

HOME-AMERICAN RESCUE PLAN

Rental Housing Assistance Application

For Nonprofit and Private Rental Developers

Wisconsin Department of Administration (DOA)
Division of Energy, Housing, and Community Resources





HOME-American Rescue Plan (HOME-ARP)

OVERVIEW

The HOME program was created by the National Affordable Housing Act of 1990. The statutory purpose of the HOME program is to increase the number of families served with decent, safe, sanitary, and affordable housing and expand the long-term supply of affordable housing. Regulations governing the HOME program are published in 24 CFR Part 92 (Final Rule, published July 24, 2013, as amended (effective August 23, 2013)).

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 in other vulnerable populations. The State of Wisconsin received funding to award agencies to perform allowable activities under the newly created HOME-ARP program. All rental development projects utilizing any HOME-ARP funding must comply with [24 CFR Part 92](#) (The regular HOME Investments Partnership Program regulations), as adjusted in the HOME-ARP implementation notice [CPD-21-10 and related waivers](#), and with requirements outlined in the State of Wisconsin HOME-ARP allocation plan, these application instructions, and HOME-ARP Program Summary. Funding will be administered by the Department of Administration (DOA), Division of Energy, Housing, and Community Resources (DEHCR). All HOME-ARP funds must be expended by September 30, 2030.

As the HOME-ARP program is a new program, updated guidance is expected to be published by HUD. Please see [HUD Exchange](#) and [DEHCR's website](#) for continual program updates.

PROGRAM DESCRIPTION

1. HOME-ARP funds may be used to acquire, construct, and rehabilitate rental housing for occupancy by individuals and families that meet one of the Qualifying Populations. Please see the HOME-ARP Rental Housing fact sheet for additional guidance on qualifying services (<https://www.hud.gov/sites/dfiles/CPD/documents/HOME-ARP-Rental-Fact-Sheet091321.pdf>).



2. All HOME-ARP assisted Rental Developments must use the Continuum of Care’s Expanded Coordinated Entry system to screen and identify households for HOME-ARP assisted-units for Qualifying Populations.
 - a. A preference for specific Qualifying Populations may be identified, but this preference does not act as a limitation. Specific Qualifying Populations may be prioritized in a list of qualified applicants, but if there are no households from that population eligible for the unit, Qualifying Population units must be made available to the next qualifying household that submitted their completed application from the project waitlist, in chronological order.
 - b. Preferences and Coordinated Entry do not apply to Low-Income HOME-ARP units not reserved for the Qualifying Populations.
3. Projects must provide information on and/or access to supportive services to Qualifying Population tenants in housing units whose construction was funded by the HOME-ARP program and identified in the application for funds. These services may be funded under the HOME-ARP Supportive Service activity.
4. HOME-ARP Supportive Service funding is available via separate application. This application is accessible on [DEHCR’s HOME-ARP webpage](#) and is available via an annual, competitive application cycle.
5. HOME-ARP Nonprofit Operating and Capacity Building Assistance is available for nonprofit organizations who are committed to developing HOME-ARP assisted rental housing. Please submit a separate application with related attachments for such specific assistance in addition to this application.
6. Projects receiving funding through the HOME-ARP program must maintain HOME-ARP assisted rental housing affordability for the length of time outlined in the project application, which must be no less than 15 years.
7. All HOME-ARP funds must be spent by September 30, 2030.

Failure to maintain supportive services or affordability may require repayment of grant funds, as determined by DEHCR.

POPULATION SERVED

Not less than 70 percent of affordable rental housing units acquired, rehabilitated, or constructed with HOME-ARP funds must be occupied by households in the Qualifying Populations, which are defined below. These are called Qualifying Population, or QP, units.



Since project-based rental subsidies can be difficult to secure, additional flexibility may be necessary to structure and underwrite projects so that they remain both affordable and financially viable. HOME-ARP units that are not restricted to occupancy by Qualifying Populations (also called Low Income, or LI Units) are subject to income targeting and rent requirements established under the HOME-ARP Rental Program rules and are only permitted in projects with rental units restricted for occupancy by Qualifying Populations. No more than 30 percent of HOME-ARP assisted rental units in any given project may be designated as HOME-ARP Low-Income units for low-to-moderate income households who do not meet the definition of Qualifying Populations. All income calculations to meet income criteria of a Qualifying Population or required for income determinations in HOME-ARP eligible activities must use the annual income definition in [24 CFR § 5.609](#) in accordance with the requirements of [24 CFR § 92.203\(a\)\(1\)](#).

QUALIFYING POPULATIONS AND THEIR DEFINITIONS

1. Homeless, as defined in 24 CFR § 91.5, means any of the following:

(1) An individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:

(i) An individual or family with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground;

(ii) An individual or family living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state, or local government programs for low-income individuals); or

(iii) An individual who is exiting an institution where he or she resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution;

(2) An individual or family who will imminently lose their primary nighttime residence, provided that:



- (i) The primary nighttime residence will be lost within 14 days of the date of application for homeless assistance;
 - (ii) No subsequent residence has been identified; and
 - (iii) The individual or family lacks the resources or support networks, e.g., family, friends, faith-based or other social networks needed to obtain other permanent housing;
- (3) 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:
- (i) 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);
 - (ii) 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;
 - (iii) Have experienced persistent instability as measured by two moves or more during the 60-day period immediately preceding the date of applying for homeless assistance; and
 - (iv) Can be expected to continue in such status for an extended period of time 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;

2. At risk of Homelessness, as defined in 24 CFR § 91.5, means any of the following:



(1) An individual or family who:

(i) Has an annual income below 30 percent of median family income for the area, as determined by HUD;

(ii) 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 in this section; and

(iii) Meets one of the following conditions:

(A) Has moved because of economic reasons two or more times during the 60 days immediately preceding the application for homelessness prevention assistance;

(B) Is living in the home of another because of economic hardship;

(C) 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;

(D) 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;

(E) 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;

(F) 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 facility, or correction program or institution); or



(G) 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;

(2) 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

(3) 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.

3. Fleeing, or Attempting to Flee, Domestic Violence, Dating Violence, Sexual Assault, Stalking, or Human Trafficking, as defined by HUD.

For HOME-ARP, this population includes any individual or family who is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or human trafficking. This population includes cases where an individual or family reasonably believes that there is a threat of imminent harm from further violence due to dangerous or life-threatening conditions that relate to violence against the individual or a family member, including a child, that has either taken place within the individual’s or family’s primary nighttime residence or has made the individual or family afraid to return or remain within the same dwelling unit. In the case of sexual assault, this also includes cases where an individual reasonably believes there is a threat of imminent harm from further violence if the individual remains within the same dwelling unit that the individual is currently occupying, or the sexual assault occurred on the premises during the 90-day period preceding the date of the request for transfer.

Domestic violence, which is defined in 24 CFR § 5.2003, includes felony or misdemeanor crimes of violence committed by:

- 1) 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);
- 2) A person with whom the victim shares a child in common;
 - 3) A person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner;
 - 4) 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
 - 5) 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:

- 1) Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- 2) Where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - a. The length of the relationship;
 - b. The type of relationship; and
 - c. 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 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:

- 1) Fear for the person's individual safety or the safety of others; or
- 2) 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. Chapter 78). These are defined as:

- 1) *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
- 2) *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.

4. 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:

(1) 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.

(2) **At Greatest Risk of Housing Instability** is defined as household who meets either paragraph (i) or (ii) below:

(i) has annual income that is less than or equal to 30% of the county 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);

(ii) has annual income that is less than or equal to 50% of the county median income, as determined by HUD, AND meets one of the following conditions from paragraph (iii) of the “At risk of homelessness” definition established at 24 CFR § 91.5:



(A) Has moved because of economic reasons two or more times during the 60 days immediately preceding the application for homelessness prevention assistance;

(B) Is living in the home of another because of economic hardship;

(C) 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;

(D) 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

(G) 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 persons per room, as defined by the U.S. Census Bureau;

(H) 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 facility, or correction program or institution); or

(H) 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

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.



GRANT INFORMATION

MINIMUM REQUIREMENTS

1. Projects must be within the State of Wisconsin.
2. Projects must serve Qualifying Populations as outlined within this application.
3. Projects must comply with the HOME Investment Partnerships Program rules and regulation as outlined in 24 CFR Part 92 and HUD Notice CPD-21-10.
4. All HOME-ARP rental developments must provide information on or access to supportive services for Qualifying Population households. These services may be provided directly to development residents but may also be from community providers.
5. HOME-ARP rental housing must include site-built, permanent, and transitional multi-family housing and Single Room Occupancy (SRO units). Emergency shelters, hotels, and motels (including those currently operating as non-congregate shelter), facilities such as nursing homes, residential treatment facilities, correctional facilities, halfway houses, and housing for students or dormitories are not considered HOME-ARP rental housing. However, HOME-ARP funds may be used to acquire and rehabilitate / or convert such structures into HOME-ARP rental housing.

PERIOD OF PERFORMANCE

1. Grant funds are available on a first come, first serve-basis and will be allocated until fully disbursed.
2. All funds must be spent by September 30, 2030
3. The minimum period of affordability for all HOME-ARP units, regardless of development activity type (i.e. New Construction, Rehabilitation, etc.), is 15 years.
4. DEHCR reserves the right to terminate any awarded grants for non-compliance or non-appropriation of the necessary funding.

FUNDING

1. Awarded grants will be funded by the HOME-ARP program through HUD.
2. The amount of each grant will be awarded based on the program application, evaluation criteria, and funding availability.
3. Any unused funds at the end of an awarded grant shall be returned to DEHCR.
4. Grant funds may not be used to supplant existing funds.



EVALUATION AND AWARD

1. Grant applications will be evaluated based on their ability to meet threshold requirements for the program.
2. There is no limit to the number of applications that an organization may submit.
3. Applicants must be available for questions or clarification during the grant review period.
4. DECHR reserves the right to reject any and all applications or withdraw any grant award prior to funding agreement execution at any time.
5. Organizations may be awarded partial grants.
6. DECHR may contact Local Homeless Coalitions (LHCs), the Wisconsin Balance of State CoC, or other homeless-prevention and service networks regarding the need for housing within their jurisdiction and potential collaboration and partnerships. Written support of the local CoC or homeless coalition is a requirement for all applicants of the HOME-ARP program.

ADDENDA

If DECHR finds it necessary to modify these application instructions for any reason, it will issue a written addendum as such. In the event of a discrepancy between the application and terms of any funding agreement, terms of the funding agreement will take precedence.

AWARD MAXIMUMS AND MINIMUMS

Per application:

- For HOME-ARP Rental Development:
 - Applications will be accepted for projects of four (4) or more rental units.
 - There is a \$1,000.00 per-HOME-ARP unit minimum.
 - There is no maximum per-unit subsidy for HOME-ARP assisted rental units. Demand for HOME-ARP units must be demonstrated, and costs must be eligible and reasonable. The maximum per-unit subsidy is only required for the traditional HOME program.



HOME-ARP SUPPORTIVE SERVICE AND NON-PROFIT ASSISTANCE FUNDING

If the applicant is interested in applying for additional funding through the HOME-ARP Non-profit Operating and Capacity Building (NPOCB) or HOME-ARP Supportive Services program, please complete the optional related applications and review program materials, available on [DEHCR'S HOME-ARP Webpage](#).

HOME-ARP Supportive Service funding will be released on an annual funding cycle.

Nonprofit Operating and Capacity Building Assistance is available to nonprofit organizations providing HOME-ARP assisted rental housing, who are applying as the lead applicant on a first-come, first serve basis. Please submit this optional application in addition to the Rental Housing Development Application. These funds must be spent by September 30, 2030.

REPORTING

In addition to regular financial reports and disbursement requests, grantees receiving HOME-ARP rental development funds will be expected to complete the following reporting schedules throughout the project's 15-year affordability period.

a. SECTION 3 REPORT: SEMI-ANNUALLY

- Reporting begins during post-award development period.
- March Report – by last day of March. This includes activity during October 1st – March 30th of that year.
- September Report – by last day of September. This includes activity from April 1st – September 30th of that year.

B. MBE/WBE REPORT: SEMI-ANNUALLY

- Reporting begins during post-award development period.
- March Report – by last day of March. This includes activity during October 1st – March 30th of that year.
- September Report – by last day of September. This includes activity from April 1st – September 30th of that year.
- Submitted in conjunction with the Section 3 report described above.



**C. THE HOME-ARP RENTAL HOUSING COMPLIANCE DATA REPORT:
ANNUALLY**

- Due on or before December 1st of each year. This includes all occupancy and lease-up activity from within the report period, which is October 1st to September 30th of each year.
- Grantee will report:
 - Number of clients occupying HOME-ARP supported units that were homeless or not homeless.
 - County Median Income at entry for all clients assisted with HOME-ARP funded units.
 - Evictions from HOME-ARP assisted units performed during the fiscal year, including reason for eviction and destination of client, if known.

D. THE HOME RENTAL HOUSING DEVELOPMENT PROGRAM IN-SERVICE REPORT

- This report will be required each year during the period of affordability, to be received on or before April 21st.
- The report shall consist of a combination of financial detail and insurance detail.
- The insurance information is as follows:
 - Grantees will be required to certify that the property has a current insurance policy that identifies DEHCR as the “mortgagee,” or “additional interest” in the policy declaration page. It is recommended that the In-service report has a copy of the current insurance declaration for the project.
- The financial information is as follows:
 - Project-specific operating budget for the previous year showing Debt Coverage Ratio (DCR) and project-specific operating budget for the current year showing DCR, as well as audited financials covering the previous 12-month period.
 - Capitalized Operating Reserve Requests and Reporting will also be included in the annual HOME-ARP Inservice Report.



INVOICING FOR REIMBURSEMENT

All HOME-ARP payment requests must be made using the HOME-ARP Payment Request Form. This form can be found on the [HOME-ARP Page of DEHCR's website](#).

RENTAL HOUSING DEVELOPMENT

Disbursements may be made upon request by the Grantee. It is the responsibility of the Grantee to ensure requests for disbursements are submitted to DEHCR. Request for the first draw must be made within six (6) months of funding agreement execution. If a draw is not received within the required 6 month time frame, a progress report must be submitted by the Grantee within 30 days of the 6 month time frame.

Requests for final payment shall be received by DEHCR within sixty (60) days from the end of the performance period of the funding agreement. In the event of conflict between the language specified in the funding agreement and these application instructions or other supporting documents, the provisions in the funding agreement regarding payment shall take precedence.

The Grantee shall not request disbursement until such time funds are needed for reimbursement of eligible costs and expenses incurred during the performance period. All requests for disbursement shall be accompanied by itemized invoices and limited to the amount shown by invoice with supporting documentation as detailed within the HOME-ARP funding agreement. Until approval of the Project Completion Report and satisfactory completion inspection confirm that the funding agreement requirements have been met, 15 percent of the development award amount will be retained. A request for the final draw of HOME-ARP Rental Housing development funds must be submitted to DEHCR upon Project Completion.



RENTAL HOUSING OPERATING

Once the project is complete and open for occupancy, rental operating assistance can be drawn from the operating assistance reserve that will be capitalized prior to lease-up. Access to this reserve can extend beyond the September 30, 2030, HOME-ARP deadline.

Capitalization of a HOME-ARP operating reserve is subject to the following:

1. The capitalized reserve must be held by the project owner in a separate interest-bearing account;
2. The project owner must request written approval of DEHCR prior to disbursing funds from the reserve;
3. Funds in the capitalized reserve can only be drawn only to address operating deficits associated with HOME-ARP QP units; and
4. Unexpended operating cost reserve amounts remaining at the end of the minimum compliance period must be returned to DEHCR.



APPLICATION PROCESSING

Applications for HOME-ARP funds will be considered on a case-by-case basis. Applications will be evaluated on the basis that they meet the threshold requirements outlined below. Applications will be accepted until funding is fully disbursed or accepted projects are viable to be completed and operational by the 2030 deadline.

Upon receipt of a completed application, DEHCR staff will perform a technical overview to determine the completeness of the application and adherence to threshold requirements. To complete the HOME-ARP application, applicants must complete the HOME-ARP application in excel and submit all required attachments. Applications submitted with missing responses and materials will be considered incomplete.

DEHCR staff will score the application, perform underwriting, and conduct a subsidy layering review per 24 § CFR 92.250 and respond to the applicant with comments and recommendations accordingly. DEHCR Staff will contact applicants if portions of the application need clarification or additional information is needed prior to DEHCR's application determination. A limited amount of time to respond will be provided to resolve any clarifying questions.

There is an estimated 90-day turnaround time from the date of the application submission until funding determinations are made by DEHCR.

Following DEHCR's application determination, either a conditional commitment letter or denial letter will be provided to the applicant. In the event funding is approved for a given applicant, all contingencies must be satisfied prior to a funding agreement being issued by DEHCR to the applicant for execution.

The actual terms of any funding agreement will be set forth in a funding agreement to be negotiated between DOA and the applicant. A limited amount of time will be provided from the date of the conditional commitment letter to satisfy outstanding contingencies and submit any additional documents and information needed to draft the funding agreement. In the event of conflict between the language specified in the application, the funding agreement, these application instructions, the HOME-ARP Program Summary, or other supporting documents, the provisions within the funding agreement shall take precedence.



No acquisition, relocation of occupants, rehabilitation or construction of HOME-ARP related units may begin prior to the execution of a funding agreement, without written authorization from DEHCR, nor prior to the completion of the environmental review process. The conditional commitment letter does not serve as an authorization to begin project activity. The proposed development must be shovel-ready at the time of application and construction must begin within 12 months of the date of the signed funding agreement with DOA. Additionally, the first Request for Payment under a funding agreement must be submitted to DEHCR within 6 months of execution of the funding agreement.

Note: Most projects will require a federally mandated public comment period of 28 to 32 days. No work that includes ground disturbance may begin and funds cannot be released until this period has been completed.

DEHCR will only accept electronic or digital copies of this application. Paper submissions will not be considered.

APPLICATION TRAINING

An application training webinar will be made available on [DEHCR's HOME-ARP webpage](#) in early 2024. Please reach out to the HOME-ARP Program Manager if accessibility or language accommodations are requested for the application instruction session.

APPLICATION RELEASE AND SUBMISSION WAIT-PERIOD

The Notice for Funding for HOME-ARP Rental Housing Assistance applications (NOFA) was released mid-December 2023. There will be a two-month waiting period before applications will be accepted. **Applications will not be accepted until March 1, 2024 when the application period begins.** Applications will be considered on a rolling basis until all funds are awarded and expended. All funds must be committed by September 30, 2030.

PREPARATION AND SUBMISSION

- Please complete the HOME-ARP application in Microsoft Excel, following the instructions provided in this manual.
- Application materials must be submitted using OneDrive. A link to a private, secure file, with subfolders for each application tab will be made available to the applicant project. **Please notify the HOME-ARP Program Manager (contact information**



available [here](#)) for your individualized link when your application is ready for submission.

- Please provide the application in excel form and all supporting documents, in addition to the HOME-ARP application, to the OneDrive folder in their appropriate tabs.
 - Materials required for each tab will be listed at the beginning of the application under “Submission Checklist” and at the top of each related tab. Please assemble all required attachments in the order of the Submission Checklist and submit them to their respective folder. **Please label the attachments so that they reflect the title listed on the Submission Checklist.**
 - If you have any questions about the requested materials, please reach out to the HOME-ARP Program Manager.



MEETING THRESHOLD: HOME-ARP DEVELOPMENT APPLICATION

For applications to be considered they must demonstrate that they meet project threshold criteria as itemized and described below.

A. Long Term Financial Viability

- i. Applications must establish that the project will be financially sound, with a 1.05 minimum Debt Coverage Ratio (DCR) for a minimum of the HOME-ARP affordability period. Long term financial viability must be documented in a 15-year operating pro forma, including the following assumptions:
 - a. revenues with a maximum 2% annual escalator; expenses with a minimum 3.0% annual escalator;
 - b. reasonable vacancy rates;
 - c. 4-6 months of operating reserve demonstrated for HOME-ARP assisted Low-Income or Market Rate Units
 - i. For HOME-ARP Qualifying Population units:
 - 1. Operating Reserve, capitalized by HOME-ARP or otherwise, which sustains through the 15-year affordability period is required or,
 - 2. Project Based Rental Assistance/Voucher
 - d. a minimum of 4 months' rent per unit for marketing and lease-up reserve, and
 - e. annual per-unit replacement reserves in the operating budget.
- **On a case-by-case basis projects that warrant going below 1.05 DCR in years 1 through 10 may still be considered financially sound if applicant can establish how and why the project will return to a >1.05 DCR within 5 years.

ii. Development Budget: documents construction costs for new construction, or acquisition/rehab.

iii. Operating Budget: documents costs of operating project, including costs for administrative expenses, property management fees, insurance, utilities, property taxes, and maintenance of units.

iii. Capital Needs Assessment (CNA): Acquisition/rehab projects must submit a CNA, or detailed inspection with specifications to document needed rehab (bring all systems up to reasonable useful life and meet HUD Uniform Physical



Condition Standards). The scope of work must ensure property standards and useful life for at least the compliance affordability period.

- iv. Maximum Cost Model: Provide documentation that project costs meet the cost guidelines set by WHEDA's Multifamily Maximum Cost Model. Use WHEDA's Appendix F - Maximum Cost Model: <https://www.wheda.com/>
- v. Audited Financials: Developer and any co-developer must submit the most recent year's audited financials.

B. Development Team Experience

The development team must demonstrate experience on a similar activity in the prior 5 years. Use Developer Team Experience found on the [DEHCR's HOME-ARP page](#). This includes:

- i. Developer
- ii. General Contractor
- iii. Management Company
- iv. Supportive Services Provider for projects providing Supportive Services.

C. Letter of Support from local Continuum of Care or Homeless Coalition

D. Unique Entity Identifier

- The entity that receives the funds must be registered on the SAM system with a current UEI number.

E. Debarment Certification

- Certification of no debarment for each entity (not individuals) involved must accompany the application. Print out page from <https://www.sam.gov/> showing the entity is not debarred.

F. W-9

- The entity that receives funds must complete a W-9.

G. Market Demand

A market study provided by a WHEDA-approved analyst is required to demonstrate project demand for all Low-Income HOME-ARP assisted and Market Rate units. The scope of the assessment should be relative to the project scope.



At a minimum the assessment should contain:

- i. Analysis of local market trends, current neighborhood information
- ii. A clear definition of the market area from which the buyers or renters can reasonably be expected to be drawn.
- iii. Analysis of the demand, supply, and competition.
- iv. Assessment must be performed less than 12 months prior to the commitment of HOME-ARP funds.

Demand for HOME-ARP units for Qualifying Populations must be demonstrated as described below.

For Units reserved for Qualifying Households:

For HOME-ARP units for qualifying households, a traditional market assessment is not required. Rather, the applicant can demonstrate that there is unmet need among qualifying populations for the type of housing proposed through their gap analysis, CoC data, public housing and affordable housing waiting lists, point-in-time surveys, housing inventory count, or other relevant data on the need for permanent housing for the qualifying populations.

H. DFI Documentation

Documentation of Wisconsin Department of Financial Institution’s certification of good standing required with application.

I. Readiness to Proceed

Documentation of executed option or accepted offer to purchase; zoning appropriate to proposed development; Letter of Intent (LOI) or commitment documentation for all financing/equity.

J. HOME-ARP Assisted Unit Mix

- i. 50% of all HOME-ARP assisted units must be designated as 30% County Median Income (CMI).
- ii. No less than 70% of HOME-ARP-assisted units in project must be reserved for Qualifying Populations. Qualifying Population HOME-ARP Units (QP units) may not exceed the LOW HOME rent limit.
- iii. Therefore, no more than 30% of HOME-ARP assisted units in a project may be for non-QP Low-Income households, with a HIGH HOME rent and income limit.



- K. Visitable** A project is considered visitable if more than 50% of the HOME units are visitable. Architect certification is required to be submitted with the application concerning this threshold.

DEHCR defines a visitable unit as having all three items below:

- i. 32” clear openings in all interior and bathroom doorways,
- ii. providing at least one accessible means of egress/ingress for each unit, and
- iii. having one bathroom on the first floor of the unit.

L. Energy Efficiency and Sustainability

- i. Green Building Standards
 - a. Projects built to meet existing green building standards, e.g.: LEED-Certified, Enterprise Green Communities Program, Wisconsin Environmental Initiative’s Green Built Home, etc. Architect certification is required to be submitted with the application.
- ii. Energy Star
 - a. Developments using Energy Star-labeled bathroom fans (exhausted to the outdoors and equipped with humidistat sensor or timer) and using Energy Star-labeled power vented fans or range hoods (exhausted to the outdoors). Architect certification is required to be submitted with the application.
- iii. Resource Conservation
 - a. Minimum of 20% recycled content material – excluding mechanical equipment and electrical equipment. Architect certification is required to be submitted with the application concerning this threshold.
 - b. Minimum of 35% of wood products that are either salvaged wood, engineered materials, and/or Forest Stewardship Council-certified wood products and materials. Architect certification is required to be submitted with the application.

M. Installation of Broadband Infrastructure

Applies to HUD-Funded Rental Housing projects that are newly constructed or substantially rehabilitated:

- i. Requires the installation of broadband infrastructure at the time of new construction or substantial rehabilitation of multifamily rental housing that is funded or supported by HUD, including all activities and awards funded by the State’s HOME-ARP program.
- ii. HOME-ARP funds may not be used for furniture/equipment for a computer room, even as part of a multifamily assisted rental property.



Application Instructions

When first saving entered information into the application, please label it to include the applicant’s name. For example, save the application as *XYZ Nonprofit/Development Company/Government Agency HOME-ARP Rental Housing Application “Month” “Year”*.

For example, State of Wisconsin HOME-ARP Rental Housing Application October 2023 State of Wisconsin

The rental housing application includes eight (8) tabs. Each tab contains blue-shaded cells which allows the applicant to enter the requested information. Many cells include a dropdown menu from which applicants can select options.

Tab 0	Submission Checklist
Tab 1	General Project Information
Tab 2	Project Timeline
Tab 3	Site Data
Tab 4	Unit Data & Income
Tab 5	Development Team Experience
Tab 6	Project Funding Summary
Tab 7	Capitalized Operating Reserve Calculations
Tab 8	Application Certification

Instructions for each tab will be provided on a line-by-line basis.

Tab 1: General Project Information

Please provide general information on the proposed project.

Lines 17-25. Please enter general applicant information here. The information entered here should reflect the primary owner entity that will receive HOME-ARP funds.

Lines 30 – 51. Please enter the contact information for primary grant contacts. Grant Contact (Line 37) will be the primary point of contact for all application-related questions.

Line 56. Please enter estimated HOME-ARP Rental Development funding request for applicant project.

Line 58. Please enter estimated HOME-ARP units in this project. Both funding and assisted-unit counts will be finalized after application is subjected to the HOME-ARP underwriting and cost allocation process completed by DEHCR.

Line 60. Please select the appropriate rental housing type being proposed.

Line 63. Indicate if Supportive Services will be made available to households in HOME-ARP Qualifying Population Units. Supportive Services must be made available to HOME-ARP Qualifying Populations on a



voluntary basis. The State of Wisconsin's HOME-ARP program requires that information on, or access to supportive services must be made available to qualifying households. These services do not need to be, but can be, funded by HOME-ARP Supportive Service funding. HOME-ARP Supportive Service funding opportunities are available in a separate application.

Line 65. Please describe Supportive Service programming available to residents, either within the community or directly to the project.

Line 67. Enter the HUD-recognized Continuum of Care or local homeless coalition within which this project will be located.

Line 70. Please indicate if a preference for a specific QP has been identified for the project.

Line 72. Please select the Qualifying Population preference for the project. Projects may only prioritize one of the Qualifying Populations identified in the State of Wisconsin's HOME-ARP Allocation Plan. More information on preferences and the use of Coordinated Entry can be found in the HOME-ARP Rental Housing Program Summary on DEHCR's [HOME-ARP webpage](#).

Line 75. Please indicate if the applicant organization has experience with the Homeless Management Information System (HMIS) or comparable database for victim service providers.

Line 78. Please indicate if rental operating and development budgets are complete.

Line 81. If there are more than 12 Federally Assisted units in project, does the development budget incorporate the proper labor cost estimates? If Davis-Bacon does not apply to this project, please select 'No'. For more information on the Davis-Bacon Act, please see: [24 CFR § 92.354](#). This is a federal requirement for all developments with 12+ HOME-ARP/Federally assisted units.

Line 83. Please indicate if all construction procurement incorporates Federal Labor Standards and Section 3 Requirements. Section 3 is a provision of the Housing and Urban Development Act of 1968, intended to create economic opportunities for low-income individuals. Details of the regulatory practices are outlined in [24 CFR Part 135](#).

Lines 86-88. Indicate if project will be accessible to those with physical disabilities and if that is factored into the development/rehabilitation budget.

Lines 92-94. Application attestation must be signed, with the title of signatory included and dated. Digital signatures are accepted.

Tab 2: Project Timeline

Lines 15-25. Please indicate completion dates (real or anticipated) for the pre-development project activities.

Lines 29-35. Please indicate completion dates (real or anticipated) for construction activities.



Please note HOME-ARP Rental Projects must meet the definition of “Project Completion” at 24 CFR § 92.2. Construction must begin within 12 months of the award of funds. The project completion report is due upon construction completion. Lease-up of all HOME-ARP assisted units is due within 6 months of construction completion. Construction completion date is commonly recognized with the issuance of an occupancy permit from the inspecting jurisdiction.

There are no required attachments for this tab.

Tab 3: Site Data

Lines 16 – 24. Please provide information on the rental housing project site.

Line 26. Please indicate the development activity type.

Line 28. If project is an Acquisition or Rehab, please list the year the building was initially completed.

Line 30. If the project is not a new construction, please provide information on the age of the property and lead-based paint abatement status. Housing assisted with HOME-ARP funds is subject to the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4821-4846), the Residential Lead-Based Paint Hazard Reduction Act of 1992 (42 U.S.C. 4851-4856), and implementing regulations at 24 CFR Part 35, subparts A, B, J, K, M and R. More information of lead-based paint regulations and 24 CFR Part 35 can be found [here](#). If the site has undergone abatement and a treatment plan is required, that plan must be included in the project’s application for HOME-ARP funds.

Line 33. Please indicate if project construction is currently underway. If so, please contact the HOME-ARP Program Manager before submitting your application. Environmental review of the site must be completed before the commitment of HOME-ARP funding.

Line 35. Please indicate if environmental review has been completed. If so, please complete the environmental review questionnaire available [here](#) via access.gov. You may need to create an access.gov log-in if you have not previously accessed the site.

Line 38. Please provide the Tax Parcel ID number for the site. This is the number assigned to parcels of real property by the tax assessor of a particular jurisdiction for purposes of identification and record keeping.

Line 40. Please indicate if site is appropriately zoned per local zoning code. Please include a zoning verification document in the Tab 3 folder.

Line 42. If site is being re-zoned, please provide the anticipated date of rezoning.

Lines 45-51. Please provide information on the legislative district in which the property is located.

Lines 54-56. Please provide utility access information for the site at time of construction start and indicate which utilities need to be brought to the site.



Line 59. Please indicate if the applicant currently has control over the site. If the project owner already owns the site, please indicate if they are the deed holder. Otherwise, indicate if the site is under contract or if there is an existing option to purchase.

Lines 63-66. If applicant does not have control over the site at present, please provide the contact information for the seller/current owner of the site.

Lines 68-72. Please respond to questions regarding potential conflicts of interest involving the sale of real property.

Line 75. Please indicate if there are currently tenants living on the site.

Line 77. Please indicate if the proposed project will displace current tenants. Potential applicants should carefully consider how their development may be impacted by the Uniform Relocation Act (URA) before making the final decision to apply for HOME-ARP funds or to obtain site control of a given property. Relocation expenses could render a viable project infeasible. Information on displacement and relocation costs are available at [24 CFR § 92.353](#). Displacement and relocation plans are required attachments if the project will result in displacement.

Line 79. If the project will result in the demolition of low-income dwelling unit (defined [here](#)) and replaced with any purpose aside from a low-income dwelling, a one-for-one replacement plan must be in place. For the purposes of HOME-ARP, SRO units are not included in this classification. More information on one-for-one replacements is available [here](#).

Line 81. Please provide the site legal description here. Legal description must be acceptable to the County Register of Deeds with jurisdiction over project site.

Line 83. Please indicate if broadband will be available to residents in this project. More on Narrowing the Digital Divide [here](#).

Required attachments for this section should be clearly labeled and submitted to Tab 3's folder. List of attachments are available at the top of the tab and in the Submission Checklist at the beginning of the application.

Tab 4: Unit Data and Income

Information for all units will be included here. Please review the information on unit designations in the application and HOME-ARP Program Summary for more information about income limits and unit designations.

Line 23. Please indicate if all units in project will be comparable.

Line 25. Please indicate if HOME-ARP units will be designated as fixed or floating units. More information on fixed and floating units is included in the HOME-ARP Rental Development Program Summary.



Lines 29-40. Please enter utility information here. Please indicate the fuel source, if the utilities are paid by tenant or owner, and the monthly allowance for each utility if paid by tenant by bedroom size.

Line 41. Totals for utility allowance by bedroom size will automatically populate in Columns D-H here.

Line 43. Please provide the name of the Public Housing Authority whose utility schedule documentation is used for these utility allowance estimates.

Lines 48-111. Please provide all unit information, grouped by unit size/bedroom count. The table is organized as follows:

Sample Chart (using 1 BD Example)

Column A		Column B
60	1 Bedroom Units	
	HOME-ARP Qualifying Population or Low Income Unit?	# of Units
61		
62	Yes - HOME-ARP Qualifying Population Unit	4
63	Yes - HOME-ARP Qualifying Population Unit	3
64	Yes - HOME-ARP Low-Income Unit	3
65	No- Not HOME-ARP Assisted	5
66		
67		
68		
69		
70	<i>Subtotal</i>	15

Column C		Column D
	HOME unit designation	Project Based Rental Assistance <i>if applicable- For HOME-ARP Units Only</i>
61		
62	SUB HOME	Section 8
63	LOW HOME	Section 8
64	HIGH HOME	Not Applicable
65	Not Applicable	Not Applicable
66		



Column E

Column F

Column G

	# of Baths	Square Footage Per Unit	Proposed Contract Rent (excludes utility allowance)
61			
62	1	500	\$500
63	1	500	\$650
64	1	500	\$750
65	1	500	\$900
66			

Column A: Select HOME-ARP status of units being described in each line. There may be multiple lines by unit type, depending on the HOME Unit designation mix of HOME-ARP QP and LI units. See above for an example.

Column B: Indicate number of units of specific type (as determined by HOME-ARP QP or LI status, number of bathrooms, and HOME unit designation).

Column C: Please select the HOME designation for HOME-ARP assisted units (HOME and HOME-ARP rent and income designations are the same).

Column D: Please select any Project Based Rental Assistance applied to unit if applicable. This information is requested for HOME-ARP Qualifying Population units only.

Column E: Enter the number of bathrooms for the unit type.

Column F: Enter the square footage of unit type.

Column G: Please enter proposed contract rent. This does not include utility allowance.

Columns H-J will automatically populate based on amount entered in Column H and in the utility allowance chart in lines 26-38 in this tab.

Lines 120-132. Please indicate what equipment is included in all units.

Lines 137-144. Please enter information on commercial space, if applicable.

Lines 151-159. Please enter on-site parking information here.



Lines 163-166. Please respond with information about recreational and common spaces in the project here.

Line 174. Total number of rental units will automatically populate here based on the data entered in Lines 48-111 above.

Line 175. Please enter the total number of HOME-ARP units here.

Line 176. Please input the percentage of HOME-ARP assisted units for Qualifying Populations.

Lines 178. Gross Rent Potential will automatically populate here.

Line 180. Square Footage of Residential Units will auto-calculate here.

Line 181. Please enter the square footage of any commercial spaces here.

Line 182. Please enter the square footage for common residential areas within the project. This includes all square footage outside of private residential spaces in the project.

Line 183. Total square footage will auto-calculate here.

Lines 187-191. Please enter anticipated monthly income for all listed sources here. Annual amount will automatically calculate.

Line 192. Monthly and Annual totals for non-residential income will automatically be calculated.

Lines 197-199. Please enter the names and schedule for all non-HOME-ARP rental subsidies in this chart. Do not enter any information for years in which the subsidy is not available.

Please attach the utility allowance estimate source documentation, market demand assessment, and copy of floor plans and elevations, all clearly labeled, in this Tab's submission folder.

Tab 5: Development Team

Please fill in the appropriate contact information for all roles listed on this tab. Additionally, Development Team Experience Detail forms are required for the following roles:

Lead Developer

Any Co-Developers

General Contractor

Property Management Company

Supportive Service Provider (if providing services directly to Qualifying Populations in HOME-ARP assisted units for the applicant's project).



These forms can be found [here](#). They must reflect all developments/projects completed and operating within the last **five (5)** years. Please also include the latest Fiscal Year Audited Financial Statements for the Lead Developer and any Co-Developers. Please include these in the application attachments packet under this section in the order listed above.

Tab 6: Project Funding Summary

This is the general development project funding summary page.

Line 7. Agency Name will autofill from information provided on Line 17 of Tab 1.

Lines 9-10. Project Name and Address will autofill from information provided on Lines 16, 18, and 20 in Tab 3.

Lines 13-14. Total Number of non-assisted and assisted units will auto-populate with the information provided on Lines 174 and 175 in Tab 4.

Lines 20-33. Please enter the source and amount of all funding sources, including bank loans, other loans, federal grants, owners' equity, etc.

Line 34. Total will automatically populate here.

Lines 39-47. If project is receiving Low Income Housing Tax Credits (LIHTC), please enter LIHTC information here.

Lines 51-59. If receiving Historic Preservation Tax Credit, please enter information here.

Lines 63-80. Please enter all information for amortized loans for project construction.

Line 82. Total Construction Sources will automatically calculate here.

Line 84. Please provide information on construction contingencies.

Lines 87-103 Please enter all information for operating/permanent financing loans for the project.

Line 105. Total Permanent Sources will automatically calculate here.

Lines 109-121. Please list any pending funding sources here. Enter the expected date of commitment. HOME-ARP funds may not be granted unless there are letters of commitment from all funding sources at the time of execution of the funding agreement.

Please attach the project's WHEDA Maximum Cost Model form and letters of commitment for all funding sources for the rental development project in Tab 6's folder, including documentation of owner equity.

Maximum Cost Model must reflect Supportive Housing Unit Cost Parameters.



Additionally, HOME-ARP Financial Forms are to be submitted under this Tab's Folder. Please fill out the forms, found on DEHCR's [HOME-ARP Webpage](#). These forms include the Project Development Budget, Project Sources and Uses information, Proforma, and Tax and Appreciation benefits. If these forms are not submitted, the application will be considered incomplete.

Tab 7: Capitalized Operating Reserve Calculation

Line 7. Please indicate if the project is requesting a Capitalized Operating Assistance Reserve for Qualifying Population units. This is not allowed for HOME-ARP QP units which already have a committed Project-Based Rental Subsidy.

Line 8. Please indicate if the project has a Capitalized Operating Reserve from another source.

Line 10. Please list the total number of units in the project.

Line 11. Please list the total number of HOME-ARP Qualifying Population Units in the project.

Line 12. Please provide the average operating cost per unit. This must match the amount listed in cell D52 in the Proforma submitted with the HOME-ARP Financial Forms (Tab 6).

Lines 16-20. Enter information on Rental and Operating Cost escalations, and Vacancy Expectations for the requested periods. These must match Residential Assumptions listed in HOME-ARP Proforma - Line 5-10, Col. J.

Lines 25-39. Please list information for each HOME-ARP Qualifying Population Units without a Project Based Rental Assistance.

In Column A, please indicate the Unit Size by Bedroom.

In Column B, please indicate the total number of bathrooms in the unit.

In Column C, please indicate the Unit Designation.

In Column D, please enter total Year 1 Rental Expectation for each unit. Vacancy considerations will be automatically included in the total count.

Years 2-15 Rental and Operating Costs will automatically fill in Columns E through R, when multiplied by the escalation and vacancy rates entered in lines 16-20.

Lines 40-47. Totals for each column will automatically populate. The annual gap between operating cost and rental expectation will automatically populate and the Total (estimated) Capitalized Operating Reserve amount will be calculated within the form.



Please submit any non-HOME-ARP Operating Reserve or Project Based Rental Assistance agreements in this Tab's folder.

Tab 8: Application Certification

Line 7. Please list HOME-ARP Activity Owner. This name must match Wisconsin Department of Financial Institutions Records.

Line 10. Please indicate if the owner is an LP, LLC, or neither.

Lines 13-53. Please select agree or disagree for all certification statements. Applicants must affirmatively acknowledge each and every certification statement in order to receive funding for the HOME-ARP project.

Lines 58-61. Individuals listed on Line 30 of Tab 1 should act as certification signatory. Digital or printed signatures are accepted. Please provide signature date and signatory information in this space.

Required attachments for this section should be submitted in the order listed and clearly labeled with project name and document label. The list of attachments is available at the top of the tab and in the Submission Checklist at the beginning of the application.

End of application.



APPLICATION information needed prior to contracting

The following information will be requested prior to the execution of funding agreements for approved projects. DEHCR reserves the right to request further information as needed or applicable.

- 1. If not submitted with application:**
 - a. Project waiting list procedures
 - b. Lease for HOME-ARP Units
 - c. Conflict of Interest standards and procedures
 - d. Project's Confidentiality Procedures
 - e. VAWA Emergency Transfer Procedures
 - f. Affirmative Fair Marketing Plan
 - g. Tenant Selection Plan
 - h. Organizational Drug-Free Workplace policy

- 2. Project Timetable (can update HOME-ARP Application Tab 2)**
 - a. Proposed Fund Draw Schedule for the project
 - b. Estimated construction completion
 - c. Expected closing date on the First Mortgage for this project

- 3. Final plans and specs for project.** Drawings can be provided in electronic format

- 4. Unit mix information:**
 - a. Including unit address (or number)
 - b. unit size (number of bedrooms) and
 - c. population to be served. i.e., the unit designation (% of CMI)

- 5. Ownership Entity Identification Numbers**
 - a. Federal Employment Identification Number (FEIN)
 - b. Unique Entity Identifier Number for Owner of the proposed HOME assisted activity

- 6. Contact Information (can update HOME-ARP Application Tab 5)**
 - a. General Contractor
 - i. Name of company and contact information
 - b. Project site management used for leasing and tenant contact:
 - i. Name of company and contact information
 - c. Compliance contact (indicate if different than the project site manager above)
 - d. Inspecting Architect for the project



- e. Supportive Service Provider
- 7. Title Insurance Company information (for projects receiving over \$100,000.00 of HOME funds)**
- a. Contact Name, Contact Title
 - b. Street Address, City, State, Zip Code
- 8. Updated Financial Information: (can update HOME-ARP Application Tabs 4, 6 and 8)**
- Post DEHCR-underwriting, with HOME-ARP Development and Operations, please provide updated tabs to reflect HOME-ARP investment in development project.**
- a. Project Funding and Summary (Tab 6)
 - i. If additional or changes to the funding sources have happened since submitting the application, documentation of commitment to this project is required. Please include copies of dated, final commitment letters.
 - b. Operation Budget – included in HOME-ARP Financial Forms booklet
 - c. Sources and uses should balance and match the total development cost - included in HOME-ARP Financial Forms booklet
 - d. 15-year Operating Proforma - included in HOME-ARP Financial Forms booklet
 - e. Capitalized Operating Reserve(s) Information (Tab 9)
- 9. List of other Mortgages: Including copies of all final commitment letters or letters of intent. (Can update Tab 6)**
- a. If additional or changes to the funding sources have happened since submitting the application, documentation of commitment to this project is required. Please include copies of dated, final commitment letters.
- 10. Exceptions to Mortgage (deed restrictions, etc.):** provide a list for use on loan documents; may be obtained from Title Insurance agent.
- 11. LIHTC Projects: A copy of the operating agreement (or Partnership Agreement as applicable)**
- 12. Escrow fee for each draw, as applicable.**
- 13. Title Commitment Policy** including:
- a. the legal description of the project site
 - b. Tax Key Number for the property
 - c. All attachments and exhibits