

2013-2015 MASTER GRANT AGREEMENT
Exhibit A, Program Element PE 05
Housing Stabilization Program

1. Description. The Housing Stabilization Program (HSP) provides temporary financial assistance and support services to stabilize housing for low income eligible families who are homeless or unstably housed and at risk of losing their housing. HSP funds are available for four program components: housing related costs, auxiliary services, case management and data collection pursuant to CFDA 93.558, 45 CFR 260, 263 and 264.50, 42 U.S.C. 7, OAR 813.051 as amended, ORS 124.060-065, 411.320, 419B.010-015, 430.735-765, 458.505 to 458.545, program manual and OHCS directives.

2. Definitions. Certain words and phrases in this program element shall have the meanings herein, as stated in 42 U.S.C. 7, OAR 813.051 as amended, 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 eligible family 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.

“DHS” means Department of Human Services.

“Eligible dependent child” means an unmarried or separated individual who is either under the age of eighteen (18) years OR is under nineteen (19) years and a full-time student OR is a minor parent OR an unborn child.

“Eligible family household” means a low income household with an eligible dependent child or children, including a single pregnant woman in the month of her due date, living together as one economic unit.

“HMIS” means Homeless Management Information System.

“Homeless” means an eligible family household that lacks a fixed, regular and adequate and/or 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.

“Household income” means the total eligible family household receipts before taxes from all sources, excluding Social Security income and any other deductions allowed by the department.

“HSP” or *“Program”* means the Housing Stabilization Program.

“HUD” means the U.S. Department of Housing and Urban Development.

“Low income” means household income at or below 150% of the federal poverty line and household assets that do not exceed \$2,500.

“Maintenance of effort” means nonfederal cash and, with OHCS approval, in-kind contributions used to supplement program services in an amount that equals the subgrantee’s program funding allocation.

“Other federal statutes” means the Runaway and Homeless Youth Act, Head Start Act, Subtitle N of the Violence Against Women Act of 1994, Section 330 of the Public Health Service Act, Food and Nutrition Act of 2008, Section 17 of the Child Nutrition Act of 1966, and Subtitle B of Title VII of the McKinney-Vento Act.

“Poverty guidelines” means the income guidelines established by the Dept. of Health and Human Services to determine financial eligibility of certain programs (including TANF).

“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, department directives and program manual.

“Program services” means department temporary allowable services for housing related costs, auxiliary services, case management, and data collection not exceeding four (4) months as defined in the program manual and delivered in compliance with program requirements and that are intended to address non-recurrent needs that prevent access to and/or retention of safe, stable and affordable housing.

“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 assistance to certified households.

“TANF” means Temporary Assistance to Needy Families.

“Unaccompanied youth” means an individual who is less than twenty-five (25) years of age with a dependent child and qualifies as homeless.

“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 CFDA 93.558, 45 CFR 260, 263 and 264.50, OAR 813.051 as amended and ORS 124.060-065458.505 to 458.545. 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 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 all program funds are used only for program services consistent with program requirements.
 - 3) Subgrantee will, and will cause and require its Subrecipients by contract to conduct an initial evaluation to

determine eligibility for program services based on criteria issued by OHCS and DHS. Subgrantee is encouraged to align evaluation process with local Continuum of Care developed centralized or coordinated assessment requirements and DHS local branch assessment process.

- 4) Subgrantee will, and will cause and 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.
- 5) Subgrantee will, and will cause and require its Subrecipients by contract to assure that all household income is counted to determine eligibility for program services. Countable income must be equal to or below the program income limit (at or below 150% of the Federal Poverty Guidelines) in the month of application.
- 6) Subgrantee will, and will cause and require its Subrecipients by contract to provide program services only to eligible family households who are homeless. Targeting of funds to specific homeless subpopulations is allowed contingent upon meeting all program requirements and department approval.
- 7) Subgrantee will, and will cause and require its Subrecipients by contract to assure that program participant case plans are jointly developed and managed between staff and program participant. Coordination with local DHS branch offices is strongly encouraged including sharing of assessment and case plan documents to avoid unnecessary duplication of effort.
- 8) 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 an appeal. If a claim is denied, a written notice must minimally inform the applicant:
 - a) the reason for denial of assistance;
 - b) their right to provide additional information for re-evaluating their claim;
 - c) that they have 30 days from the date of the notice to ask for a hearing; and
 - d) other rights and responsibilities.
- 9) 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.
- 10) Subgrantee will, and will cause and 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 when 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 eligible family 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 for preventing, detecting and dealing with employee fraud. All incidents of fraud must be reported to OHCS.
- 11) Subgrantee will, and will cause and require its Subrecipients by contract to assure that all necessary documentation is included in program participant files as satisfactory to OHCS. This includes, but is not limited to, documentation of homeless status, verification of income and TANF eligibility.
- 12) 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 will 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. 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 will 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 20th, January 20th, April 20th and July 20th. 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. Maintenance of Effort Requirements.

- A. Subgrantee will make maintenance of effort contributions in compliance with 45 CFR 92.24, 92.3, 263.2 through 263.6 to supplement the program in an amount that equals Subgrantee’s program fund allocation and in compliance with the following requirements:
 - 1) Subgrantee may obtain maintenance of effort cash contributions not otherwise counted towards a federal cost-sharing or matching requirement from any nonfederal source including state, local and private. State funds exclude funds expended under the Medicaid program, and funds from a prior fiscal year. Contributions must not have been used for any maintenance of effort for a previous program grant.
 - 2) Subgrantee may obtain maintenance of effort value of third party in-kind contributions if the expenditure is verifiable and meets applicable requirements in 45 CFR 92.3, 92.24 and 263; AND is not otherwise counted towards a federal cost-sharing or matching requirement. OHCS must approve the methodology used for in-kind valuation prior to including the value on the quarterly report. OHCS approval will include verifying with DHS that the valuation meets federal TANF maintenance of effort requirements.
 - 3) Subgrantee required maintenance of effort must be provided and expended within each quarter of the Subgrantee’s program grant award year.
 - 4) Subgrantee maintenance of effort contributions will meet MOE requirements as defined in the program manual that are provided to households that meet program eligibility requirements except income

eligibility which can be 250% or less of the federal poverty line. MOE services must meet one or more of the following TANF purposes:

- Provide assistance to needy families so that children may be cared for in their own homes or in the homes of relatives;
- End the dependence of needy parents on government benefits by promoting job preparation, work, and marriage; or
- Encourage the formation and maintenance of two-parent families.

6. 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 the time of 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 time of program or project exit. Statewide target is 80%.