



HOME-ARP POLICIES & PROCEDURES
SUPPORTIVE SERVICES
AND
TENANT BASED RENTAL ASSISTANCE

COMMUNITY, HOUSING, AND HUMAN SERVICES DEPARTMENT (CHHS)

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OVERVIEW

On March 11, 2021, President Biden signed the American Rescue Plan (ARP) into law, which provides over \$1.9 trillion in relief to address the continued impact of the COVID- 19 pandemic on the economy, public health, State and local governments, individuals, and businesses.

To address the need for homelessness assistance and supportive services, Congress appropriated \$5 billion in ARP funds to assist individuals or households who are homeless, at risk of homelessness, and other vulnerable populations, by providing housing, rental assistance, supportive services, and non-congregate shelter, to reduce homelessness and increase housing stability across the country.

ARP 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, pursuant to section 217 of the Cranston-Gonzalez National Affordable Housing Act of 1990, as amended (42 U.S.C. 12701 et seq.) (“NAHA”).

In April 2021, HUD awarded the City of Spokane (City) \$4,628,671 in HOME-ARP funds. The city developed a HOME-ARP Allocation Plan that became part of the City’s PY2021 HUD Annual Action Plan by substantial amendment approved on March 31, 2023, and further amended as approved by HUD on May 02, 2024. Eligible HOME-ARP activities in Spokane include tenant based rental assistance, supportive services, administration and planning. HOME-ARP funds must assist people in HOME-ARP “qualifying populations” (QP).

This document outlines the policies and procedures related to the HOME-ARP program, administered by the City of Spokane’s Community, Housing, and Human Services (CHHS) Department. As a result of the needs assessment and gap analysis, as well as comments received in public CHHS Board meetings, the City utilizes its HOME-ARP funds to address the overwhelming need for additional supportive services funding and tenant based rental assistance , outlined in its [HOME-ARP Allocation Plan](#).

This document includes information about the subrecipient award process, service eligibility, types of services to be provided, eligible costs, administrative processes, monitoring, and compliance with other cross-cutting federal regulations. The policies and procedures contained here apply to supportive service HOME-ARP funded projects/programs only. All subrecipient awards are subject to the availability of funds and regulations and policies associated with the specific funding source, including the HOME- ARP Implementation Notice and Appendix ([CPD-21-10](#)) and other related guidance. CHHS is responsible for assuring that all regulations are adhered to through the processes related to HOME-ARP subrecipient awards, service delivery, and project close-out. All subrecipients of HOME-ARP funding are responsible for meeting the regulations contained in this handbook and for those in effect and required by HUD, the City of Spokane, and the

State of Washington. In the event standards in this handbook are more restrictive than those provided by other agencies, these standards shall supersede all other regulations, unless the differences are specifically dealt with in this handbook.

All exhibits and documents in this handbook are subject to change as the program requires or as further guidance is provided from HUD.

Policies and procedures will be reviewed and updated on an annual basis, or more frequently as needed.

SERVICE AREA

The geographical area that may be served with HOME-ARP funds falls within the city boundaries of the City of Spokane.

METHODS OF SUBRECIPIENT SELECTION

The City subgrants HOME-ARP funds to local organization(s) through a competitive Request for Proposals process. Selection will happen on an annual basis until all of the one-time funds are allocated. The last anticipated RFP closed September 30, 2025. The Affordable Housing Committee, Human Services Committee and CHHS Board, as the volunteer citizen advisory committees for HUD formula grants, advises CHHS on information to be included in the RFP, application, and development of the application scoring criteria.

APPLICATION PROCESS

The following outlines the typical process of an application for HOME-ARP and other Housing Related services program funds.

1. NOFOs are publicized and identify all evaluation factors and their relative importance.
2. Applicant contacts appropriate staff for Housing-Related Services program technical assistance (if needed) and CHHS staff will respond to applicant with assistance.
3. Owner/Sponsor/Provider submits application and all associated documents via the Neighborly Portal.
4. Staff conduct basic threshold reviews for funding eligibility and historical performance is applicable, obtains additional information and clarification, and summarizes information for the review committees.
5. The review committees review and score the proposals, select proposals for funding, and identify amounts of funding for each proposal. The review committee's recommendations are submitted to the CHHS Board for review.
6. The CHHS Board reviews the review committee's funding recommendations. If in agreement with the Affordable Housing Committee, the CHHS Board sends the recommendations to the City Council for final approval.

7. Conditional funding commitments will be effective for up to six months, with the possibility of another six months, based upon the project's progress. If a project does not meet these time frames, HOME-ARP program funds will be made available to alternate projects.

WRITTEN AGREEMENTS

The City enters into a formal, legally binding, written subrecipient agreement with the selected organization before any HOME-ARP funds are disbursed. At a minimum, the subrecipient agreement includes:

- compliance with the requirements of CPD Notice 21-10
- the amount and use of funds
- services to be provided
- the client referral methods and eligibility requirements for services
- the timeframe for service provision
- a program/project budget
- reporting and record retention requirements
- administrative requirements
- applicable cross-cutting federal regulations
- compliance and monitoring requirements

HOME-ARP TBRA Lease Requirements

Subrecipients of HOME-ARP TBRA funds must submit written lease agreements to the City for review.

The City must ensure:

- An executed lease is in place between the household and owner **OR**
- An executed lease between the owner and a subrecipient **and** a sublease between subrecipient and the household.

All leases and subleases must comply with:

- Tenant protections under **24 CFR 92.253(a)**, including lease term, prohibited lease clauses, and termination protections.
- The lease must also not contain any of the prohibited lease terms specified in **24 CFR 92.253(b)**.
- Must be a period of not less than 1 year, unless by written mutual agreement between the tenant and owner/subrecipient.

TIMEFRAME

On a revolving basis, the City issues a NOFO and accepts applications for HOME-ARP funds until all one-time funds are allocated. Following application evaluation, preliminary award letters are issued and the subrecipient agreement is executed. It is expected that each agreement will cover at least one fiscal year of service provision.

QUALIFYING POPULATIONS AND PREFERENCES

HOME-ARP requires that funds be used to benefit households in specific “qualifying populations,” as defined below. Any household meeting criteria for these populations is eligible to receive 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\(a\)\(1\)](#).

QUALIFYING POPULATIONS

The populations below are further defined in the Final HOME-ARP Implementation Notice (CPD-21-20).

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;

or

(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;

and

(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);

and

(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;

and

(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;

and

(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));

(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.

PREFERENCES

The City of Spokane established the policy to equally prioritize the four qualifying populations in its HOME-ARP Allocation Plan. The City of Spokane has no preference for which qualifying population receives services.

REFERRAL, INTAKE, SERVICE ELIGIBILITY, DUPLICATION OF BENEFITS, TERMINATION OF ASSISTANCE

REFERRAL METHOD

The City of Spokane's HOME-ARP program is required to accept applications from all qualifying populations. However, individual projects may serve fewer than all four QPs if the entire City of Spokane HOME-ARP program serves all QPs. Subrecipients must coordinate closely with CHHS staff to ensure that the entire HOME-ARP program is compliant.

A referral identifies eligible QP households for a HOME-ARP project or activity based on an eligibility assessment. Projects must comply with all applicable nondiscrimination and equal opportunity laws and requirements listed in 24 CFR 5.105(a) and any applicable fair housing and civil rights laws and requirements.

A referral method:

- Must be affirmatively marketed to qualifying populations
- May differ between activities or projects
- Collects documentation to demonstrate QP eligibility
- Must be used (and will be monitored) throughout the compliance period

INTAKE PROCESS

The intake process will involve initial verification that the applicant is eligible as a qualifying population, placement on a project-based waitlist, and placement into services or TBRA assistance in chronological order of application receipt. All qualifying individuals or families must have access to apply for placement on the waiting list for an activity or project. Verification of eligibility may be needed at time of selection if the initial verification of eligibility has expired.

SERVICE ELIGIBILITY, THIRD PARTY DOCUMENTATION

Qualifying Populations are eligible to receive supportive services funded through HOME-ARP. The subrecipient must maintain documentation regarding the client's service eligibility for a minimum of five years after the project ends.

Third party documentation of eligibility as described in HUD's "HOME-ARP Qualifying Populations Documentation Requirements" should be collected for most households. However, in the rare cases that third party verification is not available, HUD allows for self-attestation. There is a limit to how many households per project may be determined as eligible through self-attestation. Ten percent (10%) of households eligible under QP 1, 2, and 4 may be determined eligible through self-attestation. Verification of QP 3 eligibility is excluded from the 10% limitation.

There is no maximum dollar amount or time period that limits the supportive services that can be provided to each client, outside of the time limitation posed by the contract term.

TBRA services are limited by the maximum per household subsidy and a maximum term of 24 months.

DUPLICATION OF BENEFITS

The HOME-ARP subrecipient organization is responsible for ensuring that clients receiving eligible supportive services and TBRA funded through HOME-ARP are not simultaneously receiving or approved to receive the same services or subsidies from another program or provider.

TERMINATION OF ASSISTANCE

Program participants meeting the eligibility requirements of the qualifying populations maintain eligibility to receive assistance for as long as their household continues to meet the standard definitions of the qualifying population(s).

Tenants who violate the conditions of the lease, or who no longer need services (as identified by the subrecipient organization) may have assistance terminated. Termination of assistance must comply with tenant protections under **24 CFR 92.253(a)**.

Before assistance is terminated, the following process, recognizing the rights of individuals receiving assistance, will be followed:

1. The client will be provided with a written copy of the program/project rules and the termination process before the client begins to receive assistance.
2. Clients will receive written notice containing a clear statement of the reasons for termination of their assistance.
3. Clients will have an opportunity to provide written or oral objections regarding the termination decision before a person other than the person who made the termination decision (or their subordinate).
4. Clients will receive prompt written notice of the final decision.

Throughout this process, the subrecipient organization must provide all communication in an accessible manner, in accordance with their established Language Assistance Plan, including providing reasonable accommodation as requested. Subrecipients must provide their written Termination of Assistance policy prior to submitting their first invoice to the City for reimbursement.

REPORTING & COMPLIANCE

REPORTING

The subrecipient must maintain household information for all clients assisted with HOME-ARP funds, in accordance with the Records section below. Each month the subrecipient must submit beneficiary data, along with other requested information, via the Neighborly Report form. This report is due on the 10th day after the end of each fiscal year quarter.

The client data must include the number, size, and type of households assisted with supportive services, including each client's race, ethnicity, veteran, and household type.

The City reserves the right to include additional narrative reporting questions in the Neighborly Report.

Following submission of the subrecipient's report, the City reports all beneficiary data for clients served in IDIS. The City's reporting is completed by the 30th day after the end of each fiscal year quarter.

Overall program performance and total numbers of beneficiaries served are reported in the City's Consolidated Annual Performance and Evaluation Report (CAPER), as required by

HUD.

PROJECT COMPLETION

A HOME-ARP project is considered complete only after the final reimbursement request has been drawn-down in IDIS and all required reports have been submitted by the subrecipient organization.

MONITORING

The City monitors subrecipients in accordance with its established Monitoring Policies and Procedures. At a minimum, a Risk Analysis and desk-review of project and organizational records are completed annually. All subrecipient organizations must provide project-related documents upon request and accommodate on-site monitoring as dictated by the Risk Analysis, established Monitoring procedures, or the HCD Program Manager's discretion.

RECORDS

Consistent with the HOME-ARP Implementation Notice (CPD-21-10), the documents and information related to the HOME-ARP program and service delivery projects must be maintained in accordance with the City's CHHS Record Retention Policy. The City's CHHS Department maintains Program, Financial, and other federally required records related to HOME-ARP.

The subrecipient must maintain, and provide upon request, all Project Records for a minimum of five years after the termination of the written agreement's term.

Citizens, public agencies, and other interested parties will be provided with access to records upon request, consistent with applicable local and state laws and any other applicable conditions from other federal grant programs regarding privacy and obligations of confidentiality.

Program Records

- a. Records evidencing that all HOME-ARP funds used for supportive services and tenant based rental assistance benefit individuals and households in qualifying populations.
- b. Records documenting compliance with the 10% limitation on indirect costs unless an alternate cost allocation plan is approved by the City.
- c. TBRA records supporting the City's written policies and criteria; supporting documentation for preferences for specific categories of qualifying individuals; and records supporting the rent standard and minimum tenant contribution established in accordance with Section VI.C.7 and 8 of CPD Notice 21-10.
- d. Confidentiality
 - a. Subrecipient organizations must develop, implement, and maintain written procedures requiring that:

- i. The PJ'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 in accordance with CPD Notice 21-10, Section VIII.H
 - ii. The PJ's written policies and procedures for maintaining confidentiality in compliance with the VAWA protections contained in 24 CFR Part 5, Subpart L.
- e. Records demonstrating compliance with the written agreements required by Section VIII.B of the CPD Notice 21-10.
- f. Records demonstrating compliance with the applicable uniform administrative requirements required by Section VIII.D of the CPD Notice 21-10..
- g. Records documenting required monitoring reviews, audits and the resolution of any findings or concerns.

Project Records

The City and it's subrecipients are required to retain the following records for HOME-ARP-assisted projects, as specified by activity type.

- a. A full description of each project assisted with HOME-ARP funds, including the location (address of project), form of HOME-ARP assistance, and the units, families, or qualifying households assisted with HOME-ARP funds, subject to confidentiality requirements in the CPD Notice 21-10.
- b. The source and application of funds for each project, including supporting documentation in accordance with 2 CFR 200.302; and records to document the eligibility and permissibility of the project costs, including the documentation of the actual HOME-ARP-eligible development costs of each HOME-ARP-assisted unit as defined in the CPD Notice 21-10.
- c. Records (i.e., written agreements) demonstrating compliance with the written agreement requirements in Section VIII.B of the CPD Notice 21-10.
- d. Records (e.g., inspection reports) demonstrating that each unit occupied by a qualifying household receiving HOME-ARP TBRA, meets the housing quality standards of Section VI.C.9 of the CPD Notice 21-10 at initial occupancy and throughout the household's term of assistance.
- e. Records demonstrating that each qualifying household is eligible for HOME-ARP assistance based on the requirements of the ARP and Section IV of the CPD Notice 21-10.
- f. Records demonstrating that each household qualifying as homeless, records that meet the requirements in 24 CFR 576.500(b)(1), (2), (3), or (4), as applicable.
- g. Records demonstrating that each household qualifying as "at risk of homelessness," records that meet the requirements in 24 CFR 576.500(c)(1) or (2), as applicable, and include the following documentation of annual income:
 - a. Income evaluation form containing the minimum requirements specified by HUD and completed by the recipient or subrecipient; and

- b. Source documents for the assets held by the household and income received over the most recent period for which representative data is available before the date of the evaluation (e.g., wage statement, unemployment compensation statement, public benefits statement, bank statement);
- c. To the extent that source documents are unobtainable, a written statement by the relevant third party (e.g., employer, government benefits administrator) or the written certification by the recipient's or subrecipient's intake staff of the oral verification by the relevant third party of the income the household received over the most recent period for which representative data is available; or
- d. To the extent that source documents and third-party verification are unobtainable, the written certification by the household of the amount of income the household received for the most recent period representative of the income that the household is reasonably expected to receive over the 3-month period following the evaluation.
- e. Written certifications are limited to 10% of the total households served by a project.
- h. Records demonstrating that for each HOME-ARP rental housing unit or for each household receiving HOME-ARP TBRA, compliance with the tenant protection requirements of Sections VI.B.19 and VI.C.2, respectively, of the CPD Notice 21-10.
- i. For HOME-ARP TBRA or rental projects under a master lease, the City must retain records demonstrating that a master lease for housing leased by a HOME-ARP sponsor and each sublease between a qualifying household and HOME-ARP sponsor complies with the tenant and participant protections of 24 CFR 92.253 and the CPD Notice 21-10. Records must be kept for each household.
- j. For all HOME-ARP Supportive Services projects:
 - a. Records, where applicable, demonstrating compliance with the termination of assistance requirement as described in Section VI.D.5 of the CPD Notice 21-10.
 - b. Records of all solicitations of 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.
 - c. Records of all procurement contracts and documentation of compliance with the procurement requirements in 2 CFR part 200, subpart D, as revised by Section VIII.D of the CPD Notice 21-10.
 - d. Records evidencing the use of the written procedures required under Section VI.D.2 and records evidencing compliance with Section IV.C.2 of the CPD Notice 21-10.
 - e. Records of all leases, subleases, and financial assistance agreements for the provision of security deposits, utility deposits, and supporting

documentation for these payments, including dates of occupancy by qualifying individuals and families.

- f. Records that document the monthly allowance for utilities (excluding telephone) used to determine compliance with the rent restriction.
- g. Records of the types of services provided under the City's program and the amounts spent on these services.
- h. Records demonstrating subrecipient compliance with the recordkeeping requirements in Section VIII.F of the CPD Notice 21-10.

Financial Records

- a) 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.
- b) 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.
- c) Records identifying the source and application of program income and repayments.
- d) Records demonstrating adequate budget control and other records required by 2 CFR 200.302, including evidence of periodic account reconciliations.

Records Concerning other Federal Requirements

- a) Equal opportunity and fair housing records.
 - i. 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.
 - ii. Documentation that the City submitted a certification that it will affirmatively further fair housing consistent with HUD's Interim Final Rule entitled Restoring Affirmatively Furthering Fair Housing Definitions and Certifications (86 FR 30779, June 10, 2021) (codified at 24 CFR 5.151 and 5.152;),
 - iii. Records demonstrating compliance with the nondiscrimination and equal opportunity requirements of 24 CFR 92, Subpart H.
- b) Affirmative marketing and MBE/WBE records.
 - i. Records demonstrating compliance with the affirmative marketing procedures and requirements of 24 CFR 92.351 and the Implementation Notice.
 - ii. 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.

- c) Records demonstrating compliance with the environmental review requirements of 24 CFR 92.352 and 24 CFR part 58.
- d) Records demonstrating compliance with the lead-based paint requirements of 24 CFR part 35, subparts A, B, J, K, M, and R, as applicable.
- e) Records supporting compliance with conflict-of-interest requirements in 24 CFR 92.356.
- f) Records demonstrating compliance with debarment and suspension requirements in 24 CFR part 2424.
- g) Records concerning intergovernmental review, as required by 24 CFR 92.357.

REIMBURSEMENT PROCESS

The City reimburses the subrecipient organization for eligible expenses incurred monthly. Reimbursement requests, along with all supporting documentation, must be submitted in Neighborly by the 10th of the following month.

<https://portal.neighborlysoftware.com/SPOKANEWA/Participant>

SUPPORTIVE SERVICES

HOME-ARP funds may be used to provide a broad range of supportive services to qualifying households. Eligible Supportive Services costs include:

- a) services listed in section 401(29) of the McKinney-Vento Homeless Assistance Act ("McKinney-Vento Supportive Services")¹ (42 U.S.C. 11360(29));
- b) homelessness prevention services, as described in CPD 21-10 Section VI.D.3. and D.4; and
- c) housing counseling services, as described in CPD 21-10 Section VI.D.3(c).

ELIGIBLE SERVICES

As per the City's HOME-ARP Allocation Plan, the supportive services offered are intended to help the clients regain stability in their current housing or move into other permanent housing to achieve stability.

The subrecipient organization must have, and make available upon request, written standards for providing supportive services under the HOME-ARP program.

Eligible Supportive Services costs are limited to:

- (A) 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. The following conditions also apply:
- 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.

(B) 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.

(C) 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.

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

(E) 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;
- 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;

(F) 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 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.

- 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.
- Legal services for immigration and citizenship matters and for issues related to mortgages and homeownership are ineligible. Retainer fee arrangements and contingency fee
- Services may include client intake, receiving and preparing cases for trial, provision 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 would be 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.

(G) 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.

(H) 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. Problem areas may include family and marital relationships, parent-child problems, or symptom management.

- 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
- Combinations of therapeutic approaches to address multiple problems.

(I) 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.

(J) Outreach services: The 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.

- 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 Spokane.

(K) 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;
- Inpatient detoxification and other inpatient drug or alcohol treatment are ineligible.

(L) Transportation: Eligible costs are:

- The costs of program participant's travel on public transportation or in a vehicle provided by the subrecipient to and from medical care, employment, childcare, or other services eligible under this Notice;
- 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 subrecipient staff to accompany or assist program participants to utilize public transportation; and
- If public transportation options are not sufficient within the area, the subrecipient may make a one-time payment on behalf of a program participant needing car repairs or maintenance required to operate a personal vehicle, subject to the following:
 - Payments for car repairs or maintenance on behalf of the program participant may not exceed 10 percent of the Blue Book value of the vehicle (Blue Book refers to the guidebook that compiles and quotes prices for new and used automobiles and other vehicles of all makes, models, and types);
 - Payments for car repairs or maintenance must be paid by the subrecipient directly to the third party that repairs or maintains the car; and

- Subrecipients may require program participants to share in the cost of car repairs or maintenance as a condition of receiving assistance with car repairs or maintenance.
- The subrecipient must establish policies and procedures surrounding payments for the cost of gas, insurance, taxes, the one-time payment for car repairs or maintenance described above, and maintenance for vehicles of program participants. Such costs must be limited to program participants with the inability to pay for such costs and who, without such assistance, would not be able to participate in program. Policies and procedures must be submitted to the City and approved by the City prior to funds being reimbursed to the subrecipient.

(M) 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. 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;
- Projects receiving HOME-ARP funds *may not* to use the Coordinated Entry system.
- 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.

(N) Mediation: 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.

(O) Credit repair: 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.

(P) Landlord/Tenant Liaison: Costs of liaison services between property managers/owners and program participants are eligible 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 (R);
- Mediation services in (N) for housing issues that may arise between owner, property manager, or other residents and clients;
- Coordination or assistance with the provision of other eligible services to assist clients to maintain permanent housing.

(Q) Services for special populations: 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 section. 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.

(R) Financial assistance costs: 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: 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

- Moving costs: 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.

ELIGIBLE COSTS

All supportive services costs paid for by HOME-ARP must comply with the HOME-ARP Implementation Notice (CPD-21-10), as well as the Uniform Administrative Requirements in 2 CFR Part 200, Subpart E (as amended) to ensure that costs are necessary and reasonable.

SUBRECIPIENT COSTS

The supportive services funded by the City's HOME-ARP allocation are provided by a subrecipient organization. That subrecipient enters into an agreement with the City that outlines a specific award amount, the services to be provided, related requirements, and timeframe during which funds are available.

The subrecipient requests reimbursement from the City for costs related to the delivery of supportive services in accordance with these guidelines and the subrecipient's written agreement with the City.

Project Delivery Costs

Project delivery costs must be attributable to the identifiable objective (supportive services category) of the service delivered.

The following are eligible project delivery costs:

- Salary and benefits packages of subrecipient staff who directly provide supportive services to clients.
- The costs of materials, supplies, and related expenses incurred by the subrecipient while directly providing supportive services to clients.

Indirect Costs

Indirect costs are limited to the de minimis 10% rate, or to federally negotiated indirect cost plans, or to pre-approved cost allocation plans.

Administrative Costs

HOME-ARP does not include funding for administrative costs.

INELIGIBLE SERVICES

The City does not use HOME-ARP funds to pay for Financial Assistance costs (as described in CPD-21-10 Section VI.D.4.c.i (R) or Short-term and Medium-term Financial Assistance for Rent (as described in CPD-21-10 Section VI.D.4.c.i (S)).

TENANT BASED RENTAL ASSISTANCE

The City may use HOME-ARP funds to provide TBRA to eligible qualifying households through payments for rent, security deposits, and utility deposits. TBRA assistance is attached to the qualifying household and not a specific unit. Qualifying households may move and continue receiving assistance as long as the new unit meets required property standards.

HOME-ARP TBRA is administered in coordination with a nonprofit HOME-ARP sponsor that assists qualifying households in securing and maintaining housing.

A HOME-ARP sponsor (Subrecipient):

- Must be a nonprofit that provides housing or supportive services to qualifying households.
- May assist with leasing, administration of rental assistance, tenant support, and other eligible activities.
- May make rental payments, security deposit payments, or utility deposit assistance on behalf of a qualifying household.
- May enter into a master lease with an owner for more than one HOME-ARP TBRA unit.

ELIGIBLE COSTS

HOME-ARP TBRA funds may be used for the following eligible costs:

Rent Payments

- Up to **100% of a household's rent** may be paid through TBRA for a period not to exceed **24 months**. CPD-21-10, VI(C)(3). Actual rent payments will be based on the Maximum Rent Subsidy.
- Rent standards for each unit size must be:
 - **Not less than 90%** of the Section 8 Existing Housing Fair Market Rent (FMR) in effect at adoption of the payment standard;
 - **Not more than 100%** of FMR or a HUD-approved community-wide exception rent.OR
 - Combined household contribution and City subsidy must comply with rent reasonableness and maximum subsidy policies.

Security Deposits

- Up to **100% of the security deposit**, not to exceed **two months' rent**, may be provided.

Utility Deposits

- Utility deposit payments are eligible **only when** rental assistance or a security deposit

is being provided for the household.

Housing Inspections & Income Verification

- Costs associated with required inspections and income verification are eligible.

INELIGIBLE COSTS

- Program administration expenses incurred by subrecipients are **not eligible**.

MAXIMUM SUBSIDY POLICY

The City adopts the following maximum subsidy policies:

Maximum TBRA Subsidy

- HOME-ARP TBRA may pay up to **100% of contract rent** as per CPD-21-10, VI(C)(3).
- HOME-ARP TBRA may pay up to **100% of security deposits**.
- HOME-ARP TBRA may pay up to **100% of utility deposits** if rental assistance or a security deposit is being provided for the household.

Household Rent Contribution

A household must contribute:

- The amount of the monthly assistance that the subrecipient organization (RFP applicant) may pay on behalf of a household may not exceed the difference between the rent standard for the unit size and 30 percent of the family's monthly adjusted income.
- The household must contribute 30% of their monthly adjusted income to rent.
- The rent standard must be based on the subrecipient organization's City-approved rent reasonableness policy, or the Section 8 Housing Choice Voucher Program.

Maximum Subsidy per Household

- The subrecipient must establish a maximum per household subsidy in their written policies.
- Regardless of the number of months a household receives the subsidy, the household cannot receive more than the maximum per household subsidy amount.

Rent Reasonableness

Prior to approving a lease, the subrecipient must:

- Conduct a rent reasonableness assessment;
- Compare proposed rent to similar, unassisted units in the private market;
- **Disapprove** any unit for which rent is not reasonable.
- Rent reasonableness documentation must be completed **before** assistance begins.
- Subrecipient must provide a copy of their rent reasonableness policy prior to receiving a HOME-ARP Written Agreement.

MATCH REQUIREMENTS (SUBRECIPIENT)

Subrecipients must provide a **50% match** equal to half of the monthly reimbursement request submitted to the City.

- Match must be documented monthly.
- Acceptable match sources must comply with HOME-ARP and City requirements.

PORTABILITY OF ASSISTANCE

- TBRA assistance may only be used within City boundaries as per the City's HUD approved allocation plan;
- Beneficiaries may transfer their TBRA subsidies between rental units within the City's boundaries as long as the new unit meets required property standards.

TERM OF ASSISTANCE

The City establishes the following:

- **Maximum TBRA term: 24 months** per household.
- Actual term per household may be less than 24 months if:
 - The subrecipient's policy identifies the term of assistance to be less than 24 months in the written agreement with the household,
 - The subrecipient's maximum per household subsidy is expended earlier than 24 months.

NATIONAL STANDARDS FOR PHYSICAL INSPECTIONS OF REAL ESTATE (NSPIRE)

All units assisted under the TBRA program must comply with:

- 24 CFR 5.703 National standards for the condition of HUD housing. NSPIRE is the current inspection standards adopted by HUD to meet housing conditions requirements.
- If a household is already residing in a HOME unit, the City may defer to the existing initial and ongoing inspection standards applicable to that housing.
- Units must meet NSPIRE standards **before** TBRA begins and on the schedule required by HUD thereafter.

APPLICATION AND INTAKE PROCESS

1. Initial Screening

- Confirm household meets a Qualifying Population definition.
- Collect required eligibility documentation.
- Add household to chronological project-based waitlist.

2. Income Verification

- Verify income for determining subsidy limits, or QP eligibility if certifying a household under Q2 and Q4, using HUD-approved methods.
- Maintain documentation in the household file.

3. Unit Selection

- Household identifies unit.
- Subrecipient may assist in housing search.

4. Inspection

- Complete NSPIRE inspection before assistance begins.

5. Rent Reasonableness Check

- Conduct and document rent reasonableness determination.

6. Contract & Lease Execution

- Execute rental assistance contract with household.
- Execute lease or lease/sublease arrangement with Owner.

7. Payment Authorization

- City reimburses eligible rental assistance, deposits, and utility deposits.

ONGOING SUBRECIPIENT RESPONSIBILITIES

- **Annual or required recertifications** of income and eligibility.
- **Monitoring of NSPIRE** compliance according to HUD requirements.
- **Documentation of moves** and verification that new units meet standards.
- **Monthly reconciliation** of subrecipient match documentation.

Additional TBRA Specific Records to be Retained

The subrecipients must maintain:

- Rent reasonableness evaluations
- Inspection reports
- Assistance contracts and leases
- Subsidy payment records
- Match documentation

CROSS-CUTTING FEDERAL REGULATIONS

Projects/programs receiving HOME-ARP funds are subject to compliance with additional cross-cutting federal regulations. The City monitors compliance with these regulations

throughout the process of subrecipient selection, activity delivery, project closeout, and monitoring. The subrecipient agrees to comply with all applicable sections of 24 CFR Part 92 and Notice CPD-21-10.

AFFIRMATIVE MARKETING & MINORITY OUTREACH

The requirements in 24 CFR 92.351 apply to HOME-ARP activities. The subrecipient organization must submit an Affirmative Marketing Plan to the City upon request. The affirmative marketing plan shall identify specific groups that are least likely to apply for housing and/or services (i.e., race, color, national origin, age, religion, gender, disability or other handicap, or familial status), and must include strategies to inform these groups of the housing or program opportunities offered by the Subrecipient.

CONDUCT AND CONFLICTS OF INTEREST

HOME-ARP is subject to the following conflicts of interest requirements:

Conflicts of Interest

The City 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).

Organizational Conflicts of Interest

The provision of any type or amount of HOME-ARP supportive services and TBRA may not be conditioned on an individual's or family's acceptance or occupancy of a shelter or housing unit owned by the City; State recipients; the subrecipient; or a parent, affiliate, or subsidiary of the subrecipient. All contractors of the City, State recipients, or subrecipient must comply with the same requirements that apply to subrecipients under this section.

Written Standards of Conduct

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.

Lobbying & Hatch Act

The subrecipient organization is prohibited from using any HOME-ARP funds to any person for the purpose of influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.

The Subrecipient must also ensure that no funds provided, nor personnel employed with HOME-ARP funds shall be in any way or to any extent engaged in the conduct of political activities in violation of chapter 15 of Title V, U.S. Code.

ENVIRONMENTAL REVIEW

The environmental requirements in 24 CFR 92.352 apply to HOME-ARP activities and the environmental effects of each activity 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 City or "Responsible Entity" (RE) assumes responsibility for environmental review, decision making, and action for each activity that it carries out with HOME-ARP funds, in accordance with the requirements at 24 CFR Part 58.

No funds may be committed to a HOME-ARP activity or project before the completion of the environmental review and approval of the RROF/C, as applicable.

HOME-ARP supportive services as defined at 24 CFR 58.35(b) are categorically excluded, not subject to the Federal laws and authorities at 24 CFR 58.5 (CENST) or exempt from review under NEPA.

EQUAL ACCESS RULE

HUD's Equal Access Rule (77 FR 5661) requires equal access to HUD housing programs without regard to a person's actual or perceived sexual orientation, gender identity, or marital status. The Subrecipient must comply with this, and all related, rules in program implementation and project delivery.

FAIR HOUSING

The Fair Housing Act, 42 U.S.C. 3601 et seq., prohibits discrimination in housing and community development programs and activities because of race, color, religion, sex (including gender identity and sexual orientation), national origin, familial status, and disability.

These obligations extend to recipients of HUD financial assistance, including subrecipients, as well as the operations of state and local governments and their agencies, and certain private organizations operating housing and community development services, programs, or activities

LANGUAGE ACCESS PLAN

All subrecipient organizations must identify how information will be shared with those who do not speak English as a first language. The organization's plan must include how to meet the needs for physical, visual, and/or hearing impairment accommodation requests and how persons with limited English proficiency will be provided access to services.

LEAD-BASED PAINT

The Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4821-4846), the Residential Lead-Based Paint Hazard Reduction Act of 1992 (42 U.S.C. 4851-4856), and implementing regulations at 24 CFR Part 35, subparts A, B, J, K, M, and R apply to HOME-ARP-assisted

activities.

NONDISCRIMINATION

The Subrecipient will not discriminate against any employee or applicant for services because of race, color, creed, religion, ancestry, national origin, gender, gender identity/expression, sexual orientation, disability or other handicap, age, marital status or status with regard to public assistance. The Subrecipient agrees to comply with the non-discrimination laws, regulations and executive orders referenced in 24 CFR 570.607, as revised by Executive Order 13279. The applicable non-discrimination provision in Section 109 of the Housing and Community Development Act (CHHSA) remain applicable.

SECTION 504

The Subrecipient agrees to comply with federal regulations pursuant to compliance with Section 504 of the Rehabilitation Act of 1973 (29 USC 706), which prohibits discrimination against the handicapped in any federally assisted program. The City shall provide the Subrecipient with any guidelines necessary for compliance with that portion of the regulations in force during the term of the written agreement. Any client who would like to file a Section 504 grievance may find the procedures to do so at <https://www.cityofSpokane.org/departments/human-resources/ada-and-section-504/ada-and-section-504-grievance-procedure>

UNIFORM ADMINISTRATIVE REQUIREMENTS

All projects require conformance with 2 CFR 200 Subpart D, E, and F for administrative requirements, cost principles, and audit expectations.

URA

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.

VAWA

Subrecipients must comply with the Violence Against Women Act (VAWA) requirements set forth in 24 CFR 92.359.