



# GICH 2021 Alumni Certification APPLICATION MANUAL

## SUMMARY

The purpose of the Alumni Certification is to ensure that alumni of the Georgia Initiative for Community Housing (GICH) continue to work toward addressing affordable housing issues within their communities by utilizing the Housing Plan document developed while participating in the three-year program.

The GICH Alumni Certification is valid for two years. GICH teams must submit a certification application every two years if they wish to remain eligible for the competitive advantage afforded to GICH communities on the Low Income Housing Tax Credit (LIHTC) and Community Development Block Grant (CDBG) applications from the Georgia Department of Community Affairs (DCA).

Upon graduating from the GICH program, GICH communities will automatically receive a certified alumni designation and will only need to seek recertification two years after their graduations. For example, alumni communities that graduated in 2020 are not required to submit a certification application until 2022.

## SUBMISSION

**Deadline: March 31, 2021 at 5:00 pm.**

Any applications received after the designated date and time will not be considered for certification. All successfully submitted applications will receive a confirmation of receipt email. The 2021 GICH Alumni Certification form must be submitted by email to [GICH@dca.ga.gov](mailto:GICH@dca.ga.gov).

Attach the following PDF documents that are relevant to your application to the submission email. Details for each of these are included in the step by step *Application Instructions* in this manual.

GICH Alumni 2021 [Community Name] Certification Application  
GICH Alumni 2021 [Community Name] Team Roster  
GICH Alumni 2021 [Community Name] Retreat Attendance  
GICH Alumni 2021 [Community Name] Annual Performance  
GICH Alumni 2021 [Community Name] Housing Plan

## APPLICATION DECISIONS

All applications will be reviewed, evaluated and scored according to the criteria outlined on page 2. Please note that the criteria pertain to activity from the past several years.

Applicants will be notified in writing of certification decisions no later than April 5, 2021.

# 2021 CRITERIA FOR CERTIFICATION

## 1. GICH Team Continuity

- Teams must submit an updated team roster to reflect any changes made to the team and to ensure that GICH staff have a current database of program participants.

## 2a. Retreat Attendance

- Teams must submit the name of at least one (1) team member who attended at least one (1) GICH retreat in 2019, **AND** submit the name of at least one (1) team member who registered to attend at least one (1) GICH retreat in 2020.
  - » To fulfill this requirement, teams must also submit **documentation\*** showing that the team member(s) who attended the GICH retreats reported back to full GICH team.

*\*Documentation is defined as meeting minutes, agendas, and/or relevant materials disseminated that show a report-back was made to the entire GICH team. Email communication showing dissemination of materials to full team are permissible as documentation for 2020 retreats.*

## 2b. Continuing Education

- Teams must submit information showing that at least four (4) members of the alumni team attended one (1) **continuing education event\*** in 2019 and one (1) continuing education event in 2020.
  - » *\*A continuing education event is defined as a conference, workshop, in-person training, online webinar etc., related to affordable housing. This must be separate from GICH retreats. Both complementary and fee-based events qualify as continuing education.*

## 3. Team Continuity

- Teams must submit meeting minutes from at least one (1) team meeting in 2019 and one (1) team meeting in 2020\* with the majority of team members present.
  - » *\*Virtual team meetings are permissible for 2020.*

## 4. Housing Plan

- Teams must submit a Housing Plan that's been updated in the past 3 years **OR** submit a **relevant local planning document\*** into which the team's GICH plan has been incorporated.
  - » *\*Communities that have formalized their GICH Work Plans into local planning documents (e.g. Comprehensive Plan, Urban Redevelopment Plan, etc.) may submit the housing or GICH-related elements of the plan if they have been updated in the past three (3) years.*
  - » *NOTE: If the team has not updated its Housing Plan in the past three (3) years and goals remain current, a progress report of steps taken to implement the plan may be sufficient. Teams that submit an outdated plan with a progress report must also provide a written statement or letter from a local official suggesting the goals of the plan are current and ongoing.*

# APPLICATION INSTRUCTIONS

## 1. GICH Team Continuity (page 1 of application)

### *Step 1.*

Attach an updated team roster as a PDF named **GICH Alumni 2020 [Community Name] Team Roster**. Please be sure to:

- Ensure that team and contact information are up-to-date (including phone number and email address);
- Bold the primary and secondary signatories on the roster; *and*
- Ensure new members are identified with the date they joined the team

## 2a. Retreat Attendance (page 2 of application)

### *Step 1.*

On the page provided, indicate which team member(s) attended the listed 2019 GICH retreat(s) **AND** indicate which team member(s) attended the listed 2020 GICH retreat(s).

### *Step 2.*

Attach relevant meeting agenda(s) or minutes with proof of a retreat recap or discussion. The document should be attached as a PDF named **GICH Alumni 2021 [Community Name] Retreat Attendance**.

## 2b. Continuing Education (page 3 of application)

### *Step 1.*

Complete the table provided with the date of the event, name of event, format and team member(s) who attended the Continuing Education event(s). Remember, team members must have attended one event in 2019 and one in 2020.

## 3. Annual Performance (page 4 of application)

### *Step 1.*

Attach relevant meeting agenda(s) or minutes with the date, time, and names of members present clearly highlighted. The document should be attached as a PDF named **GICH Alumni 2021 [Community Name] Annual Performance**. Remember, teams must have held at least one meeting in 2019 and one meeting in 2020.

## 3. Housing Plan (page 5 of application)

### *Step 1.*

Attach one of the following as a PDF named **GICH Alumni 2021 [Community Name] Housing Plan**:

- » Housing plan that has been updated in the past three (3) years
- » Local planning document into which the team's GICH plan has been incorporated (e.g. Comprehensive Plan, Urban Redevelopment Plan, etc.); **OR**
- » Progress report of steps taken to implement the plan along with written statement or letter from a local official suggesting the goals of the plan are current and ongoing.