

# 2023 Kansas Moderate Income Housing (MIH)- American Rescue Plan Act (MIH-ARPA) Round 1 Frequently Asked Questions (FAQ)

KHRC will continue to update this FAQ document periodically during the open MIH-ARPA application period through February 17, 2023 (**Changes/additions since the last release are shown in red.**). Submit all questions electronically to [MIH@kshousingcorp.org](mailto:MIH@kshousingcorp.org).

**Also reference the [MIH 2023 Round 1 FAQ](#) and the [2023 MIH-ARPA Round 1 Summary of Comments & Questions](#) for additional guidance.**

## A. Background

## B. Administration

## C. MIH-ARPA RFP Overview – Eligible Applicants/Eligible Activities

### 1. Can the MIH-ARPA applicant apply half loan, half grant?

Yes, an applicant can apply for a combination of both. Per Section C. of the [MIH-ARPA RFP](#), “Applicants are encouraged to request funds in the form of loans over grants. KHRC may give priority to below market rate loans to ensure maximum impact of this RFP.”

### 2. My questions concern the amount of time and effort required to manage a successful grant request. The county administrator would like me to be able to outline to him what they would be signing up for if a grant were to be awarded.

**I want to walk my county administrator through this, and I know he will be interested in the requirements of the county if a project is funded. What are the responsibilities and such that would fall to the county to properly administer the funds?**

As Section D. MIH-ARPA RFP Overview of the [MIH-ARPA RFP](#) notes: “Due to the source of the funds, awardees of MIH-ARPA funds will need to be familiar with and demonstrate their ability to adhere to the applicable Treasury ARPA SLFRF requirements.” However, this is balanced by the fact that “Government services is the most flexible eligible use category under the SLFRF program, and funds are subject to streamlined reporting and compliance requirements.”

The city or county is responsible for the disbursement of the funds and the compliance on the project. They will be a part of all communications and the grant agreement will be with the city or county. We usually see responsibilities divided one of two ways: developer-led projects or city/county-led projects.

In a city/county-led project, the city or county manages all aspects of the MIH project. This includes (but is not limited to) monthly reports, disbursement of funds, compliance management, annual reports, and day-to-day communication with KHRC.

In a developer (or non-profit)-led project, the developer will be involved in these things, as KHRC does work with other organizations in addition to the city/county. However, compliance and other MIH requirements are the responsibility of the grantee, not the organization they designate to manage the project or portions of it. KHRC may consider noncompliance issues when evaluating future MIH applications.

If a grantee elects to do a developer-led project, KHRC would expect the developer to cc the grantee on all communication with KHRC. This is because, whether the grantee elects to do a developer-led project or a city/county-led project, the grantee for MIH funds will always be the city or county awarded. Thus, all final decisions will always have to be made or approved by the grantee before KHRC can implement them.

## D. Application Process

### 1. Will KHRC honor multiple submissions from a city or county for MIH-ARPA in February?

No. Per the [MIH-ARPA RFP](#), Section D. Application Process: “Applicants may only submit one application per funding round. Each application may only include one project. Applications that include more than one project will not be reviewed.” We believe there is a benefit to having the community make the determination which project is stronger.

A city could apply for one project, and a county could apply for another project in the same city. However, note that Section E. MIH-ARPA Current Funding Priorities include: “An equitable distribution of funds throughout the state...”

There will be at least one more MIH-ARPA funding rounds this year, and MIH-only funding rounds will continue every four (4) months, or three (3) per year. Additional projects can always be submitted in subsequent rounds.

### 2. I know only one application can be submitted per round, but does that account for all programs? Can a city submit two applications, one for the regular MIH and the other the MIH-ARPA?

Yes, a city (or county) can simultaneously submit one MIH and one MIH-ARPA application, if they are for different projects. Also note that:

- A city or county cannot submit more than one MIH application.
- A city or county cannot submit more than one MIH-ARPA application.
- While counties can submit an MIH or MIH-ARPA application on behalf of a project within city, a city and a county cannot apply for the same project.
- Section E. Current Funding Priorities of both the MIH and MIH-ARPA RFP prioritizes: “An equitable distribution of funds throughout the state.”

With regards to applications for the Kansas Housing Investor Tax Credit Program (KHITC):

- A city or county can apply for MIH and/or MIH-ARPA with an associated KHITC application.
- A builder or developer can submit a KHITC application without an associated MIH and/or MIH-ARPA application.

### 3. How do we submit our Excel Application and other RFP Section F. Application Requirements?

KHRC requests that the Excel Application and Section F. Application Requirements be submitted via electronic upload to Procorem, an online project portal designed to manage documents and tasks from application, to award, and through construction and compliance (if awarded).

We have recorded a "How to Submit" video to help walk applicants through the Procorem setup process step-by-step. It is very straightforward.

The point of contact(s) listed on your "[Notice of Application](#)" will be sent Procorem WorkCenter account setup instructions on Monday, February 6.

If you have difficulty or unable to upload the application electronically, please email [MIH@kshousingcorp.org](mailto:MIH@kshousingcorp.org). Applications can be submitted through email; however, if the application is approved, the applicant will be required to move the documents to Procorem.

### 4. How can we best name and organize our application files and accompanying documents?

Please clearly label each section with headers or coversheets that match the consecutive numbering of Section F. Application Requirements of the RFP. We ask that you follow the following naming conventions in labeling and saving your documents:

- **Excel Application** – "23-01-ALL-NameofApplicant-Application.xlsx"
  - Please print, sign, scan, and include your Excel Application as the first attachment with your Application Requirements below.
- **Application Requirements** – "23-01-MIH-ARPA-NameofApplicant-ApplicationRequirements.pdf"
  - Please submit all Application Requirements (e.g., attachments, accompanying materials) **as a single, combined, and consecutively numbered PDF document.**

## E. MIH-ARPA Current Funding Priorities

### 1. We need some clarification on KHRC's definition of a large-scale project. Would projects that are under 50-units qualify?

Yes.

### 2. Has a number of units been determined for MIH-ARPA eligibility?

[MIH-ARPA RFP](#) Section E. MIH-ARPA Current Funding Priorities include: "Larger scale projects." Section C. states "MIH-ARPA funds will be targeted to larger scale projects that can utilize more than the MIH-only award maximum" and "Requested grants or loans should be between \$650,000 and \$3.5 million." It is incumbent upon the applicant to justify their MIH-ARPA request in relation to the number of MIH-ARPA-funded units they are requesting.

## F. Application Requirements

### 1. For how many years is a housing study considered valid?

Section F. Application Requirement 5. Housing Needs Analysis or Survey of the Community of the MIH-ARPA RFP, requires that a housing needs assessment or market study be included with your MIH-ARPA application. We will accept a Kansas Department of Commerce Housing Assessment Tool (HAT), a third-party assessment, or other RHID-required assessment.

We prefer that the required housing assessment/market study be completed in the last three (3) years. If all that is currently available is an existing study older than that, we will accept it; however, please include an addendum to provide updated data and a narrative detailing the current housing needs in your community that the proposed project will address.

**2. How is KHRC envisioning the structure of the supplemental information (Section F. Application Requirement”) when a project applies for both MIH-ARPA and KHITC. How would KHRC like the information organized to make it as easy as possible to assess an application?**

Please include “Common Requirements” attachments in both your MIH-ARPA and your KHITC applications using the numbering scheme provided. Having each section separated by numbered and titled cover sheets is also very helpful.

“MIH-ARPA-specific” and “KHITC-specific” attachments should be included separately using the numbering scheme provided. Again, cover sheets are helpful.

**We have [posted a “How to Apply” video that details the online document upload process, including naming conventions, to be followed.](#)**

**3. We previously applied for MIH. That application was not funded, and we are looking to apply in the next round of funding through the MIH-ARPA category. Will that require a new resolution, or will the old Resolution still be satisfactory?**

Yes, you will need to submit a new resolution.

**4. What is expected in the application to meet Section F. Application Requirement “2.1.1. A sole source/competition impractical request to KHRC for consideration and approval. This request should outline the rationale for working with a particular developer.”?**

**Regarding Section F. Application Requirement “2.2.1 Detail about their proposed procurement processes and/or policies.” Is it anticipated the developer will be able to procure their own service providers? What is expected in the application (and from a practical perspective) to meet the requirement?**

The city or county should follow their own sole source, competition impractical, or equivalent, process. For this Section, the applicant should provide a narrative or letter briefly documenting and justifying the procurement process used and the rationale for working with a particular developer. Please attach a copy of your city or county’s policies and/or procedures governing the procurement process utilized.

G. Leveraged Funds

H. RFP Award Process

I. Reporting Requirements

J. Fund Disbursement

K. Disclosure of Relationship

L. Compliance Monitoring

M. ARPA SLFRF Restrictions on Use