

# HOME-ARP Supportive Services Application Workshop

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JANUARY 2023

TENNESSEE HOUSING DEVELOPMENT AGENCY (THDA)

# HOME-ARP-SS Funding Allocation

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- HOME-ARP funds committed to the State of Tennessee through THDA will be allocated as approved by HUD in THDA's HOME-ARP Allocation Plan, and as amended.
- The total program allocation for the HOME-ARP-SS will be \$ 5,659,525.00.
- THDA will make available \$565,952.00 from its HOME-ARP Administrative Allocation to its HOME-ARP-SS Grantees for eligible administration expenses. Each successful applicant may request up to ten percent (10%) of its award for Administrative Costs.
- The minimum award amount is \$200,000
- The maximum award amount is \$500,000

# HOME-ARP-SS Funding Allocation

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- The HOME-ARP-SS Program funds will be awarded on a competitive basis to eligible applicants across the State of Tennessee. Agencies applying for the Program funds must include in their application, documentation that is supported by data, showing:
  - 1) Need for the Program funds;
  - 2) Experience in servicing vulnerable, homeless or at-risk of homelessness populations within the community; and
  - 3) A plan that summarizes how funds will be used to address the unmet needs of their community.

# Eligible Applicants

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- The State of Tennessee, through THDA, will accept applications for the HOME-ARP-SS Program from non-profit organizations and local units of governments. Non-profit applicants must submit PART V: Non-Profit Checklist with supporting documentation, and PART VI: Non-Profit Board Composition.
- To be eligible for HOME-ARP-SS Program funding, the non-profit organization must:
  - 1) Must meet one of the following criteria:
    - a) All private, non-profit organizations must be organized and existing in the State of Tennessee (as evidenced by a Certificate of Existence from the Tennessee Secretary of State, dated no more than thirty (30) days prior to the application date).

OR

# Eligible Applicants

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- b) Be organized and existing under the laws of another state and be qualified to do business in Tennessee (as evidenced by a Certificate of Existence from the other state's Secretary of state dated no more than thirty (30) days prior to the application date and by a Certificate of Authorization to do business in Tennessee from the Tennessee Secretary of State, dated no more than thirty (30) days prior to the application date).
- 2) Must demonstrate at least two (2) years of experience providing affordable housing or affordable housing related services in the state of Tennessee satisfactory to THDA, in its sole discretion.
- 3) Have a minimum of two (2) years of experience assisting vulnerable individuals or families.
- 4) Have no part of its net earnings inuring to the benefit of any member, founder, contributor or individual.

# Eligible Applicants

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- 5) Be established for charitable purposes and whose activities include, but are not limited to, the promotion of social welfare and the prevention or elimination of homelessness, as evidenced in its charter, articles of incorporation, resolutions or by-laws, and experience in the provision of shelter and services to the homeless.
- 6) Have standards of financial accountability that conform to 24 CFR 84.21, Standards of Financial Management Systems.
- 7) Have an IRS designation under Section 501(c)(3) or Section 501(c)(4) of the federal tax code. A 501(c)(3) non-profit applicant may not submit an application until they have received their designation from the IRS. A 501(c)(4) non-profit applicant must provide documentation satisfactory to THDA, in its sole discretion, that the non-profit has filed the necessary materials with the IRS and received a response from the IRS demonstrating 501(c)(4) status.

# Eligible Applicants

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- 8) Faith-based organizations receiving HOME-ARP-SS Program funds, like all organizations receiving HUD funds, must serve all eligible beneficiaries without regard to religion.
- 9) Have approved established HOME-ARP-SS Program Written Standards in accordance with the local Continuum of Care (CoC) Coordinated Entry process.
- 10) Be active member of any local CoC in which the service will be provided and compliant with HMIS reporting requirements of the local CoC.

# Application Highlights

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- Applications will **only** be accepted electronically through THDA's Electronic Data Transfer (EDT) system. Please email [ESG@thda.org](mailto:ESG@thda.org) to gain access to the EDT system.
- All non-profit organizations **must** submit organizational documentation through THDA's Participant Information Management System (PIMS).
- A Certificate of Existence must be dated on or after 30 days before application due date and uploaded in PIMS.
- All local governments **must** submit most recent Financial Audit through PIMS unless the local government has already submitted their recent Financial Audit



# Application Submission Deadlines

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Application Window:

**9:00 AM CST, Wednesday, February 1, 2023**

**4:00 PM CST, Wednesday, March 1, 2023**

Prior to submission, make sure:

- ✓ Your answers are complete.
- ✓ The application is signed by the applicable authorized official.
- ✓ All required information is uploaded to PIMS.

# SUBMIT YOUR APPLICATION EARLY!!

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- Please do not wait until the application due date to submit applications
- After the application is complete, it must be signed by your authorizing individual before it can be submitted. Allow extra time for Mayors, Executive Directors, etc.
- Allow ample time for any glitches, technical assistance, documentation issues, etc.

# Limited Cure Period

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Limited opportunity of 5 business days for applicants to correct the following threshold factors:

- Failure to upload all required documents to PIMS.
- Failure to submit a Certificate of Existence that was issued within the required time established by the application instructions.
- Failure of the Mayor, Executive Director, or the Board Chairman to sign the application.

# Limited Cure Period Continued

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- Applicants that are required to submit corrections will receive **an automatic 10 point deduction** to the final application score.
  - The point deduction will be assessed regardless of the number of threshold items required to be corrected.
- THDA **will not** provide an opportunity to correct other application items nor will THDA extend the time period for correction of the threshold item beyond the period identified in the previous slide

# Funding Announcement & Start-Up

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- Grant Awards are anticipated to be announced by March 31, 2023.
- Grant term is May 1, 2023 – November 30, 2024. (18 month term)
- Grantee Workshops will be held in April 2023 and are **mandatory** for all Grantees.

# Program Highlights

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- HOME-ARP-SS grant is a **reimbursement** grant. No funds will be paid prior to expenditures.
- All reimbursements will be submitted through EDT and will require ledger and supporting documentation.

# Program Highlights

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## Quarterly Reporting Requirement

- Quarterly reports are due by the 15th of the month following the close of each quarter.
- Reports will include the number of homeless and not homeless households assisted with supportive services and housing counseling, including the race and ethnicity, household size, and household type of the households assisted.

# Matching Requirements

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- There are no matching requirements for HOME-ARP-SS Program funds
- HOME-ARP-SS Program funds may not provide non-Federal matching contributions required under any other Federal program



# HOME-ARP-SS Qualifying Populations

## Category 1 - Homeless

### **(1) An individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:**

- (i) An individual or family with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground;
- (ii) An individual or family living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state, or local government programs for low-income individuals);
- (iii) An individual who is exiting an institution where he or she resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution

### **(2) An individual or family who will imminently lose their primary nighttime residence, provided that:**

- (i) The primary nighttime residence will be lost within 14 days of the date of application for homeless assistance;
- (ii) No subsequent residence has been identified; and
- (iii) The individual or family lacks the resources or support networks, e.g., family, friends, faith-based or other social networks needed to obtain other permanent housing;

### **(3) Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who:**

- (i) Are defined as homeless under section 387 of the Runaway and Homeless Youth Act (42 U.S.C. 5732a), section 637 of the Head Start Act (42 U.S.C. 9832), section 41403 of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2), section 330(h) of the Public Health Service Act (42 U.S.C. 254b(h)), section 3 of the Food and Nutrition Act of 2008 (7 U.S.C. 2012), section 17(b) of the Child Nutrition Act of 1966 (42 U.S.C. 1786(b)), or section 725 of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a);
- (ii) Have not had a lease, ownership interest, or occupancy agreement in permanent housing at any time during the 60 days immediately preceding the date of application for homeless assistance;
- (iii) Have experienced persistent instability as measured by two moves or more during the 60-day period immediately preceding the date of applying for homeless assistance; and
- (iv) Can be expected to continue in such status for an extended period of time because of chronic disabilities, chronic physical health or mental health conditions, substance addiction, histories of domestic violence or childhood abuse (including neglect), the presence of a child or youth with a disability, or two or more barriers to employment, which include the lack of a high school degree or General Education Development (GED), illiteracy, low English proficiency, a history of incarceration or detention for criminal activity, and a history of unstable employment

# HOME-ARP-SS Qualifying Populations

## Category 2 - At Risk of Homelessness

### (1) An individual or family who:

(i) **Has an annual income below 30% of median family income for the area, as determined by HUD;**

(ii) Does not have sufficient resources or support networks, e.g., family, friends, faith-based or other social networks, immediately available to prevent them from moving to an emergency shelter or another place described in paragraph (1) of the “Homeless” definition in this section; **and**

### (iii) Meets one of the following conditions:

(A) Has moved because of economic reasons two or more times during the 60 days immediately preceding the application for homelessness prevention assistance;

(B) Is living in the home of another because of economic hardship;

(C) Has been notified in writing that their right to occupy their current housing or living situation will be terminated within 21 days after the date of application for assistance;

(D) Lives in a hotel or motel and the cost of the hotel or motel stay is not paid by charitable organizations or by federal, State, or local government programs for low-income individuals;

(E) Lives in a single-room occupancy or efficiency apartment unit in which there reside more than two persons or lives in a larger housing unit in which there reside more than 1.5 people per room, as defined by the U.S. Census Bureau;

(F) Is exiting a publicly funded institution, or system of care (such as a health-care facility, a mental health facility, foster care or other youth facility, or correction program or institution); or

(G) Otherwise lives in housing that has characteristics associated with instability and an increased risk of homelessness, as identified in the recipient's approved consolidated plan;

**(2) A child or youth who does not qualify as “homeless” under this section, but qualifies as “homeless”**

under section 387(3) of the Runaway and Homeless Youth Act (42 U.S.C. 5732a(3)), section 637(11) of the Head Start Act (42 U.S.C. 9832(11)), section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2(6)), section 330(h)(5)(A) of the Public Health Service Act (42 U.S.C. 254b(h)(5)(A)), section 3(l) of the Food and Nutrition Act of 2008 (7 U.S.C. 2012(l)), or section 17(b)(15) of the Child Nutrition Act of 1966 (42 U.S.C. 1786(b)(15));

**(3) A child or youth who does not qualify as “homeless” under this section but qualifies as “homeless”**

under section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a(2)), and the parent(s) or guardian(s) of that child or youth if living with her or him

# HOME-ARP-SS Qualifying Populations

Category 3 - Fleeing, or Attempting to Flee, Domestic Violence, Dating Violence, Sexual Assault, Stalking, or Human Trafficking

## Domestic violence

which is defined in 24 CFR 5.2003 includes felony or misdemeanor crimes of violence committed by:

- 1) A current or former spouse or intimate partner of the victim (the term “spouse or intimate partner of the victim” includes a person who is or has been in a social relationship of a romantic or intimate nature with the victim, as determined by the length of the relationship, the type of the relationship, and the frequency of interaction between the persons involved in the relationship);
- 2) A person with whom the victim shares a child in common;
- 3) A person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner;
- 4) A person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving HOME-ARP funds; or
- 5) Any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

## Dating violence

which is defined in 24 CFR 5.2003 means violence committed by a person:

- 1) Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- 2) Where the existence of such a relationship shall be determined based on a consideration of the following factors:
  - a. The length of the relationship;
  - b. The type of relationship; and
  - c. The frequency of interaction between the persons involved in the relationship.

## Sexual assault

which is defined in 24 CFR 5.2003 means any nonconsensual sexual act proscribed by Federal, Tribal, or State law, including when the victim lacks capacity to consent.

## Stalking

which is defined in 24 CFR 5.2003 means engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

- 1) Fear for the person's individual safety or the safety of others; or
- 2) Suffer substantial emotional distress.

## Human Trafficking

includes both sex and labor trafficking, as outlined in the Trafficking Victims Protection Act of 2000 (TVPA), as amended (22 U.S.C. 7102). These are defined as:

- 1) Sex trafficking means the recruitment, harboring, transportation, provision, obtaining, patronizing, or soliciting of a person for the purpose of a commercial sex act, in which the commercial sex act is induced by force, fraud, or coercion, or in which the person induced to perform such act has not attained 18 years of age; or
- 2) Labor trafficking means the recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.

# HOME-ARP-SS Qualifying Populations

## Category 4 - Other Populations

### Other Families Requiring Services or Housing Assistance to Prevent Homelessness

is defined as households (i.e., individuals and families) who have previously been qualified as “homeless” as defined in 24 CFR 91.5, are currently housed due to temporary or emergency assistance, including financial assistance, services, temporary rental assistance or some type of other assistance to allow the household to be housed, and who need additional housing assistance or supportive services to avoid a return to homelessness.

### At Greatest Risk of Housing Instability

is defined as household who meets either paragraph (i) or (ii) below:

- (i) has annual income that is less than or equal to 30% of the area median income, as determined by HUD and is experiencing severe cost burden (i.e., is paying more than 50% of monthly household income toward housing costs);
- (ii) has annual income that is less than or equal to 50% of the area median income, as determined by HUD, AND meets one of the following conditions from paragraph (iii) of the “At risk of homelessness” definition established at 24 CFR 91.5:
  - (A) Has moved because of economic reasons two or more times during the 60 days immediately preceding the application for homelessness prevention assistance;
  - (B) Is living in the home of another because of economic hardship;
  - (C) Has been notified in writing that their right to occupy their current housing or living situation will be terminated within 21 days after the date of application for assistance;
  - (D) Lives in a hotel or motel and the cost of the hotel or motel stay is not paid by charitable organizations or by Federal, State, or local government programs for low-income individuals;
  - (E) Lives in a single-room occupancy or efficiency apartment unit in which there reside more than two persons or lives in a larger housing unit in which there reside more than 1.5 persons per room, as defined by the U.S. Census Bureau;
  - (F) Is exiting a publicly funded institution, or system of care (such as a health-care facility, a mental health facility, foster care or other youth facility, or correction program or institution); or
  - (G) Otherwise lives in housing that has characteristics associated with instability and an increased risk of homelessness, as identified in the recipient's approved consolidated plan

# **HOME-ARP-SS**

# **Program Components**

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# Eligible HOME-ARP-SS Program Components

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McKinney Vento Supportive Services

Homelessness Prevention Supportive Services

Housing Counseling

# McKinney-Vento Supportive Services & Homelessness Prevention Services

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- Child care
- Education services
- Employment Assistance & Job training
- Food
- Housing Search & Counseling Services
- Legal Services
- Life skills training
- Mental Health services
- Outpatient health services
- Outreach services
- Substance abuse treatment services
- Transportation
- Case Management
- Mediation
- Credit Repair
- Landlord/Tenant Liaison
- Services for Special Populations
- Financial Assistance Costs
- Short-term & Medium-term Rental Assistance

❖ PLEASE REFER TO PROGRAM DESCRIPTION FOR DETAILED ELIGIBLE COSTS/ACTIVITIES

# Housing Counseling Services

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- Staff salaries and overhead costs of HUD-certified housing counseling agencies related to directly providing eligible housing counseling services to HOME-ARP program participants
- Development of a housing counseling work plan
- Marketing and outreach
- Intake
- Financial and housing affordability analysis
- Action plans that outline what the housing counseling agency and the client will do to meet the client's housing goals and that address the client's housing problem(s)
- Follow-up communication with program participants
- Homeownership counseling
- Rental Counseling



# Housing Counseling Requirements

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- Must pass the HUD Certification examination
  - [Counselor Eligibility Requirements - HUD Certified Housing Counselor Application Process in FHA Connection - HUD Exchange](#)
- Agency they work for is certified by HUD as competent to provide housing counseling services
  - [How to Become a HUD-Approved Housing Counseling Agency - HUD Exchange](#)
  - HUD-approved Housing Counseling Agencies at: [Home \(force.com\)](#)
- Must establish an “Action Plan” for each participant or family.
- Must make reasonable efforts to have follow-up communications with participants when possible, to ensure that the individual or family is progressing toward the housing goal established in the plan, to modify or terminate housing counseling, and to learn and report outcomes.
- Keep record of meetings.
- Ensure all records are kept confidential.

# Eligible Administration Expenses

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- Each successful applicant may request up to ten percent (10%) of its award for Administrative Costs.
- Reasonable costs of overall HOME-ARP program management, coordination, monitoring, and evaluation. Costs include but are not limited to:
  - Salary and benefit packages of the grantee and subrecipient staff who directly deliver the services and/or administration assignments
  - Administrative services performed under third party contracts or agreements, including such services as general legal services, accounting services, and audit services
  - Other costs for goods and services required for administering the HOME-ARP program, such as: rental or purchase of equipment, insurance, HMIS or other systems necessary to track activities, utilities, office supplies, and rental and maintenance
  - Indirect costs may be charged under a cost allocation plan prepared in accordance with 2 CFR part 200, subpart E

# Application Scoring

# Program Design

Up to 30 Points



The degree to which the proposed Program demonstrates:

- a) An understanding of the HOME-ARP-SS Program objectives and requirements, including whether the proposed activities are eligible by category, are realistic, and are needed in the community.
- b) A cost effective project with documentable and realistic outcomes, and, if the proposed project is a continuation of an on-going Program, the applicant's demonstration that performance outcomes have been met.
- c) Support for the local CoC to end homelessness, including whether the proposed activities duplicate other resources within the region and the applicant's demonstration of participation in the coordinated entry process.
- d) A strategic plan to leverage and support other funding sources to reduce and end homelessness.
- e) The Program design meets the objectives of providing housing solutions without unnecessary barriers or Program requirements.
- f) The use of rapid rehousing to move individuals and families from homelessness to permanent housing and,
- g) Degree to which the project shows success in finding permanent housing solutions for the population served.

# Applicant Capacity

Up to 30 Points



- a) Relative experience of the individual(s) on staff of the applicant who shall have primary responsibility for the oversight and management of the proposed project;
- b) Relative capacity of applicant's organizational infrastructure to establish and administer the HOME-ARP-SS, including demonstrated capacity to meet reporting requirements and to provide all required deliverables in an accurate and timely manner.
- c) Demonstrated experience of the applicant in establishing and operating HOME-ARP-SS Program eligible activities, or similar projects, for Qualified Population.
- d) Relative performance to administering similar existing or previously funded projects (i.e. past performance outcomes).
- e) Relative experience in collaborating with relevant public and/or private entities to obtain appropriate mainstream services on behalf of the population to be served.
- f) Active involvement of board of directors and volunteers to support the mission of the project.

# Fiscal Capacity

Up to 30 Points



- a) Completeness of budget, which includes both the narrative and the budget pages, demonstrating realistic staff compensation specific to the category of HOME-ARP-SS Program activity and showing eligible line items under the HOME-ARP-SS Program Regulations.
- b) Applicant audit and/or financial records support applicant's ability to cash-flow an advancement or reimbursement Program.
- c) Applicant's success at drawing down previous years of THDA program funding addressing homelessness, including the Emergency Solutions Grants and the Emergency Housing Voucher programs, as applicable.

# Coordination with CoC

Up to 10 Points



## COORDINATION WITH COC PRIORITIES- UP TO 10 POINTS

THDA will award up to 10 points for an application that actively participates in and coordinates with the local CoC, including active participation in the coordinated entry process established by the CoC at time of application.

# Outside of Local PJ

# Up to 5 Bonus Points



HUD has awarded HOME-ARP funds directly to Local Participating Jurisdictions (Local PJs).

The Local PJs are:

- Clarksville
- Chattanooga
- Jackson
- Knoxville
- Memphis
- Nashville/Davidson County
- Knox County
- Shelby County, and
- Northeast Tennessee/Virginia Consortium (the cities of Bristol, Kingsport, Johnson City, Bluff City, Sullivan County, and Washington County, excluding the Town of Jonesborough)

Applications from Grantees that are located outside the jurisdictional limits of a Local PJ will receive points under this criteria.



# Key Points about the Application Process

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# Application Points to Remember

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- Applications must be signed by the appropriate signatory. (Mayor, Executive Director, Board Chairman)
- All attachments requested must be included.
- Attach most current financial audit – Threshold Item for all applicants, including local governments.
- Information required to be uploaded to PIMS must be uploaded to PIMS.

# Application Points to Remember

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- Prepare your application as if THDA has no experience with the organization or its staff.
- Submit additional information when requested, including but not limited to:
  - ✓ Certifications
  - ✓ Forms used for documenting QP
  - ✓ Supporting documentation
- HOME-ARP-SS written standards are required of all applicants as a threshold item

# Application Points to Remember

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- Late applications will not be accepted.
- Applications need to be signed and submitted by due date.
- Make sure application has been fully submitted in EDT.

# Application Points to Remember

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- All applicants serving a local HUD Consolidated Plan jurisdiction must obtain a “Certificate of Consistency” with the local HUD Consolidated Plan. These jurisdictions include:
  - ✓ City of Bristol
  - ✓ City of Chattanooga
  - ✓ City of Clarksville
  - ✓ City of Cleveland
  - ✓ City of Franklin
  - ✓ City of Jackson
  - ✓ City of Johnson City
  - ✓ City of Kingsport
  - ✓ City of Morristown
  - ✓ City of Murfreesboro
  - ✓ City of Oak Ridge
  - ✓ County of Knox

# Application Points to Remember

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THDA will provide a certification of consistency with the State's Consolidated Plan after the application due date for all applications submitted outside of the local Consolidated Plan jurisdictions

- In such instances, no Certification is required to be submitted at time of application.

# Application Points to Remember

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All applicants are required to register at SAM.gov to get a Unique Entity ID (UEI).

- This allows THDA to ensure entity has not been debarred or suspended.
- If you have registered previously, please ensure your entity status is “active”. Registrations must be updated and renewed each year to remain in “active” status.

# **Application Due Date**

**4:00 PM CST, Wednesday, March 1, 2023**





# When will I know?

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- THDA's Executive Director will approve grant determinations and an announcement will be made by March 31, 2023.
- Applicant contacts will be notified by email after the announcement is made.
- Grantee workshops will be held in April 2023, and will be mandatory for all successful applicants.
- Grant contracts will begin May 1, 2023.
- Grant contracts will end November 30, 2024

# Contact and Additional Information

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Please submit all questions or concerns to [ESG@thda.org](mailto:ESG@thda.org)

**THDA Online:**

**HOME-ARP Supportive Services**

**HUD EXCHANGE:**

**<https://www.hudexchange.info/programs/home-arp/>**

# Contacts & Questions??

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