State of Georgia
HOME-ARP
NCS NOFA Training
Referrals and Compliance

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

Georgia® Department of
Community Affairs

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Agenda

- Submission Feedback
- Referrals and Compliance
- Key Take-Aways

Submission Feedback

- Have a goal to submit by the afternoon of the 15th or even the day before

- Make sure the information is community/location-specific, not necessarily state-specific

- Great job on adding your additional information

- Interpret the information – not just give it to us to figure it out – The 5 Whys

- Be sure it is complete

- Bring your questions to the submission meetings

Referrals & Compliance Training

Submission Checklist

Application Submission	
	NCS Referrals and Compliance Excel Spreadsheet

Required Documentation Submission	
	Documentation and Recordkeeping Policy
	Intake and Eligibility Assessments
	Completed HUD's Affirmative Fair Housing Marketing Plan (AFHMP) with data supporting Form HUD-935.2A
	All Supportive Services MOUs with other agencies represented in the application

Checklist regarding 2 CFR 200 for procurement of professional services ONLY	
	Procurement documentation for all professional services that are procured. Please refer to the HOME-ARP Procurement Webinar from June 8, 2023 for more information - https://youtu.be/KXHxOp5rI5M

Referral Overview

Any referral and recommendations that a person and/or household are appropriate for HOME-ARP NCS needs to indicate that person and/or household has been determined eligible through an initial assessment. The following actions must be taken:

- Intake
- Assessment
- Prioritization, if applicable
- Documentation of Qualified Population status

Referrals must be made in chronological order if preferences are not established.

All referrals to this NCS Development will be through (check all that apply):

- Coordinated Entry
- Partnering Agencies
- The NCS Development Efforts

Describe your Intake, assessment and prioritization process for your NCS Development below. Please explain your proposed process below, including the involvement of all the elements of the coordinated entry system (ie. HMIS, low barrier, etc.), and supply the supportive policy and documents in the folder of this application:

How will you ensure all HOME-ARP qualifying populations have access to your NCS?

Referral Overview

Population Information
Describe the estimated number of persons to be served annually during the project's restricted use period, and the maximum length of stay.
Describe how qualifying populations will be identified and referred to the project?
Describe how the project will coordinate with other systems of care including the behavioral health system, jail and/or prisons, outreach, crisis system or health plans.

Program Entrance
How is your agency currently a part of the Coordinated Entry System (CES) or the Homeless Management Information System (HMIS)?
If not, could your agency integrate the CE and HMIS Systems into the Non-Congregate Shelter and set up processes by receiving your shelter's Certificate of Occupancy?
Does the project have written procedures for maintaining a waiting list that requires selection of occupants in chronological order by date and time of application for occupancy or by population preference?

Compliance Overview

Does the NCS have an Ethics Policy in place?

What steps haven been taken to ensure all appropriate parties have been trained in the policy and to abide by it.

Monitoring will be conducted annually. DCA staff may conduct monitoring activities off-site, on-site, or both. Based on risk analysis, DCA may schedule desk review and/or site visits at any time deemed necessary. Agencies will be contacted by DCA staff prior to an on-site review to establish a mutually convenient date and time. The purpose of monitoring is to review performance in comparison to stated project goals, review fiscal management and accounting practices, identify areas for improvement, forge a working relationship between DCA and the HOME-ARP recipient, and provide technical assistance. Items that will be reviewed include, but are not limited to:
- Client data
- Client eligibility documentation
- Implementation of organizational policies and procedures
- Reimbursements and financial documentation
- Fair Housing and Equal Opportunity (FHEO) compliance
- Language Access Plan compliance
- VAWA compliance
- Equal Access Rule compliance
- Habitability Standards compliance
- Environmental reviews

What organizational steps have been or will be put into place to comply with the above monitoring requirements. Please describe below.

Please include your written organizational policy in the Application Documents Folder.

Self-Scoring

Program Description & Narrative

Shelter Programming

The participant entrance to exit process is clearly defined and articulated.			N/A	0

Program Entrance and Exit

Currently use HMIS or willing to integrate it into HOME-ARP funded unit operations. (Max 2 pt.)			N/A	0

Population Information

A clear description of the referral process for the qualifying population.			N/A	0
A clear and robust plan to coordinate with other systems of care.			N/A	0

Program and Funding Alignment

Employees, especially senior leadership, are trained annual and ethics/conflict of interest is in the Personnel Manual. Manual is attached. (Max 2 pt.)			N/A	0
Monitoring - The organization/agency acknowledges that it will comply with the grant monitoring requirements. (Max 2 pt.)			N/A	0

Project Readiness

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

Take-Aways

- Read each question and make sure you understand. If you have any questions, please reach out

- Use the Policies and Manuals you already have and adjust them to include the Non-Congregant Shelter Program

- Be as specific as possible with your descriptions and explain how your agency will complete the referral and compliance tasks

- Program monitoring guidelines for this particular HUD program have not yet been released. Until then, all HOME-ARP programs will follow the monitoring guidelines set out by HUD in the HOME Program.

- 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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