



# Louisiana Housing Corporation

**Louisiana Housing Corporation (“LHC”)**

**NOTICE OF FUNDING AVAILABILITY**

**FOR**

**HOME-ARP SERVICES AND NON-PROFITS ASSISTANCE**

- **Component A: Tenant-Based Rental Assistance (TRBA)**
- **Component B: Supportive Services**
- **Component C: Non-Profit Assistance**
  - **C-1: Non-Profit Operating Assistance**
  - **C-2: Non-Profit Capacity Building Assistance**

**Published Date: Friday, April 19, 2024**

**Applicant Information Forum: Tuesday, May 7, 2024**

**Deadline for Questions Date: Tuesday, May 14, 2024**

**Deadline to Submit Application Date: Tuesday, July 9, 2024<sup>1</sup>**

*(Late submissions will not be accepted)*

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<sup>1</sup> Final available funding levels are subject to HUD approval of the HOME-ARP Allocation Plan Amendment #1 (Budget Only). LHC reserves the right to amend or cancel this NOFA if the Amendment is not approved.

## Contents

|           |   |    |
|-----------|---|----|
| I.        | KEY INTRODUCTORY INFORMATION .....                                      | 4  |
| I.A.      | Applicant’s Obligation to Respond to the NOFA as Amended .....          | 4  |
| II.       | OVERVIEW .....  | 4  |
| II.A.     | Authorizing Legislation and Applicable Laws .....                       | 5  |
| III.      | PURPOSE AND REQUIREMENTS OF THIS NOFA .....                             | 5  |
| IV.       | COMPONENT A: HOME-ARP TBRA .....  | 8  |
| IV.A.1.   | Description .....   | 8  |
| IV.A.2.   | Maximum Award .....   | 9  |
| IV.A.3.   | Minimum Award .....   | 9  |
| IV.A.4.   | Location .....  | 9  |
| IV.A.5.   | Eligible Use of Funds .....   | 9  |
| V.        | COMPONENT B: HOME-ARP SUPPORTIVE SERVICES.....                          | 10 |
| V.A.1.    | Description .....   | 10 |
| V.A.2.    | Maximum Award .....   | 11 |
| V.A.3.    | Minimum Award .....   | 11 |
| V.A.4.    | Location .....  | 11 |
| V.A.5.    | Eligible Use of Funds .....   | 11 |
| VI.       | COMPONENT C: NONPROFIT OPERATING ASSISTANCE AND CAPACITY BUILDING ..... | 11 |
| VI.A.     | NONPROFIT OPERATING ASSISTANCE.....                                     | 12 |
| VI.A.1.   | Description .....   | 12 |
| VI.A.2.   | Maximum Award .....   | 13 |
| VI.A.3.   | Eligible Use of Funds .....   | 13 |
| VI.B.     | CAPACITY BUILDING .....   | 13 |
| VI.B.1.   | Description .....   | 13 |
| VI.B.2.   | Maximum Award .....   | 14 |
| VI.B.3.   | Eligible Use of Funds .....   | 14 |
| VII.      | APPLICATION AND AWARD PROCESS .....                                     | 14 |
| VII.A.4.  | Process for Reviewing Applications.....                                 | 15 |
| VIII.     | SCORING CRITERIA .....  | 16 |
| VIII.A.1. | Threshold Requirements .....  | 16 |
| VIII.A.2. | Scoring Criteria – Component A and Component B .....                    | 16 |
| VIII.A.3. | Scoring Criteria – Component C: Nonprofit Assistance .....              | 18 |
| IX.       | Award Requirements .....  | 18 |

EXHIBIT A - DEFINITION OF QUALIFYING POPULATIONS..... 21

EXHIBIT B – OTHER FEDERAL REQUIREMENTS ..... 25

EXHIBIT D – LOUISIANA CONTINUUM OF CARE (COCs)..... 29

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## I. KEY INTRODUCTORY INFORMATION

### I.A. Applicant's Obligation to Respond to the NOFA as Amended

LHC reserves the right to amend this NOFA, prior to the Last Date for Submission of Applications to LHC hereunder (see §II.A.9, Timeline). Respondents are solely responsible for monitoring the publication of the NOFA for amendments, and for submitting a proposal which conforms to this NOFA, as amended.

## II. OVERVIEW

The Louisiana Housing Corporation (LHC) hereby releases this **Notice of Funding Availability (NOFA)** for the availability of up to **\$14,227,268** of HUD HOME-American Rescue Plan (HOME-ARP) Program funds. The purpose of the HOME-ARP funds is to address the needs for homelessness assistance and supportive services.

The HOME-ARP funding was allocated by Congress under the American Rescue Plan Act of 2021 (P.L. 117-2). The HOME-ARP program authorized the U.S. Department of Housing and Urban Development (HUD) to allocate HOME-ARP funds to states, units of general local government, insular areas, and consortia of units of general local government that qualified for an allocation of HOME funds in Fiscal Year (FY) 2021. HUD allocated HOME-ARP funds to 651 Grantees nationwide using the HOME formula established at 24 CFR 92.50 and 92.60.

The Program established designated primary activities aimed to assist qualifying individuals and families who are homeless, at risk of homelessness, or in other vulnerable populations, to include affordable housing and non-congregate housing development, tenant-based rental assistance, and supportive services. Funding is also allowed to support nonprofit operating and capacity building assistance. Unlike the existing HOME program where household eligibility is primarily income-based, HOME-ARP focuses on producing housing and providing services for specific groups, known as Qualifying Populations (or QPs), who commonly face housing instability. Additionally, unlike HOME, all HOME-ARP funds must be expended by September 30, 2030.

LHC was allocated a total of \$39,286,662 in HOME-ARP. LHC determined its priority in funding levels under the **LHC HOME-ARP Allocation Plan and an ensuing Amendment No.1<sup>2</sup>**, available on the LHC website, <https://www.lhc.la.gov/homearp>. Several entitlement areas in Louisiana received a direct allocation of HOME-ARP. LHC aims to cooperate regionally across the state with all grantees to ensure the needs of the vulnerable populations are met in a coordinated way.

HOME-ARP funds must be used to primarily benefit individuals and families that meet the requirements for one or more qualifying populations (QPs). (See Section III.2.A). The QPs are:

- People experiencing sheltered and unsheltered homelessness,
- People currently housed and at the risk of homelessness,
- Those fleeing or attempting to flee domestic violence, dating violence, sexual assault, stalking, or human trafficking,
- Other families requiring services, housing assistance, to prevent homelessness.

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<sup>2</sup> LHC posted the LHC HOME-ARP Allocation Plan Amendment No. 1 for public comment from April 8-May 8, 2024, available on the LHC website. After public comment, the Amendment is submitted to HUD for approval. Final determination of funding levels is contingent upon HUD approval of Amendment No. 1.

## II.A. Authorizing Legislation and Applicable Laws

This NOFA is subject to the Federal HOME regulations, State HOME Regulations, *HUD Notice CPD-21-10: Requirements for the Use of Funds in the HOME-ARP Program*, and HUD's Waivers and Alternative Requirements for Implementation of the HOME-ARP Program. As such, this NOFA establishes the terms, conditions, forms, procedures, and other mechanisms that LHC deems necessary to exercise its powers and to perform its duties pursuant to the HOME-ARP Program.

This NOFA does not include all applicable requirements and should be read in conjunction with the following:

- [HUD Notice CPD-21-10](#): Requirements for the Use of Funds in the HOME-ARP Program (the HOME-ARP Notice)
- [Waivers and Alternative Requirements for Implementation of the HOME ARP Program](#)
- [Federal Home Regulations](#)

If state or federal statutes, regulations, or other laws governing HOME-ARP or its funding are modified by Congress, HUD, or LHC before the end of the HOME-ARP compliance period, the changes may become effective immediately and apply to funded activities. LHC reserves the right, at its sole discretion, to suspend, amend, or supplement the provisions of this NOFA from time to time. If such action occurs, LHC will notify interested parties.

## III. PURPOSE AND REQUIREMENTS OF THIS NOFA

This Notice of Funding Availability (NOFA) is issued to seek qualified partners (non-profit organizations, public housing agencies, and units of local government (ULG)) to administer or participate in following components of the LHC HOME-ARP funding:

- **Component A: Tenant-Based Rental Assistance (TBRA)** – *A nonprofit will be considered a “sponsor” (see Section IV.), while a ULG will be a subrecipient.*
- **Component B: Provision of Supportive Services** - *This can be a stand-alone program or in combination with other HOME-ARP activities.*
- **Component C: Non-Profit Assistance** - *Limited to nonprofit organizations.*
  - **C-1: Non-Profit Operating Assistance** - *This must be in combination with other HOME-ARP activities.*
  - **C-2: Non-Profit Capacity Building Assistance** - *This must be in combination with other HOME-ARP activities.*

\*Both Non-profit Operating Assistance and Non-profit Capacity Building funds are eligible for award to nonprofit entities who have received or anticipate receiving funding in other HOME-ARP funded activities, including the Non-Congregate Shelter (NCS) Program or the Homeless and Housing Stability Affordable Rental Housing Development (HHSD) Program, TBRA and Supportive Services.

Eligible applicants can apply for select components or all components, which must be specified at the submission. Applicants interested in applying are expected to read and carefully analyze all NOFA and grant requirements prior to submitting an application. The LHC also expects applicants to be fully informed of all regulations applicable to HOME-ARP funds, such as those noted in the [CPD-21-10 Notice](#), and associated guidance, and if funded, to comply with all applicable regulations.

The NOFA will be posted to LHC's website no later than 5:00 P.M. CST on the Publication Date. LHC will allow a period for questions and clarification requests up until 5:00 P.M. on the Questions Deadline Date. All questions should be submitted to LHC at: [HOME-ARPquestions@lhc.la.gov](mailto:HOME-ARPquestions@lhc.la.gov). Applications shall be received no later than 5:00 P.M. on the Deadline to Submit Date. The successful applicant(s) will be awarded funds on or about the Award Date. See §II.A.6, *Timeline*.

### III.A.1. Eligible Applicants:

An Eligible Applicant is a nonprofit entity (including a Continuum of Care Lead agency), agency (including a public housing agency), local units of government, that applies to receive funding from LHC.

- **Component C awards are allowed ONLY for nonprofits (C.1 and C.2)**
- **Component C awards must be awarded only to eligible nonprofits who are associated with implementation of other HOME-ARP funded activities.**

To be eligible for funding, an applicant must demonstrate experience and capacity relevant to providing the services requested in this offering and reflected in the scoring criteria.

All Applicants must be in good standing with the laws, regulations, guidelines, and programs of LHC, and all State of Louisiana agencies and departments thereof. By way of example and not limitation, if an Applicant is a nonprofit entity, such entity must be qualified work in Louisiana and currently in good standing with the Louisiana Secretary of State.

### III.A.2. Ineligible Applicants

The following applicants are Ineligible Applicants:

- Any person or entity (or affiliate thereof) on the federal debarred list, or an organization controlled by such person or entity on that list.
- Any person or entity (or affiliate thereof) that received notice that they are currently out of compliance with the Louisiana Housing Corporation ("LHC") regarding annual audits or who are in arrears on payments of LHC loans.
- Any person or entity that currently owns or controls an LHC-financed project with outstanding issues of non-compliance that are unresolved for greater than 90 days as of the date of the application submission.

### III.A.3. Qualifying Populations:

HOME-ARP requires that funds be used to primarily benefit individuals and families in the following specified "Qualifying Populations." Any individual or family who meets the criteria for these populations is eligible to receive assistance or services funded through HOME-ARP without meeting additional criteria (e.g., additional income criteria). All income calculations to meet income criteria of a qualifying population or required for income determinations in HOME-ARP eligible activities must use the annual income definition in [24 CFR 5.609](#) in accordance with the requirements of [24 CFR 92.203\(a\)\(1\)](#). (See *Exhibit B – Qualifying Population*).

- **"Qualifying Populations":**
  - Households that are experiencing homelessness, per 24 CFR §91.5;
  - Households with an annual income less than or equal to 30% AMI, per 24 CFR §91.5;

- Households with an annual income less than or equal to 50% AMI and meet one of conditions of the “at risk of homelessness” definition, per HUD CPD Notice 21-10;
- Households fleeing or attempting to flee domestic violence, dating violence, sexual assault, stalking, or human trafficking, per HUD per 24 CFR §5.2003;
- Households with an annual income less than or equal to 30% AMI and are experiencing severe housing cost burden, which is defined as paying more than 50% of monthly household income toward housing cost, per HUD CPD Notice 21-10;
- Households who have qualified as homeless previously, are currently housed with temporary/emergency assistance, and who need additional housing assistance or supportive services to avoid a return to homelessness, HUD CPD Notice 21-10; or
- Veterans (and their families) that meet one of the above definitions.

#### III.A.4. Funding for NOFA Components

LHC has allocated **\$14,227,268** for the HOME-ARP activities in this NOFA. The funding is anticipated to be divided among the NOFA Components as follows.

- **\$7,133,605** in COMPONENT A: HOME-ARP TBRA
  - LHC anticipates an estimated allocation of:
    - 30% of funds in 2020/2021 Disaster Impacted Parishes<sup>3</sup>
    - 20% in Orleans Parish
    - 50% statewide/with priority in rural and/or underserved areas
- **\$5,000,000** in COMPONENT B: HOME-ARP Supportive Services
- **\$1,039,663** in COMPONENT C.1: HOME-ARP Nonprofit Operations Assistance
- **\$1,000,000** in COMPONENT C.2: HOME-ARP Nonprofit Capacity Building Assistance

*Note that the final amount of awarded funds is contingent on HUD’s approval of LHC’s Amendment #1 for a budget adjustment to the HOME-ARP Allocation Plan. LHC reserves the right to adjust the final funding to be awarded if the amendment is not approved by HUD.*

#### III.A.5. Form of Program Funding

The LHC will provide funding in the form of grants funds calculated as a yearly allocation, for a projected term of 3 years. The term limits on individual client services still apply within this period. LHC reserves the right to confirm continuance of award each year based on performance criteria.

#### III.A.6. Timeline

The following timeline will apply:

| Date                   | Event   |
|------------------------|---|
| Friday, April 19, 2024 | Notice of Funding Availability (NOFA) published   |
| Tuesday, May 7, 2024   | <u>Applicant Forum</u> to solicit input and questions on the NOFA                           |
| Tuesday, May 14, 2024  | Written questions or comments submitted by 5:00 p.m. CST (“Written Comments Deadline”)      |
| Friday, May 24, 2024   | Response to questions and Publication Date of the Amended NOFA, if needed. (8 working days) |

<sup>3</sup> Insert List of Disaster impacted parishes – see State’s Action Plan.

|                        |  |
|------------------------|--|
| Monday, July 9, 2024   | 5:00 p.m. CST Deadline for <i>Submission of Applications</i> to the LHC (“Application Submission Deadline”). (45 days) |
| Tuesday, July 31, 2024 | Projected LHC award determinations   |

#### IV. COMPONENT A: HOME-ARP TBRA

##### IV.A.1. Description

HOME-ARP funds are used to provide tenant-based rental assistance to qualifying households (“HOME-ARP TBRA” or “TBRA”). For HOME-ARP TBRA, LHC establishes that the awarded applicant can assist a qualifying household with payments to cover the entire or insufficient amounts that the qualifying household cannot pay for housing and housing-related costs, such as rental assistance, security deposits, and utility deposits. The HOME-ARP TBRA assisted household is responsible for choosing an eligible rental unit. It is anticipated that the awarded applicant will facilitate the leasing of a HOME-ARP rental unit and the use and maintenance of HOME-ARP TBRA. The awarded applicant is to issue the rental payments (and other fees) on behalf of a qualifying household.

- HOME-ARP TBRA is a form of rental assistance that is attached to the household and not a particular rental unit.
- Because HOME-ARP TBRA is attached to the qualifying household and not a particular rental unit, the household may choose to move to another unit with continued assistance as long as the new unit meets the applicable property standards.
- For units of local governments or PHAs (subrecipients), HOME-ARP TBRA may be provided in coordination with a non-profit HOME-ARP sponsor<sup>4</sup> that facilitates a qualifying household’s use of HOME-ARP TBRA.
- The HOME-ARP sponsor (nonprofits only) may make rental subsidy payments and a security deposit payment on behalf of a qualifying household or may sublease a unit that they lease to the qualifying household. The HOME-ARP sponsor cannot also be the owner of the housing leased by a HOME-ARP TBRA household.
- **Maximum subsidy.** The qualifying household is eligible for the applicant to provide up to 100 percent subsidy for rent, security deposit payments, and utility bills. The household award is subject to a minimum of annual recertification. If the household demonstrates income at or greater than 50% of AMI, that household is expected to contribute to rent under HOME terms, not to exceed 30% of household income.
- **Written Agreement with Awardee:** The awardee will enter into an agreement with LHC specifying the terms for the provision of the HOME-ARP TBRA funds.
- **Rental assistance contract.** The awardee will enter into a Rental Assistance Contract providing assistance with HOME-ARP funds, which may not exceed 24 months. LHC may

<sup>4</sup> A HOME-ARP TBRA “sponsor” is a nonprofit organization that provides housing or supportive services to qualifying households and may: a) Facilitate the leasing of a HOME-ARP rental unit or TBRA. b) Lease or master lease units from property owners and then sublease those units to HOME-ARP TBRA households. c) Make rental subsidy and security deposit payments on behalf of HOME-ARP TBRA households. d) Provide supportive services to HOME-ARP TBRA household. A HOME-ARP sponsor is not a subrecipient and is subject to procurement procedures and requirements. (HOME-ARP Program Fact Sheet: Sponsor Role in Tenant-Based Rental Assistance).



give consideration to additional months or renewals in special cases, which would require LHC approval and is not guaranteed. The HOME-ARP TBRA Rental Assistance Contract is to be between the awardee and an owner that leases a unit to a qualifying household. In special circumstances, if approved by LHC, it may be allowed for the contract to be directly with the qualifying household or an owner and the qualifying household in a tri-party contract. Executed leases or subleases must meet the tenant protection requirements of 24 CFR 92.253(a).

- **Housing quality and occupancy standards.** Given the urgency of the assistance, the housing quality standards must maintain safe and habitable standards and housing unit size must be practical to the family size to avoid overcrowding. Units must meet the minimum quality standards developed by HUD in accordance with [24 CFR 5.703](#) or other HUD programs such as ESG or Rapid Rehousing, to be approved by LHC. Units must be inspected initially and re-inspected annually. If used in a HOME or HOME-ARP assisted units, additional inspection is not required, relying on those inspections.
- **Use of Coordinated Entry.** In order to ensure that awardees are serving households that are members of qualifying populations, awardees must coordinate with their local federally designated Continuum of Care to determine how the TBRA project will participate in the local Coordinated Entry System. Coordinated Entry System participation activities will vary based on geographic location of the project, type of qualifying population being served by the project, and other elements related to local Coordinated Entry System policies.

#### [IV.A.2. Maximum Award](#)

Awards will be determined based on anticipated volume and coverage area supported by the need and applicant experience. A single award will not exceed \$725,000. LHC reserves the right to adjust funding caps and redistribute funds based on availability of funds and overall needs.

#### [IV.A.3. Minimum Award](#)

No individual awards will be issued at less than \$75,000.

#### [IV.A.4. Location](#)

An applicant must specify the parishes or municipal locations intended for HOME-ARP TBRA assisted household to use the assistance. It is intended that the assistance is provided in coordination with other services, so should be in the existing or expanded area of operation of the applicant. If the ultimate housing placement is outside of the area of operation of the applicant, the applicant should refer the household to a provider in that area for assistance. If no provider exists in the relocation area, the originating provider may administer services. Applicant should note the intended LHC distribution of funds.

#### [IV.A.5. Eligible Use of Funds](#)

HOME-ARP TBRA may be used to provide rental assistance, security deposit assistance, utility deposits, and utility payments to qualifying households. HOME-ARP TBRA may pay up to 100% of these costs for a qualifying household. The use of funds for costs directly related to delivering grant assistance is eligible and is not to exceed 2.5% of the total award funds.

- Rents should be based on the current Fair Market Rents (FMR), as applicable and

approved by HUD, unless exceptions are approved by LHC. [Fair Market Rents \(40th PERCENTILE RENTS\) | HUD USER](#). Rents must be considered reasonable to comparable unassisted rental units.

- Security deposits, if applicable in the lease, may not exceed 2 months' rent.
- Cost of housing inspection is eligible as an activity delivery cost.

## V. [COMPONENT B: HOME-ARP SUPPORTIVE SERVICES](#)

### V.A.1. [Description](#)

The HOME-ARP Supportive Services activity was established in the legislation in response to special needs of this vulnerable population and in confronting issues that may inhibit successful housing stability. The HOME-ARP Supportive Services can be provided as a separate activity or in combination with other HOME-ARP programs and cannot duplicate services already provided.

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

- **The applicant MUST specify in their application which Supportive Services they are qualified for and wish to offer and provide. These services will be clearly documented in the award agreement with the awardee, and may only include specific services.**
- **The awardee will be required to document eligible costs for individual or family into at least one of these three categories.**

### HOME-ARP SUPPORTIVE SERVICES ELIGIBLE CATEGORIES:

1. **McKinney-Vento Supportive Services**: McKinney-Vento Supportive Services under HOME-ARP are adapted from the services listed in section 401(29) of McKinney-Vento. *If a person is homeless, they qualify to be provided services under this category.*
  - **Outreach services**: Costs of activities to engage qualified populations for the purpose of providing immediate support and intervention, as well as identifying potential program participants, are eligible.
  - **Substance abuse treatment services**: Cost of substance abuse treatment services to prevent, reduce, eliminate, or deter relapse of substance abuse or addictive behaviors provided by licensed or certified professionals.
  - **Case management**: Costs of assessing, arranging, coordinating, and monitoring the delivery of individualized services to meet the needs of the program participant(s) are eligible costs. PJs and sub-recipients providing these supportive services must have written standards for providing assistance.
  - **Landlord/Tenant Liaison**: Costs of liaison services between property managers/owners and program participants.
2. **Homelessness Prevention Services**: HOME-ARP Homelessness Prevention Services are adapted from eligible homelessness prevention services under the Emergency Solutions Grants (ESG) regulations. (References: 24 CFR 576.102, 24 CFR 576.103, 24 CFR 576.105, and 24 CFR 576.106). They are revised and streamlined under this HOME-ARP. *If a person is*

*housed and the Supportive Services are intended to assist with stability in current housing or to locate new permanent housing, they qualify to be provided services under this category.*

- 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. In accordance, specified services may only be provided by HUD-certified counselors. *These services may be provided regardless of whether a person is homeless or currently housed.*

A broad range of activities are eligible in assisting household, but the counseling activities generally fall into 3 categories: rental housing counseling topics (i.e. housing search, fair housing, etc.), pre-purchase homebuying topics (awardees should review the HUD limitations and restrictions related to homebuyer activities that are not allowable), and homeless services.

#### V.A.2. Maximum Award

The anticipated maximum award is \$300,000, considering the use over a 3-year period. LHC reserves the right to adjust funding caps and redistribute funds based on availability of funds and overall needs.

#### V.A.3. Minimum Award

No individual awards will be issued at less than \$75,000.

#### V.A.4. Location

An applicant must specify the parishes or municipal locations intended for assisted household supportive services assistance. It is intended for services to be in the existing or expanded area(s) of operation of the applicant.

#### V.A.5. Eligible Use of Funds

Eligible uses of funds include the following:

- Staff salaries and overhead costs for HUD-certified housing
- Costs to provide eligible services
- Development of housing counseling workplan
- Outreach and Intake
- Financial and housing affordability analysis
- Follow up communications with program participants

LHC will engage in a legally binding agreement specifying the eligible categories of services, and the compliance required with the HOME-ARP requirements for providing supportive services.

## **VI. COMPONENT C: NONPROFIT OPERATING ASSISTANCE AND CAPACITY BUILDING**

The objective of the determination of LHC in prioritizing funding for this assistance to nonprofits is to allow for the possible need to increase productivity and performance for the HOME-ARP activities, and particularly to support the nonprofits in increasing their level of production and/or service delivery in areas or with the qualifying populations as needed. These funds may be critical in supporting the increased needs of nonprofits to possibly hire more staff, purchase equipment, or

lease expanded office space for their general operations and/or recruit and train staff to work on HOME-ARP core activities.

It must be noted that these categories of HOME-ARP nonprofit costs differ from project/activity delivery costs and administrative costs, which are NOT allowed for these sources. HUD references in its guidance a sample distinction of costs as follows:

| General Operating Cost (Allowed Under this NOFA)  | Activity Delivery Costs (Unallowable Under this NOFA)   |
|---|---|
| Costs such as wages/benefits; employee education, training, and travel; rent; utilities; communication costs; taxes; insurance; equipment, materials, and supplies related to the general operations of a nonprofit organization, and which are not appropriately tied to a particular final cost objective such as HOME-ARP administration or HOME-ARP project/activity delivery or included in the calculation of the nonprofit's indirect cost rate (if applicable). | Include, but are not limited to, the costs of wages/benefits or third-party contractors associated with completing project reviews (e.g., underwriting, environmental, etc.) or implementing specific activities (e.g., the cost of staff time associated with delivering HOME-ARP supportive services) and developer fees paid to/collected by developers of HOME-ARP rental housing or NCS. |

HUD further clarified that the distinction between Nonprofit Operating and Capacity Building is not made solely on the type of expense (e.g., wages and benefits), but rather is more related to whether that cost (e.g., a specific position or portion thereof) is intended to sustain the organization's ongoing operations or if that expenditure is reasonably expected to expand the capacity of the organization to operate the HOME-ARP program.

- **A nonprofit may be eligible for HOME-ARP Nonprofit Operating and/or Capacity Building assistance if it has a current contract for HOME-ARP-funded housing, shelter, or supportive services.**
- **A nonprofit without a current award of HOME-ARP may also be eligible if an award is reasonably expected to the nonprofit for one or more of the core HOME-ARP activities within 24 months of making the Operating Cost and/or Capacity Building award.** In such a case, the awardee agreement will specify the terms and conditions of this expectation and the consequences of failure to receive funding for a project.

LHC will establish a separate and distinct written agreement for Operating Cost and/or Capacity Building assistance than the agreement providing HOME-ARP funds for housing, shelter, or supportive services.

## VI.A. NONPROFIT OPERATING ASSISTANCE

### VI.A.1. Description

LHC has established to use a portion of its allocation to provide Nonprofit Operating Assistance to support the general operating costs of the funded nonprofit, that is, those costs not tied to any specific program, project, or activity, including the core HOME-ARP activities. The allowable operating expenses of nonprofit organizations must be tied to those entities carrying out activities with HOME-ARP funds.

- **HOME-ARP funds used for operating expenses must be used for the "general operating costs" of the nonprofit organization.**
- **These operating costs 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.

- Assistance to nonprofits for operating expensed is eligible for those: 1) that are currently receiving HOME-ARP funding for one or more of the core activities; or 2) that have applied for and/or reasonably expect to receive for one or more of the core HOME-ARP activities within 24 months (including for HOME-ARP funded rental housing (LHC HHSD), TBRA, noncongregate shelter, or supportive services).

NOTE: Because HOME-ARP rules do not permit any HOME-ARP funds to be used to operate a shelter, all costs related to operating a non-congregate shelter (e.g., allocable overhead and staffing costs, insurance, utilities) also cannot be paid with HOME-ARP operating assistance funds.

#### VI.A.2. Maximum Award

HUD has established maximum limits on how much a given nonprofit may receive within that organization's given fiscal year.

- An organization receiving funding only for Nonprofit Operating or only Capacity Building is limited to the greater of: 50% of the organization's general operating budget or \$50,000.
- An organization receiving funding both for Nonprofit Operating and Capacity Building is limited to the greater of: 50% of the organization's general operating budget or \$75,000.

The caps on HOME-ARP Nonprofit Operating and Capacity Building assistance apply to the **organization as a whole** and include all funding sources. Thus, a nonprofit is required to disclose to LHC and account for any such assistance of HOME-ARP Nonprofit Operating or Capacity Building funding if received from other entitlement areas.

The LHC award term is anticipated for a 3-year period, or earlier if the HOME-ARP associated services conclude.

#### VI.A.3. Eligible Use of Funds

HOME-ARP funds are provided for a nonprofit's general operating costs. The award of funds for operating expenses must be determined as reasonable and necessary costs. These costs include: Employee salaries, wages, and other employee compensation and benefits not tied to any specific program, project, or activity • Employee education, training, and travel • Rent of office space or other spaces used for the organization's general operations • Utilities • Communication costs • Insurance • Equipment, materials, and supplies.

### VI.B. CAPACITY BUILDING

#### VI.B.1. Description

Capacity building expenses are defined as 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; costs related to employee training or other staff development that enhances an employee's skill set and expertise; equipment (e.g., computer software or programs that improve organizational processes), upgrades to materials and equipment, and supplies; and contracts for technical assistance or for consultants with expertise related to the HOME-ARP qualifying populations.

- HOME-ARP funds for Capacity Building may be a subset of a nonprofit's general operating expenses but are intended to improve the capacity of the organization to carry out eligible core HOME-ARP activities successfully.
- Assistance to nonprofits for capacity building is eligible for those: 1) that are currently receiving HOME-ARP funding for one or more of the core activities; or 2) that have applied for and/or reasonably expect to receive for one or more of the core HOME-ARP activities within 24 months (including for HOME-ARP funded rental housing (LHC HHSD), TBRA, noncongregate shelter, or supportive services).
- Only costs that an Applicant expects will result in this increased capacity should be funded as Capacity Building. (For example, by supporting costs for staff training or even seeding new staff positions in an expanded service area or allowing an experienced nonprofit developer acquire the expertise and build the systems needed to ensure their housing is backed by and coordinated with appropriate services).

#### VI.B.2. Maximum Award

HUD has established maximum limits on how much a given nonprofit may receive within that organization's given fiscal year.

- An organization receiving funding only for Nonprofit Operating or only Capacity Building is limited to the greater of: 50% of the organization's general operating budget or \$50,000.
- An organization receiving funding both for Nonprofit Operating and Capacity Building is limited to the greater of: 50% of the organization's general operating budget or \$75,000.

The caps on HOME-ARP Nonprofit Operating and Capacity Building assistance apply to the **organization as a whole** and include all funding sources. Thus, a nonprofit is required to disclose to LHC and account for any such assistance of HOME-ARP Nonprofit Operating or Capacity Building funding if received from other entitlement areas.

#### VI.B.3. Eligible Use of Funds

Capacity building costs are general operating costs of a nonprofit that can reasonably be expected to result in the expansion or improvement of an organization's ability to carry out eligible HOME-ARP activities successfully. The award of funds for capacity building must be determined as reasonable and necessary costs.

Wages/benefits for new hires whose presence will expand the organization's capacity to deliver HOME-ARP activities • Employee training or other staff development that enhances an employee's skill set and expertise related to serving HOME-ARP populations • Equipment (e.g., computer software or programs that improve organizational processes), upgrades to materials, and supplies • Contracts for technical assistance or for consultants with expertise related to the HOME-ARP qualifying populations.

## **VII. APPLICATION AND AWARD PROCESS**

### VII.A.1. Point System

Application awards determinations will be based on scoring criteria that includes demonstrated

qualifications and related experience. See Section VIII, SCORING CRITERIA for the application scoring point system associated with each Component of HOME-ARP services under this NOFA.

#### VII.A.2. Funding Priority

Completed applications received on or before the Application Submission Deadline which respond to LHC's Submission Deadline will compete against each other for funding in each Component. LHC expects the funding to be sufficient for multiple awards.

Funds will be made available competitively statewide. LHC will award to the highest scoring, complete Applications. Additionally, due to the disproportionate number of unsheltered homeless individuals in Orleans Parish, LHC anticipated reserving a minimum of two (2) awards to serving Orleans Parish, based on eligibility and total applications received. In line with the HOME-ARP Allocation Plan, the awards will further set aside a minimum of two (2) awards for applications serving rural areas. Given the impact of recent disasters in 2020 and 2021, disaster-impacted areas will be given consideration in final awards. Priorities are subject to submittal of complete applications and determined feasibility.

#### VII.A.3. Application Submission

The **Application Packet** is titled **Exhibit D** to this NOFA and will be available for download on the LHC website as a separate document. The Application Packet consists of specific three (3) Applications for 1) Component A; 2) Component B; and 3) Component C. Each applicant will submit one complete Application Packet. Within the Packet, the applicant will specify if they are applying for ONE or MULTIPLE of the HOME-ARP components.

The Application Packet will be a fillable Excel submission to be accompanied by the required documents noted in the Application instructions as part of the Excel file. LHC requires an electronic application as part of the Application Packet. This Application must be submitted through the upload link provided by LHC on the LHC website. *LHC will send a confirmation email to Applicants confirming the receipt of Application by the deadline.*

Applicants assume the risk of electronic delivery. Be advised that responses arriving after the Application deadline will not be accepted for any reason.

#### VII.A.4. Process for Reviewing Applications

##### *Communication with Contact Person*

LHC will communicate only with the contact person listed in the Application. Information received from persons other than the contact person will have no binding effect on LHC, unless legally designated.

##### *Completeness*

The review process will begin with a review for completeness. Applications that are materially incomplete will be rejected without further review. LHC shall determine materiality in its sole and absolute discretion.

##### *Potential LHC Requests for Clarification*

LHC may, but shall not be obligated to, follow-up with an applicant during the application review process in a telephone or email conversation in order to obtain clarification should LHC determine it to be advisable or necessary. Applicants should endeavor, however, to provide thorough and complete applications.

## VIII. SCORING CRITERIA

Each Application will be evaluated and awarded under this NOFA based on a competitive score. Generally, Applications will be assessed to determine the most comprehensive, competitive, and best solution for Louisiana residents. LHC is seeking to award to applicants who submit the most complete response in that they:

- (1) implement an eligible activity
- (2) serve eligible beneficiaries and
- (3) achieve an eligible objective
- (4) at a reasonable cost
- (5) in a timely manner.

Applications will be evaluated within each COMPONENT category that is part of their Application and will be scored in relation to other Applications in the same COMPONENT category.

LHC will consider an Applicant's experience, capacity, and ability to meet the performance requirements of this NOFA, based on, but not limited to the following criteria:

- Qualifications and experience working with at-risk qualifying populations
- Agency experience and capacity for working with proposed homelessness rental assistance programs or supportive services for HOME-ARP targeted populations
- Proposed approach and project viability
- Proposed project outcomes
- Proposed management plan to ensure compliance through the restricted use period as outlined in the HOME-ARP Notice
- Efficiency of project completion

Award amounts are based on evaluated needs, priorities and availability of funds.

### VIII.A.1. Threshold Requirements

The following represent threshold requirements that must be met prior to advancement to application scoring and competition for award.

- ✓ Organization must be an eligible entity, registered and in good standing.
- ✓ Organization must have been established/providing comparable services for a minimum of 2 years.
- ✓ Provide Prior Year Financials
- ✓ Have an office location in Louisiana

### VIII.A.2. Scoring Criteria – Component A and Component B

Please refer to the following as the scoring criteria for the noted NOFA components.

- **SCORING CRITERIA FOR COMPONENT A: HOME-ARP TBRA**
- **SCORING CRITERIA FOR COMPONENT B: HOME-ARP Supportive Services**



| Category  | Points are noted as “up to” and can be awarded partially  | Points     |
|---|---|------------|
| <b>A. Organizational Capacity</b>               | <ul style="list-style-type: none"> <li>• Number of years of demonstrated experience and success in administering a similar activity?               <ul style="list-style-type: none"> <li>- 2-4 = (5 points)</li> <li>- 5-7 = (8 points)</li> <li>- &gt;5 years = (10 points)</li> </ul> </li> <li>• Does the entity have organizational capacity consistent with providing the proposed program services? (5 points)</li> <li>• Does the entity have experience serving the target qualifying population where the services will be provided? (3 points)</li> <li>• Is the experience and training of the proposed staff consistent with the needs of the proposed service(s)? (2 points)</li> <li>• Does the entity demonstrate adequate management and experience with policies and procedures and implementing regulations for administering the proposed program services? (5 points)</li> </ul> | 25         |
| <b>B. Alignment to Local and Regional Needs</b> | <ul style="list-style-type: none"> <li>• Has the application clearly identified how it will address the needs of one or more of the listed qualified populations? (10 points)</li> <li>• To what extent does the application address unmet local and regional community needs? Preferably developed in consultation with the target population. (5 points)</li> <li>• Do the proposed program services match the needs of the population? (5 points)</li> </ul>   | 20         |
| <b>C. Impact and Outcomes:</b>                  | <ul style="list-style-type: none"> <li>• Has the applicant described how the target population will be reached and assessed? (10 points)</li> <li>• Does the organization describe how their prior activities have resulted in meaningful impact? (5 points)</li> <li>• Does the proposal describe barriers to program participation, and how the activity addresses those barriers? (2 points)</li> <li>• Is there validation for the estimated number of unduplicated persons expected to benefit from the activity(s)? (3 points)</li> </ul>   | 20         |
| <b>D. Cost Effectiveness</b>                    | <ul style="list-style-type: none"> <li>• Has the organization provided financial statements showing current assets sufficient to cover operating expenses for at least 6 months? (If yes, 5 points)</li> <li>• Is the proposed budget reasonable and consistent with the proposed program service(s)? (Up to 10 points)</li> <li>• Is the cost to administer services considered cost efficient and reasonable to deliver the desired level of outcomes? (5 points)</li> </ul>  | 20         |
| <b>E. Coordination / Collaboration</b>          | <ul style="list-style-type: none"> <li>• To what extent does the applicant describe how its activities will be delivered in coordination with coordinated entry, other community resources (such as COCs) to address the overall needs of the qualifying population? (15 points)</li> </ul>   | 15         |
| <b>TOTAL POINTS</b>                             |   | <b>100</b> |

### VIII.A.3. Scoring Criteria – Component C: Nonprofit Assistance

Please refer to the following as the scoring criteria for the noted NOFA components.

- **SCORING CRITERIA FOR COMPONENT C.1: Nonprofit Operating Assistance**
- **SCORING CRITERIA FOR COMPONENT C.2: Nonprofit Capacity Building**

| Category  | Criteria  | Points     |
|---|---|------------|
| <b>A. Experience with Qualifying Populations</b>                    | <p>Does the organization currently provide supportive services, operate rental housing or non-congregate shelter that serves any of the four Qualifying Populations (QPs)?</p> <p>Does the organization have an established history of providing these programs/projects?</p> <p>Has the organization been awarded HUD grant funding through LHC's entitlement grants (CDBG, HOME, ESG) in the last 5 years? -</p> <p>Is the organization currently a member of one of Louisiana's federally designated Continuums of Care?</p> | 25         |
| <b>B. Plans for Current or Future HOME- ARP Funding Application</b> | <p>Has the organization received funding under another HOME ARP program?</p> <p>If not, a supportive service or TBRA is proposed, is the program currently in operation or is similar service provided by the organization?</p>   | 25         |
| <b>C. Feasibility of Future Award</b>                               | <p>Does the outlined program or project address a need within the State for the four QPs?</p> <p>Has the organization applied for a program under this current NOFA?</p>  | 25         |
| <b>D. Organizational Need</b>                                       | Does the application adequately demonstrate a need and uses for the funding through the budget narrative and any supporting documentation?  | 25         |
| <b>TOTAL</b>  |   | <b>100</b> |

## **IX. Award Requirements**

### IX.A.1. Non-Assignability of Application and Award

The responding Applicant must be a principal of the applicant entity with the legal authority to enter the partnership into a legal agreement with LHC. Any awards made will be addressed to the principal point of contact or signatory authority of that entity submitting the Application. Any assignment by the responding Applicant of such an award, without the prior, written consent of LHC will immediately and irrevocably void the award.

### IX.A.2. Insurance Requirements

Insurance requirements for projects are governed by the State of Louisiana Office of Risk Management Procedures Manual for Insurance Language in Contracts and Indemnification Agreements, Revised December 2019, Exhibit D. The entire procedures manual can be found at the following URL: <https://www.doa.la.gov/media/lugfise1/contract-manual-12-2019.pdf>. Agencies receiving City funding should be prepared for contracts that defend the LHC, hold it harmless, and indemnify it as to all claims, suits, costs, fees and liability arising out of the acts or work of the agency, its employees, subcontractors, or agents pursuant to the funding agreement, where such liability is incurred as a result of the actions or omissions of such parties. The following minimum insurance coverage will be expected:

- Workers Compensation -Statutory Amount
- Professional Liability - \$1,000,000
- Automobile Liability - \$1,000,000
- Broad Form Comprehensive Liability - \$1,000,000/occurrence \$2,000,000 aggregate

### IX.A.3. Requirements Regarding Timeframe for Expenditure of Funds

For awards under this NOFA, LHC will **strictly adhere** and impose deadlines for committing and expending funds based upon the activity proposed and other information provided in the Application. Any changes to timelines must be approved by LHC.

All HOME-ARP funds must be expended by September 30, 2030.

### IX.A.4. Potential Supplemental Funding

LHC does not envision making additional funding available for this Program. Applicants should not assume or expect funding availability through LHC in excess of the amount stipulated in §III.A.4, Program Funding. If funds are recaptured or underutilized, LHC reserves the right to reallocate funds to existing or new applicants.

### IX.A.5. Reporting Requirements

Each awardee will be required to submit:

- 1) Cost reports listing HOME-ARP expenditures by eligible activity category **MUST** be submitted by the 15<sup>th</sup> of each month for the previous month.
- 2) Periodic performance reports on project activities, individuals served, and other information in such manner and form and at such time as may be required by the U.S. Department of Housing and Urban Development and/or by LHC.
- 3) Quarterly Performance Reports and Annual Reports submitted at the end of each quarter and annually.

#### *Requirement To Use Homeless Management Information System (HMIS)*

Congress has directed HUD to improve the collection of data on the extent of homelessness locally and nationally. Communities must collect an array of data including an unduplicated count of homeless persons, analyze their patterns of the use of McKinney-Vento and other assistance,

including information on how they enter and exit the homelessness assistance system and assess the effectiveness of that assistance. In addition to data entry requirements outlined in the HMIS data standards, grantees will also need to collect data performance measurement indicators as will be defined by LHC. All grantees will receive more prescriptive guidance on additional data elements that must be collected in the HMIS during the contracting process.

#### IX.A.6. Mandatory Training

LHC reserves the right to specify requirements for participation in training related to the award requirements, to be more prescriptive in guidance during the contracting process.

#### IX.A.7. Indemnification

Any Proposer who is selected and enters into a contract shall indemnify the LHA, LHC, LHC Board of Directors, LHC staff and the State of Louisiana from any and all loss, liability, or expenses (including the cost of defense and attorneys' fees) in connection with any claims or actions brought against any of them that arose directly or indirectly from actions, omissions, or obligations of the Proposer in connection with its contract with the LHA.

## EXHIBIT A - DEFINITION 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 4

(iii) An individual who is exiting an institution where he or she resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution;

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

(i) The primary nighttime residence will be lost within 14 days of the date of application for homeless assistance;

(ii) No subsequent residence has been identified; and

(iii) The individual or family lacks the resources or support networks, e.g., family, friends, faith-based or other social networks needed to obtain other permanent housing;

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

(i) Are defined as homeless under section 387 of the Runaway and Homeless Youth Act (42 U.S.C. 5732a), section 637 of the Head Start Act (42 U.S.C. 9832), section 41403 of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2), section 330(h) of the Public Health Service Act (42 U.S.C. 254b(h)), section 3 of the Food and Nutrition Act of 2008 (7 U.S.C. 2012), section 17(b) of the Child Nutrition Act of 1966 (42 U.S.C. 1786(b)), or section 725 of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a);

(ii) Have not had a lease, ownership interest, or occupancy agreement in permanent housing at any time during the 60 days immediately preceding the date of application for homeless assistance;

(iii) Have experienced persistent instability as measured by two moves or more during the 60-day period immediately preceding the date of applying for homeless assistance; and

(iv) Can be expected to continue in such status for an extended period of time because of chronic disabilities, chronic physical health or mental health conditions, substance addiction, histories of domestic violence or childhood abuse (including neglect), the presence of a child or youth with a disability, or two or more barriers to employment, which include the lack of a high school degree or General Education

Development (GED), illiteracy, low English proficiency, a history of incarceration or detention for criminal activity, and a history of unstable employment;

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 sufficient resources or support networks, e.g., family, friends, faith-based or other social networks, immediately available to prevent them from moving to an emergency shelter or another place described in paragraph (1) of the “Homeless” definition in this section; and

(iii) Meets one of the following conditions:

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

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

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

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

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

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

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

(2) A child or youth who does not qualify as “homeless” under this section, but qualifies as “homeless” under section 387(3) of the Runaway and Homeless Youth Act (42 U.S.C. 5732a(3)), section 637(11) of the Head Start Act (42 U.S.C. 9832(11)), section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2(6)), section 330(h)(5)(A) of the Public Health Service Act (42 U.S.C. 254b(h)(5)(A)), section 3(l) of the Food and Nutrition Act of 2008 (7 U.S.C. 2012(l)), or section 17(b)(15) of the Child Nutrition Act of 1966 (42 U.S.C. 1786(b)(15)); 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.



## EXHIBIT B – OTHER FEDERAL REQUIREMENTS

## Other Federal Requirements

**OTHER FEDERAL REQUIREMENTS**

HOME-ARP funds are federal financial assistance and, therefore, are subject to requirements applicable to such funds. This includes the following requirements: 24 CFR part 92, subpart H, 92.352 – Environmental review; 92.353 – Displacement, relocation, and acquisition; and 92.355 – Lead-based paint.

- A. Other Federal Requirements and Nondiscrimination** - The requirements in 24 CFR 92.350. 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 NAHA. Must also comply with the Violence Against Women Act (VAWA) requirements set forth in 24 CFR 92.359.
- B. Non-discrimination and Equal Opportunity.** Agencies receiving federal funding may not discriminate on the basis of race, color, national origin, sex, sexual orientation, gender identity, religion, age, families with children, and disability in employment or the provision of services.
- C. Affirmative Marketing and Minority Outreach** - The requirements in 24 CFR 92.351 apply to funded activities. Occupancy efforts must meet requirements for affirmative marketing in projects of five or more assisted units.

Applicants are required to submit an **Affirmative Marketing Plan**: Recipients are expected to identify and serve appropriate beneficiaries, especially under-served populations and the noted qualifying populations.

Applicants must adopt an Affirmative Marketing Plan for all Projects with five or more HHSD-assisted units. The Plan must include:

- methods for informing the public, owners and potential tenants about fair housing laws and the policies of the local program;
  - a description of what awardee will do to affirmatively market housing assisted with HHSD funds;
  - a description of what grantees and/or the program administrator will do to inform persons not likely to apply for housing without special outreach;
  - maintenance of records to document actions taken to affirmatively market HHSD-assisted units and to assess marketing effectiveness; and
  - a description of how efforts will be assessed and what corrective actions will be taken when requirements are not met.
- D. National Environmental Policy Act of 1969 (NEPA) (42 U.S.C. 4321) and Related Laws** - The environmental requirements in 24 CFR 92.352 apply to eligible activities. The environmental effects of each activity carried out with federal funds must be assessed in accordance with the provisions of NEPA and the related authorities listed in HUD's implementing regulations at 24 CFR part 58. The applicability of the provisions of 24 CFR part 58 is based on the project as a whole (i.e., all individual project activities, such as acquisition and rehabilitation, aggregated according to the requirements at 24 CFR 58.32), not on the type of the cost paid with specific HOME-ARP/HOME funds. The LHC (referred to as the "Responsible Entity" or "RE") must assume responsibility for environmental review, decision making, and action for each activity that it carries out, in accordance with the requirements at 24 CFR

Part 58. LHC must assume responsibility for approval of Requests for Release of Funds and Certification (RROF/C) submitted by State recipients.

No funds may be committed to a federal activity or project before the completion of the environmental review and approval of the RROF/C, as applicable. In addition, until the RROF/C have been approved, neither a federal funds recipient nor any participant in the development process may commit non-HUD funds on or undertake a HOME/HOME-ARP activity or project if the activity or project would have an adverse environmental impact or limit the choice of reasonable alternatives.

- E. Labor Standards** - The requirements in 24 CFR 92.354 apply to HOME/-HOME-ARP activities.
- F. Uniform Relocation Assistance and Real Property Acquisition Policies Act, Section 104(d), and HOME-ARP Displacement, Relocation and Acquisition Program Requirements** - HOME-ARP funding is subject to the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and section 104(d) of the Housing and Community Development Act of 1974, in addition to the Displacement, Relocation and Acquisition regulatory requirements of 24 CFR 92.353. This Notice also includes HOME-ARP program specific relocation requirements applicable to HOME-ARP-assisted projects. PJs must comply with all applicable requirements, as described in this section.
- G. Section 3 Economic Opportunities for Low- and Very Low-Income Persons** - Section 3 requirements established at 24 CFR Part 75 apply to federal HUD-assisted projects.
- H. Conflicts of Interest** – HUD funds are subject to the following conflicts of interest requirements:
  - 1. Conflicts of Interest: PJs, State recipients, and subrecipients engaging in any of the activities defined this Notice shall be 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).
  - 2. Organizational Conflicts of Interest: The provision of any type or amount of HOME/HOME ARP, TBRA or 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 PJ; 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 PJ, State recipients, or subrecipient must comply with the same requirements that apply to subrecipients under this section.
  - 3. Written Standards of Conduct: PJs, State recipients, and subrecipients must maintain written standards of conduct covering the conflicts of interest and organizational conflicts of interest requirements under this Notice and 2 CFR 200.318. The written standards of conduct must also provide for internal controls and procedures to require a fair and open selection process for awarding HOME/HOME-ARP funds pursuant to this Notice.
- I. Applicability of Uniform Administrative Requirements.** The requirements of 2 CFR part 200, as amended apply to subrecipients receiving HOME-ARP funds, except for the following provisions: 2 CFR 200.306, 200.307, 200.308 (not applicable to participating jurisdictions), 200.311 (except as provided in 24 CFR 92.257), 200.312, 200.329, 200.333, and 200.334. The provisions of 2 CFR 200.305 apply as modified by 24 CFR 92.502(c) and the HOME-ARP Notice. If there is a conflict between definitions in 2 CFR part 200 and 24 CFR part 92, the definitions in 24 CFR part 92, govern. Where regulations in 24 CFR part 92 refer to specific regulations of 2 CFR part 200 that were or are renumbered or revised by amendments to 2 CFR part 200, the requirements that apply to the use of HOME-ARP funds are the applicable requirements in 2 CFR part 200, as amended, notwithstanding the renumbered regulatory reference.

- J. Period of record retention:** All records pertaining to federal funds must be retained for five years, except as provided below. a. For HOME-ARP rental housing projects, records may be retained for five years after the project completion date; except that records of individual tenant income verifications, project rents and project inspections must be retained for the most recent five-year period, until five years after the affordability period terminates.
- K. Access to records:** 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.
- L. Reporting and Performance Reports.** Must provide complete project completion information for LHC to enter into IDIS.
- M. Compliance with Laws.** The recipient of these services will be responsible for obtaining all notices, licenses and permits required to perform the work.
- N. Confidentiality Requirements – as follows:**
1. All entities assisted by HOME/HOME-ARP funds must develop, implement, and maintain written procedures to require that:
    - a. All records containing personally identifying information of any individual or family who applies for and/or receives assistance will be kept secure and confidential;
    - b. The address or location of any NCS or 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 NCS or HOME-ARP rental housing, when necessary to record use restrictions or restrictive covenants in accordance with Section VI.B or VI.E, or with written authorization of the person or entity responsible for the operation of the NCS or HOME-ARP rental housing; and
    - c. The address or location of any program participant that 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 LHC consistent with state and local laws and any other grant conditions from other federal grant programs regarding privacy and obligations of confidentiality.
  2. Documenting status of a qualifying population that is fleeing or attempting to flee domestic violence, dating violence, stalking, sexual assault, or human trafficking:
    - a. 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: i) a written certification by the individual or head of household; or ii) 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.

EXHIBIT C – NOFA APPLICATION  
NOFA Application Packet

The Application will be submitted electronically via an Excel spreadsheet. [Instructions will be included in the Application Packet available separately on the LHC website.](#)

*See the LHC website for the **Exhibit C: HOME-ARP Services and Nonprofit Assistance Application Packet.***

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EXHIBIT D – LOUISIANA CONTINUUM OF CARE (COCs)

| Region           | Contact Person    | Contact Phone | Contact Email  |
|------------------|-------------------|---------------|--|
| New Orleans      | Valerie Coffin    | 504-821-4496  | <a href="mailto:vcoffin@unitygno.org">vcoffin@unitygno.org</a>                               |
| Alexandria       | Kitty Winn        | 318-443-0500  | <a href="mailto:kittyw@centrallouisianahomeless.org">kittyw@centrallouisianahomeless.org</a> |
| Balance of State | Carrie Patterson  | 225-2511139   | <a href="mailto:cpatterson@lhc.la.gov">cpatterson@lhc.la.gov</a>                             |
| Lafayette        | Elsa Dimitriadis  | 337-967-0995  | <a href="mailto:elsa@archacadiana.org">elsa@archacadiana.org</a>                             |
| Monroe           | Sarah Johnson     | 318-807-6200  | <a href="mailto:sarah@sarahbjohnson.com">sarah@sarahbjohnson.com</a>                         |
| Northlake        | Amanda Mills      | 985-789-3108  | <a href="mailto:amills@northlakehomeless.org">amills@northlakehomeless.org</a>               |
| Shreveport       | Christa Pazzaglia | 318-670-4591  | <a href="mailto:christa@nwlahope.org">christa@nwlahope.org</a>                               |

Their full geographies can be found on the map here (all the green parishes are Balance of State): <https://laboscoc.org/housing-and-services>

