



2023

HOME Investment Partnership Program - American Rescue Plan (HOME-ARP)

APPLICATION FOR FUNDING

Application Deadline: Monday, June 26, 2023

Submit Applications To
DeKalb County Community Development

APPLICATIONSUBMISSION INSTRUCTIONS

- Download and complete the application.
- Save the completed application to your PC.
- Prepare and label the 9 required Attachments.
- Save the 9 required Attachments to your PC
- When applications and attachments are ready for submission, click the Submit button on the HOME-ARP web page (www.dekalbcountyga.gov/community-development/home-arp).
- When you click the Submit button, an addressed email item will open.
 - Attached the application and all Attachments to the email.
 - Send the email.
- You will receive a receipt confirmation when Community Development receives your application.

APPLICATION TIPS

- Do not wait until the application deadline to submit applications. Submit applications as soon as possible to allow time for technical corrections and resubmission.
- Ensure that the application contains the authorized signature. Applications may be signed electronically.

CHECKLIST

Please ensure that the Attachments listed below are labeled and submitted with your application.

Submission Requirement	Documentation	Attached
1. The applicant must <ul style="list-style-type: none"> a. have nonprofit status for at least two (2) full years, b. be a local governmental entity or agency (governmental agencies can skip to line 5)	ATTACHMENT 1: Provide a copy of a 501(c) (3) designation letter from the Internal Revenue Service if a non-profit applicant	<input type="checkbox"/>
2. The applicant must be registered to conduct business in the State of Georgia at the time of application. (Not applicable to governmental agencies)	ATTACHMENT 2: Provide a copy of current certification from the Georgia Secretary of State. For assistance, please visit: www.sos.ga.gov	<input type="checkbox"/>

Submission Requirement	Documentation	Attached
<p>3. The applicant must have an audit or audited financial statements Copies of each audited financial statement must be submitted with the application. Reviews and Compilations will not be accepted.</p>	<p>ATTACHMENT 3: Provide one copy each of the most recent audited financial statement that meet the criteria described. Include management letters if applicable.</p>	<input type="checkbox"/>
<p>4. Non-profit organizations must have an active Board of Directors. (Not applicable to governmental agencies)</p>	<p>ATTACHMENT 4: Provide list of board members and a copy of board meeting minutes authorizing the submittal of this application. Please also include a copy of Conflict of Interest Statement from the Board of Directors.</p>	<input type="checkbox"/>
<p>5. The applicant must have at least 24 month's experience directly related to the proposed program.</p>	<p>ATTACHMENT 5: Show other grant funding commitments on agency letterhead, resumes of principal staff and personnel directly working on the program, and include descriptions of the applicant's previous related program activities.</p>	<input type="checkbox"/>
<p>6. The applicant must submit a written copy of its financial management procedures, including staff responsibilities and required procedures.</p>	<p>ATTACHMENT 6: Provide a copy of the agency's written financial management procedures, and a current organization chart.</p>	<input type="checkbox"/>
<p>7. Each applicant must submit proof of insurance for the following types of insurance: General Liability, Auto Liability, and Worker's Compensation. If not attached, must be provided prior to award.</p>	<p>ATTACHMENT 7 Provide a copy of Certificate of Insurance</p>	<input type="checkbox"/>
<p>8. Each applicant must provide proof of the issuance of a business license. If not attached, must be provided prior to award.</p>	<p>ATTACHMENT 8: Provide a copy of Business License</p>	<input type="checkbox"/>
<p>9. Please provide a narrative that addresses your agency's mission, including a discussion of your clientele's characteristics. Indicate how your mission is related to your HOME-ARP request. Indicate your agency's accomplishments/successes in serving your clients. Indicate the number of people and households that your agency serves annually. Please indicate the number of households you plan to serve with HOME-ARP funding.</p>	<p>ATTACHMENT 9: Provide a narrative describing the agency's mission.</p>	<input type="checkbox"/>

All submitted materials will be used in determining the organization's eligibility for funding.

HOME-ARP Program Overview

The American Rescue Plan (ARP) provides \$5 billion to assist individuals or households who are homeless, at risk of homelessness, fleeing domestic violence, or for other vulnerable populations, by providing housing, rental assistance, supportive services, and non-congregate shelter, to reduce homelessness and increase housing stability across the country. These grant funds will be administered through U. S. Department of Housing and Urban Development (HUD).

HUD has awarded \$7,800,770 in HOME-APR funding to DeKalb County. DeKalb County will use its funding to provide rental assistance and supportive services to qualifying populations.

ELIGIBLE QUALIFYING POPULATIONS

HOME-ARP funds must be used to primarily benefit individuals or families from the following qualifying populations:

- 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 within 90 days.
- Individuals fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or human trafficking.
- Individuals for whom provision of supportive services or assistance herein would prevent homelessness or who are at the greatest risk of housing instability
- Veterans and their families that meet any of the preceding criteria.

ELIGIBLE ACTIVITIES

HOME-ARP funds must be used to primarily benefit the qualifying populations through the four eligible activities:

1. **Tenant-Based Rental Assistance (TBRA)** - payments to make up the difference between the amount a household can afford to pay for housing and the local rent standards and other costs to include security and utility deposits.
2. **Provision of Supportive Services** - Homeless prevention services and housing counseling. Also, includes supportive services such as childcare, basic educational skills, employment assistance and job training programs, legal services, rental application fees, security/utility, payment of rental arrears deposits, etc.

APPLICATION REVIEW

Submission of an application does not guarantee funding. Costs associated with the preparation of this application shall be the responsibility of the Applicant. Applications shall become the property of the DeKalb County.

HOME-ARP Program

Instructions for Application Completion and Submission



A Selection Committee will review all applications for compliance with requirements. DeKalb Community Development will make funding recommendations to the DeKalb County Board of Commissioners no later than July 2023.

ADMINISTRATIVE FUNDING

HOME-ARP provides up to 1% of the allocation for administrative and planning costs of the participating jurisdiction and subrecipients administering all or a portion of the grant.

GRANT AWARD

- Grant Awards are anticipated to be announced by August 18, 2023.
- Grantee Workshops will be held in August 2023. Attendance will be **mandatory** for all successful applicants.
- The appeal process will be announced before grant award.