

SFY 2016 CHIP Application Instructions

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 2016 Activity Description document for details about the Federal and State requirements for this activity.

This document can be found on the CHIP activity website:

<http://www.dca.ga.gov/housing/housingdevelopment/programs/homeinvestment.asp>

To participate in the SFY2016 funding cycle, **all applications must be hand delivered no later than 4:00 PM on Friday, March 18, 2016 or sent certified or registered mail and postmarked by March 18, 2016.**

Applicants must submit an original and three (3) copies (set of 4). The mailing address is as follows:

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

Applications that are not postmarked or received at DCA by the required date and time will not be accepted. Any applications received after the designated date and time or not postmarked by the designated date and time will not be considered for funding.

DCA will confirm its receipt of all applications by Wednesday, March 23, 2016.

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 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 (4) designation letter must be attached.

Answer the question: Has the Applicant received CHIP funding in the last five years of CHIP rounds (2011-2014)? If you are not sure if your community has been funded, contact:

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

Section 2: Contact Information

Write in the contact name, address, phone number and email address for the Applicant.

If applicable, write in the grant administrator's name, phone number, and email address.

One of these must be someone who can answer questions about this application.

Section 3: 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.

Section 4: Community Need:

List all counties and cities in proposed service area.

Use this map on the DCA website to determine the percentage of poverty in the census tracts in your service area. <http://georgia-dca.maps.arcgis.com/home/webmap/viewer.html?webmap=37ea2152c1c046f38f888c86bcb249af>

DCA understands that in rural areas the census tracts may cover the entire community making it difficult to distinguish high poverty areas from higher income areas. If the census tract area does not fully convey the poverty rates in your service area use census block group data or other data to explain the poverty rate in your service area.

To use this 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 ma

Describe the need for housing rehabilitation and/or new construction in your community and back up your description with local data from community studies if possible. Limit your responses to each question to less than one page each.

Section 5: 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.

Section 6: Community Revitalization Efforts:

Through the CHIP activity, the Georgia Department of Community Affairs invests Federal HOME funds into local community efforts to effect positive change in target areas.

In this section, explain how the CHIP funds complement and add to the current revitalization efforts in the community if applicable and list any partner organizations and what they will contribute to the CHIP activity.

Limit your responses to each question to less than one page each.

Section 7: Grant Management Capacity:

In this section, describe the Applicant and/or grants manager's experience in three key areas of federal grants administration:

- 1.) Managing Federal financial records
- 2.) Retaining records for at least five years after the grant has been closed out
- 3.) Meeting Federal regulations such as following Federal procurement policies and conducting environmental reviews

Limit your responses to each question to less than one page each.

Section 8: Project Management Capacity:

Affirmative marketing plan: To be in compliance with Federal and State regulations, communities must reach out to underserved populations to market these activities. In this section, describe the

plan to market these activities.

Describe the Applicants experience in managing residential rehabilitation and/or new construction activities.

Does the Applicant or grant administrator have a person 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>

Limit your responses to each question to less than one page each.

Section 9: Budget:

For rehabilitation projects, grantees may spend up to \$49,000 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 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 taxes and fees, donated professional services, 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
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Homeowner Rehabilitation: Maximum Allowed: \$46,000/house + \$3,000 in PDC	6 Homes Repaired @ Approximately \$49,000	\$195,000
Administration: Maximum 2% or Maximum \$6,000		\$6,000
Total CHIP Request		\$306,000
Total Match at 15%	Match source: In-kind: waived fees and donated time	\$45,900
Total		\$351,900

Section 10: Certification

The Applicant's Chief Elected Official, Executive Director or Authorized Official must review and sign the Certification form at the end of these instructions.

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.

Section	Score
1. General Information: Applicants that have not received a CHIP grant in the last five years (2011-2014 rounds) receive five points	5
2. Contact Information: No points awarded	
3. Activities: No points awarded	
4. Community Need: The percentage of persons in all census tracts to be served who are below the poverty line: 0-20% (2 points); 21-30% (4 points); 31-40% (6 points); 41-50% (8 points); 51% or more (10 points) Demonstrated community need for activities based on local data	10 10
5. GICH Communities Is the Community a GICH Community? (1 point) GICH Type: Alumnus (4 points); Junior (3 points); Sophomore (2 points); Freshman (1 point) Meetings demonstrate active participation (5 points)	10
6. Community Revitalization Efforts: Does CHIP fit into the overall revitalization effort? (3 points) Does the Applicant have community partners? (2 points)	5
7. Grants Management Financial grants management experience (8 points) Long-term record keeping experience (8 points)	25

General Federal grants management experience (9 points)

8. Project Management **30**

Affirmative marketing plan (10 points)

Experience managing homeowner repair activities and/or managing new construction projects depending on the Applicant's proposed activities (19 points)

Lead based paint certification (1 point)

9. Budget

Match: 15+% match (5 points); 10-14% match (3 points) 0-9% match (1 point) **5**

Maximum Total Points: **100**

Final Ranking:

The points received by each Applicant on the rating factors will be totaled and the total scores ranked accordingly from highest to lowest. CHIP awards will be based on this final ranking to the extent funds are available. In case of ties, the applications will be ranked based on the differentiation of points received in the following categories by order of priority:

1. Communities that have not received CHIP funds in the last five years
2. GICH communities
3. Communities with high poverty rate
4. Communities with strong grant management experience
5. Communities with demonstrated need
6. Communities with good housing planning

Georgia Department of Community Affairs

Community HOME Investment Activity

Match Contribution Form

Name of Applicant: _____

Source of Match	Amount
Cash	\$
Foregone Taxes, Fees and Other Charges	\$
Donated or Voluntary Labor and Professional Services	\$
Supportive Services	\$
Homebuyer Counseling Services	\$
Other (Describe):	
Total Match Contribution	\$

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)