



Request for Interest

Portland / Multnomah County COVID Rent Relief Program (CVRRP) Expanded Partner Network 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 lack of affordable housing and rent assistance 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 and Multnomah County have created the COVID-19 Rent Relief Program (CVRRP) to prevent evictions caused by the financial and health impacts of COVID-19. Funds will provide emergency rent assistance to households with incomes at or below 80% Area Median Income (AMI) in Multnomah County, with priority in serving BIPOC communities experiencing the greatest adverse impacts from COVID-19.

The City, through the Portland Housing Bureau (PHB), has allocated \$6,753,000 of CARES Act Local Relief Funds to increase access to BIPOC households and expand partnerships with organizations serving BIPOC communities. PHB intends to use the results of this Request for Interest to determine a pool of interested vendors ("Partner Organizations".) This opportunity solicits interest for:

- Up to \$6,077,700 in soft allocations to assist 1,013 households (\$6,000/household)
- Up to \$540,000 in future direct contracts to provide outreach, intake and referral services, based on an estimated 8% for administration/delivery costs.

Eligible Applicants and Submission Deadline

Organizations must be a designated 503 c(3) nonprofit entity to qualify. Culturally specific agencies serving BIPOC communities are encouraged to apply. Current Short-Term Rent Assistance (STRA) providers and STRA network partners are not eligible for this opportunity, due to CVRRP funding received through a separate allocation. **Questions and completed applications are due by 5:00PM, Thursday, August 20, 2020, via electronic submission to Jennifer Chang, CVRRP RFI Coordinator: PHBInfo@portlandoregon.gov.**

Optional Info Session: Monday, August 17, 4:00-5:30PM: [Register for Zoom Meeting HERE.](#)

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, rentership rates among Black households (74%), Indigenous households (61%) and other POC communities are much higher in comparison to White households (43%). 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

CVRRP has three eligibility requirements:

- a. Multnomah County 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).

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

CVRRP funds are prioritized for eviction prevention and can pay for:

- Current or future rent payments
- Rent arrears
- Utility payments and arrears
- Security and utility deposits and application fees

Not eligible: mortgage payments, direct client assistance

Length of Assistance

In general, a household is eligible for assistance equivalent for up to three (3) months of rent, an average of \$6,000/household. However, payments exceeding three months is allowed if a Partner Organization determines assistance is needed to prevent the imminent eviction of the household. Household payments that exceed three months must not exceed 20% of the Partner Organization's total allocation.

CVRRP funds should be prioritized for rent due after the end of the State Eviction Moratorium, September 30, 2020. Rent owed for months prior to October 1, 2020 benefit from a six-month repayment grace period. However, a Partner Organization may determine in consultation with individual households the best way to avoid eviction for that household, whether it is to pay for future rent and/or arrears.

Timeframe for Fund Expenditure

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

Allocation Method

Partner Organizations will receive allocations in two forms:

- A. Rent Assistance (soft allocation): Partner Organizations will be eligible to receive an allocation of funding to serve a designated number of households through a MOU with Home Forward/Multnomah County. Home Forward/Multnomah County will make the direct rent payments to landlords. An average of \$6,000 per household of rent assistance is used for budgeting purposes. **A minimum of 40 referrals is recommended and organizations providing at least 40 referrals will be prioritized.**
- B. Administration/Delivery Fee (direct contract): Partner Organizations will receive a fee, estimated at 8%, through a contract with the City of Portland to cover outreach, eligibility, intake and administration costs. The fee amount will be determined based on the requested rent assistance allocation amount.

Roles of Partner Organization and Home Forward/Multnomah County

Partners Organizations will send completed referrals to Home Forward/Multnomah County for processing and payment. Role and responsibilities are summarized below:

Partner Organization (Outreach and Intake): <i>For the purposes of planning, it is estimated 1.0 FTE will be able to process four (4) applications per day, at 90 minutes per household.</i>
<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• Landlord connection and assurance3. Submit application packets to Home Forward/Multnomah County4. Manage and track submission of completed applications to ensure progress in reaching contracted goal and not exceeding allocated amount.
Home Forward / Multnomah County (Payment and Reporting Entity)
<ol style="list-style-type: none">1. Review and cross-checking application for completeness.2. Processing and entering information into financial system.3. Cut and mail check to landlord.4. Data entry into Homeless Management Information System (HMIS).

Documentation Requirements

The CVRRP requires the use the CVRRP Intake Packet ([LINK to Attachment B](#))

III. How to Apply

Interested parties must submit a completed PDF fillable form “Application for CVRRP Expanded Partner Network Outreach, Intake and Referral Services” ([LINK to Attachment A](#)). Responses are limited to a maximum of three (3) pages.

IV. Selection Process

- The City has allocated \$6,753,000 in CVRRP 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.
- Current Short-Term Rent Assistance (STRA) providers and STRA network partners are not eligible for this opportunity, due to CVRRP funding received through a separate allocation.
- The intention is to fund one or more organizations serving each of the following communities:
 - African American/Black
 - Indigenous
 - Asian
 - Hawaiian and Pacific Islander
 - Latinx
 - Immigrant and Refugee (including Middle Eastern, African, Slavic)
 - Undocumented
- The City will work with selected partners to confirm specific activities.
- A selection committee comprised of staff from the City, Multnomah County, Home Forward and community members (non-conflicted) will review applications and make recommendations to the PHB Director and Mayor for final decisions.
- 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 15 Partner Organizations will be selected through this opportunity. Partner Organizations will be notified in late August, for start of program implementation in September 2020.