



HOME-American Rescue Plan (HOME-ARP) Nonprofit Operating and Capacity Building Application Instructions

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, dedicates 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 other vulnerable populations. Nonprofit Operating and Capacity Building Assistance is an additional form of funding to support these primary activities. **State of Wisconsin HOME-ARP Nonprofit Operating and Capacity Building Assistance is available to not-for-profit project owners who are carrying out, or reasonably expected to carry out within 24 months of award, HOME-ARP-assisted Rental Development projects.**

All projects utilizing HOME-ARP funding must comply with HUD Notice CPD-21-10 and with requirements outlined in the State of Wisconsin HOME-ARP Allocation Plan and the Nonprofit Operating and Capacity Building Program Guide. Funding will be administered by the Wisconsin Department of Administration (DOA), Division of Energy, Housing, and Community Resources (DEHCR). All HOME-ARP Nonprofit Operating and Capacity Building funds must be expended by September 30, 2030.

Eligibility

Only non-profit organizations who are administering, or reasonably expected to administer within 24 months, HOME-ARP assisted rental housing development activities may receive HOME-ARP Nonprofit Operating and Capacity Building Assistance funding.

Eligible Costs

The following are eligible costs for both Nonprofit Operating and Nonprofit Capacity building activities:

1. Nonprofit Operating Costs

Operating expenses are the reasonable and necessary costs of operating the nonprofit organization, not of implementing a HOME-ARP or any other specific program, project, or activity. Allowable uses of HOME-ARP Nonprofit Operating expense assistance are limited to:

- a) Employee salaries, wages, and other employee compensation and benefits not tied to any specific program, project, or activity;
- b) Employee education, training, and travel;
- c) Rent of office space or other spaces used for the organization's general operations;



- d) Utilities;
- e) Communication costs;
- f) Taxes;
- g) Insurance;
- h) Equipment, materials, and supplies;

2. Non-profit Capacity Building Costs:

Allowable uses of HOME-ARP Capacity Building assistance are limited to:

- a) Wages/benefits for new hires whose presence will expand the organization's capacity to deliver HOME-ARP activities;
- b) Employee training or other staff development that enhances an employee's skill set and expertise related to serving HOME-ARP Qualifying Populations;
- c) Equipment (e.g., computer software or programs that improve organizational processes), upgrades to materials, and supplies; and
- d) Contracts for technical assistance or for consultants with expertise related to the HOME-ARP Qualifying Populations.

3. Administrative Costs are not eligible HOME-ARP Nonprofit Operating and Capacity Building costs.

These costs include, but are not limited to:

- a) Reasonable costs of overall management, coordination, monitoring, evaluation of the HOME-ARP program;
- b) Costs of administering HOME-ARP Supportive Services programs; and
- c) Activities to affirmatively further fair housing.

Applicants are encouraged to contact the HOME-ARP Program Manager at (madalyn.grau@wisconsin.gov) with any questions concerning what constitutes eligible costs. Additional information on eligible costs vs. administrative/project delivery costs is available in the HOME-ARP Nonprofit Operating and Capacity Building Program Guide and Notice [CPD 21-10](#).

Funding

Available Funds

The State of Wisconsin's allocation of HOME-ARP Nonprofit Operating and Capacity Building funding is \$350,000.00. \$175,000.00 of that total has been allocated for each distinct activity. HOME-ARP funding is a one-time allocation from HUD with all funds to be expended by September 30, 2030. DEHCR will hold a rolling application funding cycle for all Nonprofit Operating and Capacity Building funding. Grants of such funding are contingent upon the award of HOME-ARP Rental Development awards to nonprofit applicants and will be allocated on a first-come, first-serve basis.



Award Maximums and Minimums

In any fiscal year, nonprofit operating expense OR capacity building assistance may not exceed the greater of \$50,000.00 or 50% of the general operating expenses of the organization. If a nonprofit organization is receiving both operating expense AND capacity building assistance in any fiscal year, the combined operating expense and capacity building assistance may not exceed the greater of \$75,000.00 or 50% of the general operating expenses of the organization.

Grant Agreement Period

The grant agreement period for these funds is expected to be **12 months**. Please note that DEHCR reserves the right to amend, modify, or withdraw the application and any of the grant program rules, instructions, or procedures contained herein and may exercise such right at any time and without notice and without liability to any applicant or other parties for their expenses incurred in the preparation of a proposal or otherwise.

Attachments

For each application, the following are required:

- 1. SAM.gov documentation**

All applicants requesting funding must submit documentation of active registration and no active exclusions via [Sam.gov](https://sam.gov).

- 2. Organization's Current Operating Budget**

All applicants requesting funding must submit their most up-to-date operating budget.

Application Submission

SUBMIT: Please submit the application and related materials with the HOME-ARP Rental Housing Development application to OneDrive. Applications will not be accepted before March 1, 2024. Independently submitted Nonprofit Operating and Capacity Building assistance applications not tied to a rental development application will not be considered. Complete HOME-ARP Nonprofit Operating and Capacity Building applications and attachments must be submitted in PDF format.

Required Application Sections

1. HOME-ARP Nonprofit Operating and Capacity Building Grant application (Word.Doc, submitted as a PDF)
2. Attachments
 - a) SAM.gov documentation
 - b) Organization's Current Operating Budget