

HOME APR Grant Workshop Questions & Answers

Can we use UBER or Lyft for transportation? *Yes, with proper documentation, including client need for the transportation. The non-profit will need to make the payment and retain the receipt (including the date, name of client, purpose, etc.)*

Is application work center (Procorem) available upon request? *Yes. A request needs to be sent to Laura Lind (laural@ihfa.org or homearp@ihfa.org)*

Does attending this meeting count as our request for funds or do we need to do a formal email to Laura? *It does not count as the formal request for funds. Applications will need to be submitted in Procorem and requested to be opened.*

If we already do PSH (Permanent Supportive Housing) supportive services through Coordinated Entry (CE) can we get reimbursed? *Possibly. If the supportive services are not paid for by any other source of funds **and** is an eligible activity. If the supportive services are required under another program, then no; they would not be eligible for HOME ARP.*

Due to differing definitions of homelessness, CE cannot be used as the sole referral source for HOME ARP eligible activities or services. Qualifying populations who are already in CE may access HOME ARP supportive services, but will need to complete an application and be added to the HOME ARP wait list. Non-profits will need to develop and maintain a separate waiting list for the HOME ARP supportive services.

Can we hire back people we let go during the pandemic? *Yes, so long as there is an eligible HOME ARP supportive service and those served, meet a qualifying definition of homelessness.*

Can we use funding to build/increase current employees income? *Salaries, wages, and benefits are eligible expenses. The non-profit needs to work within the organizations established policies and procedures pertaining to wage increases and should be reasonable for the position, skills, etc.*

If not already set up, could SAM.gov delay the application process? *Yes and no. You will need a Unique Entity ID (UEI) before we can enter into a grant agreement with the organization. *If you are not fully registered (not just obtaining the UEI) with SAM.gov, please provide a screenshot or upload other documentation indicating the agency has started the process for the application.**

Need clarification on max amounts of each grant.

For Operating **or** Capacity building grants - the maximum amount per year is limited to \$50,000 (or 50% of operational budget). Future awards are dependent on availability of funding.

If requesting both (Operating **and** Capacity building grants), the maximum amount per year is limited to \$75,000 (future awards are dependent on availability of funding).

Requests for direct supportive services grant are eligible for up to \$250,000 per year (future awards are based on funding). Non-profits needs to evaluate the appropriate amounts based on the activity, numbers of those meeting a qualifying population to be served, etc. *IHFA will be evaluating applications to ensure there is a reasonableness for the request and ability to expend in proposed budget.*

We could not have a CPA audit due to COVID and could not find a CPA in the area. If awarded a grant, IHFA may make it a condition of the grant award to receive the financial audit upon completion.

For others, the non-profit will need to follow their policies and procedures for completing audits. IHFA is currently working on an alternative approach to the audit requirements. *Information will be updated as part of the post-grant workshop training.*

If your organization does not have or has never completed a financial audit; please submit the most current financial (profit/loss and balance sheet) statement with the application.

Additionally, please provide your organizations policies and procedures (or draft policies and procedures) for financial reviews/audits.

Can funding supplement services with this funding if we expend all of our own funds? Yes. It must be documented as a separate funding source. Required in the documentation for clients will be “no duplication of benefits.”

Are HQS inspections still required to be in client file? If the supportive service will be directly assisting families with being placed into housing, there needs to be documentation the housing unit is safe, decent, and habitable. The non-profit may use either HQS or UPCS, whichever conforms to the non-profits’ established policies and procedures.

If the supportive services is providing a referral to another entity for housing placement, there would not be a requirement for the non-profit to maintain records of a HQS or UPCS in the file for HOME ARP.

Are HQS inspections still required if the household is just transferring? If the supportive service will be directly assisting with families transferring into housing, there needs to be documentation the housing unit is safe, decent, and habitable. The non-profit may use either HQS or UPCS, whichever conforms to the non-profits’ established policies and procedures.

If the supportive services is providing a referral to another entity for the housing placement, there would not be a requirement for the non-profit to maintain records of a HQS or UPCS in the file.

How do we link an eligible activity/client without linking to a specific project? For operating grants– the non-profit would need to be able to document the broad eligible expenses. Examples of this could be:

- The accounting department doing what they do best
- Payroll
- Meetings with community partners to provide information regarding the HOME ARP services
- Developing new applications/printing costs
- Training staff on HOME ARP requirements
- Developing policies and procedures for the organization

Is daycare allowed for everyone or just homeless? It depends. If the daycare is created with HOME ARP funds, it would need to serve those meeting a qualifying population and with the use of a wait list.

If the daycare currently exists, the non-profit would need to manage a separate waitlist for those who meet a qualifying population and those who do not meet a qualifying population.

Can funds be used for construction of a daycare? No. Funds are paying for direct services provided to those meeting a qualifying population.

Are direct vendor or child care payments an option if there’s a gap and they meet the homeless definition? Yes, with proper documentation. The client file should contain the application, ability to pay, amount

charged, etc. to demonstrate the monthly gap. *This may need to be updated should the household information change.*

Can funds be used in conjunction with other IHFA funds/resources? *Yes, so long as it is properly accounted for and there is no supplanting or duplication of benefit.*

For indirect costs, do you want us to pro-rate the expenses with other grant funds? *Nonprofits have options:*

1) *Apply a 10% de minimis for indirect costs. If used this would not require documentation.*

*Example: HOME ARP Salaries for the organization = \$45,000
10% de minimis for indirect costs = \$4,500*

2) *Prorated based established method used on other sources of funds. Documentation would have to be provided on how the prorated portion was determined for HOME ARP.*

3) *If the organization has a federally negotiated indirect cost rate – this could be used as well. Documentation of the negotiated indirect cost rate would need to be provided to IHFA.*

We are a Boise-based non-profit and understand the City of Boise received HOME ARP funds, are we allowed to apply for funds? Boise-based non-profits will need to ensure they can track the origination of homelessness. If it occurs outside of Boise, the qualifying population is eligible to receive HOME ARP resources, regardless of the physical location. Please make sure to identify in your application, how the organization has the capacity to track this level of detail.

It appears procurement is a standard policy need for the HOME ARP programs. Do you have an example of how these grants would lead to procurement of something? Procurement may not apply specifically to your HOME ARP eligible activity, but having a policy/procedure is pretty standard and a best practice. Guidance for thresholds can be found at 2 CFR 200.320. Or do you have an example of how it might apply. Example: An agency is expanding services by renting a new space and needs general construction to make it functional. The agency would need to follow its procurement polices/procedures for the general contractor or other trades to complete the work.

Rent is listed as an eligible expense, but after the training, it seemed like it had to be provided by a separate monetary source for the client. For operating, is that referring then only the rent of a building for staff, rather than client rent? (With the exception of rental application fees which can be paid with the grant?) Rent for the non-profit building is an eligible expense, clients rent is not eligible. You are correct, HOME ARP can pay for the staff time and rental application(s). HOME ARP funds could be used in partnership with other local/federal resources which can pay for rent (on behalf of qualifying populations).

Is the general expectation that agencies have other privately funded rental money for clients? We have HUD rental funds and spend much time in referrals/support services, but in order to help with that program, it sounds like the person would have to have a clear exit from one to the other to avoid duplicate entry. (IE: Person comes for help, applies to and receives case management with ARP employee which ultimately results in a referral to another HUD program, exits HOME ARP, then enters the next HUD source without any coordinating overlap.) Not necessarily, since HOME ARP is able to cover the case management for the qualifying populations, you would still be able to do so for continuity of care/service. If the external referral is for the same thing, then you may have to document; there is not a duplication of service.

We receive other supportive service funding from CoC, the application will score lower (though not be disqualified as I understand it?) Again, receiving other funds from the CoC is not a negative thing, it does help with the scoring of being familiar with federal funding. It would just be important you are able to:

- document there is no duplication of service;
- manage a waitlist for qualifying populations who receive HOME ARP supportive services
- prorate, if applicable, general eligible costs to HOME ARP

Is it possible for two agencies to apply as a partnership? Either to provide joint, wraparound services, or for one agency to provide fiscal management and the other to provide direct services?

If applying as a partnership, there would need to be one entity applying. This ensures an identification of who is responsible for the grant administration, reimbursements, compliance, etc. *A MOU can be entered into for the partnership to demonstrate the roles, responsibilities, etc. of each (if it does not already exist).* Unfortunately, as described above, one could not apply for just the fiscal management and the other for the direct supportive services.