



STABLE HOUSING ACCOUNTABILITY PROGRAM State Housing Trust Fund Commission for the Homeless

Notice of Funding Availability

Application Due Date: Monday, November 25, 2024 at 11:59:59 PM

Stable Housing Accountability Program Notice of Funding Availability (NOFA) is available on the Georgia Department of Community Affairs website here: Click *Documents and Downloads* to download the NOFA as a PDF.

- **Purpose:** The State of Georgia 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 program 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. The purpose of this NOFA is to outline the criteria for awarding the funding and identify the eligible services that must be provided by any qualified sponsor seeking funding for a qualified stable housing accountability program.
- **Available Funds:** Approximately \$850,000 is available for this funding opportunity. The minimum funding awarded will be \$25,000 and the maximum will be \$850,000.00. The number of awards will be determined based upon the quality and quantity of applications received and scores received per the rating criteria outlined in the application.
- **Grant Funding Limitations:** This funding opportunity is subject to annual state funding availability. The Commission reserves the right to fund, in whole or in part, any, all, or none of the applications submitted in response to this NOFA.
- **Matching Funding Requirement:** Applicants are expected to leverage their own or other available money or in-kind services for the benefit of the proposed stable housing accountability program. The match requirement for any funds awarded will be 10% of the total grant award and the match requirement may be met using the Applicant's own funding, other available funding or in-kind services. The level of availability to provide match funding will factor into an application's overall competitiveness.
- **Eligible Applicants/Qualified Sponsors:** 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).

- **Minimum Threshold Requirements to Apply for Funding:** The following minimum threshold requirements must be met by an eligible applicant before for 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 below 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
 - 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
 - For those qualifying residents who have minor children, ensure that the minor children receive adequate nutrition, health care, and education
 - To submit to regular review of 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 for the Homeless Commission 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 outlined in Official Code of Georgia Annotated § 8-3-311

FUNDING DETAILS:

- This opportunity is intended to provide funding to non-profit, for-profit and governmental entities who operate a program designed to provide voluntary, immediate and stable housing to program participants for no longer than 18 months or whenever the participant is able to obtain or is offered stable affordable housing, whichever occurs first.
- The applicant must demonstrate that the stable housing accountability program for which it is seeking funding can provide the following services:
 - Ongoing assistance to each participant for obtaining long-term affordable housing
 - Access to counseling, mental health care, and substance abuse treatment programs for all program participants including the ability to submit to regular drug and alcohol testing and the ability for the program participants to sustain an honest, good-faith effort to achieve or maintain sobriety from drugs and alcohol and abstain from criminal activity
 - Assurance that any minor children in the program receives adequate nutrition, health care and education
 - Conduct regular inspections of common areas and residential units occupied by program participants
 - Establish proof of U.S. citizenship and continuous residency in the state for the previous 12 months
 - Access to free and relevant job training, job search and educational

opportunities until stable employment is obtained by program participants

- Submit to compliance requirements of the State Housing Trust Fund for the Homeless Commission as outlined in O.C.G.A. § 8-3-311.
- Each applicant must 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 outlined in Official Code of Georgia Annotated § 8-3-311.
- This funding opportunity is subject to annual state funding availability. The Commission reserves the right to fund, in whole or in part, any, all, or none of the applications submitted in response to this NOFA. Applicants are expected to leverage their own or other available money or in-kind services for the benefit of the proposed stable housing accountability program. The level of availability to provide match funding will factor into an application's overall competitiveness.

ELIGIBLE SERVICES:

SHAP funds may be used for the following services:

- **Case Management and Ongoing Assistance to Obtain Affordable Housing**
 - Costs 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
- **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
- **Transportation**
 - Transportation costs 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 Applicant
- **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 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 treatment by licensed professionals of mental health conditions including crisis interventions, individual, family, or group therapy sessions and the prescription of medications
- **Substance Abuse Treatment Services**
 - Costs for outpatient 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
- **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 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 an 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

RATING FACTORS:

- **Scoring:** The application is based on a 100-point scale and has a minimum score threshold of 60 points to be awarded funding to the extent that funding is available.

- **Ability to Meet Match Requirement:** The match requirement for any funds awarded will be 10% of the total grant award and the match requirement may be met using the Applicant’s own funding, other available funding or in-kind services. Applicants are expected to leverage their own or other available money or in-kind services for the benefit of the proposed stable housing accountability program. The level of availability to provide match funding will factor into an application’s overall competitiveness.

Rating Factor	Max Points	Description
Completeness of Grant Application	5	<ul style="list-style-type: none"> • Applicant met minimum threshold requirements as outlined in the grant application to apply for funding • Applicant completed the entire application and submitted all required documents • The description of the proposed project is clearly outlined and described in the project narrative

Rating Factor	Max Points	Description
Affordable Housing Experience	10	<ul style="list-style-type: none"> • Applicant demonstrates organizational experience and stability in the provision of housing services • Applicant has experience leveraging resources similar to the funds being proposed in the current stable housing accountability project • Applicant's staffing and match levels are sufficient to establish the organization's ability to serve the number of projected program participants and adequately address their needs • Applicant can demonstrate the ability to meet stable housing accountability program requirements and grant contract deliverables
Eligible Services Provided	25	<ul style="list-style-type: none"> • Applicant can demonstrate access to and the quality of services to be provided to program participants • Applicant can demonstrate organization's access to voluntary, immediate, and stable housing as well as the quality of the housing to be provided to program participants • Applicant can demonstrate, for capital rehabilitation services, that these capital improvements will benefit participants in the stable housing accountability program for a minimum of five (5) years • For transportation services, Applicant can demonstrate the need and quality of transportation services provided
Budget Template and Ability to Leverage Other Funding or In-Kind Services	10	<ul style="list-style-type: none"> • Applicant is able to demonstrate how match sources benefit specific project participants • Applicant's amount of total funds requested compared to the services to be provided • Applicant can demonstrate its ability to leverage the organization's own funding or other available funding or in-kind services for the benefit of the proposed program

Rating Factor	Max Points	Description
Project Design and Implementation Schedule	10	<ul style="list-style-type: none"> • Applicant can provide a project design • Applicant has provided a detailed implementation schedule to include start date of project, timeline for resources to be available and date in which participants can start receiving services
Capacity and Staffing	10	<ul style="list-style-type: none"> • Applicant describes the extent to which the project serves the homeless population • Applicant demonstrates the ability to design and successfully manage the project • Applicant demonstrates that its capacity, staffing and match level are sufficient to support the Applicant's ability to serve the number of projected program participants and adequately address their housing and support service needs • Applicant can demonstrate the organization's ability to carry out the proposed activities
Monitoring	10	<ul style="list-style-type: none"> • Description of how all public and private entities will be monitored by the organization to ensure that they are carrying out the activities of the proposed project • Description of how the Applicant will monitor compliance of providers and staff
Participants to Be Served/Level of Service	10	<ul style="list-style-type: none"> • Applicant can provide information as it pertains to level of service (number of persons to be served, hours of operations, etc.) • Applicant can provide an estimate of the total number of participants who are likely to receive assistance from the proposed project • Applicant describes how the organization will assist participants in obtaining affordable housing • Applicant has demonstrated the need for project and population to be served

Rating Factor	Max Points	Description
Procurement	5	<ul style="list-style-type: none"> Applicant can procure outside resources for projects in application, including the value and quality of the applicant's contribution (cash and in-kind)
Location of project	5	<ul style="list-style-type: none"> Geographic location of the proposed project in comparison to the overall distribution of proposed stable housing accountability programs throughout the state

APPLICATION PROCEDURES:

1. All Applicants are required to complete and submit a Stable Housing Accountability Program (SHAP) application through the eCivis portal by the due date. Instructions for registering and accessing the eCivis portal to submit applications can be found here: <https://dca.georgia.gov/affordable-housing/homelessness-assistance/stable-housing-accountability-program>
2. Each application will be reviewed for completeness and to confirm eligibility.
3. Applications will be vetted and competitively scored.
4. Recommended applications will be considered and a final determination will be made for all application awards prior to January 1, 2025.
5. **The application link on eCivis will go live on Friday, November 15, 2024 at 4:00 p.m. after completion of the three scheduled information sessions.**
6. **Applicants are strongly encouraged to regularly check the *Updates to the Notice of Funding Availability* and the *Frequently Asked Questions* sections of the SHAP webpage prior to the deadline to ensure that any required updates are included in the final application package.**

SHAP INFORMATION SESSIONS

There will be three information sessions for applicants to discuss the application process on the following dates:

- Tuesday, November 12, 2024 at 10:00 a.m. at Union Mission, Inc., 120 Fahm Street, Savannah, GA 31401 (in-person only)
- Wednesday, November 13, 2024 at 10:00 a.m. at River Edge Behavioral Health,

175 Emery Highway, Macon, GA 31217 (in-person only)

- Thursday, November 14, 2024 at 10:00 a.m. at Georgia Department of Community Affairs, 60 Executive Park South NE, Atlanta, GA 30329 and via WebEx (hybrid - in-person and virtual)

For applicants electing the virtual option on November 14, 2024, the applicant must register and receive log-in credentials to attend the meeting. To receive login credentials, each applicant must register and once registered, will receive a confirmation email containing information about joining the Webinar. Please click on the following link to register to attend the November 14th information session virtually: <https://gadca.webex.com/weblink/register/r298e02874574c6152b1b02177dc6e0b9> Applicants attending any of the in-person are not required to register in advance.

COMPONENTS OF APPLICATION:

- **Cover Page:** The cover page should include the name and location of the proposed stable housing accountability program, the name, address, email and phone and cellular phone numbers for the primary point of contact for the Applicant.
- **Table of Contents:** The table of contents should not exceed two pages, Arial 12-point font with one-inch margins)
- **Project Narrative:** The maximum length for the project narrative is 25 pages and it should be double-spaced and submitted in 12-point (minimum) Arial font with at least one-inch margins on all sides and the maximum length for the project narrative does not include the cover page, table of contents, budget template and any other supporting exhibits. The Project Narrative should also include page numbers and the pagination for the project narrative should be included in the project narrative's footer using right alignment and should also contain the name of the proposed project and the total number of pages provided (ex. *Stable Housing Accountability Program – Page 1 of "X"*).
- **Budget Template:** Applicant must complete the attached Budget Template in support of the proposed stable housing accountability program as outlined in the Project Narrative submitted by the Applicant.
- **Required Attachments:**
 - *Non-Profit and For-Profit Organizations Only:* Most Recent Annual Financial Audit for the Organization
 - *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”:
<https://www.audits2.ga.gov/resources/orgs/local-government/?rcat=technical-assistance>.

- 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:
 - Mortgage Statement listing business/individual name
 - Occupational License listing business/individual name
 - Business License listing business/individual name
 - Property Tax Assessment from a Georgia County
 - Certification of Zoning Compliance Certificate from a Georgia County
- Match Statement/Letter
- Executed Supplier Change Request Form (formerly State of Georgia Vendor Management Form)
- Executed Internal Revenue Service W-9 Form
- Organizational Chart for Staff Providing or Managing Housing Services in the Proposed Stable Housing Accountability Program
- Resumes of Individuals Who Will Provide or Manage Housing Services Under the Proposed Stable Housing Accountability Program
- Statement Regarding the Proposed Use of Subgrantees to Provide Housing Services in the Proposed Stable Housing Accountability Program (if applicable)
- Language Access Plan Acknowledgement
- Security and Immigration Compliance Form

APPLICATION DEADLINES AND AWARD ANNOUNCEMENTS:

- SHAP applications must be submitted online via the eCivis portal no later than Monday, November 25, 2024 at 11:59:59 p.m. **A sample application and budget template has been included in the *Documents and Downloads* section of the SHAP webpage to be used by Applicants in planning their responses to the online application.**
- Successful applicants will receive written notice of award, including all

necessary documentation, to include but not limited to, award documents, requirements, timelines, agreement and other details.

Submission Deadline:

SHAP Application is due by 11:59:59 p.m. on Monday, November 25, 2024

ADDITIONAL INFORMATION:

The State Housing Trust Fund Commission for the Homeless is the administrator of the Stable Housing Accountability Program. This program is subject to funding availability, and the Commission reserves the right to amend the program criteria at any time. Use of funds is subject to all applicable state laws and regulations, as well as to the policies and procedures of the Georgia Department of Community Affairs and the State Housing Trust Fund Commission for the Homeless.

If you have any questions regarding the application process for this NOFA or a request for reasonable accommodations to apply for this funding, please contact Ashlei Seals, Office Director for the State Housing Trust Fund Commission for the Homeless at the Georgia Department of Community Affairs via email at shap@dca.ga.gov.