

Department of Workforce Services

## **Request for Grant Applications (RFGA)**

# **HOME-American Rescue Plan (ARP) Affordable Housing Development**

Solicitation # 23-DWS-S014

**LETTER OF INTENT DUE: 12/30/2022**

**APPLICATION DUE: 01/08/2023**

## Table of Contents

Introduction and Objective	3
Grant Information	4-7
Application Process	8-9
Submission Checklists	10

### Attachments

Attachment A – Grant Terms and Conditions	11-21
Attachment B - Scope of Work	22-25
Attachment C - Evaluation Score Sheet	26-29

### Appendix

Appendix A - Grant Application Cover Sheet and Program Information	30-31
Appendix B - Grant Application Narrative	32-38
Appendix C - FFATA Certification by Subrecipient	39
Appendix D - Budget	40-43

# INTRODUCTION AND OBJECTIVE/PURPOSE

## OVERVIEW

On September 13th, 2021, the United States Department of Housing and Urban Development (HUD) released a notice outlining a specialized version of the existing HOME housing development program. This new allocation, named HOME-ARP, dedicated federal funding to States and other participating jurisdictions to perform four activities that are required to primarily benefit qualifying individuals and families who are homeless, at risk of homelessness, or in other vulnerable populations. The State of Utah received funding to award agencies to perform allowable activities under the newly created HOME-ARP program. All projects utilizing any HOME-ARP funding must comply with HUD notice CPD-21-10 and with requirements outlined in the State of Utah HOME-ARP allocation plan. Funding will be administered by the Department of Workforce Services, Office of Homeless Services (DWS-OHS).

## GRANT DESCRIPTION

1. HOME-ARP funds may be used to acquire, construct, and rehabilitate rental housing for occupancy by individuals and families that meet one of the Qualifying Populations. Please see the HOME-ARP Rental Housing fact sheet for additional guidance on qualifying services (<https://www.hud.gov/sites/dfiles/CPD/documents/HOME-ARP-Rental-Fact-Sheet091321.pdf>).
2. Projects must provide supportive services to tenants in housing units whose construction was funded by this project and identified in the application for funds.
3. Projects receiving funding through this grant must maintain affordability for the length of time outlined in the project application and approval by the Utah Homelessness Council (UHC).
  - a. Failure to maintain supportive services or affordability may require repayment of grant funds, as determined by DWS-OHS.

## POPULATION SERVED

Individuals or families that are:

1. Homeless, as defined in section 103(a) of the McKinney-Vento Homeless Assistance Act, as amended (42 U.S.C. 11302(a)) (“McKinney-Vento”);
2. At risk of homelessness, as defined in section 401 of McKinney-Vento;
3. Fleeing, or attempting to flee domestic violence, dating violence, sexual assault, stalking, or human trafficking;

4. Part of other populations where providing supportive services or assistance would prevent a family's homelessness or would serve those with the greatest risk of housing instability; or
5. Veterans and families that include a veteran family member that meet one of the criteria in 1-4 above.

## **GRANT INFORMATION**

### **MINIMUM REQUIREMENTS**

1. Projects must be within the State of Utah. Only permanent housing projects are eligible for this funding.
2. Projects must serve qualifying populations.
3. Projects must comply with the HOME Investment Partnerships Program, outlined in 24 CFR Part 92 and HUD Notice CPD-21-10
4. Projects must comply with Attachment B - Scope of Work.

### **NON-PROFIT FUNDING**

If you are a non-profit entity or Community Housing Development Organization (CHDO) that would like to be considered for additional funding through the HOME-ARP non-profit capacity building and operating funding, please complete the Optional Non-Profit Application Narrative in addition to the Affordable Housing Development application. This funding will be in addition to any award you receive in response to the Affordable Housing application and will specifically be awarded based on the information provided in the application. Operating expense assistance is defined as reasonable and necessary costs of operating the non-profit organization.

### **EXPECTED MEASUREMENTS AND OUTCOMES**

1. GRANTEE will submit reporting documentation described below to the assigned DWS-OHS staff via email according to the following schedule:
  - a. First Quarter: Due October 15 for the time period of July 1 – September 30
  - b. Second Quarter: Due January 15 for the time period of October 1 – December 31
  - c. Third Quarter: Due April 15 for the time period of January 1 – March 31
  - d. Fourth Quarter: Due July 15 for the time period of April 1 – June 30

- e. Full Year: The full year's data will be pulled at the same time as the fourth quarter report and due July 15. In addition, a narrative report will be required after completion of the grant and at the end of each fiscal year.
2. GRANTEE will report:
  - a. Number of clients occupying HOME-ARP supported units that were formerly homeless.
  - b. AMI at entry for all clients assisted with HOME-ARP funded units.
  - c. Evictions from HOME-ARP assisted units performed during the fiscal year, including reason for eviction and destination of client, if known.
3. If GRANTEE is a participating agency in the Utah Homeless Management Information System (UHMIS) or if DWS-OHS staff determine that information should be provided via UHMIS, additional reporting may be required.
4. For Non-Profit Operating and Capacity Building funding (NPOC), GRANTEE must report:
  - a. Number of full time and part time employees hired or supported with HOME-ARP NPOC funding
  - b. Number of trainings and technical assistance either attended or provided by HOME-ARP NPOC supported staff
  - c. List of affordable housing project(s) supported by NPOC funded staff
5. GRANTEE will complete the project and receive a certificate of occupancy according to the schedule outlined in the application for funding.
  - a. If project timeline needs to be adjusted due to delays in development and construction, a written explanation of the change must be provided via email to DWS-OHS and approved by the DWS-OHS Assistant Director.
6. GRANTEE must have property fully occupied by the qualifying population within 12 calendar months from the date the certificate of occupancy is issued. Verification of full occupancy will be completed by DWS-OHS staff.
7. GRANTEE will participate in ongoing monitoring of project performance with assigned DWS-OHS staff for the duration of the contract or the required HOME-ARP compliance period, whichever is longer.

## BUDGET

1. Invoicing for Reimbursement:
  - a. Adhere to the approved budget set forth in Attachment C – Budget.
  - b. Claims for reimbursement of expenditures will be submitted online through WebGrants 3. The URL for WebGrants 3 is: <http://www.webgrants.utah.gov>
  - c. Changes to the budget must be approved by DWS-OHS prior to the expenditure date.

- d. Up to 95% of awarded funds may be initially provided as negotiated with DWS-OHS upon receipt of proper documentation.
- e. No less than 5% of awarded funds will be provided upon submission of complete and final expenditure documentation, including payroll reports, invoices, and any other documentation that is applicable.

## FUNDING

1. The grant is funded by HOME-ARP.
2. The amount of the grant will be awarded based on the program application, evaluation criteria and funding availability.
3. All unused funds at the end of the grant shall be returned to DWS-OHS.
4. Grant funds may not be used to supplant existing funds.

All items contained within this agreement must comply with the HOME Investment Partnerships Program, outlined in 24 CFR Part 92 and HUD Notice CPD-21-10

## PERIOD OF PERFORMANCE

1. Grant funds are available March 1st, 2023 through June 30th, 2024.
2. DWS-OHS may elect to terminate the grant for non-compliance or funding availability.

## EVALUATION AND AWARD

1. Grant applications will be evaluated on a competitive basis.
2. There is no limit to the number of applications that organizations may submit.
3. Applicants must be available for questions or clarification during the grant review period.
4. Applicants must be available for presentations upon request.
5. DWS-OHS reserves the right to reject any and all applications or withdraw this offer at any time.
6. Awards will be made to the responsible applicant(s) whose application is determined to best meet the objectives of the Department, taking into consideration all factors set forth in this RFGA.
7. Successful grant applications will be open to public inspection after grant award under the guidelines of the Government Records Access and Management Act (GRAMA). The entire application will be open unless applicant requests in writing that trade secrets/proprietary data be protected. A Claim of Business Confidentiality must

accompany the grant application. This form can be found at <https://archives.utah.gov/rim/forms/GRAMA-business-confidentiality.pdf>

8. Organizations may be awarded partial grants, as determined by the Utah Homelessness Council and DWS-OHS.
9. DWS-OHS may contact Local Homeless Councils (LHCs), the Utah Homeless Network, or the Utah Homelessness Council during the review period as necessary.

## QUESTIONS

Questions requesting clarification or interpretation of any section of this RFGA must be submitted on or before Wednesday, January 4, 2023 using [this link](#). All questions will be made public. Please check the questions and answers page prior to submitting questions. Written responses will be posted regularly on the grants [Q & A page](#), but not later than Thursday, January 5<sup>th</sup>, 2023.

## ADDENDA

If DWS-OHS finds it necessary to modify the RFGA for any reason, it will issue a written addendum to the original RFGA. Final Addenda will be posted no later than Wednesday, January 4<sup>th</sup>, 2023.

## APPLICATION PROCESS

### TIMELINE

- **Tuesday, November 15th at 2:00 PM MST:** Pre-Proposal Meeting
- **Friday, December 30th:** Letter of Intent (REQUIRED)
- **Sunday, January 8th, 2023 at 11:59 PM MST:** Application Submission Deadline
- **February 2023:** Anticipated Grant Award Date
- **Wednesday, March 1st, 2023:** Award Effective Date

### PRE-PROPOSAL MEETING

1. In Person or Webinar:

**Tuesday, November 15th at 2:00 PM MST**

Olene Walker Building

Room 101

140 E 300 S, Salt Lake City, UT 84111

or virtually at <https://utah-gov.zoom.us/j/82586534419>

### LETTER OF INTENT

1. The Letter of Intent is due **Friday, December 30th at 11:59 PM MST.**
2. The Letter of Intent is required.
3. Letter of Intent form can be found [here](#).

### SUBMISSION REQUIREMENTS

1. Complete and submit the online application and attach required forms and documents.
2. Prior to filling out the online application, complete and compile the following documents which will be attached to Appendix A - Grant Application Cover Page and Organization Information during submission of the application. Note Appendix D - Budget Narrative and Pro-Forma must be emailed to [OHSRFGA@utah.gov](mailto:OHSRFGA@utah.gov) by the deadline.
  - a. Forms provided by DWS:
    - i. Appendix B- Grant Application Narrative
    - ii. Appendix C- FFATA Certification by Subrecipients (not required for State Agencies and Component Units of the State)
    - iii. Appendix D- Budget (email to [OHSRFGA@utah.gov](mailto:OHSRFGA@utah.gov))
  - b. Additional documents to be attached to the application, not provided by DWS:
    - i. Examples of other affordable housing projects completed in Utah (if applicable)



- ii. Verification of site control (required)
- iii. Award letters to verify other funding sources (if applicable)
- iv. LHC letter of support dated within the last 60 days (required)
- v. Business License or Articles of Incorporation (If applicable)
- vi. 501(c)(3) Letter (If applicable)
- vii. MOUs/other partnership agreements (if applicable)

## ADDITIONAL INFORMATION

1. Separate applications are required for each project.
2. The required application, forms and documents can be found at <https://jobs.utah.gov/department/rfg/index.htmlindex.html>.
3. By submitting an application to this RFGA, the Applicant acknowledges and agrees that the requirements, Scope of Work, and the evaluation process outlined in this RFGA are understood, fair, equitable, and are not unduly restrictive. Any exceptions to the content of this RFGA must be addressed within the Q&A period. The Applicant further acknowledges that it has read this RFGA, along with any attached or referenced documents, including the DWS Grant Terms and Conditions.
4. Applicants must bear the cost of preparing and submitting the application.
5. Failure to comply with any part of the RFGA will result in disqualification of the application.
6. Applications must be received no later than **Sunday, January 8<sup>th</sup>, 2022 at 11:59 PM MST**. Late applications will not be accepted. No exceptions!
7. Do NOT include additional information such as personalized cover sheets, table of contents, pamphlets, organizational public relations information, addenda, etc.
8. DWS-OHS may request the correction of immaterial omissions during the review period. Applicants must respond within the time period provided in the request.

## PRE-AWARD REQUIREMENTS

1. Insurance , if not provided during application
2. Subrecipient Pre-Award Risk Assessment, if applicable

## SUBMISSION CHECKLISTS

Pre-Application Checklist	
●	Unique Entity Identifier (UEI) Number
●	Employer Identification Number (EIN)
●	Letter of Intent, due Friday, December 30th

Application Checklist, Due: Sunday, January 8 <sup>th</sup> , 2023 at 11:59 PM MST	
●	Grant Application Cover Sheet and Program Information
●	Grant Application Narrative
●	Business License or Articles of Incorporation (if applicable)
●	501(c)(3) Letter (if applicable)
●	Budget Narrative and Itemization Form ( <a href="mailto:OHSRFGA@utah.gov">OHSRFGA@utah.gov</a> )
●	Examples of other affordable housing projects completed in Utah (if applicable)
●	Verification of site control (if applicable)
●	Award letters to verify other funding sources (if applicable)
●	LHC letter of support dated within the last 60 days

**Application** must be received by **Sunday, January 8<sup>th</sup>, 2023 at 11:59 PM MST**. Applications must be submitted online. No paper copies will be accepted.

**Questions:**

DWS-OHS Program Manager: Russell Goodman, [russellgoodman@utah.gov](mailto:russellgoodman@utah.gov), 801-231-1339

Contract Analyst: Chloe Norvell, [clnorvell@utah.gov](mailto:clnorvell@utah.gov), 801-526-9346