

State of Georgia
HOME-ARP
NCS NOFA Training
Operations Budget

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



Agenda

- Quick Project Overview
- Posted Questions and Website Review
- Organizational Budgets
- Key Take-Aways

Funded Programs

**Affordable Rental
Housing Construction
(LIHTC)**

\$ 64,424,131

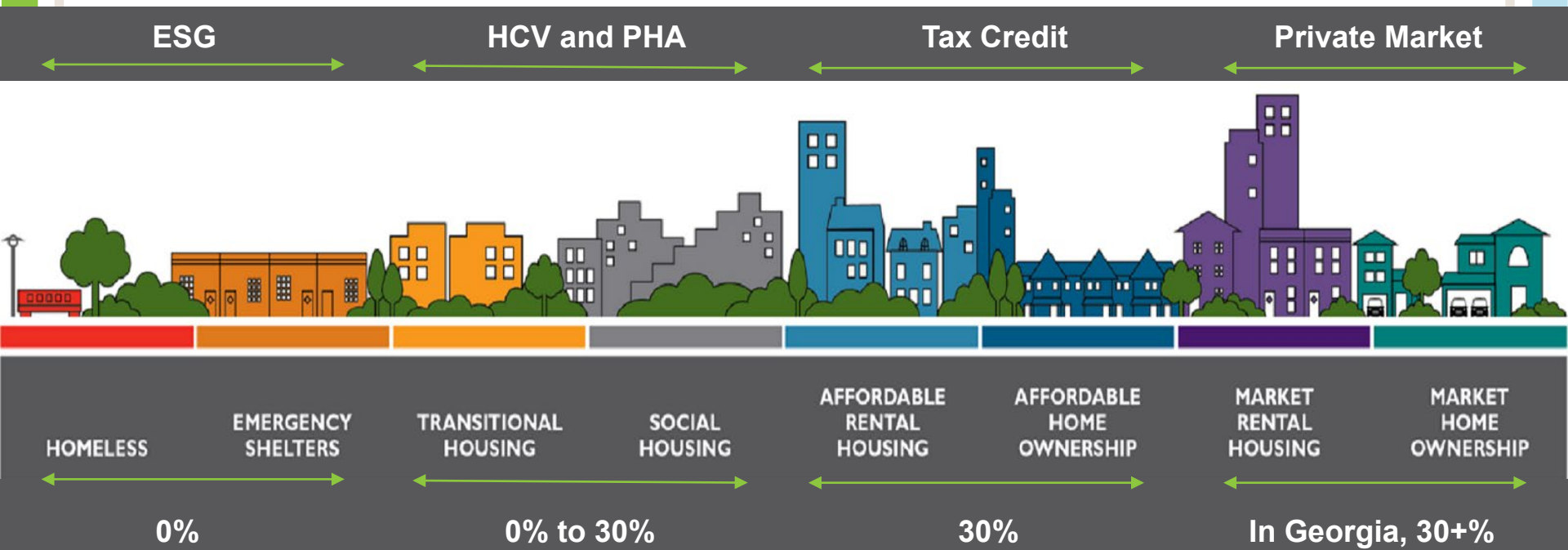
**Non-Congregate
Shelter Development**

\$ 8,765,517

Department of Community Affairs
Housing Finance & Development Division



Housing as a Continuum



Housing should be 30% of your gross income or less.

Housing that is more than 30% is not affordable, and you are considered housing burdened.

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
 - Structure of the Application
 - Manual
 - Application Fee
 - Due Dates/Calendar Review
 - Submission
- Population Definition per Development (Both NCS & RH)
- Would like to sign up for coordinated entry training VI-SPDAT.
How do I do that?
- Does the agency have to be in our community? We have a mentor agency, but they are in another state. I'm assuming that would not work. Is that correct?
- Application Self-Scoring Review – Additional Training Date

Organizational Budgets

Things to Consider...

- It goes back to your planning and goals
 - Does a NCS fit within your agency's goals?
 - Do you have the approval and backing of all your champions? (Board Members, other agencies, community, etc.)
 - Get estimates as close as you can
- Estimate what you will need, at the least, for a year
 - What are your available resources?
 - What are the people hours needed
 - What are the material costs?
 - Plan for contingencies
- Does your proposed income cover your expenses?
 - Review current funding compliance and see if it will cover the new shelter.
 - Will your funding sources be allowed to cover a HUD Shelter?
 - Can you apply expenses from current efforts to the NCS?
 - Make sure the financial sheets match

Submission Checklist

SUBMISSION CHECKLIST - NCS OPERATING BUDGET

NCS ORG <<ORG NAME>>

Application Submission

NCS Operating Budget Excel Spreadsheet
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Required Documentation Submission

Last 3 Years of Financial Audits from the Organization/Agency to oversee the Non-Congregate Shelter

Organization/Agency most recent financial statements
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Documentation of Organization/Agency's funding commitment for the duration of the Restricted Use Period (such as letters of commitment or term sheets)
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List of litigation or bankruptcies in the past seven years or list of pending litigation or judgment, if no such incidences exist.
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Operation Income

Type of Income
HUD Funding
Local Government (City or County)
GA Dept. of Community Affairs
State Agencies/Departments (ie. DBHDD, DCH, etc.)
Other State Agency
United Way
Faith Based Organizations
Foundations
Fundraising Events
In-Kind Professional Services
Miscellaneous Cash Donations
Volunteers @ 7.25 per hour
City/County Operating Funding
Contributions
Sales Tax Refunds
Interest/Dividends
Other Income (subject to vacancy): <<Description Here>>
Other Income (subject to vacancy): <<Description Here>>
Other Income (subject to vacancy): <<Description Here>>
Other Income (subject to vacancy): <<Description Here>>
Other Income (not subject to vacancy): <<Description Here>>
Other Income (not subject to vacancy): <<Description Here>>
Other Income (not subject to vacancy): <<Description Here>>
Other Income (not subject to vacancy): <<Description Here>>
Other: <<Description Here>>
Other: <<Description Here>>



Operation Expenses

Overhead/Operations Expenses
Operations Staff
Administration
Payroll Taxes/Benefits
Rent/Mortgage
Electric
Gas
Water Sewer
Telephone/Internet
Security
Trash removal
Repairs and Maintenance
Grounds
Pest Control
Capital Equipment
Elevator Service Contract
Food
Furnishings
Supplies
Property/Liability Insurance
Property Management Fee
Other:
Other:
Other:

Supportive Service Expenses
Case Management
Direct Care Staff
Child Care
Employment
Vocational Support
Educational Assistance
Medical Assistance/Outpatient Support
Counseling
Legal Assistance
Life Skills
Mental Health
Substance Abuse
Food
Transportation
Entertainment/Cable
Staff Training
Other:
Other:

Grant Experience

Funds Received (HOME-Type funds or State CDBG funds) for housing activities - Select Type of Grant Funds	Name of the grant if Other	Year(s)	Thru which DCA Office	Type of assistance provided with Housing Funds
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<<ORG NAME>>

Agreement funded Activities (Including Construction)	Agreement funded Objectives	Were any funds recaptured? Explain answer.	Funded Budget	Remaining Balance(s)
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Self-Scoring

Documentation Submission				
Forms completed for each section (Max 1pt.)			N/A	0
All appropriate supporting documents completed for each section (Max 1pt.)			N/A	0
Evidence of Experience with Shelter Operations				
Data to support tenant preferences served noted in Project Overview Worksheet			N/A	
Operation Income and expenses support the NCS without sacrificing other programming			N/A	
Agency's Capacity				
Organization can support the proposed level of staffing and resources needed to operate the program effectively			N/A	
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 Excelled reserved for organizations/agencies that have a Board Member with lived experience as defined by the HOME-ARP notice under			N/A	
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		
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	
2 Point Bonus for five (5) or more federal grants in the last five (5) years	N/A	N/A		
2 Point Bonus for project team member(s) who can report to DCA on Section 3 and MBE/W	N/A	N/A		
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		
2 Bonus Points for three (3) Yeses under the Civil Rights/Non-Discrimination section.	N/A	N/A		

Self-Scoring

Project Readiness				
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	
Cost Effectiveness				
The Applicant's proposal allows for the most efficient and cost-effective use of HOME-ARP funds			N/A	0
The greatest number of qualifying populations of individuals and families will be assisted, defined as NCSO operation Income 310/NCSO operation Expenses 480 (1 pt = 1.00 to 1.10, 2 pts = Greater than 1.10)			N/A	
Reliable Source of Secured Operating Funding				
The Applicant must be able demonstrate in detail that the organization has secured a clear and reliable source of funding for operating the non-congregate shelter			N/A	0
2 point Bonus for Local Government (City or County) income	N/A	N/A		0
The sources and uses of the operating funding must be enumerated in detail (Operating costs cannot be paid with HOME-ARP funding)			N/A	0
Leveraging				
Projects will be prioritized that can provide matching funds to the project, including funds that have been obligated toward shelter operations			N/A	0
The external commitment of non-federal funds, by city/county government/nonprofit, etc., toward shelter operations costs (1 pt for 10% to 25%, 2 pts for greater than 25%)			N/A	0

Take-Aways

- Be sure to plan – does this development fit into your organization's structure financially?
- Make sure everything matches and makes sense
 - Audits
 - Monthly Financials (ie. bank statements, receipts, etc.)
 - Budget
- This information tells a story – if you need to bring background information in, upload it to the file
- The documents are flexible on purpose. Add what you need but keep the overall structure. DCA Staff need to be able to read and understand it.
 - Explain acronyms
 - Don't use agency-specific jargon
- Ask questions – it helps everyone



State of Georgia HOME-ARP Website

Read the plan & other
Documents

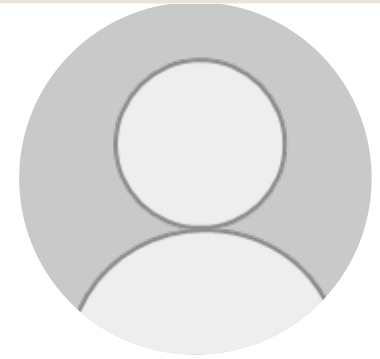
On the DCA website:

bit.ly/HOMEARP-GADCA



Sign up for our Listserv:
<https://bit.ly/HOME-ARPnewsletter>

Thanks!



Kelly S. Evans, MPA
HOME-ARP Manager

kelly.evans@dca.ga.gov
Cell: 470.925.1660



Ilona Nagy, MSW
Federal Compliance Specialist

ilona.nagy@dca.ga.gov
Cell: 470.597.5360



Jodie Key
Federal Compliance Specialist

jodie.key@dca.ga.gov
Cell: 470.733.9032

dca.ga.gov