



Special Voucher Assistance Fund

State Housing Trust Fund for the Homeless Commission

Notice of Funding of Availability

Applications will be accepted on a rolling basis, if funding is available.

Special Voucher Assistance Fund Notice of Funding Availability is available on the Georgia Department of Community Affairs website here: (link)

- **Purpose:** The State Housing Trust Fund for the Homeless (“Trust Fund”) releases this Notice of Funding Availability (“NOFA”) for the Special Voucher Assistance Fund. Funding will be made available to assist Georgia voucher-administering housing authorities with funds for financial assistance for Special Assistance Fund Voucher Holders. The purpose of this NOFA is to outline available financial assistance, in the form of grants, for supplemental funding to assist special program voucher holders with eligible expenses for securing leases and entering Housing Assistance Payment (HAP) contracts with special program vouchers.
- **Eligible Populations:** Funding is available for the following special voucher holders:
 - Stability Voucher
 - Mainstream Voucher
 - Veteran Affairs Supportive Housing (VASH) Voucher
 - Foster to Youth Independence Voucher
 - Family Unification Voucher
 - Other special vouchers created and funded through the Department of Housing and Urban Development (HUD)
- **Maximum award:** Eligible Georgia voucher-administering housing authorities may be granted no more than \$500,000 under this application annually. All awards are subject to funding availability. Award amounts available may be adjusted based on Housing Authorities who demonstrate an operational family

self-sufficiency (FSS) program for special program voucher holders, to include active financial counseling, operational escrow saving accounts, and a functioning voucher to homeownership pipeline; voucher-administering housing authorities who have such a program may be eligible for additional funding up to \$250,000.

Grants awarded through this assistance fund will not exceed more than \$2500 per individual special program voucher participant during their tenure in the voucher assistance fund, to include moves, ports to other housing authorities, and recertifications.

For funding beyond \$250,000, DCA will apply a twenty percent (20%) holdback. The twenty percent (20%) holdback will be released after the Grantee meets the following quarterly conditions: Eighty percent (80%) spend down on eligible expenditures (excluding holdback).

Special Voucher Support funds will be awarded on a competitive basis to voucher administering housing authorities who demonstrate eligibility and meet requirements on a rolling basis.

- **Eligible Requirements:** To be eligible for funding applicants must be:
 - A voucher-administering housing authority in Georgia
 - Must demonstrate special program voucher allocations, or a commitment to apply for special program vouchers if deposit assistance is a condition of a federal competitive award
 - Must demonstrate that the voucher allocations are not yet leased or provide a justification for why funding is needed if a leased household (notice to vacate, participant exits, etc.). Approval will be provided from State Housing Trust Fund if leased vouchers are applicable
 - Have a policy to accept referrals and issue vouchers from the Department of Behavioral Health and Developmental Disabilities' (DBHDD) Georgia Housing Voucher Program (GHVP). However, DBHDD GHVPs are not eligible for special purpose vouchers under this funding announcement
 - Provide a summary of the internal process for providing non-rent service fees, to include:

- Payments to landlords processed in no more than twenty-one (21) days from request
 - Quarterly Independent review (audit) of Special Voucher Assistance Fund allocations, and fee usage Policy to ensure leases allow for recoup of deposit service fees for participants
 - Process to recoup deposit service fees from participating landlords
- Provide a procurement summary and contract details on how the duties above are performed if they have been contracted through a third- party for the voucher- administering housing authority
- **Eligible expenses:** Expenses may include the following:
 - Security deposits,
 - First month's rent application or leasing fees on the application,
 - First years of renter's insurance
 - Pet fee deposit
 - Utility fee deposit
 - Other on petition (requires approval of SHTF prior to issuing funding for expense)
 - Administrative costs and/or staff time to administer the service fees (up to 10% of total award amount) include:
 - salary expenses
 - other related contracts (third-party contracts for administering service fees)
 - IT costs
 - Office expenses

All administrative costs are subject to approval by DCA. Applicants will be required to provide proper documentation that will include but is not limited to resumes, third-party contracts for administering service fees, job descriptions at the of application submission. In addition, applicants will be required to specify the office expenses that funding will support.

Eligible expenses should not exceed more than \$2500 per individual special program voucher participant during their tenure in the voucher assistance fund, to include moves, ports to other housing authorities, and recertifications.

Ineligible expenses:

- Rental arrears
- Utility arrears
- Legal fees associated with eviction procedures
- Turnkey service
- Other housing support services

Reporting and Monitoring Requirements

- Georgia voucher- administering housing authorities who receive funding under this NOFA are required to use the expense report provided by the State Housing Trust Fund and quarterly reporting document. These documents will be provided to the successful applicants at time of contract execution.
- Awardees must complete an individual expense report for each special voucher holder who receives funds under this grant. An expense report is required for every special voucher holder regardless of the amount for eligible expenses. Expense reports must be submitted quarterly with all required supporting documentation. A list of allowable supporting documentation will be provided at the time of contract execution. All expense reports must be completed using the expense report provided by SHTF.
- Awardees will be required to report quarterly spend-down of all assistance funds including every expenditure charged to the grant during the reporting period. Awardees must also submit supporting documentation to verify that all expenditures are eligible and allowable. All reporting must be completed using the required documents provided by SHTF.
- Awardees must report on key performance indicators, including households served, eligible expenses, progress toward and any additional metrics identified by DCA on a quarterly basis. All reporting must be completed using the required documentation provided by SHTF.
- The Georgia Department of Community Affairs (DCA) reserves the right to conduct an audit
- DCA has the authority to request additional processes to be added in addition to the NOFA.

NON-BINDING NOTICE OF FUNDING /RESERVATION OF RIGHTS

- The intent of this Notice of Funding 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 Notice of Funding are not to be considered a commitment or contract in any way. SHTF reserves the right to not select any application or awards under this Notice of Funding.
- In connection with this Notice of Funding, GHFA/DCA and SHTF 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 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 SHTF DCA or GHFA
 8. Reject applications that will likely have a negative impact on existing residents

Application Procedure:

To apply, voucher administering housing authorities must provide:

- A total count of special program vouchers for which service fees are requested, along with documentation from HUD confirming these vouchers or a formal commitment letter to apply for them.
 - Acceptable confirmation includes a HUD award letter for Special Program Vouchers, Voucher Management System utilization data,

or a formal commitment letter requesting voucher and administrative funding.

- A total amount requested for special program voucher holders, including justification for amount requested.
- Narrative documentation to confirm eligibility, including organizational summary of who is responsible for the service fees, an internal process overview for disbursing and recouping the service fees, and an outline of what internal controls are in place to ensure appropriate use and stewardship of state funds.
- Applicants must submit the following required documents. These documents will be requested during application submission:
 - W-9
 - Supplier Change Request Form
 - Language Access Plan Acknowledgement
 - Third Party Agreement (if applicable)
 - Administrative Cost Documentation (if applicable)
- Applications must be submitted via [JotForm](#)

Award Recipients:

Upon receiving the award, housing authorities will be granted funds and must provide quarterly reports on the distribution of funds on behalf of special program voucher holders. All quarterly reports must be submitted using the documentation provided by SHTF.

Award Process Overview:

- Applications will be accepted on a rolling basis
- Application review will start on June 1, 2026

Recommendation and State Housing Trust Fund (SHTF) Commission Review:

- After initial review is completed, applicants will receive a written notice within 7 business days informing them that their application is being recommended to the SHTF Commission for consideration

- Proposed award amounts and recommended awardees will be presented to the Commission during scheduled Commission meetings or through an alternative approval process authorized by the Commission
- Commission approval is required before any award can be finalized
- The commission may vote in person or virtually, as determined by the Commission

2026 Commission Meeting Dates:

- **June 23, 2026**
- **September 23, 2026**
- **December 9, 2026**

Award Notification and Contracting:

- Once Commission approves, applicants will receive a formal written Notice of Award within 3 business days
- Issuance of the Special Voucher Fund Participation Agreement is contingent upon the applicant's successful submission and approval of all required documentation by DCA/SHTF.

For additional questions please contact shtf@dca.ga.gov