

January 19, 2023

BCC Agenda Date/Item: \_\_\_\_\_

Housing Authority Board of Commissioners  
 Clackamas County

**Approval of a Financial Assistance Application for the Family Unification Voucher program from US Department of Housing and Urban Development. Anticipated grant award is \$370,000. Funding through US Department of Housing and Urban Development. No County General Funds are involved.**

|                                     |   |                           |                |
|-------------------------------------|---|---------------------------|----------------|
| <b>Previous Board Action/Review</b> | Briefed at Issues – 1/17/22   |                           |                |
| <b>Performance Clackamas</b>        | 1. Which indicator of success does this item affect? Affordable Housing |                           |                |
| <b>Counsel Review</b>               | N/A   | <b>Procurement Review</b> | N/A            |
| <b>Contact Person</b>               | Toni Karter   | <b>Contact Phone</b>      | (503) 650-3139 |

**EXECUTIVE SUMMARY:** Staff would like board approval to apply for Family Unification Program (FUP) vouchers from the US Department of Housing and Urban Development (HUD) to increase the affordable housing options in Clackamas County.

HUD released a preview of a \$5M NOFO they anticipate opening in March 2023. HUD intends on opening the application window for 30 days; therefore, the Housing Authority is seeking Board approval to apply ahead of the NOFO release. FUP vouchers will operate similar to other federal vouchers administered by the Housing Authority but will be focused on serving two unique populations, as detailed below.

1. Families: Families for whom the lack of adequate housing is a primary factor in (a) The imminent placement of the family’s child or children in out-of-home care or (b) The delay in the discharge of the child or children to the family from out-of-home care.
2. Youth: Youth who have attained at least 18 years and not more than 24 years of age and who have left foster care or will leave foster care within 90 days, in accordance with a transition plan described in section 475(5)(H) of the Social Security Act, and is homeless or is at risk of becoming homeless at age 16 or older.

These vouchers will assist in reuniting families and supporting aging-out foster youth.

In addition, the Housing Authority will solidify partnerships with the Continuum of Care (CoC) and with the County’s Housing Services team to ensure that services are linked with these rental assistance

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vouchers, if awarded, for ongoing housing stability for families or individuals with FUP vouchers prior to application.

The Housing Authority meets the HUD criteria listed in the preview and has a track record of successfully administering federal voucher programs.

**RECOMMENDATION:** Staff recommends that the Housing Authority Board directs staff to apply for FUP vouchers from HUD when the application opens on Grants.gov and to solidify partnerships with the CoC and Housing Services team to provide services with these vouchers if awarded.

Respectfully submitted,

A handwritten signature in cursive script that reads "Rodney A. Cook".

Rodney A. Cook  
Director of Health Housing and Human Services

# Financial Assistance Application Lifecycle Form

Use this form to track your potential award from conception to submission.

Sections of this form are designed to be completed in collaboration between department program and fiscal staff.

**\*\* CONCEPTION \*\***

## Section I: Funding Opportunity Information - To be completed by Requester

Award type:  Direct Appropriation (no application)  
 Subrecipient Award  Direct Award  
Award Renewal?  Yes  No

Lead Department & Fund #: H3S - HACC - 610

**If renewal, complete sections 1, 2, & 4 only. If Direct Appropriation, complete page 1 and Dept/Finance signatures only.**

**If Disaster or Emergency Relief Funding, EOC will need to approve prior to being sent to the BCC**

Name of Funding Opportunity:

Family Unification Program (FUP) - Federal Register Notice published December 15, 2022

Funding Source: Federal  State  Local

Requestor Information (Name of staff person initiating form): Toni Karter

Requestor Contact Information: 503-650-3139 or ToniKar@clackamas.us

Department Fiscal Representative: Kiran Markos

Program Name and prior project # (please specify): Family Unification Program (FUP)

Brief Description of Project:

The Family Unification Vouchers (FUP) can be used for two specific populations and will expand the available federal rental assistance for our community:

1. Families: Families for whom the lack of adequate housing is a primary factor in: (a) The imminent placement of the family's child or children in out-of-home care, or (b) The delay in the discharge of the child or children to the family from out-of-home care.
2. Youth: Youth who have attained at least 18 years and not more than 24 years of age and who have left foster care, or will leave foster care within 90 days, in accordance with a transition plan described in section 475(5)(H) of the Social Security Act, and is homeless or is at risk of becoming homeless at age 16 or older.

Name of Funding Agency: US Department of Housing and Urban Development (HUD)

Notification of Funding Opportunity Web Address:

https://www.hud.gov/grants

https://www.federalregister.gov/documents/2022/12/15/2022-27109/preview-of-the-fy-2022-family-unification-program-notice-of-funding-opportunity

**OR**

Application Packet Attached:  Yes  No

Completed By: Toni Karter

01/03/2023

Date

**\*\* NOW READY FOR SUBMISSION TO DEPARTMENT FISCAL REPRESENTATIVE \*\***

## Section II: Funding Opportunity Information - To be completed by Department Fiscal Rep

Competitive Application

Non-Competing Application

Other

CFDA(s), if applicable:

December 15, 2022

Funding Agency Award Notification Date:

TBD

Announcement Date:

Announcement/Opportunity #:

Federal Register Preview of NOFO 12/15/22

Grant Category/Title:

Federal Grant

Funding Amount Requested:

TBD by HUD - Anticipated Approx. \$370,000

Allows Indirect/Rate:

Yes included in Admin Fee

Match Requirement:

0

Application Deadline:

30 days after NOFO opens (~April 2)

Other Deadlines:

NOFO opening approximately March 2023

Award Start Date:

TBD

Other Deadline Description:

Award End Date:

NA renewed annually as leased

Completed By:

Toni Karter

Program Income Requirement:

0

Pre-Application Meeting Schedule:

Meeting with HACC finance team 1/3/2.

Additional funding sources available to fund this program? Please describe: Vouchers would be fully funded by HUD.

How much General Fund will be used to cover costs in this program, including indirect expenses? 0

How much Fund Balance will be used to cover costs in this program, including indirect expenses? 0

In the next section, limit answers to space available.

**Section III: Funding Opportunity Information** - To be completed at Pre-Application Meeting by Dept Program and Fiscal Staff

**Mission/Purpose:**

1. How does the grant/funding opportunity support the Department and/or Division's Mission/Purpose/Goals?

1. This funding aligns with H3S's strategic priority to ensuring access to Safe, Stable Housing  
2. This funding aligns with the County's strategic priority to ensure safe, healthy, and secure communities through the affordable housing indicator.

2. What, if any, are the community partners who might be better suited to perform this work?

HACC would work in conjunction with the Housing Services team as well as the CoC as partners to pair services with these rental assistance vouchers, if selected

3. What are the objectives of this funding opportunity? How will we meet these objectives?

To provide additional rental assistance to households in need that fit the criteria established by HUD.

4. Does the grant/financial assistance fund an existing program? If yes, which program? If no, what is the purpose of the program?

No, this is a new voucher program for HACC.

**Organizational Capacity:**

1. Does the organization have adequate and qualified staff? If no, can staff be hired within the grant/financial assistance funding opportunity timeframe?

Yes

2. Are there partnership efforts required? If yes, who are we partnering with and what are their roles and responsibilities?

Yes. Housing Services including the CoC. Work together to provide the services needed to pair with the rental assistance.

3. If this is a pilot project, what is the plan for sunseting the project and/or staff if it does not continue (e.g. making staff positions temporary or limited duration, etc.)?

Not a pilot project more like an expansion of our current voucher options.

4. If funded, would this grant/financial assistance create a new program, does the department intend for the program to continue after initial funding is exhausted? If yes, how will the department ensure funding (e.g. request new funding during the budget process, supplanted by a different program, etc.)?

Yes this is a new type of voucher among all the vouchers we are allotted to meet the unique needs of a specific population and expand the households we serve.

**Collaboration**

1. List County departments that will collaborate on this award, if any.

H3S - HCD (SHS & COC)

**Reporting Requirements**

1. What are the program reporting requirements for this grant/funding opportunity?

Similar to our other HUD voucher programs (PIC weekly, VMS monthly and SEMAP annually)

2. How will performance be evaluated? Are we using existing data sources? If yes, what are they and where are they housed? If not, is it feasible to develop a data source within the grant timeframe?

The data and reports for HUD will be pulled from YARDI

3. What are the fiscal reporting requirements for this funding?

Similar to our other HUD voucher programs (PIC weekly, VMS monthly and SEMAP annually)

**Fiscal**

1. Are their other revenue sources required, available, or will be used to fund the program? Have they already been secured? Please list all funding sources and amounts.

These vouchers can be combined with funding from other federal, state, or local funding to pair services with the vouchers, if awarded, to increase Permanent Supportive Housing inventory.

2. For applications with a match requirement, how much is required (in dollars) and what type of funding will be used to meet it (CGF, In-kind, local grant, etc.)?

No match required.

3. Does this grant/financial assistance cover indirect costs? If yes, is there a rate cap? If no, can additional funds be obtained to support indirect expenses and what are those sources?

Yes, grant includes Administrative Fee TBD by HUD award but is based on a per voucher basis.

Other information necessary to understand this award, if any.

Program Approval:

Toni Karter

1/3/22

Name (Typed/Printed)

Date

Signature

**\*\* NOW READY FOR PROGRAM MANAGER SUBMISSION TO DIVISION DIRECTOR \*\***

**\*\*ATTACH ANY CERTIFICATIONS REQUIRED BY THE FUNDING AGENCY. COUNTY FINANCE OR ADMIN WILL SIGN.\*\***

**Section IV: Approvals**

|   |        |           |
|---|--------|-----------|
| <b>DIVISION DIRECTOR (or designee, if applicable)</b> |        |           |
| Toni Karter   | 1/3/23 |           |
| Name (Typed/Printed)                                  | Date   | Signature |

|   |      |            |
|---|------|------------|
| <b>DEPARTMENT DIRECTOR (or designee, if applicable)</b> |      |            |
| Adam Brown  |      | Adam Brown |
| Name (Typed/Printed)                                    | Date | Signature  |

Digitally signed by Adam Brown  
 Date: 2023.01.10 16:43:03 -08'00'

|                               |           |                   |
|-------------------------------|-----------|-------------------|
| <b>FINANCE ADMINISTRATION</b> |           |                   |
| Elizabeth Comfort             | 1.10.2023 | Elizabeth Comfort |
| Name (Typed/Printed)          | Date      | Signature         |

Digitally signed by Elizabeth Comfort  
 Date: 2023.01.10 17:14:57 -08'00'

|  |      |           |
|--|------|-----------|
| <b>EOC COMMAND APPROVAL (DISASTER OR EMERGENCY RELIEF APPLICATIONS ONLY)</b> |      |           |
|  |      |           |
| Name (Typed/Printed)   | Date | Signature |

**Section V: Board of County Commissioners/County Administration**

*(Required for all grant applications. If your grant is awarded, all grant **awards** must be approved by the Board on their weekly consent agenda regardless of amount per local budget law 294.338.)*

**For applications less than \$150,000:**

|                             |                                    |                                  |
|-----------------------------|------------------------------------|----------------------------------|
| <b>COUNTY ADMINISTRATOR</b> | Approved: <input type="checkbox"/> | Denied: <input type="checkbox"/> |
| Name (Typed/Printed)        | Date                               | Signature                        |

**For applications greater than \$150,000 or which otherwise require BCC approval:**

BCC Agenda item #:

Date:

OR

Policy Session Date:

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County Administration Attestation

**County Administration: re-route to department contact when fully approved.  
 Department: keep original with your grant file.**