



# Portland Housing Bureau

Mayor Ted Wheeler • Director Shannon Callahan



homeforward

hope. access. potential.



# CVRRP Expanded Partners Application Packet and Submission Process

September 17, 2020

# Welcome!

## Online Meeting Protocols and Tips

1. Be patient and respectful.
2. Check that your speakers and microphone work properly.
3. Mute your microphone/phone when not speaking.
4. Following the presentation, send questions by chat or hand raising.
5. Introduce yourself before speaking.

# CVRRP Partner Roles

The COVID-19 Rent Relief Program (CVRRP) involves collaboration with several partners.

- 16 Partner Organizations: outreach, intake and referrals
- Home Forward: rent assistance processing and payment
- Multnomah County DCHS (Department of County Human Services): data entry and reporting

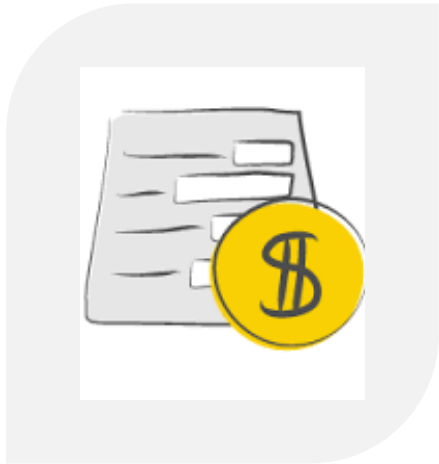
# Program Eligibility

## Applicants must meet three requirements:

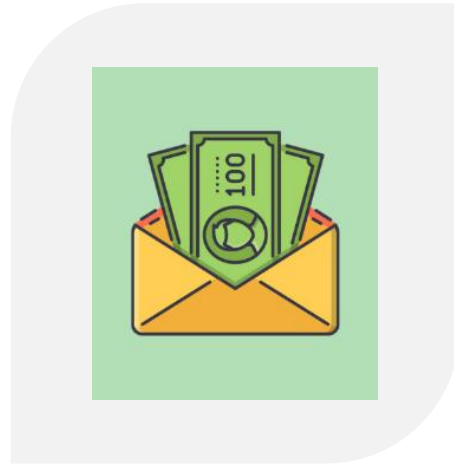
- Resident of Multnomah County (housed or unhoused)
- Experienced COVID-19 impact
- Household income at or below 80% Area Median Income (AMI)

| 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   |

# Eligible Expenses



CURRENT OR  
FUTURE RENT  
PAYMENTS



RENT ARREARS



SECURITY DEPOSITS



APPLICATION FEES

# Scope of Work

Partner Organizations are responsible for the following:

1. Outreach to identify eligible households.
2. Conduct intake and compile complete applications.
3. Submit applications to Home Forward/Multnomah County (fiscal entity)
4. Track submission of completed applications based on contracted goal.

**All CVRRP funds must be spent prior to December 30, 2020.**

# Application Packet

# Application consists of 4 forms:

1. CVRRP\_EP Intake Form
2. Agreement to Assign Rental Assistance
3. Multnomah County ROI (Release of Information)
4. Landlord Information Form
  - i. W-9 from landlord
  - ii. If payment is being made to Property Management company, instead of owner, a Property Management Agreement is needed.



# Submission Instructions

**Submit applications to Home Forward using the English forms. Submit by:**

1. Strong preference: Upload to secure City Share File: “HCP Anywhere”
2. Fax: 503-802-8498, Attn: Frank Tworek-Hofstetter
3. Mail: Home Forward (Attn: CVRRP Expanded Partners), 135 SW Ash Street, Portland, OR 97205.
4. Drop off: Home Forward’s offices are closed to the public, but there is a drop box accessible from the exterior: 135 SW Ash Street, Portland, OR 97205.

**Notify Home Forward an application has been submitted by emailing Frank:**

**[Frank.Tworek-Hofstetter@homeforward.org](mailto:Frank.Tworek-Hofstetter@homeforward.org)**

# City Share File Platform “HCP Anywhere”

# City File Sharing: “HCP Anywhere”

The City will use a file sharing platform called the **Hitachi Content Platform (HCP) Anywhere**, “HCP Anywhere.”

The platform provides secure data access for organizations participating in the CVRRP Expanded Partners and supports file syncing, file sharing and data protection.

# Follow the below steps:

1. Complete the Application Packet for an eligible household.
2. Name the application file(s) in the following manner:  
**“Number\_Last Name\_First Name\_Document Type”**  
Examples: “1\_Smith\_Wendy\_Full Application”
3. If needed, the file may need to be combined into a ZIP (.zip) folder or the “Combine Files” function in Acrobat.

## Follow the below steps (cont.):

4. Upload the application(s) in your Organization's Sub-Folder. **PHB will provide each Organization with their folder link and access code.** All applications should be uploaded. **DO NOT email to Home Forward.**
5. Each Organization may access the folder to confirm upload. Once the processing has begun files will be moved by Home Forward to another folder for processing and will no longer be available. Please do not resubmit or it will result in duplicative uploads.

# Questions

# Timeline and Next Steps

**Goal is to get the following completed by end of the month:**

- Finalize PHB Procurement Contract
- Finalize Home Forward MOU
- Program Starts!

# Staff Contacts

## Home Forward:

Frank Tworek-Hofstetter

Ph: 503.802.8384

Email: [Frank.Tworek-Hofstetter@homeforward.org](mailto:Frank.Tworek-Hofstetter@homeforward.org)

(MOU, program eligibility, applications, and payment processing)

## Portland Housing Bureau:

Jennifer Chang

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(PHB Contracts)

Wendy Smith

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(HCP Anywhere, CVRRP forms technical issues)