

2017-2019 MASTER GRANT AGREEMENT
Exhibit A, Program Element PE 03
Emergency Housing Assistance

1. Description. The Housing and Community Services Department (“OHCS”) Emergency Housing Assistance (“EHA”) provides state funds to supplement existing local programs and/or establish new programs designed to prevent and reduce homelessness. EHA funds are available for eight program service components: street outreach, emergency shelter; transitional housing; rapid re-housing; homelessness prevention; supportive in-home services; data collection and; community capacity building designed to enhance, expand or sustain homeless services.

2. Definitions. Certain words and phrases in this program element shall have the meanings provided herein, as stated in OAR 813.046 as amended, ORS 458.600 to 458.650, or as otherwise provided by OHCS unless the context clearly requires otherwise:

“Certified household” means an individual, family or household whose homeless status and eligibility for program services has been verified by subgrantee through required and adequate documentation satisfactory to OHCS.

“Emergency shelter” means any appropriate facility that has the primary use of providing temporary or transitional shelter for the homeless in general or for specific populations of the homeless and the use of which does not require occupants to sign leases or occupancy agreements.

“Extremely low income” means an annual household income that is 30% or less of area median income based on HUD determined guidelines adjusted for family size.

“Funding agreement” means the Master Grant Agreement or other written agreement, together with all incorporated documents and references, to be executed by and between the Department and subgrantee agency in form and substance satisfactory to the department as a condition precedent for receipt of program funding from the department.

“Funding application” means the subgrantee agency’s application to the OHCS for a program grant.

“HMIS” means Homeless Management Information System.

“Homeless” means an individual, family or household that lacks a fixed, regular, and/or adequate nighttime residence in accordance with department categorical definitions. Categorical definitions are contained in the program manual.

“Household” means an individual living alone, family with or without children, or a group of individuals who are living together as one economic unit.

“Household income” means the total household income from all sources before taxes. Income under this definition may be reduced by deductions allowed by the department in compliance with program requirements. Income does not include assets or funds over which the applicant or household has no control.

“HUD” means U.S. Department of Housing and Urban Development.

“Low income” means an annual household income that is more than 50% but at or below 80% of the area median income based on HUD determined guidelines as adjusted for family size.

“OHCS” means the State of Oregon, acting by and through its Housing and Community Services Department.

“Program” or “EHA” means the Emergency Housing Assistance program administered by the department pursuant to this division and other applicable law.

“Program manual” means the State Homeless Funds Program Operations Manual as amended from time to time, incorporated herein by this reference. The program manual may be accessed online on the department’s website.

“Program participant” means a household that receives program services.

“Program requirements” means all funding Agreement terms and conditions (including work plan objectives), OHCS directives (including deficiency notices), and applicable state, local and federal laws and regulations (including OAR 813.046 as amended, other applicable department rules, and the program manual), executive orders, local ordinances and codes.

“Program services” means allowable services for emergency shelter, transitional housing, rapid re-housing, homelessness prevention, supportive in-home services, veteran’s housing stabilization services, data collection and community homeless system capacity building activities as defined in the OHCS program manual and eligible for funding under the program.

“Self-sufficiency” means meeting basic needs and achieving stability in areas including, but not limited to, housing, household income, nutrition, health care, and accessing needed services.

“Subgrantee agency” or “agency” or “subgrantee” means a private, nonprofit corporation organized under ORS chapter 65, a housing authority established under ORS 456.055 to 456.235, or local government as defined in ORS 197.015 with whom the OHCS has contracted to administer program services at the local level.

“Subrecipient” or “subcontractor” means a nonprofit corporation established under ORS chapter 65, a housing authority established under ORS 456.055 to 456.235, or a local government as defined in ORS 197.015, contracting with a subgrantee agency to provide program services.

“Very low income” means an annual household income that is 50% or less of the area median income based on HUD determined guidelines adjusted for family size.

“Veteran” means a person who served in the U.S. Armed Forces and was discharged under honorable conditions or is receiving a nonservice-connected pension from the U.S. Department of Veterans Affairs as further defined in ORS 408.225 and the program manual.

“Work Plan” means the subgrantee agency’s plan for the use of program funds as approved by the OHCS, which is part of its approved funding application, and included in its funding agreement with the OHCS.

3. Scope of Work.

- A. Subgrantee shall, and shall cause and shall require by contract that its subrecipients comply and perform all work to the satisfaction of OHCS, and in accordance with the terms of this Agreement, including its local work plan as approved by OHCS and supplemented herein, together with applicable program requirements including OAR 813.046 as amended, and ORS 458.600 to 458.650. The approved work plan is incorporated herein by reference. The remaining provisions of this Section 3 are supplemental to, and do not limit the obligations of subgrantee or its subrecipients arising under this Subsection 3A or otherwise under this Agreement.
- B. Subgrantee shall, and shall cause and shall require its subrecipients by contract to administer the program in a manner satisfactory to OHCS and in compliance with the all program requirements, including but not limited to the following terms and conditions:
 - 1) Subgrantee shall expend no more than 10% (including allowable administrative costs shared with subrecipients) of its program award for allowable administrative costs in order to provide the services outlined in this Agreement.

- 2) Subgrantee shall, and shall cause and require its subrecipients by contract to assure that program funds are used only for program services consistent with program requirements.
- 3) Subgrantee shall, and shall cause and require its subrecipients by contract to assure that program funds are used to supplement existing funding, to support existing projects or to establish new projects. Program funds may not be used to replace existing funding. A Department determined portion of program funds shall be allocated to exclusively serve veterans in compliance with House Bill 2417.
- 4) Subgrantee shall, and shall cause and require its subrecipients by contract to ensure that program funds are expended within the time limitations set by OHCS. Program funds not expended within the time period shall be recaptured by OHCS.
- 5) Subgrantee shall, and shall cause and require its subrecipients by contract to conduct an initial evaluation to determine eligibility for program services in alignment with existing local Continuum of Care developed coordinated entry requirements and OHCS program requirements.
- 6) Subgrantee shall, and shall cause and require its subrecipients by contract to serve only certified households whose eligibility has been determined in compliance with program requirements. Subgrantee is responsible to OHCS for any losses resulting from improper or negligent issuance of program funds and shall repay such funds to OHCS within 30 days upon written demand from OHCS.
- 7) Subgrantee shall, and shall cause and require its subrecipients by contract to provide program services only to eligible households who are homeless or at risk of homelessness.
- 8) Subgrantee shall, and shall cause and require its subrecipients by contract to assure that program services are available to extremely low income and very low income households, including but not limited to, veterans, persons more than 65 years of age, disabled persons, farm workers and Native Americans, that are homeless or unstably housed and at risk of becoming homeless.
- 9) Subgrantee shall, and shall cause and require its subrecipients by contract to meet OHCS recordkeeping requirements for the adequate documentation of homeless, at risk of homelessness and veteran status when determining the eligibility of households served with program funds.
- 10) Subgrantee shall, and shall cause and require its subrecipients by contract to require all program participants as appropriate, to participate in programs or activities that shall increase household self-sufficiency.
- 11) Subgrantee shall, and shall cause and require its subrecipients by contract to re-evaluate program participant eligibility and need for homelessness prevention and rapid re-housing services in compliance with program requirements.
- 12) Subgrantee and subrecipients may utilize program funds to address the specific needs of various homeless subpopulations. Specific targeting of funds shall be outlined and approved by OHCS in the Subgrantee's work plan application. Targeting and serving homeless and at risk of homelessness veterans is required for the use of program funds that have been legislatively dedicated to serving veterans.
- 13) Subgrantee shall, and shall cause and require its subrecipients by contract to have denial, termination, appeal and fair hearing procedures accessible to program applicants and participants upon request. Such procedures must satisfy applicable program requirements including assurance that all applicants are informed during the intake interview of their right to appeal. All appeals and fair hearings shall be handled by the subgrantee. Denial, termination, appeal and fair hearing procedures, including as implemented, are subject to department review and correction.

- 14) Subgrantee and its subrecipients may terminate program services to program participants who violate program requirements. Termination, denial and grievance procedures shall be clearly communicated to and easily understood by program participants and readily available upon request, or posted in a public location.
- 15) Subgrantee shall, and shall cause and require its subrecipients by contract to be responsible for maintaining an internal controls framework, satisfactory to OHCS, which assures compliance with program requirements. Written policy and procedures must be established and outlined in local documentation (e.g. staff policy/procedure manuals) inclusive of, but not exclusive to the following areas:
 - a) Establishment and maintenance of regular subrecipient monitoring practices. Subgrantee shall obtain prior written approval from OHCS when adding additional subrecipients or renewing any subrecipients.
 - b) Assurance that completed applications and household benefits are valid and correct. This includes adequate separation of duties among intake, authorization and fiscal staff.
 - c) Establishment and maintenance of clear policy for cases where there may be a conflict of interest. This includes procedures for staff when employees, board members, friends or family members apply for program services.
 - d) Establishment and maintenance of clear procedures for dealing with program applicants and participants who may have committed fraud and for dealing with public complaints regarding potential fraud. All incidents of fraud must be reported to OHCS.
 - e) Establishment and maintenance of clear procedures for preventing, detecting and dealing with employee fraud. All incidents of fraud must be reported to OHCS.
- 16) Subgrantee shall, and shall cause and require its subrecipients by contract to assure that all required documentation is included in program participant files or otherwise accessible as satisfactory to OHCS. This includes, but is not limited to, documentation of meeting the homeless definition in compliance with department documentation standards.
- 17) Subgrantee shall, and shall cause and require its subrecipients by contract to allow OHCS access to, or furnish, whatever information and/or documentation is necessary for OHCS to conduct reviews, audits and compliance monitoring as it deems appropriate. Subgrantee shall permit representatives of OHCS to visit its sites or subrecipient sites, and to review and audit all records pertinent to program funding at any reasonable time, with or without benefit of prior notification.

4. Program Specific Reporting.

- A. Subgrantee shall, and shall cause and require its subrecipients by contract to assure that data collection and reporting, including data entry for program funded activities, be conducted through the use of OHCS approved HMIS. EHA funds dedicated to veterans must be entered and reported separately from other EHA funded client data. Subgrantee shall, and shall cause and require its subrecipients to, ensure that data collection, entry and reporting occur in an accurate and timely manner as satisfactory to OHCS.
- B. Subgrantee shall, and shall cause and require its subrecipients by contract to submit all reports as required in the Agreement including the “Quarterly Provider Report” which is due 20 days following the end of each quarter—October 20th, January 20th, April 20th and July 20th. Subgrantee may request a reporting deadline extension when necessary for department approval or disapproval.
- C. Subgrantee shall provide additional reports as needed or requested by OHCS.

5. Performance Measures.

A. Subgrantee shall, and shall cause and require its subrecipients by contract to administer the program in a manner consistent with program requirements designed to achieve the following performance goals:

- 1) Increased housing stability as measured by the percentage of total program participants who reside in permanent housing at time of their exit from the program or project funded by the program. Preliminary statewide target is 30%.
- 2) Increased housing stability as measured by the percentage of program participants who reside in permanent housing (those counted in the above performance goal one) and maintain permanent housing for six months from the time of program or project exit. Statewide target is 80%.

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