

**2013-2015 MASTER GRANT AGREEMENT**  
**Exhibit A, Program Element PE 03**  
**Emergency Housing Assistance (EHA)**

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**1. Description.** Emergency Housing Assistance (EHA) provides state funds to supplement effective existing local programs and/or establish new programs designed to prevent and reduce homelessness. EHA funds are available for eight program components: emergency shelter; transitional housing; rapid re-housing; homelessness prevention; supportive housing services; veteran's housing assistance; data collection and; community capacity building designed to enhance, expand or sustain homeless services.

**2. Definitions.** Certain words and phrases in this program element shall have the meanings provided herein, as stated in OAR 813.046 as amended, ORS 458.600 to 458.650, or as otherwise provided by OHCS unless the context clearly requires otherwise:

*"Agreement"* means the current Master Grant Agreement for the delivery of federal and state antipoverty programs.

*"Certified household"* means an individual, family or household whose homeless status and eligibility for program services has been verified by Subgrantee through required and adequate documentation satisfactory to OHCS.

*"Department" or "OHCS"* means the state of Oregon acting by and through the Housing and Community Services Department.

*"EHA" or "Program"* means Emergency Housing Assistance.

*"Emergency shelter"* means a facility that has the primary use of providing temporary or transitional shelter for the homeless, and which does not require occupants to sign leases or occupancy agreements.

*"Extremely low income"* means an annual household income that is 30% or less of area median income based on HUD determined guidelines adjusted for family size.

*"HMIS"* means Homeless Management Information System.

*"Homeless"* means a household that lacks a fixed, regular, and/or adequate nighttime residence that meets one or more of HUD's or department categorical definitions for:

- a) literally homeless;
- b) imminent risk of homelessness;
- c) homeless under other Federal statutes;
- d) fleeing/attempting to flee domestic violence; or
- e) unstably housed and at-risk of losing housing as defined in the program manual.

*"Household"* means an individual living alone, family with or without children, or a group of individuals who are living together as one economic unit.

*"Household income"* means total household receipts before taxes from all sources. Household income may be reduced by deductions allowed by OHCS. Household income does not include assets or funds over which the household has no control.

*"HUD"* means U.S. Department of Housing and Urban Development.

“*Low income*” means an annual household income that is more than 50 percent but less than 80 percent of the area median income based on HUD determined guidelines as adjusted for family size.

“*Program participant*” means a household that receives program services.

“*Program requirements*” means the conditions of this program, applicable agreement terms and conditions, applicable federal and state law including but not limited to department administrative rules, as amended from time to time, department directives and program manual.

“*Program services*” means emergency shelter, transitional housing, rapid-rehousing, homelessness prevention, supportive housing services, veteran’s housing assistance, data collection and community homeless system capacity building delivered in compliance with program requirements.

“*Self-sufficiency*” means meeting basic needs and achieving stability in areas including, but not limited to, housing, household income, nutrition, health care, and accessing needed services.

“*Subgrantee*” means the public or private nonprofit organization which has entered into this agreement with OHCS to administer the program at the local level within the designated service area.

“*Subrecipient*” means a public or private nonprofit organization that enters into a written agreement with Subgrantee satisfactory to OHCS to provide program services to certified households.

“*Very low income*” means an annual household income that is 50% or less of the area median income based on HUD determined guidelines adjusted for family size.

“*Veteran*” means a person with discharge papers or DD214 ID documentation who:

- a) served on active duty with the Armed Forces of the United States for a specified period of time as further defined in ORS 408.225 and was discharged or released from active duty under honorable conditions; or
- b) received a combat or campaign ribbon or an expeditionary medal for service in the Armed Forces of the United States and was discharged or released from active duty under honorable conditions; or
- c) is receiving a nonservice-connected pension from the United States Department of Veterans Affairs.

“*Work Plan Application*” means Subgrantee’s plan for use of program funds in its funding application, as approved by the department.

### **3. Scope of Work.**

- A. Subgrantee shall, and shall cause and shall require by contract that its Subrecipients comply and perform all work to the satisfaction of OHCS, and in accordance with the terms of this agreement, including its local work plan application as approved by OHCS and supplemented herein, together with applicable program requirements including OAR 813.046 as amended, and ORS 458.600 to 458.650. The approved work plan application is incorporated herein by reference. The remaining provisions of this Section 3 are supplemental to, and do not limit the obligations of Subgrantee or its Subrecipients arising under this Subsection 3A or otherwise under this agreement.
- B. Subgrantee shall, and shall cause and shall require its Subrecipients by contract to administer the program in a manner satisfactory to OHCS and in compliance with the all program requirements, including but not limited to the following terms and conditions:
  - 1) Subgrantee will expend no more than 10 percent (including allowable administrative costs shared with Subrecipients) of its program award for allowable administrative costs in order to provide the services outlined in this agreement.

- 2) Subgrantee will, and will cause and require its Subrecipients by contract to assure that program funds are used only for program services consistent with program requirements.
- 3) Subgrantee will, and will cause and will require its Subrecipients by contract to assure that program funds are used to supplement existing funding, to support existing projects or to establish new projects. Program funds may not be used to replace existing funding. A portion of program funds will be allocated to exclusively serve veterans in compliance with HB 2417.
- 4) Subgrantee will, and will cause and will require its Subrecipients by contract to conduct an initial evaluation to determine eligibility for program services in alignment with existing local Continuum of Care developed centralized or coordinated assessment requirements and program requirements.
- 5) Subgrantee will, and will cause and will require its Subrecipients by contract to serve only certified households whose eligibility has been determined in compliance with program requirements. Subgrantee is responsible to OHCS for any losses resulting from improper or negligent issuance of program funds and shall repay such funds to OHCS within thirty (30) days upon written demand from OHCS.
- 6) Subgrantee will, and will cause and will require its Subrecipients by contract to provide program services only to eligible households who are homeless.
- 7) Subgrantee will, and will cause and will require its Subrecipients by contract to assure that program services are available to extremely low income and very low income households, including but not limited to, veterans, persons more than 65 years of age, disabled persons, farm workers and Native Americans, that are homeless or at risk of becoming homeless.
- 8) Subgrantee will, and will cause and will require its Subrecipients by contract to meet OHCS recordkeeping requirements for the adequate documentation of homeless and veteran status when determining the eligibility of households served with program funds.
- 9) Subgrantee will, and will cause and will require its Subrecipients by contract to require all program participants as appropriate, to participate in programs or activities that will increase household self-sufficiency.
- 10) Subgrantee will, and will cause and will require its Subrecipients by contract to re-evaluate program participant eligibility and need for homelessness prevention and rapid re-housing assistance in compliance with program requirements.
- 11) Subgrantee and Subrecipients may utilize program funds to address the specific needs of various homeless subpopulations. Specific targeting of funds will be outlined and approved by OHCS in the Subgrantee's work plan application. Targeting and serving homeless and at risk of homelessness veterans is required for the use of program funds that have been legislatively dedicated to serving veterans.
- 12) Subgrantee will, and will cause and require its Subrecipients by contract to have denial, termination, appeal and fair hearing procedures accessible to program applicants and participants upon request. Such procedures must satisfy applicable program requirements including assurance that all applicants are informed during the intake interview of their right to appeal. All appeals and fair hearings will be handled by the Subgrantee. Denial, termination, appeal and fair hearing procedures, including as implemented, are subject to department review and correction.
- 13) Subgrantee may terminate program services to program participants who violate program requirements. Termination, denial and grievance procedures will be clearly communicated to and easily understood by program participants and readily available upon request, or posted in a public location.

- 14) Subgrantee will, and will cause and will require its Subrecipients by contract to be responsible for maintaining an internal controls framework, satisfactory to OHCS, which assures compliance with program requirements. For example, the following procedures should be established and outlined in local documentation (e.g. staff policy/procedure manuals):
  - a) Subgrantee will establish and maintain regular Subrecipient monitoring practices. Subgrantee will obtain prior written approval from OHCS before adding additional Subrecipients or renewing any Subrecipients.
  - b) Subgrantee will, and will cause and require its Subrecipients by contract to assure that completed applications and household benefits are valid and correct. This includes adequate separation of duties among intake, authorization and fiscal staff.
  - c) Subgrantee will, and will cause and require its Subrecipients by contract to maintain clear policy for cases where there may be a conflict of interest. This includes procedures for staff when employees, board members, friends or family members apply for program services.
  - d) Subgrantee will, and will cause and require its Subrecipients by contract to maintain clear procedures for dealing with program applicants and participants who may have committed fraud and for dealing with public complaints regarding potential fraud. All incidents of fraud must be reported to OHCS.
  - e) Subgrantee will, and will cause and require its Subrecipients by contract to maintain clear procedures, satisfactory to OHCS, for preventing, detecting and dealing with employee fraud. All incidents of fraud must be reported to OHCS.
- 15) Subgrantee will, and will cause and require its Subrecipients by contract to assure that all necessary documentation is included in program participant files satisfactory to OHCS. This includes, but is not limited to, documentation of homeless status used to determine program eligibility.
- 16) Subgrantee will, and will cause and require its Subrecipients by contract to allow OHCS access to, or furnish, whatever information and/or documentation is necessary for OHCS to conduct reviews and monitor progress or performance to determine conformity with intended program purposes. Subgrantee shall permit representatives of OHCS to visit its sites or Subrecipient sites, and to review and audit all records pertinent to program funding at any reasonable time, with or without benefit of prior notification.

#### **4. Program Specific Reporting.**

- A. Subgrantee will, and will cause and require its Subrecipients by contract to assure that data collection and reporting, including data entry for program funded activities, be conducted through the use of OHCS approved HMIS. EHA funds dedicated to veterans must be entered and reported separately from other EHA funded client data. Subgrantee will, and will cause and require its Subrecipients to, assure that data collection, entry and reporting occur in an accurate and timely manner as satisfactory to OHCS.
- B. Subgrantee will, and will cause and require its Subrecipients by contract to submit all reports as required in the agreement including the “Homeless Quarterly Report” which is due twenty (20) days following the end of each quarter—October 20<sup>th</sup>, January 20<sup>th</sup>, April 20<sup>th</sup> and July 20<sup>th</sup>. Subgrantee may request a reporting deadline extension when necessary for department approval or disapproval.
- C. Subgrantee will provide additional reports as needed or requested by OHCS.

## **5. Performance Measures.**

A. Subgrantee will, and will cause and require its Subrecipients by contract to administer the program in a manner consistent with program requirements designed to achieve the following performance goals:

- 1) Increased housing stability as measured by the percentage of total program participants who reside in permanent housing at time of their exit from the program or project funded by the program. Preliminary statewide target is 30%.
- 2) Increased housing stability as measured by the percentage of program participants who reside in permanent housing (those counted in the above 30%) and maintain permanent housing for six months from the time of program or project exit. Statewide target is 80%.