

**Application Release Meeting for:**  
**FY26 Community Partnerships Program**  
*and*  
**FY25 Housing Counseling Program**

**Housing and Community Development Department**  
**October 23, 2024**



# Agenda

1. HCD Mission Statement and Staff
2. FY26 Community Partnership Program
3. FY25 Housing Counseling Program
4. Questions



# Mission Statement

The Housing and Community Development Department (HCD) provides funding for the creation and rehabilitation of affordable housing, fosters and coordinates services for disadvantaged populations, and promotes economic mobility among residents of Athens-Clarke County.



# HCD Department Staff

## Management

**Melinda Lord**  
*Acting Director*

## Housing & Economic Development Division

**Marqueta Swain**  
*Affordable Housing  
Administrator*

**Solomon  
Smothers**  
*Housing Coordinator*

**Hannah Savard**  
*Community  
Development  
Specialist / AHED*

**(Vacant)**  
*Community  
Development  
Specialist / Lead  
Hazard Reduction*

## Community Development Division

**Marci Irwin**  
*Community  
Development  
Administrator*

**Damario Squire**  
*Community  
Development  
Coordinator*

**Lily Sronkoski**  
*Community  
Development  
Specialist / CoC*

**Samantha  
Gambuti**  
*Community  
Development  
Specialist / CD*

## Community Impact Division

**Alejandra Calva**  
*Community Impact  
Administrator*

**Yashu  
Kavalakuntla**  
*Community Impact  
Specialist*

**(Vacant)**  
*Community Impact  
Specialist*

## Compliance Division

**Coral Rogers**  
*Compliance  
Administrator*

**Michele Tully**  
*Program Support  
Analyst II*

**Andrea Livingston**  
*Administrative  
Assistant II*

**Cory Scott**  
*Compliance Analyst*

**Santerica Davis**  
*Community  
Development  
Specialist /  
Compliance*

# FY26 Community Partnership Program RFP

## What is the request for?

- HCD is seeking partnerships with local non-profits to implement **Community Services and Homelessness Continuum of Care Services** goals and priorities identified in the [FY23-25 Strategic Plan](#) that specifically benefit residents of Athens-Clarke County.

## How much is available?

- Up to \$1,000,000 in general funding, under FY26 CPP

## When will the funding be eligible to be expended?

- July 1, 2025 - June 30, 2026 (12-month contract)

## Who makes the final funding decisions?


- While HCD Vision Committee will present funding recommendations, final funding decisions are made by the M&C.

# CPP Program Inception

- In January and May 2023, during the Mayor and Commission review and discussion of the FY24 budget, the Manager's Office proposed a new Community Partnership Program idea to provide General Fund grants to eligible community partner agencies through a competitive process.
- On December 5, 2023, the Mayor and Commission approved the Community Partnership Program process for the FY25 budget year.
- On May 7, 2024, M&C awarded FY25 CPP funding to 13 agencies. As of 10/23, all contracts are executed or at City Hall for Mayor's final signature.
- On June 5, 2024, M&C approved the ACCGov FY25 Operating & Capital Budget which included total funding for the FY26 CPP program to \$1M.

# Vision Committee Members and Review Responsibilities

The Vision Committee will review all FY26 CPP applications and provide project funding recommendations for consideration by Mayor and Commission.

- |                          |                   |
|--------------------------|-------------------|
| 1. Alison Alwes          | 6. Matthew Pulver |
| 2. Cameron Harrelson     | 7. Cary Ritzler   |
| 3. Noah Isherwood        | 8. Julie Walker   |
| 4. Chaplain Cole Knapper | 9. VACANT*        |
| 5. Carey McLaughlin      | 10. VACANT*       |
- 

\* Apply via  
[www.accgov.com/boards](http://www.accgov.com/boards)  
by 11/1/24

# HCD Community Impact Division Staff

The Community Impact Division staff will provide **technical assistance** to applicants between October 23 - November 15, 2024, including:

1. **Scheduled 1:1 Meetings:** Upon request
2. **“Drop-In” TA Sessions:** Every Thursday during TA period, 3-5 p.m.  
<https://accgov.webex.com/accgov/j.php?MTID=m2ff1cef8ea9213cb8f295fc1aca7d565>

## CONTACT:

Alejandra Calva, CI Administrator, [alejandra.calva@accgov.com](mailto:alejandra.calva@accgov.com)

Yashu Kavalakuntla, CI Specialist, [yashaswini.kavalakuntla@accgov.com](mailto:yashaswini.kavalakuntla@accgov.com)



# Eligible Activities = ACCGov Strategic Plan Goals

## Eligible Community Services

1. Neighborhood Revitalization Activities
2. Poverty Reduction and Economic Strength Activities
3. Intervention and Prevention Activities

## Eligible Homeless Services

1. Case Management

*\*\*\*When applying for this goal, applicants must be able to:*

- *Assist with the annual PIT Count*
- *Actively participate in the Athens Homeless Coalition as a member*

# Estimated FY26 CPP Funds

- Approximately **\$1,000,000** in general funds will be available to support eligible Community Partnership Program activities.
- There is no minimum threshold request for funding.
- Because there is only \$1M available, this is the **maximum threshold** request suggested.
- **Ability to choose preferred payment method** (ACCGov reserves right to determine final form based on current app & past performance):
  - **Reimbursement** (agency spends their own funding, receives reimbursement within 30 days of submitting a complete and accurate report)
  - **Equal Monthly Installment Payments** (agency receives equal monthly payments and submits monthly expenditure reports, as long as agency remains in compliance with all contract terms)

# FY26 CPP Eligibility

- If your program addresses an eligible strategic plan goal identified in this RFP, **AND**
- If you are a legally formed not-for-profit/nonprofit entity located within Athens-Clarke County, provide services directly benefitting ACC residents, have proof of your nonprofit legal formation, are currently in good standing with ACCGov, **AND**
- If your application includes all the required information and correct attachments, **AND**
- If your application is submitted in ZoomGrants by the **11:59pm** deadline on **November 25, 2024**,

**THEN, your program is eligible for CPP funding consideration.**

# Apply via Zoom Grants

All FY26 CPP applicants must apply via Zoom Grants.

- Direct application link:  
[https://www.zoomgrants.com/zgf/ACCGov\\_FY26CPP](https://www.zoomgrants.com/zgf/ACCGov_FY26CPP)
- **IMPORTANT NOTE:** If you plan to apply for multiple programs, you must complete this step for each one.



# Apply Using Zoom Grants

1. Visit [https://www.zoomgrants.com/zgf/ACCGov\\_FY26CPP](https://www.zoomgrants.com/zgf/ACCGov_FY26CPP)
2. Create ZG Username and/or Log in

The screenshot shows the ZoomGrants login interface. At the top left is the Athens-Clarke County Georgia seal. Below it, the text 'Powered by ZoomGrants™' is visible. The main content area has a light gray background. On the right side, there is a login form titled 'Existing ZoomGrants™ Users:'. It includes fields for 'Email' and 'Password', a checkbox for 'Stay logged in? (Admins and Reviewers only)', a 'Login' button, and a link for 'Forgot password?'. A yellow box highlights this entire login section. To the left of the login form, a white box with the text 'Existing ZG Users LOGIN' has a yellow arrow pointing to the login form. Below the login form, there is a dark red horizontal bar. On the right side of this bar, there is a button labeled 'New ZoomGrants™ Account'. A yellow box highlights this button, and a yellow arrow points to it from the text 'NEW ZG Users Login using this section.' below. On the left side of the dark red bar, the text 'ACCGov Housing & Community Development Department' is displayed. Below this, a yellow box highlights the text 'FY26 Community Partnership Program'. A yellow arrow points from the text 'Confirm you are in correct application!' below to this box. In the bottom right corner, the text 'CLOSED Deadline 11/25/2024' is displayed. At the top right of the page, there are links for 'HELP', 'RESOURCES', and a dropdown menu icon.

Existing ZG Users LOGIN

Existing ZoomGrants™ Users: Email   
Password   
☐ Stay logged in? (Admins and Reviewers only)   
[Forgot password?](#)

HELP RESOURCES A▲▼

Search

You must be logged in to apply

ACCGov Housing & Community Development Department

FY26 Community Partnership Program

CLOSED Deadline 11/25/2024

Confirm you are in correct application!

NEW ZG Users Login using this section.

### 3. Answer all questions in the Summary, Application Questions, Budget and Tables & Forms TABS.

Use these TABS to find out more information about the CPP Application.

ACCGov Housing & Community Development Department

FY26 Community Partnership Program

**CLOSED** Deadline 11/25/2024

[VIEW OPEN PROGRAMS](#) | [SHOW DESCRIPTION](#) [SHOW SCORING CRITERIA](#) [SHOW CONTACT ADMIN](#)

Use these TABS to navigate all Sections of Application

\$ 0.00 requested

[Summary](#) [Application Questions](#) [Proposed Budget](#) [Tables & Forms](#) [Documents](#) [Activity Log](#)

Click here to Show or Hide Detailed Instructions

**Summary** (answers are saved automatically when you move to another field)

[Instructions](#) [Show/Hide](#)

Answer all questions in each tab.

**Program/Project Name**

**Amount Requested** \$

Use “Collaborators” section in Summary tab to add colleagues helping with application.

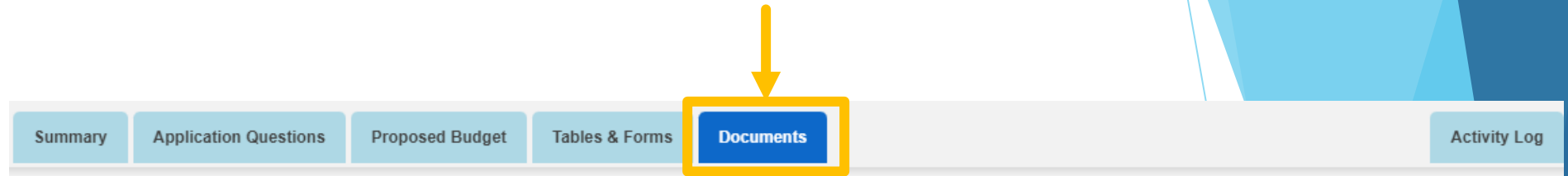
**Collaborators**

Collaborators can only edit application data (answers). They cannot submit, archive, or delete this application.

Email Address	First Name	Last Name	Title	Editing Access	Status	
				Application	Report	Financial
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Add to Additional Contacts (below)						

[Invite](#)

#### 4. Use the Documents TAB to upload all required additional documents



### Documents

Instructions [Show/Hide](#)

Please do a thorough review of the documents to be uploaded before submitting your application to ensure you have addressed each item required.

Click on the hyperlinks to download documents that are provided by HCD. Please fill out the documents and Upload them to this section.

#### Documents Requested \*

FY26 CPP Application Checklist

[Download template: FY26 CPP Application Checklist](#)

Equity Assessment

[Download template: FY26 CPP Equity Assessment](#)

Federal Tax Exemption Determination Letter - Required for Non Profits

IRS Form 990, if applicable

Financial Audit, Certified Financial Statement or Certified Profit and Loss Statement (dependent upon total amount of annual funding received by an agency and sources)

Applicant Certifications

[Download template: FY26 CPP Applicant Certifications](#)

Job Descriptions and Resumes for Funded Positions

Other/Miscellaneous

#### Required?

Required

Required

Required

Required

#### Uploaded Documents \*

-none-

-none-

-none-

-none-

-none-

-none-

-none-

## 5. Submit!

- Click the gray “Submit Now” button at the top of the application
- System will check to ensure you answered all questions and uploaded all Required documents (anything missing will be listed in red)
- Once you have addressed all errors, refresh page and hit Submit Now again to re-run check
- If application is complete, enter initials and officially submit

Application Status: Not Submitted

**Our Best Application**  
\$ 25,000.00 requested

[Submit Now](#) [Print/Preview](#)  
[Archive this Application](#)

**Application Completion** [\[hide this\]](#)

By entering your initials here you certify this submission truthfully and accurately represents your application and is hereby submitted for review. Submission of this application does not, in any way, guarantee that your application will yield a favorable result. Submission of this application also indicates your agreement to the [terms](#) of using ZoomGrants™.

I am telling the truth. Really.

**Some fields are missing answers:**

- Summary - EIN
- Application Questions Question 13
- Application Questions Question 14
- Required Documents Requested

If you have completed these fields, click Refresh Page above (we will re-check all of your answers) and then Submit again.

This RED message will be replaced with a place to enter your initials.



# Important Things to Know About Zoom Grants

- Zoom Grants has an “Auto Save” feature - just make sure you click outside the answer box!
- When making an account, Zoom Grants recommends using an admin email address or an email address that someone will maintain continuous access to.
- All application questions will be embedded in the application itself, OR they will be available to upload as an attachment in the *Documents* tab.
- All Zoom Grants users will have access to *ZoomGrants University* for assistance, or users can contact staff during the technical assistance period.
- Zoom Grants has a process that allows an agency to copy an existing application to create a new, or multiple, applications.

# FY26 CPP Application Components

- Agency Overview, Certifications and Accreditations
- Program Description
- Addressing a Community Need and Benefits of Program Services
- Organization and Staff Ability
- Community Involvement and Collaboration
- Program Design and Sustainability
- Program Goals and Performance Outcomes
- Program Budget and Other Funding Sources

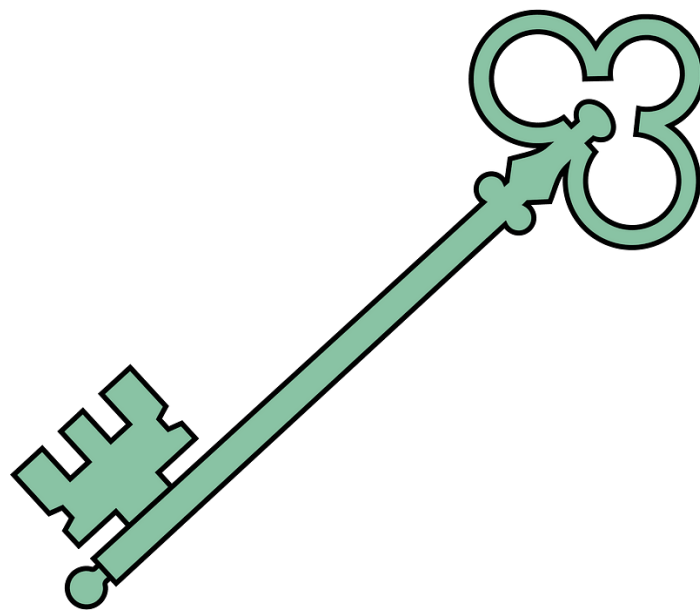
# Required Attachments

- Equity Assessment
- Federal Tax Exemption Determination Letter
- IRS Form 990, if applicable
- Certified Financial Statement, Most Recent Financial Audit, or Certified Profit and Loss Statement (dependent upon total amount of annual funding received by an agency)
- Applicant Certifications:
  - Conflict of Interest
  - Good Standing with Athens-Clarke County Government
  - Drug Free Workplace
  - Anti-Lobbying



**ATTACHMENT**

# Key Things to Consider When Applying for CPP Funding



# Important Notes



- This is a **competitive process**. Proposals may or may not be recommended for funding; therefore, community partnership agencies should not rely upon, or have an expectation of, funding from ACCGov.
- ACCGov funding is subject to the **State of Georgia gratuity's clause**.
- ACCGov funding is intended to secure programs and services that support and achieve goals and strategies outlined in the FY23-25 Strategic Plan. It is **not intended to support general operating and overhead costs not associated with the program or services being funded**.
- Any agency awarded funding must meet certain **minimum financial security insurance requirements**. Insurance requirements are based on level of risk, and reimbursement contracts are considered lower risk than up-front payment contracts.

# Application Questions

- Use **data-based modeling**, including past performance success, former reports (Envision Athens, Athens Wellbeing, etc.) and available strategic plans, to support the need for your proposed program!
- Clearly **describe how your project addresses a community need** and the benefits of the program services.
- Address **all parts of the application questions** to clearly outline how your project will be carried out from start to finish.
- Clearly identify the program target population, how participants will be selected, outreach efforts, specific services offered, frequency of service delivery, cost to benefit ratio, how many individuals will be served, etc.
- Create performance measures that are achievable, realistic, measurable and can be tracked throughout the program performance period.
- **Do not** approach the application as if information about your agency is already known. Many reviewers may know very little about you or your program, so it's important you **tell your story!**

# Operational Capacity & Experience

- **Highlight your organization's experience managing service programs.**
  - Demonstrate your agency's ability to deliver the proposed services as evidenced by the years in operation, experience operating the proposed or similar program, the number of clients served annually, and past successes.
  - Make sure to clearly identify key staff that will carry out program operations, including oversight of activities and other support provided to recipients.
- If your agency currently provides a meal delivery service for older adults, but your application is proposing a new group therapy program, it's important to **explain how your organization plans to carry out that new proposed activity** (i.e., staff member is a licensed mental health professional and has three years of experience providing group and individual therapy to older adults).
- **Don't forget to include volunteers** if they are important to the program operations.

# Project Budget

- The budget is a great place to start when writing your CPP application for funding.
- Don't include general agency operating and overhead costs, as they aren't eligible.
- If your budget includes ineligible line items, your CPP application will not receive optimal points in the evaluation review.
- Budgets must be appropriate and realistic. Anticipate how your agency may operate the program with less funding than requested and determine how much the project can be scaled back to still be successful.



**Community Impact staff can provide technical assistance regarding your proposed CPP project budget.**



# Performance Measures & Outcomes

- Proposed Performance Measurements will have a direct impact on application
- Each application must include **2 goals AND 2-5 outcomes (performance measurements)**
- You **MUST** indicate how you plan to document/collect data in order to report on proposed outcomes.
- Detailed instructions included in “Tables & Forms” tab

Summary Application Questions Proposed Budget **Tables & Forms** Documents Activity Log

**Tables & Forms** (answers are saved automatically when you move to another field)

Instructions [Show/Hide](#)

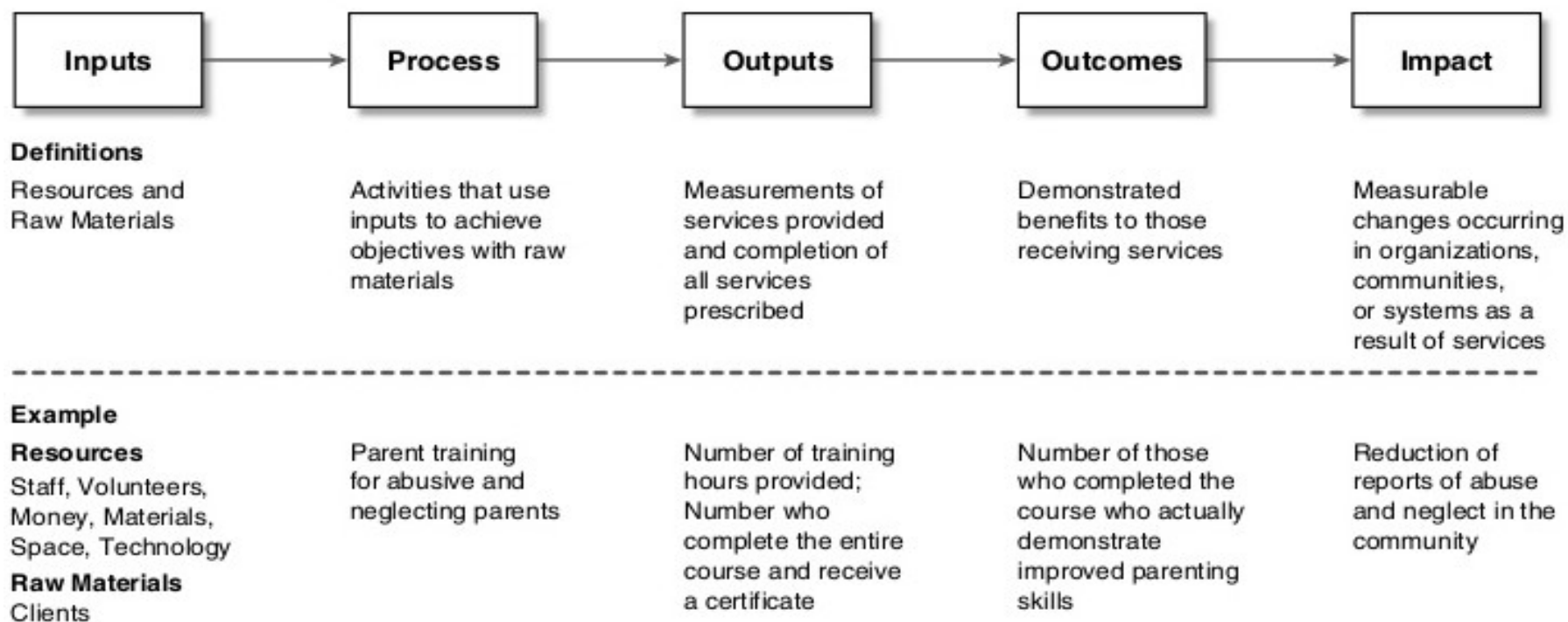
**Program Goals, Outcomes and Performance Measurement**

The CPP application process is competitive! Performance Measurement will have a direct impact on an application. Identify at least two goals and 2-5 performance measurements for your program. Please refer to the Instructions Section at the top of this page for definitions and examples of how to complete this form. Contact ACC staff if you need additional rows in this form.

S.M.A.R.T. Goal	Goal Statement	Inputs	Activities	Outputs	Outcomes (Performance Measurement)	Documentation & Data Collection
Goal 1						

# Performance Measures & Outcomes

**The Logic Model**



- ✓ Specific
- ✓ Measurable
- ✓ Attainable
- ✓ Realistic
- ✓ Time-based

Community Impact staff can assist you in understanding how to formulate performance measures during the technical assistance period.

# Examples:

Goals	Inputs	Activities	Outputs	Outcomes	Documentation & Data Collection
<u>For Neighborhood Revitalization Program:</u> Rehabilitation of existing housing occupied by low- and moderate-income persons.	<ul style="list-style-type: none"> <li>\$85,000 budget</li> <li>2 Rehab Specialists</li> </ul>	Identify eligible Rehab and repair services, cost estimates, and job specifications. Special purpose programs include energy efficiency and handicapped accessibility programs.	<ul style="list-style-type: none"> <li>25 homes rehabilitated</li> <li>70 total services provided to homeowners</li> </ul>	<ul style="list-style-type: none"> <li>25 homes previously considered substandard will be brought to local city code</li> </ul>	<ul style="list-style-type: none"> <li>Homeowners will sign document stating agreed-upon repairs were completed.</li> <li>"Before and After" photos of repairs</li> </ul>
<u>For Intervention and Prevention Program:</u> Youth will have a safe place for constructive after-school activities	<ul style="list-style-type: none"> <li>\$125,000 budget</li> <li>Program Manager and Part-time volunteer recruiter</li> </ul>	Tutoring - children meet with volunteer tutors 4 afternoons per week for 2 hours	<ul style="list-style-type: none"> <li>35 children receive individual tutoring in after-school program</li> </ul>	<ul style="list-style-type: none"> <li>35 youth will have improved math and reading scores on standardized test</li> <li>50% of the children will make honor roll after 6 months of individual tutoring</li> </ul>	<ul style="list-style-type: none"> <li>Sign in sheets</li> <li>School report cards and standardized test scores provided by parents</li> <li>Scores from practice tests completed during tutoring</li> </ul>

# Equity Assessment

- Equity means justice, fairness, and including the different lived experiences, backgrounds, and needs of individuals and groups in policies and practices in order to close the gaps and improve outcomes.
- Equity commits to taking consistent action to identify and close gaps in order to increase positive outcomes throughout our community. Equity implements policies and procedures to ensure fair treatment and access to resources. Equity evaluates and assesses the impact of our policies on residents to ensure we respond to populations based on specific identified needs rather than assumptions.
- The Equity Assessment lays out a process and a set of questions to assist, guide, and address the impacts of decision-making through an equity lens. Equity requires the evaluation of policies and procedures to ensure the identification and elimination of disparities while moving towards a future where identity is no longer a predictor of outcomes.

# Minimum Insurance Requirements

Subrecipient shall procure and maintain insurance which shall protect the subrecipient and ACCGov from any claims for bodily injury, property damages, or personal injury which may arise out of operations under the agreement.

- Subrecipient shall procure the insurance policies at the subrecipient's own expense and shall furnish ACCGov an **insurance certificate listing ACCGov as the Certificate Holder**.
- Each policy shall contain a provision that coverage afforded under the policies will **not be canceled (or not renewed or allowed to lapse for any reason) until at least thirty (30) days** after Owner has received notice thereof as evidenced by return receipt of registered letter.
- All policies must be issued by an insurance company licensed to do business in the State of GA, with a **minimum AM Best Rating of A-** and **signed by an authorized agent**.

# Minimum Insurance Requirements

- ▶ **Fidelity Insurance**
  - *Amount of coverage equal to or greater than the contract amount*
- ▶ **Evidence of Workers Compensation Coverage**
  - *Minimum liability amount of \$100,000 per occurrence/employee/policy, including by accident and by disease. Bodily injury by disease policy limit of \$500,000.*
  - *Self insurer must submit a certificate form the GA Board of Works Compensation stating that the supplier qualifies to pay its own compensation claims.*
- ▶ **Evidence of General Liability Coverage**
  - *Coverage of a minimum \$1,000,000 per occurrence and \$2,000,000 per aggregate*
  - *Coverage for Personal & Advertising Injury Limit of \$1,000,000 and Products/Completed Ops Aggregate Limit of \$2,000,000.*
- ▶ **Automobile Liability**
  - *Combined Single Limit: \$1,000,000*
- ▶ **Umbrella Liability**
  - *Coverage of a minimum \$2,000,000*
- ▶ **Vendor or contractor shall add 'The Unified Government of Athens-Clarke County, its officers, employees, and agents as an additional insured under the Commercial General Liability, Automobile, and Umbrella Liability Policies.**

*See application for more information on insurance requirements.*

# Insurance Coverage Enhancements (depending on project scope)

## Other possible insurance requirements

- Increased Limits
- Builders Risk Policy
- Environmental Coverage
- Medical Malpractice Policy
- Sexual Abuse/Molestation Coverage
- Professional Policy



# Vision Committee Rating Criteria

## 100 Total Points

Financial Ability..... 30 Points

*Cost per program participant, Diverse funding sources, Use of budget*

Community Involvement and Collaboration ..... 15 Points

*Documented collaborations, Equity Assessment*

Outcomes and Performance ..... 45 Points

*Data-based modeling, Benefit of Program, Ability to Achieve Strategic Plan Goals*

Organization and Staff Ability ..... 10 Points

*Operations Capacity and Program Experience*



# CPP Application Tips



- **Don't wait too late to begin the application process!**  
Technical difficulties with the ZoomGrants online application site can likely be avoided with timely completion and submission attempts.
- **Review the application questions closely and make sure your responses address all aspects of each section.** Many of the sections contain more than one question, so make sure you don't leave out any important information.
- **Review the rating tool used by the Vision Committee and, to the best of your ability, make sure you've answered all questions in a way that allow for maximum point allocation.**

# FY26 CPP Schedule

Activity	Date/Time
RFP Proposal Release	Oct. 23 2024
Technical Assistance Period	Oct. 23 - Nov. 15, 2024
Deadline for Application Submission	Nov. 25, 2024, 11:59 p.m. (midnight)
Vision Committee Review of Proposals	Dec. 2024 - Jan. 2025
Proposal Review Meeting with Vision Committee	Feb. 16, 2025
Funding Recommendation M&C Work Session	March 2025
M&C Agenda Setting Meeting	March 2025
M&C Voting Session	April 2025
Contracting	April-June 2025
FY26 CPP Period of Performance	July 1, 2025 - June 30, 2026

# FY26 CPP Application Technical Assistance

The Community Impact Division staff will provide **technical assistance** to applicants between October 23 - November 15, 2024, including:

1. **Scheduled 1:1 Meetings:** Upon request
2. **“Drop-In” TA Sessions:** Every Thursday during TA period, 3-5 p.m.  
<https://accgov.webex.com/accgov/j.php?MTID=m2ff1cef8ea9213cb8f295fc1aca7d565>

## CONTACT:

Alejandra Calva, CI Administrator, [alejandra.calva@accgov.com](mailto:alejandra.calva@accgov.com)

Yashu Kavalakuntla, CI Specialist, [yashaswini.kavalakuntla@accgov.com](mailto:yashaswini.kavalakuntla@accgov.com)

# Questions?





# Housing Counseling Program

## FY25 Request for Proposals

### What is the request for?

- ▶ **HCD** is seeking partnerships with **local community service** providers that support achieving the Strategic Plan Goal to expand **Housing Counseling Services** to assist residents (Renters and Homeowners) of **Athens-Clarke County**.

### How much is Available?

- ▶ Up to **\$100,000** in general funding for **Housing Counseling Program** activities will be available.

### When will the funding be eligible to be expended?

- ▶ January 1, 2025 - June 30, 2025
- ▶ Six Month Contract.

# Purpose of Program

## FY25 Housing Counseling Request for Proposals

- ▶ To support **homeownership**, **asset building**, and **economic prosperity** through **homeownership education** and **counseling programs**, **foreclosure prevention**, **financial literacy**, **credit repair**, and **education** regarding affordable housing sustainability.
- ▶ Program will also provide **resources** and **referral services** to **low-and moderate-income** households to allow them access to housing information, opportunities, education/information (i.e. foreclosure prevention, resident and homeowner rights, etc.).

# Important Notes

## FY25 Housing Counseling Request for Proposals

- ▶ The **Housing Counseling Program** is a competitive process. Proposals may or may not be recommended for funding.
- ▶ ACCGov funding for the **Housing Counseling Program** is subject to the **State of Georgia's gratuity clause**.
- ▶ Proposals should support and achieve ACCGov Strategic Plan **Goal Area 4**:  
*Quality, stable, affordable housing for all.*
  - i. Strategy A: Support home-ownership by increasing opportunities for low and middle income people to own a home and help people retain and remain in homes.*
- ▶ Awarded agencies **MUST** have **HUD certified housing counselors** by the time the contract is executed.
- ▶ Awarded funds must be spent on housing counseling services that support and benefits Athens-Clarke County residents **free of charge**.
- ▶ Recipients awarded funds will be required to execute a contract with ACCGov.
- ▶ Funding will be available for advanced payments or reimbursement based repayments.

# Important Notes Cont.

## FY25 Housing Counseling Request for Proposals

- ▶ Awarded funds can only be expended on activities approved in the budget within the contracted period.
- ▶ Funding will not be eligible to be requested for carry-forward.
- ▶ Funding recommendations must be approved by the **Mayor and Commission.**
- ▶ **FY25 Housing Counseling** recipients may eligible to renew contracts for **FY26 Housing Counseling funds (*up to \$100,000*) for twelve (12) months**
  - ▶ *July 1, 2025 - June 30, 2026*



# Eligible Applicants

## FY25 Housing Counseling Request for Proposals

Agencies submitting proposals must meet the following requirements:

- ▶ Be a legally formed **public or private non-profit entity** located in **Athens-Clarke County**.
- ▶ Provide **housing counseling services** directly benefitting residents of Athens-Clarke County.
- ▶ Provide proof of the non-profit entity's legal formation and be able to show an **Active** status.
- ▶ Proof of agency's **federal tax exemption** from the Internal Revenue Service (IRS).
- ▶ Be able to submit **completed audits or financial statements** prepared by independent auditors or certified public accountants for the agency's most recent fiscal year.
- ▶ A certified **Profit and Loss Statement** will be accepted for agencies expending less than \$100,000 in the prior fiscal year.
  - ▶ *Must be in good standing with ACCGov, by being in compliance with all terms of their prior or existing contractual agreements.*

# Minimum Requirements

## FY25 Housing Counseling Request for Proposals

- ▶ **MUST** be located and operate in the geographical area of **Athens-Clarke County**.
- ▶ **MUST** have at least one year of experience administering a housing counseling program.
- ▶ **MUST** have a housing counselor who has passed the HUD Housing Counselor Certification Exam or will pass the HUD Housing Counselor Certification Exam before contract execution.
- ▶ Provide one-on-one counseling and education activities to support renters or prospective buyers in **Athens-Clarke County, GA**.
- ▶ **MUST** have a system for keeping records of client files (and adhering to confidentiality laws and regulations) and reporting annual activity data.
- ▶ Knowledge of **HUD programs** and **HUD Housing Counselor requirements**.

# Eligible Activities

## FY25 Housing Counseling Request for Proposals

### Proposals **MUST** adhere to the following:

- ▶ The **Housing Counseling Program** is designed to provide direct housing services to **low and moderate income households (at or below 80% area median income)**
- ▶ ACCGov will contract with **nonprofits** that are **HUD Certified Housing Counseling Agencies**.
- ▶ **HUD Certified Housing Counselors** offer guidance in the following:
  - ▶ Budgeting
  - ▶ Financial education
  - ▶ One-on-one counseling to renters, homebuyers, and homeowners
  - ▶ Financial literacy training
  - ▶ Helping unhoused individuals transition to affordable housing
  - ▶ Credit counseling
  - ▶ Foreclosure assistance
  - ▶ Reverse mortgages
  - ▶ Education Events
  - ▶ More!

# Minimum Insurance Requirements

## FY25 Housing Counseling Request for Proposals

Subrecipient shall procure and maintain insurance which shall protect the subrecipient and ACCGov from any claims for bodily injury, property damages, or personal injury which may arise out of operations under the agreement.

- ▶ Subrecipient shall procure the insurance policies at the subrecipient's own expense and shall furnish ACCGov an **insurance certificate listing ACCGov as the Certificate Holder**.
- ▶ Each policy shall contain a provision that coverage afforded under the policies will **not be canceled (or not renewed or allowed to lapse** for any reason) until **at least thirty (30) days** after Owner has received notice thereof as evidenced by return receipt of registered letter.
- ▶ All policies must be issued by an insurance company licensed to do business in the State of GA, with a **minimum AM Best Rating of A-** and **signed by an authorized agent**.

# Minimum Insurance Requirements

## FY25 Housing Counseling Request for Proposals

### ► Fidelity Insurance

- Amount of coverage *equal to or greater than the contract amount*

### ► Evidence of Workers Compensation Coverage

- Minimum liability amount of **\$100,000** per occurrence/employee/policy, including by accident and by disease. **Bodily injury by disease policy limit of \$500,000.**
- Self insurer must submit a certificate form the GA Board of Works Compensation stating that the supplier qualifies to pay its own compensation claims.

### ► Evidence of General Liability Coverage

- Coverage of a minimum **\$1,000,000** per occurrence and **\$2,000,000** per aggregate
- Coverage for Personal & Advertising Injury Limit of **\$1,000,000** and Products/Completed Ops Aggregate Limit of **\$2,000,000.**

### ► Automobile Liability

- Combined Single Limit: **\$1,000,000**

### ► Umbrella Liability

- Coverage of a minimum **\$2,000,000**

### ► Vendor or contractor shall add 'The Unified Government of Athens-Clarke County, its officers, employees, and agents as an additional insured under the Commercial General Liability, Automobile, and Umbrella Liability Policies.

*See application for more information on insurance requirements.*

# Scoring Criteria

## FY25 Housing Counseling Request for Proposals

All applications will be scored on the following criteria:

- ▶ **Program Description ..... 25 Points**
  - *The ability of the proposed program or service to result in outcomes that benefit residents in measurable ways.*
- ▶ **Diverse Funding Sources ..... 10 Points**
  - *It's important that ACCGov General Funds are not the primary source for any agency's programs or the agency itself.*
- ▶ **Documented Collaborations ..... 5 Points**
  - *Show that the program is supporting community collaborations.*
- ▶ **Use of Budget Funds ..... 20 Points**
  - *Show that funding is supporting ACCGov's FY23-FY25 Strategic Plan.*
- ▶ **Ability to Achieve Strategic Plan Goals ..... 15 Points**
  - *Program demonstrates that it will achieve goals & priorities in ACCGov's FY23-FY25 Strategic Plan*
- ▶ **Organization Capacity & Program Experience ..... 15 Points**
  - *Demonstrates that agency has the capacity and experience to deliver the proposed program or service.*
- ▶ **Equity Impact Assessment ..... 10 Points**
  - ▶ *Demonstrates that program or service will treat program participants with dignity & respect.*

# Submitting Proposals

## FY25 Housing Counseling Request for Proposals

### When is the application due?

- ▶ Applications will be available at [www.accgov.com/hcd](http://www.accgov.com/hcd) after October 23, 2024.
- ▶ To be considered for funding, all proposal materials must be completed and received by HCD by no later than 4:00 PM on Monday, November 25, 2024.

### How do I submit the application?

- ▶ Proposals will be accepted electronically through the ACCGov message portal and/or delivered in person at HCD (375 Satula Ave, Athens, GA 30601).
  - ▶ <https://accftp.accgov.com:444/messageportal#/dropoff>
  - ▶ Any exceptions for application submission **MUST** be approved by HCD.
  - ▶ **NO SUBMISSIONS WILL BE ACCEPTED BY MAIL.**

# Important Dates

## FY25 Housing Counseling Request for Proposals

Activity	Date/Time
Housing Counseling RFP Release Meeting	October 23, 2024 @ 10 AM
Housing Counseling Technical Assistance Ends	November 15, 2024
Housing Counseling Application Due	November 25, 2024 @ 4 PM
Funding Recommendation Presented At M & C Work Session	Early 2025
M & C Agenda Setting Meeting	December 17, 2024
M&C Voting Session	January 7, 2025



# Contact Information

## FY25 Housing Counseling Request for Proposals

If you have any questions, please contact the Affordable Housing Division

*Please call HCD at (706) 613-3155 or email staff at the email address indicated below:*

- ▶ **Marqueta Swain, Affordable Housing Administrator**
  - [Marqueta.Swain@accgov.com](mailto:Marqueta.Swain@accgov.com)
- ▶ **Solomon Smothers, Affordable Housing Coordinator**
  - [Solomon.Smothers@accgov.com](mailto:Solomon.Smothers@accgov.com)
- ▶ **Hannah Savard, Community Development Specialist**
  - [Hannah.Savard@accgov.com](mailto:Hannah.Savard@accgov.com)

# Questions?

