



# Portland Housing Bureau

Mayor Ted Wheeler • Director Shannon Callahan

## Portland COVID-19 Household Assistance Program

RFI Information Session – August 17, 2020  
Presenter: Anna Shook, PHB

# Welcome!

## Online Meeting Protocols and Tips

1. Be patient and respectful. *This is a new experience for all of us!*
2. Check 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.

# Purpose

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.

The Portland City Council created the Portland COVID-19 Household Assistance Fund with resources from the federal Coronavirus Aid, Relief, and Economic Security (CARES) Act. The fund will assist households who have experienced a loss of income or who have increased health risks/needs due to COVID-19.

# Eligibility

Applicants must meet four requirements:

- Living in the City of Portland (housed or unhoused);
- Experienced either a loss of income due to COVID-19 related factors OR have compromised health status OR an elevated risk of infection or health vulnerability related to COVID-19.
- Have a household income at or below 80% of Area Median Income (AMI). Additional supplement employment income (\$600) issued during the COVID-19 pandemic is excluded for the purpose of income eligibility.
- Over the age of 18

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



DEPENDENT CARE



FOOD



HOUSEHOLD  
SUPPLIES



MEDICINE AND/OR  
HEALTH SUPPLIES



RENT AND UTILITY  
PAYMENTS



OTHER HOUSEHOLD  
ASSISTANCE EXPENSES

# Outreach Plan

- We will announce a list of up to 25 intake agencies by the end of August.
- We will contract with you to provide a certain number of applicants for program funds.
- The administrating agency will be tasked with administering a program for the general public to apply for direct relief in the amount of \$1,380,000.
- We will pay you program implementation costs depending on the number of applications you have committed to and processed. You can invoice us monthly.
- We will be monitoring progress and adjusting your contracts as needed in order to reach our target of 27,000 individuals.

## Scope of Work Community Based Organizations

Each CBO will conduct outreach to their community to reach the targeted households:

- Experienced either a loss of income due to COVID-19 related factors OR have compromised health status OR an elevated risk of infection or health vulnerability related to COVID-19.
- Have a household income at or below 80% of Area Median Income (AMI).

CBO tasks include:

- Explaining the program and walking the applicants through the forms
- Sending all forms in to Fiscal Intermediary for processing
- Providing detailed invoices to PHB for program administration costs

# Timeline

Release RFI, select CBOs, begin contracts, finalize Intake form, Translate into multiple languages

Continue Intakes; first monthly report and tracking

3rd monthly tracking report; intakes; all funds expended by 12/30/2020



Contracts completed: begin Intakes

2nd monthly tracking report; potential second round of cards based on remaining funds

Final reporting from CBOs and Fiscal Intermediary



# Frequently Asked Questions After RFI Release

- Can faith-based organizations apply? Yes.
- Can a small volunteer organization partner with a 501 (c) (3) nonprofit? Yes.
- Can non-culturally-specific agencies apply? Yes.
- Do applicants have to be 501 (c)(3)? No, but you need to have fiscal ability to track costs and document them.



**Questions**