## SUMMARY

The purpose of the GICH 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 Low Income Housing Tax Credit (LIHTC), Community Development Block Grant (CDBG), and Community HOME Investment Program (CHIP) 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 full years after their graduations. For example, alumni communities that graduated in 2023 are not required to submit a certification application until 2026; The remainder of 2023 is still part of their junior year.

## CRITERIA

There are five criteria that communities must meet to be certified as alumni:

1. GICH Team Continuity
2. Retreat Attendance
3. Continuing Education
4. Annual Performance
5. Housing Plan

## SUBMISSION

The 2024 GICH Alumni Certification Application must be submitted by email to **GICH@dca.ga.gov** no later than **March 29, 2024 at 5:00 p.m**. to ensure adequate time for staff to review applications. Additional submission instructions can be found on *page 6* of this packet. All Alumni Certification applications will be reviewed and determinations on alumni status will be made by April 5, 2024.

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 GICH Alumni Certification Application Manual is available to assist GICH teams in successfully completing the certification process.

## 1.

**GICH TEAM CONTINUITY**

Teams are responsible for submitting 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. 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.

*Attach your team roster as a PDF named GICH Alumni 2024 [Community Name] Team Roster.*

## 2.

**RETREAT ATTENDANCE**

Teams must submit the name of at least one (1) team member who attended at least one (1) GICH retreat in 2022 **AND** submit the name of at least one (1) team member who registered to attend at least one (1) GICH retreat in 2023.

Please list the name of each team member in attendance at the GICH retreats indicated below:

**Spring 2022 | Cartersville**

☐

☐

☐

☐

**Fall 2022 | Tifton**

☐

☐

☐

☐

**Spring 2023 | Cartersville, GA**

☐

☐

☐

☐

**Fall 2023 | Athens, GA**

☐

☐

☐

☐

To fulfill this requirement, teams must also submit **documentation\*** showing that the team member(s) who attended the GICH retreats, reported back to full 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 2021 retreats.*

**Attach relevant meeting agenda(s), minutes and/or relevant materials with proof of a retreat report-back to the submission email. The document should be attached as a PDF named GICH Alumni 2024 [Community Name] Retreat Attendance.**

## 3.

**CONTINUING EDUCATION**

Teams must submit information showing that at least four (4) members of the alumni team attended one (1) continuing education event* in 2022 **AND** one (1) continuing education event in 2023.

*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.*

***Please complete the table below with the date, name, format, and member (s) present for the Continuing Education event(s).***

| DATE | NAME OF EVENT | FORMAT | GICH TEAM MEMBERS PRESENT |
|------|---------------|--------|---------------------------|
|      |               |        | ☐ <br> ☐ <br> ☐ <br> ☐ |
|      |               |        | ☐ <br> ☐ <br> ☐ <br> ☐ |
|      |               |        | ☐ <br> ☐ <br> ☐ <br> ☐ |
|      |               |        | ☐ <br> ☐ <br> ☐ <br> ☐ |

# 4.

## ANNUAL PERFORMANCE

Teams must submit meeting minutes from at least one (1) team meeting in 2022* and one (1) team meeting in 2023 with majority of team members present

*Virtual team meetings are permissible for 2021.*

***Teams should attach meeting minutes and/or agendas with the date, time, and names of members present clearly highlighted as a PDF named GICH Alumni 2024 [Community Name]Annual Performance.***

## 5.

**HOUSING PLAN**

Teams must submit a Housing Plan that's been updated in the past three (3) years **OR** 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.*

***Attach the recently updated GICH Housing Plan or any supplemental materials necessary as a PDF named GICH Alumni 2024 [Community Name] Housing Plan.***

## SUBMISSION

**Please submit this packet as a PDF named GICH Alumni 2024 [Community Name] Certification Application along with the required attachments to <u>GICH@dca.ga.gov</u> no later than March 29th, 2024 at 5:00 p.m.**

**ATTACHMENTS CHECKLIST**

Before submitting your application packet, please make sure that all of the required attachments listed below are included in your email submission.

- ☐ **GICH Alumni 2024 [Community Name] Certification Application**
- ☐ **GICH Alumni 2024 [Community Name] Team Roster**
- ☐ **GICH Alumni 2024 [Community Name] Retreat Attendance**
- ☐ **GICH Alumni 2024 [Community Name] Annual Performance**
- ☐ **GICH Alumni 2024 [Community Name] Housing Plan**

_____          _____

*SUBMITTED BY*                                                              *DATE*

_____

*SIGNATURE*