



City of Las Vegas
HOME INVESTMENT PARTNERSHIPS
PROGRAM – AMERICAN RESCUE PLAN ACT OF
2021 (HOME-ARP)

Prepared by the Department of Neighborhood Services

Introduction

HOME Investment Partnerships Program American Rescue Plan (HOME-ARP) funds were made available to the city of Las Vegas by the U.S. Department of Housing and Urban Development (HUD) to meet housing and service needs of Qualifying Populations (QPs), as defined in the HOME-ARP regulations.

A total of \$1,000,000 in HOME-ARP funds will be available for supportive services. This is a one-time allocation of funds and must be spent by June 30, 2028.

The city of Las Vegas is seeking applications from qualified service providers to provide supportive services to residents of the city who meet the criteria of a Qualified Population outlined in the HOME-ARP notice.

Proposed services must align with the HOME-ARP Final Rule (CPD-21-10) requirements, which can be found at <https://www.hud.gov/sites/dfiles/OCHCO/documents/2021-10cpdn.pdf>. Applicants should also review the city's HOME-ARP Plan, which can be found at: <https://www.lasvegasnevada.gov/Residents/Grants>

The Qualifying Populations (QPs) for HOME-ARP are summarized as follows:

1. Homeless
2. At Risk of Homelessness
3. Fleeing/Attempting to Flee Domestic Violence, Dating Violence, Sexual Assault, Stalking, or Human Trafficking
4. Other Populations, which includes Other Families Requiring Services or Housing Assistance to Prevent Homelessness OR At Greatest Risk of Housing Instability

Veterans and families that include a veteran family member that meet the criteria for one of the qualifying populations described above are eligible to receive HOME-ARP assistance.

All services funded through HOME-ARP funds must serve one or more QP as defined in HUD Notice CPD-21-10 without preference for one QP.

In addition, all units funded with HOME-ARP must confirm potential tenants' status as a QP and must use a specific waiting list for HOME-ARP funded supportive services.

RFP Schedule and Proposal Submission

RFP Release	May 20th, 2024
Submission due date in Neighborly	July 22nd, 2024 by 3:00 pm
Minimum award of HOME-ARP Supportive Services funds	\$100,000
Maximum award of HOME-ARP Supportive Services funds	\$1,000,000

Eligible Applicants

Eligible applicants are non-profit service providers including faith-based organizations, consistent with the requirements of 24 CFR 5.109. Applicants must be eligible to do business with the Federal Government, the State of Nevada, and the city of Las Vegas. Funds will be allocated according to the process and criteria specified in this Program Guide. The City may reject any submission. Awarded applications may or may not be funded for the full amount requested.

Requirements:

- Application and all requested narrative and attachments must be complete, and received by the application submission deadline, including a completed budget.
- Must be a 501(c)(3) or 501(c)(4) non-profit.
- Minimum one (1) year of experience providing services to the targeted population, including assisting vulnerable, low-income, or homeless populations.
- The proposed activity(ies) must be eligible under the HOME-ARP Notice.
- Proposed services must be for Qualifying Populations.
- Applicant must not be debarred or otherwise prohibited from conducting business with the City of Las Vegas, the State of Nevada, or the Federal Government.
- Applicant must possess a valid State of Nevada and City of Las Vegas Business License, as well as a Nevada Secretary of State Verification of Good Standing. If Applicant does not have business licenses at time of submission, they may provide proof that they have applied or will apply prior to project closing.
- Services must be provided to the residents of the city of Las Vegas.

Eligible Support Services under Home-ARP

There are three categories specifically included as supportive services under HOME-ARP:

1. McKinney-Vento Support Services: Supportive Services are adapted from Section 401(29) of the McKinney-Vento Homeless Assistance.
2. Homeless Prevention Services: HOME-ARP Homelessness Prevention Services are adapted from eligible homelessness prevention services under the regulations at 24 CFR 576.102, 24 CFR 576.103, 24 CFR 576.105, and 24 CFR 576.106, and are revised, supplemented, and streamlined in Section VI.D.4.c.i of the HOME-ARP Notice, and conveniently restated herein.
3. Housing Counseling Services: Housing counseling services under HOME-ARP are those consistent with the definition of housing counseling and housing counseling services defined at 24 CFR 5.100 and 5.111, respectively, except where otherwise noted. The requirements at 24 CFR 5.111 state that any housing counseling, as defined in 24 CFR 5.100, required under or provided in connection with any program administered by HUD shall be provided only by organizations and counselors certified by the Secretary under 24 CFR part 214 to provide housing counseling, consistent with 12 U.S.C. 1701x. 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.

Program requirements and administration under 24 CFR part 214 apply to the provision of HOME-

ARP Housing Counseling Supportive Services (except those provisions related to current homeowners do not apply). Eligible HOME-ARP topics under Housing Counseling include but are not limited to the following examples:

Rental Housing Counseling Topics (24 CFR 214.300(e)(4))	Pre-Purchase Homebuying Topics (24 CFR 214.300(e)(1))	Homeless Services Topics (24 CFR 214.300(e)(5))
HUD rental and rent subsidy programs	Advice regarding readiness and preparation	Homeless assistance information regarding emergency shelter
Other federal, state, or local assistance	Federal Housing Administration insured financing	Other emergency services
Fair housing	Housing selection and mobility	Transitional housing
Housing search assistance	Fair housing and predatory lending	Referral to local, state, and federal resources (24 CFR 214.300(b)(2))
Landlord tenant laws	Budgeting and credit	
Lease terms	Loan product comparison	
Rent delinquency	Purchase procedures and closing costs	
Referrals to local, state, and federal resources(24 CFR 214.300(b)(2))	Search assistance	
	Referrals to local, state, and federal resources(24 CFR 214.300(b)(2))	

Ineligible Counseling Services

Housing Counseling surrounding the following topics are ineligible under HOME-ARP:

1. Resolving or preventing mortgage delinquency, including, but not limited to default and foreclosure, loss mitigation, budgeting, and credit;
2. Home maintenance and financial management for homeowners, including, but not limited to: Escrow funds, budgeting, refinancing, home equity, home improvement, utility costs, energy efficiency, rights and responsibilities of homeowners, and reverse mortgages.

Housing counselors must establish an action plan for each participating qualifying individual or family. Additionally, housing counselors must also make reasonable efforts to have follow-up communications with participating qualifying individuals, when possible, to assure 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.

Eligible Costs of Supportive Services for Qualifying Individuals and Families

Eligible costs that may be paid using HOME-ARP funds are limited to only those identified herein. Any ineligible costs paid using HOME-ARP funds must be repaid to the City. All costs must be necessary and reasonable.

Financial assistance cannot be provided to a program participant who is receiving the same type of assistance through other public sources. The Service Provider is responsible for establishing requirements that allow a program participant to receive only the HOME-ARP services needed, so there is no duplication of services or assistance in the use of HOME-ARP funds for supportive services. This may include the use of systems such as Homeless Management Information Systems in coordination with local supportive Service Providers, CoCs, and other nonprofit organizations.

The city of Las Vegas will require all supportive services provided and funded with HOME-ARP funds be detailed within a written agreement. Additionally, the city of Las Vegas will require documentation verifying which types of supportive services entities have been provided to individual program participants. Only the supportive services that are authorized in the written agreement with the supportive Service Provider, may be provided to program participants, by that supportive Service Provider, and only program participants that are eligible for those supportive services may be served.

If the services outlined in '**Eligible Costs**' below are being directly delivered, the following costs are eligible project delivery costs for those services:

1. costs of labor or supplies and materials incurred by the Service Provider in directly providing supportive services to program participants.
2. salary and benefit packages of Service Provider staff who directly deliver the services.

Administrative costs for subrecipients are capped at 10 percent of the total award received.

Eligible Costs

Childcare: The costs of childcare for program participants, including providing meals and snacks, and comprehensive and coordinated developmental activities, are eligible. The childcare center must be licensed by the jurisdiction in which it operates in order for its costs to be eligible. Children must be under the age of 13 unless the children have a disability. Children with a disability must be under the age of 18.

Education Services: The costs of improving knowledge and basic educational skills are eligible costs including: instruction or training in consumer education, health education, substance abuse prevention, literacy, English as a Second Language, and General Educational Development (GED). Screening, assessment, and testing; individual or group instruction; tutoring; provision of books, supplies, and instructional material; counseling; and referral to community resources.

Employment assistance and job training: The costs of establishing and/or operating employment assistance and job training programs are eligible, including classroom, online and/or computer instruction, on-the-job instruction, services that assist individuals in securing employment, acquiring learning skills, and/or increasing earning potential. The cost of providing reasonable stipends to program participants in employment assistance and job training programs is also an eligible cost. Learning skills

include those skills that can be used to secure and retain a job, including the acquisition of vocational licenses and/or certificates.

- Services that assist individuals in securing employment consist of:
- Employment screening, assessment, or testing;
- Structured job skills and job-seeking skills;
- Special training and tutoring, including literacy training and pre-vocational training;
- Books and instructional material;
- Counseling or job coaching; and
- Referral to community resources.

Food: The cost of providing meals or groceries to program participants is eligible.

Legal Services: Eligible costs are the fees charged by licensed attorneys and by person(s) under the supervision of licensed attorneys, for advice and representation in matters that interfere with a qualifying individual or family's ability to obtain and retain housing.

Eligible subject matters are child support; guardianship; paternity; emancipation; legal separation; orders of protection and other legal remedies for victims of domestic violence, dating violence, sexual assault, human trafficking, and stalking; appeal of veterans and public benefit claim denials; landlord-tenant disputes; and the resolution of outstanding criminal warrants; landlord/tenant matters, provided that the services must be necessary to resolve a legal problem that prohibits the program participant from obtaining permanent housing or will likely result in the program participant losing the permanent housing in which the program participant currently resides.

Services may include client intake, receiving and preparing cases for trial, providing of legal advice, representation at hearings, and counseling.

Fees based on the actual service performed (i.e., fee for service) are also eligible, but only if the cost is less than the cost of hourly fees.

Filing fees and other necessary court costs are also eligible. If the subrecipient is a legal services provider and performs the services itself, the eligible costs are the subrecipient's employees' salaries and other costs necessary to perform the services.

Ineligible: Legal services for immigration and citizenship matters and for issues related to mortgages and homeownership are ineligible. Retainer fee arrangements and contingency fee arrangements are prohibited.

Life skills training: The costs of teaching critical life management skills that may never have been learned or have been lost during the course of physical or mental illness, domestic violence, dating violence, sexual assault, stalking, human trafficking, substance abuse, and homelessness are eligible. These services must be necessary to assist the program participant to function independently in the community.

Life skills training includes the budgeting of resources and money management, household management, conflict management, shopping for food and other needed items, nutrition, the use of public transportation, and parent training.

Mental Health Services: Eligible costs are the direct outpatient treatment of mental health conditions that are provided by licensed professionals.

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.

Services are crisis interventions; counseling; individual, family, or group therapy sessions; the prescription of psychotropic medications or explanations about the use and management of medications; and combinations of therapeutic approaches to address multiple problems.

Outpatient health services: Eligible costs are the direct outpatient treatment of medical conditions when provided by licensed medical professionals including:

- Providing an analysis or assessment of a program participant's health problems and the development of a treatment plan;
- Assisting program participants to understand their health needs;
- Providing directly or assisting program participants to obtain and utilize appropriate medical treatment;
- Preventive medical care and health maintenance services, including in-home health services and emergency medical services;
- Provision of appropriate medication;
- Providing follow-up services; and
- Preventive and non-cosmetic dental care.

Outreach services: The costs of activities to engage Qualifying Populations for the purpose of providing immediate support and intervention, as well as identifying potential program participants, are eligible.

Eligible costs include the outreach worker's transportation costs and a cell phone to be used by the individual performing the outreach.

Costs associated with the following services are eligible: initial assessment; crisis counseling; addressing urgent physical needs, such as providing meals, blankets, clothes, or toiletries; actively connecting and providing people with information and referrals to homeless and mainstream programs; and publicizing the availability of the housing and/or services provided within the Participating Jurisdiction's geographic area.

Substance abuse treatment services: Eligible substance abuse treatment services are designed to prevent, reduce, eliminate, or deter relapse of substance abuse or addictive behaviors and are provided by licensed or certified professionals. The costs include:

- Program participant intake and assessment;
- Outpatient treatment;
- Group and individual counseling;
- Drug testing.

Ineligible: Inpatient detoxification and other inpatient drug or alcohol treatment are ineligible.

Transportation: Eligible costs are:

- The costs of a program participant's travel on public transportation or in a vehicle provided by the Applicant to and from medical care, employment, childcare, or other eligible services;
- Mileage allowance for service workers to visit program participants and to carry out housing inspections;
- 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;
- The costs of staff to accompany or assist program participants to utilize public transportation;

Case management: The costs of assessing, arranging, coordinating, and monitoring the delivery of individualized services to meet the needs of the program participant(s) are eligible costs. Service providers (subrecipients) providing these supportive services must have written standards for providing the assistance. Eligible costs are those associated with the following services and activities:

- Conducting the initial evaluation, including verifying and documenting eligibility, for individuals and families applying for supportive services;
- Counseling;
- Developing, securing, and coordinating services;
- Using a centralized or coordinated assessment system that complies with the requirements of Section IV.C of Notice CPD-21-10;
- Obtaining federal, State, and local benefits;
- Monitoring and evaluating program participant progress;
- Providing information and referrals to other providers;
- Providing ongoing risk assessment and safety planning with victims of domestic violence, dating violence, sexual assault, stalking, and human trafficking;
- Developing an individualized housing and service plan, including planning a path to permanent housing stability; and
- Conducting re-evaluations of the program participant's eligibility and the types and amounts of assistance the program participant needs.

Credit repair: HOME-ARP funds may pay for credit counseling and other services necessary to assist program participants with critical skills related to household budgeting, managing money, accessing a free personal credit report, and resolving personal credit problems. This assistance does not include the payment or modification of a debt.

Services for special populations: HOME-ARP funds may be used to provide services for special populations, such as victim services, so long as the costs of providing these services are eligible under this application. The term victim services means services that assist program participants who are victims of domestic violence, dating violence, sexual assault, stalking, or human trafficking including services offered by rape crisis centers and domestic violence shelters, and other organizations with a documented history of effective work concerning domestic violence, dating violence, sexual assault, stalking, or human trafficking.

Housing search and counseling services: Costs of assisting eligible program participants to locate, obtain, and retain suitable housing are eligible. Services are:

- Development of an action plan for locating housing;
- Housing search;
- Tenant counseling;
- Securing utilities;
- Making moving arrangements;
- Outreach to and negotiation with owners;
- Assistance submitting rental applications and understanding leases;
- Assessment of housing for compliance with HOME-ARP requirements for financial assistance for short-term and medium-term rental payments provided under Section VI.D.4.c.i.(R) below;
- Assistance obtaining utilities; and
- Tenant counseling;
- Mediation with property owners and landlords on behalf of eligible program participants;
- Credit counseling, accessing a free personal credit report, and resolving personal credit issues; and
- Payment of rental application fees;
- Other Housing counseling costs, as defined in [24 CFR 5.100](#), funded with or provided in connection with grant funds must be carried out in accordance with [24 CFR 5.111](#).

Please Note: When providing 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, and therefore are not required to be carried out in accordance with the certification requirements of 24 CFR 5.111. See definitions below:

§ 5.100 Housing counseling.

“Housing counseling- is independent, expert advice customized to the need of the consumer to address the consumer's housing barriers and to help achieve their housing goals and must include the following processes: Intake; financial and housing affordability analysis; an action plan, except for reverse mortgage counseling; and a reasonable effort to have follow-up communication with the client when possible. The content and process of housing counseling must meet the standards outlined in 24 CFR part 214. Homeownership counseling and rental counseling are types of housing counseling.”

§ 5.111 Housing counseling.

(a) Any housing counseling, including homeownership counseling or rental housing counseling, as defined in § 5.100, required under or provided in connection with any program administered by HUD shall be provided only by organizations and counselors certified by the Secretary under 24 CFR part 214 to provide housing counseling, consistent with 12 U.S.C. 1701x.

(b) For purposes of this section, required under or provided in connection with any program administered by HUD means:

(1) Housing counseling required by statute, regulation, Notice of Funding Availability (NOFA), or otherwise required by HUD;

(2) Housing counseling that is funded under a HUD program;

(3) Housing counseling that is required by a grantee or subgrantee of a HUD program as a condition of receiving assistance under the HUD program; or

(4) Housing counseling to which a family assisted under a HUD program is referred, by a grantee or subgrantee of the HUD program.

Eligible Costs Associated with Housing Counseling under 24 CFR 5.100 and 5.111: Costs associated with housing counseling services as defined at 24 CFR 5.100 and 5.111 are eligible under HOME-ARP. As homeowner assistance and related services are not eligible HOME-ARP activities, costs for the provision of services related to mortgages and homeownership to existing homeowners are also not eligible under HOME-ARP. If a program participant is a candidate for homeownership, costs associated with pre-purchase homebuying counseling, education and outreach are eligible under HOME-ARP. Eligible costs are those costs associated with the services listed in 24 CFR part 214 and include, but are not limited to:

1. Staff salaries and overhead costs of HUD-certified housing counseling agencies related to directly providing eligible housing counseling services to HOME-ARP program participants;
2. Development of a housing counseling workplan;
3. Marketing and outreach;
4. Intake;
5. Financial and housing affordability analysis;
6. 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);
7. Follow-up communication with program participants.

Mediation: HOME-ARP funds may pay for mediation between the program participant and the owner or person(s) with whom the program participant is living, provided that the mediation is necessary to prevent the program participant from losing permanent housing in which the program participant currently resides.

Financial assistance costs: HOME-ARP funds may be used to pay housing owners, utility companies, and other third parties for the following costs, as applicable:

- Rental application fees: Rental housing application fee that is charged by the owner to all applicants.
- 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.
- 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
- 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.
 - 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 the Notice and before the program participant moves into permanent housing. Payment of temporary storage fees in arrears is not eligible.
 - 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.
 - Payment of rental arrears: HOME-ARP funds may be used for a one-time 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.

Short-term and medium-term financial assistance for rent: Subject to the following conditions, a PJ 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.

- Short-term means up to 3 months.
- Medium-term means more than 3 months but not more than 24 months.
- The PJ may make rental payments only to an owner with whom the PJ 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 this Notice. The financial assistance agreement must provide that, during the term of the agreement, the owner must give the PJ 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.

- The PJ 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 PJ is solely responsible for paying late payment penalties that it incurs with non-HOME-ARP funds.
- 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.
- 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.
- PJs 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).
- 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.

Ineligible costs - Financial assistance cannot be provided to a program participant who is receiving the same type of assistance through other public sources. Financial assistance also cannot be provided to a program participant who has been provided with 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, or 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, during the period of time covered by the replacement housing payments.

Landlord/Tenant Liaison: Costs of liaison services between property managers/owners and program participants are eligible HOME-ARP costs and may include:

- Landlord outreach;
- Physical inspections and rent reasonable studies as needed to secure units;
- Rental application fees and security deposits for clients, in accordance with the financial assistance costs requirements in **(Financial Assistance Costs)**;

- Mediation services in (**Mediation**) for housing issues that may arise between owner, property manager, or other residents and clients;
- Coordination or assistance with the provision of other HOME-ARP eligible services to assist clients to maintain permanent housing.

Eligible Program Participants

Any supportive services funded with HOME-ARP dollars must be provided to individuals and families who meet the definition of a Qualifying Population and are not already receiving the same services through another program.

Individuals and families in qualifying populations may be assisted by one or more of the HOME-ARP eligible activities, consistent with the requirements of the HOME-ARP Notice.

Definitions of Qualifying Populations

1. Homeless, as defined in 24 CFR 91.5 Homeless (1), (2), or (3):

(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); or (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 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.

2. At risk of Homelessness, as defined in 24 CFR 91.5 At risk of homelessness:

(1) An individual or family who:

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

(ii) Does not have enough 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)); or

(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.

3. Fleeing, or Attempting to Flee, Domestic Violence, Dating Violence, Sexual Assault, Stalking, or Human Trafficking, as defined by HUD.

For HOME-ARP, this population includes any individual or family who is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or human trafficking. This population includes cases where an 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. 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.

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.

4. Other Populations where providing supportive services or assistance under section 212(a) of NAHA (42 U.S.C. 12742(a)) 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:

- (1) **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.

(2) **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 reside 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.

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

Termination of Assistance to Program Participants

Termination of assistance: The Service Provider may terminate assistance to a program participant who violates program requirements or conditions of occupancy or no longer needs the services as determined by the Service Provider. Termination under this section does not bar the Service Provider from providing further assistance at a later date to the same individual or family under the HOME-ARP Notice.

The Service Provider must establish policies and procedures for termination of assistance to program participants. In terminating assistance to a program participant, the Service Provider must provide a

formal process that recognizes the rights of individuals receiving assistance under the due process of law. This process, at a minimum, must consist of:

1. Providing the program participant with a written copy of the program rules and the termination process before the participant begins to receive assistance;
2. Written notice to the program participant containing a clear statement of the reasons for termination;
3. A review of the decision, in which the program participant is given the opportunity to present written or oral objections before a person other than the person (or a subordinate of that person) who made or approved the termination decision; and
4. Prompt written notice of the final decision to the program participant.

During this process, the Service Provider must provide effective communication and accessibility for individuals with disabilities, including the provision of reasonable accommodations. Similarly, the Service Provider must provide meaningful access to persons with Limited English Proficiency (LEP).

Referral Methods and Waiting Lists

The Service Provider is responsible for determining and documenting that beneficiaries meet the definition of a qualifying population. The City has not established preferences among the qualifying populations to prioritize applicants for Supportive Services.

The Service Provider should establish a waiting list for its services. All qualifying individuals or families must have access to apply for placement on the waiting list for those services. Qualifying individuals or families on a waiting list must be accepted in chronological order, insofar as practicable.

Commitment

Before disbursing any HOME-ARP funds to any entity, the subrecipient providing the supportive service must have an executed legally binding written agreement with the City that complies with HOME-ARP requirements.

At a minimum, the written agreement must contain the following provisions:

Use of HOME-ARP funds: The written agreement must describe the amount and uses of the HOME-ARP funds, the tasks to be performed, the services to be provided, and include a budget.

Records and Reports: The agreement must specify the particular records that must be maintained and the information or reports that must be submitted in order to assist the PJ in meeting its recordkeeping and reporting requirements as required under Section VIII.F of the CPD 21-10 Notice.

Duration of the agreement and Disbursement of Funds: The agreement must specify the duration of the agreement, and state that disbursement of funds under the agreement may not be requested until the funds are needed.

Compliance with HOME-ARP Program Requirements: The written agreement must also require compliance with HOME-ARP program requirements for the HOME-ARP supportive services activity as described in Section VI.D of the CPD 21-10 Notice.

Project Completion

Project completion for a HOME-ARP Supportive Services project means the final drawdown has been disbursed for the project. Awarded funds must be expended by June 30, 2028.

Confidentiality

All entities assisted by HOME-ARP funds must develop, implement, and maintain written procedures to require that:

All records containing personally identifying information of any individual or family who applies for and/or receives HOME-ARP assistance will be kept secure and confidential;

The address or location of any HOME-ARP rental housing exclusively for individuals fleeing or attempting to flee domestic violence, dating violence, sexual assault, stalking, or human trafficking will not be made public, except as necessary where making the address or location public does not identify occupancy of the Program Participant; and

The address or location of any Program Participant who is a fleeing or attempting to flee domestic violence, dating violence, sexual assault, stalking, or human trafficking will not be made public, except as provided under a privacy policy of the Applicant consistent with state and local laws and any other grant conditions from other federal grant programs regarding privacy and obligations of confidentiality.

If an individual or family qualifies because the individual or family is fleeing or attempting to flee domestic violence, dating violence, sexual assault, stalking, or human trafficking then acceptable evidence includes an oral or written statement by the qualifying individual or head of household seeking assistance that they are fleeing that situation. An oral statement may be documented by either:

- a written certification by the individual or head of household; or
- a written certification by a victim service provider, intake worker, social worker, legal assistance provider, health-care provider, law enforcement agency, legal assistance provider, pastoral counselor, or an intake worker in any other organization from whom the individual or family sought assistance.

The written documentation need only include the minimum amount of information indicating that the individual or family is fleeing or attempting to flee domestic violence, dating violence, sexual assault, stalking, or human trafficking and need not include any additional details about the conditions that prompted the individual or family to seek assistance.

Drug and Alcohol-free Facilities: Applicants must administer a policy designed to ensure that each assisted homeless facility is free from the illegal use, possession or distribution of drugs or alcohol by its beneficiaries and comply with the Drug-Free requirements.

Procurement Procedures: Each Applicant must have an appropriate procurement procedure in place. At a minimum, three telephone bids must be obtained for any equipment or furniture purchases to be charged totally or in part to the HOME-ARP Program.

Conflicts of Interest: Applicants, State recipients, and subrecipients engaging in any of the activities defined in this Program Description are subject to the conflicts of interest provisions at 24 CFR 92.356, including but not limited to the conflicts of interest exception process defined in 24 CFR 92.356(d)-(e).

Owners and developers of HOME-ARP NCS and HOME-ARP rental housing shall be subject to 24 CFR 92.356(f).

Organizational Conflicts of Interest: The provision of any type or amount of HOME-ARP supportive services may not be conditioned on an individual's or family's acceptance or occupancy of a shelter or housing unit owned by the Applicant; State recipients; the subrecipient; or a parent, affiliate, or subsidiary of the subrecipient. No subrecipient may, with respect to individuals or families occupying housing owned by the subrecipient, or any parent, affiliate, or subsidiary of the subrecipient, administer financial assistance that includes rental payments, utility deposits, security deposits, or first and last month's rent provided pursuant to this Notice. All contractors of the Applicant, State recipients, or subrecipient must comply with the same requirements that apply to subrecipients under this section.

Fair Housing: All Applicants must perform and document action in the area of enforcement and/or promotion to affirmatively further fair housing. During the grant year, Applicants must carry out a minimum of one activity to promote fair housing. Non-discrimination and equal opportunity are applicable to HOME-ARP Programs (24 CFR 5.105(a) as amended).

Reporting Requirements

Each Applicant must complete quarterly reporting forms as required by the City. Any required quarterly reports must be submitted by the 15th of the month following the close of the quarter. If the 15th falls on a weekend or holiday, the report must be submitted by the next business day. Domestic violence agencies must also upload CAPER information from their comparable data system as required by HUD.

These requirements may be modified as required based on further guidance from HUD. Additional reports also may be required by the City at its sole and absolute discretion.

Violence Against Women Act. All Applicants are required to apply the requirements of the Violence Against Women Act to all victims of domestic violence, dating violence, sexual assault, and stalking, regardless of sex, gender identity, or sexual orientation, consistently across all HUD administered Programs along with all nondiscrimination and fair housing requirements. The Violence Against Women Act (VAWA) requirements set forth in 24 CFR 92.359.

Recordkeeping: Each Applicant must establish and maintain sufficient records to enable the City or HUD to determine whether the Applicant has met the HOME-ARP requirements. At a minimum, the following records are needed:

- Program Records evidencing that all HOME-ARP funds used by an Applicant for supportive service benefit individuals and families in Qualifying Populations.
- Records documenting compliance with the percent limitation on administrative costs.

Confidentiality: The Applicant's written policies and procedures for maintaining confidentiality of qualifying households as individuals or families fleeing, or attempting to flee domestic violence, dating violence, sexual assault, stalking, or human trafficking.

The Applicant's written policies and procedures for maintaining confidentiality in compliance with the VAWA protections contained in 24 CFR Part 5, Subpart L.

Project Records: Applicants are required to retain the following records for HOME-ARP projects, as specified by activity type. For all HOME-ARP Supportive Services projects pursuant to McKinney-Vento or Homelessness Prevention Supportive Services:

- Records, where applicable, demonstrating compliance with the termination of assistance.
- Records of all solicitations of and agreements with subrecipients and contractors, records of all payment requests by and dates of payments made to subrecipients, and documentation of all monitoring and sanctions of subrecipients, as applicable including any findings and corrective actions required.
- Records of all procurement contracts and documentation of compliance with the procurement requirements in 2 CFR part 200, subpart D.
- Records evidencing the use of the written procedures required by the HOME-ARP and records evidencing compliance with the program.
- Records of all leases, subleases, and financial assistance agreements for the provision of rental payments, documentation of payments made by the Applicant to owners, HOME-ARP sponsor, or qualifying households for the provision of financial assistance for rental payments, and supporting documentation for these payments, including dates of occupancy by qualifying individuals and families.
- Records that document the monthly allowance for utilities (excluding telephone) used to determine compliance with the rent restriction.
- Records of the types of services provided under the HOME-ARP program and the amounts spent on these services.
- Records demonstrating subrecipient compliance with the recordkeeping requirements in this Program Description.
- 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 to easily access all information needed for a performance review.

Financial Records:

- Records, in accordance with 2 CFR 200.302, identifying the source and application of HOME-ARP funds. Identification must include, as applicable, the Assistance Listing program title and number (formerly Catalogue of Federal Domestic Assistance), Federal award identification number and year, name of the Federal agency, and name of the pass-through entity, if any.
- Records concerning the HOME-ARP Investment Trust Fund Treasury account and local account required to be established and maintained by this Notice, including deposits, disbursements, balances, supporting documentation and any other information required by IDIS.
- Records identifying the source and application of program income and repayments.
- Records demonstrating adequate budget control and other records required by 2 CFR 200.302, including evidence of periodic account reconciliations.

Program administration records:

- Records demonstrating compliance with the written agreements required by the HOME-ARP program.
- Records demonstrating compliance with the applicable uniform administrative requirements of the program.

Records concerning other Federal requirements:

- Equal opportunity and fair housing records.
 - Data on the extent to which each racial and ethnic group, and single-headed households by gender of household head have applied for, participated in, or benefited from, any program or activity funded in whole or in part with HOME-ARP funds.
 - Documentation and data on the steps taken to implement the jurisdiction's outreach programs to minority-owned (MBE) and female-owned (WBE) businesses including data indicating the racial/ethnic or gender character of each business entity receiving a contract or subcontract of \$25,000 or more paid, or to be paid, with HOME-ARP funds; the amount of the contract or subcontract, and documentation of participating jurisdiction's affirmative steps to assure that minority business and women's business enterprises have an equal opportunity to obtain or compete for contracts and subcontracts as sources of supplies, equipment, construction, and services.
 - Records demonstrating compliance with the environmental review requirements of 24 CFR 92.352, 24 CFR part 58, and this Notice including flood insurance requirements.
- Affirmative marketing and MBE / WBE records.
 - Records demonstrating compliance with the labor requirements of 24 CFR 92.354, including contract provisions and payroll records.
 - Documentation and data on the steps taken to implement the jurisdiction's outreach programs to minority-owned (MBE) and female-owned (WBE) businesses including data indicating the racial/ethnic or gender character of each business entity receiving a contract or subcontract of \$25,000 or more paid, or to be paid, with HOME-ARP funds; the amount of the contract or subcontract, and documentation of participating jurisdiction's affirmative steps to assure that minority business and women's business enterprises have an equal opportunity to obtain or compete for contracts and subcontracts as sources of supplies, equipment, construction, and services.
- Records demonstrating compliance with the environmental review requirements of 24 CFR 92.352, 24 CFR part 58, and this Notice including flood insurance requirements.
- Records demonstrating compliance with the labor requirements of 24 CFR 92.354, including contract provisions and payroll records.
- Records demonstrating compliance with the lead-based paint requirements of 24 CFR part 35, subparts A, B, J, K, M and R, as applicable.
- Records supporting compliance with conflict of interest requirements in 24 CFR 92.356, as well as documentation of any exceptions granted by HUD or a state Applicant, as applicable, to the conflict of interest provisions in 24 CFR 92.356.

- Records demonstrating compliance with debarment and suspension requirements in 2 CFR part 2424.
- Records concerning intergovernmental review, as required by 24 CFR 92.357.
- Records of emergency transfers requested under 24 CFR 5.2005(e) and 24 CFR 92.359 pertaining to victims of domestic violence, dating violence, sexual assault, or stalking, including data on the outcomes of those requests.
- State Recipients and Subrecipients: An Applicant that distributes HOME-ARP funds to State Recipients or subrecipients must require the State Recipients or subrecipients to keep the records required by paragraphs 1. program records, 2. project records, 3. financial records, 4. program administration records, and 5. records concerning other federal requirements of Section VIII.F of this Notice, and such other records as the Applicant determines to be necessary to enable the Applicant to carry out its responsibilities under this Notice. The Applicant need not duplicate the records kept by the State recipients or subrecipients. The Applicant must keep records concerning its annual review of the performance and compliance of each State recipient and subrecipient as required under 24 CFR 92.504(a).

Period of record retention. All records pertaining to HOME-ARP funds must be retained for five years, except as provided below.

Written agreements must be retained for five years after the agreement terminates.

Records covering displacements and acquisition must be retained for five years after the date by which all persons displaced from the property and all persons whose property is acquired for the project have received the final payment to which they are entitled in accordance with 24 CFR 92.353.

If any litigation, claim, negotiation, audit, monitoring, inspection, or other action has been started before the expiration of the required record retention period 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.

Access to records: The Applicant must provide citizens, public agencies, and other interested parties with reasonable access to records, consistent with applicable state and local laws and any other applicable grant conditions from other federal grant programs regarding privacy and obligations of confidentiality.

The Applicant, subrecipient, contractor, or owner may create a Program Participant identifier code or number that can be used on a file and maintained internally, in such a way that the number itself does not inadvertently identify the Program Participant, (i.e., no use of initials, date of birth, or other pieces of information that might suggest the identity of the program participant). The “key” or “cypher” for the program participant identifier code would itself be confidential and would not leave the provider. In the circumstance of HUD programs, the Unique Personal Identification Number which is generated within the comparable database could be used with auditors to identify records of services to distinct individuals, subject to the below requirement.

HUD and the Comptroller General of the United States or any of their representatives, have the right of access to any pertinent books, documents, papers, or other records of the Applicant, State Recipients, and subrecipients, in order to make audits, examinations, excerpts, and transcripts. If a provider of

services or operator of an NCS is subject to state or local laws or other federal grant programs that require that HUD not be given access to records detailing PII of victims, then auditors or evaluators may be given access to representative files without any sharing of individual identifying information.

Other Federal Requirements and Nondiscrimination: The requirements in 24 CFR 92 and 24 CFR 92.350 apply to the HOME-ARP program. Applicants must comply with the Federal requirements set forth in 24 CFR part 5, subpart A, including: nondiscrimination and equal opportunity; disclosure requirements; debarred, suspended or ineligible contractors; drug-free work; and housing counseling and the nondiscrimination requirements at section 282 of Cranston-Gonzalez National Affordable Housing Act (NAHA).

Additional HOME-ARP Requirements

Projects will be awarded based upon the overall strength of the application and project, as determined through the project review process. The City reserves the right to request additional information or documentation at any stage during the process, to request that changes be made to a proposal, to fund portions of any given proposal, and/or to choose not to fund a proposal.

Applicants will be expected to respond and comply with any additional requests in a timely manner. Failure to provide requested information on a timely basis will result in a proposal being deemed non-responsive and ineligible for further consideration.

All supportive service providers must adhere to, or maintain compliance with, the requirements of this Program Guide and all HOME-ARP requirements.

Unique Entity ID and SAM Requirements: Applicants must be registered with SAM.gov.

On April 4, 2022, the unique entity identifier (UEI) used across the federal government changed from the DUNS Number to the Unique Entity ID (generated by SAM.gov). The Unique Entity ID is a 12-character alpha ID assigned to an entity by SAM.gov. As part of this transition, the DUNS Number has been removed from SAM.gov.

Other Federal Requirements

Non-discrimination and Equal Opportunity: Applicants must make facilities and services available to all on a nondiscriminatory basis and publicize the facilities and services. The procedures an Applicant uses to convey the availability of such facilities and services should be designed to reach persons with disabilities or persons of any particular race, color, creed, religion, sex, age, familial status, or national origin within their service area who may qualify for them. If not, the Applicant must establish additional procedures that will ensure that these persons are made aware of the facilities and services. Applicants must adopt procedures to disseminate information to anyone who is interested regarding the existence and location of services or facilities that are accessible to individuals with disabilities.

Applicants must also comply with the requirements of 24 CFR Parts 5, 200, 203, et al Equal Access to Housing in HUD Programs Regardless of Sexual Orientation or Gender Identity. The regulation is available at <http://www.gpo.gov/fdsys/pkg/FR-2012-02-03/pdf/2012-2343.pdf>. Applicants must include in their HOME-ARP Program standards a written policy for Fair Housing to all persons and/or families regardless of sexual orientation, gender identity or family identification.

GENERAL APPLICATION INSTRUCTIONS

The guidelines for completing your application are as follows:

1. Sections of the application or attachments that require a signature can be handwritten or electronic signature. Handwritten exhibits or attachments **will not** be accepted. Certification forms must be signed and scanned to create a PDF file, which will be uploaded into Neighborly.
2. Revision or alteration of the application in **Microsoft Word or Excel.xls** attachments is not allowed. Alteration of any application forms will result in disqualification of the application. Content changes and/or additions to the application after the deadline date will not be accepted.
3. **All attachments must be uploaded in a Microsoft Word.doc, Adobe.PDF or Microsoft Excel.xls format.** Application attachments must be submitted as instructed in the application. A list of these documents and attachments may be found in the documents section of Neighborly. All requested information must be included.
4. The Board President or other authorized person(s) must sign the two page Certification Form (documentation for other authorized persons must be included). The form must then be uploaded as a PDF. **If the application CERTIFICATION is uploaded and is submitted unsigned it will be deemed ineligible.**

ADDITIONAL GRANT REQUIREMENTS

- If an applicant agency provides a service with a partner agency, documentation of the support service is required. For example, if the applicant agency partners with another agency to provide tutoring or after school homework assistance, a letter from the tutoring center site must be included.
- Applicants must submit the most recent list of the entire Board of Directors and the entire agency Articles of Incorporation.
- Also, financial documentation that supports the revenue and expenses listed in the application is required. (see application instructions for different acceptable sources)
- Lastly, all applicants must submit a current audit (A-133; Audit; Audited Financials, or an Annual Certified Financial Statement), not more than one year old from the application date.

PROJECT APPLICATION AND SELECTION PROCESS

Non-profit agencies interested in receiving grant funds must submit an application to the City of Las Vegas Department of Neighborhood Services Department (DNS). The applications must be submitted prior to the closing date and time noted. Applications will not be accepted after this date and time.

After the deadline submission date, the applications will be evaluated by a review committee. An initial review will be performed to ensure that the application is complete and all supporting documents have been submitted. Incomplete application packages will not be considered. Upon the discovery of an incomplete application, the applicant will be informed that the application is incomplete and will not receive further consideration for funding.

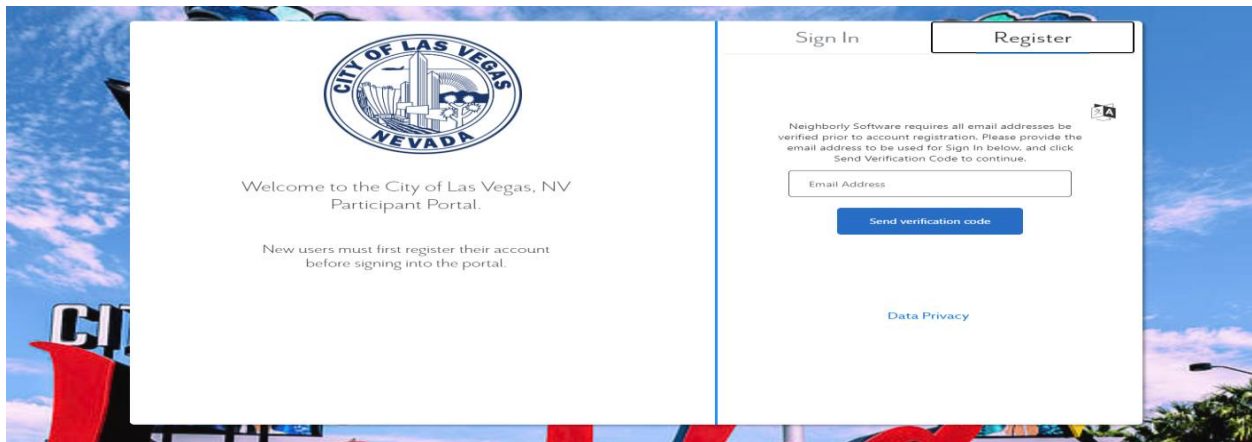
NEIGHBORLY

The City utilizes Neighborly for grant application submissions. Neighborly is an online submission software program and requires that all applications be submitted via the website. Hard (paper) copies will not be accepted.

The link to the application in Neighborly is: <https://portal.neighborlysoftware.com/HCD-LASVEGASNV/participant>

You will need to register in the system, using an email and creating a password.

NOTE: If you have trouble logging into your account, forget your password, or receive an error message, please contact the Neighborly support by clicking the blue question mark at the bottom of the application portal website.



After the agency login has been created, select the HOME-ARP Supportive Services grant and click the “Apply” button, to begin the proposal. Once the proposal questions are completed, upload all requested attachments/exhibits through the “Documents” tab. As questions are completed, reminders will guide you to complete and submit necessary forms, attachments, and exhibits.

In order to submit an application, every question must be completed. A complete electronic application and the uploaded attachments must be received no later than Monday, July 22, 2024 at 3:00 pm. The City is not responsible for any technical difficulties that may prevent an application from being submitted on time. There are no exceptions. The City will not accept applications that are not submitted electronically via [www.Neighborly.com](https://portal.neighborlysoftware.com/HCD-LASVEGASNV/participant). (<https://portal.neighborlysoftware.com/HCD-LASVEGASNV/participant>)

NEIGHBORLY GUIDANCE

- Do not use “The” as the first word in an agency name.
- Please note that the software does not check for quality, accuracy, or review the information submitted; please print the application prior to the submittal to ensure completeness of the information provided.

- It is recommended that all attachments be uploaded at least one week before the application is due. This will allow ample time to correct any issues that may arise.
- Changes may be made after an application is submitted until the deadline date.
- Careful application preparation is important; incomplete applications will not be accepted.