

HOME-ARP NCS APPLICATION SUBMISSION PHASE 1 STEPS

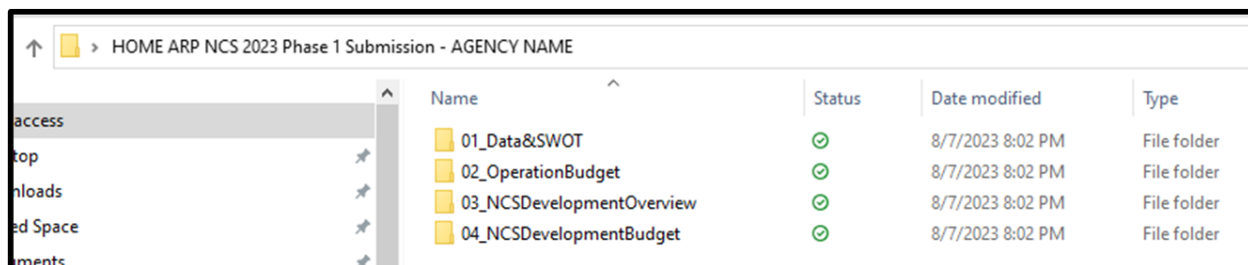
Complete the Excel Workbooks for the following Sections:

- Data & SWOT
- Operation Budget
- NCS Development Overview
- NCS Development Budget

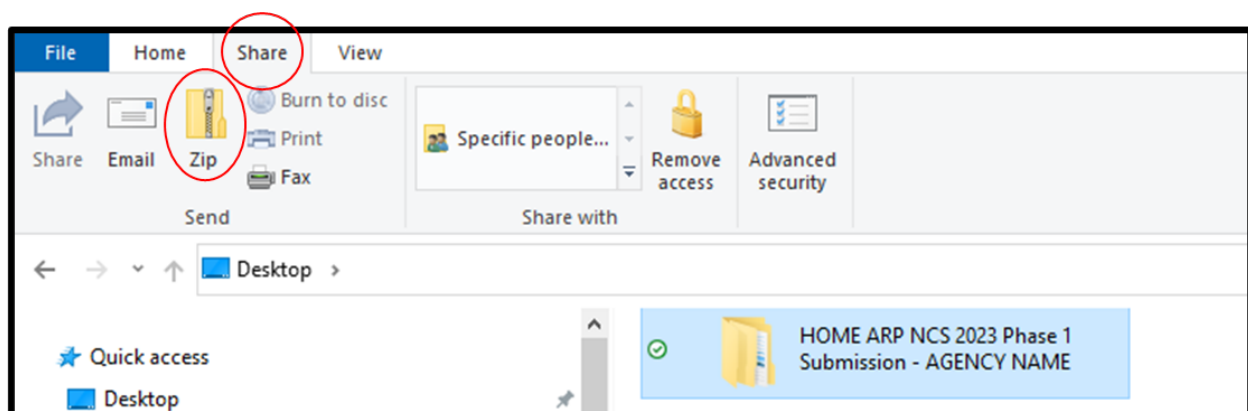
Upload the appropriate documentation to each section's file based on the checklist in the corresponding workbook.

Copy the package of the four sections into one file.

Label the file "HOME ARP NCS 2023 Phase 1 Submission - *AGENCY NAME*"

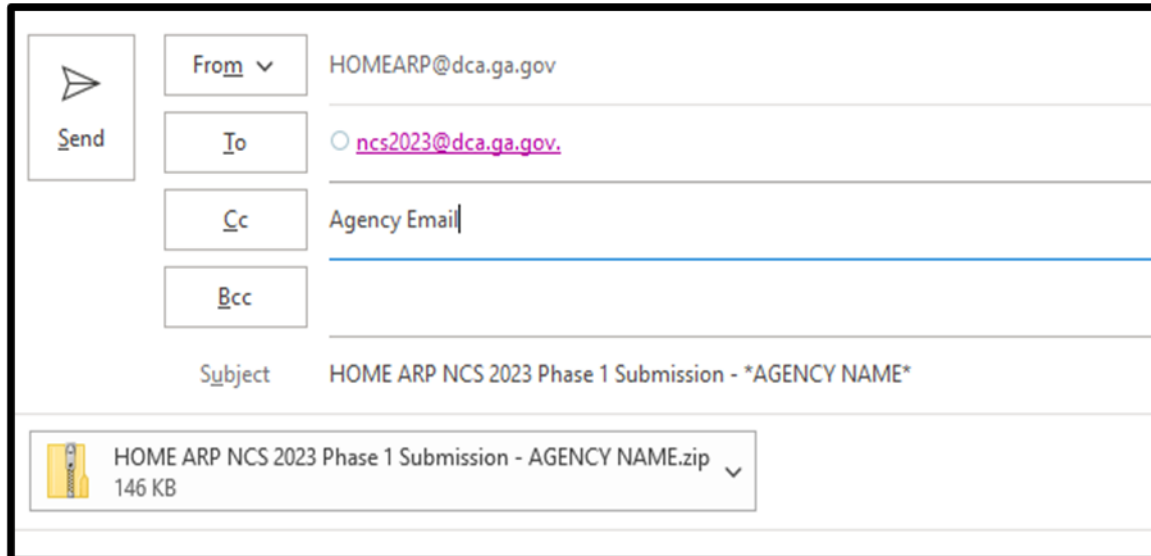


Zip the file.



Copy the zipped file and attach it to a new email.

Label and include in the email the following:



The screenshot shows an email composition interface. On the left is a 'Send' button with a paper plane icon. The 'From' field is set to 'HOMEARP@dca.ga.gov'. The 'To' field contains a redacted email address, with 'ncs2023@dca.ga.gov' visible below it. The 'Cc' field is labeled 'Agency Email|'. The 'Bcc' field is empty. The 'Subject' field contains 'HOME ARP NCS 2023 Phase 1 Submission - *AGENCY NAME*'. At the bottom, there is a file attachment: 'HOME ARP NCS 2023 Phase 1 Submission - AGENCY NAME.zip' with a size of '146 KB'.

It is stated in the NCS Application Manual:

Phase 1 Application Submission with all Phase 1 Information and Documentation must be emailed to NCS2023@dca.ga.gov by **11:59 PM on Tuesday, August 15, 2023**. In the Subject Line, write:

HOME ARP NCS 2023 Phase 1 Submission - *AGENCY NAME*

APPLICATION FEE

DCA charges a non-refundable application fee for this program. A \$200 check for the application fee must be mailed and postmarked by: **Tuesday, August 15, 2023, at 11:59 p.m.**

Send all application fees to:

Georgia Department of Community Affairs
Office of Community Housing Development
C/O: Lisa Ivy - HOME-ARP NCS Application Fee
60 Executive Park South, NE
Atlanta, GA 30329

The application will only be reviewed if DCA receives the application fee within seven days of the deadline.