

Unified Government of Athens-Clarke County Request for Proposals (RFP) for Athens Justice & Memory Project Preservation of Affordable Housing Projects via Down Payment Assistance



Key Activity	Date
RFP Release	December 4, 2023
Technical Assistance Period	December 11, 2023 – January 5, 2024 (excluding ACCGov holidays) - Pre-Proposal Webinar: December 11, 2023, 11:00 AM - Final Date for Questions: January 5, 2024 - Q&A Addendum released: January 9, 2024
Proposal Due	January 16, 2024 at 11:00 AM EST
RF Review and Recommendation of Submitted Proposals	January 17-31, 2024
Mayor & Commission Award Approval	March 5, 2024

Table of Contents

APPLICATION OVERVIEW	3
Sec. 1: General Information	8
Sec. 2: Total Proposal Budget	9
Sec. 3: Project Team	10
Sec. 4: Project Timeline	11
Sec. 5: Project Description.....	12
Sec. 6: Community Benefits.....	14
Sec. 7: Acknowledgement of Required Assurances	15
Sec. 8: Proposal Equity Assessment	17
Sec. 9: ARPA Risk Assessment Questionnaire.....	20
Summary of Required Forms and Supporting Documentation	24

APPLICATION OVERVIEW

Introduction

This is a re-release of a funding opportunity that closed on September 1, 2023. The preservation and creation of affordable housing opportunities for lower income households continues to be one of the top priorities of the Athens-Clarke County Unified Government (ACCGov). The Mayor and Commission, stemming from a recommendation from the Athens Justice and Memory Project, approved a total of \$1.25 million in funding to increase and preserve affordable housing stock in Athens-Clarke County. On November 7, 2023, M&C awarded \$531,000 of this funding to Historic Athens for homeowner occupied repair program based on their response to the first iteration of this RFP.

ACCGov is now accepting proposals from organizations for funding associated down payment assistance programs. There is a total of \$718,400 in funding for this purpose. Selected proposals will be funded through the American Rescue Plan Act (ARPA). All awarded funding must be expended by December 31, 2026.

Project Goals

1. Fund projects that enhance affordable housing preservation via **down payment assistance** for low-income prospective homeowners. ACCGov anticipates funding one application, but may fund multiple projects depending on number and quality of applications received.
2. Projects should generally align with existing recommendations from the [2023 Affordable Housing Investment Strategy](#), [GICH Report](#), [Envision Athens Agenda](#), [Workforce Housing Study](#), [Comprehensive Plan](#), or [ACCGov Strategic Plan](#)
3. Emphasis will be placed on supporting projects within a [Neighborhood Revitalization Strategy Area](#) (Census tracts 6, 9, 301, and 302) and/or a [Qualified Census Tract](#) (Census tracts 1, 4.01, 6, 9, 21, 301, 302, 1404, 1405, 1504, and 1505).
4. Projects should prioritize serving underserved populations, including those with a maximum of 80% AMI in Qualified Census Tracts (QCT) or a maximum of 65% AMI outside of QCTs.
5. Prioritize projects that leverage external resources.

Scope of Work

All proposals must include down payment assistance programs that assists lower income households in order to be accepted as complete. No proposals for affordable housing construction, rehabilitation or other housing support programs are being accepted at this time.

All proposals must include community outreach strategies, ideally in coordination with the Athens Justice & Memory Project committee and/or other relevant local entities, to help ensure eligible households are aware of availability of funded programs and related application processes.

Down Payment Assistance

- Affordable housing down payment assistance programs (minimum request \$718,400).
- Recipient will provide 0% interest, second mortgage loans covering up to 10% of the total home price or up to \$25,000, whichever is lower, to eligible households as defined below.
- The down payment assistance loan must be structured to be repayable (on a prorated basis) if the homebuyer sells the home within 20 years, with funds redirected to a new homebuyer at that time.
- All households receiving down payment assistance must complete a homebuyer education workshop provided by a HUD-approved housing counseling provider. Applicants may partner with a second organization to administer the class, provide homebuyer education workshops in-house, or refer applicants to a [HUD-approved housing counseling agency](#). Homebuyer

education classes must be offered at least quarterly and must be offered to prospective homebuyers free of charge.

NOTE: Each unique project idea should be submitted as a unique proposal, with an agency submitting no more than two proposals. If multiple submissions are approved by the Mayor and Commission, ACCGov may aggregate these multiple submissions under a common contract.

Program Participant Eligibility (Population Served)

All proposal projects must:

- Only assist households located within Athens-Clarke County;
- Assist households that, at the time of their application to the program, are 80% AMI or below **AND** currently living within a [Qualified Census Tract \(QCT\)](#).

Household Size	1	2	3	4	5	6	7	8
Income	\$45,600	\$52,100	\$58,600	\$65,100	\$70,350	\$75,550	\$80,750	\$85,950

OR, are 65% AMI or below and located outside a QCT:

Household Size	1	2	3	4	5	6	7	8
Income	\$37,050	\$42,380	\$47,645	\$52,910	\$57,200	\$61,425	\$65,650	\$69,875

- Prioritize underserved populations, defined by the U.S. Department of the Treasury as “populations sharing a particular characteristic, as well as geographic communities, that have been have been systematically denied a full opportunity to participate in aspects of economic, social, and civic life ([31 CFR Part 35](#))”.

Down payment assistance programs. In addition to the general eligibility requirements listed above, households participating in DPAs shall also meet the following criteria:

- Homebuyers who are a first-time homebuyer, OR have not owned a home in at least 3 years;
- Homebuyers who are purchasing a home as a principal residence;
- Homebuyers who have been a resident of Athens-Clarke County for at least 1 year;
- Homebuyers who meet loan credit requirements;
- Homebuyers who have the ability to contribute a minimum of \$1,000 toward down payment or closing costs;
- Homebuyers who are willing to attend a homebuyer education workshop as part of the down payment assistance program

Applicant Eligibility

- Applicants can be a for-profit entity, a public non-profit entity, or a private non-profit entity, incorporated by or licensed in the State of Georgia.
- For-profit applicants **MUST** identify at least one non-profit program partner in their proposal. Non-profit applicants may choose to partner with a second organization for this proposal.
- At least 1 year of organizational experience operating a similar service or program in the area of down payment assistance.

Duplication of Benefits

A duplication of benefits occurs when the amount of assistance exceeds the total identified need. All applicants applying for assistance with ARPA funds are required to identify their other sources and amounts of covered assistance (sources and uses), and to certify that the ARPA assistance requested does not duplicate other covered assistance that has been received or is reasonably expected to be received.

MBE/WBE Participation

Applicants are encouraged to utilize firms certified as a Minority Business Enterprise or Women's Business Enterprise in the procurement process. More information regarding MBE/WBE can be found at [2 CFR 200.321](#).

Final Project Budgets

ACCGov intends to provide contract awards to the Provider on a reimbursement basis. Partial, advanced payments will be considered; however, the applicant should provide a detailed justification regarding the applicant organization's inability to work on a reimbursement basis. Please provide detail regarding how much funding the applicant would need to have advanced in order to begin work on this program. Final terms of advanced payments will be identified during contracting process.

Applicants are encouraged to submit reasonable and accurate budgets. In the review and award process, Athens-Clarke County may propose only partially funding a proposal. If partial funding is offered, the applicant can decide if they would like to modify the project scope or decline the award prior to contracting.

Proposal Selection Process

- RFP Release: December 4, 2023
- Technical Assistance Period: December 11, 2023 – January 5, 2024 (excluding ACCGov holidays)
 - Pre-Proposal Meeting (webinar): December 11, 2023 at 11:00 AM EST
 - Final Date for Questions: January 5, 2024
 - Q&A Addendum released: January 9, 2024
- Proposal Due: January 16, 2024 at 11 a.m. EST
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Pre-Proposal Meeting Information

Meeting Link: <https://accgov.webex.com/accgov/j.php?MTID=m4bb0dc497b4451cb38d6499da2f31b34>

Meeting number (access code): 2316 205 6557

After the final proposal submission, the RFP review team will assess the priority for funding and recommended project awards. The Mayor and Commission will make the final determination of final awards at a special called public meeting on March 5, 2024.

Proposal Submission

All proposals shall be submitted in digital format as a single complete PDF document. Submissions may be made in person, via jump drive at the Housing and Community Development office located at 375 Satula Avenue, Athens, GA 30601, or via the Athens-Clarke County file transfer service located at [ACCGov Dropoff Portal](#). Please select HCD as the recipient and check the "I am not a robot" box before uploading documents.

All incomplete proposals and all proposals received after the application deadline of January 16, 2024 at 11:00 a.m. EST will be ineligible.

Insurance and Liability

All awarded projects must provide extensive insurance coverage that lists Athens-Clarke County as an additional insured. Contracts will also require the recipient to indemnify Athens-Clarke County. Applicants shall provide an estimate letter for all kinds and amounts of coverage listed below with their application, and will be required to provide a certificate of insurance at the time of contract execution. If the agency already has all types and amounts of insurance listed below, provide a Certificate of Insurance (COI) rather than an estimate.

An estimate from your insurance company dated within the last 30 days that meets the following requirements:

- The estimate shall reference the project name
- The insurer's NAICs number shall be included on the estimate so we can verify they are rated as an "A" or better with AM Best Company.
- The Unified Government of Athens-Clarke County (375 Satula Avenue, Athens, GA 30601) must be listed as an additional insured.

Fidelity Bond or Commercial Crime Insurance Coverage:

- Amount of coverage equal to, or greater than, ARPA funding request (aggregate amount if receiving multiple awards)
- Coverage extends for the entire fiscal year
- Unified Government of Athens-Clarke County listed as additional insured
- At the time of contracting a statement from the agency board president will be required confirming that all employees handling ARPA funds disbursed under this contract are covered by fidelity or commercial crime insurance

Evidence of Workers Compensation Coverage, including:

- Workers Compensation limits shall be per the state of Georgia's statute and employer's liability at a minimum of \$1,000,000 per occurrence/employee/policy.
- Unified Government of Athens-Clarke County listed as an additional insured
- Coverage shall also include a waiver of subrogation endorsement.
- If your agency is exempt from this coverage by Georgia state law, a letter of explanation may be submitted on the company's letterhead and signed by the President of the Board

Evidence of General Liability Coverage, including:

- Coverage of a minimum \$2,000,000 per occurrence AND \$3,000,000 per aggregate
- Certificate of Insurance with Unified Government of Athens-Clarke County listed as an additional insured
- Coverage shall also include a waiver of subrogation endorsement

Auto insurance (CSL) Coverage, including:

- Combined single limit of \$1,000,000 Include Owned, Hired and Non-Owned Autos, or All Autos.
- Policy must cover bodily injury and property damage.
- Waiver of Rights/Subrogation Endorsement
- Notice of Cancellation Endorsement Additional Insured Endorsement listing ACCGov as an additional insured.
- Primary and Non-Contributory Endorsement (in favor of ACCGov)

Umbrella/Excess Liability

- \$1,000,000 on a per occurrence basis
- Notice of Cancellation Endorsement
- Additional Insured Endorsement listing ACCGov as an additional insured

Other Coverage as Required

- During contracting, Athens-Clarke County Safety & Risk may identify other insurance coverage needed depending on the type of program, project, or activities described in the submitted Scope of Work.

Budget Revision and Underwriting

ACCGov reserves the right to alter proposed budget and expenditure terms. If budget revisions are deemed necessary, the applicant will be notified.

The project will be subject to review under the normal underwriting criteria of ACCGov and under its sole discretion, reserves the right to deny/decline any application for funding it feels is not feasible or does not meet the criteria of this Request for Proposals. Where ACCGov resolves that a project as proposed is not feasible or does not meet the funding criteria, the applicant will be notified.

Evaluation Criteria

Proposals will be evaluated and scored on the basis of the following criteria. Proposals which do not include all required documents or are not turned in by the application deadline will not be scored.

Down Payment Assistance Evaluation Criteria	Maximum Number of Points
<i>Budget & Leverage</i>	10
<i>Feasibility/Timeline</i>	20
<i>Organization Capacity & Qualifications</i>	10
<i>Clarity/Quality of Proposal</i>	5
<i>Priority Populations</i>	20
<i>Affordability</i>	5
<i>Women & Minority Businesses</i>	4
<i>Local Businesses</i>	2
<i>QCT</i>	2
<i>Letters of Support</i>	2
<i>Risk Assessment</i>	20
Total	100

Sec. 1: General Information

Applicant Name:			
Address:			
Contact Name:		Phone:	
Email:			
SAM UEI:			
Organization Type:		Date Established:	
Mission:			
Project Name:			
Project Contact:			
Project Narrative:			
Qualifying Populations Being Served:		Households with 80% AMI or less and located within Qualified Census Tracts .	
		Households with 65% AMI or less	
		Other (please describe)	

Sec. 2: Total Proposal Budget

Item	ARPA \$ Requested	Non-ARPA Support	Cash or In-Kind	Total	Notes
	\$	\$		\$	
	\$	\$		\$	
	\$	\$		\$	
	\$	\$		\$	
	\$	\$		\$	
	\$	\$		\$	
Administration	\$	\$		\$	
Other	\$	\$		\$	
Total	\$	\$		\$	

What amount of funding for this project comes from non-governmental sources?

Cash:

In-Kind:

How do you propose to be funded? Monthly Reimbursement Draw Prepayments

Sec. 3: Project Team

Please detail the roles and responsibilities of the major team members/contractors associated with this proposal.

Name	Organization	Project Role	Estimated Hours	WB/ME Participant	Notes
<i>Ima Example</i>	<i>Affordable Housing Inc.</i>	<i>Project Manager</i>	<i>2,080</i>	<i>Yes</i>	

Please Describe the Team’s Prior Experience in Achieving Projects of a Similar Nature.

Sec. 4: Project Timeline

Please use the Gantt chart template below to detail the calendar year timeline of the major milestones for the proposed project.

Activity	Q1 24	Q2 24	Q3 24	Q4 24	Q1 25	Q2 25	Q3 25	Q4 25	Q1 26	Q2 26	Q3 26	Q4 26
<i>Example</i>	x	x										
<i>Example 2</i>		x	x									

Sec. 5: Project Description

Down payment Assistance Program

(Applicant should attach additional sheets of paper if submitting as a hard copy)

- 1. Projected number of households served:**
- 2. How will the project participants be identified? What is your strategy for marketing and outreach? If you have existing enrollment for the project, please provide this information.**
- 3. Will underserved homebuyers be prioritized? If so, what process will be used for prioritization, and what is the target percent of projects assisting underserved homeowners?**
- 4. Describe your existing relationships and planned efforts to connect and partner with lenders and/or real estate agents.**
- 5. Describe your application process, including personnel involved, typical timeline, and documentation requirements for eligibility determination. If your organization plans to implement additional applicant eligibility criteria (for example, a minimum credit score) please describe.**

- 6. Describe how your organization will deliver homebuyer education programming to each household receiving down payment assistance.**

- 7. Will your organization allow or encourage layering with other sources of down payment or closing assistance, such as DCA's Georgia Dream program? If so, please describe your process.**

- 8. What framework will your organization put in place to ensure that loans are repaid when buyers move or sale the home? Do you have a plan in place to ensure that recouped funds continue to be used to provide Down payment Assistance to eligible homebuyers after the duration of this contract?**

- 9. Please attach a line-item budget detailing the major components for this concept (use budget template available on page 9).**

Sec. 6: Community Benefits

- 1. Will this project primarily assist or prioritize current residents of [Qualified Census Tracts \(QCTs\)](#)? If so, please explain your process and provide a target percent of recipients currently residing in QCTs.**
- 2. How will this proposal incorporate women-owned and minority business enterprise contracting?**
- 3. How will this proposal benefit businesses located in Athens-Clarke County?**
- 4. How does this proposal benefit the residents within the [Neighborhood Revitalization Strategy Areas](#) and/or [Qualified Census Tracts](#)?**
- 5. If desired, please attach up to two letters of support for this proposal.**

Sec. 7: Acknowledgement of Required Assurances

Applications which do not contain a signed Acknowledgement of Required Assurances are ineligible for consideration. Funded grants and contracts are subject to a variety of required executive orders, statutes, regulations, contract and procurement clauses. It is the responsibility of the respondent to be aware of and comply with these requirements. The list below is not exhaustive, and other provisions may apply based on the type of work being performed and the dollar amount of the awarded contract.

By submitting the accompanying application with an authorized signature on this document, I understand and agree that any funding award resulting from this solicitation will require compliance with the signed agreement and certifications, regulations and policies identified below, including but not limited to:

- Compliance with the U. S. Department of Treasury Compliance and Guidance for State and Local Fiscal Recovery Funds;
- Compliance with 2 CFR Part 200 - Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (as appropriate);
- Comply with SLFRF Award Terms and Conditions
- Comply with Treasury's Compliance and Reporting Guidance
- Federal Funding Accountability and Transparency Act;
- Nondiscrimination policy
- The Fair Housing Act;
- Equal Opportunity in Housing Act;
- Equal Employment Opportunity Act;
- Americans with Disabilities Act;
- Section 504 of the Rehabilitation Act;
- Environmental Regulations (may be subject to NEPA review if funded with other federal funds);
- Davis- Bacon Act (if applicable with funds from another federal program that requires enforcement of the Davis-Bacon Act)
- Lead Based Paint Hazard Reduction Act of 1992
- Copeland "Anti-kick" Act;
- Section 3 certification
- Minority and Women's Business Enterprise;
- Hatch Act
- Uniform Relocation Assistance and Real Property Acquisitions Act of 1970
- Residential Anti-Displacement and/or Relocation Plan
- Drug-Free Workplace certification
- Anti-Lobbying certification
- E-Verify Contractor requirements
- Conflict of Interest
- Compliance with Insurance and Bonding requirements
- Certification of Good Standing with Athens-Clarke County, GA

- Good Standing with the State of Georgia
- Certification that the firm, organization, corporation or has not received other federal, state, or local assistance for the same expenses as submitted in this application.
- Certification that the firm, association, corporation, or any person in a controlling capacity or any position involving the administration of federal, state, or local funds is not currently under suspension, debarment, voluntary exclusion, or a determination of ineligibility by any agency; has not been suspended, debarred, voluntarily excluded, or determined ineligible by any agency within the past three (3) years; does not have a proposed debarment pending; has not been indicted, convicted, or has not had a civil judgment rendered against said person, firm, association, or corporation by a court of competent jurisdiction in any matter involving fraud or misconduct with the past three (3) years.
- Certification that, in the past seven (7) years, the organization has not had any bankruptcy proceedings (closed or not) initiated against the Contractor and that there are no bankruptcy proceedings pending by or against the Contractor regardless of the date of filing;

The signatory certifies that he/she is an authorized official of the applicant organization, is authorized to make this application, is authorized to commit the organization in financial matters, and will assure that any funds received because of this application are used for the purposes set forth herein.

Printed Name, Title and Agency

Signature and Date

Sec. 8: Proposal Equity Assessment

Proposal:

- 1. What are the desired results and outcomes?**

Community Engagement:

- 1. How have community members and stakeholders been engaged?**

- 2. Whose voice did you listen to? Whose voice did you possibly leave out?**

- 3. Did barriers and/or opportunities to engagement exist and were they explored?**

Impact:

- 1. What populations are impacted by the decisions made if this proposal is chosen?**

- 2. Who is burdened by this proposal? Who will benefit?**

- 3. What does this proposal have the ability to impact (community and equity indicators, ex: housing, food access, youth development, education, economic development)?**

Analysis and Strategies:

1. Are there strategies in this proposal for advancing opportunity and/or minimizing negative or unintended outcomes?

2. What impacts are aligned with desired community outcomes?

3. What have you learned from data and stakeholder involvement that is reflected in this proposal?

Implementation:

1. What is the plan for implementation of this proposal?

2. Are you adequately funded, staffed, resourced to implement this proposal?

3. What resources and/or actions are still needed for effective implementation?

Data:

1. What data exists to support your proposal? How did you use it?

2. Are there gaps in the data?

3. How has the data been broken out: geographic areas, demographics, neighborhoods, populations, existing programs, etc.?

Accountability and Evaluation:

1. How will you ensure accountability, communicate, and evaluate results of this funding?

2. How will the impact of this funding on the community be documented and evaluated?

3. How will you continue to communicate, partner, and sustain relationships in the community around this proposal's impact?

Sec. 9: ARPA Risk Assessment Questionnaire

Coronavirus State and Local Fiscal Recovery Funds (SLFRF) recipients that are pass-through entities as defined under 2 CFR 200.1 are required to manage and monitor their subrecipients to ensure compliance with requirements of the SLFRF award pursuant to 2 CFR 200.332 regarding requirements for pass-through entities. To comply with the federal risk assessment requirements of 2 CFR Part 200.332, the Unified Government of Athens-Clarke County must review the programmatic risks posed by all applicant agencies requesting State and Local Fiscal Recovery Funds/American Rescue Plan funding. This risk assessment includes such factors as:

- The subrecipient's prior experience with the same or similar subawards;
- The results of previous audits including whether or not the subrecipient receives a Single Audit;
- Whether the subrecipient has new personnel or new or substantially changed systems; and
- The extent and results of Federal awarding agency monitoring (e.g., if the subrecipient also receives Federal awards directly from a Federal awarding agency).

The Unified Government of Athens-Clarke County utilizes this questionnaire to comply with federal requirements.

APPLICANT & ORGANIZATIONAL INFORMATION	
Organization Name:	
Program or Project Associated with this RAQ:	
Individual Completing this RAQ:	
Phone Number and Email Address for the Person Completing this RFQ:	
Mission Statement:	

Brief Description of Organization and Previous Experience with Federal Funding:	
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WRITTEN POLICIES AND PROCEDURES
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Does your organization have written policies and procedures that guide agency operations and program delivery on the topics of:	YES	NO	NA
General staff management policies and procedures.			
Code of Conduct for all agency staff.			
Code of Conduct for board members.			
Conflict of interest (real or perceived) for agency staff including all programmatic and administrative staff.			
Conflict of interest (real or perceived) for board members.			
Complaint/grievance resolution policy and procedures relative to agency staff.			
Complaint/grievance resolution policy and procedures relative to clients.			
Program participant eligibility, if applicable.			

FINANCIAL ACCOUNTABILITY

Please check yes, no, or NA for the following:	YES	NO	NA
Organization has policies and procedures in place governing all financial transactions.			
Organization's procedures for financial transactions provide for adequate separation of duties.			
Expenditure claims are/will be reviewed by more than one staff person to ensure expenses are eligible, allocable, reasonable and necessary.			
Organization operates within a budget approved annually and reviewed by its Board of Directors (or executive staff if a non-corporate, for-profit entity) no less frequently than quarterly.			

Please check yes, no, or NA for the following:	YES	NO	NA
Organization maintains a chart of accounts for all financial accounts/codes.			
Organization has at least (3) years' experience managing federal funding.			
Organization's general ledger separates revenues and expenses by source of funding/program.			
Organization receives \$750,000 or more in federal funding annually AND undergoes a Single Audit as required.			
Organization does not receive at least \$750,000 in federal funding BUT undergoes a formal audit annually.			
Organization does not receive at least \$750,000 in federal funding BUT undergoes a formal audit biennially.			
Organization does not undergo a formal audit but undergoes a review of financial statements by an outside entity annually.			
Organization files IRS tax forms annually.			
AGENCY GOVERNANCE			
Please check yes, no, or NA for the following:	YES	NO	NA
Organization has and follows approved by-laws.			
Organization has an active Board which meets regularly or as required in approved by-laws.			
Organization has a finance/audit committee or qualified board member responsible for overseeing financial and tax reporting.			
Organization is able to comply with all statutory requirements of SLFRF (Treasury Final Rule 2022-00292.pdf (govinfo.gov)).			
HISTORY OF PERFORMANCE			
Please check yes, no, or NA for the following:	YES	NO	NA
Organization has at least (5) years' experience managing grants of comparable scope and/or capacity.			
In the last two fiscal years, the organization has always submitted required reports on time.			

Please check yes, no, or NA for the following:	YES	NO	NA
In the last two fiscal years, the organization has sometimes submitted required reports late.			
In the last two fiscal years, the organization has never submitted required reports on time.			
In the last two fiscal years, has your organization been out of compliance with Programmatic Agreement terms and conditions of any awards.			
In the last two fiscal years, has your organizations had Special Conditions placed on a grant award.			
Organization has a system in place to adequately track program beneficiary income and demographics.			
STAFFING			
Please check yes, no, or NA for the following:	YES	NO	NA
Organization maintains up-to-date job descriptions for all staff positions.			
Organization routinely notifies funders, as appropriate, when a change in program staff occurs.			
Organization has a system in place to adequately track program or project-specific work performed.			
CERTIFICATION			
<i>By signing this questionnaire, I certify to the best of my knowledge and belief that the responses are true, complete and accurate. I am aware that any false, fictitious or fraudulent information, or the omission of any material fact, may subject me to criminal, civil, or administrative penalties for fraud, false statements, false claims or otherwise (2 CFR 200.415)</i>			
Authorized Signature			Date

Summary of Required Forms & Supporting Documentation

Purpose: This checklist serves to support applicants in applying for ARPA AJMP Affordable Housing funds. This document lists the required components of the Concept Proposal and required application supporting documentation.

The chart below is designed as a tool to help determine whether you have provided the required forms and supporting documentation in your application.

Documentation	Information to Include	Required?	Complete?
Application	Sec. 1: General Information that includes Project contact and concept proposal narrative and qualifying populations being served.	Yes	
Total Proposal Budget	Sec. 2: Total Proposal Budget with total ARPA funds requested per line item and other sources of funding.	Yes	
Project Team & Key Staff Resumes	Sec. 3: Roles and responsibilities of the major team members and contractors related to proposal. Team's prior experience with similar projects.	Yes	
Project Timeline	Sec. 4: Detail the timeline for the proposed project major milestones.	Yes	
Project Description	Sec. 5: Complete the description for a single proposal and include subsection A.	Yes	
Line-Item Budget	An applicant-submitted line-item budget covering the project expenses as proposed.	Yes	
Community Benefits	Sec. 6: Address how the concept proposal may benefit the Athens-Clarke County community.	Yes	
Acknowledgement of Required Assurances	Sec. 7: Certify you understand the need for required assurances with an authorized official's signature of the applicant organization or entity.	Yes	
Proposal Equity Assessment	Sec. 8: Answer questions for Proposal, Community Engagement, Impact, Analysis and Strategies, Implementation, Data, Accountability and Evaluation.	Yes	

Documentation	Information to Include	Required?	Complete?
Certificates of Insurance	Please provide certificates of insurance for any liability/workers compensation coverages your organization currently maintains.	Yes	
Letters of Support	Up to two letters of support for the project.	Optional	
ARPA Risk Assessment Questionnaire	Sec. 9: Complete Sections: Applicant and Organizational Information, Written Policies and Procedures, Financial Accountability, Agency Governance, History of Performance, Staffing, Certification	Yes	
Georgia Secretary of State Annual Registration or Certificate of Incorporation	Required Attachment	Yes	
Financial Statement and Audit for the most recent fiscal year.	Profit & Loss Statement, Tax Return, or Similar	Yes	
List of Board of Directors	Name, Affiliation, Term, Contact	Only Required if a Board Leadership Model is Used	
Organization Chart	Only required of the primary applicant. Not required of application partners or contractors.	Yes	
IRS Non-profit determination letter	Only applicable to non-profit applicants	Only if the applicant is a non-profit org.	
Articles of incorporation, current certificate of good standing, and bylaws	Only applicable to non-profit applicants	Only if the applicant is a non-profit org.	

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