project-Based Section-8 units for persons who qualify under Section-8 guidelines. Any member of the public may apply to the Project-Based units. The owner does not discriminate against individuals with disabilities. If applicants require any reasonable accommodations in the application process, please advise the property manager.

Priority Preference Points

The 10 PBV units are open to the general public taking priority preference based on the point system below. All applicants must qualify based on income requirements and be alcohol and drug free (Project based units must also pass Home Forward screening criteria). Individuals on the waitlist are notified based on the number of priority points and then the chronological order by the date and time stamp on their application to the waitlist. As Transition Projects only operates 10 units of PBV units within the same building, transfer options are limited.

10 points – Extenuating Circumstance

1 point – Current Resident in any Transition Projects Shelter, as indicated in Service Point

1 point – At or below 30% AMI, as indicated by proof of income at screening

Opening and Closing the Waitlists

The waitlist is capped at 7 applicants and is closed if there are 5 or more applicants on the waitlist. The waiting lists will be reopened if there are 4 or fewer names on the waitlist. For every unit open, the top two names on the list will be pulled for the vacancy and notified in writing, email, and/or phone if possible. They will have 5 business days to respond, the first applicant to submit a completed application will be screened first. Transition Projects notifies Home Forward prior to opening the waitlist, and reaches out to Case Managers at all Transition Projects Shelters, when the waitlist is open, anyone can apply to be put on the waitlist. As the waitlist is capped at 7 applicants, it fills up quickly.

Waitlist Purge Policy

Transition Projects will purge the PBV waitlist annually on the first Monday of March every year. Transition Projects will send a letter notifying the waitlist applicant of the purge and informing them that they have 14 days to contact the Director of Shelter Services to remain on the waitlist. Additionally, Transition Projects will reach out to the applicant via the phone number and email address if provided.

Rejecting Selected Applicants

All applicants will be screened through Pacific Screening. Applicants may be rejected if:

1. The applicant is income ineligible.
2. The applicant is unable to unwilling to disclose information necessary to income qualify.
3. The applicant is currently using or in possession of illegal substance, alcohol, or marijuana.
4. The applicant is a Registered Sex Offender.

If denied, the applicant will be promptly notified in writing of the rejection. The notice will contain:

1. The reason(s) for the rejection; and
2. The applicant has 14 calendar days to respond in writing or to request a meeting to discuss the rejection.

Appealing the denial:

If an application has been denied and the applicant feels they qualify, they should write to:

Transition Projects
C/O Director of Shelter Services
665 NW Hoyt St.
Portland, OR 97209

In the letter, the applicant should explain the reason(s) they believe their application should be approved and attach all viable documentation that would support their request for an appeal. Within ten (10) business days of receipt of their letter, the application file will be reviewed and the applicant will be notified of the review outcome.

The following will be kept on file for at least three (3) years: application; initial rejection notice; applicant's reply; owner's final response; and all interviews and verified information on which the rejection was based.

Fair Housing and Equal Opportunity Reasonable Accommodation

No person shall be discriminated against based on race, color, creed, religion, sex, national origin, age, sexual orientation, disability, income source, or familial status. These requirements apply to: (1) accepting and processing applications; (2) selecting tenants from among eligible applicants; (3) assigning units; and (4) certifying and recertifying eligibility for assistance.

Transition Projects is not required to make alterations or adjustments that would result in undue administrative and financial burdens, or are fundamental alterations in the nature of the program. In some circumstances, the undue burdens could be primarily financial and, in other circumstances, the undue burdens could be primarily administrative.

Violence Against Woman Act (VAWA) Transfers

Any resident of a PBV unit within Clark Annex that is a victim of domestic violence, dating, violence, sexual assault, or stalking is able to request an emergency transfer from the tenants' current unit to another unit. The ability to transfer is available regardless of sex, gender identity, or sexual orientation. Clark Annex will honor the request to an immediate transfer for Project Base residents if units are available. As Transition Projects only operates 10 units of PBV units within the same building, transfer options are limited. The request must also be approved by Home Forward. The resident will be placed at the top of the wait list once the approval has been given by both TPI and Home Forward.

Grievance Procedure

If an applicant or tenant believes they have been discriminated against, for any reason, they can file a grievance through Transition Project's Grievance Procedure, and grievance forms are available at all Transition Projects locations. Formal Grievances may be filed for review by the Senior Director of Programs.

**Transition Projects – Clark Annex
Project-Based Section-8 Waitlist Application**

Date of Referral	Name
Social Security Number	Date of Birth
Monthly Income	Case Manager and Shelter Name if applicable
Phone Number	Email Address
Mailing Address	Alternate Contact

Please submit all Waitlist Applications to the Clark Center Manager either in person, fax, or mail:

**Clark Center
C/O Clark Center Manager
1431 SE MLK BLVD
Portland OR, 97214**

Fax: 503-280-4771

DATE AND TIME STAMP REQUIRED BELOW

**Project-Based Section 8 Voucher
WAITLIST POLICY – the Clifford Apartments**

1. The Clifford Apartments have specific units that come with rental subsidy provided by Home Forward. Applications for these units are processed in the chronological order received, with exception for preferences weighted as follows:
 - a. **Homeless** / at risk of homelessness, criminal history, disabled, and/or poor rental history: **2.0 points**
 - b. Annual income <30% MFI: 1.0 points
 - c. Referred by Luke-Dorf: 4.0 points
2. Applicants are required to contact the project *in writing* to report any changes in contact information, or to household composition or income within 10 days of when such changes occur. Should changes occur the pre-application and waitlist will be updated with the new information, and the original date and time of the pre-application will still determine placement.
3. The Management Agent may purge the waitlist every six months and will do so at least once per year. During this process, all applicants on the list will be notified that they have fourteen days to provide written confirmation to management that they wish to remain on the list. Those who do not respond, for whom mail is returned undeliverable, or who confirm they are no longer interested will be removed from the list.
4. As vacancies occur, the top twenty Applicants on the waitlist will be notified in writing that they have ten days in which to meet with the Management Agent to go forward with the application process. They will be informed that the first applicant in their group of twenty to respond and submit a full application for the available unit will be processed to determine qualification. If the first to respond does not qualify, the second to respond will be processed and so forth, until a qualified applicant is found. Applicants who respond and confirm interest, but who are not first to respond and be approved, will continue to retain their chronological place on the waitlist.
5. Once the full application is submitted, the applicant will have no more than five business days to provide all documents and signatures needed to confirm qualification at the site level and to be referred to Home Forward for a separate screening and qualification process to obtain the voucher.
6. Applicants who do not respond, or who do not qualify for the program will be removed from the waitlist. Applicants must notify management if they do not wish to go forward with the application process but do wish to remain on the waitlist. The Applicant may decline once and retain their position on the list if they cannot take the unit. If the Applicant declines a second time, they will be removed from the list.
7. Should the anticipated wait time for a unit exceed 18 months, the waitlist may be closed until the estimated wait is no more than one year. In this case, the re-opening of the waitlist will be announced by the Management Agent through a notice posted at the property and through the publications and contacts listed in the property's Affirmative Fair Housing Marketing Plan, which is kept on file in the rental office.

8. Existing PBV residents – requests for unit transfer for Reasonable Accommodation, Emergency or Extenuating Circumstances:

- a. Existing PBV households may request unit transfers for extenuating circumstances. These circumstances may include health and safety reasons, be in conjunction with requests for reasonable accommodation based on disability, and/or be related to issues outlined in VAWA (Violence against Women Act). VAWA applies to victims of domestic or dating violence, sexual assault, and/or stalking, regardless of the gender or gender identity of the victim.
- b. Upon receipt of request for PBV transfer, Management will review the request and supporting documents to determine qualification for transfer based on property policies. If approved, Home Forward will then review to determine PBV program qualification. Once the request has been approved by both parties, the household will be added to the waitlist of the appropriate bedroom size(s) and given a 10 point preference weight for Extenuating Circumstances. The preference will move the household to the top of the list in chronological line with other households, if any, who are previously approved for extenuating circumstance transfers. Where a more recent request involves what appears to be, under the totality of the circumstances, a more imminent threat to health or safety in their current unit, that household may be given preference over earlier requests if a unit appropriate to their circumstance comes available first.

REV 08 27 2018

Income Property Management Co. complies with Federal Fair Housing Laws prohibiting discrimination on the basis of race, color, religion, national origin, gender, familial status, marital status, source of income, sexual orientation including gender identity, victims of domestic violence, and disability in the admission or access to, or treatment or employment in, its housing programs and activities. IPM Co. is also Fair Housing compliant regarding State, County and City definitions of protected classes. The person named below has been designated to coordinate compliance with the nondiscrimination requirements contained in the Department of Housing and Urban Development's regulations implementing Section 504 (24 CFR, part 8 dated June 2, 1988).
IPM Compliance Director, Fair Housing/504 Coordinator, 1800 SW 1st Avenue, Suite 220 Portland, OR 97201
Phone 503-223-6327 ~ Fax 503-223-3843 ~ TTY 1-800-735-2900





TENANT SELECTION POLICY PBV – Country Squire

This tenant selection plan is a procedure guide which gives direction regarding the implementation of these standards. These documents are only superseded by a project-specific management plan, by the Project-Based Section 8 Voucher (PBV) waitlist policy, the contents of the corresponding property specific Memorandum of Understanding (MOU), or by notice from the Cascade Management, Inc. (CMI) Corporate Office.

Tenants are selected on a first-come, first-serve basis. Cascade Management, Inc. (CMI) is committed to Fair Housing and follows the laws of Equal Opportunity Housing, the Fair Housing Act, the Violence Against Women Act, the Rehabilitation Act and the Americans with Disabilities Act (ADA). Therefore, CMI will not discriminate based on race, color, creed, religion, sex, national origin, age, disability, sexual orientation, income source or familial status.

APPLICATION PROCESS

1. Receive application on the designated CMI form.
2. Applicant will be placed on the bedroom size waiting lists they qualify for. The applicant will be provided with an approximate timeframe for how long the waiting list is running.
3. Applicant will pay their non-refundable credit/screening fee of \$42.00 when appropriate.
4. Once an application is selected for processing, the application will be sent to screening and this process should take 1-2 business days.
5. Once screening has been approved, an execution deposit may be collected within two business days after screen results are received. Failure to comply with this requirement will result in automatic removal from the application process.
6. Applicants will be required to pay a refundable security deposit. The amount of the security deposit is based on the specific property requirements.

APPLICANT SCREENING

All applicants are screened through an independent screening company using CMI's Screen Criteria. Applicants should be given a copy of the criteria to read and sign certifying they have read the criteria and understand that an independent screening company conducts all background searches for CMI. The independent screening company conducts all of CMI's screening functions that include rental history, credit check, and criminal convictions. The applicant will be notified by the screening company of approval or denial. Managers are only permitted to give an applicant notice of their approval or denial status, and the screening companies contact information for follow-up questions.

Management reserves the right to override a determination by the independent screening company in extenuating circumstances.

**See "Application Rejection Policy" for actions an applicant can take to follow up on screening denials.*



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TENANT SELECTION POLICY PBV – Country Squire

TENANT SELECTION

Applicants will be selected in the following order:

1. Accessible units:
 - a) In-house transfers for disabled residents
 - b) Disabled applicants from the waiting list
 - c) Displaced households that receive Federal and/or State relocation funds
 - d) Applicants from the waiting list by date and time
2. All other units:
 - a) In-house approved transfers according to policies/procedures (See project Specific Cover Sheet).
 - b) Displaced households that receive Federal and/or State relocation funds.
 - c) Applicants from the waiting list by date and time.
3. PBV Units are ordered first by preference points, then by date and time application was received.
 - a. Disabled Preference: 4 points
 - b. Homeless or At-Risk of Homelessness Preference: 2 points
 - c. 0-30% Area Median Income Preference: 1 point
 - d. Extenuating Circumstances Transfers for current PBV households: 10 points

TENANT SELECTION – In-House Transfers

If a vacancy should occur, in-place residents approved for a transfer will be selected over waiting list applicants. For transfer approval, a tenant must be in good standing, i.e., rent is current and has been paid before the 5th of the month for the last six (6) months. Once transfers of in-house residents are completed, the waiting lists can be utilized to fill vacancies. Before CMI approves a transfer, the tenant's current unit will be inspected for damages and housekeeping. If the unit is unsatisfactory or there have been documented lease violations within the last six (6) months, CMI reserves the right to refuse the transfer.

Households eligible to request a unit transfer include:

1. Reasonable accommodations
2. Household composition has increased beyond the occupancy policy
3. Household composition has decreased below the occupancy policy
4. Studio to a one-bedroom
5. Extenuating circumstances

**CMI reserves the right to allow transfers on a case by case basis due to extenuating circumstances.*



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TENANT SELECTION POLICY PBV – Country Squire

***PBV Transfers: Residents of PBV units are not included in the above transfer policy. PBV residents may be eligible to transfer within the building due to reasonable accommodation or safety/habitability issues.*

Violence Against Women Act (VAWA) Transfers: Any resident of a PBV unit within *Owner/Manager Portfolio* that is a victim of domestic violence, dating, violence, sexual assault, or stalking is able to request an emergency transfer from the tenants' current unit to another unit or within another community within *Owner/Manager Portfolio*. The ability to transfer is available regardless of sex, gender identity, or sexual orientation. *Owner/Manager* will honor the request to an immediate transfer for Project Base residents. The request must also be approved by Home Forward. The resident will be placed at the top of the wait list once the approval has been given by both *Owner/Manager* and Home Forward.

HOME PROGRAM FUNDING REQUIREMENTS (applies only if project has HOME funds)

High HOME Fixed Units

Upon recertification, if household income has increased above the current High HOME income limit, the property is temporarily out of compliance until the over-income tenant vacates and the unit can be rented to the next qualified household.

The following action is taken for the over-income household:

- Tenant rent may be raised as soon as possible, in accordance with lease terms. The rent of the over income household will be adjusted to the lesser of:
 - The rent amount payable under state or local law;
 - 30% of the tenant's monthly adjusted family income; or
 - If the unit is also LIHTC, the tenant must pay the rent dictated by the tax credit program

Low HOME Fixed Units

Upon recertification, if household income has increased above the current very low (50%) income limit, but not above the low (80%) income limit, the property is temporarily out of compliance until either:

- A High HOME rent unit can be re-designated as a Low HOME rent unit, or
- The unit occupied by the over income household is vacated and can be rented to the next qualified very low income household.

The following action is taken for the over-income household:

- The unit retains the Low HOME status, and rent is not increased above the Low HOME limit *until* a High HOME rent unit vacates (regardless of bedroom size) and can be re-designated as Low HOME. Once the re-designation occurs, the over-income household rent may be increased to the High HOME rent, in accordance with lease terms.



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TENANT SELECTION POLICY PBV – Country Squire

Upon recertification, if household income has increased above the current low (80%) income limit, the property is temporarily out of compliance until the over-income tenant vacates and a new income-eligible household moves in. The following action is taken for the over-income household & unit:

- Tenant rent may be raised as soon as possible, in accordance with lease terms. The rent of the over income household will be adjusted to the lesser of:
 - The rent amount payable under state or local law;
 - 30% of the tenant's monthly adjusted family income; or
 - If the unit is also LIHTC, the tenant must pay the rent dictated by the tax credit program; *the tenant rent is not adjusted
- Management will designate the next vacated High HOME unit, regardless of bedroom size, as Low HOME. To be occupied by a qualified very low income household. The unit occupied by the over-income household will be re-designated as a High HOME rent unit. *If the unit is also LIHTC, the unit does not need to be replaced by a comparable unit until household income exceeds 140% of AMI.

At the time of self cert, management may find that a complete recertification is necessary to determine if the household is over income at the time and the amount of rent required.

High HOME Floating Units

Upon recertification, if household income has increased above current applicable HOME Income limit the following action is taken for the household & unit:

- Tenant rent may be raised as soon as possible, once re-designation occurs, in accordance with the lease terms and all applicable funding source restrictions.
- The High HOME designation will be reassigned to an existing household, in a comparable (equal or greater sized offering the same amenities) unit, with the lowest qualified income which is not receiving another type of subsidy. The household with the lowest income will be determined by evaluating all residents % of AMI as per the most recently completed certification. Once the HOME is reassigned, the unit with the over income household is re-designated as a non-HOME unit.

Low HOME Floating Units

Upon recertification, if household income has increased above the current very low (50%) income limit, but not above the low (80%) income limit, the following action is taken for the household & unit:

- Tenant rent may be raised as soon as possible, once re-designation occurs, in accordance with the lease terms and other funding source restrictions.
- The Low HOME designation will be reassigned to an existing household, in a comparable (equal or greater sized offering the same amenities) unit, with the lowest qualified income which is not receiving another type of subsidy. The household with the lowest income will be determined by evaluating all residents % of AMI as per the most recently completed certification. Once the HOME is reassigned, the unit with the over income household is re-designated as a High HOME



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TENANT SELECTION POLICY PBV – Country Squire

Upon recertification, if household income has increased above the current low (80%) income limit, the following action is taken for the household & unit:

- Tenant rent may be raised as soon as possible, once re-designation occurs, in accordance with the lease terms and all applicable funding source restrictions. Additionally, the over income household's rent will not exceed 30% of adjusted income or the market rent for comparable, unassisted units in the neighborhood.
- The Low HOME designation will be reassigned to an existing household, in a comparable (equal or greater sized offering the same amenities) unit, with the lowest qualified income which is not receiving another type of subsidy. The household with the lowest income will be determined by evaluating all residents % of AMI as per the most recently completed certification. Once the HOME is reassigned, the unit with the over income household is re-designated as a non-HOME unit.

At the time of self cert, management may find that a complete recertification is necessary to determine if the household is over income at the time and the amount of rent required.

HOME Program Student Households

HOME Program specific Student Rules apply. A household that includes an individual who meets one of the conditions below does not qualify for a HOME assisted unit.

1. Is enrolled in a higher education institution
2. Is under age 24
3. Is not a veteran of the US military
4. Is not married
5. Does not have a dependent child
6. Does not have a disability
7. Is not otherwise individually eligible or has parents who individually or jointly are not eligible on the basis of income

HOME Program Transfers

The HOME Program does not allow for transfers.

Transfers involving a HOME unit are treated like a new move-in. To determine eligibility, a new Application and income/asset certification must be completed and household must qualify under the current applicable HOME Program income limits.

APPLICATION POLICY

1. General:

- a) A complete and accurate application is required. Incomplete applications will be returned for completion.
- b) Each applicant will be required to qualify individually and provide accurate photo identification.
- c) Primary applicants must be able to enter a legal and binding contract.



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TENANT SELECTION POLICY PBV – Country Squire

d) Student Status eligibility requirements as per the program of the property.

2. **Occupancy:**

- a) Occupancy requirements are based on the number of bedrooms in a unit. A bedroom is defined as a space within the premises used primarily for sleeping, with at least one window, contains at least 70 square feet and is configured so as to take the need for a fire exit into account.
- b) Maximum occupancy is two (2) persons per bedroom plus one additional person. The minimum allowed occupancy is one (1) person per bedroom. Exceptions to this rule shall be made on a case by case basis on a standard of reasonableness.
- c) c) PBV unit occupancy standards are one bedroom for a single head of household or for married or unmarried persons living together in a spousal relationship, and one bedroom for each two persons thereafter, regardless of age or sex.

3. **Income:** A monthly household income should equal two (2) times the stated monthly rent.

(Does not apply to Section 8 applicants. Properties with PDC funding have an income to rent ratio of 1.5.)

- a) All income and assets must be reported and must be verified.
- b) Application will be denied if all income sources cannot be third party verified.
- c) If applicant is self-employed they are required to bring proof of their most recent federal tax return to include schedule C or CEZ.
- d) False or fraudulent statements will automatically lead to a denial of the application.
- e) Applicant must meet the income limits for the program/complex they are applying at.

WAITING LIST PREFERENCE

Extenuating Circumstances Transfer: This preference is for emergency situations including transferring units due to safety and/or habitability.

WAITING LIST POLICY

If an applicant is eligible to rent an apartment but no appropriate sized unit is available, Site Managers will place the family on a waiting list. Management must also notify them of the approximate waiting time for a unit to become available. This notification may be done verbally or in writing. Management should document the application with the date and information given to the applicant. Management will base the estimated waiting time by turnover experience. A couple of months should be added to the estimated waiting time to allow for unforeseen circumstances.



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TENANT SELECTION POLICY PBV – Country Squire

In projects with accessible units, persons with disabilities are given priority over all other applicants for those units. In no case will a non-disabled family be selected before a disabled family for an accessible unit. Applicants self-identify the need for an accessible unit on the Preliminary Application. The waiting list will indicate which families require accessible units. For those tenants that are not disabled but are placed in an accessible unit, the lease agreement will be marked with the provision that they agree to transfer and incur all transfer costs upon being requested to move.

The waitlist will be purged a minimum of once per year.

Applicants may be removed from the waiting list for the following reasons:

1. At the applicant's request.
2. The applicant no longer qualifies under the guidelines for the complex.
3. Applicant has not contacted management for 60 days.
4. At the second refusal when offered a unit.
5. If the site staff have been unable to contact the applicant by phone on three (3) or more occasions.
6. If the phone number given is no longer in service.
7. Applicant was offered and accepted a unit within the complex (Applicant will be removed from all other waiting lists within the complex).
8. Applicant is unable or unwilling to disclose information necessary to income qualify within 3 business days of request.

Please Note: Site staff is required to notify the applicant in writing of their removal from the waiting list.

WAITLIST STATUS

1. Closed - The waiting list may be closed for one or more unit sizes when the average wait is excessive (i.e., one year or more). When the list is closed, applicants must be advised that the waiting list is closed and that additional applications are not being taken. When applications will no longer be accepted, a notice must be published in a publication likely to be read by potential applicants. The notice must state the reasons for the owner's refusal to accept additional applications.
 - Applicants that qualify for the Extenuating Circumstances preference requirements for the list that they are applying for may apply at any time, even if the general list is closed.
2. Open - The waiting list will be reopened when the waiting time has been reduced to 60 days. The notice of this action must be announced in a publication likely to be read by potential applicants in the same manner as listed above. This notification will be extensive, and the rules for applying and the order in which applications will be processed will be stated. The notice will include where and when to apply, and will conform to the advertising and outreach activities described in the Affirmative Fair Housing Marketing Plan.



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TENANT SELECTION POLICY PBV – Country Squire

LIVE-IN CAREGIVER

Applicants requiring the assistance of a permanent or temporary live-in caregiver will be required to have the caregiver fill out an application and pay a screening fee of \$ 12.00 .

A limited screening involving a criminal background check will be performed. The caregiver must meet requirements regarding criminal history or their application will be denied.

APPLICATION REJECTION POLICY

Potential reasons for rejecting an application:

1. Applicant is income-ineligible.
2. If the applicant has Incomplete, inaccurate or falsified information on application or otherwise.
3. Household characteristics are not appropriate for the unit type available (e.g., an accessible unit).
4. Family size is not appropriate for the size of units that are available. (See APPLICATION POLICY- Occupancy.)
5. Applicant does not meet age criteria for the property (for age-specific properties only).
6. Applicants that do not meet the criteria set forth for the property and are denied by CMI's independent screening company.
7. The applicant is unable or unwilling to disclose information necessary to income qualify within three (3) business days of request made by management.
8. Student Status eligibility requirements as per the program of the property.
9. Any applicant currently using illegal drugs, and/or possessing illegal drugs.
10. Any individual who may constitute a direct threat to the health and safety of any individual, or whose tenancy may pose a threat to the complex, or the property of others.

If an application is rejected due to negative and/or adverse information being reported, the applicant may:

1. Contact the company that supplied the information to discuss their application.
2. Contact the credit-reporting agency to identify who is reporting unfavorable information.
3. Correct any incorrect information through the credit-reporting agent as per their policy.
4. Request the credit-reporting agency submit a corrected credit check to the appropriate screening company.
5. Upon receipt of the corrected information the application will be reevaluated for the next available unit.

If the applicant is not placed on the waiting list or immediately processed for admission, the applicant will be promptly notified in writing of the rejection. The notice will contain:

1. The reason(s) for the rejection; and
2. The applicant has 14 calendar days to respond in writing or to request a meeting to discuss the rejection.



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TENANT SELECTION POLICY PBV – Country Squire

APPEALS PROCESS

If the application has been denied and the applicant feels they qualify as a resident under the criteria above, they may:

1. Submit a written explanation appealing the denial, within three (3) business days of receipt of the denial letter to: **Equal Housing Opportunity Manager, 13221 SW 68th Parkway Suite 310, Portland, OR 97223**

In the letter, the applicant should explain the reason(s) they believe their application should be approved and attach all viable documentation that would support their request for an appeal. Within three (3) working days of receipt of their letter, the application file will be reviewed and the applicant will be notified of the review outcome. If the appeal is granted, the applicant will be returned to the waitlist as follows: appeal requests submitted within three (3) business days of the denial will result in the applicant being restored to their original position on the waitlist; appeal requests submitted beyond three (3) business days of the denial will result in the applicant being restored to the bottom of the waitlist.

Any meeting with the applicant or review of the applicant's written request must be conducted by a CMI staff member who did not make the initial decision to reject the applicant.

The following will be kept on file for at least three (3) years: application; initial rejection notice; applicant's reply; owner's final response; and all interviews and supporting documents in which the rejection was based.

GOVERNMENT STATUTES AND REGULATIONS POLICY

Fair Housing and Equal Opportunity Reasonable Accommodation (Section 504)

No person shall be discriminated against based on race, color, creed, religion, sex, national origin, age, sexual orientation, disability, income source, or familial status. These requirements apply to: (1) accepting and processing applications; (2) selecting tenants from among eligible applicants; (3) assigning units; and (4) certifying and recertifying eligibility for assistance.

The following is an overview of CMI's policies under the Rehabilitation Act of 1973 (Section 504) and Fair Housing Act:

1. Adopt and implement procedures to assure qualified individuals with disabilities are not discriminated against on the basis of their disability, and to ensure they have equal opportunity to receive and enjoy the benefits of living in a project.
2. Adopt and implement procedures to effectively communicate with applicants, tenants and members of the public who are individuals with disabilities. CMI uses the Federal 711 telephone relay system for the speech and hearing-impaired.



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TENANT SELECTION POLICY PBV – Country Squire

3. Permit individuals with disabilities to use assistive devices (i.e., service animals).
4. Accommodate requests from applicants and tenants to make units, facilities, and programs accessible and usable to persons with disabilities.
5. Accommodate requests from applicants and tenants for reasonable accommodations in rules, policies, practices and services when such accommodations are necessary to afford a disabled person equal opportunity to use and enjoy a dwelling unit, including all public and common areas.
6. Make adjustments to rules, policies and practices for qualified individuals with disabilities to ensure the policies and practices do not discriminate on the basis of a disability.

Neither CMI nor the owners are required to make alterations or adjustments that would result in undue administrative and financial burdens, or are fundamental alterations in the nature of the program. In some circumstances, the undue burdens could be primarily financial and, in other circumstances, the undue burdens could be primarily administrative.

REASONABLE ACCOMMODATIONS AND MODIFICATIONS

Cascade Management is committed to ensuring that its policies and procedures do not deny individuals with disabilities the opportunity to participate in, or benefit from, nor otherwise discriminate against individuals with disabilities, on the basis of disability, in connection with the operations of programs, services and activities.

Therefore, if an individual with a disability requires an accommodation or modification such as an accessible feature or modification to a policy, Cascade Management will provide such accommodation unless doing so would result in a fundamental alteration in the nature of the program; or an undue financial and administrative burden. In such a case, Cascade Management will accept another accommodation or modification that would not result in a financial or administrative burden.

A reasonable accommodation is a change, modification, alteration or adaptation in policy, procedure, practice, program, or facility that provides a qualified individual with a disability the opportunity to participate in, or benefit from, a program (housing or non-housing) or activity.

A reasonable modification is a structural change made to existing premises, occupied or to be occupied by a person with a disability, in order to afford such person full enjoyment of the premises. This can include changes to the dwelling unit, common and public use areas. Examples would be accessibility features for persons in wheelchairs, installing grab bars in bathrooms, lowering cabinets and adding entrance ramps.

Reasonable accommodation or modification methods or actions that may be appropriate for a particular program and individual may be found to be inappropriate for another program or individual.



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TENANT SELECTION POLICY PBV – Country Squire

The decision to approve or deny a request for a reasonable accommodation or modification is made on a case-by-case basis and takes into consideration the disability and the needs of the individual as well as the nature of the program or activity in which the individual seeks to participate.

A person with a disability means an individual who has a physical or mental impairment that substantially limits one or more major life activities. As used in this definition, the phrase “physical or mental impairment” includes:

- (a) Substantially impedes his/her ability to live independently, and is of such a nature that this ability could be improved by more suitable housing conditions;
- (b) Substantially limits one or more major life activities, has a record of such an impairment, or is regarded as having such an impairment;
- (c) One whose condition is expected to be of long-continued and indefinite duration.

A person is considered disabled if: (1) the following Social Security disability definition is met, or (2) the individual has a developmental disability as described in paragraph (b) or physical, mental or emotional impairment as described in paragraph (c).

- (a) Section 223 of the Social Security Act defines disability as:
 - “Inability to engage in any substantial, gainful activity by reason of any medically determinable physical or mental impairment which can be expected to result in death, or which has lasted or can be expected to last for a continuous period of not less than 12 months, or,
 - “In the case of an individual who attained the age of 55 and is blind and unable by reason of such blindness to engage in substantial, gainful activity requiring skills or ability comparable to those of any gainful activity in which he has previously engaged with some regularity and over a substantial period of time.”
- (b) Section 102(7) of the Developmental Disabilities Assistance and Bill of Rights Act (42 U.S.C. 6001(7)) defines developmental disability in functional terms as:
 - “Severe chronic disability that: (a) is attributable to mental or physical impairment or combination of mental and physical impairments; (b) is manifested before the person attains age 22; (c) is likely to continue indefinitely; (d) results in substantial functional limitation in three or more of the following areas of major life activity: (1) self-care; (2) receptive and responsive language, (3) learning, (4) mobility, (5) self-direction, (6) capacity for independent living, and (7) economic self-sufficiency; and (8) reflects the person’s need for a combination and sequence of special, interdisciplinary, or generic care, treatment or other services which are of lifelong or extended duration and are individually planned and coordinated.”



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TENANT SELECTION POLICY PBV – Country Squire

(c) Has a physical, mental or emotional impairment that:

- Substantially impedes his or her ability to live independently,
- Is of such a nature that ability to live independently could be improved by more suitable housing conditions, and
- Is expected to be of long-continued and indefinite duration.

Examples of reasonable accommodations or modifications may include, but are not limited to:

- Making a unit, part of a unit or public and common use element accessible for the head of household or a household member with a disability who is on the lease;
- Permitting a family to have a service or assistance animal necessary to assist a family member with a disability;
- Allowing a live-in aid to reside in an appropriately sized AHA unit;
- Transferring a resident to a larger size unit to provide a separate bedroom for a person with a disability;
- Transferring a resident to a unit on a lower level or a unit that is completely on one level;

Cascade Management will provide the Request for Reasonable Accommodation or Modification form to all applicants, residents or individuals with disabilities who request a reasonable accommodation or modification.

Individuals may submit their reasonable accommodation or modification request(s) in writing, orally, or by any other equally effective means of communication. However, Cascade Management will ensure that all reasonable accommodation or modification requests are documented in writing. If needed as a reasonable accommodation, Cascade Management will assist the individual in submitting the request.

An individual with a disability may request a reasonable accommodation or modification at any time during the application process or residency. The individual, staff or any person identified by the individual, must submit all requests in writing by a method as follows:

1. Applicant/Resident completes a Reasonable Accommodation or Modification form that is then sent to a qualified third party for verification.
2. Applicant/Resident submits a letter from a qualified third party regarding the Reasonable Accommodation or Modification request.
3. Applicant/Resident requests a reasonable accommodation verbally (the request is then documented by the Cascade Management employee).

All Reasonable Accommodation or Modification requests will be processed as follows:

1. Community Manager must submit the completed reasonable accommodation or modification request to the Compliance Specialist within (2) business days.



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TENANT SELECTION POLICY PBV – Country Squire

2. Within (10) business days of receipt, the Compliance Specialist will respond to the reasonable accommodation or modification request.
3. If the accommodation or modification is approved, the resident will be notified in writing.
4. If the accommodation or modification is denied, the resident will be notified in writing and will be given the reasons for denial. The individual does have the right to appeal the denial.

Cascade Management may request documentation or verification of the need for a reasonable accommodation or modification as identified on the Request for Reasonable Accommodation or Modification Form. Cascade Management may verify a person's disability only to the extent necessary to ensure that individuals who have requested a reasonable accommodation or modification have a disability-based need for the request.

However, Cascade Management may not require individuals to disclose confidential medical records in order to verify a disability or require specific details regarding the individual's disability.

The following may provide verification of a resident's disability and the need for the requested accommodation(s):

- Physician;
- Licensed health professional;
- Professional representing a social service agency;
- Disability agency or clinic;
- Other health care provider

Requested accommodations or modifications will be denied if one of the following would occur as a result:

- A violation of State and/or federal law;
- A fundamental alteration in the nature of the housing programs;
- An undue financial and administrative burden;
- A structurally infeasible alteration; or
- An alteration requiring the removal or alteration of a load-bearing structural member.

VIOLATION AGAINST WOMEN'S ACT (VAWA)

The Violence Against Women Act (VAWA) provides protections to women or men who are the victims of domestic violence, dating violence, sexual assault and/or stalking. CMI understands that, regardless of whether state or local laws protect victims of domestic violence, dating violence, sexual assault and/or stalking, people who have been victims of violence have certain rights under the Violence Against Women Act Reauthorization of 2013.



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TENANT SELECTION POLICY PBV – Country Squire

This policy is intended to support or assist victims of domestic violence, dating violence, sexual assault and/or stalking and protect victims, as well as members of their family, from being denied housing or from losing their HUD assisted housing as a consequence of their status as a victim of domestic violence, sexual assault, dating violence and/or stalking.

VAWA protections are not provided to guests, unauthorized residents or service providers (including live-in aides) hired by the resident.

VAWA ensures that victims are not denied housing and housing assistance is not terminated **solely** because the person is a victim of an act covered under the VAWA (domestic violence, dating violence, stalking and/or sexual assault).

However, being a victim of an act covered under the VAWA is not reason to change the eligibility or applicant screening requirements set forth in the tenant selection plan unless such requirements interfere with protections provided under the VAWA. Being a victim of an act covered under the VAWA is not reason to waive requirements set forth in the HUD Model Lease or in any lease attachment or HUD approved lease addendum unless such requirements interfere with protections provided under the VAWA.

CMI will not assume that any act is a result of abuse covered under the Violence Against Women Act. In order to receive the protections outlined in the VAWA, the applicant/resident must specify that he/she wishes to exercise these protections. If any applicant or resident wishes to exercise the protections provided in the VAWA, he/she should contact CMI immediately. CMI is committed to ensuring that the Privacy Act is enforced in this and all other situations.

CONFIDENTIALITY

The identity of the victim and all information provided to owner/agent relating to the incident(s) of abuse covered under the VAWA will be retained in confidence. Information will not be entered into any shared database nor provided to a related entity, except to the extent that the disclosure is

- Requested or consented to by the victim in writing;
- Required for use in an eviction proceeding or termination of assistance; or
- Otherwise required by applicable law.

The HUD form 5382 provides notice to the resident of the confidentiality of the form and the limits thereof. CMI will retain all documentation relating to an individual's domestic violence, dating violence, sexual assault and/or stalking in a separate file that is kept in a separate secure location from other applicant or resident files. If the documentation is stored electronically, CMI will keep this information in an electronic file that is separate from the applicant or resident file with secured access only to authorized individuals.

REQUESTS & CERTIFICATION

When CMI responds to a request for protections provided under the VAWA, CMI will request that an individual complete, sign, and submit HUD form 5382 within fourteen (14) calendar days of the request. This certification may be submitted in an equally effective manner, as a reasonable accommodation, if there is the presence of a disability.



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TENANT SELECTION POLICY PBV – Country Squire

If necessary, the victim may request additional time to submit the certification. CMI will not deny a VAWA claim solely due to confusion over when the certification form is due.

The victim is not required to name his/her abuser if doing so would result in imminent threat or if the victim does not know the name of his/her abuser.

CMI understands that the delivery of the certification form to the applicant/resident via mail may place the victim at risk, (e.g., the abuser may monitor the mail). CMI will work with the applicant/resident in making acceptable delivery arrangements, such as inviting them into the office to pick up the certification form or making other discreet arrangements.

If the applicant/resident has sought assistance in addressing domestic violence, dating violence, sexual assault and/or stalking from a federal, state, tribal, territorial jurisdiction, local police or court, the applicant/resident may submit written proof of this outreach in lieu of the certification form. CMI may accept the following:

- A federal, state, tribal, territorial, or local police record or court record or
- Documentation signed and attested to by a professional (employee, agent or volunteer of a victim service provider, an attorney, medical personnel, etc.) From whom the victim has sought assistance in addressing domestic violence, dating violence and/or stalking or the effects of the abuse. The signatory attests under penalty of perjury (28 U.S.C. §1746) to his/her belief that the incident in question represents bona fide abuse, and the victim of domestic violence, dating violence and/or stalking has signed or attested to the documentation.

If the applicant is currently living in a shelter established to protect victims of violence covered under the VAWA, CMI will accept verification of such living arrangement in lieu of additional verification.

To ensure that a person is not wrongly accused of committing an act covered under the VAWA, CMI will carefully evaluate abuse claims as to avoid denial, termination of assistance, termination of tenancy or eviction based on false or unsubstantiated accusations.

The applicant/resident is required to provide all necessary documentation to CMI no more than fourteen (14) business days after submitting the certification to CMI. If the victim is unable to provide required documentation within the required timeframe, CMI will deny the request.

CMI will review and respond to requests to exercise protections provided under the VAWA within fourteen (14) business days of receiving all required documentation. The owner/agent may provide the response in any manner acceptable to the victim and the owner/agent. Responses include:

- Approval of the Request
- Denial of the Request
- Request for additional information



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TENANT SELECTION POLICY PBV – Country Squire

LEASE BIFURCATION

If CMI determines that physical abuse caused by a resident is clear and present, the law provides CMI with the authority to bifurcate a lease (i.e., remove, evict, or terminate housing assistance to any abuser, while allowing the victim, who lawfully occupies the home, to maintain tenancy.)

CMI may attempt to evict the abuser, but residents should know that state/local tenant/landlord laws prevail and the owner/agent must comply with such laws. CMI cannot guarantee that a court will award or enforce an eviction.

CMI must keep in mind that the eviction of or the termination action against the individual must be in accordance with the procedures prescribed by federal, state, and local law. CMI is committed to attempting to assist the victim, however, evictions are generally carried out through the court system and the CMI cannot override or circumvent a legal decision.

In the event that one household member is removed from the unit because of engaging in acts of domestic violence, dating violence, sexual assault and/or stalking against another household member, an appropriate certification will be processed reflecting the change in household composition. Special consideration will be given if the remaining household members are not qualified to remain in the unit as a “remaining household member”.

GRIEVANCE PROCEDURE

If an applicant or tenant believes they have been discriminated against due to a disability, they have the right to state their concerns to:

Attn: Equal Housing Opportunity Manager

Cascade Management, Inc.
13221 SW 68th Parkway, Suite 310
Portland, Oregon 97223

In their letter, they must explain the situation and the reason(s) they believe they have been discriminated against. Within five (5) working days of receipt of their letter, the Equal Housing Opportunity Manager will review the facts and notify the applicant/tenant of their decision.

If the applicant/tenant still has issues that are unresolved, they may contact the *Fair Housing and Equal Opportunity Office* in Seattle Washington: 1-206-220-5170 Website: www.hud.gov.com.



Cascade Management, Inc. does not discriminate on the basis of handicapped status in the admission or access to, or treatment or employment in, its programs and activities.



PROJECT SPECIFIC COVERSHEET

The below specifications take precedence over the general Tenant Selection Policy. This coversheet and the tenant selection policy are made available to anyone that requests it.

Project Name: Emerson Corner
1023-1035 NE Emerson Street, Portland, OR 97211

Project Specific Eligibility Requirements:
8 Project Based Vouchers – 4 one bedrooms

Waiting List Preferences for 1 Bedroom Units

These units are open to the general public taking priority preference based on the point system below. All applicants must qualify based on income and family size to be approved for a unit (as well as passing screening criteria; Project based units must also pass HAP screening criteria). The Project Based Voucher program follows all waitlist VAWA regulations as it pertains to emergency transfers as outlined in the tenant selection plan. A separate waitlist will be maintained for these 4 units.

- 5 Points Extenuating Circumstance
- 1 Point Referrals through Cascadia Behavioral Healthcare or Cascade Aids Project (CAP)
- 1 Point Homeless/Risk of Homelessness
- 1 Point Disabled
- 1 Point at or below 30% AMI

Additional Waiting List Information

The waiting list may be temporarily closed if the estimated wait time is more than one year, or if there are more than 20 names on the list. The waiting list will be reopened once the estimated wait time drops below 6 months or if there are less than 10 names on the waitlist.

Security Deposit Requirements
300

Pets Allowed with Pet Deposit
300 deposit
(Does not apply to Assistive Care Animals)

LBP Form Required
No

Other Requirements

A&D Free Building - Drug testing is required prior to move in and randomly thereafter. Residents must be actively engaged in a program of recovery/treatment.
For non-project based units, applicants must make 1.5 times the amount of rent when a unit is offered.

HEALING, HOMES, HOPE

Cascadia Housing projects will consider all Reasonable Accommodation requests. Cascadia Housing projects do not discriminate on the basis of handicapped status in the admission or access to, treatment or employment in, its Federally assisted programs and activities. Director of Housing Compliance is the 504 Coordinator and is available at: 847 NE 19th Ave. Portland, OR 97232





Tenant Selection Plan – Fountain Place Apartments

The apartment unit you are applying for operates under Section 42 guidelines and agreements. This program is designed to provide affordable housing for families.

TENANT PREFERENCES

1. PBV preference – Ten studio units for Transition Projects for low-income tenants with a history of homelessness and housing instability. (5 points)
2. PBV preference - Ten studio units for Northwest Pilot Project for low-income tenants with a history of homelessness and housing instability. (5 points)
3. PBV preference – Extenuating Circumstances transfer due to safety/habitability issues. (10 points)
4. PBV Income Preference – 0-30% AMI. (1 point)

TENANT SELECTION

Applicants will be selected in the following order:

1. Accessible units (ADA)
 - a. Disabled applicants from the waiting list.
 - b. Applicants from the waiting list by date and time.
2. PBV Units
 - a. Applicants from the PBV waiting list
3. All other units:
 - a. Applicants from the waiting list by date and time.

TENANT SELECTION-In house transfers

If a vacancy should occur, in-place-residents approved for a transfer will be selected over waiting list applicants. For transfer approval, a tenant must be in good standing, i.e., rent is current and has been paid before the 5th of the month for the last six (6) months. Before a transfer is approved the tenant's current unit will be inspected for damages and housekeeping. If the unit is unsatisfactory or there have been documented lease violations within the last six (6) months, management reserves the right to refuse the transfer. Once transfers of in-house residents are completed, the waiting lists will be utilized to fill vacancies.

Households eligible to request a unit transfer include:

1. Extenuating Circumstances Transfer
 - a. Current PVB participants with a reasonable accommodation who need to move due to extenuating circumstances due safety or habitability issues.
2. Reasonable accommodations
3. Household composition has increased beyond the occupancy policy
4. Household composition has decreased below the occupancy policy.
5. Extenuating circumstances, considered on case-by-case circumstances.

*This transfer policy does not apply to PBV units. Tenants of PBV units may be able to transfer with approved Reasonable Accommodation or safety/habitability issues including protections under VAWA. Home Forward must approve any PBV transfer.

OCCUPANCY POLICY

- A. Occupancy is based on the number of bedrooms in the unit. A bedroom is defined as a space within the premises that is used primarily for sleeping, with at least one window and a closet space for clothing.
- B. Maximum occupancy is two (2) persons per bedroom, plus one person per living space. The minimum allowed occupancy is one (1) person per bedroom. Exceptions to this rule shall be made on a case by case basis on a standard of reasonableness.
- C. As a condition of tenancy, the State and Federal government require that applicants make disclosures prior to tenancy, declaring household composition, student status, and income and assets for all household members. Authorization for release of third party information must be granted. This information will then be re-certified within one calendar year of occupancy. Material misrepresentation of the required information may result in termination of tenancy.
- D. Student status: In general, households consisting entirely of students are not allowed to reside in section 42 housing. A student is defined as an individual who attends school full-time (as defined by the institution being attended) for five (5) or more months in the upcoming twelve (12) months (commencing from the move-in date). Full-time students who work full-time are still considered students.

APPLICATION PROCESS

Steps to become a resident:

- A. Request to be added to the waitlist
- B. Select your rental unit size.
- C. Each applicant of age 18 or over must qualify individually.
- D. You will be contacted by email or phone when it is your turn to apply for a unit. Completed rental applications will be reviewed and screened in the order that they are received.
- E. Pay a non-refundable screening fee of \$35.00. The screening fee is the cost of ordering a resident screening report.
- F. If the application is approved and you decide not to rent, you will forfeit the non-refundable screening fee and be removed from the waitlist. You may reapply at any point when the waitlist is open.
- G. Be prepared to wait 2-3 business days for the screening to be completed.
- H. If the application is approved and you accept the available unit, you will be required to pay a security deposit equal to one month's rent, due on your move in day. An application must be processed and approved before move in. Any and all advance deposits will be applied to rent or security deposits due. You are encouraged to read the rental agreement at the time of application.
- I. Rental agreements shall be for a minimum term of twelve months.
- J. Positive identification will be required for all household members age 18 and above.
- K. A complete and accurate application listing a current and at least one previous rental reference with phone numbers will be required. Incomplete applications will be returned to the applicant.
- L. Primary applicants must be eighteen years of age or older.

- M. Unfavorable information for any individual applicant may result in denial of all applications for the household.
- N. Not less than one time per year, residents must update all records regarding eligibility. Failure to recertify may result in termination of tenancy. All verification forms including but not limited to employment verification(s) and asset verification(s) must be completed by qualified third parties before the application will receive final approval.
- O. Waitlist may be closed if wait time exceeds twelve (12) months.
- P. Waitlist may be open if waitlist is insufficient to fill units for six (6) months.

LIVE IN CAREGIVER

Applicants requiring the assistance of a permanent or temporary live-in caregiver will be required to have the caregiver fill out an application and pay a screening fee. A criminal background check will be performed. The caregiver must meet requirements regarding criminal history or their application will be denied.

WAITLIST MANAGEMENT - PURGING

Owner will apply the following rules when purging the waitlist:

- A. Applicants will contact manager a minimum of once every twelve (12) months to ensure interest and update pertinent information if needed, or more often if pertinent information has changed.
- B. After contact made via US mail, applicant will have ten (10) calendar days to respond to express interest in remaining on waitlist.
- C. Non-response to these requests will be grounds for removal from the waitlist and will be unable to remain in their original position. Interested parties are welcome to reapply to the waitlist when it is open and will be added to the waitlist based on preference and time and date of their most recent application.
- D. Your application may be removed from the waiting list for the following reasons:
 - 1. At your request
 - 2. Management is unable to contact you by telephone when it is your turn to apply for a unit.
 - 3. At the second refusal when offered a unit.
 - 4. Applicant was offered and accepted a unit within the complex. Applicant will be removed from all other waiting lists within the complex.

INCOME REQUIREMENTS

- A. Current monthly household income should be at least one and one half (1.5) times the stated monthly rent. If monthly household income does not meet one- and one-half times the stated monthly rent, the application will not be accepted. Some form of verifiable income will be required for unemployed applicants. Verifiable income can be, but is not limited to: bank accounts, alimony/child support, trust accounts, social security, unemployment, welfare, grants/loans or rental assistance payments. If you are unemployed, we will require six months of verifiable income within the recent one-year period. The income source must be verified.
- B. Self-employed applicants will be required to show proof of income through copies of the previous year's tax return.
- C. You will be denied if your source of income cannot be verified.
- D. There are maximum varying income limits that apply to the units including 60% Median Family Income. These income limits vary each year. The managing Agent will

have these limits available. Verifying this information could take several days to complete. Potential tenants will have anticipated income of all adult persons expecting to occupy the unit verified and included on the Application, the Applicant/Tenant Questionnaire and Tenant Income Certification prior to occupancy and annual recertification for continued eligibility. If potential resident has not provided Managing Agent with all anticipated income within 5 business days, Managing Agent will deny application. After initial certification, household income may increase up to 140% of the maximum income limit and both the tenant and the unit will retain low-income status for program compliance. Section 42 states that determination of annual income of individuals must be made in a manner consistent with HUD Section 8 income definitions and guidelines. For more information regarding these guidelines please refer to the HUD Handbook 4350.3 REV-1 Occupancy Requirements of Subsidized Multifamily Housing Program guide. A hard copy of the Handbook may be obtained from HUD by calling 1-800-767-7468, faxing a request to 1-202-708-2313, or accessing HUD's website: <http://www.huduser.org>.

EMPLOYMENT REQUIREMENTS

- A. Employment history is not required. At least a six-month verifiable income source will be required.
- B. You will be denied if you are unemployed and we are unable to verify income that reasonable affirms your ability to pay rent.

RENTAL REQUIREMENTS

- A. Mortgage payments and/or property tax assessments must be current. Home ownership negotiated through a land sales contract must be verified through the contract holder. A Full Security will be required for past due payments and/or taxes.
- B. Three years of eviction free rental history will be required.
- C. Rental history reflecting any money owing due to damage or past rent will only be accepted if applicant is actively on a payment plan.

CREDIT REQUIREMENTS

- A. A consumer credit report will be obtained. Eleven (11) or more unpaid collections (not medical related) being reported by the credit bureau will result in denial of the application.
- B. A bankruptcy listed on the credit report is acceptable; however, any subsequent negative credit history (not medical related) may result in a denial.
- C. Outstanding bad debt (i.e., slow pay, collections, bankruptcies, repossessions, liens, judgments and wage garnishment programs) being reported by the credit bureau which is more than \$5,000.00 may result in a denial.

CRIMINAL CONVICTION CRITERIA

- A. Upon receipt of the rental application and screening fee, landlord will conduct a search of public records to determine whether the applicant or any proposed tenant has been convicted of, or pled guilty to or no-contest to, any crime.
- B. Records reported to the owner will relate to crimes where the date of disposition, release, or parole, occurs within the seven years prior to the application. A conviction, guilty plea, or no-contest plea, for: any felony involving serious injury, death, rape, sex crimes and/or child sex crimes, extensive property damage or drug related offenses (sale, manufacture, delivery or possession with intent to sell) where the date of disposition, release, or parole have occurred within the last seven (7) years; or any other felony, or any misdemeanor involving: arson, assault, intimidation, sex crimes, drug related offenses (sale, manufacture, delivery, or

possession with intent to sell) or weapons charges where the date of disposition, release, or parole have occurred within the last 3 years; or any misdemeanor involving theft, dishonesty, prostitution, obscenity and related violations (ORS 167.060 through 167.100) where the date of the disposition, release, or parole have occurred within the last 18 months; shall be grounds for denial of the rental application.

- C. Pending charges for any of the above will result in a suspension of the application process until the charges are resolved. Upon resolution, if an appropriate unit is still available, the processing of the application will be completed. No unit will be held awaiting resolution of pending charges.

APPLICATION REJECTION POLICY (DENIALS)

Potential reasons for rejecting an application:

1. Applicant is income-ineligible
2. The applicant has incomplete, inaccurate or falsified information on application.
3. Household characteristics are not appropriate for the unit type available i.e., an ADA unit
4. Family size is not appropriate for the size of units that are available. (See Occupancy Policy B)
5. Applicant does not meet age criteria for the property
6. Applicants that do not meet the criteria set forth for the property and are denied by an independent screening company.
7. The applicant is unable or unwilling to disclose information necessary to income qualify within three (3) business days of request made by management.
8. Student Status eligibility requirements as per the program of the property.
9. Any applicant currently using illegal drugs, and or possessing illegal drugs.
10. Any individual who may constitute a direct threat to the health and safety of any individual, or whose tenancy may pose a threat to the complex, or the property of others.

DISABLED ACCESSIBILITY

- A. The property will make any reasonable changes to the common areas of the apartment community or building that will make those areas accessible to all residents.
- B. The property will alter, or allow the resident to have altered, any unit to provide “reasonable accommodation” for any person with a disability. These alterations may be made at the tenant’s, or, in some cases, the landlord’s expense. Each request for modification to a unit will be evaluated under state and federal law to determine who will be responsible for the cost. A reasonable accommodation request verification form can be obtained from the on-site management staff.
- C. If it is determined the resident would be responsible for the cost of modification the following will be required: All costs will be the responsibility of the applicant/tenant. The applicant/tenant must seek, in writing, the landlord’s approval before making any modifications. Reasonable assurances, in writing, that the work will be performed in a workmanlike manner. Reasonable detail regarding the extent of the work to be done. Names of qualified contractors that will be used. Provide copies of appropriate building permits and the required licenses to the landlord for inspection.
- D. A deposit may be required for the restoration of the premises, not including normal wear and tear. In the event restoration would be required. The property could require a deposit not to exceed the cost of such restoration. This deposit may be paid over a reasonable period of time.

DENIAL POLICY

Failure to meet any of the above criteria shall result in denial of the application. You have the right to dispute the accuracy of any information provided to the landlord by a screening service or credit reporting

agency. If your application is rejected due to unfavorable information received during the screening process, you may:

- A. Contact the screening company that supplied the information to discuss your application. The landlord will supply the name, address, and phone number of the screening company.
- B. Contact the credit reporting agency to identify who is reporting unfavorable information.
- C. Correct any incorrect information through the credit reporting agent as per their policy.
- D. Request the credit reporting agency to submit a corrected credit check to the appropriate screening company.
- E. Upon receipt of the corrected and satisfactory information, your application will be evaluated again for the next available unit.
- F. Denied applicants have the option to appeal the denial within five days of receiving the denial. If the vacancy has already been filled and the denial is approved, applicant will remain on the list for the next available unit.

GOVERNMENT STATUTES AND REGULATIONS POLICY

Fair Housing and Equal Opportunity Reasonable Accommodation (Section 504)

No person shall be discriminated against based on race, color, creed, religion, sex, national origin, age, sexual orientation, disability, income source, or familial status. These requirements apply to: (1) accepting and processing applications; (2) selecting tenants from among eligible applicants; (3) assigning units; and (4) certifying and recertifying eligibility for assistance.

PBV Violence Against Women Act (VAWA) Transfers: Any resident of a PBV unit within the Home Forward-owned, 3rd party managed portfolio that is a victim of domestic violence, dating, violence, sexual assault, or stalking is able to request an emergency transfer from the tenants' current unit to another unit or within another community within Human Solutions Portfolio. The ability to transfer is available regardless of sex, gender identity, or sexual orientation. Fountain Place/Pinehurst Management will honor the request to an immediate transfer for Project Based residents. The request must also be approved by Home Forward. The resident will be placed at the top of the wait list once the approval has been given by both Human Solutions and Home Forward

What is Reasonable Accommodation?

Under the Fair Housing Act, housing providers are required to consider making adjustments to policies and/or rules (a Reasonable Accommodation) for people with disabilities to enable them an equal opportunity to enjoy housing. This obligation has limits. Regulations allow a landlord or housing provider to request verification for the disability and the need for an accommodation from a qualified professional. Reasonable Accommodation request are reviewed on a case by case basis.

If your application has been denied and you feel that you qualify as a resident under the criteria set out above, you should write the following management company:

Pinehurst Management, LLC
6663 SW Beaverton-Hillsdale Hwy., #300
Portland, OR 97225

In the letter explain the reasons you believe your application should be approved and request a review of your file. Please attach a copy of the denial letter you received. Within ten (10) working days of receipt of your letter, your application file will be reviewed and you will be notified of the outcome of the review.



PROJECT SPECIFIC COVERSHEET

The below specifications take precedence over the general Tenant Selection Policy. This coversheet and the tenant selection policy are made available to anyone that requests it.

Project Name: Garlington Place
3080 NE MLK Jr. Blvd.
Portland, OR 97212

Project Specific Eligibility Requirements:

51 Low Income Housing Tax Credit Units- 6 Studios; 40 one bedrooms; 5 two bedrooms 30-60% AMI

Waitlist Preferences:

33 units: 4 Studios, 26 one bedrooms & 3 two bedrooms- These units will take preference to the preselected applicants that are referred by the Portland Housing Bureau's N/NE preference policy. The Portland Housing Bureau will prioritize applicants according to the preference policy. The general public is encouraged to apply through the Bureau and this policy is available on their website and to anyone that requests it. Note: If there are no applicants referred from the Bureau's waitlist, a notice will go out to inform the general public that a waitlist will be opened and maintained by Cascadia Housing Inc.

10 PBV units at or below 50% AMI: 1 studio, 7 one bedrooms & 2 two bedroom – These units are open to the general public taking priority preference based on the point system below. All applicants must qualify based on income and family size to be approved for a unit (as well as passing screening criteria; Project based units must also pass HAP screening criteria). The Project Based Voucher program follows all waitlist VAWA regulations as it pertains to emergency transfers as outlined in the tenant selection plan. A separate waitlist will be maintained for these 10 units.

10 points – Extenuating Circumstance

5 points – Families that are referred through an established agreement with community partners for the purpose of providing service-enriched housing

2 point – At or below 30% AMI

1 point – Disabled

1 point – Homelessness/risk of homelessness

8 VASH units: 1 studio, 7 one bedrooms – These units will take preference to Veterans that qualify for the HUD-VASH program with income at or below 50% of AMI. These applications will be processed immediately and will not be added to the PBV waitlist.

Opening and Closing the Waitlists

The **10 PBV** waitlist may be temporarily closed if the estimated wait time is more than one year, or if there are more than 40 names on the lists. The waiting lists will be reopened once the estimated wait time drops below 6 months or if there are less than 10 names on the waitlists.

Security Deposit Requirements

Studio= \$400 One Bedroom=\$500 Two Bedroom=\$600

Pets Allowed

Yes

Pet Deposit (Does not apply to Assisted Care Animals)

\$300

HEALING, HOMES, HOPE

Cascadia Housing projects will consider all Reasonable Accommodation requests. Cascadia Housing projects do not discriminate on the basis of handicapped status in the admission or access to, treatment or employment in, its Federally assisted programs and activities. Director of Housing Compliance is the 504 Coordinator and is available at: 847 NE 19th Ave. Portland, OR 97232





Grays Landing Apartments
0650 SW Lowell St Portland, OR 97239 Phone : (971) 277-7195

This screening criteria applies to the Grays Landing Apartments Project Based Units.

If Applicant Requires Any Assistance (“Reasonable Accommodations”) in the application process, please advise the Landlord.

REACH Community Development, Inc. is a private non-profit corporation that provides affordable housing for lower income families and individuals. We provide equal housing opportunities in accordance with the Federal, State and Local Fair Housing Acts.

REACH CDC and Grays Landing Apartments does not discriminate **based on** disability status. We comply with requirements of the Fair Housing Act, Equal Opportunity Housing, Section 504 of the Rehabilitation Act, Americans with Disabilities Act (ADA), and Violence against Women Reauthorization Act.

Step 1 – Applying

The application process begins with the open Waiting List. Waiting List Openings will be advertised on our website: www.reachcdc.org; in The Skanner Newspaper and in The Portland Observer. You may also call 503-405-9878.

Grays Landing Apartments has [42 studios designated for admitted residents with incomes within 50% of median income](#). These income guidelines are established by the U.S. Department of Housing and Urban Development (HUD). See the **INCOME GUIDELINES CHART** below.

INCOME REQUIREMENTS:

Follow the Annual Income Chart Below to Determine Eligibility. These are maximum allowable incomes.

Income Requirements for 2018

Household Size	30%	50%
1	\$ 17,100	\$ 28,500
2	\$ 19,560	\$ 32,600

*** 42 units are designated for households with incomes not exceeding 50% of median (Project Based Section 8).

OCCUPANCY REQUIREMENTS:

1. Occupancy is based on the number of bedrooms in a unit. A bedroom is defined as a space within the premises that is used primarily for sleeping with at least one window, heat and a closet space for clothing.
2. Maximum occupancy is two persons per bedroom (plus one additional person for the unit); minimum is one person per bedroom. Exceptions are made based on documented need for Reasonable Accommodation. You will need to select a bedroom size for your household on your application.
3. Occupancy requirements must be met at move-in and throughout tenancy. If at any time while being a resident at 12th Avenue Terrace Apartments you do not meet the occupancy standards, you will be asked to vacate. If 12th Avenue Terrace Apartments has an available unit within the property you may be offered that unit. If REACH has available unit at any other property within its portfolio that will meet the household's occupancy requirements, such unit may be offered. However; the responsibility to find another unit to comply with 12th Avenue Terrace Apartments occupancy requirements will lay on the resident.

	Number of Persons	
Bedrooms	Minimum	Maximum
Studio	1	2

OCCUPANCY PREFERENCES

Extenuating Circumstances: Households who need to relocate to a different Project Based Voucher (PBV) unit due to (safety and /or habitability issues) within the REACH CDC and meet all requirements will receive a 20-point preference on the waiting list. Applicants that meet this preference requirement may apply at any time, even if the Waiting List is closed.

Households in which a member is a Veteran (Per HUD's Definition), receive an 8-point preference on the waiting list.

Households who are homeless or at risk of becoming homeless, receive a 1-point preference on the waiting list.

Households where a member is currently experiencing at least 6 months of successful temporary or transitional housing, receive a 2-point preference on the waitlist.

Households earning between 0- 30% of area median income receive a 1-point preference on the waiting list for the Project Based Section 8 units at Grays Landing Apartments.

Presidentially Declared Disaster Victims: Persons that are affected by a presidentially declared disaster may request to be added to the PBV waitlist. If approved, they will be given a 30-point preference on the waitlist. They are eligible to be placed on the waitlist at any time even if the waitlist is closed.

All preference points will be verified and must be met at time of move-in application. If points (preferences) are not met at time of move-in application, points will be re-calculated, and the applicant will be placed back on the waitlist accordingly.

Applicants that qualify for the Extenuating Circumstances preference requirements for the list that they are applying for may apply at any time, even if the general list is closed.

It is important to update your information on the Waiting List. REACH will send a letter of continued interest to each applicant annually. You are required to fill out and return the letter by the date listed to remain active on our waiting lists. Households who fail to return the letter of continued interest on time or who we cannot contact due to incorrect address information will be removed from all Waiting Lists.

Applicants at the top of the waitlist who are contacted about available housing may decline one offer of housing and remain at his/her place on the Waiting List. (Replies must be received within seven (7) calendar days of receipt of notification.) After declining a second offer of housing, the applicant will be rendered "Inactive" and will be purged. The applicant may re-apply as outlined above.

REACH and Grays Landing Apartments provides protection to all list of victims of sexual violence in addition to domestic violence, dating violence, sexual assaults, and stalking per the Violence Against Women Act (VAWA) and Department of Justice Reauthorization Act of 2005, Public Law 109-162.

1. The Landlord may not consider incidents of domestic violence, dating violence or stalking as serious or repeated violations of the lease or other "good cause" for termination of assistance, tenancy or occupancy of a victim who is protected from acts under the domestic or family violence laws of the jurisdiction.
2. The Landlord may not consider criminal activity directly relating to abuse, engaged in by a member of a tenant's household or any guest or other person under the tenant's control, cause for termination of assistance, tenancy, or occupancy rights if the tenant or an immediate member of the tenant's family is the victim or threatened victim of that abuse.
3. The Landlord may request in writing that the victim, or a family member on the victim's behalf, certify that the individual is a victim of abuse and that the Certification of Domestic Violence, Dating Violence or Stalking, Form HUD-91066, or other documentation as noted on the certification form, be completed and submitted within 14 business days, or an agreed upon extension date, to receive protection under the VAWA. Failure to provide the certification or other supporting documentation within the specified timeframe may result in eviction.

STEP 2 – COMPLETE THE SCREENING APPLICATION:

Once you are selected from a waiting list, you will be asked to complete a screening application. The Community Manager will contact you and schedule a pre-screening interview to fill out the application and discuss any issues that might result in problems with your application.

1. Respond to the notification of an available unit

2. Complete a separate REACH Rental Application for each applicant 18 years of age or older (as well as some minors under certain conditions).
3. We will review all applications to verify income and program eligibility
4. Each household member must meet all relevant requirements. If any person in the household is denied, we will deny the entire household's application.
5. If your application is not complete, we will not process it, and your application will be denied.
6. Each adult (18 years and older) must show a valid government-issued photo I.D. and proof of a valid social security number. (If you cannot provide your I.D. and a social security number, please discuss it with us).
7. Pay the non-refundable application fee of \$40.00 for each applicant. (Please pay with check or money order; cash is not accepted)
8. Allow 5 business days for the screening/approval process.
9. If the application is approved and you accept an available unit, you will be required to:
 - A. Sign the REACH Rental Agreement in which you agree to abide by all the rules and regulations:
 - B. Pay the balances of your move-in costs (security deposit (\$300 up to two full months' rent) and first month's pro-rated rent at time of move-in).

TRANSFER POLICY: No moves between one apartment and another will be allowed unless for "Reasonable Accommodations" or to meet occupancy requirements (household occupancy size increases or decreases outside of the allowed minimum or maximum persons per bedroom size). Management and Compliance must approve any request to transfer. All households must reapply, qualify, and pay a new deposit for the unit requested for transfer.

Violence Against Woman Act (VAWA) Transfers: Any resident of a PBV unit within *REACH, CDC* that is a victim of domestic violence, dating violence, sexual assault, or stalking is able to request an emergency transfer from the tenants' current unit to another unit or within another community within *REACH, CDC*. The ability to transfer is available regardless of sex, gender identity, or sexual orientation. *REACH, CDC* will honor the request to an immediate transfer for Project Base residents. The request must also be approved by Home Forward. Once a request has been submitted and approved by both Management and Home Forward, the resident will be placed on all PBV waitlists within *REACH's* Portfolio with a preference of 5 points.

VAWA victims who are who are contacted about available housing may decline one offer of housing and remain at his/her place on the Waiting List. (Replies must be received within seven (7) calendar days of receipt of notification.) After declining a second offer of housing, the applicant will be rendered "Inactive" and will be removed from the Waiting List and added to the purged list; the applicant may re-apply as outlined above.

STEP 3 – WE WILL REVIEW YOUR SCREENING APPLICATION:

APPLICATION APPROVAL PROCESS: Qualified, trained REACH staff screens applicants for income and residential qualifications including Section 8 Voucher and Project Based Section 8 recipients. All Section 8 recipients' income and expenses will be verified by the Housing Authority of Portland in addition to the site base verification, which will determine applicable rent; All applicants will have to be screened for Tax Credit subsidy approval through the site office and third-party verification. Any applicant who fails to fully meet the criteria in all four of the following areas: Income, Credit, Employment, and Rental History, may be denied.

1. Household Income:
 - A. Total household monthly income must be equal to or greater than 1.5 times the monthly rent. If not, the application will be denied.
 - B. Applicants must show at least three prior months of steady income (includes all sources). All income must be legally obtained and verifiable, including asset information. If not, the application will be denied.
 - C. Self-employed applicants will be required to show proof of income through previous year's tax returns. If not, the application will be denied.
 - D. Applicants with zero income must provide evidence of ability to pay 12 months of rent with a source of income anticipated within 12 months. If not, the application will be denied.
2. Credit Report: A credit report will be obtained:
 - A. 10 or more collections reported will result in denial;
 - B. Outstanding bad debt (i.e. slow pay, collections, bankruptcies, repossessions, liens, judgments, wage garnishments) which are more than \$2,000 will result in denial.
 - C. Bankruptcies discharged within one year from the date of application will require a security deposit equal to two months' rent. Open bankruptcy will result in denial.
3. Positive Rental History:
 - A. Twelve months of verifiable, contractual rental history from a current third-party landlord is required. Applicants must list complete and accurate information regarding current landlord and at least one previous verifiable landlord reference, including phone numbers. Less than twelve months verifiable rental history or rental history demonstrating residency, but not contractual rental history, will require a security deposit equal to two months' rent.
 - B. Rental history demonstrating noise or other disturbance complaints, or violations of the rental agreement or state law will result in denial if the applicant's former manager would not re-rent to the applicant.
 - C. Applicant's receipt of three or more notices for non-payment of rent within one year will result in denial of the application.
 - D. Applicant's receipt of two or more NSF checks within a period of one year will result in denial.
 - E. Applicant's with outstanding rental collection balances, whether for damage or non-payment of rent or fees, will be denied.
 - F. The applicant shall not have been evicted from any rental housing at any time during the past three (3) years

Updated 3-8-2019

Page 3 of 5

Criminal Background Search

Landlord shall conduct a search of public records to determine whether applicant, or any proposed resident, has been convicted of, or pleaded guilty or no contest to any crime prior to the application. A conviction, guilty plea or no contest plea to any of the following shall be grounds for, and will result in denial of the rental application:

- A. Current registered sex offenders will be denied.
- B. Any sex crimes, (any household member who is subject to a state sex offender lifetime registration requirement.)
- C. Any felony involving serious injury, kidnapping, death, arson, rape, sex crimes and/or child sex crimes, extensive property damage or drug-related offenses (sale, manufacture, delivery or possession with intent to sell), Class A felony burglary or Class A felony robbery: or
- D. Any other felony, or any Class A misdemeanor involving: assault, intimidation, sex crimes,
- E. drug related offenses (sale manufacture, delivery or possession), property damage, or weapons charges where the date of disposition, release, or parole have occurred within the last 7 years;
- F. any Class B or C misdemeanor in the above categories or those involving Criminal Trespass 1, theft, dishonesty, prostitution, or any Class A misdemeanor motor vehicle and traffic offenses, where the date of disposition, release, or parole have occurred within the last 3 years.
- G. Pending charges for any of the above will result in a suspension of the application process until the charges are resolved. Upon resolution, if an appropriate unit is still available, the processing of the application will be completed. No unit will be held awaiting resolution of pending charges.
- H. Any conviction involving theft, dishonesty, prostitution, obscenity and related violations (ORS 167.060 through 167.100) where the latest to occur of disposition, release or completion of parole within the last 6 months.
- I. Pending charges for any of the above will result in a suspension of the application process until the charges are resolved. Upon resolution, if an appropriate unit is still available, the processing of the application will be completed. No unit will be held awaiting resolution of pending charges
- J. Felonies that would threaten the health or safety of the residents or Owner or any employee, contractor, subcontractor or agent of the Owner who is involved in housing operations
- K. Open criminal cases or outstanding warrants in the above categories will require the application to be held until final resolution is made by the courts. Applications will only be held for 30 days from the date of processing.
- L. Denied applicants may be reinstated to the wait list in six months must re-apply to qualify per REACH's current criteria.

STUDENT STATUS: In general, apartments at Grays Landing Apartments may not be occupied by households consisting entirely of full-time students. A full-time student is defined as an individual who attends school full-time (as defined by the institution being attended) for some part of five (5) or more months in the current calendar year. The 5 months do not need to be consecutive. Full-time students who work full-time are still considered students. Individuals attending on-the-job training courses are not considered to be students.

Some exceptions do apply. As of 2012, if all members of the household are full-time students, the applicants may still qualify for residency if:

- 1. Students are married and entitled to file a joint federal income tax return. (A married couple who has not filed a joint tax return but is eligible to do so will still qualify, but will need to submit a copy of their marriage certificate);
- 2. The household consists of an independent single parent and his/her children, all of whom are not dependents of a third party other than the absent parent;
- 3. At least one household member receives welfare assistance under Title IV of the Social Security Act (AFDC/TANF);
- 4. At least one household member is enrolled in and receiving assistance under the Workforce Investment Act (WIA – formerly the Job Training Partnership Act) or other similar programs operating under Federal, State or local laws;
- 5. At least one household member previously received Foster Care Assistance under part B or E of Title IV of the Social Security Act (H.R. 3221, effective 07/30/08 forward).

DISABLED ACCESSIBILITY: (REACH allows existing premises to be modified at the full expense of the disabled person, if the disabled person agrees to restore the premises to the pre-modified condition per Fair Housing guidelines) REACH requires:

- 1. Written proposals detailing the extent of the work to be done.
- 2. Written assurances that the work will be performed in a professional manner by a licensed/bonded contractor.
- 3. Written approval from the landlord before modifications are made.
- 4. Documents identifying the names and qualifications of the contractors to be used.
- 5. All appropriate city, county or state building permits and required licenses made available for landlord inspection, prior to beginning the work.
- 6. A restoration deposit may be required per Fair Housing guidelines.

REJECTION POLICY:

If your application is denied due to an unfavorable credit report, you may:

- 1. Contact the credit reporting company at: Yardi Resident Screening 307 Waverly Oaks Rd suite 301 Waltham, MA 02452.
- 2. Correct any misinformation as outlined by the credit reporting company.

Updated 3-8-2019

Page 4 of 5

3. Request a corrected report is sent to REACH.
4. Upon receipt of a satisfactory, updated report, your application may be considered for the next available unit.

If your application is denied for reasons other than unfavorable credit, you may:

1. Submit a written explanation appealing your denial, within 14 days of receipt of the denial letter to: Community Manager, REACH Community Development, Inc., 4150 SW Moody St. Portland, OR 97239
2. A panel will review the materials regarding your application and will notify you in writing of the results within 5 business days of the panel review.
3. Persons with disabilities have the right to request reasonable accommodations to participate in the informal hearing process.
4. If you feel you have been a victim of discrimination, you may contact HUD at: 909 1st Ave. Rm. 205, Seattle, WA 98104-1000, 1-800-877-0246, TTY 1-206-220-5185, www.hud.gov

PROJECT-BASED SECTION 8 VOUCHER WAITLIST POLICY – Hewitt Place Townhomes

- Hewitt Place Townhomes has 42 one and three bedroom apartments, all of which are restricted under the Tax Credit Program. Four of the three bedroom units come with Project-Based Section 8 Vouchers. Income limits are 50% - 60% of Median Family Income (MFI). Anyone may apply for a place on the Project-Based Section 8 Voucher and/or Tax Credit waitlists.
- Preliminary Applications are to be completed in their entirety by all members of the household who are 18 years or older. The applications are to be submitted to the Management Agent who will date and time stamp them in the order received. Applicants are placed on the waitlist in chronological order.
- This property prioritizes applications for households with income at or below 30% MFI, disabled, or homeless. One preference point will be given for each. Additionally, households receiving services through Innovative Housing, Human Solutions, or CAP will take priority over non-referred applicants, with four preference points given for referral by any one of those agencies.
- Applicants should contact management in writing at least once every six months to communicate their continued (or discontinued) desire to be on the waitlist and to report any changes in household composition or income as these occur. Should this occur, the original date and time will still determine placement. The Management Agent may purge the waitlist every six months and will do so at least once per year. Applicants who have not contacted the property in writing in six months will be given fourteen days to do so or be removed from the list.
- As vacancies occur, the top Applicant on the waitlist will be notified in writing that they have 14 days in which to meet with the Management Agent to go forward with the application process or else to notify the manager in writing if they do not wish to go forward with the application process but do wish to remain on the waitlist. If management does not receive written communication from the Applicant within 14 days, the Applicant will be removed from the waitlist. The Applicant may decline once and retain their position on the list if they cannot take the unit. A second declination will result in the application being moved to the bottom of the waitlist, with the date of declination dictating their place on the list. If the Applicant declines a third time, they are automatically removed from the waitlist and must wait six months to re-apply.
- If the Applicant chooses to meet with the Management Agent within 14 days, they will at that time complete the full application and begin the income verification and background screening process. Upon approval, the Applicant will be notified in writing of the approval and a move-in date scheduled. Denied Applicants will be notified in writing regarding the reason for the denial and their right to appeal the decision.

Existing PBV residents – requests for unit transfer for Reasonable Accommodation, Emergency or Extenuating Circumstances:

- Existing PBV households may request unit transfers for extenuating circumstances. These circumstances may include health and safety reasons, be in conjunction with requests for reasonable accommodation based on disability, and/or be related to issues outlined in VAWA (Violence against Women Act). VAWA applies to victims of domestic or dating violence, sexual assault, and/or stalking, regardless of the gender or gender identity of the victim.
- Upon receipt of request for PBV transfer, Management will review the request and supporting documents to determine qualification for transfer based on property policies. If approved, Home Forward will then review to determine PBV program qualification. Once the request has been approved by both parties, the household will be added to the waitlist of the appropriate bedroom size(s) and given a 10 point preference weight for Extenuating Circumstances. The preference will move the household to the top of the list in chronological line with other households, if any, who are previously approved for extenuating circumstance transfers. Where a more recent request involves what appears to be, under the totality of the circumstances, a more imminent threat to health or safety in their current unit, that household may be given preference over earlier requests if a unit appropriate to their circumstance comes available first.

REV 08 27 2018

Income Property Management Co. complies with Federal Fair Housing Laws prohibiting discrimination on the basis of race, color, religion, national origin, gender, familial status, marital status, source of income, sexual orientation including gender identity, victims of domestic violence, and disability in the admission or access to, or treatment or employment in, its housing programs and activities. IPM Co. is also Fair Housing compliant regarding State, County and City definitions of protected classes. The person named below has been designated to coordinate compliance with the nondiscrimination requirements contained in the Department of Housing and Urban Development's regulations implementing Section 504 (24 CFR, part 8 dated June 2, 1988).

IPM Compliance Director, Fair Housing/504 Coordinator, 1800 SW 1st Avenue, Suite 220 Portland, OR 97201
Phone 503-223-6327 ~ Fax 503-223-3843 ~ TTY 1-800-735-2900





Cascade
Management, Inc.

PROJECT SPECIFIC COVERSHEET

The below specifications take precedence over the general Tenant Selection Standard. This coversheet must accompany the Tenant Selection Standard and made available to the general public.

CMP050 HWD (3/14)

Howard House
2644 SE Powell Blvd
Portland, Oregon 97202

Project Specific Eligibility Requirements:
Project Based Vouchers (PBV)– 12 units

Bedroom Sizes:
Studio, 1 bedroom, 2 bedroom

Waiting List Preferences:

The Project Based waitlists is divided according to bedroom size and listed by preference, as outlined below. Anyone can have their names added to the waitlist, but they must qualify based on income, preference and family size to be approved for a unit (as well as passing both building and HAP screening criteria)

4 – two bedrooms will take preference to the following in the order of priority:

- 1) Referrals from Portland Impact and less than 30% of AMI
- 2) Homeless or risk of homelessness and less than 30% of AMI
- 3) less than 30% of AMI

4 – of the 5 one bedrooms and 3 studios will take preference to the following in the order of priority:

- 1) Referrals from Catholic Charities Housing Transition Program and less than 30% of AMI
Program
- 2) Homeless or risk of homelessness and less than 30% of AMI
- 3) less than 30% of AMI

4 – of the 5 one bedrooms and 3 studios will take preference to the following in the order of priority:

- 1) Referrals from Cascade Aids Project and less than 30% of AMI
- 2) Homeless or risk of homelessness and less than 30% of AMI
- 3) less than 30% of AMI

The PBV waiting list may be temporarily closed if the estimated wait time is more than one year. The waiting list will be reopened once the estimated wait time drops below 6 months.

Pets Allowed
No

LBP Disclosure Required
No



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hope. access. potential.

February 3, 2014

Caritas Housing Initiatives LLC
Howard House
3611 SE 28th
Portland, OR 97202

Re: Changes to the Project-Based Voucher Program Wait List Preference for Current Residents

Dear Owner or Manager:

As Home Forward faces the challenges of diminishing resources and increased need, we remain committed to making project-based vouchers an effective tool to produce, preserve and provide quality, stable and affordable housing for extremely low-income families, seniors and persons with disabilities.

Current policy allows in house transfers as a preference on the waiting list. In house transfers are families that are currently residing in a building on the date the PBV project proposal is selected for assistance. When a unit is placed under contract (either an existing unit or a unit requiring rehabilitation), the in-place family is given an absolute selection preference.

After careful evaluation of the program and its preference criteria, Home Forward has found that the in-house transfer preference is in conflict with existing policies. As such, we are eliminating in house transfers as a wait list preference for all PBV contracts **effective April 1, 2014.**

Please review your current Wait List/Tenant Selection Plan, and if you are currently utilizing this preference, please remove it and submit a copy of your revised Wait List/Tenant Selection Plan no later than March 31, 2014.

For properties that currently allow an In-house transfer preference, please note that existing applicants with an In-house transfer preference will not be penalized, and will be grandfathered into their current place on the waitlist. Please make sure to clearly mark your waitlist with a line to show existing applicants prior to this change. Effective immediately, (upon receipt of this letter), any current resident at your property who applies for housing after this time, will be added according to date and time. Please make sure that all building staff working with the PBV waitlist is aware of this change. Any referral received that applies this preference in error will be returned to the property for correction.

Please check below that you have removed the preference from your Wait List/Tenant Selection Plan and have attached a copy of your revised Wait List/Tenant Section Plan.

If you do not currently have this as a preference on Your Wait List/Tenant Selection Plan, please check below that your building does not have an in house transfer preference in your Wait List/Tenant Selection Plan.



TENANT SELECTION POLICY LIHTC & SIMILAR PROPERTIES

This tenant selection plan is a procedure guide which gives direction regarding the implementation of these standards. These documents are only superseded by a project-specific management plan, by the Project-Based Section 8 Voucher (PBV) waitlist policy, the contents of the corresponding property specific Memorandum of Understanding (MOU), or by notice from the Cascade Management, Inc. (CMI) Corporate Office.

Tenants are selected on a first-come, first-serve basis. Cascade Management, Inc. (CMI) is committed to Fair Housing and follows the laws of Equal Opportunity Housing, the Fair Housing Act, the Violence Against Women Act, the Rehabilitation Act and the Americans with Disabilities Act (ADA). Therefore, CMI will not discriminate based on race, color, creed, religion, sex, national origin, age, disability, sexual orientation, income source or familial status.

APPLICATION PROCESS

1. Receive application on the designated CMI form.
2. Applicant will be placed on the bedroom size waiting lists they qualify for. The applicant will be provided with an approximate timeframe for how long the waiting list is running.
3. Applicant will pay their non-refundable credit/screening fee of \$35.00 when appropriate.
4. Once an application is selected for processing, the application will be sent to screening and this process should take 1-2 business days.
5. Once screening has been approved, an execution deposit may be collected within two business days after screen results are received. Failure to comply with this requirement will result in automatic removal from the application process.
6. Applicants will be required to pay a refundable security deposit. The amount of the security deposit is based on the specific property requirements.

APPLICANT SCREENING

All applicants are screened through an independent screening company using CMI's Screen Criteria. Applicants should be given a copy of the criteria to read and sign certifying they have read the criteria and understand that an independent screening company conducts all background searches for CMI. The independent screening company conducts all of CMI's screening functions that include rental history, credit check, and criminal convictions. The applicant will be notified by the screening company of approval or denial. Managers are only permitted to give an applicant notice of their approval or denial status, and the screening companies contact information for follow-up questions.

Management reserves the right to override a determination by the independent screening company in extenuating circumstances.

**See "Application Rejection Policy" for actions an applicant can take to follow up on screening denials.*



Cascade Management, Inc. does not discriminate on the basis of handicapped status in the admission or access to, or treatment or employment in, its programs and activities.





TENANT SELECTION POLICY LIHTC & SIMILAR PROPERTIES

- b) Each applicant will be required to qualify individually and provide accurate photo identification.
- c) Primary applicants must be able to enter a legal and binding contract.
- d) Student Status eligibility requirements as per the program of the property.

2. **Occupancy:**

- a) Occupancy requirements are based on the number of bedrooms in a unit. A bedroom is defined as a space within the premises used primarily for sleeping, with at least one window, contains at least 70 square feet and is configured so as to take the need for a fire exit into account.
- b) Maximum occupancy is two (2) persons per bedroom plus one additional person. The minimum allowed occupancy is one (1) person per bedroom. Exceptions to this rule shall be made on a case by case basis on a standard of reasonableness.

3. **Income:** A monthly household income should equal two (2) times the stated monthly rent. (Does not apply to Section 8 applicants. Properties with PDC funding have an income to rent ratio of 1.5.)

- a) All income and assets must be reported and must be verified.
- b) Application will be denied if all income sources cannot be third party verified.
- c) If applicant is self-employed they are required to bring proof of their most recent federal tax return to include schedule C or CEZ.
- d) False or fraudulent statements will automatically lead to a denial of the application.
- e) Applicant must meet the income limits for the program/complex they are applying at.

WAITING LIST POLICY

If an applicant is eligible to rent an apartment but no appropriate sized unit is available, Site Managers will place the family on a waiting list. Management must also notify them of the approximate waiting time for a unit to become available. This notification may be done verbally or in writing. Management should document the application with the date and information given to the applicant. Management will base the estimated waiting time by turnover experience. A couple of months should be added to the estimated waiting time to allow for unforeseen circumstances.

In projects with accessible units, persons with disabilities are given priority over all other applicants for those units. In no case will a non-disabled family be selected before a disabled family for an accessible unit. Applicants self-identify the need for an accessible unit on the Preliminary Application. The waiting list will indicate which families require accessible units. For those tenants that are not disabled but are placed in an accessible unit, the lease agreement will be marked with the provision that they agree to transfer and incur all transfer costs upon being requested to move.



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TENANT SELECTION POLICY LIHTC & SIMILAR PROPERTIES

APPLICATION REJECTION POLICY

Potential reasons for rejecting an application:

1. Applicant is income-ineligible.
2. If the applicant has Incomplete, inaccurate or falsified information on application or otherwise.
3. Household characteristics are not appropriate for the unit type available (e.g., an accessible unit).
4. Family size is not appropriate for the size of units that are available. (See APPLICATION POLICY- Occupancy.)
5. Applicant does not meet age criteria for the property (for age-specific properties only).
6. Applicants that do not meet the criteria set forth for the property and are denied by CMI's independent screening company.
7. The applicant is unable or unwilling to disclose information necessary to income qualify within three (3) business days of request made by management.
8. Student Status eligibility requirements as per the program of the property.
9. Any applicant currently using illegal drugs, and/or possessing illegal drugs.
10. Any individual who may constitute a direct threat to the health and safety of any individual, or whose tenancy may pose a threat to the complex, or the property of others.

If an application is rejected due to negative and/or adverse information being reported, the applicant may:

1. Contact the company that supplied the information to discuss their application.
2. Contact the credit-reporting agency to identify who is reporting unfavorable information.
3. Correct any incorrect information through the credit-reporting agent as per their policy.
4. Request the credit-reporting agency submit a corrected credit check to the appropriate screening company.
5. Upon receipt of the corrected information the application will be reevaluated for the next available unit.

If the applicant is not placed on the waiting list or immediately processed for admission, the applicant will be promptly notified in writing of the rejection. The notice will contain:

1. The reason(s) for the rejection; and
2. The applicant has 14 calendar days to respond in writing or to request a meeting to discuss the rejection.



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Cascade
Management, Inc.

TENANT SELECTION POLICY LIHTC & SIMILAR PROPERTIES

2. Adopt and implement procedures to effectively communicate with applicants, tenants and members of the public who are individuals with disabilities. CMI uses the Federal 711 telephone relay system for the speech and hearing-impaired.
3. Permit individuals with disabilities to use assistive devices (i.e., service animals).
4. Accommodate requests from applicants and tenants to make units, facilities, and programs accessible and usable to persons with disabilities.
5. Accommodate requests from applicants and tenants for reasonable accommodations in rules, policies, practices and services when such accommodations are necessary to afford a disabled person equal opportunity to use and enjoy a dwelling unit, including all public and common areas.
6. Make adjustments to rules, policies and practices for qualified individuals with disabilities to ensure the policies and practices do not discriminate on the basis of a disability.

Neither CMI nor the owners are required to make alterations or adjustments that would result in undue administrative and financial burdens, or are fundamental alterations in the nature of the program. In some circumstances, the undue burdens could be primarily financial and, in other circumstances, the undue burdens could be primarily administrative.

Reasonable Accommodations

Cascade Management, Inc. is in full compliance with State and Federal Fair Housing guidelines. No persons shall be discriminated against on the basis of race, color, religion, sex, handicap, familial status, marital status, sexual orientation or national origin.

CMI will accept any Reasonable Accommodation request to accommodate a disability. Applicant/tenant may be asked to provide documentation from the healthcare provider or qualified individual that substantiates their need and the nexus between the disability and accommodation to ensure that the applicant/tenant needs the accommodation to enjoy the premises to the same extent as a non-disabled individual. CMI reserves the right to contact the healthcare provider or qualified individual should insufficient documentation be provided. If the request is approved, CMI may pay for any accessibility modifications or restoration of the premises that is modified unless it is an undue administrative and financial burden, or are fundamental alterations in the nature of the program.

If an individual with a disability requires assistance in filling out the reasonable accommodation request or if the applicant/tenant needs to present the reasonable accommodation request in an alternative format, the applicant/tenant shall contact the management staff, and arrangements will be made to assist the applicant/tenant to provide an alternative format. Alternative ways in which a reasonable



Cascade Management, Inc. does not discriminate on the basis of handicapped status in the admission or access to, or treatment or employment in, its programs and activities.



Screening Criteria

Thank you for your interest in applying at one of our apartment communities. Cascade Management, Inc. (CMI) is committed to Fair Housing and follows the laws of Equal Opportunity Housing, the Fair Housing Act, the Violence Against Women Act, the Rehabilitation Act and the Americans with Disabilities Act (ADA). All reasonable accommodation request should be sent to the property you are applying to **Attn: Property Name**.

If you would like to review the property selection policy please request a copy from the Site Manager.

OCCUPANCY POLICY

1. Occupancy is based on the number of bedrooms in a unit. A bedroom is defined as a space within the premises used primarily for sleeping, with at least one window, contains at least 70 square feet and is configured so as to take the need for a fire exit into account.
2. Maximum occupancy is two (2) persons per bedroom plus one additional person. The minimum allowed occupancy is one (1) person per bedroom. Exceptions to this rule shall be made on a case by case basis on a standard of reasonableness.

GENERAL REQUIREMENTS

1. A complete and accurate application is required. Incomplete applications will be returned for completion.
2. Each applicant will be required to qualify individually and provide accurate photo identification.
3. Primary applicants must be able to enter a legal and binding contract.
4. Student Status eligibility requirements as per the program of the property.

INCOME REQUIREMENTS

A monthly household income should equal 2 times the stated monthly rent. (Does not apply to Section 8 applicants.) (Properties with PDC funding have an income to rent ratio of 1.5.)

1. All income and assets must be reported and must be verified.
2. Application will be denied if all income sources cannot be third party verified.
3. False or fraudulent statements will automatically lead to a denial of your application.
4. You must meet the income limit for the program/complex you are applying at.

RENTAL REQUIREMENTS

1. Twelve months of verifiable contractual rental history from a current third party landlord or home ownership is required.
2. Home ownership will be verified through the county tax assessor's office. Mortgage payments must be current. Home ownership negotiated through a land sales contract must be verified through the contract holder.



Cascade Management, Inc. does not discriminate on the basis of handicapped status in the admission or access to, or treatment or employment in, its programs and activities.





Screening Criteria

2. Criminally negligent homicide, aggravated vehicular manslaughter and Class A felonies not included above for drug-related crimes, person crimes, sex offenses, financial fraud crimes, burglary, where the date of disposition, release or parole has occurred in the last 10 years.
3. Class B felony for drug-related crimes, person crimes, sex offenses, financial fraud crimes, aggravated theft, where the date of disposition, release or parole has occurred in the last 7 years.
4. Class C felony for drug-related crimes, person crimes, sex offenses, financial fraud crimes, burglary, theft, criminal mischief, coercion, animal abuse, where the date of disposition, release or parole has occurred in the last 5 years.
5. Class A misdemeanor for drug-related crimes, person crimes, sex offenses, financial fraud crimes, criminal impersonation, violation of a restraining order, criminal mischief, stalking, disorderly conduct, unlawful possession of a firearm, possession of burglary tools, where the date of disposition, release or parole has occurred in the last 3 years.
6. Class B misdemeanor for drug-related crimes, person crimes, sex offenses, financial fraud crimes, disorderly conduct, where the date of disposition, release or parole has occurred within the last 18 months.

APPLICATION PROCESS

1. Complete the application on the designated form.
2. You will be placed on the bedroom size waiting lists you qualify for. The manager will provide you with an approximate timeframe for how long the waiting list is running.
3. Pay your non-refundable credit/screening fee of \$35.00 when appropriate.
4. Once your application is selected for processing, be prepared to wait 1-2 business days for the application screening process.
5. Once screening has been approved an execution deposit may be collected within two (2) business days after screen results are received. Failure to comply with this requirement will remove you from the application process.
6. Applicants will be required to pay a refundable security deposit. The amount of the security deposit is based on the specific property requirements.

WAITING LIST POLICY

Your application may be removed from the waiting list for the following reasons:

1. At your request.
2. You no longer qualify under the guidelines for the complex.
3. You have not contacted management for 60 days.
4. At the second refusal when offered a unit.
5. We have been unable to contact you by phone on three (3) or more occasions.
6. Your phone is no longer in service.



Cascade Management, Inc. does not discriminate on the basis of handicapped status in the admission or access to, or treatment or employment in, its programs and activities.





Cascade
Management, Inc.

CMP 040 (3/14)

Screening Criteria

PROPERTY: _____

UNIT: _____

PRINT NAME: _____

I have received a copy of Cascade Management's Rental Criteria. I understand that all applications are screened by Pacific Screening.

All applicants 18 years of age and head/co head must sign below.

Applicant Signature

Date



Cascade Management, Inc. does not discriminate on the basis of handicapped status in the admission or access to, or treatment or employment in, its programs and activities.



**PROJECT-BASED SECTION 8 VOUCHER
WAITLIST POLICY – Mayfield Court**

- Mayfield Court has 30 units, of which 15 one-bedroom units come with Project-Based Section 8 (PBS8) vouchers. For all units, households where the head of household is 55 years or older are given preference over all applicants. The PBS8 program also gives preference to households at or under 30% of current median family income limit, who are homeless or at risk of homelessness, and/or who are referred to the property by NW Pilot Project's Fresh Start program. Anyone may apply for a place on the Project-Based Section 8 Voucher waitlist.
- Preliminary Applications are to be completed in their entirety by all members of the household 18 years or older. The applications are to be submitted to the management agent who will date and time stamp them in the order received. Applicants are placed on the waitlist in chronological order.
- Applicants should contact the project at least once every six months to communicate their continued (or discontinued) desire to be on the waitlist and to report any changes in household composition or income as these occur. Should changes occur, the original date and time will still determine placement. Management may purge the waitlist every six months and will do so at least once per year. When the list is purged, all applicants on the list will be notified by mail that the waitlist is being updated, and given 14 days to respond to express their continued or discontinued interest, and to update their contact information if needed.
- As vacancies occur, the top five applicants on the waitlist will be notified in writing that they have 14 days to respond that they wish to go forward with the application process, or else to notify the manager if they do not wish to go forward with the application process for the currently available unit, but do wish to remain on the waitlist. At the end of 14 days, or as soon as the first person on the list expresses interest, management will schedule intake with the respondent who has the earliest application date. Those who do not respond within 14 days will be removed from the waitlist. Those who do respond with a later application date will retain their place on the list for the next available unit. The applicant with the earliest application date may decline a unit twice and retain their position on the list. If an applicant declines to apply a third time, they will be removed from the waitlist.
- At intake with management, the applicant will complete the full application and begin the income verification and background screening process for the property. Upon approval, the applicant will be notified, and referred to Home Forward to apply for the Section 8 Voucher (rental subsidy). Denied applicants will be notified in writing regarding the reason for the denial and their right to appeal the decision.

**Existing PBV residents – requests for unit transfer for Reasonable Accommodation,
Emergency or Extenuating Circumstances:**

- Existing PBV households may request unit transfers for extenuating circumstances. These circumstances may include health and safety reasons, be in conjunction with requests for reasonable accommodation based on disability, and/or be related to issues outlined in VAWA (Violence against Women Act). VAWA applies to victims of domestic or dating violence, sexual assault, and/or stalking, regardless of the gender or gender identity of the victim.
- Upon receipt of request for PBV transfer, Management will review the request and supporting documents to determine qualification for transfer based on property policies. If approved, Home Forward will then review to determine PBV program qualification. Once the request has been approved by both parties, the household will be added to the waitlist of the appropriate bedroom size(s) and given a 10 point preference weight for Extenuating Circumstances. The preference will move the household to the top of the list in chronological line with other households, if any, who are previously approved for extenuating circumstance transfers. Where a more recent request involves what appears to be, under the totality of the circumstances, a more imminent threat to health or safety in their current unit, that household may be given preference over earlier requests if a unit appropriate to their circumstance comes available first.

REV 08 27 2018

Income Property Management Co. complies with Federal Fair Housing Laws prohibiting discrimination on the basis of race, color, religion, national origin, gender, familial status, marital status, source of income, sexual orientation including gender identity, victims of domestic violence, and disability in the admission or access to, or treatment or employment in, its housing programs and activities. IPM Co. is also Fair Housing compliant regarding State, County and City definitions of protected classes. The person named below has been designated to coordinate compliance with the nondiscrimination requirements contained in the Department of Housing and Urban Development's regulations implementing Section 504 (24 CFR, part 8 dated June 2, 1988).
IPM Compliance Director, Fair Housing/504 Coordinator, 1800 SW 1st Avenue, Suite 220 Portland, OR 97201
Phone 503-223-6327 ~ Fax 503-223-3843 ~ TTY 1-800-735-2900





PROJECT SPECIFIC COVERSHEET

The below specifications take precedence over the general Tenant Selection Policy. This coversheet and the tenant selection policy are made available to anyone that requests it.

Project Name: Midland Commons
2830 SE 127th, Portland OR 97236

Project Specific Eligibility Requirements:

8 Project Based Vouchers - 2 Studios & 20 one bedrooms
Permanent Supportive Housing (PSH) – 2 units
Low Income Housing Tax Credits - 45 units at or below 30%, 50% & 60% AMI

Waiting List Preferences

The Project Based Voucher (PBV) units are open to the general public taking priority preference based on the point system below. All applicants must qualify based on income and family size to be approved for a unit (as well as passing screening criteria; Project based units must also pass HAP screening criteria). The Project Based Voucher program follows all waitlist VAWA regulations as it pertains to emergency transfers as outlined in the tenant selection plan. A separate waitlist will be maintained for these 22 units.

- 5 Points Extenuating Circumstance
- 1 Point Referrals through Cascadia Behavioral Healthcare
- 1 Point Homeless/Risk of Homelessness
- 1 Point Disabled
- 1 Point at or below 30% AMI

Additional Waiting List Information

The waiting list may be temporarily closed if the estimated wait time is more than one year, or if there are more than 35 names on the list. The waiting list will be reopened once the estimated wait time drops below 6 months or if there are less than 20 names on the waitlist.

The waitlist for the 2 Shelter PSH units are maintained and referred through the PSH Selection Committee via Cascadia's Housing Outreach Team and all applicants on this list must meet a separate criteria for these units.

Security Deposit Requirements

300

Pets Allowed with Pet Deposit

300 deposit

(Does not apply to Assistive Care Animals)

LBP Form Required

No

Other Requirements

For all Non-Project Based and Non-PSH units, applicants must make 1.5 times the amount of rent when a unit is offered.

HEALING, HOMES, HOPE

Cascadia Housing projects will consider all Reasonable Accommodation requests. Cascadia Housing projects do not discriminate on the basis of handicapped status in the admission or access to, treatment or employment in, its Federally assisted programs and activities. Director of Housing Compliance is the 504 Coordinator and is available at: 847 NE 19th Ave. Portland, OR 97232



**PROJECT-BASED SECTION 8 VOUCHER
WAITLIST POLICY – Springwater Commons**

- Springwater Commons has 36 apartments, 18 of which come with Project-Based Section 8 (PBS8) vouchers. The PBS8 program gives preference to households at or under 30% of current median family income limit, those who are homeless or at risk of homelessness, and/or who are referred to the property by Impact NorthWest. Anyone may apply for a place on the Project-Based Section 8 Voucher waitlist.
- Preliminary Applications are to be completed in their entirety by all members of the household 18 years or older. The applications are to be submitted to the management agent who will date and time stamp them in the order received. Applicants are placed on the waitlist in chronological order.
- Applicants should contact the project at least once every six months to communicate their continued (or discontinued) desire to be on the waitlist and to report any changes in household composition or income as these occur. Should changes occur, the original date and time will still determine placement. Management may purge the waitlist every six months and will do so at least once per year. When the list is purged, all applicants on the list will be notified by mail that the waitlist is being updated, and given 14 days to respond to express their continued or discontinued interest, and to update their contact information if needed.
- As vacancies occur, the top five applicants on the waitlist will be notified in writing that they have 14 days to respond that they wish to go forward with the application process, or else to notify the manager if they do not wish to go forward with the application process for the currently available unit, but do wish to remain on the waitlist. At the end of 14 days, or as soon as the first person on the list expresses interest, management will schedule intake with the respondent who has the earliest application date. Those who do not respond within 14 days will be removed from the waitlist. Those who do respond with a later application date will retain their place on the list for the next available unit. The applicant with the earliest application date may decline a unit twice and retain their position on the list. If an applicant declines to apply a third time, they will be removed from the waitlist.
- At intake with management, the applicant will complete the full application and begin the income verification and background screening process for the property. Upon approval, the applicant will be notified, and referred to Home Forward to apply for the Section 8 Voucher (rental subsidy). Denied applicants will be notified in writing regarding the reason for the denial and their right to appeal the decision.

**Existing PBV residents – requests for unit transfer for Reasonable Accommodation,
Emergency or Extenuating Circumstances:**

- Existing PBV households may request unit transfers for extenuating circumstances. These circumstances may include health and safety reasons, be in conjunction with requests for reasonable accommodation based on disability, and/or be related to issues outlined in VAWA (Violence against Women Act). VAWA applies to victims of domestic or dating violence, sexual assault, and/or stalking, regardless of the gender or gender identity of the victim.
- Upon receipt of request for PBV transfer, Management will review the request and supporting documents to determine qualification for transfer based on property policies. If approved, Home Forward will then review to determine PBV program qualification. Once the request has been approved by both parties, the household will be added to the waitlist of the appropriate bedroom size(s) and given a 10 point preference weight for Extenuating Circumstances. The preference will move the household to the top of the list in chronological line with other households, if any, who are previously approved for extenuating circumstance transfers. Where a more recent request involves what appears to be, under the totality of the circumstances, a more imminent threat to health or safety in their current unit, that household may be given preference over earlier requests if a unit appropriate to their circumstance comes available first.

REV 08 27 2018

Income Property Management Co. complies with Federal Fair Housing Laws prohibiting discrimination on the basis of race, color, religion, national origin, gender, familial status, marital status, source of income, sexual orientation including gender identity, victims of domestic violence, and disability in the admission or access to, or treatment or employment in, its housing programs and activities. IPM Co. is also Fair Housing compliant regarding State, County and City definitions of protected classes. The person named below has been designated to coordinate compliance with the nondiscrimination requirements contained in the Department of Housing and Urban Development's regulations implementing Section 504 (24 CFR, part 8 dated June 2, 1988).
IPM Compliance Director, Fair Housing/504 Coordinator, 1800 SW 1st Avenue, Suite 220 Portland, OR 97201
Phone 503-223-6327 ~ Fax 503-223-3843 ~ TTY 1-800-735-2900



**PROJECT-BASED SECTION 8 VOUCHER
WAITLIST POLICY – Village at the Headwaters**

- Village at the Headwaters has 55 units, of which 15 one-bedroom units come with Project-Based Section 8 (PBS8) vouchers. All units give preference to households in which the head of household is 55 years or older. Additionally, the PBS8 program gives preference to those at or under 30% of current median family income limit, who are homeless or at risk of homelessness, and/or who are referred to the property by NW Pilot Project's Fresh Start program. Anyone may apply for a place on the Project-Based Section 8 Voucher waitlist.
- Preliminary Applications are to be completed in their entirety by all members of the household 18 years or older. The applications are to be submitted to the management agent who will date and time stamp them in the order received. Applicants are placed on the waitlist in chronological order.
- Applicants should contact the project at least once every six months to communicate their continued (or discontinued) desire to be on the waitlist and to report any changes in household composition or income as these occur. Should changes occur, the original date and time will still determine placement. Management may purge the waitlist every six months and will do so at least once per year. When the list is purged, all applicants on the list will be notified by mail that the waitlist is being updated, and given 14 days to respond to express their continued or discontinued interest, and to update their contact information if needed.
- As vacancies occur, the top five applicants on the waitlist will be notified in writing that they have 14 days to respond that they wish to go forward with the application process, or else to notify the manager if they do not wish to go forward with the application process for the currently available unit, but do wish to remain on the waitlist. At the end of 14 days, or as soon as the first person on the list expresses interest, management will schedule intake with the respondent who has the earliest application date. Those who do not respond within 14 days will be removed from the waitlist. Those who do respond with a later application date will retain their place on the list for the next available unit. The applicant with the earliest application date may decline a unit twice and retain their position on the list. If an applicant declines to apply a third time, they will be removed from the waitlist.
- At intake with management, the applicant will complete the full application and begin the income verification and background screening process for the property. Upon approval, the applicant will be notified, and referred to Home Forward to apply for the Section 8 Voucher (rental subsidy). Denied applicants will be notified in writing regarding the reason for the denial and their right to appeal the decision.

**Existing PBV residents – requests for unit transfer for Reasonable Accommodation,
Emergency or Extenuating Circumstances:**

- Existing PBV households may request unit transfers for extenuating circumstances. These circumstances may include health and safety reasons, be in conjunction with requests for reasonable accommodation based on disability, and/or be related to issues outlined in VAWA (Violence against Women Act). VAWA applies to victims of domestic or dating violence, sexual assault, and/or stalking, regardless of the gender or gender identity of the victim.
- Upon receipt of request for PBV transfer, Management will review the request and supporting documents to determine qualification for transfer based on property policies. If approved, Home Forward will then review to determine PBV program qualification. Once the request has been approved by both parties, the household will be added to the waitlist of the appropriate bedroom size(s) and given a 10 point preference weight for Extenuating Circumstances. The preference will move the household to the top of the list in chronological line with other households, if any, who are previously approved for extenuating circumstance transfers. Where a more recent request involves what appears to be, under the totality of the circumstances, a more imminent threat to health or safety in their current unit, that household may be given preference over earlier requests if a unit appropriate to their circumstance comes available first.

REV 08 27 2018

Income Property Management Co. complies with Federal Fair Housing Laws prohibiting discrimination on the basis of race, color, religion, national origin, gender, familial status, marital status, source of income, sexual orientation including gender identity, victims of domestic violence, and disability in the admission or access to, or treatment or employment in, its housing programs and activities. IPM Co. is also Fair Housing compliant regarding State, County and City definitions of protected classes. The person named below has been designated to coordinate compliance with the nondiscrimination requirements contained in the Department

of Housing and Urban Development's regulations implementing Section 504 (24 CFR, part 8 dated June 2, 1988).

IPM Compliance Director, Fair Housing/504 Coordinator, 1800 SW 1st Avenue, Suite 220 Portland, OR 97201

Phone 503-223-6327 ~ Fax 503-223-3843 ~ TTY 1-800-735-2900



**PROJECT-BASED SECTION 8 VOUCHER
WAITLIST POLICY – the Watershed**

- The Watershed has forty one-bedroom units which come with Project-Based Section 8 (PBS8) vouchers. For all units, households where the head of household is 55 years or older are given preference over all applicants. The PBS8 program also gives preference to households at or under 30% of current median family income limit (MFI). Additionally, eight of the PBS8 units are set-aside with preference for Veterans who are homeless or at risk of homelessness, and who are referred to the property by the VA caseworker. Ten of the PBS8 units also give preference weight to applicants referred by Northwest Pilot Project. Anyone may apply for a place on the Project-Based Section 8 Voucher waitlist.
- Preliminary Applications are to be completed in their entirety by all members of the household 18 years or older. The applications are to be submitted to the management agent who will date and time stamp them in the order received. Applicants are placed on the waitlist in chronological order.
- Applicants should contact the project at least once every six months to communicate their continued (or discontinued) desire to be on the waitlist and to report any changes in household composition or income as these occur. Should changes occur, the original date and time will still determine placement. Management may purge the waitlist every six months and will do so at least once per year. When the list is purged, all applicants on the list will be notified by mail that the waitlist is being updated, and given 14 days to respond to express their continued or discontinued interest, and to update their contact information if needed.
- As vacancies occur, the referring agency assigned to the unit will be notified of the upcoming vacancy and given five business days to refer a qualified applicant. If no qualified application has been received within five business days from notification (or ten business days with approved request for extension), the top ten applicants on the waitlist will be notified in writing that they have 14 days to respond that they wish to go forward with the application process, or else to notify the manager if they do not wish to go forward with the application process for the currently available unit, but do wish to remain on the waitlist.
- At the end of 14 days, or as soon as the first person on the list expresses interest, management will schedule intake with the respondent who has the earliest application date. Those who do not respond within 14 days will be removed from the waitlist. Those who do respond with a later application date will retain their place on the list for the next available unit. The applicant with the earliest application date may decline a unit twice and retain their position on the list. If an applicant declines to apply a third time, they will be removed from the waitlist.

- At intake with management the applicant will complete the full application and begin the income verification and background screening process for the property. Upon approval, the applicant will be notified and referred to Home Forward to apply for the Section 8 Voucher (rental subsidy). Denied applicants will be notified in writing regarding the reason for the denial and their right to appeal the decision.

Existing PBV residents – requests for unit transfer for Reasonable Accommodation, Emergency or Extenuating Circumstances:

- Existing PBV households may request unit transfers for extenuating circumstances. These circumstances may include health and safety reasons, be in conjunction with requests for reasonable accommodation based on disability, and/or be related to issues outlined in VAWA (Violence against Women Act). VAWA applies to victims of domestic or dating violence, sexual assault, and/or stalking, regardless of the gender or gender identity of the victim.
- Upon receipt of request for PBV transfer, Management will review the request and supporting documents to determine qualification for transfer based on property policies. If approved, Home Forward will then review to determine PBV program qualification. Once the request has been approved by both parties, the household will be added to the waitlist of the appropriate bedroom size(s) and given a 10 point preference weight for Extenuating Circumstances. The preference will move the household to the top of the list in chronological line with other households, if any, who are previously approved for extenuating circumstance transfers. Where a more recent request involves what appears to be, under the totality of the circumstances, a more imminent threat to health or safety in their current unit, that household may be given preference over earlier requests if a unit appropriate to their circumstance comes available first.

REV 01 08 2020

Income Property Management Co. complies with Federal Fair Housing Laws prohibiting discrimination on the basis of race, color, religion, national origin, gender, familial status, marital status, source of income, sexual orientation including gender identity, victims of domestic violence, and disability in the admission or access to, or treatment or employment in, its housing programs and activities. IPM Co. is also Fair Housing compliant regarding State, County and City definitions of protected classes. The person named below has been designated to coordinate compliance with the nondiscrimination requirements contained in the Department

of Housing and Urban Development's regulations implementing Section 504 (24 CFR, part 8 dated June 2, 1988).

IPM Compliance Director, Fair Housing/504 Coordinator, 1800 SW 1st Avenue, Suite 220 Portland, OR 97201

Phone 503-223-6327 ~ Fax 503-223-3843 ~ TTY 1-800-735-2900





PROJECT SPECIFIC COVERSHEET

The below specifications take precedence over the general Tenant Selection Policy. This coversheet and the tenant selection policy are made available to anyone that requests it.

Project Name: West Gresham
17257 E. Burnside Street
Portland, OR 97236

Project Specific Eligibility Requirements:

26 Project Based Vouchers - 24 one bedrooms & 2 two bedrooms
Low Income Housing Tax Credits - 26 units at or below 50% AMI

Waiting List Preferences

The Project Based Voucher (PBV) units are open to the general public taking priority preference based on the point system below. All applicants must qualify based on income and family size to be approved for a unit (as well as passing screening criteria; Project based units must also pass HAP screening criteria). The Project Based Voucher program follows all waitlist VAWA regulations as it pertains to emergency transfers as outlined in the tenant selection plan.

A separate waitlist will be maintained for these 26 units.

10 points – Extenuating Circumstance

5 points – Households that are referred through an established agreement with community partners for the purpose of providing service-enriched housing

2 points – At or below 30% AMI

1 point – Disabled

1 point – Homelessness/risk of homelessness

Additional Waiting List Information

The waiting list may be temporarily closed if the estimated wait time is more than one year, or if there are more than 35 names on the list. The waiting list will be reopened once the estimated wait time drops below 6 months or if there are less than 10 names on the waitlist.

Security Deposit Requirements

\$300.00

Pets Allowed with Pet Deposit

\$300.00 deposit (*Does not apply to Assistive Care Animals*)

Application Screening Fee

\$20.00

Smoking

Smoking is not allowed inside the building. Smoking is only allowed outside and at least 10-feet from the building.

LBP Form

Not needed

HEALING, HOMES, HOPE

Cascadia Housing projects will consider all Reasonable Accommodation requests. Cascadia Housing projects do not discriminate on the basis of handicapped status in the admission or access to, treatment or employment in, its Federally assisted programs and activities. Director of Housing Compliance is the 504 Coordinator and is available at: 847 NE 19th Ave. Portland, OR 97232





Westshore Apartments

222 SW Pine St Portland, OR 97204 Phone: 1 (503) 827-7918

This screening criteria applies to the Westshore Apartments Project Based Units.

This property is for household's 55 years of age or older.

If Applicant Requires Any Assistance ("Reasonable Accommodations") in the application process, please advise the Landlord.

REACH Community Development, Inc. is a private non-profit corporation that provides affordable housing for lower income families and individuals. We provide equal housing opportunities in accordance with the Federal, State and Local Fair Housing Acts.

REACH CDC and Westshore Apartments does not discriminate based on disability status. We comply with requirements of the Fair Housing Act, Equal Opportunity Housing, Section 504 of the Rehabilitation Act, Americans with Disabilities Act (ADA), and Violence against Women Reauthorization Act.

Step 1 – Applying

The application process begins with the open Waiting List. Waiting List Openings will be advertised on our website: www.reachcdc.org; in The Skanner Newspaper and in The Portland Observer. You may also call 503-405-9878.

Westshore Apartments has 6-Project Based Studios designated for admitted residents 55 years or older within 30% of median income or 50% of median income if they are homeless or at risk of being homeless. These income guidelines are established by the U.S. Department of Housing and Urban Development (HUD). See the **INCOME GUIDELINES CHART** below.

INCOME REQUIREMENTS:

Follow the Annual Income Chart Below to Determine Eligibility. These are maximum allowable incomes.

Income Requirements for 2018

Maximum Household Income Limits - Year 2018

Household Size	30%	50% (Studio)
1	\$ 17,220	\$ 28,700
2	\$ 19,680	\$ 32,800

*** 6 units are designated for households with incomes not exceeding 30% or 50% of median income (Project Based Section 8).

OCCUPANCY REQUIREMENTS:

1. Occupancy is based on the number of bedrooms in a unit. A bedroom is defined as a space within the premises that is used primarily for sleeping with at least one window, heat and a closet space for clothing.
2. Maximum occupancy is two persons per bedroom (plus one additional person for the unit); minimum is one person per bedroom. Exceptions are made based on documented need for Reasonable Accommodation. You will need to select a bedroom size for your household on your application.
3. Occupancy requirements must be met at move-in and throughout tenancy. If at any time while being a resident at 12th Avenue Terrace Apartments you do not meet the occupancy standards, you will be asked to vacate. If 12th Avenue Terrace Apartments has an available unit within the property you may be offered that unit. If REACH has available unit at any other property within its portfolio that will meet the household's occupancy requirements, such unit may be offered. However; the responsibility to find another unit to comply with 12th Avenue Terrace Apartments occupancy requirements will lay on the resident.



Updated 3-8-2019

Page 1 of 5

	Number of Persons	
Bedrooms	Minimum	Maximum
Studio	1	2

OCCUPANCY PREFERENCES

Extenuating Circumstances: Households who need to relocate to a different Project Based Voucher (PBV) unit due to (safety and /or habitability issues) within the REACH CDC and meet all requirements will receive a 10-point preference on the waiting list. Applicants that meet this preference requirement may apply at any time, even if the Waiting List is closed.

Households who are homeless or at risk of becoming homeless, receive a 1-point preference on the waiting list for the Project Based Section 8 units at Westshore Apartments.

Households earning between 0- 30% of area median income receive a 1-point preference on the waiting list for the Project Based Section 8 units at Westshore Apartments.

Households who are 55+ years of age, receive a 1-point preference on the waiting list for the Project Based Section 8 units at Westshore Apartments.

Households being referred by the Agency Northwest Pilot Project receive a 4-point preference on the waitlist for the Project Based Section 8 units at Westshore Apartments.

Presidentially Declared Disaster Victims: Persons that are affected by a presidentially declared disaster may request to be added to the PBV waitlist. If approved, they will be given a 20-point preference on the waitlist. They are eligible to be placed on the waitlist at any time even if the waitlist is closed.

All preference points will be verified and must be met at time of move-in application. If points (preferences) are not met at time of move-in application, points will be re-calculated, and the applicant will be placed back on the waitlist accordingly.

Applicants that qualify for the Extenuating Circumstances preference requirements for the list that they are applying for may apply at any time, even if the general list is closed.

It is important to update your information on the Waiting List. REACH will send a letter of continued interest to each applicant annually. You are required to fill out and return the letter by the date listed to remain active on our waiting lists. Households who fail to return the letter of continued interest on time or who we cannot contact due to incorrect address information will be removed from all Waiting Lists.

Applicants at the top of the waitlist who are contacted about available housing may decline one offer of housing and remain at his/her place on the Waiting List. (Replies must be received within seven (7) calendar days of receipt of notification.) After declining a second offer of housing, the applicant will be rendered "Inactive" and will be purged. The applicant may re-apply as outlined above.

REACH and Westshore Apartments provides protection to all list of victims of sexual violence in addition to domestic violence, dating violence, sexual assaults, and stalking per the Violence Against Women Act (VAWA) and Department of Justice Reauthorization Act of 2005, Public Law 109-162.

1. The Landlord may not consider incidents of domestic violence, dating violence or stalking as serious or repeated violations of the lease or other "good cause" for termination of assistance, tenancy or occupancy of a victim who is protected from acts under the domestic or family violence laws of the jurisdiction.
2. The Landlord may not consider criminal activity directly relating to abuse, engaged in by a member of a tenant's household or any guest or other person under the tenant's control, cause for termination of assistance, tenancy, or occupancy rights if the tenant or an immediate member of the tenant's family is the victim or threatened victim of that abuse.
3. The Landlord may request in writing that the victim, or a family member on the victim's behalf, certify that the individual is a victim of abuse and that the Certification of Domestic Violence, Dating Violence or Stalking, Form HUD-91066, or other documentation as noted on the certification form, be completed and submitted within 14 business days, or an agreed upon extension date, to



Updated 3-8-2019

Page 2 of 5

receive protection under the VAWA. Failure to provide the certification or other supporting documentation within the specified timeframe may result in eviction.

STEP 2 – COMPLETE THE SCREENING APPLICATION:

Once you are selected from a waiting list, you will be asked to complete a screening application. The Community Manager will contact you and schedule a pre-screening interview to fill out the application and discuss any issues that might result in problems with your application.

1. Respond to the notification of an available unit
2. Complete a separate REACH Rental Application for each applicant 18 years of age or older (as well as some minors under certain conditions).
3. We will review all applications to verify income and program eligibility
4. Each household member must meet all relevant requirements. If any person in the household is denied, we will deny the entire household's application.
5. If your application is not complete, we will not process it, and your application will be denied.
6. Each adult (18 years and older) must show a valid government-issued photo I.D. and proof of a valid social security number. (If you cannot provide your I.D. and a social security number, please discuss it with us).
7. Pay the non-refundable application fee of \$40.00 for each applicant. (Please pay with check or money order; cash is not accepted)
8. Allow 5 business days for the screening/approval process.
9. If the application is approved and you accept an available unit, you will be required to:
 - A. Sign the REACH Rental Agreement in which you agree to abide by all the rules and regulations:
 - B. Pay the balances of your move-in costs (security deposit (\$300 and up (2) full months' rent) and first month's pro-rated) rent at time of move-in.

TRANSFER POLICY: No moves between one apartment and another will be allowed unless for "Reasonable Accommodations" or to meet occupancy requirements (household occupancy size increases or decreases outside of the allowed minimum or maximum persons per bedroom size). Management and Compliance must approve any request to transfer. All households must reapply, qualify, and pay a new deposit for the unit requested for transfer.

Violence Against Woman Act (VAWA) Transfers: Any resident of a PBV unit within *REACH, CDC* that is a victim of domestic violence, dating, violence, sexual assault, or stalking is able to request an emergency transfer from the tenants' current unit to another unit or within another community within *REACH, CDC*. The ability to transfer is available regardless of sex, gender identity, or sexual orientation. *REACH, CDC* will honor the request to an immediate transfer for Project Base residents. The request must also be approved by Home Forward. Once a request has been submitted and approved by both Management and Home Forward, the resident will be placed on all PBV waitlists within *REACH's* Portfolio with a preference of 5 points.

VAWA victims who are who are contacted about available housing may decline one offer of housing and remain at his/her place on the Waiting List. (Replies must be received within seven (7) calendar days of receipt of notification.) After declining a **second** offer of housing, the applicant will be rendered "Inactive" and will be removed from the Waiting List and added to the purged list; the applicant may re-apply as outlined above.

STEP 3 – WE WILL REVIEW YOUR SCREENING APPLICATION:

APPLICATION APPROVAL PROCESS: Qualified, trained REACH staff screens applicants for income and residential qualifications including Section 8 Voucher and Project Based Section 8 recipients. All Section 8 recipients' income and expenses will be verified by the Housing Authority of Portland in addition to the site base verification, which will determine applicable rent; All applicants will have to be screened for Tax Credit subsidy approval through the site office and third-party verification.

Any applicant who fails to fully meet the criteria in all four of the following areas: Income, Credit, Employment, and Rental History, may be denied.

1. Household Income:

- A. Total household monthly income must be equal to or greater than 1.5 times the monthly rent. If not, the application will be denied.
- B. Applicants must show at least three prior months of steady income (includes all sources). All income must be legally obtained and verifiable, including asset information. If not, the application will be denied.
- C. Self-employed applicants will be required to show proof of income through previous year's tax returns. If not, the application will be denied.
- D. Applicants with zero income must provide evidence of ability to pay 12 months of rent with a source of income anticipated within 12 months. If not, the application will be denied.

2. Credit Report: A credit report will be obtained:

- A. 10 or more collections reported will result in denial;



- B. Outstanding bad debt (i.e. slow pay, collections, bankruptcies, repossessions, liens, judgments, wage garnishments) which are more than \$2,000 will result in denial.
- C. Bankruptcies discharged within one year from the date of application will require a security deposit equal to two months' rent. Open bankruptcy will result in denial.

3. Positive Rental History:

- A. Twelve months of verifiable, contractual rental history from a current third-party landlord is required. Applicants must list complete and accurate information regarding current landlord and at least one previous verifiable landlord reference, including phone numbers. Less than twelve months verifiable rental history or rental history demonstrating residency, but not contractual rental history, will require a security deposit equal to two months' rent.
- B. Rental history demonstrating noise or other disturbance complaints, or violations of the rental agreement or state law will result in denial if the applicant's former manager would not re-rent to the applicant.
- C. Applicant's receipt of three or more notices for non-payment of rent within one year will result in denial of the application.
- D. Applicant's receipt of two or more NSF checks within a period of one year will result in denial.
- E. Applicant's with outstanding rental collection balances, whether for damage or non -payment of rent or fees, will be denied.
- F. The applicant shall not have been evicted from any rental housing at any time during the past three (3) years

Criminal Background Search

Landlord shall conduct a search of public records to determine whether applicant, or any proposed resident, has been convicted of, or pleaded guilty or no contest to any crime prior to the application. A conviction, guilty plea or no contest plea to any of the following shall be grounds for, and will result in denial of the rental application:

- A. Current registered sex offenders will be denied.
- B. Any sex crimes, (any household member who is subject to a state sex offender lifetime registration requirement.)
- C. Any felony involving serious injury, kidnapping, death, arson, rape, sex crimes and/or child sex crimes, extensive property damage or drug-related offenses (sale, manufacture, delivery or possession with intent to sell), Class A felony burglary or Class A felony robbery: or
- D. Any other felony, or any Class A misdemeanor involving: assault, intimidation, sex crimes,
- E. drug related offenses (sale manufacture, delivery or possession), property damage, or weapons charges where the date of disposition, release, or parole have occurred within the last 7 years;
- F. any Class B or C misdemeanor in the above categories or those involving Criminal Trespass 1, theft, dishonesty, prostitution, or any Class A misdemeanor motor vehicle and traffic offenses, where the date of disposition, release, or parole have occurred within the last 3 years.
- G. Pending charges for any of the above will result in a suspension of the application process until the charges are resolved. Upon resolution, if an appropriate unit is still available, the processing of the application will be completed. No unit will be held awaiting resolution of pending charges.
- H. Any conviction involving theft, dishonesty, prostitution, obscenity and related violations (ORS 167.060 through 167.100) where the latest to occur of disposition, release or completion of parole within the last 6 months.
- I. Pending charges for any of the above will result in a suspension of the application process until the charges are resolved. Upon resolution, if an appropriate unit is still available, the processing of the application will be completed. No unit will be held awaiting resolution of pending charges
- J. Felonies that would threaten the health or safety of the residents or Owner or any employee, contractor, subcontractor or agent of the Owner who is involved in housing operations
- K. Open criminal cases or outstanding warrants in the above categories will require the application to be held until final resolution is made by the courts. Applications will only be held for 30 days from the date of processing.
- L. Denied applicants may be reinstated to the wait list in six months must re-apply to qualify per REACH's current criteria.

STUDENT STATUS: In general, apartments at Westshore Apartments may not be occupied by households consisting entirely of full-time students. A full-time student is defined as an individual who attends school full-time (as defined by the institution being attended) for some part of five (5) or more months in the current calendar year. The 5 months do not need to be consecutive. Full-time students who work full-time are still considered students. Individuals attending on-the-job training courses are not considered to be students.

Some exceptions do apply. As of 2012, if all members of the household are full-time students, the applicants may still qualify for residency if:

1. Students are married and entitled to file a joint federal income tax return. (A married couple who has not filed a joint tax return but is eligible to do so will still qualify, but will need to submit a copy of their marriage certificate);



2. The household consists of an independent single parent and his/her children, all of whom are not dependents of a third party other than the absent parent;
3. At least one household member receives welfare assistance under Title IV of the Social Security Act (AFDC/TANF);
4. At least one household member is enrolled in and receiving assistance under the Workforce Investment Act (WIA – formerly the Job Training Partnership Act) or other similar programs operating under Federal, State or local laws;
5. At least one household member previously received Foster Care Assistance under part B or E of Title IV of the Social Security Act (H.R. 3221, effective 07/30/08 forward).

DISABLED ACCESSIBILITY: (REACH allows existing premises to be modified at the full expense of the disabled person, if the disabled person agrees to restore the premises to the pre-modified condition per Fair Housing guidelines) REACH requires:

1. Written proposals detailing the extent of the work to be done.
2. Written assurances that the work will be performed in a professional manner by a licensed/bonded contractor.
3. Written approval from the landlord before modifications are made.
4. Documents identifying the names and qualifications of the contractors to be used.
5. All appropriate city, county or state building permits and required licenses made available for landlord inspection, prior to beginning the work.
6. A restoration deposit may be required per Fair Housing guidelines.

REJECTION POLICY:

If your application is denied due to an unfavorable credit report, you may:

1. Contact the credit reporting company at: Yardi Resident Screening 307 Waverly Oaks Rd suite 301 Waltham, MA 02452.
2. Correct any misinformation as outlined by the credit reporting company.
3. Request a corrected report is sent to REACH.
4. Upon receipt of a satisfactory, updated report, your application may be considered for the next available unit.

If your application is denied for reasons other than unfavorable credit, you may:

1. Submit a written explanation appealing your denial, within 14 days of receipt of the denial letter to: Community Manager, REACH Community Development, Inc., 4150 SW Moody St. Portland, OR 97239
2. A panel will review the materials regarding your application and will notify you in writing of the results within 5 business days of the panel review.
3. Persons with disabilities have the right to request reasonable accommodations to participate in the informal hearing process.
4. If you feel you have been a victim of discrimination, you may contact HUD at: 909 1st Ave. Rm. 205, Seattle, WA 98104-1000, 1-800-877-0246, TTY 1-206-220-5185, www.hud.gov



FY2023 COC CONSOLIDATED APPLICATION ATTACHMENT: PHA MOVING ON PREFERENCE (1C-7)

TABLE OF CONTENTS

Document Satisfying Requirement	Page Number
Cover Sheet	1
Home Forward Section 8 Administrative Plan, Revised March 2022	2
Table of Contents with highlighted relevant sections	3
Moving on Preference – Housing Choice Vouchers	4-13
Project Specific Cover Sheet: Tenant Selection Criteria for Richmond Place showing Moving On Strategy	14
Program Instructions: Emergency Housing Vouchers, 2021-2022, for households currently served in PSH who no longer need/want supportive services but need financial assistance to maintain housing	15



Section 8

Administrative Plan

Revision Date
March 2022



Administrative Plan – Table of Contents

Chapter 4

APPLICATIONS, WAITING LIST AND TENANT SELECTION

PART I:	THE APPLICATION PROCESS	4-3
4-I.A.	Overview.....	4-3
4-I.B.	Applying For Assistance [HCV GB, pp. 4-11 – 4-16]	4-3
4-I.C.	Accessibility Of The Application Process.....	4-4
	Elderly and Disabled Populations [24 CFR 8 and HCV GB, pp. 4-11 – 4-13]	4-4
	Limited English Proficiency	4-4
4-I.D.	Placement On The Waiting List	4-5
PART II:	MANAGING THE WAITING LIST.....	4-7
4-II.A.	Overview.....	4-7
4-II.B.	Organization Of The Waiting List [24 CFR 982.204 and 205]	4-7
4-II.C.	Opening And Closing The Waiting List [24 CFR 982.206].....	4-8
	Closing the Waiting List.....	4-8
	Reopening the Waiting List.....	4-8
4-II.D.	Family Outreach [HCV GB, pp. 4-2 to 4-4]	4-9
4-II.E.	Reporting Changes In Family Circumstances	4-10
4-II.F.	Updating The Waiting List [24 CFR 982.204].....	4-10
	Purging the Waiting List.....	4-10
	Updating Preferences.....	4-11
	Removal from the Waiting List	4-11
PART III:	SELECTION FOR HCV ASSISTANCE	4-13
4-III.A.	Overview.....	4-13
4-III.B.	Selection And HCV Funding Sources	4-13
	Special Admissions [24 CFR 982.203]	4-13
	Targeted Funding [24 CFR 982.204(e)]	4-13
	Regular HCV Funding	4-16
4-III.C.	Selection Method	4-19
	Local Preferences [24 CFR 982.207; HCV p. 4-16]	4-19
	Income Targeting Requirement [24 CFR 982.201(b)(2)].....	4-24
	Order of Selection.....	4-24
	Tenant-Based Voucher Set Asides	4-25
4-III.D.	Notification Of Selection.....	4-26
4-III.E.	The Application Interview	4-26
4-III.F.	Completing The Application Process	4-27

4-III.C. SELECTION METHOD

PHAs must describe the method for selecting applicant families from the waiting list, including the system of admission preferences that the PHA will use [24 CFR 982.202(d)].

Local Preferences [24 CFR 982.207; HCV p. 4-16]

PHAs are permitted to establish local preferences, and to give priority to serving families that meet those criteria. HUD specifically authorizes and places restrictions on certain types of local preferences. HUD also permits the PHA to establish other local preferences, at its discretion. Any local preferences established must be consistent with the PHA plan and the consolidated plan, and must be based on local housing needs and priorities that can be documented by generally accepted data sources.

PHA Policy

Local preferences are listed below and are numerically ranked, with number 1 being the highest preference. Preferences within the same rank are treated equally.

The following program transfer preferences will be ranked #1:

- **The PHA will grant a preference to up to 20 families per calendar year that are currently served in another permanent housing assistance program administered by the PHA and experiencing domestic violence, dating violence, sexual assault or stalking if the following circumstances apply:**
 - The PHA received completed and signed Form HUD-5382 (Certification of Domestic Violence, Dating Violence, Sexual Assault, or Stalking, and Alternate Documentation) or alternate documentation allowed by Form HUD-5382;
 - Domestic violence, dating violence, sexual assault or stalking has occurred at the level that written certification has been received from a service provider verifying the participant is in significant danger and must relocate which will likely result in the need for the participant to receive a tenant-based voucher;
 - The current subsidy limits the participant's ability to relocate while retaining housing assistance; and
 - Program transfer is authorized in writing by the Director of Housing Choice Vouchers, Director of Homeless Initiatives, or Housing Program Manager.
- **Families that are currently served (or have been certified or have reached the top of the waiting list) in another permanent housing assistance program administered by the PHA when the other program is unable to serve the family and when such assistance is necessary for the PHA to appropriately house the family. This preference requires approval of Directors of both programs.**

When the PHA grants a local preference based on a specific need (i.e., a unit with accessible entrance), the Section 8 subsidy may only be used for a unit that cures the condition for which the local preference was granted.

**Moving On
Preference -
Housing Choice
Vouchers**

- **Youth that are currently served in the Family Unification Program (FUP) administered by the PHA whose FUP voucher is expiring due to the 36-month statutory time limit, or youth that are currently served in the FUP rental assistance extension program administered by the PHA, if the following circumstances apply:**

FUP-eligible youth is a person with disabilities, as defined in 24 CFR 5.403; and

A written referral has been received from the current FUP case manager of record (DHS, Homeless Youth Continuum, or another agency) certifying that the youth will have a lack of adequate housing as a result of the expiration of FUP voucher or FUP rental assistance extension and needs a tenant-based voucher to ensure uninterrupted housing assistance.

- **Families that are currently served by the PHA in a Continuum of Care funded, permanent supportive housing project and no longer need supportive services to maintain housing stability. The PHA may target preference to specific permanent supportive housing projects in order to align with the local and / or federal priorities related to ending homelessness. The PHA will limit the number of families accessing Housing Choice Vouchers via this preference to twenty-five annually, for calendar years 2015 and 2016 as a pilot. This preference requires approval of Directors of both programs, and the following circumstances must apply:**

Sponsor agency providing services to participant family provides written certification that the family does not require permanent supportive housing to maintain housing stability;

Family receiving preference must have completed two full years in a Continuum of Care funded, permanent supportive housing project;

Family receiving preference has successfully adhered to permanent supportive housing project program rules and requirements; and

Family receiving preference has projected gross annual income equal to or greater than the maximum Federal Supplemental Security Income (SSI) annual payment amount. The absence of income suggests ongoing opportunities for families to engage with supportive services related to obtaining income – either benefits acquisition or employment. Additionally, Continuum of Care funded projects are structured to provide greater options in the market for families without income.

In the event a program transfer is approved for a current participant due to one of the preferences described above the current participant will not be required to complete an application and go through the formality of being pulled from the current HCV waiting list. The program transfer preferences impact households who have already been through a waiting list process; their eligibility determination for the transfer preference will be based upon the specific criterion outlined in each preference described above. All transfer preference applicants must meet eligibility criteria for the HCV program in accordance with policies in Chapter 3. Detailed

verification of the need for the transfer preference as well as two authorized signatures will be required for a voucher to be authorized and issued.

The following voucher set-asides preferences for families that are exiting homelessness will be ranked #1. The PHA will limit the number of vouchers set aside for these preferences to 250. Once 250 families lease up with vouchers issued under these preferences, the preferences will sunset:

- **The PHA will grant a preference to up to 200 families that are currently served by Multnomah County's Homeless Family System of Care if the following circumstances apply:**

The PHA has executed a Memorandum of Understanding (MOU) with a partner agency. The MOU outlines eligibility criteria for the preference and criteria for determining how families will be selected and referred to the PHA from eligible families within the Homeless Family System of Care;

The PHA received a written referral from the partner agency, including a certification that the family was selected and referred to the PHA in accordance with criteria outlined in the MOU;

The referring partner agency agrees to make ongoing supportive services available to the family for the length of the family's participation in the HCV program.

- **The PHA will grant a preference to up to 50 families that include a veteran experiencing homelessness and are ineligible for HUD – Veterans Affairs Supportive Housing (HUD – VASH) voucher if the following circumstances apply:**

The PHA has executed a Memorandum of Understanding (MOU) with a partner agency. The MOU outlines eligibility criteria for the preference and criteria for determining how families will be selected and referred to the PHA from eligible veteran families experiencing homelessness;

The PHA received a written referral from the partner agency, including a certification that the family was selected and referred to the PHA in accordance with criteria outlined in the MOU;

The referring partner agency agrees to make ongoing supportive services available to the family for the length of the family's participation in the HCV program.

Based on the capacity of the service provider and supportive services available to the families as outlined in the MOU, screening and eligibility criteria for exiting homelessness preference applicants may be different from the PHA's regular requirements for the HCV program laid out in Chapter 3, except in the situations for which denial of assistance is mandatory.

The following voucher set-aside preference for households that are at risk of displacement due to increasing rents will be ranked #1. The PHA will limit the number of vouchers set aside for this preference to sixty for calendar year 2016 as a pilot:

- **The PHA will grant a one-time preference to up to 40 families that are currently served by Northwest Pilot Project and up to 20 families that are currently served by the Urban League of Portland if the following circumstances apply:**

The PHA has executed a partnership agreement with the partner agencies;

The PHA received a written referral from the partner agency, including a certification that the family is at risk of displacement due to rent increases and housing affordability issues, and the family was selected for referral in accordance with criteria outlined in the partnership agreement; and

The referring partner agency agrees to make ongoing supportive services available to the family for the length of the family's participation in the Housing Choice Voucher program.

The following preferences will be ranked #2:

- **Families with a non-elderly (age 18 - 61) person with disabilities, as defined in 24 CFR 5.403, who is transitioning out of institutional or other segregated settings. The PHA will limit the number of vouchers set aside for this preference to 99. Families will be selected utilizing this preference only upon availability of a mainstream voucher for up to 99 vouchers.**

Institutional or other segregated settings include, but are not limited to:

- Congregate settings populated exclusively or primarily with individuals with disabilities;
- Congregate settings characterized by regimentation in daily activities, lack of privacy or autonomy, policies limiting visitors, or limits on individuals' ability to engage freely in community activities and to manage their own activities of daily living; or
- Settings that provide for daytime activities primarily with other individuals with disabilities.

Transitioning is defined as having a plan for exiting institutional or other segregated settings within three months.

- **Families with a non-elderly (age 18 - 61) person with disabilities, as defined in 24 CFR 5.403, who is experiencing homelessness and was referred to the PHA from Multnomah County's Coordinated Access system managed by the City of Portland / Multnomah County Joint Office of Homeless Services. The PHA will limit the number of vouchers set aside for this preference to 30. Families will be selected utilizing this preference only upon availability of a mainstream voucher for up to 30 vouchers.**

The PHA must receive a written referral from the City of Portland / Multnomah County Joint Office of Homeless Services, including a certification that the family is experiencing homelessness and is being referred from Multnomah County's Coordinated Access system

Experiencing homelessness is defined as:

An individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:

- An individual or family with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground; **or**
- An individual or family living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state, or local government programs for low-income individuals); **or**
- An individual who is exiting an institution where he or she 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;

OR,

Any individual or family who:

- Is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member, including a child, that has either taken place within the individual's or family's primary nighttime residence or has made the individual or family afraid to return to their primary nighttime residence; **and**
- Has no other residence; **and**
- Lacks the resources or support networks, e.g., family, friends, and faith-based or other social networks, to obtain other permanent housing

The following preference will be ranked #3:

- **Families with a member who has a documented terminal illness with life expectancy of 12 months or less.**

The following preference will be ranked #4:

- **Households residing in Multnomah County**

The term “residence” includes shelters and other dwelling places where homeless families may be living or sleeping.

Applicants who are working or have been notified that they were hired to work in Multnomah County will be treated as residents of Multnomah County.

Graduates of, or active participants in, education and training programs in Multnomah County will be treated as residents of Multnomah County if the education or training program is designed to prepare individuals for the job market.

- The PHA defines training program as “a learning process with goals and objectives, generally having a variety of components, and taking place in a series of sessions over a period of time. It is designed to lead to a higher level of proficiency, and it enhances the individual’s ability to obtain employment. It may have performance standards to measure proficiency. Training may include, but is not limited to: (1) classroom training in a specific occupational skill, (2) on-the-job training with wages subsidized by the program, or (3) basic education”.
- Employment, education, or training programs would include active participation in any of the following: GED or high school diploma, employment readiness programs, short term or long term training programs that will result in a certification; or a degree-seeking program at a college or university with a minimum enrollment requirement of six credit hours. The previous list is not inclusive of all eligible employment, education, or training programs.
- Third-party verification of active participation or graduation from such program within the past year will be required to receive a preference.

Households with no preference will be ranked #5.

Eligible RAD PBV households wishing to exercise mobility will be placed on the tenant-based HCV waiting list and will be selected for no more than seventy-five percent of turnover vouchers in accordance with policies in Chapter 18.

Income Targeting Requirement [24 CFR 982.201(b)(2)]

HUD requires that extremely low-income (ELI) families make up at least 75 percent of the families admitted to the HCV program during the PHA's fiscal year. An ELI family is a very low-income family whose annual income does not exceed the higher of 30 percent of the area median income or the federal poverty level [FR Notice 6/25/14]. To ensure this requirement is met, a PHA may skip non-ELI families on the waiting list in order to select an ELI family.

Low-income families admitted to the program that are "continuously assisted" under the 1937 Housing Act [24 CFR 982.4(b)], as well as low-income or moderate-income families admitted to the program that are displaced as a result of the prepayment of the mortgage or voluntary termination of an insurance contract on eligible low-income housing, are not counted for income targeting purposes [24 CFR 982.201(b)(2)(v)].

PHA Policy

The PHA will monitor progress in meeting the income targeting requirement throughout the fiscal year. Extremely low-income families will be selected ahead of other eligible families on an as-needed basis to ensure the PHA continues to serve the same population as it served prior to receiving the MTW status.

Order of Selection

The PHA system of preferences may select families based on local preferences according to the date and time of application or by a random selection process (lottery) [24 CFR 982.207(c)]. If a PHA does not have enough funding to assist the family at the top of the waiting list, it is not permitted to skip down the waiting list to a family that it can afford to subsidize when there are not sufficient funds to subsidize the family at the top of the waiting list [24 CFR 982.204(d) and (e)].

PHA Policy

Families will be selected from the waiting list based on the targeted funding or selection preference(s) for which they qualify, and in accordance with the PHA's hierarchy of preferences, if applicable. No more than seventy-five percent of turnover vouchers will be targeted to eligible RAD PBV families wishing to exercise mobility. Within each targeted funding or preference category, families will be selected in numerical order based on the numbers that were assigned to each application, by lottery, at the time the applications were placed on the waiting list. Documentation will be maintained by the PHA as to whether families on the list qualify for and are interested in targeted funding. If a higher placed family on the waiting list is not qualified or not interested in targeted funding, there will be a notation maintained so that the PHA does not have to ask higher placed families each time targeted selections are made.

Tenant-Based Voucher Set Asides (MTW)

Through Tenant-Based Voucher Set Asides, the PHA uses its MTW authority to align MTW Housing Choice Vouchers with services and supports from partners designed to increase housing stability and success for families with barriers to succeeding with a voucher alone. The Tenant-Based Voucher Set Asides allow the PHA, in specific instances, to select families for Housing Choice Voucher assistance without using the tenant-based voucher waiting list.

With Tenant-Based Voucher Set Asides, the PHA accepts referrals from specified partners and awards those households the dedicated vouchers. Written documentation of the referral is maintained in the tenant file by the PHA, but the PHA does not add these households to the Housing Choice Voucher waiting list. This flexibility increases efficiency and reduces the number of days a family has to wait between referral and issuance of the voucher.

For each Tenant-Based Voucher Set Aside, prior to accepting referrals and issuing vouchers the PHA executes a Memorandum of Understanding with the partner specifying:

- Number of vouchers included in the Tenant-Based Voucher Set Aside;
- Eligibility criteria for the Tenant-Based Voucher Set Aside;
- Criteria for determining how families will be selected and referred to the PHA by the partner(s);
- Type and duration of services the partner(s) will make available to the household; and
- All referrals must be in writing and include a certification from the partner(s) that the family was selected and referred to the PHA in accordance with the criteria outlined in the Memorandum of Understanding.

Approved Tenant-Based Voucher Set Asides

Homeless Family System of Care

The PHA sets aside up to 200 total vouchers for families currently served by Multnomah County's Homeless Family System of Care.

Previously, the PHA instituted a one-time preference in its Housing Choice Voucher program for up to 200 families served by Multnomah County's Homeless Family System of Care. At the point 200 families leased-up under the preference, the preference sunsetted. New families were not referred from the Homeless Family System of Care as families selected through the preference left the Housing Choice Voucher Program.

The PHA uses a Tenant-Based Voucher Set Aside to serve up to 200 families referred by Multnomah County's Homeless Family System of Care. Remaining families from the previous preference for families referred from the Homeless Family System of Care will be included in the count of up to 200 families covered by the Tenant-Based Voucher Set Aside.

4-III.D. NOTIFICATION OF SELECTION

When a family has been selected from the waiting list, the PHA must notify the family.

PHA Policy

The PHA will notify the family by first class mail when it is selected from the waiting list. The notice will include the required forms that have to be completed and signed by all adult family members and returned to the PHA. The notice will inform the family of the following:

Documents and information that must be provided to the PHA, including information about what constitutes acceptable documentation;

Deadline for submitting completed and signed forms and other documents and information requested by the PHA.

If a notification letter is returned to the PHA with no forwarding address, the family will be removed from the waiting list. A notice of denial (see Chapter 3) will be sent to the family's address of record and, when requested as a reasonable accommodation for a disabled or elderly family, to any known alternate address.

If the family fails to respond to a notification letter, the family will be denied assistance based on the family's failure to supply information needed to determine eligibility. A notice of denial will be issued in accordance with policies contained in Chapter 3.

4-III.E. THE APPLICATION INTERVIEW

HUD recommends, but does not require, the PHA to hold in-person interviews with families selected from the waiting list. Being invited to attend an interview does not constitute admission to the program.

Assistance cannot be provided to the family until all SSN documentation requirements are met. However, if the PHA determines that an applicant family is otherwise eligible to participate in the program, the family may retain its place on the waiting list for a period of time determined by the PHA [Notice PIH 2012-10].

Reasonable accommodation must be made for persons with disabilities who are unable to attend an interview due to their disability.

PHA Policy

The PHA does not require in-person eligibility interviews.

Pending disclosure and documentation of social security numbers, the PHA will allow the family to retain its place on the waiting list until the next time the PHA is issuing vouchers. If not all household members have disclosed their SSNs at the next time the PHA is issuing vouchers, the PHA will issue a voucher to the next eligible applicant family on the waiting list.

The family must provide to the PHA, by mail or in-person, the information necessary to establish the family's eligibility and determine the appropriate level of assistance, as well as completed and signed required forms and other documentation requested by the PHA.

If any materials are missing, the PHA will provide the family with a written list of items that must be submitted. The missing and/or additional items must be provided within 10 business days from the date the PHA sent the list of items to the family (Chapter 7 provides details about longer submission deadlines for particular items, including documentation of Social Security numbers and eligible noncitizen status). If the family is unable to obtain the information or materials within the required time frame, the family may request an extension. If the required documents and information are not provided within the required time frame (plus any extensions), the family will be sent a notice of denial (See Chapter 3).

An advocate, interpreter, or other assistant may assist the family with the application process.

4-III.F. COMPLETING THE APPLICATION PROCESS

The PHA must verify all information provided by the family (see Chapter 7). Based on verified information, the PHA must make a final determination of eligibility (see Chapter 3) and must confirm that the family qualified for any special admission, targeted funding admission, or selection preference that affected the order in which the family was selected from the waiting list.

PHA Policy

If the PHA determines that the family is ineligible, the PHA will send written notification of the ineligibility determination within 15 business days of the determination. The notice will specify the reasons for ineligibility, and will inform the family of its right to request an informal review (Chapter 16).

If a family fails to qualify for any criteria that affected the order of selection from the waiting list (e.g. targeted funding, extremely low-income, preferences / ranking), and the family applied and was placed on the PHA waiting list when the list was open for all applicants, the family will be returned to its original position on the waiting list within 120 calendar days from the date the PHA requested preference verification and will be selected in the future based upon updated information. The PHA will notify the family in writing that it has been returned to the waiting list, and will specify the reasons for it.

If a family fails to qualify for any criteria that affected the order of selection from the waiting list (e.g. targeted funding, extremely low-income, preferences / ranking), and the family applied when the PHA waiting list was open only for families claiming a preference or meeting specified criteria for targeted funding, the family will be removed from the waiting list. The PHA will send a notice to the family's address of record and, when requested as a reasonable accommodation for a disabled or elderly family, to any alternate address provided on the initial application. The notice will state the reasons the family was removed from the waiting list and will inform the family how to request an informal review regarding the PHA's decision.

If the PHA determines that the family is eligible to receive assistance, the PHA will invite the family to attend a briefing in accordance with the policies in Chapter 5.



PROJECT SPECIFIC COVERSHEET

The below specifications take precedence over the general Tenant Selection Policy. This coversheet and the tenant selection policy are made available to anyone that requests it.

Project Name: Richmond Place
2438 SE 41st
Portland, OR 97214

Project Specific Eligibility Requirements

20 PBV unit (2 studios, 11 one bedrooms, 7 two bedrooms) at or below 50% AMI: These units are open to the general public taking priority preference based on the point system below. If within 2 weeks a qualified applicant is not identified for an available unit as outlined below, an applicant will be selected from the waitlist that is not part of these three priority preferences. All applicants must qualify based on income, family size and pass Home Forward's screening criteria. The Project Based Voucher program follows all waitlist VAWA regulations as it pertains to emergency transfers as outlined in the tenant selection plan.

5 PBV units (1 studio, 4 one bedrooms) will take preference to:

- 6 points** –Extenuating Circumstance
- 3 points** – Current Coordinated Access Participants
- 1 point** – At or below 30% AMI
- 1 point** – Homelessness/risk of homelessness

6 PBV units (1 studio, 5 one bedrooms,) will take preference to:

- 6 points** –Extenuating Circumstance
- 3 points** – Current Choice Model Participants (formerly AMHI)
- 1 point** – At or below 30% AMI
- 1 point** – Homelessness/risk of homelessness

9 PBV units (2 one bedrooms, 7 Two bedrooms) will take preference to:

- 6 points** –Extenuating Circumstance
- 3 point** – Cascadia Family Services Referral
- 1 point** – At or below 30% AMI
- 1 point** – Homelessness/risk of homelessness

*The purpose and intent of this selection policy is to create further opportunities for individuals and families that have successfully graduated from or no longer has the need for a transitional housing or an intense supportive housing model. The goal is to provide a continuum of opportunities to self-sufficiency.

Opening and Closing the Waitlists

Waitlists may be temporarily closed if the estimated wait time is more than one year, or if there are more than 50 names on the list. The waiting lists will be reopened once the estimated wait time drops below 6 months or if there are less than 10 names on the waitlist.

Security Deposit Requirements

Studios = \$200 One Bedroom = \$300 Two Bedroom = \$400

No Pets Allowed

Pet Deposit (Does not apply to Assisted Care Animals)

HEALING, HOMES, HOPE

Cascadia Housing projects will consider all Reasonable Accommodation requests. Cascadia Housing projects do not discriminate on the basis of handicapped status in the admission or access to, treatment or employment in, its Federally assisted programs and activities. Director of Housing Compliance is the 504 Coordinator and is available at: 847 NE 19th Ave. Portland, OR 97232

Program Instructions: Emergency Housing Vouchers, 2021-2022

The American Rescue Plan includes the Emergency Housing Voucher (EHV) Program, which is intended to serve people experiencing homelessness or at risk of homelessness. To drive down racial disparities in the experience of homelessness and COVID-related housing instability, BIPOC communities must be overrepresented in access to and success in the Emergency Housing Voucher Program.

Referrals for EHV must come from the CoC (Joint Office of Homeless Services). HUD is allowing flexibility in how eligible households are prioritized.

Eligibility for individuals and families:

- **Homeless**
- At risk of homelessness - Household must be at or below 30% MFI
- Fleeing or attempting to flee DV, IPV or trafficking
- “Recently homeless, as determined by the Secretary, and for whom providing rental assistance will prevent the family’s homelessness or having high risk of housing instability” (AKA in RRH programs)
- EHV can also be used to support households seeking an Emergency Transfer (DV) and Home Forward plans to set some EHV aside for this need
- No registered sex offenders
- No person convicted of manufacturing methamphetamine in public housing
- At least one household member needs to be a citizen or eligible non-citizen

EHV vouchers are ongoing (no expiration date). However, vouchers cannot be reissued after September 2023. Vouchers terminated/vacated after that date will be lost to attrition.

Supportive Services

HUD expects communities receiving EHV vouchers to provide housing search assistance. This may include:

1. Assistance identifying eligible units, including physically accessible units as needed as well as units in low-poverty neighborhoods;
2. Outreach to owners of potentially eligible units;
3. Provide transportation assistance and direction to potential units;
4. Assist families and individuals with rental applications, rental agreements and other paperwork;
5. Advocate directly, as needed, with landlords on behalf of the families and individuals; and
6. Otherwise help expedite the EHV leasing process for families and individuals

EHV participants will have access to two different sources of funding for client assistance: HUD funded EHV Service Fees and locally funded Metro General Client Assistance.

Placement Support (EHV Service Fees)

Program participants will be eligible for up to \$3500 in client assistance to assist with lease-up costs.

Assistance may include:

1. Application fees;
2. Utility deposits and utility arrears if it is necessary for EHV lease-up;
3. Moving expenses for initial EHV lease-up; and
4. Essential household items.

Home Forward will use some of the EHV Service Fees to directly pay deposits and landlord incentives. JOHS contract providers will also have access to EHV Service Fees to assist with the above lease up assistance (total average services fees per household is \$3,500 per voucher). EHV Service Fees cannot pay past property debt. Providers will need to utilize other resources to overcome this barrier to placement as needed (please see below)

Post Placement/Retention Services

FTE/Staffing will be provided to support with lease up and retention (\$83,171 for each FTE within HYC, HFSOC, DV). Staffing ratios are calculated based on a 1:30 ratio of housing advocate to voucher/household. Staff must commit to participate in case conferencing through initial EHV lease-up phase. Case loads will be evaluated annually to assess for shifts in client to staff ratios.

In addition to the EHV Service Fees, each FTE will have access to additional client assistance of up to \$5,000. This funding will be provided to the HYC, HFSOC, & DSV Systems. Service Providers will support EHV families and individuals in accessing JOHS funded financial assistance to support lease-up, retention and on-going stability. Assistance may include:

- Basic needs: Food, clothing, furniture, hygiene products
- Transportation
- Utilities
- Phone
- Application fees
- Security deposits
- Utility deposits and utility arrears if it is necessary for EHV lease-up
- Rent arrears and housing related debt if it is a barrier to EHV lease-up

- Moving expenses for initial EHV lease-up; and
- Debt resulting from financial abuse
- Essential household items.

Output/Outcomes

- Providers must achieve a minimum of 90% utilization within 12-months of voucher award and maintain a minimum of 90% utilization of ongoing Emergency Housing Voucher participation.
- 70% of EHV voucher participants will be from Communities of Color.
- Providers will maintain a staff to participant ratio of 1:30.

Referral Process

JOHS will make referrals of families and individuals experiencing homelessness from the Continuum's Coordinated Entry Systems. Referrals will prioritize families and individuals experiencing homelessness who will benefit from permanent housing assistance (but who are ineligible due to the nature of homelessness or disability status, and assessment score, to receive Continuum of Care-funded Permanent Supportive Housing assistance).

JOHS will make referrals of families and individuals fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or human trafficking from the Continuum's DV Coordinated Entry System. If there are questions about emergency transfers, reach out to your JOHS contract point person.

Home Forward will issue Emergency Housing Vouchers to eligible individuals and families as a result of the direct referral process from the Continuum of Care's Coordinated Entry Systems managed by JOHS.

Overall Priority Consideration:

- Within each priority pool, prioritize households from communities disproportionately affected by COVID-19, including communities of color and older adults.

First Priority Referrals

- Households currently served in RRH programs who are nearing their maximum program enrollment (regardless of project HUD waiver status) and do not have sufficient income to cover rent payments after RRH subsidy ends.

- Households currently served in PSH programs who no longer need or want the intensive services offered in PSH but continue to need financial assistance to maintain their housing.
- Households in high-risk COVID motels.

Second Priority Referrals

- Households not being currently served (i.e. on system queues, prioritized lists, discussed in RCT, etc.) who are in need of long-term subsidies.
- Households currently being served by COVID Rent Assistance that meet the 'at risk of homelessness' eligibility criteria set by HUD who are at the end of their COVID assistance with no other rent assistance available.

Data Entry and Tracking, Client File Requirements & Records Retention

- Providers will use the ServicePoint data collection system to collect data on all EHV Voucher recipients by entering supportive services information, including program entry and exit dates (and where applicable, case management hours). All data must be entered into Service Point within 5 days of a participant enrolling in the EHV project. Data collected includes entry data, client demographic, service data and exit data.
- County file standards will be applied. Documentation of participant eligibility and services must be recorded in client case files (paper or electronically). JOHS recommends that contractors use a client file checklist. Sample forms are available from your JOHS contract manager.
- Providers will retain all program and client records for a minimum of (6) six years, or such longer period as may be required by applicable law, whichever date is later. Providers will retain all program records in a manner consistent with the requirements of applicable state and federal law.
(https://sos.oregon.gov/archives/Pages/records_retention_schedule.aspx).

All client paper documentation must be stored within a locked filing cabinet in a setting that is secured. All active client electronic records must be maintained on a secure server accessible only to authorized personnel at the agency/organization.

**FY2023 COC CONSOLIDATED APPLICATION
ATTACHMENT: LETTER SIGNED BY WORKING
GROUP (1D-11a)**

TABLE OF CONTENTS

Document Satisfying Requirement	Page Number
Cover Sheet	1
Letter signed by Working Group	2-3

**Involving Individuals with Lived Experience of Homelessness in Decision Making
Letter of Support from Working Group of Individuals with Lived Experience of
Homelessness**

To: Housing and Urban Development Department

Re: FR-6700-N25 Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2023 Continuum of Care Competition

Date: 09/21/2023

The Lived Experience Advisory Committee (LEAC) consists of fifteen individuals who are all currently experiencing or have experienced homelessness, both sheltered and unsheltered, in Portland/Gresham/Multnomah County, Oregon. The committee was formed with the purpose of providing feedback and recommendations on homeless services in the geographic area and ensuring that individuals with lived experience of homelessness are meaningfully integrated in the Collaborative Applicant and CoC's decision making process.

The LEAC reviewed and supported the CoC's local competition priority populations which include: Black, Indigenous and other Persons of Color (BIPOC) communities disproportionately represented in the homeless population, people who qualify as chronically homeless, people experiencing unsheltered homelessness, people with a disabling condition, and people who identify as LGBTQIA2S+. The LEAC additionally reviewed and expressed support for project prioritization which includes priority for: Permanent Supportive Housing projects, projects from culturally specific providers, projects from providers with expertise in serving the LGBTQIA2S+ population, projects that demonstrate strong commitment to racially equitable outcomes, projects that demonstrate strong commitment to culturally responsive/specific services, projects that demonstrate capacity to help achieve positive system performance measures, and projects that align with other community resources, such as health care. Finally, the LEAC discussed the Housing First model and supported the requirement that all newly funded CoC projects in the geographic area follow the Housing First model.

The members of the LEAC **express their support** for the CoC's Collaborative Application and the priorities for serving individuals and families experiencing homelessness with severe service needs in Multnomah County as it is outlined in the OR-501 Continuum of Care Collaborative Application.

The members of the LEAC wanted to take this unique opportunity to also express some additional recommendations, based on their experiences:

- HUD should encourage communities to promote more authentic engagement with People with Lived Experience of Homelessness besides a letter

- Local and national improvements to the Point In Time (PIT) count to better document homelessness among the Latinx/Hispanic population
- Case management and supportive services for housing programs need improvement. This includes extending the length of support, as well as providing wraparound services, life skills, and other supports
- Promote case management and supportive services models that are rooted in authentic relationships
- Improve the diversity of housing options for people currently living outside
- Increase the amount of peer-based supports for people in housing programs
- Continue to remove barriers for BIPOC communities to access housing services
- Ensure all providers funded by the CoC are effectively accountable to ensuring equitable, trauma informed and anti-oppressive practices
- Expand the amount of housing services to families across all funding sources

Sincerely, Members of the Lived Experience Advisory Committee:

Belinda K

Belinda K

Crystal B

Crystal B

Crystal M

Crystal M

Erika S

Erika S

Gwynevere Merkau

Gwynevere Merkau

Rebecca L

Rebecca L

FY2023 COC CONSOLIDATED APPLICATION ATTACHMENT: HOUSING FIRST EVALUATION (1D-2a)

TABLE OF CONTENTS

Document Satisfying Requirement	Page Number
Cover Sheet	1
Completed Housing First Assessment Tool January 19 th , 2023	2-21



Housing First Standards Assessment Tool

Overview: This tool aims to assess and document how closely a housing and service provider adheres to the recommended best practice standards of the Housing First model, in the context of the broader work to implement a Housing First orientation at the system-level. This tool specifically evaluates project-level fidelity to Housing First, which directly impacts a system's fidelity to Housing First. In addition to the universal best practice standards identified in this tool, Continuums should also take into account their local community context and local written standards pertaining to Housing First when assessing projects. A Continuum of Care can use this tool to prompt discussion and to

Provider Info tab: The Provider Information tab should be completed *prior* to beginning the assessment. Specifically, the ***Project Name, Project Type, Target Sub-Population served, and Date of Assessment*** fields need to be completed in order to populate the assessment standards and report summary with questions that are specific to the project type and population. Please complete this section prior to printing any standards for assessment.

Standards: The standards have been arranged into the following categories: *Access, Evaluation, Services, Housing, Leases, and Project-Specific*. The "Tab" chart at the bottom of this page describes each of the categories in more detail. Some of the categories are not applicable for all project types, and those standards do not need to be completed,

Project Type	Applicable Standards
Coordinated Entry	Access & Evaluation; Project-specific
Street Outreach	Access & Evaluation; Project-specific
Emergency Shelter	Access & Evaluation; Service & Housing; Project-specific
Transitional Housing	Access & Evaluation; Service & Housing; Leases; Project-specific
Rapid Rehousing	Access & Evaluation; Service & Housing; Leases; Project-specific
Permanent Supportive Housing	Access & Evaluation; Service & Housing; Leases; Project-specific

Safeguarding: Please keep in mind safeguarding concerns when assessing projects. In particular, we advise Continuums of Care to work with projects with victims of domestic violence to make sure that adequate safety and confidentiality policies and practices are in place before beginning assessments.

Scoring: For each standard, there are three scoring criteria: "Say It", "Document It", and "Do It" (as explained further below). To show that a project is in full compliance with each standard, the assessor should mark "Always" for each scoring criteria. Use the drop down in the three columns to the right to select "Always" or "Somewhat" or "Not at

- "Say It" means that project and agency staff can describe verbally what they do concerning each standard. The assessor should be able to identify that the organizational culture supports the standard by how staff talks about what is done.
- "Document It" means that there is written documentation that supports the project's compliance with each standard. Written documentation could include Policies and Procedures, Personnel Handbooks, Professional Development Plans, Project Rules, etc.
- "Do It" means that the assessor was able to find evidence that supports the project's compliance with each standard. Evidence could include information contained in client or other administrative files, client acknowledgement that something is being done, staff can point to documentation that supports implementation of the standard, etc.

Assessor Notes: A cell below each individual standard allows the assessor to add optional notes about the information collected for that particular standard. The notes can include where information was found, what questions were asked, who answered the questions, what additional information is needed to be able to mark that standard as

Tab	Description	Purpose

Instructions	Tool overview and aim	Offers instruction to users on the assessment tool
Provider Info	Input provider, project and general assessment information	Determines project-specific standards for consideration
Standards - Access & Evaluation	Input compliance with standards concerning participant access to the project and input, project evaluation and performance management	Assesses whether access and evaluation are compliant with Housing First principles
Standards - Leases	Input compliance with standards concerning the lease and occupancy agreements, where applicable	Assesses whether leases and occupancy agreements are compliant with Housing First principles
Standards - Services & Housing	Input compliance with standards concerning the service and housing models and structure, where applicable	Assesses whether services and housing are compliant with Housing First principles
Standards – Project-Specific	Prompts assessment standards based on project type and targeted sub-populations served by the project, where applicable	Assesses whether specific project standards are compliant with Housing First principles
Report Summary	Displays assessment scores and conclusions, and highlights non-compliant standards	Printable summary of the assessment



Provider Information

Please complete the information below on the organization being assessed.

Provider Information	
Provider's Legal Name	New Avenues for Youth
Acronym (If Applicable)	NAFY
Year Incorporated	1997
EIN	93-0910213
Street Address	1220 SW Columbia Street
Zip Code	97201

Project Information	
Project Name	Horizons Homesafe Consolidated Grant
Project Budget	\$793,160
Grant Number	OR0026L0E012215
Name of Project Director	Caitlin Campbell
Project Director Email Address	caitlin.m.campbell@multco.us
Project Director Phone Number	(971) 804-4960
Which best describes the project *	Rapid Rehousing
<i>If project is a Safe Haven, please choose project type that it most operates like, e.g. shelter, transitional housing, or permanent housing</i>	
Are your services targeted to any of the following populations specifically? Please select one if so, as this impacts your assessment questions.	Youth and Young Adults

*Please note that when you select a project type, particular standards may not be relevant.

Management Information	
Name of CEO	Sean Suib
CEO Email Address	ssuib@newavenues.org
CEO Phone Number	(503) 517-3921
Name of Staff Member Guiding Assessment	Alexis Nuckles
Staff Email Address	anuckles@newavenues.org
Staff Phone Number	(971)940-0158

Assessment Information	
Name of Assessor	Caitlin Campbell
Organizational Affiliation of Assessor	Multnomah County, Joint Office of Homeless Services
Assessor Email Address	caitlin.m.campbell@multco.us
Assessor Phone Number	(971) 804-4960
Date of Assessment	Jan 19 2023



Housing First Standards

For each standard, please use the drop down boxes in the three columns to the right to select “Not at all” or “Sometimes” or “Always”. Marking “Always” signifies full compliance for the standard.

No.	Standard	Access Definition / Evidence	Say It	Document it	Do it
Access 1	Projects are low-barrier	Admission to projects is not contingent on pre-requisites such as abstinence of substances, minimum income requirements, health or mental health history, medication adherence, age, criminal justice history, financial history, completion of treatment, participation in services, “housing readiness,” history or occurrence of victimization, survivor of sexual assault or an affiliated person of such a survivor or other unnecessary conditions unless required by law or funding source. <i>The project is low barrier and youth do not need to meet any pre-requisites to participant in the project.</i>	Always	Always	Always
Access 2	Projects do not deny assistance for unnecessary reasons	Procedures and oversight demonstrate that staff do everything possible to avoid denying assistance or rejecting an individual or family for the reasons listed in Access Standard #1. <i>Optional notes here</i>	Always	Always	Always
Access 3	Access regardless of sexual orientation, gender identity, or marital status	Equal access is provided in accordance with the 2012 and 2016 Equal Access Rules, meaning that any project funded by HUD must ensure equal access for persons regardless of one’s sexual orientation or marital status, and in accordance with one’s gender identity. Adult only households, regardless of marital status, should have equal access to projects (if these project types are not available within a CoC, the CoC should conduct an assessment to determine if these project types are needed and work with providers to accommodate the need). Please see Equal Access Rules here: https://www.hudexchange.info/resource/1991/equal-access-to-housing-final-rule/ <i>Optional notes here</i>	Always	Always	Always
Access 4	Admission process is expedited with speed and efficiency	Projects have expedited admission processes, to the greatest extent possible, including helping participants obtain documentation required by funding sources, as well as processes to admit participants regardless of the status of their eligibility documentation whenever applicable. <i>Optional notes here</i>	Always	Always	Somewhat

Access 5	Intake processes are person-centered and flexible	Intake and assessment procedures are focused on the individual's or family's strengths, needs, and preferences. Projects do not require specific appointment times, but have flexible intake schedules that ensure access to all households. Assessments are focused on identifying household strengths, resources, as well as identifying barriers to housing that can inform the basis of a housing plan as soon as a person is enrolled in the project.	Always	Always	Always
		<i>Optional notes here</i>			
Access 6	The provider/project accepts and makes referrals directly through Coordinated Entry	Projects actively participate in the CoC-designated Coordinated Entry processes as part of streamlined community-wide system access and triage. If these processes are not yet implemented, projects follow communities' existing referral processes. Referrals from Coordinated Entry are rarely rejected, and only if there is a history of violence, the participant does not want to be in the project, there are legally valid grounds (such as restrictions regarding sex offenders) or some other exceptional circumstance that is well documented.	Always	Always	Always
		<i>Optional notes here</i>			
Access 7	Exits to homelessness are avoided	Projects that can no longer serve particular households utilize the coordinated entry process, or the communities' existing referral processes if coordinated entry processes are not yet implemented, to ensure that those individuals and families have access to other housing and services as desired, and do not become disconnected from services and housing. Households encounter these exits under certain circumstances, such as if they demonstrate violent or harassing behaviors, which are described within agencies' regulation-adherent policies.	Always	Always	Always
		<i>Optional notes here</i>			
Name		Participant Input Definition / Evidence	Say It	Document it	Do it
Participant Input 1	Participant education is ongoing	Project participants receive ongoing education on Housing First principles as well as other service models employed in the project. In the beginning of and throughout tenancy, participants are informed about their full rights and responsibilities as lease holders, including the potential causes for eviction.	Always	Somewhat	Always
		<i>Optional notes here</i>			
Participant Input 2	Projects create regular, formal opportunities for participants to offer input	Input is welcomed regarding the project's policies, processes, procedures, and practices. Opportunities include involvement in: quality assurance and evaluation processes, a participant leadership/advisory board, processes to formally communicate with landlords, the design of and participation in surveys and focus groups, planning social gatherings, integrating peer specialists and peer-facilitated support groups to compliment professional services. <i>A youth survey is conducted annually to collect feedback on services that assess the agencies ability to meet the developmental, social, emotional, cultural and identity needs of youth. Feedback about relationship building with staff and connection to resources, along with other developmental aspects to address youth needs, is used to tailor services and staff supports to meet that need. Survey results are reported in the agency annual report and is used for strategic</i>	Always	Always	Always



Housing First Standards

For each standard, please use the drop down boxes in the three columns to the right to select “Not at all” or “Sometimes” or “Always”. Marking “Always” signifies full compliance for the standard.

	Standard	Lease and Occupancy Definition / Evidence	Say It	Document It	Do It
Leases 1	Housing is considered permanent (not applicable for Transitional Housing)	Housing is not time-limited (though rent assistance may be) and leases are automatically renewable upon expiration, except with prior notice by either party. <i>The project is a Rapid Rehousing project but youth can opt to transition in place once they've exited the program.</i>	Somewhat	Somewhat	Somewhat
Leases 2	Participant choice is fundamental	A participant has, at minimum, choices in deciding the location and type of housing based on preferences from a range of housing types and among multiple units, as available and as practical. In project-based settings, participants should be offered choice of units within a particular building, or within the portfolio of single site properties. In projects that use shared housing, i.e. housing with unrelated roommates, participants should be offered choice of roommates, as available and as practical. Additionally, as applicable, participants are able to choose their roommates when sharing a room or unit. <i>Optional notes here</i>	Always	Always	Always
Leases 3	Leases are the same for participants as for other tenants	Leases do not have any provisions that would not be found in leases held by any other tenant in the property or building and is renewable per the participants’ and owner’s choice. People experiencing homelessness who receive help moving into permanent housing should have leases that confer the full rights, responsibilities, and legal protections under Federal, state, and local housing laws. For transitional housing, there may be limitations on length of stay, but a lease/occupancy agreement should look like a lease that a person would have in the normal rental market. <i>Optional notes here</i>	Always	Always	Always
Leases 4	Participants receive education about their lease or occupancy agreement terms	Participants are also given access to legal assistance and encouraged to exercise their full legal rights and responsibilities. Landlords and providers abide by their legally-defined roles and responsibilities. <i>Legal assistance is provided to participants via a contract with Metropolitan Public Defenders to remove barriers to housing placement and ensure long-term stability in housing.</i>	Always	Somewhat	Somewhat

Leases 5	Measures are used to prevent eviction	Property or building management, with services support, incorporates a culture of eviction avoidance, reinforced through practices and policies that prevent lease violations and evictions among participants, and evict participants only when they are a threat to self or others. Clear eviction appeal processes and due process is provided for all participants. Lease bifurcation is allowed so that a tenant or lawful occupant who is a victim of a criminal act of physical violence committed against them by another tenant or lawful occupant is not evicted, removed or penalized if the other is evicted. <i>The provider participates in a County-funded program called Move In Multnomah that provides landlord incentives to assist youth in retaining their housing when legal and other issues arise and to ensure that landlords will continue engaging in leasing relationships with the provider for future program participant placements.</i>	Always	Somewhat	Somewhat
Leases 6	Providing stable housing is a priority	Providers engage in a continued effort to hold housing for participants, even if they leave their housing for short periods due to treatment, illness, or any other temporary stay outside of the unit. <i>Optional notes here</i>	Always	Always	Always
Leases 7	Rent payment policies respond to tenants' needs (as applicable)	While tenants are accountable to the rental agreement, adjustments may be needed on a case by case basis. As necessary, participants are given special payment arrangements for rent arrears and/or assistance with financial management, including representative payee arrangements. <i>Optional notes here</i>	Somewhat	Somewhat	Somewhat



Housing First Standards

For each standard, please use the drop down boxes in the three columns to the right to select “Not at all” or “Sometimes” or “Always”. Marking “Always” signifies full compliance for the standard.

Standard	Services Definition / Evidence	Say it	Document it	Do it
Services 1 Projects promote participant choice in services	Participants are able to choose from an array of services. Services offered are housing focused and include the following areas of support: employment and income, childhood and education, community connection, and stabilization to maintain housing. These should be provided by linking to community-based services. <i>Optional notes here</i>	Always	Always	Always
Services 2 Person Centered Planning is a guiding principle of the service planning process	Person-centered Planning is a guiding principle of the service planning process <i>During the initial orientation in the Horizons program each recipient is asked questions about personality type and culturally specific needs so they can be paired with a Case Manager best suited to support them. This can mean working with a culturally specific Case Manager who is Bilingual, from the LGBTQIA2S+, or has expertise in a specific area of need such as Domestic violence or sex trafficking. The Case Manager completes a service plan with each participant where goals are identified by the participant and updated every 90 days. Staff ensure that goal setting is done by the</i>	Always	Always	Always
Services 3 Service support is as permanent as the housing	Service connections are permanently available and accessible for participants in Permanent Supportive Housing. Rapid Re-Housing projects should, at a minimum, be prepared to offer services for up to 6 months after the rental assistance ends. In emergency shelter and transitional housing, services are available as long as the participant resides in the unit or bed – and up to 6 months following exit from transitional housing. <i>Optional notes here</i>	Always	Always	Always
Services 4 Services are continued despite change in housing status or placement	Wherever possible, participants continue to be offered services even if they lose their housing unit or bed (for congregate projects), or if they are placed in a short-term inpatient treatment. Ideally, the service relationship should continue, despite a service hiatus during some institutional stays. <i>Staff that support participants in this project continue their support regardless of any change in their housing or for short-term inpatient treatment or hospital stays. Case Managers maintain a weekly schedule of checking in with participants to ensure their needs are being met and to see how they can provide further support given the participant's situation.</i>	Always	Always	Always

Services 5	Participant engagement is a core component of service delivery	Staff provide effective services by developing relationships with participants that provide immediate needs and safety, develop trust and common ground, making warm hand-offs to other mainstream service providers, and clearly explain staff roles. Engagement is regular and relationships are developed over time. <i>Services are provided using the principles of Assertive Engagement, where participant-provider relationship development is primary and participants determine what their needs are and how they can best be met.</i>	Always	Always	Always
Services 6	Services are culturally appropriate with translation services available, as needed	Project staff are sensitive to and support the cultural aspects of diverse households. Wherever possible, staff demographics reflect the participant population they serve in order to provide appropriate, culturally-specific services. Translation services are provided when needed to ensure full comprehension of the project. Projects that serve families with children should have family-friendly rules that allow for different schedules based on work and school hours and have services that allow parents to participate in activities without having to constantly supervise their children themselves (i.e. can use the bathroom or take a shower without their children being in the bathroom with them). <i>Optional notes here</i>	Always	Always	Always
Services 7	Staff are trained in clinical and non-clinical strategies (including harm reduction, motivational interviewing, trauma-informed approaches, strength-based)	Services support a participant's ability to obtain and retain housing regardless of changes in behavior. Services are informed by a harm-reduction philosophy, such as recognizing that substance use and addiction are a part of some participants' lives. Participants are engaged in non-judgmental communication regarding their behavior and are offered education regarding how to avoid risky behaviors and engage in safer practices. <i>Harm reduction, motivational interviewing and trauma informed approaches are annual training requirements for project staff via the contract with Multnomah County.</i>	Always	Always	Always
Standard		Housing Definition / Evidence	Say It	Document It	Do It
Housing 1	Housing is not dependent on participation in services	Participation in permanent and temporary housing settings, as well as crisis settings such as emergency shelter, is not contingent on participating in supportive services or demonstration of progress made on a service plan. Services must be offered by staff, but are voluntary for participants. <i>The level of support needed by the participant in the project is determined by the participant. Participation in service supports is not mandatory though most participants choose to have regular meetings and communication with their case managers, who provide on-going support and linkage to other resources in the community.</i>	Always	Always	Always
Housing 2	Substance use is not a reason for termination	Participants are only terminated from the project for violations in the lease or occupancy agreements, as applicable. Occupancy agreements or an addendum to the lease do not include conditions around substance use or participation in services. If the project is a recovery housing model focused on people who are in early recovery from drugs or alcohol (as outlined in HUD's Recovery Housing Brief), different standards related to use and subsequent offer of treatment may apply. See HUD's Recovery Housing brief here: https://www.hudexchange.info/resource/4852/recovery-housing-policy-brief/	Always	Always	Always

Optional notes here					
Housing 3	The rules and regulations of the project are centered on participants' rights	Project staff have realistic expectations and policies. Rules and regulations are designed to support safe and stable communities and should never interfere with a life in the community. Participants have access to the project at all hours (except for nightly in and out shelter) and accommodation is made for pets.	Always	Always	Always
		Project staff are not accessible 24/7 but there is 7 day/week staff coverage for participants if they need support/assistance.			
Housing 4	Participants have the option to transfer to another project	Transfers should be accommodated for tenants who reasonably believe that they are threatened with imminent harm from further violence if the tenant remains in the same unit. Whenever possible, transfers occur before a participant experiences homelessness.	Always	Always	Always
		Optional notes here			



Housing First Standards

For each standard, please use the drop down boxes in the three columns to the right to select “Not at all” or “Sometimes” or "Always". Marking "Always" signifies full compliance for the standard.

Standard		Project -Specific Standards	Say It	Document it	Do it
Project 1	Quick access to RRH assistance	A Rapid Re-housing project ensures quick linkage to rapid re-housing assistance, based on participant choice.	Always	Always	Somewhat
		Quick access is provided based on capacity and available resources.			
Project 2	RRH services support people in maintaining their housing	Participants and staff understand that a primary goal of rapid re-housing is to end homelessness and move participants to permanent housing as quickly as possible, regardless of perceived barriers.	Always	Always	Always
		Optional notes here			
Project 3	Providers continuously assess a participant’s need for assistance	On an ongoing basis, providers assess a participant’s needs for continued assistance and provide tailored assistance based on those assessments.	Always	Always	Always
		Staff meet weekly with participants to assess needs, provide support and provide linkage to additional supports available in the community.			
		No additional standards			
		Optional notes here			

		No additional standards				
		<i>Optional notes here</i>				
		No additional standards				
		<i>Optional notes here</i>				
		No additional standards				
		<i>Optional notes here</i>				
		No additional standards				
		<i>Optional notes here</i>				
		No additional standards				
		<i>Optional notes here</i>				
Standard		Population Specific Standards		Say It	Document It	Do It
Population 1	Services are offered	Services are focused on ensuring that youth transition to independence.		Always	Always	Always

Focusing on providing youth with supports that transition them to independence is the foundation on which the Continuum of services in the Homeless Youth Continuum is built upon.					
Population 2	Projects include positive youth development principles	Youth projects should include positive youth development orientation. Positive youth development builds on strengths and resiliency. By focusing on strengths and assets, rather than what might be “wrong,” youth are empowered and are equipped to make positive decisions. <i>Project principles are as follows: Services are flexible so youth can get their needs met as their need for supervision or support services changes, and include a continuum of service options; Services are youth centered and developmentally appropriate, using assertive engagement as the basis for all staff interactions with youth: Services are guided by trauma informed approaches, are population specific to meet the cultural and identity needs of all youth, including youth of color, LGBTQ youth, parenting youth, youth in recovery, youth exiting other systems of care, and gender specific, low</i>	Always	Always	Always
Population 3	Staff use harm reduction practices and approaches	Youth models employ a harm reduction and recovery orientation, including those developed for youth and young adults with substance use and addictions. Projects may make abstinence-based models available for youth and young adults; however, the choice should lie with the participant, not with the project. <i>Optional notes here</i>	Always	Always	Always
Population 4	Project design accounts for the age of youth and young adults to be served	Developmentally-appropriate project design ensures that project entry and on-going participation is not predicated on behaviors or experiences that youth and young adults may not currently have or if they were older would not result in consequences. For example, projects should accept and allow continued participation for youth who do not have income or immediate prospects of income because their age has not allowed them the opportunity to gain employment. <i>Optional notes here</i>	Always	Always	Always



Housing First Standards: Assessment Summary

New Avenues for Youth
19-Jan-23

Some standards have not been evaluated. Please return and complete all standards before finalizing report.

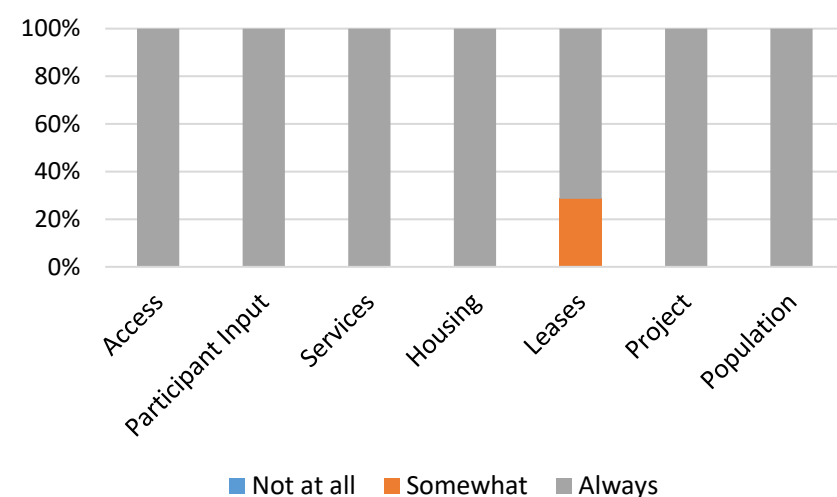
Your score: 191

Max potential score: 204

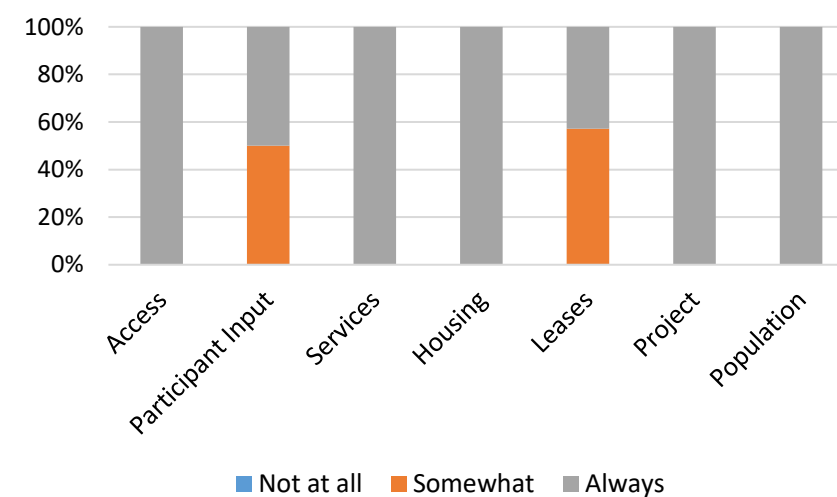
Score is calculated by awarding 1 point for standards answered 'sometimes' and 2 points for standards answered 'always'. Categories that are not applicable for your project are not included in the maximum potential score.



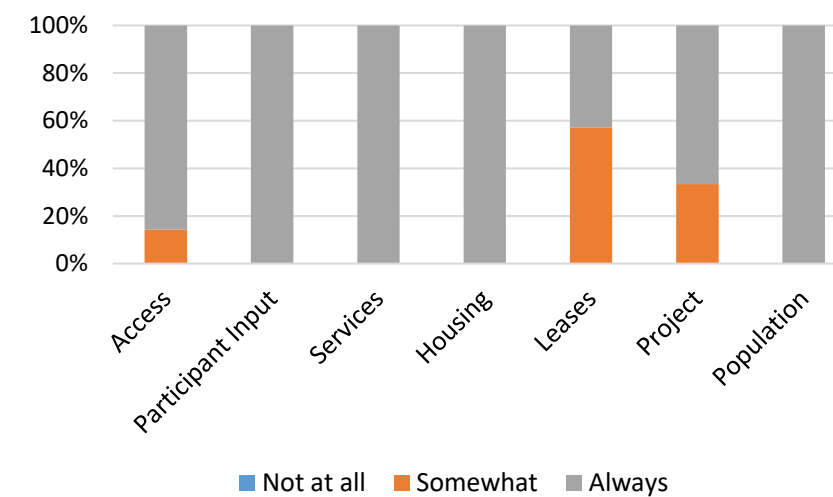
Percentage of Standards "Said"



Percentage of Standards "Documented"

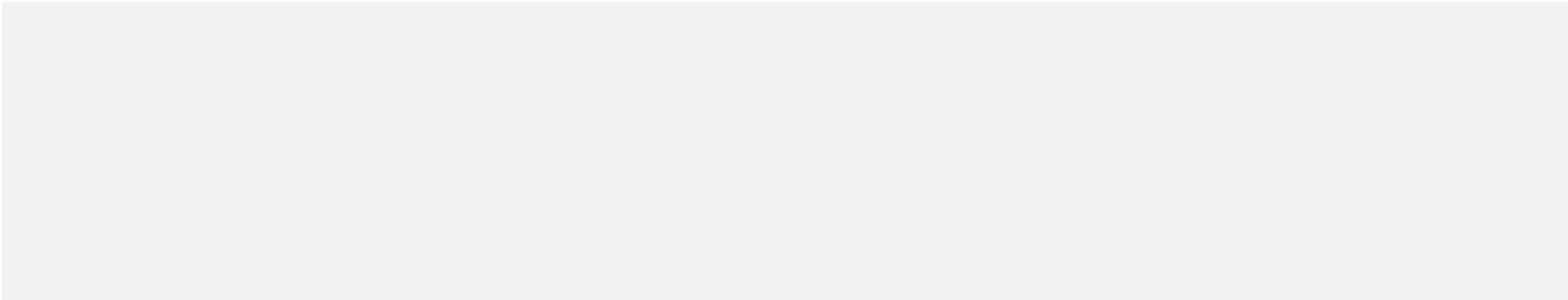
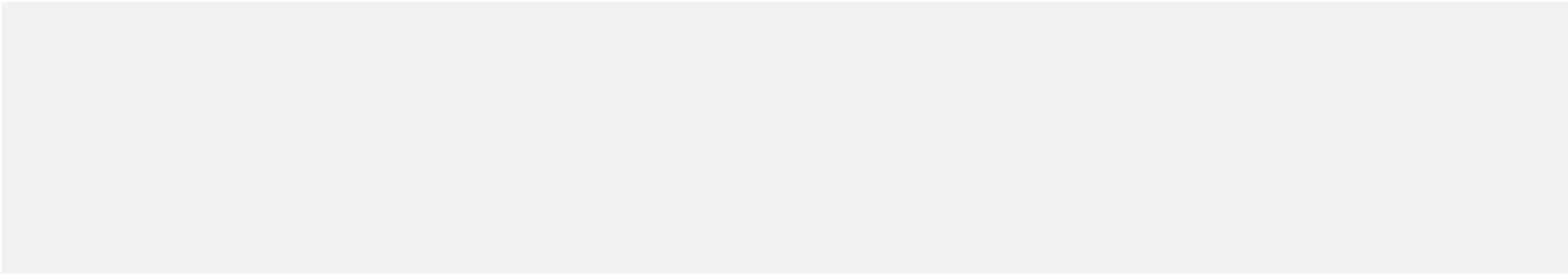


Percentage of Standards "Done"



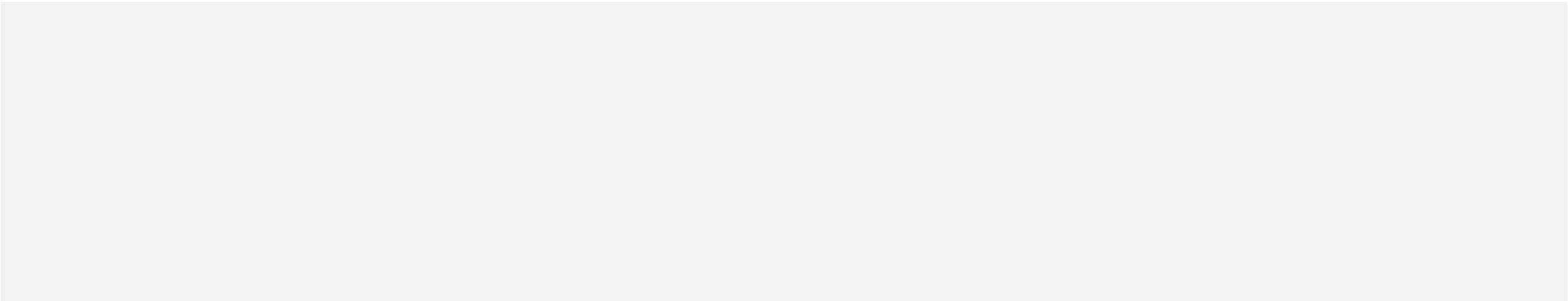
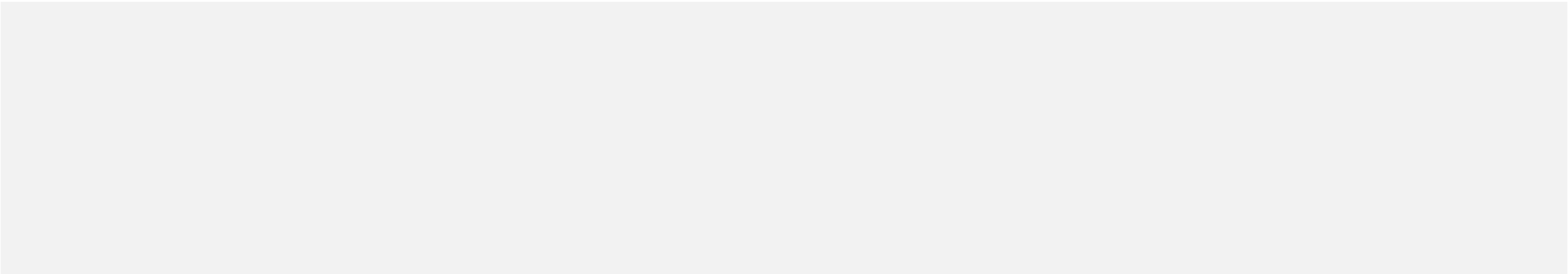
Non-Compliant Standards ("Not at all" to Whether Standard is Said)

Category	No.	Name	Standard



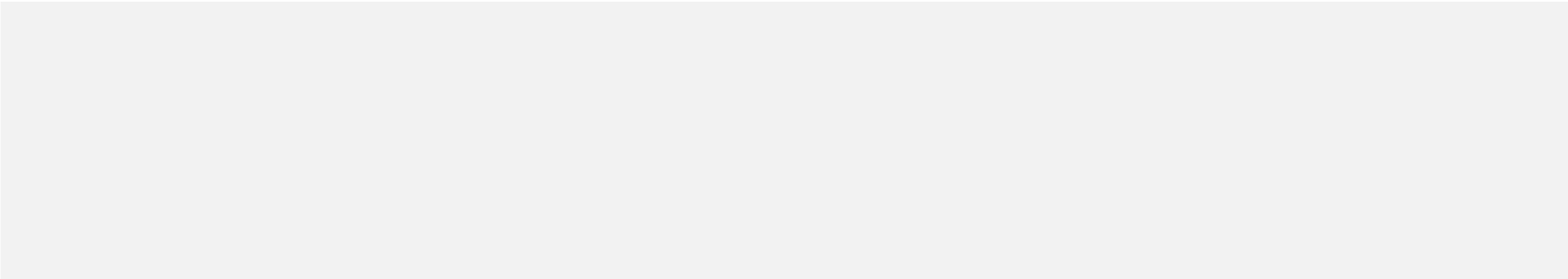
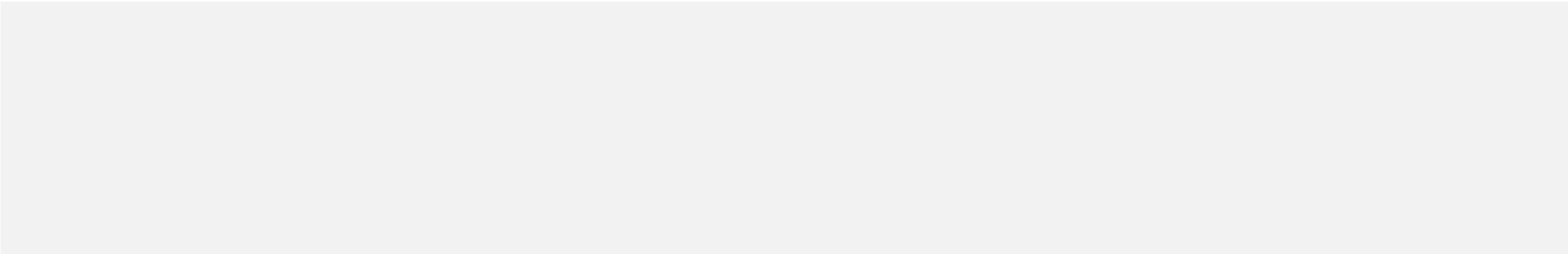
Non-Documented Standards ("Not at All" to Whether Standard is Documented)

Category	No.	Name	Standard



Non-Evidenced Standards ("Not at All" to Whether Standard is Done")

Category	No.	Name	Standard



OR-501 – Portland, Gresham/Multnomah County CoC

FY2023 COC CONSOLIDATED APPLICATION ATTACHMENT: LOCAL COMPETITION DEADLINE (1E-1)

TABLE OF CONTENTS

Document Satisfying Requirement	Page Number
Cover Sheet	1
7/18/2023 CoC website screenshot announcing renewal project deadlines and timeline	2
7/18/2023 CoC website screenshot announcing bonus project deadlines and timeline	3-4
7/18/2023 CoC website screenshot announcing the HUD CoC Competition is open.	5
7/21/2023 CoC Website screenshots with renewal and new project resources	5

CoC webpage showing Competition Deadline and Timeline for Renewal Projects

The screenshot shows the "Renewal Projects" page on the website <https://johs.us/continuum-of-care/renewal-projects/>. The page title is "Renewal Projects" and the subtitle is "Information for organizations applying for Continuum of Care renewal projects is available here." The main section is titled "2023 Information" and "Important Due Dates for 2023". A red box highlights the date "June 30th: Renewal Project Surveys due by 11:59 PM". A red arrow points from a text box "Renewal Project Timeline and Deadline" to this date. The browser's address bar and status bar are visible at the top, with the status bar showing "Tue Jul 18 12:52 PM".

Renewal Projects

Information for organizations applying for Continuum of Care renewal projects is available here.

2023 Information

Important Due Dates for 2023

- April 28th: Renewal Project Kick Off Meeting
 - Click here for recording of Kick Off Meeting
 - Kick Off Presentation
- April 28th: APRs sent to Renewal Projects for review
- May 22nd: APR review due
- May 23rd: Renewal Project Surveys sent to providers
- June 30th: Renewal Project Surveys due by 11:59 PM
- August 16th: E-Snaps applications due for review
- Aug 30-Sep 17: Feedback on e-snaps applications
- September 7th: Ranked list posted
- September 18th: Final e-snaps submission

2023 Renewal Project Application Resources

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2023 Renewal Project Application Resources

2023 Renewal Project Application Resources

- OR-501 Grant Inventory Worksheet
- 2023 CoC Renewal and Rating Criteria
- 2023 CoC Renewal Project Survey
- 2023 CoC Renewal Project Scoring Rubric
- 2023 CoC Renewal Survey Key Terms

Other Resources

- Information on Consolidated Projects
- Expansion Project Design Guidance
- 2023 CoC Renewal Project Application Detailed Instructions

CoC webpage showing Competition Deadline and Timeline for New Projects

Firefox File Edit View History Bookmarks Tools Window Help zoom Tue Jul 18 12:52 PM

Continuum of Care New Project: X

https://johs.us/continuum-of-care/new-projects/

Joint Office of Homeless Services

Homelessness What we do About us News Data

CONTINUUM OF CARE

New CoC Projects

As part of this year's CoC Program Competition, CoCs may submit new and expanded project applications under the Bonus and the Domestic Violence Bonus process. The Joint Office of Homeless Services released solicitations for Bonus funds and DV Bonus funds on July 14th, 2023 and applications are due on **August 13th, 2023 at 11:59 PM**. You can find more information about the solicitations, timeline and TA workshop below.

[Solicitation to apply for new or expanded Permanent Housing Bonus Projects – Overview, Rubric, & Budget](#)

[Solicitation to apply for new or expanded Domestic Violence Bonus Projects – Overview, Rubric, & Budget](#)

New Project Information Webpage

Firefox File Edit View History Bookmarks Tools Window Help Fri Jul 21 11:59 AM

Continuum of Care New Project: X

https://johs.us/continuum-of-care/new-projects/

Joint Office of Homeless Services

Homelessness What we do About us News Data

2023 Continuum of Care NOFO TA Workshop

We will host a workshop on **July 25th, 2pm-4pm** with our Technical Assistance provider (Homebase) to discuss this year's NOFO and the requirements for new projects. This will be an opportunity to learn about this year's opportunity for funding and ask questions about the kinds of projects that can apply and how to apply.

We encourage new agencies that do not currently receive CoC Program Funds, as well as current recipients, to attend the workshop and consider applying for a new permanent supportive housing project, a new rapid re-housing project, and/or a new joint transitional housing/rapid rehousing project. These Program Funds can be used for totally new projects or can be used to expand current CoC funded projects.

[Watch the recorded NOFO workshop here](#)

[2023 CoC Program NOFO TA Workshop Materials](#)

[Frequently Asked Questions - from NOFO TA Workshop](#)

New Project Information Webpage

2023 CoC New Project Timeline and Resources

Firefox File Edit View History Bookmarks Tools Window Help

Continuum of Care New Project X

https://johs.us/continuum-of-care/new-projects/

2023 CoC New Project Timeline and Resources

Important Dates for New Projects

- July 25th: New and Expansion Project TA Workshop
- **August 13th: New Project Applications due to JOHS**
- September 5th: New Project e-snaps applications due
- September 11th: Ranked list of projects posted
- September 11th-17th: All project applicants available to make edits to e-snaps applications
- September 18th: Final e-snaps submissions
- September 25th: JOHS to publicly post the Consolidated Application
- September 28th: Consolidated Application due

Additional Resources

- [FY 2023 New Application Detailed Instructions](#)
- [E-SNAPS Guidance\(link is external\)](#) – Zip file containing eight documents on using e-snaps, the electronic CoC Program Application and Grants Management System that HUD uses to support the program funding application and grant awards process.
- [Examples of Match Resources](#)

New Project Timeline and Deadline

CoC Competition Landing Page announcing the Competition and displaying resources for all project types.

The screenshot displays the website of the Joint Office of Homeless Services. The header includes the organization's logo and navigation links: Homelessness, What we do, About us, News, and Data. The main content area features a large heading for the "2023 HUD CONTINUUM OF CARE NOFO" and a subheading "The Continuum of Care Notice of Funding Opportunity is Open". Below this, a paragraph explains that the U.S. Department of Housing and Urban Development (HUD) released a Notice of Funding Opportunity (NOFO) for the federal fiscal year 2023 Continuum of Care (CoC) Program Competition, with a deadline of September 28, 2023, at 11:00 p.m. PST. It also mentions that the Joint Office of Homeless Services will post all 2023 CoC Program Competition resources and updates here, and provides contact information for Alyssa Plesser, CoC Lead, at alyssa.plesser@multco.us.

Below the text, there are four green buttons labeled "NOFO".

The second screenshot shows a grid of resource cards. Each card has a green header with a "NOFO" label and a title. The cards are:

- Department of Housing and Urban Development Resources**: HUD Resources, HUD NOFO Resources, [HUD Resources](#)
- 2021 Consolidated Application / Past Applications**: Past Collaborative Application Resources, Archive of Portland, Gresham, and Multnomah County Continuum of Care (CoC) Program Competition Resources and Past Applications, [Continuum of Care Collaborative Application](#)
- Renewal Projects**: Continuum of Care 2023 Renewal Projects, Information and resources for CoC 2023 Renewal Projects, [Continuum of Care Renewal Projects](#)
- Reallocation Projects**: Reallocation Projects, Reallocation is a process that CoCs use to shift funds in whole or part from existing eligible renewal projects to create one or more new projects, [Continuum of Care Reallocation Projects](#)
- New Applicants**: Continuum of Care 2023 New Projects, As part of this year's CoC Program Competition, CoCs may submit new and expanded project applications under the [Continuum of Care 2023 New Projects](#)
- Training Opportunities**: CoC Training Opportunities, Training Opportunities for Continuum of Care Grantees, Subrecipients, and other Interested Parties

FY2023 COC CONSOLIDATED APPLICATION ATTACHMENT: LOCAL COMPETITION SCORING TOOL (1E-2)

TABLE OF CONTENTS

Document Satisfying Requirement	Page Number
Cover Sheet	1
2023 Continuum of Care Scoring Criteria for All Projects (Renewal and New)	2-12
2023 Continuum of Care Rating and Ranking Criteria	13-17
- Degree to which the project serves COC priority populations. - Objective Criteria-System Performance - Advancing Racial Equity and Cultural Responsiveness - Consumer Engagement - Housing First - Objective Criteria: Victim Service Provider experience ensuring safety - Objective Criteria: Budget and Administrative Efficiency: Cost Effectiveness	13 13-14 14-15 15-16 16 16 17
2023 Renewal Project Scoring Rubric	18-28
2023 Bonus & Reallocation Scoring Rubric	29-41
2023 Domestic Violence Bonus Scoring Rubric	42-48
Raw scores for all Renewal Applications: one project highlighted that shows the objective criteria and system performance criteria, their respective maximum point values, and the actual points your CoC awarded to the project applicant.	49-100
2023 Continuum of Care Ranked Project Application List with Total Scores	101-102

NOFO Project Scoring for Renewal and New Projects

Multnomah County (OR-501)

Overview of NOFO Scoring

Why do we score and rank projects?

As part of the annual Continuum of Care (CoC) Competition for funding from HUD (also known as “the NOFO”), local communities score both their *Renewal* projects and any *New Projects* that apply (a process known as “the local competition”).

The purpose of scoring is to then *rank* projects, which determines whether their funding is guaranteed (Tier 1 projects) or whether their funding will depend on the national competition (Tier 2 projects).

The monetary amounts in Tiers 1 and 2 are determined by HUD each year. Tier 1 is typically a percentage of the *annual renewal demand*, or ARD (e.g., how much would be needed to renew funding for all existing projects). Tier 2 is typically the leftover percentage of ARD, and sometimes an additional amount (depending on federal budgets).

Whether a community receives funding for any projects in Tier 2 depends on how well that community performs in the national competition. Each CoC submits a Consolidated Application that is scored, and how well a community scores (as compared to all other CoCs in the country) determines how much additional funding (Tier 2) they receive.

What goes into the factors we use to score?

Historically, there have been certain criteria that HUD looks for communities to assess in the local competition. The extent to which communities meet these criteria in their scoring process factors into how well the community scores on its Consolidated Application (e.g., 5 points for including x factor on the local scoring tool). HUD also looks for communities to score projects in specific ways, such as a more recent incentive to ensure scoring tools are as “objective” as possible.

Further, HUD encourages communities to score projects based on *local priorities*, such as what programs the community needs or what populations need to be better served.

Local Scoring of Renewal and New Projects

Based on the above, the Multnomah County CoC has developed specific scoring tools for both Renewal and New Projects that aim to meet the requirements set by HUD as well as local needs.

Renewal Projects

Category	Measure	Rationale	Data Source
1. CoC Board Priorities	A. Degree to which the project serves CoC Board priority populations. The Collaborative Application Committee approved (April 2023) new priority populations, which are now as follows: • Black/African American • Native Hawaiian/Pacific Islander • American Indian/ Indigenous • People who are Unsheltered • People with a disability • People who qualify as chronically homeless • Members of the LGBTQIA2S+ community.	• CoC Board Priority: priority populations	HMIS – APR
2. Performance Outcomes	B. Degree to which housing outcomes for participants of color are equal to or greater than housing outcomes for non-Hispanic, White participants. (See Measure 2.C. for detail on housing outcomes)	• CoC Board Priority: focus on advancing racial equity • System Performance Measure: effectiveness in housing placement and retention	HMIS – APR
	C. For permanent supportive housing: Percent of households that remain for 12 or more months or exit to positive destination and do not return to homeless services		HMIS – APR

	(note: the highlighted is an addition from prior years). OR For transitional and rapid re-housing: Percent of households that exit to positive destination.	- CoC Board Community Guidelines - System Performance Measure: effectiveness in increasing income - HUD 2023 NOFA	
	D. Income: Percent of adult participants who maintained or increased income from employment by annual assessment or exit.		HMIS – APR
	E. Income: Percent of adult participants who maintained or increased income from sources other than employment by annual assessment or exit.		HMIS – APR
	F. Income/benefits: Percent of adult participants who maintained or obtained non-cash mainstream benefits by annual assessment or exit.		HMIS – APR
	G. Income/benefits: Percent of adult participants who maintained or obtained health insurance by annual assessment or exit.		
3. Advancing Racial Equity and Cultural Responsiveness	H. Addressing institutional racism: 5. Complete the checklist to indicate what methods. 6. Describe (a) two of the project’s most important strategies for addressing and responding to institutional racism. For each, include a concise description of (b) any significant successes with these strategies, and (c) any significant challenges that the project experienced in this work over the past year.	- CoC Board Priority: promote racial justice and advance racial equity - CoC Board Priority: provide participant-centered, culturally-responsive services	Project survey, Questions 5-6

	I. Reducing homelessness within communities of color: The 2022 Multnomah County Point-In-Time Count preliminary data report shows a disproportionately high rate (almost 40%) of our community's population experiencing homelessness are people of color. Additionally, the COC FY 2022 Second Quarter Report (July-December 2021) shows 43.8% of the sheltered homeless population identify as Black, Indigenous, Latinx or other Persons of Color. 7. Describe (a) two concrete actions your project has taken in the last year to help reduce homelessness within communities of color and include for each action (b) a description of the action, (c) any substantive program changes that were required from the action, (d) successes from the action, and (e) two actions your project plans to take for the year ahead to reduce homelessness for communities of color. If you are a culturally-specific provider, please describe (a) two strategies you use to reach your target population. For each strategy, describe (b) a description of the strategy, (c) successes from the strategy, (d) challenges faced with the strategy, and (e) two strategies your project plans to take for the year ahead to reach your target population.	• CoC Board Community Guidelines • HUD Equal Access Final Rule • HUD 2023 NOFO	Project Survey, Question 7
	J. Implementing culturally-responsive programming: 8. Complete the checklist of possible ways to provide culturally-responsive programming. Please mark which methods your project uses, if any. If you use an unlisted		Project Survey, Questions 8-9

	method, please describe in the provided “Other” sections. 9. Describe (a) two of the project’s most important strategies to ensure culturally-responsive programming, and (b) any significant successes that the project experienced providing these services over the past year. For Culturally Specific Organizations: Describe (a) two of the project’s most important strategies that determine what type of culturally specific programming is provided, and (b) any significant successes that the project experienced providing these services over the past year.		
	K. Addressing barriers faced by people who identify as LGBTQIA2S+: 10. Describe (a) two concrete actions your project has taken in the last year to help reduce homelessness within the LGBTQIA2S+ population and include for each action (b) a description of the action, (c) any substantive program changes that were required from the action, (d) successes from the action, and (e) two actions your project plans to take for the year ahead to reduce homelessness for LGBTQIA2S+ communities.		Project Survey, Question 10
4. Program Design: effective	L. Collecting and using consumer feedback: 2. Complete the checklist of possible ways to <u>collect</u> participant feedback. Please mark which methods your	CoC Board Priority: provide participant-	Project Survey, Questions 2-4

practices and service delivery model	project uses, if any. If you use an unlisted method, please describe in the provided “Other” sections. 3. Complete the checklist of possible ways to <u>use</u> participant feedback. Please mark which methods your project uses, if any. If you use an unlisted method, please describe in the provided “Other” sections. 4. How has participant feedback informed changes or improvements to the project over the last year? Provide two examples, concisely describing (a) the method of participant feedback used, (b) what the feedback was, (c) how the project acted upon the feedback, and (d) what the outcomes of the changes were.	centered, culturally-responsive services • CoC Board Community Guidelines • HUD requirements for shared standards of local service delivery • HUD policy priority for Housing First	
	M. Implementing participant-centered, strengths-based approaches: 11. Complete the checklist of possible ways to provide participant-centered, strengths-based approaches for services (i.e., Assertive Engagement, motivational interviewing, trauma-informed practice, positive youth development, etc.). Please mark which methods your project uses, if any. If you use an unlisted method, please describe in the provided “Other” sections. 12. Describe (a) two of the project’s most important strategies to ensure participant-centered, strengths-based approaches, and (b) any significant successes that the project experienced providing these services over the past year.		Project Survey, Questions 11-12
	N. Implementing a housing first approach:		Project Survey, Questions 13-14

	13. Complete the checklist of possible ways to implement “Housing First” approaches for services. Please mark which methods your project uses, if any. If you use an unlisted method, please describe in the provided “Other” sections. 14. Describe (a) two of the project’s most important strategies to ensure a Housing First approach and any (b) significant successes that the project experienced providing these services over the past year.		
	Victim Service Providers Only: O. Increasing safety: 15. Please describe (a) two of the project’s most important strategies for improving safety for DV survivors, and (b) how the project assesses improvements to participant safety.* <i>*Improvements to safety are also evaluated separately as part of the CoC’s Domestic Violence System’s performance evaluation</i>	• Multnomah County Domestic and Sexual Violence Continuum service priority • HUD directive to evaluate DV projects based on degree they improve safety for the population they serve	Project Survey, Questions 15
5. HMIS Data Entry	P. Percent of identified data elements that are not missing. Includes data for required annual assessment.	• System Performance Measure: data completeness standards • HUD data standards	HMIS-APR
	Q. Percent of HMIS data entered in less than 7 days		HMIS-APR
6. Grant Management	R. Percent of HUD funds spent.	• System Performance Measure: effectiveness in grant expenditure	Project Survey, Question 16-19

7. Cost Effectiveness (tie breaker)	S. For permanent supportive housing: Project operating cost divided by stayers who remain for 366 or more days or leavers who exit to positive destination and do not return to homeless services (note: the highlighted is an addition from prior years). OR For transitional housing and rapid re-housing: Project operating cost divided by leavers who exit to positive destination.	• HUD directive to evaluate project cost effectiveness	Project Operating Budget Survey, HMIS-APR

New Projects

Category	Measure	Rationale	Data Source
1. Need and Population Focus	A. Does the project specifically address a clearly identified housing gap/need not currently fully met by other community resources? Maximum points will be awarded for projects that address housing and service needs of a community of color overrepresented in the homeless population, and/or address the housing and service needs of LGBTQIA2S+ people of color.	• CoC Board Priority: priority populations • CoC Board Priority: promote racial justice and advance racial equity • HUD Equal Access Final Rule	New Project Application, Questions A1-A5
	B. Does the organization demonstrate a strong commitment and capacity to achieve racially equitable outcomes?	• CoC Board Priority: promote racial justice and advance racial equity	New Project Application, Questions B1-B7

		CoC Board Priority: provide participant-centered, culturally-responsive services	
2. Project Approach and Leverage	C. Does the proposed project align housing with other systems?	CoC Board Community Guidelines	New Project Application, Questions C1-C4
	D. Will the project effectively provide permanent supportive housing, rapid re-housing, or joint transitional housing and rapid re-housing to the proposed population using a Housing First approach? If the project proposes a Recovery Housing approach, does it offer client choice and programming in line with HUD's Recovery Housing Policy Brief such that the project can be considered Housing First?	- Comparability to HMIS APRs and SPMs (e.g., effectiveness in housing placement and retention effectiveness at increasing income) - CoC Board Community Guidelines	New Project Application, Questions D1-D5
	E. Will the project promote permanent housing placement, long-term stability, access to mainstream resources and increased household income through benefits and/or employment?	- HUD policy priority for Housing First - HUD NOFO	New Project Application, Questions E1-E3
	F. Is the proposed project's approach cost-effective? How many households will the project permanently house with the proposed funding?	HUD directive to evaluate project cost effectiveness	New Project Application, Questions F1-F3
	G. Does the proposer demonstrate capacity to successfully engage and involve the community being served by the proposed project? Is the approach responsive to the unique needs of the proposed population?	- CoC Board Priority: priority populations - CoC Board Priority: provide participant-	New Project Application, Questions G1-G2

	H. Will the project provide culturally-specific and/or culturally-responsive services? Will the project be inclusive to LGBTQIA2S+ individuals?	- centered, culturally-responsive services • HUD requirements for shared standards of local service delivery • HUD Equal Access Final Rule	New Project Application, Questions H1-H3
	I. Is the proposed project well-integrated with the CoC Board or other efforts and planning processes within the community?		New Project Application, Questions I1-I2
	J. Does the proposed project effectively leverage other services beyond the available CoC-funded service funds?	• HUD directive and priority to leverage other funding	New Project Application, Question J
3. Project Readiness and Budget	K. Among available funding sources within the community for the proposed activities, is the proposed funding source a good fit?	• HUD directive to evaluate project cost effectiveness • HUD data standards	New Project Application, Question K (L for DV)
	L. Does the proposer demonstrate an ability to administer the program effectively? Is the project ready to proceed within HUD allowable guidelines?		New Project Application, Question L (M for DV)
	M. Does the proposed project seek renewable activities with a one-year grant term?		New Project Application, Question M (N for DV)
DV Specific Additional Criteria	x. Does the proposed project utilize effective strategies for improving safety for DV survivors and assessing improvements to participant safety?	• HUD directive for improving survivor safety	DV Bonus Project Application, Question K

	x. Is the project serving survivors of domestic violence prepared and willing to generate APRs using data from a comparable, non-HMIS database?	• HUD directive for use of comparable database	DV Bonus Project Application, Question N

2023 CoC Rating and Ranking Criteria

The measures below are used to rate and rank all CoC renewal projects as part of our annual CoC grant application. Some of the data is taken from the Annual Performance Report (APR), JOHS Master Query Version 1.1 and JOHS Master Query Version 1.0 (for Comp Site data), all run through HMIS or the separate Comparable Database used by victim service providers. Other data is submitted by renewal projects through the annual OR-501 (Multnomah County) CoC Renewal Project Survey and the Operating Budget Survey. **Measures that appear grayed out are unscored this year.** The OR-501 (Multnomah County) Continuum of Care Board Collaborative Application Committee (CAC) reviews these criteria annually, approves all changes, and reviews and approves the ranked list of CoC projects. The CAC reserves the right to rank lower scoring projects that demonstrate the ability to achieve greater racial equity above higher scoring projects.

Threshold Requirements: All renewal projects must meet HUD project eligibility & project quality threshold criteria described in the 2023 CoC NOFO (release pending). Any project requesting renewal funding will be considered to have met these requirements through its previously approved grant application unless information to the contrary is received. All domestic violence (DV) providers receiving CoC funds must be state certified victim services providers and be in compliance with VAWA regulations.

Category	Measure	Rationale	Data Source	Scoring Narrative	Max Points (% of total)
1. CoC Priorities	A. Degree to which the project serves COC priority populations. The Collaborative Application Committee approved (April 2023) new priority populations, which are now as follows: - Black/African American - Native Hawaiian/Pacific Islander - American Indian/ Indigenous - People who are Unsheltered - People with a disability - People who qualify as chronically homeless - Members of the LGBTQIA2S+ community.	COC Priority: priority populations	HMIS-JOHS Master Query	5 available points. >95% - 100% = 5 pts.; >90% - 95% = 4 pts.; >85% - 90% = 3 pts; ...<=75% = 0 pts.	5 (6%)
	B. Degree to which housing outcomes for participants of color are equal to or greater than housing outcomes for non-Hispanic, White participants. (see Measure 2.C. for detail on housing outcomes)	COC Priority: focus on advancing racial equity	HMIS-JOHS Master Query	10 available points. Up to 10 points for outcomes for participants of color at or above those for Non-Hispanic, White participants.	35 (40%)
2. Performance Outcomes	C. <u>For permanent supportive housing</u> Housing: Percent of households that remain for 12 or more months or exit to positive destination and do not return to homeless services OR <u>For transitional and rapid re-housing</u> Housing: Percent of households that exit to positive destination.	- COC System Performance Measure: effectiveness in housing placement and retention - COC Community Guidelines	HMIS-JOHS Master Query	13 available points. Up to 4 points based on quintile ranking. Remaining 9 points awarded based upon proximity of project outcome to HUD goal of 80%: >=80% = 9 pts.; 79%< - <80% = 8 pts.; 78%< - <=79% = 7 pts.; <=72% = 0 pts.	
	D. Income: Percent of adult participants who maintained or increased income from employment by annual assessment or exit.	COC System Performance Measure: effectiveness in increasing income	HMIS-APR	4 available points. Up to 2 points based on tertile ranking. Remaining 2 points	

Category	Measure	Rationale	Data Source	Scoring Narrative	Max Points (% of total)
	For youth projects: Percent of participants who remained in or entered an education program by annual assessment or exit OR percent of participants who maintained or increased income from employment by annual assessment or exit (whichever scores higher).	HUD 2023 NOFA		awarded based upon proximity of project outcome to HUD goal of 20%: >=20% = 2 pts.; 19% - <20% = 1.5 pts.; 18% - <19% = 1 pt.; 17% - <18% = 0.5 pts.	
	E. Income: Percent of adult participants who maintained or increased income from sources other than employment by annual assessment or exit.		HMIS-APR	4 available points. Scoring identical to 2D.	
	F. Income/benefits: Percent of adult participants who maintained or obtained non-cash mainstream benefits by annual assessment or exit.		HMIS-APR	4 available points. Up to 4 points based on quintile ranking.	
	G. Income/benefits: Percent of adult participants who maintained or obtained health insurance by annual assessment or exit.		HMIS-APR	Not scored this year.	
3. Advancing Racial Equity and Cultural Responsiveness	H. Addressing institutional racism: 5. Complete the checklist to indicate what methods. 6. Describe (a) two of the project's most important strategies for addressing and responding to institutional racism. For each, include a concise description of (b) any significant successes with these strategies, and (c) any significant challenges that the project experienced in this work over the past year.	- COC Priority: promote racial justice and advance racial equity - COC Priority: provide participant-centered, culturally-responsive services - COC Community Guidelines - HUD Equal Access Final Rule - HUD 2023 NOFO	Project Survey, Questions 5-6	6 available points. See <i>2023 CoC Renewal Project Scoring Rubric</i> for details.	22 (25%)
	I. Reducing homelessness within communities of color: 7. Describe (a) two concrete actions your project has taken in the last year to help reduce homelessness within communities of color and include for each action (b) a description of the action, (c) any substantive program changes that were required from the action, (d) successes from the action, and (e) two actions your project plans to take for the year ahead to reduce homelessness for communities of color. If you are a culturally-specific provider, please describe (a) two strategies you use to reach your target population. For each strategy, describe (b) a description of the strategy, (c) successes from the strategy, (d) challenges faced with the strategy, and (e) two strategies your project plans to take for the year ahead to reach your target population.		Project Survey, Question 7	6 available points. See <i>2023 CoC Renewal Project Scoring Rubric</i> for details.	

Category	Measure	Rationale	Data Source	Scoring Narrative	Max Points (% of total)
	J. Implementing culturally-responsive programming: 8. Complete the checklist of possible ways to provide culturally-responsive programming. Please mark which methods your project uses, if any. If you use an unlisted method, please describe in the provided “Other” sections. 9. Describe (a) two of the project’s most important strategies to ensure culturally-responsive programming, and (b) any significant successes that the project experienced providing these services over the past year. For Culturally Specific Organizations: Describe (a) two of the project’s most important strategies that determine what type of culturally specific programming is provided, and (b) any significant successes that the project experienced providing these services over the past year.		Project Survey, Questions 8-9	5 available points. See 2023 CoC Renewal Project Scoring Rubric for details.	
	K. Addressing barriers faced by people who identify as LGBTQIA2S+: 10. Describe (a) two concrete actions your project has taken in the last year to help reduce homelessness within the LGBTQIA2S+ population and include for each action (b) a description of the action, (c) any substantive program changes that were required from the action, (d) successes from the action, and (e) two actions your project plans to take for the year ahead to reduce homelessness for LGBTQIA2S+ communities.		Project Survey, Question 10	5 available points. See 2023 CoC Renewal Project Scoring Rubric for details.	
4. Program Design: effective practices and service delivery model	L. Collecting and using consumer feedback: 2. Complete the checklist of possible ways to <u>collect</u> participant feedback. Please mark which methods your project uses, if any. If you use an unlisted method, please describe in the provided “Other” sections. 3. Complete the checklist of possible ways to <u>use</u> participant feedback. Please mark which methods your project uses, if any. If you use an unlisted method, please describe in the provided “Other” sections. 4. How has participant feedback informed changes or improvements to the project over the last year? Provide two	• COC Priority: provide participant-centered, culturally-responsive services • COC Community Guidelines • HUD requirements for shared standards of local service delivery • HUD policy priority for Housing First	Project Survey, Questions 2-4	6 available points. See 2023 CoC Renewal Project Scoring Rubric for details.	16 / 18 for DV projects (18%)

Category	Measure	Rationale	Data Source	Scoring Narrative	Max Points (% of total)
	examples, concisely describing (a) the method of participant feedback used, (b) what the feedback was, (c) how the project acted upon the feedback, and (d) what the outcomes of the changes were.				
	M. Implementing participant-centered, strengths-based approaches: 11. Complete the checklist of possible ways to provide participant-centered, strengths-based approaches for services (i.e., Assertive Engagement, motivational interviewing, trauma-informed practice, positive youth development, etc.). Please mark which methods your project uses, if any. If you use an unlisted method, please describe in the provided “Other” sections. 12. Describe (a) two of the project’s most important strategies to ensure participant-centered, strengths-based approaches, and (b) any significant successes that the project experienced providing these services over the past year.		Project Survey, Questions 11-12	5 available points. See 2023 CoC Renewal Project Scoring Rubric for details.	
	N. Implementing a housing first approach: 13. Complete the checklist of possible ways to implement “Housing First” approaches for services. Please mark which methods your project uses, if any. If you use an unlisted method, please describe in the provided “Other” sections. 14. Describe (a) two of the project’s most important strategies to ensure a Housing First approach and any (b) significant successes that the project experienced providing these services over the past year.		Project Survey, Questions 13-14	5 available points. See 2023 CoC Renewal Project Scoring Rubric for details.	
	Victim Service Providers Only: O. Increasing safety: 15. Please describe (a) two of the project’s most important strategies for improving safety for DV survivors, and (b) how the project assesses improvements to participant safety.* <i>*Improvements to safety are also evaluated separately as part of the CoC’s Domestic Violence System’s performance evaluation</i>	• Multnomah County Domestic and Sexual Violence Continuum service priority • HUD directive to evaluate DV projects based on degree they improve safety for the population they serve	Project Survey, Questions 15	2 available points. See 2023 CoC Renewal Project Scoring Rubric for details.	

Category	Measure	Rationale	Data Source	Scoring Narrative	Max Points (% of total)
5. HMIS Data Entry	P. Percent of identified data elements that are not missing. Includes data for required annual assessment.	- COC System Performance Measure: data completeness standards - HUD data standards	HMIS-APR	4 available points. >98% - 100% = 4 pts.; >96% - 98% = 3 pts.; >94% - 96% = 2 pts.; >92% - 94% = 1 pt.; <=92% = 0 pts.	8 (9%)
	Q. Percent of HMIS data entered in less than 7 days		HMIS-APR	4 available points. Up to 2 points based on tertile ranking. Remaining 2 points awarded to projects with 50%+ of data entered in less than 7 days.	
6. Grant Management	R. Percent of HUD funds spent.	COC System Performance Measure: effectiveness in grant expenditure	Project Survey, Question 16-19	2 available points. >95% - 100% = 2 pts.; >90-95% = 4 pts.; <=90% = 0	2 (2%)
7. Cost Effectiveness (tie breaker)	S. <u>For permanent supportive housing:</u> Project operating cost divided by stayers who remain for 12 months or more days or leavers who exit to positive destination and do not return to homeless services OR <u>For transitional housing and rapid re-housing:</u> Project operating cost divided by leavers who exit to positive destination.	HUD directive to evaluate project cost effectiveness	Project Operating Budget Survey, HMIS-APR	Tie breaker. For projects of the same type with otherwise identical scores, cost effectiveness (CE) results will be directly compared. For such projects of different types, comparison is of difference between the individual project's CE result and the median CE result for the given project type. For compared projects, lower result gets preference.	N/A
TOTAL					88 (90 for DV projects)

Renewal Project Survey Questions and Scoring Rubric

March 2023

The following document outline the new survey questions for Renewal projects as well as the scoring rubric for those questions. This document does not include other scoring criteria, such as the HMIS APR data. There are minor changes to the questions from prior years, and substantial changes to the scoring rubric to make it more objective and clearer (for both applicants and JOHS scorers).

Survey Question	Scoring Rubric
Consumer Engagement	
2. Below is a checklist of possible ways to <u>collect</u> participant feedback. Please mark which methods your project uses, if any. If you use an unlisted method, please describe in the provided “Other” sections. <u>Methods of collecting feedback:</u> (a) Anonymous client satisfaction surveys (b) Focus groups and/or listening sessions (c) Consumer advisory committee (d) Current or former participant(s), or someone with current or past lived experience of homelessness, sits on Board of Directors or other equivalent policymaking entity (e) Other (please list):	Scoring _/1 0 = Does not complete the checklist 0.5 = Uses one method for collecting participant feedback 0.75 = Uses two methods for collecting participant feedback 1 = Uses at least three methods for collecting participant feedback

3. Below is a checklist of possible ways to <u>use</u> participant feedback. Please mark which methods your project uses, if any. If you use an unlisted method, please describe in the provided “Other” sections. <u>Methods of using feedback:</u> a) Client-driven committees, groups or advisory boards are involved in and represent consumer voice throughout the project’s program development and decision-making b) The project provides training and/or development for their client-driven committees, groups, or advisory board, to aid in their effectiveness as consumer advocates c) Consumer feedback and recommendations directly inform staff training and supervision d) Consumer feedback is regularly discussed by management, and is incorporated into agency-wide strategic planning e) Consumer feedback is utilized to identify gaps in services and inform needed changes to existing programs and policies f) Current or former participants are involved in the planning and design of new policies and procedures g) Other (please list):	Scoring <u>/1</u> 0 = Does not complete the checklist 0.5 = Uses one method for collecting participant feedback 0.75 = Uses two methods for collecting participant feedback 1 = Uses at least three methods for collecting participant feedback
4. How has participant feedback informed changes or improvements to the project over the last year? Provide <u>two</u> examples, concisely describing (a) the method of participant feedback used, (b) what the feedback was, (c) how the project acted upon the feedback, and (d) what the outcomes of the changes were. (Up to 1400 characters with spaces. 2100 characters for grantees with 1-3 subgrantees. 4200 characters for grantees with 4 or more subgrantees).	Scoring <u>/2</u> 0 = does not respond to the question 0.5 = provides one example for (a), and a partial response for b-d. 1 = provides one example with full responses to a-d for that example; or, provides two examples, but no response for a-d. 1.5 = provides two examples, and only a full response to a-d for one or partial responses to a-d for both. 2 = provides two examples and full responses for a-d.

Advancing Racial Equity and Cultural Responsiveness

5. Below is a checklist of possible ways to address and respond to institutional racism. Please mark which methods your project uses, if any. If you use an unlisted method, please describe in the provided "Other" sections.

See "Key Definitions for 2022 Renewal Project Survey" document for definition of "institutional racism" and "intersectionality."

Methods of addressing and responding to institutional racism:

- a) Public written commitment to address/eliminate racial and ethnic inequities in guiding documentation (i.e., mission, vision, goals, etc.)
- b) Organization has a racial equity plan or strategy that is regularly monitored
- c) Ongoing evaluation of policy, service, or program impacts and progress towards racial equity.
For Culturally Specific Organizations: Ongoing evaluation of equity across differences within the racial or ethnic community you serve, including but not limited to intersectional identities, such as race, gender, gender identity, sexuality, ability.
- d) Internal structures exist to address issues of racial equity (i.e., a functioning equity committee, formal or informal complaint resolution process, caucusing and community advisory body)
- e) Racial equity knowledge, skills, and practices are a part of staff job descriptions and work plans
- f) Staff receive training and support around racial equity and how their role is important in addressing institutional racism (i.e. anti-oppression trainings, etc.)
- g) Management consistently applies a racial equity lens
- h) Other (please list):

Scoring _/2

0 = Does not complete the checklist

1 = Uses one method for addressing and responding to institutional racism

1.5 = Uses two methods for addressing and responding to institutional racism

2 = Uses at least three methods for addressing and responding to institutional racism

6. Describe (a) <u>two</u> of the project's most important strategies for addressing and responding to institutional racism. For each, include a concise description of (b) any significant successes with these strategies, and (c) any significant challenges that the project experienced in this work over the past year. (See the scoring rubric for how this question will be scored. Up to 1400 characters with spaces. 2100 characters for grantees with 1-3 subgrantees. 4200 characters for grantees with 4 or more subgrantees.)	Scoring <u>/2</u> 0 = does not respond to the question 0.5 = provides one example for (a), and at least a partial response for (b) and (c). 1 = provides one example for (a) with full responses to b-e for that example; or, provides two examples for (a), but no response for (b) and (c). 1.5 = provides two examples for (a), and only a full response to (b) and (c) for one or partial responses to (b) and (c) for both. 2 = provides two examples and full responses for b) and (c).

7. Describe (a) two concrete actions your project has taken in the last year to help reduce homelessness within communities of color and include for each action (b) a description of the action, (c) any substantive program changes that were required from the action, (d) successes from the action, and (e) two actions your project plans to take for the year ahead to reduce homelessness for communities of color.

If you are a culturally-specific provider, please describe (a) two strategies you use to reach your target population. For each strategy, describe (b) a description of the strategy, (c) successes from the strategy, (d) challenges faced with the strategy, and (e) two strategies your project plans to take for the year ahead to reach your target population.

(Up to 1400 characters with spaces. 2100 characters for grantees with 1-3 subgrantees. 4200 characters for grantees with 4 or more subgrantees).

Scoring _/4

0 = does not respond to the question

1 = provides one example for (a), and a partial response for b-e.

2 = provides one example for (a) with full responses to b-e for that example; or, provides two examples for (a), but no response for b-e.

3 = provides two examples for (a), and only a full response to b-e for one or partial responses to b-e for both.

4 = provides two examples and full responses for b-e.

8. Below is a checklist of possible ways to provide culturally-responsive programming. Please mark which methods your project uses, if any. If you use an unlisted method, please describe in the provided “Other” sections. See "Key Definitions for 2022 Renewal Project Survey" document for definition of both “culturally-responsive programming,” “culturally-specific programming” and “intersectionality.” <u>Methods of ensuring culturally-responsive programming:</u> a) Public written commitment to provide culturally-responsive services in guiding documentation (i.e., mission, vision, goals, etc.). For Culturally Specific Organizations: Public written commitment to serve a specific racial or ethnic community that is disproportionately impacted by poverty, homelessness, racism, and other forms of oppression. b) Plans or strategies exist for deepening capacity to provide culturally responsive programming. c) Ongoing assessment around organization’s progress towards becoming fully culturally responsive. For Culturally Specific Organizations: Ongoing assessment around organization’s assessment of intersectional identities and inequalities compounded by identities within the racial or ethnic community you serve. d) Staff receive training and support around how to provide culturally-responsive services. e) Cultural responsiveness knowledge, skills and practices are a part of staff job descriptions and work plans. f) Strategies exist to recruit, retain, and develop staff who represent communities of color and/or speak languages other than English. g) Written materials provided in multiple languages for participants with limited English proficiency. h) Translation and interpretation services provided in multiple languages for participants with limited English proficiency. i) Other (please list):	Scoring _/2 0 = Does not complete the checklist 1 = Uses one method for providing culturally-responsive programming 1.5 = Uses two methods for providing culturally-responsive programming 2 = Uses at least three methods for providing culturally-responsive programming

9. Describe (a) <u>two</u> of the project’s most important strategies to ensure culturally-responsive programming, and (b) any significant successes that the project experienced providing these services over the past year. For Culturally Specific Organizations: Describe (a) <u>two</u> of the project’s most important strategies that determine what type of culturally specific programming is provided, and (b) any significant successes that the project experienced providing these services over the past year. (Up to 1400 characters with spaces. 2100 characters for grantees with 1-3 subgrantees. 4200 characters for grantees with 4 or more subgrantees.)	Scoring _/2 0 = does not respond to the question 0.5 = provides one example for (a), and a partial response for (b) 1 = provides one example for (a) with full responses to (b) for that example; or, provides two examples for (a), but no response for (b). 1.5 = provides two examples for (a), and only a full response to (b) for one or partial responses to (b) for both. 2 = provides two examples and full responses for (b).
10. Describe (a) <u>two</u> concrete actions your project has taken in the last year to help reduce homelessness within the LGBTQIA2S+ population and include for each action (b) a description of the action, (c) any substantive program changes that were required from the action, (d) successes from the action, and (e) <u>two</u> actions your project plans to take for the year ahead to reduce homelessness for LGBTQIA2S+ communities. (Up to 1400 characters with spaces. 2100 characters for grantees with 1-3 subgrantees. 4200 characters for grantees with 4 or more subgrantees).	Scoring _/4 0 = does not respond to the question 1 = provides one example for (a), and at least a partial response for b-e. 2 = provides one example for (a) with full responses to b-e for that example; or, provides two examples for (a), but no response for b-e. 3 = provides two examples for (a), and only a full response to b-e for one or partial responses to b-e for both. 4 = provides two examples for (a) and full responses for b-e.
Program Design: Effective Practices and Service Delivery Model	

11. Below is a checklist of possible ways to provide participant-centered, strengths-based approaches for services (i.e., Assertive Engagement, motivational interviewing, trauma-informed practice, positive youth development, etc.). Please mark which methods your project uses, if any. If you use an unlisted method, please describe in the provided “Other” sections. See "Key Definitions for 2022 Renewal Project Survey" of “Assertive Engagement”. <u>Methods of ensuring participant-centered, strengths-based approaches are used:</u> a) Public written commitment to provide participant-centered, strengths-based services in guiding documentation (i.e., mission, vision, goals, etc.). b) Staff receive training and support around how to provide participant-centered and strengths-based services. c) Participant-centered and strengths-based service knowledge, skills and practices are a part of staff job descriptions and work plans. d) Participant intake forms are developed using a participant-centered, strengths-based lens. e) The organization provides staff with tools to help facilitate participant-centered, strengths-based services (i.e., individualized service plan, strengths assessment, etc.). f) Other (please list):	Scoring <u>/2</u> 0 = Does not complete the checklist 1 = Uses one method for providing participant-centered, strengths-based approaches for services 1.5 = Uses two methods for providing participant-centered, strengths-based approaches for services 2 = Uses at least three methods for providing participant-centered, strengths-based approaches for services
12. Describe (a) <u>two</u> of the project’s most important strategies to ensure participant-centered, strengths-based approaches, and (b) any significant successes that the project experienced providing these services over the past year. (Up to 1400 characters with spaces. 2100 characters for grantees with 1-3 subgrantees. 4200 characters for grantees with 4 or more subgrantees)	Scoring <u>/2</u> 0 = does not respond to the question 0.5 = provides one example for (a), and at least a partial response for (b). 1 = provides one example for (a) with full responses to (b) for that example; or, provides two examples for (a), but no response for (b). 1.5 = provides two examples for (a), and only a full response to (b) one or partial responses to (b) for both.

	2 = provides two examples and full responses for (b)
13. Below is a checklist of possible ways to implement “Housing First” approaches for services. Please mark which methods your project uses, if any. If you use an unlisted method, please describe in the provided “Other” sections. See “Key Definitions for 2022 Renewal Project Survey” of “Housing First.” <u>Methods of ensuring a Housing First approach is used:</u> a) Admission to project is not contingent on pre-requisites such as abstinence of substances, minimum income requirements, health or mental health history, medication adherence, age, criminal justice history, financial history, completion of treatment, participation in services, “housing readiness”, history or occurrence of victimization, survivor of sexual assault or an affiliated person of such a survivor, or other unnecessary conditions unless required by law or funding source. b) Procedures in place to ensure that staff do everything possible to avoid denying assistance or rejecting an individual or family for the reasons listed above. c) Project does not require specific appointment times but has a flexible intake schedule that ensures access to all households. d) Intake procedures and service plans are focused on the participant’s strengths, needs and preferences. e) Participation in the project is not contingent on participating in services or demonstration of progress made on a service plan. f) Procedures are in place to avoid project termination whenever possible. g) Ongoing assessment of organization’s work to implement a Housing First model and reduce barriers for participants. h) Other (please list):	Scoring _/2 0 = Does not complete the checklist 1 = Uses one method for implementing Housing First approaches to services 1.5 = Uses two methods for implementing Housing First approaches to services 2 = Uses at least three methods for implementing Housing First approaches to services

14. Describe (a) <u>two</u> of the project's most important strategies to ensure a Housing First approach and any (b) significant successes that the project experienced providing these services over the past year. (Up to 1400 characters with spaces. 2100 characters for grantees with 1-3 subgrantees. 4200 characters for grantees with 4 or more subgrantees.)	Scoring _/2 0 = does not respond to the question 0.5 = provides one example for (a), and at least a partial response for (b). 1 = provides one example for (a) with full responses to (b) for that example; or, provides two examples for (a), but no response for (b). 1.5 = provides two examples for (a), and only a full response to (b) for one or partial responses to (b) for both. 2 = provides two examples and full responses for (b).
15. Please describe (a) <u>two</u> of the project's most important strategies for improving safety for DV survivors, and (b) how the project assesses improvements to participant safety. (Up to 1400 characters with spaces. 2100 characters for grantees with 1-3 subgrantees. 4200 characters for grantees with 4 or more subgrantees.)	Scoring _/4 0 = does not respond to the question 1 = provides one example for (a), and at least a partial response for (b). 2 = provides one example for (a) with full responses to (b) for that example; or, provides two examples for (a), but no response for (b). 3 = provides two examples for (a), and only a full response to (b) for one or partial responses to (b) for both. 4 = provides two examples and full responses for (b).
Unspent Funds	

The following questions ask about the three most recently completed grant or contract terms for the project. If you have not yet completed the APR for the most recent grant term, you can respond for the grant that ended in 2021. If the project has not yet completed three grant terms, include all applicable.

16. Fill in each text box with information about the **most recently completed** grant term for this project

A. Grant/ contract end date	B. Total grant amount	C. Of total grant amount, amount for admin	D. Total amount recaptured by HUD	F. Of total recaptured amount, amount for admin

17. Fill in each text box with information about the **second most recently completed** grant term for this project.

A. Grant/ contract end date	B. Total grant amount	C. Of total grant amount, amount for admin	D. Total amount recaptured by HUD	F. Of total recaptured amount, amount for admin

18. Fill in each text box with information about the **third most recently completed** grant term for this project

A. Grant/ contract end date	B. Total grant amount	C. Of total grant amount, amount for admin	D. Total amount recaptured by HUD	F. Of total recaptured amount, amount for admin

19. Please explain any contributing factors to this recapture history. (Up to 500 characters with spaces)

0 – <60% in most recent year
excluding admin

1 – 60-69% in most recent year
excluding admin

2 – 70-79% in most recent year
excluding admin

3- 80-89% in most recent year
excluding admin

4- 90-99% in most recent year
excluding admin

5-100% in most recent year excluding
admin

APPENDIX E: NEW PROJECT SCORING RUBRIC

Criteria	Total Points
A. Does the project address a housing gap / need not met by other community resources?	15
B. Does the organization demonstrate a strong commitment and capacity to achieve racially equitable outcomes?	10
C. Does the project align housing with other systems and expand the community's capacity to provide integrated services and support to vulnerable populations?	10
D. Will the project provide its housing type with a Housing First approach?	10
E. Will the project promote permanent housing, long-term stability, access to mainstream resources, and increased household income?	10
F. Is the project cost-effective?	5
G. Does the proposer demonstrate capacity to successfully engage and involve the community being served by the proposed project?	5
H. Will the project provide culturally-specific and/or culturally-responsive services? Will it be inclusive to LGBTQ+ individuals?	10
I. Is the project well-integrated into the CoC Advisory Board or other efforts and planning processes within the community?	5
J. Does the proposed project effectively leverage other services beyond the available CoC-funded service funds?	5
K. Is the proposed funding source a good fit for the project?	4
L. Does the proposer demonstrate an ability to administer the program effectively?	6
M. Does the proposed project seek renewable activities within a one-year grant term?	5
Total	100

Criteria (CoC Bonus)	Pre-Application Question(s)	Scoring Rubric
Need and Population Focus		

A. Does the project specifically address a clearly identified housing gap/need not currently fully met by other community resources? Maximum points will be awarded for projects that address housing and service needs of a community of color overrepresented in the homeless population, and/or address the housing and service needs of LGBTQ people of color and/or women-identified persons.	A1. What is the housing gap or need you are meeting with this project? • [open-ended]	A1. Full points = 3 ☐ 3 = a clearly articulated gap or need with at least three data points to demonstrate this need. ☐ 2 = a clearly articulated need with only one or two data points. ☐ 1 = clearly articulated need, but no data. ☐ 0 = no articulated need.
	A1i. Is this a gap or need that is not currently fully met by other community resources? ☐ Yes / No	A1i. Full points = 2 ☐ 2 = “Yes”. ☐ 0 = “No”.
	A2. How will your project help to address this housing gap or need? • [open-ended]	A2. Full points = 3 ☐ 3 = a clearly articulated explanation of how the project will address the gap or need, including strategies or plans for how it will do so. ☐ 2 = an explanation of how the project will address the gap or need, but minimal strategies or plans. ☐ 1 = a general explanation of how the project will address the housing gap or need, but no specific strategies or plans. ☐ 0 = no explanation, strategies, or plans.
	A3. What population(s) will the project serve?¹ Select all that apply ☐ Homeless Youth, ☐ Domestic Violence survivors, ☐ Homeless Families with Children, ☐ Older Adults/Seniors	A3. Full points = 1 ☐ 1 = a project that serves at least one marginalized and overrepresented group in the homeless population (e.g., people of color and/or LGBTQIA2S+ individuals). ☐ 0 = does not serve at least one of the above.

¹ HUD System Performance Measure 1

	☐ Chronic Homeless, ☐ Homeless Veterans ☐ Transgender/Gender Nonconforming ☐ Limited English Proficiency ☐ Adults with disabled dependents, and/or ☐ Persons of different races and ethnicities, particularly those over-represented in the local population. ☐ Other	
	A4. What are the needs for housing and supportive services of the above group(s) selected that you have identified to be served by this project? ☐ [open-ended	A4. Full points = 3 ☐ 3 = clearly articulated need, with data evidence of the need (can include anecdotal evidence, but at least some data is presented). ☐ 2 = clearly articulated need with minimal evidence of the need (e.g., only one data point, only anecdotal evidence). ☐ 1 = articulated need but no data points. ☐ 0 = no clear need identified.
	A5. Does the project specifically address the needs of a community of color or LGBTQIA2S+ people of color who are overrepresented in the homeless population? ☐ Yes / No A5i. If yes, how so? ☐ [Open-ended]	A5 / A5i. Full points = 3 ☐ 3 = "Yes" in A5 + a concrete and thorough explanation of how the needs of these groups will be addressed in A5i. ☐ 1.5 = "Yes" in A5 + a vague or incomplete explanation in A5i. ☐ 1 = "Yes" in A5 + an inaccurate or no explanation in A5i. ☐ 0 = "No" in A5.
B. Does the organization demonstrate a strong	B1. Does your organization have a stated commitment to serving racially equitable	B1-B4. Full points = 2 2 = "yes" to <i>at least</i> B1 + B2.

commitment and capacity to achieve racially equitable outcomes? a. Has the project identified any barriers to participation (e.g., lack of outreach, overrepresentation in the criminal legal system) faced by persons of color, particularly those over-represented in the local homelessness population? Has the project taken, or will they take, steps to overcome the identified barriers?	outcomes? (If your organization is inherently culturally-specific, select Yes.) • Yes • No B2. Do / will you have strategies for equity-focused outcomes? • Yes, currently have • Yes, will have • No, do not and will not have B3. Do / will you collect data to ensure you are meeting your equity-focused outcome goals? • Yes, currently collect • Yes, will collect • No, do not and will not collect B4. Do / will you have FTE dedicated to racial equity / equity focused on client outcomes? • Yes, currently have • Yes, will have • No, do not and will not have	• 1.5 = “yes” to B1, “no” to B2, + “yes” B3 and/or B4. • 1 = “yes” to B1 + “no” to all others OR for answering “no” to B1 and yes to any <u>two</u> others. • 0.5 = “no” to B1 + “yes” to <u>only one</u> other. • 0 = “no” to all in B1-B4.
	B5. Please describe your organization’s strategy (current and/or future) and capacity for achieving racially equitable outcomes. (If your organization is inherently culturally-specific, please describe your strategies for equity more broadly.) • [open-ended]	B5. Full points = 3 • 3 = describes (1) a strategy for achieving racially equitable (or, for culturally-specific organizations, general equity) client outcomes, (2) data collection and analysis plan or strategies to assess these outcomes (can be APRs generated through HMIS), and (3) dedicated staff time to equity efforts (e.g., equity-focused position, trainings, etc.).

		• 2 = describes 2 of the 3 above points. • 1 = describes 1 of the 3 above points. • 0 = does not address the above points.
	B6. Describe any barriers to participation in your program faced by persons of color, particularly those represented in the homeless population. • [open-ended]	B6. Full points = 2 • 2 = describes at least three barriers to participation faced by potential program participants of color, specific to the organizations proposed program. • 1 = less than three barriers described and/or a vague response about barriers. • 0 = does not describe any barriers.
	B7. What steps has the project taken (or will it take) to overcome these barriers? (If you are a culturally-specific organization, please describe your strategies for overcoming barriers to your target population(s) participating in your program). • [open-ended]	B7. Full points = 3 • 3 = describes specific steps the project has taken / will take to overcome these barriers (or, if culturally-specific: a description of their strategies for overcoming barriers for the target populations participating). • 2= describes steps that help to overcome barriers, but not necessarily those related to persons of color (or the target population for culturally-specific orgs). • 1 = vague description of steps to overcome barriers. • 0 = does not address the question.
Project Approach and Leverage		
C. Does the proposed project align housing with other systems (i.e., health, mental health, addiction and recovery, criminal justice or other) or otherwise expand the community's capacity to provide integrated	C. Please describe how the project either aligns housing with other systems (e.g., health, mental health, addiction and recovery, criminal justice or other) and/or expands the community's capacity to provide integrated services and support to vulnerable populations. Include as much of the following as possible into your response: (1) which systems the program aligns housing with;	C1a. Full points = 2 • 2 = specifically describes which systems the program aligns housing with. • 1 = describes vaguely how the program aligns systems and housing. • 0 = does not address.

services and support to vulnerable populations?	C2. (2) how the program will successfully achieve that alignment;	C2. Full points = 3 • 3 = describes a specific plan for how the program will successfully achieve that alignment. • 2 = describes generally how the program will achieve that alignment with minimal specific details. • 1= describes generally how the program will achieve that alignment, no specific details. • 0 = does not address.
	C3. (3) how the program will provide integrated services;	C3. Full points = 3 • 3 = describes a specific plan for how the program will provide integrated services. • 2 = describes an overarching plan with minimal specific details. • 1 = describes an overarching plan with no specific details. • 0 = does not address.
	C4. (4) how this integration will support the populations the program serves.	C4. Full points = 2 • 2 = describes specific ways this integration will support the populations the program serves. • 1 = describes general ways this integration could support the populations the program serves. • 0 = does not address.
D. Will the project effectively provide permanent supportive housing, rapid re-housing, or joint transitional housing and rapid re-housing to the proposed	D1. <i>In alignment with Housing First Principles</i>, will applicants be allowed to enter the program without income? • Yes • No	D1. Full points = 2 • (2) for “Yes” • (0) for “No”
	D2. <i>In alignment with Housing First Principles</i>, will applicants be allowed to enter the program even if they aren’t “clean and sober” or “treatment compliant”?	D2. Full points = 2 • (2) for “Yes”

population using a Housing First approach? ²	• Yes • No	• (0) for “No”
	D3. In alignment with Housing First Principles, will applicants be allowed to enter the program even if they have criminal justice system involvement? • Yes • No	D3. Full points = 2 • (2) for “Yes” • (0) for “No”
	D4. In alignment with Housing First Principles, will service and treatment plans be voluntary, such that tenants cannot be evicted for not following through? • Yes • No	D4. Full points = 2 • (2) for “Yes” • (0) for “No”
	D5. Please describe potential barriers to implementing Housing First with the projects target population(s) and strategies for how the project will overcome those barriers. • [open-ended] For more information on the core elements of Housing First, please refer to this USICH brief: https://www.usich.gov/resources/uploads/asset_library/Housing_First_Checklist_FINAL.pdf	D5. Full points = 2 • 2 = Describes at least <u>two</u> ways the project will work to overcome any potential barriers to implementing Housing First with the target population(s). • 1 = Describes at least <u>one</u> way the project will work to overcome any potential barriers to implementing Housing First with the target population(s). • 0 = does not describe how the project will work to overcome any potential barriers to implementing Housing First with the target population(s). Note: Stating that there are no barriers to implementing Housing First with the target population or under the program model will receive zero points.
E. Will the project promote permanent	E1. How will the project promote long-term housing placement and stability?	E1. Full points = 4

² HUD System Performance Measure 2

housing placement, long-term stability, access to mainstream resources and increased household income through benefits and/or employment? ³	[open-ended]	4 = Describes at least three targeted strategies to promote long-term housing placement and stability. 3 = Describes two targeted strategies to promote long-term housing placement and stability. 2 = Describes one targeted strategy to promote long-term housing placement and stability. 1 = Describes general ideas, but no targeted strategies. 0 = Does not address long-term housing placement and stability.
	E2. How will the project individually assist each client to obtain the benefits of mainstream health, social, and employment programs for which they are eligible to apply? [open-ended]	E2. Full points = 3 3 = Describes two targeted strategies to assist clients in obtaining these benefits. 2 = Describes one targeted strategy to assist clients in obtaining these benefits. 1 = Describes general ideas, but no targeted strategies. 0 = Does not address client access to benefits.
	E3. How will the project help to increase household income through benefits and/or employment? [open-ended]	E3. Full points = 3 3 = Describes two targeted strategies to assist clients in increasing household income through benefits and/or employment. 2 = Describes one targeted strategy to assist clients in increasing household income through benefits and/or employment. 1 = Describes general ideas, but no targeted strategies. 0 = Does not address increasing household income.
F. Is the proposed project's approach cost-effective? How many	F1. How many households will the project permanently house with the proposed funding?	F1 and F2. Full points = 1

³ HUD System Performance Measure 4

households will the project permanently house with the proposed funding? ⁴	• # F2. What is the cost-per-household based on the above number and the requesting funding? • \$ cost / person	• 1 = Applicant lists the number of households to be served <i>and</i> the cost per person. • 0.5 = Applicants lists <i>either</i> the number of households to be served or the cost per person. • 0 = Applicant does not answer the prompts.
	F3. Describe how this project is considering cost-effectiveness in its design and/or why the proposed cost is necessary. • [Open-ended]	F3. Full points = 4. <u>One point for each of the following:</u> • Has the project submitted a budget that is clear, complete, and easy to read? • No budget line items appear unnecessary, nor unjustified by the proposal. Staffing is sufficient to the scope of the program, with consideration for the clientele's unique needs. • The project will leverage outside resources. • The project will take appropriate measures to contain costs.
G. Does the proposer demonstrate capacity to successfully engage and involve the community being served by the proposed project? Is the approach responsive to the unique needs of the proposed population? a. Does the proposer discuss barriers to housing access/stability that are	G1. What barriers to housing access/stability are faced by population project proposes to serve and how will the project address those barriers? • [open-ended]	G1. Full points = 2.5 • 2.5 = outlines <u>at least three</u> barriers to housing access/stability for the specific population(s) and how the project will address those barriers. • 2 = outlines <u>two</u> barriers to housing access/ stability for the specific population(s) and how the project will address those barriers. • 1.5 = may outline <u>two or more</u> barriers to housing access/ stability and how the project will address them, but they may not be specific to the proposed population. • 1 = may outline <u>two or more</u> barriers to housing access/ stability but does not explain how the project will specifically address those barriers.

⁴ HUD System Performance Measure 3

faced by population project proposes to serve and how will the project address those barriers?		0.5 = outlines less than two barriers that may not be specific to the population being served, does not explain how the project will address those barriers. 0 = does not address the prompt.
	G2. How will this project engage and involve the community being serviced by the project? How will the project be responsive to the unique needs of the proposed population? [open-ended]	G2. Full points = 2.5 2.5 = outlines <u>at least three</u> strategies for engaging the community being served by the project <i>and</i> <u>at least three</u> strategies for responsiveness to their needs. 2 = outlines <u>two</u> strategies for engagement, and <u>three</u> strategies for responsiveness. (Or vice versa: three for engagement and two for responsiveness.) 1.5 = outlines somewhere between one and two strategies for both engagement and responsiveness. 1 = outlines only one strategy for both engagement and responsiveness. 0.5 = outlines only one strategy for either engagement or responsiveness. 0 = does not address the prompt.
H. Will the project provide culturally-specific and/or culturally-responsive services? Will the project be inclusive to LGBTQ individuals? You can find a definition of culturally-specific and culturally-responsive services in Appendix B of the solicitation.	H1. Will the project provide culturally-responsive and/or culturally-specific services? - Yes - No	H1. Full points = 4 4 = Yes 0 = No
	H2. If so, what methods will be used to ensure that services are responsive and/or specific? [open-ended]	H2. Full points = 3 ☐ 3 = thoughtful responses that include <u>at least three</u> clear strategies for cultural responsiveness and/or specificity. ☐ 2 = <u>two</u> clear strategies for responsiveness/specificity. ☐ 1 = <u>one</u> clear strategy for responsiveness/specificity. ☐ 0.5 = unclear strategies.

		☐ 0 = does not address the prompt.
	H3. How will you work to ensure that your project is inclusive to LGBTQIA2s+ individuals? [open-ended]	H2. Full points = 3 ☐ 3 = thoughtful responses that include multiple strategies for inclusivity of LGBTQIA2S+ individuals. ☐ 2 = <u>two</u> clear strategies for inclusivity. ☐ 1 = <u>one</u> clear strategy for inclusivity. ☐ 0.5 = unclear strategies. ☐ 0 = does not address the prompt.
I. Is the proposed project well-integrated with the CoC or other efforts and planning processes within the community (either through organizational participation of the project applicant and partners in the A Home for Everyone Coordinating Board or subcommittees or workgroups, or through a proposed project that is directly responsive to A Home for Everyone priorities)?	I1. Does the applicant organization(s) participate in the CoC generally, or its subcommittees or workgroups? ☐ Yes ☐ No If not, how does the organization(s) involved in implementing the project participate in other community-level efforts or planning processes?	I1. Full points = 3 ☐ 3 = Yes ☐ 2 = No + heavy involvement in community-level efforts of planning processes related to homelessness. ☐ 1 = No + minimal involvement in community-level efforts or planning processes related to homelessness. ☐ 0 = No + no other involvement in community-level efforts or planning processes related to homelessness.
	I2. Describe any broader community-level efforts or planning processes to which this project is aligned.	I2. Full points = 2 ☐ 2 = involvement in other community-level or planning processes (whether related to homelessness or not). May need to draw from responses for I1. ☐ 1 = minimal involvement in other community-level or planning processes. ☐ 0 = no involvement.

J. Does the proposed project effectively leverage other services beyond the available CoC-funded service funds?	J. Briefly describe sources of match/leverage. What other resources does this project leverage?	J. Full points = 5 • 5 = leverages other sources of match/funding for the project. • 0 = Does not leverage other sources or match/funding for the project.
Project Readiness and Budget		
K. Among available funding sources within the community for the proposed activities, is the proposed funding source a good fit?	This is dependent upon (1) the current year's HUD CoC NOFO, and (2) knowledge of other funding sources available in the community. This question is scored but not directly asked in the application.	Total: <u> </u> /4
L. Does the proposer demonstrate an ability to administer the program effectively? Is the project ready to proceed within HUD allowable guidelines? ⁵	Describe the organization(s) involved, with a brief description of what each will do, past performance that demonstrates capacity and qualifications to serve the proposed population and/or administer the project. If you are notified by HUD of a grant award in late winter or early spring of 2021, when would the project be ready to proceed? If a construction project, when will you have site control and when is construction scheduled to begin and end?	L. Full points = 6 • 6 = description of organizations involved, what each will do, and past performance examples demonstrating capacity / qualifications to serve the proposed population and/or administer the project. • 4.5 = description of organizations involved, what each will do; minimal past performance examples directly related to the proposed population / project (may have examples related to other populations or projects). • 3 = description of organizations involved, what each will do; no past performance examples directly related to proposed population / project (may have examples related to other populations or projects). • 1 = description of organizations involved, what each will do; no past performance examples. • 0 = does not address the prompt.
M. Does the proposed project seek renewable	Provide a concise description of the project, including:	

⁵ HUD System Performance Measure 3

activities with a one-year grant term? Activities that are eligible for annual renewal funding include: leasing, rental assistance, supportive services, operations, and admin). Based on initial JOHS review, all project proposals meet this criterion.	• the permanent housing (and transitional housing if proposed as a Joint Transitional and Rapid Re-Housing Project) • where participants will reside (i.e., location, type, scale, and accessibility to community amenities including public transportation), • how it is an effective approach to providing permanent housing to the proposed population. Describe the type and scale of the supportive services that participants will receive. • How will services be delivered? • What other services will the project leverage beyond the available permanent housing bonus funds? Focus particularly on those services that will assist participants in: a) obtaining and maintaining permanent housing, b) accessing mainstream resources, c) increasing income through benefits and/or employment and, d) maximizing household ability to live independently.	Total: <u> </u>/5

APPENDIX E: DV Bonus PROJECT SCORING RUBRIC

Need and Population Focus	
A. Does the project specifically address a clearly identified housing gap/need for survivors of domestic violence, dating violence, sexual assault, or stalking not currently fully met by other community resources?	A1. What is the housing gap or need you are meeting with this project? • [open-ended]
	A1i. Is this a gap or need that is not currently fully met by other community resources? ☐ Yes / No
	A2. Describe how the proposed project specifically addresses unmet needs among survivors of domestic violence, dating violence, sexual assault or stalking. • [open-ended]
	A3. What is the population that the project will serve? Select all that apply ☐ Homeless Youth, ☐ Domestic Violence survivors, ☐ Homeless Families with Children, ☐ Older Adults/Seniors ☐ Chronic Homeless, ☐ Homeless Veterans ☐ Transgender/Gender Nonconforming ☐ Limited English Proficiency ☐ Adults with disabled dependents, and/or ☐ Persons of different races and ethnicities, particularly those over-represented in the local population. ☐ Other
	A4. What are the needs for housing and supportive services of the above group(s) selected that you have identified to be served by this project? ☐ [open-ended]

	A5. Please describe the barriers to survivors seeking services and barriers to the project in providing services to survivors of domestic violence, and your project’s strategies for overcoming those barriers. • [Open-ended]
B. Does the organization demonstrate a strong commitment and capacity to achieve racially equitable outcomes? a. Has the project identified any barriers to participation (e.g., lack of outreach, overrepresentation in the criminal legal system) faced by persons of color, particularly those over-represented in the local homelessness population? Has the project taken, or will they take, steps to overcome the identified barriers?	B1. Does your organization have a stated commitment to serving racially equitable outcomes? (If your organization is inherently culturally-specific, select Yes.) • Yes • No B2. Do / will you have strategies for equity-focused outcomes? • Yes, currently have • Yes, will have • No, do not and will not have B3. Do / will you collect data to ensure you are meeting your equity-focused outcome goals? • Yes, currently collect • Yes, will collect • No, do not and will not collect B4. Do / will you have FTE dedicated to racial equity / equity focused on client outcomes? • Yes, currently have • Yes, will have • No, do not and will not have B5. Please describe your organization’s strategy (current and/or future) and capacity for achieving racially equitable outcomes. (If your organization is inherently culturally-specific, please describe your strategies for equity more broadly.) • [open-ended] B6. Describe any barriers to participation in your program faced by persons of color, particularly those represented in the homeless population. • [open-ended]

	B7. What steps has the project taken (or will it take) to overcome these barriers? (If you are a culturally-specific organization, please describe your strategies for overcoming barriers to your target population(s) participating in your program). • [open-ended]
Project Approach and Leverage	
C. Does the proposed project align housing with other systems (i.e., health, mental health, addiction and recovery, criminal justice or other) or otherwise expand the community's capacity to provide integrated services and support to vulnerable populations? If the proposed project is a Supportive Services Only – Coordinated Entry (SSO-CE) project, does the project build upon the existing Coordinated Access system?	C. Please describe how the project either aligns housing with other systems (e.g., health, mental health, addiction and recovery, criminal justice or other) and/or expands the community's capacity to provide integrated services and support to vulnerable populations. Include as much of the following as possible into your response:
	(1) which systems the program aligns housing with;
	(2) how the program will successfully achieve that alignment;
	(3) how the program will provide integrated services; (4) how this integration will support the populations the program serves.
D. Will the project effectively provide permanent supportive housing, rapid re-housing, or joint transitional housing and rapid re-housing to the proposed population using a Housing First approach?¹	D1. <i>In alignment with Housing First Principles</i>, will applicants be allowed to enter the program without income? • Yes • No
	D2. <i>In alignment with Housing First Principles</i>, will applicants be allowed to enter the program even if they aren't "clean and sober" or "treatment compliant"? • Yes • No
	D3. <i>In alignment with Housing First Principles</i>, will applicants be allowed to enter the program even if they have criminal justice system involvement? • Yes

¹ HUD System Performance Measure 2

	No
	D4. <i>In alignment with Housing First Principles</i>, will service and treatment plans be voluntary, such that tenants cannot be evicted for not following through? - Yes - No
	D5. Please describe potential barriers to implementing Housing First with the projects target population(s) and strategies for how the project will overcome those barriers. [open-ended] For more information on the core elements of Housing First, please refer to this USICH brief: https://www.usich.gov/resources/uploads/asset_library/Housing_First_Checklist_FINAL.pdf
E. Will the project promote permanent housing placement, long-term stability, access to mainstream resources and increased household income through benefits and/or employment?²	E1. How will the project promote long-term housing placement and stability? [open-ended]
	E2. How will the project individually assist each client to obtain the benefits of mainstream health, social, and employment programs for which they are eligible to apply? [open-ended]
	E3. How will the project help to increase household income through benefits and/or employment? [open-ended]
F. Is the proposed project's approach cost-effective? How many households will the project permanently house with the proposed funding?³	F1. How many households will the project permanently house with the proposed funding? #
	F2. What is the cost-per-household based on the above number and the requesting funding? \$ cost / person
	F3. Describe how this project is considering cost-effectiveness in its design and/or why the proposed cost is necessary. [Open-ended]

² HUD System Performance Measure 4

³ HUD System Performance Measure 3

G. Does the proposer demonstrate capacity to successfully engage and involve the community being served by the proposed project? Is the approach responsive to the unique needs of the proposed population? a. Does the proposer discuss barriers to housing access/stability that are faced by population project proposes to serve and how will the project address those barriers?	G1. What barriers to housing access/stability are faced by population project proposes to serve and how will the project address those barriers? • [open-ended]
	G2. How will this project engage and involve the community being serviced by the project? How will the project be responsive to the unique needs of the proposed population? • [open-ended]
H. Will the project provide culturally-specific and/or culturally-responsive services? Will the project be inclusive to LGBTQ individuals? You can find a definition of culturally-specific and culturally-responsive services in Appendix B of the solicitation.	H1. Will the project provide culturally-responsive and/or culturally-specific services? • Yes • No
	H2. If so, what methods will be used to ensure that services are responsive and/or specific? • [open-ended]
	H3. How will you work to ensure that your project is inclusive to LGBTQIA2s+ individuals? • [open-ended]
I. Is the proposed project well-integrated with A Home for Everyone or other efforts and planning processes within the community (either through organizational participation of the project applicant and partners in the A Home for Everyone Coordinating Board or subcommittees or workgroups, or	I1. Does the applicant organization(s) participate in the A Home for Everyone Coordinating Board or its subcommittees or workgroups? ☐ Yes ☐ No If not, how does the organization(s) involved in implementing the project participate in other community-level efforts or planning processes?

through a proposed project that is directly responsive to A Home for Everyone priorities)?	I2. Describe any broader community-level efforts or planning processes to which this project is aligned.
J. Does the proposed project effectively leverage other services beyond the available CoC-funded service funds?	J. Briefly describe sources of match/leverage. What other resources does this project leverage?
K. Does the proposed project utilize effective strategies for improving safety for DV survivors and assessing improvements to participant safety? a. Does the project use objective data (or are they willing to use objective data) on how they can improve participant safety? Objective data includes things like focus groups, surveys, or other forms of data that assess participant safety.	K1. Does the project use objective data (or are they willing to use objective data) on how they can improve participant safety? Objective data includes things like focus groups, surveys, or other forms of data that assess participant safety. • Yes • No
	K2. Please describe the data sources the project will use to improve participant safety. • [open-ended]
	K3. What strategies will the proposed project utilize to improve safety for DV survivors? • [open-ended]
Project Readiness and Budget	
L. Among available funding sources within the community for	This is dependent upon (1) the current year's HUD CoC NOFO, and (2) knowledge of other funding sources available in the community.

the proposed activities, is the proposed funding source a good fit?	
M. Does the proposer demonstrate an ability to administer the program effectively? Is the project ready to proceed within HUD allowable guidelines?	Describe the organization(s) involved, with a brief description of what each will do, past performance that demonstrates capacity and qualifications to serve the proposed population and/or administer the project. If you are notified by HUD of a grant award in late winter or early spring of 2023, when would the project be ready to proceed? If a construction project, when will you have site control and when is construction scheduled to begin and end?
N. Is the project serving survivors of domestic violence prepared and willing to generate APRs using data from a comparable, non-HMIS database?	N. Is the project serving survivors of domestic violence prepared and willing to generate APRs using data from a comparable, non-HMIS database? • Yes • No

Attach your proposed annual budget for the program, using the project budget spreadsheet and your preferred budget. If your minimum and maximum acceptable budgets differ significantly from the preferred budget (or if you would deploy funds significantly differently under the different funding scenarios), you may submit multiple budget forms representing the different scenarios.

Informational only: If applicable, please describe any local funding or resource needed to help make this project successful if awarded by HUD. Particularly for organizations that may not have managed a HUD grant before, please describe potential start-up needs related to developing the infrastructure and capacity necessary to support a HUD grant. While the Joint Office of Homeless Services cannot guarantee additional local funding, it is helpful for us to understand what might be needed. This information will not be used in the selection process but may inform subsequent discussions and planning.

Enter requested budget(s) using the 2023 DV Bonus Project Budget Excel workbook on the “2023 DV Project Budget” Tab. This was included with this solicitation and can be found online at <https://johs.us/continuum-of-care/new-projects/>. Additionally, if requesting a Rental Assistance budget, complete the “Rent Assistance Worksheet” Tab, which uses 2023 Fair Market Rents (it will be updated to 2024 at grant agreement – HUD makes these adjustments automatically). HUD requires new project proposals to use this method of calculating the rental assistance budget.

APPENDIX E: SCORING RUBRIC

Criteria Letter	Total Points
A. Does the project address a housing gap / need for survivors of DV not met by other community resources?	15
B. Does the organization demonstrate a strong commitment and capacity to achieve racially equitable outcomes?	10
C. Does the project align housing with other systems and expand the community's capacity to provide integrated services and support to vulnerable populations?	10
D. Will the project provide its housing type with a Housing First approach?	10
E. Will the project promote permanent housing, long-term stability, access to mainstream resources, and increased household income?	10
F. Is the project cost-effective?	5
G. Does the proposer demonstrate capacity to successfully engage and involve the community being served by the proposed project?	5
H. Will the project provide culturally-specific and/or culturally-responsive services? Will it be inclusive to LGBTQ+ individuals?	10
I. Is the project well-integrated into A Home for Everyone or other efforts and planning processes within the community?	5
J. Does the proposed project effectively leverage other services beyond the available CoC-funded service funds?	5
K. Does the proposed project utilize effective strategies for improving safety for DV survivors and assessing improvements to participant safety?	5
L. Is the proposed funding source a good fit for the project?	4
M. Does the proposer demonstrate an ability to administer the program effectively?	6
N. Is the project serving survivors of domestic violence prepared and willing to generate APRs using data from a comparable, non-HMIS database?	6
Total	106

Criteria (DV Bonus)	Pre-Application Question(s)	Scoring Rubric
Need and Population Focus		

A. Does the project specifically address a clearly identified housing gap/need for survivors of domestic violence, dating violence, sexual assault, or stalking not currently fully met by other community resources?	A1. What is the housing gap or need you are meeting with this project? • [open-ended]	A1. Full points = 3 ☐ 3 = a clearly articulated gap or need with at least three data points to demonstrate this need. ☐ 2 = a clearly articulated need with only one or two data points. ☐ 1 = clearly articulated need, but no data. ☐ 0 = no articulated need.
	A1i. Is this a gap or need that is not currently fully met by other community resources? ☐ Yes / No	A1i. Full points = 2 ☐ 2 = “Yes”. ☐ 0 = “No”.
	A2. Describe how the proposed project specifically addresses unmet needs among survivors of domestic violence, dating violence, sexual assault or stalking. • [open-ended]	A2. Full points = 3 ☐ 3 = a clearly articulated explanation of how the project will address the gap or need, including strategies or plans for how it will do so. ☐ 2 = an explanation of how the project will address the gap or need, but minimal strategies or plans. ☐ 1 = a general explanation of how the project will address the housing gap or need, but no specific strategies or plans. ☐ 0 = no explanation, strategies, or plans.

	A3. What is the population that the project will serve? Select all that apply ☐ Homeless Youth, ☐ Domestic Violence survivors, ☐ Homeless Families with Children, ☐ Older Adults/Seniors ☐ Chronic Homeless, ☐ Homeless Veterans ☐ Transgender/Gender Nonconforming ☐ Limited English Proficiency ☐ Adults with disabled dependents, and/or ☐ Persons of different races and ethnicities, particularly those over-represented in the local population. ☐ Other	A3. Full points = 1 ☐ 1 = a project that serves at least one marginalized and overrepresented group in the homeless population (e.g., people of color and/or LGBTQIA2S+ individuals). ☐ 0 = does not serve at least one of the above.
	A4. What are the needs for housing and supportive services of the above group(s) selected that you have identified to be served by this project? ☐ [open-ended	A4. Full points = 3 ☐ 3 = clearly articulated need, with data evidence of the need (can include anecdotal evidence, but at least some data is presented). ☐ 2 = clearly articulated need with minimal evidence of the need (e.g., only one data point, only anecdotal evidence). ☐ 1 = articulated need but no data points. ☐ 0 = no clear need identified.
	A5. Please describe the barriers to survivors seeking services and barriers to the project in	A5. Full points = 3

	providing services to survivors of domestic violence, and your project’s strategies for overcoming those barriers. • [Open-ended]	☐ 3 = Describes at least three barriers and at least three strategies for overcoming those barriers. ☐ 2 = Describes two barriers and strategies. ☐ 1 = Describes one barriers and strategy. ☐ 0 = does not address the prompt.
B. Does the organization demonstrate a strong commitment and capacity to achieve racially equitable outcomes? a. Has the project identified any barriers to participation (e.g., lack of outreach, overrepresentation in the criminal legal system) faced by persons of color, particularly those over-represented in the local homelessness population? Has the project taken, or will they take, steps to overcome the identified barriers?	B1. Does your organization have a stated commitment to serving racially equitable outcomes? (If your organization is inherently culturally-specific, select Yes.) • Yes • No B2. Do / will you have strategies for equity-focused outcomes? • Yes, currently have • Yes, will have • No, do not and will not have B3. Do / will you collect data to ensure you are meeting your equity-focused outcome goals? • Yes, currently collect • Yes, will collect • No, do not and will not collect B4. Do / will you have FTE dedicated to racial equity / equity focused on client outcomes? • Yes, currently have • Yes, will have • No, do not and will not have	B1-B4. Full points = 2 • 2 = “yes” to <i>at least</i> B1 + B2. • 1.5 = “yes” to B1, “no” to B2, + “yes” B3 and/or B4. • 1 = “yes” to B1 + “no” to all others OR for answering “no” to B1 and yes to any <u>two</u> others. • 0.5 = “no” to B1 + “yes” to <u>only one</u> other. • 0 = “no” to all in B1-B4.
	B5. Please describe your organization’s strategy (current and/or future) and capacity for achieving racially equitable outcomes. (If	B5. Full points = 3

	your organization is inherently culturally-specific, please describe your strategies for equity more broadly.) [open-ended]	3 = describes (1) a strategy for achieving racially equitable (or, for culturally-specific organizations, general equity) client outcomes, (2) data collection and analysis plan or strategies to assess these outcomes (can be APRs generated through HMIS), and (3) dedicated staff time to equity efforts (e.g., equity-focused position, trainings, etc.). 2 = describes 2 of the 3 above points. 1 = describes 1 of the 3 above points. 0 = does not address the above points.
	B6. Describe any barriers to participation in your program faced by persons of color, particularly those represented in the homeless population. [open-ended]	B6. Full points = 2 2 = describes at least three barriers to participation faced by potential program participants of color, specific to the organizations proposed program. 1 = less than three barriers described and/or a vague response about barriers. 0 = does not describe any barriers.
	B7. What steps has the project taken (or will it take) to overcome these barriers? (If you are a culturally-specific organization, please describe your strategies for overcoming barriers to your target population(s) participating in your program). [open-ended]	B7. Full points = 3 3 = describes specific steps the project has taken / will take to overcome these barriers (or, if culturally-specific: a description of their strategies for overcoming barriers for the target populations participating). 2= describes steps that help to overcome barriers, but not necessarily those related to persons of color (or the target population for culturally-specific orgs). 1 = vague description of steps to overcome barriers. 0 = does not address the question.
Project Approach and Leverage		
C. Does the proposed project align housing with	C. Please describe how the project either aligns housing with other systems (e.g., health,	C1a. Full points = 2

other systems (i.e., health, mental health, addiction and recovery, criminal justice or other) or otherwise expand the community's capacity to provide integrated services and support to vulnerable populations? If the proposed project is a Supportive Services Only – Coordinated Entry (SSO-CE) project, does the project build upon the existing Coordinated Access system?	mental health, addiction and recovery, criminal justice or other) and/or expands the community's capacity to provide integrated services and support to vulnerable populations. Include as much of the following as possible into your response: (1) which systems the program aligns housing with;	• 2 = specifically describes which systems the program aligns housing with. • 1 = describes vaguely how the program aligns systems and housing. • 0 = does not address.
	(2) how the program will successfully achieve that alignment;	C2. Full points = 3 • 3 = describes a specific plan for how the program will successfully achieve that alignment. • 2 = describes generally how the program will achieve that alignment with minimal specific details. • 1 = describes generally how the program will achieve that alignment, no specific details. • 0 = does not address.
	(3) how the program will provide integrated services;	C3. Full points = 3 • 3 = describes a specific plan for how the program will provide integrated services. • 2 = describes an overarching plan with minimal specific details. • 1 = describes an overarching plan with no specific details. • 0 = does not address.
	(4) how this integration will support the populations the program serves.	C4. Full points = 2 • 2 = describes specific ways this integration will support the populations the program serves. • 1 = describes general ways this integration could support the populations the program serves. • 0 = does not address.

D. Will the project effectively provide permanent supportive housing, rapid re-housing, or joint transitional housing and rapid re-housing to the proposed population using a Housing First approach?⁴	D1. <i>In alignment with Housing First Principles,</i> will applicants be allowed to enter the program without income? • Yes • No	D1. Full points = 2 • (2) for “Yes” • (0) for “No”
	D2. <i>In alignment with Housing First Principles,</i> will applicants be allowed to enter the program even if they aren’t “clean and sober” or “treatment compliant”? • Yes • No	D2. Full points = 2 • (2) for “Yes” (0) for “No”
	D3. <i>In alignment with Housing First Principles,</i> will applicants be allowed to enter the program even if they have criminal justice system involvement? • Yes • No	D3. Full points = 2 • (2) for “Yes” (0) for “No”
	D4. <i>In alignment with Housing First Principles,</i> will service and treatment plans be voluntary, such that tenants cannot be evicted for not following through? • Yes • No	D4. Full points = 2 • (2) for “Yes” • (0) for “No”
	D5. Please describe potential barriers to implementing Housing First with the projects target population(s) and strategies for how the project will overcome those barriers. • [open-ended]	D5. Full points = 2 • 2 = Describes at least <u>two</u> ways the project will work to overcome any potential barriers to implementing Housing First with the target population(s).

⁴ HUD System Performance Measure 2

	For more information on the core elements of Housing First, please refer to this USICH brief: https://www.usich.gov/resources/uploads/asset_library/Housing_First_Checklist_FINAL.pdf	• 1 = Describes at least <u>one</u> way the project will work to overcome any potential barriers to implementing Housing First with the target population(s). • 0 = does not describe how the project will work to overcome any potential barriers to implementing Housing First with the target population(s). Note: Stating that there are no barriers to implementing Housing First with the target population or under the program model will receive zero points.
E. Will the project promote permanent housing placement, long-term stability, access to mainstream resources and increased household income through benefits and/or employment?⁵	E1. How will the project promote long-term housing placement and stability? • [open-ended]	E1. Full points = 4 • 4 = Describes at least three targeted strategies to promote long-term housing placement and stability. • 3 = Describes two targeted strategies to promote long-term housing placement and stability. • 2 = Describes one targeted strategy to promote long-term housing placement and stability. • 1 = Describes general ideas, but no targeted strategies. • 0 = Does not address long-term housing placement and stability.
	E2. How will the project individually assist each client to obtain the benefits of mainstream health, social, and employment programs for which they are eligible to apply? • [open-ended]	E2. Full points = 3 • 3 = Describes two targeted strategies to assist clients in obtaining these benefits. • 2 = Describes one targeted strategy to assist clients in obtaining these benefits. • 1 = Describes general ideas, but no targeted strategies. • 0 = Does not address client access to benefits.
	E3. How will the project help to increase household income through benefits and/or employment?	E3. Full points = 3 • E3. Full points = 3

⁵ HUD System Performance Measure 4

	[open-ended]	3 = Describes two targeted strategies to assist clients in increasing household income through benefits and/or employment. 2 = Describes one targeted strategy to assist clients in increasing household income through benefits and/or employment. 1 = Describes general ideas, but no targeted strategies. 0 = Does not address increasing household income.
F. Is the proposed project's approach cost-effective? How many households will the project permanently house with the proposed funding? ⁶	F1. How many households will the project permanently house with the proposed funding? # F2. What is the cost-per-household based on the above number and the requesting funding? \$ cost / person	F1 and F2. Full points = 1 1 = Applicant lists the number of households to be served <i>and</i> the cost per person. 0.5 = Applicants lists <i>either</i> the number of households to be served or the cost per person. 0 = Applicant does not answer the prompts.
	F3. Describe how this project is considering cost-effectiveness in its design and/or why the proposed cost is necessary. [Open-ended]	F3. Full points = 4. <u>One point for each of the following:</u> - Has the project submitted a budget that is clear, complete, and easy to read? - No budget line items appear unnecessary, nor unjustified by the proposal. Staffing is sufficient to the scope of the program, with consideration for the clientele's unique needs. - The project will leverage outside resources. The project will take appropriate measures to contain costs.
G. Does the proposer demonstrate capacity to successfully engage and involve the community	G1. What barriers to housing access/stability are faced by population project proposes to serve and how will the project address those barriers?	G1. Full points = 2.5

⁶ HUD System Performance Measure 3

being served by the proposed project? Is the approach responsive to the unique needs of the proposed population? a. Does the proposer discuss barriers to housing access/stability that are faced by population project proposes to serve and how will the project address those barriers?	• [open-ended]	• 2.5 = outlines <u>at least three</u> barriers to housing access/stability for the specific population(s) and how the project will address those barriers. • 2 = outlines <u>two</u> barriers to housing access/ stability for the specific population(s) and how the project will address those barriers. • 1.5 = may outline <u>two or more</u> barriers to housing access/ stability and how the project will address them, but they may not be specific to the proposed population. • 1 = may outline <u>two or more</u> barriers to housing access/ stability but does not explain how the project will specifically address those barriers. • 0.5 = outlines less than two barriers that may not be specific to the population being served, does not explain how the project will address those barriers. • 0 = does not address the prompt.
	G2. How will this project engage and involve the community being serviced by the project? How will the project be responsive to the unique needs of the proposed population? • [open-ended]	G2. Full points = 2.5 • 2.5 = outlines <u>at least three</u> strategies for engaging the community being served by the project <i>and at least three</i> strategies for responsiveness to their needs. • 2 = outlines <u>two</u> strategies for engagement, and <u>three</u> strategies for responsiveness. (Or vice versa: three for engagement and two for responsiveness.) • 1.5 = outlines somewhere between one and two strategies for both engagement and responsiveness. • 1 = outlines only one strategy for both engagement and responsiveness. • 0.5 = outlines only one strategy for either engagement or responsiveness.

		• 0 = does not address the prompt.
H. Will the project provide culturally-specific and/or culturally-responsive services? Will the project be inclusive to LGBTQ individuals? You can find a definition of culturally-specific and culturally-responsive services in Appendix B of the solicitation.	H1. Will the project provide culturally-responsive and/or culturally-specific services? • Yes • No	H1. Full points = 4 • 4 = Yes • 0 = No
	H2. If so, what methods will be used to ensure that services are responsive and/or specific? • [open-ended]	H2. Full points = 3 ☐ 3 = thoughtful responses that include <u>at least three</u> clear strategies for cultural responsiveness and/or specificity. ☐ 2 = <u>two</u> clear strategies for responsiveness/specificity. ☐ 1 = <u>one</u> clear strategy for responsiveness/specificity. ☐ 0.5 = unclear strategies. ☐ 0 = does not address the prompt.
	H3. How will you work to ensure that your project is inclusive to LGBTQIA2s+ individuals? • [open-ended]	H2. Full points = 3 ☐ 3 = thoughtful responses that include multiple strategies for inclusivity of LGBTQIA2S+ individuals. ☐ 2 = <u>two</u> clear strategies for inclusivity. ☐ 1 = <u>one</u> clear strategy for inclusivity. ☐ 0.5 = unclear strategies. ☐ 0 = does not address the prompt.

I. Is the proposed project well-integrated with the CoC or other efforts and planning processes within the community (either through organizational participation of the project applicant and partners in the A Home for Everyone Coordinating Board or subcommittees or workgroups, or through a proposed project that is directly responsive to A Home for Everyone priorities)?	I1. Does the applicant organization(s) participate in the CoC generally, or its subcommittees or workgroups? ☐ Yes ☐ No If not, how does the organization(s) involved in implementing the project participate in other community-level efforts or planning processes? I2. Describe any broader community-level efforts or planning processes to which this project is aligned.	I1. Full points = 3 ☐ 3 = Yes ☐ 2 = No + heavy involvement in community-level efforts of planning processes related to homelessness. ☐ 1 = No + minimal involvement in community-level efforts or planning processes related to homelessness. ☐ 0 = No + no other involvement in community-level efforts or planning processes related to homelessness. I2. Full points = 2 ☐ 2 = involvement in other community-level or planning processes (whether related to homelessness or not). May need to draw from responses for I1. ☐ 1 = minimal involvement in other community-level or planning processes. ☐ 0 = no involvement.
J. Does the proposed project effectively leverage other services beyond the available CoC-funded service funds?	J. Briefly describe sources of match/leverage. What other resources does this project leverage?	J. Full points = 5 • 5 = leverages other sources of match/funding for the project. • 0 = Does not leverage other sources or match/funding for the project.
K. Does the proposed project utilize effective strategies for improving safety for DV survivors and assessing improvements to participant safety?	K1. Does the project use objective data (or are they willing to use objective data) on how they can improve participant safety? Objective data includes things like focus groups, surveys, or other forms of data that assess participant safety. • Yes	K1. Full points = 1 • 1 = yes • 0 = no

a. Does the project use objective data (or are they willing to use objective data) on how they can improve participant safety? Objective data includes things like focus groups, surveys, or other forms of data that assess participant safety.	No	
	K2. Please describe the data sources the project will use to improve participant safety. [open-ended]	K2. Full points = 1 1 = describes at least two objective data sources (e.g., focus groups, surveys, etc., to assess participant safety) that will be used to improve participant safety. 0.5 = describes only one objective data source. 0 = does not describe objective data sources that will be used.
	K3. What strategies will the proposed project utilize to improve safety for DV survivors? [open-ended]	K3. Full points = 3 3 = describes at least <u>three</u> strategies that will be used to improve safety for DV survivors. 2 = describes <u>two</u> strategies that will be used. 1 = describes <u>one</u> strategy that will be used. 0 = does not describe strategies to improve the safety of DV survivors.
Project Readiness and Budget		
L. Among available funding sources within the community for the proposed activities, is the	This is dependent upon (1) the current year's HUD CoC NOFO, and (2) knowledge of other funding sources available in the community.	Total: <u> </u> /4

proposed funding source a good fit?		
M. Does the proposer demonstrate an ability to administer the program effectively? Is the project ready to proceed within HUD allowable guidelines?	Describe the organization(s) involved, with a brief description of what each will do, past performance that demonstrates capacity and qualifications to serve the proposed population and/or administer the project. If you are notified by HUD of a grant award in late winter or early spring of 2021, when would the project be ready to proceed? If a construction project, when will you have site control and when is construction scheduled to begin and end?	L. Full points = 6 • 6 = description of organizations involved, what each will do, and past performance examples demonstrating capacity / qualifications to serve the proposed population and/or administer the project. • 4.5 = description of organizations involved, what each will do; minimal past performance examples directly related to the proposed population / project (may have examples related to other populations or projects). • 3 = description of organizations involved, what each will do; no past performance examples directly related to proposed population / project (may have examples related to other populations or projects). • 1 = description of organizations involved, what each will do; no past performance examples. • 0 = does not address the prompt.
N. Is the project serving survivors of domestic violence prepared and willing to generate APRs using data from a comparable, non-HMIS database?	N. Is the project serving survivors of domestic violence prepared and willing to generate APRs using data from a comparable, non-HMIS database? • Yes • No	N. Full points = 6 • 6 = yes • 0 = no

Criteria	-	>95% - 100% = 5 pts.; >90% - 95% = 4 pts.; >85% - 90% = 3 pts; ...<=75% = 0 pts.			Up to 10 points for out of color at or above the White par	
Project	Project Type	M 1 a Result	M 1 a Score	M 1 Total Possible	M 2 b Bipoc Result by Project	M 2 b Nhw Result by Project Type
BradleyAngle_AndreaLeeHealingRoots	RRH	0.9646018	5	5	0.9642857	0.8560606
CAP_HousingIntegration	PSH	1	5	5	1	0.9768638
Cascadia_RoyalPalm2	PSH	1	5	5	1	0.9768638
Cascadia_SNS	PSH	0.9913043	5	5	1	0.9768638
CCC_8x8	TH	1	5	5	0.3661972	0.4387755
CCC_HOPE	PSH	0.9893048	5	5	0.969697	0.9768638
CCC_Madrona	PSH	1	5	5	0.9259259	0.9768638
CCC_SunrisePlace	TH	0.5909091	0	5	1	0.4387755
HomeForward_SpcConsol	PSH	0.9932157	5	5	0.9423631	0.9768638
JOIN_NOWHome	PSH	1	5	5	1	0.9768638
MultCo_DVSupportiveHousing	RRH	0.5206612	0	5	0.9578947	0.8560606
MultCo_Homesafe Horizons Consolidated	RRH	0.8858268	3	5	0.6203704	0.8560606
NAFY_RoadsToHousing	PSH	0.9333333	4	5	1	0.9768638
NeighborHoodHouse_19thAveApts	RRH	0.5526316	0	5	0.5555556	0.8560606
NewNarrative_CliffordApts	PSH	1	5	5	1	0.9768638
NWPP_Pathways	RRH	1	5	5	0.8181818	0.8560606
OurJustFuture_FamilyFutures	RRH	0.7259006	0	5	0.9496979	0.8560606
OurJustFuture_MovingToPH	PSH	0.8426966	2	5	1	0.9768638
OurJustFuture_SafeHome	PSH	1	5	5	1	0.9768638
OurJustFuture_SafeHomePartnership	PSH	0.9518072	5	5	0.984127	0.9768638
Outsideln_OldTownCollab	PSH	1	5	5	0.8636364	0.9768638
SalvationArmy_WomensCollab	PSH	0.954023	5	5	1	0.9768638
SEI_ProjectHavenRRH	RRH	0.9501916	5	5	0.9047619	0.8560606
TPI_Collaboration	PSH	1	5	5	1	0.9768638

TPI_Horizons	RRH	1	5	5	0.9	0.8560606
TPI_OTIS	PSH	1	5	5	0.9047619	0.9768638
TPI_Spectrum	PSH	1	5	5	0.9166667	0.9768638
TPI_WinterHousingTargeted PSH	PSH	1	5	5	1	0.9768638
TPI_WomensHousingProgra m	RRH	0.983871	5	5	0.7857143	0.8560606
UrbanLeague_ProjectHaven PSH	PSH	1	5	5	1	0.9768638

comes for participants lose for Non-Hispanic, participants.		Up to 4 points based on quintile ranking. Remaining 9 points awarded based upon proximity of project outcome to HUD goal of 80%: >=80% = 9 pts.; 79%< - <80% = 8 pts.; 78%< - <=79% = 7 pts.; <=72% = 0 pts.			Up to 2 points based on tertile ranking. Remaining 2 points awarded based upon proximity of project outcome to HUD goal of 20%: >=20% = 2 pts.; 19% - <20% = 1.5 pts.; 18% - <19% = 1 pt.; 17% - <18% = 0.5 pts.		
M 2 b Score	M 2b Total Possible	M 2 c Result	M 2 c Score	M2c Total Possible	M 2 d Result	M 2 d Score	M2d Total Possible
10	10	0.9642857	11	13	0.4736842	4	4
10	10	1	13	13	0.1111111	1	4
10	10	1	13	13	0.016129	0	4
10	10	0.9714286	11	13	0.0461538	0	4
8	10	0.3660131	0	13	0.1768707	2.5	4
10	10	0.9894737	11	13	0.0451613	0	4
8	10	0.9310345	10	13	0.1081081	1	4
10	10	0.875	10	13	0.2727273	4	4
9	10	0.9647696	11	13	0.0682303	1	4
10	10	1	13	13	0.1333333	2	4
10	10	0.9619048	11	13	0.2372881	4	4
1	10	0.6363636	0	13	0.2972973	4	4
10	10	1	13	13	0.1111111	1	4
0	10	0.5925926	0	13	0.0952381	1	4
10	10	1	13	13	0	0	4
9	10	0.8695652	9	13	0	0	4
10	10	0.9170664	10	13	0.2150054	4	4
10	10	1	13	13	0.2051282	4	4
10	10	1	13	13	0	0	4
10	10	1	13	13	0.0714286	1	4
6.7	10	1	13	13	0.0571429	1	4
10	10	1	13	13	0.1162791	2	4
10	10	0.9130435	10	13	0.2083333	4	4
10	10	1	13	13	0.0227273	0	4

10	10	0.9	10	13	0.0625	1	4
8	10	0.96	11	13	0	0	4
8	10	0.8333333	9	13	0	0	4
10	10	0.9545455	10	13	0.0909091	1	4
8	10	0.8695652	9	13	0.047619	1	4
10	10	1	13	13	0.0740741	1	4

Up to 2 points based on tertile ranking. Remaining 2 points awarded based upon proximity of project outcome to HUD goal of 20%: >=20% = 2 pts.; 19% - <20% = 1.5 pts.; 18% - <19% = 1 pt.; 17% - <18% = 0.5 pts.			Up to 4 points based on quintile ranking.			>98% - 100% = 4 pts.; >94% - 96% = 3 pts.; >94% - 96% = 2 pts.; >94% - 96% = 1 pt.; <=92% = 0 pts.	
M 2 e Result	M 2 e Score	M2e Total Possible	M 2 f Result	M 2 f Score	M2f Total Possible	M 5 p Result	M 5 p Score
0.4736842	3	4	0.9473684	4	4	0.9970326	4
0.2962963	2	4	0.5555556	0	4	1	4
0.5806452	4	4	0.9193548	3	4	0.9748428	3
0.6307692	4	4	0.9692308	4	4	0.9842105	4
0.1088435	0	4	0.9251701	3	4	1	4
0.4322581	3	4	0.7581699	1	4	0.9984165	4
0.4594595	3	4	0.8648649	2	4	0.9901961	4
0.6363636	4	4	0.9090909	3	4	1	4
0.5394456	4	4	0.8568376	2	4	0.9844789	4
0.4	3	4	0.7333333	0	4	0.9479167	2
0.3050847	2	4	0.7413793	0	4	1	4
0.3513514	3	4	0.7866667	1	4	0.9774339	3
0.2222222	2	4	1	4	4	1	4
0.4285714	3	4	0.6666667	0	4	1	4
0.7692308	4	4	0.8461538	2	4	1	4
0.6060606	4	4	0.78125	1	4	1	4
0.4055734	3	4	0.8608789	2	4	0.9989372	4
0.3589744	3	4	0.8717949	3	4	1	4
0.5	4	4	0.8333333	2	4	1	4
0.4047619	3	4	0.9756098	4	4	1	4
0.3428571	2	4	0.8857143	3	4	0.9931034	4
0.5116279	4	4	0.7804878	1	4	0.994614	4
0.3333333	2	4	0.6923077	0	4	0.9324818	1
0.5	4	4	0.8095238	1	4	0.997093	4

0.4375	3	4	0.9677419	4	4	0.9868852	4
0.4210526	3	4	0.8648649	2	4	0.9876161	4
0.28	2	4	0.68	0	4	1	4
0.3333333	2	4	0.8181818	2	4	1	4
0.2857143	2	4	0.8095238	1	4	0.9338624	1
0.2962963	2	4	0.9285714	3	4	0.9514825	2

>96% - 98% 2 pts. >92% 0 = 0 pts.	Up to 2 points based on tertile ranking. Remaining 2 points awarded to projects with 50%+ of data entered in less than 7 days.			>95% - 100% = 2 pts.; >90-95% = 4 pts.; <=90% = 0			
M5p Total Possible	M 5 q Result	M 5 q Score	M5q Total Possible	M 6 r Result	M 6 r Score	M6r Total Possible	Total Pts Earned Quant
4	0.2307692	0	4	0.8961	0	2	41
4	0.5	1	4	0.8046001	0	2	36
4	0	0	4	0.8691082	0	2	38
4	0.5416667	4	4	1	2	2	44
4	0.7736486	4	4	1	2	2	28.5
4	0.4642857	1	4	1	2	2	37
4	0.625	4	4	1	2	2	39
4	1	4	4	1	2	2	41
4	0.5189873	4	4	0.9965991	2	2	42
4	0	0	4	0.9684391	2	2	37
4	0.1741573	0	4	0.8278099	0	2	31
4	0.578125	4	4	0.9830641	2	2	21
4	0.4545455	1	4	0.9752158	2	2	41
4	0.32	1	4	0.5825094	0	2	9
4	0.2727273	0	4	1	2	2	40
4	0.3673469	1	4	1	2	2	35
4	0.4498652	1	4			2	34
4	0.5769231	4	4	0.9355742	1	2	44
4	1	4	4	1	2	2	44
4	0.3571429	1	4	0.9565376	2	2	43
4	0.5	1	4	0.9499559	1	2	36.7
4	0.1428571	0	4	1	2	2	41
4	0.1935484	0	4	1	2	2	34
4	0.8	4	4	1	2	2	43

4	0.4	1	4	0.9815389	2	2	40
4	0.3636364	1	4	0.8873927	0	2	34
4	0.2	0	4	0.8810784	0	2	28
4	0.5714286	4	4	0.8121659	0	2	38
4	0.1296296	0	4	0.8543782	0	2	27
4	0.3	1	4	0.9761575	2	2	39

	0 = Does not complete the checklist 0.5 = Uses one method for collecting participant feedback 0.75 = Uses two methods for collecting participant feedback 1 = Uses at least three methods for collecting participant feedback
Total Possible Pts Quant	Methods of Collecting feedback
50	1
50	1
50	1
50	1
50	1
50	1
50	1
50	1
50	1
50	1
50	1
50	1
50	1
50	1
50	0.375
50	1
50	0.5
50	1
48	1
50	1
50	1
50	1
50	1
50	1
50	1
50	1
50	1

50	1
50	1
50	1
50	1
50	1
50	1
50	1

0 = Does not complete the checklist

0.5 = Uses one method for collecting participant feedback

0.75 = Uses two methods for collecting participant feedback

1 = Uses at least three methods for collecting participant feedback

Using Feedback

1

1

1

1

1

1

1

1

1

1

1

1

1

1

0.5

1

1

1

1

1

1

1

1

1

	1
	1
	1
	1
	1
	1
	1

0 = does not respond to the question
 0.5 = provides one example for (a), and a partial response for b-d.
 1 = provides one example with full responses to a-d for that example;
 or, provides two examples, but no response for a-d.
 1.5 = provides two examples, and only a full response to a-d for one
 or partial responses to a-d for both.
 2 = provides two examples and full responses for a-d.

How feedback has informed changes

	2
	2
	1.75
	1.75
	1.75
	1
	1.75
	1.75
	2
	1.5
	2
	2
	1
	2
	2
	2
	2
	2
	2
	2
	2
	2
	1
	1.5
	2
	1.75

	2
	1.75
	1.75
	1.75
	1.75
	1.75
	1.75

0 = Does not complete the checklist
1 = Uses one method for addressing and responding to institutional racism
1.5 = Uses two methods for addressing and responding to institutional racism
2 = Uses at least three methods for addressing and responding to institutional racism

Ways to address and respond to institutional racism

2

2

2

	2

	2

	2

2

2

	2

2

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	2

2

	2

	2
	2
	2
	2
	2
	2
	2

0 = does not respond to the question
 0.5 = provides one example for (a), and at least a partial response for (b) and (c).
 1 = provides one example for (a) with full responses to b-e for that example; or, provides two examples for (a), but no response for (b) and (c).
 1.5 = provides two examples for (a), and only a full response to (b) and (c) for one or partial responses to (b) and (c) for both.
 2 = provides two examples and full responses for b) and (c).

Describing strategies to address institutional racism

	1.5
	2
	2
	2
	1.5
	1.5
	1.5
	1.5
	2
	2
	1.75
	1.5
	1
	2
	1
	1.25
	1.5
	1.5
	2
	1.75
	0.75
	1.5
	2
	1

	1.25
	1.25
	1.25
	1.25
	1.5
	2

0 = does not respond to the question	
1 = provides one example for (a), and a partial response for b-e.	
2 = provides one example for (a) with full responses to b-e for that example; or, provides two examples for (a), but no response for b-e.	
3 = provides two examples for (a), and only a full response to b-e for one or partial responses to b-e for both.	
4 = provides two examples and full responses for b-e.	
Actions to reduce homelessness within communities of color	
	4
	4
	4
	4
	2.75
	2.75
	2.75
	2.75
	4
	3.5
	3
	3.5
	3
	3
	3.5
	4
	4
	4
	4
	4
	4
	3.5
	0.75
	4
	2.5

	1.5
	2.5
	2.5
	2.5
	2
	1.5

0 = Does not complete the checklist

1 = Uses one method for providing culturally-responsive programming

1.5 = Uses two methods for providing culturally-responsive programming

2 = Uses at least three methods for providing culturally-responsive programming

Providing culturally-responsive programming

2

2

2

2

2

2

2

2

2

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	2
	2
	2
	2
	2
	2
	2

0 = does not respond to the question
 0.5 = provides one example for (a), and a partial response for (b)
 1 = provides one example for (a) with full responses to (b) for that example;
 or, provides two examples for (a), but no response for (b).
 1.5 = provides two examples for (a), and only a full response to (b) for one or
 partial responses to (b) for both.
 2 = provides two examples and full responses for (b).

Strategies for culturally-specific programming

	1.5
	2
	2
	2
	2
	2
	2
	2
	2
	2
	1.75
	2
	1.5
	1.5
	1.75
	1.75
	1.75
	2
	2
	2
	2
	1.5
	1.75
	1.75
	1.5

	1.5
	1.5
	1.5
	1.5
	1.5
	2

1 = provides one example for (a), and at least a partial response for b-e.

2 = provides one example for (a) with full responses to b-e for that example; or, provides two examples for (a), but no response for b-e.

3 = provides two examples for (a), and only a full response to b-e for one or partial responses to b-e for both.

4 = provides two examples for (a) and full responses for b-e.

Actions to reduce homelessness within the LGBTQIA2S+ community

	4
	4
	3.5
	3.5
	3
	3
	3
	3
	3.5
	1
	3.5
	3
	3
	1.5
	2.5
	3
	4
	4
	4
	4
	3
	0.5
	3
	2.5

	2.5
	2.5
	2.5
	2.5
	3
	3

0 = Does not complete the checklist
1 = Uses one method for providing participant-centered, strengths-based approaches for services
1.5 = Uses two methods for providing participant-centered, strengths-based approaches for services
2 = Uses at least three methods for providing participant-centered, strengths-based approaches for services

Providing participant-centered, strengths-based approaches for services

2

2

	2

	2

	2
	2

	2
	2

	2
	2

	2
	3

	2

2

2

2

2

2

2

2

	2

[illegible]

2

	Z

	2
	2

	2

2

2

2

2

	2
	2
	2
	2
	2
	2
	2

0 = does not respond to the question

0.5 = provides one example for (a), and at least a partial response for (b).

1 = provides one example for (a) with full responses to (b) for that example; or, provides two examples for (a), but no response for (b).

1.5 = provides two examples for (a), and only a full response to (b) one or partial responses to (b) for both.

Strategies for providing participant-centered, strengths-based approaches for services

1.25

1.75

1.75

1.75

1.5

1.5

1.5

1.5

2

1.25

1.5

1.5

1

1.75

2

1.25

1.75

1.75

1.75

1.75

1.75

1.75

1.5

1

	1.25
	1
	1
	1
	1
	1.25

0 = Does not complete the checklist
1 = Uses one method for implementing Housing First approaches to services
1.5 = Uses two methods for implementing Housing First approaches to services
2 = Uses at least three methods for implementing Housing First approaches to services
Implementing Housing First
2
2
2
2
2
2
2
1.5
2
2
2
2
0
2
2
2
2
2
2
2
2
2
2
2
2

	2
	2
	2
	2
	2
	2
	2

0 = does not respond to the question 0.5 = provides one example for (a), and at least a partial response for (b). 1 = provides one example for (a) with full responses to (b) for that example; or, provides two examples for (a), but no response for (b). 1.5 = provides two examples for (a), and only a full response to (b) for one or partial responses to (b) for both. 2 = provides two examples and full responses for (b).	
Strategies for Implementing Housing First	
	1.25
	2
	1.5
	1.5
	1.75
	1.75
	1.5
	1.75
	2
	1.5
	1.5
	1.5
	1.5
	1.25
	1.5
	1.25
	1.5
	2
	1.75
	1.75
	1.75
	1.75
	2
	1.5
	2

	1
	2
	2
	2
	2
	1

0 = does not respond to the question 1 = provides one example for (a), and at least a partial response for (b). 2 = provides one example for (a) with full responses to (b) for that example; or, provides two examples for (a), but no response for (b). 3 = provides two examples for (a), and only a full response to (b) for one or partial responses to (b) for both. 4 = provides two examples and full responses for (b).		
Improving safety for DV survivors	Total Pts Earned Survey	Total Possible Pts Survey
4	36.75	40
0	37.6875	40
0	36.0625	40
0	36.0625	40
0	32.8125	40
0	31.6875	40
0	32.5	40
0	32.1875	40
0	37.375	40
0	30.875	40
3.5	36	40
0	33.375	40
0	26	40
0	32.125	40
0	31.125	40
0	33.75	40
0	36.9375	40
0	36.625	40
0	37.375	40
0	37	40
0	31.375	40
2.5	27.875	40
0	35.1875	40
0	30.125	40

0	28.4375	40
0	30.5	40
0	30.5	40
0	30.5	40
0	30.75	40
0	30.4375	40

Total Pts Earned	Total Possible Points	Final Score	Rank	Final Rank
77.75	90	86.39%	6	6
73.6875	90	81.88%	8	8
74.0625	90	82.29%	7	7
80.0625	90	88.96%	3	3
61.3125	90	68.13%	26	26
68.6875	90	76.32%	18	18
71.5	90	79.44%	12	12
73.1875	90	81.32%	9	9
79.375	90	88.19%	5	5
67.875	90	75.42%	22	22
67	90	74.44%	24	24
54.375	90	60.42%	29	29
67	90	74.44%	24	23
41.125	90	45.69%	30	30
71.125	90	79.03%	13	13
68.75	90	76.39%	17	17
70.9375	88	80.61%	11	11
80.625	90	89.58%	2	2
81.375	90	90.42%	1	1
80	90	88.89%	4	4
68.075	90	75.64%	21	21
68.875	90	76.53%	16	16
69.1875	90	76.88%	15	15
73.125	90	81.25%	10	10

68.4375	90	76.04%	20	20
64.5	90	71.67%	25	25
58.5	90	65.00%	27	27
68.5	90	76.11%	19	19
57.75	90	64.17%	28	28
69.4375	90	77.15%	14	14

OR-501 Portland/Gresham/Multnomah County Continuum of Care (CoC)

2023 CoC Ranked Project Application List

Date posted: September 7, 2023

	Applicant Name	Project Name	Project Type	Total 2023 Application Budget	Total Score[1]	Final Rank
Tier 1	Our Just Future (formerly Human Solutions, Inc.)	Safe Home	PSH	\$ 174,439.00	90.42%	1
	Our Just Future (formerly Human Solutions, Inc.)	Moving to Permanent Housing	PSH	\$ 454,866.00	89.58%	2
	Cascadia Behavioral Healthcare	Special Needs Services	PSH	\$ 127,974.00	88.96%	3
	Our Just Future (formerly Human Solutions, Inc.)	Safe Home Partnership	PSH	\$ 589,561.00	88.89%	4
	Home Forward	Shelter Plus Care Amalgamated	PSH	\$ 7,037,001.00	88.19%	5
	Bradley Angle	Andrea Lee/Healing Roots Consolidation	RRH	\$ 418,856.00	86.39%	6
	Cascadia Behavioral Healthcare	Royal Palm 2 PSH Consolidated	PSH	\$ 1,389,631.00	82.29%	7
	Cascade AIDS Project	HIHO (Housing Integration for Healthier Outcomes)	PSH	\$ 591,479.00	81.88%	8
	Central City Concern	Sunrise Place	TH	\$ 106,767.00	81.32%	9
	Transition Projects, Inc.	Collaboration	PSH	\$ 541,667.00	81.25%	10
	Our Just Future (formerly Human Solutions, Inc.)	Family Futures	RRH	\$ 2,298,497.00	80.61%	11
	Central City Concern	Madrona McKinney	PSH	\$ 338,125.00	79.44%	12
	New Narrative	Clifford Apartments	PSH	\$ 259,504.00	79.03%	13
	Urban League	Project Haven	PSH	\$ 1,184,621.00	77.15%	14
	Self Enhancement, Inc.	Project HAVEN: RRH	RRH	\$ 2,329,124.00	76.88%	15
	County of Multnomah	Domestic Violence Coordinated Entry	SSO-CE	\$ 78,000.00	76.53% [2]	16
	County of Multnomah	A Home for Everyone Coordinated Access	SSO-CE	\$ 68,898.00	76.53% [2]	17
	County of Multnomah	HMIS	HMIS	\$ 245,666.00	76.53% [2]	18
	IRCO	Housing Services for Survivors (DV)	RRH	\$ 428,835.00	76.53% [2]	19
	YWCA of Greater Portland	Transitional and Rapid Re-Housing	TH-	\$ 834,884.00	76.53% [2]	20
	NARA / NAYA	Holistic and Supportive Housing Collaborative	PSH	\$ 761,860.00	76.53% [2]	21
	Salvation Army	The Women's Housing Collaborative Consolidation	PSH	\$ 674,363.00	76.53% [2]	22
	Northwest Pilot Project	Pathways	RRH	\$ 270,435.00	76.39%	23
	Central City Concern	Hope	PSH	\$ 3,198,953.00	76.32%	24
	Transition Projects, Inc.	Winter Housing Targeted PSH	PSH	\$ 373,995.00	76.11%	25
	Transition Projects, Inc.	Horizons	RRH	\$ 218,161.00	76.04%	26
	Outside In	Old Town Collaborative	PSH	\$ 610,737.00	75.64%	27
	JOIN	NowHome	PSH	\$ 317,452.00	75.42%	28
	New Avenues for Youth	Roads to housing	PSH	\$ 131,219.00	74.44%	29

2022 CoC Ranked Project Application List (09/07/2023) – Page 2 of 2

	Applicant Name	Project Name	Project Type	Total 2023 Application Budget	Total Score ^[1]	Final Rank
	County of Multnomah	DV Supportive Housing Combined	RRH	\$ 1,418,857.00	74.44%	30
	Transition Projects, Inc.	OTIS	PSH	\$ 536,286.00	71.67%	31
	Central City Concern	Alcohol and Drug Free Housing (8x8)	TH	\$ 44,960.00	68.13%	32
	TOTAL, TIER 1			\$28,055,673		
Tier 2	Central City Concern	Alcohol and Drug Free Housing (8x8)	TH	\$ 118,701.00	68.13%	32
	Transition Projects, Inc.	Spectrum Housing Project	PSH	\$ 338,404.00	65.00%	33
	Transition Projects, Inc.	Women's Housing Program	RRH	\$ 393,650.00	64.17%	34
	County of Multnomah	Horizons Homesafe Consolidated Grant	RRH	\$ 793,160.00	60.42%	35
	County of Multnomah	DV Supportive Housing Expansion (DV Bonus)	RRH (Exp)	\$ 754,800.38	94.51%	36
	Home Forward	Shelter Plus Care Amalgamated Expansion (CoC Bonus)	PSH (Exp)	\$ 1,356,916.62	90.83%	37
	YWCA of Greater Portland	Transitional and Rapid Re-Housing Program Expansion (DV Bonus)	TH-RRH	\$ 79,477.60	76.57%	38
	Neighborhood House	19 th Ave. Housing Complex	RRH	\$ 467,802.00	45.69%	39
	Greater Good Northwest	Rental Assistance (CoC Bonus)	RRH (New)	\$ 754,800.38	68.42%	40
	TOTAL, TIER 2			\$5,057,711.98 [3]		

[1] This column reflects the percent of possible points earned by the project. Most projects were scored out of 100 possible points and victim service provider projects were scored out of 106 possible points. See the [2023 Renewal Project Rating and Ranking Process and Criteria](#), available on the Continuum of Care website, for details.

[2] The Collaborative Application Committee elected to assign the median score to the following projects: new projects with insufficient data to score against the 2023 Rating and Ranking Criteria, projects within the first three years of implementation led by organizations that are first-time direct CoC grantees, new projects funded through reallocation, coordinated access projects, and the HMIS renewal project application.

[3] The Tier 2 amount exceeds the amount of our available CoC Bonus. If DV Bonus projects are awarded, they are pulled from this ranked list; lower projects' positions are raised.

OR-501 – Portland, Gresham/Multnomah County CoC

FY2023 COC CONSOLIDATED APPLICATION ATTACHMENT: SCORED FORMS FOR ONE PROJECT (1E-2a)

TABLE OF CONTENTS

Document Satisfying Requirement	Page Number
Cover Sheet	1
Scoring Outcomes for all Renewal Projects, with one project highlighted for ease of viewing	2-39
Renewal Project Criteria	40-44
Renewal Project Survey Questions	45-55

Criteria	-	>95% - 100% = 5 pts.; >90% - 95% = 4 pts.; >85% - 90% = 3 pts; ...<=75% = 0 pts.			Up to 10 points for out of color at or above the White par	
Project	Project Type	M 1 a Result	M 1 a Score	M 1 Total Possible	M 2 b Bipoc Result by Project	M 2 b Nhw Result by Project Type
BradleyAngle_AndreaLeeHealingRoots	RRH	0.9646018	5	5	0.9642857	0.8560606
CAP_HousingIntegration	PSH	1	5	5	1	0.9768638
Cascadia_RoyalPalm2	PSH	1	5	5	1	0.9768638
Cascadia_SNS	PSH	0.9913043	5	5	1	0.9768638
CCC_8x8	TH	1	5	5	0.3661972	0.4387755
CCC_HOPE	PSH	0.9893048	5	5	0.969697	0.9768638
CCC_Madrona	PSH	1	5	5	0.9259259	0.9768638
CCC_SunrisePlace	TH	0.5909091	0	5	1	0.4387755
HomeForward_SpcConsol	PSH	0.9932157	5	5	0.9423631	0.9768638
JOIN_NOWHome	PSH	1	5	5	1	0.9768638
MultCo_DVSupportiveHousing	RRH	0.5206612	0	5	0.9578947	0.8560606
MultCo_Homesafe Horizons Consolidated	RRH	0.8858268	3	5	0.6203704	0.8560606
NAFY_RoadsToHousing	PSH	0.9333333	4	5	1	0.9768638
NeighborHoodHouse_19thAveApts	RRH	0.5526316	0	5	0.5555556	0.8560606
NewNarrative_CliffordApts	PSH	1	5	5	1	0.9768638
NWPP_Pathways	RRH	1	5	5	0.8181818	0.8560606
OurJustFuture_FamilyFutures	RRH	0.7259006	0	5	0.9496979	0.8560606
OurJustFuture_MovingToPH	PSH	0.8426966	2	5	1	0.9768638
OurJustFuture_SafeHome	PSH	1	5	5	1	0.9768638
OurJustFuture_SafeHomePartnership	PSH	0.9518072	5	5	0.984127	0.9768638
Outsideln_OldTownCollab	PSH	1	5	5	0.8636364	0.9768638
SalvationArmy_WomensCollab	PSH	0.954023	5	5	1	0.9768638
SEI_ProjectHavenRRH	RRH	0.9501916	5	5	0.9047619	0.8560606
TPI_Collaboration	PSH	1	5	5	1	0.9768638

TPI_Horizons	RRH	1	5	5	0.9	0.8560606
TPI_OTIS	PSH	1	5	5	0.9047619	0.9768638
TPI_Spectrum	PSH	1	5	5	0.9166667	0.9768638
TPI_WinterHousingTargeted PSH	PSH	1	5	5	1	0.9768638
TPI_WomensHousingProgra m	RRH	0.983871	5	5	0.7857143	0.8560606
UrbanLeague_ProjectHaven PSH	PSH	1	5	5	1	0.9768638

comes for participants lose for Non-Hispanic, participants.		Up to 4 points based on quintile ranking. Remaining 9 points awarded based upon proximity of project outcome to HUD goal of 80%: >=80% = 9 pts.; 79%< - <80% = 8 pts.; 78%< - <=79% = 7 pts.; <=72% = 0 pts.			Up to 2 points based on tertile ranking. Remaining 2 points awarded based upon proximity of project outcome to HUD goal of 20%: >=20% = 2 pts.; 19% - <20% = 1.5 pts.; 18% - <19% = 1 pt.; 17% - <18% = 0.5 pts.		
M 2 b Score	M 2b Total Possible	M 2 c Result	M 2 c Score	M2c Total Possible	M 2 d Result	M 2 d Score	M2d Total Possible
10	10	0.9642857	11	13	0.4736842	4	4
10	10	1	13	13	0.1111111	1	4
10	10	1	13	13	0.016129	0	4
10	10	0.9714286	11	13	0.0461538	0	4
8	10	0.3660131	0	13	0.1768707	2.5	4
10	10	0.9894737	11	13	0.0451613	0	4
8	10	0.9310345	10	13	0.1081081	1	4
10	10	0.875	10	13	0.2727273	4	4
9	10	0.9647696	11	13	0.0682303	1	4
10	10	1	13	13	0.1333333	2	4
10	10	0.9619048	11	13	0.2372881	4	4
1	10	0.6363636	0	13	0.2972973	4	4
10	10	1	13	13	0.1111111	1	4
0	10	0.5925926	0	13	0.0952381	1	4
10	10	1	13	13	0	0	4
9	10	0.8695652	9	13	0	0	4
10	10	0.9170664	10	13	0.2150054	4	4
10	10	1	13	13	0.2051282	4	4
10	10	1	13	13	0	0	4
10	10	1	13	13	0.0714286	1	4
6.7	10	1	13	13	0.0571429	1	4
10	10	1	13	13	0.1162791	2	4
10	10	0.9130435	10	13	0.2083333	4	4
10	10	1	13	13	0.0227273	0	4

10	10	0.9	10	13	0.0625	1	4
8	10	0.96	11	13	0	0	4
8	10	0.8333333	9	13	0	0	4
10	10	0.9545455	10	13	0.0909091	1	4
8	10	0.8695652	9	13	0.047619	1	4
10	10	1	13	13	0.0740741	1	4

Up to 2 points based on tertile ranking. Remaining 2 points awarded based upon proximity of project outcome to HUD goal of 20%: >=20% = 2 pts.; 19% - <20% = 1.5 pts.; 18% - <19% = 1 pt.; 17% - <18% = 0.5 pts.			Up to 4 points based on quintile ranking.			>98% - 100% = 4 pts.; >94% - 96% = 3 pts.; >94% - 96% = 2 pts.; >94% - 96% = 1 pt.; <=92% = 0 pts.	
M 2 e Result	M 2 e Score	M2e Total Possible	M 2 f Result	M 2 f Score	M2f Total Possible	M 5 p Result	M 5 p Score
0.4736842	3	4	0.9473684	4	4	0.9970326	4
0.2962963	2	4	0.5555556	0	4	1	4
0.5806452	4	4	0.9193548	3	4	0.9748428	3
0.6307692	4	4	0.9692308	4	4	0.9842105	4
0.1088435	0	4	0.9251701	3	4	1	4
0.4322581	3	4	0.7581699	1	4	0.9984165	4
0.4594595	3	4	0.8648649	2	4	0.9901961	4
0.6363636	4	4	0.9090909	3	4	1	4
0.5394456	4	4	0.8568376	2	4	0.9844789	4
0.4	3	4	0.7333333	0	4	0.9479167	2
0.3050847	2	4	0.7413793	0	4	1	4
0.3513514	3	4	0.7866667	1	4	0.9774339	3
0.2222222	2	4	1	4	4	1	4
0.4285714	3	4	0.6666667	0	4	1	4
0.7692308	4	4	0.8461538	2	4	1	4
0.6060606	4	4	0.78125	1	4	1	4
0.4055734	3	4	0.8608789	2	4	0.9989372	4
0.3589744	3	4	0.8717949	3	4	1	4
0.5	4	4	0.8333333	2	4	1	4
0.4047619	3	4	0.9756098	4	4	1	4
0.3428571	2	4	0.8857143	3	4	0.9931034	4
0.5116279	4	4	0.7804878	1	4	0.994614	4
0.3333333	2	4	0.6923077	0	4	0.9324818	1
0.5	4	4	0.8095238	1	4	0.997093	4

0.4375	3	4	0.9677419	4	4	0.9868852	4
0.4210526	3	4	0.8648649	2	4	0.9876161	4
0.28	2	4	0.68	0	4	1	4
0.3333333	2	4	0.8181818	2	4	1	4
0.2857143	2	4	0.8095238	1	4	0.9338624	1
0.2962963	2	4	0.9285714	3	4	0.9514825	2

96% - 98% 2 pts. >92% = 0 pts.	Up to 2 points based on tertile ranking. Remaining 2 points awarded to projects with 50%+ of data entered in less than 7 days.			>95% - 100% = 2 pts.; >90-95% = 4 pts.; <=90% = 0			
M5p Total Possible	M 5 q Result	M 5 q Score	M5q Total Possible	M 6 r Result	M 6 r Score	M6r Total Possible	Total Pts Earned Quant
4	0.2307692	0	4	0.8961	0	2	41
4	0.5	1	4	0.8046001	0	2	36
4	0	0	4	0.8691082	0	2	38
4	0.5416667	4	4	1	2	2	44
4	0.7736486	4	4	1	2	2	28.5
4	0.4642857	1	4	1	2	2	37
4	0.625	4	4	1	2	2	39
4	1	4	4	1	2	2	41
4	0.5189873	4	4	0.9965991	2	2	42
4	0	0	4	0.9684391	2	2	37
4	0.1741573	0	4	0.8278099	0	2	31
4	0.578125	4	4	0.9830641	2	2	21
4	0.4545455	1	4	0.9752158	2	2	41
4	0.32	1	4	0.5825094	0	2	9
4	0.2727273	0	4	1	2	2	40
4	0.3673469	1	4	1	2	2	35
4	0.4498652	1	4			2	34
4	0.5769231	4	4	0.9355742	1	2	44
4	1	4	4	1	2	2	44
4	0.3571429	1	4	0.9565376	2	2	43
4	0.5	1	4	0.9499559	1	2	36.7
4	0.1428571	0	4	1	2	2	41
4	0.1935484	0	4	1	2	2	34
4	0.8	4	4	1	2	2	43

4	0.4	1	4	0.9815389	2	2	40
4	0.3636364	1	4	0.8873927	0	2	34
4	0.2	0	4	0.8810784	0	2	28
4	0.5714286	4	4	0.8121659	0	2	38
4	0.1296296	0	4	0.8543782	0	2	27
4	0.3	1	4	0.9761575	2	2	39

	0 = Does not complete the checklist 0.5 = Uses one method for collecting participant feedback 0.75 = Uses two methods for collecting participant feedback 1 = Uses at least three methods for collecting participant feedback
Total Possible Pts Quant	Methods of Collecting feedback
50	1
50	1
50	1
50	1
50	1
50	1
50	1
50	1
50	1
50	1
50	1
50	1
50	1
50	1
50	0.375
50	1
50	0.5
50	1
48	1
50	1
50	1
50	1
50	1
50	1
50	1
50	1
50	1

50	1
50	1
50	1
50	1
50	1
50	1
50	1

	1
	1
	1
	1
	1
	1
	1

0 = does not respond to the question
 0.5 = provides one example for (a), and a partial response for b-d.
 1 = provides one example with full responses to a-d for that example;
 or, provides two examples, but no response for a-d.
 1.5 = provides two examples, and only a full response to a-d for one
 or partial responses to a-d for both.
 2 = provides two examples and full responses for a-d.

How feedback has informed changes

	2
	2
	1.75
	1.75
	1.75
	1
	1.75
	1.75
	2
	1.5
	2
	2
	1
	2
	2
	2
	2
	2
	2
	2
	2
	2
	1
	1.5
	2
	1.75

	2
	1.75
	1.75
	1.75
	1.75
	1.75
	1.75

0 = Does not complete the checklist
1 = Uses one method for addressing and responding to institutional racism
1.5 = Uses two methods for addressing and responding to institutional racism
2 = Uses at least three methods for addressing and responding to institutional racism

Ways to address and respond to institutional racism

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0 = does not respond to the question
 0.5 = provides one example for (a), and at least a partial response for (b) and (c).
 1 = provides one example for (a) with full responses to b-e for that example; or, provides two examples for (a), but no response for (b) and (c).
 1.5 = provides two examples for (a), and only a full response to (b) and (c) for one or partial responses to (b) and (c) for both.
 2 = provides two examples and full responses for b) and (c).

Describing strategies to address institutional racism

	1.5
	2
	2
	2
	1.5
	1.5
	1.5
	1.5
	2
	2
	1.75
	1.5
	1
	2
	1
	1.25
	1.5
	1.5
	2
	1.75
	0.75
	1.5
	2
	1

	1.25
	1.25
	1.25
	1.25
	1.5
	2

0 = does not respond to the question

1 = provides one example for (a), and a partial response for b-e.

2 = provides one example for (a) with full responses to b-e for that example; or, provides two examples for (a), but no response for b-e.

3 = provides two examples for (a), and only a full response to b-e for one or partial responses to b-e for both.

4 = provides two examples and full responses for b-e.

Actions to reduce homelessness within communities of color

4

4

4

4

2.75

2.75

2.75

2.75

4

3.5

3

3.5

3

3

3.5

4

4

4

4

4

3.5

0.75

4

2.5

	1.5
	2.5
	2.5
	2.5
	2
	1.5

0 = Does not complete the checklist

1 = Uses one method for providing culturally-responsive programming

1.5 = Uses two methods for providing culturally-responsive programming

2 = Uses at least three methods for providing culturally-responsive programming

Providing culturally-responsive programming

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0 = does not respond to the question
 0.5 = provides one example for (a), and a partial response for (b)
 1 = provides one example for (a) with full responses to (b) for that example;
 or, provides two examples for (a), but no response for (b).
 1.5 = provides two examples for (a), and only a full response to (b) for one or
 partial responses to (b) for both.
 2 = provides two examples and full responses for (b).

Strategies for culturally-specific programming

	1.5
	2
	2
	2
	2
	2
	2
	2
	2
	2
	1.75
	2
	1.5
	1.5
	1.75
	1.75
	1.75
	2
	2
	2
	2
	1.5
	1.75
	1.75
	1.5

	1.5
	1.5
	1.5
	1.5
	1.5
	2

1 = provides one example for (a), and at least a partial response for b-e.

2 = provides one example for (a) with full responses to b-e for that example; or, provides two examples for (a), but no response for b-e.

3 = provides two examples for (a), and only a full response to b-e for one or partial responses to b-e for both.

4 = provides two examples for (a) and full responses for b-e.

Actions to reduce homelessness within the LGBTQIA2S+ community

	4
	4
	3.5
	3.5
	3
	3
	3
	3
	3.5
	1
	3.5
	3
	3
	1.5
	2.5
	3
	4
	4
	4
	4
	3
	0.5
	3
	2.5

	2.5
	2.5
	2.5
	2.5
	3
	3

0 = Does not complete the checklist
1 = Uses one method for providing participant-centered, strengths-based approaches for services
1.5 = Uses two methods for providing participant-centered, strengths-based approaches for services
2 = Uses at least three methods for providing participant-centered, strengths-based approaches for services

1 = Uses one method for providing participant-centered, strengths-based approaches for services

1.5 = Uses two methods for providing participant-centered, strengths-based approaches for services

2 = Uses at least three methods for providing participant-centered, strengths-based approaches for services

1.5 = Uses two methods for providing participant-centered, strengths-based approaches for services

2 = Uses at least three methods for providing participant-centered, strengths-based approaches for services

2 = Uses at least three methods for providing participant-centered, strengths-based approaches for services

Providing participant-centered, strengths-based approaches for services

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0 = does not respond to the question

0.5 = provides one example for (a), and at least a partial response for (b).

1 = provides one example for (a) with full responses to (b) for that example; or, provides two examples for (a), but no response for (b).

1.5 = provides two examples for (a), and only a full response to (b) one or partial responses to (b) for both.

Strategies for providing participant-centered, strengths-based approaches for services

1.25

1.75

1.75

1.75

1.5

1.5

1.5

1.5

2

1.25

1.5

1.5

1

1.75

2

1.25

1.75

1.75

1.75

1.75

1.75

1.75

1.5

1

	1.25
	1
	1
	1
	1
	1
	1.25

0 = Does not complete the checklist
1 = Uses one method for implementing Housing First approaches to services
1.5 = Uses two methods for implementing Housing First approaches to services
2 = Uses at least three methods for implementing Housing First approaches to services
Implementing Housing First
2
2
2
2
2
2
2
1.5
2
2
2
2
0
2
2
2
2
2
2
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2

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	2
	2
	2
	2
	2

0 = does not respond to the question 0.5 = provides one example for (a), and at least a partial response for (b). 1 = provides one example for (a) with full responses to (b) for that example; or, provides two examples for (a), but no response for (b). 1.5 = provides two examples for (a), and only a full response to (b) for one or partial responses to (b) for both. 2 = provides two examples and full responses for (b).	
Strategies for Implementing Housing First	
	1.25
	2
	1.5
	1.5
	1.75
	1.75
	1.5
	1.75
	2
	1.5
	1.5
	1.5
	1.25
	1.5
	1.25
	1.5
	2
	1.75
	1.75
	1.75
	1.75
	2
	1.5
	2

	1
	2
	2
	2
	2
	1

0 = does not respond to the question 1 = provides one example for (a), and at least a partial response for (b). 2 = provides one example for (a) with full responses to (b) for that example; or, provides two examples for (a), but no response for (b). 3 = provides two examples for (a), and only a full response to (b) for one or partial responses to (b) for both. 4 = provides two examples and full responses for (b).		
Improving safety for DV survivors	Total Pts Earned Survey	Total Possible Pts Survey
4	36.75	40
0	37.6875	40
0	36.0625	40
0	36.0625	40
0	32.8125	40
0	31.6875	40
0	32.5	40
0	32.1875	40
0	37.375	40
0	30.875	40
3.5	36	40
0	33.375	40
0	26	40
0	32.125	40
0	31.125	40
0	33.75	40
0	36.9375	40
0	36.625	40
0	37.375	40
0	37	40
0	31.375	40
2.5	27.875	40
0	35.1875	40
0	30.125	40

0	28.4375	40
0	30.5	40
0	30.5	40
0	30.5	40
0	30.75	40
0	30.4375	40

Total Pts Earned	Total Possible Points	Final Score	Rank	Final Rank
77.75	90	86.39%	6	6
73.6875	90	81.88%	8	8
74.0625	90	82.29%	7	7
80.0625	90	88.96%	3	3
61.3125	90	68.13%	26	26
68.6875	90	76.32%	18	18
71.5	90	79.44%	12	12
73.1875	90	81.32%	9	9
79.375	90	88.19%	5	5
67.875	90	75.42%	22	22
67	90	74.44%	24	24
54.375	90	60.42%	29	29
67	90	74.44%	24	23
41.125	90	45.69%	30	30
71.125	90	79.03%	13	13
68.75	90	76.39%	17	17
70.9375	88	80.61%	11	11
80.625	90	89.58%	2	2
81.375	90	90.42%	1	1
80	90	88.89%	4	4
68.075	90	75.64%	21	21
68.875	90	76.53%	16	16
69.1875	90	76.88%	15	15
73.125	90	81.25%	10	10

68.4375	90	76.04%	20	20
64.5	90	71.67%	25	25
58.5	90	65.00%	27	27
68.5	90	76.11%	19	19
57.75	90	64.17%	28	28
69.4375	90	77.15%	14	14

2023 CoC Rating and Ranking Criteria

The measures below are used to rate and rank all CoC renewal projects as part of our annual CoC grant application. Some of the data is taken from the Annual Performance Report (APR), JOHS Master Query Version 1.1 and JOHS Master Query Version 1.0 (for Comp Site data), all run through HMIS or the separate Comparable Database used by victim service providers. Other data is submitted by renewal projects through the annual OR-501 (Multnomah County) CoC Renewal Project Survey and the Operating Budget Survey. **Measures that appear grayed out are unscored this year.** The OR-501 (Multnomah County) Continuum of Care Board Collaborative Application Committee (CAC) reviews these criteria annually, approves all changes, and reviews and approves the ranked list of CoC projects. The CAC reserves the right to rank lower scoring projects that demonstrate the ability to achieve greater racial equity above higher scoring projects.

Threshold Requirements: All renewal projects must meet HUD project eligibility & project quality threshold criteria described in the 2023 CoC NOFO (release pending). Any project requesting renewal funding will be considered to have met these requirements through its previously approved grant application unless information to the contrary is received. All domestic violence (DV) providers receiving CoC funds must be state certified victim services providers and be in compliance with VAWA regulations.

Category	Measure	Rationale	Data Source	Scoring Narrative	Max Points (% of total)
1. CoC Priorities	A. Degree to which the project serves COC priority populations. The Collaborative Application Committee approved (April 2023) new priority populations, which are now as follows: - Black/African American - Native Hawaiian/Pacific Islander - American Indian/ Indigenous - People who are Unsheltered - People with a disability - People who qualify as chronically homeless - Members of the LGBTQIA2S+ community.	COC Priority: priority populations	HMIS-JOHS Master Query	5 available points. >95% - 100% = 5 pts.; >90% - 95% = 4 pts.; >85% - 90% = 3 pts; ...<=75% = 0 pts.	5 (6%)
	B. Degree to which housing outcomes for participants of color are equal to or greater than housing outcomes for non-Hispanic, White participants. (see Measure 2.C. for detail on housing outcomes)	COC Priority: focus on advancing racial equity	HMIS-JOHS Master Query	10 available points. Up to 10 points for outcomes for participants of color at or above those for Non-Hispanic, White participants.	35 (40%)
2. Performance Outcomes	C. <u>For permanent supportive housing</u> Housing: Percent of households that remain for 12 or more months or exit to positive destination and do not return to homeless services OR <u>For transitional and rapid re-housing</u> Housing: Percent of households that exit to positive destination.	- COC System Performance Measure: effectiveness in housing placement and retention - COC Community Guidelines - COC System Performance Measure: effectiveness in increasing income	HMIS-JOHS Master Query	13 available points. Up to 4 points based on quintile ranking. Remaining 9 points awarded based upon proximity of project outcome to HUD goal of 80%: >=80% = 9 pts.; 79%< - <80% = 8 pts.; 78%< - <=79% = 7 pts.; <=72% = 0 pts.	
	D. Income: Percent of adult participants who maintained or increased income from employment by annual assessment or exit.		HMIS-APR	4 available points. Up to 2 points based on tertile ranking. Remaining 2 points	

Category	Measure	Rationale	Data Source	Scoring Narrative	Max Points (% of total)
	For youth projects: Percent of participants who remained in or entered an education program by annual assessment or exit OR percent of participants who maintained or increased income from employment by annual assessment or exit (whichever scores higher).	HUD 2023 NOFA		awarded based upon proximity of project outcome to HUD goal of 20%: >=20% = 2 pts.; 19% - <20% = 1.5 pts.; 18% - <19% = 1 pt.; 17% - <18% = 0.5 pts.	
	E. Income: Percent of adult participants who maintained or increased income from sources other than employment by annual assessment or exit.		HMIS-APR	4 available points. Scoring identical to 2D.	
	F. Income/benefits: Percent of adult participants who maintained or obtained non-cash mainstream benefits by annual assessment or exit.		HMIS-APR	4 available points. Up to 4 points based on quintile ranking.	
	G. Income/benefits: Percent of adult participants who maintained or obtained health insurance by annual assessment or exit.		HMIS-APR	Not scored this year.	
3. Advancing Racial Equity and Cultural Responsiveness	H. Addressing institutional racism: 5. Complete the checklist to indicate what methods. 6. Describe (a) two of the project's most important strategies for addressing and responding to institutional racism. For each, include a concise description of (b) any significant successes with these strategies, and (c) any significant challenges that the project experienced in this work over the past year.	- COC Priority: promote racial justice and advance racial equity - COC Priority: provide participant-centered, culturally-responsive services - COC Community Guidelines - HUD Equal Access Final Rule - HUD 2023 NOFO	Project Survey, Questions 5-6	6 available points. See <i>2023 CoC Renewal Project Scoring Rubric</i> for details.	22 (25%)
	I. Reducing homelessness within communities of color: 7. Describe (a) two concrete actions your project has taken in the last year to help reduce homelessness within communities of color and include for each action (b) a description of the action, (c) any substantive program changes that were required from the action, (d) successes from the action, and (e) two actions your project plans to take for the year ahead to reduce homelessness for communities of color. If you are a culturally-specific provider, please describe (a) two strategies you use to reach your target population. For each strategy, describe (b) a description of the strategy, (c) successes from the strategy, (d) challenges faced with the strategy, and (e) two strategies your project plans to take for the year ahead to reach your target population.		Project Survey, Question 7	6 available points. See <i>2023 CoC Renewal Project Scoring Rubric</i> for details.	

Category	Measure	Rationale	Data Source	Scoring Narrative	Max Points (% of total)
	J. Implementing culturally-responsive programming: 8. Complete the checklist of possible ways to provide culturally-responsive programming. Please mark which methods your project uses, if any. If you use an unlisted method, please describe in the provided “Other” sections. 9. Describe (a) two of the project’s most important strategies to ensure culturally-responsive programming, and (b) any significant successes that the project experienced providing these services over the past year. For Culturally Specific Organizations: Describe (a) two of the project’s most important strategies that determine what type of culturally specific programming is provided, and (b) any significant successes that the project experienced providing these services over the past year.		Project Survey, Questions 8-9	5 available points. See <i>2023 CoC Renewal Project Scoring Rubric</i> for details.	
	K. Addressing barriers faced by people who identify as LGBTQIA2S+: 10. Describe (a) two concrete actions your project has taken in the last year to help reduce homelessness within the LGBTQIA2S+ population and include for each action (b) a description of the action, (c) any substantive program changes that were required from the action, (d) successes from the action, and (e) two actions your project plans to take for the year ahead to reduce homelessness for LGBTQIA2S+ communities.		Project Survey, Question 10	5 available points. See <i>2023 CoC Renewal Project Scoring Rubric</i> for details.	
4. Program Design: effective practices and service delivery model	L. Collecting and using consumer feedback: 2. Complete the checklist of possible ways to <u>collect</u> participant feedback. Please mark which methods your project uses, if any. If you use an unlisted method, please describe in the provided “Other” sections. 3. Complete the checklist of possible ways to <u>use</u> participant feedback. Please mark which methods your project uses, if any. If you use an unlisted method, please describe in the provided “Other” sections. 4. How has participant feedback informed changes or improvements to the project over the last year? Provide two	• COC Priority: provide participant-centered, culturally-responsive services • COC Community Guidelines • HUD requirements for shared standards of local service delivery • HUD policy priority for Housing First	Project Survey, Questions 2-4	6 available points. See <i>2023 CoC Renewal Project Scoring Rubric</i> for details.	16 / 18 for DV projects (18%)

Category	Measure	Rationale	Data Source	Scoring Narrative	Max Points (% of total)
	examples, concisely describing (a) the method of participant feedback used, (b) what the feedback was, (c) how the project acted upon the feedback, and (d) what the outcomes of the changes were.				
	M. Implementing participant-centered, strengths-based approaches: 11. Complete the checklist of possible ways to provide participant-centered, strengths-based approaches for services (i.e., Assertive Engagement, motivational interviewing, trauma-informed practice, positive youth development, etc.). Please mark which methods your project uses, if any. If you use an unlisted method, please describe in the provided “Other” sections. 12. Describe (a) two of the project’s most important strategies to ensure participant-centered, strengths-based approaches, and (b) any significant successes that the project experienced providing these services over the past year.		Project Survey, Questions 11-12	5 available points. See 2023 CoC Renewal Project Scoring Rubric for details.	
	N. Implementing a housing first approach: 13. Complete the checklist of possible ways to implement “Housing First” approaches for services. Please mark which methods your project uses, if any. If you use an unlisted method, please describe in the provided “Other” sections. 14. Describe (a) two of the project’s most important strategies to ensure a Housing First approach and any (b) significant successes that the project experienced providing these services over the past year.		Project Survey, Questions 13-14	5 available points. See 2023 CoC Renewal Project Scoring Rubric for details.	
	Victim Service Providers Only: O. Increasing safety: 15. Please describe (a) two of the project’s most important strategies for improving safety for DV survivors, and (b) how the project assesses improvements to participant safety.* <i>*Improvements to safety are also evaluated separately as part of the CoC’s Domestic Violence System’s performance evaluation</i>	• Multnomah County Domestic and Sexual Violence Continuum service priority • HUD directive to evaluate DV projects based on degree they improve safety for the population they serve	Project Survey, Questions 15	2 available points. See 2023 CoC Renewal Project Scoring Rubric for details.	

Category	Measure	Rationale	Data Source	Scoring Narrative	Max Points (% of total)
5. HMIS Data Entry	P. Percent of identified data elements that are not missing. Includes data for required annual assessment.	- COC System Performance Measure: data completeness standards - HUD data standards	HMIS-APR	4 available points. >98% - 100% = 4 pts.; >96% - 98% = 3 pts.; >94% - 96% = 2 pts. >92% - 94% = 1 pt.; <=92% = 0 pts.	8 (9%)
	Q. Percent of HMIS data entered in less than 7 days		HMIS-APR	4 available points. Up to 2 points based on tertile ranking. Remaining 2 points awarded to projects with 50%+ of data entered in less than 7 days.	
6. Grant Management	R. Percent of HUD funds spent.	COC System Performance Measure: effectiveness in grant expenditure	Project Survey, Question 16-19	2 available points. >95% - 100% = 2 pts.; >90-95% = 4 pts.; <=90% = 0	2 (2%)
7. Cost Effectiveness (tie breaker)	S. <u>For permanent supportive housing</u>: Project operating cost divided by stayers who remain for 12 months or more days or leavers who exit to positive destination and do not return to homeless services OR <u>For transitional housing and rapid re-housing</u>: Project operating cost divided by leavers who exit to positive destination.	HUD directive to evaluate project cost effectiveness	Project Operating Budget Survey, HMIS-APR	Tie breaker. For projects of the same type with otherwise identical scores, cost effectiveness (CE) results will be directly compared. For such projects of different types, comparison is of difference between the individual project's CE result and the median CE result for the given project type. For compared projects, lower result gets preference.	N/A
TOTAL					88 (90 for DV projects)

Renewal Project Survey Questions and Scoring Rubric

March 2023

The following document outline the new survey questions for Renewal projects as well as the scoring rubric for those questions. This document does not include other scoring criteria, such as the HMIS APR data. There are minor changes to the questions from prior years, and substantial changes to the scoring rubric to make it more objective and clearer (for both applicants and JOHS scorers).

Survey Question	Scoring Rubric
Consumer Engagement	
2. Below is a checklist of possible ways to <u>collect</u> participant feedback. Please mark which methods your project uses, if any. If you use an unlisted method, please describe in the provided “Other” sections. <u>Methods of collecting feedback:</u> (a) Anonymous client satisfaction surveys (b) Focus groups and/or listening sessions (c) Consumer advisory committee (d) Current or former participant(s), or someone with current or past lived experience of homelessness, sits on Board of Directors or other equivalent policymaking entity (e) Other (please list):	Scoring _/1 0 = Does not complete the checklist 0.5 = Uses one method for collecting participant feedback 0.75 = Uses two methods for collecting participant feedback 1 = Uses at least three methods for collecting participant feedback

3. Below is a checklist of possible ways to <u>use</u> participant feedback. Please mark which methods your project uses, if any. If you use an unlisted method, please describe in the provided “Other” sections. <u>Methods of using feedback:</u> a) Client-driven committees, groups or advisory boards are involved in and represent consumer voice throughout the project’s program development and decision-making b) The project provides training and/or development for their client-driven committees, groups, or advisory board, to aid in their effectiveness as consumer advocates c) Consumer feedback and recommendations directly inform staff training and supervision d) Consumer feedback is regularly discussed by management, and is incorporated into agency-wide strategic planning e) Consumer feedback is utilized to identify gaps in services and inform needed changes to existing programs and policies f) Current or former participants are involved in the planning and design of new policies and procedures g) Other (please list):	Scoring <u>/1</u> 0 = Does not complete the checklist 0.5 = Uses one method for collecting participant feedback 0.75 = Uses two methods for collecting participant feedback 1 = Uses at least three methods for collecting participant feedback
4. How has participant feedback informed changes or improvements to the project over the last year? Provide <u>two</u> examples, concisely describing (a) the method of participant feedback used, (b) what the feedback was, (c) how the project acted upon the feedback, and (d) what the outcomes of the changes were. (Up to 1400 characters with spaces. 2100 characters for grantees with 1-3 subgrantees. 4200 characters for grantees with 4 or more subgrantees).	Scoring <u>/2</u> 0 = does not respond to the question 0.5 = provides one example for (a), and a partial response for b-d. 1 = provides one example with full responses to a-d for that example; or, provides two examples, but no response for a-d. 1.5 = provides two examples, and only a full response to a-d for one or partial responses to a-d for both. 2 = provides two examples and full responses for a-d.

Advancing Racial Equity and Cultural Responsiveness

5. Below is a checklist of possible ways to address and respond to institutional racism. Please mark which methods your project uses, if any. If you use an unlisted method, please describe in the provided "Other" sections.

See "Key Definitions for 2022 Renewal Project Survey" document for definition of "institutional racism" and "intersectionality."

Methods of addressing and responding to institutional racism:

- a) Public written commitment to address/eliminate racial and ethnic inequities in guiding documentation (i.e., mission, vision, goals, etc.)
- b) Organization has a racial equity plan or strategy that is regularly monitored
- c) Ongoing evaluation of policy, service, or program impacts and progress towards racial equity.
For Culturally Specific Organizations: Ongoing evaluation of equity across differences within the racial or ethnic community you serve, including but not limited to intersectional identities, such as race, gender, gender identity, sexuality, ability.
- d) Internal structures exist to address issues of racial equity (i.e., a functioning equity committee, formal or informal complaint resolution process, caucusing and community advisory body)
- e) Racial equity knowledge, skills, and practices are a part of staff job descriptions and work plans
- f) Staff receive training and support around racial equity and how their role is important in addressing institutional racism (i.e. anti-oppression trainings, etc.)
- g) Management consistently applies a racial equity lens
- h) Other (please list):

Scoring _/2

0 = Does not complete the checklist

1 = Uses one method for addressing and responding to institutional racism

1.5 = Uses two methods for addressing and responding to institutional racism

2 = Uses at least three methods for addressing and responding to institutional racism

6. Describe (a) <u>two</u> of the project's most important strategies for addressing and responding to institutional racism. For each, include a concise description of (b) any significant successes with these strategies, and (c) any significant challenges that the project experienced in this work over the past year. (See the scoring rubric for how this question will be scored. Up to 1400 characters with spaces. 2100 characters for grantees with 1-3 subgrantees. 4200 characters for grantees with 4 or more subgrantees.)	Scoring <u>/2</u> 0 = does not respond to the question 0.5 = provides one example for (a), and at least a partial response for (b) and (c). 1 = provides one example for (a) with full responses to b-e for that example; or, provides two examples for (a), but no response for (b) and (c). 1.5 = provides two examples for (a), and only a full response to (b) and (c) for one or partial responses to (b) and (c) for both. 2 = provides two examples and full responses for b) and (c).

7. Describe (a) two concrete actions your project has taken in the last year to help reduce homelessness within communities of color and include for each action (b) a description of the action, (c) any substantive program changes that were required from the action, (d) successes from the action, and (e) two actions your project plans to take for the year ahead to reduce homelessness for communities of color.

If you are a culturally-specific provider, please describe (a) two strategies you use to reach your target population. For each strategy, describe (b) a description of the strategy, (c) successes from the strategy, (d) challenges faced with the strategy, and (e) two strategies your project plans to take for the year ahead to reach your target population.

(Up to 1400 characters with spaces. 2100 characters for grantees with 1-3 subgrantees. 4200 characters for grantees with 4 or more subgrantees).

Scoring _/4

0 = does not respond to the question

1 = provides one example for (a), and a partial response for b-e.

2 = provides one example for (a) with full responses to b-e for that example; or, provides two examples for (a), but no response for b-e.

3 = provides two examples for (a), and only a full response to b-e for one or partial responses to b-e for both.

4 = provides two examples and full responses for b-e.

8. Below is a checklist of possible ways to provide culturally-responsive programming. Please mark which methods your project uses, if any. If you use an unlisted method, please describe in the provided “Other” sections.

See "Key Definitions for 2022 Renewal Project Survey" document for definition of both “culturally-responsive programming,” “culturally-specific programming” and “intersectionality.”

Methods of ensuring culturally-responsive programming:

- a) Public written commitment to provide culturally-responsive services in guiding documentation (i.e., mission, vision, goals, etc.).

For Culturally Specific Organizations: Public written commitment to serve a specific racial or ethnic community that is disproportionately impacted by poverty, homelessness, racism, and other forms of oppression.

- b) Plans or strategies exist for deepening capacity to provide culturally responsive programming.
- c) Ongoing assessment around organization’s progress towards becoming fully culturally responsive.

For Culturally Specific Organizations: Ongoing assessment around organization’s assessment of intersectional identities and inequalities compounded by identities within the racial or ethnic community you serve.

- d) Staff receive training and support around how to provide culturally-responsive services.
- e) Cultural responsiveness knowledge, skills and practices are a part of staff job descriptions and work plans.
- f) Strategies exist to recruit, retain, and develop staff who represent communities of color and/or speak languages other than English.
- g) Written materials provided in multiple languages for participants with limited English proficiency.
- h) Translation and interpretation services provided in multiple languages for participants with limited English proficiency.
- i) Other (please list):

Scoring _/2

0 = Does not complete the checklist

1 = Uses one method for providing culturally-responsive programming

1.5 = Uses two methods for providing culturally-responsive programming

2 = Uses at least three methods for providing culturally-responsive programming

9. Describe (a) <u>two</u> of the project’s most important strategies to ensure culturally-responsive programming, and (b) any significant successes that the project experienced providing these services over the past year. For Culturally Specific Organizations: Describe (a) <u>two</u> of the project’s most important strategies that determine what type of culturally specific programming is provided, and (b) any significant successes that the project experienced providing these services over the past year. (Up to 1400 characters with spaces. 2100 characters for grantees with 1-3 subgrantees. 4200 characters for grantees with 4 or more subgrantees.)	Scoring _/2 0 = does not respond to the question 0.5 = provides one example for (a), and a partial response for (b) 1 = provides one example for (a) with full responses to (b) for that example; or, provides two examples for (a), but no response for (b). 1.5 = provides two examples for (a), and only a full response to (b) for one or partial responses to (b) for both. 2 = provides two examples and full responses for (b).
10. Describe (a) <u>two</u> concrete actions your project has taken in the last year to help reduce homelessness within the LGBTQIA2S+ population and include for each action (b) a description of the action, (c) any substantive program changes that were required from the action, (d) successes from the action, and (e) <u>two</u> actions your project plans to take for the year ahead to reduce homelessness for LGBTQIA2S+ communities. (Up to 1400 characters with spaces. 2100 characters for grantees with 1-3 subgrantees. 4200 characters for grantees with 4 or more subgrantees).	Scoring _/4 0 = does not respond to the question 1 = provides one example for (a), and at least a partial response for b-e. 2 = provides one example for (a) with full responses to b-e for that example; or, provides two examples for (a), but no response for b-e. 3 = provides two examples for (a), and only a full response to b-e for one or partial responses to b-e for both. 4 = provides two examples for (a) and full responses for b-e.
Program Design: Effective Practices and Service Delivery Model	

11. Below is a checklist of possible ways to provide participant-centered, strengths-based approaches for services (i.e., Assertive Engagement, motivational interviewing, trauma-informed practice, positive youth development, etc.). Please mark which methods your project uses, if any. If you use an unlisted method, please describe in the provided “Other” sections. See "Key Definitions for 2022 Renewal Project Survey" of “Assertive Engagement”. <u>Methods of ensuring participant-centered, strengths-based approaches are used:</u> a) Public written commitment to provide participant-centered, strengths-based services in guiding documentation (i.e., mission, vision, goals, etc.). b) Staff receive training and support around how to provide participant-centered and strengths-based services. c) Participant-centered and strengths-based service knowledge, skills and practices are a part of staff job descriptions and work plans. d) Participant intake forms are developed using a participant-centered, strengths-based lens. e) The organization provides staff with tools to help facilitate participant-centered, strengths-based services (i.e., individualized service plan, strengths assessment, etc.). f) Other (please list):	Scoring <u>/2</u> 0 = Does not complete the checklist 1 = Uses one method for providing participant-centered, strengths-based approaches for services 1.5 = Uses two methods for providing participant-centered, strengths-based approaches for services 2 = Uses at least three methods for providing participant-centered, strengths-based approaches for services
12. Describe (a) <u>two</u> of the project’s most important strategies to ensure participant-centered, strengths-based approaches, and (b) any significant successes that the project experienced providing these services over the past year. (Up to 1400 characters with spaces. 2100 characters for grantees with 1-3 subgrantees. 4200 characters for grantees with 4 or more subgrantees)	Scoring <u>/2</u> 0 = does not respond to the question 0.5 = provides one example for (a), and at least a partial response for (b). 1 = provides one example for (a) with full responses to (b) for that example; or, provides two examples for (a), but no response for (b). 1.5 = provides two examples for (a), and only a full response to (b) one or partial responses to (b) for both.

	2 = provides two examples and full responses for (b)
13. Below is a checklist of possible ways to implement “Housing First” approaches for services. Please mark which methods your project uses, if any. If you use an unlisted method, please describe in the provided “Other” sections. See “Key Definitions for 2022 Renewal Project Survey” of “Housing First.” <u>Methods of ensuring a Housing First approach is used:</u> a) Admission to project is not contingent on pre-requisites such as abstinence of substances, minimum income requirements, health or mental health history, medication adherence, age, criminal justice history, financial history, completion of treatment, participation in services, “housing readiness”, history or occurrence of victimization, survivor of sexual assault or an affiliated person of such a survivor, or other unnecessary conditions unless required by law or funding source. b) Procedures in place to ensure that staff do everything possible to avoid denying assistance or rejecting an individual or family for the reasons listed above. c) Project does not require specific appointment times but has a flexible intake schedule that ensures access to all households. d) Intake procedures and service plans are focused on the participant’s strengths, needs and preferences. e) Participation in the project is not contingent on participating in services or demonstration of progress made on a service plan. f) Procedures are in place to avoid project termination whenever possible. g) Ongoing assessment of organization’s work to implement a Housing First model and reduce barriers for participants. h) Other (please list):	Scoring _/2 0 = Does not complete the checklist 1 = Uses one method for implementing Housing First approaches to services 1.5 = Uses two methods for implementing Housing First approaches to services 2 = Uses at least three methods for implementing Housing First approaches to services

14. Describe (a) <u>two</u> of the project's most important strategies to ensure a Housing First approach and any (b) significant successes that the project experienced providing these services over the past year. (Up to 1400 characters with spaces. 2100 characters for grantees with 1-3 subgrantees. 4200 characters for grantees with 4 or more subgrantees.)	Scoring _/2 0 = does not respond to the question 0.5 = provides one example for (a), and at least a partial response for (b). 1 = provides one example for (a) with full responses to (b) for that example; or, provides two examples for (a), but no response for (b). 1.5 = provides two examples for (a), and only a full response to (b) for one or partial responses to (b) for both. 2 = provides two examples and full responses for (b).
15. Please describe (a) <u>two</u> of the project's most important strategies for improving safety for DV survivors, and (b) how the project assesses improvements to participant safety. (Up to 1400 characters with spaces. 2100 characters for grantees with 1-3 subgrantees. 4200 characters for grantees with 4 or more subgrantees.)	Scoring _/4 0 = does not respond to the question 1 = provides one example for (a), and at least a partial response for (b). 2 = provides one example for (a) with full responses to (b) for that example; or, provides two examples for (a), but no response for (b). 3 = provides two examples for (a), and only a full response to (b) for one or partial responses to (b) for both. 4 = provides two examples and full responses for (b).
Unspent Funds	

The following questions ask about the three most recently completed grant or contract terms for the project. If you have not yet completed the APR for the most recent grant term, you can respond for the grant that ended in 2021. If the project has not yet completed three grant terms, include all applicable.

16. Fill in each text box with information about the **most recently completed** grant term for this project

A. Grant/ contract end date	B. Total grant amount	C. Of total grant amount, amount for admin	D. Total amount recaptured by HUD	F. Of total recaptured amount, amount for admin

17. Fill in each text box with information about the **second most recently completed** grant term for this project.

A. Grant/ contract end date	B. Total grant amount	C. Of total grant amount, amount for admin	D. Total amount recaptured by HUD	F. Of total recaptured amount, amount for admin

18. Fill in each text box with information about the **third most recently completed** grant term for this project

A. Grant/ contract end date	B. Total grant amount	C. Of total grant amount, amount for admin	D. Total amount recaptured by HUD	F. Of total recaptured amount, amount for admin

19. Please explain any contributing factors to this recapture history. (Up to 500 characters with spaces)

0 – <60% in most recent year
excluding admin

1 – 60-69% in most recent year
excluding admin

2 – 70-79% in most recent year
excluding admin

3- 80-89% in most recent year
excluding admin

4- 90-99% in most recent year
excluding admin

5-100% in most recent year excluding
admin

**FY2023 COC CONSOLIDATED APPLICATION
ATTACHMENT: PUBLIC POSTING — PROJECTS
REJECTED-REDUCED (1E-5)**

TABLE OF CONTENTS

Document Satisfying Requirement	Page Number
Cover Sheet	1
Notifications to Projects Rejected	2-5

No projects were reduced.



Alyssa Plesser <alyssa.plesser@multco.us>

Multnomah County CoC Local Application Determination: Guidance 2 Greatness

Alyssa Plesser <alyssa.plesser@multco.us>
To: g2g@guidance2greatness.org

Fri, Sep 8, 2023 at 1:26 PM

Dear Monique,

I am writing to inform you that the Multnomah County Joint Office of Homeless Services has completed its threshold reviews for applications to its Continuum of Care Notice of Funding Opportunity (CoC NOFO) local competition.

Unfortunately, your agency's application for **Guidance 2 Greatness** cannot proceed into this year's Review & Rank process. Details in the application, called into question its compliance with HUD's Housing First and Coordinated Access requirements. In addition, the application did not make clear the proposed project component type, and the budget suggests that the project is attempting to combine project types, which is unallowable. As a result, your project will not be included in the priority listing for this funding opportunity.

Although the community is unable to fund your proposal this year, your efforts to lodge an application are still greatly appreciated. Your work over these many weeks exemplify our community's tireless pursuit of every resource available to serve our neighbors in need.

The CoC NOFO occurs annually. We welcome the opportunity to strategize with you over the coming year to further hone another application for next year's NOFO, always announced sometime in the summer.

Thank you once more for your dedication to the community,

Alyssa

Alyssa Plesser, MA
[pronouns](#): she/her/hers
Continuum of Care Program Specialist Sr.
Joint Office of Homeless Services
Phone: (971) 421-9766

Note: My working hours may be different than yours. Please do not feel obligated to respond outside of your normal work schedule.



Alyssa Plesser <alyssa.plesser@multco.us>

Multnomah County CoC Local Application Determination: Do Good Multnomah

Alyssa Plesser <alyssa.plesser@multco.us>
To: Daniel Hovanas <dhovanas@dogoodmultnomah.org>

Fri, Sep 8, 2023 at 1:26 PM

Dear Daniel,

I am writing to inform you that the Multnomah County Joint Office of Homeless Services has completed its threshold reviews for applications to its Continuum of Care Notice of Funding Opportunity (CoC NOFO) local competition.

Unfortunately, your agency's application for **Do Good Multnomah** cannot proceed into this year's Review & Rank process. While new construction is allowable for transitional housing, CoC funds cannot be used to build shelter as is proposed in this model. HUD's transitional housing model requires participants be offered a lease, sublease, or occupancy agreement with a term of at least one month. In addition, while your proposal did refer to a variety of prospective partners and presently-owned premises, your application did not clearly specify its source of the requisite 25% match funds. As a result, your project will not be included in the priority listing for this funding opportunity.

Although the community is unable to fund your proposal this year, your efforts to lodge an application are still greatly appreciated. Your work over these many weeks exemplify our community's tireless pursuit of every resource available to serve our neighbors in need.

The CoC NOFO occurs annually. We welcome the opportunity to strategize with you over the coming year to further hone another application for next year's NOFO, always announced sometime in the summer.

Thank you once more for your dedication to the community,

Alyssa

Alyssa Plesser, MA
pronouns: she/her/hers
Continuum of Care Program Specialist Sr.
Joint Office of Homeless Services
Phone: (971) 421-9766

Note: My working hours may be different than yours. Please do not feel obligated to respond outside of your normal work schedule.



Alyssa Plessner <alyssa.plessner@multco.us>

Multnomah County CoC Local Application Determination: Us First

Alyssa Plessner <alyssa.plessner@multco.us>
To: mekia@usfirstpdx.org

Fri, Sep 8, 2023 at 1:26 PM

Dear Shamekia,

I am writing to inform you that the Multnomah County Joint Office of Homeless Services has completed its threshold reviews for applications to its Continuum of Care Notice of Funding Opportunity (CoC NOFO) local competition.

Unfortunately, your agency's application for **Us First** cannot proceed into this year's Review & Rank process. The application did not articulate a source of the requisite 25% match funds. In addition, not all of the proposed activities are eligible activities under HUD's CoC regulations. As a result, your project will not be included in the priority listing for this funding opportunity.

Although the community is unable to fund your proposal this year, your efforts to lodge an application are still greatly appreciated. Your work over these many weeks exemplify our community's tireless pursuit of every resource available to serve our neighbors in need.

The CoC NOFO occurs annually. We welcome the opportunity to strategize with you over the coming year to further hone another application for next year's NOFO, always announced sometime in the summer.

Thank you once more for your dedication to the community,

Alyssa

Alyssa Plessner, MA
pronouns: she/her/hers
Continuum of Care Program Specialist Sr.
Joint Office of Homeless Services
Phone: (971) 421-9766

Note: My working hours may be different than yours. Please do not feel obligated to respond outside of your normal work schedule.



Alyssa Plessner <alyssa.plessner@multco.us>

Multnomah County CoC Local Application Determination: Neighborhood House

Alyssa Plessner <alyssa.plessner@multco.us>

Fri, Sep 8, 2023 at 6:00 PM

To: Christine Sanders <csanders@nhpdx.org>, Chris Chiacchierini <cc@nhpdx.org>

Dear Christine,

I am writing to inform you that the Collaborative Application Committee (CAC) met on Thursday September 7th to review all new CoC Bonus project applications to its Continuum of Care Notice of Funding Opportunity (CoC NOFO) local competition.

Unfortunately, Neighborhood House's proposal was not accepted to proceed on the Rating and Ranking list for the HUD competition. The applications were extremely competitive this year and our community had more applications than our allotted funding amount determined by HUD. Based on the level of funding available and your pre-application, the CAC determined that your application was not competitive enough to be included in the Ranked list.

Although the community is unable to fund your proposal this year, your efforts to lodge an application are still greatly appreciated. Your work over these many weeks exemplify our community's tireless pursuit of every resource available to serve our neighbors in need.

As you know, the CoC NOFO occurs annually. We welcome the opportunity to strategize with you over the coming year to further hone another application for next year's NOFO, always announced sometime in the summer.

Thank you once more for your dedication to the community,

Alyssa

Alyssa Plessner, MA

pronouns: she/her/hers

Continuum of Care Program Specialist Sr.

Joint Office of Homeless Services

Phone: (971) 421-9766

Note: My working hours may be different than yours. Please do not feel obligated to respond outside of your normal work schedule.

FY2023 COC CONSOLIDATED APPLICATION ATTACHMENT: NOTIFICATION OF PROJECTS ACCEPTED (1E-5a)

TABLE OF CONTENTS

Document Satisfying Requirement	Page Number
Cover Sheet	1
9/8/2023 Email Notification with Final Ranked List	2-4
Summary of CoC Accepted Project Applications Posted September 8 th , 2023	5-7
2023 CoC Ranked Project Application List with details	8-9
9/8/2023 CoC Website Showing Final Priority Listing	10



Multnomah CoC Local Competition: Notification of Accepted Projects

Alyssa Plessner <alyssa.plessner@multco.us>

Fri, Sep 8, 2023 at 4:22 PM

Cc: Multnomah Nofo <multnomahnofo@homebaseccc.org>

Bcc: Bri Condon <bric@bradleyangle.org>, Jovanna Fierro <jovannaf@bradleyangle.org>, Richard Seymour <richards@bradleyangle.org>, Marisa McDowell <mmcdowell@capnw.org>, Preston Gardner <pgardner@capnw.org>, nturk@cascadeaids.org, yeng.xiong@cascadiabhc.org, Alison.Dunfee@cascadiabhc.org, Sarah Holland <Sarah.Holland@ccconcern.org>, Leslie Bigback <leslie.bigback@ccconcern.org>, Matt Hisel <matt.hisel@ccconcern.org>, Ryan Fisher <ryan.fisher@ccconcern.org>, "E.V. Armitage" <EV.Armitage@ccconcern.org>, Ian Slingerland <ian.Slingerland@homeforward.org>, Jennifer McMillan <jennifer.mcmillan@homeforward.org>, AMiller@humansolutions.org, CTetreault@humansolutions.org, jphillips@humansolutions.org, njason@humansolutions.org, Michael Magnes <MMagnes@ourjustfuture.org>, Ann Valdez <avaldez@ourjustfuture.org>, tmontgomery@humansolutions.org, Ellen Parker <EllenP@irco.org>, Jenny Bremner <jennyb@irco.org>, Jessica Saurman-Moore <jessicas@irco.org>, Marcy Trueb <marcyT@irco.org>, Marie Abijuru <mariea@irco.org>, Nicol Driscoll <nicold@irco.org>, Steven Adams <stevena@irco.org>, Angela Dimmick <angelad@irco.org>, Chloe Faison <cfaison@joinpdx.org>, jbrooks@joinpdx.org, Caitlin Campbell <caitlin.m.campbell@multco.us>, Kaytee Evans <kaytee.evans@multco.us>, Lori Kelley <lori.kelley@multco.us>, Daniel Field <daniel.field@multco.us>, Maria Alvarez-Lugo <maria.alvarez-lugo@multco.us>, Maria Lamb <maria.e.lamb@multco.us>, Amy Thompson <athompson@naranorthwest.org>, Martha Caballero <mcaballero@naranorthwest.org>, Jacqueline Mercer <jmercer@naranorthwest.org>, Linda McNamara <lmcnamara@nhpdx.org>, Chris Chiacchierini <cc@nhpdx.org>, manvari@nhpdx.org, Christine Sanders <csanders@nhpdx.org>, Kevin Tabor <ktabor@nhpdx.org>, Amber Pruitt <apruitt@newavenues.org>, Janet Harayama <jharayama@newavenues.org>, Alexis Nuckles <anuckles@newavenues.org>, Sean Suib <ssuib@newavenues.org>, Alexandria Sheets <asheets@newnarrativepdx.org>, Beth Cooke <bcooke@newnarrativepdx.org>, Julie Ibrahim <jibrahim@newnarrativepdx.org>, Rebecca Jones-Childs <rebecca@nwpilotproject.org>, Laura Golino de Lovato <laurag@nwpilotproject.org>, Anni Zieler <anniz@outsidein.org>, Kiku Johnson <kikuj@outsidein.org>, Janet Bardossi <janetb@outsidein.org>, courtneys@outsidein.org, Rey Lugo <reyl@outsidein.org>, Justin Moshkowski <Justin.Moshkowski@usw.salvationarmy.org>, Sierra Hebert <Sierra.Hebert@usw.salvationarmy.org>, Tanisha Green <tanishag@selfenhancement.org>, Ellon Manly <ellonm@selfenhancement.org>, Sahaan McKelvey <sahaanm@selfenhancement.org>, tbernal@tprojects.org, Olivia Asato <olivia.asato@tprojects.org>, miro@tprojects.org, joy@tprojects.org, Denetta Monk <dmonk@ulpdx.org>, Julia Delgado <JDelgado@ulpdx.org>, Katrina Holland <kholland@ulpdx.org>, Leor Beverly <lbeverly@ulpdx.org>, Kelly Irish <kirish@ulpdx.org>, Lonnie Silva <lsilva@ulpdx.org>, Brooke <brookeg@ywcapdx.org>, Whitney Myers <whitnym@ywcapdx.org>, Heather Hoell <heatherh@ywcapdx.org>, Rebecca Nickels <rebeccan@ywcapdx.org>

Hello 2023 CoC Project Applicants,

As you know the CoC Advisory Board authorized its Collaborative Application Committee (CAC) to oversee the 2023 CoC rating and ranking process with support from Joint Office Staff. This process included:

- Completing the rating and ranking of existing renewal projects using the board-approved criteria, responsive to HUD's instructions in the 2023 CoC NOFO
- Selecting proposals for \$2,111,717 in new bonus funding and \$834,278 in new DV bonus funding
- Finalizing the 2023 CoC ranked project list, including both renewal and new project applications

The CAC used the criteria and process described in the [2023 Renewal Project Rating & Ranking Process and Criteria](#) and the [2023 Solicitation for New or Expanded Permanent Housing Projects](#) to conduct this work.

The CAC met on Thursday, September 7, 2023 to finalize the results. The outcomes include:

1. **Bonus Project Selection:** We received three pre-applications for bonus or reallocated funding that passed threshold review and two pre-applications for DV

bonus funding. The CAC selected two bonus projects and two DV bonus projects for inclusion in our 2023 CoC application. The selected proposals included a \$1,356,916 Permanent Supportive Housing project expansion project led by Home Forward, a \$754,800 DV expansion led by Multnomah County, a \$79,477 DV expansion led by YWCA, and a \$754,800 new Rapid Rehousing project led by Greater Good NW.

2. Reallocation Process: Reallocation is a process that CoCs use to shift funds in whole or part from existing eligible renewal projects to create one or more new projects without decreasing the CoC's Annual Renewal Demand (the amount of renewal funding we are eligible to apply for in a given year), using the [2023 reallocation process](#). The CAC did not reallocate any funds this year. Projects who have been identified as meeting criteria for reallocation in 2024 will receive a separate email in October to begin working on their improvement plan.

3. Rating and Ranking: The results of the rating and ranking process are summarized in the attached document. We will send an email to each renewal project grantee in November or December with a breakdown of their projects' final scores and an analysis of those scores compared to the average scores of the top 5 ranked projects. We hope that this analysis will support projects in considering strategic changes to improve their scores in future years.

4. Tier 1/Tier 2 Placement: Similar to previous years, each renewal project's rank number was a determining factor in its Tier 1/Tier 2 placement. HUD is highly likely to fund all Tier 1 projects nationally. The Tier 1's dollar amount is based on 93% of our CoC's Annual Renewal Demand. Tier 2 projects will be competitively scored and selected by HUD based on its criteria described in Section II.B.11 of the 2023 CoC NOFO. These criteria include: up to 50 points based on the CoC Collaborative Application, up to 40 points based on the project's local ranking, and 10 points for if the project is Housing First. Historically, our CoC has scored well in the national competition and we expect this trend to continue.

a. Nine projects will be placed in Tier 2. The 2023 Ranked Project Application is attached. This list includes all project applications that have been accepted and will be forwarded to HUD to apply for CoC Program funds.

All 2023 CoC documents, including those attached to this email are available on the Joint Office website at: <https://johs.us/continuum-of-care/competition-resources/>.

If you have questions about the process or next steps, please feel free to reach out. Thank you for all of your hard work throughout this CoC Program Competition process!

All the best,

Alyssa Plessner, MA

[pronouns](#): she/her/hers

Continuum of Care Program Specialist Sr.

Joint Office of Homeless Services

Phone: (971) 421-9766

Note: My working hours may be different than yours. Please do not feel obligated to respond outside of your normal work schedule.

2 attachments



Multnomah 2023 CoC Ranked Project Application List.pdf
170K



2023 Summary of Accepted Projects.pdf
160K

**OR-501 Portland/Gresham/Multnomah County Continuum of Care
Summary of 2023 CoC Accepted Project Applications**
Date Posted: September 8, 2023

Based on the criteria published in the [2023 CoC Reallocation Process](#), [2023 Renewal Project Rating & Ranking Process & Criteria](#), and [2023 Permanent Housing Bonus and Reallocation Project Solicitation](#), the following Project Applications have been accepted and will be forwarded to the U.S. Department of Housing and Urban Development (HUD) to apply for CoC Program funds under the [2023 CoC Program Notice of Funding Opportunity \(NOFO\)](#). All project applications are for a one-year grant term. As the designated Collaborative Applicant, Multnomah County's Joint Office of Homeless Services will submit the full CoC Consolidated Application (including all accepted projects) on or before the NOFO deadline of September 28, 2022. Final award of funds is subject to HUD's approval as described in the NOFO. For questions, please contact Alyssa Plessner at the Joint Office of Homeless Services at (971) 421-9766 or alyssa.plessner@multco.us.

Accepted Renewal Project Applications

Applicant Name	Project Name	2023 Total Accepted Project Application Budget Amount
Bradley Angle	Andrea Lee/Healing Roots	\$418,856
Cascade AIDS Project	Housing Integration	\$591,479
Cascadia Behavioral	Special Needs Services	\$127,974
Cascadia Behavioral	Royal Palm 2	\$1,389,631
Central City Concern	Sunrise Place	\$106,767
Central City Concern	HOPE	\$3,198,953
Central City Concern	Madrona Studios	\$338,125
Central City Concern	Alcohol and Drug Free Housing/8x8	\$163,661
County of Multnomah	HMIS	\$245,666
County of Multnomah	Domestic Violence Supportive Housing	\$1,418,857
County of Multnomah	Homesafe Horizons Consolidated	\$793,160
County of Multnomah	Domestic Violence Coordinated Access Coordinator	\$78,000
County of Multnomah	A Home for Everyone Coordinated Access	\$68,898
Home Forward	Shelter Plus Care Consolidation	\$7,037,001
IRCO	Housing Services for Survivors	\$428,835
JOIN	NOWHome	\$317,452
Luke-Dorf, Inc./New Narrative	Clifford Apartments	\$259,504
Native American Rehabilitation Association of the Northwest (NARA NW)	NARA/NAYA Holistic and Supportive Housing Collaborative	\$761,860
Neighborhood House	19 th Avenue Apartments	\$467,802
New Avenues for Youth	Roads to Housing	\$131,219
Northwest Pilot Project, Inc.	Pathways Rent Assistance	\$270,435
Our Just Future	Moving to Permanent Housing	\$454,866

Our Just Future	Safe Home Partnership	\$589,561
Our Just Future	Safe Home	\$174,439
Our Just Future	Family Futures	\$2,298,497
Outside In	Old Town Collaboration	\$610,737
Salvation Army	The Women's Housing Collaborative	\$674,363
Self Enhancement, Inc.	Project Haven: Rapid Rehousing	\$2,329,124
Transition Projects, Inc.	Horizons	\$218,161
Transition Projects, Inc.	Winter Housing: Targeted Permanent Supportive Housing for Women's Winter Shelter Residents	\$373,995
Transition Projects, Inc.	Women's Housing Program	\$393,650
Transition Projects, Inc.	OTIS Project	\$536,286
Transition Projects, Inc.	Collaboration	\$541,667
Transition Projects, Inc.	Spectrum Housing Relief: PSH	\$338,404
Urban League of Portland	Project Haven: Permanent Supportive Housing	\$1,184,621
YWCA	YWCA Transitional and Rapid Re-Housing Program	\$834,884
Total Renewal Project Amount		\$30,167,390.00

Accepted Domestic Violence (DV) Bonus Project Applications

Applicant Name	Project Name	2022 Total Accepted Project Application Budget Amount
County of Multnomah	DV Supportive Housing Expansion (DV Bonus)	\$754,800.38
YWCA of Greater Portland	Transitional and Rapid Re-Housing Program Expansion (DV Bonus)	\$79,477.60
Total DV Bonus Project Amount		\$834,278.00

Accepted CoC Bonus Project Applications

Applicant Name	Project Name	2022 Total Accepted Project Application Budget Amount
Home Forward	Shelter Plus Care Amalgamated Expansion (CoC Bonus)	\$1,356,916.62
Greater Good Northwest	Rental Assistance (CoC Bonus)	\$754,800.38
Total CoC Bonus Project Amount		\$2,111,717.00

Accepted CoC Planning Project Applications

Applicant Name	Project Name	2022 Total Accepted Project Application Budget Amount
County of Multnomah	OR-501 CoC Planning Application FY2022	\$1,500,000
Total CoC Planning Project Amount		\$1,500,000

OR-501 Portland/Gresham/Multnomah County Continuum of Care (CoC)

2023 CoC Ranked Project Application List

Date posted: September 7, 2023

	Applicant Name	Project Name	Project Type	Total 2023 Application Budget	Total Score[1]	Final Rank
Tier 1	Our Just Future (formerly Human Solutions, Inc.)	Safe Home	PSH	\$ 174,439.00	90.42%	1
	Our Just Future (formerly Human Solutions, Inc.)	Moving to Permanent Housing	PSH	\$ 454,866.00	89.58%	2
	Cascadia Behavioral Healthcare	Special Needs Services	PSH	\$ 127,974.00	88.96%	3
	Our Just Future (formerly Human Solutions, Inc.)	Safe Home Partnership	PSH	\$ 589,561.00	88.89%	4
	Home Forward	Shelter Plus Care Amalgamated	PSH	\$ 7,037,001.00	88.19%	5
	Bradley Angle	Andrea Lee/Healing Roots Consolidation	RRH	\$ 418,856.00	86.39%	6
	Cascadia Behavioral Healthcare	Royal Palm 2 PSH Consolidated	PSH	\$ 1,389,631.00	82.29%	7
	Cascade AIDS Project	HIHO (Housing Integration for Healthier Outcomes)	PSH	\$ 591,479.00	81.88%	8
	Central City Concern	Sunrise Place	TH	\$ 106,767.00	81.32%	9
	Transition Projects, Inc.	Collaboration	PSH	\$ 541,667.00	81.25%	10
	Our Just Future (formerly Human Solutions, Inc.)	Family Futures	RRH	\$ 2,298,497.00	80.61%	11
	Central City Concern	Madrona McKinney	PSH	\$ 338,125.00	79.44%	12
	New Narrative	Clifford Apartments	PSH	\$ 259,504.00	79.03%	13
	Urban League	Project Haven	PSH	\$ 1,184,621.00	77.15%	14
	Self Enhancement, Inc.	Project HAVEN: RRH	RRH	\$ 2,329,124.00	76.88%	15
	County of Multnomah	Domestic Violence Coordinated Entry	SSO-CE	\$ 78,000.00	76.53% [2]	16
	County of Multnomah	A Home for Everyone Coordinated Access	SSO-CE	\$ 68,898.00	76.53% [2]	17
	County of Multnomah	HMIS	HMIS	\$ 245,666.00	76.53% [2]	18
	IRCO	Housing Services for Survivors (DV)	RRH	\$ 428,835.00	76.53% [2]	19
	YWCA of Greater Portland	Transitional and Rapid Re-Housing	TH-	\$ 834,884.00	76.53% [2]	20
	NARA / NAYA	Holistic and Supportive Housing Collaborative	PSH	\$ 761,860.00	76.53% [2]	21
	Salvation Army	The Women's Housing Collaborative Consolidation	PSH	\$ 674,363.00	76.53% [2]	22
	Northwest Pilot Project	Pathways	RRH	\$ 270,435.00	76.39%	23
	Central City Concern	Hope	PSH	\$ 3,198,953.00	76.32%	24
	Transition Projects, Inc.	Winter Housing Targeted PSH	PSH	\$ 373,995.00	76.11%	25
	Transition Projects, Inc.	Horizons	RRH	\$ 218,161.00	76.04%	26
	Outside In	Old Town Collaborative	PSH	\$ 610,737.00	75.64%	27
	JOIN	NowHome	PSH	\$ 317,452.00	75.42%	28
	New Avenues for Youth	Roads to housing	PSH	\$ 131,219.00	74.44%	29

2022 CoC Ranked Project Application List (09/07/2023) – Page 2 of 2

	Applicant Name	Project Name	Project Type	Total 2023 Application Budget	Total Score ^[1]	Final Rank
	County of Multnomah	DV Supportive Housing Combined	RRH	\$ 1,418,857.00	74.44%	30
	Transition Projects, Inc.	OTIS	PSH	\$ 536,286.00	71.67%	31
	Central City Concern	Alcohol and Drug Free Housing (8x8)	TH	\$ 44,960.00	68.13%	32
	TOTAL, TIER 1			\$28,055,673		
Tier 2	Central City Concern	Alcohol and Drug Free Housing (8x8)	TH	\$ 118,701.00	68.13%	32
	Transition Projects, Inc.	Spectrum Housing Project	PSH	\$ 338,404.00	65.00%	33
	Transition Projects, Inc.	Women's Housing Program	RRH	\$ 393,650.00	64.17%	34
	County of Multnomah	Horizons Homesafe Consolidated Grant	RRH	\$ 793,160.00	60.42%	35
	County of Multnomah	DV Supportive Housing Expansion (DV Bonus)	RRH (Exp)	\$ 754,800.38	94.51%	36
	Home Forward	Shelter Plus Care Amalgamated Expansion (CoC Bonus)	PSH (Exp)	\$ 1,356,916.62	90.83%	37
	YWCA of Greater Portland	Transitional and Rapid Re-Housing Program Expansion (DV Bonus)	TH-RRH	\$ 79,477.60	76.57%	38
	Neighborhood House	19 th Ave. Housing Complex	RRH	\$ 467,802.00	45.69%	39
	Greater Good Northwest	Rental Assistance (CoC Bonus)	RRH (New)	\$ 754,800.38	68.42%	40
	TOTAL, TIER 2			\$5,057,711.98 [3]		

[1] This column reflects the percent of possible points earned by the project. Most projects were scored out of 100 possible points and victim service provider projects were scored out of 106 possible points. See the [2023 Renewal Project Rating and Ranking Process and Criteria](#), available on the Continuum of Care website, for details.

[2] The Collaborative Application Committee elected to assign the median score to the following projects: new projects with insufficient data to score against the 2023 Rating and Ranking Criteria, projects within the first three years of implementation led by organizations that are first-time direct CoC grantees, new projects funded through reallocation, coordinated access projects, and the HMIS renewal project application.

[3] The Tier 2 amount exceeds the amount of our available CoC Bonus. If DV Bonus projects are awarded, they are pulled from this ranked list; lower projects' positions are raised.

How to | Provide | External | Protocols | How to | Draft | Preferences | Kick Off | Community | Community | How to | The Neighborhood | Chapter | How to | Address | Co | X | How to | + | Search | Star | Settings | Extensions | 8 |

live-jobs.panthreon.site/continuum-of-care/competition-resources/

Joint Office of Homeless Services

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CONTINUUM OF CARE

Competition Resources

The 2023 HUD Continuum of Care NOFO is now open!

On July 5, 2023 The U.S. Department of Housing and Urban Development (HUD) released a Notice of Funding Opportunity (NOFO) for the 2023 Continuum of Care (CoC) Program Competition. The Joint Office of Homeless Services will be submitting our Communities Collaborative Application to HUD by September 28, 2023. View the full [2023 Multnomah NOFO timeline here](#).

All new and expanded project applications were due to the Joint Office of Homeless Services on **August 13, 2023**. If you have questions or need any of these materials translated into another language, please contact Alyssa Plessner (alysa.plessner@multicous).

2023 CoC Accepted Project Applications & Ranked Project Applications

The Collaborative Application Committee met on Thursday, September 8, 2023 to select project proposals to put forward to HUD under the CoC Bonus and DV Bonus process, and to finalize the ranked project list. The Committee used the criteria and process described in the [2023 Renewal Project Rating and Ranking Process and Criteria](#) and the [2023 Solicitation to Apply for New or Expanded Permanent Housing Projects](#).

2023 Accepted Project Applications

2023 Ranked CoC Project Application List

General Competition Resources

4:15:16 PM

Friday, September 8, 2023

September 2023

Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
1	2	3	4	5	6	7

75°F Sunny 4:15 PM Set up agenda

OR-501 - Portland, Gresham/Multnomah County CoC

10

FY2023 COC CONSOLIDATED APPLICATION ATTACHMENT: FINAL PROJECT SCORES FOR ALL PROJECTS (1E-5b)

TABLE OF CONTENTS

Document Satisfying Requirement	Page Number
Cover Sheet	1
2023 Local Competition Selection Results	2-4
2023 CoC Ranked Project Application List	5-6
Screenshot of CoC Website showing the link to the final ranked project application list	7

**OR-501 Portland/Gresham/Multnomah County Continuum of Care
Summary of 2023 CoC Accepted Project Applications**
Date Posted: September 8, 2023

Based on the criteria published in the [2023 CoC Reallocation Process](#), [2023 Renewal Project Rating & Ranking Process & Criteria](#), and [2023 Permanent Housing Bonus and Reallocation Project Solicitation](#), the following Project Applications have been accepted and will be forwarded to the U.S. Department of Housing and Urban Development (HUD) to apply for CoC Program funds under the [2023 CoC Program Notice of Funding Opportunity \(NOFO\)](#). All project applications are for a one-year grant term. As the designated Collaborative Applicant, Multnomah County's Joint Office of Homeless Services will submit the full CoC Consolidated Application (including all accepted projects) on or before the NOFO deadline of September 28, 2022. Final award of funds is subject to HUD's approval as described in the NOFO. For questions, please contact Alyssa Plesser at the Joint Office of Homeless Services at (971) 421-9766 or alyssa.plesser@multco.us.

Accepted Renewal Project Applications

Applicant Name	Project Name	2023 Total Accepted Project Application Budget Amount
Bradley Angle	Andrea Lee/Healing Roots	\$418,856
Cascade AIDS Project	Housing Integration	\$591,479
Cascadia Behavioral	Special Needs Services	\$127,974
Cascadia Behavioral	Royal Palm 2	\$1,389,631
Central City Concern	Sunrise Place	\$106,767
Central City Concern	HOPE	\$3,198,953
Central City Concern	Madrona Studios	\$338,125
Central City Concern	Alcohol and Drug Free Housing/8x8	\$163,661
County of Multnomah	HMIS	\$245,666
County of Multnomah	Domestic Violence Supportive Housing	\$1,418,857
County of Multnomah	Homesafe Horizons Consolidated	\$793,160
County of Multnomah	Domestic Violence Coordinated Access Coordinator	\$78,000
County of Multnomah	A Home for Everyone Coordinated Access	\$68,898
Home Forward	Shelter Plus Care Consolidation	\$7,037,001
IRCO	Housing Services for Survivors	\$428,835
JOIN	NOWHome	\$317,452
Luke-Dorf, Inc./New Narrative	Clifford Apartments	\$259,504
Native American Rehabilitation Association of the Northwest (NARA NW)	NARA/NAYA Holistic and Supportive Housing Collaborative	\$761,860
Neighborhood House	19 th Avenue Apartments	\$467,802
New Avenues for Youth	Roads to Housing	\$131,219
Northwest Pilot Project, Inc.	Pathways Rent Assistance	\$270,435
Our Just Future	Moving to Permanent Housing	\$454,866

Our Just Future	Safe Home Partnership	\$589,561
Our Just Future	Safe Home	\$174,439
Our Just Future	Family Futures	\$2,298,497
Outside In	Old Town Collaboration	\$610,737
Salvation Army	The Women's Housing Collaborative	\$674,363
Self Enhancement, Inc.	Project Haven: Rapid Rehousing	\$2,329,124
Transition Projects, Inc.	Horizons	\$218,161
Transition Projects, Inc.	Winter Housing: Targeted Permanent Supportive Housing for Women's Winter Shelter Residents	\$373,995
Transition Projects, Inc.	Women's Housing Program	\$393,650
Transition Projects, Inc.	OTIS Project	\$536,286
Transition Projects, Inc.	Collaboration	\$541,667
Transition Projects, Inc.	Spectrum Housing Relief: PSH	\$338,404
Urban League of Portland	Project Haven: Permanent Supportive Housing	\$1,184,621
YWCA	YWCA Transitional and Rapid Re-Housing Program	\$834,884
Total Renewal Project Amount		\$30,167,390.00

Accepted Domestic Violence (DV) Bonus Project Applications

Applicant Name	Project Name	2022 Total Accepted Project Application Budget Amount
County of Multnomah	DV Supportive Housing Expansion (DV Bonus)	\$754,800.38
YWCA of Greater Portland	Transitional and Rapid Re-Housing Program Expansion (DV Bonus)	\$79,477.60
Total DV Bonus Project Amount		\$834,278.00

Accepted CoC Bonus Project Applications

Applicant Name	Project Name	2022 Total Accepted Project Application Budget Amount
Home Forward	Shelter Plus Care Amalgamated Expansion (CoC Bonus)	\$1,356,916.62
Greater Good Northwest	Rental Assistance (CoC Bonus)	\$754,800.38
Total CoC Bonus Project Amount		\$2,111,717.00

Accepted CoC Planning Project Applications

Applicant Name	Project Name	2022 Total Accepted Project Application Budget Amount
County of Multnomah	OR-501 CoC Planning Application FY2022	\$1,500,000
Total CoC Planning Project Amount		\$1,500,000

OR-501 Portland/Gresham/Multnomah County Continuum of Care (CoC)

2023 CoC Ranked Project Application List

Date posted: September 7, 2023

	Applicant Name	Project Name	Project Type	Total 2023 Application Budget	Total Score[1]	Final Rank
Tier 1	Our Just Future (formerly Human Solutions, Inc.)	Safe Home	PSH	\$ 174,439.00	90.42%	1
	Our Just Future (formerly Human Solutions, Inc.)	Moving to Permanent Housing	PSH	\$ 454,866.00	89.58%	2
	Cascadia Behavioral Healthcare	Special Needs Services	PSH	\$ 127,974.00	88.96%	3
	Our Just Future (formerly Human Solutions, Inc.)	Safe Home Partnership	PSH	\$ 589,561.00	88.89%	4
	Home Forward	Shelter Plus Care Amalgamated	PSH	\$ 7,037,001.00	88.19%	5
	Bradley Angle	Andrea Lee/Healing Roots Consolidation	RRH	\$ 418,856.00	86.39%	6
	Cascadia Behavioral Healthcare	Royal Palm 2 PSH Consolidated	PSH	\$ 1,389,631.00	82.29%	7
	Cascade AIDS Project	HIHO (Housing Integration for Healthier Outcomes)	PSH	\$ 591,479.00	81.88%	8
	Central City Concern	Sunrise Place	TH	\$ 106,767.00	81.32%	9
	Transition Projects, Inc.	Collaboration	PSH	\$ 541,667.00	81.25%	10
	Our Just Future (formerly Human Solutions, Inc.)	Family Futures	RRH	\$ 2,298,497.00	80.61%	11
	Central City Concern	Madrona McKinney	PSH	\$ 338,125.00	79.44%	12
	New Narrative	Clifford Apartments	PSH	\$ 259,504.00	79.03%	13
	Urban League	Project Haven	PSH	\$ 1,184,621.00	77.15%	14
	Self Enhancement, Inc.	Project HAVEN: RRH	RRH	\$ 2,329,124.00	76.88%	15
	County of Multnomah	Domestic Violence Coordinated Entry	SSO-CE	\$ 78,000.00	76.53% [2]	16
	County of Multnomah	A Home for Everyone Coordinated Access	SSO-CE	\$ 68,898.00	76.53% [2]	17
	County of Multnomah	HMIS	HMIS	\$ 245,666.00	76.53% [2]	18
	IRCO	Housing Services for Survivors (DV)	RRH	\$ 428,835.00	76.53% [2]	19
	YWCA of Greater Portland	Transitional and Rapid Re-Housing	TH-	\$ 834,884.00	76.53% [2]	20
	NARA / NAYA	Holistic and Supportive Housing Collaborative	PSH	\$ 761,860.00	76.53% [2]	21
	Salvation Army	The Women's Housing Collaborative Consolidation	PSH	\$ 674,363.00	76.53% [2]	22
	Northwest Pilot Project	Pathways	RRH	\$ 270,435.00	76.39%	23
	Central City Concern	Hope	PSH	\$ 3,198,953.00	76.32%	24
	Transition Projects, Inc.	Winter Housing Targeted PSH	PSH	\$ 373,995.00	76.11%	25
	Transition Projects, Inc.	Horizons	RRH	\$ 218,161.00	76.04%	26
	Outside In	Old Town Collaborative	PSH	\$ 610,737.00	75.64%	27
	JOIN	NowHome	PSH	\$ 317,452.00	75.42%	28
	New Avenues for Youth	Roads to housing	PSH	\$ 131,219.00	74.44%	29

2022 CoC Ranked Project Application List (09/07/2023) – Page 2 of 2

	Applicant Name	Project Name	Project Type	Total 2023 Application Budget	Total Score ^[1]	Final Rank
	County of Multnomah	DV Supportive Housing Combined	RRH	\$ 1,418,857.00	74.44%	30
	Transition Projects, Inc.	OTIS	PSH	\$ 536,286.00	71.67%	31
	Central City Concern	Alcohol and Drug Free Housing (8x8)	TH	\$ 44,960.00	68.13%	32
	TOTAL, TIER 1			\$28,055,673		
Tier 2	Central City Concern	Alcohol and Drug Free Housing (8x8)	TH	\$ 118,701.00	68.13%	32
	Transition Projects, Inc.	Spectrum Housing Project	PSH	\$ 338,404.00	65.00%	33
	Transition Projects, Inc.	Women's Housing Program	RRH	\$ 393,650.00	64.17%	34
	County of Multnomah	Horizons Homesafe Consolidated Grant	RRH	\$ 793,160.00	60.42%	35
	County of Multnomah	DV Supportive Housing Expansion (DV Bonus)	RRH (Exp)	\$ 754,800.38	94.51%	36
	Home Forward	Shelter Plus Care Amalgamated Expansion (CoC Bonus)	PSH (Exp)	\$ 1,356,916.62	90.83%	37
	YWCA of Greater Portland	Transitional and Rapid Re-Housing Program Expansion (DV Bonus)	TH-RRH	\$ 79,477.60	76.57%	38
	Neighborhood House	19 th Ave. Housing Complex	RRH	\$ 467,802.00	45.69%	39
	Greater Good Northwest	Rental Assistance (CoC Bonus)	RRH (New)	\$ 754,800.38	68.42%	40
	TOTAL, TIER 2			\$5,057,711.98 [3]		

[1] This column reflects the percent of possible points earned by the project. Most projects were scored out of 100 possible points and victim service provider projects were scored out of 106 possible points. See the [2023 Renewal Project Rating and Ranking Process and Criteria](#), available on the Continuum of Care website, for details.

[2] The Collaborative Application Committee elected to assign the median score to the following projects: new projects with insufficient data to score against the 2023 Rating and Ranking Criteria, projects within the first three years of implementation led by organizations that are first-time direct CoC grantees, new projects funded through reallocation, coordinated access projects, and the HMIS renewal project application.

[3] The Tier 2 amount exceeds the amount of our available CoC Bonus. If DV Bonus projects are awarded, they are pulled from this ranked list; lower projects' positions are raised.

How to | Provide | External | Protocols | How to | Draft | Preferences | Kick Off | Committees | Committees | How to | The Network | Chapters | How to | Advisors | CoC | How to | + | Search | 8 |

live-jobs.panthreon.site/continuum-of-care/competition-resources/

Joint Office of Homeless Services

Homelessness | What we do | About us | News | Data |

Continuum of Care

Competition Resources

The 2023 HUD Continuum of Care NOFO is now open!

On July 5, 2023 The U.S. Department of Housing and Urban Development (HUD) released a Notice of Funding Opportunity (NOFO) for the 2023 Continuum of Care (CoC) Program Competition. The Joint Office of Homeless Services will be submitting our Communities Collaborative Application to HUD by September 28, 2023. View the full [2023 Multnomah NOFO timeline here](#).

All new and expanded project applications were due to the Joint Office of Homeless Services on **August 13, 2023**. If you have questions or need any of these materials translated into another language, please contact Alyssa Plessner (alysa.plessner@multicous).

2023 CoC Accepted Project Applications & Ranked Project Applications

The Collaborative Application Committee met on Thursday, September 8, 2023 to select project proposals to put forward to HUD under the CoC Bonus and DV Bonus process, and to finalize the ranked project list. The Committee used the criteria and process described in the [2023 Renewal Project Rating and Ranking Process and Criteria](#) and the [2023 Solicitation to Apply for New or Expanded Permanent Housing Projects](#).

2023 Accepted Project Applications

2023 Ranked CoC Project Application List

[General Competition Resources](#)

4:15:16 PM
Friday, September 8, 2023

September 2023

Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
1	2	3	4	5	6	7

Set up agenda

OR-501 - Portland, Gresham/Multnomah County CoC

7

FY2023 COC CONSOLIDATED APPLICATION ATTACHMENT: FY 2023 HDX COMPETITION REPORT (2A-6)

TABLE OF CONTENTS

Document Satisfying Requirement	Page Number
Cover Sheet	1
FY 2023 HDX Competition Report	2-19

2023 HDX Competition Report

PIT Count Data for OR-501 - Portland, Gresham/Multnomah County CoC

Total Population PIT Count Data

	2020 PIT	2021 PIT *	2022 PIT	2023 PIT
Total Sheltered and Unsheltered Count	525	394	688	6297
Emergency Shelter Total	300	169	192	1821
Safe Haven Total	0	0	0	0
Transitional Housing Total	83	83	62	532
Total Sheltered Count	383	252	254	2353
Total Unsheltered Count	142	142	434	3944

Chronically Homeless PIT Counts

	2020 PIT	2021 PIT *	2022 PIT	2023 PIT
Total Sheltered and Unsheltered Count of Chronically Homeless Persons	1837	1845	3120	2610
Sheltered Count of Chronically Homeless Persons	483	491	1,007	845
Unsheltered Count of Chronically Homeless Persons	1,354	1,354	2,113	1765

2023 HDX Competition Report

PIT Count Data for OR-501 - Portland, Gresham/Multnomah County CoC

Homeless Households with Children PIT Counts

	2020 PIT	2021 PIT *	2022 PIT	2023 PIT
Total Sheltered and Unsheltered Count of the Number of Homeless Households with Children	123	75	221	414
Sheltered Count of Homeless Households with Children	117	69	75	100
Unsheltered Count of Homeless Households with Children	6	6	146	314

Homeless Veteran PIT Counts

	2011 PIT	2020 PIT	2021 PIT *	2022 PIT	2023 PIT
Total Sheltered and Unsheltered Count of the Number of Homeless Veterans	457	492	446	470	454
Sheltered Count of Homeless Veterans	239	262	216	266	226
Unsheltered Count of Homeless Veterans	218	230	230	204	228

*For CoCs that did not conduct an unsheltered count in 2021, 2020 data were used.

2023 HDX Competition Report

HIC Data for OR-501 - Portland, Gresham/Multnomah County CoC

HMIS Bed Coverage Rates

Project Type	Total Year-Round, Current Beds	Total Current, Year-Round, HMIS Beds	Total Year-Round, Current, Non-VSP Beds*	HMIS Bed Coverage Rate for Year-Round Beds	Total Year-Round, Current VSP Beds in an HMIS Comparable Database	Total Year-Round, Current, VSP Beds**	HMIS Comparable Bed Coverage Rate for VSP Beds	Total Current, Year-Round, HMIS Beds and VSP Beds in an HMIS Comparable Database	HMIS and Comparable Database Coverage Rate
ES Beds	1,830	1,633	1,751	93.26%	49	79	62.03%	1,682	91.91%
SH Beds	0	0	0	NA	0	0	NA	0	NA
TH Beds	818	648	801	80.90%	0	17	0.00%	648	79.22%
RRH Beds	3,655	3,285	3,329	98.68%	257	326	78.83%	3,542	96.91%
PSH Beds	5,560	4,917	5,480	89.73%	0	80	0.00%	4,917	88.44%
OPH Beds	146	134	146	91.78%	0	0	NA	134	91.78%
Total Beds	12,009	10,617	11,507	92.27%	306	502	60.96%	10,923	90.96%

2023 HDX Competition Report

HIC Data for OR-501 - Portland, Gresham/Multnomah County CoC

7/5/2023 9:04:21 PM

4

2023 HDX Competition Report

HIC Data for OR-501 - Portland, Gresham/Multnomah County CoC

Notes

*For OPH Beds, this does NOT include any beds that are Current, Non-VSP, Non-HMIS, and EHV-funded.

**For OPH Beds, this does NOT include any beds that are Current, VSP, Non-HMIS, and EHV-funded.

In the HIC, "Year-Round Beds" is the sum of "Beds HH w/o Children", "Beds HH w/ Children", and "Beds HH w/ only Children". This does not include Overflow ("O/V Beds") or Seasonal Beds ("Total Seasonal Beds").

In the HIC, Current beds are beds with an "Inventory Type" of "C" and not beds that are Under Development ("Inventory Type" of "U").

PSH Beds Dedicated to Persons Experiencing Chronic Homelessness

Chronically Homeless Bed Counts	2020 HIC	2021 HIC	2022 HIC	2023 HIC
Number of CoC Program and non-CoC Program funded PSH beds dedicated for use by chronically homeless persons identified on the HIC	2181	2202	2185	1342

Rapid Rehousing (RRH) Units Dedicated to Persons in Household with Children

Households with Children	2020 HIC	2021 HIC	2022 HIC	2023 HIC
RRH units available to serve families on the HIC	550	590	633	706

Rapid Rehousing Beds Dedicated to All Persons

All Household Types	2020 HIC	2021 HIC	2022 HIC	2023 HIC
RRH beds available to serve all populations on the HIC	2291	2454	2596	3655

7/5/2023 9:04:21 PM

5

2023 HDX Competition Report

HIC Data for OR-501 - Portland, Gresham/Multnomah County CoC

7/5/2023 9:04:21 PM

6

2023 HDX Competition Report

FY2022 - Performance Measurement Module (Sys PM)

Summary Report for OR-501 - Portland, Gresham/Multnomah County CoC

Measure 1: Length of Time Persons Remain Homeless

This measures the number of clients active in the report date range across ES, SH (Metric 1.1) and then ES, SH and TH (Metric 1.2) along with their average and median length of time homeless. This includes time homeless during the report date range as well as prior to the report start date, going back no further than October, 1, 2012.

Metric 1.1: Change in the average and median length of time persons are homeless in ES and SH projects.

Metric 1.2: Change in the average and median length of time persons are homeless in ES, SH, and TH projects.

a. This measure is of the client's entry, exit, and bed night dates strictly as entered in the HMIS system.

	Universe (Persons)		Average LOT Homeless (bed nights)			Median LOT Homeless (bed nights)		
	Submitted FY 2021	FY 2022	Submitted FY 2021	FY 2022	Difference	Submitted FY 2021	FY 2022	Difference
1.1 Persons in ES and SH	4762	5598	95	124	29	50	62	12
1.2 Persons in ES, SH, and TH	6030	6618	154	153	-1	77	85	8

b. Due to changes in DS Element 3.17, metrics for measure (b) will not be reported in 2016.

This measure includes data from each client's "Length of Time on Street, in an Emergency Shelter, or Safe Haven" (Data Standards element 3.17) response and prepends this answer to the client's entry date effectively extending the client's entry date backward in time. This "adjusted entry date" is then used in the calculations just as if it were the client's actual entry date.

NOTE: Due to the data collection period for this year's submission, the calculations for this metric are based on the data element 3.17 that was active in HMIS from 10/1/2015 to 9/30/2016. This measure and the calculation in the SPM specifications will be updated to reflect data element 3.917 in time for next year's submission.

2023 HDX Competition Report

FY2022 - Performance Measurement Module (Sys PM)

	Universe (Persons)		Average LOT Homeless (bed nights)			Median LOT Homeless (bed nights)		
	Submitted FY 2021	FY 2022	Submitted FY 2021	FY 2022	Difference	Submitted FY 2021	FY 2022	Difference
1.1 Persons in ES, SH, and PH (prior to "housing move in")	6422	7300	976	1109	133	426	478	52
1.2 Persons in ES, SH, TH, and PH (prior to "housing move in")	10459	8433	985	1118	133	440	449	9

2023 HDX Competition Report

FY2022 - Performance Measurement Module (Sys PM)

Measure 2: The Extent to which Persons who Exit Homelessness to Permanent Housing Destinations Return to Homelessness

This measures clients who exited SO, ES, TH, SH or PH to a permanent housing destination in the date range two years prior to the report date range. Of those clients, the measure reports on how many of them returned to homelessness as indicated in the HMIS for up to two years after their initial exit.

	Total # of Persons who Exited to a Permanent Housing Destination (2 Years Prior)	Returns to Homelessness in Less than 6 Months		Returns to Homelessness from 6 to 12 Months		Returns to Homelessness from 13 to 24 Months		Number of Returns in 2 Years	
		FY 2022	% of Returns	FY 2022	% of Returns	FY 2022	% of Returns	FY 2022	% of Returns
Exit was from SO	173	7	4%	3	2%	12	7%	22	13%
Exit was from ES	640	62	10%	30	5%	44	7%	136	21%
Exit was from TH	405	26	6%	20	5%	29	7%	75	19%
Exit was from SH	0	0		0		0		0	
Exit was from PH	3059	127	4%	99	3%	154	5%	380	12%
TOTAL Returns to Homelessness	4277	222	5%	152	4%	239	6%	613	14%

Measure 3: Number of Homeless Persons

Metric 3.1 – Change in PIT Counts

7/5/2023 9:04:22 PM

9

2023 HDX Competition Report

FY2022 - Performance Measurement Module (Sys PM)

This measures the change in PIT counts of sheltered and unsheltered homeless person as reported on the PIT (not from HMIS).

	January 2021 PIT Count	January 2022 PIT Count	Difference
Universe: Total PIT Count of sheltered and unsheltered persons		5228	
Emergency Shelter Total	1217	1485	268
Safe Haven Total	0	0	0
Transitional Housing Total	563	686	123
Total Sheltered Count	1780	2171	391
Unsheltered Count		3057	

Metric 3.2 – Change in Annual Counts

This measures the change in annual counts of sheltered homeless persons in HMIS.

	Submitted FY 2021	FY 2022	Difference
Universe: Unduplicated Total sheltered homeless persons	5995	7032	1037
Emergency Shelter Total	4778	5798	1020
Safe Haven Total	0	0	0
Transitional Housing Total	1429	1448	19

2023 HDX Competition Report

FY2022 - Performance Measurement Module (Sys PM)

Measure 4: Employment and Income Growth for Homeless Persons in CoC Program-funded Projects

Metric 4.1 – Change in earned income for adult system stayers during the reporting period

	Submitted FY 2021	FY 2022	Difference
Universe: Number of adults (system stayers)	1415	1374	-41
Number of adults with increased earned income	57	35	-22
Percentage of adults who increased earned income	4%	3%	-1%

Metric 4.2 – Change in non-employment cash income for adult system stayers during the reporting period

	Submitted FY 2021	FY 2022	Difference
Universe: Number of adults (system stayers)	1415	1374	-41
Number of adults with increased non-employment cash income	331	286	-45
Percentage of adults who increased non-employment cash income	23%	21%	-2%

Metric 4.3 – Change in total income for adult system stayers during the reporting period

	Submitted FY 2021	FY 2022	Difference
Universe: Number of adults (system stayers)	1415	1374	-41
Number of adults with increased total income	356	314	-42
Percentage of adults who increased total income	25%	23%	-2%

2023 HDX Competition Report

FY2022 - Performance Measurement Module (Sys PM)

Metric 4.4 – Change in earned income for adult system leavers

	Submitted FY 2021	FY 2022	Difference
Universe: Number of adults who exited (system leavers)	615	748	133
Number of adults who exited with increased earned income	139	120	-19
Percentage of adults who increased earned income	23%	16%	-7%

Metric 4.5 – Change in non-employment cash income for adult system leavers

	Submitted FY 2021	FY 2022	Difference
Universe: Number of adults who exited (system leavers)	615	748	133
Number of adults who exited with increased non-employment cash income	111	122	11
Percentage of adults who increased non-employment cash income	18%	16%	-2%

Metric 4.6 – Change in total income for adult system leavers

	Submitted FY 2021	FY 2022	Difference
Universe: Number of adults who exited (system leavers)	615	748	133
Number of adults who exited with increased total income	241	226	-15
Percentage of adults who increased total income	39%	30%	-9%

2023 HDX Competition Report

FY2022 - Performance Measurement Module (Sys PM)

Measure 5: Number of persons who become homeless for the 1st time

Metric 5.1 – Change in the number of persons entering ES, SH, and TH projects with no prior enrollments in HMIS

	Submitted FY 2021	FY 2022	Difference
Universe: Person with entries into ES, SH or TH during the reporting period.	4957	5848	891
Of persons above, count those who were in ES, SH, TH or any PH within 24 months prior to their entry during the reporting year.	1558	1361	-197
Of persons above, count those who did not have entries in ES, SH, TH or PH in the previous 24 months. (i.e. Number of persons experiencing homelessness for the first time)	3399	4487	1088

Metric 5.2 – Change in the number of persons entering ES, SH, TH, and PH projects with no prior enrollments in HMIS

	Submitted FY 2021	FY 2022	Difference
Universe: Person with entries into ES, SH, TH or PH during the reporting period.	7292	9284	1992
Of persons above, count those who were in ES, SH, TH or any PH within 24 months prior to their entry during the reporting year.	2490	2149	-341
Of persons above, count those who did not have entries in ES, SH, TH or PH in the previous 24 months. (i.e. Number of persons experiencing homelessness for the first time.)	4802	7135	2333

2023 HDX Competition Report

FY2022 - Performance Measurement Module (Sys PM)

Measure 6: Homeless Prevention and Housing Placement of Persons defined by category 3 of HUD's Homeless Definition in CoC Program-funded Projects

This Measure is not applicable to CoCs in FY2022 (Oct 1, 2021 - Sept 30, 2022) reporting period.

Measure 7: Successful Placement from Street Outreach and Successful Placement in or Retention of Permanent Housing

Metric 7a.1 – Change in exits to permanent housing destinations

	Submitted FY 2021	FY 2022	Difference
Universe: Persons who exit Street Outreach	665	1151	486
Of persons above, those who exited to temporary & some institutional destinations	3	22	19
Of the persons above, those who exited to permanent housing destinations	60	76	16
% Successful exits	9%	9%	0%

Metric 7b.1 – Change in exits to permanent housing destinations

2023 HDX Competition Report

FY2022 - Performance Measurement Module (Sys PM)

	Submitted FY 2021	FY 2022	Difference
Universe: Persons in ES, SH, TH and PH-RRH who exited, plus persons in other PH projects who exited without moving into housing	4962	6140	1178
Of the persons above, those who exited to permanent housing destinations	2076	2617	541
% Successful exits	42%	43%	1%

Metric 7b.2 – Change in exit to or retention of permanent housing

	Submitted FY 2021	FY 2022	Difference
Universe: Persons in all PH projects except PH-RRH	4277	4716	439
Of persons above, those who remained in applicable PH projects and those who exited to permanent housing destinations	4155	4559	404
% Successful exits/retention	97%	97%	0%

2023 HDX Competition Report FY2022 - SysPM Data Quality

OR-501 - Portland, Gresham/Multnomah County CoC

	All ES, SH			All TH			All PSH, OPH			All RRH			All Street Outreach		
	Submitted FY2020	Submitted FY2021	FY2022	Submitted FY2020	Submitted FY2021	FY2022	Submitted FY2020	Submitted FY2021	FY2022	Submitted FY2020	Submitted FY2021	FY2022	Submitted FY2020	Submitted FY2021	FY2022
1. Number of non-DV Beds on HIC	1567	1273	1936	746	715	900	4873	4955	5225	2026	2189	2342			
2. Number of HMIS Beds	1341	1195	1764	711	680	736	4296	4406	4676	2010	2188	2333			
3. HMIS Participation Rate from HIC (%)	85.58	93.87	91.12	95.31	95.10	81.78	88.16	88.92	89.49	99.21	99.95	99.62			
4. Unduplicated Persons Served (HMIS)	4788	4859	5606	1618	1453	1446	4938	4898	5372	6439	5698	6522	3331	4517	5214
5. Total Leavers (HMIS)	3823	3736	3738	940	890	934	714	474	574	3229	2381	3177	406	949	1079
6. Destination of Don't Know, Refused, or Missing (HMIS)	2003	1881	1845	184	179	194	101	79	125	137	149	212	13	589	129
7. Destination Error Rate (%)	52.39	50.35	49.36	19.57	20.11	20.77	14.15	16.67	21.78	4.24	6.26	6.67	3.20	62.07	11.96

2023 HDX Competition Report FY2022 - SysPM Data Quality

2023 HDX Competition Report

Submission and Count Dates for OR-501 - Portland, Gresham/Multnomah County CoC

Date of PIT Count

	Date	Received HUD Waiver
Date CoC Conducted 2023 PIT Count	1/24/2023	

Report Submission Date in HDX

	Submitted On	Met Deadline
2023 PIT Count Submittal Date	4/28/2023	Yes
2023 HIC Count Submittal Date	4/28/2023	Yes
2022 System PM Submittal Date	2/28/2023	Yes

FY2023 COC CONSOLIDATED APPLICATION ATTACHMENT: HOUSING LEVERAGE COMMITMENTS (3A-1)

TABLE OF CONTENTS

Document Satisfying Requirement	Page Number
Cover Sheet	1
Housing Leverage Commitment from Home Forward	2



9/11/2023

Department of Housing and Urban Development
Community Planning and Development
451 7th Street SW
Washington, DC 20410

RE: Home Forward SPC Amalgamate Expansion Project Housing Leverage Commitment

To Whom it May Concern,

Home Forward is the Public Housing Authority for Multnomah County, OR (OR002). Home Forward commits to adopting a limited local preference that will make fifteen Mainstream Housing Choice Vouchers available to eligible individuals and families referred through our community's Coordinated Entry system to the Home Forward SPC Amalgamate Expansion Project. These fifteen Mainstream Housing Choice Vouchers make up 29% of the fifty-one total units included in the Home Forward SPC Amalgamate Expansion Project.

Based on current per unit costs for our Mainstream Housing Choice Voucher program we estimate the value of this commitment to be \$207,900 annually.

The Mainstream Housing Choice Vouchers committed to the Home Forward SPC Amalgamate Expansion Project will begin to be available upon grant execution for the project, anticipated to be 4/1/2024.

Sincerely,

Ivory N. Mathews
Chief Executive Officer

FY2023 COC CONSOLIDATED APPLICATION ATTACHMENT: HEALTHCARE FORMAL AGREEMENTS (3A-2)

TABLE OF CONTENTS

Document Satisfying Requirement	Page Number
Cover Sheet	1
Healthcare Formal Agreements from Multnomah County Aging and Disability Services & Intellectual and Developmental Disabilities	2-3

Department of County Human Services
Director's Office & Intellectual and Development
Disabilities Office



Department of Housing Urban Development
Community Planning & Development
451 7th Street SW
Washington, DC 20410

**RE: HUD Continuum of Care - Home Forward SPC Amalgamate Expansion
CoC Bonus**

To Whom It May Concern,

Please accept this letter as our project eligibility and project quality threshold requirements for the CoC Bonus opportunity. The written commitment is for healthcare resources, leveraging health care services tailored to the program participants for this project.

Organization Name: Multnomah County Aging, Disability and Veteran Services
Type of contribution: Health Resource Leverage Medicaid
Contribution Value: \$169,615
Specific Grant: Home Forward SPC Amalgamate Expansion
Contribution Dates: 4/1/24 - 3/31/25

Organization Name: Multnomah County Intellectual and Developmental Disabilities
Type of Contribution: Health Resource Leverage Medicaid
Contribution Value: \$169,615.00
Specific Grant: Home Forward SPC Amalgamate Expansion
Contribution Dates: 04/01/2024 – 03/31/2025

The value of the commitment of healthcare resources being provided is 25 percent of the funding being requested for the new project.

Multnomah County Aging and Disability Services & Intellectual and Developmental Disabilities further commits with the project eligibility for program participants in new Home Forward SPC Amalgamate Expansion, based on CoC Program Fair Housing requirements. Project eligibility will not be restricted by Multnomah County Aging, Disability and Veteran Services or Intellectual and Developmental Disabilities.

Name of Authorizing Official committing resources: Irma Jimenez

Title of Authorizing Official committing resources: Multnomah County Aging,
Disability & Veterans Services Division Director

Name of Authorizing Official committing resources: Alexis Alberti

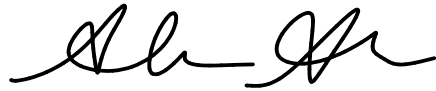
Title of Authorizing Official committing resources: Division Director

Respectfully,



Irma Jimenez

Multnomah County ADVSD Division Director



Alexis Alberti

Multnomah County IDD Division Director