



PLANNING AND COMMUNITY DEVELOPEMENT
Housing and Urban Development (HUD)- HOME: Investment Partnerships
Program-American Rescue Plan (HOME-ARP) Funding
Tenant Based Rental Assistance

The Department of Housing and Urban Development (HUD) allocated the City of Corpus Christi \$4,213,937 in HOME funds through the American Rescue Plan Act (ARPA). The HOME- ARP funds are intended to reduce homelessness and increase housing stability. Through an extensive process and approved by HUD, the City of Corpus Christi developed the [HOME-ARP Allocation Plan](#) that details the City's proposal on what activities the funds will be spent towards. All perspective applicants are directed to familiarize themselves with this plan for the purpose of this application.

All interested applicants must email the application to Rich Penksa at richp@cctexas.com no later than: **Wednesday, August 28, 2024, PRIOR TO 11:59 PM.** For further information, you may contact Rich Penksa at (361) 826-3970.

A Technical Assistance Workshop will be available.

DATE: August 6, 2024

PLACE AND LOCATION: City Hall, 1201 Leopard Street, 6th Floor, Executive Conference Room

MEETING TYPE: TA Workshop

TIME: 2 p.m.

This NOFA may be updated with additional or corrected information as it becomes available. Please check the website at <https://www.cctexas.com/gmd> during application development. This NOFA is dated July 29, 2024.

Proposal Information:

1. Total amount available of HOME-ARP funding for tenant based rental assistance is \$1,245,218 for individuals or families from the following qualifying populations: homeless; at-risk of homelessness; fleeing or attempting to flee domestic violence, dating violence, sexual assault, stalking or human trafficking; other populations where providing assistance would prevent the family's homelessness or would serve those with the greatest risk of housing instability; and veterans and families that include a veteran family member that meet one of the preceding criteria in the City of Corpus Christi. Priority preferences among the qualifying populations is not eligible.
2. Funding amounts available by category: Tenant Based Rental Assistance- \$1,160,454 Non-Profit Operating-\$210,696 and Non-Profit Capacity Building-\$210,696. Proposal

requests cannot exceed available funding in any of the categories. The totals for Non-Profit Operating and Non-Profit Capacity Building Funds are eligible to this NOFA and the companion NOFA for Tenant Based Rental Assistance and will not exceed these amounts in total. If funds are awarded to a Public Housing Authority or quasigovernmental agency, Administrative funds up to 10% of the award may be awarded from the City's allocation of Administrative funds in lieu of Nonprofit Operating and Non-Profit Capacity Building.

3. From the total award in Non-Profit Operating and Non-Profit Capacity Building, the City reserves the right to move funds between this NOFA and the HOME-ARP Supportive Services NOFA if deemed necessary.
4. The contract term start date is upon contract receipt. The contract end date is June 30, 2030. The City will close-out contract by September 30, 2030.
5. The Subrecipient may begin activities upon receiving a Notice to Proceed by City staff.
6. Public Housing Authorities, nonprofit agencies, and quasi-governmental agencies are eligible to apply.
7. For an application to be considered for funding, the following qualifications must be met:
 - Applicant must be a certified 501 c3 non-profit, Public Housing Authority, or quasigovernmental agency.
 - The proposed activities must be listed as an eligible activity/expense in the [HOME-ARP Program Fact Sheets](#) and [HOME-ARP rules, regulations, and applicable waivers](#). Eligible activities include a wide variety of supportive services allowed by [HUD HOME-ARP](#) and the City's [HOME-ARP Allocation Plan](#). There is a separate fact sheet of eligible expenses for each category of funding available.
 - One-on-one interviews will be scheduled for all applicants who have not previously received federal funding for a project within the last year or as deemed necessary.
8. **Respondents to the subgrantee award solicitation will be required to outline in detail the services to be provided. Respondents are required to outline in detail how they will manage and utilize the Tenant Based Rental Assistance funding in their application.**
9. Applications that are deemed eligible for HOME-ARP funding will be evaluated based on the following:
 - Past history of providing Tenant Based Rental Assistance to those in the City of Corpus Christi who are homeless; at-risk of homelessness; fleeing or attempting to flee domestic violence, dating violence, sexual assault, stalking or human trafficking; other populations where providing assistance would prevent the family's homelessness or would serve those with the greatest risk of housing instability; and veterans and families that include a veteran family member that meet one of the preceding. Preference among the qualifying populations are not allowed. **(35% scoring)**
 - Ability to produce plan for clients to remain successfully housed after the contract term date expires. **(35% scoring)**
 - Include experience working to qualify clients for housing assistance (Homeless

- certifications, income certification, habitability standards, etc.) **(10% scoring)**
- Activity implementation (Tell us how quickly your program can begin serving clients) **(5% scoring)**
 - Efforts to secure other sources of funding that could be used towards this project **(5% scoring)**
 - Other criteria – cost reasonableness, effectiveness, greatest need, positive impact on the community and project timeline. **(10% scoring)**
 - It will be necessary for any organization selected to provide all required HOME-ARP documentation before a contract is awarded. This documentation includes: W9, Proof of SAM registration, Proof, via SAM.gov the agency has no debarment sanctions, Program Manual, SOP' s for the new program.

SCOPE OF WORK

1.1. General Requirements

HOME-ARP funds give jurisdictions significant new resources to address their homeless assistance needs. HOME-ARP funds are allocated through the HOME formula to all participating jurisdictions that qualified for an annual HOME program allocation for FY 2021. HOME-ARP must be used for individuals or families from the following qualifying populations; homeless; at risk of homelessness; fleeing or attempting to flee domestic violence, dating violence, sexual assault, stalking, or human trafficking; other populations where providing assistance would prevent the family's homelessness or would serve those with the greatest risk of housing instability; and veterans and families that include a veteran family member that meet one of the processing criteria. For the purposes of the NOFA, HOME-ARP funds can be used for activities including tenant based rental assistance as outlined in the [HOME-ARP Program Fact Sheets and Corpus Christi HOME-ARP Allocation Plan](#).

1.2 Scope of Work

Selected Subgrantee(s) shall:

1. Enter into agreement (Memorandum of Understanding- MOU) to provide Tenant Based Rental Assistance to clients of the recipient (nonprofit) of Corpus Christi, HOME-ARP-Supportive Services funding
2. Deploy services that reflect the organization's policies and procedures are compliant with [HOME-ARP Fact Sheets, HOME-ARP rules, regulations, and applicable waivers, and the HOME-ARP Allocation Plan](#) and agree to scheduled compliance monitoring conducted by City staff.
3. Provide City staff with detailed monthly, quarterly, annual performance and expenditure reports as required by the funder.
4. Collect relevant data for monthly reports. Data includes but is not limited to number of contacts with unsheltered homeless individuals, identifying information, demographics, services referred, services received, service outcomes, follow up

information from subsequent contacts, number, and details for calls for services. Data collected will be qualitative and quantitative.

5. Provide all trained staff, facilities and related equipment, all necessary supplies, and maintain accurate records. In addition, Subgrantee(s) shall provide supporting documentation verifying all services performed, as determined by the City verifying the services performed.
6. The contract term start date is upon contract receipt. The contract end date is June 30, 2030. The City will close-out contract by September 30, 2030.
7. The Subrecipient may begin activities upon receiving a Notice to Proceed by City staff.

1.3 Special Instructions

- A. Subgrantee(s) must provide a current W9.
- B. Must provide other source(s) of funding to be leveraged.
- C. Once Subgrantee(s) is selected, must provide a Standard Operating Procedure (SOP) program manual to be approved by the City of Corpus Christi staff.
- D. The City has established the following preferred qualifications for selected Subgrantee(s):
 1. Experience managing Tenant Based Rental Assistance and engaging with individuals experiencing homelessness.
 2. Experience in providing rental assistance for literally homeless or at-risk homeless populations to find and maintain housing stability.
 3. Knowledge of applicable federal, State, and local ordinances, laws, and regulations including local camping laws and right-of-way obstruction ordinances.
 4. Utilize funding from this program for Corpus Christi residents only.
 5. The City of Corpus Christi reserves the right to negotiate program scope and or proposed budget prior to award.

PLANNING AND COMMUNITY DEVELOPEMENT
Housing and Urban Development (HUD)- HOME: Investment Partnerships
Program-American Rescue Plan (HOME-ARP) Funding
Tenant Based Rental Assistance Application

AGENCY: _____

CONTACT PERSON: _____

TITLE: _____

MAILING ADDRESS: _____ State: __ Zip: _____

TELEPHONE NUMBERS: _____ or _____ FAX#: _____

E-MAIL: _____

PROPOSED PROJECT NAME: _____

PROPOSED PROJECT ADDRESS: _____ State: __ Zip: _____

PROPOSED PROJECT DESCRIPTION

Please check those categories that apply:

- Tenant Based Rental Assistance
- Nonprofit Operating
- Nonprofit Capacity Building
- Administration for Governmental and Quasigovernmental Agencies

*** All activities proposed must be used to aid individuals or families from the following qualifying populations: homeless; at-risk of homelessness; fleeing or attempting to flee domestic violence, dating violence, sexual assault, stalking or human trafficking; other populations where providing assistance would prevent the family's homelessness or would serve those with the greatest risk of housing instability; and veterans and families that include a veteran family member that meet one of the preceding criteria in the City of Corpus Christi.**

Amount of request: \$ _____

1. On a separate sheet of paper, describe your project including details of how your agency will meet the requirements in the Scope of Work. **Include details which directly relate to activities allowed through HOME-ARP funding.** Please refer to the [HOME-ARP Program Fact Sheets and HOME-ARP rules, regulations, and applicable waivers and HOME-ARP Allocation Plan.](#) Please include the number of unduplicated clients you will serve through this/these funding opportunity(s).

2. On a separate sheet of paper, provide the project's other funding sources and uses. Provide information on how the agency may leverage these other funding sources to serve HOME-ARP funds. Other sources may include partner contributions to housing assistance and sheltering.
3. Complete the following tables for HOME-ARP tenant based rental assistance funds. **Include details which directly relate to activities allowed through HOME-ARP funding.**

HOME-ARP Tenant Based Rental Assistance- Not to Exceed \$1,160,454 through June 30, 2030	
Tenant Based Rental Assistance	\$
Non-Profit Operating and Capacity Building through June 30, 2030	
Operating Expense Assistance (not to exceed \$210,696, full amount may not be awarded)	\$
Capacity Building Assistance (not to exceed \$210,696, full amount may not be awarded)	\$
Administrative Funds for governmental and quasigovernmental agencies (not to exceed 10% of the award)	\$
Total Budget	\$

Anticipated Persons Served – HOME-ARP Tenant Based Rental Assistance	
Categories	Persons Served
Persons Served	
1. Homeless persons	
2. Persons at risk of homelessness served	
3. Persons fleeing or attempting to flee domestic violence, dating violence, sexual assault, stalking, or fleeing human trafficking	
4. Other populations where providing assistance would prevent the family's homelessness or would serve those with the greatest risk of housing instability; and veterans and families that include a veteran family member that meet one of the preceding criteria in the City of Corpus Christi.	

Submitted by: _____

Date: _____

Title: _____

Signature: _____