



Portland Housing Bureau

Mayor Ted Wheeler • Director Shannon Callahan

COVID-19 Rent Relief Program (CVRRP) Expanded Partner Network

Kickoff Meeting – September 8 & 9, 2020
Presenter: Jennifer Chang, PHB

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.

Overview

The COVID-19 Rent Relief Program (CVRRP) will prevent evictions for low income households in Multnomah County.

- The priority is to reach Black, Indigenous, and People of Color (BIPOC) households and communities.
- Resources will assist 1,013 households (\$6,000/household):
 - Up to \$6,077,700 for rent assistance (in soft allocations)
 - Up to \$540,000 for organization's administration costs

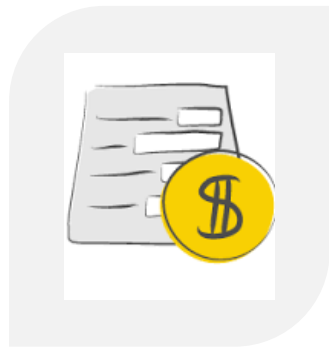
Program Eligibility

Applicants must meet all three requirements:

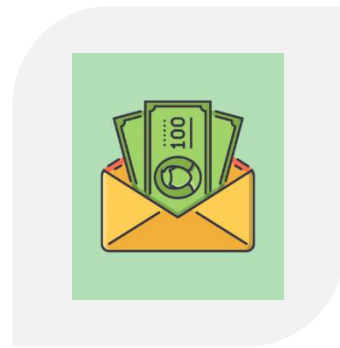
- Resident of Multnomah County (housed or unhoused)
- Experienced COVID-19 impact
- Household income at or below 80% Area Median Income (AMI)

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



*UTILITY PAYMENTS
AND ARREARS

(*CHANGES MAY OCCUR TO
THIS ITEM BEING ELIGIBLE)



SECURITY
DEPOSITS



APPLICATION
FEES

Partner Organization's Responsibilities

1. Commit to an assigned number of households to refer.
2. Conduct outreach (remote or in person) to identify eligible households.
3. Fill out all forms and information for a complete application.
4. Submit applications to Home Forward (fiscal entity).
5. Track submitted applications based on contracted goal.
6. Invoice PHB for administration costs (final invoices due January 15, 2021)

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

Application Forms

Required:

1. Intake Form
2. Multnomah County Release of Information (ROI)
3. Agreement to Assign Rental Assistance
4. W-9 Form from landlord (must be signed within last 12 months)

Optional:

- *CVRRP Guarantee of Payment Form*
- *Certification of Income Eligibility*

View sample forms: <https://www.portland.gov/phb/news/2020/8/6/covid-19-rent-relief-program-cvrrp-expanded-partner-network>

Application Forms (cont.)

- All application forms will be available online for download. We can also email them to you if preferred.
- There will be an online, secure portal for submitting application. If you need to deliver paper forms, let us know and we will work out an alternate plan.
- Do not submit applications via email. This is not a secure method.
Applications received in this way will not be accepted.
- Forms will be translated into Spanish, Russian, Simplified Chinese and Vietnamese.

PHB Contract - Insurance Needs

- State requirement: Workers Compensation Certificate
- Insurance:
 - If meeting with applicants in-person: \$1,000,000 general liability
 - If conducting 100% remote intakes or your agency doesn't have this level of General Liability insurance, a waiver or reduction can be requested
- Auto Liability:
 - If driving to remote locations to conduct intakes, will require auto liability
 - If only driving to work/one location or if your agency does not own any vehicles, a waiver of auto liability can be requested

Timing and Expectations

- Contracts executed this month.
- Program will start once contract is executed.
- PHB will reimburse your agency for administration costs (submit monthly).
- Progress will be monitored on a monthly basis and contracts may be adjusted in late October or early November to ensure full deployment of resources.

Next Steps

- PHB will send draft contracts in the next two weeks:
 - Organizations need to submit required insurance
 - Confirm/establish City-approved vendor setup
- Home Forward will send draft MOU's in the upcoming weeks.
- Organizations begin planning outreach strategy to identify households.
- **CVRRP Application Packet and Submission Process Meeting**
 - September 17, 2020 – 10:30 to Noon, via Zoom: [HERE](#)



Questions