



DRAFT

Notice of Funding Opportunity (NOFO)

For Supportive Services

Expected To Be Published March 31, 2025

Applications and all required documentation must be submitted by:
Close of Business on April 25, 2025

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I. Background

On March 11, 2021, President Biden signed the [American Rescue Plan Act of 2021 \(ARP\)](#)¹ into law, which provided over \$1.9 trillion in relief to address the impact of the COVID-19 pandemic. Under section 3205 of the law (P.L. 117-2), Congress provided \$5 billion to the HOME Investment Partnerships Program (HOME) to reduce homelessness and increase housing stability. The State of Georgia was allocated \$85,783,376 in HOME-ARP funds from the U.S. Department of Housing and Urban Development (HUD) to develop and construct affordable rental housing and non-congregate shelters and assist with supportive services, through 2030. These activities must primarily benefit qualifying individuals and families who are homeless, at risk of homelessness, or in other vulnerable populations. For more on these qualifying individuals, otherwise known as qualifying populations or QPs, see [information from the HUD Exchange](#). In its approved [HOME-ARP Allocation Plan](#), [available here](#)², DCA plans to allocate over \$5.7 million of HOME-ARP funds toward the Supportive Services. More DCA information on the HOME-ARP program is available [here](#).

II. HOME-ARP Qualifying Populations

HOME-ARP funds must be used primarily to benefit individuals or families from the following Qualifying Populations ("QPs"):

- "Homeless," as defined in section 103(a) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11302(a));
- "At-risk of homelessness," as defined in section 401(1) of the McKinney-Vento Homeless Assistance Act of (42 U.S.C. 11360(1));
- "Fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or human trafficking," as defined by HUD; and/or
- "Other populations" where providing supportive services or assistance under section 212(a) of NAHA (42 U.S.C. 12742(a)) would prevent the family's homelessness or would serve those with the greatest risk of housing instability.

III. Purpose

The purpose of this Notice of Funding Opportunity ("NOFO") is to announce the availability of a cost reimbursement grant for the use of Supportive Services through the federal HOME-ARP Program. HOME-ARP funds may be used to provide a broad range of supportive services to qualifying individuals or families as a separate activity or in combination with other HOME-ARP activities. Supportive services include: a) services listed in section 401(29) of the McKinney-Vento Homeless Assistance Act ("McKinney-Vento Supportive Services")¹ (42 U.S.C. 11360(29)); b) homelessness prevention services; and c) housing counseling services. A description of the available Supportive Services to fund can be found in Appendix II of this NOFO.

¹ <https://www.congress.gov/bill/117th-congress/house-bill/1319/text>

² <https://dca.georgia.gov/affordable-housing/housing-development/home-investment-partnership-program-home/home-american>

Through this NOFO, DCA seeks to expand the availability statewide of quality supportive services to better serve Georgia's residents in the greatest need of resources. This aligns with DCA's goal to internally align new and existing resources to expand services to better serve residents along the housing continuum.

IV. Funding and Awards Available

Projects awarded under this NOFO will be eligible to receive a funding award in the form of a cost reimbursement grant. A Cost Reimbursement Grant requires projects to pay for costs associated with the project upfront and allows DCA to reimburse these expenses. Once the grantee has spent their own funds on budgeted and approved expenses used for project costs, documentation must be submitted (e.g., invoices, receipts, and draw request form) to request reimbursement.

There is currently \$5,700,000 available for Supportive Service Funding in DCA's HOME-ARP Allocation Plan. DCA anticipates awarding grants through this NOFO and as optional funding with Rental Housing and Non-Congregate Shelter Funding, depending on application quality and the dollar amount requested. Under this NOFO, up to 100% of the total Project cost at Application may be requested. However, DCA reserves the right to waive this allowance at its sole discretion.

DCA will evaluate each project's financial feasibility. As such, the amount of funding to be awarded will not exceed the amount necessary to make the Project financially feasible, as determined by DCA. All funding awards, including the amount of the award, remain subject to the final approval of DCA's Executive Management.

DCA reserves the discretion to allocate and award additional funding from sources listed above and others, as available, applicable, and aligned with DCA's allocation authority.

Grant Terms

Grant Minimum: \$100,000

Grant Maximum: \$500,000

Grant Term: Funding to be spent by January 1, 2030

All Supportive Services Applications should meet the following criteria:

- Funds used to provide Supportive Services that can serve the four QPs of the HOME ARP program.
- DCA and the service provider will establish a written agreement/contract for funding to ensure program compliance, record keeping, and payment processes related to services provision. HOME-ARP services to be provided must be pre-determined and stated in the written agreement.

DCA will use HOME-ARP supportive services dollars to support two application types: (1) expansion of existing Emergency Solutions Grant (ESG) projects within HOME-ARP regulations and (2) new projects that have not previously received a DCA award but demonstrate capacity to provide housing stability supportive services.

V. NOFO Requirements

Eligible Applicants

Supportive Service applicants must meet the following criteria:

For Expanding Emergency Solutions Grant (ESG) Applicants

- Must match all Emergency Solutions Grant (ESG) 2025 Application Requirements
- Can provide additional documentation if requested by DCA.

For all new organizations not previously receiving DCA's ESG Funding

1. Demonstrate at least one (1) year of experience providing affordable housing and/or affordable housing-related services in the State of Georgia satisfactory for review by DCA in its sole discretion;
2. Have a minimum of one (1) year of experience assisting vulnerable individuals or families;
3. If available, be an active member of the local Coordinated Entry System in which the service will be provided and compliant with HMIS reporting requirements of the local CoC;
4. Ensure there is no conflict of interest between for any member, founder, contributor or individual;
5. Have standards of financial accountability that conform to 24 CFR 84.21, Standards of Financial Management Systems, and provide the most recent financial audit;
6. Nonprofit applicants must meet the requirements listed above and meet the following criteria:
 - a. Meet one of the two structures below:
 - i. Must be organized and existing in the State of Georgia (as evidenced by a Certificate of Existence from the Georgia Secretary of State, dated no more than thirty (30) days prior to the application date); or
 - ii. Be organized and existing under the laws of another state and be qualified to do business in Georgia (as evidenced by a Certificate of Existence from the other state's Secretary of State dated no more than thirty (30) days prior to the application date and by a Certificate of Authorization to do business in Georgia from the Georgia Secretary of State dated no more than thirty (30) days prior to the application date).
 - b. Have an IRS designation under Section 501(c)(3) or Section 501(c)(4) of the federal tax code. A 501(c)(3) non-profit applicant may not submit an application until they have received their determination from the IRS. A 501(c)(4) non-profit applicant must provide documentation satisfactory to DCA, in its sole discretion, that the non-profit has filed the necessary materials with the IRS and received a response from the IRS demonstrating 501(c)(4) status.
7. Can provide additional documentation if requested by DCA.

Application Limitations

DCA reserves the right to utilize the resources listed and/or additional DCA resources, if available, to maximize award efficiency as circumstances necessitate. DCA will evaluate each Application to determine the feasibility of usage of the proposed funding in support of the respective programs. DCA reserves the discretion to make any number of awards or no awards, under this NOFO, based on the proposed project and application feasibility. Requests from applicants exhibiting significant capacity concerns regarding any requirement set forth in this NOFO will not be awarded. Applicants must be in good standing with DCA's Housing Division – both Housing Assistance– regarding any DCA and GHFA grant funding or loans and not have received a temporary suspension from receiving federal funds.

Rating Factors

Rating Factor Category	Maximum Rating Point Value
Supportive Service Provision Experience Narrative Max: 3 pages	30
Strength of Project Concept and Partnerships, including Services Plan and Budget Narrative Max: 3 pages	45
Data-Informed Local Need and Experience with Underserved Populations Narrative Max: 2 pages	20
Leveraging Funding Narrative Max: 1 page	5

VI. NOFO Application Timeline

NOFO Public Comment Period:	March 4 – 14, 2025
Public Comment Webinar:	March 12 from 10:30am – 12:30pm
Application Training Webinar and Q&A:	March 13 from 3:00pm – 5:00pm
NOFO Published:	March 31, 2025
Mid-Application Process Q&A:	TBA
NOFO Application Deadline:	April 25, 2025
Application Reviews:	April 25, 2025 – May 30, 2025
NOFO Award Announcements:	June 2, 2025

Participants should review the above timeline when submitting an Application under this NOFO. The NOFO timeline is subject to change, and DCA may impose additional deadlines. DCA will maintain regular communication with applicants or awardees about the projected timeline. Participants should review federal expenditure deadlines for the funding sources listed above.

VII. Application Submission Requirements

NOFO Application Submission Requirement

Every application should include the following for competitive review:

- ☐ ECivis/Zengine Application (*Link will be added once NOFO is published*)
- ☐ Evidence to support Rating Factor criteria and noted in the Application:
 - Services budgets
 - Service Plan

- Affirmative Marketing Plan

DCA will make available up to \$5,700,000 to its HOME-ARP-SS Grantees for eligible administration expenses. Each successful applicant may request up to ten percent (10%) of its total award for Administrative Costs.

Submission Instructions

- Completed NOFO Applications containing the above-required documentation will be accepted through the eCivis/Zengine Portal until the submission deadline of April 25, 2025 at 5:00pm EST.
- Applications for Supportive Services Funding will be evaluated based on the feasibility and completeness of the proposed services to support the project.
- Following submission, Applicants must accept and promptly respond to any DCA request for communications, meetings, documentation, or information requested in conjunction with the Application review.
- Awarded Applications will be notified by DCA via email by May 30, 2025.

VIII. Evaluation Process and Prioritization

Applications will be evaluated based on the feasibility and completeness of the proposed project and Application, in conjunction with the competitive factors and priorities listed in this section, and with each program's respective evaluation priorities and Rating Factors as set forth in this NOFO. Feasibility reviews include concerns related to funding source applicability and availability. Completeness concerns relate to information submitted to evidence the Rating Factors stated below, and other requirements stated in this NOFO.

Operational Support

Projects must adequately plan for the financial and organizational health while delivering supportive services. DCA will review the financial feasibility of the activity in the context of the organization to determine the appropriate amount of funds. All projects that receive an award under this NOFO are subject to the following:

- Projects will need to show feasibility throughout the compliance period for services, pursuant to program requirements;
- DCA will provide only enough funds for the requested activity, alone or in combination with other governmental assistance, that is necessary to provide quality supportive services without duplication.

After its initial review, DCA may contact each Applicant to discuss concerns of feasibility and completeness and may request applicants utilize and apply for alternate funding sources under this NOFO. Applications that cannot address and meet DCA's concerns of feasibility and completeness at that time may not be selected for loan awards under this NOFO.

Applicants must accept and promptly respond to any DCA request for documentation, or information requested in conjunction with the Application and DCA's review. Applicants will not be able to submit

additional materials after initial application unless specifically requested by DCA. All Applications must be approved by the DCA Project Loan Committee prior to final commitment of funds.

IX. Eligible & Ineligible Activities

Eligible Activities and Uses

For the purposes of this NOFO, the following supportive services will be allowed:

1. McKinney-Vento Supportive Services under HOME-ARP are adapted from the services listed in section 401(29) of McKinney-Vento.
2. Homelessness Prevention Services: HOME-ARP Homelessness Prevention Services are adapted from eligible homelessness prevention services under the regulations at 24 CFR 576.102, 24 CFR 576.103, 24 CFR 576.105, and 24 CFR 576.106, and are revised, supplemented, and streamlined in Section VI.D.4.c.i below.
3. Housing Counseling Services: Housing counseling services under HOME-ARP are those consistent with the definition of housing counseling and housing counseling services defined at 24 CFR 5.100 and 5.111, respectively, except where otherwise noted. The requirements at 24 CFR 5.111 state that any housing counseling, as defined in 24 CFR 5.100, required under or provided in connection with any program administered by HUD shall be provided only by organizations and counselors certified by the Secretary under 24 CFR part 214 to provide housing counseling, consistent with 12 U.S.C. 1701x.

A description of the available Supportive Services to fund can be found In Appendix II of this NOFO. HOME-ARP funds may be used to pay eligible costs associated with the HOME-ARP supportive services activity in accordance with the requirements in CPD Notice 21-10. Any ineligible costs paid using HOME-ARP funds must be repaid in accordance with the requirements of the Notice.

All supportive services awards from this NOFO must be able to serve all four qualifying populations through a waitlist that is first come, first served.

Supportive Service Providers must document in their files which types of supportive services they wish to offer program participants. Only the supportive services that are authorized in the written agreement with the Supportive Service Providers may be provided to program participants by that supportive service provider and only program participants that are eligible for those supportive services may be served. Supportive Service Providers must demonstrate through their documentation that the individuals served were eligible to receive the supportive services that were authorized under the written agreement in order for those costs to be eligible.

Ineligible Activities and Uses

Under McKinney-Vento Supportive Services and Homelessness Prevention, HOME-ARP Supportive Services Program funds may not be used for the following:

- Mortgage loan payments;
- Pet deposits;
- Late fees incurred if grantee does not pay agreed rental subsidy by agreed date;
- Payment of temporary storage fees in arrears;
- Payment of past debt not related to rent or utility; and

- Financial assistance cannot be provided to a Program Participant who is receiving the same type of assistance through other public sources.
- Financial assistance also cannot be provided to a Program Participant who has been provided with replacement housing payments under the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (42 USC 4601 et seq.) and its implementing regulations at 49 CFR part 24, or Section 104(d) of the Housing and Community Development Act of 1974 (42 USC 5304(d) and its implementing regulations at 24 CFR part 42, during the period of time covered by the replacement housing payments.

Homeowner assistance and related services, including:

- Costs for the provision of services related to mortgages and homeownership to existing homeowners are also not eligible under HOME-ARP.
- ***If a Program Participant is a candidate for homeownership, costs associated with pre-purchase home buying counseling, education and outreach are eligible under HOME-ARP Supportive Services.***

Under Housing Counseling, HOME-ARP Supportive Services Program Funds may not be used for the following:

- Resolving or preventing mortgage delinquency, including, but not limited to default and foreclosure, loss mitigation, budgeting, and credit;
- Home maintenance and financial management for homeowners, including, but not limited to: Escrow funds, budgeting, refinancing, home equity, home improvement, utility costs, energy efficiency, rights and responsibilities of homeowners, and reverse mortgages.

Ineligible Legal Costs:

- Legal services for immigration and citizenship matters and issues relating to mortgages are ineligible costs.
- Retainer fee arrangements and contingency fee arrangements are ineligible costs and prohibited under HOME-ARP- SS.

Any ineligible costs paid using HOME-ARP funds must be repaid in accordance with the requirements of the program noted in the Supportive Services Program Manual.

X. Funding Guidelines

HOME-ARP Federal guidance are found [here](#). The following funding requirements and limitations apply:

- Compliance Period: Will be finalized in the written agreement. DCA is anticipating one-year contracts with an automatic second-year renewal for compliant organizations.
- Geography: Eligible Projects will be prioritized in jurisdictions that are not located within other HOME-ARP Participating Jurisdictions (PJs). See the Evaluation Process and Prioritization Section for more details.

Participant Requirements

- Overview
 - Participation is low-barrier with fewer restrictions on acceptance into the program.

- All participants must be provided a participation agreement without language or riders that would not ordinarily be found in a standard participation agreement.
- Additional Services must be available and accessible to participants and offered in a manner designed to support housing stability and self-sufficiency. Acceptance of services is voluntary and not a condition of any housing assistance. Any service provider must utilize a harm-reduction approach.
- Participant Screening
 - To ensure assistance for as many households that qualify, the service provider must implement low-barrier participant screening procedures. Templates and training will be provided to support these requirements.
 - Additionally, the organization's participant selection plan must use the criminal screening procedures that align with assistance requirements and not impose additional requirements.
- Activity-Specific Waitlist: The organization must use an activity-specific waitlist when selecting qualifying households for participation of HOME-ARP units, provide for the selection of households from a written waiting list in the chronological order of their application, insofar as is practicable and according to the activity requirements.
- Service Plan: This NOFO recognizes organizations that have developed a robust commitment, capacity, and competency in providing enriched service coordination in affordable rental housing at the planning and development stage. The purpose of the service plan is to assure DCA that the Applicant provides affordable rental housing with enriched services for all four HOME-ARP Qualified Populations if services are needed. DCA will consider CORES or CARF certifications along with comparable service options at DC's discretion. See Rating Factors for additional details.
- Termination Prevention: Organizations must implement a termination prevention plan and utilize processes only as a last resort. Prevention may include options for search and referral support to alternatives, if necessary, to avoid participants becoming homeless and displaced. Prevention plans must be approved by DCA.

HOME-ARP is a new program from HUD. To ensure details are understood and compliance is maintained, DCA will provide comprehensive training opportunities to developers, property managers, and referral and/or service providers both before and after award. See the HOME-ARP Website for upcoming training dates.

XI. Evaluation Process and Prioritization

Applications under Part 1 will be evaluated based on the requirements set forth in Sections V and VI above and elsewhere in this NOFO in conjunction with the below.

Executive Summary

Every Application should submit a 2-page Executive Summary that outlines the activity(s) concept and design, populations proposed to be served, activity(s) design features unique to populations being served, and how the proposed project will best meet the needs of the community. The Executive Summary should also include the project's commitment to accept all corresponding federal regulations and requirements.

The Grant Application is found at eCivis/Zengine Portal. The required documents will be noted in the application.

Prioritization

To reinforce DCA's efforts to support its internal programming, the following conditions will be prioritized:

- Location
 - Supportive Service Locations outside of the HOME-ARP Participating Jurisdictions already receiving HOME-ARP Funding, noted in Appendix I.
- Activities – as noted in Appendix II
 - Outreach Services to build regional Coordinated Entry Capacity
 - New regions only.
 - Must work in partnership with DCA Coordinated Entry Staff
 - Current Coordinated Entry Regions not eligible for this funding
 - Financial Assistance Costs
 - Applications must be specific with how the funds will be spent and the amount of people in the area in need of funding. Back up information will be required.
 - Short-Term and Medium-Term Financial Assistance for Rent
 - Applications must be specific with how the funds will be spent and the amount of people in the area in need of funding. Back up information will be required.
- Exemplary experience executing activity/program spending and compliance
 - Service Plans that demonstrate immediate spending and the capacity to support a reimbursable grant.

Rating Factors

The following information will be considered when reviewing the submitted applications.

<u>Rating Factor</u>	<u>Impact Percentage</u>	<u>Primary Information DCA is Reviewing</u>
Supportive Service Provision Experience	30%	<p>Demonstrate that the Applicant has experience with activities that serve vulnerable populations with supportive services according to the description in the NOFO. At a minimum, include how you determine participant eligibility and the amount of assistance to give based on the funding source, how you address program participant challenges, how you coordinate and partner with other service organizations that may refer program participants to your organization or can refer to them, and how you maintain relationship to the participant to prevent unnecessary early termination.</p> <p>Demonstrate that the Applicant has experience leveraging resources and compliance requirements similar to the HOME-ARP funds being proposed in the application. Examples of resources that will be considered include local funding, ESG, CoC, CDBG, SAMSA, etc. Indicate if there will be funds provided from other sources and what those sources will be.</p>

Strength of Project Concept, Partnerships and Service Plan/Budget	45%	<p>Describe your project concept in detail and the inclusion of the HOME-ARP activity(s) in your eCivis/Zengine Application. List the partnerships included in your Plan in the Excel Workbook and demonstrate that your partners have experience administering programs for vulnerable individuals and families as well. Your narratives in your eCivis/Zengine Application and data in your Excel Workbook should include the experience of the applicant and service partner(s) with a proposed Service Plan and Budget for the duration of the activity, any formal or informal commitments to collaboration and services, funding agreements, and extent of mission alignment.</p> <p>This narrative should express your vision for the project, your understanding of the impact it will have on the community, and how each of the bullet point below contribute to that impact.</p> <ul style="list-style-type: none"> • Site location/amenities/accessibility – Describe your site location if applicable, including accessibility to transit and other amenities nearby. Describe how your site location will meet the needs locally of the qualifying populations. • Participant informed – Describe how your project concept, management practices, etc. were informed by people with lived expertise, as well as incorporating “Increased Accessibility”, including any assistive technology, that serve the participating population. • Local support – Describe evidence of local community support, including any letters from local government officials, minutes from community meetings, or evidence of alignment with local plans (i.e. Comprehensive Plan, GICH plan, Homelessness plan). • Referral partnerships – i.e. Coordinated Entry, or other direct referral pathways for each of the four qualifying populations, as evidenced by an MOU for referrals to HOME-ARP Units. • Service provider partnerships – Describe the services and partnerships for proposed participants when they face challenges that need additional assistance than what your organization can provide. Include any additional community partnerships that contribute to serving the proposed resident population. • Indicate the type and frequency of services that will be available. State the organization(s) that will provide services and include the organization(s) name, address, email address, and phone number. • Implementation Schedule – Provide the proposed schedule for the following activities: <ul style="list-style-type: none"> ○ date participants can apply for services; and ○ date services will be available for participants to receive <p>Additional preference will be given to projects that focus on the following areas, with details as stated in the previous “Prioritization” Section:</p> <ul style="list-style-type: none"> • Outreach Services to build regional Coordinated Entry Capacity • Financial Assistance Costs • Short-Term and Medium-Term Financial Assistance for Rent
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Data-Informed Local Need and Experience with Underserved Populations	20%	<p>Describe the level of unmet need for the proposed activity in your area for the four qualifying populations. Using relevant public data (i.e. Point-In-Time Count, Housing Inventory Count, Census, and others), estimate the gap between the services available for the populations and the number of vulnerable individuals in the population you intend to serve. Demonstrate data-informed local need that supports vulnerable populations. Additional Data to present can include:</p> <ul style="list-style-type: none"> • Poverty rates/Homelessness • Cost Burdened Households • Existing services in the area <p>Also, describe how your organization’s experience serving underserved or vulnerable subpopulations, and how the proposed project will continue such service. Your narrative should include the following:</p> <ul style="list-style-type: none"> • Experience building community partnerships with grassroots and resident-led organizations that provide housing, health care, and supportive services. • Experience designing or operating programs that have improved outcomes for underserved or vulnerable subpopulations. • How your organization implements the Fair Marketing Plans for services to ensure populations who need the services know about them and have access to them. <p>As stated in the previous “Prioritization” Section, for HOME-ARP Supportive Services, eligible projects will also be prioritized in jurisdictions that are not located within other HOME-ARP Participating Jurisdictions (PJs); in other words, PJs that received their own HOME-ARP Funding, and are not in the Georgia Balance of State PJ. HUD’s HOME-ARP Participating Jurisdictions include the City of Albany, Athens-Clarke County, City of Atlanta, Augusta-Richmond County, Columbus-Muscogee County, Macon-Bibb County, City of Savannah, Clayton County, DeKalb County, Fulton County, Gwinnett County, and Cobb County.</p>
Leveraging Funding	5%	<p>Provide information regarding the existing third-party funding commitments dedicated to the proposed project, including local government funding and other existing awards. Describe the dollar value of each of these commitments and the resulting commitment per service. Please provide a percentage of the overall cost for which funding has been leveraged already.</p> <p>Points will be awarded according to the ranked percentage of committed leveraged funding to the total service cost.</p>

XII. Post-Award Requirements and Submissions

DCA will require the following for all awarded Applications:

- Additional DCA requested services information, such as updates to service budgets or plans.
- Participants must accept any DCA request for meetings, participation in closing calls, site visits, or other engagements in association with the Application.
- Applicants must make acceptable assurances to DCA that it will comply with the requirements of the applicable funding program(s) during the entire period between selection and conclusion of all activities, and throughout the entire compliance period.
- Applicants must comply with all applicable federal and state and local laws, regulations, and other requirements now or hereafter in effect. The Applicant is responsible for ensuring the proposed program, activities, goals, and timetables comply with all federal or state or local laws, regulations and other requirements.
- Areas covered by the applicable laws and regulations include, but are not limited to, Non-Discrimination and Equal Access, Fair Housing and Equal Opportunity, Accessibility, Contracting and Procurement; Environmental, Lead Based Paint, Acquisition and Relocation, Financial Management, Labor Standards and Immigration, Title VI of the Civil Rights Act of 1964, as amended, Age Discrimination Act of 1975, As Amended, Title VIII of Civil Rights Act of 1968, Affirmative marketing in accordance with 24 CFR 92.351, Section 3 of the Housing and Urban Development Act of 1968, Georgia Fair Lending Act, Section 504 of the Rehabilitation Act of 1973, Procurement Standards at 24 CFR 85.36, 24 CFR Part 84, and OMB Circular A-110, HOME Program Conflict of Interest Provisions.
- Awardees must update and complete the HOME-ARP Application Workbook provided in the NOFO Application Package and submit it with the other required documentation.
- Provide an updated overview of experience and expertise to serve the Qualifying Populations. At a minimum, the description must include:
 - A description of the services to be provided
 - Roles and Responsibilities of the Executive Director/CEO, Program Manager, and additional Service Provider Staff
 - How participants will be referred to the activity(s)
 - Planning for communication and continuity among parties
 - Updated Services Budget for review.

XIII. Federal Cross-Cutting Compliance

Applicants must comply with all applicable federal or state laws, regulations and other requirements now or hereafter in effect, including all those contained and referenced in this NOFO, including but not limited to requirements stated below and in Section XV above. The Applicant Team is responsible for ensuring the proposed project complies with all federal or state laws, regulations and other requirements. Depending on the fund source, federal cross-cutting requirements and compliance may include:

- Federal Procurement Requirements. As noted in 2 CFR 200 - General procurement requirements for recipients, other than states.
- Language Access Plan

XIV. Non-Binding NOFO/Reservation of Rights

The intent of this NOFO is to fund as many Applications identified as complete and feasible based upon, among other things, programmatic funding applicability and availability. Until a final contract is signed between parties, applications and awards to this NOFO are not to be considered a commitment or contract in any way. The Authority reserves the right to not select any Application, and award any number of awards under this NOFO, including no loans or awards.

In connection with this NOFO, GHFA/DCA reserves the right to:

1. Cancel this solicitation at any time
2. Reject any or all Applications
3. Waive minor deficiencies and informalities
4. Request additional information from individuals or firms prior to final selection
5. Make adjustments to Applications based upon feasibility and funding availability
6. Change the schedule of events or cancel any funding program without any financial obligation for services provided or out-of-pocket expenses incurred, or any other obligation to the underwriters
7. Reject any Application or cancel any commitment of funds if it is determined that the disbursement of funds poses an undue risk to DCA or GHFA
8. Reject Applications that will likely have a negative impact on existing residents

XV. Fund Disbursement, Monitoring, and Reporting

If DCA awards funds under this NOFO, DCA will disburse funds throughout the activity period in conjunction with funding pursuant to any award. Absent an approved alternative disbursement schedule, DCA will disburse funds approximately once every additional 25% of the contract is complete. With few exceptions, DCA will disburse loan funds only for activities already incurred and supported by required documentation determined by the approved activity noted in the written agreement. DCA will require regular monitoring and submissions.

Participants must submit requested information related to federal reporting requirements to the DCA HOME-ARP Team.

XVI. Georgia Open Records Act and Program Accessibility

Georgia Open Records Act

The Georgia Open Records Act (O.C.G.A. §§ 50-18-70 et. seq.) requires that public records be open and available for inspection by any member of the public. As such, any Application submitted in response to this NOFO is subject to the Georgia Open Records Act. By submitting a response to this NOFO, proposing entities acknowledge that this NOFO is subject to the Georgia Open Records Act. Any participant submitting an application must hold DCA and GHFA harmless for any actions taken resulting from the release of public records associated with this NOFO.

Accessibility

DCA is committed to providing all persons with equal access to its services, programs, activities, education, and employment regardless of race, color, national origin, religion, sex, familial status, disability, or age. Please contact HOMEARP@dca.ga.gov if any reasonable accommodation(s) are required.

APPENDICES

Appendix I – Definitions

Extremely Low-Income (ELI) Households are households whose annual incomes do not exceed 30 percent (30%) of the median family income of a geographic area, as determined by HUD, with adjustments for smaller and larger families.

Low-Income (LI) Households are households whose annual incomes do not exceed 50 percent (50%) of the median family income of a geographic area, as determined by HUD, with adjustments for smaller and larger families.

Participating Jurisdictions (PJ) already receiving HOME-ARP Funding from HUD. The following are PJs that received their own HOME-ARP Funding, and are not in the Georgia Balance of State PJ.

- City of Albany
- Athens-Clarke County
- City of Atlanta
- Augusta-Richmond County
- Columbus-Muscogee County
- Macon-Bibb County
- City of Savannah
- Clayton County
- DeKalb County
- Fulton County
- Gwinnett County
- Cobb County.

Qualified Populations (QP) are specific to the HOME American Rescue Plan (HOME-ARP) program. The program requires that funds be used to primarily benefit qualifying populations (QPs).

- QP1: Homeless – the definition of homeless includes Literally Homeless, those at Imminent Risk of Homelessness, and Homeless under other Federal Statutes.
- QP2: At-Risk of Homelessness – this population is defined as having an income below 30% of AMI, lacks sufficient resources to prevent immediate homelessness (as described in QP1 above), and meets one of seven at-risk conditions. For example:
 - Has moved because of economic reasons two or more times during the 60 days immediately preceding the application for homelessness prevention assistance;
 - Living in the home of another because of economic hardship;
 - Living in a hotel or motel and the cost of the hotel or motel stay is not paid by charitable organizations or by federal, State, or local government programs for low-income individuals.
- QP3: Fleeing, or Attempting to Flee, Domestic Violence, Dating Violence, Sexual Assault, Stalking, or Human Trafficking
- QP4: Other Populations
 - Other families requiring services or housing assistance to prevent homelessness defined as households who previously met criteria “homeless” as defined in 24 CFR 91.5 and received

time-limited assistance to become housed and are now in need of additional housing assistance or supportive services to avoid becoming "homeless" (as defined in 24 CFR 91.5) again; OR

- Other populations with the greatest risk of housing instability where:
 - The household's annual income is below 30% AMI and they are experiencing severe cost burden (i.e., paying more than 50% of monthly household income toward housing costs); OR
 - The household has an annual income that is less than or equal to 50% of the area median income and they meet one of the seven "At Risk of Homelessness" conditions.

HUD has developed a tool to increase understanding of QP criteria while providing definitions in an at-a-glance format. Some definitions have been truncated. This document should use this product in conjunction with CPD-21-10 Section IV for full technical definitions when needed. The Tool can be found here:

<https://files.hudexchange.info/resources/documents/HOME-ARP-Qualifying-Populations-At-A-Glance.pdf>.

Appendix II – Eligible Activity Breakdown

This information can be found directly from CPD Notice 21-10:

Eligible Costs for McKinney Vento Supportive Services and Homelessness Prevention Services

Eligible costs for supportive services under either of these two categories include costs associated with the following services:

Childcare

The costs of childcare for program participants, including providing meals and snacks, and comprehensive and coordinated developmental activities, are eligible. The childcare center must be licensed by the jurisdiction in which it operates in order for its costs to be eligible. The following conditions also apply:

- Children must be under the age of 13 unless the children have a disability.
- Children with a disability must be under the age of 18.

Education Services

The costs of improving knowledge and basic educational skills are eligible costs including:

- Instruction or training in consumer education, health education, substance abuse prevention, literacy, English as a Second Language, and General Educational Development (GED).
- Screening, assessment, and testing; individual or group instruction; tutoring; provision of books, supplies, and instructional material; counseling; and referral to community resources.

Employment Assistance and Job Training

The costs of establishing and/or operating employment assistance and job training programs are eligible, including classroom, online and/or computer instruction, on-the-job instruction, services that assist individuals in securing employment, acquiring learning skills, and/or increasing earning potential. The cost of providing reasonable stipends to program participants in employment assistance and job training programs is also an eligible cost.

- Learning skills include those skills that can be used to secure and retain a job, including the acquisition of vocational licenses and/or certificates.
- Services that assist individuals in securing employment consist of:
 - Employment screening, assessment, or testing;
 - Structured job skills and job-seeking skills;
 - Special training and tutoring, including literacy training and pre-vocational training;
 - Books and instructional material;
 - Counseling or job coaching; and
 - Referral to community resources.

Food

The cost of providing meals or groceries to program participants is eligible.

Housing Search and Counseling Services

Costs of assisting eligible program participants to locate, obtain, and retain suitable housing are eligible. Services are:

- Development of an action plan for locating housing;
- Housing search;
- Tenant counseling;

- Securing utilities;
- Making moving arrangements;
- Outreach to and negotiation with owners;
- Assistance submitting rental applications and understanding leases;
- Assessment of housing for compliance with HOME-ARP requirements for TBRA assistance in Section VI.C of this Notice and financial assistance for short-term and medium-term rental payments provided under Section VI.D.4.c.i.(R) below;
- Assistance obtaining utilities; and
- Tenant counseling;
- Mediation with property owners and landlords on behalf of eligible program participants;
- Credit counseling, accessing a free personal credit report, and resolving personal credit issues; and
- Payment of rental application fees;
- Other Housing counseling costs, as defined in 24 CFR 5.100, funded with or provided in connection with grant funds must be carried out in accordance with 24 CFR 5.111.

Please Note: When Supportive Service Providers provide housing services to eligible persons that are incidental to a larger set of holistic case management services, these services do not meet the definition of Housing counseling, as defined in 24 CFR 5.100, and therefore are not required to be carried out in accordance with the certification requirements of 24 CFR 5.111.

Legal Services

Eligible costs are the fees charged by licensed attorneys and by person(s) under the supervision of licensed attorneys, for advice and representation in matters that interfere with a qualifying individual or family's ability to obtain and retain housing.

- Eligible subject matters are child support; guardianship; paternity; emancipation; legal separation; orders of protection and other legal remedies for victims of domestic violence, dating violence, sexual assault, human trafficking, and stalking; appeal of veterans and public benefit claim denials; landlord-tenant disputes; and the resolution of outstanding criminal warrants; landlord/tenant matters, provided that the services must be necessary to resolve a legal problem that prohibits the program participant from obtaining permanent housing or will likely result in the program participant losing the permanent housing in which the program participant currently resides.
- Legal services for immigration and citizenship matters and for issues related to mortgages and homeownership are ineligible. Retainer fee arrangements and contingency fee arrangements are prohibited.
- Services may include client intake, receiving and preparing cases for trial, provision of legal advice, representation at hearings, and counseling.
- Fees based on the actual service performed (i.e., fee for service) are also eligible, but only if the cost would be less than the cost of hourly fees. Filing fees and other necessary court costs are also eligible. If the subrecipient is a legal services provider and performs the services itself, the eligible costs are the subrecipient's employees' salaries and other costs necessary to perform the services.

Life Skills Training

The costs of teaching critical life management skills that may never have been learned or have been lost during the course of physical or mental illness, domestic violence, dating violence, sexual assault, stalking, human trafficking, substance abuse, and homelessness are eligible. These services must be necessary to assist the program participant to function independently in the community. Life skills training includes:

- the budgeting of resources and money management, household management, conflict management, shopping for food and other needed items, nutrition, the use of public transportation, and parent training.

Mental Health Services

Eligible costs are the direct outpatient treatment of mental health conditions that are provided by licensed professionals.

- Mental health services are the application of therapeutic processes to personal, family, situational, or occupational problems in order to bring about positive resolution of the problem or improved individual or family functioning or circumstances. Problem areas may include family and marital relationships, parent-child problems, or symptom management.
- Services are crisis interventions; counseling; individual, family, or group therapy sessions; the prescription of psychotropic medications or explanations about the use and management of medications; and combinations of therapeutic approaches to address multiple problems.

Outpatient Health Services

Eligible costs are the direct outpatient treatment of medical conditions when provided by licensed medical professionals including:

- Providing an analysis or assessment of a program participant's health problems and the development of a treatment plan;
- Assisting program participants to understand their health needs;
- Providing directly or assisting program participants to obtain and utilize appropriate medical treatment;
- Preventive medical care and health maintenance services, including in-home health services and emergency medical services;
- Provision of appropriate medication;
- Providing follow-up services; and
- Preventive and non-cosmetic dental care.

Outreach Services

The costs of activities to engage qualified populations for the purpose of providing immediate support and intervention, as well as identifying potential program participants, are eligible.

- Eligible costs include the outreach worker's transportation costs and a cell phone to be used by the individual performing the outreach.
- Costs associated with the following services are eligible: initial assessment; crisis counseling; addressing urgent physical needs, such as providing meals, blankets, clothes, or toiletries; actively connecting and providing people with information and referrals to homeless and mainstream programs; and publicizing the availability of the housing and/or services provided within the PJ's geographic area.

Substance Abuse Treatment Services

Eligible substance abuse treatment services are designed to prevent, reduce, eliminate, or deter relapse of substance abuse or addictive behaviors and are provided by licensed or certified professionals. The costs include:

- Program participant intake and assessment;
- Outpatient treatment;
- Group and individual counseling
- Drug testing;

- Inpatient detoxification and other inpatient drug or alcohol treatment are ineligible.

Transportation

Eligible costs are:

- The costs of program participant's travel on public transportation or in a vehicle provided by the PJ or subrecipient to and from medical care, employment, childcare, or other services eligible under this Notice;
- Mileage allowance for service workers to visit program participants and to carry out housing inspections;
- The cost of purchasing or leasing a vehicle in which staff transports program participants and/or staff serving program participants;
- The cost of gas, insurance, taxes, and maintenance for the vehicle;
- The costs of PJ or subrecipient staff to accompany or assist program participants to utilize public transportation; and
- If public transportation options are not sufficient within the area, the PJ may make a one-time payment on behalf of a program participant needing car repairs or maintenance required to operate a personal vehicle, subject to the following:
 - Payments for car repairs or maintenance on behalf of the program participant may not exceed 10 percent of the Blue Book value of the vehicle (Blue Book refers to the guidebook that compiles and quotes prices for new and used automobiles and other vehicles of all makes, models, and types);
 - Payments for car repairs or maintenance must be paid by the PJ or subrecipient directly to the third party that repairs or maintains the car; and
 - PJs or subrecipients may require program participants to share in the cost of car repairs or maintenance as a condition of receiving assistance with car repairs or maintenance.

Please Note: DCA will establish policies and procedures surrounding payments for the cost of gas, insurance, taxes, the one-time payment for car repairs or maintenance described above, and maintenance for vehicles of program participants. Such costs must be limited to program participants with the inability to pay for such costs and who, without such assistance, would not be able to participate in eligible services under CPD Notice 21-10, Section VI.D.4.c.i.

Case Management

The costs of assessing, arranging, coordinating, and monitoring the delivery of individualized services to meet the needs of the program participant(s) are eligible costs. PJs and subrecipients providing these supportive services must have written standards for providing the assistance. Eligible costs are those associated with the following services and activities:

- Conducting the initial evaluation, including verifying and documenting eligibility, for individuals and families applying for supportive services;
- Counseling;
- Developing, securing, and coordinating services;
- Using a centralized or coordinated assessment system that complies with the requirements of Section IV.C of the Notice;
- Obtaining federal, State, and local benefits;
- Monitoring and evaluating program participant progress;
- Providing information and referrals to other providers;
- Providing ongoing risk assessment and safety planning with victims of domestic violence, dating violence, sexual assault, stalking, and human trafficking;

- Developing an individualized housing and service plan, including planning a path to permanent housing stability; and
- Conducting re-evaluations of the program participant's eligibility and the types and amounts of assistance the program participant needs.

Mediation

HOME-ARP funds may pay for mediation between the program participant and the owner or person(s) with whom the program participant is living, provided that the mediation is necessary to prevent the program participant from losing permanent housing in which the program participant currently resides.

Credit Repair

HOME-ARP funds may pay for credit counseling and other services necessary to assist program participants with critical skills related to household budgeting, managing money, accessing a free personal credit report, and resolving personal credit problems. This assistance does not include the payment or modification of a debt.

Landlord/Tenant Liaison

Costs of liaison services between property managers/owners and program participants are eligible HOME-ARP costs and may include:

- Landlord outreach;
- Physical inspections and rent reasonable studies as needed to secure units;
- Rental application fees and security deposits for clients, in accordance with the financial assistance costs requirements in (R);
- Mediation services in (N) for housing issues that may arise between owner, property manager, or other residents and clients;
- Coordination or assistance with the provision of other HOME-ARP eligible services to assist clients to maintain permanent housing.

Services for Special Populations

HOME-ARP funds may be used to provide services for special populations, such as victim services, so long as the costs of providing these services are eligible under this section. The term victim services means services that assist program participants who are victims of domestic violence, dating violence, sexual assault, stalking, or human trafficking including services offered by rape crisis centers and domestic violence shelters, and other organizations with a documented history of effective work concerning domestic violence, dating violence, sexual assault, stalking, or human trafficking.

Financial Assistance Costs

HOME-ARP funds may be used to pay housing owners, utility companies, and other third parties for the following costs, as applicable:

- **Rental application fees:** Rental housing application fee that is charged by the owner to all applicants.
- **Security deposits:** A security deposit that is equal to no more than 2 months' rent. This assistance is separate and distinct from the provision of financial assistance for First and Last Month's rent provided under this section and cannot be used to duplicate those costs.
- **Utility deposits:** HOME-ARP funds may pay for a standard utility deposit or initiation fee required by the utility company or owner (if owner-paid utilities are provided) for all program participants for the following utilities:
 - Gas

- Electric
- Water
- Sewer
- **Utility payments:** HOME-ARP funds may pay for up to 24 months of utility payments per program participant, per service, including up to 6 months of utility payments in arrears, per service. A partial payment of a utility bill counts as one month. This assistance may only be provided if the program participant or a member of the same household has an account in his or her name with a utility company or proof of responsibility to make utility payments. Eligible utility services are gas, electric, water, and sewage. No program participant shall receive more than 24 months of utility assistance within any 3-year period.
- **Moving costs:** HOME-ARP funds may pay for moving costs, such as truck rental or hiring a moving company. This assistance may include payment of temporary storage fees for up to 3 months, provided that the fees are accrued after the date the program participant begins receiving assistance under this section of the Notice and before the program participant moves into permanent housing. Payment of temporary storage fees in arrears is not eligible.
- **First and Last month's rent:** If necessary to obtain housing for a program participant, HOME-ARP funds may be used to make a pre-payment of the first and last month's rent under a new lease to the owner at the time the owner is paid the security deposit for the program participant's tenancy in the housing. This assistance must not exceed two month's rent and must be tracked for purposes of determining the total short- and medium-term financial assistance for rent that the program participant may receive. This assistance is separate and distinct from financial assistance for Security Deposits provided under this section and cannot be used to duplicate those costs.
- **Payment of rental arrears:** HOME-ARP funds may be used for a one-time payment for up to 6 months of rent in arrears, including any late fees or charges on those arrears, if necessary for the household to maintain their existing housing or, for those without housing, if necessary to remove a demonstrated barrier to obtaining housing.

Short-Term and Medium-Term Financial Assistance for Rent

Subject to the following conditions, a PJ may provide a program participant with short-term or medium-term financial assistance for rent, provided that the total financial assistance provided, including any pre-payment of first and last month's rent as described above, does not exceed 24 months of rental payments over any 3-year period.

- Short-term means up to 3 months.
- Medium-term means more than 3 months but not more than 24 months.
- The PJ may make rental payments only to an owner with whom the PJ has entered into a financial assistance agreement for rental payment. The financial assistance agreement must set forth the terms under which rental payments will be provided, including the requirements that apply under this Notice. The financial assistance agreement must provide that, during the term of the agreement, the owner must give the PJ a copy of any notice to the program participant to vacate the housing unit or any complaint used under State or local law to commence an eviction action against the program participant. The owner must serve written notice upon the program participant at least 30 days before termination of tenancy specifying the grounds for the action. Each financial assistance agreement that is executed or renewed must comply with the requirements in 24 CFR 92.359.
- The PJ must make timely payments to each owner in accordance with the financial assistance agreement. The financial assistance agreement must contain the same payment due date, grace period, and late payment penalty requirements as the program participant's lease. The PJ is solely responsible for paying late payment penalties that it incurs with non-HOME-ARP funds.

- Rental payments cannot be provided unless the rent does not exceed the Fair Market Rent established by HUD, as provided under 24 CFR part 888, and complies with HUD's standard of rent reasonableness, as established under 24 CFR 982.507.
- Each program participant receiving financial assistance for rental payments must have a legally binding, written lease for the rental unit, unless the assistance is solely for rental arrears. The lease must be between the owner and the program participant. Where the financial assistance is solely for rental arrears, an oral agreement may be accepted in place of a written lease, if the agreement gives the program participant an enforceable leasehold interest under state law and the agreement and rent owed are sufficiently documented by the owner's financial records, rent ledgers, or canceled checks. New leases must have an initial term of 1 year unless a shorter period is agreed upon by the program participant and owner. The lease requirements in 24 CFR 92.359 apply to this financial assistance.
- PJs must establish requirements to prevent the provision of short- or medium-term financial assistance for rent for the same period for which a program participant is receiving rental assistance or living in housing provided with ongoing assistance (such as project-based rental assistance or operating subsidies).
- If a program participant receiving financial assistance for short- or medium-term rental payments under this section meets the conditions for an emergency transfer under 24 CFR 5.2005(e), HOME-ARP funds may be used to pay amounts owed for breaking a lease to effectuate an emergency transfer. These costs are not subject to the 24-month limit on rental payments.

Ineligible costs - Financial assistance cannot be provided to a program participant who is receiving the same type of assistance through other public sources. Financial assistance also cannot be provided to a program participant who has been provided with replacement housing payments under the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (42 USC 4601 et seq.) and its implementing regulations at 49 CFR part 24, or Section 104(d) of the Housing and Community Development Act of 1974 (42 USC 5304(d) and its implementing regulations at 24 CFR part 42, during the period of time covered by the replacement housing payments.

Eligible Costs Associated with Housing Counseling under 24 CFR 5.100 and 5.111

Costs associated with housing counseling services as defined at 24 CFR 5.100 and 5.111 are eligible under HOME-ARP. As homeowner assistance and related services are not eligible HOME-ARP activities, costs for the provision of services related to mortgages and homeownership to existing homeowners are also not eligible under HOME-ARP. If a program participant is a candidate for homeownership, costs associated with pre-purchase homebuying counseling, education and outreach are eligible under HOME-ARP. Eligible costs are those costs associated with the services listed in 24 CFR part 214 and include, but are not limited to:

- Staff salaries and overhead costs of HUD-certified housing counseling agencies related to directly providing eligible housing counseling services to HOME-ARP program participants;
- Development of a housing counseling workplan;
- Marketing and outreach;
- Intake;
- Financial and housing affordability analysis;
- Action plans that outline what the housing counseling agency and the client will do to meet the client's housing goals and that address the client's housing problem(s);
- Follow-up communication with program participants.