



COVID-19 Rent Relief Program (CVRRP) Expanded Partners

Purpose:

The COVID-19 Rent Relief Program (CVRRP) is intended to prevent evictions caused by the financial and health impacts of COVID-19. The priority is to serve those experiencing the greatest adverse impacts from COVID-19, including Black, Indigenous, and other People of Color (BIPOC) and households with very-low incomes. The funding comes from the City of Portland CARES Coronavirus Relief Funds (CRF).

Generally, households are eligible for up to three months of assistance unless they are likely to face eviction before the end of 2020, in which case funds can be used to pay additional months. Overall, agencies should spend no more than 20% of their total allocation supporting households who need more than three months of assistance. The priority is for these funds to support households at the end of the Eviction Moratorium on September 30, 2020. At that time, households will have six months to repay prior months of past due rent, but will need to pay October, November, and December rents on time or face eviction.

Funding must be spent by December 30th, 2020.

Eligible Households:

To be eligible for the program, households must meet all three of the below requirements. There is no citizenship requirement for these funds.

- ✓ Resident of Multnomah County (housed or unhoused)
- ✓ Experienced a negative impact due to COVID-19.
- ✓ Household income at or below 80% of Area Median Income.

80% Area Median Income (effective until 4/2021)			
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

Eligible Expenses:

- Current and future rent payments
- Rent arrears and late fees
- Security and application fees

Not eligible: utilities, mortgage payments, direct client assistance,

Due to social distancing measures, agencies may use alternate methods to gather documentation (via phone, email, text messaging, mail, etc.) such as an email from a participant to verify information on a form, or a verbal confirmation in place of a signature. **Agencies should have a written policy describing their remote application and documentation process and apply it equally with all applicants.**

Steps to Take with Eligible Households:

1. Complete the following required forms of the CVRRP Expanded Partner Application Packet, attached as Exhibit A. Required forms:
 - (1) CVRRP_EP Intake Form
 - (2) Agreement to Assign Rental Assistance
 - (3) Multnomah County Release of Information
 - (4) CVRRP Landlord Information Form (this form and associated documents can be returned by landlord directly to Home Forward)
 - (i.) W-9 form for Landlord (can be returned directly to Home Forward)
 - (ii.) If payment is made to a Property Management company instead of the owner, a Property Management Agreement is needed.
2. **Applications sent to Home Forward will be submitted using the English application forms.** This is to ensure accuracy of payment processing and entry of participant data into fiscal and reporting systems.
3. Submit complete application to Home Forward by:
 - (1) Upload to secure City Share File site. Instructions included in Exhibit B.
 - (2) Fax: 503-802-8498
 - (3) Mail: Home Forward (attention CVRRP Expanded Partners), 135 SW Ash Street, Portland, OR 97205.
 - (4) Drop off: Home Forward's administrative offices are closed to the public, but there is a drop box with access from the exterior at 135 SW Ash Street, Portland, OR 97205.



4. Notify Home Forward when a new application(s) have been submitted by emailing Frank at: Frank.Tworek-Hofstetter@homeforward.org.

For questions:

Home Forward: Point of Contact

Name: Frank Tworek-Hofstetter

Phone: 503.802.8384

Email: Frank.Tworek-Hofstetter@homeforward.org

Portland Housing Bureau: Point of Contact

Name: Jennifer Chang

Phone: 503.823.6633

Email: Jennifer.Chang@portlandoregon.gov