

State of Georgia
HOME-ARP
NCS NOFA Training
Development Overview

Department of Community Affairs
Housing Finance & Development Division
Office of Community Housing Development



Agenda

- Quick Project Overview
- Posted Questions and Website Review
- Development Overview Section
- Key Take-Aways

Funded Programs

**Affordable Rental
Housing Construction
(LIHTC)**

\$ 64,424,131

**Non-Congregate
Shelter Development**

\$ 8,765,517

Department of Community Affairs
Housing Finance & Development Division



A Community Driven Process

Data

- Census
- McKinney Vento
- Criminal Justice
- CHIP Applications
- LIHTC Applications
- CDBG Applications
- GA Dream
- GICH

Sub-Population

- Addiction Recovery
- Aging
- Family
- Individual
- Intellectual & Developmental Disabilities
- Justice & Re-Entry
- Mental Health
- VAWA & Domestic Violence
- Veterans
- Youth Aging Out of Foster Care

Community Partners

- Dept. of Behavioral Health & Developmental Disabilities
- Dept. of Community Supervision
- Community Service Boards
- The Salvation Army
- Non-Profit Service Providers
- Local Government
- Veteran Programs
- Domestic Violence Shelters
- Rehabs
- Local Law Enforcement
- Faith Based Programs

Leverage! Leverage! Leverage!

Department of Community Affairs
Housing Finance & Development Division



Posted Questions...

- [Online Application Page Download and Review](#)
 - Submission Review Webinars updated on the site
- We planned to charge a small "program fee" to cover utilities, upkeep, transportation, etc., to the veterans that would be living in our tiny homes. This was never considered to be rent, but a small portion of their veterans' benefits would be required so they would feel like they were not getting anything for free and were making a decision (partly financial) to be part of a rehabilitation program. Would this preclude us from the Non-Aggregate shelter grant?
- Our current shelter program is not funded through DCA/HUD, so therefore we have more flexibility in decision-making on how long families can stay, etc. So, with DCA HOME-ARP funding for development, would that then mean that for the use period, we would be held to those standards, even if the operating funds are not coming from sources that have those requirements?

Development Overview

Overview Breakdown

Choice-Limiting Action

- “Any action in which a PHA [or HUD Funded Entity] commits or expends HUD or non-HUD funds on activities for a project assisted under the U.S. Housing Act that reduces or eliminates a PHA’s [or HUD Funded Entity’s] opportunity to choose alternatives. Choice-limiting includes actions to acquire, dispose of, rehabilitate, demolish, convert, transfer, remove, lease, or construct properties (including entering into contracts or other written commitments). Choice-limiting actions performed prior to environmental clearance can result in regulatory or statutory violations that can jeopardize HUD funding of the project. (HUD Notice PIH 2016- 22 HA, Page 3)
- Before your development is approved by HUD, you cannot take an action that will limit your choices for your development
 - For example - don’t commit to a purchase agreement without an option to cancel

Overview Breakdown

- If your organization doesn't have all of the documents at the point of application – it is fine, just explain in the areas provided or in a document included in the folders
- Define Site Control
 - Who controls the site and what your agency's plan is?
 - Form of Current Site Control
 - Explain and plan including any closing conditions
- Call your local planning and zoning office
 - What is the land's current zoning status
 - Will any variance or use permit be needed?
- Allowed additional community additions a part of funding but within reason
 - “Site Improvements: Costs to make improvements to the project site, including installation of utilities or utility connections, and the construction or rehabilitation of laundry, community facilities, on-site management, or supportive service offices.”

Federal Compliance

- Development Preparation
 - # of Units (Davis Bacon Requirements)
 - Zoning (Local Requirements)
 - Development Plans (Environmental Requirements)
 - NEPA Requirements (<https://www.epa.gov/nepa/nepassist>) - send us the address and we can do a quick look before the official Phase 1 Review
 - Historic Preservation – Send us an email (ie. demolition, building too tall for historic area, etc.)
 - Cost estimate and contracts needed (Procurement Needs)
- Apply for HOME-ARP NCS funds & conditional funding if awarded
 - No site work until are approved to move forward by HUD
- Procurement, Debarment, Purchase of the Property, Federal Compliance begins
- Donated Services – Don't need to procure

Procurement

- Bidding Process under 2 CFR 200
 - It allows for fair and open competition of Federal Funds
 - See the procurement webinar
- Then look up the debarment once a choice is made

OFCCP Debarred Companies

- To find a list of current companies (Entities) or individuals that have been declared ineligible to receive federal contracts due to a violation of Executive Order 11246, follow the instructions below to access the System for Award Management (SAM).
- SAM contains the electronic roster of debarred companies excluded from Federal procurement and non-procurement programs throughout the U.S. Government (unless otherwise noted) and from receiving Federal contracts or certain subcontracts and from certain types of Federal financial and nonfinancial assistance and benefits. The SAM system combines data from the Central Contractor Registration, Federal Register, Online Representations and Certification Applications, and the Excluded Parties List System.
- The Website has instructions on the steps to take
<https://sam.gov/content/home>

Submission Checklist

SUBMISSION CHECKLIST - NCS DEVELOPMENT OVERVIEW

NCS ORG <<ORG NAME>>

Application Submission

NCS Development Overview Excel Spreadsheet

Required Documentation Submission

Attach the resumes and experience narrative for each staff person and grant administrators who will be responsible for administering the HOME-ARP grant if awarded.

Explanation of identities of interest, if there are no family ties or financial interests between or among two or more entities involved in the project.

Project design standards, drawings, and/or plans

Deed restrictions that currently constrain the land, if it affects the development or not

All NCS zoning information the Organization/Agency has available

Copy of the Plat - drawing of the land/survey

Title search - Proof of a clean title if the property is already owned by the Organization/Agency. If requesting a HOME-ARP acquisition, then a clean title will need to be provided at the point of purchase.

Proof of site control from previous purchase (deed, contract for purchase). HOME-ARP cannot reimburse for purchase prior to HUD approval.

Proof of active SAM.gov status (can be a screenshot)

Submission Checklist

The following documentation may not be applicable to all HOME-ARP NCS projects:

	Development relocation plan, if the development is occupied.
	One-for-one replacement plan, if the project will demolish any existing low-income units.
	Capital Needs Assessment, if the project is not new construction.
	Capitalized replacement reserve agreement, if the project has an agreement.
	Independent appraiser report, if the project does involve acquisition.
	Termite inspection report, if the project does involve acquisition.
	Organization/Agency Procurement policy if professional services are contracted (ie. a grant writer, architect, lawyer, etc.)

Development Overview

Seller Information	
Seller Company: _____	
Contact Name: _____	
Address: _____ Email: _____	
City: _____	State: _____ Zip: _____
Office Phone: _____	Cell Phone: _____
Land and Buildings	
Form of Current Site Control: _____	Lot Size (acres): _____
Date For: _____	Parcel Number: _____
County: _____	
Explain any closing conditions, if applicable. Enter N/A if there are no closing conditions.	
Total Land Area (square feet): _____	Number of Buildings Currently Onsite: _____
Describe the buildings, including the square footage and current use of each.	
Are any of the buildings currently occupied by individuals or businesses? Select from Dropdown menu.	
<i>If buildings are currently occupied by residents or businesses, complete the information below and attach the project relocation plan according to URA.</i>	
Zoning, Variances and Use Permits	
The site is zoned for use as non-congregate shelter. _____	
Will a variance or use permit be required for the project? _____	
If a variance or use permit will be required, indicate whether the Organization/Agency has begun the process and the expected finalization date for obtaining the variance or use permit.	

Development Plan Overview	
Total NCS Units (enter by BR size): 0	Efficiency: _____ 1BR: _____ 2BR: _____ 3BR: _____ 4BR: _____
Note: Individuals who are not part of the same household must NOT share an NCS unit.	
Development Type _____ Acquisition _____ Rehabilitation _____ New Construction _____	Total Number of Building: _____
<i>(Select all that are relevant)</i>	Restricted Use Period _____
Community Room _____	BBQ/Picnic Area _____ Other: _____
Common Laundry Area _____	Common Kitchen _____ Other: _____
Playground _____	Common Dining Area _____ Other: _____
Child Care Facility _____	Security _____ Other: _____
Additional Agency/Developer Comments	

NCS Development Team

Attach the procurement process, resumes, and an experience narrative for each staff person and grant administrators who will be responsible for administering the HOME-ARP grant if awarded.

	Name <i>(if unknown, state "unknown" and leave remainder of the line blank)</i>	Title	Organization/Company	Phone Nu
Developer				
Builder				
Architect				
Engineer				
Contractor				
Consultant				
Attorney				
Accountant				
Property Manager/Operator				
Relocation & Acquisition Administration & Reporting				
Labor Standards Administration & Reporting				
Project (Organization/Agency) Administration & Reporting				
Coordinated Entry Contact				
Service Provider				
Service Provider				
Other:				
Other:				
Other:				
Other:				

NCS Development Team

<<ORG NAME>>	
What type of agreement do you have formalizing this partnership?	Is this entity on the Federal debarment list? https://www.dol.gov/agencies/ofc/cp/debarred-list

Project Team and Organizational Capacity Narrative

Has the Organization/Agency, any principal or officers, or any affiliated entities been involved in any litigation or bankruptcies during the past seven years? If yes, who and please explain.

Does the Organization/Agency, any principals or officers, or any affiliated entities have any pending litigation or judgements? If yes, who and please explain.

Is there any relationship based on family ties or financial interests between or among two or more entities involved in the project? If yes, which entities and please explain.

Federal Compliance

Labor Compliance

Does your construction budget account for Davis-Bacon Wage Rates, if your proposed project contains 12 or more NCS units? _____

If the project is requesting or receiving \$200,001 or more of covered Section 3 assistance, describe below how the project will track labor hours, and undertake qualitative actions to provide employment opportunities for Section 3

Are there people a part of the project team who can report to DCA on Section 3 and MBE/WBE on a monthly basis? _____

Relocation and Property Acquisition

Were/are the site and buildings voluntarily for sale? _____

Has the seller been notified of their rights under the URA? _____

Will your development require any households to move temporarily? _____

of households to move temporarily: _____

Will your plans require any residential occupants to move permanently? _____

of households to move permanently: _____

Will your development require any commercial occupants to move? _____

of commercial occupants to move: _____

If occupied, have occupants been notified of their rights under the URA? _____

Does the project development budget incorporate relocation costs, if applicable? _____

Will the project result in the demolition of or change in use of any existing lower-income dwelling unit? _____

If yes, indicate the type number of units that will be demolished or will experience a change in use and attach the Organization/Agency's plan for one-for-one replacement of units. _____

All developments who are temporarily relocating or permanently displacing any residential or non-residential (businesses, nonprofits and farms) tenants are subject to these regulations.

HUD Manual: https://www.hud.gov/program_offices/administration/hudclips/handbooks/cpd/13780

URA Trainings: <https://www.hudexchange.info/trainings/ura-the-hud-way/>

Federal Compliance

Procurement & Contracting

Does the Organization/Agency have written procurement policies that comply with 2 CFR 200? _____

Were previously-procured contractors procured following the Organization/Agency written procurement policies that comply with 2 CFR 200? _____

Did all completed construction procurement incorporate Federal Labor Standards and Section 3 requirements? _____

Does the Organization/Agency have written procurement policies that ensure the inclusion, to the maximum extent possible, of minorities and women in procurement and contracting opportunities? _____

Civil Rights/Non-Discrimination

Are the site and building(s) accessible to persons with disabilities? _____

Does the rehabilitation budget include disability accessibility improvements? _____

Are the service provider(s) site(s) accessible to persons with disabilities? _____

Financial Records & Audits

Does the Organization/Agency's financial system comply with 2 CFR 200? _____

Does the Organization/Agency produce financial statements in-house or through a fee accountant? <<Select>> _____

If the Organization/Agency is for-profit or nonprofit organization, enter the date of the Organization/Agency's most recent financial statement and attach a copy for review. _____

Environmental Review Considerations

Enter the year the property was built _____

Has there been any Environmental Reviews, Reports, Waivers or Studies on the property within the last 5 years? _____

Federal Compliance

Answer yes or no by using the dropdown menu.

Will any part of the project be undertaken in or adjacent to a floodplain? If yes, attach FEMA Floodplain Map.

Will any part of the project involve building(s) 50 years old or older?

Will any part of the project be undertaken in geological hazard areas, or affect historical, archaeological, or cultural resources?

Will any part of the project be undertaken near an airport or military field?

Will any part of the project be located within 1,000 feet of a major road? Will any part of the project be located within 3,000 feet of a railroad?

Will any part of the project be near a noise hazard?

Will any part of the project be located within one mile of above-ground storage tanks, transmission pipelines, or loading facilities for explosive or fire-prone substances?

Is the site in a historic district?

Is the building a designated historic building?

Has there been an evaluation of asbestos hazards?

Has there been an evaluation of lead-based paint hazards?

See the following for more information:

24 CFR Part 58: Categorically Excluded

24 CFR Part 58: Environmental Assessment

ASTME 1527-13 Phase I Assessment (with asbestos and lead paint reports)

Self-Scoring

As a reminder - please incorporate these DCA Strategic Priorities into all of your responses:

DCA Priorities
Meet DCA's Strategic Priority to strengthen rural Georgia through local partnerships
Meet DCA's Strategic Priority to leverage public-private partnerships to deliver affordable housing
Meet DCA's Strategic Priority to enhance DCA effectiveness through improved technology and process efficiency
Meet DCA's Strategic Priority to strengthen the overall balance sheet through strong self-sustaining programs and efficient compliance and monitoring

Point definitions for the scoring below

Point Scored	Point Indication	Point Definition
0	Not Included	The item was either not included in the submission or failed to meet substantial minimum requirements.
1	Included	The item was included and met basic submission requirements.
2	Exceeded	The item was included and went beyond basic submission requirements. The comprehensive content supported the application goals, plans, and expected execution.
N/A	Blue Cells	Blue cells indicate Threshold Criteria.

<<STATE ORGANIZATION>>

Self-Score (Completed by Organization)	0 - Not included	Points Scored 1 - 2 pts. unless otherwise	Bonus Points	Total
Documentation Submission				
Forms completed for each section (Max 1 pt.)			N/A	0
All appropriate supporting documents completed for each section (Max 1 pt.)			N/A	0
Experience with Federal Grant Funding & Commitment to DCA				
2 Point Bonus for project team member(s) who can report to DCA on Section 3 and MBE/W	N/A	N/A		0
2 Point Bonus if the project does not result in demolition or change in use of any existing lower income units. (Federal Compliance worksheet, cell 21T = No)	N/A	N/A		0
2 Bonus Points for three (3) Yeses under the Civil Rights/Non-Discrimination section.	N/A	N/A		0

Self-Scoring

Project Readiness

The Development Team has the experience and capacity to bring the project in on schedule and at or below budget. (Developer resume is attached) (1 pt = One (1) to three (3) projects involving government funds; 2 pts = Three (3) or more projects involving government funds)			N/A	0
The applicant is able to demonstrate in detail that the development is ready to commence and can be fully completed, and the funds can be fully expended, with all reimbursement requests being processed within three years			N/A	0
Preference will be given to projects in which the applicant has appropriate site control, architectural plans are in place, and zoning requirements are met at the time of proposal submission.			N/A	0
The applicant must provide evidence that the developer has appropriate skills and experience related to the development of shelters or other similar facilities.			N/A	0
PLAN REASONABLENESS: Is the infrastructure and operational capacity of the organization prepared to take on the additional program and building once constructed and placed in service? (Ex. common space, bathrooms, and meeting rooms can manage the additional people and use? The staffing plan is reasonable? Services proposed are reasonable?)			N/A	0

Addition of Shelter Beds

The completion of the non-congregate shelter project must result in a cumulative increase in the number of shelter beds within the Balance of State (0 = Did not meet; 10 = Met adequately)			N/A	0

SELF SCORE TOTAL 0

DCA Score (Completed by DCA)	0 - Not included	Points Scored 11 = 2 pts. unless otherwise	Bonus Points	Total
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Documentation Submission

Forms completed for each section (Max 1 pt.)			N/A	0
All appropriate supporting documents completed for each section (Max 1 pt.)			N/A	0

Take-Aways

- Be as clear as possible on the location you want to build on
 - If you don't have a location yet, please explain in the areas provided
- For contracted partners on your building team
 - If HOME-ARP Funds are paying them – Make sure you follow procurement procedures
 - Check that they are not on the Federal debarment list
- Be thorough with your review of the Federal Compliance List and ask questions if there is something you do not understand. Because if you are awarded – those expectations are what your agency will be committing to
- Eventually, we will need all the information listed
 - However, we understand there are circumstances that may be impacting your application. Let us know what you have. Areas of the application can be put into place if approved as long as construction can begin within 12 months.
- When it comes time to start building - hire a really good builder with experience providing a great product
 - GA Home Builders Association would have some input
- We don't want you to waste money. Wait on contracting until your application is approved.
- Ask questions – it helps everyone in this process



**State of Georgia
HOME-ARP
Allocation Plan**

Read the plan
On the DCA website:
<https://bit.ly/GaHOME-ARP-Plan>



Sign up for our Listserv:
<https://bit.ly/GaHOME-ARPListserv>

Thanks!



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