



Office of Rental Assistance and Homeless Solutions

HOME-ARP Notice of Funding Availability (NOFA)

HOME American Rescue Plan (HOME-ARP):
Housing Navigation Program (HNP)

735 E Michigan Ave
P.O. Box 30044
Lansing, MI 48909



CONTENTS

I.	<u>Timeline.....</u>	<u>3</u>
II.	<u>General Overview.....</u>	<u>3</u>
III.	<u>Program Description</u>	<u>4</u>
IV.	<u>Grant Term.....</u>	<u>4</u>
V.	<u>Qualifying Populations.....</u>	<u>4</u>
VI.	<u>Eligible Subgrantees</u>	<u>7</u>
VII.	<u>Eligible Costs</u>	<u>8</u>
VIII.	<u>Ineligible Costs.....</u>	<u>8</u>
IX.	<u>Collaboration.....</u>	<u>8</u>
X.	<u>Defining Roles.....</u>	<u>8</u>
	• Continuum of Care (CoC).....	9
	• Fiduciary.....	9
	• Subgrantees.....	10
XI.	<u>Allocation Methodology – Addendum A.....</u>	<u>11</u>

I. **Timeline**

HOME ARP Supportive Services Funding	
Housing Navigation Timeline	
December 5, 2022	Housing Navigation Program (HNP) NOFA draft released
December 19, 2022	HNP Draft NOFA Introduction webinar
March 1, 2023	HNP NOFA and application published
March 8, 2023	HNP NOFA Webinar REGISTER HERE
April 7, 2023	HNP application submissions Due
May 1, 2023	HNP Project Start

II. **General Overview**

In March 2021, President Biden signed the American Rescue Plan Act (ARP) of 2021 into law, which provides over \$1.9 trillion in relief to address the continued impact of the COVID-19 pandemic on the economy, public health, state and local governments, individuals, and businesses. Congress appropriated \$5 billion in ARP funds to be administered through HUD’s HOME Investment Partnerships Program to specifically address the need for homelessness assistance and supportive services and perform four activities that must primarily benefit qualifying individuals and families who are homeless, at risk of homelessness, or in other vulnerable populations; including (1) the development of affordable rental housing, (2) tenant-based rental assistance (TBRA), (3) the provision of supportive services; (4) the acquisition and development of non-congregate shelter units and (5) non-profit building and capacity building assistance. The complete program is described in Notice [CPD-21-10](#) and is formally known as the HOME-American Rescue Plan (HOME-ARP).

HOME-ARP funds were allocated to 19 different cities and counties across the state for a total of \$89,849,402. MSHDA received Michigan’s non-entitlement portion of \$63,793,681. To achieve an equitable distribution of funds statewide, MSHDA considered these local funding amounts when determining regional allocations for MSHDA HOME-ARP. MSHDA used a formula-based calculation that included the percentage of the population at 30% Area Median Income to establish the regional need. MSHDA allocated 85% of its HOME-ARP, less MSHDA Administrative costs, to regions across the state and maintains 15% of the total award as a statewide pool for additional regional allocation as needed.

MSHDA published its HOME-ARP Allocation Plan for public comment and hosted multiple virtual public comment sessions to solicit feedback and questions regarding the plan. All feedback was reviewed, and any necessary changes were incorporated into the submitted HUD Action Plan. Please see [MSHDA’s HOME-ARP Allocation Plan](#) for more information.

MSHDA has allocated \$3 million in HOME-ARP funds to support housing navigation services for qualifying individuals and families searching for housing or newly housed with vouchers and other housing programs. Please review Addendum A for this grant’s Continuum of Care (CoC) allocation methodology.

III. **Program Description**

HOME-ARP Housing Navigation Program (HNP) is a two-year (2) grant that will provide staffing support for the delivery of services to households who qualify per HOME-ARP eligibility criteria. Each CoC has a pre-determined allocation of funds (Addendum A). The CoC will respond to this NOFA with its selected subgrantee to provide services. This NOFA will provide details regarding Qualifying Populations, Eligible Activities, and Costs, along with the subgrantee requirements.

NOTE: The Balance of State CoC (BOSCOC) has one allocation for these funds and must determine a process by which a geographic area is prioritized to administer Housing Navigation services.

The funds from this program will be awarded by MSHDA to perform services to eligible households that are linked to the Homeless Preference Housing Choice Voucher (HCV) program or other HUD CoC or Emergency Solutions Grant (ESG) housing programs. Services will include but are not limited to the following:

- Robust housing search assistance
- Completion of any required eligibility paperwork to access rental assistance
- Completion of any required annual recertification paperwork to maintain eligibility and rental assistance
- Landlord mediation
- Other services identified in partnership with the household to support housing retention and stabilization

IV. **Grant Term**

Housing Navigation is a two-year (2) grant. Grants will begin **May 1, 2023** to **April 30, 2025**.

V. **Qualifying Populations as Defined by HOME-ARP**

The following populations are qualified to receive assistance under the HNP. Please review the [HOME-ARP Notice](#) for more detailed information.

Homeless, as defined in [24 CFR 91.5](#):

- An individual or family who lacks a fixed, regular, and adequate nighttime residence.
- An individual or family who will imminently lose their primary nighttime residence.
- Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who:
 - Are defined as homeless under section 387 of the Runaway and Homeless Youth Act (42 U.S.C. 5732a), section 637 of the Head Start Act (42 U.S.C. 9832), section 41403 of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2), section 330(h) of the Public Health Service Act (42 U.S.C. 254b(h)), section 3 of the Food and Nutrition Act of 2008 (7 U.S.C. 2012), section 17(b) of the Child Nutrition Act of 1966 (42 U.S.C. 1786(b)), or section 725 of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a);
 - Have not had a lease, ownership interest, or occupancy agreement in permanent housing at any time during the 60 days immediately preceding the date of application for homeless assistance;

- Have experienced persistent instability as measured by two moves or more during the 60 days immediately preceding the date of applying for homeless assistance: **and**
- Can be expected to continue in such status for an extended period because of chronic disabilities, chronic physical health or mental health conditions, substance addiction, histories of domestic violence or childhood abuse (including neglect), the presence of a child or youth with a disability, or two or more barriers to employment, which include the lack of a high school degree or General Education Development (GED), illiteracy, low English proficiency, a history of incarceration or detention for criminal activity, and a history of unstable employment.

At the risk of Homelessness, as defined in [24 CFR 91.5](#):

- An individual or family who:
 - Has an annual income below 30 percent of the median family income for the area, as determined by HUD;
 - Does not have sufficient resources or support networks, *e.g.*, family, friends, faith-based or other social networks, immediately available to prevent them from moving to an emergency shelter or another place described in paragraph (1) of the “Homeless” definition; **and**
 - Meets one of the following conditions:
 - Has moved because of economic reasons two or more times during the 60 days immediately preceding the application for homelessness prevention assistance;
 - Is living in the home of another because of economic hardship;
 - Has been notified in writing that their right to occupy their current housing or living situation will be terminated within 21 days after the date of application for assistance;
 - Lives in a hotel or motel and the cost of the hotel or motel stay is not paid by charitable organizations or by federal, State, or local government programs for low-income individuals;
 - Lives in a single-room occupancy or efficiency apartment unit in which there reside more than two persons or lives in a larger housing unit in which there reside more than 1.5 people per room, as defined by the U.S. Census Bureau;
 - Is exiting a publicly funded institution, or system of care (such as a health-care facility, a mental health facility, foster care or other youth facilities, or a correction program or institution); *or*
 - Otherwise lives in housing that has characteristics associated with instability and an increased risk of homelessness, as identified in the recipient's approved consolidated plan.
 - A child or youth who does not qualify as “homeless” under this section, but qualifies as “homeless” under section 387(3) of the Runaway and Homeless Youth Act (42 U.S.C. 5732a(3)), section 637(11) of the Head Start Act (42 U.S.C. 9832(11)), section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2(6)), section 330(h)(5)(A) of the Public Health Service Act (42 U.S.C. 254b(h)(5)(A)), section 3(l) of the Food and Nutrition Act of 2008 (7 U.S.C. 2012(l)), or section 17(b)(15) of the Child Nutrition Act of 1966 (42 U.S.C. 1786(b)(15)); *or*
 - A child or youth who does not qualify as “homeless” under this section but qualifies as “homeless” under section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a (2)), and the parent(s) or guardian(s) of that child or youth if living with her or him.

Fleeing, or Attempting to Flee, Domestic Violence, Dating Violence, Sexual Assault, or Human Trafficking

- **Domestic violence**, which is defined in [24 CFR 5.2003](#) includes felony or misdemeanor crimes of violence committed by:
 - A current or former spouse or intimate partner of the victim (the term “spouse or intimate partner of the victim” includes a person who is or has been in a social relationship of a romantic or intimate nature with the victim, as determined by the length of the relationship, the type of the relationship, and the frequency of interaction between the persons involved in the relationship);
 - A person with whom the victim shares a child in common;
 - A person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner;
 - A person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving HOME-ARP funds; *or*
 - Any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.
- **Dating violence**, which is defined in [24 CFR 5.2003](#) means violence committed by a person:
 - Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
 - Where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - The length of the relationship.
 - The type of relationship
 - The frequency of interaction between the persons involved in the relationship.
- **Sexual assault**, which is defined in [24 CFR 5.2003](#) means any nonconsensual sexual act proscribed by Federal, Tribal, or State law, including when the victim lacks the capacity to consent.
- **Stalking**, which is defined in [24 CFR 5.2003](#) means engaging in a course of conduct directed at a specific person that would cause a reasonable person to:
 - Fear for the person’s safety or the safety of others; or
 - Suffer substantial emotional distress.
- **Human Trafficking**, includes both sex and labor trafficking, as outlined in the Trafficking Victims Protection Act of 2000 (TVPA), as amended (22 U.S.C. 7102). These are defined as:
 - *Sex trafficking* means the recruitment, harboring, transportation, provision, obtaining, patronizing, or soliciting of a person for the purpose of a commercial sex act, in which the commercial sex act is induced by force, fraud, or coercion, or in which the person induced to perform such act has not attained 18 years of age; or
 - *Labor trafficking means* the recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.

Other Populations, where providing supportive services or assistance under section 212(a) of NAHA ([42 U.S.C. 12742\(a\)](#)) would prevent the family's homelessness or would serve those with the greatest risk of housing instability. HUD defines these populations as individuals and households who do not qualify under any of the populations above but meet one of the following criteria:

- **Other Families Requiring Services or Housing Assistance to Prevent Homelessness** is defined as households (i.e., individuals and families) who have previously been qualified as “homeless” as defined in [24 CFR 91.5](#), are currently housed due to temporary or emergency assistance, including financial assistance, services, temporary rental assistance or some type of other assistance to allow the household to be housed, and who need additional housing assistance or supportive services to avoid a return to homelessness.
- **At Greatest Risk of Housing Instability** is defined as household who meets either option below:
 - Has annual income that is less than or equal to 30% of the area median income, as determined by HUD and is experiencing severe cost burden (i.e., is paying more than 50% of monthly household income toward housing costs), *or*
 - Has annual income that is less than or equal to 50% of the area median income, as determined by HUD, **AND** meets one of the following conditions from paragraph (iii) of the “At risk of homelessness” definition noted above.

Veterans and Families that include a Veteran Family Member that meet the criteria for one of the qualifying populations described above are eligible to receive HOME-ARP assistance.

VI. **Selection Criteria for Eligible Subgrantees**

CoCs will select the chosen subgrantee(s) agency to administer the HNP in accordance with the requirements noted below.

All Housing Navigation Subgrantees must meet the following requirements:

- Recommended by the CoC;
- A 501(c)3 nonprofit agency or a local unit of government that operates its principal place of business in the State of Michigan.
- A local unit of government can subgrant the funds to a PHA; (Public Housing Authority)
- Actively involved in the CoC planning process;
- Willing to re-align existing program structures and use of funds to fill gaps and end homelessness;
- Willing to use HMIS (Homeless Management Information System) to collect relevant data (Domestic violence service agencies use a comparable database);
- Capacity to use a standardized assessment tool or process;
- Participation in a QSOBAA (Qualified Services Organization Business Associates Agreement) to allow sharing within HMIS;
- Exhibits the financial capacity to administer funds as demonstrated through an audited financial statement;
- Has financial management systems in place such as cash receipts and disbursement logs, invoices and cancelled check registers, etc.
- Employs staff person who possess bachelor's degree in accounting, *or* possess experience in accounting along with college accounting credits, *or* a bookkeeper whose work is overseen by an accounting firm;

- Does not require program participants to complete any prerequisites to receive services (i.e., religious activities, sobriety treatment, etc.); and
- Displays the ability to collaborate, coordinate, and partner with other local organizations.

MSHDA reserves the right to evaluate the past performance of all recommended agencies and to approve or deny their participation.

VII. Eligible Costs

HNP funds may be used to pay eligible costs associated with the HOME-ARP supportive services by the requirements in this NOFA.

Case Management: Funding to support local homeless service agencies in providing housing navigation services for qualifying individuals and families that are searching for housing/newly housed with MSHDA's Homeless Preference HCV program or other CoC or ESG-funded housing programs. Services will include but not be limited to robust housing search assistance; assistance with eligibility paperwork; assistance with the annual recertification paperwork; landlord mediation; and housing retention and stabilization services. Case management costs can account for no less than 90% of the total grant allocation.

Administrative Costs: Expenses associated with fiduciary and/or subgrantee administrative support during the grant period. Administrative costs can account for up to 10% of the total grant allocation.

VIII. Ineligible Costs

HNP funds cannot be used for any form of financial assistance to the household or other activities/programs beyond the scope noted above.

IX. Collaboration

By collaborating, local partners will work to leverage and coordinate community resources. Although the selected subgrantee may provide many services, it is beneficial to partner with other local organizations to assure a cadre of available support.

For the use of HNP funds, a Memorandum of Understanding (MOU) must be completed between each CoC and MSHDA to ensure all HOME-ARP Qualifying Populations can be served by the local Coordinated Entry System (CES). The MOU must be completed before the release of funds and can be found on [MSHDA's HOME-ARP webpage](#). MSHDA will have one grant with the designated Fiduciary and that Fiduciary will be responsible for grant distribution of funds, compliance, and monitoring with community subgrantees.

X. Defining Roles

Following is an explanation of the minimum duties performed by the CoC, Fiduciary, and subgrantee (s). The CoC-recommended Fiduciary will be awarded the funds; therefore, the Fiduciary is the only agency billing MSHDA for reimbursement.

MSHDA reserves the right to alter any/all recommendations based on issues of prior applicant performance, applicant capacity, eligibility of project activities, and consistency with the criteria and standards discussed in this NOFA.

Continuum of Care (CoC)

Each CoC operates a CES by mapping out the resources and delivery process used to prevent homelessness and rapidly re-house people living in homelessness. As a result, duplication of services is reduced and gaps within the community's system are identified. In addition, the CoCs CES overcomes barriers that individual programs cannot address, allowing communication, coordination, and collaboration to be brought to scale on a community-wide level.

Under HOME-ARP, CoCs are required to expand the scope of their CES to include all Qualifying Populations defined in the HOME-ARP notice. This expansion relates only to the assessment of eligibility for and referral to HOME-ARP resources. Coordinated Entry Systems are responsible to perform the following functions:

- Implement and maintain a homeless crisis response system that is routinely monitored and evaluated based on HUD's System Performance Measures.
- Develop a culture that teaches and makes decisions based on outcomes.
- Analyze the local portfolio of grants to determine if the right mix of housing and services is available to meet the needs of the homeless households that present for assistance. Determine whether funding for some projects, in whole or in part, should be reallocated to make resources available for new efforts.
- Prioritize the use of MSHDA grant funds for proven strategies.
- Solidify and enhance partnerships within the following areas:
 - Behavioral Health
 - Domestic violence and human trafficking
 - Education and employment
 - Healthcare
 - Law enforcement
 - Veteran and youth services
- Further the application and implementation of best practices and HOME-ARP guiding principles.
- Confirm and support the identified agency(s) that will function as HPP Fiduciary and Subgrantee(s).
- Monitor services provided by the Fiduciary and Subgrantee(s) to ensure they meet the needs of the local community and that any critical issues are addressed.
- Provide meeting minutes, notices, and agendas to the designated MSHDA Homeless Assistance Specialist.
- Ensure that all MSHDA HOME-ARP-funded agencies participate in CoC or local planning body (LPB) meetings.
- Ensure completion of HMIS sharing agreement between all relevant CoC/LPB agencies.

Note: LPBs are subsets of the BOSCOG. While each LPB operates its CES, they are all responsible to follow the overarching guidance and instruction of the BOSCOG.

Fiduciary

The Fiduciary is an agency selected and affirmed by the CoC to receive and distribute MSHDA HOME-ARP funding as allocated by the approved budget. The Fiduciary agrees to the following responsibilities:

- Execute grant documents for the CoCs allocation, including:
 - Memorandum of Understanding (MOU) with the CoC and with all key partners.
 - Sign the contract and applicable documents required by MSHDA;

- Initiate and execute subgrantee grants as needed.
- Assure use of funds by the grant agreement, communicating knowledge of any fraudulent activity to MSHDA and the CoC;
- Submit quarterly Financial Status Reports (FSRs) in the IGX system;
- Advise the CoC of agencies not using dollars promptly to avoid loss of funds to the community and possible recapture by MSHDA;
- Evaluate the quality of services and provide oversight to funding subgrantees based upon documented outcomes and in partnership with the CoC;
- Monitor ten percent (10%) of all participant files, as well as the financial records, of all subgrantees except for emergency shelters.

Subgrantee(s)

The Subgrantee(s) is an agency selected and affirmed by the CoC to facilitate services outlined in this NOFA. The Subgrantee(s) agrees to the following responsibilities:

- Employ staff to provide Housing Navigation services;
- Actively participate in the Coordinated Entry System, including acceptance of referred, eligible households and regular communication on available Housing Navigation resources;
- Provide routine reports to the CoC on Housing Navigation performance, including the number of households identified and served and the status of funding expenditure;
- Maintain knowledge of Housing Navigation and HOME-ARP requirements, regulations, and service standards.

Addendum A

MSHDA HOME-ARP - Housing Navigation Program Notice of Funding Availability (NOFA) - Allocation & Methodology

MSHDA has allocated \$3,000,000 in HOME-ARP funding to support Housing Navigation under the Supportive Services component of HOME-ARP. Each Continuum of Care (CoC) will receive an allocation to support the activities outlined in the NOFA.

In determining the Housing Navigation allocation for each CoC, MSHDA considered the following:

- Housing Choice Voucher (HCV) allocation by CoC
- HUD CoC Program allocation by CoC
- MSHDA Emergency Solutions Grant (ESG) allocation by CoC

All allocations are subject to the following eligible budget lines:

- At least 90% of the total grant must be used for staffing costs to support Housing Navigation services
- Up to 10% of the total grant can be used for administrative costs

The table below represents each CoC Housing Navigation funding allocation.

CoC Name/Number	HOME-ARP Housing Navigation 2-Year Allocation	Minimum Full-Time Equivalency (FTE)
MI-500 (Balance of State CoC)	\$150,000	1 FTE
MI-501 (Detroit CoC)	\$300,000	2 FTE
MI-502 (Out-Wayne County CoC)	\$225,000	1.5 FTE
MI-503 (Macomb County CoC)	\$210,000	1.25 FTE
MI-504 (Oakland County CoC)	\$210,000	1.25 FTE
MI-505 (Genesee County CoC)	\$150,000	1 FTE
MI-506 (Kent County CoC)	\$225,000	1.5 FTE
MI-507 (Kalamazoo County CoC)	\$150,000	1 FTE
MI-508 (Ingham County CoC)	\$150,000	1 FTE
MI-509 (Washtenaw County CoC)	\$150,000	1 FTE
MI-510 (Saginaw County CoC)	\$150,000	1 FTE
MI-511 (Lenawee County CoC)	\$90,000	.5 FTE
MI-512 (Grand Traverse Area CoC)	\$150,000	1 FTE
MI-514 (Calhoun County CoC)	\$150,000	1 FTE
MI-515 (Monroe County CoC)	\$90,000	.5 FTE
MI-516 (Muskegon County CoC)	\$90,000	.5 FTE
MI-517 (Jackson County CoC)	\$90,000	.5 FTE
MI-518 (Livingston County CoC)	\$90,000	.5 FTE
MI-519 (Ottawa County CoC)	\$90,000	.5 FTE
MI-523 (Eaton County CoC)	\$90,000	.5 FTE
TOTAL	\$3,000,000	