

HOME-ARP
McKinney Vento (Homeless) and Homelessness Prevention Supportive Services - Rental, Utility, Moving & Storage Financial Assistance Guide

General Guidelines:
1. HOME-ARP cannot help clients who are already being helped with the same cost/services by another program but can assist the client with other costs/services not already covered. Example, if a client is enrolled in TBRA, HOME-ARP cannot help with rent or utilities, but it can help with case management services. **All clients must go through Expanded Coordinated Entry and will need to have a No Duplication of Benefits Documentation form saved in their file regardless of what financial assistance they receive, or whether they only receive non-financial assistance.**
2. A record of all financial assistance provided to the client must be kept in a way it can be quickly gathered for monitoring. Records must include a ledger showing the service paid for, time period, check number and amount paid plus back-up documentation (examples: bills from utility companies, past due rent notices, moving company invoice, etc.) for all financial assistance provided.

Item	Guidelines	Do Fair Market Rates (FMR) and Rent Reasonableness (RR) Apply?	Limitations	Paperwork Requirements & Timing	Notes
Eligible Rental Costs					
Rental Application Fees	Must be a fee that is charged to all applicants.			<ul style="list-style-type: none"> Receipts for the application fees. 	
Short-term/ Medium-term Rental Assistance	<p>Can cover 24 months of rental payments over a 3-year period. Can only pay rental assistance to the owner with whom the organization has entered into an Financial Assistance Agreement.</p> <p>The organization must create a written policy setting client rent payment requirements (example: clients paying 30% of their income towards rent). HOME-ARP does not have a specific requirement.</p>	Yes - Unit must be at or under FMR and comply with RR.	24 month limit on rental assistance over a 3 year period.	<ul style="list-style-type: none"> FMR & RR Compliance Form must be filled out and signed by Staff and saved in the client's file. Client must have written legally binding Lease between themselves and the owner. The lease must be signed before financial assistance is provided and a copy of the signed document must be kept in the client file. Lease must include a Lead-Based Paint Disclosure Form including the provision of Lead Safety Pamphlet, unless the unit was built after 1978, <u>and</u> no child under 6 or pregnant woman will be in residence. Lease must also include VAWA lease addendum (HUD form 91067) if the content within the addendum is not already incorporated in the original lease agreement. Notice of Occupancy Rights Under VAWA (HUD form 5380), and Certification of VAWA Incident Documentation (HUD form 5382) must be provided to the client and a signed receipt from the client must be collected and kept in the client's file. Rental Assistance Agreement with client must be signed by the client and the organization. Unit must pass Habitability inspection (per 24 CFR § 576.403), including Lead-Based Paint inspection, and Carbon Monoxide Detector Requirements inspection. Documentation of the unit passing these inspections must be kept in the client's file. All of the above documentation must be completed before the Financial Assistance Agreement is signed between the organization and the owner and saved in the client's file. After this financial assistance can be provided. 	<p>First/ last month's rent <u>counts</u> toward the 24-month limit. SDs <u>do not</u> count toward the 24-month limit.</p> <p>Paperwork must be redone annually.</p> <p>Rent for the first month of a new performance period, cannot be pre-paid using current performance period funds. However, if an organization is awarded for the new performance period, rent for the first month of the new performance period can be pre-paid using funds awarded for the new performance period.</p>
Security Deposit (SD)	Equal to no more than 2 months' rent. Separate from first/last month's rent and cannot duplicate those costs. SD must be provided as a grant (not a loan) and the owner must return the SD to the client minus any applicable damage costs. Can only be paid to the owner with whom the organization has entered into a Financial Assistance Agreement.	Yes - Unit must be at or under FMR and comply with RR.	SD does not count towards the 24 month rental assistance limit over a 3 year period.	<ul style="list-style-type: none"> FMR & RR Compliance Form must be filled out and signed by Staff and saved in the client's file. Client must have written legally binding Lease between themselves and the owner. The lease must be signed before financial assistance is provided and a copy of the signed document must be kept in the client file. Lease must include a Lead-Based Paint Disclosure Form including the provision of Lead Safety Pamphlet, unless the unit was built after 1978, <u>and</u> no child under 6 or pregnant woman will be in residence. Lease must also include VAWA lease addendum (HUD form 91067) if the content within the addendum is not already incorporated in the original lease agreement. Notice of Occupancy Rights Under VAWA (HUD form 5380), and Certification of VAWA Incident Documentation (HUD form 5382) must be provided to the client and a signed receipt from the client must be collected and kept in the client's file. Rental Assistance Agreement with client must be signed by the client and the organization. Unit must pass Habitability inspection (per 24 CFR § 576.403), including Lead-Based Paint inspection, and Carbon Monoxide Detector Requirements inspection. Documentation of the unit passing these inspections must be kept in the client's file. All of the above documentation must be completed before the Financial Assistance Agreement is signed between the organization and the owner and saved in the client's file. After this financial assistance can be provided. 	<p>Paperwork must be redone annually.</p> <p>Rent for the first month of a new performance period, cannot be pre-paid using current performance period funds. However, if an organization is awarded for the new performance period, rent for the first month of the new performance period can be pre-paid using funds awarded for the new performance period.</p>

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Item	Guidelines	Do Fair Market Rates (FMR) and Rent Reasonableness (RR) Apply?	Limitations	Paperwork Requirements & Timing	Notes
First/Last Month's Rent	<p><u>Must be necessary for the client to obtain housing</u>. <u>Pre-payment of first/last month's rent can ONLY be paid when the SD is paid.</u> Can only be paid to the owner with whom the organization has entered into a Financial Assistance Agreement.</p> <p>The organization must create a written policy setting client rent payment requirements (example: clients paying 30% of their income towards rent). HOME-ARP does not have a specific requirement.</p>	Yes - Unit must be at or under FMR and comply with RR.	First/last month's rent counts towards the 24 month limit over a 3 year period for rental assistance.	<ul style="list-style-type: none"> • FMR & RR Compliance Form must be filled out and signed by Staff and saved in the client's file. • Client must have written legally binding Lease between themselves and the owner. The lease must be signed before financial assistance is provided and a copy of the signed document must be kept in the client file. Lease must include a Lead-Based Paint Disclosure Form including the provision of Lead Safety Pamphlet, unless the unit was built after 1978, and no child under 6 or pregnant woman will be in residence. Lease must also include VAWA lease addendum (HUD form 91067) if the content within the addendum is not already incorporated in the original lease agreement. • Notice of Occupancy Rights Under VAWA (HUD form 5380), and Certification of VAWA Incident Documentation (HUD form 5382) must be provided to the client and a signed receipt from the client must be collected and kept in the client's file. • Must document that pre-payment of first/last month's rent is needed for the client to obtain housing and save this documentation in the client's file (Household Demonstration of Need for Prepayment of First/Last Month's Rent). • Rental Assistance Agreement with client must be signed by the client and the organization. • Unit must pass Habitability inspection (per 24 CFR § 576.403), including Lead-Based Paint inspection, and Carbon Monoxide Detector Requirements inspection. Documentation of the unit passing these inspections must be kept in the client's file. • All of the above documentation must be completed before the Financial Assistance Agreement is signed between the organization and the owner and saved in the client's file. After this financial assistance can be provided. 	<p>Cannot duplicate SD costs.</p> <p>Paperwork must be redone annually.</p> <p>Rent for the first month of a new performance period, cannot be pre-paid using current performance period funds. However, if an organization is awarded for the new performance period, rent for the first month of the new performance period can be pre-paid using funds awarded for the new performance period.</p>
Rental Arrears	Can cover a 1 time payment of up to 6 months of rental arrears including late fees or charges for those arrears, <u>if it is necessary for the client to maintain their housing or for those without housing, to obtain housing.</u> Arrears plus associated late fees and charges can only be paid to the owner.	<p>No - Unit does not have to be under FMR or comply with RR.</p> <p>Note, rental assistance has different guidelines, see above.</p>	Can only use this to pay 1 landlord up to 6 months of rental arrears and associated late fees/charges. Does not count towards the 24 month rental assistance limit.	<ul style="list-style-type: none"> • Must document that payment of rental arrears is <u>needed</u> for the client to maintain or obtain housing and save this documentation in the client's file (Household Demonstration of Need for Rental Arrears). • Lease signed by client and owner should be saved in the client's file, along with documentation of the outstanding balance (arrears, fees, and charges). 	Arrears for an oral lease can be paid if the oral lease is enforceable and the arrears are well documented in the owner's financial documents, rent ledger, cancelled checks, etc. Speak to Grant Specialist for further information.
Emergency Transfer (ET)	If the client meets the conditions for an ET, can cover amounts owed for breaking a lease to effectuate the ET.	N/A	Not subject to the 24 month limit on rental payments.	<ul style="list-style-type: none"> • Documentation of costs. 	

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Eligible Utility Costs					
Utility Deposits (UD)	Must be a standard utility deposit or initiation fee required by the utility company (UC) or owner (if owner-paid utilities are provided) for all. The following type of UD's can be covered: gas, electric, water, and sewer.			<ul style="list-style-type: none"> Documentation from UC of cost. 	
Utility Payments (UP)	<p>Can pay for up to 24 months of UPs per household, <u>per service</u>. Can cover gas, electric, water, and sewer.</p> <p>May only be provided if client or member of the household has an account in his/her name or proof of responsibility to make payments.</p> <p>UP can only be paid to utility company or to the owner (if utilities are covered by the owner).</p> <p>Often UPs are coupled with rental assistance, however UP can be provided as a stand-alone service. <u>If providing UP as a stand-alone service, the organization must create a written policy setting guidelines for UP as a stand-alone service</u> (example: percentage the client contributes, etc.). HOME-ARP does not have specific requirements.</p>		24 month limit on UP assistance over a 3 year period.	<ul style="list-style-type: none"> Bill from utility company (UC) in the client's name or someone's name within the household. If the bill is in someone else's name, a copy of a previous bill and proof of the client's or someone within household's responsibility of make utility payments (example: cancelled checks) will be needed to demonstrate proof of responsibility before payments can be made. Once demonstrated, bills from UC will need to be kept as backup for payments made. If utilities are covered by the owner, the lease will need to clearly list which utilities are covered and which ones are not, and the cost structure (flat rate, metered etc.) for those utilities. A copy of the lease must be kept in the client's file. If providing UP as a stand alone service, a Utility Assistance (Stand Alone Service) Agreement must be signed by the client and the organization. 	Partial payment of a monthly bill counts as a full month.
Utility Arrears (UA)	<p>Can pay up to 6 months of arrears, <u>per service</u>. Can cover gas, electric, water and sewer.</p> <p>May only be provided if client or member of the household has an account in his/her name or proof of responsibility to make payments.</p> <p>UA can only be paid to the utility company.</p>		Arrears of up to 6 months <u>per service</u> can be paid and do not count towards the 24 months UP assistance over a 3 year period limitation.	<ul style="list-style-type: none"> Bill from utility company (UC) in the client's name or another individual within the household. If the bill is in someone else's name, a copy of a previous bill and proof of the client's or another individual within the household's responsibility for making utility payments (example: cancelled checks) will be needed before assistance can be provided. Bills from UC will need to be kept as backup for payments made. 	Partial payment of a monthly bill counts as a full month.
Eligible Moving & Storage Costs					
Staff Time to Make Moving Arrangements	General costs associated with a Staff Person's time including salary, benefits, as well as costs such as pro-rated office space.				
Moving Costs	Can cover truck rental, and hiring a moving company.			<ul style="list-style-type: none"> Documentation of cost from truck rental/moving company. 	

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Storage Costs	Can cover temporary storage fees up to 3 months.			<ul style="list-style-type: none"> Storage fees are only allowed to be paid <u>after</u> the client begins receiving HOME-ARP assistance (is enrolled in the program) and <u>before</u> the client moves into permanent housing. Documentation of cost. Arrears are not eligible.	

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