



Portland Housing Bureau

Mayor Ted Wheeler • Director Shannon Callahan

RFI for COVID-19 Rent Relief Program (CVRRP) Expanded Partner Network Questions and Responses (8/6/2020 through 8/18/2020)

- Q1. Do applicants have to be a 501 (c) (3) entity?
A1. Yes.
- Q2. Can faith-based organizations apply?
A2. Yes, if the organization has a 501 (c)(3) designation, they are eligible to apply.
- Q3. Can a small volunteer organization partner with a 501 (c)(3)?
A3. Yes. The 501 (c)(3) entity must be the one applying and will be the entity the City and Home Forward/Multnomah County form agreements with.
- Q4. Can non-culturally specific agencies apply?
A4. Yes. Organizations that are not culturally specific should demonstrate effectiveness in reaching and serving BIPOC households and communities.
- Q5. Can STRA agencies mentor small agencies to help them with this program.
A5. Yes. However, STRA providers and STRA network partners are not eligible to apply to this RFI due to receiving CVRRP funding through a separate allocation.
- Q6. The website is difficult to navigate or find the actual application. Can you show us step by step or is there a direct link?
A6. The CVRRP application for household participants is found as Attachment B at this link:
<https://www.portland.gov/phb/news/2020/8/6/covid-19-rent-relief-program-cvrrp-expanded-partner-network>
There will be additional training in early September for Partner Organizations to go through required forms step-by-step.
- Q7. Is there a screening component intact that will qualify or disqualify a household for these benefits if they've received services from another program? For example, if someone got CV rent assistance for March-July 2020, would they be eligible for additional assistance through this program?
A7. On the CVRRP Intake Form, the participant needs to certify they are not currently receiving rental assistance due to COVID-19 from a different organization or program. If the participant is already receiving rent assistance due to COVID-19 for current month(s), they will not be eligible for this program.

- Q8. Are you looking for a minimum of forty households per month for the duration of the period?
A8. The recommended minimum is 40 referrals total (not per month).
- Q9. Can an agency apply for both CVHAP and CVRRP?
A9. Yes. However, for the CVRRP, if an organization is a STRA provider or a STRA network partner, that organization is not eligible to apply for the CVRRP Expanded Partner Network.
- Q10. Will the intake forms be available in Spanish and other languages?
A10. Yes. The intake packet will be available in Spanish, Simplified Chinese, Russian, Vietnamese. PHB is currently coordinating with our Equity Manager and Office of Equity and Human Rights about potential additional languages.
- Q11. Do SNAP and TANF recipients qualify for this assistance?
A11: Yes, as long as they meet the three eligible requirements for the program: resident of Multnomah County, COVID-19 impacted, household income at or below 80% AMI.
- Q12. Is having a Social Security Number and/or a State ID required for participation?
A12: No. SSN# is included on the intake form, but it is an optional item and not required for eligibility. State ID is not required nor asked for on the intake form.
- Q13. Do rent payments go directly to the household?
A13: No. Due to the federal requirements of these funds, payments must be made directly to the housing provider / landlord.
- Q14. What is the reporting requirement?
A14: The reporting requirement is still to be finalized. It will likely be on a monthly basis requiring an update on the number of intakes that have been completed and referred.
- Q15. Is this program for City of Portland only?
A15: The program is eligible for residents of Multnomah County. Please go to <https://www.portlandmaps.com/> where an address can be entered and it indicates whether the location is in Multnomah County. It will be the responsibility of the Partner Organization to confirm that the location is in Multnomah County.
- Q16. What is the percentage set aside for administrative costs? Is it based on total submission of applications or approved funds?
A16. The admin/program fee is 8% and can cover staff costs and any other program delivery costs incurred. It will be calculated by taking 8% of the total estimated amount of rent assistance provided (#applications x \$6,000/hh). For example, for an allocation of 40 applications, the admin/program fee to the organization would be \$19,200 (40 applications x \$6,000/hh = \$240,000; \$240,000 x 8% = \$19,200)

Q17. Can you speak to the 1.0 fte to submit 4 applications a day. Are you covering staff costs or just direct rent assistance?

A17. This is provided as an estimate which organizations may use to help plan how many referrals they can make during the program period. It estimates that one application will take approximately 90 minutes. A 8% administration/program fee will be contracted directly with organizations. The rent assistance payments will be made by the fiscal entity, Home Forward/Multnomah County.

Q18. Can you explain why the rent relief program requires 501c3 tax exempt status and the housing assistance program doesn't?

A18. The requirement that applicants be 501 c3 entities is based on the additional complexities of the CVRRP. The intake process for rent assistance payments, in comparison to issuance of the housing assistance gift card program, requires additional documentation and compliance and also often entails engagement with third parties such as property owners and landlords.

Q19. Are you looking for all submissions to be electronic.

A19. Yes, we are asking all applications be submitted by email to: phbinfo@portlandoregon.gov.

Q20. Does the landlord and tenant need to reach an agreement on the amount of the monthly rent?

A20. The organization staff works with the household to determine the rent assistance payment need. Organizational staff may work with, and are encouraged to, support households as needed in communicating with landlords to promote eviction prevention.

Q21. Once an organization qualifies under the RFI, will there be training for staff who oversee the rental program?

A21. Yes.

Q22: If we are able to attend the 40 families, before December 30, could the organization ask for complementary support/moneis?

A22. There may be flexibility to adjust contracts midway through the program. PHB will be tracking progress and making determinations as those situations arise.

Q23: How will the applicants be scored?

A23. This is not a formal RFP and scoring is not being used. There are several priorities that will guide our review of applicants which are stated in the RFI and include: being a culturally specific organization, demonstrated effectiveness in reaching and serving BIPOC communities, and capacity to complete the scope of work. We will prioritize identifying a minimum of one organization serving each of the priority communities listed in the RFI, while also factoring in data that demonstrates the disproportionate impact COVID has had on Black, Indigenous and People of Color communities.

- Q24. How many weeks do you think we can plan around? Is this mid-September to mid-December for completing applications?
- A24. The timeline is still being finalized, however, that timeframe is a good one to use for planning purposes.
- Q25. Will the contract be for # of households? Or # of dollars?
- A25. The contract with PHB will be a dollar amount for the admin/program fee. The organization will establish an MOU with Home Forward/Multnomah County for a designated number of household referrals (soft allocation).
- Q26. Are you asking for hard data in terms of who we are serving who are BIPOC or is the application narrative?
- A26. The application narrative requires a response as to who your organization serves and the approaches by which your staff reach those communities. For the program intake form, participants will be asked to provide information about their race/ethnicity, though they also have the option to decline from responding.
- Q27. For communities, does “Indigenous” includes Hispanic/Latino Indigenous?
- A27. For the purposes of this RFI, “Indigenous” refers to members identifying as Native American, American Indian and/or Alaskan Native. Hispanic/Latinx Indigenous members would be included within “Latinx” communities.
- Q28. Will you send a response that the application has been received?
- A28: Yes.