

State of Georgia
HOME-ARP
NCS NOFA Training
Staffing & Services

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



Agenda

- Quick Project Overview
- DCA Funding Opportunities
- Posted Questions and Website Review
- Application Fee Information
- Staffing & Services
- 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



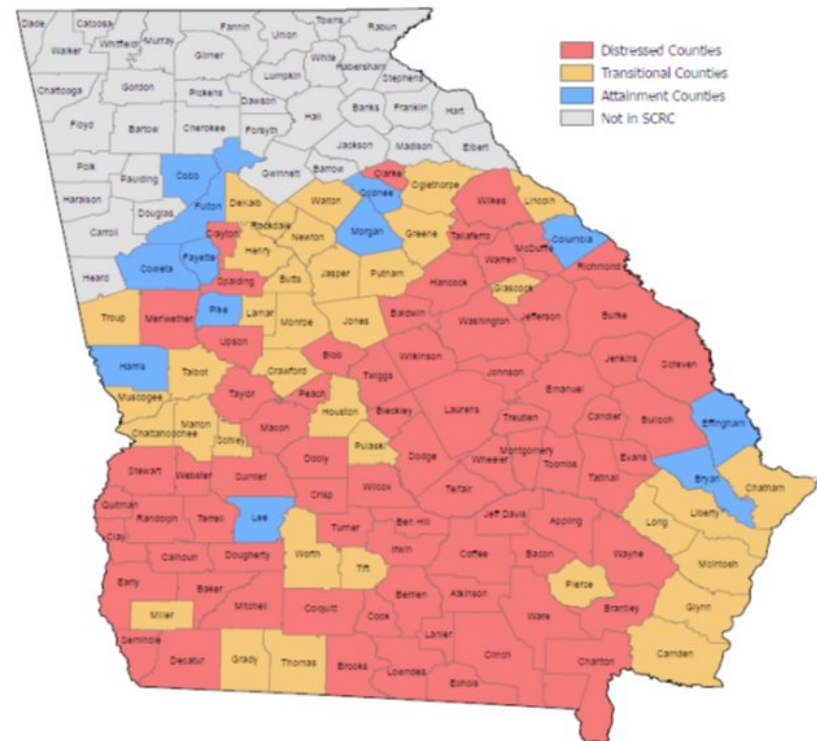
Funding Opportunity

- **Southeast Crescent Regional Commission**

- State Economic and Infrastructure Development (SEID) Grant Program
- <https://scrc.gov/state-economic-and-infrastructure-development-seid-grant-program/>
- \$600,000
- 80%/20% (Match)

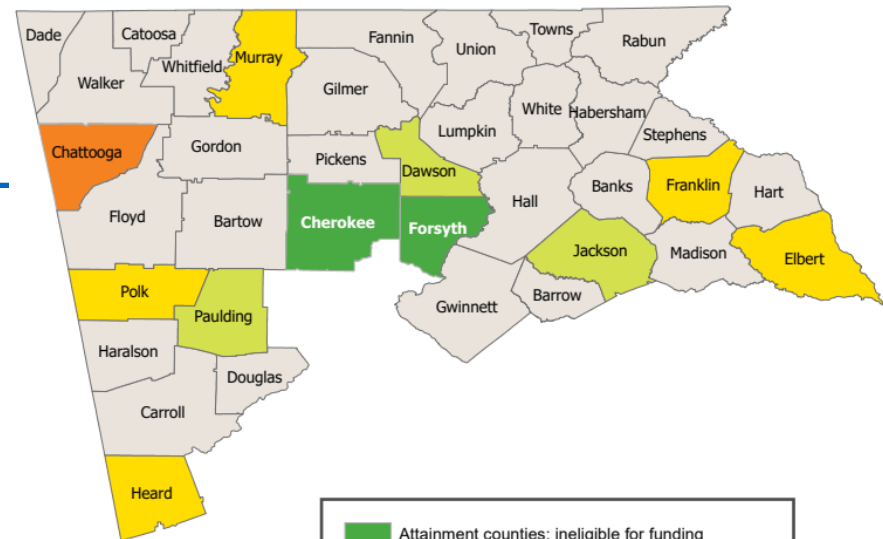
- **Important Dates**

- Pre-Application Deadline 9/15
- Full Application Opens 11/16
- Full Application Due 12/15



Funding Opportunity

- Appalachian Regional Commission (ARC)
- All parties interested in ARC investment must complete a pre-application in advance of proceeding to the full application.
- Pre-Application steps are at https://www.dca.ga.gov/sites/default/files/arc_preapplication_guidelines_for_website.pdf
- Up to \$1,000,000 in funding



Funding Opportunity

2023 CoC Competition - Annual Competition (Opened Yesterday)

Important Dates

- Friday, August 4, 2023, at 10:00 AM EDT - New Applicant Informational Webinar #1
- August 7, 2023 - Proposal Outlines (New projects only)
- Tuesday, August 8, 2023, at 2:00 PM - New Applicant Informational Webinar #2
- August 16, 2023, 3:00 PM - New Project Review Application (required for scoring and ranking)
- August 25, 2023, 5:00 PM - HUD Project Application in e-snaps (required)
- For more information, go to the website <https://www.dca.ga.gov/safe-affordable-housing/homeless-special-needs-housing/georgia-balance-state-continuum-care/2023-coc>
- New Applicant Webinar Information can be found in the Competition Policy https://www.dca.ga.gov/sites/default/files/2023_georgia_bos_coc_nofo_competition_policy.pdf

Posted Questions...

- Our organization has been operational since 2020 and has not met the Uniform Guidance need to complete an audit. We do not have 3 years of financial audits to submit alongside the grant and want to make sure this would not disqualify our organization prior to submission.
- The Operating Budget folder requires organizations to attach the last 3 Years of Financial Audits and the organization's most recent financial statements. If a financial statement is included in the audit, will that suffice? Or do they need to be separated?
- Could you clarify your definition of Housing First? If an organization provides housing for youth (ages 12-17), there are certain rules in place they have to follow. For instance, we are low barrier, but we do require youth residents to participate in services. We have specific structures in place because they are youth.
- For the "Proof of access to city and/or county utilities for water, sewer, gas and electric or estimate of cost to install & connect" can we provide a utility bill for the property if there are existing structures on the property connected to utilities? We are rehabbing a building that is on same campus with a number of buildings that are connected to utilities.
- I have a sensitive question regarding the FY23 DCA NCS Application (Phase 1) around the question about Lived Experience for Board Members. We have a Board member who has Lived Experience but this hasn't been disclosed to the rest of the board and they wish that to remain anonymous. The Spreadsheet wants you to list the Board Member's name and if they have Lived Experience. Is there a way to disclose this with the application without specifying who it is?
- What is the address to mail the application fee?

Application Fee Information

- Noted in the Manual – Page 4

DCA charges a non-refundable application fee for this program. A \$200 check for the application fee must be mailed and postmarked by:

Friday, August 15, 2023, at 11:59 p.m.

Send all application fees to:

Georgia Department of Community Affairs
Office of Community Housing Development
C/O: Lisa Ivy – HOME-ARP NCS Application Fee
60 Executive Park South, NE
Atlanta, GA 30329

The application will only be reviewed if DCA receives the application fee within seven days of the deadline.

- Due: Mailed and postmarked by Friday, August 15, 2023, at 11:59 p.m.

HUD Exchange

HOME-ARP NCS: Eligible Costs Handout

<https://files.hudexchange.info/resources/documents/HOME-ARP-NCS-Eligible-Costs.pdf>

Barriers to Affordable Housing

Webinar Series – HUD Exchange

- Conducted in June and July

Webinar	Description
Overview of Barriers to Affordable Housing	This session will provide an overview of the barriers to affordable housing, why barriers are an important topic and how they relate to the Con Plan. The session will also discuss various categories of barriers, examples from other grantees, and funding resources to address barriers.
Using Data to Identify Affordable Housing Need	This session will provide information on using the Comprehensive Housing Affordability Strategy (CHAS) data to identify and understand affordable housing needs, a first step in identifying local barriers. It will also include discussions of geography levels, data dictionaries, how to use the data to understand rates of housing problems and unmet housing needs with a local approach to data on affordable housing needs.
Research on Barriers	This session will provide an overview of recent research on regulatory barriers and their effect on housing, community, and well-being. Promising practices from local speakers on regulatory reforms, and the use of tools such as GIS mapping, will be discussed.
Community Engagement on Addressing and Removing Barriers	This session will discuss misconceptions around affordable housing, fair housing, and planning for affordable housing. It will include a panel of grantees sharing best practices around community engagement and ways to address and remove barriers.

Staffing and Services

Submission Checklist

NCS ORG <<ORG NAME>>

Application Submission

NCS Staffing & Services Excel Spreadsheet

Required Documentation Submission

Agreements with 3rd-party service providers

Supportive services waiting list procedures.
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Supportive services due process procedures.

Board Meeting Minutes for the last year

Organizational conflict of interest standards and procedures.

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

Coordinated Entry Participation Documentation - This includes ESG or CoC Contractual Obligations or a print screen of the HMIS training completion history from relevant employees
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Staffing

List staff employed by your agency to work in this project by position (house managers, case managers, etc.) using the tables below. Check the box that describes their employment status and describe their duties and qualifications as relevant.

<<ORG NAME>>

Position	Shelter Case Manager
Employment Status	Full Time
% dedicated to NCS	75%
Duties	<ul style="list-style-type: none"> •Developing, monitoring, and evaluating treatment plans and progress •Monitors cases by verifying clients' attendance; observing and evaluating treatments and responses; advocating for needed services and entitlements; obtaining additional resources; intervening in crises; providing personal support. •Maintains clients' records by reviewing case notes; logging events and progress. •Communicates clients' progress by conducting weekly interdisciplinary meetings and evaluations; disseminating results and obstacles to therapeutic team and family; identifying treatment influences. •Prepares clients' discharge by reviewing and amplifying discharge plans; coordinating discharge and post-discharge requirements; orienting and training family members; providing resources. •Improves treatment results by studying, evaluating, and re-designing processes; implementing changes; rewriting policies and procedures. •Prepares reports by collecting, analyzing, and summarizing treatment and results data and trends; compiling statistics; completing grant and subsidy applications.
Employee Shelter History	Shelter Case Manager (Applicant Agency) - 2022 - Present PSH/Shelter+Care Case Manager (Other County CSB) - 2018 - 2022 ESG Case Manager (Main St Shelter) - 2016 - 2018
Position	Intake Coordinator
Employment Status	Part time
% dedicated to NCS	50%
Duties	<ul style="list-style-type: none"> •Admits new clients by reviewing records and applications; conducting orientations. •Determines clients' requirements by completing intake interviews •Establishes treatment programs by setting schedules and routines; coordinating services being provided; arranging resources, including transportation and escort.
Employee Shelter History	Intake Coordinator (Applicant Agency) - 2021 - Present Intake Specialist (Main St Shelter) - 2017 - 2021

Supportive Services

- Name the Agency/Organization
 - General Services to be Provided - Examples to Reference: Benefits and services navigation; Meals or groceries for program participants; Child care; Education Services; Employment assistance and job training; Legal services; Life skills training; Outpatient health services; Outpatient substance abuse treatment services; Transportation; Credit counseling and money management; McKinney-Vento Services
 - Housing Assistance to be Provided – Examples to Reference: Housing stability case management; Housing Search and Counseling Services; Housing Counseling Services through HUD Certified agency; Housing Counseling Services; Landlord/ tenant liaison services
 - Financial Assistance to be Provided – Examples to Reference: Rental application fees; Security deposits; Utility deposits; Utility arrears; Moving costs; First and last month's rent
- Organization/Agency or 3rd party
 - Applicant, 3rd Party, Service Not Provided
- Does the NCS have an agreement (ie. Contract, MOU, etc.) with this supportive services agency?
 - Current signed contract, Currently negotiating terms, Nothing at this time, Not Applicable
- Will Services be Onsite or Offsite
 - Onsite, Offsite, Service Not Provided
- If offsite - Proximity to the Site In Miles and if transportation will be provided

Supportive Services

- Describe how the need for services is determined.
- Does the service provider(s) have written procedures for maintaining a waiting list for program participants and if so, please describe.
- Proposed number of beneficiaries in the NCS annually
- Describe the Service Provider's written due process procedures for tenants who may be denied or terminated from services(s)?
- Proposed annual direct cost of service/program delivery (not to exceed through September 30, 2030)
- Proposed direct cost of service/program delivery through September 30, 2030

Supportive Services

Breakdown of partnering agencies cost with the NCS

Provider 1 Services Delivery Cost Assumptions	Hourly Rate, Including Employee Related Expenses	Estimated Annual Hours	Estimated Total Cost Annual Cost	Estimated Years of Service	Total estimated Cost (All Years)
Provider Name: Other County CSB					
Position: Counselor	\$40/hr which includes benefits	520	\$ 6,240.00	15	\$ 93,600.00
Position:					
Position:					
GRAND TOTAL:					93600

Supportive Services Narrative	
Describe how the Organization/Agency or service provider will identify appropriate services for program participants.	
Describe how the Organization/Agency or service provider will prevent duplication of services or assistance.	

Board Members

Complete list of organization's current Board or governing members (officers identified). Information must include name, address, office held, term of office, compensation, profession, qualification, race, gender, ethnicity, and homeless/formerly homeless status.

Mr./Ms.:		First Name:		Last Name:	
Office Held:	President	Term of Office:	3 Years	Compensation:	Volunteer - Expenses only
Profession:	Accountant	Qualification:	Former employee, 5 years on the board		
Address:	1234 Main Street, Everytown, GA 31407				
Email:	BoardPresident@ApplicantAgency.org				
Homeless/Formersly Homeless as defined by CPD Notice 21-10?			Information attached		

Mr./Ms.:		First Name:		Last Name:	
Office Held:	Secretary	Term of Office:	1 Year	Compensation:	Volunteer - Expenses only
Profession:	Office Manager	Qualification:	Family member in housing		
Address:	2345 Main Street, Everytown, GA 31407				
Email:	BoardSecretary@ApplicantAgency.org				
Homeless/Formersly Homeless as defined by CPD Notice 21-10?					

Self-Scoring

Agency's Capacity

The program staffing description clearly shows a history of working with the target population and a capacity to effectively implement HOME-ARP-required standards.			N/A	0
The experience of key staff members relates to operating a Non-Congregate Shelter			N/A	0
Organization can support the proposed level of staffing and resources needed to operate the program effectively			N/A	0
The board composition clearly shows a history of working with the target population and a capacity to effectively implement HOME-ARP-required standards. (2 pts Exceeded reserved for organizations/agencies that have a Board Member with lived experience as defined by the HOME-ARP notice under subpopulations.)			N/A	0
4 Point Bonus for organizations/agencies with a Board Member with lived experience as defined by the HOME-ARP notice under subpopulations.	N/A	N/A		0

Experience with Federal Grant Funding & Commitment to DCA

The applicant organization must have a high level of experience with federal grant funding and reporting			N/A	0
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Cost Effectiveness

The Applicant's proposal allows for the most efficient and cost-effective use of HOME-ARP funds			N/A	0
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Leveraging

The applicant must demonstrate how the proposed program will leverage other funding or resources to serve more clients or provide additional services beyond HOME-ARP funded services			N/A	0
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Take-Aways

- Check the additional sites for funding opportunities and HUD's new HOME-ARP Publication on Eligible NCS Costs
- Be sure to mention in the checklist any new information submitted or if you are submitting something in a different way than requested. DCA staff will then know what to look for.
- If a separate board list contains all the requested information on the spreadsheet – you may include the list in your folder of attachments; just be sure that is noted at the top of the Board Member spreadsheet.
- As stated in this week's Q&A - If anyone with lived experience would like to stay anonymous, state "For the purpose of confidentiality, this response will be personally submitted and approved by HOME-ARP staff" and DCA staff will reach out to them for more information.
- 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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