

# HOME-American Rescue Plan (HOME-ARP) Supportive Services

PROGRAM GUIDELINES  
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Pennsylvania  
Department of Community  
& Economic Development



Commonwealth of Pennsylvania  
Josh Shapiro Governor

PA Department of Community & Economic Development  
[dced.pa.gov](http://dced.pa.gov)



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## Section I – General Information

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### A. Introduction

**HOME Investment Partnerships Program – American Rescue Plan (HOME-ARP)** was created through the American Rescue Plan in response to the COVID-19 Pandemic. The Commonwealth of Pennsylvania received \$73,094,403 for the Department of Community and Economic Development (DCED) to develop housing for the designated Qualifying Populations (QPs).

1. HOME-ARP funds, as described in the U.S. Department of Housing and Urban Development (HUD) CPD Notice 21-10 and CPD Notice 22-13, are used with the intention of developing Supportive Services for the four HOME-ARP qualifying populations:
  - a. Homeless
  - b. At-risk of homelessness
  - c. Victims of Domestic Violence and Human Trafficking
  - d. Other Populations
2. Please see CPD Notice 21-10 or Appendix A of these guidelines for specific definitions of the qualifying populations.
3. These guidelines are only about eligible Supportive Services described in CPD Notice 21-10, VI.D.

## Section II – Eligible Applicants

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### A. Eligible applicants include:

1. Units of local government - any county, city, borough, town, township, or home rule municipality
2. Non-profits

B. Units of Local Government may submit applications on behalf of other eligible public agencies and nonprofit organizations, but in doing so, bear the responsibility of ensuring their subgrantees adhere to federal requirements such as the Environmental Review.

C. Prospective applicants should review CPD Notice 21-10 and applicable codes before applying for funds. Prospective applicants should not perceive these guidelines as comprehensive to all HOME-ARP regulations. Anywhere where these guidelines may conflict with CPD Notice 21-10, the notice governs.



## Section III – Eligible Project Types

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- A. HOME-ARP adapts, supplements, and streamlines its list of Supportive Services in CPD Notice 21-10, VI.D.4.c from:
1. McKinney-Vento Supportive Services adapted from the services listed in section 401(27) of McKinney-Vento.
  2. HOME-ARP Homelessness Prevention Services adapted from eligible homelessness prevention services under 24 CFR 576.102, 24 CFR 576.103, 24 CFR 576.105, and 24 CFR 576.106.
    - a. The costs of homelessness prevention services are only eligible when it is necessary to help program participants regain permanent housing stability.
- B. HOME-ARP also allows for Housing counseling services defined under 24 CFR 5.100 and 5.111, except where otherwise noted. Program requirements and administrations described in 24 CFR part 214 apply to the provision of HOME-ARP Housing Counseling supportive services.
1. This excludes provisions that relate to current homeowners.
  2. Any housing counseling required or provided with a HUD program must only be provided by organizations and counselors certified by the Secretary to provide housing. Please see 24 CFR 5.100; 5.111; part 214 and 12 U.S.C. 1701x for more information.
  3. HUD-approved Housing Counseling Agencies can be found on HUD’s website at: [http://portal.hud.gov/hudportal/HUD?src=/program\\_offices/housing/sfh/hcc](http://portal.hud.gov/hudportal/HUD?src=/program_offices/housing/sfh/hcc).
- C. DCED will review all eligible Supportive Services and will specify which activities will be eligible in a particular funding round. Unless specified in a Notice of Funding, only the following will be eligible:
1. Case Management
  2. Mental Health Services
  3. Transportation
  4. Housing Search and Counseling Services
  5. Financial Assistance Costs
  6. Short-term and Medium-term financial assistance for rent
- D. Eligible HOME-ARP topics under Housing Counseling include but are not limited to the following examples:
1. Rental Housing Counseling Topics (24 CFR 214.300(e)(4))
    - a. HUD rental and rent subsidy programs
    - b. Other federal, state, or local assistance
    - c. Fair Housing
    - d. Rental Search assistance
    - e. Landlord tenant laws
    - f. Lease terms
    - g. Rent delinquency
    - h. Referrals to local, state, and federal resources

2. Pre-Purchase Homebuying Topics (24 CFR 214.300(e)(1))
    - a. Advice regarding readiness and preparation
    - b. Federal Housing Administration insured financing
    - c. Housing selection and mobility
    - d. Housing search assistance
    - e. Fair housing and predatory lending
    - f. Budgeting and credit
    - g. Loan product comparison
    - h. Purchase procedures and closing costs
    - i. Referrals to local, state, and federal resources
  3. Homeless Services Topics (24 CFR 214.300(e)(5))
    - a. Homeless assistance information regarding emergency shelter
    - b. Other emergency services
    - c. Transitional housing
    - d. Referral to local, state, and federal resources (24 CFR 214.300(b)(2))
- E. Housing Counseling topics in 24 CFR Part 214 that benefit homeowners are **ineligible** under HOME-ARP.
- F. Housing counselors must establish an action plan for each participating qualifying individual or family (24 CFR 214.300(a)(2)).
1. Housing counselors must, within reason, make efforts to follow-up with participating qualifying individuals to assure that the individual or family is progressing toward their planned housing goals (CPD Notice 21-10 VI.D.3; 24 CFR 214.300(c)).

## Section IV – Application Review

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- A. Applicants will submit all required documents to [DCED’s Electronic Single Application \(ESA\)](#) for the eligible activity type for which they are applying.
1. Applicants seeking to use HOME-ARP Supportive Services funds in conjunction with other HOME-ARP eligible activities, must submit a separate application to the ESA.
- B. Applicants must demonstrate and include:
1. Evidence of appropriate skills and experience related to supporting the needs of the qualified populations.
  2. Evidence of prior experience with providing Supportive Services.
  3. A budget demonstrating the sources and uses of the Supportive Services that will be submitted for review.
    - a. If there is a gap in the operating budget, DCED will require the applicant to submit a plan for securing additional private, local, state, or Federal funding sufficient for successful operation of the project.
  4. The minimum request for Supportive Services funds is \$25,000.
    - a. The maximum amount of funds that can be requested cannot exceed the total funds allocated for Supportive Services in the Allocation Plan.

5. Explanation of who will directly provide the services. Will the grantee internally provide services, or will a third party?
  6. Demonstration that services providers are licensed to provide the relevant services where applicable.
    - a. The Pennsylvania Department of State maintains the Pennsylvania Licensing System (PALS) where anyone is able to verify that providers are licensed. PALS website: [www.pals.pa.gov/#/page/default](http://www.pals.pa.gov/#/page/default)
    - b. Please see Appendix B for more information on licensing requirements.
  7. Description of the location(s) where individuals and families will receive services.
  8. A timeline for the distribution of the Supportive Services funds.
  9. Communications with a DCED Grant Manager about their proposed project.
- C. To ensure that qualified populations have access to HOME-ARP Supportive Services, applicants are encouraged to incorporate the services into a Coordinated Entry (CE) established by the Continuums of Care (CoC) for the area it is within.
1. The CE must adhere to the requirements of Section IV.C of CPD Notice 21-10.
- D. Only individuals or families from a local CoC CE waitlist, or a DCED approved waitlist, that meet the criteria of at least one qualifying population are eligible to receive HOME-ARP Supportive Services.
- E. All awarded funds for HOME-ARP Supportive Services funds are issued as grants.
- F. Once DCED reviews applications, conditional awards will be announced. DCED will then proceed with developing the written agreement.
1. Once DCED determines that a grantee's project has met the requirements described in the notice, including the completion and execution of the written agreement, DCED will begin the process for the drawing down of HOME-ARP funds.
- G. DCED can only enter into commitment once the approved applicant signs a written agreement. The agreement must meet all HOME-ARP requirements and be legally binding. It must include the date of the signature of each person signing the agreement. Once both parties sign the agreement, then DCED can disburse funds (CPD Notice 21-10, VI.D.6)
- H. There will be different invoicing steps for each Supportive Services activity type chosen. This process will be specified in the written agreement.
1. Generally, once DCED receives all required documentation, then DCED will review the invoice.
  2. The grantee may only draw down funds after receiving email confirmation from the Financial Management Center Staff.
- I. Compliance Period: Compliance with HOME-ARP Supportive Services exists as long as the grantee is using Supportive Services Funds.
1. If granted Supportive Service funds are not exhausted within 2 years of commitment, the project is considered terminated.
  2. All unused funds invested in the project must be returned to the Participating Jurisdiction's HOME-ARP Investment Trust Fund (24 CFR 92.205(e)(2))
- J. Project completion for HOME-ARP Supportive Services is when the final drawdown of funds occurs.
- K. In the event of default with program compliance, HOME-ARP allows for the recapture of funds by the granting participating jurisdiction.

## Section V – Eligible Costs and Fees

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- A. Applicants can leverage HOME-ARP with other funding sources if the funds are only used for eligible costs. The other sources of funding must not limit assistance to the qualified populations.
  - 1. Although HOME-ARP does not require matching funds, DCED is encouraging applicants to leverage other funding sources to support their projects.
- B. HOME-ARP funds may be used to pay eligible costs associated with the HOME-ARP Supportive Services activities that are necessary to assist the qualifying populations to obtain and maintain housing.
- C. Eligible costs paid using HOME-ARP funds are limited to those identified in Section VI.D.4.c of CPD Notice 21-10.
- D. Only the Supportive Services authorized in the written agreement with the supportive service provider may be counted as eligible costs.
- E. All supportive service costs paid for by HOME-ARP must follow the Cost Principles requirements of CPD Notice 21-10 and in 2 CFR part 200, subpart E.
  - 1. This means that DCED and grantees must prevent the duplication of services.
- F. Grantees contracting with service providers that directly provide HOME-ARP Supportive Services must have written agreements or contracts with those providers. The contract must comply with CPD Notice 21-10.
- G. Supportive Services providers must document how participants were eligible to receive the Supportive Services authorized in the written agreement.
- H. When practical, the contracts should be in amounts that cover the actual program and administrative costs to provide the contracted services.
- I. The costs of labor, supplies and materials incurred while directly providing Supportive Services to program participants are eligible expenses.
- J. The salary and benefit packages of the grantee and subrecipient staff who directly deliver the services.
- K. Project delivery costs must be directly associated with the goal of the service delivered. If they are not, they are administrative costs of the grantee or subrecipient.
- L. Grantees and subrecipients may not charge fees to cover the costs of administering the program.
- M. **Eligible Costs** for each eligible activity:  
*See Appendix B and CPD Notice 21-10 for more information on each activity type.*
  - 1. **Mental Health Services**
    - a. Direct outpatient treatment of mental health conditions
    - b. Services for crisis interventions
    - c. Counseling
    - d. Individual, family, or group therapy sessions
    - e. The prescription of psychotropic medications or explanations about the use and management of medications
    - f. Combinations of therapeutic approaches to address multiple problems.

## 2. **Housing Search and Counseling Services**

- a. Assisting eligible participants to locate, obtain, and retain suitable housing
- b. Development of an action plan for locating housing
- c. Housing search
- d. Tenant counseling
- e. Securing utilities
- f. Making moving arrangements
- g. Outreach to and negotiation with owners
- h. Assistance submitting rental applications and understanding leases
- i. Assistance obtaining utilities
- j. Mediation with property owners and landlords on behalf of eligible program participants
- k. Credit counseling, accessing a free personal credit report, and resolving personal credit issues; and
- l. Payment of rental application fees
- m. Other Housing counseling costs, as defined in 24 CFR 5.100
- n. If a program participant is a candidate for homeownership, costs associated with pre-purchase homebuying counseling, education and outreach are eligible as described in 24 CFR part 214 (excluding those described as ineligible in CPD Notice 21-10) These include, but are not limited to:
  - Staff salaries and overhead costs of HUD-certified counseling agencies related to directly providing eligible housing counseling services to HOME-ARP program participants.
  - Development of a housing counseling workplan
  - Marketing and outreach
  - Intake
  - Financial and housing affordability analysis
  - Action plans outlining the counseling agency's steps to the client's housing issues
  - Follow-up communication with program participants

## 3. **Transportation**

- a. Participants' travel on public transportation or in a vehicle provided by the grantee for medical care, employment, childcare, or other eligible services.
- b. Mileage allowance for service workers to visit program participants and to carry out housing inspections
- c. The cost of purchasing or leasing a vehicle in which staff transports program participants and/or staff serving program participants
  - The cost of gas, insurance, taxes, and maintenance for the vehicle
- d. The costs of grantee/subrecipient staff to accompany or assist program participants to utilize public transportation; and
- e. Payments for vehicle repairs or maintenance required to operate a personal vehicle subject to Appendix B of these guidelines.



**4. Case Management**

- a. Conducting the initial evaluation
- b. Verifying and documenting eligibility for Supportive Services
- c. Counseling
- d. Developing, securing, and coordinating services
- e. Using a centralized or coordinated assessment system
- f. Obtaining federal, state, and local benefits
- g. Monitoring and evaluating program participant progress
- h. Providing information and referrals to other providers
- i. Providing ongoing risk assessment and safety planning with victims of domestic violence, dating violence, sexual assault, stalking, and human trafficking
- j. Developing an individualized housing and service plan
- k. Conducting re-evaluations of the program participant's eligibility and assistance needs.

**5. Financial Assistance Costs**

- a. Rental application fees
- b. Security deposits
- c. Utility deposits for Gas, Electric, Water, and Sewage
- d. Moving costs
- e. First and Last month's rent
- f. Payment of rental arrears

**6. Short-Term and Medium-Term Financial Assistance for Rent**

- a. Short-term Financial Assistance for Rent (3 months)
- b. Medium-term Financial Assistance for Rent (3 months but not more than 24 months)

## Section VI – Ineligible Costs and Fees

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- A. Any ineligible costs paid using HOME-ARP funds must be repaid as required by CPD Notice 21-10.
- B. Ineligible costs, fees, or activities include but not limited to:
1. Grantees may not use HOME-ARP Supportive Services funds to pay taxes, fees, or operating costs of:
    - a. HOME-ARP Non-Congregate Shelter,
    - b. HOME-ARP Rental Housing,
    - c. Any HOME-ARP Supportive Service activity not permitted in the written agreement.
  2. Provide non-Federal matching contributions required under any other Federal program.
  3. Provide for uses authorized under section 9 of the U.S. Housing Act of 1937 (42 U.S.C. 1437g) (Public Housing Capital and Operating Funds).
  4. Assist low-income housing under 24 CFR part 248 (Prepayment of Low-Income Housing Mortgages).
  5. Paying for any cost that is not eligible under CPD Notice 21-10
  6. Grantees must not use HOME-ARP Supportive Services funds to pay for services a program participant is receiving or approved to receive through another program.
  7. DCED expects providers to use the Homeless Management Information System (HMIS) to review and enter data to prevent the duplication of services.
    - a. DCED will work with the grantee to get them access, if possible.
    - b. If HMIS is not viable for a particular grantee, DCED will work with the grantee to determine a solution to prevent duplication.
      - This could involve coordination with local supportive service providers, CoCs, and other nonprofit organizations.
  8. During the time covered by replacement housing payments, grantees cannot provide HOME-ARP Financial Assistance to a program participant.
    - a. This includes replacement housing payments under:
      - The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (42 USC 4601 et seq and its implementing regulations at 49 CFR part 24).
      - Section 104(d) of the Housing and Community Development Act of 1974 (42 USC 5304(d) and its implementing regulations at 24 CFR part 42).

## **Section VII – Regulatory Requirements**

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### **A. General Requirements**

1. Grantee and service provider's must adhere to regulations within their local area when using HOME-ARP funds.
2. Grantees may not require households to accept occupancy of a shelter or housing as a condition to receive HOME-ARP Supportive Services.
3. While all qualifying households are eligible to receive Supportive Services under this activity, the grantee must establish requirements for documenting eligible costs for an individual or family in a qualifying population (as defined in Section IV.A of CPD Notice 21-10) as McKinney-Vento Supportive Services, homelessness prevention services, or Housing Counseling.
4. No grantee or subrecipient may provide HOME-ARP Financial Assistance to a household that occupies housing owned by the subrecipient, or any parent, affiliate, or subsidiary of the subrecipient.

### **B. General Federal Requirements**

1. Grantees must try to engage with Minority Owned Business Enterprises or Women Owned Business Enterprises.
  - a. Similarly, a project must attempt to follow Section 3 Economic Opportunity requirements (24 CFR 92.351(b)).
2. The grantee should have an affirmative marketing plan that reaches, or at least attempts to reach individuals or families who would be least likely to use the HOME-ARP Supportive Services (24 CFR 92.351(a)).
3. Violence Against Women Act provisions (24 CFR 92.359).
4. HOME-ARP requires full compliance with applicable provisions of title VI of the Civil Rights Act of 1964 (42 USC 2000d-2000d-4), the Fair Housing Act (42 USC 3601) and any other HUD regulations pursuant to those acts.
5. Nondiscrimination requirements described in 24 CFR 92.350 apply to HOME-ARP.
6. Conflicts of Interest provisions described in 24 CR 92.356, including, but not limited to, subsections (d)-(e) and Section VII.H of CPD Notice 21-10.

### **C. Termination of Assistance**

1. The grantee may terminate assistance to a program participant who violates program requirements or if the participant no longer needs the services.
2. Termination under this section does not bar the grantee from providing further assistance at a later date to the same individual or family.
3. The grantee must establish policies and procedures for termination of assistance to program participants.
4. Participants should receive written copies of the program rules and the termination process before they receive assistance.
5. When terminating assistance to a program participant, the grantee must provide a formal process that recognizes the rights of individuals receiving assistance under the due process of law.

6. Due process, at a minimum, must include:
  - a. A written notice to the program participant clearly explaining the reasons for termination.
  - b. A review of the decision.
    - i. During the review, the program participant can present written or oral objections before a person other than the person(s) involved in the termination decision.
      - The reviewer is not permitted to be a subordinate of those involved in the termination decision.
  - c. A prompt written notice of the final decision to the program participant.
  - d. During due process, the grantee must accommodate individuals with disabilities in its communications. The language must be accessible. The grantee must provide meaningful access to persons with Limited English Proficiency.

## **Section VIII – Written Agreements**

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- A. Written Agreements between DCED and its grantees must state if the grantee is choosing to have a third-party Supportive Services provider. If so, they should state which providers the grantee intends to use, and it must specify which services they will provide.
- B. DCED is responsible for entering into written agreements before disbursing HOME-ARP funding. Contents of written agreements can vary based on specific needs of DCED, the grantee, and the project.
- C. The requirements at 24 CFR 92.504, apply to the use of HOME-ARP funds for Supportive Services. At minimum, the written agreement must contain the following provisions:
  1. The written agreement must describe the use of HOME-ARP funds:
  2. The amount and uses of the HOME-ARP funds
  3. The tasks the grantee intends to perform
  4. The services the grantee or subrecipient will provide
  5. A budget
  6. The written agreement cannot agree to provide HOME-ARP funds after the end of the HOME-ARP budget period
  7. The particular records the grantee must maintain
- D. The grantee must submit information to DCED so it can meet its recordkeeping and reporting requirements listed in section VIII.F of CPD Notice 21-10.
  1. Grantees must submit information to DCED quarterly to ensure DCED meets this requirement.
  2. DCED must report quarterly to IDIS, by the 30th day after the end of each calendar quarter.
  3. The report includes the number of homeless and non-homeless households assisted with Supportive Services and housing counseling.
  4. It also asks for demographic information like the race, ethnicity, household size, and household type of those assisted.



- E. While all qualifying households are eligible to receive Supportive Services, the grantee must establish requirements for documenting eligible costs for recipients (as defined in Section IV.A of CPD Notice 21-10). These costs are divided between McKinney-Vento Supportive Services, homelessness prevention services, or Housing Counseling.
- F. In the written agreement, the grantee may set a maximum dollar amount that a program participant may receive for each type of eligible Supportive Service. The grantee may set a maximum period for which a program participant may receive any of the types of assistance or services.

## **Section IV – Records**

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- A. The following are examples of records that grantees must maintain. For more information on required records under HOME-ARP please review HUD CPD Notice 21-10.
  - 1. For all HOME-ARP Supportive Services projects pursuant to McKinney-Vento or Homelessness Prevention Supportive Services: Records demonstrating which Supportive Services the grantee is offering program participants.
  - 2. Records, where applicable, demonstrating compliance with the termination of assistance requirements described in section VI.D.5. of the HOME-ARP Notice.
  - 3. Records of all solicitations of and agreements with subrecipients and contractors. Records of all payment requests by and dates of payments made to subrecipients. Records documenting all monitoring and sanctions of subrecipients, as applicable, including any findings and required corrective actions.
  - 4. Records of all procurement contracts and documentation of compliance with the procurement requirements in 2 CFR part 200, subpart D, and CPD Notice 21-10, VIII.D.
  - 5. Records evidencing the use of the written procedures required under CPD Notice 21-10, VI.D.2 and records evidencing compliance with CPD Notice 21-10, IV.C.2.
  - 6. Records of all leases, subleases, and financial assistance agreements for the provision of rental payments.
  - 7. Records documenting payments made by the grantee to owners, a HOME-ARP sponsor, or qualifying households for the provision of financial assistance for rental payments. Records supporting documentation for these payments, including dates of occupancy by qualifying individuals and families should also be maintained.
  - 8. Records that document the monthly allowance for utilities (excluding telephone) used to determine compliance with the rent restriction.
  - 9. Records of the types of services provided under the grantee’s program. This includes the amounts spent on these services.
  - 10. Records demonstrating subrecipient compliance with the recordkeeping requirements in Section VIII.F of the HOME-ARP Notice.
- B. For all HOME-ARP Housing Counseling Services projects as defined in 24 CFR part 5, each participating housing counseling agency must maintain a recordkeeping and reporting system in accordance with 24 CFR 214.315 and 24 CFR 214.317. The system must permit HUD and DCED to easily access all information needed for a performance review.

- C. All records related to HOME-ARP Supportive Services funds must be retained for five years except:
  - 1. Written agreements must be retained for five additional years after the agreement terminates.
  - 2. If any litigation, claim, negotiation, audit, monitoring, inspection, or other action started before the expiration of the required record retention period, the records must be retained until completion of the action and resolution of all issues which arise from it, or until the end of the required period, whichever is later.
- D. Grantees must provide reasonable access to records, consistent with applicable laws of the Commonwealth of Pennsylvania and the privacy and confidentiality conditions of federal grant programs.
- E. The grantee, subrecipient, contractor, or owner may create a program participant identifier code or number to file to internally maintain records. The identifier code design should not inadvertently identify the program participant. The method creating the identifier code must be confidential. The identifier code must not leave the provider.
- F. For HUD programs, the Unique Personal Identification Number generated within the comparable database could be used with auditors to identify records of services to distinct individuals. This is subject to the below statements:
  - 1. HUD, the Comptroller General of the United States, and any of their representatives have the right to access any pertinent records of the Participating Jurisdictions, state recipients, and subrecipients for audits, examinations, excerpts, and transcripts.
  - 2. If a provider of services is subject state laws, local laws, or other federal grant programs requiring HUD to not have access to records that detail Personally Identifiable Information of victims, then auditors or evaluators may have access to representative files without sharing any individual identifying information.

## Appendix A – Defining Qualified Populations

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### A. Homeless

#### as defined in 24 CFR 91.5 (1)(2) or (3)

1. An individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:
  - a. An individual or family with a primary nighttime residence that is a public or private place not designated 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.
  - b. 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) or in a shelter as a temporary living space.
  - c. An individual who is exiting an institution where they resided for 90 days or less and who resided on 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:
  - a. The primary nighttime residence will be lost within 14 days of an application for assistance;
  - b. No subsequent residence has been identified; and
  - c. 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.
3. Unaccompanied youth under twenty-five years of age or families with children and youth who do not otherwise qualify as homeless under this definition, but is defined as homeless under any of the following:
  - a. The Runaway and Homeless Youth Act
  - b. Head Start
  - c. Violence Against Women Act
  - d. The Public Health Service Act
  - e. The Food and Nutrition Act of 2008
  - f. The Child Nutrition Act of 1966
  - g. McKinney-Vento Homeless Assistance Act
  - h. 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.
  - i. 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.
  - j. 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.

## **B. At-Risk of Homelessness** **as defined in 24 CFR 91.5**

1. An Individual or family who:
  - a. Has an annual income below 30 percent of median family income for the area, as determined by HUD
  - b. 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
  - c. Meets one of the following conditions:
    - i. Has moved because of economic reasons two or more times during the 60 days immediately preceding the application for homelessness prevention assistance;
    - ii. Is living in the home of another because of economic hardship;
    - iii. 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;
    - iv. 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;
    - v. Lives in an SRO 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;
    - vi. 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
    - vii. Otherwise lives in housing that has characteristics associated with instability and an increased risk of homelessness, as identified in the Commonwealth of Pennsylvania’s approved consolidated plan.
  - d. A child or youth who does not qualify as “homeless” under this section, but qualifies as “homeless” under:
    - i. Section 387(3) of the Runaway and Homeless Youth Act (42 U.S.C. 5732a(3)),
    - ii. Section 637(11) of the Head Start Act (42 U.S.C. 9832(11)),
    - iii. Section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2(6)),
    - iv. Section 330(h)(5)(A) of the Public Health Service Act (42 U.S.C. 254b(h)(5)(A)),
    - v. Section 3(l) of the Food and Nutrition Act of 2008 (7 U.S.C. 2012(l)),
    - vi. Section 17(b)(15) of the Child Nutrition Act of 1966 (42 U.S.C. 1786(b)(15)); or
  - e. 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 them.



### C. Domestic Violence & Human Trafficking Victims as defined by HUD and 24 CFR 5.2003

1. For HOME-ARP, this population includes any individual or family who is
  - a. fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or human trafficking.
  - b. The individual or family reasonably believes that there is a threat of imminent harm from further violence due to dangerous or life-threatening conditions that relate to violence against the individual or a family member, including a child, that has either taken place within the individual's or family's primary nighttime residence or has made the individual or family afraid to return or remain within the same dwelling unit.
  - c. In the case of sexual assault, this also includes cases where an individual reasonably believes there is a threat of imminent harm from further violence if the individual remains within the same dwelling unit that the individual is currently occupying, or the sexual assault occurred on the premises during the 90-day period preceding the date of the request for transfer.
2. **Domestic violence**, which is defined in 24 CFR 5.2003 includes felony or misdemeanor crimes of violence committed by:
  - a. 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);
  - b. A person with whom the victim shares a child in common;
  - c. A person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner;
  - d. 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
  - e. 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.
3. **Dating violence**, which is defined in 24 CFR 5.2003 means violence committed by a person:
  - a. Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
  - b. Where the existence of such a relationship shall be determined based on a consideration of the following factors:
    - i. The length of the relationship;
    - ii. The type of relationship; and
    - iii. The frequency of interaction between the persons involved in the relationship.
4. **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.
5. **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:
  - a. Fear for the person's individual safety or the safety of others; or
  - b. Suffer substantial emotional distress.

6. **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:
  - a. 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 years of age; or
  - b. 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.

#### D. Other Populations

1. Where providing supportive services or assistance under section 212(a) of National Affordable Housing Act (42 USC 12742(a) (New Construction, Reconstruction, Rehabilitation of affordable housing, conversion, site improvement, demolition, TBRA, and other expenses) would prevent the family's homelessness or would serve those with the greatest risk of housing instability. HUD defines these populations as individuals and households who do not qualify under any of the populations above but meet one of the following criteria:
  - a. 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.
  - b. At Greatest Risk of Housing Instability is defined as households who meet 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 conditions from paragraph (iii) of the "At risk of homelessness" definition in 24 CFR 91.5:
      - Has moved because of economic reasons two or more times during the 60 days immediately preceding the application for homelessness prevention assistance;
      - Is living in the home of another because of economic hardship;
      - 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;
      - 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;
      - 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 reside per room, as defined by the U.S. Census Bureau;

- Is exiting a publicly funded institution, or system of care (such as a health-care facility, a mental healthy facility, foster care or other youth facility, or correction program or institution); or
- Otherwise lives in housing that has characteristics associated with instability and an increased risk of homelessness, as defined in the recipient's approved consolidated plan.

Veterans and Families that include a Veteran Family Member that meet the criteria for any of the qualifying populations described above are eligible to receive HOME-ARP assistance.

## **Appendix B – Additional Supportive Service Regulations**

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### **A. Mental Health**

1. Mental health services are the application of therapeutic processes to personal, family, situational, or occupational problems in order to bring about positive resolution of the problem or improved individual or family functioning or circumstances. Problem areas may include family and marital relationships, parent-child problems, or symptom management.
2. Mental health counseling service providers must be licensed professionals when required by PA law. Please see the Professional Counselor Licensure Requirements published by the Pennsylvania Department of State for more information: [Professional Counselor Licensure Requirements Snapshot \(pa.gov\)](#)

### **B. Housing Counseling**

1. When grantees or subrecipients provide housing services to eligible persons that are incidental to a larger set of holistic case management services, these services do not meet the definition of Housing counseling, as defined in 24 CFR 5.100.
  - a. Therefore, those are not required to be carried out under the certification requirements of 24 CFR 5.111.
2. Per 24 CFR part 214 and 12 U.S.C. 1701x, any HOME-ARP Housing Counseling Services can only be provided by organizations and counselors certified by the Secretary of HUD.
3. In order for an agency to take part in HUD's Housing Counseling Program, all individuals who provide counseling must be HUD certified according to requirements in this section.
  - a. For an individual to become a HUD certified counselor, an individual must pass a standardized written examination per 82 CFR 24988 to prove competency in each of the following areas:
    - i. Financial management;
    - ii. Property maintenance;
    - iii. Responsibilities of homeownership and tenancy;
    - iv. Fair housing laws and requirements;
    - v. Housing affordability; and
    - vi. Avoidance of, and response to, rental or mortgage delinquency and avoidance of eviction or mortgage default.
4. HUD will certify an individual housing counselor who has met the requirements of 24 CFR 214.103(n)(1) of this section upon verification that the individual works for a participating agency.
5. Participating agencies and housing counselors must be in compliance with the requirements of 24 CFR 214.103(n).
6. An agency, including any of the agency's directors, partners, officers, principals, or employees, must not be:
  - a. Suspended, debarred, or otherwise restricted under the Department's, or any other federal regulations;
  - b. Indicted for, or convicted of, a criminal offense that reflects upon the responsibility, integrity, or ability of the agency to participate in housing counseling activities.
    - These offenses include criminal offenses that can be prosecuted at a local, state, or federal level;
  - c. Subject to unresolved findings as a result of HUD or other government audit or investigations.



7. For further information on the requirements to become a HUD-Approved Housing Counseling Agency, please review the information on the [HUD-Exchange: How to Become a HUD-Approved Housing Counseling Agency - HUD Exchange](#)
8. For more information regarding HUD regulations for housing counseling, please refer to 24 CFR 214 and 24 CFR 5.100 and 5.111
9. HUD approved Housing Counselors can be found on [HUD's office of Housing Counseling: Office of Housing Counseling | HUD.gov / U.S. Department of Housing and Urban Development \(HUD\)](#)

## C. Transportation

1. The costs of a program participant's travel on public transportation or in a vehicle provided by the grantee or subrecipient to and from medical care, employment, childcare, or other eligible HOME-ARP services.
  - a. If using ride sharing services Transportation Network Companies (TNC) as defined in Pa. Code 1001.10 (like UBER) are permitted:
    - i. Participants that have no reasonable access to public transport or to a vehicle provided by the grantee may use ride sharing services to reach their destination.
    - ii. If program participants request to use a ride sharing service, grantees must create policies to reduce the misuse of ride sharing services by program participants.
      - Any policies about ride sharing must receive approval from DCED.
  - b. Transportation Network Companies, Taxicabs, or other ride sharing services used with HOME-ARP funds must have a license from the Pennsylvania Public Utility Commission.
2. Mileage allowance for service workers to visit program participants and to carry out housing inspections
  - If multiple service workers are traveling to the same location, they should, within reason, carpool to reduce transportation costs.
3. The cost of purchasing or leasing a vehicle used by staff to transport program participants or staff when assisting program participants.
  - a. The vehicle must be in a good working condition. If it is a used vehicle, there must be a vehicle history report showing the vehicle is in good condition and has never been in an accident.
  - b. Grantees must not buy a repaired salvage vehicle with HOME-ARP funds.
  - c. A purchased vehicle using HOME-ARP funds must be title to the grantee,
  - d. The mileage of the vehicle must be verified with an odometer statement.
  - e. The price of the vehicle must be reasonable and must not exceed the Blue Book value of the vehicle.
  - f. Blue Book refers to the guidebook that compiles and quotes prices for new and used automobiles and other vehicles of all makes, models, and types.
  - g. If economic challenges cause the average price of vehicles to exceed the Blue Book value, grantees must request permission before using Transportation Supportive Services funds to buy a vehicle.
    - The grantee should communicate with their grant manager before buying any vehicle with HOME-ARP funds.

- h. Before purchasing a used vehicle, its current title must be within Pennsylvania. The dealership must be able to prove they have ownership.
  - The sales taxes on the vehicle must not exceed 6%. The written agreement will account for a grantee is in an area where the vehicle sales tax exceeds 6%. If State law changes this rate, written agreements will reflect those changes.
- i. If the grantee is selling a vehicle they currently own, with the intention of purchasing a replacement vehicle with HOME-ARP funds:
  - i. The money received from selling the vehicle must pay towards the replacement vehicle before any HOME-ARP funds may fund the replacement vehicle.
    - The grantee must ensure that the selling price of the original vehicle must be a fair price determined by the Blue Book value of their original vehicle or a fair market rate for a vehicle sold in the grantee's area.
    - If for any reason the sold vehicle must sell for 80% less than the fair market value, the grantee must receive permission from their grant manager before selling the vehicle. They must also complete Department of Transportation form MV-3.
4. The cost of gas, insurance, taxes, and maintenance for the vehicle.
  - a. The vehicle must be insured, and the insurance cost of the vehicle must be reasonable. It must meet the minimum Pennsylvania insurance requirements including liability:
    - i. \$15,000 for injury or death of one person in an accident
    - ii. \$30,000 for injury or death of more than one person in an accident
    - iii. \$5,000 for damage to property of another person
  - b. The insurance premiums must be reasonable and if the grantee intends to use HOME-ARP funds to pay for motor vehicle insurance, the insurance policy must receive approval from DCED.
    - If the grantee needs to switch to a different insurance plan or get a new plan that HOME-ARP will at least partly fund, the replacement plan needs approval from DCED.
5. If public transportation options to reach eligible Supportive Services are not sufficient within the area, the PJ representative (grantee) may make a one-time payment on behalf of a program participant needing car repairs or maintenance required to operate a personal vehicle.
  - a. Program participants must be able to demonstrate that their personal vehicles are inspected, registered, and insured to be eligible for grantees to receive a HOME-ARP reimbursement for expenditures for car repairs in maintenance.
    - i. The inspection must be up to date and adhere to all Commonwealth inspection requirements.
      - If the personal vehicle is incapable of passing inspection because of required repairs, maintenance costs will be eligible as necessary to allow the vehicle to pass inspection so as long as those costs would not exceed the 10 percent threshold described in section VI.D.4.c.L of HUD CPD Notice 21-10.
    - ii. The registration must be valid.
    - iii. The vehicle must meet the Commonwealth's minimum vehicle insurance requirements.
  - b. Payments for car repairs or maintenance for a vehicle owned by the grantee or on behalf of a program participant may not exceed 10 percent of the Blue Book value of the vehicle (Blue Book refers to the guidebook that compiles and quotes prices for new and used automobiles and other vehicles of all makes, models, and types);

- c. Payments for car repairs or maintenance must be paid by the grantee or subrecipient directly to the third party that repairs or maintains the car; and
  - d. Grantees or subrecipients may require program participants to share in the cost of car repairs or maintenance as a condition of receiving assistance with car repairs or maintenance.
  - e. Such costs must be limited to program participants with the inability to pay for such costs and who, without such assistance, would not be able to participate in eligible services under CPD Notice 21-10, VI.D.4.c.
  - f. Grantees must create policies to ensure program participants are requesting repairs for a personal vehicle when it is, in fact, their only means of transportation to eligible HOME-ARP Supportive Services described in CPD Notice 21-10, VI.D.4.c.
  - g. Grantees must create policies to ensure program participants are in fact using their personal vehicle to reach eligible HOME-ARP Supportive Services described in CPD Notice 21-10, VI.D.4.c.
  - h. Any policies created by the Grantee regarding the use of program participant's personal vehicles in relation to HOME-ARP funds, must receive approval from DCED.
6. The costs of the grantee or subrecipient staff to go with or assist program participants to use public transportation; and
    - a. Only one staff member may go with a program participant. If the participant requires extra help due to a disability or other special need, extra staff may join them.
      - An extra staff member may attend if it is needed for training purposes.
    - b. Any invoices submitted to DCED that include more than one staff member should explain the purpose of the extra staff. The submission should specify any medical information. Only general information justifying the need.
  7. The grantee must establish policies and procedures on payments for the cost of gas, insurance, taxes, car repairs, and maintenance.
  8. Whenever a vehicle purchased using HOME-ARP funds reaches the end of its useful life, even if the HOME-ARP contract period concludes, the grantee must notify DCED before taking steps to sell, junk, or salvage the vehicle.

## **D. Case Management**

1. Grantees and subrecipients providing these Supportive Services must have written standards for providing the assistance.
2. Case management providers for individuals and families receiving drug or alcohol treatment services must adhere to 4 PA Code §257.4.

## **E. Financial Assistance**

1. HOME-ARP funds may be used to pay housing owners, utility companies, and other third parties for the following costs, as applicable:
  - a. Rental application fees: Rental housing application fee that is charged by the owner to all applicants.
  - b. Security deposits: A security deposit that is equal to no more than 2 months' rent. This assistance is separate and distinct from the provision of financial assistance for First and Last Month's rent provided under this section and cannot be used to duplicate those costs.

- c. Utility deposits: HOME-ARP funds may pay for a standard utility deposit or initiation fee required by the utility company or owner (if owner-paid utilities are provided) for all program participants for the following utilities:
  - Gas
  - Electric
  - Water
  - Sewer
- d. Utility payments: HOME-ARP funds may pay for up to 24 months of utility payments per program participant, per service, including up to 6 months of utility payments in arrears, per service. A partial payment of a utility bill counts as one month. This assistance may only be provided if the program participant or a member of the same household has an account in his or her name with a utility company or proof of responsibility to make utility payments. Eligible utility services are gas, electric, water, and sewage. No program participant shall receive more than 24 months of utility assistance within any 3-year period.
- e. Moving costs: HOME-ARP funds may pay for moving costs, such as truck rental or hiring a moving company. This assistance may include payment of temporary storage fees for up to 3 months, provided that the fees are accrued after the date the program participant begins receiving assistance under this section of CPD Notice 21-10 and before the program participant moves into permanent housing. Payment of temporary storage fees in arrears is not eligible.
  - i. Any household good movers hired with HOME-ARP funds as financial assistance must be effective at quickly moving individuals and families of qualified populations into other permanent housing and if a moving company is used, the moving company must be licensed by the Pennsylvania Public Utility Commission and the moving company must:
    - 1. Provide a written estimate
      - Estimate is based on applicable tariff charges (hourly rate if distance is 40 miles or less) or on a weight and mileage basis (if distance is over 40 miles).
      - If the actual bill exceeds the written estimate by more than 10%, the moving services recipient must pay the estimated charges plus 10% of the estimate or \$25 (whichever is greater).
    - 2. The recipient of the moving services has up to 15 days after delivery to pay the balance.
    - 3. The moving company's loss or damages automatic protection is insured up to 60 per pound per article. (If additional protection is desired, the moving services recipient must purchase it through the moving company or private insurer.)
    - 4. The mover must display their Public Utilities Commission number in their advertisements.
  - ii. Ensure you receive an [Information for Shippers](#) form prior to signing any agreements.
- f. First and Last month's rent: If necessary to obtain housing for a program participant, HOME-ARP funds may be used to make a pre-payment of the first and last month's rent under a new lease to the owner at the time the owner is paid the security deposit for the program participant's tenancy in the housing. This assistance must not exceed two month's rent and must be tracked for purposes of determining the total short- and medium-term financial assistance for rent that the program participant may receive. This assistance is separate and distinct from financial assistance for Security Deposits provided under this section and cannot be used to duplicate those costs.

- g. Payment of rental arrears: HOME-ARP funds may be used for a onetime payment for up to 6 months of rent in arrears, including any late fees or charges on those arrears, if necessary for the household to maintain their existing housing or, for those without housing, if necessary to remove a demonstrated barrier to obtaining housing.

## F. Rental Assistance

1. Subject to the following conditions, a grantee/subrecipient may provide a program participant with short-term or medium-term financial assistance for rent, provided that the total financial assistance provided, including any pre-payment of first and last month's rent as described above, does not exceed 24 months of rental payments over any 3-year period.
  - a. The grantee may make rental payments only to an owner with whom the grantee has entered into a financial assistance agreement for rental payment. The financial assistance agreement must set forth the terms under which rental payments will be provided, including the requirements that apply under CPD Notice 21-10. The financial assistance agreement must provide that, during the term of the agreement, the owner must give the grantee/subrecipient a copy of any notice to the program participant to vacate the housing unit or any complaint used under State or local law to commence an eviction action against the program participant. The owner must serve written notice upon the program participant at least 30 days before termination of tenancy specifying the grounds for the action. Each financial assistance agreement that is executed or renewed must comply with the requirements in 24 CFR 92.359.
  - b. The grantee/subrecipient must make timely payments to each owner in accordance with the financial assistance agreement. The financial assistance agreement must contain the same payment due date, grace period, and late payment penalty requirements as the program participant's lease. The grantee is solely responsible for paying late payment penalties that it incurs with non-HOME-ARP funds.
    - i. Rental payments cannot be provided unless the rent does not exceed the Fair Market Rent established by HUD, as provided under 24 CFR part 888, and complies with HUD's standard of rent reasonableness, as established under 24 CFR 982.507.
    - ii. Each program participant receiving financial assistance for rental payments must have a legally binding, written lease for the rental unit, unless the assistance is solely for rental arrears. The lease must be between the owner and the program participant. Where the financial assistance is solely for rental arrears, an oral agreement may be accepted in place of a written lease, if the agreement gives the program participant an enforceable leasehold interest under state law and the agreement and rent owed are sufficiently documented by the owner's financial records, rent ledgers, or canceled checks. New leases must have an initial term of 1 year unless a shorter period is agreed upon by the program participant and owner. The lease requirements in 24 CFR 92.359 apply to this financial assistance.
    - iii. Grantees/subrecipients must establish requirements to prevent the provision of short- or medium-term financial assistance for rent for the same period for which a program participant is receiving rental assistance or living in housing provided with ongoing assistance (such as project-based rental assistance or operating subsidies).
    - iv. If a program participant receiving financial assistance for short- or medium-term rental payments under this section meets the conditions for an emergency transfer under 24 CFR 5.2005(e), HOME-ARP funds may be used to pay amounts owed for breaking a lease to effectuate an emergency transfer. These costs are not subject to the 24-month limit on rental payments.

## Appendix C – List of Pennsylvania Continuum of Care

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### **Beaver County PA-603**

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## Appendix D – HOME-ARP Application Checklist Supportive Services

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The purpose of this checklist is to assist applicants with compiling and organizing their required HOME ARP Supportive Services application documents prior to their final submittal on DCED’s Electronic Single Application (ESA). A document listed here is a required element of the HOME ARP Supportive Services application unless marked otherwise. DCED recommends reviewing this checklist thoroughly to ensure all final documents include all elements outlined in the listed prompts and share the correct naming conventions. The number listed before the documents here are where the forms or upload prompts are located within the ESA addenda.

Documents where the form template is provided by DCED within ESA or in the Federal Program Resource Library for download are **bolded**. All other listed documents must be created/provided by the applicant. Sample documents will be available in the Federal Program Resource Library on DCED’s Website.

### General Application Checklist

- Pre-Application Discussion with a HOME-ARP Grant Manager**
  1. After the meeting, the HOME-ARP Grant Manager will provide an email evidencing the discussion. The email must be included in the application.
  
- Resolution of the Municipality or Non-profit Organization**
  1. The applicant must have in their application, evidence in the form of a resolution of the governing body authorizing the filing of the application.
  2. The resolution must state the program being applied for, the total amount being requested, and contain a provision whereby the applicant assumes will reimburse the commonwealth for any expenses found to be ineligible.
  3. Sample resolutions are provided for download in ESA.
  
- Citizen Participation Report (*DCED-HOME-ARP-SS-188*)**
  1. A meeting for public comment on the proposed project must be held to obtain community feedback. This meeting must be separately advertised and conducted but may be held either before or after a regularly scheduled unit of local government meeting and/or board meeting. Posting locations must be sufficient to reach all sectors of the general public.
  2. Documentation must include a copy of the public meeting advertisement on the applicant’s website along with one of the following:
    - a. Copy of a meeting advertisement in the non-legal section of a local newspaper of general circulation
    - b. Copy of a social media advertisement
  
- Limited English Proficiency Guidance for HOME-ARP Applicants (*DCED-HOME-ARP-SS-018*)**
- Certification of Completion of a Four-Factor Analysis for Limited English Proficiency Persons AND Certification of the Activities to be Included in the Language Access Plan (*DCED-HOME-ARP-SS-011*)**
- Language Access Plan Certification (*DCED-HOME-ARP-SS-020*)**
- Statement of Assurances (*DCED-HOME-ARP-SS-175*)**

Written Standards

1. Applicants must provide a copy of the written standards of the local Continuum of Care (CoC) in which they participate. The standards must be effective for ensuring individuals and families applying for and receiving assistance are able to gain or re-gain long-term housing stability and avoid relapses in homelessness.
2. The standards must include the following:
  - a. Policy for Evaluating Eligibility
  - b. Standards for Targeting
  - c. Policy for Admissions
  - d. Coordination Policy
  - e. Standards for Length of Time for Assistance
  - f. Utilization of Limited English Proficiency

Statement of Need

1. Applicants must provide a need based and data-informed narrative including:
  - a. A detailed explanation of the qualified populations in the community
  - b. A description of how the agency provides a comprehensive range of services by connecting participants with mainstream resources
  - c. Details to indicate if there is a gap in services that would prohibit the participant from gaining permanent housing stability
2. The applicant should include:
  - a. Actual assessments of the number of individuals/families served in the past, if applicable
  - b. The unemployment rates of the community to be served
  - c. The most recent Point-in-Time data of the unsheltered homeless population, if applicable
  - d. Any other data that may support the funding requested.
3. The applicant must demonstrate how the funding will impact the community and how the services are aligned to meet the local Continuum of Care strategic plan, written standards and system performance measures. Additionally, all subrecipient program design forms must respond to how the agency intends to meet the needs outlined in the statement of need narrative.

Project Budget Narrative

**Project Budget-Overall for entire project (DCED-HOME-ARP-SS-008)**

1. Must include an itemized breakdown for each line item identified with all sources and uses of funds identified.

Letters of Support

1. Copies of agreements, memorandums of understanding, or contracts with any entities (other than those under direct supervision of the applicant) involved with the project must be provided.

### **Sub Recipient Forms (Send all forms for each sub recipient)**

**Program Design (DCED-HOME-ARP-SS-004)**

1. The applicant must submit one Program Design form for each subrecipient.
2. Only one Program Design should be submitted per subrecipient.

**Sub Recipient Budget**

1. Must include an itemized breakdown for each line item identified with all sources and uses of funds identified.