

Agenda



Metro

600 NE Grand Ave.
Portland, OR 97232-2736

Meeting: Supportive Housing Services Tri-County Planning Body Meeting
Date: November 9
Time: 4:00pm-6:00pm
Place: Metro Council Chambers, 600 NE Grand Ave, Portland, OR 97232 and Zoom Webinar
Purpose: Update the Tri-County Planning Body (TCPB) on supportive housing services regional coordination and discover areas of interest.

4:00pm **Welcome and Introductions**

1. Welcoming and opening remarks
2. Introductions
3. Review meeting agenda and objectives
4. Approve October Meeting Summary

4:10pm **Public Comment**

4:20pm **Workflow**

1. Review of committee's role and scope
2. Review workflow and decision-making process
3. Clarifying questions and answers

5:00pm **Issue Prioritization**

1. Survey review
2. Regional Coordination Discussion – Regional Long-term Rent Assistance, Data Quality and Capacity Building
3. Committee Discussion

5:55pm **Closing and Next steps**

1. Next meeting: December 14, 2022, 4-6pm
2. Follow-up survey

6:00pm **Adjourn**

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Tri-County Planning Body Meeting Summary

Meeting: Supportive Housing Services Tri-County Planning Body Meeting
Date/time: Wednesday, October 12, 2022, 4:00 PM – 6:00 PM
Place: Virtual meeting (Zoom)
Purpose: Update the Tri-County Planning Body (TCPB) on supportive housing services regional coordination and discover areas of interest.

Member attendees

Co-Chair Eboni Brown (she/her), Co-Chair Matt Chapman (he/him), Zoi Coppiano (she/her), Mercedes Elizalde (she/her), Yvette Hernandez (she/her), Monta Knudson (he/him), Nicole Larson (she/her), Michael Ong Liu (he/him), Sahaan McKelvey (he/him), Steve Rudman (he/him), James Schroeder (he/him), Cristina Palacios (she/her)

Absent members

Alicia Schaffter (she/her)

County staff representatives

Clackamas County - Vahid Brown (he/him), Multnomah County – Yesenia Delgado (she/her), Washington County - Jes Larson (she/her)

Elected delegates

Washington County Chair Kathryn Harrington (she/her), Multnomah County Commissioner Susheela Jayapal (she/her), Metro Council President Lynn Peterson (she/her)

Absent elected delegates

Clackamas County Chair Tootie Smith (she/her)

Metro

Nui Bezaire (she/her), Ash Elverfeld (she/they), Liam Frost (he/him), Patricia Rojas (she/her), Valeria McWilliams (she/her)

Kearns & West Facilitators

Ben Duncan (he/him) and Ariella Dahlin (she/her)

Welcome and introductions

Liam Frost provided opening remarks and welcomed the Tri-County Planning Body (TCPB) to the meeting.

Ben Duncan introduced himself as a neutral third-party facilitator and facilitated introductions between TCPB Members.

Public comment

Keith Wilson provided verbal public comment. Documents he shared in the meeting will be included in the final meeting record.

A written public comment by Tom Cusack was received and sent to the committee one day before the meeting.

Tri-County Planning Body Meeting Summary

November meeting summary approval

Co-Chair Eboni Brown asked for the November meeting summary to be shared on screen for a brief review. The TCPB then voted on approval of the November 9, 2022, TCPB Meeting Summary.

Thumbs up: 13

Thumbs sideways: 0

Thumbs down: 0

Abstain: Commissioner Susheela Jayapal, James Schroeder

The July 29, 2022, TCPB Meeting Summary was approved.

Group agreements

Co-Chairs Eboni Brown and Matt Chapman reviewed the group agreements.

Chair Kathryn Harrington suggested adding “maintain work scope”.

Co-Chair Chapman recommended the inclusion of “members will receive meeting materials one week in advance to review and come prepared to meetings.”

Liam Frost clarified that the slide deck will not be final a week in advance, but Metro can share a draft slide deck and follow-up with the final slide deck a day in advance.

The TCPB unanimously voted to approve the TCPB Group Agreements with these additions.

Tri-County Regional Coordination

Vahid Brown, Yesenia Delgado, and Jes Larson presented on regional coordination between the three jurisdictions. They shared challenges and opportunities related to the Regional Long-Term Rent Assistance (RLRA) Program, the Regional Service Provider Network, and regional data systems and standards.

Co-Chair Eboni Brown asked if the 120% Fair Market Rent (FMR) is at the state or county level, if that was an equitable amount, and if it is adjusted as rent increases.

Vahid Brown responded that FMR is inclusive of all counties in the Portland metropolitan region.

Jes Larson added that this is where program evaluation comes in. It is important to watch what happens in the market and to not flex the value of the subsidy. There is a sweet spot for efficiency and effectiveness.

Commissioner Jayapal asked the presenters to elaborate on voucher saturation.

Vahid Brown shared that saturation relates to vacancy rates. Vacancy rates fluctuate between 2-7% of available units. People who have vouchers compete with those who can afford these vacant units as housing infrastructure is underbuilt.

Commissioner Jayapal replied that it would be beneficial to have regional data coordination and tools for this issue.

Yesenia Delgado responded that the recommendation makes sense as services tend to be siloed, even though people do not experience boundaries. Yesenia noted that counties are open to exploring all opportunities.

Monta Knudson stated that housing voucher issues related to equity and the regional market rate exacerbates gentrification. It is impossible to find a one-bedroom unit in Portland for \$1,300. He asked if there are strategies and support options for smaller organizations around data collection.

Yesenia Delgado replied that the counties have looked at capacity building funds, which can be used to hire additional staff to help providers develop a regional strategy.

Tri-County Planning Body Meeting Summary

Monta Knudson shared that from a provider standpoint, the burden is placed on them when they are asked to scale up provider administrative services. He asked for the group to consider giving providers funds up front so they can be successful.

Steve Rudman remarked that there is great regionalization information for RLRA that Tom Cusak shared during his written public comment. Steve shared his hope that the group can have a detailed discussion on RLRA in November. He noted the complication of the subject as RLRA units are in the private market space.

Michael Liu suggested focusing on building capacity for data collection or increasing services. He noted that with RLRA, as rent increases, the amount of people served decreases, so TCPB dollars may be better suited to link the region. Michael read that federal vouchers were going unused, so he cautioned focusing on RLRA if there are other categories the TCPB can focus on.

Mercedes Elizalde mentioned that it would be good to have a discussion on this topic. Rent assistance is shown to end homelessness through research and she is not aware of a better solution. She noted that this is a problem that the private market will need to fix. Mercedes suggested a quarterly report on RLRA voucher use data to help the TCPB understand this issue in greater detail.

Jes Larson shared that on November 15, the counties will be submitting their data all in the same template.

Co-Chair Eboni Brown asked if there is any coordination with other local governments to provide long term leases.

Vahid Brown replied that part of the regional framework includes partnership agreements. Clackamas County is exploring master leasing and have received a few proposals.

Liam Frost responded back to Michael's comment that the reason federal vouchers decreased was because they were released at the same time as local RLRA vouchers. Since RLRA vouchers have more flexibility, folks applied for local vouchers instead of federal.

Yesenia Delgado added that federal vouchers do not serve communities of color well.

Michael Liu clarified that he was not suggesting cutting RLRA, but instead identifying if the dollars can be better maximized by expanding capacity.

Chair Harrington asked if the county teams should continue having a process of delivering results per county, then developing a regional set of metrics and reports. The Washington County Board requires data reflective of local work so that voters know where Washington County stands in delivering its commitments to Populations A and B.

Cristina Palacios shared that this is an opportunity to serve more diverse communities and that Black, Indigenous, and People of Color providers should share information about their programs and inform the process going forward.

Co-Chair Matt Chapman in response to Chair Harrington noted that this would be a complex data gathering and synthesis task, and the best way to go about it would be in a way that does not add work to field workers. He heard that the counties have coordinated in collecting the same data elements, and the next step would be building off that base and identifying what is missing from different data systems and sources. He noted that this an opportunity for the TCPB to advance its work.

Zoi Coppiano seconded what Co-Chair Matt Chapman said and added that it would be best practice to have a data coordination system. It would be good to know how long it takes in each county for voucher inspection and data points for how long and difficult it is for different racial groups to receive a voucher and a housing unit.

Tri-County Planning Body Meeting Summary

Closing and next steps

Ben Duncan reflected what the TCPB shared today.

Chair Harrington shared she would like to focus on regional outcome metrics, and that RLRA would benefit from further discussion. She noted her concern for developing a TCPB workplan and how that relates to each county's Local Implementation Plan timelines.

Co-Chair Matt Chapman clarified that there is a process for agenda setting between the jurisdictions and the co-chairs, and that ideas are welcomed and considered.

Commissioner Jayapal noted that it would be helpful to review the TCPB's role during the next meeting.

Nicole Larson requested that the workplan include an overview of the year and topics of discussion.

Liam Frost thanked everyone for participating. Next steps include:

- Publish the September 14, 2022, meeting summary.
- Distribute approved group agreements.
- Pilot hybrid meeting in November.

Adjourn

Adjourned at 6:00 pm.

Tri-County Planning Body Group Agreements

The success of the Tri-County Planning Body (TCPB) relies on trust, collaboration, and consensus. To enact these three principles, TCPB members consent and hold each other accountable to the following the group agreements. We agree to:

- Honor perspectives and backgrounds. Remain curious and ask questions for clarity.
- Engage to understand with an open mind and cultural humility.
- Focus on process and goals. Center community in solution-oriented discussion.
- Commit to developing relationships as foundational to establishing trust.
- Allow for different ways of processing and styles of communication, encourage all voices to be heard, and everyone to be able to complete thoughts without interruption or rebuttal.
- Hold empathy for the community and each other, assume positive intent and maintain respect.
- Work towards empowerment of all members of the TCPB.
- Bring ideas, thoughts, concerns, and complaints into the room and prioritize discussing topics as a group.
- Build and maintain awareness of bias power and positionality. Share space equitably.
- Work within the TCPB scope.
- Members will receive meeting materials one week in advance and review and come prepared to meetings.

Supportive Housing Services Program

Regional Long-term Rent Assistance Program Policies

Updated 9/19/22 (all previous versions are obsolete)

Overview

On May 19, 2020, voters in the greater Portland region approved a measure to provide housing and wraparound services to prevent and address homelessness. The measure authorizes a new regional tax that will generate initial revenue beginning in July 2021 and will sunset in December 2030 unless it is renewed by voters. The revenue will fund a new Supportive Housing Services Program (SHS) that will provide services for as many as 5,000 people experiencing prolonged homelessness with complex disabilities, and as many as 10,000 households experiencing short-term homelessness or at risk of homelessness.

A key strategy for achieving the measure's goals is the development of a Regional Long-term Rent Assistance (RLRA) program. The program will provide flexible and continued rent subsidy that will significantly expand access to housing for households with extremely and very low incomes across the region. RLRA subsidies will be available for as long as the household needs and remains eligible for the subsidy, with no pre-determined end date (other than if the SHS measure is not renewed by voters).

Tenant-based RLRA subsidies will leverage existing private market and regulated housing, maximizing tenant choice, while project-based RLRA subsidies will increase the availability of units in new housing developments. RLRA program service partners will cover payments of move-in costs and provide supportive services as needed to ensure housing stability. A Regional Landlord Guarantee will cover potential damages to increase participation and mitigate risks for participating landlords.

At a glance, RLRA will operate similar to the federal Housing Choice Voucher program. Tenants will pay 28.5% of gross income as their monthly rent portion and the program will subsidize the remaining costs. Participating units will meet inspection requirements and rent reasonableness standards, with base rents that do not exceed 120% Fair Market Rent (FMR) as established by the U.S. Department of Housing and Urban Development (HUD).

RLRA policies and guidelines will be flexible and low barrier to meet local needs and fill gaps in existing programs. RLRA aims to streamline screening criteria, simplify application processes, and reduce eligibility barriers to increase housing access and support long-term housing stability for all participants.

RLRA implementation

The RLRA program will be implemented independently by each county while following consistent regional guidelines and policies. This regional framework will provide consistency for participating landlords and tenants, simplify application and certification processes, and enable tenants to move between counties as needed. Specific program and administrative practices may be tailored to reflect local variations and be responsive to the needs and capacities of each county.

The RLRA program will build on the existing long-term rent assistance infrastructure and expertise within Clackamas, Multnomah and Washington counties. Each county will have its own RLRA Administrator(s), defined as the housing authority or community-based organization(s) responsible for administering the rent assistance according to the regional guidelines and policies.

This document sets forth the regional framework developed by the three counties that will guide the RLRA program's launch in July 2021. Program components that are not explicitly addressed in this regional framework will be guided by the existing policies and practices of each county's housing authority and/or County. The

counties will continue to work together and with Metro to monitor the program's implementation and may adjust these policies over time to address emerging needs and lessons learned.

Supportive Housing Services Program alignment

The RLRA program will operate within the broader context of the regional Supportive Housing Services Program. The RLRA's rent subsidies will support and align with other SHS components including:

- **Outreach:** Street outreach and engagement, relationship building, peer support, service navigation and housing placement.
- **Housing navigation:** Support with housing search and placement, applications, fees, security deposits, appeals, reasonable accommodation requests, and enforcement of fair housing and landlord tenant laws.
- **Supportive services:** Case management, tailored wraparound services and flexible funds to support long-term housing stability, including connections to clinical services, health and wellness supports, employment and benefit supports, and legal assistance as needed.
- **System capacity:** Technical assistance and financial investments to strengthen each county's systems of care, expand culturally specific service provision, and ensure service providers have adequate resources and capacity to meet SHS service expectations and needs.

Guiding principles

The RLRA program is rooted in a commitment to lead with racial equity by especially meeting the needs of Black, Indigenous and people of color (BIPOC) who are disproportionately impacted by housing instability and homelessness. This includes implementing strategies to mitigate barriers to program access, using equity criteria to inform program design, and collecting and evaluating disaggregated data to ensure the program achieves racially equitable outcomes.

Implementation of the RLRA program will be guided by the following principles:

- Lead with racial equity and work toward racial justice
- Provide housing stability for households who are experiencing or at risk of homelessness
- Ensure program accessibility by removing screening barriers and simplifying application processes
- Actively work to preserve participant access to the program and prevent eviction and program termination
- Strengthen partnerships with landlords and property managers through program transparency and streamlined eligibility processes
- Embrace regionalism through consistent regional guidelines and policies
- Support local flexibility to tailor program implementation to the needs and capacities of each county
- Align rent assistance with other SHS components including housing navigation and supportive services
- Preserve flexibility to meet participants' needs as they change over time

Tenant-based RLRA Policies

Tenant Referral, Eligibility and Documentation

Referral process: The RLRA program will receive referrals through a flexible process with multiple referral paths, to be determined at the county level. The counties' coordinated access systems will be primary referring agencies. Other referring agencies may include community-based and culturally-specific partner organizations. Each referring agency will screen potential participants for RLRA voucher eligibility, according to the regional eligibility guidelines below. Counties will be held accountable for ensuring referral pathways are equitable, inclusive and effective at connecting eligible participants with appropriate housing options and supportive services.

Eligibility guidelines: Eligibility guidelines will be based on the priority populations for the Supportive Housing Services program. The majority of households served by the RLRA program will meet the criteria for priority

population A¹, with incomes at or below 30% Area Median Income (AMI). Households that meet the criteria for population B will also be eligible. Eligibility will be based on population A or B status at program entry. Each county will determine at what level to allocate funds to the RLRA program to serve people in population A and B and will be held accountable for adhering to the SHS program funding allocation requirement that 75% of overall program funds are devoted to services for population A and 25% for population B.

Tenant screening: Tenant screening will be the responsibility of the participating landlord or property manager. No tenant screening will be conducted by the RLRA program and there will be no criteria for mandatory denials. The only screening conducted by the RLRA program will be a verification system to ensure that applicants are not already receiving long-term rent assistance in another county or program.

Documentation guidelines: Documentation requirements for RLRA eligibility will be flexible to minimize barriers. Government issued identification is preferred, but this can include documentation from any government agency containing the applicant's name and date of birth. Citizenship status and criminal background will not be assessed. Program guidelines will specify that no social security numbers should be collected and will clarify alignment with HMIS standards.

Landlord Partnership

Landlord guarantee: A regional landlord guarantee will be established to provide assurances to participating landlords. All landlords leasing to RLRA voucher holders will have access to a risk mitigation fund to cover costs of unit repair, legal action, and limited uncollected rents that are the responsibility of the tenant and in excess of any deposit, up to a certain amount. Landlords leasing to RLRA households in supportive housing will have the option of signing a partnership agreement with a contracted service partner and/or the RLRA Administrator to access additional services to support tenant stability and housing retention. In exchange for these additional service supports, the partnership agreement will specify commitments the landlord must make, such as reducing screening barriers, working collaboratively with service partners, promoting housing access and inclusion, and following specific anti-racism and non-discrimination guidelines. (For more information on the landlord guarantee, see Appendix A.)

Lease term: Twelve-month leases are preferred, but shorter leases are allowed if they are consistent with funder guidelines and the landlord's practice with other housing. If the tenant is already in a housing unit prior to the RLRA contract and has a current lease, then a new lease is not required.

Housing placement timeline: A standard period of up to 120 days is allowed for voucher holders to secure an appropriate housing unit. Extensions to this timeline are available to accommodate voucher holders actively engaged in the housing placement process who need additional time. Extensions will generally be granted by the RLRA Administrator upon request, with some limitations.

Unit Eligibility

Unit location: Units must be located inside Metro's jurisdictional boundary.²

Unit costs: Units must be "rent reasonable" as defined by HUD standards to prevent rent gouging. Rent at initial lease up shall not exceed 120% FMR across the region to contain program costs. A base rent worksheet will be used to assist applicants and landlords to easily understand the maximum contract rent allowed. When the RLRA program is applied to an existing unit (leasing in place) and the unit is larger than program requirements for the

¹ Population A of the Supportive Housing Services program is defined as a household with extremely low income, one or more disabling conditions, and experiencing or at imminent risk of experiencing long-term or frequent episodes of literal homelessness. Population B is defined as a household experiencing homelessness or having a substantial risk of experiencing homelessness.

² In the event of extenuating circumstances that may necessitate a household to be served outside the Metro jurisdictional boundary, the RLRA Administrator should refer to Metro's exception process to seek pre-approval for such expenditures.

household composition, rent reasonableness for the allowed household size unit will be used to determine eligibility and calculate rent reasonableness.

Unit quality: Inspections to assess unit quality will use Housing Quality Standards and can be conducted within 60 days of tenancy. If a unit cannot pass inspection, the contract will be dissolved but rent will be covered up to that date. Inspections to assess unit eligibility will be required only for non-regulated units (i.e. units not already subject to habitability standards linked to another government funding source) that do not have other inspection standards and requirements.

Special housing types: Special housing types (e.g. SROs, congregate, shared housing) will be eligible, with the goal of providing flexibility. The RLRA program will clarify eligible special housing type standards and guidelines.

Rent Assistance

Rent calculation: The RLRA program will use one consistent rent calculation for all households with incomes at or below 30% AMI: 28.5% of gross income, with no deductions. Assets, financial aid and incidental income (recycling, plasma, etc.) will not be counted toward the tenant's income calculation. No rent minimums may be established. Flexible rent calculations that require households with incomes between 30% and 50% AMI to pay more than 28.5% of gross income may be considered.

Utility allowance: The RLRA program will factor in the reasonable cost of utilities paid separately when calculating rent contributions. Program participants will be reimbursed for the amount that this utility cost exceeds their rent contribution based on the RLRA Administrator's utility allowance schedule. Any reimbursement toward the utility costs can be paid directly to the utility, property management company or the household at the program's discretion, with local flexibility based on funder requirements, etc.

Income reexaminations: Income reexaminations specific to the RLRA program will occur every three years if the head of household is 55 years or older or a person with a disability, and every two years for all other households. Interim reexaminations may be conducted prior to this two- or three-year schedule and may be requested by the household if the household's income decreases, increases from zero income, there is a change in household composition that changes the household income from previous examination, or if the contract rent changes.

Household Changes During Program

Households over income: The rent contract will be maintained for up to 180 days for participants who are determined to be over income (i.e. subsidy is no longer needed because 28.5% of income is higher than the rent, reducing rent assistance to \$0). Participants who lose stable income and need RLRA within two years of exiting the program will be eligible to re-start their rent assistance pending the availability of sufficient funding.

Household membership: Household members can be added to an RLRA contract at any time, as long as the household still meets income eligibility and unit capacity requirements and new household members are added to the lease.

Temporary vacancy: The rent contract will be maintained for up to 180 days if the tenant is temporarily out of the unit (e.g. confined to a nursing home, hospital, inpatient treatment or incarcerated). Accommodations beyond 180 days will be at the discretion of the program and may include options to be placed at the top of the list when the tenant returns or is released.

Unit transfers: Tenant-based unit transfers are allowed after 12 months of assistance (or sooner if the lease is for less than 12 months or the landlord is willing to terminate the lease early). Exceptions will be made for reasons of reasonable accommodation, reasons related to domestic violence or personal safety, reasons related to discrimination or harassment in housing, changes in household composition, or other reasons as approved by the RLRA Administrator. RLRA program payments will be made through the end of the last month of tenancy to allow for overlap with the new tenancy if needed. Transfer lease-up timelines are the same as for initial lease-up. Recertifications are only required with a unit transfer if the household composition changes.

Cross-county transfers: Tenants can be served across county lines on a case-by-case basis only if supportive services are available to meet household needs in the new location, and either: (a) the RLRA Administrator in the county of origin is willing and able to continue to manage the rent assistance administration in the new county, or (b) the RLRA Administrator in the new county approves a transfer of the rent assistance. Approval of transfers that meet these criteria will be up to the discretion of each county based on resource and capacity considerations.

Termination of Rent Assistance

Termination of rent assistance: Rent assistance may be terminated to a program participant who violates program rules or conditions of occupancy. The program's intent is to avoid termination unless absolutely necessary. Program partners will work together to preserve participant access to the program by (a) providing all participants with written copies of program rules at move-in, (b) ensuring participants are connected with appropriate supportive services to support housing stability, (c) examining all extenuating circumstances in determining whether violations are serious enough to warrant termination so that a participant's assistance is terminated only in the most severe cases, and (d) offering counseling prior to proposing termination.

Reasons for termination: Grounds for proposing termination of rent assistance may include violation of rent assistance program rules related to: accurate reporting of income, not completing or returning required paperwork, abandoning unit, unauthorized guests, missed inspections or failed inspections due to a tenant-caused issue, nonpayment of the tenant's portion of utilities that results in a utility shut-off, violent or abusive behavior toward staff, or subletting of the assisted unit.

Appeals process: Participants will be provided with a formal appeals process that at a minimum must consist of (a) written notice to the participant containing a clear statement of the reasons for termination, (b) a review of the decision, in which the participant is given the opportunity to present written or oral objections before a person other than the person (or a subordinate of that person) who made or approved the termination decision, and (c) prompt written notice of the final decision to the participant.

Reinstatement: Termination does not bar the participant from receiving further assistance at a later date. Any participant can request a reasonable accommodation to be reinstated back into the program.

Project-based RLRA Policies

All relevant tenant-based RLRA policies described in the above section also apply to project-based RLRA, unless inconsistent with the policies outlined below. This section focuses on additional policies that are specific to project-based RLRA as well as policy areas (such as inspections) where the project-based policies differ from the tenant-based policies.

Rent

Rent reimbursement rates: Reimbursement rate caps will range from 60-80% AMI rents depending on the project and based on criteria established by each county. Reimbursement at <60% or >80% AMI rents may be available for a small number of projects that meet specific criteria, at the discretion of each county.

Rent adjustments: A fixed annual rent increase of 2-3% per year will be included in the project-based RLRA contract. Rents must remain within rent reasonableness guidelines. In cases where a project includes rent subsidies from multiple sources (e.g. project-based RLRA and HUD Project Based Vouchers), the RLRA Administrator can opt to align RLRA rent adjustments with the other subsidy source's regulated rent adjustments.

Vacancy payments in between tenants: Vacancy payments of up to two months may be included in the project-based RLRA contract but are not required. Whether to include vacancy payments in the contract and the length of the payments will be at the discretion of each county.

Contract

Length of contract term: The initial term may not be less than one year and may be up to 20 years. If the term extends beyond the availability of SHS funding in June 2032, the contract must either make the term years following June 2032 contingent on the availability of sufficient rental assistance funding or counties can opt to use capitalized reserves or other strategies on a case-by-case basis to cover costs beyond June 2032 if SHS is not renewed. The initial term can be extended by mutual agreement if adequate resources are available.

Removal of units from contract with extended vacancies between tenants: The project-based RLRA contract shall provide that if any contract units have been vacant between tenants for a period of 120 days or more, the RLRA Administrator may amend the contract to remove those units from the contract or move the project-based subsidy to different units in the same project (as feasible), at the discretion of the RLRA Administrator and with notice to the owner.

Contract termination: Owners may terminate the project-based RLRA contract before the contract term expires only under the following conditions and with RLRA Administrator approval: (a) substantial building rehab that will require tenants to be relocated, and (b) financial restructure. Owners must provide notice to the RLRA Administrator and tenants not less than one year prior to terminating the contract or not extending it when it expires. Upon termination, current tenants of contract units may elect to use tenant-based subsidies to remain in the current unit or move with assistance (as feasible).

Inspections

Inspections are required only for non-regulated units that do not have other inspection requirements. Guidelines for inspections of non-regulated units are as follows:

- **Initial:** All non-regulated units need to pass inspection before entering a contract. For new development, the state's occupancy certificate may be used in lieu of initial inspection.
- **Turnover:** All non-regulated units must be inspected at turnover; if the unit has been inspected within the past 24 months, the RLRA Administrator may opt to have the landlord self-certify the unit condition in lieu of a physical inspection.
- **Reinspection:** At minimum, inspections must be conducted of a random sample of at least 20% of non-regulated contract units within each project every two years.

Inspections of any contract unit may be conducted any time deemed necessary (regardless of whether or not the unit is regulated).

Protections for Existing Tenants

Displacement: Project-based contracts for existing buildings will be placed on vacant units or units where the existing tenant qualifies for RLRA, to the extent feasible. Existing tenants in a unit to be placed under contract who meet all of the eligibility requirements for the project-based unit will be given priority access to the project-based unit. Existing tenants that are displaced by a new development with a project-based RLRA contract will be provided relocation assistance in accordance with applicable local and federal laws.

Household Changes During Program

Change in household composition: Household members can be added to project-based unit at any time, as long as the household still meets income eligibility and unit capacity requirements and new household members are added to the lease. If changes in household size or composition make the household's existing unit unsuitable, the RLRA Administrator will work with the household to support a transfer to a project-based unit of an appropriate size, to the extent feasible.

Appendix A

Regional Landlord Guarantee

Overview

The Regional Long-term Rent Assistance (RLRA) program will provide tenant-based and project-based rental subsidies that will significantly expand access to housing for households with very low incomes across the region. Participating RLRA landlords will benefit from predictable, on-time rent payments. The program will also provide a Regional Landlord Guarantee (RLG) to increase participation and mitigate risks for participating landlords. The RLG will clarify partners' roles in supporting tenant stability and provide assurances to landlords concerned about additional financial or property risks associated with renting to RLRA participants.

For all RLRA landlords, the RLG will provide access to a risk mitigation fund that will cover costs incurred by participating landlords related to unit repair, legal action, and limited uncollected rents that are the responsibility of the tenant and in excess of any deposit. Landlords leasing to RLRA households in supportive housing will have the option of signing a partnership agreement with a contracted services provider and/or the RLRA Administrator to access additional services to support tenant stability and housing retention. In exchange for these additional service supports associated with supportive housing, the partnership agreement will specify commitments the landlord must make, such as reducing screening barriers, working collaboratively with service partners, promoting housing access and inclusion, and following specific anti-racism and non-discrimination guidelines.

General Regional Landlord Guarantee Guidelines

Regional consistency

- The overall components and broad policy guidelines for the RLG will have regional consistency.
- The structure and financial commitments of risk mitigation funds will have regional consistency but don't necessarily need to be implemented regionally.
- Each county's budget allocations for risk mitigation funds will be developed based on regional standards.
- Landlord commitments in exchange for RLG eligibility will have regional consistency to focus on reducing barriers as much as possible, but with flexibility for specific guidelines to be tailored by jurisdiction.
- Implementation of the service components of the RLG will be managed through the counties' contracts and MOUs with service providers with flexibility to be tailored by population and project type, but with regional consistency around the overall components.
- Counties will work together over time as needed to develop regionally consistent guidelines, service standards and document templates to support implementation. Implementation practices not addressed regionally will be guided by each county's existing policies and practices.

Eligibility criteria

- All landlords with project-based RLRA contracts or leases with tenant-based RLRA participants will be eligible for risk mitigation funds.
- Landlords serving households who qualify for a higher level of services and that sign an RLRA Supportive Services Partnership Agreement with a contracted service provider and/or the RLRA Administrator will be eligible for the full guarantee.
- The definition of which households qualify for a higher level of services will be determined by each county as part of the SHS implementation process. At a minimum, it will include households in supportive housing.

Service partners

Each County³ will enter into formal agreements with service partners to (a) refer eligible households to receive

³ In cases where the RLRA is not administered directly by the County, the agreement will also include the RLRA Administrator.

RLRA subsidies and (b) provide housing retention supports to households receiving RLRA subsidies. The services attached to the RLRA Supportive Services Partnership Agreement will typically be provided by agencies under contract with the County to receive SHS funding to support their work. In situations where this isn't the case, there will be an MOU or other formal agreement with the service provider to formalize expectations.

Tenant-based RLRA Regional Landlord Guarantee

Risk mitigation fund

All landlords leasing to tenant-based RLRA voucher holders will have access to a risk mitigation fund administered by each County or a third-party regional entity.

- The three counties, in alignment, will set policies and oversee implementation of the risk mitigation fund.
- Landlords will be able to access the fund for the life of the tenancy as long as the RLRA voucher is in use.
- Eligible costs and coverage limits will be defined in the RLRA Risk Mitigation Pool policies and may be modified over time through updates to the RLRA Risk Mitigation Pool policies.

Landlord commitments under RLRA Supportive Services Partnership Agreement

Eligible landlords who sign an RLRA Supportive Services Partnership Agreement with a contracted service provider and/or the RLRA Administrator will be eligible for the risk mitigation fund as well as the service commitments listed below. In exchange for these benefits, the partnership agreement will specify commitments the landlord must make, including (but not limited to):

- Reduce screening barriers and/or accept applicants who have been pre-approved
- Limit application fees and security deposits to a reasonable limit
- Notify service partners when issues arise and work collaboratively to prevent damages or eviction
- Promote housing access and inclusion, and follow specific non-discrimination and anti-racism guidelines

Service provider commitments under RLRA Supportive Services Partnership Agreement

The specific service provider commitments included in the RLRA Supportive Services Partnership Agreement will be defined by each provider's contract or MOU with the County. At a minimum, these services will include:

- Assist tenants with the application process and payment of non-rent move-in costs
- Provide housing retention support and connections to supportive services
- Maintain regular contact with landlords and tenants and work collaboratively to ensure successful tenancies
- Be available and responsive for direct and emergency communication

Additional benefits available to landlords who sign RLRA Supportive Services Partnership Agreement

- Incentive payment of \$500 for each unit rented to a tenant-based RLRA household
- Reimbursement of up to \$1,000 for repairs in excess of \$500 required to pass move-in inspection

Landlord liaison function

A landlord liaison function will be included in each county's implementation of the tenant-based RLRA program. Each county will determine how to implement this function and how to integrate it into the landlord guarantee.

The landlord liaison function includes:

- Recruiting, engaging and building relationships with landlords
- Providing information about RLRA guidelines and supporting landlords with paperwork
- Tracking vacancies and supporting the process of connecting RLRA tenants with available units
- Providing neutral third-party mediation between landlords and service providers as needed to support effective partnerships and promote problem solving⁴

⁴ This does not include formal mediation that may otherwise be addressed through the legal system.

Project-based RLRA Regional Landlord Guarantee

Risk mitigation fund

All landlords with a project-based RLRA contract will have access to a risk mitigation fund administered by each County or a third-party regional entity.

- The three counties, in alignment, will set policies and oversee implementation of the risk mitigation fund.
- Landlords will be able to access the fund for the duration of the project-based contract up until June 2032 if the SHS measure is not renewed. Eligible costs and coverage limits will be defined in the RLRA Risk Mitigation Pool policies and may be modified over time through updates to the RLRA Risk Mitigation Pool policies.

Landlord commitments under RLRA Supportive Services Partnership Agreement

Same as for tenant-based RLG. In addition, landlords will be required to accept referrals from RLRA referral partners and the coordinated access system, notify partners when units are available, and hold vacant units open for qualified tenants for a specified period.

Service provider commitments under RLRA Supportive Services Partnership Agreement

Same as for tenant-based RLG.

RLRA Policies Update History

#	Approval date
1	04/14/21
2	11/01/21
3	12/15/21
4	09/19/22



Regional Long-term Rent Assistance Program Update

This document provides an update on the RLRA program from April 2021 through April 2022.

Regional Long-term Rent Assistance (RLRA) is a key strategy for achieving the goals of the Supportive Housing Services (SHS) measure. Long-term rent assistance is a critical program that allows Clackamas, Multnomah, and Washington counties to expand housing access across the Metro region and ensure housing stability for households experiencing homelessness or at risk of homelessness.

The RLRA program works as both a tenant-based subsidy (tenants receive a rental voucher that they can use to rent a unit in the open market) and a project-based subsidy (the rental voucher is attached to a specific rental unit, often in an affordable housing building). The program's design is based on best practices and pilot programs in our region, with the explicit goal of improving access for historically marginalized communities who have been disproportionately impacted by homelessness and restricted from housing opportunities.

Regional policy framework

In Spring 2021, representatives from Clackamas, Multnomah and Washington counties worked together with support from Metro to finalize regional policies and guidelines for the RLRA program. These policies and guidelines were informed by input from more than 110 stakeholders, including people with lived experience of homelessness, culturally specific organizations, service providers, housing providers, the business community, faith leaders and other interested community members.

The resulting [RLRA policy framework](#) provides consistency for participating landlords and tenants while enabling flexibility to meet local needs. The framework aims to streamline screening criteria, simplify application processes, support landlord participation, and reduce eligibility barriers to increase housing access and support long-term housing stability for all participants.

Program launch

The RLRA program launched in July 2021. The program is implemented independently by each county based on the regional policy framework. Each county has one or more designated agencies responsible for administering the rent assistance in accordance with the regional guidelines. Specific program and administrative practices are tailored to reflect local variations and be responsive to the needs and capacities of each county.

Since the program's launch, the counties and Metro have continued to work together to monitor the program's implementation. Quarterly updates to the regional policy framework have been used to clarify expectations, refine specific guidelines in response to lessons learned and support effective implementation.

Regional coordination

The regional RLRA Workgroup has provided an ongoing forum for shared learning and problem solving among the three counties with support from Metro. Regular bi-weekly meetings are used to identify issues needing further regional coordination or clarification, share strategies and sample materials, and discuss potential updates to templates and guidelines. Since the program's launch, the Workgroup has facilitated quarterly updates to the regional policy framework, discussed implementation challenges and solutions, and addressed administrative issues requiring regional coordination.

Templates

To support consistent regional implementation, the counties worked together to develop customized forms and templates for the RLRA program. These include application forms, landlord contracts, tenant agreements outlining rights and responsibilities under the program, tenancy addendums, and contract templates for project-based RLRA. Regional guidelines have also been developed to support the use of the templates through aligned workflows and administrative procedures. To reduce barriers to access, Metro has worked with the counties to translate the tenant-facing forms into seven languages representing each county's and the region's most common languages. Additional languages will continue to be added as needed over time.

Data reporting

The three counties have developed a consistent framework for collecting and reporting on data from the RLRA program to support ongoing accountability. Data teams from each county have co-developed customized data collection and reporting tools for the program, guided by shared regional guidelines. The regional RLRA Workgroup has reviewed and analyzed tri-county data reports on a quarterly basis to monitor progress, identify areas for improvement, and ensure the program is achieving its goals.

11.2.2022

List of Challenges/Opportunities offered by Counties for TCPB support:

Related to RLRA:

- Sunset challenge: how to use RLRA voucher to leverage affordable housing development?
- Program evaluation: how does the voucher work for participants **over time**?
- Market saturation: will the voucher remain effective in the market **over time**?

Related to Capacity Building:

- Establish regional coordination and investment:
- In capacity building for culturally specific providers
- In technical assistance for immersing service providers
- training systems for provider staff

Related to Data Quality:

- Support regional workgroup with diverse representation to advise on improved demographic categories
 - REALD for race and ethnicity
 - Improved categories for gender identity
 - New categories for sexual orientation, lived experience and more
- Advise on improved communication of outcomes for public awareness

Tri County Planning Body (TCPB) – Regional Plan - Workflow and Decision Points

Background

As stated in the charter, the TCPB is “...responsible for identifying regional goals, strategies, and outcome metrics related to addressing homelessness in the region.” The charter specifically calls out regional capacity, systems alignment, and standards and metrics, and also outlines the following primary responsibilities of the TCPB:

1. Develop a Regional Plan for approval by the Regional Oversight Committee that incorporates regional strategies, metrics, and goals as identified in Metro SHS Workplan and the counties’ Local Implementation Plans.
2. Review proposals from the counties that outline programmatic strategies and financial investments from within the Regional Investment Fund that advance regional goals, strategies and outcome metrics
3. Provide guidance and recommendations to the counties on the implementation of strategies to achieve regional goals and outcomes
4. Approve and monitor financial investments by the County Local Implementation Partner from the Regional Investment Fund
5. Provide guidance on the operationalization of SHS values at the regional level
6. Monitor and provide guidance on the implementation of the Regional Plan

Creating the Regional Plan

The charter does not mandate the structure or processes for developing the Regional Plan, including work-flow. Developing a comprehensive strategic plan with relative efficiency poses challenges in a 17-person committee. However, it remains possible to move through this work with greater speed, while also doing it with thoughtfulness and intentionality.

The model below presents a structure to achieve these goals. Instead of developing the Regional Plan in a detailed “top down” approach - where large strategic goals are identified and only then drilled down into more granular elements - the model below builds the plan simultaneously from the “bottom up,” prioritizing and addressing specific barriers and opportunities, thereby creating elements that become constituent parts of the overall Regional Plan.

In practice, this would mean that the TCPB would identify specific areas within our purview that benefit from coordination, best practices, greater capacity building on a regional level, and data gathering, analysis, and reporting. In other words, the resulting Regional Plan will be built recommendation-by-recommendation with concurrent implementation.

There are two key characteristics and reasons for suggesting this approach:

- The need for targeted regional solutions is urgent, and it requires prompt action to address the barriers that exist and achieve the coordination and alignment called for in creation of the TCPB. By focusing on specific, readily definable issues we can produce meaningful and visible progress for those experiencing homelessness and for the voters who are funding the Initiative and expecting results.

- The broad strategies for addressing homelessness through the SHS and other initiatives, such as “housing first” tied to sustainable services, are built into the initiatives themselves, especially the Metro work plan and the individual county Local Implementation Plans. These can be distilled by TCPB members with the support of Metro and county staff and laid out as a framework into which the specific aspects of the TCPB Regional Plan can be fitted. This task can be underway as the components are addressed. Moreover, the overall framework will become clearer as immediate components are achieved, but we would not be waiting for the overall Regional Plan before starting to address the immediate needs of those experiencing homelessness.

Proposed Regional Plan Workflow

The workflow model below is designed to provide a framework for developing a recommendation and is intended to be used in cycles as each recommendation/s is completed. To be clear, implementation will be executed primarily by the counties and other agencies; the TCPB is not an implementing body.

Stages 1-3

1. TCPB Recommendation Development
2. Strategy Development
3. Implementation

1. TCPB Recommendation Development

- 1) Counties present a list of challenges and opportunities related to the areas of the TCPB purview (regional capacity building, systems alignment, and data and metrics) areas. The county lists may be augmented with recommendations from TCPB members and from public testimony.
- 2) TCPB considers the priority areas of work through discussion/survey.
 - a. Priorities reviewed by Metro and county staff as applicable, applying the filters set out below as adopted or amended.
- 3) Co-chairs reflect the collective issue prioritization back to members for agreement
- 4) A recommendation is developed by TCPB members using a tool to determine alignment with Charter, county LIP’s, and core values, including equity. This tool also incorporates critical questions to assess feasibility.
- 5) TCPB makes a formal recommendation and requests a proposal from the counties that will enact the recommendation.
- 6) Counties present a proposal to the TCPB. TCPB accepts proposal, or requests edits, or further dialogue. TCPB and Counties discuss edits.
- 7) TCPB adopts the counties’ proposal.

2. Counties-Metro Strategy Development

- 1) Metro staff and counties prepare a draft implementation plan including a budget framework for monitoring expenditures and progress; presents plan to TCPB

- 2) TCPB accepts/requests edits.
- 3) TCPB adopts the plan.
- 4) Metro staff synthesizes *recommendation proposal* and *implementation plan* as a chapter of the Regional Plan.
- 5) SHSOC reviews; approve/rejects recommendation from the TCPB to incorporate into the Regional Plan

3. Regional Plan Implementation Monitoring

- 1) Quarterly reports include progress on TCPB priorities and expenditures. Reports are received by SHSOC and TCPB.
- 2) Counties present quarterly progress to SHSOC and TCPB.

DRAFT Vetting Filter Criteria

- Racial equity
- Compliance with Charter
- Feasibility
- Staff capacity
- Infrastructure
- LIP Alignment
- Budget
- Unintended consequences

Questions for Consideration

- Is the proposed approach to creating a Regional Plan acceptable?
- How is agreement reached among TCPB members?
- Can/should the TCPB submit multiple recommendations at a time?
- Can/should the TCPB submit recommendations while counties are implementing previously approved recommendation?
- Should the TCPB consider forming workgroups/subcommittees?

NOTES:

- For this framework to work, the *Regional Plan* would need to be a living document, i.e. the plan would be built as recommendations and implementation plans are adopted in a continuous process.

Tri-County Planning Body Charter

BACKGROUND

In May 2020, voters in Multnomah, Clackamas, and Washington counties approved the [Metro Supportive Housing Services Measure 26-210 \(the Measure\)](#). Through the passage of this measure, Metro's new Supportive Housing Services (SHS) Program will aim to reduce rates of chronic and short-term homelessness and address racial disparities within the homelessness service continuum across the Tri-County region.

This program brings a groundbreaking level of regional coordination and scale to address this region wide challenge. Multnomah, Clackamas and Washington Counties developed local implementation plans (Plans) which are high level framework documents. Plans were developed through inclusive engagement that centered people with lived experience of homelessness and BIPOC communities, were informed by engagement with community and local practitioners, incorporated an analysis of local conditions and needs, and included an equity analysis to create the framework for programmatic strategies and investments. Plans were endorsed by local advisory bodies, boards of county commissioners, the SHS Regional Oversight Committee and approved by Metro Council.

The local implementation plans support a local response specific to the needs of each county. The Measure also contemplated a regional dimension of the SHS program and incorporated the Tri-County Planning Body (TCPB) to strengthen coordination and alignment of program implementation across the Metro region. The purpose of the TCPB is not to supplant the community-centered work that informed the Plans, but rather to strengthen the effectiveness of the Plans by helping the counties regionalize the appropriate aspects of the SHS program.

SHS GUIDING PRINCIPLES

Metro's adopted SHS Work Plan incorporates values developed by the SHS stakeholder advisory committee. The following values outlined in the SHS Work Plan are incorporated into all local implementation plans and guide the program implementation at all levels:

- Strive toward stable housing for all
- Lead with racial equity and work toward racial justice
- Fund proven solutions
- Leverage existing capacity and resources
- Innovate: evolve systems to improve
- Demonstrate outcomes and impact with stable housing solutions
- Ensure transparent oversight and accountability
- Center people with lived experience, meet them where they are, and support their self-determination and well-being
- Embrace regionalism: with shared learning and collaboration to support systems coordination and integration
- Lift up local experience: lead with the expertise of local agencies and community organizations addressing homelessness and housing insecurity

TRI-COUNTY PLANNING BODY PURPOSE AND AUTHORITY

The Measure recognized the regional nature of the SHS program and called for the creation of a Tri-County Planning Body *responsible for developing and implementing a tri-county initiative that will be responsible for identifying regional goals, strategies, and outcome metrics related to addressing homelessness in the region*. The TCPB will be created and supported administratively by Metro. The TCPB's regional plan and ongoing role will be to guide the investments of the Regional Investment Fund (RIF) to support the counties and Metro in achieving SHS program alignment, coordination and outcomes at a regional level. To the extent aligned with the counties Plans, this may include supporting

- *Regional capacity*: strategies to strengthen regional supportive housing capacity, including but not limited to, supporting the development and implementation of a regional model of long-term rental assistance program, aligning SHS resources with the regional affordable housing bond and other sources, and expanding system capacity for culturally specific housing and services;

- *Systems alignment*: strategies to coordinate and integrate housing and homeless service systems, as well as other systems serving people experiencing homelessness, including the healthcare, education, workforce and criminal justice systems;
- *Standards and metrics*: establishing systems to collect, report on and evaluate data at the regional level that demonstrates progress toward regional goals and metrics, the impact of specific program types, regional system indicators to measure changes in the population experiencing homelessness, consistency in program evaluation standards and procedures, standards for culturally responsive services, and standardized data definitions, data collection methods and quality control.

Additionally, the SHS Work Plan incorporated the following regional goals and outcomes. These goals are reflected in LIP's and will be incorporated into the Regional Plan to support implementation and coordination at a regional scale:

A. Housing stability Measurable goals:

- Housing equity is advanced by providing access to services and housing for Black, Indigenous and people of color at greater rates than Black, Indigenous and people of color experiencing homelessness
- Housing equity is advanced with housing stability outcomes (retention rates) for Black, Indigenous and people of color that are equal or better than housing stability outcomes for non-Hispanic whites
- The disparate rate of Black, Indigenous and people of color experiencing chronic homelessness is significantly reduced

Outcome metrics:

- Number of supportive housing units created and total capacity, compared to households in need of supportive housing. This will measure change in supportive housing system capacity and need over time
- Number of households experiencing housing instability or homelessness compared to households placed into stable housing each year. This will measure programmatic inflow and outflow

- Number of housing placements and homelessness preventions, by housing intervention type (e.g. supportive housing, rapid rehousing) and priority population type. This will measure people being served
- Housing retention rates. This will measure if housing stability is achieved with supportive housing
- ‘Length of homelessness’ and ‘returns to homelessness’. These will measure how effectively the system is meeting the need over time
- Funds and services leveraged through coordination with capital investments and other service systems such as healthcare, employment and criminal justice. This will measure leveraged impact of funding in each county.

B. Equitable service delivery

Measurable goals:

- Increase culturally specific organization capacity with increased investments and expanded organizational reach for culturally specific organizations and programs
- All supportive housing services providers work to build anti-racist, gender-affirming systems with regionally established, culturally responsive policies, standards and technical assistance.

Outcome metrics:

- Scale of investments made through culturally specific service providers to measure increased capacity over time
- Rates of pay for direct service roles and distribution of pay from lowest to highest paid staff by agency to measure equitable pay and livable wages
- Diversity of staff by race, ethnicity, sexual orientation, gender identity, disability status and lived experience.

C. Engagement and decision-making

Measurable goals

- Black, Indigenous and people of color are overrepresented on all decision-making and advisory bodies

- Black, Indigenous and people of color and people with lived experience are engaged disproportionately to inform program design and decision making

Outcome metrics:

- Percent of all advisory and oversight committee members who identify as Black, Indigenous and people of color or as having lived experience of housing instability or homelessness.

TCPB RESPONSIBILITIES

1. Develop a Regional Plan for approval by the Regional Oversight Committee that incorporates regional strategies, metrics, and goals as identified in Metro SHS Workplan and the counties' Local Implementation Plans.
2. Review proposals from the counties that outline programmatic strategies and financial investments from within the Regional Investment Fund that advance regional goals, strategies and outcome metrics
3. Provide guidance and recommendations to the counties on the implementation of strategies to achieve regional goals and outcomes
4. Approve and monitor financial investments by the County Local Implementation Partner from the Regional Investment Fund
5. Provide guidance on the operationalization of SHS values at the regional level
6. Monitor and provide guidance on the implementation of the Regional Plan

COMMITTEE MEMBERSHIP

The TCPB consists of 17 members. Consistent with the SHS measure, section 6(4), membership shall represent the following perspectives (the use of the plural does not mean that more than one person representing each perspective must be on the committee, and one individual may represent multiple perspectives):

- People with lived experience of homelessness and/or extreme poverty
- People from Black, Indigenous and people of color and other marginalized communities
- Culturally responsive and culturally specific service providers

- Elected officials, or their representatives, from the counties and cities participating in the regional affordable housing bond.
- Representatives from the business, faith and philanthropic sectors
- Representatives of county/city agencies responsible for implementing housing and homelessness services, and that routinely engage with unsheltered people
- Representatives from health and behavioral health who have expertise serving those with health conditions, mental health and/or substance use from culturally responsive and culturally specific service providers
- Representation ensuring geographic diversity

ESTABLISHING AND MANAGING MEMBERSHIP:

Metro staff will lead a recruitment process for TCPB membership. County staff will review applications and recommend candidates in collaboration with Metro staff to submit a final list of candidates for approval. Metro Council will appoint and codify the committee.

This process will be replicated in the recruitment, selection and appointment of future members.

TERMS OF SERVICE

Eight of the initial committee members will be appointed to serve a one-year term and may be reappointed to serve up to two additional two-year terms. Nine committee members will be appointed to serve two-year terms and may be reappointed to serve up to two additional two-year terms. The committee will be dissolved in 2031 or upon the issuance of a final report by the committee after all funds authorized by Ballot Measure 26-210 have been spent, whichever is earlier.

EXPECTATIONS OF MEMBERSHIP

- TCPB meetings will take place on a monthly basis through June 30, 2023. Starting July 1, 2023, the meeting schedule will be revisited and adjusted as necessary on an annual basis.

- Regular attendance is required. Members may miss up to two meetings in each fiscal year. A member may be removed from the TCPB if a third meeting is missed within a fiscal year.
- Members are expected to apply SHS values in their participation on the TCPB.

CHAIRPERSON(S) ROLE

Chairperson(s) to support and provide guidance on content and ideas to meet the committee goals, support decision making procedures, and help develop agendas and the work program of the committee. Chairperson(s) will not be an elected official or staff person from the Counties.

ELECTED MEMBERS

Jurisdictional elected members of the TCPB will participate as a general member, and transfer knowledge and communication directly to their respective jurisdictions. One representative from each of the following jurisdictions will serve on the committee as voting members:

- Metro Council
- Clackamas County Board of Commissioners
- Multnomah County Board of Commissioners
- Washington County Board of Commissioners

TCPB JURISDICTIONAL LEADERSHIP TEAM

The jurisdictional leadership team (JLT) will be composed of staff from of the Counties and Metro. Membership includes but is not limited to:

- Program staff
- Elected official staff or government relations (as needed)
- Legal staff (as needed)
- Finance staff (as needed)

JLT Responsibilities include:

- Develop the content for agendas and meeting materials in collaboration with co-chairs
- Respond to direction and guidance provided by the TCPB
- Lead the development of policies and strategies to advance regional coordination for consideration by TCPB
- Participate in subcommittees as necessary
- Act as liaison to jurisdictional leadership
- Provide leadership and stewardship on the implementation of the Regional Plan

METRO COUNCIL AND STAFF ROLE

- Metro staff will provide ongoing staffing, facilitation, and logistical support to convene the TCPB and support its planning and coordination efforts.
- Metro staff will convene and participate in the JLT meetings
- Metro staff will provide implementation and fiscal updates to the Regional Oversight Committee and Metro Council as part of the quarterly reporting process
- Metro Council will appoint the TCPB membership
- Metro Council will provide oversight and accountability to assure consistency between implementation and the Tri-County Plan.
- Metro Council will approve the TCPB charter and any future amendments

COUNTY BOARD AND STAFF ROLE

County/Local Implementation Partners will:

- Develop proposals that effectively meet the regional goals, strategies, and outcome metrics identified by the TCPB in the Regional Plan
- Within one year of the adoption of the Regional Plan, and as needed thereafter, each county will bring forward any necessary amendments to its

Local Implementation Plan that incorporate relevant regional goals, strategies, and outcomes measures

- County staff will participate in the TCPB jurisdictional leadership committee
- County staff will provide fiscal and programmatic Regional Plan updates as part of the quarterly reporting process
- Each County will administer a separate Regional Strategy Implementation Fund equal to 5% of the annual program funds and invested in furtherance of the Tri-County Plan.
- County boards of commissioners will approve the TCPB charter and any future amendments

ACCOUNTABILITY

All TCPB meetings and materials will be available and accessible to the public, and appropriate notice will be given to inform all interested parties of the time, place and agenda of each meeting. Committee members are considered public officials under Oregon law and are responsible for complying with provisions in Oregon law, including:

- Use of position: Committee members are prohibited from using or attempting to use their position (including access to confidential information obtained through their position) to obtain a financial benefit for themselves, for a relative or for a business with which the member or relative is associated.
- Conflicts of interest: Committee members must publicly announce any potential or actual conflicts of interest on each occasion that they are met with the conflict. A conflict of interest occurs when a member's official actions on the committee could or would result in a financial benefit or detriment to themselves, a relative or a business with which the member or relative is associated. In the case of an actual conflict of interest, committee members must refrain from participating in any discussion or taking any action on the issue.

DECISION MAKING

Decision Making Method: Modified consensus is the goal for decision making; we achieve this by using the *Thumb vote* method described in the chart below. Each member may cast one vote per decision. Following the process outlined below, the majority vote decides the decision.

THUMB VOTE CHART	
	<p>A thumb up vote means “Yes. I support the decision and support moving forward with the proposed action.”</p>
	<p>A sideways thumb vote means “Yes. I support the decision, but with hesitation or caution; I support moving forward with the proposed action.” The voter is given the opportunity for more discussion if needed.</p>
	<p>A thumb down vote means “No. I oppose this decision and have significant concerns about moving forward with the proposed action.” The voter is given the opportunity to explain their concerns and propose an alternative solution.</p>

This charter will be reviewed on an annual basis and updated as necessary. Amendments to this charter may be made with the approval of the governing boards of Multnomah, Washington and Clackamas Counties and Metro Council.

Relevant Contextual Documents

1. SHS Measure
2. IGA
3. LIP’s

History of Charter Revisions

DATE	CHARTER REVISION	COMMENTS

November 7, 2022

TO: Metro Supportive Services Tri County Planning Body Committee

FM: Tom Cusack

Subject: November 9, 2022 Meeting Comments Issued Prioritization Improvements Needed to Regional Long Range Rental Assistance Program

For the record, I live in Lake Oswego in Clackamas County and am in the Portland Public Schools District.

I served for 10 years as the Oregon HUD Field Office Director and after retirement I began the [Oregon Housing Blog](#).

For your October meeting I sent comments pointing out issues with RLRA; I have attached those comments as pages 5-9 of this document. A quick summary:

“My concerns about the RLRA program are:

- ***The high rental costs for the program which can provide a windfall for some owners, especially LIHTC owners.***
- ***It’s adverse impact on HUD voucher holders—many who waited months/years for a voucher- who can no longer compete for the same units.***
- ***Lack of uniform REGION WIDE RLRA Information. “***

After that meeting I did two related blog posts that provide a first look at contract rents for project based RLRA contracts and a snapshot of the **1,100+ RLRA units under contract**. (Tenant based RLRA was 85% of total RLRA units under contract).

I am reposting those two blog posts below.

November 7: Public Record Requests Nets 10 Metro Project Based RLRA Contracts with Rent Data for 169 RLRA Units.

Back in May I recommended to the Metro Supportive Services Oversight Committee that they post multiyear project based long range rental assistance contracts to increase transparency of RLRA costs. A subsequent Metro staff response was that they would take the recommendation under advisement but to date posting hasn't happened and the Oversight Committee later deferred RLRA issues to the Tri County Committee. (This committee has a scheduled **meeting** this Wednesday).

In September I filed public record requests with the three counties for executed copies of agreements to enter RLRA contracts and the RLRA contracts themselves (if the project had reached that stage). I requested and got fee waivers based on my commitment to post these documents on my website.

I'm pleased to say I now have responses to my request: both Clackamas and Multnomah indicate they have projects with RLRA approvals and Washington county does NOT.

Note that this does NOT include tenant based RLRA contracts which clearly cover substantially more units that covered by these project-based contracts.

An earlier blog post I did [HERE](#) has a summary of total RLRA before I received the details of the project based RLRA. It showed that there were nearly 1,000 tenant based RLRA in use for which we currently have no cost, location, or demographic information.

My preliminary count of current project based RLRA units, and their contract rents is pasted below. It shows:

Multnomah and Clackamas County Portland Metro Supportive Housing RLRA Project Based Rents, 10 Projects , 169 RLRA Units															
Contract Rents Range from \$507 for SRO to \$2,888 for 3 Bedroom															
Courtesy, Oregon Housing Blog															
County	Project	Total Units	TOTAL RLRA Units	RLRA SRO UNITS	RLRA 0 BR Units	RLRA 1 BR Units	RLRA 2 BR Units	RLRA 3 BR Units	RLRA SRO RENT	RLRA 0 BR RENT	RLRA 1 BR RENT	RLRA 2 BR RENT	RLRA 3 BR RENT	Total RLRA ANNUAL Rent	Total RLRA Monthly Rent
ALL	FMR RENT								\$ 1,125	\$ 1,500	\$1,610	\$1,839	\$ 2,574		
ALL	ALL	928	169	60	28	33	36	12	\$ 638	\$ 905	\$1,087	\$1,687	\$ 2,352	\$2,260,892	\$188,408
MULTNOMAH	ALL	828	129	60	28	26	12	3	\$ 638	\$ 905	\$ 891	\$ 898	\$ 745	\$1,197,000	\$ 99,750
Clackmas	Marylhurst Commons	100	40			7	24	9			\$ 1,814	\$ 2,082	\$ 2,888	\$1,063,892	\$ 88,658
Multnomah	Douglas Fir Apartments	15	15		10	5				\$ 1,119	\$1,198			\$ 206,160	\$ 17,180
Multnomah	Cathedral Village	110	8				5	3				\$ 651	\$ 745	\$ 65,880	\$ 5,490
Multnomah	Crescent Court	138	7		4	3			\$ 507	\$ 544				\$ 43,920	\$ 3,660
Multnomah	Finley Commons	35	15	15					\$ 507					\$ 91,260	\$ 7,605
Multnomah	Hayu Tillxam	50	1				1					\$ 636		\$ 7,632	\$ 636
Multnomah	The Henry	172	15	15					\$ 615					\$ 110,700	\$ 9,225
Multnomah	Cedar Commons	60	30	30					\$ 714					\$ 257,040	\$ 21,420
Multnomah	Nesika Illahee	59	10		5	4	1			\$ 882	\$ 899	\$1,105		\$ 109,332	\$ 9,111
Multnomah	Renaissance Commons	189	28		9	14	5			\$ 856	\$ 853	\$1,155		\$ 305,076	\$ 25,423

1. A total of 10 projects with 928 total units.
2. A total of 169 project based RLRA units these projects, that's 18% of the total of 928 units. At least 40 of those units in Clackamas County/Lake Oswego will not be available until 2024.
3. 88 units /67% of the remaining Multnomah County project based RLRA units (129) are in SRO or studio units.
4. Average rents for Multnomah SROs are \$638 and \$905 for studios. RLRA SRO contract rents range from \$507 to \$714 and studio RLRA contract rents had a wide range from \$507 to \$1,119.
5. All of the Multnomah SRO and studio RLRA contract rents are BELOW HUD 2023 FMR's of \$1,125 and \$1,500.
6. In contrast the contract rent for the 3-bedroom 2024 Clackamas county project based RLRA is \$2,888, 12% more than the current 3 bedroom HUD FMR of \$2,574. Rents for 1–2-bedroom sizes are also above HUD FMR's.
7. *Note that ranges for contract rents should **NOT impact the tenant share of rent** which remains a constant percentage of their annual income. However, higher contract rents **do impact the amount of subsidy** for each unit, and therefore the number of households that can be helped with the same amount of funding.*

Most if not all of the contracts provide for a 3% annual contract rent increase. (For projects with fixed low levels of debt service this should result in more than a 3% increase in income available for variable expenses). As time permits, I will post actual contracts.

Originally created and posted on the [Oregon Housing Blog](#).

October 17: First Count of 3 County Portland Metro Long Range Rental Assistance Units: 1,145 Units with 85% Tenant Based.

Using multiple data sources, I was able to develop the first 3 county Portland metro count of Supportive Housing Regional Long Range Rental Assistance (RLRA).

I have pasted below a table that shows a breakout of RLRA by county and assistance type.

That count shows:

- A total of 1,145 units, with 85% of those units in tenant-based assistance.
- A subtotal of 169 project based RLRA units, in 11 projects.
 - 10 of those projects are in Multnomah County, 1 in Clackamas and none in Washington county.

- The Clackamas county projected should now be at the construction start stage but occupancy is not scheduled until 2024, *so a "units currently available" would be 1,105 (and this assumes all Multnomah county project based units are currently available).*

IF all 1,145 units were made available to the chronic homeless as counted in the 2022 PIT survey, the 3 county chronic homeless count would be reduced by 31% from 3,674 to 2,529.

1,145 Metro RLRA Units Under Lease or Agreement to Lease, by Type and County				
Courtesy, Oregon Housing Blog				
GEO	Total	Project Based	Tenant Based	How Many Projects?
TOTAL	1,145	169	976	11
Clackamas	162	40	122	1
Multnomah	569	129	440	10
Washington	414	-	414	-
Project Based RLRA				
County	Project Name	RLRA Units	ADDRESS	Assumed Occupancy
Clackamas	Marylhurst Commons	40	Marylhurst Campus, Lake Oswego 97034	2024
Multnomah	Nesika Illahee	10	6370 NE 42nd Ave., Portland, OR 97218	2022
Multnomah	The Magnolia II	3	3250 NE MLK Jr Blvd., Portland, OR 97212	2022
Multnomah	Cedar Commons	30	11450 SE Division St., Portland, OR 97266	2022
Multnomah	Findley Commons	15	5415 SE Powell Blvd., Portland, OR 97206	2022
Multnomah	Renaissance Commons	30	2133 N Argyle St., Portland, OR 97214	2022
Multnomah	The Henry	15	309 SW 4th Ave., Portland, OR 97204	2022
Multnomah	Cathedral Village	8	8614 N. Crawford St., Portland, OR	2022
Multnomah	Crescent Court	7	11560 SE Division St., Portland, OR 97266	2022
Multnomah	Hayu Tilxam	1	5827 NE Prescott St., Portland, OR 97218	2022
Multnomah	Las Adeltas	10	6723 NE Killingsworth St., Portland, OR 97218	2022
Sources:				
Clackamas County 4th QTR 2022 Supportive Housing Report				
Clackamas County Agreement to Enter Into Assistance Contract, and Draft Assistance Contract (Marylhurst Commons)				
Multnomah County and Home Forward Contract Number: JOHS-IGA-E-565-2018-conv				
Washington County Housing Advisory Group September 2022 Meeting Packet				

Context: RLRA vs Other permanent homeless programs

For context, as of August the three Oregon Portland Metro housing authorities had leased a total of 337 emergency HUD homeless rental vouchers, and 968 HUD VASH homeless veteran vouchers. While these 1,305 units are more than the 1,145 RLRA lease ups, the 1,305 units were leased over a longer time. *Note that the HUD funded homeless vouchers should also have reduced the chronic homeless counted in the 2022 PIT significantly.*

Costs, Including Service Costs?

I don't have good regional information about per unit cost for RLRA; I anticipate that this may become available when annual reports are filed at the end of the month.

Demographics?

Also missing, hoping that annual reports will have that detail including race and ethnicity and category A and B status.

Originally created and posted on the [Oregon Housing Blog](#).

October 7, 2022

TO: Metro Supportive Housing Services Tri-County Planning Body

FM: Tom Cusack

Subject: Comments on Agenda Items for October 12, 2022 Meeting

This is Tom Cusack. I am a retired HUD Oregon Field Office Director, and the author of the Oregon Housing Blog. I live in Clackamas County, in Lake Oswego, and am also in the jurisdiction of the Portland School District.

I am writing to request that the Tri County Planning Commission conduct a thorough review of the policies, costs, location, and demographics of who is being served by the Regional Long Range Rental Assistance program.

I previously raised these issues with the Oversight Committee but was advised recently that the TRI County Committee had RLRA jurisdiction.

My concerns about the RLRA program are:

- The high rental costs for the program which can provide a windfall for some owners, especially LIHTC owners.
- It's adverse impact on HUD voucher holders—many who waited months/years for a voucher- who can no longer compete for the same units.
- Lack of uniform REGION WIDE RLRA Information.

RLRA Excessive costs and Adverse Impact on HUD voucher holders

My most recent memo to the Oversight Committee is on pages 2-4 of this document and has graphs that show the excessive costs of the RLRA program and its adverse impact on HUD voucher holders. I provided two recommended actions that could reduce those costs and adverse impacts.

1. Set the payment standard for all areas in a county at 100% of FMR. (Washington county had done that but the increase in FMR's effective October 1st means they need to adjust their payment standard to 100% of the new FMR.
2. Limit RLRA rents to 120% of the PAYMENT STANDARD, as determined by the housing authority in each county.

A September blog post (<http://oregonhousing.blogspot.com/2022/09/metro-staff-tells-supportive-service.html>) contains an Excel tool that allows users to see those impacts in different Metro neighborhoods/payment standard areas.

Lack of Uniform REGIONWIDE Information

Quarterly reports have NO uniform structure to report the number and costs of RLRA commitments, either tenant based or project based. At a minimum this data should be reported quarterly IN A UNIFORM FORMAT including:

- A breakout of RLRA households by project based or tenant based
- A breakout of RLRA households by A/B categories.
- A demographic breakout of RLRA households.
- A breakout of RLRA average costs by bedroom size.
- A geographic breakout of RLRA households.
- A breakout of RLRA households served in LIHTC projects.

One Final Observation:

The agenda and meeting packet references presentations to be made at this meeting, but those presentations were not posted. It is impossible to comment on presentations not made available to the public prior to the meeting.

September 21, 2022

To: Metro Permanently Supportive Housing Oversight Committee

Fm: Tom Cusack

This is Tom Cusack, I live in Lake Oswego, write the Oregon Housing Blog, and am a retired HUD Oregon Field Office Director. I have reviewed the packet for the September 26, 2022 meeting including that staff memo "RLRA Program Structure" on page 40.

I was disappointed to see that the upshot of that memo is the conclusion that

"The matter of RLRA's program design and whether that policy or design be changed is something the Tri-County Planning Body could consider" and

"Metro staff recommends that the SHS Oversight Committee consider voting on a decision to make a formal recommendation or request for the SHS Tri-County Planning Body to look into and/or respond to concerns raised by some SHSOC members about how the RLRA program is currently structured."

Here are examples of why the RLRA rents need review and modification.

**Housing Choices for RLRA SSI
Tenants Substantially More than for
Housing Voucher Tenants.**

I urge the Committee to vote if necessary to make a referral to the Tri County Planning Body requesting a thorough review of the costs of the RLRA program, who is providing the housing for the RLRA program, and RLRA's impact on housing choice for HUD voucher recipients.

As I recommended earlier adverse impacts on voucher holders could be reduced in one of two ways

- 1. Set the payment standard for all areas in a county at 100% of FMR. (Washington county had done that but the increase in FMR's effective October 1st means they need to adjust their payment standard to 100% of the new FMR.**
- 2. Limit RLRA rents to 120% of the PAYMENT STANDARD, as determined by the housing authority in each county.**

IN BOTH cases the RLRA rents WOULD STILL be HIGHER than voucher rents.

My most recent blog post (<https://oregonhousing.blogspot.com/2022/09/excel-tool-to-compare-housing-choice.html>) provides an Excel tool to show side by side comparisons of housing choice, rent burdens, and subsidy costs for HUD voucher tenants vs RLRA tenants for all 12 of the different voucher payment standard areas in the three counties.

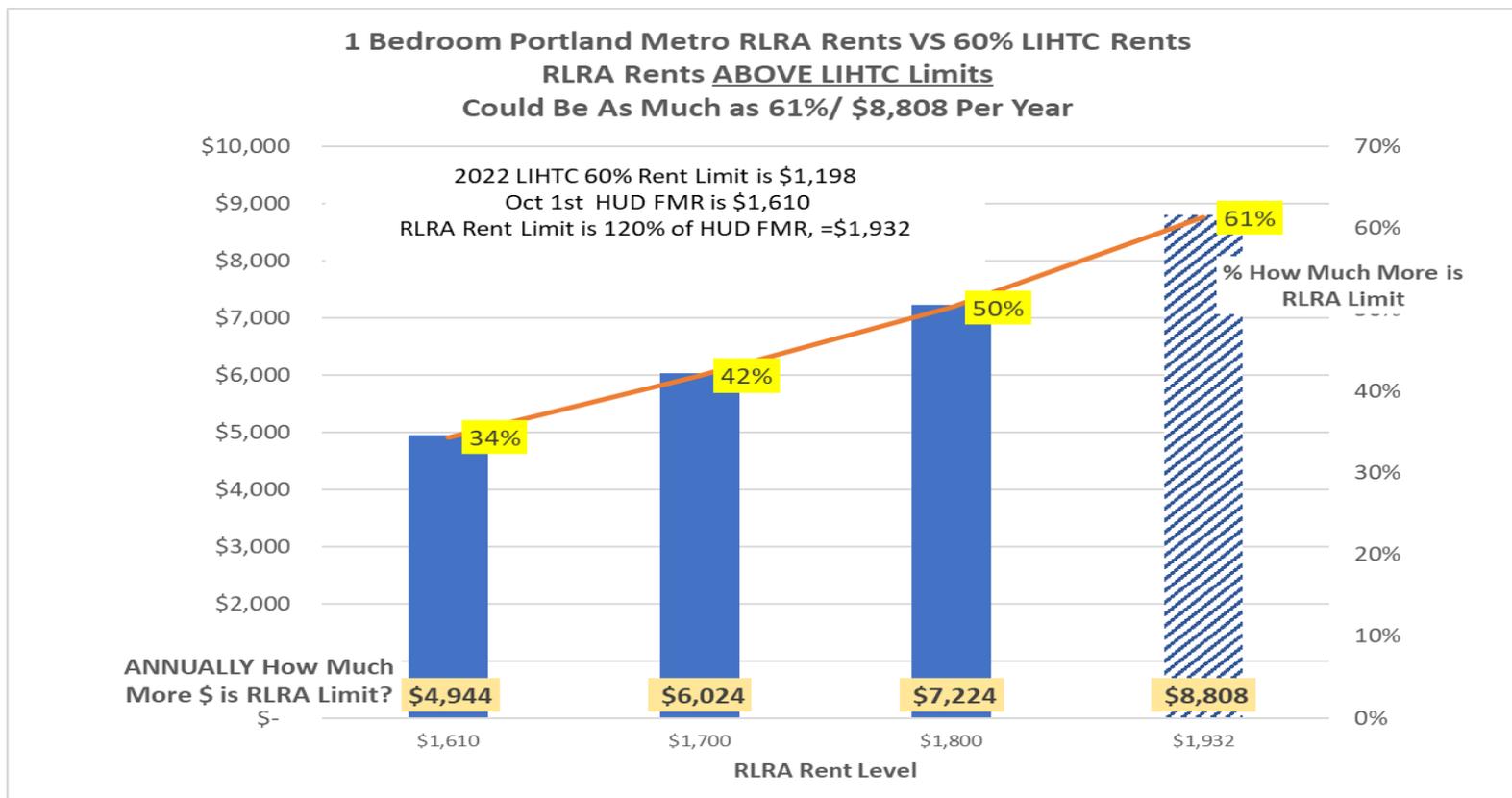
Using approximate SSI single person income for 2023 of \$11,000 in the Gresham payment standard area the tool shows that for a 1-bedroom unit:

- The voucher tenant CANNOT rent the unit as their share of rent would be \$771, 89% of income.
- For the RLRA tenant their share of rent is \$275, 30% of Income: For the **RLRA tenant subsidy totals \$19,844 per year,**

RLRA RENTS are HIGH.

In earlier September posts (links are in the most recent blog post) I pointed out that

1. The Portland 1 Bedroom Metro RLRA of \$1,932 could bring \$8,800 In annual ADDITIONAL subsidized rental Income to each LIHTC Unit. (I count 33,000 LIHTC units in the 3 counties).



2. Because of an increase in HUD Fair Market rents effective October 1st, the highest gap between RLRA 1-bedroom maximum rent and the lowest 1-bedroom payment standard would be \$496 per month and the LOWEST gap is \$344. (See graph on next page for differences for each payment standard area).

