

State of Georgia
HOME-ARP
NCS NOFA Training
Final Submission – Phase II

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



Agenda

- Submitted Questions
- New Submission Process
- Application Fee Update
- Scoring checklist
- Tell your story
- Key Take-Aways
- Q&A

Submitted Questions

Submitted Questions

For the staffing section, do you want us to list each filled staff position? For example, we have 15 positions with the same title, 13 are filled and 2 are to be hired. I also don't see a section for a staff members name so I was not sure how to differentiate between 15 positions with the same title outside of their employee shelter history.

- Consolidate where you can
- Do not include personal information other than experience
- Only include staff who will be working in the Non-Congregant Shelter

Submitted Questions

In the Narrative spreadsheet, this is listed in the self scoring tab: "The Board of Directors signs an ethics/conflict of interest statement as a condition of board service. Signed statement is included." Do we need to include this in our attachments for the submission checklist section, and if so, can it be a copy of the actual statement, or do we need to attach the statement signed by each board member?

- Do we need to include this in our attachments for the submission checklist section? - Yes
- Can it be a copy of the actual statement? - Yes
- Do we need to attach the statement signed by each board member? – No, just include a signed certification that all board members have signed it and you can produce proof if requested.

Submitted Questions


Does the Organizational Chart need to be of the entire organization or does it need to be for the NCS program?

- The entire program so DCA can see where it is included in the overall programming and services.


New Submission Process

Ilona Nagy shared the folder "0.NCSApplicantTest" with you



Ilona Nagy
To  Ilona Nagy




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Name Modified Modified By

01_Data&SWOT	19 minutes ago	Ilona Nagy
02_OperationBudget	19 minutes ago	Ilona Nagy
03_NCSDDevelopmentOverview	19 minutes ago	Ilona Nagy
04_NCSDDevelopmentBudget	19 minutes ago	Ilona Nagy

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Name ↑	Modified	Modified By	File size
1_OrganizationalAudits-3Years	May 16	Ilona Nagy	0 items
2_Budget Documentation	May 16	Ilona Nagy	0 items

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Name ↑
1_OrganizationalAudits-3Years
2_Budget Documentation

+ Add New

- Folder
- Files upload
- Folder upload
- Word document
- Excel workbook
- PowerPoint presentation
- OneNote notebook
- Visio drawing
- Link

Forms & Policies - HR

Insert the documents that you would like to update. Please do not include documents that you do not want to update. Be sure to indicate what changed in the document.

Every applicant is able to adjust the file as needed (ie. Delete the included template) – just be sure to indicate what is updated.

Application Fee Update

Application Fee Update

- DCA charges a \$200 non-refundable application fee for this program.
- Write Checks out to:

Georgia Housing and Finance Authority or GHFA

- **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, September 15, 2023, at 11:59 p.m.
- All received checks made out to DCA will be shredded.

Scoring Checklist

Scoring

- Ensure all questions are answered
- Enter all relative notes so the DCA NCS Review Team has clear directions on where to find pertinent information.
- The easier the process for the DCA NCS Review Team, the quicker applications can be scored, and applications awarded.
- If you cannot find the answer, you may have missing documentation.

Tell Your Story

Tell Your Story Comprehensively

- The people on the DCA NCS Application Review Team may not know your organization and what you want to do – be sure to tell your story well.
- Why build with you?
 - Why your location? Why not a bigger city? Why not a smaller city?
 - Why not with another agency? Why your agency?
 - Why is a Non-Congregant Shelter the best solution to your agency's needs?
- What is the data to back up your statements – Explain it and process it.
 - Do you have higher amounts of a particular population?
- Individual stories – How your program has been applied to lives in Georgia
- Use all the space in the application – especially additional information sections
 - Don't state the same narrative repeatedly
- Talk with professionals and get ideas and quotes to support your work
- Ask friends to read what is written to make sure the application fully expresses what you want it to.
- We need to read what we heard over the last two days from all of your inspiring stories

Final Take-Aways

- Fill in all the blanks
- State that proof of a document can be produced if requested.
- Highlight relevant information so it is easy to identify. You don't want a reviewer getting frustrated trying to find the information you are referring to.
- Take the time to review the scoring sheet – it will identify what we are looking for
- Start putting information in your files now
- No more questions answered after the COB tomorrow
- Proofread out loud and edit thoroughly
- Check and double-check for omissions
- Breathe! You got this!!

Questions





It was such a privilege to hear all of your hearts, stories, and experiences over the last two days.

THANK YOU for all the hard and tireless work you do and the love you give to Georgians every day!!!!

-Ilona and Jodie



**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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