



PHB Portland Housing Bureau

Mayor Ted Wheeler • Director Kurt Creager

421 SW 6th Avenue, Suite 500
Portland OR 97204
503-823-2375 PHONE
503-823-2387 FAX
portlandoregon.gov/phb

Exhibit A

Date: June 21, 2017

To: Portland City Council

From: Kim McCarty, Program Coordinator

Re: Portland 2017 Action Plan

The information in this memo supplements the Action Plan example exhibit submitted earlier. The following information includes a summary of the 2017 Action Plan projects, and a summary of outcomes from the previous Five-Year 2011-2016 Consolidated Plan. The final 2017 Action Plan application for the federal entitlement grants can be found online at <https://www.portlandoregon.gov/phb/69110>.

Portland 2016-2020 Action Plan Goals

Goal 1: Increase and preserve affordable housing choice	<u>One Year Program Outcome Targets 2017 / Actual 2015</u>	2 nd Year Resources
<p>Goal 1 Description Increase and preserve affordable housing choice. Affordable housing choice, includes safe housing, in good condition for all residents. Projects accomplishing this goal include home repair, down payment assistance, support for new housing development, affordable housing development, rental housing rehabilitation and permanent supportive housing.</p>	<p>New Rental Housing: 500 Housing Units Rehabilitated Rental: 150 Housing Units Rental Households: 650 Households Homeowner Households: 3,000 Households Rehabilitated Owner Housing: 850 households/ Actual 728 Direct Financial Assistance to Homeowners: 50 households Homeownership preparation: 2,100 Households/ Actual 1,477</p>	<p>CDBG 11,792,010 HOME 7,153,034</p>
<p>Goal 2: Prevent/reduce homelessness and increase stability</p>	<p><u>One Year Program Outcome Targets 2017 / Actual 2015</u></p>	
<p>Goal 2 Description Reduce homelessness and increase stability. This goal includes preventing and reducing homelessness and increasing stability for all residents. Projects accomplishing this goal include interventions across a broad spectrum, such as: supportive and emergency services, transitional housing, shelters, homelessness prevention through service interventions, Housing First models, Fair Housing enforcement and education, cultural and population appropriate program delivery and activities to increase self-sufficiency, e.g., job training, employment readiness and education.</p>	<p>Homeless Households served in emergency shelter: 4,000 households Homeless Households placed in permanent housing: 3,500 households Special Needs households assisted: 500 households/ Actual (372) Public service/Legal Service activities: 1,000 households Mental Health Services: 85 households/ actual 72</p>	<p>ESG 698,443 HOPWA 1,244,058 CDBG 690,000</p>
<p>Goal 3: Infrastructure, facilities and economic opportunity</p>	<p><u>One Year Program Outcome Targets 2017 / Actual 2015</u></p>	
<p>Goal 3 Description Community economic development. This goal includes improving infrastructure, facilities, economic opportunities and economic development. Programs to improve employment outcomes and household economic stability include employment training, referral and self-sufficiency and economic enhancement programs. Projects accomplishing this goal include extensive work with infrastructure, which is seen in Portland, Gresham and Multnomah County as essential in encouraging stability in neighborhoods, increasing access to persons with disabilities and attracting and retaining businesses. Projects will also support micro-enterprises and business development, as well as, public facilities, parks and transportation improvements.</p>	<p>Business assisted: Goal 350 Businesses / Actual (300) Employment/Training Services: 2,000 Individuals</p>	<p>CDBG 2,087,620</p>

Portland 2017 Action Plan Project Summary and 1-Year Goals

City of Portland Action Plan Project Summaries FY 2017-18

Project #	Name (a, c)	Grant	Amount	Goal	Unit of measure	Target Yr 2
1	FY17-18 Program Administration - CDBG	CDBG	1,229,706.00		NA	
2	FY17-18 Program Delivery - CDBG	CDBG	228,390.00	1	Hsng Units	See 12 and 13
3	FY17-18 Program Administration - HOME	HOME	337,620.00		NA	
4	ESG16	ESG	698,443.00	2	People	500
5	FY17-18 Program Administration - HOPWA	HOPWA	32,753.00	2	NA	
6	FY17-18 Fair Housing Admin - CDBG	CDBG	690,000.00	2	People	100
7	FY17-18 Section 108 Repayment	CDBG	735,788.00		NA	
8	FY17-18 Economic Opportunity Initiative - Microenterprise	CDBG	495,620.00	3	Business	25
9	FY17-18 Economic Opportunity Initiative - Adult Workforce	CDBG	796,000.00	3	People	500
10	FY 17-18 Economic Opportunity Initiative - Youth Workforce	CDBG	796,000.00	3	People	500
11	FY17-18 Housing Development Center	CDBG	12,620.00	1	Businesses	2
12	FY17-18 New Affordable Housing	CDBG	-	1	Hsng Units	150
13	FY17-18 Preservation Affordable Housing	CDBG	-	1	Hsng Units	100
14	FY17-18 HOME Consortium - Gresham	HOME	602,819.00	1	Hhds	50
15	FY17-18 HOME Consortium - Multnomah Co	HOME	117,443.00		Hhds	5
16	FY17-18 Single Family Fin Assist	CDBG	4,000,000.00	1	Hhds	100
17	FY17-18 Single Family Home Repair	CDBG	2,011,000.00	1	Hsng Units	100
18	FY17-18 HOME CHDO Operating Contracts	HOME	149,000.00	1	NA	
19	FY17-18 HOPWA Subcontracts	HOPWA	1,211,305.00	2	Hhds	35
20	Carryover Affordable Housing for 17-18	HOME	1,998,352.00	1	Hsng Units	See 12 and 13
21	HOME TBRA	HOME	447,800.00	2		
22	Amendment: Oak Leaf Mobile Park	CDBG	0	1	Hsng Units	34
23	Carryover HOPWA 2015	HOPWA	0	2	Hhds	5
Total			16,590,659.00			
	Carryover Affordable Housing for 17-18	CDBG	5,540,000.00	1	Hsng Units	See 12 and 13
	FY 17-18 New Affordable Housing	HOME	3,500,000.00	1	Hsng Units	100

Total with carryover

\$25,630,659.00

2017 Portland Action Plan Resource Table

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Program	Source of Funds	Uses of Funds	Expected Amount Available Year 2				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	7,788,876	1,115,000	2,336,638	11,240,514	26,724,321	Rental Housing Development, Administration and Fair Housing, Workforce Development and Microenterprise, Homeowner Services.
HOME	public - federal	Acquisition Homebuyer assistance Homeowner rehab Multifamily rental new construction Multifamily rental rehab New construction for ownership TBRA	3,090,086	390,000	720,737	4,200,823	10,135,956	Rental Development, Administration, Homebuyer, TBRA

2017 Portland Action Plan Resource Table

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 2				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
HOPWA	public - federal	Permanent housing in facilities Permanent housing placement Short term or transitional housing facilities STRMU Supportive services TBRA	1,244,058	0	0	1,244,058	3,275,364	HOPWA Services

2017 Portland Action Plan Resource Table

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 2				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
ESG	public - federal	Conversion and rehab for transitional housing Financial Assistance Overnight shelter Rapid re-housing (rental assistance) Rental Assistance Services Transitional housing	698,443	0	0	698,443	2,106,542	Shelter Services, Rapid Rehousing
Competitive McKinney-Vento Homeless Assistance Act	public - federal	Admin and Planning Other	245,666	0	0	245,666	736,998	HMIS program including information system development and administration

2017 Portland Action Plan Resource Table

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 2				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
General Fund	public - local	Admin and Planning Financial Assistance Homebuyer assistance Homeowner rehab Overnight shelter Public Services Rapid re-housing (rental assistance) Rental Assistance Supportive services TBRA	31,770,515	0	0	31,770,515	77,518,302	Administrative costs funded by the City General Fund includes fair housing For Everyone includes emergency shelter operations, supportive housing services, permanent housing placement, rent assistance Down Payment Assistance and Home Repair

2017 Portland Action Plan Resource Table

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 2				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
Tax Incremental Financing	public - local	Admin and Planning Homebuyer assistance Homeowner rehab Multifamily rental new construction Multifamily rental rehab	95,112,036	0	0	95,112,036	117,185,234	Program Administration for Portland Housing Bureau, Preservation and New Affordable Housing, Down Payment Assistance and Home Repair.
Other	public - federal	Admin and Planning	12,228	0	0	12,228	43,452	Multnomah County and Gresham pay the City of Portland to coordinate our consolidated plan process.
Other	public - federal	Homeowner rehab Multifamily rental rehab Other	0	0	0	0	3,000,000	Lead Hazard Control Demonstration Grant applied for that would begin in 18-19

2017 Portland Action Plan Resource Table

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 2			Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$	
Other	public - local	Acquisition Admin and Planning Multifamily rental new construction Multifamily rental rehab	9,199,302	0	0	9,199,302	The Housing Investment Fund is a local resource comprising several programs largely dedicated to housing development. The 17-18 budget includes possible one time infusion from a bond measure.
Other	Public-local	Multifamily rental acquisition	5,379,309	0	0	5,379,309	Construction Excise Tax collections to be used for affordable rental housing incentives, acquisition and development
Other	Public - local	Multifamily property operation	5,046,355	0	0	5,046,355	Property operating funds - rental income pays for expenses and improvements
Other	Public-local	Multifamily property acquisition	51,931,848	0	0	51,931,848	General obligation bonds and other locally procured financing used to acquire and construct affordable rental housing

Project Name	Contractor	Description	Funding Source	Barrier Addressed	Outcome Description	2011	2012	2013	2014	2015	Five Year Goal/ Actual	Indicator
Housing												
Homebuyer Education and Counseling	PHC, Proud Ground, AHHH	Education and Counseling	CDBG \$	Continuum of homebuyer services and assistance	Creating decent affordable housing	3,082	2,509	2,191	1,214	1,477	13,250/ 10,473	Households
Homebuyer Downpayment Assistance	AAAH, NAYA, MHAC, Proud Ground, PHB	Direct financial assistance to low income homebuyers	Leveraged \$	Continuum of homebuyer services and assistance	Creating decent affordable housing	45	54	72	99	7	65/277	Households

Project Name	Contractor	Description	Funding Source	Barrier Addressed	Outcome Description	2011	2012	2013	2014	2015	Five Year Goal/Actual	Indicator
Rental Housing												
Affordable Rental Housing Capital	PHB	Provide financing to construct, rehabilitates and preserve affordable housing.	CDBG \$ / HOMES	Access to loans that serve low-income residents	Creating decent affordable housing	116	186	412	443	64	750/1,221	Housing Units
Affordable Rental Housing - Program Delivery	PHB	Staff and operating costs associated with delivering the Rental Housing	CDBG \$	N/A	Creating decent affordable housing	116	186	412	443	64	750/1,221	Housing Units

Project Name	Contractor	Description	Funding Source	Outcome Description	2011	2012	2013	2014	2015	Five Year Goal	Indicator
Economic Development Community Economic Development											
Economic Opportunity Microenterprise Growth	Portland Development Commission	Intensive training, technical assistance and access to capital to assist microentrepreneurs with achieving living wage income levels.	CDBG	Accessibility for the purpose of creating economic opportunity.	361	257	308	353	300	1,750/1,579	People
Economic Opportunity Workforce Development	Portland Development Commission	Short-term intensive training, placement, and long-term retention in career track jobs, with employer involvement to insure that the	CDBG	Accessibility for the purpose of creating economic opportunity.	2,263	1,231	1,307	1,431	1,573	11,250/7,805	People
Economic Opportunity Program Delivery	Portland Development Commission	Program delivery costs for the Economic Opportunity Initiative	CDBG	Accessibility for the purpose of creating economic opportunity.	N/A						People

Project Name	Contractor	Description	Funding Source	Outcome Description	2011	2012	2013	2014	2015	Five Year Goal	Indicator
Homeless Facilities & Services											
TPI-Doreen's Place	Transition Projects Inc.	To operate an emergency shelter	CDBG \$ ESG \$	Accessibility to a suitable living environment.	477	513	464	473	472	2,250/2,399	People
TPI-Jean's Place Operations	Transition Projects Inc.	To operate a facility for homeless single women	CDBG \$	Accessibility to a suitable living environment.	412	396	397	402	402	2,000/2,009	People
TPI-Clark Center Operations	Transition Projects Inc.	To operate an emergency shelter	CDBG \$ ESG \$	Accessibility to a suitable living environment.	682	661	623	615	642	3,250/ 3,223	People
Cascadia Bridgeview	Cascadia Behavioral Healthcare	Transitional Housing and services for mentally ill people.	CDBG \$	Accessibility to a suitable living environment.	85	60	77	72	72	250/366	People
Alcohol and Drug Free Transitional Community	Central City Concern	Transitional Housing and service for people in recovery	ESG \$	Accessibility to a suitable living environment.	95	95	95	95	283	475/663	People
Tenant Based Rental Assistance (TBRA)	Housing Authority of Portland	TBRA for people at risk of homeless	HOME \$	Accessibility to a suitable living environment.	121	108	83	82	185	605/579	Households

Project Name	Contractor	Description	Funding Source	Barrier Addressed	Outcome Description	2011	2012	2013	2014	2015	Five Year Goal Actual	Indicator
Capacity Building - Technical Assistance												
CHDO Operating Support	Housing Development RFP	Portland Neighborhood Development Support Collaborative	CDBG \$ HOME \$	Development of housing stock for low-income residents	Creating decent affordable housing	NA						
Multnomah County Operating Support(CHDO)	Multnomah County	Operating Support for CHDO's	HOME \$	Development of housing stock for low-income residents	Creating decent affordable housing	N/A						
Gresham Operating Support (CHDO)	City of Gresham	Operating Support for CHDO's	HOME \$	Development of housing stock for low-income residents	Creating decent affordable housing	N/A						
Housing Development Center	Housing Development Center	Financial and construction management services for the development of affordable housing	CDBGs	Development of housing stock for low-income residents	Creating decent affordable housing	130	374	70	58	0	650/ 632	Housing Units
Oregon Opportunity Network	Oregon Opportunity Network	Provides information and other resources to community based organizations	CDBG \$	Development of affordable housing stock for low-income residents	Creating decent affordable housing	N/A						
CAT Preservation	Community Alliance of Tenants	Provides information and tracking of projects and expiring Section 8 contracts	CDBG \$	Preserving housing stock for future residents	Creating decent affordable housing	N/A						

Project Name	Contractor	Description	Funding Source	Barrier Addressed	Outcome Description	2011	2012	2013	2014	2015	Five Year Goal/ Actual	Indicator
Housing Services												
Mini Homeowner Rehab	PHB, CEP, Unlimited Choices, NE Workforce Center, Community Builders, REACH	Increase the habitability and safety of housing for low-income elderly and disabled housing	CDBG \$	Furthering fair housing	Creating decent affordable housing	1,269	1,273	1,368	1,207	728	6,195/ 5,845	Housing Units
Fair Housing	LASO, FHCO	Advice, training, and representation for people experiencing housing discrimination	CDBG \$	Furthering fair housing	Creating decent affordable housing	1,224	453	729	600	1,652	5,000/ 4,658	People
Housing Connections	211Info	On-line database system which will assist low-income residents with housing and services within the community.	CDBG \$	Furthering fair housing	Creating decent affordable housing	N/A						Oregon 211
Community Alliance of Tenants Hot Line	CAT	Provide education, information and referral to low-income people to assist in housing stabilization	CDBG \$	Furthering fair housing	Creating decent affordable housing	2,043	1,950	2,219	2,077	2,077	8,000/ 10,366	People
Oregon 211	211 Info	Provides operational support to Housing Connections	CDBG \$	Furthering fair housing	Accessibility for the purpose of creating decent affordable housing	54,264	50,511	51,203	51,000	51,000	250,000/ 257,978	People
Healthy Homes	Multnomah County	Decrease exposure to household hazards that cause illnesses	CDBG \$	Furthering fair housing	Creating decent affordable housing	29	145	32	68	0	50 /274	
Substandard Housing Relocation	Impact NW	Assist households displaced from substandard housing	CDBG \$	Furthering fair housing	Accessibility for the purpose of creating decent affordable housing	52	46	123	25	37	250/ 263	People

Project Name	Contractor	Description	Funding Source	Outcome Description	2011	2012	2013	2014	2015	Five Year Goal	Indicator
Housing HOPWA											
Cascade AIDS Project-Supportive Housing Program	Cascade AIDS Project	Housing Case management, and rental assistance.	HOPWA \$	Accessibility for the purpose of providing decent affordable housing.	420	302	356	324	315	2,100/1,717	Households
Clark County Supportive Housing Program	Clark County Public Health	Housing Case Management and rental assistance.	HOPWA \$	Accessibility for the purpose of providing decent affordable housing.	42	25	26	28	42	210 /163	Households
CCC Rose Wood PBRA	Central City Concern	Provide project based rent assistance for 15 units of permanent supportive housing.	HOPWA \$	Affordability for the purpose of creating affordable housing.	18	17	17	18	15	90/85	Households
BEST	Central City Concern	Assist households in obtaining SSI benefits	HOPWA \$	Affordability for the purpose of creating affordable housing.	0	49	27	0	0	170/76	Households

Project Name	Contractor	Description	Funding Source	Barrier Addressed	Outcome Description	2011	2012	2013	2014	2015	Five Year Goal	Indicator
Gresham & Multnomah County - Rental Housing												
Gresham HOME-Rent Assistance	Human Solutions	HOME Consortium to be used for administration by the City of Gresham.	HOME \$	Providing decent affordable housing.	Creating decent affordable housing	106	124	63	108	120	500/ 521	Households
Gresham Program Allocation	City of Gresham	HOME Consortium to be used for housing development.	HOME \$	Access to a continuum of homebuyer services and assistance	Creating decent affordable housing	8	138	0	45	0	40/ 191	Housing Units
Multnomah County	Multnomah County	HOME Consortium's funds used for housing development, and homeownership in Mult Co.	HOME \$	Access to a continuum of homebuyer services and assistance	Creating decent affordable housing	106	109	0	0	0	500/ 215	Households

City of Portland

Second Annual Action Plan Program Year 2017

Portland Consortium (City of Portland, City of Gresham, Multnomah County)

These Action Plans for fiscal year 2017-2018 are submitted by the Portland Housing Bureau on behalf of the Portland Consortium to U.S. Department of Housing and Urban Development as the annual application for federal entitlement funds. This Action Plan, submitted July 2017, is the second annual Action Plan of the five-year Consolidated Plan 2016-2020.



Executive Summary

AP-05 Executive Summary - 91.200(c), 91.220(b)

1. Introduction

Since 1995, the U.S. Department of Housing and Urban Development (HUD) has required a single consolidated submission for the planning and applications aspects of the Community Development Block Grant (CDBG), Emergency Solutions Grant (ESG), HOME Investment Partnerships, and Housing Opportunities for Persons with Aids (HOPWA) formula programs. The multi-year Consolidated Plan and annual Action Plans have replaced the Comprehensive Housing Affordability Strategy (CHAS), the HOME program description, the Community Development plan and the CDBG final statement, and the ESG and HOPWA applications.

The City of Portland is the lead agent for the Consolidated Plan Consortium, which also includes the City of Gresham and Multnomah County. In accordance with HUD regulations, the Consolidated Plan Consortium is required to submit a Consolidated Plan every five years as a condition of receiving four Federal formula grants: Community Development Block Grant, HOME Investment Partnership Grant, Emergency Solution Grant and Housing Opportunities for Persons with AIDS. The Consolidated Plan contains a snapshot of the community's housing and community development needs, identifies local priorities, and establishes the strategies each jurisdiction will use to address those priority needs. The Consolidated Plan also includes five-year numeric goals; each jurisdiction will be expected to measure its progress against those goals in the Consolidated Annual Performance Report filed in the fall. The 2016-2020 Consolidated Plan will be the fifth, five-year plan. Consortium members also submit an annual Action Plan; Action Plan FY 2017-2018 will be submitted this year along with any updates to the Five-Year 2016-2020 Consolidated Plan.

2. Summarize the objectives and outcomes identified in the Plan

This could be a restatement of items or a table listed elsewhere in the plan or a reference to another location. It may also contain any essential items from the housing and homeless needs assessment, the housing market analysis or the strategic plan.

The Consolidated Plan establishes local priorities, consistent with national objectives and priorities established by the US Department of Housing and Urban Development (HUD), to utilize funds allocated by CDBG, HOME, HOPWA and ESG programs. Over the five-year period covered by the 2016-2020 Consolidated Plan over \$75 million is expected to be available through these programs, including allocations and program income. Each of the federal funding sources have specific program requirements that restrict eligible actions and projects. The Consolidated Plan is required to be formatted to answer specific questions by HUD about how these federal funds will be spent. The federal program objectives and local housing goals to meet those objectives, are listed below.

- CDBG Program Objectives: Provide decent housing; Create suitable living environments; Expand economic opportunity
- HOME Program Objectives; Expand the supply of decent, safe, sanitary and affordable housing.
- ESG Program Objective: Reduce and prevent homelessness.
- HOPWA Program Objective: Provide housing for persons with HIV/AIDS.

Summary of the objectives and outcomes identified in the Consolidated Plan

As determined in the Needs Assessment and Market Analysis included in this plan, the three broad needs and goals identified are described below:

Affordable housing choice (Need); Increase and preserve affordable housing choice (Goal)

Affordable housing choice, includes safe housing, in good condition for all residents. Projects accomplishing this goal include home repair, down payment assistance, new housing development support, affordable housing development, rental housing rehabilitation and permanent supportive housing.

In the Portland Action Plan the strategic actions call for more funding to be dedicated to housing development and preservation for households 0-60% MFI with a focus on 0-30% MFI households and necessary supportive services.

Basic services & homeless prevention/intervention (Need); Reduce homelessness and increase stability (Goal)

This goal includes preventing and reducing homelessness and increasing stability for all residents. Projects accomplishing this goal include interventions across a broad spectrum, such as: supportive and emergency services, transitional housing, shelters, homelessness prevention through service interventions, Housing First models, Fair Housing enforcement and education, cultural and population appropriate program delivery and activities to increase self-sufficiency, e.g., job training, employment readiness and education.

Community and economic development (Need); Infrastructure, facilities, economic opportunity (Goal)

This goal includes improving infrastructure, facilities, economic opportunities and economic development. Programs to improve employment outcomes and household economic stability include employment training, referral and self-sufficiency and economic enhancement programs. Projects accomplishing this goal include extensive work with infrastructure, which is seen in Portland, Gresham and Multnomah County as essential in encouraging stability in neighborhoods, increasing access to persons with disabilities and attracting and retaining businesses. Projects will also support micro-enterprises and business development, as well as, public facilities, parks and transportation improvements.

3. Evaluation of past performance

This is an evaluation of past performance that helped lead the grantee to choose its goals or projects.

Lack of affordable housing remains the leading community concern. While Portland has made significant investments in affordable housing there is still a demonstrated need to increase the housing stock and offer rental assistance. Over the last five years Portland has exceed housing production goals.

Financial and budgetary impacts:

This second year Action Plan of the Five Year Consolidated Plan will bring over \$12 million dollars in federal grant resources annually for housing, homelessness prevention and community economic development. The Consolidated Plan identifies three investment goals for federal funds. These three goals are:

- 1) Affordable housing choice (Need); Increase and preserve affordable housing choice (Goal)
- 2) Basic services & homeless prevention/intervention (Need); Reduce homelessness and increase stability (Goal)
- 3) Community and economic development (Need); Infrastructure, facilities, economic opportunity (Goal)

Over the last year and the last five year plan, the City of Portland has met or exceeded housing production and housing assistance goals as reported in the annual CAPER. Current projects and programs will be expanded when resources are available. New programming and services will be added for renters and low-income homeowners to prevent the economic displacement issues discussed during the Need Hearings.

4. Summary of Citizen Participation Process and consultation process

Summary from citizen participation section of plan.

The Consortia follows the federally required Community Participation Plan. This robust public participation strategy included several public hearings in advance of formal consideration and adoption by the jurisdictions. A preliminary draft was made available October 10, 2016 via an announcement in the Daily Journal of Commerce, Gresham Outlook and via the Consortium websites. A second draft was made available March 27th, 2017 and the public hearings regarding goals, objectives and strategies were held April 8th for Multnomah County, April 5th for the City of Gresham and June 6th for the City of Portland. The Portland City Council reviewed the Action Plan projects June 21st. Gresham City Council reviewed their second year Action Plan July 18th and Multnomah County Commissioners reviewed their second-year Multnomah County Action Plan July 20th. Approximately 20 community members were in attendance at each meeting. The Action Plans are also informed by the initial Five-Year Consolidated Plan planning meetings that included three Fair Housing information meetings, and over ten focus groups with specific cultural, language and geographic communities. Approximately 150 people participated in the Consolidated Plan Need Hearings, 165 in the focus groups and 100 people in the spring Consolidated Plan Action Plan meetings. The hearings and meetings were designed to reach a diverse range of people in terms of race, ethnicity, language, geography, income and culture. We met with low-income renters at their buildings, six linguistically specific groups were organized and several culturally specific groups met. Citizen participation was also encouraged through door knocking, four public meetings about barriers to Fair Housing, and a regional survey to a panel of over twenty thousand people. The focus groups included African Americans, Asian/Pacific Islanders, Hispanics and recent immigrant and refugee groups from Russia, Nepal, Burma, and Somalia. For the Need Hearings special attention was given to making the hearing accessible and known by non-English speaking citizens. The City provided meeting and hearing notices, notice of the draft plans as required by the adopted Community Participation Plan, through a broad range of channels including culturally specific newspapers, newsletters, and emails to interest lists. were sent to several thousand partners and interested parties. Draft plans were made available online and paper version were available at the local libraries and upon request. The Portland Housing Advisory Committee (PHAC) notification lists to approximately 3,000 contacts and the Oregon Opportunity Network's newsletters were used to directly contact interested parties, partners and stakeholders. Notices were also posted on PHB's website, and printed in the DJC, and the Gresham Outlook, Asian Pages, Latino De Hoy and The Skanner. The public involvement process is contained in the Citizen Participation Plan (CPP). The CPP is was adopted in the 2016-2020 Consolidated Plan. The public participation process for this Consolidated Plan follows the CPP guidelines. The current CPP is an exhibit of the current five-year Consolidated Plan and will guide the future public participation processes. Staff also consulted local reports describing community and economic needs.

Calendar of Public Participation

Calendar of events for the 2nd Year Consolidated Plan 2017-2018

5. Summary of public comments

This could be a brief narrative summary or reference an attached document from the Citizen Participation section of the Con Plan.

Comments were made at the Housing Need Hearing and the Housing Action Plan hearings and summarized in the attached in the Public Comment Exhibit B.

We expect that testimony regarding this plan will call for more affordable housing and policies to preserve existing affordable housing options and housing policy that addresses barriers to housing choice for all protected classes. At the Consolidated Plan and Action Plan hearings we heard that investing in housing for extremely low income households 0-30% MFI and protections for renters at risk of homelessness is especially critical. Community feedback in the form of testimony, focus groups and surveys, identified stagnant incomes, rising rents, credit screening and criminal background screening, and no-fault evictions, as primary barriers to accessing housing. Participants also identified people most at risk of homelessness were people with low-incomes, mental or physical disabilities, people with addiction problems, and domestic violence survivors, LGBTQ identified, recent immigrants or refugees and people of color. Strategies suggested included culturally specific housing services tailored to the needs of these populations, reducing screening barriers, increasing the supply and location of affordable housing, and increasing household incomes.

The testimony at public hearings reaffirmed findings of the Consolidated Plan need assessment and market analysis, i.e. the need to have actions that address the impact of the rising rents on low-income households, the strong demand for short-term rent assistance, and the need to increase and preserve the number of units of affordable rental housing in the City especially those affordable to households 0-30% MFI. Another issue is the need to address the emerging specific needs of an aging population, and non-English-speaking communities. The social and economic impact of displacement and disparities in housing access for communities of color is also an area of concern.

Some needs described by community members require additional study, including ways to overcome denials due to income ratio guidelines, the need for large-family dwellings to house immigrant and refugee families, and for larger two-bathroom units for families that include persons with disabilities. Other needs will require longer-term planning efforts with other community partners, such as the need for LGBTQ-friendly assisted living facilities, LGBTQ friendly housing for youth at risk of homelessness, housing that addresses mental health needs, increasing homelessness among single women and families with children, criminal background denials, and the various changes to infrastructure needed to

accommodate an aging population. PHB staff has raised these issues with Bureau of Planning & Sustainability staff in the Comprehensive Plan process.

Significant comments came from providers that serve people who have experienced domestic violence, and mental health issues. Other needs such as removing barriers to housing access for protected classes will require collective action, partnerships and policies. In the Fair Housing Assessment meetings, committee discussions and key informant interviews enhanced the Consortium's understanding of the nature and extent of housing discrimination today, and will contribute to the creation of a set of strategic recommendations to address barriers to Fair Housing access in the context of our three investment goals.

Government Participation

Table 1 – Responsible Agencies

List of Plans Consulted

6. Summary of comments or views not accepted and the reasons for not accepting them

No comments were not accepted. Comments were made at the Housing Need Hearing and the Housing Action Plan hearings and summarized in the attached in the Public Comment Exhibit.

7. Summary

HUD regulations also require each Consortium receiving federal housing and community development funds to certify that it is affirmatively furthering fair housing. To ensure that the members of the Consortium are aware of the current level of bias and discrimination in the local housing market, the Consortium is required to submit an Assessment of Fair Housing (AFH) in 2020. Because of major changes in the housing market since 2011, the Portland Consortium will update the 2011 Analysis of Impediments to Fair Housing Choice (AI), within the first year of the 2016-2020 Consolidated Plan. The current 2011 AI describes the barriers to fair housing choice, which remain today, and includes recommendations for actions to address and eliminate them. Most of these recommendations are funded in the FY 2017-2018 Action Plan.

PR-05 Lead & Responsible Agencies - 91.200(b)

1. Agency/entity responsible for preparing/administering the Consolidated Plan

The following are the agencies/entities responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role	Name	Department/Agency
CDBG Administrator	PORTLAND	Portland Housing Bureau
HOPWA Administrator	PORTLAND	Portland Housing Bureau
HOME Administrator	PORTLAND	Portland Housing Bureau
ESG Administrator	PORTLAND	Portland Housing Bureau

Table 1 – Responsible Agencies

Narrative

The City of Portland is the lead agency in the HOME Consortium. The Portland Housing Bureau (PHB) administers the HOME funds and as such is designated as the lead agency for the Plan. Staff for the HOME Consortium meet periodically for coordination of planning. Staff seek guidance from their respective housing investment committees.

Consolidated Plan Public Contact Information

Contact: Kim McCarty, Consolidated Planning and Fair Housing, Portland Housing Bureau

Address: Portland Consortium

C/O Portland Housing Bureau

421 SW 6th Suite 500, Portland Oregon, 97204.

AP-10 Consultation - 91.100, 91.200(b), 91.215(l)

1. Introduction

This section outlines consultations with public and private agencies that provide housing, social and economic development services through State and local health and child welfare agencies, adjacent governments, HOPWA grantees, the public housing agency, Continuum of Care grantees, Emergency Solution Grant grantees, and public and private agencies concerning housing, and related social programs for homeless, victims of violence, unemployed and publicly funded institutions and systems of care that may discharge persons into homelessness, such as health-care facilities, mental health facilities, foster care, and corrections programs. The Portland Consortium includes representatives from the City of Portland, the City of Gresham and Multnomah County. They participate in regional planning efforts concerning all aspect of needs and opportunities covered by this Consolidated Plan, including economic development, transportation, public services, special needs, homelessness, and housing. Needs far exceed resources so the Consortium members have worked together to make decisions and set long-term priorities. Coordination within the Cities also consisted of input and review from the Portland Housing Advisory Commission, the Fair Housing Advocacy Committee, the Federal Funding Oversight Committee, the City of Gresham Community Development and Housing Subcommittee and the Multnomah County Policy Advisory Board. Coordination with Home Forward and Housing, service-providing agencies, and other stakeholders are described below. Their comments and input are reflected in discussions throughout this Consolidated Plan.

The Need Hearing and Action Plan outreach plan included several hearings and types of coordination with agencies. Coordination with corrections programs did not take place. There was coordination with FHCO, Home Forward, the Joint Office for Homeless Services regarding corrections ex-offender reentry housing issues. Business and Civic leaders and industry partners are typically contacted through email notices to over 3,000 individuals and organizations. Coordination took place on a regular basis through the quarterly meeting of the Fair Housing Advocacy Committee. This 18 member committee has representatives of owner associations, renter advocacy groups, Fair Housing advocates, social service providers, public and non-profit housing providers, the housing authority, government agencies such as the Joint Office of Homelessness and representatives from our culturally specific organizations. In addition to email notices, notices were published in the DJC, Portland Tribune, Asian Pages and Gresham Outlook.

Provide a concise summary of the jurisdiction's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(l)).

Representatives of the Consortium of the City of Portland, City of Gresham and Multnomah County participate in regional planning efforts concerning all aspects of needs and opportunities covered by this

Consolidated Plan, including housing, public services, homelessness, special needs, economic development and transportation. Significant resources are jointly planned and administered for homelessness prevention, emergency housing and supportive services. Coordination efforts and planning processes are reflected in discussions throughout this Consolidated Plan. In preparing the Consolidated Plan, the Consortium has consulted with other public and private agencies that provide assisted housing, health services and social services (including those focusing on services to children, elderly persons, persons with disabilities, persons with HIV/AIDS and their families and homeless persons).

These consultations have occurred in the course of regularly-occurring meetings of the Portland Housing Advisory Commission, A Home for Everyone coordinating board, the Fair Housing Advocacy Committee, Healthy Homes Coalition, Oregon Opportunity Network in special meetings and hearings sponsored by the City of Portland, the City of Gresham and Multnomah County and in specially noticed Consolidated Plan hearings. Consultation occurred with both housing and service providers; Home Forward (formerly Housing Authority of Portland); homeless persons; people with disabilities; and organizations that provide services to homeless families, people with alcohol or drug addictions, people with developmental disabilities, HIV affected families, the elderly, homeless adults, children and families and people with mental illness. Many provided additional testimony at the public hearings. (Please see Appendix A.)

The Consortium consulted with state and local health agencies regarding lead paint issues. Child welfare agencies do not have a role in lead hazard identification or abatement in Multnomah County. For this plan the Consortium met specifically, or within the course of everyday business, with each of the required public and private agencies.

Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.

All three of our Consolidated Plan jurisdictions (Portland, Multnomah County, and Gresham) are represented on the Continuum of Care (CoC) Board (meets monthly) and its Executive Committee (meets quarterly.) The CoC coordinates with Consolidated Plan jurisdictions through meetings, calls and emails, to organize needs and Action Plan hearings and subcommittee to work on strategic planning, outreach, evaluation and system coordination. All of the jurisdictions support the Continuum's priorities focusing on the needs of the most vulnerable populations including chronically homeless persons, unaccompanied youth, families with children, and veterans, among others. The CoC is part of a coordinated effort called "A Home for Everyone." The A Home for Everyone Plan calls for assessment and rapid placement in appropriate housing, reducing vulnerability and increasing stability.

CoC goals from Consortium local homelessness plan align with our Consolidated Plan. Under the 2016-2020 Consolidated Plan, this primarily comes through coordination between the CoC needs assessments

and strategic plan and the Consolidated Plan priority need #2 (Need for basic services and homelessness prevention and intervention) and goal #2 (Reduce homelessness and increase stability), though each of the Consolidated Plan priority needs and goals also aligns with CoC effort (especially those related to affordable housing production and preservation and economic opportunity). The CoC works with all three jurisdictions to engage consumers, neighborhoods and public agencies providing housing, health and social services (including health care agencies and the public housing authority.) The CoC specifically looks at the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness. The CoC is working on a single point of entry system, it has been successful at addressing veteran homelessness, and the CoC is using its experience to address other special need homeless populations.

Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS

The Portland Consortium work closely with the Collaborative Applicant of the Continuum of Care (planning for allocation and use of Emergency Solutions Grant (ESG) funds). ESG policies and procedures were created and are updated periodically in cooperation with the Consortium. Guidelines ensure that ESG subrecipients are operating programs consistently across eligible activities. Performance is reviewed by all three entities. The Collaborative Applicant (City of Portland) is also the HMIS lead and works closely with Multnomah County to maximize use of HMIS resources and to draw data for reports on project performance and program outcomes.

The CoC actively solicits and integrates ESG recipient participation in planning, evaluation & reporting. The Portland Housing Bureau (PHB) staffs the CoC Board and is also an ESG grantee and lead agency for the CoC and Portland Consolidated Plan. The CoC gathers input from ESG recipients through subcommittees, including the data & evaluation subcommittee, to assess needs and guide ESG funding decisions to more effectively end homelessness. Our CoC currently directs ESG to expand capacity of the regional Short Term Rent Assistance program and operate emergency shelter closely aligned with locally- and CoC-funded housing resources. PHB monitors ESG recipients and evaluates project performance using CoC-developed housing placement outcomes collected in the regional homeless management information system (HMIS). Data is analyzed from project-level outcomes, system-wide point-in-time counts of homelessness and HMIS reports and ESG recipient feedback, and ESG-specific policies and procedures are included in the CoC's adopted HMIS policies and procedures. The CoC's data & evaluation subcommittee evaluates outcomes to provide direction for project- and system-level performance improvements.

The responsibility for implementing the Plan will rest with the Portland Housing Bureau, Gresham's Community Development Department, Multnomah County Department of Human Services and Home Forward. However, implementation cannot proceed without the involvement and support of several

public and private agencies. The following list describes the various institutions, businesses and agencies responsible for the delivery of housing and economic opportunity services in the region. Each description of a product and market segment is not intended to be a complete account of activities for each entity.

2. Agencies, groups, organizations and others who participated in the process and consultations

Table 2 – Agencies, groups, organizations who participated

1	Agency/Group/Organization	MULTNOMAH COUNTY
	Agency/Group/Organization Type	Other government - County Grantee Department
	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	2016 was the first year of the jointly funded Joint Office of Homeless Services.
2	Agency/Group/Organization	REACH COMMUNITY DEVELOPMENT, INC
	Agency/Group/Organization Type	Housing Services - Housing Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-Victims of Domestic Violence Services-homeless Services-Health Grantee Department

	<p>What section of the Plan was addressed by Consultation?</p> <p>Housing Need Assessment Public Housing Needs Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs Anti-poverty Strategy</p>	
	<p>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</p> <p>This agency was consulted as a subrecipient through regular meetings and notices.</p>	
3	Agency/Group/Organization	Community Energy Project, Inc
	Agency/Group/Organization Type	Services - Housing Grantee Department
	What section of the Plan was addressed by Consultation?	Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The Community Energy Project was consulted as a subrecipient.
4	Agency/Group/Organization	Unlimited Choices
	Agency/Group/Organization Type	Services - Housing Grantee Department
	What section of the Plan was addressed by Consultation?	Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Unlimited choices assists low-income elders and disabled households stay in their housing by helping to repair health and safety concerns.

5	Agency/Group/Organization	PORTLAND HOUSING CENTER
	Agency/Group/Organization Type	Services - Housing Grantee Department
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Non-Homeless Special Needs Economic Development Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	This agency was consulted as a subrecipient through regular meetings and notices. The Portland Housing Center is a key partner in the education of first time homebuyers and Portland's effort to close the minority homeownership gap.
6	Agency/Group/Organization	REBUILDING TOGETHER PORTLAND
	Agency/Group/Organization Type	Services - Housing Services-Elderly Persons Services-Persons with Disabilities Grantee Department
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	This agency was consulted as a subrecipient through regular meetings and notices. Rebuilding Together is a Portland and Consortium partner in assisting low-income disabled and elderly persons stay in their homes by making affordable health and safety repairs.
7	Agency/Group/Organization	ECUMENICAL MINISTRIES OF OREGON
	Agency/Group/Organization Type	Services - Housing Grantee Department

	What section of the Plan was addressed by Consultation?	Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	This agency was consulted as a subrecipient through regular meetings and notices.
8	Agency/Group/Organization	NATIVE AMERICAN YOUTH ASSOCIATION
	Agency/Group/Organization Type	Services - Housing Services-Children Services-Elderly Persons Services-Education Community Development Financial Institution Grantee Department Neighborhood Organization
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Non-Homeless Special Needs Economic Development Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	This agency was consulted as a subrecipient through regular meetings and notices. NAVA offers housing, education, and homebuyer education and assistance to help first time homebuyers and narrow the racial homeownership gap.
9	Agency/Group/Organization	Portland Community Reinvestment Initiatives, Inc.
	Agency/Group/Organization Type	Housing Services - Housing Community Development Financial Institution
	What section of the Plan was addressed by Consultation?	Anti-poverty Strategy

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	This agency was consulted as a subrecipient through regular meetings and notices. PCRI offers housing, education, and homebuyer education and assistance to help first time homebuyers and to help narrow the racial homeownership gap.
10	Agency/Group/Organization	Proud Ground
	Agency/Group/Organization Type	Services - Housing Community Development Financial Institution Grantee Department
	What section of the Plan was addressed by Consultation?	Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	This agency was consulted as a subrecipient through regular meetings and notices. Proud Ground develops affordable ownership housing and offers housing, education, and homebuyer education and assistance to help first time homebuyers and narrow the racial homeownership gap.
11	Agency/Group/Organization	LATINO NETWORK
	Agency/Group/Organization Type	Services - Housing Grantee Department
	What section of the Plan was addressed by Consultation?	Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	This agency was consulted as a subrecipient through regular meetings and notices. Latino Network offers housing, education, and homebuyer education and assistance to help first time homebuyers and narrow the racial homeownership gap.
12	Agency/Group/Organization	AFRICAN AMERICAN ALLIANCE FOR HOMEOWNERSHIP
	Agency/Group/Organization Type	Services - Housing Community Development Financial Institution
	What section of the Plan was addressed by Consultation?	Anti-poverty Strategy

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	This agency was consulted as a subrecipient through regular meetings and notices. AAAH offers housing, education, and homebuyer education and assistance to help first time homebuyers and narrow the racial homeownership gap.
13	Agency/Group/Organization	Prosper Portland
	Agency/Group/Organization Type	Services-Employment Community Development Financial Institution Grantee Department Major Employer
	What section of the Plan was addressed by Consultation?	Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	This agency was consulted as a subrecipient through regular meetings and notices. Prosper Portland is our lead partner for community economic initiatives.
	Agency/Group/Organization	COMMUNITY ALLIANCE OF TENANTS
14	Agency/Group/Organization Type	Services - Housing Service-Fair Housing Grantee Department
	What section of the Plan was addressed by Consultation?	Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	This agency was consulted as a subrecipient through regular meetings and notices. CAT is essential to education and advocacy for renters.
	Agency/Group/Organization	FAIR HOUSING COUNCIL OF OREGON
	Agency/Group/Organization Type	Services - Housing Service-Fair Housing Grantee Department
15	Agency/Group/Organization	
	Agency/Group/Organization Type	

	What section of the Plan was addressed by Consultation?	Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	This agency was consulted as a subrecipient though regular meetings and notices. FHCO is a key partner in the education of the public about Fair Housing and advocacy for renters experiencing housing discrimination.
16	Agency/Group/Organization	LEGAL AID SERVICES OF OREGON
	Agency/Group/Organization Type	Services - Housing Service-Fair Housing Grantee Department
	What section of the Plan was addressed by Consultation?	Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	This agency was consulted as a subrecipient though regular meetings and notices. LASO is a key partner in the education of the public about Fair Housing and advocacy for renters experiencing housing discrimination.
17	Agency/Group/Organization	IMPACT NW
	Agency/Group/Organization Type	Services - Housing Grantee Department
	What section of the Plan was addressed by Consultation?	Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	This agency was consulted as a subrecipient though regular meetings and notices. Impact NW is a key partner offering emergency assistance to households experiencing health and safety habitability concerns.
18	Agency/Group/Organization	Oregon Opportunity Network
	Agency/Group/Organization Type	Regional organization Grantee Department
	What section of the Plan was addressed by Consultation?	Housing Need Assessment

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	This agency was consulted as a subrecipient through regular meetings and notices. Oregon ON is a key partner in Portland's communication strategy with local affordable housing providers.
19	Agency/Group/Organization	HOUSING DEVELOPMENT CENTER
	Agency/Group/Organization Type	Housing Regional organization Grantee Department
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Market Analysis
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	This agency was consulted as a subrecipient through regular meetings and notices. HDC helps Portland housing development partners improve business practices.

Identify any Agency Types not consulted and provide rationale for not consulting

NA

Other local/regional/state/federal planning efforts considered when preparing the Plan

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	Multnomah County	This collaboration aligns with the Strategic Plan goal of aligning homeless services.
Comprehensive Plan	Bureau of Planning and Sustainability	The Comprehensive plan is a 20 year plan to accommodate future population growth. These plans are expected to complement each other.

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Moving To Work	Home Forward	The Housing Authority Plan outlines strategies to overcome barriers to housing stability CDBG Administrator PORTLAND Portland Housing Bureau HOPWA Administrator PORTLAND Portland Housing Bureau HOME Administrator PORTLAND Portland Housing Bureau ESG Administrator PORTLAND Portland Housing Bureau
2011 Analysis of Impediments to Fair Housing	Portland Housing Bureau	Strategies to address displacement, and housing discrimination barriers to housing choice.
A Home For EveryoneL A United Community Plan	Joint Office of Homeless Services	Affordable housing choice (Need); Increase and preserve affordable housing choice (Goal)Basic services & homeless prevention/intervention (Need); Reduce homelessness and increase stability (Goal)Community and economic development (Need); Infrastructure, facilities, economic opportunity (Goal),
Community Economic Development Plan	Prosper Portland	Community and economic development (Need); Infrastructure, facilities, economic opportunity (Goal)

Table 3 – Other local / regional / federal planning efforts

Narrative

Joint Office of Homeless Services

In FY 2016-17, the City of Portland and Multnomah County together invested \$47.3 million to create a new Joint Office of Homeless Services, combining resources to achieve an ambitious goal established by the A Home for Everyone(AHFE) collaborative: reduce by half Portland's unmet housing need by June 2017. The goal was premised on 2015Homeless Point in Time count data; the 2017 Homeless Point in Time count will

provide updated data to better understand the progress made towards this goal as well as current system needs and trends. The 2017 count was completed in February of this year and results are expected soon. City of Portland, Oregon 103 FY 2017-18 Proposed Budget

AP-12 Participation - 91.401, 91.105, 91.200(c)

1. Summary of citizen participation process/Efforts made to broaden citizen participation Summarize citizen participation process and how it impacted goal-setting

Three Community Need hearings were held. One was held in Spanish. The Need Hearing outcomes were shared with the Consortium committees that make budget and investment decisions. The public was notified regarding the solicitation of housing need issues during the two-week period starting September 21, 2016 and ending at the hearing October 4th. The notices were published online, in newspapers and through direct emails. Additional hearings for East Multnomah County and the City of Gresham were held on

The Action Plan draft was published in the DJC. The 30-day comment period started April 12 and ended May 12, 2017. The Action Plan was made available online and at the hearings held March 23rd, April 27th, June 6th, June 21st and August 3rd. The notice of the hearings and public comment period was also published in the Tribune, Gresham Outlook April 14th.

Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	Public Meeting	Non-English Speaking - Specify other language: Spanish	The Portland meeting on 10/11/2016 had 19 attendees, the Gresham and Multnomah County meetings had approximately 20 attendees and the majority were Spanish speaking.	More affordable housing is needed. Rental housing protections need to be enhanced.	No comments were not accepted.	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
2	Public Hearing	Non-targeted/broad community	The Portland Action Plan hearing was held with the PHAC committee. Twelve community members participated.	Comments focused on needing to prevent and assist homeless households. Preference for housing first models. Greater protections needed for renters. More affordable family sized housing and culturally appropriate housing. increase investments in public transportation and other systems that assist stability for low-income households.		

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
3	Public Meeting	Non-targeted/broad community	City of Portland and Portland Consortium Need Meeting. October 4th. 21 community members in attendance.	Majority of comments focused on homelessness, housing cost, displacement, and housing support services including mental health services.	No comments were not accepted.	
4	Public Meeting	Non-targeted/broad community	Portland Action Plan meeting on June 6th had 19 attendees.	Most comments were about the cost of housing development and actions to prevent displacement, and support of non-profit housing developers.	No comments were not accepted	
6	Public Meeting	Non-targeted/broad community	Multnomah County Action Plan meeting March 23rd	NA	NA	
7	Public Meeting	Non-targeted/broad community	city of Gresham Action Plan hearing April 27	NA	NA	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
8	Public Meeting	Non-targeted/broad community	City of Gresham City Council Meeting July 18th	NA	NA	
9	Public Meeting	Non-targeted/broad community	Multnomah County Commissioner meeting July 20	NA	Na	

Table 4 – Citizen Participation Outreach

Expected Resources

AP-15 Expected Resources - 91.420(b), 91.220(c)(1,2)

Introduction

Funding in the second year is based on FY 2017-18 allocations. The City of Portland is using its financial forecast to estimate the expected amount available for the upcoming three years. Assumptions for entitlements are that they will be relatively stable for the next three years.

Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1			Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	7,788,876	1,115,000	2,336,638	11,240,514	Rental Housing Development, Administration and Fair Housing, Workforce Development and Microenterprise, Homeowner Services and homeowner repair.
						26,724,321	

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
HOME	public - federal	Acquisition Homebuyer assistance Homeowner rehab Multifamily rental new construction Multifamily rental rehab New construction for ownership TBRA	3,090,086	390,000	720,737	4,200,823	10,135,956	Rental Development, Administration, Homebuyer, TBRA

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
HOPWA	public - federal	Permanent housing in facilities Permanent housing placement Short term or transitional housing facilities STRMU Supportive services TBRA	1,244,058	0	0	1,244,058	3,275,364	Housing Services for Persons With AIDS (HOPWA) Services

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
ESG	public - federal	Conversion and rehab for transitional housing Financial Assistance Overnight shelter Rapid re-housing (rental assistance) Rental Assistance Services Transitional housing	698,443	0	0	698,443	2,106,542	Shelter Services, Rapid Rehousing.supportive and emergency services, transitional housing, shelters, homelessness prevention through service interventions, Housing First models
Competitive McKinney-Vento Homeless Assistance Act	public - federal	Admin and Planning Other	245,666	0	0	245,666	736,998	HMIS program including information system development and administration

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
General Fund	public - local	Admin and Planning Financial Assistance Homebuyer assistance Homeowner rehab Overnight shelter Public Services Rapid re-housing (rental assistance) Rental Assistance Supportive services TBRA	31,770,515	0	0	31,770,515	77,518,302	Administrative costs funded by the City General Fund A Home For Everyone includes fair operations, supportive housing services, permanent housing placement, rent assistanceDown Payment Assistance and Home Repair
Redevelopment Fund	public - local	Acquisition	5,379,309	0	0	5,379,309	16,137,927	Construction Excise Tax collections to be used for affordable rental housing incentives, acquisition and development.

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
Tax Increment Financing	public - local	Admin and Planning Homebuyer assistance Homeowner rehab Multifamily rental new construction Multifamily rental rehab	95,112,036	0	0	95,112,036	117,185,234	Program Administration for Portland Housing Bureau, Preservation and New Affordable Housing, Down Payment Assistance and Home Repair.
Other	public - federal	Admin and Planning	12,228	0	0	12,228	43,452	Multnomah County and Gresham pay the City of Portland to coordinate our consolidated plan process.
Other	public - federal	Homeowner rehab Multifamily rental rehab	0	0	0	0	3,000,000	Lead Hazard Control Demonstration Grant 2013 has been extended through February 2017.

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
Other	public - local	Acquisition Admin and Planning Multifamily rental new construction Multifamily rental rehab	9,199,302	0	0	9,199,302	10,982,952	The Housing Investment Fund is a local resource comprising several programs largely dedicated to housing development. The 17-18 budget includes infusion from a bond measure.
Other	public - local	Acquisition Multifamily rental new construction	51,931,848	0	0	51,931,848	155,795,544	General obligations bonds and other locally procured financing used to acquire and construct affordable housing.
Other	public - local	Multifamily rental new construction Multifamily rental rehab	5,379,309	0	0	5,379,309	15,139,065	Proceeds from Apartment Complexes partly to service debt and to do improvements and pay expenses and improvements.

Table 2 - Expected Resources – Priority Table

Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

The Consortium leverages HUD funds with a variety of local public, as well as private dollars, for housing and community development activities. Some of the leverage includes local Tax Increment Financing, for projects that leveraged non-local funding sources such as Low-Income Housing Tax Credits, State and County funding, and private resources units targeted at low and very low income households. Housing development and

rehabilitation activities are highly leveraged because public funds are used as "last in" gap financing amounts. Locally controlled direct subsidy dollars are provided as loans and grants for rental housing.

In the months and years ahead, community-wide efforts will continue to move forward to find increased opportunities to leverage and better align economic opportunity resources with housing resources to support our communities' residents experiencing homelessness and housing instability. Leverage includes in kind and private sources.

HOME Match:

Matching funds estimated to equal \$722,522 are required for the HOME program. The members of the HOME consortium will each contribute their *pro rata* share of match. Key sources of match are expected to include local Tax Increment funds; local General Funds; grant funds from the State Housing Trust Fund, value of below market financing using the Oregon Affordable Housing Tax Credit; value of donated property and donated labor; the value of property tax exemptions for low- and moderate-income home ownership properties developed in distressed neighborhoods; the value of property tax exemptions for low- and moderate-income rental housing owned by charitable nonprofits and rented to income-qualified tenants; the value of property tax exemptions for low- and moderate-income housing developed under the New Multi-Unit Housing program; the value of building permit fee waivers and system development charge waivers; and the value of contributions from charitable and corporate sources. Although General Fund match may be available, federal regulations do not require a General Fund match for the HOME grant.

ESG Match: Dollar-for-dollar matching funds are required for the ESG program. The source of the \$698,443 match is expected to be General Fund allocated in the Portland Housing Bureau budget to Housing Access & Stabilization programs benefitting people experiencing homelessness.

If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan

More efforts are being made to identify vacant land owned by the City of Portland, Portland Development Commission, State of Oregon, Multnomah County, and agencies within these jurisdiction that would be appropriate for affordable housing, in-kind leverage, or as another resources for affordable housing. Publically and privately owned buildings, institutions and churches are also identified for temporary housing and shelter partnerships.

Discussion

These revenue estimates are based on FY 2017-18 budget projections, FY 2017-18 federal allocation and actual program income from FY 2016-17.

Annual Goals and Objectives

AP-20 Annual Goals and Objectives - 91.420, 91.220(c)(3)&(e)

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Increase and preserve affordable housing choice	2016	2020	Affordable Housing Public Housing	Citywide	Affordable Housing Choice	CDBG: \$8,462,894 HOME: \$4,200,823	Public service activities for Low/Moderate Income Housing Benefit: 2100 Households Assisted Rental units constructed: 1000 Household Housing Unit Rental units rehabilitated: 150 Household Housing Unit Homeowner Housing Added: 34 Household Housing Unit Homeowner Housing Rehabilitated: 850 Household Housing Unit Direct Financial Assistance to Homebuyers: 50 Households Assisted Tenant-based rental assistance / Rapid Rehousing: 650 Households Assisted

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
2	Prevent/reduce homelessness and increase stability	2016	2020	Affordable Housing Public Housing Homeless Non-Homeless Special Needs	Citywide	Affordable Housing Choice Basic Services, homelessness prevention/intervene Community Economic Development	CDBG: \$690,000 HOPWA: \$1,244,058 ESG: \$698,443	Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit: 85 Households Assisted Public service activities for Low/Moderate Income Housing Benefit: 1000 Households Assisted Tenant-based rental assistance / Rapid Rehousing: 3707 Households Assisted Overnight/Emergency Shelter/Transitional Housing Beds added: 4000 Beds HIV/AIDS Housing Operations: 500 Household Housing Unit
3	Infrastructure, facilities and economic opportunit	2016	2020	Non-Housing Community Development	Citywide	Community Economic Development	CDBG: \$2,087,620	Jobs created/retained: 2000 Jobs Businesses assisted: 300 Businesses Assisted

Table 3 – Goals Summary

Goal Descriptions

1	Goal Name	Increase and preserve affordable housing choice
	Goal Description	<p>Increase and preserve affordable housing choice. Affordable housing choice, includes safe housing, in good condition for all residents. Projects accomplishing this goal include home repair, down payment assistance, support for new housing development, affordable housing development, rental housing rehabilitation and permanent supportive housing.</p> <p><u>One Year Outcomes</u></p> <p>New Rental Housing: 500 Housing Units Rehabilitated Rental: 150 Housing Units Rental Households: 650 Households Homeowner Households: 3,000 Households Rehabilitated Owner Housing: 850 households Direct Financial Assistance to Homeowners: 50 households Homeownership preparation: 2,100 Households</p>
2	Goal Name	Prevent/reduce homelessness and increase stability
	Goal Description	<p>Reduce homelessness and increase stability. This goal includes preventing and reducing homelessness and increasing stability for all residents. Projects accomplishing this goal include interventions across a broad spectrum, such as: supportive and emergency services, transitional housing, shelters, homelessness prevention through service interventions, Housing First models, Fair Housing enforcement and education, cultural and population appropriate program delivery and activities to increase self-sufficiency, e.g., job training, employment readiness and education.</p> <p><u>One Year Outcome Targets</u></p> <p>Homeless Households served in emergency shelter: 4,000 households Homeless Households placed in permanent housing: 3,500 households Special Needs households assisted: 500 households Public service/Legal Service activities: 1,000 households Mental Health Services: 85 households</p>

3	<table border="1"> <tr> <td data-bbox="245 186 493 1929"> Goal Name </td><td data-bbox="493 186 652 1929"> Infrastructure, facilities and economic opportunit </td></tr> <tr> <td data-bbox="245 1692 493 1929"> Goal Description </td><td data-bbox="493 1692 652 1929"> <p>This goal includes improving infrastructure, facilities, economic opportunities and economic development. Programs to improve employment outcomes and household economic stability include employment training, referral and self-sufficiency and economic enhancement programs. Projects accomplishing this goal include extensive work with infrastructure, which is seen in Portland, Gresham and Multnomah County as essential in encouraging stability in neighborhoods, increasing access to persons with disabilities and attracting and retaining businesses. Projects will also support micro-enterprises and business development, as well as, public facilities, parks and transportation improvements.</p> <p><u>One Year Outcomes</u></p> <p>Business assisted: 350 Businesses</p> <p>Employment/Training Services: 2,000 Individuals</p> </td></tr> </table>	Goal Name	Infrastructure, facilities and economic opportunit	Goal Description	<p>This goal includes improving infrastructure, facilities, economic opportunities and economic development. Programs to improve employment outcomes and household economic stability include employment training, referral and self-sufficiency and economic enhancement programs. Projects accomplishing this goal include extensive work with infrastructure, which is seen in Portland, Gresham and Multnomah County as essential in encouraging stability in neighborhoods, increasing access to persons with disabilities and attracting and retaining businesses. Projects will also support micro-enterprises and business development, as well as, public facilities, parks and transportation improvements.</p> <p><u>One Year Outcomes</u></p> <p>Business assisted: 350 Businesses</p> <p>Employment/Training Services: 2,000 Individuals</p>
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Goal Description	<p>This goal includes improving infrastructure, facilities, economic opportunities and economic development. Programs to improve employment outcomes and household economic stability include employment training, referral and self-sufficiency and economic enhancement programs. Projects accomplishing this goal include extensive work with infrastructure, which is seen in Portland, Gresham and Multnomah County as essential in encouraging stability in neighborhoods, increasing access to persons with disabilities and attracting and retaining businesses. Projects will also support micro-enterprises and business development, as well as, public facilities, parks and transportation improvements.</p> <p><u>One Year Outcomes</u></p> <p>Business assisted: 350 Businesses</p> <p>Employment/Training Services: 2,000 Individuals</p>				

AP-35 Projects - 91.420, 91.220(d)

Introduction

The projects attached to this action plan are broad categories based on our requested budget. They will be broken down into specific subrecipient contracts, as applicable, at a later point in the process.

Please note that 2016 HOPWA and 2016 ESG carryover will be allocated to existing 2016 projects from the last action plan due to the requirements of IDIS grant based accounting.

#	Project Name
1	FY17-18 Program Administration - CDBG
2	FY17-18 Program Delivery - CDBG
3	FY17-18 Program Administration - HOME
4	ESG17
5	FY17-18 Program Administration - HOPWA
6	FY17-18 Fair Housing Admin - CDBG
7	FY17-18 Section 108 Repayment
8	FY17-18 Economic Opportunity Initiative - Microenterprise
9	FY17-18 Economic Opportunity Initiative - Adult Workforce
10	FY 17-18 Economic Opportunity Initiative - Youth Workforce
11	FY17-18 Housing Development Center
12	FY17-18 New Affordable Housing
13	FY17-18 Preservation Affordable Housing
14	FY17-18 HOME Consortium - Gresham
15	FY17-18 HOME Consortium - Multnomah Co
16	FY17-18 Single Family Fin Assist
17	FY17-18 Single Family Home Repair
18	FY17-18 HOME CHDO Operating Contracts
19	FY17-18 HOPWA Subcontracts
20	Carryover Affordable Housing for 17-18

Table 4 – Project Information

Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

The City of Portland chose to allocate our CDBG and HOME dollars primarily to rental housing development, because there is a current housing state of emergency in the city of Portland as well as our surrounding HOME consortium members, city of Gresham and unincorporated Multnomah County. The City has also devoted significant local resources to homelessness access and stabilization as well as tenant based rental assistance. We will continue to use CDBG resources for our economic opportunity initiative focusing on microenterprise technical assistance and workforce development.

The Consortium leverages HUD funds with a variety of local public, as well as private dollars, for housing and community development activities. Some of the leverage includes local Tax Increment Financing, for projects that leveraged non-local funding sources such as Low-Income Housing Tax Credits, State and County funding, and private resources units targeted at low and very low income households. Housing development and rehabilitation activities are highly leveraged because public funds are used as "last in" gap financing amounts. Locally controlled direct subsidy dollars are provided as loans and grants for rental housing.

In the months and years ahead, community-wide efforts will continue to move forward to find increased opportunities to leverage and better align economic opportunity resources with housing resources to support our communities' residents experiencing homelessness and housing instability. Leverage includes in kind and private sources.

If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan

More efforts are being made to identify vacant land owned by the City of Portland, Portland Development Commission, State of Oregon, Multnomah County, and agencies within these jurisdiction that would be appropriate for affordable housing, in-kind leverage, or as another resources for affordable housing. Publically and privately owned buildings, institutions and churches are also identified for temporary housing and shelter partnerships.

Discussion

These revenue estimates are based on FY 2017-18 budget projections, FY 2017-18 federal allocation and actual program income from FY 2016-17. As in past years at least 90% of the beneficiaries are anticipated to be low-income. Ninety percent of the City of Portland's Housing portfolio serves households 0 - 60% of the median family income through rent restrictions. Of the 13,197 assisted units, 2,112 of those units are restricted to households earning 0-30% of the area median income.

AP-38 Project Summary
Project Summary Information

Annual Action Plan
2017

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1	Project Name	FY17-18 Program Administration - CDBG
	Target Area	Citywide
	Goals Supported	Increase and preserve affordable housing choice Prevent/reduce homelessness and increase stability Infrastructure, facilities and economic opportunit
	Needs Addressed	Affordable Housing Choice Basic Services, homelessness prevention/intervene Community Economic Development
	Funding	CDBG: \$1,229,706
	Description	Includes personnel, indirect costs, grants office I/A
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	Admin for all programs. No outcome goals expected. We are tying this project to goal #1 in AP20. It will serve all three goals.
2	Project Name	FY17-18 Program Delivery - CDBG
	Target Area	Citywide
	Goals Supported	Increase and preserve affordable housing choice
	Needs Addressed	Affordable Housing Choice
	Funding	CDBG: \$228,390
	Description	Personnel - HIPPP, NHP, EOI
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	Staff costs associated with LMH activities. The outcomes will be in those activities and these staff activities will be pointed to them in the financial side of IDIS.

3	Project Name	FY17-18 Program Administration - HOME
	Target Area	Citywide
	Goals Supported	Increase and preserve affordable housing choice
	Needs Addressed	Affordable Housing Choice
	Funding	HOME: \$337,620
	Description	HOME Admin (Please note that this year's amount is using carryover funding in the HOME admin subfunds in 2013, 2014 and 2015 years which is why it is over the annual HOME admin cap of 10%)
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	Program admin for the HOME program, no beneficiaries to report
	Location Description	
	Planned Activities	Program admin for the HOME program, no beneficiaries to report This funding is included as part of goal 1 in AP 20
4	Project Name	ESG17
	Target Area	Citywide
	Goals Supported	Prevent/reduce homelessness and increase stability
	Needs Addressed	Basic Services, homelessness prevention/intervene
	Funding	ESG: \$698,443
	Description	Must be combined in single project per HESG rules
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	ESG includes rapid rehousing, shelter, and program administration
5	Project Name	FY17-18 Program Administration - HOPWA
	Target Area	Citywide
	Goals Supported	Prevent/reduce homelessness and increase stability

	Needs Addressed	Basic Services, homelessness prevention/intervene
	Funding	HOPWA: \$32,753
	Description	HOPWA Admin - Joint Office HOPWA Admin. Over 90% of the of the beneficiaries are low income, i.e. with incomes below 60% MFI.
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	Housing and services for people with AIDS.
6	Project Name	FY17-18 Fair Housing Admin - CDBG
	Target Area	Citywide
	Goals Supported	Prevent/reduce homelessness and increase stability
	Needs Addressed	Affordable Housing Choice Basic Services, homelessness prevention/intervene
	Funding	CDBG: \$690,000
	Description	Includes subrecipient and other budget items. Over 90% of the of the beneficiaries are low income, i.e. with incomes below 60% MFI.
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	Fair Housing education and enforcement
7	Project Name	FY17-18 Section 108 Repayment
	Target Area	Citywide
	Goals Supported	Increase and preserve affordable housing choice
	Needs Addressed	Affordable Housing Choice
	Funding	CDBG: \$735,788
	Description	Pay as possible out of Section 108 program income. Repayment of section 108 loan guarantee program

	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	Beneficiary outcomes are not applicable. As this debt service involves affordable housing we are including the amount in goal 1 for AP 20
8	Project Name	FY17-18 Economic Opportunity Initiative - Microenterprise
	Target Area	Citywide
	Goals Supported	Infrastructure, facilities and economic opportunit
	Needs Addressed	Community Economic Development
	Funding	CDBG: \$495,620
	Description	EOI with PDC and subcontractors. Over 90% of the of the beneficiaries are low income, i.e. with incomes below 80% MFI.
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	Assist small business with loans, grants, and training.
9	Project Name	FY17-18 Economic Opportunity Initiative - Adult Workforce
	Target Area	Citywide
	Goals Supported	Infrastructure, facilities and economic opportunit
	Needs Addressed	Community Economic Development
	Funding	CDBG: \$796,000
	Description	EOI with PDC and subcontractors
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	

	Location Description	
	Planned Activities	Workforce development
10	Project Name	FY 17-18 Economic Opportunity Initiative - Youth Workforce
	Target Area	Citywide
	Goals Supported	Infrastructure, facilities and economic opportunity
	Needs Addressed	Community Economic Development
	Funding	CDBG: \$796,000
	Description	EOI with PDC and subcontractors
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	youth workforce activities
11	Project Name	FY17-18 Housing Development Center
	Target Area	Citywide
	Goals Supported	Increase and preserve affordable housing choice
	Needs Addressed	Affordable Housing Choice
	Funding	CDBG: \$12,000
	Description	Technical assistance
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	Subrecipient to provide technical assistance to non-profit housing developers and owners.
12	Project Name	FY17-18 New Affordable Housing
	Target Area	Citywide
	Goals Supported	Increase and preserve affordable housing choice

	Needs Addressed	Affordable Housing Choice
	Funding	HOME: \$1,500,000
	Description	New affordable housing rental development projects. Newly affordable units both HOME and CDBG. Over 90% of the City of Portland's housing portfolio serves households below 60% MFI and 16% of those projects are restricted to households below 30% MFI.
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	Affordable rental housing development.
	Planned Activities	Affordable rental housing development.
13	Project Name	FY17-18 Preservation Affordable Housing
	Target Area	Citywide
	Goals Supported	Increase and preserve affordable housing choice
	Needs Addressed	Affordable Housing Choice
	Funding	CDBG: \$10
	Description	Preservation of affordable housing rental units. Preservation of affordable units - CDBG90% of units serve households below 60% MFI and at least 16% of those units are reserved for households below 30% MFI. Amendment #2 transferred \$1,500,000 to project #22.
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
14	Project Name	FY17-18 HOME Consortium - Gresham
	Target Area	Citywide

	Goals Supported	Increase and preserve affordable housing choice Prevent/reduce homelessness and increase stability Infrastructure, facilities and economic opportunit
	Needs Addressed	Affordable Housing Choice Basic Services, homelessness prevention/intervene Community Economic Development
	Funding	HOME: \$602,819
	Description	Per Gresham 17-18 IGA - TBRA, Homebuyer SAM, Admin, CHDO
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	Homebuyer programs and tenant based rental assistance programs
15	Project Name	FY17-18 HOME Consortium - Multnomah Co
	Target Area	Citywide
	Goals Supported	Increase and preserve affordable housing choice
	Needs Addressed	Affordable Housing Choice
	Funding	HOME: \$117,443
	Description	As per consortium IGA. Projects to be approved by Multnomah County.
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	Rental rehab and tenant assistance. Most of the costs are expected to fall under goal #1 so we have included the resources in this project in the Goal #1 total in AP 20.
16	Project Name	FY17-18 Single Family Fin Assist
	Target Area	Citywide
	Goals Supported	Increase and preserve affordable housing choice

	Needs Addressed	Affordable Housing Choice
	Funding	CDBG: \$4,000,000
	Description	Single family homebuyer financial assistance (Down payment assistance loans with home repair grants)
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	Homebuyer education, counseling, down payment assistance Foreclosure prevention
17	Project Name	FY17-18 Single Family Home Repair
	Target Area	Citywide
	Goals Supported	Increase and preserve affordable housing choice Prevent/reduce homelessness and increase stability
	Needs Addressed	Affordable Housing Choice Basic Services, homelessness prevention/intervene
	Funding	CDBG: \$2,011,000
	Description	Single family home repair - loans and subrecipient grants
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	Rehabilitation, single family homes, CDBG. Over 90% of the of the beneficiaries are low income, i.e. with incomes below 60% MFI.Single family home repair via direct loans and subrecipient contracting
18	Project Name	FY17-18 HOME CHDO Operating Contracts
	Target Area	Citywide
	Goals Supported	Increase and preserve affordable housing choice
	Needs Addressed	Affordable Housing Choice

	Funding	HOME: \$154,504
	Description	CHDO Operating subfund CHDO Operating fund as per HOME rule (no beneficiaries)
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	CHDO Operating fund as per HOME rule (no beneficiaries)
19	Project Name	FY17-18 HOPWA Subcontracts
	Target Area	Citywide
	Goals Supported	Prevent/reduce homelessness and increase stability
	Needs Addressed	Affordable Housing Choice Basic Services, homelessness prevention/intervene
	Funding	HOPWA: \$1,211,305
	Description	HOPWA Subrecipient. Includes Cascade AIDS Project, Clark County Washington, and Central City Concern programs targeted to people with HIV/AIDS. Over 90% of the of the beneficiaries are low income, i.e. with incomes below 60% MFI.
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	Includes Cascade AIDS Project, Clark County Washington, and Central City Concern programs targeted to people with HIV/AIDS. Over 90% of the of the beneficiaries are low income, i.e. with incomes below 60% MFI.
20	Project Name	Carryover Affordable Housing for 17-18
	Target Area	Citywide
	Goals Supported	Increase and preserve affordable housing choice
	Needs Addressed	Affordable Housing Choice

	Funding	CDBG: \$246,000 HOME: \$1,488,437
	Description	Carryover funding for purposes outlined in projects 12 and 13. Carryover will be used for affordable housing. Projects have not been selected yet. These are amounts that will be awarded in this year's NOFA but are unlikely to be in their construction phase before the end of 17-18. This is our normal process for rental housing development and PJ does not anticipate that it will jeopardize its ability to meet HOME commitment or CDBG timeliness deadlines.
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	For future affordable housing FY 17-18. As goals will be reported in projects 12 and 13 of future years there are no specific goals listed here. This project was set up because of the nature of carryover in the new system of grant-based accounting.

AP-50 Geographic Distribution - 91.420, 91.220(f)

Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed

Multnomah County's low-moderate income census tracts and block groups are predominately located on the East side of the river. East Portland and Southeast Portland are largely predominated by low-moderate income areas. The majority of the jurisdictions' federal resources are dedicated toward serving low-income households and individuals.

Geographic Distribution

Target Area	Percentage of Funds
Citywide	

Table 5 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

Portland Housing Bureau (PHB) investments increase the supply of affordable housing at a time when the area is facing rapidly increasing rents and home prices. Per its Strategic Plan, PHB invests in affordable rental housing development and rehabilitation; services to help people move from homelessness to permanent housing; and in programs that help renters, homeowners and potential home buyer's access and retain housing. PHB funds are invested primarily through competitive solicitations resulting in contracts and development agreements with community-based non-profit and for-profit organizations. The revenue sources reflected on the map below, from largest to smallest, are Urban Renewal Area (URA) Tax Increment Financing (TIF) funds; federal funds; and City of Portland General Fund dollars. TIF funding is geographically restricted; it must be spent in the URA which generated it. Federal funds are available to spend citywide. PHB's projects and programs serve very-low and low-income households earning up to 80% of area median income. Location-specific projects funded with TIF or federal funds are reflected on the map. Citywide services – including emergency shelters, homebuyer education, foreclosure prevention, and rent assistance – are categorized in the key as 'unallocated.' In FY 2017-18 over 77 million of local resources will go to these activities. Investments in the Central City are higher due to investments in large affordable rental projects. Notable investments outside of the central city include: assistance for first-time homebuyers, home repair for low-income seniors, and pre-development of affordable housing projects.

Discussion

The City of Portland 2017 Budget Map, shows the total spending per user in the Portland geography. The map shows that the most spending per user takes place in the Central City.

Affordable Housing

AP-55 Affordable Housing - 91.420, 91.220(g)

Introduction

The Portland Housing bureau uses local and federal funds to leverage resources for affordable housing. Partners include the housing authority Home Forward, for profit and non-profit developers, especially those organizations with a mission to serve low income households with barriers to housing choice and serve those who are not served by the market.

One Year Goals for the Number of Households to be Supported	
Homeless	4,000
Non-Homeless	400
Special-Needs	500
Total	4,900

Table 6 - One Year Goals for Affordable Housing by Support Requirement

One Year Goals for the Number of Households Supported Through	
Rental Assistance	100
The Production of New Units	500
Rehab of Existing Units	150
Acquisition of Existing Units	50
Total	800

Table 7 - One Year Goals for Affordable Housing by Support Type

Discussion

See AP 20 for a breakdown of activities, service and production outcome indicators.

AP-60 Public Housing - 91.420, 91.220(h)

Introduction

This section describes what actions the grantee will take in the given program year to carry out the public housing portion of the Strategic Plan. It identifies the manner in which the plan will address the needs of public housing during the program year.

From 2012 to the present Home Forward has been engaged in its “85 Stories” Initiative. This comprehensive project will rehab 10 high-rise buildings, comprising 85 stories and 1229 units of PH for seniors and people with disabilities in urban neighborhoods. This effort secured the financial and physical health of the buildings which averaged between 30 and 50 years old and needed more than \$80 million in renovations. Additionally, Home Forward is a successful applicant in HUD’s Rental Assistance Demonstration (RAD).

Actions planned during the next year to address the needs to public housing

85 Stories:

The 85 Stories initiative will change the underlying subsidy for several buildings from public housing to project-based rent assistance, which in turn will allow the Agency to leverage equity and debt to make needed repairs. Improving the physical condition of the buildings will reduce operating costs, enhance the value of these important community assets, and ensure affordable housing for future generations. Home Forward has four goals for 85 Stories:

- Continue to serve the same very low income population currently housed
- Continue to own and manage each property
- Improve the physical condition of the properties
- Improve their financial performance

Residents in the ten 85 Stories apartment communities have an average income of less than \$800 a month, and the vast majority are seniors or people with disabilities. They pay 28.5 percent of their income in rent, which makes their home affordable if they are living on a fixed or very limited income. While their life stories may differ, they share an appreciation for the positive impact a stable home can have.

The first phase of the 85 Stories initiative involved renovations at four communities that provide 654 homes. The underlying subsidy for the apartments was converted to project-based rent assistance in 2013, and limited partnerships that own the buildings were created. Home Forward serves as the general partner and retained ownership of the land through ground leases.

The preservation work for this phase was funded with low-income tax credit equity, tax exempt bonds, and Home Forward equity investments. The \$50 million construction project started in spring 2015 and

was completed in spring 2016. Residents continued to live in their apartment communities during the renovations. When relocation was necessary it was temporary and was often within the building. As this work continues, Home Forward continues to develop strategies for the remaining six properties in the 85 Stories initiative (Phase Two).

In May 2015 Home Forward submitted six **Rental Assistance Demonstration (RAD)** applications for six properties, with a total of 285 public housing units. We received six initial Commitments to enter into a Housing Assistance Payment (CHAPs) in September 2015, with amended CHAPs issued in March 2016 (RAD Phase 1). In addition, Home Forward received 24 additional CHAPs in August 2016, totaling 498 units (part of RAD Phase 2). Home Forward is currently working with HUD to determine the timeline of conversion for these properties.

Home Forward is converting to project-based vouchers under the guidelines of PIH Notice 2012-32, REV-1 and any successor Notices. Upon conversion to project-based vouchers, Home Forward will adopt the resident rights, participation, waiting list and grievance procedures listed in the Notice and in Joint Housing PIH Notice H-2014-09/PHI-2014-17.

RAD was designed by HUD to assist in addressing the capital needs of public housing by providing Housing Authorities access to private sources of capital to repair and preserve its affordable housing assets. Project-based voucher subsidy is sized to replace the reduction in Capital Funds and operating subsidy lost from the RAD conversions. Regardless of any funding changes that may occur as a result of conversion under RAD, Home Forward certifies that it will maintain its continued service level.

There are 36 remaining public housing properties that Home Forward anticipates a RAD closing or Section 18 approval, with properties converting through FY2021. At time of this writing, Home Forward is working with HUD to identify the order in which properties will close.

Actions to encourage public housing residents to become more involved in management and participate in homeownership

Home Forward engages its residents in a process which allows them to have a voice in decisions affecting its various housing programs through its Resident Advisory Committee (RAC). The RAC, comprised of 10-20 volunteers who either live in a Home Forward unit or participate in the Section 8 program, holds monthly meetings (with the exceptions of August and December). Public meetings are conducted quarterly. The results of their work are reported to Home Forward's Board of Commissioners. The committee chair also serves as the Resident Commissioner on the agency's Board of Commissioners. In addition to the RAC, the agency routinely involves participants and residents on committees specific to a particular redevelopment or to policy issues. For example, residents and participants served on the Community Advisory Committees that guided Home Forward through several HOPE VI redevelopments, and were also involved in shaping Home Forward's Rent Reform initiative. For additional information please see previous discussion under SP-50, "Activities to increase resident involvements".

Although Home Forward does not directly provide homeownership opportunities the agency has partnered with the local Habitat for Humanity affiliate on each of its three HOPE VI project, thus helping to provide a number of homeownership opportunities through Habitat's programs. Additionally, the agency's GOALS (Greater Opportunities to Advance, Learn, and Succeed) program provides Home Forward participants with ways to set and reach their goal of becoming self-sufficient through five years of dynamic supportive services. The GOALS program has helped many families with job training and referrals, getting a better job or promotion, child care referrals or even owning a home. This program offers a solid pathway for financial independence and self-sufficiency and features creative ways to help participants save money to achieve their long-term goals.

If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance

N/A

Discussion

Average REAC score is . The table below outlines the number of vouchers both mobile and fixed. This does not represent the number of leased units.

AP-65 Homeless and Other Special Needs Activities - 91.420, 91.220(i)

Introduction

The Consortium activities to address homelessness and special needs fall into following categories; income benefits, health, survival and emergency services, access to service and system coordination.

Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

The jurisdiction, under the organization of its Continuum of Care (CoC) has several agencies who conduct street outreach to identify & engage unsheltered persons on the streets, in cars, camps and other locations throughout our full geography. Outreach workers within these agencies use Housing First, trauma-informed approaches to build relationships with vulnerable groups (families, youth, Veterans and adults with disabilities) interested in accessing resources. Outreach staff also respond to calls for help through the 211-phone line. Participants are entered HMIS, assessed through coordinated entry and connected to appropriate housing and services. In FY17-18 we will prioritize using rapid rehousing funds (including ESG, CoC, and leveraged local resources) and outreach to landlords to reduce housing placement barriers. Outreach and engagement providers (including law enforcement) meet monthly at an outreach subcommittee of the local CoC Board to discuss challenges and opportunities to improve coordination. The jurisdiction supports low-barrier day access centers that offer food and hygiene supplies for unsheltered people, which are also used as engagement sites for rapid rehousing and coordinated access assessment. The jurisdiction also funds long-standing street-to-home placement directly into permanent supportive housing using leveraged local, HUD CoC, and housing authority resources. In FY17-18 the jurisdiction will continue a program piloted in FY15-16 that provides intensive street engagement in partnership with local law enforcement professionals to provide housing placement and retention support to people experiencing homelessness in high-impact public areas, especially those who present the greatest barriers to housing and are prioritized based on their vulnerability and public impact. The jurisdiction will also continue and expand successful coordinated entry practices by funding a multi-agency mobile team providing street and site-based outreach/engagement. This team will conduct coordinated access assessment, provide resource navigation and referral, help participants collect documents necessary for landlords, help mitigate barriers, and provide flexible client assistance to support the rapid transition of people prioritized through coordinated access to available housing resources.

Addressing the emergency shelter and transitional housing needs of homeless persons

The jurisdiction, under the organization of its Continuum of Care (CoC) conducts annual needs and gaps assessments, which correspond to annual planning for a range of facilities and services that help to

address the emergency and transitional housing needs of people experiencing homelessness. The planning occurs primarily through the CoC's Safety off the Streets Workgroup, which recommends investment and policy strategies to the CoC Board and its Executive Committee. The CoC Board adopted community program guidelines for a range of homeless services, including emergency shelter and transitional housing that were generated through a broad community engagement process coordinated by the CoC and staffed by national technical assistance providers from CSH. The guidelines describe emergency shelter and transitional housing activities and outline for each: populations served and prioritized, effective practices, and minimum and ideal operating standards. Investment of resources within this strategic plan, including ESG, HOPWA, and CDBG, are prioritized for investment in aligned activities through direct coordination with the CoC. In FY16-17, the jurisdiction, through its CoC began expanding available safety off the streets options (including emergency shelter and alternative facilities) by more than 650 beds, including 124 for single women, 90 for people in families, 200 for people in couples and, 20 for people fleeing domestic violence.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again

The jurisdiction, through its local Continuum of Care (CoC) tracks length of time homeless using: Homeless Management Information System (HMIS) data, coordinated entry (CE) systems, a Veterans By-Name List, CoC- and Emergency Solutions Grant (ESG) project data, and CoC system mapping. Local HMIS data shows a significantly longer average length of time homeless in shelter -- from 44 days (2015), to 69 days (2016). This is likely the result of the housing market, with clients and housing providers reporting that they cannot find affordable housing anywhere in the county. The jurisdiction, through our CoC, will use the following strategies to reduce length of time homeless: expanded partnerships with street outreach, shelters, day centers to increase effective engagement; CE to connect people to diversion and rapid rehousing (RRH) resources; adopting HUD's Notice CPD-14-012 prioritization policy for our permanent supportive housing (PSH); prioritizing beds for chronically homeless (CH) families and individuals at turnover; the Short Term Rent Assistance program which equips shelters and mobile staff with RRH; and the Veterans registry to prioritize VASH based on length of time homeless. Local funding partners (City, County, local housing authority) collaborate extensively with community stakeholders to increase PSH by incenting set aside of PSH units in new and existing housing developments and prioritizing CoC and other funding for development of new PSH units for CH households. The CoC annually applies for additional PSH funding through HUD CoC, VASH, and other sources, and will also reach out to other PSH projects to form agreements to prioritize non-dedicated beds at turnover in the future. Since 2005, the Short-Term Rent Assistance program consolidates local, state & federal funding (including ESG) and is administered by the local housing authority. In 2014, the CoC launched the Homeless Family System of Care coordinated entry system, which uses a modified F-

SPDAT to assess need and prioritize service type and length, with a housing first, assertive engagement approach. Our local housing authority has committed 200 housing choice vouchers (HCV) to prioritize rapid placement of families to leverage CoC- and ESG-funded activities. Local HMIS data shows our CoC has retained a high permanent housing retention rate for the last two reporting years (see chart below). Housing Retention Source Data: SHAR report Reporting Group: 15/16 Perm Placement retention 90% (6 mos.) 86% at (12mos.), 16/17 Perm Placement retention 92% (6 mos.) 88% at (12mos.) Our CoC complies with HUD system performance reporting for returns to homelessness using our HMIS. To reduce returns to homelessness, we invest in: 1) flexible local housing retention funds to stabilize households who may face temporary crisis that places them at risk; 2) landlord recruitment & guarantee funds to ensure households placed in private market units have additional resources for stability; 3) housing authority has on-site DV advocates to assist HCV & Public Housing residents to maintain their housing assistance and improve retention; 4) active retention monitoring at 6- and 12-month post subsidy to assess outcomes and provide training for those who don't meet community-wide standards. CoC providers routinely use HMIS to monitor and record episodes of homelessness of those who exit RRH, TH, PSH projects at 3-, 6- and 12-mos. In FY17-18, the jurisdiction, through its CoC expects to maintain, for the second year, increased local funding for housing placement and retention by more than \$12.5 million to facilitate placement of an additional 1,350 people experiencing homelessness into permanent housing through a range of PSH, RRH and other innovative housing models. Primary priorities will include affirmatively furthering fair housing by reducing racial disparities in homelessness and reversing recent increases in homelessness among women.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.

The jurisdiction, through its Continuum of Care (CoC) funds a range of homelessness prevention and diversion activities that assist households at risk of becoming homeless. We identify risk factors through: direct participation of CoC board members who represent prevention and mainstream systems and provide policy guidance; subcommittees that focus on identifying strategies to improve alignment of prevention resources; and service data analysis from "front door" entities (211info line, shelters, day centers, mainstream services). One CoC subcommittee is improving coordination between hospitals and housing agencies at time of discharge. Referrals to prevention resources occur through our coordinated entry for families at the time of initial screening. Our locally-funded Short Term Rent Assistance program provides eviction prevention for households before they become homeless using a range of state, local, and federal funding. Shelter providers, including those serving survivors of domestic violence, incorporate diversion resources prior to intake with rental assistance and mobile housing retention services. Either the state, the CoC or another entity has established discharge policies that prevent discharges to homelessness across local foster care, health care, mental health care and corrections

systems. The jurisdiction, through its CoC coordinates with each system to prevent discharges to homelessness, and in FY 2017-18 will use local funding to establish a pilot focused on preventing discharges from inpatient health settings to homelessness. Over the last year, local HMIS data show a 3.5% decrease (38% to 34.5%) of CoC funded participants exiting with increased income from earned and other sources. We're not sure of the reasons for this, but will review with our CoC sub-committee that is charged with employment and workforce issues. [see chart below]

Source Data: 0703 - Employment and Income Growth for CoC Funded Projects Metric 4 Reporting Group OR501/AHFE (ALL) (1434) run on 7/13/2017

Discussion

Employment recovery and economic opportunity programs.

The CoC-funded Employment Recovery Project, run by nonprofit Central City Concern, uses a supported employment model to connect adults with multiple barriers (criminal histories, substance abuse) to jobs. Jurisdiction-funded agencies are part of the local Economic Opportunity Program, providing career track training, counseling and job placement through our local Workforce Investment Board, in collaboration with employment providers. The Homeless Benefits Recovery program, led by Central City Concern in partnership with the local Social Security Administration, helps homeless disabled persons unable to work obtain SSI, SSDI & health insurance an average of 14 months faster than typical time. In 2014, the CoC formed a Workforce subgroup to develop priorities for greater employment/housing alignment and improve data analysis at a system-level to inform planning and expansion. The jurisdiction, through our CoC. partners with Worksystems (local WIB), Portland Business Alliance (downtown businesses) and State Dept. of Human Services (TANF, JOBS Works) to increase income opportunities for homeless persons. All three are on the CoC Board and Workforce subgroup. Worksystems is a main liaison between our CoC and statewide WIOA implementation. They oversee the Economic Opportunity Program which provides career track training, counseling and job placement, and leverages federal funds (DOL, DHHS), local housing funds, jobs through local businesses and community-based case management to achieve successful employment & housing outcomes. The subgroup developed strategies that have committed local support: adding rent assistance to an effective employment program, piloting braided DOL/TANF/local funds to support homeless TANF families, and increasing job opportunities through employers. 75% of our CoC projects regularly connect participants to services provided by mainstream employment partners.

Summary of Housing Support Facilities both shelter, transitional and special needs.

In FY17-18, the jurisdiction, through its CoC expects to maintain, for the second year, increased local funding for homelessness prevention and shelter diversion by \$2.5 million in order to facilitate prevention of an additional 1,000 people from becoming homeless through additional eviction

prevention-focused rent assistance, clinical staff to work with people with disabilities in affordable housing units to prevent eviction, housing stabilization workers to assist patients as they enter and prepare to exit health care facilities, and legal representation for people at risk of homelessness.

Based on the Portland Housing Bureau's State of Housing report, "the City of Portland funds programs designed to prevent and end homelessness for individuals and families. These programs are provided through contracts with various nongovernmental and other public entities, who perform a range of services that address the diverse needs of people experiencing homelessness. These services include short-term rent assistance, eviction prevention and housing placement, emergency shelter, and transitional housing. The local effort to end homelessness is carried out under the umbrella of A Home for Everyone, a collaborative effort by Multnomah County, the City of Portland, the City of Gresham, Home Forward, and other community partners.

The Consortium members fund a number of housing and social service providers to provide housing facilities to non-homeless special need populations. These organizations include Blanchet House of Hospitality, Bradley Angle, Cascade Aids, Project, Cascadia, Catholic Charities, Cedar Sinai Park, Central City Concern, City Team Ministries, Community Partners for Affordable Housing, Community Services Inc.

AP-70 HOPWA Goals - 91.420, 91.220 (I)(3)

One year goals for the number of households to be provided housing through the use of HOPWA for:	
Short-term rent, mortgage, and utility assistance to prevent homelessness of the individual or family	29
Tenant-based rental assistance	31
Units provided in permanent housing facilities developed, leased, or operated with HOPWA funds	63
Units provided in transitional short-term housing facilities developed, leased, or operated with HOPWA funds	2
Total	125

AP-75 Barriers to affordable housing -91.420, 91.220(j)

Introduction

This sections addresses the Actions planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment

The Portland Housing Bureau faces potential revenue reductions that could affect funding and staffing levels. Tax Increment Financing (TIF), the largest source of direct funding, is projected to decline by more than half over the next few years. That means money for services and operations is threatened. This reality highlights the need to shift our reliance on discretionary general funds, to stable, ongoing income sources. Anticipated actions include allocating significant new investments of local resources for affordable housing development, homelessness prevention and economic opportunity.

Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment

In 2016 the City of Portland will fund activities to address the following barriers.

For the three identified needs and goals the main barrier is loss of Federal Resources and the main strategy is to develop local resources for housing development, homelessness prevention and community economic development.

Barriers and strategies to address them in PY 2016

1. **Barrier:** National housing and economic crisis. **Strategy:** Home Forward requested a market rent study which resulted in an increase in the local HUD Fair Market Rents. These kinds of strategies will continue to be pursued to ensure access for low income households into high opportunity areas.
2. **Barrier:** Federal and local funding shortfalls **Strategy:** Seek local resources to supplement declining Federal resources. In 2017 residents of Portland voted for the creation of a bond for affordable housing.
3. **Barrier:** Lack of an affordable housing supply makes impediments to Fair Housing choice more pronounced. **Strategy:** Educate renters and landlords about the recent State law that requires acceptance of rental applications from households with Section 8 vouchers. Identify and implement additional renter protections. Implement new housing tools such as inclusionary housing and development

bonus tied to affordable housing.

4. **Barrier:** Historic housing policy and investments such as eminent domain seizures and redlining, still influence patterns of racial and ethnic segregation. **Strategy:** Recognize historic disparities and seek legal and policy remedies, including implementing affirmative marketing and leasing requirements and investment in underserved communities.

5. **Barrier:** Protected classes still experience illegal housing discrimination especially disabled, racial and ethnic minorities, refugees and immigrants, families, and single female headed household. **Strategy:** Invest in fair housing education and enforcement of fair housing laws.

Discussion

The Portland Housing Bureau investment priorities include:

- Provide more rental housing for the most vulnerable people.
- Move people quickly from homelessness to permanent housing while preventing families from losing their homes.
- Help Portlanders from communities of color buy a home or keep the home they already own.
- Provide a safety net that includes shelters and other short-term help for low-income Portlanders who are homeless or at risk of homelessness.

AP-85 Other Actions - 91.420, 91.220(k)

Introduction

Portland is seeing an increase in displacement as a result of households moving to find more affordable housing, including that affordable to working families. The City prioritizes projects to preserve or build affordable housing in areas that assist families achieve self-sufficiency and increase earning capacities and offer services that prevent homelessness. Projects included in the annual plan speak to those efforts. In addition, the City works closely with long-term partner providers to reach out to persons in need, including in language and culturally-appropriate methods. Participating in regional transportation and economic efforts, the City seeks to create vibrant hubs and to increase employment, including local entrepreneurs. Portland continues a strong monitoring practice to maximize the efficacy of funded-efforts.

Actions planned to address obstacles to meeting underserved needs

The City of Portland actively supports quality housing that is affordable to all residents. Portland recently completed a market analysis of housing called the State of Housing in Portland. The report shows increasing lack of affordable housing for many household types and especially for low-income households. Annual actions to address housing affordability use the following guiding principles.

1. Provide more rental housing for the most vulnerable people.
2. Move people quickly from homelessness to permanent housing while preventing families from losing their homes.
3. Help Portlanders from communities of color buy a home or keep the home they already own.
4. Provide a safety net that includes shelters and other short-term help for low-income Portlanders who are homeless or at risk of homelessness. The principles recognized early on that concentrations of poverty and minority populations could block access to opportunities, which is reflected in national policies to promote equal opportunities in all neighborhoods (Affirmatively Furthering Fair Housing). The City promotes a diversity of housing types across all neighborhoods and recognizes that publicly-assisted housing is one component. The City is committed to fostering housing options that working individuals and families can afford. The City will look for new opportunities to preserve and expand housing options for all residents, including low-income residents who need ongoing support.

Specific second year actions of Portland's five year Consolidated Plan include the following projects and programs that use both federal and other sources of income.

- Ongoing General Funded East Portland Rental Rehab Program to preserve existing privately held affordable housing in East Portland to mitigate against risk that these units be lost (e.g. become uninhabitable or get renovated to target higher-income tenants) and to address the percentage

of “rent burdened” households – something experienced disproportionately by communities of color.

- Ongoing General Fund for Homeownership and Home Retention in order to make these services available outside URA’s and mitigate involuntary displacement, with an emphasis upon people of color and seniors and low-income households in the flood plain.
- Allocate General Fund for East Portland Home Repair to stabilize households and address a disparity of City investment from both a geographic and racial/ethnic perspective.
- Allocate General Fund Ongoing for homeowner case management citywide. This will allow PHB to address factors contributing to involuntary displacement (such as predatory real estate practices and lending, complications in estate planning and challenges of maintaining a large home) with a focus on communities of color.
- Allocate annual federal grant funding (CDBG/HOME) for rental housing development to increase resources available to be used outside of URA’s. This allows increases PHB’s ability to create and maintain affordability in gentrifying communities and racial/ethnic communities at risk of displacement.
- Allocate Lents URA funding for rental housing development to preserve and create affordable housing in East Portland – a neighborhood at risk of involuntary displacement, something experienced disproportionately by communities of color.

Actions planned to foster and maintain affordable housing

Action to preserve affordable housing units that may be lost from the assisted housing inventory include funding for restructuring debt, loans and grants assistance for rehabilitation of single family homes and multi-family, zoning bonus incentives to preserve affordable housing, and affordability covenants.

The final rehabilitation work on the last two buildings of the 11X13 campaign – Jefferson West Apartments and Bronaugh Apartments – is concluding in 2016. The 11X13 campaign began in 2008, when the City identified 11 privately owned buildings at risk of losing their affordability by 2013. Because of their highly desirable locations, more than 700 affordable homes were susceptible to being converted to market-rate rentals or sold as condominiums, displacing vulnerable residents. Under the leadership of City Council, PHB launched 11X13, a campaign to preserve the affordability of those buildings subsidized by federal rent assistance contracts with U.S. Department of Housing and Urban Development (HUD) that were set to expire. The City partnered with the HUD, the State of Oregon, the Network for Oregon Affordable Housing (NOAH), local nonprofits and private funders. The coalition worked in close coordination for five years, and this spring, the City announced that it had successfully preserved each of the 11 buildings, requiring 60 years of affordability for 700 homes located in Portland’s vibrant and desirable neighborhoods. 11X13 was funded by local, private and federal sources. For every dollar the City invested, we leveraged \$4 in private and \$5 in federal funds. The City invested

\$22 million in Community Development Block Grant (CDBG), Section 108 loans, and local urban renewal dollars. This leveraged \$110 million in private investments and more than \$120 million in federal assistance over the next 20 years. The flexibility of CDBG funds was critical in filling financing gaps throughout this campaign. Without CDBG, the \$120 million in federal rent assistance contracts would have been at risk. More importantly, over 700 affordable homes in our community would have been lost.

As the 11X13 campaign concludes the City continues to work to preserve affordable housing that may be lost from the housing inventory. The City recently purchased the Joyce Hotel, one of the last buildings in the Downtown core that provides temporary rooms and shared hostel beds to extremely-low income residents. Despite its being a hotel, some residents have lived in the Joyce for many years as their primary dwelling. Work to preserve and rehabilitate affordable housing in the jurisdictions regulated portfolios is ongoing, with a significant proportion of the rental development budget each year dedicated to rehabilitation of existing units and restructures of loans to allow partners to keep operating affordable units. To further the objective of quality housing for all segments of the population, the City supports rehabilitation of units to provide permanent accessibility for persons with disability and home repair assistance for lower-income households. In addition, the City provides assistance for lower-income homebuyers in the form of down payment assistance. The City works with the community to affirmatively remove the minority homeownership gap in addition to other racial disparities in equitable enjoyment of and access to housing. The new Enhanced Rental Inspection Program and has been effective and the city is considering expansion of this program. The program results in inspection for compliance with a broad range of habitability standards including fire, life, and safety code violations. Common violations found and corrected are visible mold, inadequate ventilation, illegal heat sources, plumbing disrepair, inoperable smoke detectors, and exposed wiring. The inspection program is a practical approach to raised expectations for both landlords and tenants.

Actions planned to reduce lead-based paint hazards

For twenty years, PHB has been successfully applying for the HUD Lead Grant. Currently the HUD Lead grant is between funding periods. PHB has submitted an application in response to the 2017 NOFA and anticipates another successful grant award of 3 million dollars over 3 years. The lead grant services households below 80% AMI, and is focused on remediating lead hazards. This funding can leverage Multnomah County Weatherization Program and the home repair grants PHB community partners administer. Also, PHB's home repair loan, can leverage the lead hazard reduction grant. Program elements of the lead grant include: rehab education, certification of contractors, resource to contain lead based paint hazards in homes of low-income homeowners, home testing and blood testing of children, relocation assistance for families with exposure to lead.

Additionally, Acquisition and rehab of housing units funded with federal dollars, and built before 1978, are reviewed to confirm compliance with the Lead Safe Housing Rule. For units acquired with federal funds, per 24CFR 35 subpart K, any deteriorated paint is stabilized before occupancy. In units

undergoing rehabilitation, per 24CFR 35 subpart J, the unit is assessed for lead-based paint and lead-based paint hazards as required by the amount of funding committed to the project. The lead hazards are then addressed as required by subpart J and the funding amount. The HUD Lead Grant referred to above is often able to assist in funds and compliance with the Lead Safe Housing Rule when there are children under 6 occupying or visiting the units.

Actions planned to reduce the number of poverty-level families

The City is a partner in the Comprehensive Economic Development Strategy (CEDS) and supports links between industry and education (at the high school and higher education levels), supports diversity in the workplace and in industry, and supports activities raising the skills and employability of underrepresented and disadvantaged populations. The City has invested in youth and adult workforce development, and microenterprise services since 2004 through EOI. PDC administers the microenterprise component and contracts with seven community agencies to provide services. Worksystems, Inc. administers the adult and youth workforce components and contracts with thirteen community agencies to provide services.

The goals of this program are to raise the incomes of very low-income Portland residents through workforce and microenterprise development, focusing on reaching participants who often face multiple barriers to employment, including but not limited to: homelessness, limited English proficiency, criminal histories, drug and alcohol addictions, and lack of educational credentials and basic job preparation skills.

Actions planned to develop institutional structure

The Portland Housing Bureau examined the use of federal grant funds and determined that some adjustments could be made to better match funding sources with programming. Shifting funding for tenant-based rent assistance, homeownership programs, and fair housing programs from federal sources (HOME and CDBG) to ongoing General Fund within the adjusted base also frees up these federal funds for rental housing development, preparing for a robust fall 2016 NOFA.

The budget decisions represent a coordinated and evidence-based effort to align planning goals with program offerings, taking into particular account the need for focused stabilization efforts in East Portland beyond urban renewal boundaries, displacement mitigation (with a particular focus on the implementation of the N/NE Neighborhood Housing Strategy and the associated Preference Policy, as well as the citywide expansion of multifamily rental programs), and A Home for Everyone implementation. Budget key performance measures are tied to the goals and policies adopted by the Home for Everyone Executive Committee as well as the Draft 2035 Comprehensive Plan.

Actions planned to enhance coordination between public and private housing and social service agencies

In 2013, leadership from the City of Portland, City of Gresham, Multnomah County, and Home Forward created a renewed plan for ending homelessness in our community, called A Home for Everyone: A United Community Plan to End Homelessness in Multnomah County (AHFE). The plan chartered a new coordinating board to provide shared oversight of our community's work to end homelessness. The board is led by an executive committee, comprised of elected officials from Portland, Gresham and Multnomah County; leadership from Home Forward and Meyer Memorial Trust; as well as representatives from the faith and business community. That Coordinating Board and its Executive Committee, with leadership from local jurisdictions, developed a comprehensive action plan in spring 2015, and implementation is underway. The action plan recommends investments in the most effective strategies, with a goal to reduce homelessness by 50%, in addition to ensuring that no families, women, or adults with disabilities are unsheltered by the January 2017 homeless street count. The City of Portland is fully aligned with the priorities and goals of A Home for Everyone.

The City of Portland is also member of a Regional Fair Housing work group comprised of representatives from the Portland/Vancouver Metro Area that receive federal funding and must deploy that funding in the context of a Fair Housing Assessment and Plan. The jurisdictions and organizations that have chosen to meet are Multnomah County, Clark County, Clackamas County, Washington County, City of Gresham, City of Beaverton, City of Portland, State of Oregon and the Fair Housing Council of Oregon. We recognize that many fair housing issues cross jurisdictional boundaries and may require a regional approach. We meet to learn from each other about how best to meet our federally mandated fair housing planning and implementation.

As noted, the City participates in the Comprehensive Economic Development Strategy (CEDS), as well as in regional transportation planning efforts. Both contain strategies that encompass whole communities and neighborhoods. That includes outreach to residents and businesses. Strategies are cross-cutting recognizing that real opportunity is inclusive – housing, transportation, jobs, shopping, services, and recreation. The City will continue to participate in regional strategies. The City of Portland is a member of the Continuum of Care and will continue to provide input and act on recommendations. Acting alone and with Multnomah County and the City of Gresham, Portland encourages partnerships across public and private sectors. The N/NE Initiative is a prime example of outreach in a community, bringing residents, businesses and outside expertise together to create real solutions in a neighborhood.

- Modify homebuyer assistance programs to focus on foreclosure prevention and assistance and stabilization of households at risk of displacement.
- Fund a study of housing development costs.
- Seek local source of funding to supplement and replace lost federal funding.
- Enact policies that slow or overcome displacement pressure on low-income communities that want to stay in their community including strategies to modify screening, and marketing to get more inclusive results.
- Supplement projects with local funding for activity that cannot be funding with federal resources.

- Recognize and change regulatory barriers such as fees, taxes, zoning and incentives.
- Invest in education of landlords, renters and homebuyers about their rights and responsibilities.
- Affirmatively address the outcome of historic policies that have led to housing segregation, and inequitable access to community resources, benefits and outcomes.

Discussion

Portland is seeing an increase in displacement of low income families and vulnerable families, defined as members of protected classes, from infrastructure rich neighborhoods, as a result of households moving to find more affordable housing, including housing affordable to working families. The City investments include projects to assist families achieve self-sufficiency and increase earning capacities. Projects included in the Annual Plan speak to those efforts. In addition, the City works closely with long-term partner providers to reach out to persons in need, including in language and culturally-appropriate methods. Participating in regional transportation and economic efforts, the City seeks to create vibrant hubs and to increase employment, including local entrepreneurs. Portland continues a strong monitoring practice to maximize the efficacy of funded-efforts.

Program Specific Requirements

AP-90 Program Specific Requirements - 91.420, 91.220(I)(1,2,4)

Introduction

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out. The program specific eligibility requirements for Notices of Funding or other solicitations are outlined on the City of Portland website, <http://www.portlandoregon.gov/phb/60714>.

The Portland Housing Bureau (PHB) supports new housing development and rehabilitation of existing properties, primarily in Portland's Urban Renewal Areas. The main resources are as follows:

- **Opportunity Fund - Updated February 2015**
- Opportunity Fund Notice
- Opportunity Fund Scoring Criteria
- **Direct Financial Assistance Programs for Rental Housing Development:** Learn about low-interest affordable housing development loans, available through an annual NOFA process
- **System Development Charge (SDC) Exemptions:** The SDC Exemption Program assists developers by reducing their development costs when building affordable housing
- **Limited Tax Exemptions (LTE):** Learn about property tax exemption programs for single-unit homes and multi-family rental units

Community Development Block Grant Program (CDBG)

Reference 24 CFR 91.220(I)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed

0

2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
Total Program Income:	0

Other CDBG Requirements

1. The amount of urgent need activities	100
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	90.00%

HOME Investment Partnership Program (HOME)

Reference 24 CFR 91.220(l)(2)

1. A description of other forms of investment being used beyond those identified in Section 92.205 is as follows:

The City of Portland does not have any other forms of investment beyond those described in Section 92.205. Section 92.205 captures all the forms we use.

2. A description of the guidelines that will be used for resale or recapture of HOME funds when used for homebuyer activities as required in 92.254, is as follows:

The City of Portland and Multnomah County do not and will not use HOME funds for homebuyer activities for the duration of this Plan. The City of Gresham does use HOME for homebuyers. The City of Gresham uses a "recapture" model for the HOME funds expended to assist homebuyers in the purchase of a new home. Under HOME recapture provisions, financial assistance is provided directly to the buyer or the homeowner and must be repaid, along with a portion of the share of appreciation, further described below, if the property is sold during the affordability period. The seller may sell the property to any willing buyer at any price. Once the HOME funds are repaid to the City of Gresham, the property is no longer subject to any HOME restrictions. The funds returned to the City of Gresham may then be used for other HOME- eligible activities.

*The City of Gresham HOME guidelines are attached in Exhibit D (ESG and HOME guidelines) of the

2016 Consolidated Plan.

3. A description of the guidelines for resale or recapture that ensures the affordability of units acquired with HOME funds? See 24 CFR 92.254(a)(4) are as follows:

See the City of Gresham HOME recapture guidelines in Exhibit G of the 2016 Consolidated Plan.

The City of Portland does not have any other forms of investment beyond those described in Section 92.205. Section 92.205 captures all the forms we use.

2. A description of the guidelines that will be used for resale or recapture of HOME funds when used for homebuyer activities as required in 92.254, is as follows:

The City of Portland and Multnomah County do not and will not use HOME funds for homebuyer activities for the duration of this Plan. The City of Gresham does use HOME for homebuyers. The City of Gresham uses a “recapture” model for the HOME funds expended to assist homebuyers in the purchase of a new home. Under HOME recapture provisions, financial assistance is provided directly to the buyer or the homeowner and must be repaid, along with a portion of the share of appreciation, further described below, if the property is sold during the affordability period. The seller may sell the property to any willing buyer at any price. Once the HOME funds are repaid to the City of Gresham, the property is no longer subject to any HOME restrictions. The funds returned to the City of Gresham may then be used for other HOME- eligible activities.

*The City of Gresham HOME guidelines are attached in Exhibit D, ESG and HOME guidelines of the 2016 Consolidated Plan.

3. A description of the guidelines for resale or recapture that ensures the affordability of units acquired with HOME funds? See 24 CFR 92.254(a)(4) are as follows:

See the City of Gresham HOME recapture guidelines in Exhibit D, ESG and HOME guidelines.

4. Plans for using HOME funds to refinance existing debt secured by multifamily housing that is rehabilitated with HOME funds along with a description of the refinancing guidelines required that will be used under 24 CFR 92.206(b), are as follows:

No plans at present to use HOME funds to refinance existing funds. To do so, the City of Portland would amend the Action Plan because it is very unusual for to undertake this activity.

The maximum per property subsidy will be \$20,000. The period of affordability (POA) will be for a term of ten (10) years. If the property is sold within the period of affordability, the full amount of the SAM and potentially a share of appreciation will be due to the City of Gresham. If the property is

sold from years 10 – 15, the principal balance of the SAM will be reduced by 20% each year. At the end of the term of the SAM, the entire SAM is forgiven.

4. Plans for using HOME funds to refinance existing debt secured by multifamily housing that is rehabilitated with HOME funds along with a description of the refinancing guidelines required that will be used under 24 CFR 92.206(b), are as follows:

No plans at present to use HOME funds to refinance existing funds. To do so, the City of Portland would amend the Action Plan because it is very unusual for to undertake this activity.

Emergency Solutions Grant (ESG)

1. Include written standards for providing ESG assistance (may include as attachment)

See attached ESG standards in Exhibit F of the 2016 Consolidated Plan. Or view the ESG guidelines webpage (updated July 2016) at https://static1.squarespace.com/static/566631e8c21b864679fff4de/t/591227cff5e231d88c83d4f5/1494362064850/ESG_Guidelines.pdf.

2. If the Continuum of Care has established centralized or coordinated assessment system that meets HUD requirements, describe that centralized or coordinated assessment system.

Our coordinated entry (CE) covers the full CoC area and is based on Assertive Engagement to reduce wait time & client travel and increase access with focus on client choice and housing first. We outreach to service agencies, faith groups, businesses, law enforcement, self-sufficiency programs, hospitals & other discharge agencies to refer to CE. Information is shared in different languages through 211 (info line), websites, social media, emails and community meetings. 211, outreach teams, community centers and providers serve as entry points. Staff meet people where they are (cars, under bridges) and use client-centered approaches to build trust. Population-specific tools are used in HMIS to assess household need and vulnerability (CH, risk of victimization, health), to connect people to resources (diversion, shelter, TH, RRH, PSH, mainstream services.) Youth use a self-sufficiency matrix; families use a modified FSPDAT, DV use a Safety & Stability tool and CH adults use VISPDAT.

The CoC Consolidated Application was submitted by the Joint Office of Homeless Services to the U.S. Department of Housing and Urban Development (HUD) on September 13, 2016 at 4:00 PM. The

application is for more than \$20 million in annual funding for homeless services, most of which support 47 existing permanent and transitional housing programs operated by more than 18 local nonprofits and governments. Together these programs help to house more than 1,500 formerly homeless households throughout Multnomah County.

For a full review of current CoC activities and guidelines refer to their webpage at <http://ahomeforeveryone.net/coordinatedaccess/>.

3. Identify the process for making sub-awards and describe how the ESG allocation available to private nonprofit organizations (including community and faith-based organizations).

A Home for Everyone is led by its Executive Committee, which by charter includes Portland's Mayor and Housing Commissioner, the County Chair, a second County Commissioner, the Mayor of Gresham or a designated Councilor, the Director of Home Forward, and representatives from the faith, philanthropic and business communities.

The Executive Committee is supported by a Coordinating Board made up of appointed community members and leaders from the non-profit, health, education, public safety, business, and government sectors, as well as several strategic Coordinating Board subcommittees

The City of Portland with the Home for Everyone Executive committee currently renews funding for nonprofit agencies carrying out ESG-funded emergency shelter activities, provided that the contractual obligations have been met and project outcomes have been successful. The City may choose to reduce or eliminate funding to an agency that does not meet contractual obligations, or that administers a project that fails to meet outcome goals. If an existing program does not fit with the Bureau's objectives, the agency may be asked to change its program design. The City may also transition to a competitive RFP process. The City does not plan to initiate other large ongoing ESG-funded emergency shelter programs. The City of Portland currently subcontracts all ESG-funded short-term rental assistance funding to Home Forward, which administers the local Short Term Rent Assistance (STRA) Program, using a mix of federal, state, and local funds. Home Forward periodically solicits STRA Program service providers through an open, competitive request for proposals process. For more information about the award process visit A HOME For Everyone website <http://ahomeforeveryone.net/cocresources/>.

4. If the jurisdiction is unable to meet the homeless participation requirement in 24 CFR 576.405(a), the jurisdiction must specify its plan for reaching out to and consulting with homeless or formerly homeless individuals in considering policies and funding decisions regarding facilities and services funded under ESG.

The Portland City Council is the policy-making entity for the Portland Housing Bureau. Because all members of Portland City Council are democratically elected officials, PHB is unable to meet the homeless participation requirement under § 576.405(a). In order to meet the requirements under §

576.405(b), PHB will consult with homeless and formerly homeless individuals in considering and making policies and decisions regarding any facilities, services, or other assistance that receive funding under the Emergency Solutions Grant through ongoing consultation with the A Home for Everyone Coordinating Board (the local CoC Board). The local CoC Board and its multiple subcommittees each include participation by multiple people with lived experience of homelessness. One CoC Board subcommittee (the Community Advisory Forum) specifically provides a solutions-driven forum for those with lived experience of homelessness and front-line service workers to listen and support each other. It also brings consumers, providers and interested community members together to share information, and identify emerging issues and trends.

5. Describe performance standards for evaluating ESG.

ESG Program Guidelines established for short term rent assistance are attached as Exhibit F of the 2016 Consolidated Plan. In reference to HUD's 7/15/2016 monitoring letter, our continuum is in the process of establishing updated ESG guidelines that will be inclusive of shelter services and compliant to §576.400(e)(1) & (e)(3). The guidelines were approved and adopted by the A Home for Everyone Coordinating Board, our CoC Board in 2016.

In establishing the coordinated Short Term Rent Assistance (STRA) program, the local CoC Board developed two primary performance standards for short-term rent assistance activities under the local Plan to End Homelessness (and subsequently within the CoC): 1) Number of households placed or retained in permanent housing 2) Percentage of assisted households retaining permanent housing at three, six and 12 months post-subsidy

Performance data are recorded by STRA providers in the regional HMIS and reported via the standardized Shared Housing Assessment Report. Cumulative STRA program performance standards for housing retention are 90 percent of assisted households at three month post-subsidy, 80 percent at six months and 70 percent at 12 months. ESG activities will be evaluated using these existing performance standards. As HUD provides a detailed regulatory framework for implementation of the HEARTH Act via the Continuum of Care Interim Rule, PHB and the local CoC will collaborate to develop shared CoC and ESG program performance standards that align with community-level performance standards established through that regulatory framework. For more information about ESG guidelines visit "A Home for Everyone" website <http://ahomeforeveryone.net/guidelines/>.

All three of our CoC's Consolidated Plan jurisdictions (Portland, Multnomah County, Gresham) are represented on the CoC Board (meets monthly) and its Executive Committee (meets quarterly.) The CoC coordinates with Consolidated Plan jurisdictions through meetings, calls and emails, to organize needs and Action Plan hearings and subcommittee work on strategic planning, outreach, evaluation and system coordination. The CoC devotes 4 hrs/mo. with Portland and Multnomah County, and 2 hrs/qtr.

with Gresham. CoC goals from our local homelessness plan align with our Consolidated Plan. Under the 2016-2020 Consolidated Plan, this primarily comes through coordination between the CoC needs assessments and strategic plan and the Consolidated Plan priority need #2 (Need for basic services and for homelessness prevention and intervention) and goal #2 (Reduce homelessness and increase stability), though each of the Consolidated Plan priority needs and goals also aligns with CoC effort (especially those related to affordable housing production and preservation and economic opportunity). The CoC works with all three jurisdictions to engage consumers, neighborhoods and public agencies providing housing, health and social services (including health care agencies and the public housing authority.)

Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards and evaluate outcomes, and develop funding, policies and procedures for the administration of HMIS (AP90)

The CoC actively solicits and integrates ESG recipient participation in planning, evaluation & reporting. The Portland Housing Bureau (PHB) staffs the CoC Board and is also an ESG grantee and lead agency for the CoC and Portland Consolidated Plan. The CoC gathers input from ESG recipients through subcommittees, including the data & evaluation subcommittee, to assess needs and guide ESG funding decisions to more effectively end homelessness. Our CoC currently directs ESG to expand capacity of the regional Short Term Rent Assistance program and operate emergency shelter closely aligned with locally- and CoC-funded housing resources. PHB monitors ESG recipients and evaluates project performance using CoC-developed housing placement outcomes collected in the regional homeless management information system (HMIS). Data is analyzed from project-level outcomes, system-wide point-in-time counts of homelessness and HMIS reports and ESG recipient feedback, and ESG-specific policies and procedures are included in the CoC's adopted HMIS policies and procedures. The CoC's data & evaluation subcommittee evaluates outcomes.

Attachments

Citizen Participation Comments



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Community Program Guidelines:

**Emergency Shelter
Transitional Housing
Permanent Supportive Housing
Rapid Rehousing
Open Space "Pop-Up" Shelter***

**Adopted: April 6, 2016 by the
A Home for Everyone Coordinating Board**

**Open Space "Pop-Up" Shelter Guidelines adopted by Safety off the Streets Workgroup on April 11, 2016*

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**Open Space “Pop-Up” Shelter Guidelines adopted by Safety off the Streets Workgroup on April 11, 2016*

Introduction

Program guidelines help communities provide standards and consistency among programs and agencies that provide housing and services to people experiencing homelessness. Establishing program guidelines offers our community the benefits of:

- Simplifying criteria and access to services for people seeking assistance
- Evaluating effectiveness for our system to inform planning and resource allocation
- Articulating shared values, priorities and performance goals for homeless services
- Increasing our community's competitiveness for U.S. Department of Housing and Urban Development funding.

Overview of the Process

A Home for Everyone (AHFE) hosted a series of five community dialogues from Jan. 26-29th, 2016 to develop draft guidelines for the program areas of Emergency Shelter (ES), Transitional Housing (TH), Permanent Supportive Housing (PSH) and Rapid Rehousing (RRH).

The sessions were facilitated by staff from CSH, a national housing policy agency, and were conducted in a "fishbowl" discussion format. Participation ranged from 55-75 people per session, with a total of 86 pages of notes taken and incorporated. There was a wide range of participation from community partners – service providers, persons with lived experience of homelessness, colleagues from business, health, faith and mainstream services. Representatives from communities of color, including culturally-specific agency staff, participants of color with lived experience of homelessness and jurisdictional staff, were involved in the process through direct participation in the community dialogues and in meetings with culturally-specific agency staff following the dialogues. Information and feedback from the community dialogues and meetings was incorporated into the final guidelines. The work of developing guidelines was based on AHFE performance goals, values and priorities, as set out in our AHFE plan and the work of the AHFE Coordinating Board subcommittees.

System Level Recommendations

These guidelines apply across all four program areas of Emergency Shelter, Transitional Housing, Permanent Supportive Housing and Rapid Rehousing.

- Staff should be highly-skilled, well-trained, and supported for retention and delivery of high-level services. Strategies could include:
 - Provide cross-systems training in the following areas:
 - Trauma Informed Care
 - Housing First
 - Culturally-responsive services and housing
 - Understanding Equity Impacts in housing and homelessness and using an equity lens in future planning and policy
 - Harm Reduction – Stages of Change
 - Motivational Interviewing
 - Racial Equity and Institutional Racism
 - Assertive Engagement
 - Fair Housing
 - Addictions
 - Mental Health
 - Others as identified
 - Provide fair and equitable wages that support worker retention
 - Ensure staff reflects the diversity of culture and communities that agencies serve
 - Hire staff with lived experience to offer peer support
- In all programs and components, housing services are focused on long term, safe, and stable housing.
- Our system requires infrastructure to support and sustain culturally-specific programs to provide housing and services to homeless individuals and families with federal and local resources. Where appropriate, partnerships with non-culturally specific providers need to be formed and/or strengthened.
- Create opportunities for providers and community members/people with lived experience to share stories of success and other qualitative information in conjunction with quantitative performance measures.
- AHFE workgroups (see implementation recommendations) will determine component and system level performance measures, including lengths of stay and permanent housing outcomes. They will follow the already adopted community performance goals:
 - Increase in number of persons who find permanent housing
 - Increase the % of those who are housed who stay in permanent housing (retention)
 - Reduce the number of persons who become homeless
 - Reduce length of time persons remain homeless

- o Reduce the number of persons who return to homelessness
- In addition to communities of color, culturally responsive practices should include LGBTQ communities. Consider methods of measuring progress in this area.
- Update grievance procedures to promote client choice on a program level.
- Each program should provide timely provision of services or referral after intake or assessment; people should not have to wait for weeks or months.
- Wherever and whenever possible, consumer choice and consumer led direction are honored and supported.
- Mentors and peer supports are available in each component – people with lived experience receive the same staff support and resources as staff that are coming from professionalized backgrounds.
- Establish formal relationships with legal support to help people understand their rights as tenants and to protect themselves against other systems.
- Provide strategic linkages with employment resources to ensure participants gain access to earned income opportunities.
- Include specialized services for individuals and families who do not have documentation.
- Ensure that all funders, providers, participants and community members understand the recent HUD guidelines that define family (see “Definitions”).
- Create a coordinated, system wide landlord engagement approach that incorporates the best practices of local efforts as well as other communities. Create and adopt standard community and funder guidelines, and ensure equal access across all programs. This will include flexible resources for placement and retention.
- Address housing and service gaps for those who are at imminent risk of homelessness or displacement, as these are disproportionately people of color. Consider effective practices of prevention and diversion in this effort. Providers will make every effort to ensure people are housed in their community.
- AHFE will work with HUD to advocate for rental payments and FMR alignment.
- Develop integrated coordinated entry processes for families with children, single adults, youth and young adults and survivors of domestic violence. This system must be transparent, consistent and accessible to culturally and geographically diverse communities.

Emergency Shelter Guidelines

Description:

Emergency Shelter (ES) provides individuals and families with a safe place to sleep. It is meant to be short in duration and offer connection to housing options. The level of services available depends on the model. ES may be structured as a mat on the floor of a community space, an individual unit in which a household resides for a limited period of time, a private room with shared community space in a building, or other models.

Populations:

Served

- Families with children
- Veterans
- Single adults (including couples and adults age 55 and over)
- Survivors of domestic violence and/or sexual assault
- Youth & young adults

Prioritized

- Population priorities based on provider funding contracts (e.g. families prioritized for family shelter, youth prioritized for youth shelter)

Effective practices:

- Operate as low-barrier based on the Housing First philosophy, so people with high housing barriers can receive ES services. Offer emergency shelter to support people in recovery (no drug/alcohol use) through a safe and non-triggering environment.
- Wherever possible, do not utilize first-come, first-served approach.
- Diversion is a critical component of the homeless system that should be operated at all front doors of coordinated entry and ES, to ensure resources are dedicated to households who need shelter *tonight* and those who can be diverted have support in making necessary connections to safe, alternative housing situations.
- Safety Off the Streets workgroup hosts monthly action-oriented conversations to address detailed challenges and alignment opportunities, including exclusions, nuts & bolts of how shelter operates, how to support team members within system shifts, how to increase staff retention rates.
- Shelters are to be used only when an appropriate permanent housing option is not available. When shelter capacity is expanded, it should be coupled with permanent housing resources for those in shelter, to ensure improved, longer-term outcomes.
- Client-level and outcome data will be collected to the extent appropriate given the nature of the shelter and level of public investment.

- Ensure geographic equity in siting of shelter, particularly in East Multnomah County, to meet the needs of people experiencing homelessness throughout the area.

Operating standards:

Minimum

- Shelter provides people with safety off the streets. At a minimum, shelter must offer:
 1. Access to bathrooms
 2. Clean facilities
 3. Heat/warmth
 4. Oversight/support by people trained to assist in creating physical and emotional safety
 5. Dry/overhead shelter
 6. Lighting designed to ensure adequate visibility for safety purposes
- Have proper permitting (i.e., people are legally able to sleep there).
- Access must be simple – guests should not have to go through multiple, duplicative processes.
- Guests should be treated in accordance with the principles of Assertive Engagement and not be expected to participate in faith-based activities as part of their stay.
- Value client choice and offer grievance process in which a neutral staff member reviews complaints and responds in a timely manner.

Ideal

- Connect to housing placement, retention, and support services through mobile teams, so that services follow the person, rather than the program.
- Expand ES services to daytime hours to ensure a safe place to go during the day, as well as a place to connect with services. Ideally, shelters are open 24 hours per day, every day, with access to showers, lockers and laundry.
- Access to ES is managed through coordinated entry and made available to households through multiple front doors with appropriate linguistic support, including culturally specific organizations and programs serving communities of color, including immigrant and refugee communities.

Transitional Housing Guidelines

Description:

Transitional Housing (TH) is temporary housing with supportive services to facilitate a household's successful move into permanent housing, typically within 24 months. Participants choose whether to participate in services offered. It may be facility based or scattered site, although all publicly funded TH in Portland and Multnomah County is currently facility based.

Populations:

Served

- Individuals or families with alcohol or drug addictions
- Youth and young adults (including parenting youth)
- Survivors of domestic violence and/or sexual assault
- Veterans
- Criminal justice re-entry population

Prioritized

- People who will benefit from shorter-term, intensive services in residential environments that foster supportive communities.

Effective practices:

- TH is used for households who have immediate and acute supportive service needs, who will likely not need intensive services permanently, though their needs may vary over time.
- Examples of effective approaches and/or models include: harm reduction and low barrier approaches (i.e., recovery housing is also low-barrier). Also, in our community we operate TH beds for people with mental health conditions.
- Goals and plans are participant-driven with the ultimate goal of obtaining safe and stable housing. These may be oriented around:
 - Employment
 - Linkage to mainstream services and eligible benefits (Medicaid, SSI/SSDI, TANF)
 - Addictions treatment
 - Mental health services
 - Primary health care
- Explore models and best practices for community space within facility-based transitional housing.

Operating standards:

Minimum

- TH is open 24/7 with no evening curfew; people can leave whenever they need to during the day.
- The TH facility is safe, and people have access to meals and/or cooking spaces, storage, laundry, and other basic residential needs.
- Participants sign a lease, sublease, or occupancy agreement for a period of at least one month and not to exceed 24 months.
- Services offered are tailored to meet the specific needs of the population; if services are not available through the program, partnerships with organizations who provide these services are available (e.g., substance abuse treatment and recovery support for people in alcohol and drug free housing, and developmentally appropriate youth services, etc.)
- Population-focused TH may have eligibility requirements based on that focus, however entry criteria should remain low barrier (e.g., reduced requirements regarding past evictions, criminal history, etc.).
- Program rules should support community safety. They should also be trauma informed, to help reduce evictions/negative program exits based on rules violations. Rules should be reviewed with participants' input every 3-6 months to ensure continued applicability (i.e., guest policies allow for visitors and also ensure that visitors do not compromise safety).
- Providers have a responsibility to ensure that when households "time-out" of transitional housing, and there is no permanent housing option available, there is a warm hand-off to other housing options that prevent returns to homelessness.

Ideal

- Facility-based TH builds community among people with similar life experiences, identity, and others living in a communal setting.
- Organized activities in the community and outside of the building are available to participants.
- Peer and mentor support is offered.
- Participants are able to transition to longer term, more intensive support (i.e., Permanent Supportive Housing) when the need for that is identified.
- Participants have the ability to develop positive rental and credit history so they can have greater access to permanent housing. They can also use their time in transitional housing to build social capital, negotiation skills, and social accountability.

Permanent Supportive Housing Guidelines

Description:

Permanent Supportive Housing (PSH) is permanent housing with supportive services to assist persons experiencing homelessness who have a disability to live independently. Supportive services are designed to meet the needs of participants and must be offered for the entire duration of program participation. PSH may be single site, scattered site or clustered, and can be integrated with affordable or market-rate units. Housing assistance can be project-based (tied to a unit) or tenant-based (tenant must secure a unit in the market). Our community currently has PSH funded by both Continuum of Care (CoC) and non-CoC resources.

Populations:

Served

- Individuals and families experiencing chronic homelessness
- Persons with disabilities, including physical and behavioral health, that are severe enough to require long term housing support
- People with demonstrated vulnerability factors (e.g., exposure to violence, age, criminal justice involvement, historic or generational trauma, survivors of domestic or sexual violence)

Prioritized

- Highest vulnerability (as determined by assessment tools)
- Long-term, multiple episodes of homelessness

Effective practices:

- Focuses on serving households with intensive social and clinical service needs, long-term homelessness and/or frequent stays in institutions.
- Assessments and participant-driven planning to secure long-term stability and reach goals, including:
 - Employment
 - Linkage to mainstream services and eligible benefits (Medicaid, SSI/SSDI, TANF)
 - Addictions treatment
 - Mental health services
 - Health care
 - Legal services
 - Payee services
- Evictions in tenant-based PSH should not result in program termination unless absolutely necessary for safety reasons; transfers between programs should be facilitated whenever safe and appropriate to allow the best fit of available resources to meet household needs. As households and/or circumstances change (ex: youth aging

out) and the service need remains high, the system should ensure continued access to PSH.

- Housing is permanently affordable to people with very little or no income.
- Eligibility criteria is minimal, especially in regard to serious criminal justice involvement.

Operating standards:

Minimum

- Access to PSH is managed through coordinated entry and made available to households through multiple front doors with appropriate linguistic support, including culturally-specific organizations serving communities of color and households without legal documentation.
- Project-based PSH offers more intensive, onsite supportive services to participants than may be available in scattered site PSH.
- Given the barriers of populations served by PSH, eligibility requirements and barriers to entry are as least restrictive as possible.
- Personalized assessment is conducted to determine individual's level of resiliency and service need.
- In both scattered site and facility-based PSH, there is a "menu" of service options made available and known to client; services are intensive, flexible, tenant-driven, and voluntary. Culturally-specific and culturally-responsive programs are accessible and available to household.
- Programs do not require sobriety or medication/treatment compliance as a prerequisite of housing attainment or condition of continued participation.

Ideal

- Services available in scattered-site PSH are equivalent to supportive services offered in project-based PSH.
- Increase number of PSH and affordable units in the community.
- Develop relationships with mainstream resources for people who need more intensive support than PSH can provide (e.g., assisted living).
- Apply lessons learned from PSH to provide needed services within other permanent housing models.
- When a household no longer needs intensive services offered through PSH, "Moving On" opportunities exist so that the household may retain permanent housing, while creating a PSH opportunity for another household in need of more intensive services.

Rapid Re-Housing Program Guidelines

Description:

Rapid Re-Housing (RRH) is designed to help currently homeless households achieve and maintain permanent housing stability as quickly as possible. RRH offers flexible funding, rental assistance and supportive services, and ranges from one-time financial assistance through a maximum of 24 months of rental assistance and/or supportive services. Our community values multiple approaches, including pre-determined time frames for assistance as well as the Progressive Engagement model in which households receive the minimum assistance necessary to gain housing stability and frequent reassessment occurs to determine additional need.

Populations:

Served

- Families with children
- Single adults (including couples and adults age 55 and older)
- Youth & young adults, including parenting youth
- Survivors of domestic violence and/or sexual assault
- Veterans

Prioritized

- Population priorities based on provider funding contracts
- Household prioritization based on scoring guidance of assessment tools

Effective practices:

- One-time financial assistance, or 1-24 months of rental assistance and supportive services based on individual need, and rooted in Progressive Engagement model as well as pre-determined timeframes for assistance. Subsidy may be deep or shallow, depending on individual needs.
- Assessment for and access to participant-driven services to obtain & retain long-term housing stability. Service linkages may include:
 - Addiction treatment
 - Mainstream services and eligible benefits (Medicaid, SSI/SSDI, TANF)
 - Connection to permanent subsidized housing (e.g. Section 8) or permanent supportive housing if need indicated through progressive engagement
 - Domestic violence services
 - Health care (including mental health care)
 - Employment
 - Legal services (including education of personal and tenant rights)
 - Payee services
 - Housing stability

Operating standards:

Minimum

- Eligibility requirements are minimal, including only what is required by HUD as well as any safety-related requirements for facility-based rental units.
- Households who are offered RRH are fully informed of RRH model and opportunities before making a decision regarding the housing offer.
- Voluntary, individualized services are made available to every household with an emphasis on permanent housing.
- Linkages to mainstream services, including system navigation, education and information for immigrants and refugees. Promote staff empowerment to make decisions with households based on their individual needs, including decision-making authority for flexible spending.

Ideal

- Access to RRH resources are managed through coordinated entry and made available to households through multiple front doors with appropriate linguistic support, including culturally specific organizations serving communities of color and households without legal documentation.
- Expansion of locally-sourced flexible funding to assist with housing barriers that directly connect to ending a homeless episode, including but not limited to back rent, utility debt, and transportation (including car repairs).
- Intentional utilization of RRH for targeted, specific populations, not as a supplement (back-up) or bridge to PSH due to lack of PSH availability.
- RRH dollars should be accepted by a variety of permanent housing options, including facilities that offer recovery-based permanent housing.
- “Make people whole” with flexible financial assistance that isn’t simply a temporary/limited solution, but assistance that truly meets the comprehensive needs of people in need of housing.
- Landlords have access to incentives, training in best practices, flexible funding and direct connections to supportive services that are used pro-actively, before an eviction notice is considered.

Open Space “Pop-Up” Shelter Guidelines

Description:

Open Space “Pop-Up” Shelter (OSPS) provides short-term basic safety off the streets to people experiencing homelessness and is not intended for long-term stays.

Populations:

Served

- Single adults (including couples and adults age 18 and over)

Prioritized

- Population priorities based on provider funding contracts and community type (e.g., couples prioritized for couples OSPS, females prioritized for female OSPS).
- Prioritization based on vulnerability
- Those who because of household type, disability, or other circumstance are not well served by shelter of other types in the community.

Effective practices:

- Operate as low-barrier based on the Housing First philosophy, so people with high housing barriers can receive services.
- Safety off the Streets workgroup hosts regular action-oriented conversations to address detailed challenges and alignment opportunities, including exclusions, nuts and bolts of how OSPS operates, how to support team members within system shifts, how to increase staff retention rates (including, but not limited to equitable wages), and how to connect with existing population-specific systems of care.
- Shelters, including OSPS, are to be used only when an appropriate permanent housing option is not available. When shelter capacity is expanded, it should be coupled with or linked to existing system resources for those in shelter, to ensure improved, longer-term outcomes.
- Client-level and outcome data will be collected to the extent appropriate given the nature of the shelter and level of public investment. For example, basic bed count and demographics, referrals/linkages to other services, and service needs identified by residents.
- Ensure geographic equity in siting of shelter, particularly in East Multnomah County, to meet the needs of people experiencing homelessness throughout the area.

Operating standards

Minimum

- OSPS provides people with safety off the streets. At a minimum, shelter must offer:
 - Durable portable living structures provided by the OSPS
 - Access to basic sanitation services
 - Access to clean running water
 - Access to necessary utilities
 - Heat/warmth (includes tent, blanket, the ability to be warm)
 - Oversight/support by people trained to assist in creating physical and emotional safety. Trainings may include non-violent crisis intervention or similar courses.
 - Dry/overhead shelter
 - Lighting designed to ensure adequate visibility for safety purposes
- Have proper permitting (i.e., people are legally able to sleep there) and in compliance with applicable local, state, and federal civil rights laws.
- OSPS is relatively easy to set up and take down, so that it can be cost-effectively sited in locations that are only available for limited periods of time.
- Living structures are durable, portable, and cost effective to acquire, maintain and replace.
- Designated space for on-site management and service provision.
- OSPS must have a non-profit sponsor with organizational capacity to effectively support OSPS, either directly or in partnership with another organization.
- Access must be simple – guests should not have to go through multiple, duplicative intake processes.
- Youth (ages 18-24) that may be sleeping at these sites are connected with the Homeless Youth Continuum.
- Guests agree to shared standards of behavior that are appropriate to the population(s) served.
- Guests should be treated in accordance with the principles of Assertive Engagement and not be expected to participate in faith-based activities as part of their stay.
- Value client choice and offer grievance process in which a neutral staff member reviews complaints and responds in a timely manner.

Ideal

- Community self-governance
- Common spaces for community meetings, on-site showers, and basic cooking facilities.
- Connect to housing placement, retention, and support services through mobile teams, so that services follow the person, rather than the program.
- OSPS are designed using trauma informed environment.

Definitions

Assertive Engagement (AE) is a relationship-based service delivery approach in which people seeking help are seen as the experts with power over their own choices and solutions. AE uses hope as a main source of motivation and strength for finding solutions.

Culturally-responsive services are respectful of, and relevant to, the beliefs, practices, culture and linguistic needs of diverse consumer/client populations and communities. That is, communities whose members identify as having particular cultural or linguistic affiliations by virtue of their place of birth, ancestry or ethnic origin, religion, preferred language or language spoken at home. Cultural responsiveness describes the capacity to respond to the issues of diverse communities. It thus requires knowledge and capacity at different levels of intervention: systemic, organizational, professional and individual. (Center to Advance Racial Equity, Portland State University, 2014)

Culturally-specific organization includes the following:

- The majority of members and/or clients are from a particular community of color
- The organizational environment is culturally-focused and identified as such by members
- The staff, board and leadership reflects the community that is served
- The organization has a track record of successful community engagement and involvement with the community being served

Additionally, the community itself has validated the range of services provided by the organization and confirmed their usefulness to the community. (Coalition of Communities of Color, 2012)

Family includes, but is not limited to, regardless of marital status, actual or perceived sexual orientation, or gender identity, the following:

1. A single person, who may be an elderly person, displaced person, disabled person, near-elderly person, or any other single person; or,
2. A group of persons residing together, and such group includes, but is not limited to: a family with or without children; an elderly family; a near-elderly family; a disabled family; a displaced family; and, the remaining member of a tenant family.

More information can be found here: <https://www.hudexchange.info/faqs/1529/how-is-the-definition-of-family-that-was-included/>

Harm Reduction is a strategy aimed at reducing negative consequences associated with high risk behaviors to improve quality of life while respecting the rights of the person.

Housing First is an approach that centers on providing homeless people with housing quickly and then providing services as needed. Housing assistance is not time-limited, and a variety of services are offered to promote housing stability and individual well-being. Services are voluntary and based on tenants' individual needs.

Motivational Interviewing is a goal-oriented, client-centered service approach for eliciting behavior change by helping people to explore and resolve ambivalence.

Progressive Engagement model in which households receive the minimum assistance necessary to gain housing stability and frequent reassessment occurs to determine additional need.

Recovery Housing is housing in an abstinence-focused, peer-supported community for people recovering from substance use issues. Participants choose this type of housing based on personal preference to support their personal goals. The program operates as low barrier in a peer-supported environment.

Trauma Informed Care (TIC) recognizes that traumatic experiences terrify, overwhelm and violate the individual. TIC is a commitment not to repeat these experiences and, in whatever way possible, to **restore a sense of safety, power, and self-worth**. (Trauma Informed Oregon)

Trauma Informed Practices (TIP) TIP is an approach that: realizes the widespread impact of trauma and the role of housing services in promoting resiliency; recognizes the signs and symptoms of trauma in individuals, families and staff; responds by fully integrating knowledge about trauma into policies, procedures, and practices; and strives to actively resist re-traumatization of program participants and staff and foster resiliency. TIP and racial equity work cannot be pulled apart. Trauma informed practices are inherently culturally responsive and recognize the impacts of historical trauma. TIP is both an individual, organizational, and system wide change process, not a canned set of practices. Agencies understand that experiencing poverty, being a student of color and/or marginalization in systems, can be traumatizing and result in inequitable access to protective factors. TIP work must be undertaken at all levels – individual, institutional and systemic – to be fully transformative for housing service providers.



Emergency Solutions Grants Program Guidelines for Emergency Shelter, Homelessness Prevention, and Rapid Re-Housing in Portland/Gresham/Multnomah County Continuum of Care

Program Summary

The Emergency Solutions Grants (ESG) Program is funded by the U.S. Department of Housing and Urban Development (HUD) Homeless Emergency Assistance and Rapid Transitions to Housing Act of 2009 (HEARTH Act). Program regulations are established in the HUD ESG Interim Rule (ESG Program and Consolidated Plan Conforming Amendment of 24 CFR Parts 91 and 576, Docket No. FR-5474-I-01, RIN 2506-AC29). The City of Portland is a grantee of HUD and will administer this award for the Portland/Gresham/Multnomah County Continuum of Care. All ESG agencies must follow all applicable sections of the ESG Interim rule as established in these ESG Guidelines.

The Emergency Solutions Grants (ESG) Program provides federal funds to (1) engage homeless individuals and families living on the street; (2) improve the number and quality of emergency shelters for homeless individuals and families; (3) help operate these shelters; (4) provide essential services to shelter residents; (5) rapidly re-house homeless individuals and families; and (6) prevent families/individuals from becoming homeless.

In FY 2017 the City of Portland received \$702,193 in ESG funds. The City of Portland obligated these funds in coordination with A Home for Everyone, the community's plan to end homelessness. The Joint Office of Homeless Services, responsible for implementing the community plan, directed ESG funds in 16-17 as follows: \$420,591 for Emergency Shelter, \$231,955 for Rapid Re-Housing, and \$49,647 for administration, representing 7% of the ESG allocation. Separately, Oregon Housing and Community Services allocated \$110,777 of its state-level ESG award to Multnomah County, all of which was dedicated to emergency shelter activities.

All of the ESG funds are dedicated to Emergency Shelter support operations [§576.102(a)(3)] or essential services [§576.102(a)(1)]. At this time ESG is not used to fund or support any other activity. Subgrantees are required to comply with the following minimum program standards as outlined in 24 CFR Part 576.400(e)(3).

Revised May 2017

Emergency Shelter Guidelines

A Home for Everyone (AHFE) hosted a series of community dialogues to develop guidelines for a variety of program areas including Emergency Shelter. The sessions were facilitated by staff from Corporation for Supportive Housing (CSH), a national housing policy agency. There was a wide range of participation from community partners – service providers, persons with lived experience of homelessness, colleagues from business, health, faith, and mainstream services. The work of developing the AHFE Community Program Guidelines was based on AHFE performance goals, values and priorities, as set out in our AHFE plan and the work of the AHFE Coordinating Board and its subcommittees.

The guidelines for ESG funds used in Emergency Shelter as written below align with these community program guidelines for Emergency Shelter. The community program guidelines generally address skills training for staff involved in direct service provision, diversion, and low-barrier approach based on Housing First. The guidelines also specifically address prioritized populations, effective practices, and minimum and ideal operating standards for emergency shelter.

Eligible shelter operating costs are limited to costs of maintenance (including minor or routine repairs), rent, security, fuel, equipment, insurance, utilities, food, furnishings, and supplies necessary for the operation of the emergency shelter. Shelter operator(s) must document operations costs in monthly invoices submitted for review and approval of the Joint Office of Homeless Services.

Standard policies and procedures for evaluating individuals' and families' eligibility for assistance under Emergency Solutions Grant (ESG).

1. The recipient must follow these intake procedures to ensure compliance with the homeless definition (see Attachment A). All applicants must be assessed to determine eligibility for receipt of ESG funded services. Homeless households who meet one or more of HUD determined categorical homeless definitions or criteria are eligible to receive program assistance. Per §576.500 homeless status must be verified. This can be accomplished either through third-party verification, case manager's observation, or household's certification.
2. Shelter staff will document each applicant's homeless status using a form substantially similar to Attachment B.
3. Each person admitted to the shelter will be entered into HMIS. The uniform data elements must be completed.

4. Subgrantees shall retain all program records pertinent to client services and expenditures paid with ESG funds in a manner consistent with the requirements of federal law. Program records including client files must be retained for five years. Fiscal records, which include books, documents, and agency records that document all program expenditures must be retained for a minimum of five years, or such longer period as may be required due to any audit, controversy, or litigation arising out of, or relating to, program use.

Standards for targeting and providing essential services related to street outreach.

- Outreach activities are not funded with ESG in Portland/Gresham/Multnomah County.

Policies and procedures for admission, diversion, referral, and discharge by emergency shelters including length of stay, and safeguards to meet the safety and shelter needs of special populations, e.g. victims of domestic violence, dating violence, sexual assault, and stalking; and individuals and families who have the highest barriers to housing and are likely to be homeless the longest.

1. This community is continuing to expand the implementation of a Coordinated Entry system. When that system is fully implemented, ESG-funded emergency shelters will be required to participate. Until then, clients may be admitted to ESG-funded emergency shelters on a first-come-first-served basis, or through prioritized access based on A Home for Everyone priority populations and a process approved by the Joint Office of Homeless Services.
2. Diversion activities are not funded with ESG in Portland/Gresham/Multnomah County.
3. Referral can occur through calling 211info, our communities' source of information and referral, through client self-referral, or through referral by a range of partnering agencies proposed by the shelter operator and approved by the Joint Office of Homeless Services.
4. The subgrantee must exercise judgment and examine all extenuating circumstances in determining when violations warrant termination so that a program participant is terminated only in the most severe cases. The subgrantee may terminate in accordance with a formal process established by the subgrantee.
5. There is no limit to length of stay, though programs are encouraged to rapidly rehouse people as quickly as possible. Generally, lengths of stay should not exceed 60 days, however individual clients exceeding this standard length of stay should not be discharged from the shelter in order to limit the length of stay.
6. Any shelter facility that receives ESG operations assistance is required to meet all federal, state, and local government safety, sanitation, and accessibility standards

including compliance with the safety, sanitation, and privacy requirements contained in 24 CFR 576.403. Reasonable accommodations for persons with disabilities must be available in order to ensure disabled participants have an equal opportunity to utilize the shelter.

7. In order to ensure access to shelter facilities for individuals with limited English proficiency, it is required that subgrantees develop and implement an agency Language Access Plan following guidelines provided in the Fair Housing Guide for Shelter and Transitional Housing Providers which can be accessed at www.fhco.org. If clients are required to fill out forms, they must be available in multiple languages.
8. If a survivor discloses they have experienced domestic violence within six months of request for shelter services or are actively fleeing and in need of a safe, confidential emergency shelter, shelter staff, utilizing a trauma-informed, survivor centered lens, may refer participant to Call to Safety or Linea UNICA for services (English and Spanish speaking DV Crisis Lines)*¹. Shelter staff are encouraged to do “warm-hand offs” with the participants’ informed consent if information is to be shared. Shelter staff should acquire baseline domestic violence training.

Policies and procedures for assessing, prioritizing, and reassessing individuals’ and families’ needs for essential services related to emergency shelter.

Eligible emergency shelter related case management costs are limited to the cost of assessing arranging, coordinating, and monitoring the delivery of individualized services to meet the needs of the emergency shelter program participant. Component services and activities may consist of:

- Using the Coordinated Access for Adults system, e.g. completing and submitting Vulnerability Index - Service Prioritization Decision Assistance Tool (VI-SPDAT) assessments for clients interested in Continuum of Care and ESG-funded permanent housing
- Conducting the initial evaluation of program participant eligibility for ESG-funded shelter services (as required by §576.500), including verifying and documenting eligibility
- Counseling services
- Developing, securing, and coordinating services and obtaining Federal, State, and local benefits
- Monitoring and evaluation program participant progress
- Providing information and referrals to other providers

*1 All domestic violence services are voluntary; a survivor must give consent to referrals.

- Providing ongoing risk assessment and safety planning with victims of domestic violence, dating violence, sexual assault, and stalking; and
- Developing an individualized housing and service plan, including planning a path to permanent housing stability

Emergency shelter program participants may receive essential services, but must be voluntary and based on assessment of program participant's interests and desires using an Assertive Engagement approach. Program participants must be notified of the availability of services at intake, and assessment for interest in engagement in services may be initiated by staff or by program participants.

Shelter staff must document provision of case management services through service transactions recorded in the local HMIS, and records of services must be retained in client files (either HMIS or in hard-copy files, if such hard-copy files are used). Such records should include: completed coordinated access assessments; documentation of eligibility for ESG-funded services; records (such as case notes) of counseling services; record of assessment of need for, eligibility for and referral to other services; and any individualized housing stability plans. Case management staff will make such records available for review when requested by Joint Office of Homeless Services staff.

System coordination among emergency shelter providers and other system resources.

The Portland/Gresham/Multnomah County Continuum of Care provides the main coordination function to ensure knowledge of the services available in the continuum from shelter providers, essential services providers, homelessness prevention and rapid re-housing providers, other homeless assistance providers, and mainstream employment service and housing providers.

The Coordination Policy is carried out by the following:

- Regular attendance at A Home for Everyone meetings.
- Safety off the Streets (SOS) Workgroup monthly meetings.
- Annual updates from ESG Recipient to A Home for Everyone on status of ESG activities including consultation opportunities.
- Ensuring the mainstream and employment service providers attend A Home for Everyone meetings regularly.
- There is homeless consumer input in developing programs and the homeless response system.

Attachment A

Homeless Emergency Assistance and Rapid Transition to Housing “Homeless” Definition

1. 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.
2. 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
3. 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.
4. Any individual or family who: 1) is fleeing or 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, 2) Has no other residence, and 3) Lacks the resources or support networks (family, friends, faith-based or other social networks) to obtain other permanent housing.

How to document housing status for an individual fleeing Domestic Violence or attempting to flee Domestic Violence:

An oral statement by the individual, which states that they are fleeing. This statement may be documented by the client’s own self-certification, or by the caseworker’s certification.

Attachment B

Homelessness Status Verification

Staff must document each applicant's homelessness status through observation. For example, an employee may see a person living outside or in a car. Or, the staff person may not actually see where the applicant is living, but believes in their professional judgment that the person is homeless. This documentation must be obtained on the first night the applicant stays in the shelter.

Homeless means an individual or family who lacks a fixed, regular, and adequate nighttime residence.

Applicant's Name	Date	Case Manager's Signature

Rapid Re-Housing Guidelines

Home Forward manages Emergency Solutions Grants (ESG) Program funds through the Short-Term Rent Assistance Program (STRA). Home Forward developed guidelines for ESG which have been approved by the local HUD Field Office. We are adopting these guidelines as the Community Guidelines for Rapid Re-Housing and Homelessness Prevention.

Home Forward ESG Guidelines include the following:

- ESG Enrollment Guidelines
- Third-Party Verbal Housing Verification
- Case Manager's Observation of Homeless Status
- Self-Declaration of Housing Status
- For Imminent Risk of Homelessness or Domestic Violence – Options, Resources, Networks
- ESG Release of Information
- Instructions for Rent Reasonable Test & Rent Comparables
- Lead-Based Paint Disclosure
- Lead-Based Paint Statement of Receipt
- Unit Habitability Inspection
- Visual Lead-based Paint Assessment
- Determining Fair Market Rent
- ESG Needs Assessment
- Determination of ESG Ineligibility
- Housing Status Definitions and Documentation
- Third-Party Verbal Income Verification
- Self-Declaration of Income
- For Annual Recertification – Options, Resources and Networks

UNIFIED EMERGENCY SOLUTIONS GRANTS (ESG) PROGRAM POLICIES FOR MULTNOMAH COUNTY RAPID RE-HOUSING PROVIDERS

Tenant Contribution:

Program participants are required to pay 30% of total monthly household ESG rent determination income towards rent.

ESG Providers will pay 100% of utility costs throughout the duration of ESG program participation.

ESG Provider may use ESG funds to pay the full amount that the landlord's lease requires as an up-front payment prior to move-in. Examples may include: security deposit, last month's rent, first month's rent, a prorated second month of rent, etc. After the up-front payments have been issued, the household will begin paying 30% of their income toward rent.

Due to the limitations of the 30% model in ensuring full funding spend-down, ESG Provider may choose to assist one household with more or less of the rent burden for the final month of assistance. Provider must note in the client file that this exception is being made for purposes of program budget and comment on why this participant was selected (for example, client has high medical costs, greater barriers, etc.).

For purposes of ESG rent determination, monthly household income includes, but is not limited to:

- (1) The full amount, before any payroll deductions, of wages and salaries, overtime pay, commissions, fees, tips and bonuses, and other compensation for personal services;
- (2) The full amount of periodic payments received from social security, annuities, insurance policies, retirement funds, pensions, disability or death benefits and other similar types of periodic receipts, including lump sum payment for delayed start of a periodic payment;
- (3) Payments in lieu of earnings, such as unemployment and disability compensation, worker's compensation and severance pay;
- (4) Welfare assistance. Welfare or other payments to families or individuals, based on need, that are made under program funded, separately or jointly, by Federal, State or local governments (e.g., Social Security Income (SSI) and general assistance available through state welfare programs);
- (5) Net income from the operation of a business or profession;
- (6) All regular pay, special pay and allowances of a member of the Armed Forces, except special hostile fire pay.

Temporary, nonrecurring, sporadic income is excluded when calculating annual income. Sporadic income is income that is not received periodically (regular intervals) and cannot be reliably predicted.

Income should be verified by documentation by a third party whenever possible.

Note that for purposes of annually determining ongoing household eligibility for ESG assistance, providers must use the separate Annual Income standards outlined in Attachment 22.

Unified policy for determining how long a particular program participant will be provided with rental assistance and whether and how the amount of that assistance will be adjusted over time:

ESG Providers may elect to provide one of the following eligible types of ESG-funded rental assistance:

- Only short-term (up to 3 months of rent payments in a three-year period)
- Only medium-term (up to 24 months of rent payments in a 3-year period)
- Or, on a household-by-household basis, a combination of short-term or medium-term rental assistance

The ESG Provider must notify Home Forward of which type of ESG-funded rental assistance it will provide to participants.

When considering length of assistance, the ESG Provider will determine, in collaboration with the participant, the length of assistance that is required to help the participant achieve housing stability after the end of the assistance. The ESG Provider will, in collaboration with the participant, consider factors including, but not limited to:

- current income, including source and stability
- prospects for income development
- debt to income ratio
- disabling conditions
- length of homelessness
- number of episodes of homelessness
- prospects for permanent housing options
- social support networks
- barriers to stability (e.g., legal background, rental history, credit history)
- Program budget

The ESG provider will document the determination of length of assistance through the Rental Assistance Agreement with the Landlord and the Participant (see Attachment 13).

Participants are required to report the following changes within 10 days of when they occur:

- Income increase of 20% or more expected to last 90 days or more from the time the Provider received the information
- change in household composition
- Participant may choose to report decreases in income, but it is not required

Provider will re-evaluate length and amount of assistance when the above interim changes are reported.

Program participant may be terminated early if:

- Participant violates Provider Agreement or Provider Program rules
- Participant fails to properly report interim changes
- Household receives a permanent housing subsidy
- Household contribution exceeds contract rent amount

Please note: ESG has no income threshold at initial eligibility assessment. However at annual recertification, participants must have Annual Income at or below 30% AMI, have no appropriate subsequent housing options and must lack the financial resources and support networks needed to remain in housing without ESG assistance (See Attachment 1, Enrollment Guidelines for more information).

Guidelines for Emergency Solutions Grant (ESG)

Yellow = New or Revised

✓ **Purpose of ESG (in Multnomah County):**

Stabilize clients' housing by providing temporary financial assistance and case management to clients who are currently homeless. For Homeless Placement only.

Creator of This Fund: HUD

✓ **Important! Follow the Unified ESG Policies for Multnomah County, Attachment 20:**

The STRA agencies with ESG designed these policies, and Portland Housing Bureau and HUD have approved them. These policies guide the amount and length of assistance for all ESG participants in Multnomah County.

✓ **Eligible Participants:**

- Household must be homeless as defined on Exhibit U, Attachment 17 (no eviction prevention assistance is allowed with ESG funds)
- Household must be:
 - o at or below 30% AMI, **and**
 - o have no appropriate subsequent housing options **and**
 - o must lack the financial resources and support networks needed to remain in housing without ESG assistance

(HUD doesn't require income verification at intake, but this became necessary due to the local policy requiring clients to pay 30% of income toward rent.) Income must also be verified annually.

(Effective Mar. 2016 – approx. Feb. 2017)

Family Size	30% Median	Family Size	30% Median
1	\$15,400	5	\$28,440
2	\$17,600	6	\$32,580
3	\$20,160	7	\$36,730
4	\$24,300	8	\$40,890

<https://www.huduser.gov/portal/datasets/il/il16/index.html>

- Required as of 2014: When screening clients for ESG, you must ask the adults if they have received ESG for rent or utilities in the last 24 months.
If they say they have, contact the Portland Housing Bureau to see how many months of ESG eligibility they have left. (24 month limit applies to ESG client received either as an individual or as part of a family.)
Hunter Belgard: (503) 823-2381 Hunter.Belgard@portlandoregon.gov
or Wendy Smith: (503) 823-2386 Wendy.Smith@portlandoregon.gov
- o If you assist a client with ESG for a period, and they return to your agency later for additional financial support, you would not be able to assist them if they are still housed. You may assist former ESG clients who are currently homeless.

Guidelines for ESG

✓ Eligible Expenses:

(Payments must be made to a third party)

- Rental application fees
- Security deposits: Cannot exceed 2 month's rent
- Last month's rent, if landlord requires it to be paid prior to move-in. Last month's rent cannot exceed one month's rent. (Counts against the 24 months of assistance.) On the ESG Invoice, code this as "R-Move-in Fee".
- Rent: Up to 24 months in any 3-year period
- Utility deposits
- Utilities: Up to 24 months of utility payments per household, per service, in a 3 year period. In previous years there was a distinction between utility payments and utility allowances. This is no longer the case. If you are billing for utilities, bill the full payment as a utility payment. The tenant must have a utility account in his or her name or proof of responsibility and the payment must be made to a third party. Eligible expenses are gas, electric, water, and sewer.
 - o This also includes utility arrears that occur after the client begins ESG. Up to 6 months of utility arrears, per service. Utility debt from a previous unit is not allowed.
- **Non-leasing expenses: (only the 2 items below)**
 - o Moving costs: Truck rental or hiring a moving company.
(Moving costs are eligible for ESG payment only if they are accrued *after* the household begins receiving case management services and *before* the household moves into permanent housing.)
 - o Storage: Up to 3 months, no arrears

ESG Cannot Pay for the Following:

- o Damages incurred by the tenant
- o Rent arrears (not allowed at this time)
- o Late fees on rent (including late fees if your agency pays rent to the landlord late)
- o Late fees on utility payments
- o Rental debt to a former landlord

✓ Which Units are Not Eligible for ESG?

- o ESG cannot be used in a public housing unit
- o ESG cannot be provided to someone with a Section 8 voucher
- o ESG cannot be used in a unit that has project-based Section 8 funding
(See Attachment 10 for a list of Home Forward properties where you cannot use ESG.)
- o **ESG can't pay for rent assistance if client receives another public source of rent assistance (including other STRA assistance, other government programs, etc. - see eligible Expenses, above.)**

✓ Eligible Units:

- ESG can be used in a tax-credit unit. (HUD confirmed this in FY2014-15. HUD doesn't consider tax credits as "public rent assistance".)
- If using ESG for rent, unit must be rent reasonable. (see Attachment 5a and 5b)
- If using ESG for rent, the unit rent must be at or below the Fair Market Rent. (see Attachments 11a and 11b)
(Rent Reasonableness and FMR requirements DO NOT APPLY when a participant receives assistance for only rental application fees, security deposits, initial payment of last month's rent, utility payments/deposits, or moving costs.) 24 CFR 576.106(d).

Guidelines for ESG

- Unit must pass a habitability inspection if you will use ESG for **any items** - even if you are not using ESG for rent. This is a HUD requirement. (Unit habitability inspections are also required annually.)
- Your agency may conduct the Unit Habitability Inspection, using Attachment 8a.
- The unit must pass a lead-based paint visual assessment if the unit was built before 1978 and there is a child under 6 and/or a pregnant female in the household. **This assessment is required even if you are not using ESG for rent = HUD requirement.** (Also required annually.)
 - o Your agency may conduct the Visual Lead-Based Paint Assessment, using Attachment 8c.
 - o **First, you will need to complete a 20-minute online training** on HUD's website at: <http://www.hud.gov/offices/lead/training/visualassessment/h00101.htm>. Keep your completion certificate in your files for us to review at audits.
 - o Head of Household should sign the visual lead based paint assessment form. A copy should be provided to the household, and one should be placed in the participant's file.
 - o If Home Forward is conducting the unit habitability inspection, we will also conduct the visual lead-based paint assessment.
 - o **If the initial visual assessment identifies any size of deteriorated lead-based paint, it must be repaired, and you must conduct a follow-up visual assessment. If the area of deteriorated paint is larger than the de minimis levels, the owner must hire a Lead-Safe EPA Certified Company to do a lead-based paint abatement – and meet the clearance and notice requirements outlined in CFR Title 24 Part 35 Subpart M.**

Important! ESG payments may begin the day after the unit habitability inspection passes (and/or the Lead-Based Paint Visual Assessment passes, if unit built before 1978 and child under 6 or pregnant female in household). ESG cannot pay for any days before that, not even if you call them "arrear".

✓ Housing Stability Case Management

- Household must meet with a case manager in person at least once per month. HUD requirement at 24 CFR 576.401(e). As of 7/27/2015, HUD will allow these monthly progress "meetings" to be over the phone or in person.
- Develop a plan to help participant retain housing after assistance ends. Help participants to access Federal, State, Local and private programs available. (see ESG Needs Assessment, Attachment 12)
- The housing stability case plan should be updated as participants access services for identified needs and as they meet plan goals moving them toward maintaining housing stability. This can be through case notes, notes on the ESG Needs Assessment, updated case plans, etc.
- Victim Services Providers only: DV pool agency participants are exempt from the monthly case management meeting requirement if VAWA or the Family Violence Prevention and Services Act prohibit you from making housing conditional on the participant's acceptance of services.

Guidelines for ESG

✓ Verification Requirements:

- Verify homeless status for the household. Verify income for all household members.
- Verify income the household received over the last 30 days **prior to** assistance.
- In the past, if a household moved from one STRA fund to another, we only required income verification once per year, not once per fund. **Starting in July 2015, if a household has been in STRA at least 6 months before entering ESG (or HAP-AFP, HF-STRA or MIF Alder) you must obtain new income verification before starting this new assistance.**
- ESG prefers 3rd-party verification for income and proof of homelessness:

Verification of Income and Proof of Homelessness - Order of Preference:

Type of Documentation	Income	Housing
1. 3rd-party written documentation	check stubs, TANF memo, etc...	1. Service Point page showing shelter or transitional housing they are in <u>or</u>
		2. Letter (on shelter/ outreach agency letterhead) signed and dated by shelter, homeless outreach worker, or DV service provider <u>or</u>
		3. Written referral from local law enforcement, emergency medical services, or other service provider <u>or</u>
		4. If leaving an institution: need discharge paperwork from institution they're exiting, showing they stayed there 90 days or less + Service Point or other document showing they were homeless prior to that
		5. If fleeing DV, see Attachment 17 for description of how to document housing status.
If written 3rd party verification is not available, please document the steps you took to obtain the documents (copies of e-mails you sent, logs of phone calls you made, brief description of why you could not get 3rd-party verification):		
2. 3rd-party verbal verification	Attachment 21a (speak with employer, etc.)	Attachment 3a (speak with shelter, homeless outreach worker, etc.)
Victim Service Providers are not required to collect 3rd-party documentation of housing status if it jeopardizes the safety of the client or is impossible to obtain due to the client fleeing.		
If neither written nor verbal 3rd party verification is available, please document the steps you took to obtain 3rd-party (copies of e-mails you sent, logs of phone calls you made, brief description of why you couldn't get 3rd-party verification...):		
3. Case manager's observation (for homeless status only - not for income)	N/A	Attachment 3b Ex. 1: You see a person living outside or in a car. Ex. 2: If you don't see where they're living, but you believe in your professional judgement that they are homeless.
Last resort - should be very rare:		
4. Household's self-certification	Attachment 21b	Attachment 3c

Guidelines for ESG

Steps to Take When Client is Eligible:

1. Arrange for your agency to make payment to the Landlord
2. Billing: Monthly, agency must bill Home Forward using the STRA bill, "Attachment G – STRA Request for Payment"
3. Enter household into Service Point.
4. **Ensure all of the following required documents are in the file prior to issuing any type of payment:**

Documentation	Instructions
Proof of Initial Consultation	Agency intake and assessment forms. Determine amount and types of assistance household needs to regain stability in permanent housing.
Release of Information	Attachment 4 or other release that includes Home Forward, Portland Housing Bureau, Multnomah County, the State of Oregon, and HUD. All adults must sign the ROI.
Grievance procedure (As of 7/2015, signed client confidentiality statement no longer required.)	All adults in household must sign Grievance Procedure.
Documentation of household's homelessness	Try to get 3rd-party written verification. If not available, document your attempts to get it. The next best docs, in order of preference, are: <ul style="list-style-type: none"> o Attachment 3a o Attachment 3b o Attachment 3c (all adults must sign 3c, if you use it)
Income documentation for household	Required from household's start in ESG. Document income for the household = all household members. If household has been in other STRA programs for less than 6 months before entering ESG, you can use their original income verification. If household is either new to STRA or has been in STRA 6 months or more, collect 30 days of income verification dated within 60 days before beginning ESG assistance. Try to get 3rd-party written income verification. If not available, document your attempts to get it. The next best docs are: <ul style="list-style-type: none"> o Attachment 21a o Attachment 21b (all adults must sign 21b, if you use it)
Determination of ineligibility	If you planned to use ESG for this household, then found that the client was not eligible, please complete Attachment 16 for the client's file.
ESG Needs Assessment	Attachment 12

Guidelines for ESG

Housing stability case plan and updates	Plan showing client's goals, plus regular updates on their progress. Proof that you are meeting with client in person at least once every 30 days to work toward goals. (Case notes, updated Attachment 12, etc.). You do not have to have this plan upon enrollment into ESG as long as you are working on developing one which will be complete within a month of ESG enrollment.
Written Rental Agreement / Lease	Signed by tenant and LL and active during the time of assistance. Must be signed by all adults.
ESG Rent Assistance Agreement between property owner, Agency, and Participant	Attachment 13 - if you issue more than one contract, make sure to include all contracts in the participant file
Documentation that unit is rent reasonable	Attachment 5b - signed by the case manager. If rent is above the rent reasonable limit, you may contact us to complete a rent comparable test. (See Attachment 5a for directions.)
Documentation that rent plus utilities does not exceed Fair Market Rent	Attachment 11a and 11b
Lead-based paint statement of disclosure	Attachment 6, or other appropriate form
Lead-based paint statement of receipt	Attachment 7, or other appropriate form
Proof unit has passed lead-based paint visual assessment if the unit was built before 1978 and there's a child under age 6 and/or a pregnant female in the unit	Attachment 8c
Proof unit meets habitability standards	Attachment 8a
Client assistance information	Copies of checks or check requests, bills, cancelled checks, etc. The paperwork must document the dates of services and assistance provided to the household.
If paying for utilities - Proof of utility payment responsibility	Copies of bills you paid, showing member of household has an account in his or her name with the utility company or proof of responsibility to make utility payments.
If paying for moving costs or a storage unit:	Bills from moving company or van rental
If paying for Storage unit:	Bills for storage unit. (Cannot pay arrears, so bills should start after you enrolled client in ESG.)

Guidelines for ESG

5. Changes in Household's Income, Rent Amount, or if client wants to move

Status Change	Client File Documentation Required	Action
Landlord notifies client/ agency of an increase in rent	Rent Reasonableness determination required	Attachment 5b - must be signed by the case manager
Client wants to move	<u>and</u> Fair Market Rent check required	Attachment 11a and 11b Attachment 5b Attachment 6 Attachment 8a Attachment 8c (if unit built before 1978 and child or pregnant female is in household) Attachment 11a Attachment 11b Attachment 13 Copy of lease
Household's income decreases (or household member with income moves in or out)		New income verification required (see preferred order of verification) Attachment 13, new Rental Assistance Agreement (see below)
Household's income increases and is expected to last 90 days or more		New income verification required (see preferred order of verification) Attachment 13, new Rental Assistance Agreement (see below)

As of 7/2015, the "ESG Unified Policy for Multnomah County" states:

Participants are required to report the following changes within 10 days of when they occur:

- change in household composition
- Income increase of 20% or more expected to last 90 days or more from the time that the Provider received the information.
- Participants may choose to report decreases in income, but it is not required.

Provider must re-evaluate length and amount of assistance when the above interim changes are reported.

HUD's regulations at 24 CFR 576.401(b)(2) state that because our local ESG agencies decided to have clients report changes in income before the annual re-exam, then you must recalculate rent when clients report these changes. A change in household composition only requires you to recalculate rent if the person moving in or out has income.

Therefore, a new Rental Assistance Agreement, Attachment 13, is required when the household reports changes in income (including a person with income moving in or out).

Guidelines for ESG

6. Items to update annually:

- Households must be recertified annually. At annual recertification, participants must be at or below 30% AMI, have no appropriate subsequent housing options and must lack the financial resources and support networks needed to remain in housing without ESG assistance.
- Please complete annual recertification late in the 10th month of assistance. If you determine that the household is not eligible for assistance, provide the landlord with 30 days' notice of termination of subsidy.
- At annual recertification, your agency does not need to submit any documents to Home Forward for approval.**

Documents Needed at Annual Recertification

Income Verification: Try to get 3rd-party written verification. If not available, document your attempts to get it. The next best docs are: Attachment 21a Attachment 21b (all adults must sign 21b, if you use it)
Attachment 21c, For Annual Recert - Options Resources & Networks Form
Attachment 8a, Unit Habitability Inspection
Attachment 8c, Visual Lead-Based Paint Assessment (if the unit was built before 1978 and there's a child under age 6 and/or a pregnant female in the household)
Lease must be in effect throughout assistance
If landlord wants to increase the rent, you should complete: Attachment 5b, Rent Reasonableness Test Attachment 11a and Attachment 11b (FMR and utility allowance tests) to make sure they all pass.
Keep updating Attachment 12, ESG Needs Assessment, on regular basis

7. Terminations:

- Agencies may terminate the assistance of a program participant/household who,
 - Violates provider agreements or provider program rules
 - Fails to properly report income changes
 - Begins receiving a permanent housing subsidy
 - No longer qualify for ESG when you conduct the annual recertification or when the client reports changes to you (= household income exceeds contract rent amount or household now has other resources/support networks to remain housed without ESG).
- In terminating assistance to a program participant, the agency must provide a formal process that recognizes the rights of individuals receiving assistance. This process must, at a minimum, consist of the following:
 - Written notice to the program participant containing a clear statement of the reasons for termination;
 - A review of the decision, in which the program participant is given the opportunity to present written or oral objections before a person other than the person (or a subordinate of that person) who made or approved the termination decision; and
 - Prompt written notice of the final decision to the program participant.
- If your agency terminates a client, staff should include paper documentation in the file that the steps above were followed.

Guidelines for ESG

8. When to Begin Spending Funds for a Client:

In FY2015-16, agencies may begin spending ESG funds when they determine that a client is eligible and all the required documents are complete. Based on prior ESG performance, Home Forward will notify an agency if they need to send us applications for pre-approval.

9. Monitoring:

Will be monitored regularly based on your agency's score on Home Forward's Risk Assessment tool.

List of Attachments:

Attachment 1, ESG Enrollment Guidelines
Attachment 3a, Third-Party Verbal Housing Verification
Attachment 3b, Case Manager's Observation of Homeless Status
Attachment 3c, Self-Declaration of Housing Status
Attachment 3d, For Imminent Risk of Homelessness or DV – Options, Resources, Networks
Attachment 4, ESG Release of Information
Attachment 5a, Instructions for Rent Reasonable Test & Rent Comparables
Attachment 5b, Rent Reasonable Worksheets
Attachment 6, Lead-Based Paint Disclosure
Attachment 7, Lead-Based Paint Statement of Receipt
Attachment 8a, Unit Habitability Inspection
(Attachment 8b, Request for Home Forward to do Inspection **deleted**)
Attachment 8c, Visual Lead-based Paint Assessment
Attachment 10, Home Forward Properties List
Attachment 11a, Determining Fair Market Rent
Attachment 11b, Utility Allowance Worksheet
Attachment 12, ESG Needs Assessment
Attachment 13, Rental Assistance Agreement
Attachment 14, Checklist if Sending Application to Home Forward
(Attachment 15, ESG Final Certification Form: Home Forward Completed Inspections **deleted**)
Attachment 16, Determination of ESG Ineligibility
Attachment 17, Housing Status Definitions and Documentation
Attachment 18, ESG File Documentation Checklist **deleted**
~~Attachment 19, ESG Applicant Income Form **deleted**~~
Attachment 20, ESG Unified Policies
Attachment 21a, Third-Party Verbal Income Verification
Attachment 21b, Self-Declaration of Income
Attachment 21c, For Annual Recert – Options, Resources and Networks
Attachment 22, ESG Countable Income Clarification

THIRD-PARTY VERBAL VERIFICATION OF HOUSEHOLD'S HOMELESSNESS

This form is used when case manager has tried to obtain 3rd-party written verification, and it is not available.

ESG Applicant Name: _____

Steps Case Manager took to obtain 3rd-party written verification (dates of your attempts, people you contacted...). Attach any e-mails or phone logs to support this:

Verbal Third-Party Verification of Household's Homeless Status:

- **Name of Person you spoke to:** _____

- ☐ employee of shelter or transitional housing where client(s) is(are) staying
- ☐ homeless outreach worker
- ☐ agency providing motel assistance
- ☐ law enforcement /emergency medical staff who referred the client(s) to you
- ☐ employee of institution where client has resided for 90 days or less (also try to get written 3rd-party documentation that client was homeless before entering institution)
- ☐ DV Service Agency who assisted this client(s)

- **Organization They Work for:** _____

- **Phone Number of Person:** _____

- **Notes from Your Conversation:**

I certify that the information above is true, accurate and complete.

Case Manager's Signature: _____

Date: _____

Emergency Solutions Grant (ESG)

CASE MANAGER'S OBSERVATION OF HOUSEHOLD'S HOMELESS STATUS

This form is used when case manager has tried to obtain 3rd-party written and verbal verification, and neither one is available.

ESG Applicant Name: _____

Steps Case Manager took to obtain 3rd-party written and verbal verification (dates of your attempts, people you contacted, etc...) Attach any e-mails or phone logs to support this:

Case Manager's Observation of Household's Homeless Status:

- ☐ I saw the client(s) living outside, in a car or other place not meant for human habitation
- ☐ I did not see where client(s) is(are) staying. However, in my professional opinion, I believe this client(s) is(are) homeless based upon the details of this case and my prior experience with similar circumstances.

Please describe why you reached this conclusion:

I certify that the information above is true, accurate and complete.

Case Manager's Signature: _____

Date: _____

HOUSEHOLD'S SELF-DECLARATION OF HOUSING STATUS

This form is used when case manager has tried to get all other forms of verification, and none are available.

Head of household's name: _____

For Case Manager:

Steps Case Manager took to obtain all other forms of verification (3rd party written, 3rd party verbal, and case worker's observation)

(Dates of your attempts, people you contacted, etc...) **Attach any e-mails or phone logs to support this:**

Please check only one:

- ☐ I/My household am/is currently homeless and living on the street (i.e. a car, park, abandoned building, bus station, airport, or camp ground).
- ☐ I/My household am/is the victim(s) of domestic violence and I am/we are fleeing from abuse. We have no other residence, and we lack the resources or support networks to obtain other permanent housing.
- ☐ I/My household am/is living in a shelter designated to provide temporary living arrangements (including congregate shelter, transitional housing, and/or hotels paid for by non-profits, federal, state, or local government resources).
- ☐ I am exiting an institution where I have resided for less than 90 days. I lived in an emergency shelter or was living on the street (car, park, abandoned building, bus station, airport, or camp ground) immediately before entering the institution.

I certify that the information above is true, accurate and complete.

Adult's Signature: _____

Date: _____

Adult's Signature: _____

Date: _____

Adult's Signature: _____

Date: _____

Adult's Signature: _____

Date: _____

All adults in the household must sign.

DV - Household's Housing Options, Financial Resources and Support Networks

At intake, for households in the "Fleeing/Attempting to Flee DV" categories, please use this form along with a separate verification of homeless status.

Applicant Name: _____ Date: _____

Subsequent Housing

Has the client(s) found any housing that they can live in without the need for ESG assistance?

☐ Yes ☐ No

Please write your assessment of the housing options for this household without ESG assistance:

Financial Resources and Support Networks

With the participant, please assess all financial resources and support networks that might be available to the household.

- Are there any financial resources or support networks available to this household that can be used to help them remain in their current housing or obtain appropriate subsequent housing?
☐ Yes ☐ No

- Does anyone in the household have a checking or savings account? ☐ Yes ☐ No

If yes, please note account balances below:

Checking \$ _____ Savings \$ _____

Please write your assessment of financial resources and support networks for this household:

Adult Client's Signature

Date

Adult Client's Signature

Date

Case Manager's Signature

Date

(Please attach a separate verification of homeless status as well.)

Created 7/2016

Emergency Solutions Grant (ESG)

Authorization for Release of Information

Participant Name: _____

Other Family Members: _____

I authorize the following individuals or agencies to share and exchange information about my family and my circumstances. The information received will be used to determine and verify my eligibility for housing assistance and to plan for and coordinate services for me and my family.

- Home Forward
- Portland Housing Bureau
- Department of Housing and Urban Development
- Employers (past and present)
- Landlords
- Utility Companies
- State and County Agencies: Welfare, Senior/Disabled Services, etc.
- Social Service Agencies
- Providers of: alimony, child/attendant care, child support, disability care, medical care, pensions, or annuities
- Social Security Administration/Dept. of Veteran's Affairs
- **Name of Our Agency:** _____

This permission is good for 18 months. I can cancel this authorization at any time, but I understand that the cancellation will not affect any information that was released prior to the cancellation. I understand that information about my case is confidential and protected by State and Federal law. I approve the release of this information. I understand what this agreement means. I am signing on my own and have not been pressured to do so.

WARNING: Title 18, Section 1001 of the United States Code, states that a person who knowingly and willingly makes false or fraudulent statements to any department or agency of the United States is guilty of a felony.

Adult Participant Signature

Date

Adult Participant Signature

Date

Adult Participant Signature

Date

All adults must sign.

Instructions for Rent Reasonable Test (and Rent Comparables)

1. Open the "Rent Reasonable Worksheet", Attachment 5b.
2. **Important! Click on the "Instructions" tab at bottom of screen.**
3. In the middle of the "Instructions" page, there are 2 orange boxes.
 - In the orange zip code box, click the drop-down arrow. Select the unit's zip code.
 - In the orange "Housing Type" box, click the drop-down arrow. Select Apartment or House/Duplex.
 - o For mobile homes:
 - If the client has mobile home space rent only, the maximum is \$369.
 - If the client rents the entire mobile home, use "House/duplex" on the Rent Reasonable Worksheet.
 - o If the client rents a room inside a unit, go to the website www.portlandmaps.com. Type in the unit address.
 - If portlandmaps.com says it's a Multi-family property, call it an "SRO" for the rent reasonableness test. On Attachment 5b, click the "SRO" tab at the bottom of the screen. Fill out the "SRO" page. Only select an amenity if it is in the client's room.
 - If portlandmaps.com says it's a Single-family residential property, treat it as "Shared housing" for the rent reasonableness test.
 - For "shared housing", choose the tab with the total number of bedrooms in the house.
 - Identify all the amenities in the house by clicking "Y" or "N" (yes or no) in column B.
 - See the "Total Reasonable Rent" that appears near bottom of page.
 - **Important! Divide the "Total Reasonable Rent" for the entire house by the number of bedrooms**. This is the rent reasonable amount for the client's room.

Example: Client wants to rent a room in 4 bedroom house. Using the 4BR rent reasonable worksheet, you see that the rent reasonable amount for the entire house is \$1200. Divide that total by 4 bedrooms. So, the rent reasonable amount for the client's room would be \$300.
4. At the bottom of the screen, click the tab with the number of bedrooms the unit has.
5. On this "# of bedrooms" page, there are also 2 orange boxes. **Make sure they show the zip code and housing type that you selected on the Instructions page.** If they don't, go back to the Instructions page and please try again. (If the zip code and structure type are wrong, the rent reasonableness numbers will be wrong.)
6. Mark "Y" or "N" (yes or no) on the rows in column B as applicable to the unit.
7. Look for the "Plus 2% Market Variance" amount at the bottom of the page. If the rent for your client's proposed unit is at or below this amount, it passes!
8. If the rent for your client's proposed unit is above this amount, double check to make sure that all features of the unit have received credit. For example, a unit can receive a 5% credit towards being rent reasonable if it is new construction (built within the last 2 years), energy efficient (LEED certified) or a historical home that's been renovated.

9. Once the unit passes, print the rent reasonable worksheet and place it in the client's file. The case manager should sign and date it.
10. If Home Forward staff is doing the inspection, please complete the rent reasonableness worksheet, e-mail it to RentAsst@homeforward.org, and ask us to schedule the inspection. When our inspectors visit the unit, they will verify the rent reasonableness sheet is correct.

11. As of 7/2015, if the rent does not pass the rent reasonableness test and you believe it is reasonable for that area, you may ask Home Forward to conduct a rent comparables check for you. (Directions below) We will try to find 3 similar units nearby, with rents at or above the requested rent. We'll notify you of the results very quickly.

If we are unable to find comparable rents, you may search for 3 comparable units and send them to Home Forward for approval.

How to ask us to conduct a Rent Comparable test:

- If the client's unit is not a tax credit unit, please complete this sheet (describing the unit the client wants) and e-mail it to RentAsst@homeforward.org.

Not Tax Credit Units:

Please Describe the Unit the Client Wants: (complete this form)

Landlord Name:		Landlord Phone #:	
Unit Address:		City:	
Rent:		Zip:	
# of bedrooms:		# of bathrooms:	
Year built:		Unit sq. ft.:	
		Today's Date:	
Unit Type (circle one)			
House		Duplex	
Row House/Townhouse (side-by-side attached units with 2 or more stories of living space. Must be 3 units or more.)		High Rise (3 or more units in a complex with 5 or more stories)	
		Manufactured Home	
		Low-Rise (3 or more units in a complex with 4 or less stories)	
Unit Amenities (circle all that apply)			
More than 1 bathroom	Washer/Dryer in the unit	Private Fenced Yard	Garage/Covered Parking
Central A/C	Pool/Hot Tub/Playground/Gym	On-Site Manager/Maintenance	All Utilities Included in Rent
Sewer/Water included in rent	Gated Community/Secure Building	Fully accessible wheelchair unit	Above Standard Unit (new construction, LEED Certified or historical home renovated)

If the client has chosen a tax credit unit:

- o For the apartment complex that your client wants to live in: Does this apartment complex have other tax credit units identical to your client's unit, with the same number of bedrooms as your client's, that are not occupied by Section 8 tenant-based voucher families?
- ☐ No Please e-mail RentAsst@homeforward.org. We'll see if the unit is within our Payment Standard limits.
- ☐ Yes Please complete the table below. List the contract rent of the identical units of the same size in the apartment complex your client wants to live in:

Unit address and Apartment Number (in same complex as unit your client wants)	# of Bedrooms	Occupied by a Section 8 Tenant-based family?	Current Rent Amount
1.			
2.			
3.			

Option 1: If your client's unit costs the same or less than the other comparable tax credit units (without Section 8 clients) in this apartment complex, then we will consider the client's unit rent reasonable even though it exceeds the limits on the Rent Reasonableness Worksheet. Please fill in the chart above and keep it in the client's file.

If Option 1 doesn't work, you can try Option 2:

Option 2: E-mail RentAsst@homeforward.org. We'll check our Payment Standards. If your client's unit is within our Payment Standard limits, we will consider the client's unit rent reasonable even if it exceeds the limits on the Rent Reasonableness Worksheet.

Home Forward Reasonable Rent Calculations

The U.S. Department of Housing and Urban Development requires us to determine if a subsidized rental unit is charging rent in an amount justified by the local market.

Home Forward uses MULTIFAMILY NW survey data and other survey data to establish rent reasonableness.

Use this workbook to calculate the maximum reasonable rent.

- 1) Enter the Zip Code for the unit address from the drop down list to the right.
- 2) Enter structure type from the drop down list to the right.
- 3) Use this workbook page (tabs along bottom) to select the correct bedroom size of the unit
- 4) Mark the Yes's or No's in Column B to describe the unit you have for rent.

Select Zip (Drop down)	
Select Housing Type	

The total Reasonable Rent will calculate at the bottom of the page.
Reasonable Rent is rounded down to a whole dollar amount.

The base values and percentages applied for each amenity are updated at least annually

Update Date 11/8/2016

Disclosure of Information on Lead-Based Paint and Lead-Based Paint Hazards

Lead Paint Warning Statement

Housing built before 1978 may contain lead-based paint. Lead from paint chips, and dust can pose health hazards if not taken care of properly. Lead exposure is especially harmful to young children and pregnant women. Before renting pre-1978 housing, landlords must disclose the presence of known lead-based paint and lead-based paint hazards in the dwelling.

Tenants must also receive a federally approved pamphlet on lead poisoning prevention. If a landlord fails to offer this information, the US Environmental Protection Agency (EPA) can conduct an inspection and possibly issue fines. Landlords needing more information about the lead program may call (800) 424-4372.

Please select the current status of your rental unit as follows:

☐ **The rental unit was built after 1978.** Please check this box only if your unit was built after 1978, and both you and your tenant sign and date below.

Landlord Initials: _____ Date: _____ and Tenants Initials: _____ Date: _____

☐ **Landlord has no knowledge of the presence of lead-based paint or lead-based paint hazards in the rental unit.** Please check this box, and you and your tenant initial and date.

Landlord Initials: _____ Date: _____ and Tenants Initials: _____ Date: _____

☐ **Lead-based paint exists in the unit:** Please check this box, answer questions and you and your tenant initial and date.

Are there lead-based paint hazards present? Yes ☐ or No ☐

If yes, explain: _____

☐ **Has unit ever been tested for Lead Paint Hazards?** Yes ☐ or No ☐

If yes, when? _____

Are there any available records and/or reports pertaining to lead-based paint or paint hazards in the unit? Yes ☐ or No ☐

If yes, list documents: _____

Has the tenant been provided with copies of these documents? Yes ☐ or No ☐

Landlord Initials: _____ Date: _____ and Tenants Initials: _____ Date: _____

By your signatures below, the landlord and the tenant are certifying that, to the best of their knowledge, the information provided is true and complete.

Landlord Signature: _____ Date: _____

Tenant Signature: _____ Date: _____

**Emergency Solutions Grant (ESG) Program
Lead-based paint Statement of Receipt**

I have received a copy of the brochure entitled: *Protect Your Family from Lead in Your Home*.

Participant - Print Full Name

Date

Participant Signature

Address

(The *Protect Your Family from Lead in Your Home* pamphlet is available online at
http://portal.hud.gov/hudportal/HUD?src=/program_offices/healthy_homes/enforcement/disclosure
in several languages)

Emergency Solutions Grant (ESG)

HABITABILITY STANDARDS CHECKLIST

Emergency Solutions Grant (ESG) requires on-site habitability inspections whenever a household is moving into a new unit. Use this checklist to conduct the on-site habitability inspection. The unit must meet all listed standards to be eligible for assistance. The agency staff conducting the inspection and the head of household should sign the inspection checklist. A copy of the inspection checklist should be kept in the participant file.

State and Local requirements: Each recipient of assistance under this part must provide housing or services that are in compliance with all applicable State and local housing codes, licensing requirements, and any other requirements in the jurisdiction in which the project is located regarding the condition of the structure and the operation of the housing or service.

Item	Meets Standard? (circle)		DESCRIPTION
1.	Yes	No	STRUCTURE AND MATERIALS: The structures must be structurally sound so as not to pose any threat to the health and safety of the occupants and so as to protect the residents from the elements.
2.	Yes	No	ACCESS: The housing must be accessible and capable of being utilized without unauthorized use of other private properties. Structures must provide alternate means of egress in case of fire.
3.	Yes	No	SPACE AND SECURITY: Each resident must be afforded adequate space and security for themselves and their belongings. Each resident must be provided an acceptable place to sleep.
4.	Yes	No	INTERIOR AIR QUALITY: Every room or space must be provided with natural or mechanical ventilation. Structures must be free of pollutants in the air at levels that threaten the health of residents.
5.	Yes	No	WATER SUPPLY: The water supply must be free from contamination.
6.	Yes	No	SANITARY FACILITIES: Residents must have access to sufficient sanitary facilities that are in proper operating condition, may be used in privacy, and are adequate for personal cleanliness and the disposal of human waste.
7.	Yes	No	THERMAL ENVIRONMENT: The housing must have adequate heating and/or cooling facilities in proper operating condition.
8.	Yes	No	ILLUMINATION AND ELECTRICITY: The housing must have adequate natural or artificial illumination to permit normal indoor activities and to support the health and safety of residents. Sufficient electrical sources must be provided to permit use of essential electrical appliances while assuring safety from fire.
9.	Yes	No	FOOD PREPARATION AND REFUSE DISPOSAL: All food preparation areas must contain suitable space and equipment to store, prepare, and serve food in sanitary manner.
10.	Yes	No	SANITARY CONDITION: The housing and any equipment must be maintained in sanitary condition.
11.	Yes	No	FIRE SAFETY: <ol style="list-style-type: none"> Each unit must include at least one battery operated or hard-wired smoke detector, in proper working condition, on each occupied level of the unit. Smoke detectors must be located, to the extent practicable, in a hallway adjacent to a bedroom. If the unit is occupied by hearing impaired persons, smoke detectors must have an alarm system designed for hearing impaired persons in each bedroom occupied by a hearing impaired person. There must be a second means of exiting the building in the event of fire or other emergency. (NEW) The public areas of all housing must be equipped with a sufficient number, but not less than one for each area, of battery operated or hard-wired smoke detectors. Public areas include, but are not limited to, laundry rooms, community rooms, day care centers, hallways, stairwells, and other common areas.

Unit Address: _____

Inspected by*

Participant Signature

Date

* by signing I certify that I am not a HUD certified inspector and I have inspected the property located at the address above to the best of my ability. I find that it does or does not meet the above standards as indicated.

Emergency Solutions Grant (ESG)

Visual Lead Based Paint Assessment

Lead Warning Statement: Housing built prior to 1978 may contain lead-based paint. Lead from paint, paint chips and dust poses health hazards if not managed properly. Lead exposure is especially harmful to young children and pregnant women.

For any unit constructed before 1978 in which a child under the age of 6 and/or a pregnant female will be residing, HUD requires a Lead Based Paint Visual Assessment prior to assistance and at least annually thereafter. A visual assessment must be conducted for the assisted dwelling unit, any common areas servicing the assisted unit, and exterior painted surfaces associated with the dwelling unit or common areas.

Visual assessments are required to determine if there is any deteriorated paint. Deteriorated paint is defined as "Any interior or exterior paint or other coating that is peeling, chipping, chalking or cracking, or any paint or coating located on an interior or exterior surface or fixture that is otherwise damaged or separated from the substrate."

See HUD's training for details: <http://www.hud.gov/offices/lead/training/visualassessment/h00101.htm>.

All households should receive the EPA *Protect Your Family from Lead in Your Home* brochure.

In units built before 1978 where a child under 6 or pregnant female will live: **if deteriorated paint in any amount is identified through the visual assessment it must be repaired prior to providing assistance for the unit. See the chart below.**

Unit Address: _____

Visual Lead-Based Paint Assessment			
1.	YES	NO	Will a child under six or pregnant female be residing in this unit?
2.	YES	NO	Was this unit constructed before 1978?
3.	YES	NO	If answer to #1 and #2 is yes, did visual assessment identify deteriorated paint? (If answer to #3 is "No", skip to signatures at bottom)
4.			If answer to #3 is yes, if chipped or deteriorated paint is found in small amounts under de minimis levels , landlord must follow the "Repair, Renovate and Paint" steps on www2.epa.gov/sites/production/files/documents/steps.pdf When repairs are done, you are required to conduct a new Visual Lead-based Paint Assessment. After repairs: Date Unit passed your 2nd Visual Lead-Based Paint Assessment
5.			If deterioration is found in larger amounts exceeding de minimis levels , landlord must hire a "Lead-Safe EPA Certified Company" to do a lead-based paint abatement. http://cfpub.epa.gov/flpp/searchrrp_firm.htm After abatement, an EPA-certified company must conduct a clearance test including an analysis of dust-lead samples. Date Unit passed clearance test by an EPA-certified company.

Visual Assessment by

Participant Signature

Date

Updated July 2016

1. Home Forward's 100% Public Housing or Section 8 Properties**ESG cannot pay for rent here.****Every unit in these properties has rent calculated as a % of the client's income.**

Beech St. Apartments	Interstate Crossing
Alderwood	Lexington Court
Bel Park	Madrona Place Apartments
Bud Clark Commons	Maple Mallory
Camelia Court	Medallion Apartments
Carlton Court	Northwest Tower
Celilo Court	Peaceful Villa
Chateau Apartments	Plaza Townhomes
Cora Park	Powellhurst Woods
Dahlke Manor	Rosenbaum Plaza
Dekum Court	Ruth Haefner Plaza
Demar Downs	Schrunk Tower
Eastwood Court	Sellwood Center
Eliot Square	Slavin Court
Fir Acres	Stark Manor
Floresta	Tamarack Apartments
Gallagher Plaza	Tillicum North
Grace Peck Terrace	Tillicum South
Harold Lee Village	Townhouse Terrace
Holgate House	Unthank Plaza
Hollywood East	Williams Plaza
Hunter's Run	Winchell Court

In addition to the places on this list: ESG can't be used for rent in any other unit that has another public source of rent assistance. (This is a HUD requirement.) Always check the lease or ask the landlord if the client receives another public source of rent assistance.

2. Home Forward properties where some units are public housing or project-based Section 8, some units are other kinds of rent assistance, and some units are market rate:

You can use ESG here for rent only if the client's rent is set in stone and doesn't change when the client's income change = "fixed rents". (In these buildings, the units with fixed rents are tax credit only, so ESG is okay in those units.)

Ashcreek Commons	Martha Washington
Fairview Oaks	Multnomah Manor
Fenwick Apartments	New Columbia
Fountain Place	Rockwood Station
Gladstone Square	Stephens Creek Crossing
Gretchen Kafoury Commons	The Jeffrey
Hamilton West	The Morrison
Humboldt Gardens	Willow Tree Apartments

Therefore, just because a property is owned or operated by Home Forward doesn't mean that ESG is off-limits for rent there. **Instead,**

focus on the client and the unit, not the property.

3. Home Forward properties with no public housing, Section 8 units, or other kind of publicly-funded rent assistance. (All units have other kinds of rent assistance, and rent is not a % of client's income.) You may use ESG for rent here (unless the client has his own Section 8 voucher).

Ainsworth Court	Peter Paulson
Dawson Park	Rockwood Landing
Gateway Park	Schiller Way
Helen Swindells	Sequoia Square
Kelly Place	St. Francis
Lovejoy Station	The Yards at Union Station
Pearl Court	

7/1/2016

Emergency Solutions Grant Needs Assessment

While providing ESG to a household, you must meet in person with the household **at least once per month** to assist them in ensuring long-term housing stability. ESG staff must help participants to access Federal, State, Local and private programs available that will assist program participants in obtaining housing stability and achieving independent living once the ESG assistance ends. The housing stability plan should address how case managers will assist the participant in meeting identified needs.

Household/Participant Name: _____ **Date:** _____

Program or Service	Unmet Need	Application Pending	Receiving Assistance	N/A	Plan for meeting need
Supplemental Nutrition Assistance Program (SNAP)					
Women, Infants and Children (WIC)					
Children's Health Insurance Program (OHP)					
Social Security Disability					
Temporary Aid to Needy Families (TANF)					
General Assistance (GA) (WA Residents Only)					
Veterans Administration contact					
Home TBA					
Section 8					
Public housing					
Energy assistance					
Landlord/tenant mediation					
Tenant readiness course (Rent Well)					
Fair housing assistance					
legal services					
Credit counseling/budget assistance					

Program or Service	Unmet Need	Application Pending	Receiving Assistance	N/A	Plan for meeting need
Employment or job training assistance					
Vocational rehabilitation					
Education					
Supportive Housing for Person w/Disabilities *					
HOME					
Unemployment					
Supplemental Security Income (SSI) Social Security Disability (SSDI)					
Medicaid					
Services funded under the Workforce Investment Act (Ages 14-21 US Dept. Of Labor)					
Health Center Program (DHS) State Children's Health Insurance Program (OHP)					
Head Start					
Mental Health and Substance Abuse Block Grants(SAMHSA)					
Other services:					
* http://portal.hud.gov/hudportal/HUD?src=/hudprograms/shfpwd	N/A	N/A	N/A	N/A	Provides assistance to expand the supply of housing with the availability of supportive services for persons with disabilities and promotes and facilitates community integration for people with significant and long-term disabilities.

ESG Rental Assistance Agreement

Date: _____

Agency: _____

Contact Name: _____ Phone Number: _____

Fax Number: _____ E-mail Address: _____

Owner: _____

Contact Name: _____ Phone Number: _____

Fax Number: _____ E-mail Address: _____

Participant (Head of Household): _____

Other Adults in household (if any): _____

Unit Address: _____

Rent Amount: _____ Due Date: _____

Grace Period: _____ Late Payment Penalty: _____

This information should reflect what's in the lease or rental agreement.

• During the term of this agreement, the owner agrees to provide the agency with a copy of any notice to the program participant(s) to vacate the housing unit or any complaint used under state or local law to commence an eviction action against the program participants.

• This rental assistance agreement with the owner must terminate and no further rental assistance payments under this agreement will be made if:

- o The program participant moves out of the housing unit for which he/she has a lease;
- o The lease terminates and is not renewed; or
- o The program participant becomes ineligible to receive ESG rental assistance

Additional terms of assistance (if any):

See next page for amount and term of assistance.

Amount and Term of Assistance:

Agency will pay 100% of the up-front costs that the lease requires prior to move-in:	
Security Deposit (if required up-front):	\$0.00
Last Month's Rent, (if required up-front):	\$0.00
First month's rent, pro-rated or full month (if required up-front):	\$0.00
Second month's pro-rated rent (if required up-front):	\$0.00
Other (if required up-front) _____ please describe	\$0.00
<i>Total of up-front payments by agency:</i>	\$0.00

After all up-front payments are made, household begins paying % of income towards the rent, and the agency pays the remainder of the rent:	
Full rent amount on lease:	\$0.00
Amount client will pay per month (calculate % of income):	\$0.00
Remainder of the rent. Agency will pay this per month:	\$0.00

Rent will be paid for these months: Month of: _____ to _____
 Type in the number of months: 0

<i>Amount of rent agency will pay total:</i>	\$0.00
--	---------------

Total Program Assistance for period of this agreement: \$0.00

Owner and Participant understand that assistance is based on continued need and eligibility of the Participant as well as the availability of program funds at Agency. Changes in Participant eligibility or available funding at Agency could result in a change in subsidy prior to the end of this contract. It is also understood that this agreement and the amount of assistance ends on the above ending date. This contract will terminate immediately if Participants vacate the unit listed above.

Owner or Owner's Agent:

 Signature Date

Agency Representative:

 Signature Date

Participant:

 Signature Date

If Agency Sends ESG Applications to Home Forward, Use this Checklist

	Release of Information (Attachment 4) - All adults should sign the ROI (If Agency uses their own, it should cover: Home Forward, HUD, City of Portland and Multnomah County.) Proof of Housing Status (3rd party preferred. If not available, use Att. 3a, 3b or 3c – in descending order of preference)
	Unit Habitability Inspection form (Attachment 8a) Visual lead-based paint assessment (Attachment 8c) - Required if the unit was built before 1978 and there's a child under 6 and/or a pregnant female in the unit Written Rental Agreement/Lease - Signed by tenant and landlord and active during the time of assistance - Must be signed by all adults. Rental Assistance Agreement between property owner, participant and Agency (Attachment 13)
	Proof of Income (3rd party preferred. If not available, use Att. 21a or 21b.)
	Rent Reasonableness Worksheet (Attachment 5b) (If rent is above the rent reasonable limit, send us Att. 5a, and we'll look for 3 comparable units.)
	Documentation that rent plus utilities does not exceed Fair Market Rent (Attachments 11a and 11b)
	Completed ESG Needs Assessment, (Attachment 12)

(Note to case manager: Please ensure that all other required ESG documents are in the client's file. The list above is only what gets sent to Home Forward. The rest should be in the client's file before you send this application to Home Forward for review.)

Agency: _____

Client Name: _____

Today's Date: _____

Date Application Approved: _____

H:\RENTASST\UNIFIED RENT PROGRAM\ESG\Updated ESG Internal Checklist 2014

Determination of ESG Ineligibility

Use this form if you determine a household is a likely candidate for ESG and then, after reviewing their paperwork, you find they are not eligible for ESG. Reasons for ineligibility include: household income is over 30% of AMI, household cannot find an appropriate unit that will meet all requirements, landlord unwilling to sign the rental assistance agreement, etc.

Date: _____ Agency: _____

Household Name: _____

Reason(s) household is not eligible for ESG Assistance:

Case manager name-printed

Case manager signature

Date

Place in household file

Housing Status Definitions and Documentation

For purposes of eligibility for ESG Rapid Re-housing assistance, "Homeless" means an individual or family who lacks a fixed, regular, and adequate nighttime residence:

1. 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;
2. 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
3. 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.
4. Any individual or family who: 1) is fleeing or 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, 2) Has no other residence, and 3) Lacks the resources or support networks (family, friends, faith-based or other social networks) to obtain other permanent housing.

How to document housing status for a family fleeing DV or attempting to flee DV:

- o **For victim service providers (DV Pool):** An oral statement by the individual or head of household which states: they are fleeing a DV situation; they have no subsequent residence; and they lack the resources and support networks needed to obtain other housing. Statement must be documented by the case worker's certification, with a statement that "This information is true and complete."
- o **For all other agencies assisting an individual or family fleeing domestic violence:**
 1. An oral statement by the individual or head of household which states that they are fleeing. This statement may be documented by the client's own self-certification, or by the caseworker's certification. Where the safety of the individual or family is not jeopardized, the oral statement must be verified.

PLUS must also use

2. Attachment 3d, "DV - Options, Resources and Support Networks"

Unified Emergency Solutions Grant (ESG) Policies for Multnomah County Rapid Rehousing Providers

Tenant contribution:

Program participants are required to pay 30% of total monthly household ESG rent determination income towards rent.

ESG Providers will pay 100% of utility costs throughout the duration of ESG program participation.

ESG Provider may use ESG funds to pay the full amount that the landlord's lease requires as an up-front payment prior to move-in. Examples may include: security deposit, last month's rent, first month's rent, a pro-rated second month of rent, etc. After the up-front payments have been issued, the household will begin paying 30% of their income toward rent.

Due to the limitations of the 30% model in ensuring full funding spend-down, ESG Provider may choose to assist one household with more or less of the rent burden for the final month of assistance. Provider must note in the client file that this exception is being made for purposes of program budget and comment on why this participant was selected (for example, client has high medical costs, greater barriers, etc.).

For purposes of ESG rent determination, monthly household income includes, but is not limited to:

- (1) The full amount, before any payroll deductions, of wages and salaries, overtime pay, commissions, fees, tips and bonuses, and other compensation for personal services;
- (2) The full amount of periodic payments received from social security, annuities, insurance policies, retirement funds, pensions, disability or death benefits and other similar types of periodic receipts, including lump sum payment for delayed start of a periodic payment;
- (3) Payments in lieu of earnings, such as unemployment and disability compensation, worker's compensation and severance pay;
- (4) Welfare assistance. Welfare or other payments to families or individuals, based on need, that are made under program funded, separately or jointly, by Federal, State or local governments (e.g. Social Security Income (SSI) and general assistance available through state welfare programs);
- (5) Net income from the operation of a business or profession;
- (6) All regular pay, special pay and allowances of a member of the Armed Forces, except special hostile fire pay.

Updated 5/20/15

Temporary, nonrecurring, sporadic income is excluded when calculating annual income. Sporadic income is income that is not received periodically (regular intervals) and cannot be reliably predicted.

Income should be verified by documentation by a third party whenever possible.

Note that for purposes of annually determining ongoing household eligibility for ESG assistance, providers must use the separate Annual Income standards outlined in Attachment 22.

Unified policy for determining how long a particular program participant will be provided with rental assistance and whether and how the amount of that assistance will be adjusted over time:

ESG Providers may elect to provide one of the following eligible types of ESG-funded rental assistance:

- Only short-term (up to 3 months of rent payments in a three-year period),
- Only medium-term (up to 24 months of rent payments in a 3-year period),
- Or, on a household-by-household basis, a combination of short-term or medium-term rental assistance

The ESG Provider must notify Home Forward of which type of ESG-funded rental assistance it will provide to participants.

When considering length of assistance, the ESG Provider will determine, in collaboration with the participant, the length of assistance that is required to help the participant achieve housing stability after the end of the assistance. The ESG Provider will, in collaboration with the participant, consider factors including, but not limited to:

- current income, including source and stability
- prospects for income development
- debt to income ratio
- disabling conditions
- length of homelessness
- number of episodes of homelessness
- prospects for permanent housing options
- social support networks
- barriers to stability (e.g, legal background, rental history, credit history)
- Program budget

The ESG provider will document the determination of length of assistance through the Rental Assistance Agreement with the Landlord and the Participant (see Attachment 13).

Participants are required to report the following changes within 10 days of when they occur:

- Income increase of 20% or more expected to last 90 days or more from the time that the Provider received the information.
- change in household composition
- Participant may choose to report decreases in income, but it is not required.

Provider will re-evaluate length and amount of assistance when the above interim changes are reported.

Program participant may be terminated early if

- Participant violates Provider Agreement or Provider Program rules
- Participant fails to properly report interim changes
- Household receives a permanent housing subsidy
- Household contribution exceeds contract rent amount

Please note: ESG has no income threshold at initial eligibility assessment. However at annual recertification, participants must have Annual Income at or below 30% AMI, have no appropriate subsequent housing options and must lack the financial resources and support networks needed to remain in housing without ESG assistance. (See Attachment 1, Enrollment Guidelines for more information)

Emergency Solutions Grant (ESG)
THIRD-PARTY VERBAL INCOME VERIFICATION

Exhibit U, ESG, Attachment 21a

This form is used when case manager has tried to obtain 3rd-party written verification of household income, and it is not available.

ESG Applicant Name: _____

Steps Case Manager took to obtain 3rd-party written income verification (dates of your attempts, people you contacted...). Attach any e-mails or phone logs to support this:

Verbal Third-Party Verification of Household Income:

- Name of Person you spoke to: _____

☐ Client's employer

☐ DHS TANF caseworker

☐ Other source of income: _____

- Organization They Work for: _____

- Phone Number of Person: _____

- Notes from Your Conversation about the household's income. How much they receive, etc...:

I certify that the information above is true, accurate and complete.

Case Manager's Signature: _____

Date: _____

HOUSEHOLD'S SELF-DECLARATION OF INCOME – ESG

This form is used when case manager has tried to get all other forms of verification, and none are available.

Head of Household Name: _____

For Case Manager:

Steps Case Manager took to obtain all other forms of verification (3rd party written, 3rd party verbal, and case worker's observation) Dates of your attempts, people you contacted, etc... **Attach any e-mails or phone logs to support this:**

Household's Gross Income Please list **income or cash benefits** received for **any household member** (including children) in the last 30 days. If none, please write zero.

Income Type	Monthly Gross Amount	Who?	Income Type	Monthly Gross Amount	Who?
Armed Forces pay (except hostile fire payments)	\$	<input type="checkbox"/> Head of Household <input type="checkbox"/> Other:	Net Income from Business	\$	<input type="checkbox"/> Head of Household <input type="checkbox"/> Other:
Wages and Salaries	\$	<input type="checkbox"/> Head of Household <input type="checkbox"/> Other:	Retirement Income from Social Security	\$	<input type="checkbox"/> Head of Household <input type="checkbox"/> Other:
Lump Sum for Periodic Payments (back pay)	\$	<input type="checkbox"/> Head of Household <input type="checkbox"/> Other:	Social Security Disability Income (SSDI)	\$	<input type="checkbox"/> Head of Household <input type="checkbox"/> Other:
Annuities	\$	<input type="checkbox"/> Head of Household <input type="checkbox"/> Other:	Social Security Income (SSI)	\$	<input type="checkbox"/> Head of Household <input type="checkbox"/> Other:
Pension	\$	<input type="checkbox"/> Head of Household <input type="checkbox"/> Other:	Severance Pay	\$	<input type="checkbox"/> Head of Household <input type="checkbox"/> Other:
Insurance Policies	\$	<input type="checkbox"/> Head of Household <input type="checkbox"/> Other:	Unemployment	\$	<input type="checkbox"/> Head of Household <input type="checkbox"/> Other:
Retirement Funds	\$	<input type="checkbox"/> Head of Household <input type="checkbox"/> Other:	TANF	\$	<input type="checkbox"/> Head of Household <input type="checkbox"/> Other:
Worker's Compensation	\$	<input type="checkbox"/> Head of Household <input type="checkbox"/> Other:	Other (please specify):	\$	<input type="checkbox"/> Head of Household <input type="checkbox"/> Other:

Temporary, nonrecurring, and sporadic income is excluded when calculating annual income. Sporadic income is income that is not received periodically (regular intervals) and cannot be reliably predicted.

What is the **TOTAL combined monthly income of this household?**

\$

Applicant Certification

I/We do hereby swear and attest that all of the information reported on this form is true and complete. I/We understand that AGENCY is required to verify the information that I/we have reported. I/We understand that any misrepresentation or failure to disclose information may be grounds for termination of assistance and may be punishable under Federal law.

WARNING: Title 18, Section 1001 of the United States Code, states that a person is guilty of a felony for knowingly and willingly making false or fraudulent statements to any department or agency of the United States.

_____/_____
Adult Signature Date

_____/_____
Adult Signature Date

_____/_____
Adult Signature Date

_____/_____
Adult Signature Date

All adults in the household must sign.

July 2016

**For Annual Recertification –
Household's Housing Options, Financial Resources and Support
Networks**

Applicant Name: _____ **Date:** _____

Other Housing Options – besides rent assistance

With the participant, please assess if other appropriate housing options might be available to the household.

Are there **any other housing options** available to this household other than this ESG assistance? ☐ Yes ☐ No

Please write your assessment of housing options for this household:

Financial Resources and Support Networks

With the participant, please assess all financial resources and support networks that might be available to the household.

• Are there any financial resources or support networks available to this household that can be used to help them remain in their current housing or obtain appropriate subsequent housing?
☐ Yes ☐ No

• Does anyone in the household have a checking or savings account? ☐ Yes ☐ No

If yes, please note account balances below:

Checking \$ _____ Savings \$ _____

Please write your assessment of financial resources and support networks for this household:

Adult Client's Signature

Date

Adult Client's Signature

Date

Case Manager's Signature

Date

Revised 7/2016

ESG INCOME CLARIFICATION

ESG uses HUD 24 CFR 5.609 for determining annual income for purposes of determining 30% AMI status

Title 24: Housing and Urban Development

Subtitle A: Office of the Secretary, Department of Housing and Urban Development

PART 5: GENERAL HUD PROGRAM REQUIREMENTS; WAIVERS

Subpart F: Section 8 and Public Housing, and Other HUD Assisted Housing Serving Persons with Disabilities: Family Income and Family Payment; Occupancy Requirements for Section 8 Project-Based Assistance

: Family Income

5.609 - Annual income.

(a) Annual income means all amounts, monetary or not, which:

(1) Go to, or on behalf of, the family head or spouse (even if temporarily absent) or to any other family member; or

(2) Are anticipated to be received from a source outside the family during the 12-month period following admission or annual reexamination effective date; and

(3) Which are not specifically excluded in paragraph (c) of this section.

(4) Annual income also means amounts derived (during the 12-month period) from assets to which any member of the family has access.

(b) Annual income includes, but is not limited to:

(1) The full amount, before any payroll deductions, of wages and salaries, overtime pay, commissions, fees, tips and bonuses, and other compensation for personal services;

(2) The net income from the operation of a business or profession. Expenditures for business expansion or amortization of capital indebtedness shall not be used as deductions in determining net income. An allowance for depreciation of assets used in a business or profession may be deducted, based on straight line depreciation, as provided in Internal Revenue Service regulations. Any withdrawal of cash or assets from the operation of a business or profession will be included in income, except to the extent the withdrawal is reimbursement of cash or assets invested in the operation by the family;

(3) Interest, dividends, and other net income of any kind from real or personal property. Expenditures for amortization of capital indebtedness shall not be used as deductions in determining net income. An allowance for depreciation is permitted only as authorized in paragraph (b)(2) of this section. Any withdrawal of cash or assets from an investment will be included in income, except to the extent the withdrawal is reimbursement of cash or assets invested by the family. Where the family has net family assets in excess of \$5,000, annual income shall include the greater of the actual income derived from all net family assets or a percentage of the value of such assets based on the current passbook savings rate, as determined by HUD;

(4) The full amount of periodic amounts received from Social Security, annuities, insurance policies, retirement funds, pensions, disability or death benefits, and other similar types of periodic receipts, including a lump-sum amount or prospective monthly amounts for the delayed start of a periodic amount (except as provided in paragraph (c)(14) of this section);

(5) Payments in lieu of earnings, such as unemployment and disability compensation, worker's compensation and severance pay (except as provided in paragraph (c)(3) of this section);
(6) Welfare assistance payments. (i) Welfare assistance payments made under the Temporary Assistance for Needy Families (TANF) program are included in annual income only to the extent such payments:

(A) Qualify as assistance under the TANF program definition at 45 CFR 260.31; and
(B) Are not otherwise excluded under paragraph (c) of this section.

(ii) If the welfare assistance payment includes an amount specifically designated for shelter and utilities that is subject to adjustment by the welfare assistance agency in accordance with the actual cost of shelter and utilities, the amount of welfare assistance income to be included as income shall consist of:

(A) The amount of the allowance or grant exclusive of the amount specifically designated for shelter or utilities; plus

(B) The maximum amount that the welfare assistance agency could in fact allow the family for shelter and utilities. If the family's welfare assistance is ratably reduced from the standard of need by applying a percentage, the amount calculated under this paragraph shall be the amount resulting from one application of the percentage.

(7) Periodic and determinable allowances, such as alimony and child support payments, and regular contributions or gifts received from organizations or from persons not residing in the dwelling;

(8) All regular pay, special pay and allowances of a member of the Armed Forces (except as provided in paragraph (c)(7) of this section).

(9) For section 8 programs only and as provided in 24 CFR 5.612, any financial assistance, in excess of amounts received for tuition, that an individual receives under the Higher Education Act of 1965 (20 U.S.C. 1001 et seq.), from private sources, or from an institution of higher education (as defined under the Higher Education Act of 1965 (20 U.S.C. 1002)), shall be considered income to that individual, except that financial assistance described in this paragraph is not considered annual income for persons over the age of 23 with dependent children. For purposes of this paragraph, "financial assistance" does not include loan proceeds for the purpose of determining income.

(c) Annual income does not include the following:

(1) Income from employment of children (including foster children) under the age of 18 years;

(2) Payments received for the care of foster children or foster adults (usually persons with disabilities, unrelated to the tenant family, who are unable to live alone);

(3) Lump-sum additions to family assets, such as inheritances, insurance payments (including payments under health and accident insurance and worker's compensation), capital gains and settlement for personal or property losses (except as provided in paragraph (b)(5) of this section);

(4) Amounts received by the family that are specifically for, or in reimbursement of, the cost of medical expenses for any family member;

(5) Income of a live-in aide, as defined in § 5.403;

(6) Subject to paragraph (b)(9) of this section, the full amount of student financial assistance paid directly to the student or to the educational institution;

(7) The special pay to a family member serving in the Armed Forces who is exposed to hostile fire;

(8)(i) Amounts received under training programs funded by HUD;

- (ii) Amounts received by a person with a disability that are disregarded for a limited time for purposes of Supplemental Security Income eligibility and benefits because they are set aside for use under a Plan to Attain Self-Sufficiency (PASS);
 - (iii) Amounts received by a participant in other publicly assisted programs which are specifically for or in reimbursement of out-of-pocket expenses incurred (special equipment, clothing, transportation, child care, etc.) and which are made solely to allow participation in a specific program;
 - (iv) Amounts received under a resident service stipend. A resident service stipend is a modest amount (not to exceed \$200 per month) received by a resident for performing a service for the PHA or owner, on a part-time basis, that enhances the quality of life in the development. Such services may include, but are not limited to, fire patrol, hall monitoring, lawn maintenance, resident initiatives coordination, and serving as a member of the PHA's governing board. No resident may receive more than one such stipend during the same period of time;
 - (v) Incremental earnings and benefits resulting to any family member from participation in qualifying State or local employment training programs (including training programs not affiliated with a local government) and training of a family member as resident management staff. Amounts excluded by this provision must be received under employment training programs with clearly defined goals and objectives, and are excluded only for the period during which the family member participates in the employment training program;
 - (9) Temporary, nonrecurring or sporadic income (including gifts);
 - (10) Reparation payments paid by a foreign government pursuant to claims filed under the laws of that government by persons who were persecuted during the Nazi era;
 - (11) Earnings in excess of \$480 for each full-time student 18 years old or older (excluding the head of household and spouse);
 - (12) Adoption assistance payments in excess of \$480 per adopted child;
 - (13) [Reserved]
 - (14) Deferred periodic amounts from supplemental security income and social security benefits that are received in a lump sum amount or in prospective monthly amounts.
 - (15) Amounts received by the family in the form of refunds or rebates under State or local law for property taxes paid on the dwelling unit;
 - (16) Amounts paid by a State agency to a family with a member who has a developmental disability and is living at home to offset the cost of services and equipment needed to keep the developmentally disabled family member at home; or
 - (17) Amounts specifically excluded by any other Federal statute from consideration as income for purposes of determining eligibility or benefits under a category of assistance programs that includes assistance under any program to which the exclusions set forth in 24 CFR 5.609(c) apply. A notice will be published in the Federal Register and distributed to PHAs and housing owners identifying the benefits that qualify for this exclusion. Updates will be published and distributed when necessary.
- (d) Annualization of income. If it is not feasible to anticipate a level of income over a 12-month period (e.g., seasonal or cyclic income), or the PHA believes that past income is the best available indicator of expected future income, the PHA may annualize the income anticipated for a shorter period, subject to a redetermination at the end of the shorter period.
- [61 FR 54498, Oct. 18, 1996, as amended at 65 FR 16716, Mar. 29, 2000; 67 FR 47432, July 18, 2002; 70 FR 77743, Dec. 30, 2005]

Grantee SF-424's and Certification(s)

CERTIFICATIONS

In accordance with the applicable statutes and the regulations governing the consolidated plan regulations, the jurisdiction certifies that:

Affirmatively Further Fair Housing -- The jurisdiction will affirmatively further fair housing, which means it will conduct an analysis of impediments to fair housing choice within the jurisdiction, take appropriate actions to overcome the effects of any impediments identified through that analysis, and maintain records reflecting that analysis and actions in this regard.

Anti-displacement and Relocation Plan -- It will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and implementing regulations at 49 CFR 24; and it has in effect and is following a residential antidisplacement and relocation assistance plan required under section 104(c) of the Housing and Community Development Act of 1974, as amended, in connection with any activity assisted with funding under the CDBG or HOME programs.

Drug Free Workplace -- It will or will continue to provide a drug-free workplace by:

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
2. Establishing an ongoing drug-free awareness program to inform employees about:
 - (a) The dangers of drug abuse in the workplace;
 - (b) The grantee's policy of maintaining a drug-free workplace;
 - (c) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (d) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
3. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph 1;
4. Notifying the employee in the statement required by paragraph 1 that, as a condition of employment under the grant, the employee will -
 - (a) Abide by the terms of the statement; and
 - (b) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
5. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph 4(b) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

6. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph 4(b), with respect to any employee who is so convicted:
 - (a) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - (b) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1, 2, 3, 4, 5 and 6.

Anti-Lobbying -- To the best of the jurisdiction's knowledge and belief:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and
3. It will require that the language of paragraph 1 and 2 of this anti-lobbying certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

Authority of Jurisdiction -- The consolidated plan is authorized under State and local law (as applicable) and the jurisdiction possesses the legal authority to carry out the programs for which it is seeking funding, in accordance with applicable HUD regulations.

Consistency with plan -- The housing activities to be undertaken with CDBG, HOME, ESG, and HOPEWA funds are consistent with the strategic plan.

Section 3 -- It will comply with section 3 of the Housing and Urban Development Act of 1968, and implementing regulations at 24 CFR Part 135.

Signature/Authorized Official

Date

Title

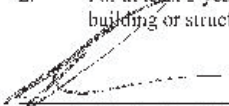
HOPWA Certifications

The HOPWA grantee certifies that:

Activities -- Activities funded under the program will meet urgent needs that are not being met by available public and private sources.

Building -- Any building or structure assisted under that program shall be operated for the purpose specified in the plan:

1. For at least 10 years in the case of assistance involving new construction, substantial rehabilitation, or acquisition of a facility.
2. For at least 3 years in the case of assistance involving non-substantial rehabilitation or repair of a building or structure.


Signature/Authorized Official


Date


Title

APPENDIX TO CERTIFICATIONS

INSTRUCTIONS CONCERNING LOBBYING AND DRUG-FREE WORKPLACE REQUIREMENTS:

A. Lobbying Certification

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

B. Drug-Free Workplace Certification

1. By signing and/or submitting this application or grant agreement, the grantee is providing the certification.
2. The certification is a material representation of fact upon which reliance is placed when the agency awards the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, HUD, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.
3. Workplaces under grants, for grantees other than individuals, need not be identified on the certification. If known, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of application, or upon award, if there is no application, the grantee must keep the identity of the workplace(s) on file in its office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace requirements.
4. Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g., all vehicles of a mass transit authority or State highway department while in operation, State employees in each local unemployment office, performers in concert halls or radio stations).
5. If the workplace identified to the agency changes during the performance of the grant, the grantee shall inform the agency of the change(s), if it previously identified the workplaces in question (see paragraph three).
6. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

ESG Certifications

The Emergency Shelter Grantee certifies that:

Major rehabilitation/conversion -- It will maintain any building for which assistance is used under the ESG program as a shelter for homeless individuals and families for at least 10 years. If the jurisdiction plans to use funds for rehabilitation (other than major rehabilitation or conversion), the applicant will maintain any building for which assistance is used under the ESG program as a shelter for homeless individuals and families for at least 3 years.

Essential Services and Operating Costs -- Where assistance involves essential services or maintenance, operation, insurance, utilities and furnishings, it will provide services or shelter to homeless individuals and families for the period during which the ESG assistance is provided, without regard to a particular site or structure as long as the same general population is served.

Renovation -- Any renovation carried out with ESG assistance shall be sufficient to ensure that the building involved is safe and sanitary.

Supportive Services -- It will assist homeless individuals in obtaining appropriate supportive services, including permanent housing, medical and mental health treatment, counseling, supervision, and other services essential for achieving independent living, and other Federal, State, local, and private assistance.

Matching Funds -- It will obtain matching amounts required under 24 CFR 576.51.

Confidentiality -- It will develop and implement procedures to ensure the confidentiality of records pertaining to any individual provided family violence prevention or treatment services under any project assisted under the ESG program, including protection against the release of the address or location of any family violence shelter project except with the written authorization of the person responsible for the operation of that shelter.

Homeless Persons Involvement -- To the maximum extent practicable, it will involve, through employment, volunteer services, or otherwise, homeless individuals and families in constructing, renovating, maintaining, operating facilities, and providing services assisted through this program.

Consolidated Plan -- It is following a current HUD-approved Consolidated Plan or CHAS.

Discharge Policy -- It has established a policy for the discharge of persons from publicly funded institutions or systems of care (such as health care facilities, foster care or other youth facilities, or correction programs and institutions) in order to prevent such discharge from immediately resulting in homelessness for such persons.

HMIS -- It will comply with HUD's standards for participation in a local Homeless Management Information System and the collection and reporting of client-level information.

Signature/Authorized Official

Date

Title

Mayor

Specific HOME Certifications

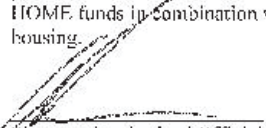
The HOME participating jurisdiction certifies that:

Tenant Based Rental Assistance -- If the participating jurisdiction intends to provide tenant-based rental assistance:

The use of HOME funds for tenant-based rental assistance is an essential element of the participating jurisdiction's consolidated plan for expanding the supply, affordability, and availability of decent, safe, sanitary, and affordable housing.

Eligible Activities and Costs -- It is using and will use HOME funds for eligible activities and costs, as described in 24 CFR § 92.205 through 92.209 and that it is not using and will not use HOME funds for prohibited activities, as described in § 92.214.

Appropriate Financial Assistance -- before committing any funds to a project, it will evaluate the project in accordance with the guidelines that it adopts for this purpose and will not invest any more HOME funds in combination with other Federal assistance than is necessary to provide affordable housing.


Signature/Authorized Official


Date


Title

Excessive Force -- It has adopted and is enforcing:

1. A policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and
2. A policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within its jurisdiction;

Compliance With Anti-discrimination laws -- The grant will be conducted and administered in conformity with title VI of the Civil Rights Act of 1964 (42 USC 2000d), the Fair Housing Act (42 USC 3601-3619), and implementing regulations.

Lead-Based Paint -- Its activities concerning lead-based paint will comply with the requirements of 24 CFR Part 35, subparts A, B, J, K and R:

Compliance with Laws -- It will comply with applicable laws.

Signature/Authorized Official

Date

Title

OPTIONAL CERTIFICATION CDBG

Submit the following certification only when one or more of the activities in the action plan are designed to meet other community development needs having a particular urgency as specified in 24 CFR 570.208(c):

The grantee hereby certifies that the Annual Plan includes one or more specifically identified CDBG-assisted activities which are designed to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community and other financial resources are not available to meet such needs.

Signature/Authorized Official

Date

Title

Specific CDBG Certifications

The Entitlement Community certifies that:

Citizen Participation -- It is in full compliance and following a detailed citizen participation plan that satisfies the requirements of 24 CFR 91.105.

Community Development Plan -- Its consolidated housing and community development plan identifies community development and housing needs and specifies both short-term and long-term community development objectives that provide decent housing, expand economic opportunities primarily for persons of low and moderate income. (See CFR 24 570.2 and CFR 24 part 570)

Following a Plan -- It is following a current consolidated plan (or Comprehensive Housing Affordability Strategy) that has been approved by HUD.

Use of Funds -- It has complied with the following criteria:

1. **Maximum Feasible Priority.** With respect to activities expected to be assisted with CDBG funds, it certifies that it has developed its Action Plan so as to give maximum feasible priority to activities which benefit low and moderate income families or aid in the prevention or elimination of slums or blight. The Action Plan may also include activities which the grantee certifies are designed to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, and other financial resources are not available);
2. **Overall Benefit.** The aggregate use of CDBG funds including section 108 guaranteed loans during program year(s), (a period specified by the grantee consisting of one, two, or three specific consecutive program years), shall principally benefit persons of low and moderate income in a manner that ensures that at least 70 percent of the amount is expended for activities that benefit such persons during the designated period;
3. **Special Assessments.** It will not attempt to recover any capital costs of public improvements assisted with CDBG funds including Section 108 loan guaranteed funds by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements. However, if CDBG funds are used to pay the proportion of a fee or assessment that relates to the capital costs of public improvements (assisted in part with CDBG funds) financed from other revenue sources, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds.

The jurisdiction will not attempt to recover any capital costs of public improvements assisted with CDBG funds, including Section 108, unless CDBG funds are used to pay the proportion of fee or assessment attributable to the capital costs of public improvements financed from other revenue sources. In this case, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds. Also, in the case of properties owned and occupied by moderate-income (not low-income) families, an assessment or charge may be made against the property for public improvements financed by a source other than CDBG funds if the jurisdiction certifies that it lacks CDBG funds to cover the assessment.

APPLICATION FOR FEDERAL ASSISTANCE

OMB Approved No. 4046-0046

Version 7/03

1. TYPE OF SUBMISSION: <input type="checkbox"/> Application <input checked="" type="checkbox"/> Construction <input type="checkbox"/> Non-Construction		2. DATE SUBMITTED 7-05-2017	Applicant Identifier 93-6002236
3. DATE RECEIVED BY STATE		State Application Identifier	
4. DATE RECEIVED BY FEDERAL AGENCY		Federal Identifier	
5. APPLICANT INFORMATION			
Legal Name: City of Portland		Organizational Unit: Department: Portland Housing Bureau	
Organizational DUNS: 05-487-1197		Division:	
Address: Street: 421 SW 6th Avenue Suite 500		Name and telephone number of person to be contacted on matters involving this application (give area code) Prefix: MS	
City: Portland		First Name: Kim	
County: Multnomah County		Middle Name	
State: OR		Last Name: McCarty	
Zip Code: 97234		Suffix:	
Country:		Email: Kim.McCarty@portlandoregon.gov	
6. EMPLOYER IDENTIFICATION NUMBER (EIN): 93-6002236		Phone Number (give area code): 503-823-6312	
7. TYPE OF APPLICANT: <input checked="" type="checkbox"/> Now <input type="checkbox"/> Continuation <input type="checkbox"/> Revision (See back of form for description of letters.) Other (specify):		Fax Number (give area code): 503-823-2387	
8. TYPE OF APPLICATION: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision (See back of form for description of letters.) Other (specify):		9. NAME OF FEDERAL AGENCY: U.S. Department of Housing and Urban Development	
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: 14-231		11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT: Consolidated Plan 2016-2020, Action Plans for 2017-2018 for the Portland Consortium	
12. AREAS AFFECTED BY PROJECT (Cities, Counties, States, etc.): OR: Clackamas, Washington, Multnomah, Yamhill, Columbia WA; Clerk, Skemaia		13. PROPOSED PROJECT Start Date: July 1, 2017	
Ending Date: June 30, 2018		14. CONGRESSIONAL DISTRICTS OF: a. Applicant: First, Third, and Fifth in Oregon	
15. ESTIMATED FUNDING:		b. Project: First, Third and Fifth in Oregon	
a. Federal \$ 056,443		16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS? a. Yes <input type="checkbox"/> THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON DATE:	
b. Applicant \$		b. No <input checked="" type="checkbox"/> PROGRAM IS NOT COVERED BY E.O. 12372	
c. State OR \$		OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW	
d. Local \$		17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT? <input type="checkbox"/> Yes If "Yes" attach an explanation. <input checked="" type="checkbox"/> No	
e. Other \$		18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.	
f. Program Income \$		19. AUTHORIZED REPRESENTATIVE	
g. TOTAL \$		a. Authorized Representative:	
Prefix: Honorable		First Name: Ted	
Last Name: Wheeler		Middle Name	
Title: Mayor		Suffix	
Signature of Authorized Representative		c. Telephone Number (give area code): 503-823-1120	
Previous Letter Usuals		d. Date Signed: 6/27/18	
Authorized for Local Reproduction		Standard Form 424 (Rev. 9-2003) Prescribed by CMB Circular A-102	

INSTRUCTIONS FOR THE SF-424

Public reporting burden for this collection of information is estimated to average 45 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0043), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

This is a standard form used by applicants as a required face sheet for pre-applications and applications submitted for Federal assistance. It will be used by Federal agencies to obtain applicant certification that States which have established a review and comment procedure in response to Executive Order 12372 and have announced the program to be included in their process, have been given an opportunity to review the applicant's submission.

Item: 1.	Entry: Select Type of Submission.	Item: 11.	Entry: Enter a brief descriptive title of the project. If more than one program is involved, you should append an explanation on a separate sheet. If appropriate (e.g., construction or real property projects), attach a map showing project location. For preapplications, use a separate sheet to provide a summary description of this project.
2.	Date application submitted to Federal agency (or State if applicable) and applicant's control number (if applicable).	12.	List only the largest political entities affected (e.g., State, counties, cities).
3.	State use only (if applicable).	13.	Enter the proposed start date and end date of the project.
4.	Enter Date Received by Federal Agency Federal Identifier number. If this application is a continuation or revision to an existing award, enter the present Federal Identifier number. If for a new project, leave blank.	14.	List the applicant's Congressional District and any District(s) affected by the program or project.
5.	Enter legal name of applicant, name of primary organizational unit (including division, if applicable), which will undertake the assistance activity, enter the organization's DUNS number (received from Dun and Bradstreet), enter the complete address of the applicant (including country), and name, telephone number, e-mail and fax of the person to contact on matters related to this application.	15.	Amount requested or to be contributed during the first funding/budget period by each contributor. Value of in-kind contributions should be included on appropriate lines as applicable. If the action will result in a dollar change to an existing award, indicate only the amount of the change. For decreases, enclose the amounts in parentheses. If both basic and supplemental amounts are included, show breakdown on an attached sheet. For multiple program funding, use totals and show breakdown using same categories as item 15.
6.	Enter Employer Identification Number (EIN) as assigned by the Internal Revenue Service.	16.	Applicants should contact the State Single Point of Contact (SPOC) for Federal Executive Order 12372 to determine whether the application is subject to the State Intergovernmental review process.
7.	Select the appropriate location in the space provided: A. State B. County C. Municipal D. Township E. Interstate F. Intermunicipal G. Special District H. Independent School District I. State Controlled Institution of Higher Learning J. Private University K. Indian Tribe L. Individual M. Firms/ Organization N. Other (Specify) O. Not for Profit Organization	17.	This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of debt include delinquent audit disallowances, loans and taxes.
8.	Select the type from the following list: • "New" means a new assistance award. • "Continuation" means an extension for an additional funding/budget period for a project with a projected completion date. • "Revision" means any change in the Federal Government's financial obligation or contingent liability from an existing obligation. If a revision enter the appropriate letter: A. Increase Award B. Decrease Award C. Increase Duration D. Decrease Duration	18.	To be signed by the authorized representative of the applicant. A copy of the governing body's authorization for you to sign this application as official representative must be on file in the applicant's office. (Certain Federal agencies may require that this authorization be submitted as part of the application.)
9.	Name of Federal agency from which assistance is being requested with this application.		
10.	Use the Catalog of Federal Domestic Assistance number and title of the program under which assistance is requested.		

SF-424 (Rev. 7-97) Rank

APPLICATION FOR FEDERAL ASSISTANCE

OMB Approved No. 3276-3026

Version 7/03

1. TYPE OF SUBMISSION: Application <input checked="" type="checkbox"/> Construction <input type="checkbox"/> Non-Construction		2. DATE SUBMITTED 7-06-2017	3. DATE RECEIVED BY STATE	Applicant Identifier 92-6002236
5. APPLICANT INFORMATION		4. DATE RECEIVED BY FEDERAL AGENCY		State Application Identifier
Legal Name: City of Portland		Organizational Unit: Department: Portland Housing Bureau		Federal Identifier
Organizational DUNS: 05-497-1157		Division:		
Address: Street: 421 SW 6th Avenue, Suite 500		Name and telephone number of person to be contacted on matters involving this application (give area code)		
City: Portland		Prefix: Ms.		
County: Multnomah County		First Name: Kim		
State: OR		Middle Name		
Zip Code: 97204		Last Name: McCarthy		
Country:		Suffix		
6. EMPLOYER IDENTIFICATION NUMBER (EIN): 93-6002236		Email: Kim.McCarthy@portlandmultnomah.gov		
8. TYPE OF APPLICATION: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision (If Revision, enter appropriate letter(s) in box(es).) (See back of form for description of letters.) Other (specify)		Phone Number (give area code): 503-823-5312		
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: 14-218		Fax Number (give area code): 503-823-2387		
12. AREAS AFFECTED BY PROJECT (Cities, Counties, States, etc.): OR: Clackamas, Washington, Multnomah, Yamhill, Columbia WA: Clark, Skamania		7. TYPE OF APPLICANT: (See back of form for Application Types) Municipal Other (specify)		
13. PROPOSED PROJECT Start Date: July 1, 2017 Ending Date: June 30, 2018		9. NAME OF FEDERAL AGENCY: U.S. Department of Housing and Urban Development		
15. ESTIMATED FUNDING: a. Federal \$ 7,788,576 b. Applicant \$ c. State OR \$ d. Local \$ e. Other \$ f. Program Income \$ g. TOTAL \$		11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT: Consolidated Plan 2016-2020, Action Plans for 2017-2018 for the Portland Consortium		
16. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.		14. CONGRESSIONAL DISTRICTS OF: a. Applicant First, Third, and Fifth in Oregon b. Project First, Third and Fifth in Oregon		
a. Authorized Representative Prefix: Honorable First Name: Ted Last Name: Whooler Title: Mayor Signature of Authorized Representative		16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS? a. Yes: <input type="checkbox"/> THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON DATE: b. No: <input checked="" type="checkbox"/> PROGRAM IS NOT COVERED BY E. O. 12372 <input type="checkbox"/> OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW		
Previous Edition Usable Authorized for Local Reproduction		17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT? <input type="checkbox"/> Yes If "Yes" attach an explanation. <input checked="" type="checkbox"/> No		
		c. Telephone Number (give area code): 503-823-4120 d. Date Signed: 6/29/17		

Standard Form 424 (Rev. 9-2003)
Prescribed by OMB Circular A-102

INSTRUCTIONS FOR THE SF-424

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Item: 1.	Entry: Select Type of Submission.	Item: 11.	Entry: Enter a brief descriptive title of the project. If more than one program is involved, you should append an explanation on a separate sheet. If appropriate (e.g., construction or real property projects), attach a map showing project location. For preapplications, use a separate sheet to provide a summary description of this project.
2.	Date application submitted to Federal agency (or State if applicable) and applicant's control number (if applicable)	12.	List only the largest political entities affected (e.g., State, counties, cities).
3.	State use only (if applicable).	13.	Enter the proposed start date and end date of the project.
4.	Enter Date Received by Federal Agency Federal identifier number. If this application is a continuation or revision to an existing award, enter the present Federal identifier number. If for a new project, leave blank.	14.	List the applicant's Congressional District and any District(s) affected by the program or project.
5.	Enter legal name of applicant, name of primary organizational unit (including division, if applicable), which will undertake the assistance activity, enter the organization's DUNS number (received from Dun and Bradstreet), enter the complete address of the applicant (including country), and name, telephone number, e-mail and fax of the person to contact on matters related to this application.	15.	Amount requested or to be contributed during the first funding/budget period by each contributor. Value of in kind contributions should be indicated on appropriate lines as applicable. If the action will result in a dollar change to an existing award, indicate only the amount of the change. For decreases, enclose the amounts in parentheses. If both basic and supplemental amounts are included, show breakdown on an attached sheet. For multiple program funding, use totals and show breakdown using same categories as Item 15.
6.	Enter Employer Identification Number (EIN) as assigned by the Internal Revenue Service.	16.	Applicants should contact the State Single Point of Contact (SPOC) for Federal Executive Order 12372 to determine whether the application is subject to the State intergovernmental review process.
7.	Select the appropriate letter in the space provided. A. State B. County C. Municipal D. Township E. Interstate F. Intermunicipal G. Special District H. Independent School District I. State Controlled Institution of Higher Learning J. Private University K. Indian Tribe L. Individual M. Profit Organization N. Other (Specify) O. Not for Profit Organization	17.	This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of debt include delinquent audit disallowances, loans and taxes.
8.	Select the type from the following list: • "New" means a new assistance award. • "Continuation" means an extension for an additional funding/budget period for a project with a projected completion date. • "Revision" means any change in the Federal Government's financial obligation or contingent liability from an existing obligation. If a revision onto the appropriate letter: A. Increase Award B. Decrease Award C. Increase Duration D. Decrease Duration	18.	To be signed by the authorized representative of the applicant. A copy of the governing body's authorization for you to sign this application as official representative must be on file in the applicant's office. (Caution: Federal agencies may require that this authorization be submitted as part of the application.)
9.	Name of Federal agency from which assistance is being requested with this application.		
10.	Use the Catalog of Federal Domestic Assistance number and title of the program under which assistance is requested.		

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APPLICATION FOR FEDERAL ASSISTANCE

OMB Approved No. 3076-0002

Version 7/03

1. TYPE OF SUBMISSION: Application <input checked="" type="checkbox"/> Construction <input type="checkbox"/> Non-Construction		2. DATE SUBMITTED 7-05-2017	Applicant Identifier 85-6007236
3. DATE RECEIVED BY STATE		State Application Identifier	
4. DATE RECEIVED BY FEDERAL AGENCY		Federal Identifier	
5. APPLICANT INFORMATION			
Legal Name: City of Portland		Organizational Unit: Department: Portland Housing Bureau Division:	
Organizational DUNS: 05-497-1137		Name and telephone number of person to be contacted on matters involving this application (give area code)	
Address: Street: 421 SW 8th Avenue, Suite 500		Prefix: Ms. First Name: Kim	
City: Portland		Middle Name:	
County: Multnomah County		Last Name: McCarty	
State: OR	Zip Code: 97204	Suffix:	
6. EMPLOYER IDENTIFICATION NUMBER (EIN): 93-090236		7. TYPE OF APPLICANT: (See back of form for Application Types) Municipal Other (specify):	
8. TYPE OF APPLICATION: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision If Revision, enter appropriate letter(s) in box(es) (See back of form for description of letters.)		9. NAME OF FEDERAL AGENCY: U.S. Department of Housing and Urban Development	
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: TITLE (Name of Program): HOME Investment Partnerships 214-2139		11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT: Consolidated Plan 2016-2020, Action Plans for 2017-2018 for the Portland Consortium	
12. AREAS AFFECTED BY PROJECT (Cities, Counties, States, etc.): OR: Clackamas, Washington, Multnomah, Yamhill, Columbia WA: Clark, Skamania		13. PROPOSED PROJECT Start Date: July 1, 2017 Ending Date: June 30, 2018	
14. CONGRESSIONAL DISTRICTS OF: a. Applicant First, Third, and Fifth in Oregon b. Project First, Third and Fifth in Oregon		15. ESTIMATED FUNDING:	
a. Federal \$ 3,090,088.00		16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?	
b. Applicant \$		a. Yes <input type="checkbox"/> THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON DATE:	
c. State OR \$		b. No <input checked="" type="checkbox"/> PROGRAM IS NOT COVERED BY E.O. 12372	
d. Local \$		<input type="checkbox"/> OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW	
e. Other \$		17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?	
f. Program Income \$		<input type="checkbox"/> Yes If "Yes" attach an explanation. <input checked="" type="checkbox"/> No	
g. TOTAL \$		18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.	
a. Authorized Representative Prefix: Honorable First Name: Ted Middle Name: Suffix:		b. Title Mayor	
c. Telephone Number (give area code): 503-823-4120		d. Signature of Authorized Representative [Signature]	
e. Date Signed: 7/5/17		Previous Edition Usable Authorized for Local Reproduction	

Standard Form 424 (Rev. 9/2003)
Prescribed by OMB Circular A-102

INSTRUCTIONS FOR THE SF-424

Public reporting burden for this collection of information is estimated to average 45 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0043), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

This is a standard form used by applicants as a required face sheet for pre-applications and applications submitted for Federal assistance. It will be used by Federal agencies to obtain applicant certification that States which have established a review and comment procedure in response to Executive Order 12372 and have selected the program to be included in their process, have been given an opportunity to review the applicant's submission.

Item:	Entry:	Item:	Entry:
1.	Select Type of Submission.	11.	Enter a brief descriptive title of the project. If more than one program is involved, you should append an explanation on a separate sheet. If appropriate (e.g., construction or real property projects), attach a map showing project location. For preapplications, use a separate sheet to provide a summary description of this project.
2.	Date application submitted to Federal agency (or State if applicable) and applicant's control number (if applicable).	12.	List only the largest political entities affected (e.g., State, counties, cities).
3.	State use only (if applicable).	13.	Enter the proposed start date and end date of the project.
4.	Enter Date Received by Federal Agency Federal identifier number: If this application is a continuation or revision to an existing award, enter the present Federal identifier number. If for a new project, leave blank.	14.	List the applicant's Congressional District and any District(s) affected by the program or project.
5.	Enter legal name of applicant, name of primary organizational unit (including division if applicable), which will undertake the assistance activity, enter the organization's DUNS number (received from Dun and Bradstreet), enter the complete address of the applicant (including county), and name, telephone number, e-mail, and fax of the person to contact on matters related to this application.	15.	Amount requested or to be contributed during the first funding/budget period by each contributor. Value of in-kind contributions should be included on appropriate lines as applicable. If the action will result in a dollar change to an existing award, indicate only the amount of the change. For decreases, enclose the amounts in parentheses. If both basic and supplemental amounts are included, show breakdown on an attached sheet. For multiple program funding, use totals and show breakdown using same categories as Item 15.
6.	Enter Employer Identification Number (EIN) as assigned by the Internal Revenue Service.	16.	Applicants should contact the State Single Point of Contact (SPOC) for Federal Executive Order 12372 to determine whether the application is subject to the State intergovernmental review process.
7.	Select the appropriate letter in the space provided. A. State B. County C. Municipal D. Township E. Interstate F. Intermunicipal G. Special District H. Independent School District I. State Controlled Institution of Higher Learning J. Private University K. Indian Tribe L. Individual M. Profit Organization N. Other (Specify) O. Not for Profit Organization	17.	This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of debt include delinquent audit disallowances, loans and taxes.
8.	Select the type from the following list: • "New" means a new assistance award. • "Continuation" means an extension for an additional funding/budget period for a project with a projected completion date. • "Revision" means any change in the Federal Government's financial obligation or continuing liability from an existing obligation. If a revision enter the appropriate letter: A. Increase Award B. Decrease Award C. Increase Duration D. Decrease Duration	18.	To be signed by the authorized representative of the applicant. A copy of the governing body's authorization for you to sign this application as official representative must be on file in the applicant's office. (Certain Federal agencies may require that this authorization be submitted as part of the application.)
9.	Name of Federal agency from which assistance is being requested with this application.		
10.	Use the Catalog of Federal Domestic Assistance number and title of the program under which assistance is requested.		

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APPLICATION FOR FEDERAL ASSISTANCE

OMB Approved No. 3016-DECA

Version 7/03

1. TYPE OF SUBMISSION: <input type="checkbox"/> Application <input checked="" type="checkbox"/> Construction <input type="checkbox"/> Non-Construction		2. DATE SUBMITTED 7-05-2017	Applicant Identifier 93-8032236
3. DATE RECEIVED BY STATE		State Application Identifier	
4. DATE RECEIVED BY FEDERAL AGENCY		Federal Identifier	

5. APPLICANT INFORMATION Legal Name: City of Portland Organizational DUNS: 05-497-1197 Address: Street: 121 SW 6th Avenue, Suite 500 City: Portland County: Multnomah County State: OR Zip Code: 97204 Country:		Organizational Unit: Department: Portland Housing Bureau Division: Name and telephone number of person to be contacted on matters involving this application (give area code) Prefix: First Name: Middle Name: Last Name: Suffix: Email: Klm.McCarthy@portandoregon.gov Phone Number (give area code): 503-823-6312 Fax Number (give area code): 503-823-2387	
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6. EMPLOYER IDENTIFICATION NUMBER (EIN): 03-61610236		7. TYPE OF APPLICANT: (See back of form for Application Types) <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision If Revision, enter appropriate letter(s) in box(es) (See back of form for description of letters.) Other (specify):	
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8. TYPE OF APPLICATION: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision If Revision, enter appropriate letter(s) in box(es) (See back of form for description of letters.) Other (specify):		9. NAME OF FEDERAL AGENCY: U.S. Department of Housing and Urban Development	
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10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: 11-LE (Name of Program): Housing for Persons with AIDS 12. AREAS AFFECTED BY PROJECT (Cities, Counties, States, etc.): OR: Clackamas, Washington, Multnomah, Yamhill, Columbia WA: Clark, Skamania		11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT: Consolidated Plan 2016-2020, Action Plans for 2017-2018 for the Portland Consortium	
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13. PROPOSED PROJECT Start Date: July 1, 2017 Ending Date: June 30, 2015		14. CONGRESSIONAL DISTRICTS OF: a. Applicant First, Third, and Fifth in Oregon b. Project First, Third and Fifth in Oregon	
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15. ESTIMATED FUNDING: a. Federal \$ 1,214,056 b. Applicant \$ c. State OR \$ d. Local \$ e. Other \$ f. Program Income \$ g. TOTAL \$		16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS? a. Yes <input type="checkbox"/> YES PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW DATE: b. No <input checked="" type="checkbox"/> PROGRAM IS NOT COVERED BY E.O. 12372 <input type="checkbox"/> OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW	
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17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT? <input type="checkbox"/> Yes If "Yes" attach an explanation. <input checked="" type="checkbox"/> No	
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18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.			
a. Authorized Representative Prefix: Honorable First Name: Ted Middle Name: Suffix:		c. Telephone Number (give area code): 503-823-4120 e. Date Signed: 6/27/17	
b. Title: Mayor d. Signature of Authorized Representative:		f. Previous Edition Usable Authorized for Local Reproduction	

INSTRUCTIONS FOR THE SF-424

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Item	Entry:	Item	Entry:
1.	Select Type of Submission	11.	Enter a brief descriptive title of the project. If more than one program is involved, you should append an explanation on a separate sheet. If appropriate (e.g., construction or real property projects), attach a map showing project location. For preapplications, use a separate sheet to provide a summary description of this project.
2.	Date application submitted to Federal agency (or State if applicable) and applicant's control number (if applicable).	12.	List only the largest political entities affected (e.g., State, counties, cities).
3.	State use only (if applicable).	13.	Enter the proposed start date and end date of the project.
4.	Enter Date Received by Federal Agency Federal identifier number. If this application is a continuation or revision to an existing award, enter the present Federal Identifier number. If for a new project, leave blank.	14.	List the applicant's Congressional District and any District(s) affected by the program or project.
5.	Enter legal name of applicant, name of primary organizational unit (including division if applicable), which will undertake the assistance activity, enter the organization's DUNS number (received from Dun and Bradstreet), enter the complete address of the applicant (including country), and name, telephone number, e-mail and fax of the person to contact on matters related to this application.	15.	Amount requested or to be contributed during the first funding/budget period by each contributor. Value of in-kind contributions should be included on appropriate lines as applicable. If the action will result in a dollar change to an existing award, indicate only the amount of the change. For decreases, enclose the amounts in parentheses. If both pass and supplemental amounts are included, show breakdown on an attached sheet. For multiple program funding, use totals and show breakdown using same categories as item 15.
6.	Enter Employer Identification Number (EIN) as assigned by the Internal Revenue Service.	16.	Applicants should contact the State Single Point of Contact (SPCC) for Federal Executive Order 12372 to determine whether the application is subject to the State intergovernmental review process.
7.	Select the appropriate letter in the space provided. <div style="display: flex; justify-content: space-between;"> <div> A. State B. County C. Municipal D. Township E. Interstate F. Intermunicipal G. Special District H. Independent School District </div> <div> I. State Controller J. Institution of Higher Learning K. Private University L. Indian Tribe M. Individual N. Profit Organization O. Other (Specify) P. Not for Profit Organization </div> </div>	17.	This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of debt include delinquent audit disallowances, loans and taxes.
8.	Select the type from the following list: <ul style="list-style-type: none"> "New" means a new assistance award. "Continuation" means an extension for an additional funding/budget period for a project with a projected completion date. "Revision" means any change in the Federal Government's financial obligation or contingent liability from an existing obligation. If a revision enter the appropriate letter: A. Increase Award B. Decrease Award C. Increase Duration D. Decrease Duration 	18.	To be signed by the authorized representative of the applicant. A copy of the governing body's authorization for you to sign this application as official representative must be on file in the applicant's office. (Certain Federal agencies may require that this authorization be submitted as part of the application.)
9.	Name of Federal agency from which assistance is being requested with this application.		
10.	Use the Catalog of Federal Domestic Assistance number and title of the program under which assistance is requested.		

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**RESIDENTIAL ANTIDISPLACEMENT AND RELOCATION ASSISTANCE PLAN
(City of Portland Supplement)**

This Residential Anti-displacement and Relocation Assistance Plan (RARAP) is prepared by The City of Portland in accordance with the Housing and Community Development Act of 1974, as amended; and HUD regulations at 24 CFR 42.325 and is applicable to our CDBG*, HOPWA UDAG and/or HOME-assisted projects.

Minimize Displacement - Consistent with the goals and objectives of activities assisted under the Act, The City of Portland will take the following steps to minimize the direct and indirect displacement of persons from their homes:

- Collect as part of every application for federal funds, a Relocation and Acquisition Questionnaire to assess potential temporary or permanent relocation to use as a determining factor for loan/grant approval.
- Stage rehabilitation of apartment units if possible to allow tenants to remain in the building/complex during and after the rehabilitation, working with empty units first.
- Arrange and/or offer replacement units, both temporary and permanent when possible within the borrower's affordable housing portfolio.
- Work closely with borrowers and their relocation contractors to ensure compliance with URA
- Use tax assessment policies and programs to encourage creation of affordable and low income housing in not only Urban Renewal Areas, but in other areas in the jurisdiction as well.
- Offer information and services to provide homeowners and tenants with materials on assistance available to help them through City of Portland housing programs.
- When reasonable, give priority to rehabilitation of housing, as opposed to demolition, to avoid displacement.

If feasible, demolish or convert only dwelling units that are not occupied or vacant occupiable dwelling units (especially those units which are "lower-income dwelling units" (as defined in 24 CFR 42.305).

Target for rehabilitation only those units deemed essential to the need or success of the project
1 CDBG programs include: Entitlement Community Development Block Grant (CDBG) Program, State CDBG Program, CDBG Small Cities Program, Section 108 Loan Guarantee Program, CDBG Special Purpose Grants Program, and the Neighborhood Stabilization Program (NSP).

Relocation Assistance Payments for Residential Tenants Displaced – Uniform Relocation Act and Section 104(d)

The City of Portland shall make installments, except that lump sum payments may be made to cover (1) moving expenses, (2) a down-payment on the purchase of replacement housing, or incidental expenses related to (1) or (2). Whenever the payment is made in installments, the full amount of the approved payment shall be disbursed in regular installments, whether or not there is any later change in the person's income or rent, or in the condition or location of the person's housing. These payments will be disbursed in three (3) payments unless it has been determined by the City of Portland that there is a reasonable request to reduce the installments to no less than (2).

Relocation Assistance to Displaced Persons – Section 104(d)

The City of Portland will provide relocation assistance for lower-income tenants who, in connection with an activity assisted under the [CDBG, HOME and/or HOPWA] Program[s], move permanently or move personal property from real property as a direct result of the demolition of any dwelling unit or the conversion of a lower-income dwelling unit in accordance with the requirements of 24 CFR 42.350 (Section 104(d)). A displaced person who is not a lower-income tenant, will be provided relocation assistance in accordance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and implementing regulations at 49 CFR Part 24.

One-for-One Replacement of Lower-Income Dwelling Units

The City of Portland will replace all occupied and vacant occupiable lower-income dwelling units demolished or converted to a use other than lower-income housing in connection with a project assisted with funds provided under the [CDBG, HOME and/or HOPWA] Program[s] in accordance with 24 CFR 42.375.

Before entering into a contract committing the City of Portland to provide funds for a project that will directly result in demolition or conversion of lower-income dwelling units, the City of Portland will make these plans public by required methods and submit to HUD information in writing:

1. A description of the proposed assisted project;
2. The address, number of bedrooms, and location on a map of lower-income dwelling units that will be demolished or converted to a use other than as lower-income dwelling units as a result of an assisted project;
3. A time schedule for the commencement and completion of the demolition or conversion;
4. To the extent known, the address, number of lower income dwelling units by size (number of bedrooms) and location on a map of the replacement lower-income housing that has been or will be provided. *NOTE: See also 24 CFR 42.375(d).*

5. The source of funding and a time schedule for the provision of the replacement dwelling units;

6. The basis for concluding that each replacement dwelling unit will remain a lower-income dwelling unit for at least 10 years from the date of initial occupancy; and

7. Information demonstrating that any proposed replacement of lower-income dwelling units with smaller dwelling units (e.g., a 2-bedroom unit with two 1-bedroom units), or any proposed replacement of efficiency or single-room occupancy (SRO) units with units of a different size, is appropriate and consistent with the housing needs and priorities identified in the HUD-approved Consolidated Plan and 24 CFR 42.375(b).

To the extent that the specific location of the replacement dwelling units and other data in items 4 through 7 are not available at the time of the general submission, The City of Portland will identify the general location of such dwelling units on a map and complete the disclosure and submission requirements as soon as the specific data is available.

Replacement not Required Based on Unit Availability

Under 24 CFR 42.375(d), the City of Portland may submit a request to HUD for a determination that the one-for-one replacement requirement does not apply based on objective data that there is an adequate supply of vacant lower-income dwelling units in standard condition available on a non-discriminatory basis within the area.

Contacts

The Portland Housing Bureau is responsible for tracking the replacement of lower income dwelling units and ensuring that they are provided within the required period.

The Portland Housing Bureau is responsible for monitoring the relocation payments and other relocation assistance to any permanently or temporarily displaced person for which federal dollars have been used to fund a project.

Place of Performance (Street address, city, county, state, zip code)

City of Portland Housing Bureau

421 SW 6th Avenue, Suite 500

Portland, OR 97204

Check ☐ if there are workplaces on file that are not identified here.

The certification with regard to the drug-free workplace is required by 24 CFR part 24, subpart F.

7. Definitions of terms in the Nonprocurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Grantees' attention is called, in particular, to the following definitions from these rules:

"Controlled substance" means a controlled substance in Schedules I through V of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation (21 CFR 1308.11 through 1308.15);

"Conviction" means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes;

"Criminal drug statute" means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, use, or possession of any controlled substance;

"Employee" means the employee of a grantee directly engaged in the performance of work under a grant, including: (i) All "direct charge" employees; (ii) all "indirect charge" employees unless their impact or involvement is insignificant to the performance of the grant; and (iii) temporary personnel and consultants who are directly engaged in the performance of work under the grant and who are on the grantee's payroll. This definition does not include workers not on the payroll of the grantee (e.g., volunteers, even if used to meet a matching requirement; consultants or independent contractors not on the grantee's payroll; or employees of subrecipients or subcontractors in covered workplaces).

