



Portland Housing Bureau

Mayor Ted Wheeler • Director Shannon Callahan

421 SW 6th Avenue, Suite 500

Portland, OR 97204

503-823-2375 PHONE

503-823-2387 FAX

portlandoregon.gov/phb

Request for Interest

Portland COVID Household Assistance Program (CVHAP) Community Partner Outreach, Intake and Referral Services

Issue Date: Thursday, August 6, 2020

Submission Deadline: Thursday, August 20, 2020, 5:00PM

I. Summary

The impact of the COVID-19 pandemic has been immediate and severe for Oregonians already struggling due to the shortage of affordable housing, rent assistance and services in our community. Disparities and inequities resulting from systemic and institutionalized racism and oppression existed and were experienced well before the pandemic and are now being further magnified amidst the current pandemic with disproportionate negative impact on the lives and health of people from Black, Indigenous, and other People of Color (BIPOC) communities.

In response to the unprecedented need, the City of Portland has created the COVID-19 Household Assistance Program (CVHAP) to assist households under financial distress caused by the impacts of the COVID-19 crisis. Funds will provide a single, \$500 payment for emergency household assistance to individuals with incomes at or below 80% Area Median Income (AMI) in Portland, with priority in serving BIPOC communities experiencing the greatest adverse impacts from COVID-19.

The City, through the Portland Housing Bureau (PHB), has allocated \$10,200,000 of CARES Act Local Relief Funds in this Request for Interest (RFI) to increase access to BIPOC households in need of assistance and expand partnerships with organizations serving BIPOC communities.

PHB intends to use the results of this RFI to determine a pool of interested vendors. The program makes available:

- Up to \$10,200,000 in soft allocations (paid in cards mailed to recipients directly from the bank) to assist 20,400 individuals (\$500/person)
- Up to \$816,000 in future direct contracts to provide outreach, intake and referral services, based on an 8% rate for administration/program delivery costs.

Eligible Applicants and Submission Deadline

Culturally specific agencies serving BIPOC communities are encouraged to express interest.

Completed expressions of interest are due by 5:00PM, Thursday, August 20, 2020, via electronic submission to Anna Shook, CVHAP RFI Coordinator:

PHBInfo@portlandoregon.gov.

Optional Info Session: Monday, August 17, 2:00-3:00PM via Zoom [Register for Zoom meeting HERE](#)

Questions? Contact Anna Shook at: PHBInfo@portlandoregon.gov

II. Overview of Program

The impact of the COVID-19 pandemic has disproportionately affected the lives and health of people from BIPOC communities. In Portland, poverty rates among Black households, Indigenous households and other POC communities are much higher in comparison to White households. Members from BIPOC communities also disproportionately work in service occupations, placing them at increased risk of and exposure to contracting COVID-19. This impact disproportionately affects the lives and health of people from Black, Indigenous, and other People of Color (BIPOC) communities.

Funding is prioritized for organizations serving the following communities:

- African American/Black
- Indigenous
- Asian
- Hawaiian and Pacific Islander
- Latinx
- Immigrant and Refugee (including Middle Eastern, African, Slavic)
- Undocumented

Eligibility

CVHAP has five eligibility requirements:

- a. Portland resident (housed or unhoused);
- b. Financial or health impact due to COVID-19 (including, but not limited to: income loss, health status, elevated risk of infection or health vulnerability related to COVID-19).
- c. Household income at or below 80% of Area Median Income (AMI).
- d. Applicant over age of 18 (birthdate required).
- e. This program is targeted to individuals. The intake agencies will be required to screen applications to ensure that no more than a maximum of four individuals apply from any given household.

80% Area Median Income Guidelines			
Family Size	80% Median	Family Size	80% Median
1	\$51,600	5	\$79,600
2	\$58,960	6	\$85,520
3	\$66,320	7	\$91,440
4	\$73,680	8	\$97,280

<https://www.portland.gov/sites/default/files/2020-04/2020-ami-rents-phb.pdf>

The priority for this program is to serve households experiencing the greatest adverse impacts from COVID-19, including BIPOC households and people who are very low-income.

Eligible Activities

CVHAP funds will be provided on a debit card and can be used for any household expenses including:

- Dependent care
- Food
- Household supplies
- Medicine and/or health supplies
- Rent and utility payments
- Transportation
- Other household assistance expenses

Length of Assistance

The program is designed to reach a maximum number of households. As such, it is a one-time payment. Payments will be sent out as applications are received within the September to December 2020 time frame.

Timeframe for Fund Expenditure

CVHAP funds must be spent prior to December 30, 2020.

Allocation Method

Partner Organizations will receive allocations in two forms:

- A. Household Assistance (soft allocation): Partner Organizations will receive a designated number of household referral slots to work with a Processing Agent to be separately contracted with by the City. **A minimum of 250 referrals must be requested.**
- B. Program Administration Fee (direct contract): Designated Partner Organizations will receive an 8% fee for program delivery through a contract with the City of Portland to cover outreach, eligibility, intake and administration costs. The 8% will be based on the agreed-upon Household Assistance allocation targets.

Roles of Partner Organization and Processing Agent / Portland Housing Bureau

Partner Organizations will send completed referrals to the Processing Agent for processing. Role and responsibilities are summarized below:

Partner Organization (Outreach and Intake):
<ol style="list-style-type: none">1. Outreach to households and identify eligible households.2. Conduct intake process and compile complete applications:<ul style="list-style-type: none">• Eligibility verification and collection of documentation• Screening of applications for completeness and correctness3. Submit application packets to the Fiscal Agent for collation4. Manage and track submission of completed applications to ensure progress in reaching contracted goal and not exceeding allocated amount.
Processing Agent (Data Entry and Reporting)
<ol style="list-style-type: none">1. Review and cross-checking application for completeness.2. Processing and entering information into financial system template.3. Provide template to City for upload to bank.4. Data entry into Homeless Management Information System (HMIS).
City of Portland (Payment)
<ol style="list-style-type: none">1. Review templates received from Fiscal Agent.2. Upload information to bank.3. Monitor bank system for activated cards (received by applicants in the mail) and fund them on a daily basis.

Documentation Requirements

The CVHAP requires the use of the CVHAP Application ([Link](#)).

III. How to Apply

Interested parties must submit a completed PDF fillable form “Application for CVHAP Community Partner Outreach, Intake and Referral Services” ([Link](#)). Responses are limited to a maximum of three (3) pages.

IV. Selection Process and Funding Allocations

- The City has allocated \$10,200,000 in CVHAP resources through this opportunity.
- Culturally specific agencies serving BIPOC communities are encouraged to apply. Priority will be given to culturally specific agencies working in direct service to or in collaboration with Black, Indigenous and People of Color (BIPOC) communities; Immigrants and Refugees; older adults and people living with disabilities; and other populations at highest risk to COVID-19.
- The City will work with selected partners to confirm specific activities.
- A selection committee comprised of jurisdiction staff from the City, Multnomah County, Home Forward and community members (non-conflicted) will review applications and make recommendations to the PHB Director. This is not a decision to award.
- Selection will be based on:
 - Demonstrated connections and effectiveness in reaching priority communities
 - Ability and capacity to complete the proposed scope of work

Notification Timeline

It is anticipated approximately 25 Partner Organizations will be eventually selected through this opportunity. Partner Organizations will be notified in late August for start of program implementation in September 2020.