

# General Programs and Reporting Frequently Asked Questions

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OHCS Webpage: Program Updates, Manuals and Forms: <https://www.oregon.gov/ohcs/providers/Pages/index.aspx>

FAQ ID	Question	Date Published
1.	When are Quarterly Reports due?	11-13-2024
2.	How can we move funds between categories within each program?	11-13-2024
3.	How can we analyze the performance of our homeless system within our community?	11-13-2024
4.	<a href="#">When/where is proof of citizenship required?</a>	11-13-2024
5.	Can a client submit a grievance against the agency due to lack of funds?	11-13-2024
6.	What does an intake assessment look like?	11-13-2024
7.	How does Oxford housing get around the requirement to take children?	11-13-2024
8.	Can young adult males 15+ be sheltered with their family among other households?	11-13-2024
9.	What can be done when landlords increase their rent to exceed FMR, so their units aren't eligible for Housing Choice vouchers?	11-13-2024
10.	Does landlord-tenant law say anything about the amount the deposit can be or is it limitless?	11-13-2024
11.	Is there a formula to figure comparable rents?	11-13-2024
12.	If or when the minimum wage increases, will the AMI/FPL increase at the same time?	11-13-2024

**Question 1:**

**When are Quarterly Reports due?**

**Answer:**

Quarterly reports are due by the 20<sup>th</sup> day following the end of each fiscal quarter (Jul 20, Oct 20, Jan 20, Apr 20). HSP and ESG require specific reporting that must be submitted quarterly. Please refer to each program's guidance for more information.

**Question 2:**

**How can we move funds between categories within each program?**

**Answer:**

To move funds between categories, organizations are required to submit a "Budget Change Request" form to our fiscal department ([mga.fiscal@hcs.oregon.gov](mailto:mga.fiscal@hcs.oregon.gov)); (e.g., moving \$3,000.00 from Rapid Re-Housing Rental Assistance to Homeless Prevention Financial Assistance). Find the Budget Change Request form on the HSS Dashboard: <https://app.smartsheet.com/b/publish?EQBCT=8a215621578a4f76ae98113d719d5e64>.

**Question 3:**

**How can we analyze the performance of our homeless system within our community?**

**Answer:**

## General Programs and Reporting Frequently Asked Questions

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The National Alliance to End Homeless has developed tools that are intended to help communities use local data to analyze the performance of their homeless system. The Homeless System Evaluator Tool is designed to help communities determine how well they are preventing and ending homelessness based on data from their system. Specifically, this tool helps determine whether a community's homeless assistance system moves people into permanent housing quickly, helps people remain in housing, and generates these and other positive outcomes cost-effectively. The *Performance Improvement Calculator* is an interactive tool that allows communities to use local cost and performance data on homeless programs to model strategies that decrease homelessness. It uses program budget information and key data from Homeless Management Information Systems (HMIS) to determine the cost per permanent housing outcome for different interventions within your community, such as emergency shelter, transitional housing, rapid re-housing, and permanent supportive housing interventions. If you have completed the *Homeless System Evaluator Tool*, you can use the data in that tool to populate the *Performance Improvement Calculator*. You can find these tools at: <http://www.endhomelessness.org/library/entry/homeless-system-evaluator-tool>.

### Question 4:

#### **When/where is proof of citizenship required?**

#### **Answer:**

State-funded program generally do not require citizenship. For federally-funded programs, please refer to the program's guidance for more information. HSP, ESG and HTBRA are federally-funded programs requiring citizenship.

### Question 5:

#### **Can a client submit a grievance against the organization to which they have applied for assistance due to lack of funds?**

#### **Answer:**

Yes, any applicant/client may grieve a denial of service, even if such denial is due to a lack of funds. Contact the local organization and request a copy of their grievance or appeals process.

### Question 6:

#### **What does an intake assessment look like?**

#### **Answer:**

An intake may refer to the information that must be collected as part of the data collection requirements of all programs. See the Data Crosswalk for what data elements should be entered by program type at: <https://www.oregon.gov/ohcs/providers/Documents/form/Data-Coll-Rqmts-By-Program-and-Project-Type.pdf>.

An assessment refers to information that is collected and analyzed to assess a household's needs. Assessments are recommended for all programs and required for federally-funded programs. An assessment may include information on a household's employment,

## General Programs and Reporting Frequently Asked Questions

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health, education, strengths, weaknesses, goals, assistance needs, referral requirements or other elements as designed by the subgrantee.

### Question 7:

**How does Oxford housing get around the requirement to take children?**

#### Answer:

They cannot get around the fair housing protection for familial status. Because all Oxford houses are not the same, there may be situations in which people already share rooms with another person or something similar which could preclude adding a third person to the sleeping area. Generally, if a person has their own room and the bathroom is set up for one individual at a time to use and can be locked, FHCO would argue that a child could reside with a parent and the client wouldn't be able to be refused residency. There could also be some houses in which sex offenders reside and have as a condition of parole or probation that they cannot be around children. That Oxford house may have a legitimate business reason for refusing to take children. More information on Oxford housing may be found at: <https://www.oxfordhouse.org/>.

### Question 8:

**Can young adult males 15+ be sheltered with their family among other households?**

#### Answer:

Yes, in most situations. There are some "shared living" exemptions allowed under the Fair Housing Act. More information can be found regarding the Fair Housing Act and how it applies at:

[https://www.hud.gov/program\\_offices/fair\\_housing\\_equal\\_opp/fair\\_housing\\_act\\_overview](https://www.hud.gov/program_offices/fair_housing_equal_opp/fair_housing_act_overview)

### Question 9:

**What can be done when landlords increase their rent to exceed FMR, so their units aren't eligible for Housing Choice vouchers?**

#### Answer:

In our tight housing market today, it is a challenge to prove that the landlord increased the rent for the sole purpose of exceeding the FMR ceiling. However, if it can be determined through testing or other investigative tools that the landlord has adjusted the rent to exclude HCVP participants, a fair housing complaint can be filed against the landlord. The Fair Housing Council of Oregon files these complaints with the Oregon Bureau of Labor and Industries because source of income is not a federally protected class and BOLI is the state agency with the authority to enforce Oregon's fair housing laws. A housing consumer or an advocate with concerns or questions about fair housing violations can contact BOLI directly or can contact the Fair Housing Council of Oregon. FHCO maintains a statewide, toll-free hotline where you can talk to someone about fair housing issues. You can also email at [information@fhco.org](mailto:information@fhco.org).

### Question 10:

**Does landlord-tenant law say anything about the amount the deposit can be or is it limitless?**

#### Answer:

## General Programs and Reporting Frequently Asked Questions

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There is no legislation that places a limit on the amount of deposit a landlord can charge when a tenant moves into a unit. More information can be found in Oregon Revised Statute Chapter 90 at: [https://www.oregonlegislature.gov/bills\\_laws/ors/ors090.html](https://www.oregonlegislature.gov/bills_laws/ors/ors090.html).

### Question11:

**Is there a formula to figure comparable rents?**

#### Answer:

There is no formula. There are criteria that can be used to compare units. Criteria include location; quality; size; unit type; age of the units; amenities; housing services; maintenance and utilities to be provided by the owner. Do not compare individual criteria from one unit to another but consider all the criteria when comparing the overall standard of one unit to another. Many tools are available on the internet and OHCS has a Rent Reasonableness and FMR Certification form that can assist in documenting comparable rents on our website at: <https://www.oregon.gov/ohcs/for-providers/Pages/program-compliance-forms.aspx>.

### Question 12:

**If or when the minimum wage increases, will the AMI/FPL increase at the same time?**

#### Answer:

AMI and FPL maximum amounts are based on actual average household wages. Any long-term increase to the nation's wage base will result in an increase in the wages of the average household and may change the AMI and FPL ranges. More information can be found in each program's guidance on what basis for income will be used and AMI/FPL amounts can be found on the OHCS website.