

## 2017 CHIP Application Instructions

### Background and General Information:

The Community HOME Investment Activity (CHIP) uses a portion of Georgia Department of Community Affairs HOME funds to assist local governments, nonprofit organizations and public housing authorities to address the needs of affordable housing development in their communities. In this round of funding, CHIP funds may be used to provide homeowner rehabilitation or new construction of single family homes for eligible low-to-moderate income households. Eligible communities are those outside of a HUD-designated Participating Jurisdiction as defined by the HOME Activity.

**Before beginning this application, Applicants should read the CHIP Activity Description document for details about the Federal and State requirements for this activity.** This document can be found at the top of the CHIP forms website:

<http://www.dca.state.ga.us/housing/housingdevelopment/programs/CHIPFORMS.asp>

### Submission Instructions:

To participate in this funding cycle, all applications must be submitted **via email to** [CHIP@dca.ga.gov](mailto:CHIP@dca.ga.gov) no later than **4:00 PM on Thursday, December 1, 2016**. All successfully submitted application will receive a confirmation of receipt email.

Any applications received after the designated date and time will not be considered for funding.

A \$250 application fee payable to the Georgia Housing and Finance Authority is due at time of application. If application fee is returned due to insufficient funds, the applicant will be required to pay an insufficient funds fee of \$35.00 and the application will not be scored or considered for funding.

Application fee address:

CHIP Activity Manager  
Office of Activity and Public Affairs  
Georgia Department of Community Affairs  
60 Executive Park South, N.E.  
Atlanta, Georgia 30329-2231

### Application Instructions:

#### Section 1: General Information

Write in the name of the applicant (city, county, nonprofit, or Public Housing Authority).

Select the applicant type. If the applicant is a nonprofit, the nonprofit 501 (c)(3) or (c)(4) designation letter must be attached.

Has the applicant received CHIP funding 2011-2016 rounds? If you are not sure if your

community has been funded, contact:

Samanta Carvalho  
Community Development Specialist  
[Samanta.carvalho@ga.dca.gov](mailto:Samanta.carvalho@ga.dca.gov)  
(404) 679-0567

Does the applicant have a remaining balance of more than 50% in CHIP grant funds? Applicants with more than 50% in unspent balances will not be eligible to receive additional funding during the 2017 round.

### **Section 2: Grant Management Capacity:**

Applicants with direct experience managing CHIP grants and those that have hired experienced grant administrators will receive the most points:

Has the applicant managed CHIP grants in the past?

If the applicant has not managed CHIP grants in the past, has the applicant hired or plans to hire a grant administrator with experience managing CHIP funds. If you would like to find a CHIP grant administrator in your area, please contact Samanta Carvalho.

Has the applicant managed federal grants in the past?

List the years that the applicant has managed federal grants

What were the sources of federal funds?

What were the activities funded with federal funds?

Describe the plan to maintain project records for five years after the end of the grant term

Is there a person on staff or under contract with Lead Based Paint Certification?

For information about the HUD requirements for lead based paint certification go to:

<http://www.hud.gov/offices/lead/training/visualassessment/h00101.htm>

### **Section 3: Contact Information**

List in the name and address for the applicant's public official (i.e. Mayor, Chairperson, or Executive Director)

List in the contact information for the person who can answer questions regarding this application.

Enter in the applicants's Tax ID number and D-U-N-S number. For information about the D-U-N-S number and how to obtain one, please visit: <http://www.dnb.com/duns-number.html>

If the applicant has hired a grant administrator to administer the CHIP program, write in the grant administrator's contact information

**Section 4: Proposed Activities:**

Check one or more boxes to indicate if you are applying for funds to pay for rehabilitation and/or new construction of owner occupied homes.

List the number of proposed homeowners and/or proposed number of homes to be built.

For new construction, does the applicant or applicant's partners have designated build sites for the new homes?

**Section 5: Community Need:**

List all counties and cities in proposed service area.

**A. Poverty Statistics by Census Tract**

Use this [map](#) on the DCA website to determine the percentage of poverty in the census tracts in your service area.

List all census tracts to be served and the percentage of persons in poverty in those census tracts. Add more rows if necessary. Write in the average poverty rate for all Census Tracts on the last line. This is the amount that will determine your score.

To use the map:

Step 1: Click on the Content button on the top left and uncheck all year ranges except percent poverty 2010-2014

Step 2: Select your service area either by clicking on the map or by entering the address

Step 3: Note the percent poverty from the box that appears when you click on the map

**B. Community Need for Housing Rehabilitation:**

Provide data from housing studies and/or a market analysis to describe your need for housing rehabilitation and/or new construction of affordable single family homes.

For housing rehabilitation activities, the applicant must provide a community housing study that meets all three of the following criteria to receive the full points:

1. Must have been conducted in the last year,
2. Must provide data from multiple sources such as the Census and a window study for example, and
3. The study findings demonstrated the need for housing rehabilitation.

**C. Community Need for New Construction:**

For new construction, the applicant must provide a market study that meets the following criteria to receive the full points:.

For, the applicant's community housing study must meet all of three of the following criteria

1. Must have been conducted in the last year,
2. Must provide data that shows trends in new housing construction and sale prices. One source for this information is the [National Association of Home Builders Data](#) for each region in Georgia
3. The study findings demonstrated the need for new affordable housing

## **Section 6: Community Planning**

### **A. Participation in the Georgia Initiative for Community Housing (GICH):**

The Georgia Initiative for Community Housing (GICH) offers communities a three-year activity of collaboration and technical assistance related to housing and community development. The objective of the initiative is to help communities create and launch a locally based plan to meet their housing needs. For more information about the GICH activity visit:

<http://www.dca.state.ga.us/communities/CommunityInitiatives/activities/GICH.asp>

In this section indicate whether the Applicant's community is a GICH community. If so, in what year (Freshman, Sophomore, Junior, Alumnus). To demonstrate that the community is an active GICH community, summarize the meetings held in 2015. Include the dates, topics, and attendees if applicable.

### **B: Community Revitalization Plan**

Does the applicant's community have a community revitalization plan that meets the following criteria?

Check the boxes that apply:

- The Community Revitalization Plan was officially adopted by a Local Government
- The plan included public input and engagement during the planning stages
- The plan is no more than four years old (Plans that are more than four years old will be presumed outdated unless documentation regarding the continued viability of the plan from the Local Government is submitted with the Application)
- The plan clearly delineates a target area that includes the proposed site (for new construction)
- The plan calls for the rehabilitation or production of affordable single family housing as a policy goal for the community
- Designate implementation measures along with specific time frames for the achievement of such policies and housing activities. The timeframes and implementation measures must be current and ongoing;
- The plan includes an assessment of the existing physical structures and infrastructure of the community
- The plan includes resources that will be utilized to implement the plan

Describe the accomplishments to date on housing activities in your community revitalization plan

**Section 7: Budget:**

For rehabilitation projects, grantees may spend up to \$49,999 on home repairs. This includes \$3,000 in project delivery costs.

For new construction projects, the maximum allowed for developer fees is 15% or up to \$20,000 and the maximum allowed for project delivery costs is 5%. The maximum amount of subsidy to the homebuyer in the form of reduced sale price, not direct down payment assistance is \$14,999. The sale price of the home must be less than 95% of the local median sale price and the home must be sold to an income eligible home buyer.

Project delivery costs include costs to prepare the project specific Environmental Review, process the homebuyer or home owners’ applications, housing counseling, and project underwriting.

Grantees are allowed to receive an additional 2% of their request for administration. Administration costs may include:

- Providing citizens with information about the CHIP funded activity, including outreach activities
- Preparing a budget and schedule
- Preparing reports and other documents related to activity performance
- Office space and utility costs
- Purchasing equipment, insurance and office supplies
- Compliance monitoring
- Resolving audit and monitoring findings

Applicants will receive points in the application based on the amount of cash or in-kind match provided. In-kind match may be in the form of forgoing fees, donated professional services, relocation assistance, and homebuyer counseling expense. Contributions from homebuyer or homeowner are ineligible sources of match.

Complete the match form in this application instruction packet and submit it with the application.

**Budget Example:**

Budget Line Item	Per Unit Request	Total
Homeowner Rehabilitation: Maximum Allowed: \$46,999/house + \$3,000 in PDC	6 homes repaired @ approximately \$50,000	\$300,000
Administration: Maximum 2% or Maximum \$6,000		\$6,000
Total CHIP Request		\$306,000
Total Match at 15%	Match source: In-kind: waived fees	\$45,900

	and donated time	
Total		\$351,900

**Attachments:**

**Match Letter**

Complete the match letter in the application instructions

**Certification Form**

Complete the certification form in the application instructions. The applicant's Chief Elected Official, Executive Director or Authorized Official must review and sign the certification form at the end of these instructions.

**Self-Score Form**

Complete the self-scoring form

**Housing Study and/or Market Analysis**

Attach your community's housing study to justify the need for housing rehabilitation in your service area and/or your market analysis to justify the need for new construction of affordable single family homes for resale in your area. If you are applying for both categories you should attach both.

**Community Housing Revitalization Plan**

Attach your community's housing plan if you have one

**Nonprofit Designation Letter (if applicable)**

**Scoring Criteria:**

All applications will be reviewed by a DCA Housing Review Panel. Each item will be reviewed and a score determined at DCA’s sole and absolute discretion. DCA will rely solely on the documentation submitted at time of application in making this funding determination. Incomplete application will receive zero points.

<b>Threshold Criteria</b>	<b>Total Maximum Points</b>
Does the applicant have more than 50% in unspent CHIP funds? Yes: 0 points, no: 1 point. Applicants with more than 50% in unspent CHIP funds are not eligible	1
Does the applicant meet any of the following criteria? a. managed CHIP directly in the past (3 points); b. has hired a grant administrator with experience managing CHIP (3 points); c. plans to hire a grant administrator with experience managing CHIP (2 points); or d. the applicant has at least five years of experience managing federal funds for affordable housing activities (1 point). If the applicant does not meet any of the four criteria then the applicant is not eligible (0 points).	3
<b>Scoring Criteria</b>	
<b>Need:</b>	
The percentage of persons in all Census Tracts to be served who are below the poverty line: 0-20% (0 points); 21-30% (1 point); 31-40% (2 points); 41+% (3 points)	3
For housing rehabilitation activities, the applicant's housing study met all for the three criteria in Section 5 (6 points), met some of the criteria (3 points), or did not meet the criteria or the applicant did not do a housing study (0 points)	6
For new construction, the applicant’s market analysis met all for the three criteria in Section 5 (6 points), met some of the criteria (3 points), or did not meet the criteria or the applicant did not do a market analysis (0 points)	
<b>Planning</b>	
If the applicant is in a GICH community, what planning year is the GICH community in? Alumnus (3 points); Junior (2 points); Sophomore (1 point); Freshman (1 point); Not in a GICH community (0 points.)	3
Does the applicant have a housing plan that meets the criteria in Section 6? Meets 6-8 criteria (6 points), meets some of the criteria (3 points), does not have a plan or the plan does not meet any of the criteria (0 points)	6
For new construction, does the applicant have control for designated build sites? Yes: 1 point, no: 0 points	1
Match: 15+% match (1 points); 10-14% match (0.5 points) 0-9% match (0.25 point)	1
<b>Total points</b>	<b>24</b>

### Self-Score Sheet

<b>Threshold Criteria</b>	<b>Total Maximum Points</b>	<b>Self Score</b>
Does the applicant have more than 50% in unspent CHIP funds? Yes: 0 points, no: 1 point. Applicants with more than 50% in unspent CHIP funds are not eligible	1	
Does the applicant meet any of the following criteria? a. managed CHIP directly in the past (3 points); b. has hired a grant administrator with experience managing CHIP (3 points); c. plans to hire a grant administrator with experience managing CHIP (2 points); or d. the applicant has at least five years of experience managing federal funds for affordable housing activities (1 point). If the applicant does not meet any of the four criteria then the applicant is not eligible (0 points).	3	
<b>Scoring Criteria</b>		
<b>Need:</b>		
The percentage of persons in all Census Tracts to be served who are below the poverty line: 0-20% (0 points); 21-30% (1 point); 31-40% (2 points); 41+% (3 points)	3	
For housing rehabilitation activities, the applicant's housing study met all for the three criteria in Section 5 (6 points), met some of the criteria (3 points), or did not meet the criteria or the applicant did not do a housing study (0 points)	6	
For new construction, the applicant's market analysis met all for the three criteria in Section 5 (6 points), met some of the criteria (3 points), or did not meet the criteria or the applicant did not do a market analysis (0 points)		
<b>Planning</b>		
If the applicant is in a GICH community, what planning year is the GICH community in? Alumnus (3 points); Junior (2 points); Sophomore (1 point); Freshman (1 point); Not in a GICH community (0 points.)	3	
Does the applicant have a housing plan that meets the criteria in Section 6? Meets 6-8 criteria (6 points), meets some of the criteria (3 points), does not have a plan or the plan does not meet any of the criteria (0 points)	6	
For new construction, does the applicant have designated build sites? Yes: 1 point, no: 0 points	1	
Match: 15+% match (1 points); 10-14% match (0.5 points) 0-9% match (0.25 point)	1	
<b>Total points</b>	<b>24</b>	

**Georgia Department of Community Affairs**  
**Community HOME Investment Activity**  
**Match Contribution Form**

Name of Applicant: \_\_\_\_\_

Source of Match	Amount
Cash	\$
Foregone Permit Fees and Other Charges	\$
Donated or Voluntary Labor and Professional Services	\$
Relocation Assistance	\$
Homebuyer Counseling Services	\$
Other (Describe):	
<b>Total Match Contribution</b>	<b>\$</b>

If your source of match is a calculated value, please provide supporting documentation of calculation. You should also note that match counted for other Federal activities cannot be counted as HOME match.

**Submitted on behalf of the Applicant by:**

By:

\_\_\_\_\_

(Signature of Chief Elected Official, Executive Director or Authorized Official)    Date

\_\_\_\_\_

(Typed or Printed Name and Title of Chief Elected Official, Executive Director, or Authorized Official)

## **Certified Assurances Form for the CHIP Grant Application**

General Instructions: This Certified Assurances Form must be completed and signed by the Applicant's Certifying Representative. It must be included in the application submission.

### **Assurances**

The Applicant hereby certifies and assures that:

1. The Applicant possesses the legal authority to apply for the grant and execute the proposed activity.
2. The Applicant's governing body has duly adopted or passed an official act, resolution, motion, or similar action
  - a.) Authorizing the filing of its application, including all understandings and assurances contained therein, and
  - b.) Directing and authorizing the person identified as the Official Representative of the Applicant to act in connection with the application. Evidence of this action by its governing body must be included in this application
3. If the Applicant is a unit of local government, its chief executive officer or other officer of the Applicant approved by DCA:
  - a) Consents to assume the status of a responsible Federal official under the National Environmental Policy Act of 1969 (NEP A ), and other provisions of Federal Law, as specified in 24 CFR Part 58 and 40 CFR Part 1500-1 508, which further purposes of NEPA insofar as the provisions of such Federal law apply to this Part;
  - b) Is authorized and consents on behalf of the Applicant and himself to accept the jurisdiction of the Federal courts for the purpose of enforcement of his responsibilities as such an official.
4. The Applicant will comply with all provisions of the HOME Investment Partnership Activity regulations found at 24 CFR Part 92, the state requirements for the implementation of the Community HOME Investment Partnership Activity (CHIP) as defined in the Activity Description, the Administrative Manual, the Homeowner Rehabilitation Manual, as may be amended at the discretion of the Georgia Department of Community Affairs.
5. The Applicant will comply with certain laws that may be applicable, though not specifically listed in the HOME Investment Partnership Activity Regulations, by virtue of being applicable under their own terms, such as the Hatch Act (U.S.C. Section 1501, et. seg) which limits the political activities of the employees funded through receipt of Federal assistance.
6. It will comply with Section 504 of the Rehabilitation Act of 1973 and the HUD Implementing regulations (24 CFR Part 8), Title VI of the Civil Rights Act of 1964, Title VIII of

the Civil Rights Act of 1968, the Fair Housing Act (42 USC 3601-20), Executive Orders 11246 and 11063, and Section 3 of the Housing and Urban Development Act of 1968 and will administer and conduct its activity in conformance with them.

7. If the proposed application is funded, the activity will affirmatively further fair housing.

8. If a grant is awarded and the Applicant is a local government, the Applicant agrees to become a State Recipient for purposes of the activity and to assume all responsibilities at 24 CFR Part 92 (as now in effect and as may be amended from time to time) except those responsibilities which DCA determines will not be transferred to the State Recipient for reasons deemed practical, feasible, or legally sound.

9. If a grant is awarded and the Applicant is a nonprofit entity or a local public housing authority, the Applicant agrees to become a subrecipient for purposes of the activity and to assume all responsibilities at 24 CFR Part 92 (as now in effect and as may be amended from time to time) except those responsibilities which DCA determines will not be transferred to the subrecipient for reasons deemed practical, feasible, or legally sound.

**CERTIFICATION:**

The undersigned certifies on behalf of the Applicant that he/she has been authorized to sign this certification, the information presented in this application is correct, and that the Applicant will comply with the assurances listed above.

**Submitted on behalf of the Applicant by:**

By:

\_\_\_\_\_

(Signature of Chief Elected Official, Executive Director or Authorized Official)      Date

\_\_\_\_\_

(Typed or Printed Name and Title of Chief Elected Official, Executive Director, or Authorized Official)

**Attest:**

By:

\_\_\_\_\_

(Signature of Clerk or Authorized Official)      Date

\_\_\_\_\_

(Typed or Printed Name and Title of Clerk or Authorized Official)