

Oregon Housing & Community Services
Special Initiatives:
Executive Order 23-02 Programs
March 2024



**Oregon's Emergency
Homelessness Response
Program
Eligible Expense Guide**

Contact

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Executive Order 23-02 Funds (HB5019)

Quick Reference Table

Emergency Shelter*	Rapid Rehousing	Street Outreach
<ul style="list-style-type: none"> • Acquisition, Construction, & Conversion • Renovation, & Major Rehabilitation • Childcare & Education Services • Employment Assistance & Training • Equipment & Supplies • Hazard Pay • Hotel/Motel Costs for Additional Non-Congregate Shelter Beds • Housing-Focused Case Management • Insurance • Legal Services • Life Skills Training • Maintenance • Mental Health Services • Outpatient Health Services • Personal Protective Equipment • Rent & Leasing Existing Real Property • Security • Temporary Structures • Training • Transportation • Utilities & Fuel • Vaccine Incentives • Volunteer Incentives <p><i>*All EO 23-02 funded shelters must meet the habitability and low-barrier requirements outlined in grant agreements</i></p>	<ul style="list-style-type: none"> • Block Leasing • Cell Phones & Internet • Childcare & Education Services • Conversion & Repairs • Employment Assistance & Job Training • Furniture & Household Furnishings • Hazard Pay • Housing-Focused Case Management • Landlord Engagement • Landlord Incentives • Legal Services • Life Skills Training • Medium-Term Rental Assistance • Mental Health Services • Moving & Transport Costs • Outpatient Health Services • Personal Protective Equipment • Rehabilitation & Renovation • Rent Buy-Down • Rental Application Fees • Renter’s Insurance • Security Deposits or Hold Fees • Short-Term Rental Assistance • Substance Abuse Treatment Services • Training • Utility Deposits & Payments • Vaccine Incentives • Volunteer Incentives 	<ul style="list-style-type: none"> • Cell Phones or Tablets for Staff • Engagement • Handwashing Stations & Portable Bathrooms • Housing-Focused Case Management • Hazard Pay • Laundry Services • Personal Protective Equipment • Sanitation and Site Improvements • Services for Special Populations • Training • Transportation • Vaccine Incentives • Volunteer Incentives

Administration	Data Collection	Ineligible Expenses
<ul style="list-style-type: none"> • Capacity Building • Environmental Review • Management, Oversight, & Coordination • Training 	<ul style="list-style-type: none"> • Hardware & Equipment • Software • Staffing • Training & Overhead 	<ul style="list-style-type: none"> ☒ Non-Rigid Structures ☒ Long-Term Rental Assistance ☒ Safe Rest Sites¹

¹RV Site Requirements: RV sites are eligible uses of shelter funding **only** if meeting the required habitability standards for shelter and are owned by the local jurisdiction or service provider. Safe parking for RVs owned by clients do not meet the criteria for emergency shelter.

RVs are eligible sites for permanent housing when aligned with client choice, are in livable good condition, are hooked up to sewer, water, and electricity, and are on at least month-to-month leased or owned land. The RV must comply with any local codes, including but not limited to habitable structure codes, and safety and sanitation codes for RVs.

Administrative

Eligible costs up to the limit outlined in Region’s Community Plan including, but not limited to:

- Senior executive management personnel salaries and benefits (*unless they are directly involved in program operations*);
- Administrative staff travel costs;
- General services such as accounting, budget development, personnel, contracting, marketing, agency audit, agency insurance; board expenses (*excluding meals*);
- Planning and implementation of MAC/LPG infrastructure;
- Organization-wide membership fees and dues specific to the program;
- General agency facilities costs (*including those associated with executive positions*), such as rent, depreciation expenses, and operation and maintenance (*as part of the organization’s direct or indirect cost allocation plan*); and
- Equipment rental/purchase, insurance, utilities, and IT costs that are not specific to the program but relate to the administration of the recipient as a whole.

Capacity Building

Eligible costs for the purpose of promoting growth, encouraging development, and increasing capacity to better support the delivery of services; strengthening community efforts around supporting people experiencing homelessness; and to procure and provide needed technical assistance (TA) related to grant administration, best practices, system design, and other critical areas of learning and growth.

Such costs can include, but are not limited to, the following:

- Training offered to staff or community partners for further skill development for those participating and working on addressing homelessness in the local community;
- TA, including fiscal training, grant management support, policy refinement and development, strategizing planning and development around homeless supportive services, and developing or improving data collection methods that inform programmatic improvements;
- Establishment or expansion of organizational outreach efforts and engagement to identify existing resources, avoid duplication of services and resources, cultivate new partnerships and

relationships, including with organizations that identify as culturally responsive or culturally specific, and develop seamless pathways to providing services to those seeking support;

- Increase organization staffing; and
- HMIS and coordinated entry training, support, and continued education.

Data Collection

Eligible costs may include:

- Hardware and IT-related equipment;
- Software and IT services;
- Training; and
- Staffing and overhead costs as related to data collection and HMIS.

Rapid Rehousing

Eligible costs, including landlord incentives to secure available units, through block-leasing strategies or other means, for people exiting homelessness. Supportive housing services may be provided for block-leased units and for households that are rehoused pursuant to Region's Grant Agreement to ensure participants are able to stay securely housed and landlords are supported with various needs. For all clients who are rehoused utilizing grant funds, recipient is required to provide the landlord with documentation showing that the landlord participated in the program to ensure the agency can provide further guarantees of financial assistance through the Landlord Guarantee Program. The agency shall provide templates that the recipient may use for this purpose.

Rental Assistance

Rental assistance commitments, when utilized under rapid rehousing services, may be issued for a maximum of 24 months per household. However, when issued in an upfront payment to the landlord, payments may not exceed a 12-month period of time. Rental assistance commitments may include pre-paid costs to encourage landlord participation. Eligible costs may also include paying for damages or past due housing debt to secure new units or resources.

Shelter

Acquisition, construction, conversion, or rehabilitation of shelters that increase the shelter bed capacity in accordance with the terms including, but not limited to, Sections 2(F), 2(G) and 2(H) of Region's Grant Agreement Exhibit A.

Acquisition means acquiring property through purchase, donation, trade, or any other method for the purposes of utilization as an emergency shelter.

Conversion means the process of changing or causing change from one form to another: changing the function of a piece of property from one use to another.

Rehabilitation means action taken to return a property to a useful state by means of repair, modification, or alteration. Shelter operations, services and supports for shelter beds that increase capacity as determined in accordance with the terms of region's grant agreement.

Habitability Standard Requirements

All EO 23-02 funded shelters (both congregate and non-congregate) must meet habitability requirements that include minimum safety, sanitation, and privacy standards as outlined in 24 CFR § 576.403. Shelters must be structurally sound. Tents and other structures without hardened surfaces that do not meet the minimum standards are not allowed. Shelter units may be in the form of non-congregate free-standing units if they provide the following amenities: heat; electricity; the ability to lock and close a door; showers and restrooms on-site; hard-surface walls and roofing; and food preparation facilities available on-site, or with an action plan to provide meals to shelter residents.

Low-Barrier Shelter Requirements

All EO 23-02 funded shelters (both congregate and non-congregate) must meet low-barrier shelter requirements. Low-barrier policies allow homeless individuals and households to access shelter, housing, and services without preconditions such as sobriety, compliance with treatment plan, no pets, or agreement to participate in specific programs, activities, or classes. These policies allow those most in need to have access to shelter and housing. Emergency shelter beds created or maintained by EO 23-02 funds must be low barrier, focus on assessment and triage, and facilitate access to permanent housing resources so that people move through to housing quickly.

Street Outreach

Eligible services including housing navigation, placement services, and sanitation services.

Housing Choice Landlord Guarantee Program (HCLGP)

Eligible Expenses for Reimbursement

Loss of Rental Income	<ul style="list-style-type: none"> ◦ During the time required for repairs with respect to qualifying property damage (vacancy loss), up to 30 days
Property Damages	<ul style="list-style-type: none"> ◦ Beyond normal wear and tear ◦ Damages will be depreciated
Other Costs	<ul style="list-style-type: none"> ◦ Repair, labor, materials, disposal fees, etc ◦ Does not include the costs of eviction
Unpaid Rent or Utilities	<ul style="list-style-type: none"> ◦ Includes late fees or lease-break fees
Ineligible Expenses	<ul style="list-style-type: none"> ☒ <i>Small damages</i> ☒ <i>Normal wear and tear</i> ☒ <i>Costs of eviction</i> ☒ <i>Rental income beyond 30 days</i> ☒ <i>Costs connected to participants not housed in a qualifying program</i>

Eligibility Requirements

To be eligible for the program, landlords must have leased to tenants through the HUD Housing Choice Voucher Program, also known as Section 8 or through a rental assistance program from a rehousing initiative under the Executive Order 23-02.

- Damages must have incurred from occupancy beginning after July 1, 2014, if the tenant received a Housing Choice Voucher, or after January 10, 2023, if the tenant’s occupancy was pursuant to a rental agreement executed from an OHCS Rehousing Initiative funded under Executive Order 23-02.
- Expenses must exceed normal wear and tear.
- Request for funds must be in excess of \$500, but not more than \$5,000.

Landlord Engagement (LE)

Landlord Incentives

<p>Fees</p>	<ul style="list-style-type: none"> • Holding fees, security deposits, application fees, rental insurance, and related costs such as credit or background checks
<p>Habitability</p>	<ul style="list-style-type: none"> • Funds to cover costs such as bringing units up to HQS/NSPIRE Standards
<p>Landlord Bonuses</p>	<ul style="list-style-type: none"> • One-time payments to landlords, usually at the point of lease-up or renewal. May also include referral bonuses for landlords who refer others who end up leasing to program participants
<p>On-Call Support</p>	<ul style="list-style-type: none"> • Case manager or other staff to quickly respond to concerns or assist with urgent situations
<p>Mediation Services</p>	<ul style="list-style-type: none"> • Support resolving landlord-tenant or tenant-tenant disagreements
<p>Property Improvement Services</p>	<ul style="list-style-type: none"> • Maintenance support or repair work, in the event a unit or surrounding property is damaged during lease term or when tenant moves out, or landscaping, gardening and other property improvement work

SB5511 (Continuation of EO 23-02 Work)

Quick Reference Table

Program Area	Eligible Expenses	
Emergency Shelter*	<ul style="list-style-type: none"> ◦ Acquisition and Construction ◦ Administrative Costs ◦ Conversion, Rehabilitation, & Renovation ◦ Coordinated Entry Planning & Delivery ◦ Data Collection & HMIS 	<ul style="list-style-type: none"> ◦ Shelter Operations, Services, & Support ◦ Shelter Utilities & Maintenance ◦ Technical Assistance <p><i>*All SB 5511 funded shelters must meet habitability and low-barrier shelter requirements</i></p>
Unit Access (UA)	<ul style="list-style-type: none"> ◦ Administrative Costs ◦ Block Leasing for Rehousing ◦ Conversion, Rehabilitation, & Renovation ◦ Coordinated Entry Planning & Delivery 	<ul style="list-style-type: none"> ◦ Data Collection & HMIS ◦ Landlord Engagement ◦ Landlord Incentives ◦ Technical Assistance <p><i>*SB 5511 Unit Access funds cannot be used for acquisition and new construction</i></p>
Street Outreach	<ul style="list-style-type: none"> ◦ Administrative Costs ◦ Case Management ◦ Housing Navigation ◦ Placement Services 	<ul style="list-style-type: none"> ◦ Sanitation Services ◦ Street Outreach Services ◦ Technical Assistance
<i>Ineligible Expenses</i>	<ul style="list-style-type: none"> ☒ <i>Expansion of New Shelter Beds</i> ☒ <i>Rental Assistance</i> ☒ <i>Rehousing Costs for New Households</i> 	<ul style="list-style-type: none"> ☒ <i>Unit Access New Construction (excluding shelter)</i> ☒ <i>Unit Access Acquisition (excluding shelter)</i>

Administrative

Eligible administrative costs up to the limit outlined in Region's Community Plan including, but not limited to:

- Senior executive management personnel salaries and benefits (*unless they are directly involved in Program operations*), administrative staff travel costs;
- General services such as accounting, budget development, personnel, contracting, marketing, agency audit, agency insurance;
- Board expenses (*excluding meals*);
- Planning and implementation of MAC/LPG infrastructure;
- Organization-wide membership fees and dues specific to the Program;
- General agency facilities costs (*including those associated with executive positions*), such as rent, depreciation expenses, and operation and maintenance (*as part of the organization's direct or indirect cost allocation plan*); and
- Equipment rental/purchase, insurance, utilities, and IT costs that are not specific to the Program but relate to the administration of the Recipient as a whole.

Shelter

Acquisition, construction, conversion, or rehabilitation of shelters that sustain the shelter bed capacity in accordance with the terms included in Region's Grant Agreement Exhibit A.

Acquisition means acquiring property through purchase, donation, trade, or any other method for the purposes of utilization as an emergency shelter.

Conversion means the process of changing or causing change from one form to another; changing the function of a piece of property from one use to another.

Rehabilitation means action taken to return a property to a useful state by means of repair, modification, or alteration. Shelter operations, services and supports for shelter beds that increase capacity as determined in accordance with the terms of Region's Grant Agreement.

Habitability Standard Requirements

All EO 23-02 funded shelters (both congregate and non-congregate) must meet habitability requirements that include minimum safety, sanitation, and privacy standards as outlined in 24 CFR § 576.403. Shelters must be structurally sound. Tents and other structures without hardened surfaces that do not meet the minimum standards are not allowed. Shelter units may be in the form of non-congregate free-standing units if they provide the following amenities: heat; electricity; the ability to lock and close a door; showers and restrooms on-site; hard-surface walls and roofing; and food preparation facilities available on-site, or with an action plan to provide meals to shelter residents.

Low-Barrier Shelter Requirements

All EO 23-02 funded shelters (both congregate and non-congregate) must meet low-barrier shelter requirements. Low-barrier policies allow homeless individuals and households to access shelter, housing, and services without preconditions such as sobriety, compliance with

treatment plan, no pets, or agreement to participate in specific programs, activities, or classes. These policies allow those most in need to have access to shelter and housing. Emergency shelter beds created or maintained by EO 23-02 funds must be low barrier, focus on assessment and triage, and facilitate access to permanent housing resources so that people move through to housing quickly.

Street Outreach

Eligible services including housing navigation, placement services, and sanitation services.

Unit Access

Eligible costs, including landlord engagement to secure available units and block-leasing strategies for people exiting homelessness. Costs may also include paying for damages or past due housing debt to secure new units or resources. Supportive housing services may be provided for block-leased units and for households that are rehoused pursuant to this agreement to ensure participants are able to stay securely housed and landlords are supported for various needs.

Costs may also include paying for damages or past due housing debt to secure new units or resources. Supportive housing services may be provided for block-leased units and for households that are rehoused pursuant to this agreement to ensure participants are able to stay securely housed and landlords are supported for various needs.

Block Leasing

Block leasing is a type of lease that gives the lessee the right to control and sublease the property during the lease, while the owner retains the legal title. For example, a housing authority or service provider would be the lessee, allowing them to sublease the property to its clients. An example of an eligible expense would be those related to a property manager on site as part of the block leasing agreement.

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