



Affordable Housing Stabilization Fund (AHSF) Guidelines

Program Description and Application Guidelines

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2nd Edition

For additional information or clarification, please email AHSF@homeforward.org

PROGRAM DESCRIPTION

A. Purpose

The purpose of the Affordable Housing Stabilization Fund (AHSF) is to alleviate debt that affordable housing providers accrued as a result of tenant nonpayment of rent between April 1, 2020 and April 30, 2022 in regulated affordable dwelling units. As a condition of receiving program funds, providers must alleviate an equivalent amount of tenant rent debt to the amount of the grant received and must first apply grant funds to current resident rent debt until current tenants have no remaining eligible debt before they can apply any funds to eligible rent debt of previous residents.

B. Definitions

- 1) “Affordable dwelling unit” - means a dwelling unit that has a rent that is affordable to a household making less than 80 percent of Area Median Income (AMI).
- 2) “Applicant” - for purposes of these AHSF Program Guidelines, “Applicant” means the Property Owner.
- 3) “Dwelling unit” - means a structure or the part of a structure that is used as a home, residence or sleeping place by one person who maintains a household or by two or more persons who maintain a common household. “Dwelling unit” regarding a person who rents a space for a manufactured dwelling or recreational vehicle or regarding a person who rents moorage space for a floating home as defined in ORS 830.700, but does not rent the home, means the space rented and not the manufactured dwelling, recreational vehicle, or floating home itself.
- 4) “Eligible debt” - debt that accrued as a result of tenant nonpayment of rent in a regulated affordable dwelling unit between April 1, 2020 and April 30, 2022.
- 5) “Eligible Property Owner” – means:
 - a. A local government,
 - b. A non-profit,
 - c. A public housing authority, or
 - d. A for-profit that owns a regulated affordable dwelling unit(s).
- 6) “Portfolio” – means all properties owned by the Applicant that includes regulated affordable dwelling units in which eligible rent debt accumulated.
- 7) “Program Administrator” – means Home Forward
- 8) “Property Owner” - means the legal owner, lessor, or sublessor of the residential dwelling unit(s) or the building or premises of which the dwelling unit(s) is part of. Property Owners include individuals, partnerships, or an ownership group with legal rights to enter into agreements and make decisions for the property.
- 9) “Regulated Affordable dwelling unit” - means an affordable dwelling unit that is:

- a. Owned by a public housing authority, non-profit, or local government, or
 - b. Owned by a for-profit that has a regulatory agreement with a local, state, or federal government for the unit to be affordable to households making less than 80 percent of AMI
- 10) “Self-regulated property” - for the purpose of these AHSF guidelines, this means a property that:
- a. Includes affordable dwelling units,
 - b. Is owned by a non-profit, local government, or public housing authority, and
 - c. The owner does not have a regulatory agreement with a local, state, or federal government to provide the affordable dwelling units.
- 11) “Tenant” - As defined by ORS 90-100 (47).
- 12) “Written notification” - means notification by the Program Administrator via email to the address listed on the application. The applicant may choose to have communication by mail, if submitting a paper application.

C. Eligibility

(1) Property Owner Eligibility

To be eligible for the Affordable Housing Stabilization Fund, the applicant must be a:

- a. Local government,
- b. Public Housing Authority,
- c. Non-Profit, or
- d. For-profit that owns regulated affordable dwelling units.

(2) Affordable Unit Eligibility

For a unit to be eligible for the Affordable Housing Stabilization Fund, it must be a regulated affordable dwelling unit that is owned by an Eligible Property Owner with a rental agreement with residential tenants covered by ORS 90 in the State of Oregon. This includes but may not be limited to the following residential homes with rental agreements:

- a. Rental houses or apartments;
- b. Manufactured homes, whether in a manufactured home park or not;
- c. Manufactured home lot rent;
- d. Some recreational vehicles;
- e. Houseboats; and
- f. Any other housing considered to be a Dwelling Unit as defined by ORS 90.100(12) and covered by Chapter 90 of the Oregon Revised Statutes.

(3) Eligible rent debt

For the Property Owner’s debt to be eligible for the Affordable Housing Stabilization Fund, it must have accrued as a result of tenant nonpayment of rent between April 1, 2020 and April 30, 2022 in a regulated affordable dwelling unit.

APPLICATION GUIDELINES

A. Application Materials

As part of their application, Affordable Housing Providers will be required to provide the following:

All applicants:

- (1) Completed AHSF Application
- (2) IRS form W-9 for the Applicant
- (3) Copy of detailed Tenant Aged Accounts Receivable that differentiates between current and past tenants from April 1, 2020 to April 30, 2022 demonstrating the total eligible rent debt amount

For-profit applicants are required to have a regulatory agreement with a local, state, or federal government for all affordable dwelling units included in their application. Local governments, public housing authorities, and non-profits may include self-regulated properties in their application (see below). The Program Administrator will work with Oregon Housing and Community Services (OHCS) and the Portland Housing Bureau (PHB) to verify regulatory agreements. If the applicant includes a property in their application that has a regulatory agreement with an agency other than OHCS and PHB, they must provide:

- (4) A copy of the regulatory agreement for all properties that have an agreement with a local, state, or federal government other than OHCS and PHB.¹*

Applicants with a self-regulated property in their application:

1. Rent rolls for the property that includes the unit rent for each affordable dwelling unit and the rent that would be affordable to households making less than 80% AMI for the geographic area where the property is located.

B. Application Process

Application must be submitted through Home Forward's Affordable Housing Stabilization Fund application portal at

<<https://portal.homeforward.org/Account/AffordableHousingStabilizationFundRegistration>>, or a completed application must be sent to Home Forward by electronic mail. Paper applications are available upon request by contacting (503) 415- 8005 or e-mailing AHSF@homeforward.org. Requests for reasonable accommodation to access the application can be made via email to AHSF@homeforward.org. Applicants will be required to agree to the program terms and agreements associated with the Affordable Housing Stabilization Fund. Applicants are responsible to submit full and complete applications including providing complete and accurate

¹ The Program Administrator reserves the right to request a copy of the regulatory agreement to determine eligibility at any time.

application materials described above in section (A) Application Materials. Applicants may be required to provide additional documentation to demonstrate their eligibility for the program.

C. Award Process

Funding is available on a non-competitive basis. The Program Administrator will open the application between August 17, 2022 and September 16, 2022. The program Administrator will begin determining eligibility for fully completed applications in the order that they are received but will not make final decisions on grant amounts until the application window is closed and the total eligible rent debt applied for has been determined. Once the total eligible rent debt amount has been determined, the Program Administrator will equitably distribute the program funds across all applicants that meet all program eligibility criteria. For example, if applicants that meet all eligibility criteria demonstrated a total of \$10 million in eligible rent debt and there are \$5 million of program funds available, every eligible applicant will be eligible for a grant amount that covers 50 percent of the eligible rent debt applied for.

- (1) Is the application eligible for funding? To be eligible the application must be complete, including any required supporting documents and signed certifications.
 - a. If the application is not complete it may be denied. The Program Administrator reserves the right to do application follow up if only minor issues are discovered. The Program Administrator may initiate a correction deadline if follow up is deemed appropriate.
 - b. If the application is denied because it does not meet the applicable criteria, no Affordable Housing Stabilization Fund grant money will be awarded. The applicant will receive electronic or other written notification of the denial.
- (2) The Program Administrator may request additional documentation to demonstrate program eligibility.
- (3) Once an Affordable Housing Stabilization Fund application has been reviewed, the Program Administrator will provide electronic or other written notification to the applicant of the award decision.
- (4) The Program Administrator may share applicant information with local, state, or federal government agencies and their contractors to confirm that there has been no duplication of rental assistance benefits and for purposes of evaluating the AHSF program.
- (5) The Program Administrator will require the applicant to enter into a grant agreement that will include but may not be limited to:
 - a. The requirement to alleviate an equivalent amount of tenant rent debt as the award amount;
 - b. A requirement to apply award funds first to eligible rent debt of current tenants until current tenant rent debt is exhausted prior to applying funds to eligible rent debt of prior tenants;
 - c. A requirement to demonstrate that tenant rent debt has been alleviated in alignment with (a) and (b) of this section by providing a copy of aged tenants accounts receivable that differentiates between current and previous tenants within 30 days of applying the funds to tenant ledgers.
- (6) After execution of the grant agreement, the Program Administrator will issue payment to approved applicant. Payments will be made by a paper check by mail. However, if the

vendor is currently working with Home Forward the applicant will receive the Affordable Housing Stabilization Fund payment in a manner consistent with their other Home Forward payments.

D. Oversight, Program Integrity & Penalties

- (1) Landlords that receive duplicate payments of AHSF grant money to cover non-payment of rent balances have 45 days to either apply the excess payment to another tenant ledger that had eligible rent debt or return the excess payment to the Program Administrator via mail to Home Forward, Attn: Landlord Guarantee Program, 135 SW Ash Street, Portland OR 97204.
- (2) The Program Administrator may request additional documentation to demonstrate eligibility for the program at any time. The Applicant is required to provide requested documentation by the correction deadline included in the request for their application to be considered.
- (3) The Program Administrator may share information included in the application with local, State, or Federal government agencies or their subcontractors for the purpose of evaluating the program, including but not limited to applicant name, ownership type, total eligible rent debt, total tenants with eligible rent debt, award amount, and outstanding eligible rent debt. The Program Administrator will not share personally identifiable information of tenants with anyone unless required by law or court order.
- (4) The Program Administrator may conduct audits of Applicants or individual applications to verify application information provided was accurate, that Landlords did not receive or inappropriately applied duplicate funds, and to generally assure program integrity. Applicants will sign agreements during the application process allowing for these reviews.
- (5) Any entity or individual receiving benefits found to have intentionally provided inaccurate or misleading information may be subject to penalties as determined applicable by the State of Oregon, including its Oregon Program Administrator of Justice, including but not limited to repayment of public funds and all available liabilities and penalties provided by the Oregon False Claims Act (ORS 180.750 to 180.785).

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