

City of Kingsport on Homelessness
Written Standards for
HOME Investment Partnerships Program-American Rescue Plan (HOME-ARP)
Supportive Services (SS) Program

1. These written standards apply to City of Kingsport's direct services and states the HOME-ARP-SS eligible services City of Kingsport will provide and any limitations on funding amounts. These written standards will expire on the date that THDA ends the Program. Services will not be provided until City of Kingsport has a completed grant agreement with THDA.
2. The HOME-ARP-SS Program is designed to assist qualifying individuals and families who are:
 - a. homeless;
 - b. at risk of homelessness;
 - c. fleeing, or attempting to flee, domestic violence, human trafficking; or
 - d. other vulnerable individuals to provide the services necessary to help those persons regain stability quickly in temporary or permanent housing after experiencing a housing crisis and/or homelessness.
3. The objectives of the HOME-ARP-SS Program are:
 - a. Assist qualifying vulnerable individuals by providing them with the services necessary to help those persons regain stability quickly.
 - b. Reduce the length of time program participants experience homelessness;
 - c. Exit program participants to permanent housing;
 - d. Limit returns to homelessness one year after program participants exit the HOME-ARP-SS Program; and
 - e. Based on the activity, all HOME-ARP-SS Program resources are to be used to benefit Qualifying Populations as defined in herein.
4. HOME-ARP SS Program funds must be used to primarily benefit individuals or families that are:
 - a. Homeless.
 - (1) An individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:
 - (a) 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;
 - (b) 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

- (c) 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:
 - (a) The primary nighttime residence will be lost within 14 days of the date of application for homeless assistance;
 - (b) No subsequent residence has been identified; and
 - (c) 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, but who:
 - (a) 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);
 - (b) 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;
 - (c) 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
 - (d) 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.

b. At Risk of Homelessness.

- (1) An individual or family who:

- (a) Has an annual income below 30 percent of median family income for the area, as determined by HUD;
- (b) 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 the Homeless definition.
- (c) Meets one of the following conditions:
 - i. Has moved because of economic reasons two or more times during the 60 days immediately preceding the application for homelessness prevention assistance;
 - ii. Is living in the home of another because of economic hardship;
 - iii. 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;
 - iv. 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;
 - v. Lives 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;
 - vi. 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
 - vii. Otherwise lives in housing that has characteristics associated with instability and an increased risk of homelessness, as identified in THDA'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.
- c. 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 as such terms are defined at 24 CFR 5.2003. 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.

- d. 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 (1) or (2) below:
 - (a) Has annual income that is less than or equal to 30% of the area 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);
 - (b) Has annual income that is less than or equal to 50% of the area 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:
 - i. Has moved because of economic reasons two or more times during the 60 days immediately preceding the application for homelessness prevention assistance;
 - ii. Is living in the home of another because of economic hardship;
 - iii. 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;

- iv. 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;
- v. 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
- vi. 1.5 persons reside per room, as defined by the U.S. Census Bureau;
- vii. 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
- viii. 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.

- e. 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 SS Program assistance.

5. Eligible Activities

- a. Provision of McKinney-Vento Act Supportive Services as defined in section 401.
- b. Homelessness Prevention Services defined at 24 CFR 576.102, 103, 105, and 106 as revised, supplemented, and streamlined in THDA's HOME-ARP-SS Program Description.

6. Eligible Costs

- a. HOME-ARP SS funds may be used to pay eligible costs associated with an Eligible Activity in accordance with the requirements in these written standards. Eligible Costs that may be paid using HOME-ARP-SS funds are limited to only those identified in this section.
- b. Supportive Services. If a program participant is homeless, then the program participant is eligible to be provided the McKinney-Vento Act Supportive Services ("Supportive Services") for the costs allowable in these written standards.
- c. Homelessness Prevention Services. If a program participant is housed and the supportive services are intended to help the program participant regain stability in the program participant's current permanent housing or move into other permanent housing to achieve stability in that housing, then the program participant is eligible for homelessness prevention services for the costs allowable in these written standards.

(1) Eligible Costs for Supportive Services and Homelessness Prevention Services:

- (a) Child Care. The costs of childcare for program participants, including providing meals and snacks, and comprehensive and coordinated developmental activities, are eligible.

- i. The childcare center must be licensed by the jurisdiction in which it operates in order for its costs to be eligible.
 - ii. Children must be under the age of 13 unless the children have a disability.
 - iii. Children with a disability must be under the age of 18.
- (b) Education Services. The costs of improving knowledge and basic educational skills are eligible costs including:
- i. Instruction or training in consumer education, health education, substance abuse prevention, literacy, English as a Second Language, and General Educational Development (GED).
 - ii. Screening, assessment, and testing; individual or group instruction; tutoring; provision of books, supplies, and instructional material; counseling; and referral to community resources.
- (c) Employment Assistance and Job Training. The costs of establishing and/or operating employment assistance and job training programs are eligible, including classroom, online and/or computer instruction, on-the-job instruction, services that assist individuals in securing employment, acquiring learning skills, and/or increasing earning potential. The cost of providing reasonable stipends to program participants in employment assistance and job training programs is also an eligible cost.
- i. Learning skills include those skills that can be used to secure and retain a job, including the acquisition of vocational licenses and/or certificates.
 - ii. Services that assist individuals in securing employment consist of:
 - (i) Employment screening, assessment, or testing;
 - (ii) Structured job skills and job-seeking skills;
 - (iii) Special training and tutoring, including literacy training and prevocational training;
 - (iv) Books and instructional material;
 - (v) Counseling or job coaching; and
 - (vi) Referral to community resources.
- (d) Food. The cost of providing meals or groceries to program participants is eligible.
- (e) Housing Search and Counseling Services. Costs of assisting eligible program participants to locate, obtain, and retain suitable housing are eligible. Services include:
- i. Development of an action plan for locating housing;
 - ii. Housing search;
 - iii. Tenant counseling;

- iv. Securing utilities;
 - v. Making moving arrangements;
 - vi. Outreach to and negotiation with owners;
 - vii. Assistance submitting rental applications and understanding leases;
 - viii. Assistance obtaining utilities; and
 - ix. Tenant counseling;
 - x. Mediation with property owners and landlords on behalf of eligible program participants;
 - xi. Credit counseling, accessing a free personal credit report, and resolving personal credit issues;
 - xii. Payment of rental application fees; and
 - xiii. Other Housing counseling costs, as defined in 24 CFR 5.100, funded with or provided in connection with grant funds must be carried out in accordance with 24 CFR 5.111.
- (f) Legal Services. Eligible costs are the fees charged by licensed attorneys and by person(s) under the supervision of licensed attorneys, for advice and representation in matters that interfere with a qualifying individual or family's ability to obtain and retain housing.
- i. Eligible subject matters are child support; guardianship; paternity; emancipation; legal separation; orders of protection and other legal remedies for victims of domestic violence, dating violence, sexual assault, human trafficking, and stalking; appeal of veterans and public benefit claim denials; landlord-tenant disputes; and the resolution of outstanding criminal warrants; landlord/tenant matters, provided that the services must be necessary to resolve a legal problem that prohibits the program participant from obtaining permanent housing or will likely result in the program participant losing the permanent housing in which the program participant currently resides.
 - ii. Services may include client intake, receiving and preparing cases for trial, provision of legal advice, representation at hearings, and counseling.
 - iii. Fees based on the actual service performed (i.e., fee for service) are also eligible, but only if the cost would be less than the cost of hourly fees.
 - iv. Filing fees and other necessary court costs are also eligible.
 - v. Ineligible Legal Costs. Legal services for immigration and citizenship matters and issues relating to mortgages are ineligible costs. Retainer fee arrangements and contingency fee arrangements are ineligible costs and prohibited under HOME-ARP- SS.

- (g) Life Skills Training. The costs of teaching critical life management skills that may never have been learned or have been lost during the course of physical or mental illness, domestic violence, dating violence, sexual assault, stalking, human trafficking, substance abuse, and homelessness are eligible. These services must be necessary to assist the program participant to function independently in the community. Life skills training includes budgeting of resources and money management, household management, conflict management, shopping for food and other needed items, nutrition, the use of public transportation, and parent training.
- (h) Outreach Services. The costs of activities to engage Qualified Populations for the purpose of providing immediate support and intervention, as well as identifying potential program participants, are eligible.
 - i. Eligible costs include the outreach worker's transportation costs and a cell phone to be used by the individual performing the outreach.
 - ii. Costs associated with the following services are eligible: initial assessment; crisis counseling; addressing urgent physical needs, such as providing meals, blankets, clothes, or toiletries; actively connecting and providing people with information and referrals to homeless and mainstream programs; and publicizing the availability of the housing and/or services provided within the ARCH's geographic area.
- (i) Transportation. Eligible costs are:
 - i. The costs of a program participant's travel on public transportation or in a vehicle provided City of Kingsport to and from medical care, employment, childcare, or other services eligible under these written standards;
 - ii. Mileage allowance for service workers to visit program participants and to carry out housing inspections;
 - iii. The cost of leasing a vehicle in which staff transports program participants and/or staff serving program participants;
 - iv. The cost of gas, insurance, taxes, and maintenance for the vehicle;
 - v. The costs of City of Kingsport's staff to accompany or assist program participants to utilize public transportation; and
 - vi. If public transportation options are not sufficient within the area, ARCH may make a one-time payment on behalf of a program participant needing car repairs or maintenance required to operate a personal vehicle, subject to the following:
 - (i) Payments for car repairs or maintenance on behalf of the program participant may not exceed 10 percent of the Blue Book value of the vehicle (Blue Book refers to the guidebook that compiles and quotes prices for new and used automobiles and other vehicles of all makes,

- models, and types);
 - (ii) Payments for car repairs or maintenance must be paid by ARCH directly to the third party that repairs or maintains the car; and
 - (iii) City of Kingsport may require program participants to share in the cost of car repairs or maintenance as a condition of receiving assistance with car repairs or maintenance.
- vii. ARCH will establish policies and procedures surrounding payments for the cost of gas, insurance, taxes, the one-time payment for car repairs or maintenance as described above, and maintenance for vehicles of program participants. Such costs must be limited to program participants with the inability to pay for such costs and who, without such assistance, would not be able to participate in HOME-ARP-SS eligible services.
- (j) Case Management. The costs of assessing, arranging, coordinating, and monitoring the delivery of individualized services to meet the needs of the program participant (s) are eligible costs. Grantees providing these supportive services must have written standards for providing the assistance. Eligible costs are those associated with the following services and activities:
- i. Conducting the initial evaluation, including verifying and documenting eligibility, for individuals and families applying for supportive services;
 - ii. Counseling;
 - iii. Developing, securing and coordination services;
 - iv. Using a centralized or coordinated assessment system that complies with the requirements of a Coordinated Entry Process used by City of Kingsport;
 - v. Obtaining federal, State, and local benefits;
 - vi. Monitoring and evaluating program participant progress;
 - vii. Providing information and referrals to other providers;
 - viii. Providing ongoing risk assessment and safety planning with victims of domestic violence, dating violence, sexual assault, stalking, and human trafficking;
 - ix. Developing an individualized housing and service plan, including planning a path to permanent housing stability; and,
 - x. Conducting re-evaluations of the program participant's eligibility and the types and amounts of assistance the program participant needs.
- (k) Mediation. HOME-ARP-SS funds may pay for mediation between the program participant and the owner or person(s) with whom the program participant is living, provided that the mediation is necessary to prevent the program participant from losing permanent housing in which the program participant currently resides.

- (l) Credit Repair. HOME-ARP-SS Program funds may pay for credit counseling and other services necessary to assist program participants with critical skills related to household budgeting, managing money, accessing a free personal credit report, and resolving personal credit problems. This assistance does not include the payment or modification of a debt.
- (m) Landlord/Tenant Liaison. Costs of liaison services between property managers, owners and program participants are eligible HOME-ARP-SS costs and may include:
 - i. Landlord outreach;
 - ii. Physical inspections and rent reasonable studies as needed to secure units;
 - iii. Rental application fees and security deposits for clients, in accordance with the financial assistance costs requirements in Section D-1(R);
 - iv. Mediation services in Section D-1(R) for housing issues that may arise between owner, property manager, or other residents and clients; and,
 - v. Coordination or assistance with the provision of other HOME-ARP-SS eligible services to assist clients to maintain permanent housing.
- (n) Services for Special Populations. HOME-ARP-SS Program funds may be used to provide services for special populations, such as victim services, so long as the costs of providing these services are eligible under this section. The term victim services means services that assist program participants who are victims of domestic violence, dating violence, sexual assault, stalking, or human trafficking including services offered by rape crisis centers and domestic violence shelters, and other organizations with a documented history of effective work concerning domestic violence, dating violence, sexual assault, stalking, or human trafficking.
- (o) Financial Assistance. HOME-ARP-SS funds may be used to pay housing owners, utility companies, and other third parties for the following costs, as applicable:
 - i. Rental Application Fees. Rental housing application fees that are charged by the owner to all applicants.
 - ii. Security Deposits. A security deposit that is equal to no more than 2 months' rent. This assistance is separate and distinct from the provision of financial assistance for First and Last Month's rent provided under this section and cannot be used to duplicate those costs.
 - iii. Utility Deposits. HOME-ARP-SS funds may pay for a standard utility deposit or initiation fee required by the utility company or owner (if owner-paid utilities are provided) for all program participants for the following utilities: Gas; Electric; Water; and Sewer.
 - iv. Utility Payments. HOME-ARP-SS funds may pay for up to 24 months of utility payments per program participant, per service, including up to 6 months of utility payments in arrears, per service. A partial payment of a utility bill

counts as one month. This assistance may only be provided if the program participant or a member of the same household has an account in his or her name with a utility company or proof of responsibility to make utility payments. Eligible utility services are gas, electric, water, and sewage. No program participant may receive more than 24 months of utility assistance within any 3-year period.

- v. Moving Costs. HOME-ARP SS funds may pay for moving costs, such as truck rental or hiring a moving company. This assistance may include payment of temporary storage fees for up to 3 months, provided that the fees are accrued after the date the program participant begins receiving assistance under this section of the Notice and before the program participant moves into permanent housing. Payment of temporary storage fees in arrears is not eligible.
- vi. First and Last Month's Rent. If necessary to obtain housing for a program participant, HOME-ARP SS funds may be used to make a pre-payment of the first and last month's rent under a new lease to the owner at the time the owner is paid the security deposit for the program participant's tenancy in the housing. This assistance must not exceed two month's rent and must be tracked for purposes of determining the total short- and medium-term financial assistance for rent that the program participant may receive. This assistance is separate and distinct from financial assistance for Security Deposits provided under this section and cannot be used to duplicate those costs.
- vii. Payment of Rental Arrears. HOME-ARP SS funds may be used for a one-time payment for up to 6 months of rent in arrears, including any late fees or charges on those arrears, if necessary for the household to maintain their existing housing or, for those without housing, if necessary to remove a demonstrated barrier to obtaining housing.
- viii. Short and Medium-Term Rental Assistance. Subject to the following conditions, City of Kingsport may provide a program participant with short-term or medium-term financial assistance for rent, provided that the total financial assistance provided, including any pre-payment of first and last month's rent as described above, does not exceed 24 months of rental payments over any 3-year period.
 - (i) Short-term means up to 3 months.
 - (ii) Medium-term means more than 3 months but not more than 24 months.
 - (iii) Rental payments may only be made to an owner with whom City of Kingsport has entered into a financial assistance agreement for rental payment.
 - The financial assistance agreement must set forth the terms under which

rental payments will be provided, including the requirements that apply under these written standards.

- The financial assistance agreement must provide that, during the term of the agreement, the owner must provide City of Kingsport with a copy of any notice to the program participant to vacate the housing unit or any complaint used under State or local law to commence an eviction action against the program participant. The owner must serve written notice upon the program participant at least 30 days before termination of tenancy specifying the grounds for the action. Each financial assistance agreement that is executed or renewed must comply with the requirements in 24 CFR 92.359.
 - City of Kingsport will make timely payments to each owner in accordance with the financial assistance agreement. The financial assistance agreement must contain the same payment due date, grace period, and late payment penalty requirements as the program participant's lease. Late payment penalties that incur are ineligible expenses; therefore, HOME-ARP-SS funds cannot be used.
- (iv) Rental payments cannot be provided unless the rent does not exceed the Fair Market Rent established by HUD, as provided under 24 CFR part 888, and complies with HUD's standard of rent reasonableness, as established under 24 CFR 982.507.
- (v) Each program participant receiving financial assistance for rental payments must have a legally binding, written lease for the rental unit, unless the assistance is solely for rental arrears. The lease must be between the owner and the program participant. Where the financial assistance is solely for rental arrears, an oral agreement may be accepted in place of a written lease, if the agreement gives the program participant an enforceable leasehold interest under state law and the agreement and rent owed are sufficiently documented by the owner's financial records, rent ledgers, or canceled checks. New leases must have an initial term of 1 year unless a shorter period is agreed upon by the program participant and owner. The lease requirements in 24 CFR 92.359 apply to this financial assistance.
- (vi) City of Kingsport will adhere to THDA's Policies and Procedures (or Written Standards) that detail the minimum requirements that must be in place to prevent the provision of short- or medium-term financial assistance for rent for the same period for which a program participant is receiving rental assistance or living in housing provided with on-going assistance, such as project-based rental assistance or operating subsidies.
- (vii) If a program participant receiving financial assistance for short- or medium-term rental payments under this section meets the conditions

for an emergency transfer under 24 CFR 5.2005(e), HOME-ARP funds may be used to pay amounts owed for breaking a lease to effectuate an emergency transfer. These costs are not subject to the 24-month limit on rental payments.

7. Ineligible Activities

- a. Under McKinney-Vento Supportive Services and Homelessness Prevention, HOME-ARP-SS Program funds may not be used for the following:
 - (1) Mortgage loan payments;
 - (2) Pet deposits;
 - (3) Late fees incurred if City of Kingsport does not pay agreed rental subsidy by agreed date;
 - (4) Payment of temporary storage fees in arrears;
 - (5) Payment of past debt not related to rent or utility; and
 - (6) Financial assistance to program participants who are receiving the same type of assistance through other public sources or to a program participant who has been provided during the same time period with replacement housing payments under the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970(URA) as amended and implemented under regulation.
 - b. Homeowner assistance and related services are not eligible HOME-ARP-SS activities; costs for the provision of services related to mortgages and homeownership to existing homeowners are also not eligible under HOME-ARP. If a program participant is a candidate for homeownership, costs associated with pre-purchase home buying counseling, education and outreach are eligible under HOME-ARP-SS.
 - c. Ineligible costs for McKinney Vento Supportive Services and Homelessness Prevention Services: Financial assistance cannot be provided to a program participant who is receiving the same type of assistance through other public sources. Financial assistance also cannot be provided to a program participant who has been provided with replacement housing payments under the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (42 USC 4601 et seq.) and its implementing regulations at 49 CFR part 24, or Section 104(d) of the Housing and Community Development Act of 1974 (42 USC 5304(d) and its implementing regulations at 24 CFR part 42, during the period of time covered by the replacement housing payments.
8. Additional standards such client rights and protections, antidiscrimination, and other general standards are found in the City of Kingsport CoC Written Standards.
9. Additional standards required by the written standards:
- (a) ARCH will follow ARCH CoC Written Standards, these written standards, THDA’s HOME-ARP-SS Program Description, HOME-ARP grant agreement, and any other requirements

that THDA publishes for the HOME-ARP-SS. Requirements regarding Fair Housing are located in the general ARCH CoC Written Standards.

- (b) Additional requirements that may not be fully covered in the general City of Kingsport CoC Written Standards or are unique to this program are as follows:
- (1) Tenant selection procedures in accordance with this program: Participants must meet eligibility requirements as stated in these written standards. Those receiving will be prioritized based on the City of Kingsport CoC Written Standards. City of Kingsport will only accept applications on households referred by the City of Kingsport (the CoC's CES).
 - (2) Eligibility of program participants in other HOME-ARP activities for supportive services including the length of time that program participants may be served: Participants may receive assistance based on the participants needed assistance for housing stability. However, services must end by THDA's established Program end date.
 - (3) Documentation of eligible costs: City of Kingsport will maintain records of expenditures. They must include participant eligibility and that it is an eligible cost as outlined by THDA's HOME-ARP-SS Program Description and included in these written standards.
 - (4) Requirements that allow a program participant to receive only the HOME-ARP services needed so there is no duplication of services or assistance in the use of HOME-ARP-SS funds: Recipients must ensure that services are not duplicated by other sources and that without these services the participant will remain homeless or will become homeless.
 - (5) Payments for the cost of gas, insurance, taxes, the one-time payment for car repairs or maintenance described above, and maintenance for vehicles of program participants: As in any eligible expense, City of Kingsport will ensure that this service is necessary for housing stability and documented. As in any service, payment must be made to the third party, never to the participant.
 - (6) Financial assistance for short-term and medium-term rental payments under this Notice, including requirements and procedures to prevent a duplication of rental or financial assistance provided to a program participant: City of Kingsport CoC Written Standards are to be followed. Additionally, payments are to be made to the third party, not the participant.
 - (7) Housing stability case management: This is an eligible expense and the City of Kingsport CoC Written Standards and this supplemental written standard must be followed regarding eligible expenses and that there is a housing stability plan that is participant centered maintained in the participant's case file.
 - (8) Termination of assistance to program participants, including due process: Generally, termination should occur when housing stability is considered achieved or the participant declines any additional assistance. Other situations are addressed in the

City of Kingsport CoC Written Standards.

- (9) Written standards of conduct covering the conflicts of interest and organizational conflicts of interest requirements under CPD Notice 21-10 and 2 CFR 200.318: Adhere to the City of Kingsport CoC Written Standards.
- (10) ARCH will participate in the Coordinated Entry process. Participants to receive HOME-ARP services must be enrolled in the City of Kingsport (coordinated entry system) in accordance with the City of Kingsport Written Standards.
- (11) ARCH will adhere to the HOME-ARP-SS Program Description and any other related requirements established by HUD or THDA.
- (12) Recordkeeping: City of Kingsport will maintain records in accordance to the HOME-ARP-SS Program Description as stated in Paragraph H5j (including all of its subparagraphs). Retention: records must be retained for five years with noted exceptions.