

HOME Consortium

*Jefferson, Ozaukee, Washington and Waukesha
Counties*

HOME-ARP

Supportive Services

Application FY 2024

Due Date for Proposals: October 27th, 2023 at 4:30pm

Send to: Lisa Johnson

lmjohnson@waukeshacounty.gov

Late submissions will not be considered.

Point of Contact

Kristin Silva

Community Development Manager

On behalf of the HOME Consortium's HOME-ARP Program, Waukesha County is issuing a request for proposals for projects that seek to provide supportive services to increase housing stability through meeting the needs of the community.

By issuing this request for proposals, it is the HOME Consortium's intent to identify those projects which significantly address the Consortium's priorities written in the Allocation Plan. Before projects are recommended to the Consortium, all information requested in this Project Application must be provided. If funded, agencies will be considered HOME-ARP Subrecipients.

CPD-21-10 Notice: [Final HOME-ARP Implementation Notice \(hud.gov\)](#)

Approved Allocation Plan: [HOME Consortium HOME-ARP Allocation Plan](#)

Qualifying Populations

- 1) Homeless: as defined in 24 CFR 91.5 Homeless (1), (2), or (3).
- 2) At risk of Homelessness: as defined in 24 CFR 91.5 At risk of homelessness.
- 3) Fleeing, or Attempting to Flee, Domestic Violence, Dating Violence, Sexual Assault, Stalking, or Human Trafficking: as defined by HUD.
- 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.

Funding Levels

The HOME Consortium has allocated **\$794,000 in HOME-ARP funds for supportive services** over a six year time period (2024--2029). **\$132,333** will be available in this category for 2024. Applicants must apply for a minimum of \$5,000. The HOME Consortium has final determination on contract length and any adjustments to the amount.

In addition, \$132,333 in Nonprofit Operating Assistance and \$132,333 in Nonprofit Capacity Building Assistance are also available in this application (ONLY if you are funded to deliver supportive services). Agencies can apply for a maximum of \$20,000 in each category. In any fiscal year, neither operating assistance nor capacity building assistance provided to a nonprofit organization may not exceed the greater of 50 percent of the general operating expenses of the organization for that fiscal year, as described above.

Nonprofit Operating Assistance is for GENERAL operating expenses of the organization and is not tied to HOME-ARP projects. Eligible costs include:

- o Employee salaries, wages and other employee compensation and benefits
- o Employee education, training and travel
- o Rent
- o Utilities
- o Communication costs
- o Taxes
- o Insurance
- o Equipment, materials, and supplies.

Capacity Building Assistance is for reasonable and necessary general operating costs that will result in expansion or improvement of an organization's ability to successfully carry out eligible HOME-ARP activities. Eligible costs include:

- Salaries for new hires including wages and other employee compensation and benefits;
- Employee training or other staff development that enhances an employee's skill set and expertise;
- Equipment (i.e. computer software or programs) upgrades to materials, and supplies; and
- Contracts for technical assistance or for consultants with expertise related to the HOME-ARP qualifying populations.

Preferences

The HOME Consortium covers a large geography with varying levels of need and resources related to homelessness. In selecting projects and services for HOME-ARP funding, the Consortium will consider a variety of activity types in areas throughout the four-county region. While all qualifying populations will be eligible for HOME-ARP funded projects, the HOME Consortium anticipates using the following preferences as one of several factors determining project selection:

- Activities that preference chronically homeless persons (as a subpopulation of the “homeless” qualifying population); and
- Activities that preference people at risk of homelessness (one of the qualifying populations).

The HOME Consortium may also select to fund housing development, non-congregate shelter, or service projects that do not have a preference among HOME-ARP qualifying populations. In applying these preferences, the Consortium will act in compliance with all applicable fair housing, civil rights, and nondiscrimination requirements, including but not limited to those requirements listed in 24 CFR 5.105(a). Eligibility and selection of applicants will be determined without regard to an applicant's race, color, religion, sex (including gender identity and sexual orientation), disability, familial status, or national origin.

- Applicants must certify they will utilize the Homeless Management Information System (HMIS) (this can be done in partnership with other agencies).
- Applicants must certify they will participate in meetings with their local Continuum of Care organization.
- All costs must comply with the Cost Principles contained in subpart E of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards at 2 CFR part 200.
- Applicants must create policies to ensure no duplication of services occurs with clients. Clients receiving services funded through HOME-ARP may not receive the same services through a different funding source.

HOME-ARP
SUPPORTIVE SERVICES

2024 APPLICATION

PART 1: OBJECTIVE QUESTIONS

1. Organization Name: _____
2. Project Name: _____
3. Application Contact Person: _____
4. Phone: _____
5. E-mail: _____
6. Requested Amount: \$ _____

7. What eligible activity are you requesting funding for? *Please check one. If you are applying for more than one, please fill out a separate proposal.*
 Homelessness Prevention Homeless Supportive Services

8. Is this proposed project an expansion of an existing program?
 - a. Yes No

9. Does your agency have prior experience serving individuals and families experiencing homelessness?
 - a. Yes No

10. Is your agency a member of your local CoC?
 - a. Yes No

11. Please indicate the qualifying populations that will be served. Check all that apply. For more information on each eligible use, please refer to the HUD ARP Program Guidance.
Homeless, as defined in 24 CFR 91.5 Homeless (1), (2) or (3);
At Risk of Homeless, as defined in 24 CFR 91.5;
Fleeing or Attempting to Flee Domestic Violence, Dating Violence, Sexual Assault, Stalking, or Human Trafficking, as defined by HUD;
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.

HOME- ARP
SUPPORTIVE SERVICES
2024 APPLICATION
PART 2: NARRATIVES

PROJECT INFORMATION

FY24 Proposed Total Funding Request: \$ _____

*Eligible costs start on page 45 of CPD-21-10 Notice

*Must apply for a minimum of \$5,000

A. HOME-ARP BUDGET AND NARRATIVE (20 Pts)

Project Delivery Costs	HOME-ARP Funds	Explain Activity Costs
1. Personnel		
2. Fringe		
3. Supplies		
4. Supportive Services		
TOTAL		

HOME ARP BUDGET NARRATIVE--Up to 10 pts awarded if the narrative has a complete budget that aligns with the HUD Notice CPD-21-10 and the approved Allocation Plan.

B. HOME-ARP PROJECT SUMMARY (35 Points)

The following list of programs are eligible costs for either Homeless Supportive Services or Homelessness Prevention Services. Please indicate which type of service you will provide. If you plan to provide more than one service, you will need to submit an application for each service.

Child care

Education services

Employment assistance and job training programs

Food

Housing navigation and housing counseling services

Legal services

Life skills training

Mental health services

Outpatient health services

Outreach services

Substance abuse treatment services

Transportation

Case management

Mediation

Landlord/Tenant liaison

Services for special populations

Financial assistance costs related to renting (but not rent payments)

Short term rent assistance (3 months or less)

Medium term rent assistance (4-24 months)

Project Summary: Please describe your project and include the following: target population, location of service delivery, coordination with community partners, how the project aligns with the HOME-ARP Notice and the approved Allocation Plan, and how the agency will monitor the success and effectiveness of the project. (35 points)

C. HOME-ARP Agency Experience (25 points)

Describe your agency's experience directly related to the proposed program. Please provide specific examples of similar service delivery programs administered using other funding source. Be sure to include details of similar projects managed by your agency and your familiarity of general HUD regulations and guidance. (Example: ESG, CDBG, HOME, CoC regulations).

D. Community Need (20 points)

Using quantitative and qualitative data, identify the need for your project and detail how your project will meet the need and how you will monitor success.

HOME ARP
Supportive Services
2024 Application
Part 3: Nonprofit Operating Assistance

Maximum award of \$20,000 per agency. Award may not exceed 50% of operating budget.

1. Amount of operating assistance applying for in 2024:
2. Total operating budget for 2024:

Please detail how the HOME-ARP funds will be allocated to the operating expense categories:

Employee salaries/wages/compensation/benefits

Employee education/training/travel

Rent

Utilities

Communication costs

Taxes

Insurance

Equipment/materials/supplies

Other

Please describe how you will use the HOME-ARP operating funds. Operating funds must be used for the "general operating costs" of the nonprofit organization. The funds must NOT have a particular final cost objective, such as a project or activity, or must NOT be directly assignable to a HOME-ARP activity or project.

HOME ARP
Supportive Services
2024 Application
Part 4: Nonprofit Capacity Building Assistance

Maximum award of \$20,000 per agency. Assistance may not exceed 50% of operating budget.

1. Amount of nonprofit capacity building assistance requested for 2024:

Please detail the amount of capacity building assistance allocated to each eligible cost:

Salaries/benefits/compensation for new hires

Employee training/staff development

Equipment/upgrades to materials/supplies

Technical assistance/consultants for HOME-ARP

Other

Please describe how you will use the HOME-ARP nonprofit capacity building assistance in 2024.