



# REQUEST FOR APPLICATIONS

## Oregon Eviction Diversion and Prevention Program Emergency Order ORE-DAP EO

### 1. ORE-DAP EO

The ORE-DAP EO program uses State General Funds, received by Oregon Housing and Community Services (OHCS), for expenditures and activities to assist low-income Oregonians at risk of eviction as a part of the Governor's Executive Order 23-02. Funds allow subgrantees to assist households by partnering with and providing a range of eviction prevention interventions such as rental assistance, coordination with partners who are providing legal services, and other wrap-around interventions to support households at risk of eviction. Awarded funding must be spent by January 10, 2024.

### 2. Program Summary

ORE-DAP EO provides local rental assistance in tandem with providers of other critical eviction and housing related resources to assist those facing eviction and special efforts will be made to outreach and market to veterans, elderly, families with minor children, people with disabilities, farmworkers, Native Americans and Alaskan Natives, Black, Indigenous, and other People of Color who meet the program requirements. Targeting of funds shall not violate any Fair Housing or anti-discriminatory requirements.

#### Households must meet:

- Income eligibility of not more than 80% of the Area Median Income (AMI)
- Housing status requirements include at imminent risk of homelessness and unstably housed:
  - **Imminent Risk of Homelessness** – individual or family who will immediately lose their primary nighttime residence provided that:
    - The primary nighttime residence will be lost within 21 days of the date of application for homeless assistance,
    - No subsequent residence has been identified, **AND**

- The individual or family lacks the resources or support networks (e.g., family, friends, faith-based or other social networks) needed to obtain other permanent housing.
  - **Unstably Housed** – individual or family who:
    - Is at risk of losing their housing, and does not otherwise qualify as homeless under the above listed categories, provided that:
      - They have been notified to vacate current residence or otherwise demonstrate high risk\* of losing current housing; AND
      - Lack the resources or support networks to obtain other permanent housing.

\*High risk may be demonstrated by but is not solely defined as: having experienced a loss of income or other threat to housing stability. In addition, sharing housing of other persons due to loss of housing, economic hardship, or a similar reason (“doubled up”) may demonstrate a high risk of losing current housing. Owing rental arrears or not having the ability to pay for future rent may also demonstrate high risk status.

**OHCS is requiring that households that are facing an active court ordered eviction be prioritized for funding over those that are at risk of facing evictions.**

### **3. Program Delivery**

The following categories are allowable expenditures under the ORE-DAP Program:

**Up to \$3,000 per household on all financial assistance provided to a household so that OR-502 can meet the prevention goals set forth by the Governor’s order.**

- **Housing Financial Assistance**

Funds may be used to prevent or divert program participant households from experiencing eviction. Eligible expenses include:

- Rent and utility arrears without a maximum number of allowable months (utilities include water, sewer, garbage, gas, electricity, phone, and internet) if able to do so with the amount set forth to meet the EO goals.
- Short-term rent assistance for forward months (up to 6 months) if able to do so with the amount set forth to meet the EO goals.

- **Diversion Activities**

Funds may be used for eviction diversion activities to support households that have received an eviction notice. Eligible expenses include:

- Court navigation staffing costs
- Legal expenses related to eviction or housing needs (legal advice, representation, and other services.
- Landlord/Tenant mediation services
- Program staff

- Transportation to court (Uber, Lyft, bus tickets, etc.)
- Paying for costs related to helping a client access another housing resource (EHV vouchers, HCV, etc.)

#### **4. Grievance and Appeals Process**

Subrecipients are required to have an established, written process for addressing client grievances for decisions, including termination or reduction of benefit, denial of benefit or other grievances.

#### **5. Nondiscrimination**

Subrecipients are required to comply with all state and federal statutes relating to nondiscrimination and cannot discriminate based on race, color, national origin, religion, gender, familial status, or disability (federal) or marital status, sexual orientation, gender identity or source of income (state).

#### **6. Limited English Proficiency**

Subrecipients must have a Limited English Proficiency (LEP) policy document that describes how the subrecipient identifies LEP populations in their service area and the actions they take to provide language assistance and to address language barriers. The policy must also state the type and frequency of staff training on how to work with LEP persons, how the level of success of the policy will be identified and how changes will be made if needed. Limited English Proficiency applies to those who have difficulty reading, writing, speaking, or understanding English, and do not use English as their primary language.

#### **7. Data Entry**

Subrecipients are required to enter Housing Stability Services related client data into the Service Point Homeless Management Information System (HMIS), except for data of victims of domestic violence clients, which must be entered into a comparable database that meets HMIS standards. Subrecipients are responsible for acquiring and documenting informed written consent from program participants and protecting program participant's confidentiality.

**All subrecipients will be required to attend an HMIS training that will take place in May to access ORE-DAP EO funds.**

Subgrantees and their subrecipients are required to enter reliable, valid, and accurate ORE-DAP EO related participant and service data into HMIS. Both an HMIS entry/exit and HMIS Service Transaction to be entered into HMIS. Each allowable service must be represented with a Service Transaction. Same-day services will have the same Service Start and End Date. Service Transactions for ORE-DAP EO program costs, including all payments, arrearages, deposits, fees, landlord engagement and client non-categorical services, must include an HMIS Fund Source and amount. All subrecipients will be requested to do six (6) month and twelve (12) month follow-ups with program participants to gauge success of program interventions.

**Timely and accurate data entry is critical to ensuring meaningful data analysis and reporting. For all project types, subgrantees and subrecipients must enter data within 72 hours or sooner.**

## **Application Instructions**

- Submit the application with signatures via email by the deadline of 5:00 p.m., Thursday, April 27, 2023 to [jackieagee@accesshelps.org](mailto:jackieagee@accesshelps.org).
- Program narrative questions may be no more than four (4) letter-sized pages
- The proposal must be in 12-point font with one-inch margins
- Incomplete proposals, or proposals exceeding the page limit, will not be considered
- Failure to meet any of the application guidelines may result in disqualification of the proposal

### **REQUIRED SUPPLEMENTAL MATERIALS.**

Please enclose, **with your application:**

- A copy of your IRS non-profit determination letter
- Your agency budget for the current fiscal year
- An ORE-DAP EO Project Budget
- Your most current 990
- Board of Directors list
- Your current W-9

## **APPLICATION DEADLINE**

**5 p.m., Thursday, April 27, 2023**

For questions or to obtain an application, contact Jackie Agee

[jackieagee@accesshelps.org](mailto:jackieagee@accesshelps.org) or 458-488-1206