

HOME-ARP: Consultation



Participating Jurisdictions (PJs) must complete consultation **before** developing the HOME-ARP allocation plan.

Through consultation, PJs will:

- understand and gather data on the needs of the 4 Qualifying Populations (QPs),
- identify gaps in shelter, housing, or service delivery systems,
- determine the eligible activities currently occurring within the jurisdiction, and
- identify potential collaborations for administering HOME-ARP eligible activities.

Consultation is an essential part of assessing the needs of all the QPs because it provides an opportunity to gather data maintained by other organizations.

Consultation Requirements

At a minimum, PJs **must consult** with:

- Continuums of Care (CoCs) serving the PJ's geographic area
- homeless service providers
- domestic violence service providers
- veterans' groups
- public housing agencies (PHAs)
- public agencies that address the needs of each of the QPs
- public or private organizations that address fair housing, civil rights, and the needs of persons with disabilities.

Plans that fail to demonstrate consultation with any of the required organizations will be determined to be **substantially incomplete** and must be disapproved.



State PJs are not required to consult with every PHA or CoC within the state's boundaries.

The **narrative description** of the consultation process must include:

- ✓ Name of the agency/organization consulted.
- ✓ Agency/organization type based on the list of required agencies/organizations in the Notice.
- ✓ QPs served by the agency/organization.
- ✓ Consultation methods used.
- ✓ Dates of consultation.
- ✓ Feedback received.



If an agency/organization provides multiple services or roles (e.g., a homeless service provider that also provides domestic violence services), **note each organization type** for that agency or organization.



Examples of **consultation methods** include surveys, email, listening sessions, virtual/in-person 1:1 meetings, standing committee meetings, and facilitated discussions.



If an organization **does not respond or does not have feedback**, indicate that in the plan. Demonstrate that the PJ performed the outreach.

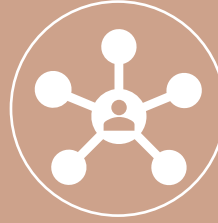
Consultation Best Practices



Educate consultation partners about the HOME-ARP program in **advance** of any meetings or send fact sheets or primers with surveys and questionnaires



Consider whether **additional consultation** beyond the required groups is necessary based on the unique characteristics of your community.



Use consultation methods that provide opportunities for **equitable and authentic engagement**. Expand consultation beyond email and ensure accessibility by utilizing multiple methods to gather feedback.



Attend **standing committee meetings** such as CoC Board or committee meetings and local planning committees such as Affordable Housing Advisory Boards.



Explain how **feedback contributed** to establishing preferences, prioritization methods, or limitations on eligibility and/or the intended use of any referral methods such as coordinated entry.

Suggested Questions for Consultation

- What types of data is available on the QP(s) the partner agency serves?
 - Demographic information
 - Number and type of households in each QP
 - Waiting list information
 - Victim service's hotline call volumes
- What shelter, housing, and services exist in the community now for each QP?
- What are the gaps in shelter, housing, and services for each QP?
- What are the characteristics of the local housing market including vacancy rates, housing quality, and any barriers to using rental assistance?
- What data is available on voucher utilization rates?
- What are the challenges in locating units for voucher holders?
- What barriers to housing opportunities and choice do the QPs experience based on fair housing complaints?
- What are the priority needs the consultation partner sees for each QP?
- What are the potential opportunities for collaboration?
- Does the organization/agency have adequate capacity to operate a HOME-ARP project or activity?
- Are there other agencies/organizations the consultation partners recommend you consult with?
Can they provide you a contact and facilitate a connection?

Resource: organizations/agencies to consider for consultation

CoC(s) serving the jurisdiction's geographic area

- For a list of CoC's in your jurisdiction [Grantee Contact Information - HUD Exchange](#)
- Refer to the [CoC/HOME/HOME-ARP/CDBG/ESG Recipient Crosswalk](#)

Homeless service providers

- Emergency shelter providers
- Faith-based organizations
- Transitional Housing providers
- Street outreach workers, including [Projects for Assistance in Transition from Homelessness](#) (PATH) outreach workers

Domestic violence service providers

- Domestic violence shelter providers
- Victim service providers (serving victims of human trafficking, sexual assault, stalking, dating violence and domestic violence)

Veterans' groups

- Veteran's Affairs (VA) Medical Center [Find VA Locations | Veterans Affairs](#)
- Supportive Services for Veteran Families (SSVF) providers [Supportive Services for Veteran Families](#)

Public housing agencies (PHAs)

- For a list of PHAs in your jurisdiction [PHA Contact Information](#)

Public agencies that address the needs of the qualifying populations

Examples include:

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|---|--------------------------------------|
| • Department of Community Affairs | • Department of Aging |
| • Department of Social Services | • Police Departments |
| • Department of Health and Human Services | • Public School System/School Boards |

Public or private organizations that address fair housing, civil rights, and the needs of persons with disabilities

Examples include:

- Fair Housing Initiatives Program (FHIP) organizations https://www.hud.gov/program_offices/fair_housing_equal_opp/contact_fhip
- Fair Housing Assistance Program (FHAP) agencies https://www.hud.gov/program_offices/fair_housing_equal_opp/partners/FHAP/agencies
- NAACP <https://naacp.org/our-work/working-your-region>
- Legal Aid <https://www.lsc.gov/about-lsc/what-legal-aid/get-legal-help>
- The ARC local chapters <https://thearc.org/find-a-chapter/>