



GEORGIA DEPARTMENT
of COMMUNITY AFFAIRS

STABLE HOUSING ACCOUNTABILITY PROGRAM

2026 PROJECT GUIDELINES

Office of the State Housing Trust Fund
For the Homeless Commission
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PROJECT GUIDELINES FOR STABLE HOUSING ACCOUNTABILITY PROGRAM:

INTRODUCTION:

The State of Georgia through the State Housing Trust Fund Commission for the Homeless (SHTF) has made funding available statewide for qualified sponsors to operate a stable housing accountability program meeting the conditions outlined in Official Code of Georgia Annotated § 8-3-301, § 8-3-310, and § 8-3-311. Stable housing accountability funds will be awarded on a competitive basis to qualified sponsors that demonstrate an ability to provide voluntary, immediate, and stable housing to program participants. SHTF has contracted with the Georgia Department of Community Affairs (DCA) to administer all aspects of the Stable Housing Accountability Program (SHAP) on behalf of the Commission as provided in the statutory framework for the program.

Applicants should prepare all application documents in accordance with the instructions as outlined in this document. Applications should be clear, thorough, and provide sufficient details for all information requested. Failure to answer all questions may result in denial of the application.

SHTF by and through DCA will work with successful applicants to adjust proposed projects and/or program designs to achieve full compliance with the Stable Housing Accountability Program (SHAP).

NOTICES TO APPLICANTS:

Eligible Service Areas:

SHAP is open to qualified sponsors who meet the eligibility requirements to operate a stable housing accountability program in any of the 159 counties in Georgia.

Homeless Management Information System /Comparable Database:

All funded SHAP applicants are required to be in full compliance with the Homeless Management Information System (HMIS) and the equivalent provider for domestic violence programs, when applicable. New subgrantees that have never received funding from DCA or another program using the HMIS system that are awarded funding must be in full compliance with the HMIS/DV comparable database within 3 months of the contract award date or the funding award may be terminated.

All funded SHAP applicants must set up **new** Projects in HMIS for SHAP Funding. You may not use current Projects in HMIS.

Victim Service Providers:

SHTF by and through DCA will work to ensure the confidentiality of records pertaining to any individual served by a victim service provider who receives housing and services under the SHAP. The address or location of any family violence facility assisted under this program will, except with written authorization of the person or persons responsible for the operation of such facility and project, not be made public. The term “victim service provider” means a community-based organization whose primary mission is to provide services to victims of domestic violence, dating violence, sex assault, or stalking. Such term includes rape crisis centers, domestic violence or battered women’s shelters, domestic violence transitional housing projects, and other projects servicing individuals impacted by domestic or sexual violence. Agencies of this type are expected to de-identify any data generated from the HMIS comparable database for DV agencies to comply with project requirements.

Application and Project Information:

SHTF by and through DCA provides guidance, links to relevant information on the SHAP webpages, and access to training; but it is the responsibility of the service providers to implement compliant projects. The DCASHAP webpages and communication from SHTF staff serve as the primary source of information for SHAP applicants and project implementation.

Security and Immigration Compliance:

Georgia law requires contractors and subcontractors to file affidavits that they have registered and currently participate in a federal work authorization project intended to ensure that only lawful citizens or lawful immigrants are employed by the contractor or subcontractor. Contractors must also file an affidavit to ensure that the contractor and/or any subcontractors have legal status in the United States.

Technical Assistance:

The Office of the State Housing Trust Fund Commission for the Homeless will provide technical assistance to qualified sponsors designed to provide resources, tools, and program support for recipients of SHAP funding with the goal of improving program efficiency and effectiveness. Recipients of SHAP funding will receive program implementation workshop, on site compliance monitoring, and reimbursement submission assistance. Recipients will be provided with program guidelines guidance as submitted via email to shap@dca.ga.gov.

Contract Awards and Start Dates:

All contracts will be awarded by February 1, 2026. All awarded applicants’ contracts will run for a 12-month period. All successful applicants will receive a notice of award notifying them of the award amount as well as a Participation Agreement that must be executed to accept the award. Successful applicants should sign any awarded Participation

Agreement no later than two weeks after the proposed Participation Agreement is provided.

DEFINITIONS:

- **Qualified Sponsor:** Non-profit and for-profit organizations and local government entities who are sponsoring residential housing projects or stable housing accountability programs as defined in Official Code of Georgia Annotated § 8-3-301 (5).
- **Commission or SHTF:** the State Housing Trust Fund Commission for the Homeless created in Official Code of Georgia Annotated Section 8-3-306 through O.C.G.A. § 8-3-301 (1).
- **Stable Housing Accountability Program:** a program that provides safe and affordable housing to stable housing accountability program participants that is certified by the Commission as meeting the terms and conditions as established under Official Code of Georgia Annotated § 8-3-31 through O.C.G.A. § 8-3-301 (7)
- **Stable Housing Accountability Program Participants** means each individual together with his or her immediate family, if any, that receives any assistance and/or services from a qualified sponsor through a certified Stable Housing Accountability Program, provided that:
 - (A) Their primary nighttime residence is in a public or private place that is not designed for or ordinarily used as a long-term or medium-term sleeping accommodation for natural persons, and such nighttime residences shall include, but shall not be limited to, a car, park, abandoned building, bus or train station, airport, or campground.
 - (B) Their primary nighttime residence is in a public or private charitable shelter for unhoused individuals that is not designed as a permanent or semi-permanent dwelling place, and they are leaving an institution where he or she has temporarily resided; or
 - (C) They:
 - (i) Will imminently lose their housing, including housing he or she owns, rents, lives in without paying rent, or is sharing with others, and rooms in hotels or motels not paid for by a governmental program for low-income persons or by charitable organizations, as evidenced by:
 - a) A court order resulting from an eviction action that notifies the individual that he or she must leave within seven (7) days.

- b) Such individual having a primary nighttime residence that is a room in a hotel or motel and lacking the resources necessary to reside there for more than 14 days;
- c) Credible indications that the owner or renter of such housing will not allow such individual to stay for more than 30 days; or
- d) Any oral statement from an individual seeking homeless assistance that is found to be credible;

(ii) Have no subsequent residence identified; and

(iii) Lack the resources or support networks needed to obtain other permanent housing. O.C.G.A. § 8-3-301(8)

- **Residential Housing Project:** a program designed to enhance residential housing opportunities for low-income persons. Such projects shall include, but shall not be limited to, financing in whole or in part the acquisition, rehabilitation, improvement, or construction of residential rental housing and interest rate or down payment assistance programs designed to enhance home ownership opportunities. O.C.G.A. § 8-3-301 (6)
- **Homeless:** persons and families who have no access to or can reasonably be expected not to have access to either traditional or permanent housing which can be considered safe, sanitary, decent, and affordable. O.C.G.A. § 8-3-301 (2)
- **Low-income person:** persons or families who lack the necessary income, as determined solely by the Commission, to enable them, without financial assistance, to secure, safe, sanitary, decent, and affordable housing. O.C.G.A. § 8-3-301 (3)
- **Beds:** Beds provided for homeless individuals within a housing unit. Units of housing may consist of dedicated facilities for emergency shelter or supportive housing units, etc.
- **Unit:** Secure sleeping place containing beds (shelter, room, apartment, house, etc.) If a shelter houses more than one family in one room, you should consult DCA for assistance in determining the number of units.
- **HMIS:** Homeless Management Information System (HMIS) is a local information technology system used to collect client-level data and data on the provision of housing and services to individuals and families at risk of and experiencing homelessness. In Georgia, the system currently used for HMIS is Eccovia

ClientTrack. All SHTF-funded homeless service providers that are administering SHAP must use Eccovia ClientTrack and follow DCA HMIS standards in order to comply with SHTF requirements for reporting. Domestic violence providers must use the HMIS comparable database designated by DCA to meet these requirements.

- **HMIS Project Name:** The name that your agency assigned to a particular project when setting the project up within the ClientTrack system. It would be the project that you enroll your consumers into when you enter them in ClientTrack. All projects should have a project name listed in HMIS.
- **Victim Service Providers:** The term ‘victim service provider’ means a private nonprofit organization whose primary mission is to provide services to victims of domestic violence, dating violence, sexual assault, or stalking. Such term includes rape crisis centers, battered women’s shelter, domestic violence transitional housing projects, and other projects.

SECTION 1: DEADLINE AND SUBMISSION REQUIREMENTS

Please refer to the Stable Housing Accountability Program NOFA (link: [SHAP NOFA](#)) for application submission requirements.

To receive funding consideration, applications must be submitted on the appropriate online application provided by DCA. All supplemental materials must be uploaded in eCIVIS, SHAP’s online application portal. Each applicant must demonstrate to the satisfaction of DCA that it is in compliance with Federal, State and local laws and regulations, and that it is capable of carrying out the requested project.

LATE APPLICATIONS WILL NOT BE CONSIDERED FOR FUNDING.

SECTION 2: PROGRAM FUNDING PRIORITIES:

The State Housing Trust Fund Commission for the Homeless priorities for the Stable Housing Accountability Program are to ensure that all available funds are awarded, that all stable housing accountability programs are appropriately certified and that stable housing is provided to program participants throughout the state of Georgia in compliance with the program guidelines.

State Funds through this program will be awarded to the best applications that enable the program to provide services to most areas of the state.

SECTION 3: ELIGIBLE APPLICANTS/ QUALIFIED SPONSORS AND MINIMUM THRESHOLD REQUIREMENTS

Eligible Applicants: Eligible applicants are non-profit and for-profit organizations; governmental sponsors of residential housing projects or stable housing accountability programs as defined in Official Code of Georgia Annotated § 8-3-310 (5).

Federal laws and regulations state that the term “private non-profit organization means a secular or religious organization described in 501 (c) of Title 26 that is exempt from taxation under Subtitle A, has an accounting system and a voluntary board, and practices nondiscrimination in the provision of assistance in a manner that is free from religious influences.”

Under state law, nonprofit organization means any corporation, trust, association, cooperative, or other organization that is operated primarily for scientific, educational, service, charitable, or similar purposes in the public interest; is not organized primarily for profit; and uses its net proceeds to maintain, improve, or expand its operations. The term nonprofit organization includes nonprofit institutions of higher education and hospitals.

While all projects must be provided in a manner that is free from religious influences, it should be noted that the Georgia Constitution allows the State Housing Trust Fund Commission for the Homeless to expend funds “... for projects of purely public charity for the homeless, including projects involving the participation of churches and religious institutions...”. (Ga. Const. Art. III. § IX. Para IV. (d))

State law requires the collection and evaluation of organizational and financial information from nonprofit organizations to establish the capacity of the nonprofit organization prior to making an award and to also report the funding amount.

Current or past DCA grantees must be in compliance with all DCA programs and grant agreements to apply for and receive funding through SHAP.

Minimum Threshold Requirements to Apply for Funding: The following minimum threshold requirements must be met by an eligible applicant before an application can be reviewed and scored:

- Be a registered business entity with the Georgia Secretary of State in active compliance
- Have an active Employer Identification Number (EIN) with the Internal Revenue Service
- Be in active compliance with all tax obligations with the Georgia Department of Revenue and the Internal Revenue Service
- Must not be listed on the Georgia Debarment List

- Meet the minimum standards for stable housing accountability programs as outlined in O.C.G.A. § 8-3-311 (d) (2024)

Minimum Requirements for Certification as a Stable Housing Accountability

Program: The following requirements are required to be certified as a stable housing accountability program for purposes of this funding opportunity:

- Proof of clean and livable residential facilities for program participants
- Ability to provide voluntary, immediate, and stable housing to program participants
- Ability to limit the length of total residence for any person to 18 months or whenever the tenant who was the qualifying resident is able to obtain or is offered affordable housing, whichever is earlier
- Ability to require qualifying participants:
 - To show proof of U.S. citizenship and execute an affidavit verifying continuous residency in this state for the previous 12 months
 - To participate in free and relevant job training and educational opportunities until such resident obtains stable employment
 - To engage in an active search and apply for stable employment
 - To obtain stable employment and to maintain such employment status as long as stable employment is available to them
 - To participate in counseling, mental health care, and substance abuse treatment programs, as necessary
 - To submit to regular drug and alcohol testing
 - To abstain from criminal activity
 - To provide assurance that any minor children involved in the program receive adequate nutrition, health care, and education
 - To submit to a regular review of the program to ensure compliance with applicable terms and conditions of the stable housing accountability program
- Agree to require residents to be removed from the program if they fail to meet specified accountability measures, including sustaining an honest, good-faith effort to achieve or maintain sobriety from drugs and alcohol.
- Agree to submit to compliance requirements of the State Housing Trust Fund Commission for the Homeless as outlined in O.C.G.A. § 8-3-311.
- Provide an application that demonstrates how the funds will be used for activities that will result in a stable housing accountability program and the applicant's ability to offer supportive services and housing for qualifying residents as outlined in Official Code of Georgia Annotated § 8-3-311.

SECTION 4: NON-PROFIT ORGANIZATIONS CAPACITY CONSIDERATIONS

DCA is required by state law to perform due diligence around organizational capacity before making awards to nonprofit organizations. Funding decisions for non-profit agencies will be based, in part, on a review of the following:

- The complexity or nature of the request
- Organizational structure, operating processes and capacity
- The extent to which the organization operates under the authority of a diversified, involved, volunteer, community-based board of directors
- Professional management of the organization
- The consistency of the organization's identity or its mission for the provision of homeless services
- Sound operating procedures, accounting policy and internal and external controls;
- Accuracy of financial management systems, accounts, funds, reports, tax returns, etc.,
- Unrestricted financial resources available to the agency
- Organizational and financial policy, controls, stability and capacity

SECTION 5: ELIGIBLE SERVICES AND ELIGIBLE OPERATING EXPENSES

SHAP funds may be used for the following services:

ELIGIBLE SERVICES

- **Case Management and Ongoing Assistance to Obtain Affordable Housing**
 - Costs associated with assessing housing and support service needs and coordinating and monitoring the delivery of individualized services to meet the needs of program participants
- **Supportive Services**
 - Costs associated with job training, educational support, financial literacy, vocational skills training, life skills training
- **Voluntary, Immediate and Stable Housing**
 - **Emergency Shelter** - Cost of providing essential services to homeless families and individuals in emergency shelters and operating emergency shelters
 - **Long-Term Shelter/Residential Operations** - Costs of maintenance, rent, security, fuel, equipment, insurance, utilities, food, furnishings, and supplies necessary for the operation of a shelter or residential facility. **Note:** Tips for delivery services and late rent fees are not reimbursable expenses.
- **Transportation**

- Transportation costs of a participant's travel to and from medical care, employment, childcare or other eligible essential services facilities via public transportation, Uber, Lyft or other rideshare services, or based upon documented mileage (not to exceed the U.S. government rate per mile) if the participant is transported in a vehicle owned or leased by the Applicant **Note:** Tips for transportation services are not reimbursable expenses.
- **Nutrition**
 - Food costs for program participants under the age of 18 experiencing food insecurity not to exceed \$200 per month per child in the household
- **Childcare:**
 - Childcare costs for participants under the age of 18, including providing meals and snacks, not to exceed \$200 per child per week. The childcare center must be licensed through the Georgia Department of Early Care and Learning for its cost to be eligible.
- **Mental Health Services:**
 - Costs for direct outpatient or inpatient treatment by licensed professionals of mental health conditions including crisis interventions, individual, family, or group therapy sessions and the prescription of medications.
 - Cost of certified peer specialist to provide individual or group sessions to provide ongoing support to individuals and their families receiving mental health recovery supports and services
- **Substance Abuse Treatment Services:**
 - Costs for outpatient services or inpatient services designed to prevent, reduce, eliminate, or deter relapse of substance abuse or addictive behaviors provided by licensed or certified professionals including client intake assessments, group and individual counseling and drug testing
 - Cost of certified peer specialist to provide individual or group sessions to provide ongoing support to individuals and their families receiving substance abuse recovery supports and services
- **Capital Rehabilitation Services:**
 - Cost of capital rehabilitation services including significant upgrades, repairs, or additions to a property designed to extend its useful life. The capital rehabilitation services contemplated in this funding opportunity are those improvements that typically involve substantial investment and are not considered regular maintenance or repairs.
 - Examples of capital rehabilitation services, include but are not limited to:

- **Building Renovations:** Major structural upgrades such as replacing the roof, foundation repairs, or adding a new wing to a building
- **Electrical System Upgrade:** Installing a new electrical system or upgrading an old one, such as replacing outdated wiring to meet modern safety codes.
- **HVAC System Replacement:** Replacing old heating, ventilation, and air conditioning system with a more efficient one.
- **Energy Efficiency Improvements:** Installing solar panels, energy-efficient windows, or a high-efficiency heating and cooling system
- **Renovating Office Spaces:** Major improvements like remodeling offices, adding meeting rooms, or installing ergonomic workspaces and other amenities.
- **Utility Upgrades:** Installing new water, sewer, or gas lines, or upgrading the capacity of existing utility infrastructure
- **Kitchen and Bathroom Remodels:** Upgrading kitchens or bathrooms with modern fixtures, cabinets, and appliances
- **New Windows and Doors:** Replacing old windows and doors with energy-efficient options to enhance aesthetics and lower utility costs
- **Building an Addition:** Adding extra rooms to increase the livable space

ELIGIBLE OPERATING EXPENSES:

- **Maintenance:**
 - Electrical or Plumbing Expenses, Door Repairs, etc.
- **Rent:**
 - Cost of Rent for Facilities.
- **Security:**
 - Wages Paid to Security Guards at Shelter or Security Companies Providing Services to the Shelter
- **Fuel:**
 - Cost of Fuel for Transportation Vehicles
- **Equipment:**
 - Cost of Equipment that Assists with Operations
- **Insurance:**
 - Cost of Shelter Insurance
- **Utilities:**
 - Electricity, Water, Gas, and Trash Bills (only) for Shelter
- **Furnishings:**

- Cost of Furniture purchased for the use of shelter operations for participants
- **Supplies:**
 - Cost of Supplies purchased for operational use for participants

SECTION 7: MATCHING REQUIREMENTS

The match requirement for any funds awarded will be **10%** of the total grant award and the match requirement may be met using the organization's own funding, other available funding or in-kind services provided for the benefit of the proposed stable housing accountability program.

DCA should not be the sole source of funding for any project in this competition. In addition, all match sources and amounts reported in applications should reflect resources that directly benefit recipients of the project contained within the application.

Match sources may include cash, the value of any lease on a building, the actual value of professional services, any salary paid to staff to carry out the project, and the value of time and services contributed by volunteers to carry out the project. The value of volunteer hours should equal the cost necessary to provide the services in question if the agency had to pay for these services at market rates.

Regulation states that, "Services provided by individuals must be valued at rates consistent with those ordinarily paid for similar work in the recipient's or subrecipient's organization. If the recipient or subrecipient does not have employees performing similar work, the rates must be consistent with those ordinarily paid by other employers for similar work in the same labor market."

SECTION 8: OTHER PROGRAM GUIDANCE AND REQUIREMENTS

Minimum requirements for proof of citizenship and residency:

- Program participants must show valid documentation of U.S. Citizenship either by U.S. birth certificate or a certificate of citizenship.
 - If applicant does not have those documents, citizenship may be proven by self-certification
- Program participants must execute an affidavit verifying that they have been in Georgia for the previous 12 months

Minimum standards for mental health services:

- Mental health services must be provided by a licensed professional of mental health conditions including crisis interventions, individual, family, or group therapy sessions and the prescription of medications.

Minimum standards for substance abuse treatment services:

- Substance abuse treatment services should be provided by licensed or certified professionals

Minimum standards for alcohol/drug testing requirements:

- Providers must drug and alcohol test all program participants upon entry in the program and regularly thereafter. DCA will monitor each individual provider for how they determine regular drug testing within their project design.
- If a program participant test positive at entry, provider must provide substance abuse treatment services to program participant and re-test as necessary, if there is reasonable suspicion that the program participant is still using drugs and/or alcohol after being enrolled in treatment services.
- If there is reasonable suspicion that any program participant is using drugs and/or alcohol, provider must test program immediately or as soon as a testing date is available if services are being offered offsite.
- DCA will provide further guidance on the proper documentation of these services will be provided in advance of award contracts.

Minimum standards for nutrition requirements:

- Provider must screen for food insecurities. If food insecurities are deemed to be prevalent vendor must refer participant to the appropriate resource. Provider must document that food insecurities were screened for in HMIS and include the date of screening and the determination.
- If food insecurities have been identified, provider is required to document that information in HMIS. The provider is required to document the name of the reference that program participants were referred to and the date of referral.
- Providers are required to follow up with those who have been identified as food insecure within 45 calendar days of a program participant being identified as food insecure to reassess food insecurity.
- DCA will provide further guidance on the proper documentation of these services in advance of award contracts.

Minimum standards for childcare:

- Childcare center must be licensed through the Georgia Department of Early Care and Learning

Serving Families with Children:

If your facility serves families, provisions must be made for the facility to accommodate all families. Organizations that provide SHAP funds for emergency shelter to families with children under age 18 shall not deny admission to any family based on the age of any child under age 18.

Family includes, but is not limited to, regardless of marital status, actual or perceived sexual orientation, or gender identity, any group of persons presenting for assistance together with or without children and irrespective of age, relationship, or whether or not a member of the household has a disability. A child who is temporarily away from the home because of placement in foster care is considered to be a member of the family

Any group of people that present together for assistance and identify themselves as a family, regardless of age or relationship or other factors, are considered to be a family and must be served together as such. Further, a recipient or subrecipient receiving funds under the SHAP Program cannot discriminate against a group of people presenting as a family based on the composition of the family (e.g., adults and children or just adults), the age of any member's family, the disability status of any members of the family, marital status, actual or perceived sexual orientation, or gender identity.

Minimum standards for emergency shelters:

- Shelter building must be structurally sound to protect residents from the elements and not pose any threat to health and safety of the residents.
- The shelter must provide each participant in shelter with an acceptable place to sleep and adequate space and security for themselves and their belongings.
- DCA will provide further guidance on physical site standards in advance of award contracts

Faith- Based Activities:

Faith-based and religious activities may not discriminate against a project participant or prospective project participant based on religion or religious belief.

Organizations that are religious or faith-based are eligible on the same basis any other non-profit organization. These organizations may not engage in inherently religious activities, such as worship, religious instruction or proselytization as a part of projects or services funded under the SHAP program. If an organization conducts such activities, the activities must be offered separately in time or location from the projects or services funded under the SHAP program. Participation in these projects must be voluntary for participants.

Faith-based or religious organizations will retain their independence from Federal, State and local governments, and may carry out their missions, including the definition, practice and expression of religious beliefs, provided that no SHAP funds are used to support any inherently religious activities, such as worship, instruction, or proselytization. Organizations may use space in their facilities to provide SHAP services without removing religious art, icons, scriptures, or other religious symbols. Organizations may also retain authority over internal governance, including terms in organization name, selection of

board members on a religious basis, and religious references in mission statement and other governing documents.

Georgia Open Records Act:

All records created as a result of the submission of an application to participate are subject to disclosure under the Georgia Open Records Act and the applicant expressly consents to such disclosure. The Applicant agrees to hold harmless the State Housing Trust Fund for the Homeless and the Georgia Department of Community Affairs against all losses, costs, damages, expenses, and liability of any nature or kind (including but not limited to attorney's fees, litigation and court costs) directly or indirectly resulting from or arising out of the release of any information pertaining to the Applicant's submission of an application and implementation of any activities as a result of funding under this program, pursuant to a request under the Georgia Open Records Act.

Compliance with Fair Housing Laws:

All SHAP subrecipients are expected to comply with the fair housing requirements including all applicable provisions of the Americans with Disabilities Act (Title 42, United States Code Sections 12101–12213) and implementing regulations at Title 28, CFR, Part 35 (States and local government grantees) and Part 36 (public accommodations and requirements for certain types of short-term housing assistance).

Affirmative Outreach:

Grantees must make known that use of the facilities, assistance, and services are available to all on a nondiscriminatory basis. If it is unlikely that the procedures that the grantee intends to use to make known the availability of the facilities, assistance, and services will reach person of any particular race, color, religion, sex, age national origin, familial status, or disability who may qualify for those facilities and services, grantee must establish additional procedures that ensure that those persons are made aware of the facilities, assistance and services.

Limited English Proficiency:

In order to ensure meaningful access by person with Limited English Proficiency and Sensory Impaired (LEPSI) to SHAP funded programs, SHAP grantees must take steps in accordance with DCA's Language Access Plan to encourage participation of LEPSI persons for services provided by the grantee. To review DCA's Language Access Plan, please visit DCA's website: [Language Access Resources](#).

Homeless Management and Information Systems (HMIS) and Comparable Compliance:

All Stable Housing Accountability Awardees must create a new project in HMIS for Stable Housing Accountability Program participants. Awardees are not allowed to commingle Stable Housing Accountability Program Participants in HMIS with other Programs in their organization.

In conjunction with Entitlement communities, Continua of Care, other partners throughout the State and the Eccovia Solutions, DCA will continue to support agency level implementation and use of HMIS.

Applicants with existing DCA awards must be in compliance with DCA's HMIS policies and procedures, as updated from time to time and posted on the DCA website. New applicants must be in full compliance prior to grant agreement and drawdown of funds required within the first quarter of the grant year. Substantial failure to address DCA's written HMIS concerns, or findings may result in application rejection without scoring. DV providers must provide DCA with data in the DV comparable database that meets the same standards required of agencies using HMIS.

State and Federal Financial Reporting/Auditing Requirements for Nonprofit Agencies:

According to Georgia law, "the state has a right and a duty to monitor nonprofit organizations which contract with the state to ensure that their activities are in the public interest and to ensure that public funds are used for proper purposes.

[O.C.G.A. § 50-20-1](#)

Additionally, the intent of the law is "to provide auditing and reporting requirements for nonprofit organizations which provide services and facilities to the state, to ensure the financial accountability of nonprofit contractors, and to develop adequate information concerning nonprofit contractors."

Other State and Federal Requirements:

Project requirements include, but are not limited to, the following:

To the extent practicable as determined by SHTF and DCA must comply with the following:

1. Cost requested for reimbursement via automatic deposit by DCA must be reasonable and justifiable and are only eligible to the extent that they are consistent with the project approved by SHTF and DCA.
2. All funds will be reimbursable to grantees based upon actual project expenses with supporting documentation (retained by grantee).
3. Expenses are only eligible to the extent that they benefit participants under SHAP as defined and referenced herein.

SECTION 9: PERFORMANCE MEASURES:

All Stable Housing Accountability Providers will be measured on the following performance metrics:

Operational performance measures

1. Providers must submit supporting documentation outlined in Appendix A of this document for reimbursable expenses. Reimbursable expenses are outlined in Appendix A of this document.
2. Providers shall not charge Stable Housing Accountability any program fees.
3. Providers must have spent down all funding for the previous grant year. All spending must have adhered to the eligible reimbursable items allowed by the grant
4. All Stable Housing Accountability Providers must have a background check on all individuals who provide any assistance/service to stable housing accountability program participants.

Compliance performance measures

1. Number of/percentage of discrepancies in program participant file audits
2. Number of resolved discrepancies in file audits
3. Number of/percentage of findings during site visits
4. Number of/percentage of resolved findings from site visits
5. Provider has followed all the requirements of the Stable Housing Accountability Program during the entirety of the grant period as outlined in Official Code of Georgia Annotated § 8-3-301, § 8-3-310, and § 8-3-311.

Outcome performance measures

1. Number of participants successfully enrolled in the program based upon estimated number of individuals program funding was awarded to serve
2. Number of program participants who have graduated from the Stable Housing Accountability Program and obtained stable housing before or at the allotted time allowed by statute.
3. Number of participants who have obtained employment and/or education in 6 months or less based upon their time of enrollment in the program
4. Number of participants who start to receive support services in 30 days or less that are enrolled in the Stable Housing Accountability Program
5. Number of participants who receive immediate housing on day 1 of entering the Stable Housing Accountability Program

Note: In future grant cycles, the number of program participants who have completed a Stable Housing Accountability Program and obtained stable housing will be considered in outcome measures prior to renewing fund request, if funding remains available.

SECTION 10: FINANCIAL COMPLIANCE FOR NON-PROFIT AGENCIES:

According to the State law, non-profit organization means any corporation, trust, association, cooperative, or other organization that is operated primarily for scientific, educational, service, charitable, or similar purposes in the public interest; is not organized primarily for profit; and uses its net proceeds to maintain, improve, and expand its operations. The term nonprofit organization includes nonprofit institutions of high education and hospitals. For financial reporting purposes, guidelines issued by the American Institute of Certified Public Accountants should be followed in determining nonprofit status.

As a result, and among other requirements, DCA/SHTF must obtain minimum organizational and financial information from nonprofit organizations in order to establish the viability of the nonprofit organization and to report award and funding amounts to the Georgia Department of Audits and Accounts

In return for funds, and among other requirements, nonprofit organizations must make appropriate reports to the state auditor and to each state agency from which it receives funds for each fiscal year within 180 days from the close of the nonprofit organization's fiscal year. Reporting formats vary based upon the amount of the state funds received by nonprofit organizations during the organization's fiscal year.

The law also sets forth responsibilities of the state auditor and covers measures to be taken by state agencies if there are matters of non-compliance. For further compliance information nonprofit applicants are encouraged to first contact their own internal auditors. Additional information may be obtained from the State Office of Audits as follows: Georgia Department of Audits and Accounts Non-Profit and Local Government Audits Division, 270 Washington Street SW, Room 4-101, Atlanta, Georgia 30334. The contact phone number is 404-656-2180.

SECTION 11: LIST OF REQUIRED DOCUMENTS

Applicants must upload the following completed files as applicable for their organization:

1. Non-Profit and For-Profit Organizations Only: Most Recent Annual Financial Audit for the Organization
2. Governmental Entities Only: Provide proof of compliance with submission of annual audit to the Georgia Department of Audits
For information on a government entities compliance with the Local Government Audit Act, please contact Jacqueline E. Neubert at the Georgia Department of Audits at (404) 651-8938 or neubertj@audits.ga.gov or see the following link, under "Tools & Checklists": [Technical Assistance](#)

3. Current Georgia Secretary of State Certificate of Organization, Certificate of Incorporation or Other Acceptable Proof of a Georgia Established Place of Business, if applicable, as follows:
4. Mortgage Statement listing business/individual name
5. Occupational License listing business/individual name
6. Business License listing business/individual name
7. Property Tax Assessment from a Georgia County
8. Certification of Zoning Compliance Certificate from a Georgia County
9. Match Statement/Letter
10. Executed Supplier Change Request Form (formerly State of Georgia Vendor Management Form)
11. Executed Internal Revenue Service W-9 Form
12. Organizational Chart for Staff Providing or Managing Housing Services in the Proposed Stable Housing Accountability Program
13. Resumes of Individuals Who Will Provide or Manage Housing Services Under the Proposed Stable Housing Accountability Program
14. Background Check Documentation for all individuals who will be working with Stable Housing Accountability Program participants
15. Statement Regarding the Proposed Use of Subgrantees to Provide Housing Services in the Proposed Stable Housing Accountability Program (if applicable)
16. Budget
17. Language Access Plan Acknowledgement
18. Security and Immigration Form
19. Security and Immigration Affidavit Claim of Exemption (for providers who do not have employees)

APPENDIX A: ELIGIBLE ITEMS FOR REIMBURSEMENT

Eligible Items for Reimbursement	Expense Defined
Case Management and Ongoing Assistance to Obtain Affordable Housing	Any Cost Associated with the Assessing Housing and Support Service Needs and the Coordinating and Monitoring of the Delivery of Individualized Services to Meet the Needs of Program Participants
Emergency Shelter	Cost of Providing Essential Services to Homeless Families and Individuals in Emergency Shelters and Operating Emergency Shelters
Long-Term Shelter/Residential Operations	Costs of Maintenance, Rent, Security, Fuel, Equipment, Insurance, Utilities, Food, Furnishings, and Supplies Necessary for the Operation of a Shelter or Residential Facility
Transportation	Cost of a Participant's Travel to and From Medical Care, Employment, Childcare or Other Eligible Essential Services Facilities via Public Transportation or Based Upon Documented Mileage (not to exceed the U.S. government rate per mile) if the Participant is Transported in a Vehicle Owned or Leased by the Organization
Mental Health Services	Cost of Direct Outpatient or In-House Treatment by Licensed Professionals of Mental Health Conditions and/or Certified Peer Specialist Including Crisis Interventions, Individual, Family, or Group Therapy Sessions and the Prescription of Medications
Substance Abuse Treatment Services	Cost of Outpatient Treatment Services or In-House Treatment Designed to Prevent, Reduce, Eliminate, or Deter Relapse of Substance Abuse or Addictive Behaviors Provided by Licensed Certified Professionals/Certified Peer Specialist including Client Intake Assessments, Group, Individual Counseling and Drug Testing, Include Salaries of those who provide in house treatment

Capital Rehabilitation Services	Cost of Capital Rehabilitation Services including significant upgrades, repairs, or additions to a property designed to extend its useful life. Those improvements that typically involve substantial investment and are not considered regular maintenance or repairs such as: a) Building Renovations: Major Structural Upgrades such as Replacing the Roof, Foundation Repairs, or Adding a New Wing to a Building; b) Electrical System Upgrade: Installing a New Electrical System or Upgrading an old one, such as Replacing Outdated Wiring to Meet Modern Safety Codes; c) Energy Efficiency Improvements: Installing Solar Panels, Energy-Efficient Windows, or a High Efficiency Heating and Cooling System; d) HVAC System Replacement: replacing an old heating, ventilation, and air conditioning system with a more efficient one; e) Building an Addition: Adding Extra Rooms to Increase the Livable Space, f) Renovating Office Spaces: Major Improvements Like Remodeling Offices, Adding Meeting Rooms, or Installing Ergonomic Workspaces and Other Amenities , g) Utility Upgrades: Installing New Water, Sewer, or Gas Lines, or Upgrading the Capacity of Existing Utility Infrastructure, h) Kitchen and Bathroom Remodels: Upgrading Kitchens or Bathrooms with Modern Fixtures, Cabinets, and Appliances, i) New Windows and Doors: Replacing Old Windows and Doors with Energy Efficient Options to Enhance Aesthetics and Lower Utility Costs
Maintenance	Plumbing Expenses, Door Repairs, etc.
Rent	Cost of Rent for Facilities
Security	Wages Paid to Security Guard at Shelter
Fuel	Cost of Fuel for Transportation Vehicles
Equipment	Cost of Equipment that Assists with Operations
Insurance	Shelter Insurance
Utilities	Electricity, Water, Gas, and Trash Bills (only) for Shelter
Furnishings	Furniture purchased for the use of shelter operations for participants
Supplies	Supplies purchased for operational use for participants

APPENDIX B: SUPPORTING DOCUMENTATION NEEDED FOR REIMBURSEMENT

Eligible Items for Reimbursement	Documentation of Expenses
Case Management	Copy of Timesheet and/or Payroll for Case Manager or Staff Salary Documenting Payout of Salary Including Pay Period, Taxes, and Hours Worked for Those Individuals Who Work on the SHAP ; All receipts that are charged to the Grant for the Cost Associated with Providing Support Services to Program Participants who are in long-term shelter/residential facility; Payroll stubs should also be included to show the amount of taxes, insurance, and benefits paid to the employee if you do not list the breakdown of wages requested on the summary pages. If you list the specific taxes, insurance, etc.... on the summary pages, then, you do not have to include payroll stubs with your supporting documentation.
Emergency Shelter	All Receipts That are Charged to the Grant for the Cost Associated with Providing Essential Services to Homeless Families and Individuals in Emergency Shelters and Operating the Emergency Shelter
Long-term Shelter/Residential Operations	All Receipts for the Cost of Maintenance, Rent, Security, Fuel, Equipment, Insurance, Utilities, Food, Furnishing, and Supplies for the Operation of a Shelter or Residential Facility
Transportation	Copy of All Paid Travel Cost Receipts (bus, rail, Uber, Lyft) for Client and/or Employee Travel to and From Medical Care, Employment, Childcare or Other Essential Services Facilities ; Copy of Paid Employee Travel Cost Receipt to Accompany or Assist Program Participants to Use Public Transportation ; Copy of Mileage Log for Service Worker/Employee Visiting Program Participants ; Transportation Services to be Documented in HMIS ; Copy of Timesheet and/or Payroll of Driver Documenting Out Pay of Salary Including Pay Period, Taxes, and Hours Worked

Nutrition	Copy of All Paid Nutrition Cost for Program Participants Under the Age of 18 in the Household not to Exceed \$200 per Month per Child
Childcare	Childcare center must be licensed through the Georgia Department of Early Care and Learning and Copy of Eligible Childcare Expense Statement/Invoice Including Service Dates Along with a Copy of the Check or Paid Credit Card Statement ; Child Care Enrollment and Discharge MUST be Documented in HMIS ; Copy of Paid Medical Receipt/Statement for Eligible Direct Outpatient Treatment by a Licensed Professional of Mental Health Conditions; Documentation of Mental Health Services in HMIS
Mental Health Services	Copy of Paid Provider Receipt/Statement for Substance Abuse Treatment Services; All Treatment Services must be Documented in HMIS
Substance Abuse Treatment Services	Cost for Outpatient Services or In House Treatment Designed to Prevent, Reduce, Eliminate, or Deter Relapse of Substance Abuse or Addictive Behaviors Provided by Licensed Certified Professionals/Certified Peer Specialist Including Client Intake Assessments, Group, and Individual Counseling and Drug Testing, Including Salaries of those who provide in-house Treatment

Capital Rehabilitation Services	HVAC System Replacement: Receipts of all Purchases as it Pertains to Replacing an Old Heating, Ventilation, and/or Air Conditioning Unit Energy Efficiency Improvements: Receipts of all Purchases as it Pertains to Installing Solar Panels, Energy Efficient Windows, or a High Efficiency Heating and Cooling System Renovating Office Spaces: Receipts of all Purchases as it Pertains to Remodeling Offices, Adding Meeting Rooms, or Installing Ergonomic Workspaces or Other Amenities Utility Upgrades: Receipts of all Purchases as it Pertains to Installing New Water, Sewer, or Gas Lines, or Upgrading of an Existing Utility Infrastructure Kitchen and Bathroom Remodels: Receipts of All Purchases as it Pertains to Upgrading Kitchens or Bathrooms with Modern Fixtures, Cabinets, and Appliances New Windows and Doors: Receipts of All Purchases as it Pertains to Replacing Old Windows and Doors with Energy Efficient Options to Enhance Aesthetics and Lower Utility Cost Building An Addition: Receipts of All Purchases as it Pertains to Adding Extra Rooms to Increase Livable Space
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