

**Request for Proposal for HOME-ARP Investment Partnerships Program-American  
Rescue Plan  
Tenant Based Rental Assistance for the Homeless Program**

The City of Worcester, Executive Office of Economic Development is seeking proposals for the use of federal HOME-ARP Investment Partnerships Program-American Rescue Plan (HOME-ARP-ARP) funds for the specific purpose of funding the following activities Supportive Services, Acquisition and Development of Non-Congregate Shelters, Tenant Based Rental Assistance, and Non-Profit Operating and Capacity Building.

The intent of this RFP is to identify the agency(s) that can best administer the above named programs to serve individuals or families from the following qualifying populations: Homeless; at-risk of Homelessness; fleeing or attempting to flee domestic violence, dating violence, sexual assault, stalking, or human trafficking; other populations where providing assistance would prevent the family’s Homelessness or would serve those with the greatest risk of housing instability; veterans and families that include a veteran family member that meets one of the preceding criteria.

The following amount and types of activities are available for agency(s) to apply and develop program(s) for. A written agreement shall be made for a 24-month period and may be extended and renewed at the discretion of the City and subject to the availability of funds.

<b>Supportive Services</b>	<b>\$ 1,052,049.22</b>
<b>Acquisition and Development of Non-Congregate Shelters</b>	<b>\$ 372,838.57</b>
<b>Tenant Based Rental Assistance (TBRA)</b>	<b>\$ 550,128.88</b>
<b>Non-Profit Operating and Capacity Building</b>	<b>\$ 253,713.00</b>

Under this RFP, funds will be awarded to an applicant that demonstrates a readiness to proceed, meets the strict minimum requirements as described in this notice, and is ranked most advantageous on the evaluation criteria. Agencies are encouraged to collaborate to submit a single application; the City reserves the right to issue more than one award under this funding announcement, if considered to be in the City’s best interest.

The City anticipates securing funds under an agreement no later than February 1, 2025.

## **General Information**

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The City of Worcester, Executive Office of Economic Development through the Housing Development Division (HDD) is soliciting proposals for the use of HOME-ARP Investment Partnership Program-American Rescue Plan funds for the specific purpose of establishing the following programs for qualifying populations.

### **1. Supportive Services \$ 1,052,049.22**

#### **City of Worcester Executive Office of Economic Development, Housing Development Division**

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) homelessness prevention services; and c) housing counseling services.

### **2. Acquisition and Development of Non-Congregate Shelters \$ 372,838.57**

#### **City of Worcester Executive Office of Economic Development, Housing Development Division**

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. Consequently, PJs must consider the availability of ongoing operating funds for the HOME-ARP NCS so that the HOME-ARP NCS can remain viable through the restricted use period specified in this Notice.

### **3. Tenant Based Rental Assistance (TBRA) \$ 550,128.88**

#### **City of Worcester Executive Office of Economic Development, Housing Development Division**

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. Therefore, the HOME-ARP TBRA assisted household may choose to move to another unit with continued HOME-ARP TBRA as long as the new unit meets the applicable property standards of this Notice. If a HOME-ARP TBRA assisted household chooses to move, the rental assistance contract terminates and a new rental assistance contract for the new unit will be executed according to HOME-ARP TBRA requirements. The HOME-ARP TBRA assisted household must notify the PJ before moving in order to receive continued HOME-ARP TBRA.

### **4. Non-Profit Operating and Capacity Building \$ 253,713.00**

#### **City of Worcester Executive Office of Economic Development, Housing Development Division**

Eligible Costs:

- a. Operating Expense Assistance: Operating expenses are defined as reasonable and necessary costs of operating the nonprofit organization. These costs include employee salaries, wages and other employee

compensation and benefits; employee education, training, and travel; rent; utilities; communication costs; taxes; insurance; equipment, materials, and supplies.

HOME-ARP funds used for operating expenses must be used for the “general operating costs” of the nonprofit organization. These operating costs must not have a particular final cost objective, such as a project or activity, or must not be directly assignable to a HOME-ARP activity or project. For example, HOME-ARP funds for operating expenses may not be used for staffing costs to provide supportive services or develop HOME-ARP rental housing (as operating costs to develop HOME-ARP rental housing are paid for by a developer fee which is a project delivery or soft cost). Because ARP does not permit any HOME-ARP funds to be used to operate a shelter, all costs related to operating a non-congregate shelter (e.g., allocable overhead and staffing costs, insurance, utilities) also cannot be paid with HOME-ARP funds.

The actual costs of implementing a specific activity or project, including staff costs to deliver supportive services or administer HOME-ARP TBRA, are considered HOME-ARP project delivery costs or project soft costs and are not eligible costs under Nonprofit Operating and Capacity Building Assistance. HOME-ARP project delivery costs are those allowable costs incurred for implementing and carrying out eligible HOME-ARP projects or activities, such as supportive services. All project delivery costs are allocable to a HOME-ARP project, including direct project and related delivery costs integral to developing the project or providing the activity. HOME-ARP project delivery costs may be paid, if eligible, by HOME-ARP funds provided under a written agreement for the activity or project and must not be paid with nonprofit operating expense or capacity building assistance.

- b. **Capacity Building Assistance:** Capacity building expenses are defined as reasonable and necessary general operating costs that will result in expansion or improvement of an organization’s ability to successfully carry out eligible HOME-ARP activities. Eligible costs include salaries for new hires including wages and other employee compensation and benefits; costs related to employee training or other staff development that enhances an employee’s skill set and expertise; equipment (e.g., computer software or programs that improve organizational processes), upgrades to materials and equipment, and supplies; and contracts for technical assistance or for consultants with expertise related to the HOME-ARP qualifying populations.

**Length and Type of Assistance:**

The City expects to make awards of HOME-ARP funds to be disbursed over two years. A written agreement shall be made for a 24-month period and may be extended and renewed at the discretion of the City and subject to the availability of funds.

Rental Assistance contracts with individual households may not exceed twelve months. In an effort to promote self-sufficiency and to extend the program to as many eligible participants as possible, organizations that propose a longer length of assistance to beneficiaries, provided in conjunction with stabilization services, may be considered less advantageous.

Funding under this application may support:

Acquisition and Development of Non-Congregate Shelters;

Supportive Services;

Non-Profit Operating and Capacity Building; and

Monthly rental assistance and project delivery costs associated with carrying out the requirements of the program.

Combining the above items is allowable and Non-Profit Operating and Capacity Building must be combined with another eligible activity in the list above.

**Target Population:**

HOME-ARP funds must be used for individuals or families from the following qualifying populations: homeless; at-risk of homelessness; fleeing or attempting to flee domestic violence, dating violence, sexual assault, stalking, or human trafficking; other populations where providing assistance would prevent the family’s homelessness or would serve those with the greatest risk of housing instability; and veterans and families that include a veteran family member that meet one of the preceding criteria.

### **General Administrative Structure:**

The selected agency shall be responsible for the following:

- Marketing program to potential applicants and outreach to property owners
- Tenant Selection and Determination of Eligibility
- Annual Certification of Eligibility, if applicable
- Maintenance of Waiting List
- Assistance with housing search and placement
- Unit Inspection consistent with HUD's Habitability Standards
- Leases or Rental Agreements
- Establishing a Payment Standard by performing a reasonable rent survey
- Disbursement of funds to property owners/landlords
- Provide or assist in identifying appropriate self-sufficiency services to Tenants
- Enrolling prospective tenants under the *Massachusetts Low Income HOME-ARP Energy Assistance Program (LIHEAP) (Fuel Assistance)* or the National Grid Discount rate for low-income individuals.
- Resolving tenant and landlord disputes
- Supportive Services Policies and Procedures
- Client tracking
- Construction budget, sources/uses
- Capacity demonstration to manage Federal funding

The City of Worcester Housing Development Division shall be responsible for monitoring and evaluating program performance, and reporting accomplishments to HUD. The City of Worcester Budget and Accounting Office shall be responsible for executing IDIS drawdowns for reimbursements.

Each organization must be able to provide written certification that they are a part of the Homeless Management Information System (HMIS).

### **Monitoring Performance:**

The City of Worcester will monitor progress and implementation of the program to ensure that the regulatory and statutory requirements are met and to assess program outcomes. Further discussion about performance monitoring is included in the City's TBRA Program Guidelines. Policies and procedures should be submitted for supportive services that are being planned to be administered.

### **Ongoing Performance and Outcomes:**

The selected agency will be required to report program performance and outcomes monthly. The following is a list of included performance indicators that must be reported on:

- Number of clients screened for potential eligibility;
- Number of clients served;
- Number of clients served who are considered chronically Homeless;
- Number of clients denied (and why);
- Number of clients who exited from the program, their reason for leaving, as well as their destination;
- Length of assistance provided to clients (time period)
- Number of clients on waiting list; and
- Client case notes and records must be kept secure and will be subject to regular monitoring.

## **Proposal Submission Process**

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### Eligible Applicants

Funds are available to for-profit and non-profit corporations and organizations, including Community Housing Development Organizations (CHDOs) and Community Development Corporations.

Consistent with the Federal Funding Accountability and Transparency Act of 2006, any agency selected to receive federal funds is required to obtain a Unique Entity Identifier (UEI) and be registered in the System for Award Management (SAM). The Unique Entity Identifier (UEI) is replacing the Data Universal Number System (DUNS) number. If you are already registered in SAM.Gov your Unique Entity Identifier (UEI) has already been assigned and is viewable in SAM.Gov. Completing these registration processes is free but may take up to 10 days to complete. To find information on how to obtain a UEI number and register in SAM please visit the following website <https://www.sam.gov/content/entity-registration>

### Eligible Costs:

HOME-ARP funds available under this RFP may be used for Acquisition and Development of Non-Congregate Shelters, Supportive Services, and Non-Profit Operating and Capacity Building, and Monthly rental assistance and project delivery costs associated with carrying out the requirements of the program. Applicants must provide proof of match either with their application, or at the release of HOME-ARP funds for the project.

### Timeline:

Each grant award is subject to the execution of a final agreement between the City and the applicant. The grant amount and the project description are subject to modification by the City. No expenditure of funds can be incurred until an agreement has been fully executed and the City has issued an approved purchase order. Funds will be dispersed on a reimbursement basis subject to submission of proper documentation showing proof of payment. The City anticipates securing all funds through a written agreement no later than February 1, 2025.

# Proposal Evaluation

## Minimum Evaluation Criteria

The City of Worcester will be evaluating all Proposals to qualify them as being responsible and responsive to the requirements of the RFP. All Proposals must include the following elements to be considered valid for HOME-ARP funds.

1. **Complete Proposal** – A complete HOME-ARP Application (attached) along with required attachments.
2. **HOME-ARP Eligible** – Proposed projects must be eligible under the HUD HOME-ARP Investment Partnerships Program Final Rule as described in 24 CFR Part 92.
- 3 **Evidence of Program** – The proposal must include information that will demonstrate to the City that the proposed organization has experience running a rental assistance program as well as experience working with Homeless populations.
4. **Proposed project must satisfy the general requirements under 2 CFR 200 Subpart D Post Federal Award Requirements**

## Comparative Criteria

Only proposals that meet the minimum criteria will be reviewed for eligibility under the comparative criteria. Applicants who meet all minimum criteria and are considered advantageous on all comparative criteria will be considered eligible for HOME-ARP funds. Awards will be made to highly advantageous proposals subject to the availability of HOME-ARP funds. Proposals that meet the minimum criteria but fail to meet the highly advantageous criteria may be considered in the absence of eligible highly advantageous applications. The City will not consider applications that fall into the Unacceptable criteria.

Funding decisions will be based on the highest scored proposals that address the RFP criteria. The City of Worcester reserves the right to adjust funding amounts requested based on availability of funds or as might be deemed necessary to achieve the best use of the funds. Receipt of an award letter is not a guarantee of funding. Prior funding awards do not guarantee continued or future funding. The City of Worcester, in its sole and absolute discretion, with or without cause, and without liability of any kind to any applicant, reserves the right to accept or reject any and/or all proposals either in whole or in part, waive any informalities or irregularities of any proposals, cancel this RFP at any time and/or take any action in the best interest of the City of Worcester. The City’s decisions in all matters regarding this RFP shall be final.

Applicants should take note to address these criteria in the narrative responses on page 9.

	<i>Highly Advantageous</i>	<i>Advantageous</i>	<i>Not Advantageous</i>
<b>1. Applicant Experience</b>	Applicant has more than 3 years of experience managing a rental assistance program <i>and</i> working with unsheltered Homeless populations.	Applicant has between 1 and 3 years of experience managing a rental assistance program and working with Homeless populations.	Applicant has no prior experience administering a rental assistance program or working with Homeless populations.
<b>2. Staff Capacity</b>	Applicant has strong staff/resource levels capable of successfully implementing the proposed project.	Applicant has adequate staff/resources capable of completing the proposed project or has identified training needs and implementation plans to improve capacity.	Applicant appears to have few resources and staff capacity to administer a rental assistance program and no plans to improve capacity.
<b>3. Past Performance</b>	Applicant has managed other HUD grants from the City of Worcester and has received positive evaluations during past monitoring reviews.	Applicant has managed other HUD grants from the City of Worcester with minor concerns that were satisfactorily addressed during monitoring reviews.	Applicant has managed other HUD grants from the City of Worcester and has received multiple concerns and/or findings with little or no actions taken to address

			concerns/findings or improve operations.
<b>4. Financial Management</b>	Applicant has submitted a complete budget. All sources of funds to complete the proposed project (including self-sufficiency activities) have been identified and secured.	Applicant has submitted a complete budget. Some sources of funds to complete the proposed project have been identified. Not all matching/leveraged funds have been secured.	Applicant has submitted an incomplete budget with no funds for self-sufficiency programs identified and no matching/leveraged funds secured.
<b>5. Proportionality of Awarded Funds</b>	Applicant proposes to use 100% of the HOME-ARP award on direct financial assistance to eligible individuals.	Applicant proposes to use less than 100% but more than 70% of HOME-ARP award on direct financial assistance to eligible individuals.	Applicant proposes to use less than 70% of the HOME-ARP award on direct financial assistance to eligible individuals.
<i>Highly Advantageous</i>		<i>Advantageous</i>	<i>Not Advantageous</i>
<b>6. Cost Benefit</b> (A comparison between the cost of the proposed project to its proposed outcome and output accomplishments.)	Proposed project yields a low cost-benefit ratio.	N/A	Proposed project yields a high cost-benefit ratio.
<b>7. Readiness to Proceed</b>	Applicant is ready to implement its proposed program upon receipt of a signed written agreement as evidenced by the identification of units that are ready for occupancy and have been inspected to meet HQS standards with no outstanding code violations; identification of eligible tenants to receive assistance; and preparation of MOUs with a service provider experienced in assisting unsheltered Homeless with case management and self-sufficiency services.	Applicant expects to begin housing eligible Homeless individuals within three months of signing a written agreement with the City. Case management and self-sufficiency services have been identified and are expected to begin as eligible clients are identified and housed.	Applicant expects it to take more than three months from signing a written agreement with the City to begin housing eligible Homeless individuals. It is unclear how soon case management and self-sufficiency services will begin.
<b>8. Promoting Housing Stability</b>	The proposed program places emphasis on ensuring that the majority of individuals served will achieve housing stability within 12 months at which time they will be able to support housing costs on their own or through a more permanent housing subsidy.	The proposed program expects that the majority of individuals served will achieve housing stability within 18 months at which time they will be able to support housing costs on their own or through a more permanent housing subsidy.	The proposed program expects to provide the maximum 24 months of TBRA assistance to eligible individuals at which time they will support housing costs on their own or through a more permanent housing subsidy.

<b>9. Performance Evaluation and Reporting</b>	Applicant has identified a system to measure program outcomes and to collect and report quality data in a timely manner.	Applicant has identified a system to measure program outcomes but it is unclear how the quality of data and timeliness of reporting will be ensured.	Applicant's evaluation system is output based and there is little indication that the quality of data and timeliness of reporting will be ensured.
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# Request for Proposal for HOME-ARP Investment Partnerships Program HOME-ARP for Qualifying Populations

## Application for Funding

<b>Contact Information</b>	
<b>Organization:</b>	<b>Contact:</b>
<b>Project Name:</b>	<b>Title:</b>
<b>Project Location:</b>	<b>Mailing Address:</b>
<b>Phone:</b>	<b>Email:</b>
<b>Signature:</b>	
<p><b>Please Identify the Type of Organization Applying for Funds</b> <i>(Note: More than one may apply)</i></p> <p> <input type="checkbox"/> 501.c3                      <input type="checkbox"/> For-profit authorized under 570.201(o)                      <input type="checkbox"/> Unit of Government  <input type="checkbox"/> Faith-based Organization                      <input type="checkbox"/> Institution of Higher Education                      <input type="checkbox"/> CHDO </p> <p><b>UEI #:</b>  <i>(Note: All entities receiving direct federal assistance are required to have a UEI #. Please review instructions on page 5 for more information.)</i></p>	
<p><b>Collaborative Partners: If you plan to partner with other organizations to implement your program please list the name of the agency, contact information and the service(s) they will provide:</b></p>    	
<b>Attachments</b>	
<p><b>The following attachments must accompany this form:</b></p> <ul style="list-style-type: none"> <li>• 501(c)(3) Letter of Tax Determination Status from the Internal Revenue Service (IRS)</li> <li>• One (1) copy of most recent financial audit of lead agency</li> <li>• Narrative Response to Questions 1-8</li> </ul>	
<p>PRINT THIS FORM AND ENCLOSE WITH THE REQUIRED ATTACHMENTS AND MAIL OR HAND DELIVER IT TO THE FOLLOWING ADDRESS BY 4:00 PM ON OR BEFORE <b><u>Friday, January 17, 2024</u></b></p> <p>Attn: Ariel Lim  Senior Housing Development Officer  City of Worcester  Executive Office of Economic Development -  Housing Development Division  Room 405, City Hall  455 Main Street  Worcester, MA 01608</p>	
<p>Contact Stephen Connelly, Operations Manager, Email: <a href="mailto:Connellys@worcesterma.gov">Connellys@worcesterma.gov</a> and Ariel Lim, Senior Housing Development Officer, Email: <a href="mailto:Lima@worcesterma.gov">Lima@worcesterma.gov</a> with any questions about this application.</p>	

**City of Worcester**  
**Executive Office of Economic Development**  
**HOME-ARP Investment Partnership Program**

**PLEASE PROVIDE THE FOLLOWING INFORMATION ON A SEPARATE ATTACHMENT:**

**1. Executive Summary** that provides a **detailed scope of work**. Identify the program goal(s); describe the specific services to be provided and how services will be delivered, including how your organization will meet the requirements for determining and re-determining client eligibility, verify rent reasonableness, conduct housing standard inspections, provide case management, connect clients to mainstream services and self-sufficiency services, disbursement process and timing, determining client's share of rent, tracking client services, and termination procedures for non-compliant participants.

**2. Agency Experience:** Please describe your experience working with housing services and the target population. Describe your experience administering Federal Funds. Include the type of program, dates that the program operated, as well as any performance indicators that would demonstrate a successful program. Describe your familiarity with HOME-ARP regulations and knowledge of HUD HOME-ARP programs.

**3. Staff Training/Experience:** Please provide a current organizational chart with names and titles of all staff members who will be working on TBRA. Attach the resumes and/or job descriptions of any staff or position that will be involved in the implementation of your program. Please discuss how you will ensure that staff is trained to make appropriate decisions and referrals and that they understand the methods of assisting households who are recovering from Homelessness.

**4. Financial Management:** Please submit a detailed budget demonstrating the ability to administer an effective program; while remaining within the established funding budget. Include any matching/leveraged funds that have/will be secured to support the program. Also include the source of funding for the self-sufficiency activities described in the Executive Summary. Please explain the process, policies, and timing procedures for disbursements to landlords/property owners. Indicate the number of clients anticipated to be served with the resources available including average per client costs.

**5. Outreach/Marketing Plan:** Please describe how your organization will conduct outreach to ensure eligible individuals are informed of the rental assistance program and encouraged to apply. Explain how individuals hardest to reach will be made aware and given the opportunity to apply for assistance, including individuals who are chronically Homeless, those with limited English-proficiency, those with visual or hearing impairment, illiterate, etc. Please also describe methods used to outreach to potential landlords and property owners to inform them of the program. Discuss how you will address any questions or concerns that property owners may have in participating in the program.

**6. Partners:** Please identify the organizations/programs that your agency is planning to partner with to implement your program. Include the name of agency, services they will provide, and an explanation of why services are needed and their capacity and experience in providing such services. If applicable, please provide copies of Memorandums of Understanding.

**7. Written Tenant Selection Policy/Waiting List:** If planning to administer TBRA funds describe how households will be selected to receive assistance (i.e. referrals from shelter outreach providers; criteria, if any, that individuals will have to meet). Include the anticipated average length of time it will take to secure housing for eligible individuals once they have been identified and apply. Please describe how you will develop and maintain a waiting list that is consistent with the City's TBRA Program Guidelines and ensures that applicants are selected for assistance in a fair and equitable manner.

**8. Data Collection/Performance Evaluation:** Please describe the process your organization will implement to meet the reporting requirements of this program including staff dedicated to this step, and policies and procedures to ensure timeliness and quality of data. Describe the methods you will implement to measure the outcomes of your program.

*Note:* Projects are reviewed on a case-by-case basis. Additional documentation may be requested. Applicants should take note to address the comparative criteria beginning on page 5 of the RFP in their narrative response.

## ATTACHMENT A: APPLICATION CHECKLIST

The following documents in compliance with City, State and Federal regulations must be submitted as part of your application package. Please use this checklist as a guide to complete your proposal. If you feel the item does not apply to your proposal, please indicate with “N/A” and provide additional justification within the comment section.

DESCRIPTION	YES	NO	N/A	COMMENTS
1. Application Completed & Signed including Budget Attachment A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Articles of Incorporation and Bylaws	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. State and Federal Tax Exemption Determination Letters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Federal Employment Identification Numbers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Unique Entity Identifier (UEI) and be registered in the System for Award Management (SAM)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. List of Board of Directors, Titles and Contact Information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Board of Director’s Designation of Authorized Official	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Most Recent Organization Chart	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Resume of Chief Fiscal Officer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10. Financial Statement and Most Recent Audit Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11. Matching Funds Commitments Documentation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12. List of Collaborative Partners and their role, including letters of support.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13. 504 Self Evaluation Plan (Americans with Disabilities Act) <i>Agencies with 15 Employees or More</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14. Employee Handbook	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15. Grievance Procedure/Policy (Clients)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16. Project Implementation Timeline & Additional Outcome Objectives	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17. Program Income Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18. Certificate of Authority <i>*To be submitted after funding is allocated &amp; attached to contract</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
19. Certificate of Insurance <i>*To be submitted after funding is allocated &amp; attached to contract</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
20. Tax Certification <i>*To be submitted after funding is allocated &amp; attached to contract</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
21. Anti-discrimination policy. Include hard copy.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**ATTACHMENT B: SAMPLE BUDGET PROPOSAL**

LINE ITEM	HOME-ARP FUNDS	MATCH RESOURCES (PLEASE SPECIFY SOURCE)	TOTAL PROJECT COSTS
<b>SUPPORTIVE SERVICES</b>			
<b>TOTAL SUPPORTIVE SERVICES COSTS</b>			
<b>ACQUISITION AND DEVELOPMENT OF NON-CONGREGATE SHELTERS</b>			
<b>TOTAL ACQUISITION AND DEVELOPMENT OF NON-CONGREGATE SHELTERS COSTS</b>			
<b>TENANT BASED RENTAL ASSISTANCE (TBRA)</b>			
<b>TOTAL TENANT BASED RENTAL ASSISTANCE (TBRA) COSTS</b>			
<b>NON-PROFIT OPERATING AND CAPACITY BUILDING (ONLY ELIGIBLE IN CONJUNCTION WITH ONE OR MORE OF THE PROGRAMS ABOVE).</b>			
<b>NON-PROFIT OPERATING AND CAPACITY BUILDING COSTS</b>			

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**BUDGET NARRATIVE:** USE THIS BOX TO EXPLAIN ANY BUDGETED COSTS THAT REQUIRE ADDITIONAL CLARIFICATION

**ATTACHMENT C FY 2024 FAIR MARKET RENT DOCUMENTATION SYSTEM**

<https://www.hudexchange.info/programs/HOME-ARP/HOME-ARP-rent-limits/>

U.S. DEPARTMENT OF HUD

STATE: MASSACHUSETTS ----- 2024 HOME-ARP PROGRAM RENTS -----

EFFECTIVE DATE: JUNE 1, 2024

<b>PROGRAM</b>	<b>EFFICIENCY</b>	<b>1 BR</b>	<b>2 BR</b>	<b>3 BR</b>	<b>4 BR</b>	<b>5 BR</b>	<b>6 BR</b>
<b>Worcester, MA HUD Metro FMR Area</b>							
<b>LOW HOME-ARP RENT</b>	1125	1205	1447	1673	1866	2059	2252
<b>HIGH HOME-ARP RENT</b>	1282	1292	1661	2008	2212	2544	2822
<b>For Information Only:</b>							
<b>FAIR MARKET RENT</b>	1282	1292	1661	2008	2212	2544	2876
<b>50% RENT LIMIT</b>	1125	1205	1447	1673	1866	2059	2252
<b>65% RENT LIMIT</b>	1445	1549	1861	2141	2369	2596	2822

SRO HOME-ARP Rent limit is based on 75 percent of the zero-bedroom fair market rent.

# ATTACHMENT D FY 2024 UTILITIES ALLOWANCES

Utility Allowance Schedule  
See Public Reporting and Instructions on back.

U.S Department of Housing and  
Urban Development  
Office of Public and Indian Housing

OMB Approval No. 2577-0169

EFFECTIVE: 8/1/24

The following allowances are used to determine the total cost of tenant-furnished utilities and appliances.

Locality / PHA <b>Worcester, Massachusetts</b>		Unit Type <b>Low Rise [ 3 or 4 Units ]</b>					Date (mm/dd/yyyy) <b>04/23/2024</b>	
Utility or Service	Fuel Type	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR	
Heating	Natural Gas	49	65	90	109	155	164	
	Bottled Gas	115	155	212	259	316	367	
	Electric	99	133	182	222	271	315	
	Electric - Heat Pump	64	86	118	144	176	205	
	Fuel Oil	101	135	186	226	276	321	
	Other							
Cooking	Natural Gas	5	7	10	12	15	17	
	Bottled Gas	21	29	38	46	58	67	
	Electric	8	10	13	16	19	22	
	Other							
Other Electric		42	54	70	83	98	115	
Air Conditioning								
Water Heating	Natural Gas	30	41	53	65	83	95	
	Bottled Gas	40	56	71	87	111	127	
	Electric	40	52	69	83	99	116	
	Fuel Oil	34	48	62	76	96	110	
Water		6	12	24	36	49	61	
Sewer		11	23	45	68	90	113	
Trash Collection		6	9	13	16	21	28	
Natural Gas	Customer Charge	10	10	10	10	10	10	
Range/Microwave		4	4	4	4	4	4	
Refrigerator		4	4	4	5	5	5	
Actual Family Allowances - May be used by the family to compute allowance while searching for a unit.					Utility/Service/Appliance		Allowance	
Head of Household Name					Heating			
					Cooking			
					Other Electric			
					Air Conditioning			
Unit Address					Water Heating			
					Water			
					Sewer			
					Trash Collection			
					Other			
					Total			
Number of Bedrooms					Range/Microwave			
					Refrigerator			
					Total			

Previous versions are obsolete.

Form HUD-52667 (7/2019)

The following allowances are used to determine the total cost of tenant-furnished utilities and appliances.

Locality / PHA <b>Worcester, Massachusetts</b>		Unit Type <b>Duplex or Two Family</b>					Date (mm/dd/yyyy) <b>04/23/2024</b>	
Utility or Service	Fuel Type	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR	
Heating	Natural Gas	63	85	117	144	175	204	
	Bottled Gas	141	188	259	318	388	451	
	Electric	121	162	222	273	333	387	
	Electric - Heat Pump	78	105	144	177	216	252	
	Fuel Oil	123	165	226	327	399	465	
	Other							
Cooking	Natural Gas	5	7	10	12	15	17	
	Bottled Gas	21	29	38	46	58	67	
	Electric	8	10	13	16	19	22	
	Other							
Other Electric		42	54	70	83	98	115	
Air Conditioning								
Water Heating	Natural Gas	30	41	53	65	83	95	
	Bottled Gas	40	56	71	87	111	127	
	Electric	40	52	69	83	99	116	
	Fuel Oil	34	48	62	76	96	110	
Water		6	12	24	36	49	61	
Sewer		11	23	45	68	90	113	
Trash Collection		6	9	13	16	21	28	
Natural Gas	Customer Charge	10	10	10	10	10	10	
Range/Microwave		4	4	4	4	4	4	
Refrigerator		4	4	4	5	5	5	
Actual Family Allowances - May be used by the family to compute allowance while searching for a unit.					Utility/Service/Appliance	Allowance		
Head of Household Name					Heating			
					Cooking			
Unit Address					Other Electric			
					Air Conditioning			
					Water Heating			
Number of Bedrooms					Water			
					Sewer			
					Trash Collection			
					Other			
					Range/Microwave			
					Refrigerator			
					Total			

The following allowances are used to determine the total cost of tenant-furnished utilities and appliances.

Locality / PHA <b>Worcester, Massachusetts</b>		Unit Type <b>Row / Town House</b>					Date (mm/dd/yyyy) <b>04/23/2024</b>	
Utility or Service	Fuel Type	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR	
Heating	Natural Gas	54	72	99	122	149	173	
	Bottled Gas	119	160	220	270	330	383	
	Electric	102	137	189	232	283	329	
	Electric - Heat Pump	67	89	123	151	184	214	
	Fuel Oil	104	140	192	236	288	335	
	Other							
Cooking	Natural Gas	5	7	10	12	15	17	
	Bottled Gas	21	29	38	46	58	67	
	Electric	8	10	13	16	19	22	
	Other							
Other Electric		42	54	70	83	98	115	
Air Conditioning								
Water Heating	Natural Gas	30	41	53	65	83	95	
	Bottled Gas	40	56	71	87	111	127	
	Electric	40	52	69	83	99	116	
	Fuel Oil	34	48	62	76	96	110	
Water		6	12	24	36	49	61	
Sewer		11	23	45	68	90	113	
Trash Collection		6	9	13	16	21	28	
Natural Gas	Customer Charge	10	10	10	10	10	10	
Range/Microwave		4	4	4	4	4	4	
Refrigerator		4	4	4	5	5	5	
Actual Family Allowances - May be used by the family to compute allowance while searching for a unit.					Utility/Service/Appliance	Allowance		
Head of Household Name					Heating			
					Cooking			
					Other Electric			
					Air Conditioning			
Unit Address					Water Heating			
					Water			
					Sewer			
					Trash Collection			
					Other			
Number of Bedrooms					Range/Microwave			
					Refrigerator			
					Total			

Previous versions are obsolete.

Form HUD-52667 (7/2019)

The following allowances are used to determine the total cost of tenant-furnished utilities and appliances.

Locality / PHA <b>Worcester, Massachusetts</b>		Unit Type <b>Single Family [ Detached ]</b>					Date (mm/dd/yyyy) <b>04/23/2024</b>	
Utility or Service	Fuel Type	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR	
Heating	Natural Gas	75	100	138	169	206	240	
	Bottled Gas	165	221	305	374	458	531	
	Electric	142	190	261	321	392	456	
	Electric - Heat Pump	92	123	170	209	255	297	
	Fuel Oil	145	193	266	327	399	465	
	Other							
Cooking	Natural Gas	5	7	10	12	15	17	
	Bottled Gas	21	29	38	46	58	67	
	Electric	8	10	13	16	19	22	
	Other							
Other Electric		42	54	70	83	98	115	
Air Conditioning								
Water Heating	Natural Gas	30	41	53	65	83	95	
	Bottled Gas	40	56	71	87	111	127	
	Electric	40	52	69	83	99	116	
	Fuel Oil	34	48	62	76	96	110	
Water		6	12	24	36	49	61	
Sewer		11	23	45	68	90	113	
Trash Collection		6	9	13	16	21	28	
Natural Gas	Customer Charge	10	10	10	10	10	10	
Range/Microwave		4	4	4	4	4	4	
Refrigerator		4	4	4	5	5	5	
Actual Family Allowances - May be used by the family to compute allowance while searching for a unit.					Utility/Service/Appliance	Allowance		
Head of Household Name					Heating			
					Cooking			
					Other Electric			
					Air Conditioning			
Unit Address					Water Heating			
					Water			
					Sewer			
					Trash Collection			
					Other			
					Number of Bedrooms			
					Range/Microwave			
					Refrigerator			
					Total			

Previous versions are obsolete.

Form HUD-52667 (7/2019)

The following allowances are used to determine the total cost of tenant-furnished utilities and appliances.

Locality / PHA <b>Worcester, Massachusetts</b>		Unit Type <b>High Rise [ 5 or More Units ]</b>					Date (mm/dd/yyyy) <b>05/17/2021</b>	
Utility or Service	Fuel Type	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR	
<b>Heating</b>	Natural Gas	22	30	41	49	70	74	
	Bottled Gas	56	75	103	125	153	177	
	Electric	57	76	104	127	156	181	
	Electric - Heat Pump	37	50	68	83	101	117	
	Fuel Oil	60	81	111	136	166	192	
	Other							
<b>Cooking</b>	Natural Gas	3	4	5	6	7	8	
	Bottled Gas	15	21	27	33	43	49	
	Electric	5	7	9	10	12	15	
	Other							
<b>Other Electric</b>		30	38	49	58	67	79	
<b>Air Conditioning</b>								
<b>Water Heating</b>	Natural Gas	7	9	12	15	18	21	
	Bottled Gas	30	41	53	65	83	95	
	Electric	27	35	47	56	67	78	
	Fuel Oil	24	34	44	53	68	78	
<b>Water</b>		6	12	24	35	47	59	
<b>Sewer</b>		10	21	42	63	84	105	
<b>Trash Collection</b>		5	8	11	14	18	24	
<b>Natural Gas</b>	<b>Customer Charge</b>	10	10	10	10	10	10	
<b>Range/Microwave</b>		2	2	2	3	3	3	
<b>Refrigerator</b>		3	3	3	3	4	4	
Actual Family Allowances - May be used by the family to compute allowance while searching for a unit.					Utility/Service/Appliance		Allowance	
					Heating			
Head of Household Name					Cooking			
					Other Electric			
					Air Conditioning			
Unit Address					Water Heating			
					Water			
					Sewer			
					Trash Collection			
					Other			
Number of Bedrooms					Range/Microwave			
					Refrigerator			
					Total			

Previous versions are obsolete.

Form HUD-52667 (7/2019)

## ATTACHMENT E FY 2024 HOME-ARP INCOME LIMITS

U.S. DEPARTMENT OF HUD

STATE: MASSACHUSETTS ----- 2024 ADJUSTED HOME-ARP INCOME LIMITS -----

EFFECTIVE DATE: JUNE 1, 2024

PROGRAM	1 PERSON	2 PERSON	3 PERSON	4 PERSON	5 PERSON	6 PERSON	7 PERSON	8 PERSON
Worcester, MA HUD Metro FMR Area								
30% LIMITS	27,050	30,900	34,750	38,600	41,700	44,800	47,900	51,000
VERY LOW INCOME	45,000	51,450	57,900	64,350	69,500	74,650	79,800	84,950
60% LIMITS	54,000	61,740	69,480	77,220	83,400	89,580	95,760	101,940
LOW INCOME	68,500	78,250	88,050	97,800	105,650	113,450	121,300	129,100

ATTACHMENT F  
CITY OF WORCESTER HOME-ARP TBRA PROGRAM GUIDELINES

**Tenant Based Rental Assistance Program**

Tenant Based Rental Assistance (TBRA) is form of direct rent assistance in which the recipient tenant may move from a dwelling unit with a right of continued assistance.

**Policies and Procedures**

**OVERVIEW**

**Definition:** Tenant Based Rental Assistance (TBRA) is a rental subsidy used to help individual households afford housing costs. Clients choose their housing and the subsidy stays with the client (not the unit) if they move. This assistance is provided to households who are under 50% AMI.

**Portability:** Tenant must be able to choose unit in which to live. Rental costs must not be above fair market rent and meet the Rent Reasonableness Test.

**Contract funding:** The agency contract with the City of Worcester is limited to 24 months.

**Payment Standards:**

- Apartments rented cannot exceed the maximum fair market rent as established annually by HUD.
- Maximum Rental Assistance: Difference between rent and 30% of Adjusted Gross income (certificate method).
- Minimum Tenant Payment: 30% of Income (or \$25/month in the case of no income)
- TBRA funds cannot be used for the following:
  - Assistance to resident owners of cooperative housing that qualifies as HOME-ARP ownership housing;
  - Displacement or relocation assistance to tenants as a result of activities other than the HOME-ARP program;
  - Overnight or temporary shelter; or
  - In conjunction with another rental assistance program.

**Location:** Rental property may be located anywhere in Worcester County.

**Record Retention:** All records must be retained for five years after final rental assistance is provided.

**MARKETING**

Agencies must establish how potential applicants will be notified and selected for the TBRA program. Description should include:

- Local preferences (i.e. Homeless, participants in self-sufficiency programs)

- Where applications are available and how they are submitted
- Agency steps to reach applicants who are least likely to apply
- Outreach to property owners

## **FAIR HOUSING**

The following information should be included in marketing and agreements with the landlords/owners.

**Non-Discrimination:** The Agency or landlord shall not, in the provision of services or in any other manner, discriminate against any person on the grounds of age, race, color, creed, religion, sex, sexual orientation, gender identity, handicap, national origin, or familial status.

## **TENANT SELECTION**

All applicants must be screened and selected through a fair, written and public process.

**Applications:** Agencies must use a written application to determine eligibility. Application will include income information, household information, program rules & policies, complaint & grievance procedures, rent standards, rent calculation form, income limits and adjustments.

[Sample TBRA Application](#)

**Residency Eligibility:** Tenants must be residents of Worcester County, working in Worcester County, or have a bona fide job offer in Worcester County. Documentation may include driver's license, utility bills, and copies of benefit or banks statements.

**Eligibility:** Agencies shall review income and program eligibility prior to admission and recertify every 90 days.

**Waiting list:** Agencies are permitted to maintain a written waiting list. If using this option, agency must describe how people are selected from list to participate. In addition to maintaining a HOME-ARP TBRA waiting list, per 24 CFR 92.209(1), agency must indicate whether or not participant is on the Section 8 waiting list (so that they may ensure households maintains its place on the list).

**Notification:** Prospective tenants must be notified in writing regarding the outcome of their application. Requirement extends to all unsuccessful applicants as well as selected tenants.

## **INCOME ELIGIBILITY AND SUBSIDY AMOUNTS**

A three step process is used to arrive at the maximum subsidy amount, per 24 CFR 92.203(b) For assistance with calculating income inclusions and exclusions, see [One CPD Income Calculator](#)

- Income Determination
- Calculating Adjusted Income
- Total Tenant Payment Calculation

**Income Determination Process:** Agencies will use the Annual Income as Defined in 24 CFR Part 5, to determine TBRA income eligibility. This is also referred to as Part 5 Annual Income; and was based on the Section 8 model. The income definition is defined as the gross amount of income of all adult household members that is anticipated to be received during the coming 12-month period.

Program participants will provide proof of income (such as wages or governmental benefits GAU, ADATSA, SSI, SSDI) at enrollment and each time household income changes. A copy of the proof of income or self-declaration of no income is stored in the program participant file.

**Calculating Adjusted Income:** After gross income is determined, calculation for the "adjusted income" as defined in 24 CFR 5.611 is used to determine total tenant payment (TTP), which is a measure of a household's ability to pay housing costs.

**Total Tenant Payment Calculation:** The TTP is the final calculation used to determine the Agency's subsidy and tenant's share of rent under a HOME-ARP-funded TBRA program. Resident rents are calculated by using annual incomes and applying standard allowances for dependents, childcare, disabilities and medical expenses and based upon established HUD guidelines, Notice CPD-96-03.

If all utilities are included in the rent, the tenant's entire share of housing costs goes directly to the landlord. If utilities are paid separately, the Agency must make utility reimbursements to the household whenever the household's share of housing costs is insufficient to cover expected utility costs.

Agencies must use the utility allowance established by the Housing Authority of the City of Worcester. Recent versions are available at <http://worcester-housing.com/>.

**Maximum Income:** Family income must not be above 50% adjusted median income (AMI) on admission and recertification. Income limits are established by household size and revised annually by the Department of Housing and Urban Development.

See [HUD Income Limits](#)

## **UNIT SELECTION/APPROVAL**

**Unit Inspections:** Prior to completing the lease or making any payments, a unit must be inspected to meet the housing quality standards (HUD-52580A). The Agency has the option of performing an HQS; Agencies cannot complete the inspections if they own the units.

Units must meet housing quality standards (HQS) before tenancy and at least annually. Complete records of certification, inspections, and follow-up actions must be kept in the client's files. Housing safety standards:

[HUD HQS Checklist](#)

Units built before 1978 must pass the lead based paint inspection.

See Attached Form, Lead-Based Paint Visual Inspection [Report](#).

**Occupancy Standards:** HUD has established occupancy standards that comply with the HQS requirements and how the number of bedrooms needed by the household will impact the unit size and subsidy. The following basic standards can be modified to take into consideration specific household composition and circumstances (i.e., pending child custody cases, chronic illnesses, family member who is absent most of the time, etc.). Occupancy standards are used to provide consistent criteria for determining the unit size for which the household is eligible and thus, the amount of assistance provided. Fair housing rules permit a household to select smaller units that do not create seriously overcrowded conditions.

- No more than two persons are required to occupy a bedroom;
- Persons of different generations (i.e., grandparents, parents, children), persons of the opposite sex (other than spouses/couples) and unrelated adults are not required to share a bedroom;
- Children of the same sex (regardless of age) and couples co-habiting (whether or not legally married) must share the same bedroom for purpose of assigning the bedroom size on housing coupon;
- A live-in care attendant who is not a member of the family is not required to share a bedroom with another household member.
- Individual medical problems (i.e., chronic illness) sometimes require either separate bedrooms for household members who would otherwise be required to share a bedroom or an extra bedroom to store medical equipment;
- In most instances, a bedroom is not provided for a family member who will be absent most of the time, such as a member who is away in the military.

**Ownership:** Units may be privately or publicly owned.

**Rent Reasonableness:** Rent for each unit must be determined to be reasonable when compared to unassisted units. This can be calculated by using the Rent Reasonableness Form. Tenants must complete this form prior to proposing any lease.

[HOME-ARP Rent Reasonableness Checklist and Certification](#)

**Rent Increases:** Any rent increased must be approved by the City of Worcester. Individuals will be asked to provide documentation from the landlord about rent adjustments. Adjustment of the subsidy may be recalculated providing rent amounts continue to maintain the Fair Market Rent standards for the area.

**Security Deposit Assistance:** If the agency is using HOME-ARP funds to provide security deposit assistance, the funds provided for a security deposit may not exceed the equivalent of two month's rent for the unit.

**Landlord-Tenant Law:** Tenants should receive a user-friendly copy of the Landlord-Tenant Law and be informed on how to use this law when problems arise. Copies of signed receipt of the landlord-Tenant Law should be included in the individual's file.

*For more regarding landlord-tenant law, see [State of MA AGO website](#)*

**Lead Based Paint:** Tenants will be notified of/about the potential presence and hazard of lead. All individuals receiving tenant-based rental subsidies will receive a copy of the Environmental Protection Agency brochure titled "Protect Your Family From Lead In Your HOME-ARP".

A signed receipt of the copy should be maintained in the individual's file.

EPA Disclosure Requirements for All Leased Housing Built Before 1978 the lessor shall provide the lessee with the EPA-approved lead hazard information pamphlet entitled Protect Your Family from Lead in Your HOME-ARP (EPA #747-K-94-001).

*See Attached Form; Lead Based Paint EPA Disclosure Form.*

- The lessor shall disclose to the lessee the presence of any known lead based paint and/or lead-based paint hazards, in any housing built before 1978 that is being leased. The lessor shall also disclose any additional information available such as the basis for the determination that lead-based paint and/or lead-based paint hazards exist, the location of the lead-based paint and/or lead-based paint hazards, and the condition of the painted surfaces.
- The lessor shall disclose to each lessee the existence of any available records or reports pertaining to lead-based paint and/or lead-based paint hazards. This requirement includes records or reports regarding common areas. This requirement also includes records or reports regarding other residential dwellings in multifamily housing built before 1978, provided that such information is part of an evaluation or reduction of lead-based paint and/or lead-based paint hazards in the housing built before 1978 as a whole.
- If any of the disclosure activities identified in this section occurs after the lessee has provided an offer to lease the housing, the lessor shall complete the required disclosure activities prior to accepting the lessee's offer and allow lessee an opportunity to review the information and possibly amend the offer.

## **LEASE ADDENDUM**

**Terms:** At least one year unless the tenant and agency agree otherwise.

**Un-allowable terms in lease:** The lease between the owner and the tenant may not contain the following:

- (1) *Agreement to be sued.* Agreement by the tenant to be sued, to admit guilt or to a judgment in favor of the owner in a lawsuit brought in connection with the lease;
- (2) *Treatment of property.* Agreement by the tenant that the owner may take, hold, or sell personal property of household members without notice to the tenant and a court decision on the rights of the parties. This prohibition, however, does not apply to an agreement by the tenant concerning disposition of personal property remaining in the housing unit after the tenant has moved out of the unit. The owner may dispose of this personal property in accordance with State law;
- (3) *Excusing owner from responsibility.* Agreement by the tenant not to hold the owner or the owner's agents legally responsible for any action or failure to act, whether intentional or negligent;
- (4) *Waiver of notice.* Agreement of the tenant that the owner may institute a lawsuit without notice to the tenant;
- (5) *Waiver of legal proceedings.* Agreement by the tenant that the owner may evict the tenant or household members without instituting a civil court proceeding in which the tenant has the opportunity to present a defense, or before a court decision on the rights of the parties;
- (6) *Waiver of a jury trial.* Agreement by the tenant to waive any right to a trial by jury;
- (7) *Waiver of right to appeal court decision.* Agreement by the tenant to waive the tenant's right to appeal, or to otherwise challenge in court, a court decision in connection with the lease;
- (8) *Tenant chargeable with cost of legal actions regardless of outcome.* Agreement by the tenant to pay attorney's fees or other legal costs even if the tenant wins in a court proceeding by the owner against the tenant. The tenant, however, may be obligated to pay costs if the tenant loses; and
- (9) *Mandatory supportive services.* Agreement by the tenant (other than a tenant in transitional housing) to accept supportive services that are offered.

**Violence Against Women Act (VAWA):** The lease addendum must contain the following provisions:

- The Landlord may not consider incidents of domestic violence, dating violence or stalking as serious or repeated violations of the lease or other “good cause” for termination of assistance, tenancy or occupancy rights of the victim of abuse.
- The Landlord may not consider criminal activity directly relating to abuse, engaged in by a member of a tenant’s household or any guest or other person under the tenant’s control, cause for termination of assistance, tenancy, or occupancy rights if the tenant or an immediate member of the tenant’s family is the victim or threatened victim of that abuse.
- The Landlord may request in writing that the victim, or a family member on the victim’s behalf, certify that the individual is a victim of abuse and that the Certification of Domestic Violence, Dating Violence or Stalking, Form HUD-91066, or other documentation as noted on the certification form, be completed and submitted within 14 business days, or an agreed upon extension date, to receive protection under the VAWA. Failure to provide the certification or other supporting documentation within the specified timeframe may result in eviction.

[HOME-ARP Lease Addendum](#)

**AGREEMENT WITH PROPERTY OWNER/LANDLORD**

The Agency should have an agreement with the property owner/landlord providing information regarding terms, amounts, security deposit fair housing and termination. Written agreement with landlord should enumerate responsibilities of each party with respect to the HOME-ARP TBRA. [HOME-ARP Rental Assistance Contract](#)

## **TERMINATION**

Agency must notify tenant in writing when terminating tenant assistance. Agency must follow landlord tenant rules of the Commonwealth of Massachusetts.

**End of Assistance Time Period:** Provide notice in writing to tenant and landlord.

**Property Owner Termination:** If a property owner terminates the tenancy through no fault of the tenant, and the tenant is still eligible for assistance, the Agency will work to find another unit.

**Tenant Caused Eviction:** If tenant is evicted due to breaking the lease or participating in illegal activities, the agency is under no obligation to continue to provide rental assistance.

**Tenant Moves:** Tenant moves are accommodated only on rare instances such as family size or job change.

## **UTILITIES**

**Utility Deposits:** Funding associated with the TBRA program cannot be used for utility deposits.

**Utility Costs:** Utilities costs are included in the fair market rental calculation. Agencies must use the utility allowance established by the Housing Authority of the City of Worcester. Recent versions are available on the City of Worcester website.

The rents must be reduced for tenant paid utilities.

## **BENEFICIARY DATA / RECORDS**

Each agency will track TBRA tenants, rents and occupancy data and submit to the City of Worcester with each invoice. The agency may use the [TBRA Set up Form](#) to fulfill this requirement.

Each agency will maintain a Microsoft Excel reporting checklist format provided by City of Worcester that includes:

- Individual's name
- Individual's date of birth
- Receiving case management
- Financial eligibility
- Rent below FMR
- HQS Inspection completion date
- Lead based paint inspection
- Lease in file

- Amount of subsidy
- Rental start date

## **REQUIRED DOCUMENTATION**

Note: all forms must have signatures. Agencies receiving HOME-ARP funding are required to maintain adequate documentation of the eligibility of persons served using the HUD, Community Planning and Development, Office of Affordable Housing Programs, [Tenant-Based Rental Assistance Guidelines](#) Records will be retained for five years after final rental assistance is provided.

- Application
- Income verification and subsidy calculations
- Notice of eligibility or ineligibility to prospective applicants
- Rent Reasonableness
- HQS Inspection Checklist
- Tenant, Rents and Low-Income Occupancy Data
- Lead Based Paint Inspection Report – (Units built before 1978)
- Lease and addendums
- Agreement with owner/landlord
- Case management records
- Notice of end of rental assistance to both tenant and landlord/property owner

## HOME-ARP Program Fact Sheet: Tenant-Based Rental Assistance

### Overview:

HOME-ARP funds may be used to provide tenant-based rental assistance (“HOME-ARP TBRA”) to individuals and families that meet one of the Qualifying Populations defined in the *CPD Notice: Requirements for the Use of Funds in the HOME-American Rescue Plan Program* (“the Notice”). A PJ may assist a qualifying household by providing payments towards housing and housing-related costs, such as rent, security deposits, utility deposits, and utility costs. Because HOME-ARP TBRA is attached to the qualifying household and not a particular rental unit, the household may choose to move to another unit with continued assistance as long as the new unit meets the applicable property standards. HOME-ARP TBRA may be provided in coordination with a non-profit HOME-ARP sponsor that facilitates a qualifying household’s use of HOME-ARP TBRA. The HOME-ARP sponsor may make rental subsidy payments and a security deposit payment on behalf of a qualifying household or may sublease a unit to the qualifying household.

### Eligible Costs:

- *Eligible Costs:* HOME-ARP funds may be used to provide rental assistance, security deposit assistance, utility deposits, and utility payments to qualifying households. HOME-ARP may pay up to 100% of these costs for a qualifying household.

### Project Requirements:

- *Portability of Assistance:* A PJ may require the HOME-ARP TBRA assisted household to use the assistance within the PJ's boundaries or may permit the household to use the assistance outside its boundaries as outlined at [24 CFR 92.209\(d\)](#).
- *Term of Rental Assistance Contract:* The PJ must determine the maximum term of HOME- ARP TBRA assistance contracts and whether contracts will be renewable.
- *Maximum Subsidy:* The PJ must establish policies for the allowable maximum subsidy, which may differ from the maximum subsidy requirements at [24 CFR 92.209\(h\)](#). PJs may provide up to 100 percent subsidy for rent, security deposit payments, and utility bills. The PJ must also establish policies for determining any household contribution to rent.
- *Rent Reasonableness:* The PJ must determine whether the rent is reasonable in comparison to rent for other comparable unassisted units and must disapprove a lease if the rent is not reasonable.
- *Housing Quality Standards:* Housing must comply with all housing quality standards required at [24 CFR 982.401](#) (or successor inspection standards issued by HUD) unless the

tenant is residing in a HOME or HOME-ARP unit, in which case the PJ may defer to initial and ongoing inspection standards for the housing.

- Use of a HOME-ARP Sponsor: A HOME-ARP sponsor – a nonprofit organization that provides housing or supportive services to qualifying households – may facilitate the leasing of a HOME-ARP rental unit or the use and maintenance of HOME-ARP TBRA. A sponsor may make rental subsidy payments and a security deposit payment on behalf of a qualifying household.

### ***PJ Management and Oversight:***

- Rental Assistance Contract: HOME-ARP TBRA must be provided through a rental assistance contract with the PJ and (1) an owner that leases a unit to a qualifying household; (2) the qualifying household, (3) a HOME-ARP sponsor or (4) an owner and the qualifying household in a tri-party contract.
- Lease and Sublease: PJs must require and verify that there is an executed lease between the qualifying household and the owner of the rental unit or a between an owner and a HOME-ARP sponsor with a sublease between the qualifying households and the HOME-ARP sponsor that complies with tenant protection requirements in accordance with [24 CFR 92.253\(a\)](#). PJs may permit a HOME-ARP sponsor to execute a lease with an owner for an individual unit or a master lease for more than one unit restricted for occupancy by HOME-ARP TBRA households.
- Written Agreement with HOME-ARP Sponsor: The PJ must enter into a written agreement with the HOME-ARP sponsor if the HOME-ARP TBRA rental assistance contract is not with the HOME-ARP sponsor and the HOME-ARP sponsor will be receiving the HOME-ARP TBRA subsidy directly from the PJ.

## HOME-ARP Program Fact Sheet: Supportive Services

### *Overview:*

A PJ may use HOME-ARP funds to provide a broad range of supportive services to individuals and families that meet one of the qualifying populations as defined in *CPD Notice: Requirements for the Use of Funds in the HOME-American Rescue Plan Program* (“the Notice”). Supportive services may be provided to individuals and families who are not already receiving the services outlined in the Notice through another program. PJs may establish a separate supportive services activity or activities or may combine supportive services with other HOME- ARP activities.

### *Eligible Services and Costs:*

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

- McKinney-Vento Supportive Services: McKinney-Vento Supportive Services under HOME- ARP are adapted from the services listed in section 401(29) of the McKinney-Vento Homeless Assistance Act (“**McKinney-Vento Supportive Services**”) ([42 U.S.C. 11360\(29\)](#)).
- Homelessness Prevention Services: HOME-ARP Homelessness Prevention Services are adapted from certain eligible homelessness prevention services under the Emergency Services Grant (ESG) regulations at [24 CFR Part 576](#).
- Housing Counseling Services: Housing counseling services under HOME-ARP are those consistent with the definition of housing counseling and housing counseling services defined at [24 CFR 5.100](#) and [5.111](#), respectively, except that homeowner assistance and related services are not eligible HOME-ARP activities.

Eligible Costs of Supportive Services for Qualifying Individuals and Families: HOME-ARP funds may be used to pay eligible costs associated with the HOME-ARP supportive services activity in accordance with the requirements of the Notice.

Eligible Costs Associated with McKinney-Vento and Homelessness Prevention Supportive Services:

- All qualifying households are eligible to receive supportive services under the HOME-ARP supportive services activity. Eligible costs associated with McKinney-Vento supportive services and homelessness prevention supportive services include:
  - Costs of child care;
  - Costs of improving knowledge and basic educational skills;

- Costs of establishing and/or operating employment assistance and job training programs
- Costs of providing meals or groceries
- Costs of assisting eligible program participants to locate, obtain and retain housing
- Costs of certain legal services
- Costs of teaching critical life management skills
- Financial assistance costs, including:
  - Rental application fees
  - Security deposits
  - Utility deposits
  - Payment of rental arrears

\*\*Please consult the Notice for a full list and description of eligible costs.

- The costs of homelessness prevention services are only eligible to the extent that the assistance is necessary to help program participants regain stability in their current permanent housing or move into other permanent housing to achieve stability in that housing.
- PJs must establish requirements documenting an eligible cost as McKinney-Vento supportive services to an individual or family in a qualifying population, homelessness prevention services, or Housing Counseling.

Eligible Costs Associated with Housing Counseling: Costs associated with housing counseling services as defined at [24 CFR 5.100](#) and [5.111](#) are eligible. Costs may only be paid under HOME-ARP if housing counseling services are provided by HUD-certified housing counselors and organizations.

- Eligible costs include:
  - Staff salaries and overhead costs of HUD-certified housing counseling agencies related to directly providing eligible housing counseling services to HOME- program participants
  - Development of a housing counseling workplan
  - Marketing and outreach
  - Intake
  - Financial and housing affordability analysis
  - Action plans that outline what the housing counseling agency and the client will do to meet the client's housing goals and that address the client's housing problem(s)
  - Follow-up communication with program participants
- Costs for the provision of services to existing homeowners related to homeownership and mortgages to existing homeowners are not eligible under HOME-ARP.
- If a program participant is a candidate for homeownership, costs associated with pre-purchase homebuying counseling, education and outreach are eligible under HOME-ARP.

**Oversight and Management:** A PJ is responsible for the day-to-day management and oversight of its HOME-ARP program including but not limited to the following:

- Oversight of Eligible Costs: All supportive service costs paid for by HOME-ARP must comply with the requirements of the Notice and Uniform Administrative Requirements at [2 CFR part 200](#), subpart E, Cost Principles that require costs be necessary and reasonable.
- No Duplication of Services: PJs are responsible for establishing requirements that allow a program participant to receive only the HOME-ARP services needed so there is no duplication of services or assistance in the use of HOME-ARP funds for supportive services.
- Termination of Assistance: The PJ may terminate assistance to a program participant who violates program requirements or conditions of occupancy.

## HOME-ARP Program Fact Sheet: Non-Congregate Shelter

### *Overview:*

HOME-ARP funds may be used to acquire and develop non-congregate shelter (HOME-ARP NCS) for individuals and families that meet one of the Qualifying Populations defined in the CPD Notice: *Requirements for the Use of Funds in the HOME-American Rescue Plan Program* (“the Notice”). NCS provides private units or rooms as temporary shelter to individuals and families and do not require occupants to sign a lease or occupancy agreement. This activity may include the construction of new structures or the acquisition and/or rehabilitation of existing structures (such as motels, nursing homes, or other facilities) to be for use as HOME-ARP NCS. The Notice establishes requirements applicable to HOME-ARP NCS.

### *Eligible Activities and Costs:*

- Eligible Activities: HOME-ARP funds may be used to acquire, rehabilitate, or construct NCS units to serve individuals and families Qualifying Populations.
- Eligible Costs: HOME-ARP funds may be used for:
  - Acquisition Costs: Costs to acquire improved or unimproved real property for use as or development of HOME-ARP NCS.
  - Demolition Costs: Costs to demolish existing structures for the purpose of developing HOME-ARP NCS.
  - Development Hard Costs: Costs to rehabilitate or construct HOME-ARP NCS units to meet the HOME-ARP minimum habitability standards. Costs to make improvements to the project site, including installation of utilities or utility connections, laundry facilities, community facilities, on-site management, or supportive service offices.
  - Related Soft Costs: Reasonable and necessary costs incurred by the PJ, subrecipient, or project owner associated with financing, acquisition, and development of HOME-ARP NCS projects.
  - Replacement Reserve: Costs to capitalize a replacement reserve to cover reasonable and necessary costs of replacing major systems and their components.
- Ineligible Costs: HOME-ARP funds may not be used to pay ongoing costs of operating HOME-ARP NCS or to convert NCS to housing.

### *Admission and Occupancy:*

- HOME-ARP NCS units may only be occupied by individuals or families that meet the criteria for one or more of the Qualifying Populations.
- Program participants may not be charged occupancy fees or other charges to occupy a HOME-ARP NCS unit unless the PJ determines such fees and charges are customary and reasonable and the charges comply with [24 CFR 578.77\(b\)](#).
- PJs are encouraged to incorporate HOME-ARP NCS units into the CE established by the

CoC(s) for the area the NCS is funded to serve, if the CE complies with the requirements established in the HOME-ARP Notice.

- HOME-ARP supportive services may also be provided, if needed, to Qualifying Populations served by the NCS.

### *Project Requirements:*

- Property and Habitability Standards: At project completion, HOME-ARP NCS units and common areas must meet all applicable State and local codes, ordinances, and requirements and HUD’s Lead Safe Housing Rules at [24 CFR Part 35](#). Project classification as acquisition only, rehabilitation, or new construction is determined by the PJ’s local code requirements based on specific work to be performed. Projects must meet HOME-ARP NCS ongoing property standards throughout the restricted use period.
- Restricted Use Period: HOME-ARP NCS projects must comply with HOME-ARP requirements during the restricted use period established in the HOME-ARP Notice.

New Construction:	15 years
Rehabilitation:	10 years
Acquisition Only:	10 years

- Use as NCS: The NCS may remain as HOME-ARP NCS for the restricted use period or may be used as NCS under the Emergency Shelter Grant (ESG) program.
- Conversion to Housing: ARP permits HOME-ARP NCS units to be converted into permanent housing under the Continuum of Care (CoC) program or permanent affordable housing during the restricted use period in accordance with requirements established in the Notice. No HOME-ARP funds may be used for conversion.
  - Minimum Use Period: All HOME-ARP NCS projects must be operated as NCS for a minimum period of time prior to conversion. The minimum use period prior to conversion varies based on the original HOME-ARP NCS eligible activity undertaken and the amount of funds invested in the project.
  - Permanent Affordable Housing: During the restricted use period, but only after the HOME-ARP NCS minimum use period, a PJ may provide written approval to convert the project from HOME-ARP NCS to permanent affordable housing (e.g., affordable multifamily rental housing, transitional housing) in accordance with the requirements prescribed in the PJ’s written agreement with the HOME-ARP NCS owner.
  - CoC Permanent Housing: During the restricted use period, but only after the HOME-ARP NCS minimum use period has been met, a PJ may permit conversion of a HOME-ARP NCS project to permanent housing under [24 CFR 578.43](#) (acquisition) and/or [24 CFR 578.45](#) (rehabilitation) of the CoC program regulations. Conversions must comply with any conversion requirements established in the PJ’s written agreement with the HOME-ARP NCS owner. If conversion is planned, the HOME-ARP NCS use restrictions must remain in place until the project is approved for CoC funding and the required CoC restrictions are imposed on the property.

### *PJ Management and Oversight:*

- Project Development Due Diligence: Before awarding HOME-ARP funds to a HOME-ARP NCS project, PJs must determine that acquisition and/or development is financially feasible. The PJ is responsible for maintaining continued operation of the NCS and must consider whether the HOME-ARP NCS project has secured or has a high likelihood of securing operating funding, because operating costs cannot be paid with HOME-ARP.

PJs must assess HOME-ARP NCS projects, including a review of information from the owner and/or developer that demonstrates the project's financial feasibility throughout the restricted use period.

Before committing funds, PJs should also determine whether the owner intends to continue operating the project as HOME-ARP NCS or emergency shelter NCS under ESG for the restricted use period or plans to convert the HOME-ARP NCS to housing after the minimum use period has been met. In such instances, the PJ should consider the physical design needs of an eventual conversion in its evaluation of the HOME-ARP NCS project.

# HOME-ARP Program Fact Sheet: Nonprofit Operating and Capacity Building Assistance

## *Overview:*

A PJ may use up to 5 percent of its HOME-ARP allocation to pay operating expenses of CHDOs and other nonprofit organizations that will carry out activities with HOME-ARP funds. A PJ may also use up to an additional 5 percent of its allocation to pay eligible costs related to developing the capacity of eligible nonprofit organizations to successfully carry out HOME-ARP eligible activities. PJs may award operating expense assistance or capacity building assistance to a nonprofit organization if it reasonably expects to provide HOME-ARP funds to the organization for any of the eligible HOME-ARP activities within 24 months of the award.

## *Eligible Costs:*

- *Operating Expense Assistance:* HOME-ARP funds may be used to provide operating expense assistance to CHDOs and other nonprofit organizations. Operating expense assistance is defined as reasonable and necessary costs of operating the nonprofit organization. Eligible costs include:
  - Employee salaries, wages and other employee compensation and benefits
  - Employee education, training and travel
  - Rent
  - Utilities
  - Communication costs
  - Taxes
  - Insurance
  - Equipment, materials, and supplies.

HOME-ARP funds used for operating expenses must be used for the “**general operating costs**” of the nonprofit organization. These operating costs must **not** have a particular final cost objective, such as a project or activity, or must **not** be directly assignable to a HOME- ARP activity or project.

- *For example:* HOME-ARP funds for operating expenses may not be used for staffing costs to provide supportive services or develop HOME-ARP-rental housing (as operating costs to develop HOME-ARP rental housing are paid for by a developer fee which is a project delivery or soft cost).
- *Capacity Building Assistance:* HOME-ARP funds may be used to provide capacity building assistance to CHDOs and other nonprofit organizations. Capacity building expenses are defined as reasonable and necessary general operating costs that will result in expansion or improvement of an organization’s ability to successfully carry out for eligible HOME-ARP activities. Eligible costs include:
  - Salaries for new hires including wages and other employee compensation and benefits;

- Employee training or other staff development that enhances an employee's skill set and expertise;
- Equipment (e.g. computer software or programs that improve organizational processes), upgrades to materials, and supplies; and
- Contracts for technical assistance or for consultants with expertise related to the HOME-ARP qualifying populations.

### ***Limitations on Assistance:***

- In any fiscal year, operating assistance provided to a nonprofit organization may not exceed the greater of 50 percent of the general operating expenses of the organization for that fiscal year, as described above, or \$50,000.
- In any fiscal year, capacity building assistance provided to a nonprofit organization may not exceed the greater of 50 percent of the general operating expenses of the organization, as described above, or \$50,000.
- If an organization receives both operating assistance and capacity building assistance in any fiscal year, the aggregate total amount of assistance it may receive is the greater 50 percent of the organization's total operating expenses for that fiscal year or \$75,000.

### ***PJ Management and Oversight:***

- Written Agreement: A PJ must enter into a written agreement with the CHDO or non-profit describing the amounts and uses of HOME-ARP funds for operating expenses or capacity building. A PJ commits operating expense assistance or capacity building assistance when it enters into a legally binding agreement with the nonprofit organization to provide the assistance.
- IDIS: HUD has established separate fund types in IDIS for operating expense assistance and capacity building assistance to facilitate accurate tracking and ensure that PJs do not exceed the limits