

State of Georgia
HOME-ARP
NCS NOFA Training
Phase I Submission

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



Posted Questions...

- Website Review
 - [Online Application Page Download and Review](#)
 - Submission Review Webinars updated on the site
- Could three years of 990 Financial Tax Forms prepared by a CPA meet the financial requirements? Yes

DCA Priorities & Point Definition

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

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N/A	Blue Cells	Blue cells indicate Threshold Criteria.

Where to find the Overall Scoring Sheet...

DCA HOME-ARP NCS NOFA Packet >

Name	Status	Date modified	Type
00_NOFAOverviewDocuments	✔	6/16/2023 9:30 PM	File folder
01_Data&SWOT	☁	6/16/2023 9:30 PM	File folder
02_OperationBudget	☁	6/16/2023 9:30 PM	File folder
03_NCSDDevelopmentOverview	☁	6/16/2023 9:30 PM	File folder
04_NCSDDevelopmentBudget	☁	7/27/2023 1:33 PM	File folder
05_Staffing&Services	☁	8/3/2023 1:44 PM	File folder
06_NCSNarrative	☁	6/16/2023 9:30 PM	File folder
07_Referral&CompliancePlan	☁	6/16/2023 9:31 PM	File folder
08_Certifications&Add-ons	☁	6/16/2023 9:32 PM	File folder
09_RelevantManuals	✔	6/16/2023 9:30 PM	File folder

DCA HOME-ARP NCS NOFA Packet > 00_NOFAOverviewDocuments

Name	Status	Date modified	Type	Size
DCA HOME-ARP NCS NOFA Packet - Sh...	✔	6/16/2023 9:30 PM	Shortcut	3 KB
Georgia HOME-ARP Non Congregate Sh...	✔	6/16/2023 9:05 PM	Adobe Acrobat D...	886 KB
Overall Scoring Sheet	✔	6/16/2023 9:24 PM	Microsoft Excel W...	30 KB

Overall Scoring Sheet

	Data & SWOT	Operating Budget	NCS Development Overview	NCS Development Budget	Staffing & Services	NCS Narrative	Referral & Compliance Plan	Certification & Add-ons
Document Submission	0 = No Submission 1 = Submission	0 = No Submission 1 = Submission	0 = No Submission 1 = Submission	0 = No Submission 1 = Submission	0 = No Submission 1 = Submission	0 = No Submission 1 = Submission	0 = No Submission 1 = Submission	0 = No Submission 1 = Submission
Forms completed for each section								
All appropriate supporting documents completed for each section								
Program Description & Narrative	0 = Did not meet 1 = Met adequately 2 = Excelled	0 = Did not meet 1 = Met adequately 2 = Excelled	0 = Did not meet 1 = Met adequately 2 = Excelled	0 = Did not meet 1 = Met adequately 2 = Excelled	0 = Did not meet 1 = Met adequately 2 = Excelled	0 = Did not meet 1 = Met adequately 2 = Excelled	0 = Did not meet 1 = Met adequately 2 = Excelled	0 = Did not meet 1 = Met adequately 2 = Excelled
Service Area	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
The project service area is clearly described.	N/A	N/A	N/A	N/A	N/A		N/A	N/A
The choice of service area is clearly justified by data.	N/A	N/A	N/A	N/A	N/A		N/A	N/A
Compare and contrast the Point In Time County and the McKinney Vento data.	N/A	N/A	N/A	N/A	N/A		N/A	N/A
Shelter Operations	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
The description of shelter operations is clearly defined and the cost of defined operations is clearly stated.	N/A	N/A	N/A	N/A	N/A		N/A	N/A
Shelter Programming	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Program strategies, collaborations, or resources are clearly explained and the scope is reasonable and complete.	N/A	N/A	N/A	N/A	N/A		N/A	N/A
There is evidence that the organization/agency has completed the SWOT process and clearly identified barriers	N/A	N/A	N/A	N/A	N/A		N/A	N/A
The participant entrance to exit process is clearly defined and articulated.	N/A	N/A	N/A	N/A	N/A			N/A
Proposed staffing levels are clearly defined and match the operations budget.	N/A	N/A	N/A	N/A	N/A		N/A	N/A
Program Entrance and Exit	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Clear policy on waitlist management by chronological order or population preference. Policy is attached. (Max 1	N/A	N/A	N/A	N/A	N/A		N/A	N/A
1 pt = Participants will be allowed 24 access to their non-congregant unit. 2 pts = Participants will be allowed 24-hour access to common areas including kitchen facilities.	N/A	N/A	N/A	N/A	N/A		N/A	N/A
Termination policy is detailed and included as an attachment. (Max 1 pt.)	N/A	N/A	N/A	N/A	N/A			N/A
The Termination policy demonstrates an integration of low-barrier principles.	N/A	N/A	N/A	N/A	N/A			N/A

Data & SWOT Self-Scoring

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
Evidence of Experience with Shelter Operations				
Prior organization/agency experience with operating shelters for Qualified Populations			N/A	0
6 Point Bonus for five (5) or more years of shelter operations	N/A	N/A		0
Is the Organization in accordance with current Homeless Management Information System (HMIS) Standards			N/A	0
Currently utilizing a Housing First approach			N/A	0
OR New to the Coordinated Entry System with SMART Plan			N/A	0
Data to support tenant preferences served noted in Project Overview Worksheet			N/A	0

Data & SWOT Self-Scoring

Experience with Federal Grant Funding & Commitment to DCA				
2 Point Bonus for five (5) or more federal grants in the last five (5) years	N/A	N/A		0
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
Location Factors				
Projects located within the Balance of State of Georgia (those outside of the areas receiving HOME-ARP Entitlement Funds) will have first opportunity at funding. (1 = Participating Jurisdiction (PJ); 2 = Balance of State)			N/A	0
Leveraging				
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
SELF SCORE TOTAL				0
DCA Score (Completed by DCA)	0 - Not included	Points Scored 11 - 20 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

Writing Data Stories

By Jonathan Reichental, Award-winning technology leader

- Use the right data
 - Is the data too old?
 - Is your interpretation open to question?
 - Is this the right data and the complete data to tell your story?
- Synthesize
 - Use a combination of data sets, contemporary ideas, history, and other characteristics to reach some conclusions
 - One quality may not be enough to successfully tell a story
 - For example, if the story that is being told is about how something has changed over a period of time, we may want to use historical data that is then contrasted with current data.
- Make it personal and real
 - Easily communicate complex information through a narrative (stories and visualizations)
 - If it is abstract and relies too heavily on hypotheticals, it won't resonate with many people - use a structured approach to communicate an important insight
 - For example - transportation issues. Rather than information about Atlanta, keep the data story exclusively connected to the city that the data belongs to. And add additional impact by illustrating the consequences of that data on an individual family in that community
- Overquestion the data
 - Be sure your data is telling the right story in the right way, so it is heard and understood

Operations Budget Self-Scoring

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
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		

Operations Budget 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 NCSOperationIncome310/NCSOperationExpenses480 (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

Operations Budget 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

Development Overview 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

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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

Development Overview 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
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

Development Overview 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

Development Budget Self-Scoring

Self-Score (Completed by Organization)	0 - Not included	Points Scored (1 - 2 pts, unless otherwise stated)	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
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
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
Cost Effectiveness				
The Applicant's proposal allows for the most efficient and cost-effective use of HOME-ARP funds			N/A	0

Development Budget Self-Scoring

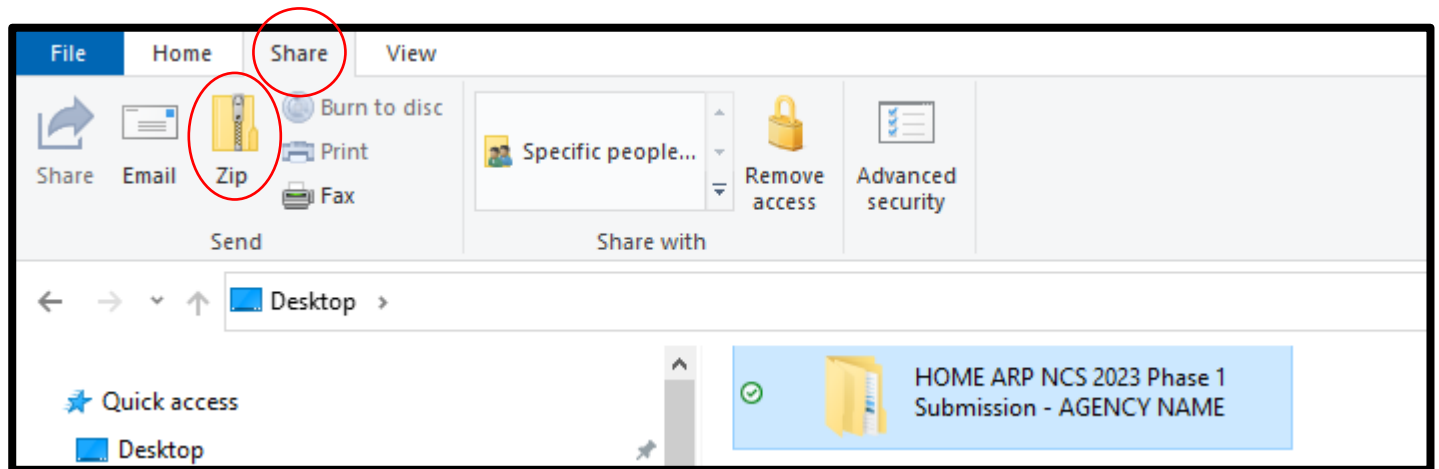
Leveraging				
The applicant must demonstrate how the proposed program will leverage other funding or resources to serve more clients or provide additional services beyond HOME-ARP funded services			N/A	0
The external commitment of funds toward the construction project beyond HOME-ARP (1 pt for 10% to 25%, 2 pts for greater than 25%)			N/A	0
As of the time of proposal submittal, the funding associated with this NOFA / RFP must be sufficient to allow the non-congregate shelter project to be fully completed. (Unmet need = 0)			N/A	
NOFA Funding will Fully Complete Project				
As of the time of proposal submittal, the funding associated with this NOFA / RFP must be sufficient to allow the non-congregate shelter project to be fully completed. (Unmet need = 0)			N/A	0
The applicant must demonstrate that HOME-ARP funds will be fully expended within three years and HOME-ARP funds will be fully expended prior to 9/30/2030			N/A	0
SELF SCORE TOTAL				0

Development Budget Take-Aways

- Be as clear as possible on your estimates – if not sure, please explain in the areas provided
- You can include the actual estimates in your application
- Be sure to consider all the hidden costs, including federal requirements which may pertain to your development
- Be sure to include contingencies for unforeseen costs that make sense. Try not to budget too much or too little.
- Ask questions – it helps everyone in this process

Submission Packaging

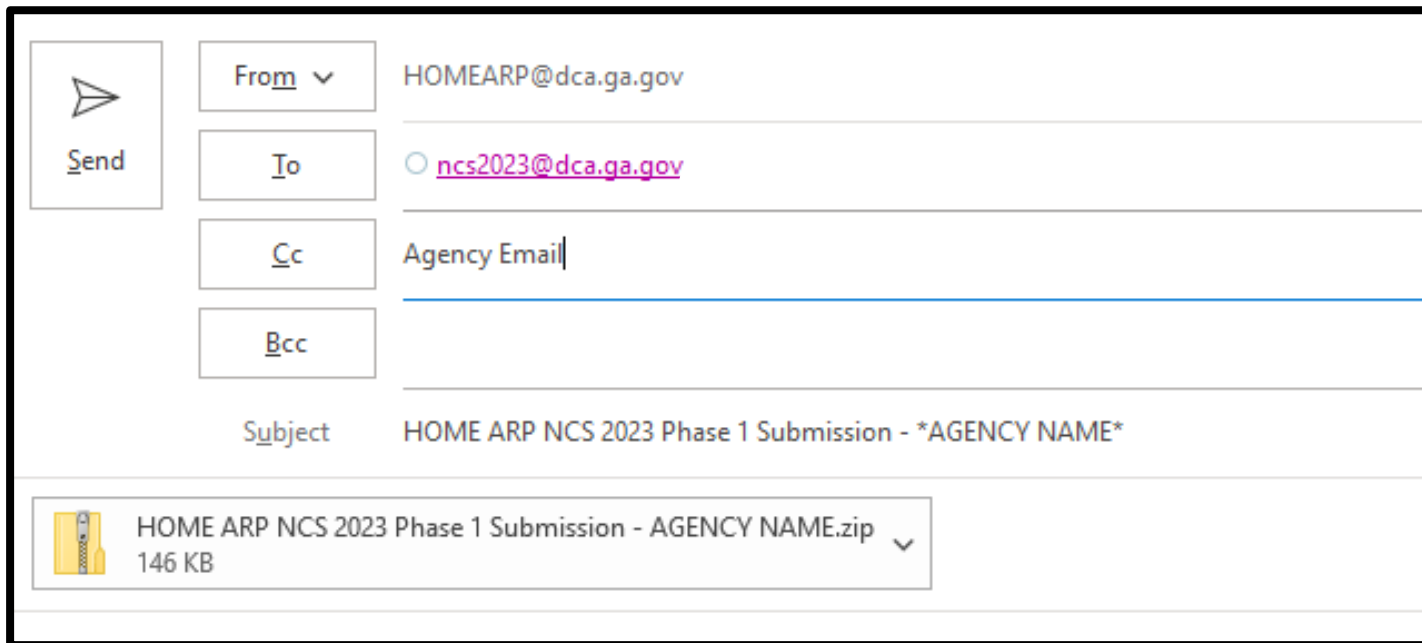
Name	Status	Date modified	Type
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03_NCSDDevelopmentOverview	✓	8/7/2023 8:02 PM	File folder
04_NCSDDevelopmentBudget	✓	8/7/2023 8:02 PM	File folder



Submission Packaging

- Phase 1 Application Submission with all Phase 1 Information and Documentation must be emailed to NCS2023@dca.ga.gov **by 11:59 PM on August 15, 2023**. In the Subject Line, write:

HOME ARP NCS 2023 Phase 1 Submission - *AGENCY NAME*



The screenshot shows an email composition interface with the following fields and content:

- Send**: A button with a paper plane icon.
- From**: HOMEARP@dca.ga.gov
- To**: ncs2023@dca.ga.gov
- Cc**: Agency Email
- Bcc**: (Empty field)
- Subject**: HOME ARP NCS 2023 Phase 1 Submission - *AGENCY NAME*
- Attachment**: HOME ARP NCS 2023 Phase 1 Submission - AGENCY NAME.zip (146 KB)

Questions





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!



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