



# REQUEST FOR APPLICATIONS

## Regional Unsheltered Homelessness Emergency Response

### Emergency Order EO 23-02

#### 1. Description

On January 10, 2023, Governor Tina Kotek issued Executive Order 23-02 (the "EO"), which declared a state of emergency due to homelessness. The EO is necessary to provide funding to rapidly expand the State's low-barrier shelter capacity, to rehouse people experiencing unsheltered homelessness, and to prevent homelessness to the greatest extent possible. The EO took immediate effect and remains in effect until January 10, 2024, unless extended or terminated earlier by the Governor. This RFA is specifically addressing the additional shelter bed capacity and the rehousing unsheltered homelessness efforts.

#### 2. Jackson County Continuum of Care

Resources will be delivered to the Jackson County Continuum of Care and the distribution of funds will be overseen by Jackson County's Multi Agency Coordination (MAC) group. According to the Jackson County Point-in-Time count, the CoC experienced a 132% increase in the number of homeless individuals from 2017 to 2022. This program will help address the increase and the CoC and the MAC will oversee distribution of funds.

#### 3. Funding Timeframe

Jan. 10, 2023, to Jan. 10, 2024 (One time funding)

#### 4. Housing Focused

All activities conducted with EO funding must be Housing Focused. "Housing Focused" activities are defined as activities that seek to lower barriers for people experiencing homelessness. Activities conducted under this program may not screen participants out solely based on certain behavioral, psychological, physiological, citizenship or immigration status or economic preconditions. Housing Focused services must ensure that the safety and support of both staff and clients are paramount. This is accomplished through a focus on ensuring safety by managing behaviors that pose a risk to health and safety rather than implementing blanket exclusions based on a past diagnosis or current behavioral health symptoms that do not pose a direct risk to community safety. Furthermore, Recipient must actively coordinate services and supports for helping people exit homelessness and make efforts to reduce the barriers to re-housing individuals and families in their community.

#### 5. No supplanting of funds

Recipient may not use funds under EO 23-02 to supplant other funds available for the same purpose.

**6. Funding available through this RFA**

<b>Category of Funding</b>	<b>1/10/23 to 6/30/23</b>	<b>7/1/23 to 1/10/24</b>	<b>Total Funding</b>
Street Outreach	\$ 90,000	\$ 210,000	\$ 300,000
Shelter	\$ 1,265,201	\$ 2,229,043	\$ 3,494,244
Rapid Re-Housing	\$ 592,891	\$ 2,901,263	\$ 3,494,154
Data Collection (HMIS)	\$ 26,400	\$ 61,600	\$ 88,000
Administration	\$ 280,189	\$ 918,598	\$ 1,198,787
<b>TOTAL FUNDING</b>	<b>\$ 2,254,681</b>	<b>\$ 6,320,504</b>	<b>\$ 8,575,185</b>

**7. Use of Grant Funds and Goals for Jackson County**

Goals – create 67 new shelter beds and rehouse 133 households.

Grant Funds may be utilized for the following purposes:

- A. Acquisition, construction, conversion, or rehabilitation of shelters that increase the shelter bed capacity.
  - **Acquisition** means acquiring property through purchase, donation, trade, or any other method for the purposes of utilization as an emergency shelter.
  - **Conversion** means the process of changing or causing to change from one form to another. Changing the function of a piece of property from one use to another.
  - **Rehabilitation** means action taken to return a property to a useful state by means of repair, modification, or alteration.
- B. **Shelter operations**, services and supports for shelter beds that increase capacity as determined in accordance with the terms of EO 23-02.
- C. **Street outreach** services, including housing navigation and placement services.
- D. **Sanitation services**
- E. **Rapid-rehousing services**, including landlord incentives to secure available units, through block-leasing strategies or other means, for people exiting homelessness. Rental assistance commitments, when utilized under rapid-rehousing services, may be issued for up to a 12-month period of time after client

move in and may also be issued in the form of an upfront payment to the landlord. Rental assistance commitments may include pre-paid costs to encourage landlord participation. Costs may also include paying for damages or past due housing debt to secure new units or resources. Supportive housing services may be provided for block-leased units and for households that are rehoused to ensure participants are able to stay securely housed and landlords are supported with various needs.

For all clients who are re-housed utilizing Grant Funds, recipient is required to provide landlord with documentation showing that the landlord participated in the Program.

### **What is Rapid Re-Housing?**

Rapid re-housing is an intervention, informed by a Housing First approach that is a critical part of a community's effective homeless crisis response system. Rapid re-housing rapidly connects families and individuals experiencing homelessness to permanent housing through a tailored package of assistance that may include the use of time-limited financial assistance and targeted supportive services. Rapid rehousing programs help families and individuals living on the streets solve the practical and immediate challenges to obtaining permanent housing while reducing the amount of time they experience homelessness, avoiding a near-term return to homelessness, and linking to community resources that enable them to achieve housing stability in the long-term. Rapid re-housing is an important component of a community's response to homelessness. A fundamental goal of rapid rehousing is to reduce the amount of time a person is homeless.

### **How Rapid-Re-Housing Can End Homelessness**

Rapid re-housing is a primary solution for ending homelessness. It has been demonstrated to be effective in getting people experiencing homelessness into permanent housing and keeping them there. By connecting people with a home, they are in a better position to address other challenges that may have led to their homelessness, such as obtaining employment or addressing substance abuse issues. The intervention has also been effective for people traditionally perceived to be more difficult to serve, including people with limited or no income and survivors of domestic abuse.

#### **F. Examples of Administrative costs:**

- Senior executive management personnel salaries and benefits (unless they are directly involved in Program operations), administrative staff travel costs;
- General services such as accounting, budget development, personnel, contracting, marketing, agency audit, agency insurance;
- Board expenses (excluding meals);
- Planning and implementation of MAC group infrastructure
- Organization-wide membership fees and dues specific to the Program;
- General agency facilities costs (including those associated with executive positions), such as rent, depreciation expenses, and operation and maintenance (as part of the organization's direct or indirect cost allocation plan); and
- Equipment rental/purchase, insurance, utilities, and IT costs that are not specific to the Program but relate to the administration of the Recipient as a whole.

#### **G. Client Eligibility**

- **Unsheltered Homelessness/literally homeless** – Individual or family living in a primary nighttime residence that is a public or private place not designed for human habitation (including, but not limited to, a car, park, abandoned building, bus or train station, airport or

camping ground).

- **Rapid Re-housing Client Eligibility Criteria**  
Participant must be unsheltered at the time of initial engagement. Initial engagement must have occurred on or after Jan. 10, 2023. The final day of the EO 23-02 program is Jan. 10, 2024. Individuals already in shelter or enrolled in a program prior to the emergency operation are ineligible for this program.
- **Shelter and Street Outreach Client Eligibility Criteria:** Household must be unsheltered and meet the following Housing Status Criteria:
  - **Literally Homeless**
  - **Homeless Under Other Federal Statutes**
  - **Fleeing/Attempting to Flee Domestic Violence**
  - **Unsheltered Homelessness – see above RRH client eligibility criteria.**

Grant Funds are not allowed to be used for households that are Unstably Housed. Other funding is available to serve this population.

#### H. **New Shelter Bed Requirement.**

New shelter bed capacity is defined as beds that are added to a local region as a direct result of funding under EO 23-02. Beds may be counted if the building requires rehabilitation prior to the shelter being operational or put into use, if needed. It also may include beds that are added to existing shelters through expansion. If a bed is not available in a local region due to lack of operational funding and has not been previously operational, Grant Funds may be used to bring the bed into active use and the bed would count as added shelter capacity for purposes of EO 23-02. Shelter funds may not be used to supplant existing resources.

EO 23-02 funding used for shelter acquisition, operation and construction must only be utilized to create new shelter bed capacity that meets the following definition:

Low and no barrier policies allow homeless individuals and households to access shelter, housing, and services without preconditions such as sobriety,\*\* compliance with treatment plan,\*\* pets, or agreement to participate in specific programs, activities, or classes. These policies allow those most in need to have access to shelter and housing. These additional emergency shelter beds must be low barrier, focus on assessment and triage, and intentionally link to permanent housing resources so that people move through to housing quickly.

In order to meet minimum standards as a Low Barrier shelter, the following three conditions must be met:

- Sobriety\* and treatment are voluntary.\*\*
- No required documentation of identification, custody, citizenship, or gender. Furthermore, shelters must meet the Department of Housing and Urban Development's Equal Access Rule, 81 FR 64763, to ensure services are available to all

individuals and families regardless of sexual orientation, gender identity, or marital status; and

- Shelter accommodates pets and belongings.

\*\* In order to provide access to the special needs of people who are in recovery from drugs and alcohol, shelters that require sobriety or drug and alcohol treatment services but otherwise meet the definition of Low Barrier may be funded. For example, a facility that meets the definition of Alcohol and Drug Free Community housing as outlined in ORS 90.243 may qualify for funding. No more than 30% of the shelter bed capacity created in each community is permitted to be subject to required sobriety or drug and alcohol treatment services.

## **8. 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.

## **9. 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).

## **10. 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 to learn how to work with LEP people, 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.

## **11. Data Entry**

Recipients are required to enter EO 23-02 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. Recipients are responsible for acquiring and documenting informed written consent from program participants and protecting their confidentiality.

**To access EO 23-02 funds, all recipients will be required to attend an HMIS training that will occur on May 24, 2023.**

Recipients are required to enter reliable, valid, and accurate EO 23-02 related participant and service data into HMIS. Both an HMIS entry/exit and HMIS Service Transaction are 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 EO program costs, including all payments, arrearages, deposits, fees, landlord engagement and client non-categorical services, must include an HMIS Fund Source and amount.

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

# Application Instructions

- Submit the application via email by 5:00 p.m., Friday, May 19, 2023, to [jackieagee@accesshelps.org](mailto:jackieagee@accesshelps.org).\* (see disclaimer below).
- Program narrative questions may be no more than four (4) letter-sized pages. Supplemental materials do not count toward the page limit.
- 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 EO 23-02 Project Budget
- Your most current 990
- Board of Directors list
- Your current W-9
- Organizational Chart
- Most recent audited financials (if not available, then most recent unaudited financials).

**This is a reimbursement grant. If you are a successful applicant, your agency will submit an invoice each month to the CoC for payment.**

## **APPLICATION DEADLINE**

**5 p.m., Friday, May 19, 2023**

For questions or to obtain an application, contact Jackie Agee, [jackieagee@accesshelps.org](mailto:jackieagee@accesshelps.org) or 458-488-1206\*

**See disclaimer below.**

\*Ms. Agee is working on behalf of the CoC and the MAC to help with the collection of EO 23-02 applications. To avoid any potential conflict of interest, Ms. Agee will immediately forward all applications to the chair of the CoC Rating and Ranking Committee who will select the agencies to be funded. No one from ACCESS will be viewing applications, or rating and ranking projects.