

March 31, 2022

Board of County Commissioners
Clackamas County

Approval of Amendment #2 to an Intergovernmental Agreement (IGA) from the State of Oregon, Housing and Community Services Department to Administer Oregon Eviction Diversion and Prevention Program (ORE-DAP) and COVID Energy Assistance Program (CEAP). No dollar change. Funding through the State of Oregon, Department of Housing and Community Services.
County General Funds are not involved.

Purpose/Outcomes	Approval of Amendment #2 with State of Oregon, Housing and Community Services Department to administer ORE-DAP and CEAP programs. The Amendment replaces IGA Exhibit A: Definitions and adds Program Element requirements for ORE-DAP and CEAP. The Program Elements outline the requirements the County must adhere to as Subgrantee, such as scope of work, reporting, and performance measures.
Dollar Amount and Fiscal Impact	No dollar change in Amendment #2, but ORE-DAP funding consists of \$1,744,875 in revenue from State General Funds and \$1,047,722 from collection of surcharges by Portland General Electric and Pacific Power for low-income electric bill payment and crisis assistance.
Funding Source	State of Oregon Housing and Community Services Department, ORE-DAP funds from SB 5561 by the Oregon Legislature in the 2021 Second Special Session and CEAP funds through passage of House Bill 2739, adopted by the Oregon Legislature in its 2021 regular session. No County General Funds.
Duration	Amendment #2 is effective upon signature with an eligible grant expenditure periods of: ORE-DAP: 7-1-21 to 6-30-23 CEAP: 1-1-22 to 9-30-22
Previous Board Action/Review	The original IGA was approved by the Board of Commissioners on 8-5-22. Amendment #1 is scheduled for Board consideration on 3-31-22. Item at County Issues: 3-29-22.
Strategic Plan Alignment	1. This funding aligns with the Social Services Division’s strategic priority to provide housing stabilization and supportive services to people who are homeless or at risk of becoming homeless so they can obtain and maintain permanent housing. 2. This funding aligns with the County’s strategic priority to ensure safe, healthy and secure communities.
Counsel Review	Approved 3-14-22 by Andrew Naylor.
Procurement Review	1. Was the item processed through Procurement? yes <input type="checkbox"/> no <input checked="" type="checkbox"/> 2. If no, provide brief explanation: Item is an IGA Grant Amendment.
Contact Person	Brenda Durbin, Director – Social Services Division – (503) 655-8641
Contract No.	H3S#10239

BACKGROUND:

The Social Services Division (SSD) of the Health, Housing and Human Services Department requests the approval of Intergovernmental Agreement (IGA) Grant Amendment #2 with the State of Oregon, Housing and Community Services Department (OHCS) to administer Oregon Eviction Diversion and Prevention Program (ORE-DAP) and COVID Energy Assistance Program (CEAP).

OHCS created the Oregon Eviction Diversion and Prevention Program (ORE-DAP) with State General Funds allocated through SB 5561 by the Oregon Legislature in the 2021 Second Special Session. These funds provide eviction prevention and housing stability services to eligible tenants at risk of homelessness or facing eviction through OHCS for the provision of eviction diversion and prevention services. Income requirement is at or below 80% Area Median Income.

House Bill 2739, adopted by the Oregon Legislature in its 2021 regular session, requires electric companies (Portland General Electric and Pacific Power) to collect funds for electric bill payment and crisis assistance to low-income households at or below 80% Area Median Income in an amount determined by the Public Utility Commission. OHCS will pass-through resources to SSD through CEAP.

The Amendment was approved by County Counsel and is effective upon signature by all parties. The Amendment replaces IGA Exhibit A: Definitions and adds Program Element requirements for ORE-DAP and CEAP. No County General Funds are required.

RECOMMENDATION:

Staff recommends the Board approval of this IGA Grant Amendment, and authorization for the Chair to sign on behalf of the County.

Respectfully submitted,



Rodney A. Cook
Director
Health, Housing and Human Services Department

Attachment:
IGA Grant Amendment #2 to H3S#10239

State of Oregon
Oregon Housing and Community Services Department
Master Grant Agreement
Amendment No. 2

This is Amendment No. 2 (the “Amendment”) to the Master Grant Agreement No. 7005, dated July 1, 2019 (the “Agreement” or “MGA”) executed by and between the State of Oregon, acting by and through its **Housing and Community Services Department**, (“OHCS” or “Department”), and **Clackamas County, acting by and through its Health, Housing Services Department**, (“Subgrantee”).

Recitals:

- A.** OHCS created the Oregon Eviction Diversion and Prevention Program (ORE-DAP) with the \$43.5 Million state general funds allocated through SB 5561 by the Oregon Legislature in the 2021 Second Special Session. These funds provide eviction prevention and housing stability services to tenants at risk of homelessness or facing eviction through Oregon Housing and Community Services for the provision of eviction diversion and prevention services.
- B.** House Bill 2739, adopted by the Oregon Legislature in its 2021 regular session, requires electric companies (Portland General Electric and Pacific Power) to collect funds for low-income electric bill payment and crisis assistance in an amount determined by the Public Utility Commission. OHCS will pass-through resources to Subgrantee through its COVID Energy Assistance Program (PE #22).

For good and sufficient consideration including the terms and conditions of this Amendment, the parties agree as follows:

- 1. Amendment to Agreement.** The Agreement is hereby amended as follows effective upon signature by all parties and approval required by law and with a funding start date as of **July 1, 2021**: New Language is indicated by **bolding** and **underlining** and deleted language is indicated by **bolding** and **striking** unless a section is replaced in its entirety:
 - a. Exhibit A – Definitions shall be deleted in its entirety and replaced with the attached revised Exhibit A – Definitions dated January 1, 2022, which is attached to the Amendment and incorporated by this reference.
 - b. Amend Exhibit A, entitled Program Elements, to add Program Element PE 21, Oregon Eviction Diversion and Prevention Program (ORE-DAP), and Program Element PE 22, COVID Energy Assistance Program (CEAP) which is attached to this Amendment and incorporated by this reference.
- 2.** Except as expressly amended above, all other terms and conditions of the Agreement, as amended, remain in full force and effect.
- 3.** The parties expressly affirm and ratify the Agreement as herein amended.

4. Subgrantee certifies that the representations, warranties, and certifications contained in the Agreement are true and correct as of the effective date of this Agreement and with the same effect as though made at the same time of this Amendment.
5. This Amendment may be executed in two or more counterparts (by facsimile or otherwise) each of which is an original and all of which when taken together are deemed one agreement binding on all Parties, notwithstanding that all Parties are not signatories to the same counterpart.

Certification: By signature on this Amendment, the undersigned hereby certifies for Subgrantee under penalty of perjury that the undersigned is authorized to act on behalf of Subgrantee and that Subgrantee is, to the best of the undersigned's knowledge, not in violation of any Oregon Tax Laws. For purposes of this certification, "Oregon Tax Laws" means a state tax imposed by ORS 320.005 to 320.150 and 403.200 to 403.250 and ORS chapters 118, 314, 316, 317, 318, 321, and 323 and elderly rental assistance program under ORS 310.630 to 310.706 and local taxes administered by the Department of Revenue under ORS 305.620.

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SIGNATURE PAGE

SUBGRANTEE:

Clackamas County

Authorized Signature: _____
Date: _____
By (print name): Tootie Smith
Title: Chair, Board of County Commissioners
Email: emilykle@clackamas.us
TIN#: 93-6002286

OHCS:

**State of Oregon acting by and through its
Housing and Community Services Department**

Authorized Signature:

Margaret Salazar, Director or designee Date

Reviewed and Approved By:

Mike Savara, Contract Administrator Date

DEPARTMENT OF JUSTICE

Approved as to Legal Sufficiency By: _____
Approved by David Berryman per OAR 137-045-0015(3) _____ 1/25/2022
Assistant Attorney General Date

2021-2023 MASTER GRANT AGREEMENT

Exhibit A, Definitions

January 1, 2022

Definitions

Certain words and phrases in this agreement, including but not limited to the, applicable Program Element have the meanings provided herein, as stated in federal, state, local laws, regulations, and rules or as otherwise provided by OHCS, unless the context clearly requires otherwise:

Word/Phrase	Program Applicability:	Meaning
“Allocation”	All Programs	Means an amount of funding made available to a CAA to be used for a specific purpose.
“Allowable Cost”	All Programs	Means the costs described in the 2 CFR Subtitle B with guidance at 2 CFR Part 200, except to the extent such costs are limited or excluded by other provisions of the Agreement, whether in the applicable NOAs, Program Elements, or otherwise.
“Applicant”	All Programs	Means any person who applies to receive program benefits.
“ASHRAE”	BPA WAP, DOE WAP, ECHO, WAP, LIHEAP WX	Means the American Society of Heating, Refrigerating, and Air-Conditioning Engineers.
“Assurance 16 funds”	LIHEAP	Means the portion of LIHEAP funds used by states to provide services, including needs assessments, counseling, and assistance with energy vendors, that encourage and enable households to reduce their home energy needs and thereby the need for energy assistance.
“Baseload services”	BPA WAP, DOE WAP, ECHO, WAP, LIHEAP WX	Means any measure that reduces non- heating and cooling costs. These measures can include, but are not limited to, energy efficient lighting, water saving devices, and high efficiency water heaters.
“Client”	All Programs	Means, with respect to a particular Program Element, any individual who is receiving those program services for or through the Subgrantee.
“Committed”	All Programs	Means an amount of funding reserved for specific client or project that subgrantee believes, in their best judgement, will be spent but hasn’t been requested from OHCS.
“Crisis assistance”	LIHEAP, OEAP	Means the assistance provided to low-income households for crisis situations such as supply shortages, loss of Household heating or cooling or other situations approved by OHCS as described in the LIHEAP state plan and the energy assistance operations manual.
“Crisis assistance”	LIHWA	Means the assistance provided to low-income households for crisis situations such as loss of Household drinking water or wastewater disposal services or other situations approved by OHCS as described in the LIHWA State Plan and the water assistance operations manual.

“Crisis assistance”	EAS-CRF	Means the bill payment assistance provided to low-income households for crisis situations such as supply shortages or other situations as described in the energy assistance operations manual.
“Culturally Specific Organization”	All Programs	Means an entity that provides services to a cultural community and the entity has the following characteristics: <ul style="list-style-type: none"> (a) Majority of members and/or clients are from a particular community of color; (b) Organizational environment is culturally focused and the community being served recognizes it as a culturally-specific entity that provides culturally and linguistically responsive services; (c) Majority of staff are from the community being served, and the majority of the leadership (defined to collectively include board members and management positions) are from the community being served; (d) The entity has a track record of successful community engagement and involvement with the community being served; and (e) The community being served recognizes the entity as advancing the best interests of the community and engaging in policy advocacy on behalf of the community being served.
“Deferral”	BPA WAP, DOE WAP, ECHO, WAP, LIHEAP WX	Means deferring a project that is either structurally unsound or has safety hazards that cannot be addressed under the scope of the program. The project is deferred until the necessary repairs can be completed.
“Department” or “OHCS”	All Programs	Means the Housing and Community Services Department for the state of Oregon.
“DHS”	HSP	Means the Department of Human Services for the state of Oregon.
“Disallowance of Costs”	All Programs	Means money disbursed to Subgrantee by Department under this Agreement and expended by Subgrantee that: <ul style="list-style-type: none"> a. Is identified by the Federal Government as an improper use of federal funds, a federal notice of disallowance, or otherwise; or b. Is identified by the Department as expended in a manner other than that permitted by this Agreement; or c. Is identified by the Department of expended on the delivery of a Program Element service that did not meet the standards and requirements of this Agreement with respect to that service.
“DOE”	BPA WAP, DOE WAP, LIHEAP	Means the Federal Department of Energy.

“Elderly Household”	ERA	Means an individual living alone, a family with or without children, or a group of individuals who are living together as one economic unit, where at least one member of the household is age 58 or older.
“Eligible dependent child”	HSP	Means an unmarried or separated individual who is either under the age of eighteen (18) years OR is under nineteen (19) years and a full-time student OR is a minor parent OR an unborn child.
“Eligible family household”	HSP	Means a low-income household with an eligible dependent child or children, including a single pregnant woman in the month of her due date, living together as one economic unit.
“Emergency shelter”	EHA, ESG, SHAP, ESG-CV	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.
“Energy education”	BPA WAP, DOE WAP, ECHO, WAP, LIHEAP WX	Means the activities and instruction designed to help low-income clients make informed decisions to effectively reduce energy consumption.
“Equipment”	All Programs	Means tangible personal property (including information technology systems) having a useful life of more than one year, and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by subgrantee, or as defined in 2 CFR 200.33.
“Eviction”	ORE-DAP	Means any involuntary residential move initiated by a property owner or manager. This includes both court sanctioned evictions as well as illegal evictions that are carried out without court involvement.
“Expenditure Period”	All Programs	Means the time period in which the funds are intended to be used.
“Express Enrollment”	EAS-CRF, OEAP, [CEAP] _[FHP1]	Means if an applicant household includes one person enrolled in one of the specified programs and provides documentation of their current enrollment in said program, the household will be eligible for this energy assistance stability program.
“Express Enrollment”	LIHWA	Means if the same household was eligible for and received LIHEAP in the current program year, the household will be eligible for LIHWA.
“Extremely low income”	EHA, ERA, ESG, HTBA, SHAP	Means an annual household income that is at or less than 30% of area median income based on HUD determined guidelines, adjusted for family size.

“Funding agreement” or “Agreement”	All Programs	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 the subgrantee agency in form and substance satisfactory to the department, as a condition precedent for receipt of program funding from the department.
“Funding application”	All Programs	Means the subgrantee agency’s application to the department for a program grant.
“HHS”	CSBG, HSP, LIHEAP, LIHEAP, LIHWA, WX	Means U.S. Department of Health and Human Services.
“HMIS”	CSBG, EHA, ERA, ESG, HSP, HTBA, SHAP, C19-RENTAL RELIEF (CARES ACT), ESG-CV	Means Homeless Management Information System.
“HOME”	HTBA	Means HUD’s HOME Investment Partnerships Program established by the HOME Investment Partnerships Act at Title II of the Cranston-Gonzalez National Affordable Housing Act of 1990, as amended, 42 U.S.C. § 12701 et seq.

“Home energy supplier”	LIHEAP	Means a supplier who either delivers home energy in bulk to households or provides home energy continuously via wire or pipe.
“Home energy supplier”	OEAP, CEAP	Means Portland General Electric and Pacific Power utility vendors.
“Home energy supplier”	EAS-CRF	Means any electric or natural gas utility.
“Homeless”	EHA, ERA, ESG, HSP, SHAP, ESG-CV, WSI-OOTC, ORE-DAP	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”	CSBG, EHA, ESG, HTBA, WSI-OOTC, SHAP, ESG-CV, ORE-DAP	Means an individual living alone, a family with or without children or a group of individuals who are living together as one economic unit.
“Household”	LIHEAP, OEAP, CEAP, EAS-CRF	Means any individual residing alone or groups of individuals who are living together as one economic unit and purchase residential energy in common.
“Household”	LIHWA	Means any individual residing alone or groups of individuals who are living together as one economic unit and purchase public drinking water or wastewater disposal services in common.
“Housing”	HTBA	Means rental unit, which may be in a rental complex or a free-standing single-family home. It also includes, but is not limited to, rental manufactured housing and manufactured housing lots, permanent housing for disabled homeless persons, transitional housing and single room occupancy housing. Housing does not include emergency shelters (including domestic violence shelters) or facilities, correctional facilities and student dormitories.

“Implementation Report”	All Programs	Means the Subgrantee’s OHCS-approved implementation plan for the use of program funds with respect to applicable program elements. Implementation Reports may be submitted by the Subgrantee and approved by OHCS after the Effective Date of this Agreement at OHCS’s discretion.
“Income”	All Programs	Means the total household income from all sources before taxes, which 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.
“Low-income household”	CSBG	Means a household with an annual household income at or less than 200% of the federal poverty guidelines or the maximum as assigned by HHS-ACF-OCS.
“Low-income household”	EHA, ERA, ESG, HTBA, SHAP, ESG-CV	Means a household with an annual household income that is more than 50%, but below 80% of the area median income based on HUD determined guidelines, as adjusted for family size.
“Low-income household”	HSP	Means household with an annual income that is at or below 250% of the federal poverty guidelines and which household assets do not exceed \$2,500.
“Low-income household”	BPA WAP, DOE WAP, ECHO, WAP, LIHEAP WX	Means a household with income that is at or below 200% of the federal poverty level.
“Low-income household”	LIHEAP, OEAP, LIHWA	Means a household with income that is at or below 60% of state median income.
“Low-income household”	C19-RENTAL RELIEF (CARES ACT); EAS-CRF, CEAP	Means a household with income that is at or below 80% of area median income.
“Maintenance of effort”	HSP	Means DHS allowable nonfederal cash and in-kind contributions used to supplement program services in an amount that equals the subgrantee agency’s program allocation as defined in the program manual and approved by the department.
“Migrant and seasonal farmworker organization”	CSBG	Means a private nonprofit organization organized under ORS chapter 65 that serves migrant and seasonal farmworkers and their families.
“NOA”	All Programs	Means Notice of Allocation which is issued by the Department to subgrantee to award, distribute, or recapture grant funds under this Agreement as they are requested, come available, or are revoked under a program.
“Participant”	All Programs	Means a household who receives program services.
“Peer exchange”	BPA WAP, DOE WAP, ECHO, WAP, LIHEAP WX	Means an exchange of information between peers; usually a visit by one agency to another to review work and exchange ideas and best practices to enhance their programs.

“Program” or “Program Elements” or use of acronym to identify the program	All Programs	Means the program administered by the department pursuant to all applicable federal, state, local laws, rules and regulations.
“Program manual” or “manual”	All Programs	Means the program operations manual, as amended from time to time.
“Program requirements” or “legal requirements”	All Programs	Means all terms and conditions of the MGA, incorporated exhibits department directives (including deficiency notices), and including applicable, federal, state laws, rules and regulations, executive orders, applicable administrative rules and OHCS program manuals and local ordinances and codes all as amended from time to time.
“Program services”	CSBG, EHA, ERA, ESG, HSP, HTBA, SHAP, C19-RENTAL RELIEF (CARES ACT), ESG-CV	Means allowable services and activities as defined by the program laws, rules, regulations and eligible under the program.
“Projected (Advance) Expense”	All Programs	Means a payment made by the Department to the subgrantee before the subgrantee disburses the funds for program purposes.
“Poverty guideline”	CSBG, HSP	Means the simplified version of the federal (U.S. Census Bureau) poverty thresholds released annually by HHS to determine financial eligibility for the program.
“Public drinking water or wastewater disposal utility” or “water utility”	LIHWA	Means the owner or operator of a Community Water System (as defined by the U.S. Environmental Protection Agency) or wastewater disposal facility, who supplies a household with drinking water or wastewater disposal services continuously via pipes.
“Qualified household” or “eligible household”	BPA WAP, DOE WAP, ECHO, WAP, LIHEAP WX	Means any household that meets the qualifications to receive weatherization services.
“Real Property”	All Programs	Means land, including land improvements, structures and appurtenances thereto, but excludes moveable machinery and equipment.
“REM/Design”	BPA WAP, DOE WAP, ECHO, WAP, LIHEAP WX	Means a computerized residential modeling tool used for the purposes of determining the savings to investment ratio of a project or measure.
“Reimbursement”	All Programs	Means the subgrantee’s request for reimbursement of allowable expenses incurred and costs to carry out the delivery of the grant programs and services.
“Savings to investment ratio (SIR)”	BPA WAP, DOE WAP, ECHO, WAP, LIHEAP WX	Means a comparison of the annual savings to the initial investment in a measure. An SIR of 1.0 indicates that a measure will pay for itself in energy savings over the life of the measure.

“Self-sufficiency”	CSBG, EHA, HTBA	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” or “subgrantee agency” or “agency”	All Programs	Means is a qualified entity, which has demonstrated its capacity and desire to utilize Community Services program funds to administer Community Services programs in accordance with the terms and conditions of this Agreement, including applicable federal statutes and regulations, applicable State statutes, applicable OHCS and other administrative rules, manuals, and orders, as well as applicable local codes, ordinances (all of the foregoing, including as amended from time to time).
“Subaward”	All Programs	Means an award of financial assistance made under an award by the Subgrantee to an eligible subrecipient or by a subrecipient to a lower tier subrecipient.
“Subrecipient”	All Programs	Means a qualified entity that enters into a written agreement with the subgrantee, satisfactory to OHCS, to provide program services to qualified participants.
“TANF”	HSP	Means Temporary Assistance to Needy Families” grant as delivered by DHS.
“Very-low income”	EHA, ERA, HTBA, ESG-CV	Means an annual household income that is at or less than 50% of the area median income based on HUD determined guidelines adjusted for family size.
“Veteran”	EHA, C19-RENTAL RELIEF (CARES ACT)	OAR 813-005-0005(57): “Veteran” has the meaning given in ORS 408.225 and also includes a person who served in the military, naval, or air service that has been discharged or released from that service and has been determined by the United States Department of Veteran’s Affairs to be eligible to receive any benefit.
“Weatherization services”	BPA WAP, DOE WAP, ECHO, WAP, LIHEAP WX	Means conservation measures meant to reduce heating and cooling loads. These measures may include both air infiltration reduction and thermal

		improvements such as wall, attic, and floor insulation.
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2021 – 2023 MASTER GRANT AGREEMENT
Exhibit A, Program Element PE 21
Oregon Eviction Diversion and Prevention Program (ORE-
DAP)

1. Description. In the 2021 Second Special Session (SB 5561), the Oregon Legislature provided state General Funds to provide eviction prevention and housing stability services to tenants at risk of homelessness or facing eviction. These funds created the Oregon Eviction Diversion and Prevention Program (ORE-DAP), operated through OHCS for the provision of eviction diversion and prevention services.

2. 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. The remaining provisions of this Section 2 are supplemental to and do not limit the obligations of Subgrantee or its subrecipients arising under this Subsection 2.A) 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 program requirements, including but not limited to the following terms and conditions:

1. Conduct an initial evaluation to determine eligibility for program services in alignment with department program requirements
2. Proactively outreach and market available resources to tenants at high risk for eviction, court staff and other key stakeholders as defined in program requirements to ensure a systemic approach to eviction prevention.
3. Assure that program services are available to low-income households, including but not limited to, veterans, persons more than 65 years of age, disabled persons, Black, Indigenous and other People of Color, farm workers and Native Americans, who meet program eligibility requirements. Populations not defined in Exhibit A, Definitions, shall be defined by Subgrantee. Specific targeting of funds shall not violate any Fair Housing Act or anti-discriminatory requirements.
4. Coordinate services and supports with other programs and services that support renters, including, but not limited to the Oregon Emergency Rental Assistance Program, the Oregon Eviction Defense Program and others as defined in program requirements and available in catchment area.
5. Utilization of program funds to address the support households who have become homeless and are in need of rental assistance and move in assistance is allowable.

3. Program Specific Reporting.

A) Subgrantee shall, and shall require its subrecipients by contract to, submit to the satisfaction of OHCS all HMIS reports as required in this Agreement. Subgrantee shall, and shall cause and shall require its subrecipients to, assure that data collection and reporting, which includes personally identifiable information, be conducted through the use of OHCS-approved HMIS. Subgrantee may request a reporting deadline extension when necessary. An extension request

must be approved by OHCS.

B) Reports submitted shall include:

- a. Quarterly Provider Reports, due 20 days following the end of each fiscal quarter (October 20, January 20, April 20, July 20), to include ensuring that requests for funds have been submitted for all fiscal year expenses by July 30 of each fiscal year. Quarterly reports include personally identifiable information and other data collected through HMIS.
- b. Subgrantee shall provide additional reports as needed or requested by OHCS.

4. 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 goal:
 - 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.

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2021-2023 MASTER GRANT AGREEMENT
Exhibit A, Program Element 22
COVID Energy Assistance Program (CEAP)

1. **Description.** The COVID Energy Assistance Program (CEAP) provides electric bill payment assistance to low-income households that lost income due to circumstances arising from COVID-19 and who have an account with Portland General Electric or Pacific Power utility vendors.
2. **Scope of Work.**
 - A. Subgrantee shall, 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 workplan application as approved by OHCS and supplemented herein, together with applicable legal requirements including ORS 757.612 as amended by House Bill 2732. The approved workplan application is incorporated herein by reference. The remaining provisions of this Section 2 are supplemental to, and do not limit the obligations of subgrantee or its subrecipients arising under this Subsection 2A or otherwise under this Agreement.
 - B. Subgrantee shall, and shall cause and shall require its subrecipients by contract to administer CEAP funds in a manner satisfactory to OHCS and in compliance with all program requirements, including but not limited to the following terms and conditions:
 - 1) Assure that outreach is performed in a manner which ensures all eligible households are made aware of available CEAP assistance. This includes but is not limited to placing posters in local and county social service offices, publishing articles in local newspapers, broadcast media announcements, and vendor billing inserts and/or mailings. Subgrantees may also execute interagency agreements with other low-income program offices to perform outreach tasks.
 - a) Households residing in any OHCS multifamily housing portfolio property are considered to be year-round priorities for outreach. These properties have been supported with public funds and the preservation and stabilization of this housing is a priority for the State of Oregon. A current list is available on the OHCS website in an Excel version or as a PDF.
 - b) OHCS is committed to “Meaningfully engage culturally specific and culturally responsive organizations and their constituents to ensure OHCS policies, practices, systems of accountability and program awards are designed to advance equity and racial justice and meet the needs of communities of color.”
 - 2) Assure applications for the CEAP program (every component, including crisis) shall be accepted at sites that are geographically accessible to all eligible households across their service area.
 - 3) Assure that individuals who are “homebound” (physically infirm) shall be provided alternative application methods, including, but not limited to phone, mail and/or home visits.
 - 4) May request approval to target specific services to allowable populations based on community need. Clear policies for client application, eligibility and outreach practices must be outlined in the local workplan application and approved by OHCS. Examples of targeted populations include, but are not limited to:
 - a) Households that have not accessed other available energy assistance for the current program year (e.g. fuel funds, utility programs).

- b) Vulnerable Populations as defined by the LIHEAP program statute, 42 U.S.C 8621, Section 2603(4), including seniors, disabled, and families with young children.
 - c) Households who opt to participate in pilot programs including long term case management, energy education, and/or arrearage management programs.
- 5) Use the statewide benefit matrix and payment guidelines as outlined in the Energy Assistance Operations Manual, along with supplemental guidelines, to determine CEAP benefit levels. Any variation from statewide payment levels or types must be approved by OHCS.
 - 6) Assure that life- threatening crisis situations are addressed within either 18 hours (if already disconnected) or 48 hours (at risk of disconnection) of application. These timeframes must be documented and must include comments outlining how the situation was addressed.
 - 7) Notify households regarding the amount of bill payment assistance to be provided. Applicants who apply by mail should receive a notice by mail or may be notified by telephone.
 - 8) Assure that participating home energy suppliers sign and comply with vendor contracts and ensure that no home energy supplier is paid with CEAP funds without a signed contract.
 - 9) Pay home energy suppliers within 45 days of committing a CEAP benefit, unless otherwise specified in the vendor contract.
 - 10) Assure that applicants understand and sign a vendor release of information in cases where household information must be obtained from a utility/vendor.

3. Program Specific Reporting

- A. Subgrantee shall, and shall cause and shall require its subrecipients by contract to, comply with the following program specific reporting requirements:
 - 1) Ensure that data collection and reporting for CEAP funded activities be conducted through the use of the OHCS owned OPUS system or other OHCS designated service data information system and assure that data entry into OPUS occurs in an accurate and timely manner as satisfactory to OHCS, ideally at the time of intake.
 - 2) Submit all reports as required in this agreement and outlined in the Energy Assistance Operations Manual as satisfactory to OHCS.
 - 3) Provide additional reports as needed and requested by OHCS.
 - 4) May request a reporting deadline extension when necessary.

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