



**APPLICATION FOR FUNDING
HOME Investment Partnership
American Rescue Plan (HOME-ARP)
Application**

**For Program Year 2021-22 Amendment
to be Conducted in Program Year 2023-24**

**Applications are due
Friday · April 14, 2023**

Only Typed Applications Will Be Accepted

**City of Wichita Falls
Neighborhood Resources Division
1300 7th Street, Room 300
Wichita Falls, Texas 76301
940-761-7448**





HOME-AMERICAN RESCUE PLAN PROGRAM

The City of Wichita Falls is an *Entitlement Grantee* for the U.S. Department of Housing and Urban Development's HOME Investment Partnership – American Rescue Plan (HOME-ARP) Program, which means the City receives a one-time direct appropriation of funds as authorized by Congress. Future funding for this program is not expected, but could become available if authorized by Congress. These funds are to be used specifically to combat homelessness among populations who are currently homeless, at-risk of homelessness, are fleeing or attempting to flee domestic violence; dating violence; sexual assault; or human trafficking, or to provide certain services to those individuals experiencing housing instability.

Local non-profit organizations are the most important part of the program and will help drive this process to address the needs of the qualifying populations.

Application for HOME-ARP funded does not guarantee your project will be funded. HOME-ARP funding is competitive and based upon a project's eligibility under federal regulations and demonstrated need. The Wichita Falls City Council selects recipients and must consider all proposed HOME-ARP projects in light of current community priorities and needs as identified in the Five-Year Consolidated Plan.

GOALS & OBJECTIVES

- To address the need for homelessness assistance and supportive services.
- To provide services or temporary housing to qualifying populations.
- To provide a lasting improvement to the community and enhance services provided.
- To assist non-profit organizations in the provision of essential support services necessary to promote a suitable living environment for low and moderate income residents of Wichita Falls.



RESPONSIBILITIES OF HOME-ARP SUBRECIPIENTS

The HOME-ARP Program is a financial resource that enables the City of Wichita Falls to undertake unique activities to assist qualifying populations. Non-profit agencies and organizations must carry out projects or activities with HOME-ARP assistance that help achieve Development Services goals and objectives and meet basic eligibility criteria under the HOME-ARP regulations.

The final responsibility for the HOME-ARP Program rests with the Wichita Falls City Council. The City has a duty to protect the investment of public money. To ensure approved activities and projects benefit the community, assist low and moderate income persons, and comply with federal regulations, certain responsibilities are required of recipients of HOME-ARP assistance.

1. The recipient must agree to comply with all applicable federal, state, and local laws and regulations applicable to the project.
2. Recipients are required to enter into a contract as a subrecipient with the City of Wichita Falls that governs the organization's responsibilities and obligations, performance and reporting requirements, and recordkeeping with regard to financial standards and program beneficiaries.
3. Recipients undertaking projects where rehabilitation, construction, and/or acquisition or property and structures must agree to uphold and continue HOME-ARP requirements through the restricted use period which will be enforced through a deed restriction, covenant running with the land, legally binding agreement restricting the use of the property and recorded on the property in accordance with State recordation laws, or other mechanism approved by HUD.
4. In undertaking the project or activity, the recipient shall ensure that no person shall be denied benefits of the program or activity because of age, sex, race, religion, national origin, familial status, or handicapped status.
5. For projects that require the hiring of a contractor to complete the work, the organization must execute a written contract with the tradesman or company involved that specifies the work to be performed, timeframe for completion, details the cost breakdown, and that contains language which requires the contractor to abide by federal Davis-Bacon wage regulations for any construction-related project in which the cost exceeds \$2,000.
6. Upon completion of the project, the recipient organization must provide an accomplishment report that includes a brief narrative of how the project improved the organization or the people served, the number of unduplicated persons assisted by the organization's program, their race and ethnicity, and with certain types of projects, the household income of the family.

Note

Following approval for funding, the recipient organization must not enter into any contract or begin work on a project until a contract between the City of Wichita Falls and your organization is executed and authorization to begin the project is granted.



2023-24 HOME-ARP Application - Project Narrative

Please provide a **brief** but specific answer to each of the following items as it relates to your project. Please limit your application to no more than 5 pages.

1. Give a brief overview of the applicant organization including history, purpose, and groups or population served.
2. Describe the project for which you are requesting HOME-ARP assistance. Be specific. If your overall project involves work that has several elements or components, prioritize by number the most important to least important.
3. Identify the specific unmet needs to be addressed by the project. Is the unmet need documented by special studies, surveys, or data? If yes, give titles, dates and scope of each. Copies may be attached.
4. Can or is this unmet need being addressed by other agencies or organizations? If yes, explain how your organization's request for funding differs from that performed by other organizations.
5. Identify the particular geographic area that will benefit from the project (**including census tracts and block groups or street boundaries, if appropriate**). Briefly summarize the social and economic characteristics of the neighborhood or persons who will benefit directly from the project.
6. Total number of persons annually participating in or served by the applicant organization's programs each year: _____
7. Of the total number of persons your organization serves, how many will *directly benefit* from the proposed HOME-ARP-funded project?): _____
8. Of the number of persons that will directly benefit from the proposed project, what is the approximate percentage that are low to moderate income? (Low-mod income = Household income of less than 80% of median—see attached **Exhibit A**): _____
9. Of the number of persons that will directly benefit from the project, what is the estimated percentage that are handicapped or elderly? _____
10. Explain how the project will contribute to the Community Development Block Grant's goals and objectives.
11. Provide a detailed project budget - itemize the total cost of the complete project for which HOME-ARP funds are requested. Include amounts and sources of other funding, plus any matching funds to be provided by the applicant.
12. Provide the name of the consultant, architect, or contractor providing cost estimates for the project and the date the estimate was prepared. Copies of the cost estimates may be attached.
13. If funding requests have been made or will be proposed to other private, state or federal sources, provide the amount of assistance requested, and the anticipated date of commitment.

14. Explain how the applicant will provide funding for additional or unexpected costs of the project.
15. If fees are charged for services or participation, explain the fee structure.
16. What effect will the project have on future operational budgets of the applicant? Explain how the applicant will maintain the project or continue operation of the project.
17. If the applicant has received community development assistance for other projects, list the dates, amounts, and purposes of the HOME-ARP assistance.

Additional EXHIBITS to be submitted with your HOME-ARP Application

PROVIDE AS EXHIBITS TO THE APPLICATION ONE COPY OF THE FOLLOWING:

1. Resolution, actions recorded in the organization's minutes, or other documentation indicating that the governing body authorizes the submission of the application and certifies that the applicant will comply with all HOME-ARP requirements, assurances and conditions.
2. A list of current and immediate past members of the governing body.
3. Certificate of Incorporation under the authority of the State of Texas.
4. IRS Letter of Designation as a 501(c)(3) organization and/ or State Tax Exempt Certificate.
5. Organization chart and list of key staff personnel and titles.

**At the time your organization is officially notified of
project approval and grant award, please submit the following
additional items to the City:**

- **The most recent audit or financial report.**
- **A current-year financial statement.**
- **An overall organizational budget that also includes the HOME-ARP award amount and any other expected sources of financial support for the project.**



List of Eligible HOME-ARP Activities & Qualifying Populations**

All activities must meet program objectives, and, aid in the prevention of homelessness for qualifying populations.

Additional information concerning eligible HOME-ARP activities can be found on the following HUD website for CPD Memo 21-10:

<https://www.hud.gov/sites/dfiles/OCHCO/documents/2021-10cpdn.pdf>

ELIGIBLE ACTIVITIES

1. ADMINISTRATION & PLANNING (CITY ONLY)

These costs are those incurred by the City to manage the HOME-ARP Program. These costs are capped at 5% of the total grant.

2. RENTAL HOUSING

May be used to acquire, rehabilitate, or construct affordable rental housing primarily for occupancy by households of individuals and families that meet the definition of one or more of the qualifying populations. Eligible HOME-ARP rental housing includes "housing" as defined at 24 CFR 92.2, including but not limited to manufactured housing, single room occupancy (SRO) units, and permanent supportive housing. Emergency shelters, hotels, and motels (including those currently operating as non-congregate shelter), facilities such as nursing homes, residential treatment facilities, correctional facilities, halfway houses, and housing for students or dormitories do not constitute housing in the HOME-ARP program. However, HOME-ARP funds may be used to acquire and rehabilitate such structures into HOME-ARP rental housing. These include development hard costs, refinancing, acquisition, related soft costs, relocations costs, and costs relating to payment of loans.

3. TENANT-BASED RENTAL ASSISTANCE (TBRA)

HOME-ARP funds may be used to provide tenant-based rental assistance to qualifying households ("HOME-ARP TBRA"). In HOME-ARP TBRA, the PJ assists 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. HOME-ARP TBRA assisted households may choose to rent a unit in a HOME-ARP rental project or any other eligible rental unit. HOME-ARP TBRA is a form of rental assistance that is attached to the household and not a particular rental unit

4. SUPPORTIVE SERVICES

HOME-ARP funds may be used to provide a broad range of supportive services to qualifying individuals or families as a separate activity or in combination with other HOME-ARP activities. Supportive services 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) eligible homelessness prevention services, and
- c) eligible housing counseling services.

5. ACQUISITION AND DEVELOPMENT OF NON-CONGREGATE SHELTER (NCS)

A non-congregate shelter (NCS) is one or more buildings that provide private units or rooms as temporary shelter to individuals and families and does not require occupants to sign a lease or occupancy agreement. HOME-ARP funds may be used to acquire and

develop HOME-ARP NCS for individuals and families in qualifying populations. This activity may include but is not limited to the acquisition of land and construction of HOME-ARP NCS or acquisition and/or rehabilitation of existing structures such as motels, hotels, or other facilities to be used for HOME-ARP NCS. HOME-ARP funds may not be used to pay the operating costs of HOME-ARP NCS.

6. NONPROFIT OPERATING AND CAPACITY BUILDING ASSISTANCE (CHDO ONLY)

These costs are capped at 5% of the total grant.

Funds totaling up to 5 percent of the total HOME-ARP allocation can be used to pay operating expenses of CHDOs and other nonprofit organizations that will carry out activities with HOME-ARP funds. An additional 5 percent of the total HOME-ARP allocation can be used to pay eligible costs related to developing the capacity of eligible nonprofit organizations to successfully carry out HOME-ARP eligible activities.

QUALIFYING POPULATIONS

1. HOMELESS

(1) An individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:

(i) An individual or family with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground;

(ii) An individual or family living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state, or local government programs for low-income individuals); or

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

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

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

(ii) No subsequent residence has been identified; and

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

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

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

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

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

(iv) Can be expected to continue in such status for an extended period 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

(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, faithbased 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

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

NOTE CONCERNING VETERAN APPLICANTS:

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. Veterans and families that include a Veteran Family Member that do not meet the criteria for one of the qualifying populations above are ineligible for assistance through the HOME-ARP Program.



List of INELIGIBLE HOME-ARP Activities **

PURCHASE OF EQUIPMENT, FURNISHINGS, OR PERSONAL PROPERTY

Construction equipment purchase is ineligible, as well as the purchasing of other equipment, motor vehicles, fixtures, furnishings or other personal property that is not an integral structural fixture.

GENERAL GOVERNMENT EXPENSES

Expenses to carry out regular responsibilities of local government other than those not directly related to the HOME-ARP program.

POLITICAL ACTIVITIES

Expenditures for any partisan political activities.

INCOME PAYMENTS

Payments to persons or groups, such as income maintenance or housing allowances.

DUPLICATED BENEFITS

Projects may not duplicate benefits to individuals or households in excess of that which is allowable under law. <https://www.hudexchange.info/programs/home-arp/>

*** This list of eligible and ineligible activities is not exhaustive – any questions you may have about whether your particular project is eligible or not eligible should be directed to the Neighborhood Resources Division at 761-7448.**



Exhibit A

**FY 2021 Annual Household Income Limits / Income Groups*
Wichita Falls, Texas MSA**

Included and excluded income is defined in 24 CFR Part 5. Household income is calculated by determining gross annual household income of all members of a household age 18 or older, including income from, but not limited to, wages, tips, retirement benefits, Social Security, worker compensation, SSI, AFDC, child support, stocks, bonds, and royalties or other income-producing assets. Food Stamps and Assisted Housing Payments are NOT counted as income.

To be classified as a low to moderate income household, the gross income amount for the applicable household size must not exceed 80% of the Median Income amount shown below:

80% of Median	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
	\$37,950	\$43,350	\$48,750	\$54,150	\$58,500	\$62,850	\$67,150	\$71,500

Household Income Breakdown Required for Reporting Number of Clients Served

The number of Unduplicated Clients Served must be reported as falling within the following three Income Group Classifications:

Household Size	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
Income Groups								
0%-30% (Extremely Low Income**)	\$14,250	\$17,420	\$21,960	\$26,500	\$31,040	\$35,580	\$40,120	\$44,660
31%-50% (Very Low Income)	\$23,700	\$27,100	\$30,500	\$33,850	\$36,600	\$39,300	\$42,000	\$44,700
51%-80% (Low Income)	\$37,950	\$43,350	\$48,750	\$54,150	\$58,500	\$62,850	\$67,150	\$71,500

Median Income	\$47,438	\$54,188	\$60,938	\$67,688	\$73,125	\$78,563	\$83,938	\$89,375
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* By Household Size for Federally-Funded Programs / Effective July 1, 2021

** For households of more than 1 Person HUD national guidelines are used to set the Extremely Low Income Limit.