

## **STATEMENT OF SPECIAL TERMS AND CONDITIONS**

### ***Basic Homeless Assistance Program – Housing Stabilization and Recovery Program***

**Activity Number: HAP-HSS-22-XYZ-1**

#### **ARTICLE 1. PURPOSE AND SCOPE**

The following scope applies to activities carried out in support of Activity HAP-HSS-22-XYZ-1 utilizing the HAP-HSS funding (“Federal Rent Relief Program”) in accordance with the requirements of Section 501(a) of Division N of the Consolidated Appropriations Act, 2021, Pub. L. No. 116-260 (Dec. 27, 2020), and Section 3201(a) of the American Rescue Plan Act of 2021, Pub. L. No. 117-2 (March 11, 2021), and any regulations, guidance or other program rules issued or hereinafter issued thereunder.

- A. The Grantee has been allocated resources to serve [INSERT AWARD] households.
- B. The Grantee will perform the following Navigation activities for eligible participants:
  - i. Identifying prospective clients, assessing eligibility, creating the program record;
  - ii. Moving the client from their current status to a stabilized non-shelter housing;
  - iii. Providing housing stabilization services to the client;
  - iv. Enrolling the client for available housing assistance;
  - v. Helping the client search for a rental unit;
  - vi. Transitioning the client to permanent rental housing via program resources.
- C. Participants eligible for this program will meet at least one of the following conditions at intake:
  - i. Persons who are sleeping outside;
  - ii. Persons who are sleeping in shelters;
  - iii. Persons who are victims of domestic violence;
  - iv. Persons who are victims of human trafficking.
- D. Participants entering the program must satisfy all income and program eligibility criteria noted in the policies and procedures. The eligibility criteria noted in Article 1(C) will serve as a fact-based proxy for income determination for applicants who also verbally attest to an eligible income level.
- E. Prior to the assignment of work a queue to the Grantee by AHFC as described in subparts A and B, AHFC will consult with the Grantee to determine the Navigation team’s capacity by no later than the close of business of the last day of the preceding week.
- F. The Grantee will perform administrative activities directly associated with implementation of HAP-HSS project.

#### **ARTICLE 2. PROJECT SERVICE AREA**

HAP-COVID funds are intended to support the activities indicated in Article 1 above within the [INSERT SERVICE AREA].

#### **ARTICLE 3. TIMELY RESPONSE TO AHFC AND THE APPLICANTS**

- A. Client Record Creation
  - i. The Grantee’s Navigators will create the client records into AHFC’s online system within 24 hours of program enrollment.
- B. Updates
  - i. The Grantee’s Navigators will ensure that payment records on behalf of the client are up-to-date in the system by close-of-business each Friday.
  - ii. The Grantee’s Navigators will assist the client to pursue all available housing and financial resources available and note the clients’ progress in the system.
  - iii. The Grantee’s Navigators will ensure the client’s participation and program status fields are up-to-date by close of business each Friday.
- C. Client Communication
  - i. The Grantee’s Navigators will communicate with the clients regularly. Individual communications with the client will not be tracked by AHFC, but the Grantee Navigation staff is expected to engage with the clients at least once every two weeks while in the stabilization phase of the program.
  - ii. Once the client has entered into a long term rental agreement, the communication and continued stability services from the navigation team will be on an as-needed basis.

#### **ARTICLE 4. PERIOD OF PERFORMANCE**

Period of Performance is February 1, 2022 – September 30, 2023.

#### **ARTICLE 5. DISBURSEMENT SCHEDULE**

Grantees may receive payments on a reimbursable and / or advance basis as outlined in Article 6.

#### **ARTICLE 6. ADVANCEMENT OF GRANT FUNDS**

Payments under this Grant will be disbursed on the following Basis:

- A. Reimbursement Basis;
  - i. Reimbursement requests must be submitted in writing each month by no later than the last business day of the month.
- B. Advance Basis:
  - i. Administrative funds can be advanced by 100% of the quarterly administrative costs. Advanced funds requests must be submitted in writing by no later than the last business day of the preceding month.
  - ii. Grantees will receive 25% of their stabilization services award as an advance upon execution of their grant or the set-up of their navigation team in the online system, whichever is later.
  - iii. If necessary to prevent a disruption in activities identified in this grant agreement, AHFC may advance additional funds to ensure timely payments.

#### **ARTICLE 7. PROGRAM POLICIES AND PROCEDURES**

The Grantee will establish and consistently apply written standards for providing program assistance. At a minimum, these standards shall include the following:

- A. Policies and procedures for determining eligibility;
- B. Policies and procedures to protect data privacy and security including, but not limited to: appropriate measures to ensure the privacy of individuals and households are protected and personally identifiable information of individuals and households;
- C. Policies and procedures to provide confidentiality protections for data collected about any individuals who are survivors of intimate partner violence, sexual assault, or stalking;
- D. Policies and procedures regarding technology requirements;
- E. Policies and procedures regarding conflicts of interest;
- F. Policies and procedures for addressing program participant grievances; and
- G. Written documentation that all staff performing work on this program have reviewed and acknowledged the Policies and Procedures.
- H. Grantees will comply with all Policies and Procedures promulgated by AHFC and the United States Treasury as related to administering this program.

## **ARTICLE 8. COMPLIANCE WITH FUNDING SOURCE AND PROGRAM REQUIREMENTS**

As a recipient of this grant, Grantee agrees to comply with all terms, conditions, and requirements of the funding source(s) and program(s) under which it is funded as reflected on the Cover Page of this Grant Agreement.

Unless otherwise approved by AHFC, grantees must meet the following goals

- 1) Enroll at least 30% of potential households that can be served through the resources noted in Article 1(A) by February 28, 2022.
- 2) Enroll at least 50% of potential households that can be served through the resources noted in Article 1(A) by March 31, 2022.

Unless otherwise approved by AHFC, grantees that have not satisfied the conditions of Article 8(2) may have their unobligated funds de-obligated.

## **ARTICLE 9. RECORD MANAGEMENT**

In addition to the record management requirements within the Grant Management Regulations at 15 AAC 154.730, all program records pertaining to the project(s) under this Grant Agreement must be retained for a period of seven (7) years after the Period of Performance has ended. All records must be available upon request for AHFC staff or AHFC designee's review.