

RESOLUTION NO. 3402

A RESOLUTION OF THE BEND CITY COUNCIL ESTABLISHING A HOUSELESS SERVICES GRANT PROGRAM

Findings

- A. The American Rescue Plan Act of 2021 (“ARPA”) provided \$1.9 trillion in funds to respond to COVID-19, including \$350 billion in emergency funding for local, state, tribal and territorial governments (the “Coronavirus State and Local Fiscal Recovery Funds” or “Funds”). The City of Bend was allocated and has received \$14.08 million in ARPA funding (the “ARPA Allocation”).
- B. The Funds are intended to support urgent COVID-19 response efforts including, among other purposes, supporting immediate economic stabilization for households and business, and addressing systematic public health and economic challenges that have contributed to the inequal impact of the pandemic on certain populations. As such, the Funds may be used to, among other uses, address negative impacts caused by the public health emergency, as further described in guidelines issued by the U.S. Treasury Department.
- C. From March 2021 through 2024, the City of Bend has allocated portions of its ARPA Allocation to shelter operations and other services and programs that meet the purposes of the Funds as outlined in Recital B and relevant federal guidelines. A portion of the City’s ARPA Allocation remains unobligated or is anticipated to be returned from previously awarded contracts. The City now wishes to use its remaining ARPA Allocation under the grant program created by this resolution, as described in the exhibits.
- D. The City and Deschutes County adopted a joint resolution to allow overnight vehicle camping on a temporary basis on lands owned by each entity on a portion of land known as Juniper Ridge, and to provide case management, outreach, and sanitation services. The City and County have also entered into an intergovernmental agreement (“IGA”) for funding of shelter operations using a portion of the City’s ARPA Allocation and ARPA funds allocated to Deschutes County. This IGA is anticipated to be amended to add additional ARPA funds from Deschutes County to a similar purpose relating to the joint resolution. The City now wishes to use some of the ARPA funds under the IGA, as it may be amended and additional funds allocated, under the grant program created by this resolution.
- E. The ARPA Allocation is required to be obligated by December 31, 2024. ARPA funds unobligated by December 31, 2024, must be returned to the federal government. The City desires to use these funds for eligible programs and obligate the funds before this obligation deadline.

- F. The City now desires to establish a grant program on the terms of this resolution for the purpose of assisting qualifying nonprofit organizations to address houselessness and individual members of the community who were negatively impacted by the COVID-19 pandemic, especially those individuals who were disproportionately impacted, by supporting individuals experiencing houselessness in making meaningful steps toward transitioning to permanent housing, through shelter, case management, outreach, and other services.

Now, therefore, based on the above findings,

THE CITY OF BEND RESOLVES AS FOLLOWS:

- Section 1. A grant program is established for the purpose of providing community grants to address homelessness and the negative impacts caused or exacerbated by the COVID-19 pandemic, by assisting qualifying nonprofit organizations to address houselessness by supporting individuals experiencing houselessness in making meaningful steps toward transitioning to permanent housing, consistent with the Program Overview attached as Exhibit A (“Program”).
- Section 2. The City Manager is authorized to make changes or amendments to the Program as needed to implement and administer the Program consistent with the intent of this Resolution and well as all applicable ARPA and U.S. Department of Treasury guidelines.
- Section 3. The Program will be funded with funds from the City’s American Rescue Plan Act Fund, and other sources, as shown in the attached Exhibit B. The City Manager is authorized to adjust the funding totals as needed to match the total ARPA dollars available for the Program under agreements with other entities and as otherwise described in Exhibit B.
- Section 4. To quickly and efficiently respond to the COVID-19 pandemic and otherwise rebuild a stronger, more equitable local economy, the City Manager shall have discretion to authorize allocations and enter into grant agreements in any amount, using Program funds consistent with this Resolution, with no further approval from Council.
- Section 5. Funds allocated to this Program are intended primarily to cover costs incurred after entry into a grant agreement, but may cover costs incurred beginning March 3, 2021, at the sole discretion of the City Manager, and must be obligated before December 31, 2024. Performance under the agreements must be complete by December 31, 2026, consistent with ARPA guidelines.

Section 7. The Program will become effective upon adoption of this resolution, and will remain in effect until December 31, 2026, unless further extended by the City Manager.

Section 8. All Program funding recipients must follow the guidelines issued by the U.S. Treasury Department related to Coronavirus State and Local Fiscal Recovery Funds.

Adopted by the Bend City Council on November 6, 2024.

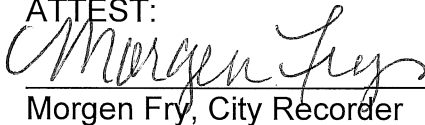
YES: Mayor Melanie Kebler
Mayor Pro Tem Megan Perkins
Councilor Anthony Broadman
Councilor Ariel Méndez
Councilor Mike Riley
Councilor Megan Norris

NO: none



Melanie Kebler, Mayor

ATTEST:


Morgen Fry, City Recorder

APPROVED AS TO FORM:


Mary A. Winters, City Attorney



AMERICAN RESCUE PLAN ACT Houseless Services Grant Program Exhibit A – Program Overview

BACKGROUND

This document describes the Houseless Services Grant Program (the “Program”), including purpose, eligibility, grant requirements, application process, and criteria for selection. The Program funds will be used to support community-based organizations addressing houselessness by allocating financial assistance. The Program and eligible projects address systemic public health and economic challenges that have contributed to the inequal impact of the COVID-19 pandemic on certain populations and address negative impacts caused by the public health emergency.

PURPOSE

The purpose of the Program is to assist qualifying nonprofit organizations to address houselessness by supporting individuals experiencing houselessness in making meaningful steps toward transitioning to permanent housing. Eligible projects include start up and operations costs for permanent or temporary shelters including Safe Parking sites for people who are unhoused, case management at shelters or for people who are unhoused and unsheltered, including on City and County owned land at Juniper Ridge, and similar services that meet the intent of the program.

All providers will be required to enter data into the Homeless Management Information System (HMIS) for all persons assisted.

Examples of eligible projects include:

New Safe Parking Start Up and Operations

Chapter 4.10 of the Bend Municipal Code allows operation of Overnight Camping and Transitional Overnight Parking Accommodations (referred to as “Safe Parking”), for people experiencing houselessness to safely camp in vehicles or other temporary and mobile structures.

Eligible expenses include all aspects of set up and operations and associated costs. Projects must comply with all applicable provisions of the City of Bend code, including chapter 4.10 of the Municipal Code, all applicable laws, and any other requirements imposed by the City.

Eligible projects must include housing-centered case management, which must include, but is not limited to:

- Assistance applying for housing and housing assistance

- Identifying and assisting the client to overcome barriers to more permanent housing
- Health care referrals (physical, dental, behavioral, substance use disorder)
- Assistance in acquiring necessary documentation, such as ID cards, licenses, birth certificates, and DD-214 documents.
- Assistance in accessing public benefits, such as SSI, SSDI, unemployment, TANF, and Oregon Trail Benefits
- Employment support, job skills development, and education resources

Safe Parking – Existing Sites

Existing Safe Parking sites are eligible for grants to maintain the site and provide housing-centered case management or to increase services at the existing site.

Case management must include, but is not limited to:

- Assistance applying for housing and housing assistance
- Identifying and assisting the client to overcome barriers to more permanent housing
- Health care referrals (physical, dental, behavioral, substance use disorder)
- Assistance in acquiring necessary documentation, such as ID cards, licenses, birth certificates, and DD-214 documents.
- Assistance in accessing public benefits, such as SSI, SSDI, unemployment, TANF, and Oregon Trail Benefits
- Employment support, job skills development, and education resources

Outreach and Case Management for Unsheltered Individuals and Families in the Temporary Safe Stay Area

The City of Bend is partnering with Deschutes County to increase services and provide housing-centered case management in the Temporary Safe Stay Area (TSSA) at Juniper Ridge. Eligible outreach projects include those providing housing-centered case management to individuals experiencing unsheltered houselessness the region designated as the TSSA. Applications should demonstrate how providers will engage clients, frequency of outreach, metrics to track success, and duration of offered support; the City's goals are a minimum of four contacts every week for each person served for the duration of the grant.

Regional data management for the TSSA, including coordination of case conferencing meetings, technical support, and completion of consolidated reports for outreach providers may be eligible for funding.

Case management must include, but is not limited to:

- Assistance applying for housing and housing assistance
- Identifying and assisting the client to overcome barriers to more permanent housing
- Health care referrals (physical, dental, behavioral, substance use disorder)
- Assistance in acquiring necessary documentation, such as ID cards, licenses, birth certificates, and DD-214 documents.
- Assistance in accessing public benefits, such as SSI, SSDI, unemployment, TANF, and Oregon Trail Benefits
- Employment support, job skills development, and education resources

Grantees providing case management in the TSSA will create individualized service plans with participants and be required to coordinate with other providers, including attending case conferencing meetings, to avoid duplication of services. Grantees will also provide metrics to the City through regular monthly reporting including transitions to more permanent housing.

Shelter Services:

Existing shelter sites, including high- and low-barrier shelters, are eligible for funds to maintain and expand operations and services. Eligible expenses may include one-time costs associated with identifying sites and starting up a shelter or moving an existing shelter to a new location, costs associated with providing housing-focused case management and supporting transitions to permanent housing, and general shelter operating costs.

Entities must offer, but may not require, housing-focused case management, including:

- Assistance applying for housing and housing assistance
- Identifying and assisting the client to overcome barriers to more permanent housing
- Health care referrals (physical, dental, behavioral, substance use disorder)
- Assistance in acquiring necessary documentation, such as ID cards, licenses, birth certificates, and DD-214 documents.
- Assistance in accessing public benefits, such as SSI, SSDI, unemployment, TANF, and Oregon Trail Benefits
- Employment support, job skills development, and education resources

Housing-Focused Case Management and Houseless Prevention Services:

Other projects not included in previously listed categories may be eligible for funds to provide housing-focused case management to clients who are currently or have previously experienced houselessness and/or to prevent households currently at risk of houselessness in maintaining their current housing situations. Eligible expenses may include, but are not limited to, case management personnel costs and supplies, payment of rental housing application fees, payment of rent arrears when such arrears are preventing households from accessing or maintaining permanent housing, and payment of deposit and other reasonable move-in costs.

Entities must offer, but may not require, housing-focused case management for a period of at least three months to each person receiving assistance. Case management must include:

- Assistance applying for housing and housing assistance and/or tenant education
- Identifying and assisting the client to overcome barriers to more permanent housing
- Health care referrals (physical, dental, behavioral, substance use disorder)
- Assistance in acquiring necessary documentation, such as ID cards, licenses, birth certificates, and DD-214 documents.
- Assistance in accessing public benefits, such as SSI, SSDI, unemployment, TANF, and Oregon Trail Benefits
- Employment support, job skills development, and education resources

The Program funds may not replace other federal, state, county, or local funds, but may be used to expand or continue operations begun with other funding sources. Applicants may not receive Program funding for project expenses that were funded through other federal, state, or local grants. Applicants are encouraged to continue to pursue and take advantage of existing funding in these areas. Based on the number of applications received and funding available, the Housing Department, or designated Internal Review Team, will make recommendations on disbursement amounts. Final funding decisions will be made by the City Manager.

APPLICATION PROCESS

The intent of the Program is to make the grant application process as simple and easy as possible, while also gathering enough information to verify eligibility and to allow reviewers to make informed funding decisions. Based on the number of applications received and funding available, the Housing Department, or designated Internal Review Team, will make recommendations on disbursement amounts. Final funding decisions will be made by the City Manager.

The application process shall be as follows:

1. **Application** – Eligible non-profits to complete an application and submit required documents via email.
2. **Screening** – Staff to screen applications for demonstrated eligibility to receive ARPA funding and ability to comply with all federal and Treasury guidelines. Applications will be evaluated based on objective prequalification questions.
3. **Review** – Eligible applications will then be reviewed by an Internal Review Team designated by the City Manager. Applications will be considered and awarded on a nondiscriminatory basis in accordance with state, federal, and local law, as well as the criteria described below.
4. **Award** – The City Manager will make the final decision on the awards, including which projects to fund and in what amounts.
5. **Contractual Agreement, Funding, & Reporting** – The grant agreement with will outline general grant obligations and reporting requirements, and will include, but is not limited to: general legal principles, reporting, access to financial records, audit provisions, and federal single audit compliance.

PROGRAM TIMELINE

November 7, 2024, to December 7, 2024 – Applications open on a rolling basis

December 31, 2024 – All contracts executed

December 31, 2026 – All contracts expire and funds must be completely spent down

Review and recommendation will be made on a rolling basis until funding is exhausted. Funding is not guaranteed for any application received and may be exhausted before December 7, 2024. Applicants are encouraged to apply as early as possible.

APPLICATION REQUIREMENTS

All applicants must complete and submit one copy of the grant application form and all required supporting documentation. A copy of the application will be available on the City's website.

All grant applications must clearly and concisely describe the project to be funded, identify how the funds will be utilized to address houselessness and how the project meets the eligibility criteria and intention of this Program, and an amount of funds requested and proposed budget for the project.

Applications will be accepted on a rolling basis beginning November 7, 2024, through December 7, 2024, or until funds are expended. Completed application packets should be returned by email to the City at bokeefe@bendoregon.gov. Hand-delivery may be accepted; email the Program contact to arrange.

All documents received by the City are subject to public disclosure. Information deemed by the applicant as exempt under Oregon's public records law must be clearly marked by the applicant as "Proprietary". Marked pages must be placed in a group separate from the remainder of the proposal. The City will make an independent determination regarding exemptions applicable to information that has been properly marked and segregated. The City will attempt to maintain the confidentiality of materials clearly marked "Proprietary" to the extent allowable under Oregon public records law.

PRE-QUALIFICATION SCREENING

Applications will be screened by City staff to ensure they are complete and meet ARPA and Treasury guidelines. The City reserves the right to reject applications not meeting City or ARPA requirements or to request additional documentation showing eligibility, or if an application is not complete. The applications will be screened as follows:

1. Did the applicant submit proof of non-profit status?
2. Did the applicant submit all required documentation and answer all application questions?
3. Does the project provide an eligible shelter, case management, outreach, or data management service to sheltered or unsheltered individuals experiencing or at risk of homelessness?
4. Is the organization located in Bend and serving community members that reside in Bend area?
5. Is the funding request proportional to the negative impact they are intending to address and reasonable to complete project objectives?
6. If the applicant does not receive the full amount requested, how would they scale their budget and, consequently, how will they scale their impact?

EVALUATION CRITERIA

Eligible applications that meet the screening criteria will be evaluated and scored using the evaluation criteria below by an initial and secondary reviewer on the Internal Review Team. The Internal Review Team will then meet and make funding recommendations to the City Manager. Scores will be used to evaluate readiness of applicants to successfully use Program funds and meet Program requirements, including federal funding restrictions. Scores may be used to recommend funding amounts, frequency of monitoring requirements in a resulting grant contract, or other requirements, as determined by the City to be in its best interests.

The evaluation criteria will be as follows:

| Category | Description | Available Points |
|---|--|------------------|
| Program Overview | <ul style="list-style-type: none"> - Proposed project overview, outcomes, and budget. - Impact of project to community - How project supports Council goals or TSSA | 80 |
| Prior Experience, Capacity, and Readiness | <ul style="list-style-type: none"> - Relevant prior experience, including experience operating similar programs, completing regular reporting of program outcomes, entering data into HMIS, utilizing federal funds, and working with the City of Bend. - Organization's capacity to implement proposed project. - Organization's experience collaborating with partner agencies. | 30 |
| Proposed Program Operations | <ul style="list-style-type: none"> - Required policies and procedures - Data management, case management, and record keeping | 25 |
| Fiscal Systems | <ul style="list-style-type: none"> - Fiscal systems | 25 |
| Certifications | Failure to complete certifications of required program elements will not be considered for funding. | 0 |

AWARDS

Final award decisions will be made by the City Manager after consideration of recommendations from the Internal Review Team. Projects may be funded partially, in whole, or not at all, at the sole discretion of the City. Funding decisions will be made to applicants and projects that are determined to be in the City's best interest and best able to meet the requirements of the Program, including federal funding requirements.

CONTRACTUAL AGREEMENT

Applicants approved for funding will be required to enter a contract with the City that outlines general grant obligations and reporting requirements. ARPA guidelines may require grant recipients to meet additional financial compliance guidelines including the need for a formal audit if certain thresholds are met. Recipients are expected to be familiar with these requirements and willing and able to comply with all terms. A sample contract will be provided to applicants. Funding will primarily be by reimbursement, but initial up-front payment of all or a portion of grant funds may be made in the sole discretion of the City. Funding is intended for expenses following contract signing, but may be used for expenses incurred beginning March 3, 2021, at the sole discretion of the City and as provided in the grant agreement between the Grantee and the City.

If an organization spends over \$750,000 of federal funds in a fiscal year, they may be required to have an audit of not only those funds but also their financial statements, internal controls, and compliance. Prevailing wage rates, pursuant to ORS 279C.800 et seq., may apply to projects receiving more than \$750,000 in public funds or that constitute "public works" as defined in state law, unless an exemption applies. Successfully funded organizations should seek their own legal counsel for all impacts related to this grant funding.



**AMERICAN RESCUE PLAN ACT
Houseless Services Grant Program
Exhibit B – Sources of Funds**

The Houseless Services Grant Program (the “Program”) will be funded by American Rescue Plan Act (ARPA) dollars received by the City under the Coronavirus State and Local Fiscal Recovery Fund, including ARPA dollars that have not yet been obligated to any contract or project and ARPA dollars that have previously been allocated or obligated to a contract and are descope from that contract before December 31, 2024. The Program will also use funds allocated to the City by Deschutes County under a grant agreement, as amended, for general shelter operations and Temporary Safe Stay Area case management.

The total amount of funds awarded under this Program will be the actual totals available to the City under an agreement between the City and Deschutes County for use of County ARPA funds, and any City ARPA dollars that are not obligated to other projects. The chart below summarizes the total amounts anticipated to be allocated to this Program, but the City Manager is authorized to adjust these numbers based on actual totals as described.

Funding Summary

| Source | Amount | Intended Projects |
|---|--------------------|--|
| Deschutes County ARPA – existing agreement number 2024-442 for Homeless Solutions | \$750,000 | General Shelter Operations |
| Deschutes County ARPA * | \$400,000 | Temporary Safe Stay Area Case Management |
| City ARPA * | \$400,000 | Temporary Safe Stay Area Case Management |
| City ARPA ** | \$1,497,675 | Any eligible project |
| Total (anticipated) | \$3,047,675 | |

* Final amount will be the amount allocated under grant agreement between City and County (will be subject to Council approval)

** Final amount will be the total of ARPA dollars removed from existing contracts for shelter services by amendment and not allocated to other projects by other means