



# HOME-ARP: Planning for Effective Implementation

COSCON Conference – September 12, 2023



# Presenters

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# Agenda

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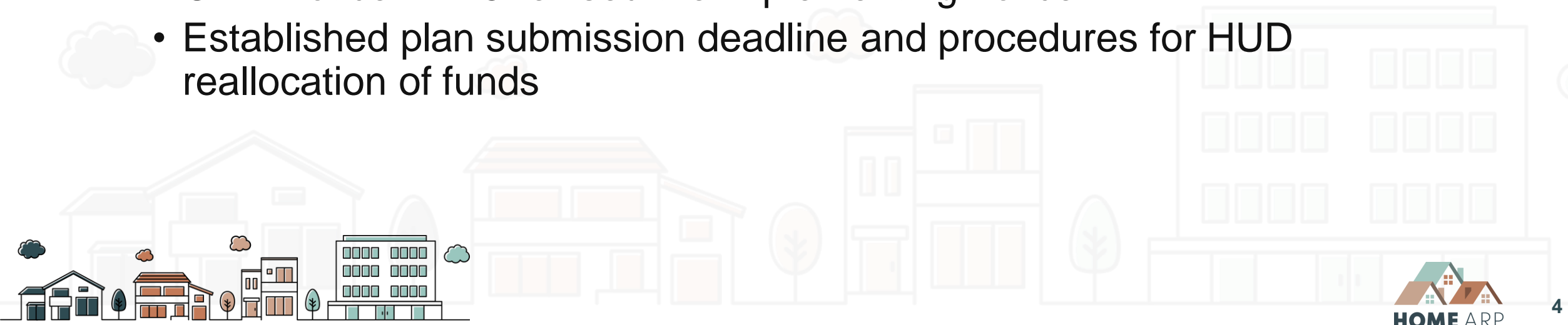
- Overview
- Program Implementation
  - Program Administration and Assessing Capacity
  - Project Selection
  - Operationalizing Referral Methods
  - Policies and Procedures
  - Written Agreements
  - Reporting
- Questions



# Overview

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- \$5 billion of supplemental HOME funds to provide housing, shelter, and supportive services to “qualifying populations” (American Rescue Plan)
- Funds allocated via HOME formula to all FY 2021 HOME PJs
- Funds available until **September 2030**
- Implemented by CPD Notice 21-10 and Waiver Appendix
  - CPD Notice 22-13 revised the implementing notice
  - Established plan submission deadline and procedures for HUD reallocation of funds



# Qualifying Populations

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QP1

## Homeless

- Aligns but differs from other homeless programs, specifically with those attempting or fleeing domestic violence

QP2

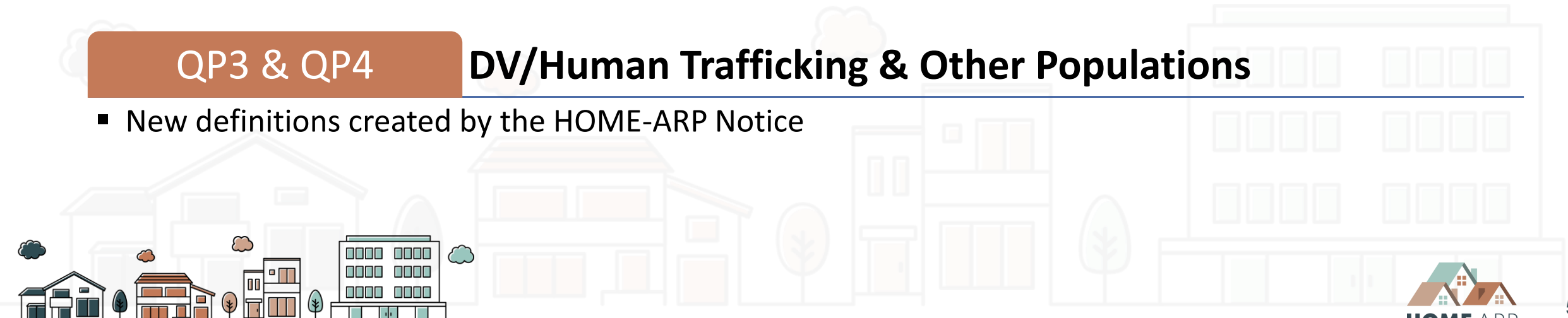
## At Risk of Homelessness

- Matches definitions from Homelessness Prevention programs, differs from Emergency Rental Assistance Programs

QP3 & QP4

## DV/Human Trafficking & Other Populations

- New definitions created by the HOME-ARP Notice



# Plan Not Yet Approved?

- Common causes for disapproval include:

## Substantially Incomplete

- Consultation
- Needs assessment or gaps analysis
- Public participation
- Didn't indicate amount of funds per activity

## Inconsistent with the HOME-ARP Notice

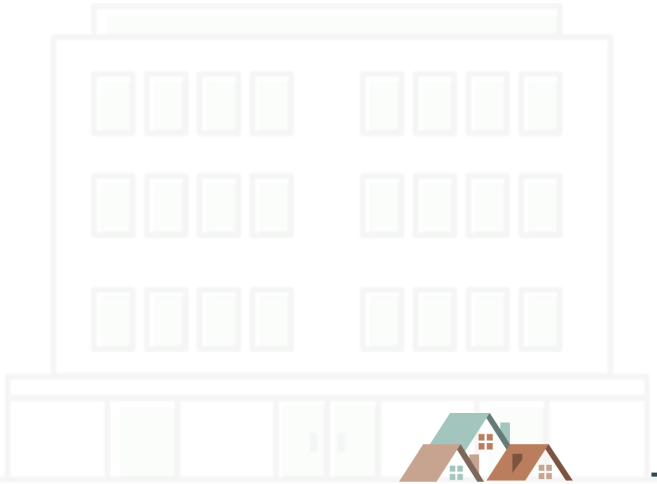
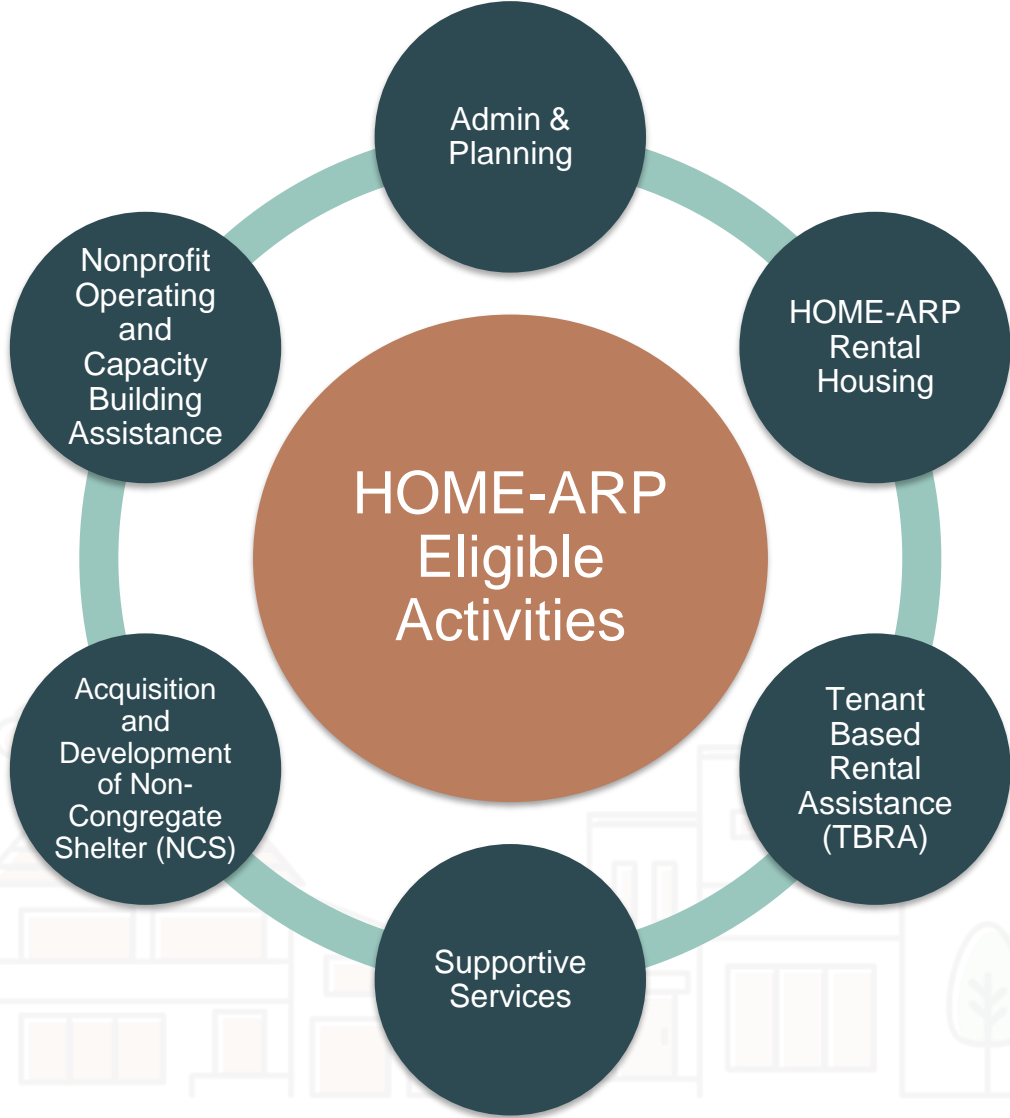
- Ineligible beneficiaries
- Ineligible activities
- Preference or limitations issues
- Civil-rights violations

## Issues with Certifications

- Didn't submit forms
- Un-signed/mis-placed signatures



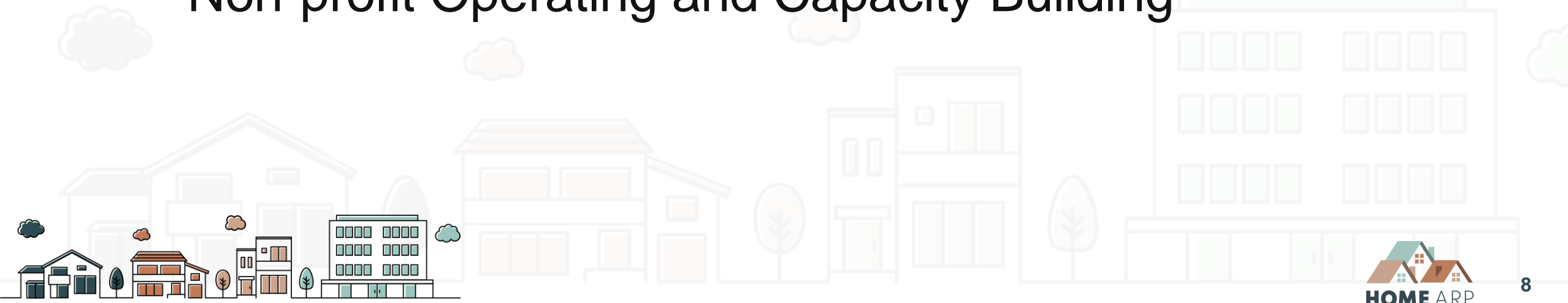
# Eligible Activities



# Poll 2: Use of Funds

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- How are you planning to use HOME-ARP funds?
  - Rental projects
  - Non-congregate shelter
  - Supportive services activities
  - TBRA
  - Non-profit Operating and Capacity Building





# Program Implementation



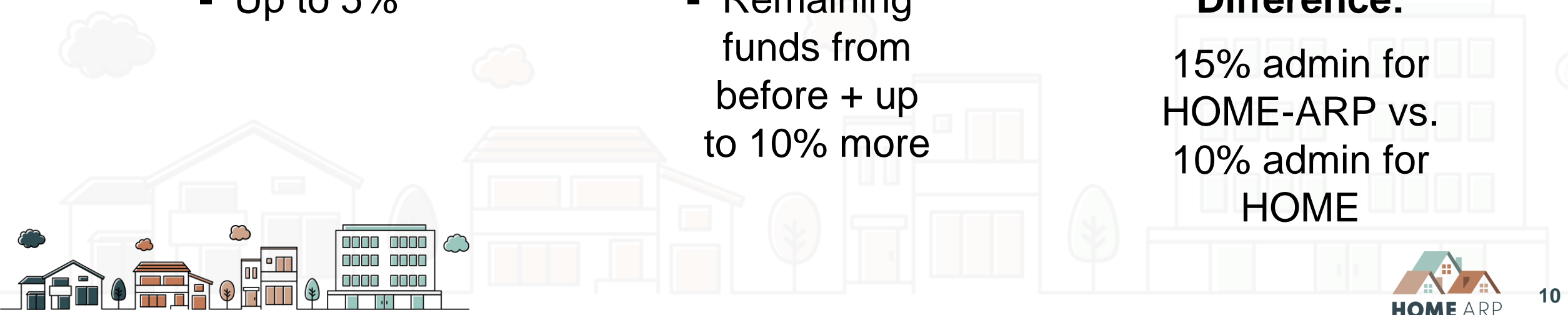
# Administration and Planning



- Up to 5%

- Remaining funds from before + up to 10% more

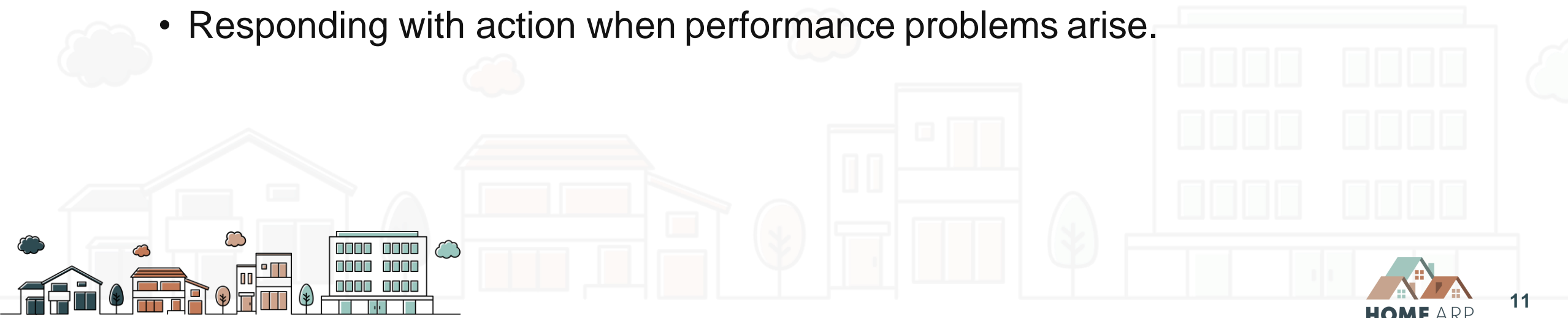
**Difference:**  
15% admin for HOME-ARP vs.  
10% admin for HOME



# Program Administration Responsibilities

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- 92.504 (a) Responsibilities –
  - Managing the day-to-day operations
    - Policies and procedures to implement and maintain meaningful grant oversight and coordination
  - Ensuring that HOME-ARP funds are used accordingly
    - Internal controls to support compliance and capacity
    - Enforce written agreement requirements
  - Responding with action when performance problems arise.



# PJ Responsibility for Program Administration

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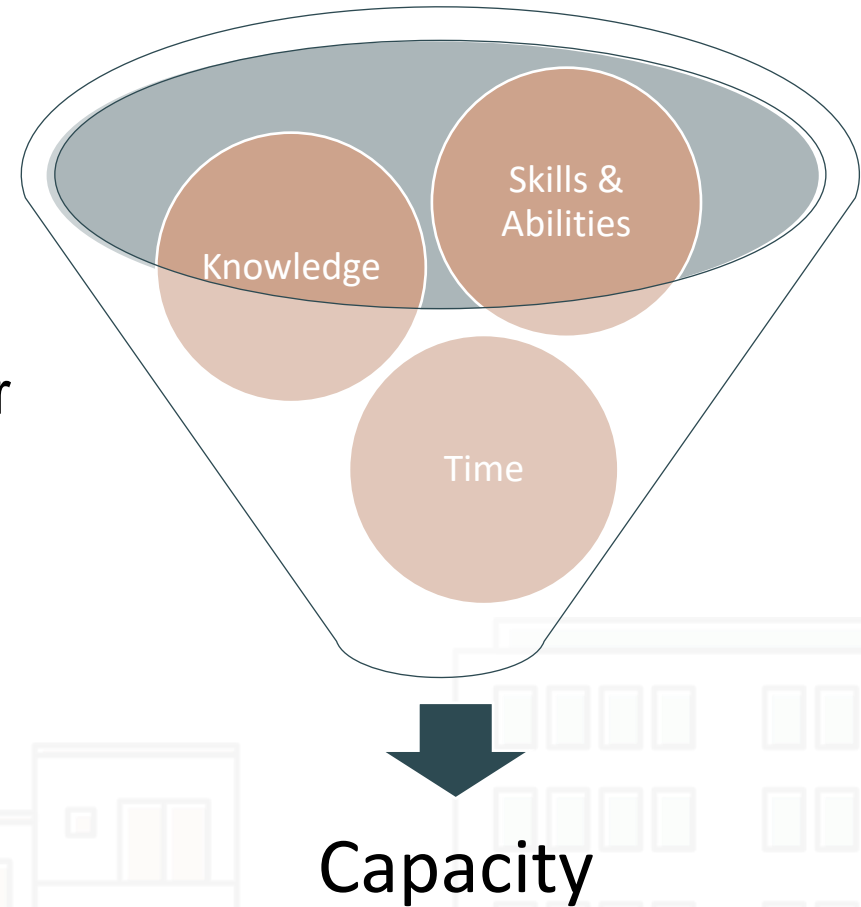
Fund, manage, and oversee eligible activities, including reporting -

- Select projects and activities based on allocation plan
- Ensure projects serve HOME-ARP QPs
- Oversee partners - subrecipients, developers, contractors
- Setup and fund projects in IDIS
- Timely processing of invoices to expend funds
- Reporting and recordkeeping



# Assess Internal Capacity

- Knowledge – familiarity with concept (conceptual)
- Abilities – capacity to complete an action (practical)
- Skills – developed through practice, built over time (practical)
- Consider experience and available time to program administration tasks
- Identify gaps and expand capacity



# Capacity Assessment (External)

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- New activities create opportunity
- Consider bringing on new partners with experience serving QPs
- Implementation challenges will require new partnerships
- Use Non-profit Operating and Capacity Building funds to increase capacity of partners undertaking eligible activities



# Project Selection

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- NOFA or Rolling funding (refer to allocation plan)
- Ensure scoring criteria and review process align with established preferences
- Complete Applications –funding secured for rental and NCS
- Meeting Goals of PJ
- Capacity to administer or develop
- Capacity to manage during compliance period (if applicable)



# Preferences and Methods of Prioritization

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- **Preferences**

- Establish order in which applicants are admitted
- Provide priority in selection of applicants
- QP preference example = QP1
- Subpopulation within a QP example = persons with disabilities

- **Method of prioritization (MOP)**

- Process used to determine how two or more preferences are selected for HOME-ARP assistance
- Cannot have MOP without preference(s)





# Limitations

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- **Limitations**

- Exclude certain QPs or subpopulations from eligibility for a project or activity



# Limitation Implementation Tips

- **Is it necessary?**
  - Can a preference produce the same outcome to address a greater gap in housing or services?
  - Have you consulted with the FHEO Division for fair housing and civil rights implications?
- **Is it in the allocation plan?**



# Referral Method Options

## HOME-ARP Expanded Coordinated Entry (CE)

- CE expands to accept all HOME-ARP QPs
- CE adopts the HOME-ARP preferences and prioritization established by the PJ

## CE and Other Referral Methods

- CE for certain QPs
- Supplement with referrals from other agencies or project-specific waiting lists to ensure access to all QPs

## Waiting List

- Can be used with preferences and limitations
- Default referral method applicants are selected in chronological order



# Referral Method Process

## Intake

- Refers to how QP access the project or program
- Determines the status of the applicant's eligibility

## Assess

- Describes how applications will be assessed for eligibility

## Prioritize

- How eligible QPs are organized according to preferences
- Process for making referrals according to MOP

## Document

- Demonstrates eligibility
- Documents that households meet the definitions of a QP



# Determining HOME-ARP Referral Methods

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- Preferences, MOPs, and limitations affect permissible referral methods for projects and activities
  - Waiting list must be used if no preferences are identified
- PJs must take into account the differences between HOME-ARP QP definitions and other similar definitions used for different HUD programs



# Operationalize

## Policy Determinations

- Preferences (ex.QP1)
- Methods of Prioritization (ex. length of time homeless)
- Limitations (ex. NCS for QP1)
- Referral Method (ex. Project waiting list)

## Procedures

- Establish procedures (i.e. who and how)
  - List management (open, closed, software, etc.)
  - Communication to applicants (phone, email, through other services, etc.)
  - Prevent delays to services

## Written Agreement

- Specify policy determinations
- Point to P&P for procedural guidance



# Policies and Procedures

## Policy

- Rule(s) or guideline(s)
- Ensures fairness and consistency
- Example—will prioritize RH projects for seniors

## Procedure

- How policy is implemented
- Provides direction and instructions
- Example— process for prioritizing projects (e.g. scoring criteria)



# Policies and Procedures

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- Ensures transparency in program administration
- Provide context for new staff
- Create a “living document” (with regular updates)
- Point to your P&P in your written agreements
- Include documentation requirements and retention policies
- Develop compliance protocols based on policies and procedures





# HOME-ARP Written Agreement Provisions

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Use of HOME-ARP Funds

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Affordability

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Reversion of assets

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Program Income

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Project Requirements

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Property Standards

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Uniform Administrative Requirements

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Other Program Requirements

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Affirmative Marketing

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Requests to Disburse Funds

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Records and Reports

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Enforcement

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Duration of Agreement

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Eligible and Ineligible Fees

- Notice: CPD-21-10 VIII.8.B
- Waiver III.K.5.(c)
- 24 CFR 92.504 (c)



# What is a Written Agreement?

Contract between PJ or designee and another entity

Legally binds HOME-ARP funds to specific project or program

Execute before PJ disburses HOME-ARP funds for any project or program

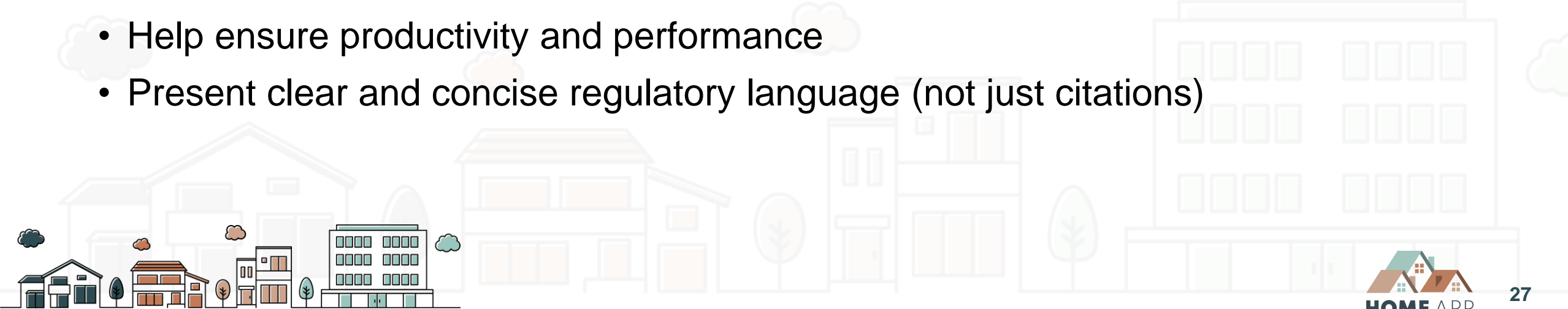
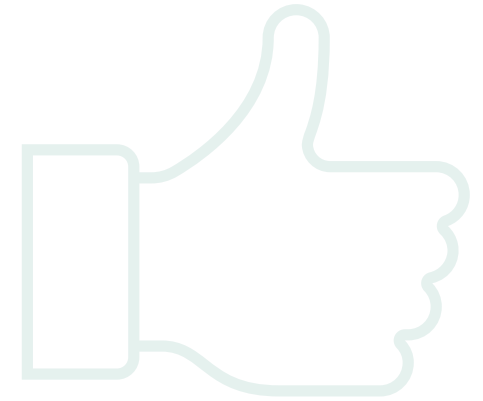
Must be separate, stand-alone document from mortgage, deed of trust, promissory note or other loan document



# Effective Written Agreements

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- Define:
  - Activities to be carried out
  - How they are funded
  - Responsibilities and options of entities involved
- Enforce compliance and support monitoring performance
- Inform parties of specific applications of HOME-ARP rules and other federal regs
- Protect and manage HOME-ARP investment
- Help ensure productivity and performance
- Present clear and concise regulatory language (not just citations)



# Ineffective Written Agreements

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- Written for other programs
- Contain vague and/or conflicting regulatory references
- Lack adequate language on roles and responsibilities
- Hard to understand or find key parts
- Lack enforcement and/or default provisions
- Placed in drawer and never reviewed



# Using Agreements as a Management Tool



Ensure appropriate project management and monitoring



Communicate expectations across partners



Track progress against agreed upon project/program goals, schedule, and conditions



Incorporate contract performance in future funding decision making



# Timing & Duration of Agreements

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- Written agreement = commitment under HOME-ARP
- Cannot disburse HOME-ARP funds until written agreement executed
- Cannot execute final agreement until environmental review complete
  - Can execute “conditional agreement” subject to environmental review
- All disbursements conditional upon agreed performance



# Timing & Duration of Agreements (cont)

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- Tied to project/program period of performance or affordability (if applicable)
- Written agreement should *address applicable* timeframes, for example:
  - Development stage of rental units
  - Long term compliance
- Include provisions for amendments and expiration date



# Entities Involved in Agreements

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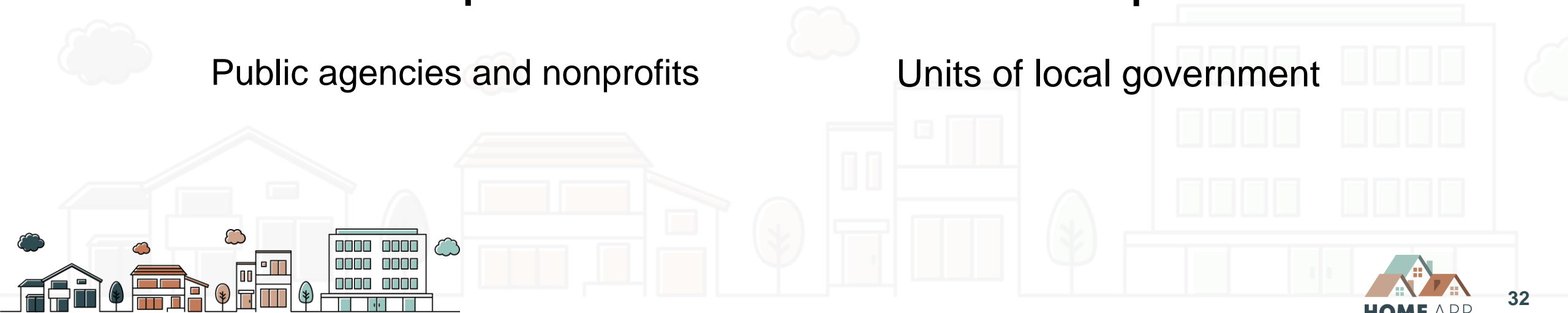
## **Subrecipients:**

Public agencies and nonprofits



## **State recipients:**

Units of local government





# Entities Involved in Agreements (cont)

Owners, developers, and sponsors:

- Nonprofits, public agencies and for profits

Beneficiaries of HOME-ARP assistance:

- Tenants and/or landlords under TBRA

Contractors performing services (i.e., competitively procured):

- Nonprofits
- For profits
- Public agencies

Any other entity receiving HOME-ARP assistance



# Implementation Tips & Reminders

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- ✓ Don't Forget! Section VIII of the Notice specifies the provisions that must be in a written agreement between a PJ or subrecipient and any owner, developer, or sponsor.
- ✓ Amend plan when projects/activities are not reflected in the plan
- ✓ Proper oversight of activities including periodic inspections
- ✓ Reporting and recordkeeping



# HOME-ARP Performance Reports

## Rental:

- # of HOME-ARP assisted rental units
- Household characteristics of units occupied
- Rental operating as a separate but connected activity
  - Accomplishment data transferred from rental activity

Similar  
to  
HOME!

## TBRA:

- # of HOME-ARP assisted households
- Household characteristics of units occupied
- Funding limited to amount committed for assistance to households



# HOME-ARP Performance Reports

## Supportive Services (Quarterly):

- Aggregate number of homeless and not homeless households
  - Household level data not required to be entered in IDIS

## Non-Congregate Shelter:

- # of HOME-ARP assisted NCS units (no beneficiary reporting)
- Units of NCS converted to another eligible use
  - Annual reporting during restricted use period or until converted to permanent housing

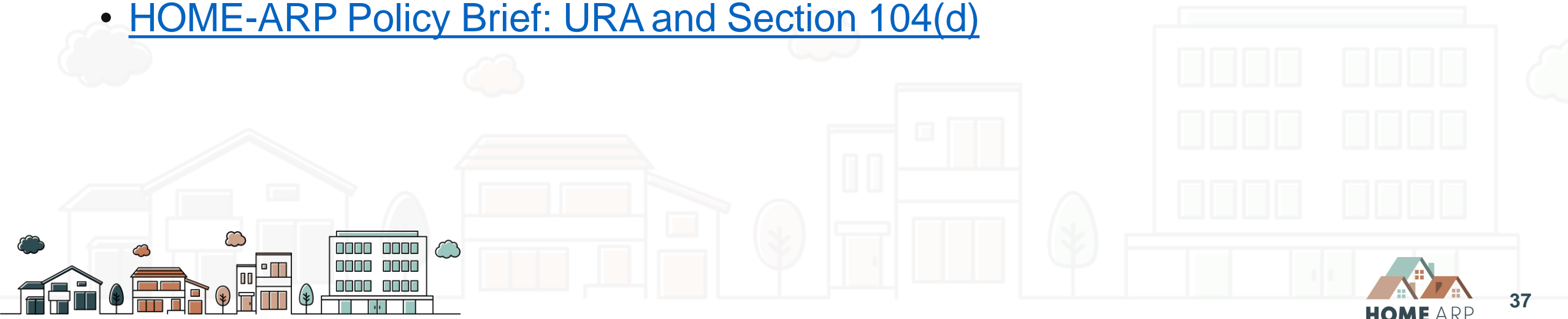
NEW!



# Available HOME-ARP Guidance

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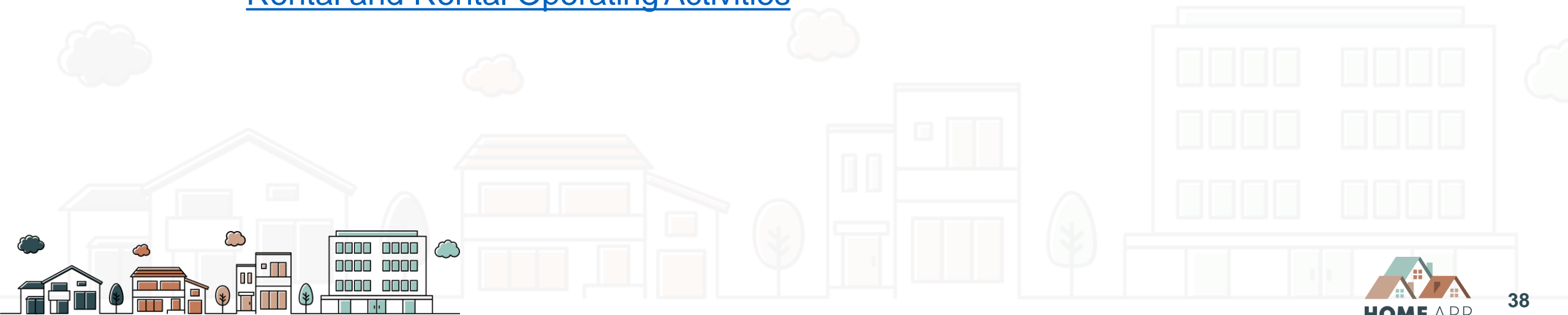
- [HOME-ARP Referral Methods and Coordinated Entry](#)
- [Using HOME-ARP Referral Methods](#)
- Webinar - [HOME-ARP 101: Non-Congregate Shelter Basics](#)
- [HOME-ARP Guide to ESG for PJs developing NCS](#)
- Webinar - [HOME-ARP 101: Understanding URA, Section 104\(d\), and Program Acquisition and Relocation Requirements](#)
- [HOME-ARP Policy Brief: URA and Section 104\(d\)](#)



# HOME-ARP IDIS Training

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- HOME-ARP IDIS Webinars and e-Tutorials:
  - [HOME-ARP Subgrants and Subfunds](#)
  - [Elements of HOME-ARP Administration and Planning Activities](#)
  - [Webinars on IDIS Set-up, Funding, and Accomplishment Reporting for:](#)
    - [NCS Activities](#)
    - [TBRA](#)
    - [Supportive Services](#)
    - [Rental and Rental Operating Activities](#)



# HOME-ARP Resources for Elected Officials

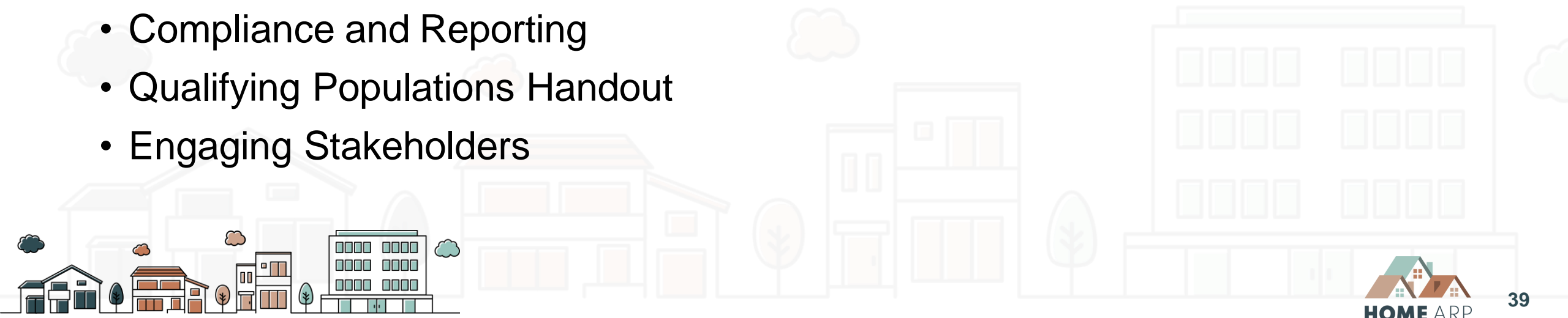
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## Available

- [Overview of the HOME-ARP program](#)
- [Path to Allocation Plan Acceptance](#)
- [HOME-ARP: Effective Administration of Funds Handout](#)

## Upcoming

- Timely Expenditure
- Compliance and Reporting
- Qualifying Populations Handout
- Engaging Stakeholders

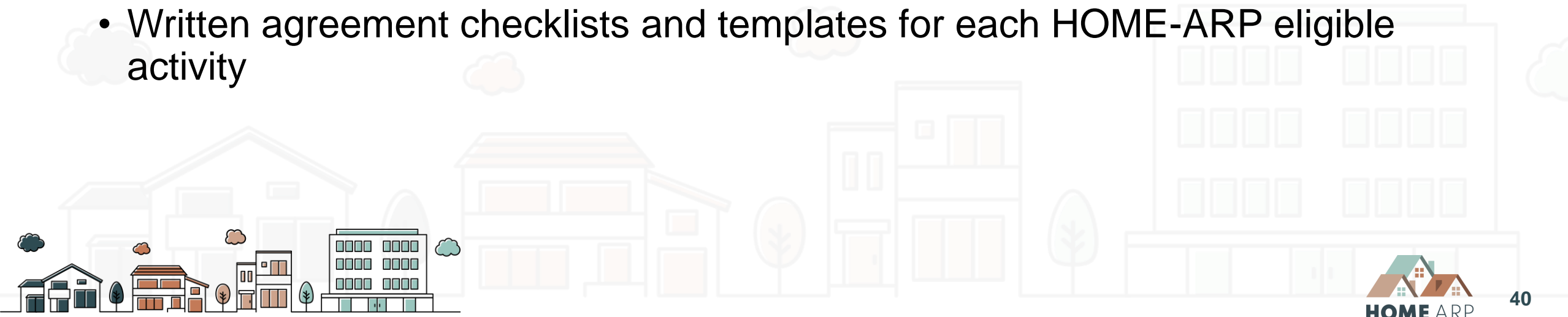


# Upcoming HOME-ARP Technical Assistance

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## Coming soon:

- Implementation Problem Solving Clinics (focused on program administration)
- Substantial Amendment Handouts
- HOME-ARP Rental Underwriting Template and webinar
- Policies and procedures checklist and template
- Written agreement checklists and templates for each HOME-ARP eligible activity





# Allocation Plan Help

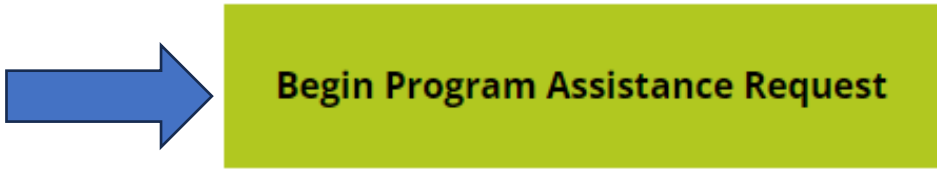
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- Request Direct Technical Assistance (TA)
  - Notify your Field Office
  - Submit a request for assistance at <https://www.hudexchange.info/news/home-arp-ta-for-the-resubmission-of-disapproved-allocation-plans/Submit>
- Ask HUD
- Contact your Field Office
- Ask OAHP directly via - [HOMEARP@hud.gov](mailto:HOMEARP@hud.gov)



# Request Direct TA

- <https://www.hudexchange.info/program-support/technical-assistance/>



Home > My HUD Exchange > Request Technical Assistance

## Submit a Request for Technical Assistance

1. Recipient 2. Background 3. Topics 4. Request Details 5. Confirm

### Recipient and Contact Information

\* Required fields

#### Recipient Organization

This is the organization for which assistance is needed. Select the organization and press the Add button.

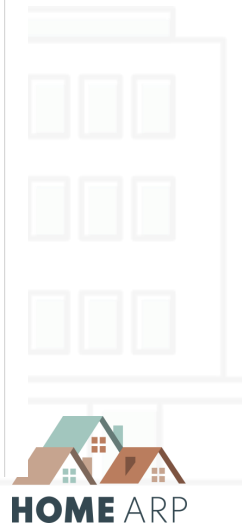
* State	* Organization	Field Office
-Select-	-Select-	
<input type="button" value="Add"/>		

Organization	Field Office
Not Selected	Not Selected

#### Primary Point of Contact for this Technical Assistance Request

This is the person HUD should contact with questions regarding this request for technical assistance.

I am the primary point of contact



# Questions?

