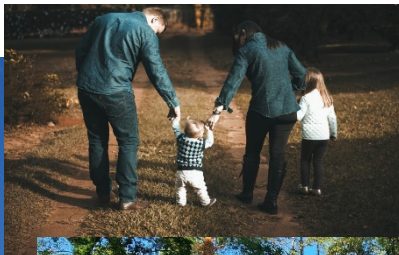
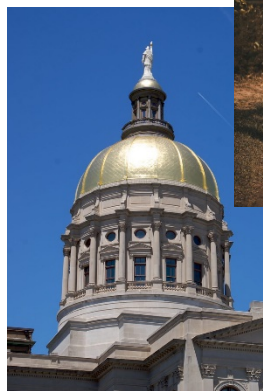


CHIP

 Georgia[®] Department of
Community Affairs
OFFICE OF COMMUNITY HOUSING DEVELOPMENT

2024 CHIP NOTICE OF FUNDS AVAILABILITY & APPLICATION MANUAL



Contents

SUMMARY	3
REQUIREMENTS AND CONSIDERATIONS FOR THE 2024 APPLICATION	4
GEORGIA DEPARTMENT OF COMMUNITY AFFAIRS COMMUNITY HOME INVESTMENT PROGRAM (CHIP) NOTICE OF FUNDS AVAILABILITY	6
AMOUNT OF FUNDS AVAILABLE FOR AWARD	6
AVAILABLE HOME FUNDS PER DEVELOPMENT	6
ELIGIBLE APPLICANTS	7
ACTIVITY SUMMARY	8
APPLICATION REVIEW PROCESS.....	9
TIMEFRAME FOR COMMENCEMENT AND COMPLETION OF ACTIVITIES.....	10
COMPLIANCE WITH OTHER FEDERAL REQUIREMENTS.....	10
COMPLIANCE WITH STATE REQUIREMENTS.....	12
PROPERTY STANDARDS.....	13
PERIOD OF AFFORDABILITY COMPLIANCE	13
ENVIRONMENTAL REVIEW COMPLIANCE.....	14
CHIP 2024 APPLICATION SUBMISSION INSTRUCTIONS.....	14
APPLICATION INSTRUCTIONS	16
SECTION 1-GENERAL INFORMATION/BUDGET.....	16
SECTION 2: CAPACITY/ READINESS TO PROCEED	17
SECTION 3: NEED	19
SECTION 4: PLANNING	20
2024 CHIP APPLICATION FORM	22
REQUIRED DOCUMENTATION LIST.....	24
CHIP 2024 GRANT APPLICATION CERTIFIED ASSURANCES.....	27
APPLICANT SELF SCORE- OWNER OCCUPIED REHABILITATION	29
APPLICANT SELF SCORE- NEW CONSTRUCTION	31
2013-2023 CHIP GRANTEES.....	34
CHIP PROGRAM PROCUREMENT POLICIES FOR STATE RECIPIENTS & SUBRECIPIENT APPLICANTS & GRANTEES	39

2024 Community HOME Investment Program (CHIP) 2024 Grant Application Manual

SUMMARY

The Georgia Department of Community Affairs releases an application for the CHIP program annually to award Community HOME Investment Program (CHIP) grant funds to local government, nonprofit, and public housing authority applicants. These awards are to provide housing rehabilitation of owner-occupied single-family homes and new construction and reconstruction of affordable single-family housing units for sale to income-eligible homebuyers.

The program is funded with federal HOME Investment Partnerships Program (HOME) funds and is subject to federal HOME regulations (24 CFR Parts 91 and 92) and any amendments thereto. The regulations governing the use of HOME funds may be found at the following link: <https://www.hudexchange.info/programs/home/>

Eligible Applicants

- City and County Governments in Georgia excluding HUD HOME Participating Jurisdictions government receiving HUD HOME funds directly
- Public Housing Authorities
- Nonprofits with 501(c)(3) or 501(c)(4) tax-exempt status
- Current CHIP grantees with less than 50% remaining balance in the current CHIP award

Eligible activities and funding limits:

- **\$500,000** available for housing rehabilitation of owner-occupied single-family homes; and **\$1,500,000** available for new construction and reconstruction of affordable single-family homes for sale to income-eligible homebuyers. ***DCA reserves the right to increase the maximum allowable grant amount for new construction if the applicant demonstrates sufficient capacity to meet the CHIP program requirements and sufficient need for new homes in the applicant's target area.***

Awards:

Total of \$12,500,000 in HOME funds made available for up to fifteen (15) awards.

- **Five (5) awards** will be made to the top scoring applications for the new construction/reconstruction of affordable single-family homes activity.
- **Seven (7) awards** will be made to the top scoring applications for the owner-occupied housing rehabilitation activity.
- **Three (3) awards** will be set aside for applicants providing owner-occupied housing rehabilitation that have not received a CHIP or CDBG home repair grant award in previous years.

This manual includes the following documents:

- Notice of Funding Availability (NOFA)
- Grant application instructions
- Application forms



Application Webinar:

Register for the 2024 CHIP Application Training Webinar on November 15, 2023, at 10:00 AM EDT: [Registration for 2024 CHIP Application Webinar](#). After registering, you will receive a confirmation email containing information about joining the webinar.

Deadline:

The CHIP 2024 grant application form with all relevant attachments must be submitted using the DCA Grant Application Administration and Management (GrAAM) system by: **Wednesday, January 31, 2024, at 11:59 p.m.**

Application Fee:

A \$500 application fee check must be mailed and postmarked by **Wednesday, January 31, 2024.**

REQUIREMENTS AND CONSIDERATIONS FOR THE 2024 APPLICATION

Local- New Construction Applicants

State CDBG-funded recipients that are currently contracted or have completed a CDBG-funded construction or infrastructure activity within the last 3 years may be eligible for additional points if the applicant can demonstrate that the CDBG activity will assist or complement their proposed CHIP-funded activity. State CDBG Recipients are encouraged to generate partnerships with experienced local professionals to administer the program.

Nonprofit Consideration

For the 2024 CHIP application round, only nonprofits with a successful completion of their CHIP award can apply for owner-occupied housing rehabilitation. The restriction has been put into place for this round of funding because administering the owner-occupied program by nonprofits has shown to be challenging activity for nonprofits that do not have financial resources outside of CHIP.

Set-Aside Consideration

Awards will be considered for applicants that demonstrate a need for owner-occupied housing rehabilitation and have not received State or Federal housing assistance funds in the last ten years (since 2013). The purpose of this award is to provide new CHIP applicants an opportunity to be more competitive among applicants that have received recent CHIP awards or have experience providing housing rehabilitation from previous federal or state awards.

These applicants must demonstrate current and/or past community development efforts to better improve their community. **Procurement of a grant administrator prior to grant application submission and administration is required for those applicants that want to be considered for the set-aside funding. These awards are only available to local units of governments and not available for nonprofit or public housing authority applicants.**

Housing Counseling Certification

In December 2016, HUD published the Housing Counseling New Certification Requirements Final Rule stating that all HUD-funded homeownership programs, must provide housing counseling by HUD Certified Housing Counselors by August 1, 2021 Visit this HUD website for more information:

<https://www.hudexchange.info/programs/housing-counseling/certification/>

Procurement Requirement

Applicants may choose to but are not required to enter into contract with an experienced grant administrator to carry out CHIP funded activities. If the applicant chooses to work with a grant administrator to write the CHIP grant application, the applicant must solicit the grant administrator's services through a formal documented procurement process at least thirty (30) days prior to submitting the CHIP application. This is not required for applications completed by Georgia Regional Commissions. See the CHIP procurement policy memo and sample solicitation documents in Appendix B of this CHIP application manual for more details.

Application Submission Requirement

Applicants must submit the application online using the online application portal. The link to applicant portal: can be found at: https://qn.ecivis.com/GO/qn_redir/T/1bcpib82dbzbe

A copy of the GrAAM Applicant Portal User Guide and a training instructions video are located on the CHIP webpage for assistance with using the application portal:

<https://www.dca.ga.gov/safe-affordable-housing/rental-housing-development/home-investment-partnership-program-home-1>



GEORGIA DEPARTMENT OF COMMUNITY AFFAIRS COMMUNITY HOME INVESTMENT PROGRAM (CHIP) NOTICE OF FUNDS AVAILABILITY

The Georgia Department of Community Affairs (DCA) hereby notifies interested applicants of the availability of funds allocated from the HOME Investment Partnerships Program (HOME). The Georgia Department of Community Affairs (DCA) is the administrator of Georgia Housing and Finance Authority (GHFA) programs. The availability and use of these funds are subject to Federal HOME regulations (24 CFR Parts 91 and 92) and any amendments thereto, including the final regulations published by the Department of Housing and Urban Development (HUD) in the Federal Register on or about July 24, 2013, and is further subject to GHFA's policies and program requirements.

In releasing this Notice of Funding Availability (NOFA), the goal of GHFA is to facilitate 1.) New construction, acquisition/rehabilitation or reconstruction of affordable housing units for sale to low- and moderate- income home buyers; and 2.) Housing rehabilitation of owner-occupied homes. To meet these goals, funds will be awarded to successful applicants who will act as a Subrecipient or State Recipient of GHFA to administer the programs set out in this NOFA.

Interested parties may find the regulations governing the use of HOME funds under Title 24, Part 92, of the Code of Federal Regulations at the following link: <https://www.hudexchange.info/programs/home/>

A copy of this NOFA and the application package and other related materials will be available on the DCA website at the link listed below within seven (7) business days of the posting of this NOFA. <https://www.dca.ga.gov/node/2669/documents/2091>

AMOUNT OF FUNDS AVAILABLE FOR AWARD

DCA anticipates that approximately twelve million five hundred dollars (\$12,500,000) will be available under this NOFA. DCA reserves the right to fund, in whole or in part, any, all, or none of the applications submitted in response to this NOFA. ***DCA reserves the right to increase the total funds awarded and fund, in whole or in part, any, all, or none of the applications***

AVAILABLE HOME FUNDS PER DEVELOPMENT

DCA will award up to \$500,000 per application submitted for housing rehabilitation of owner-occupied homes; or up to \$1,500,000 per application for new construction or reconstruction of homes for sale to home buyers. Eligible Applicants may apply for only one activity.

- Five (5) awards will be made to the top-scoring applications for the new construction/reconstruction of affordable single-family homes activity.
- Seven (7) awards will be made overall to the top-scoring applications for the owner-occupied housing rehabilitation activity.
- Three (3) awards will be made at DCA's discretion to new CHIP applicants for owner-occupied rehabilitation.

ELIGIBLE APPLICANTS

Successful applicants will act as either State Recipients or Subrecipients of GHFA HOME funds.

State Recipients are a unit of general local government designated by a State to receive HOME funds from the State.

Subrecipients are defined in the revised HOME Final Rule of July 24, 2013, as a public agency or nonprofit organization selected by the participating jurisdiction to administer all or some of the participating jurisdiction's HOME programs to produce affordable housing. A public agency or nonprofit organization that receives HOME funds solely as a developer of a housing project is not a Subrecipient. The participating jurisdiction's selection of a Subrecipient is not subject to the procurement procedures and requirements.

Applicants approved for funding under this NOFA will administer one of the two activities: 1.) New construction and reconstruction of affordable single-family housing units for sale to low- and moderate-income home buyers; and 2.) Housing rehabilitation and reconstruction of owner-occupied homes.

Administrative responsibilities of the State Recipients or Subrecipients will include, but are not limited to:

- Selecting third party developers to complete eligible activities.
- Conducting assessments of proposed developments and coordinating appropriate work to be completed.
- Evaluating the reasonableness of proposed project costs.
- Ensuring that the work is performed in accordance with all required property standards.
- Submitting required project documentation to DCA.
- Performing federal compliance oversight.
- Monitoring program timelines for commitment and expenditure of funds.
- Monitoring compliance with DCA and HOME program requirements for the period of affordability.

DCA intends to enter into a formal written agreement with each selected Applicant no later than September 1, 2024.

Eligible Applicant Entities

The following entities will be considered eligible to act as a State Recipient or Subrecipient under this NOFA:

- Local governments
- Non-profit organizations
- Public Housing Authorities

The Applicant must demonstrate the capacity to carry out the proposed development by having either staff or entities under contract with relevant experience in successfully completing the administration of other developments of a similar nature and scope.

Ineligible Applicant Entities

- HUD HOME Participating Jurisdictions government receiving HUD HOME funds directly
 - CHIP grantees with more than 50% in unspent CHIP funds are not eligible to apply
 - Applicants out of material compliance or disqualified from any program administered by DCA or under debarment, proposed debarment, or suspension by a federal agency
 - Applicants that have returned a CHIP award within the last ten (10) years

A. Additional Qualification Requirements for Applicant Entities – Nonprofits and Public Housing Authorities

In addition, an applicant formed as a nonprofit or public housing authority must be determined by DCA to be qualified to act as a Subrecipient. The nonprofit or public housing authority must be able to demonstrate technical expertise of staff and other project partners in housing production and management and meet the following criteria:

- At the time of application, the authorized signatory of the applicant (e.g., Chief Executive Officer) must demonstrate compliance with O.C.G.A. §50-36-1 (e) (2)-Verification of Lawful Presence within the United States.
- At the time of application, all non-profit applicants also must be in compliance with O.C.G.A. Section 50- 20-1 through 50-20-8. Successful applicants must remain in compliance with this section through program closeout. DCA will not fund any activity should the non-profit or public housing authority fall out of compliance with O.C.G.A. Section 50-20 et. seq. until such time that the entity's compliance has been determined by Georgia Department of Audits and Accounts and, subsequently, the Commissioner of DCA has authorized proceeding with funding of existing commitments.

B. Additional Eligibility Requirements for Applicants – Local Governments

In addition to the requirements for all applicants, Local Governments must be in compliance with the audit report/grant certification form submission requirements as provided under O.C.G.A. Section 36-81-7 and Section 36-81-8.1.

ACTIVITY SUMMARY

A. Single Family New Construction

Funds will be provided to acquire, rehabilitate, or newly construct single-family units to be sold to low- and moderate-income home buyers. Single-family units are defined as structures with 1-4 units. All eligible applicants, including non-profit organizations, are eligible to apply for this activity.

Fees to developers that complete developments funded under this NOFA shall be up to 20% of the total development cost not including the value of the land if acquisition funds are provided. This amount may be reduced if there is an identity of interest between the developer and the contractor working on the development. State Recipients and Subrecipients are eligible to receive project delivery costs of up to 5% of the HOME- funded total development cost.

1. Required HUD housing counseling provider for homebuyer activities:

If the application proposes the development (either new construction or acquisition/rehabilitation) of housing units that will be sold to low- and moderate-income homebuyers, a formal agreement is required between the Subrecipient and a HUD-approved housing counseling agency to

provide pre-purchase and homebuyer education services to all new home buyers. This requirement does not apply to owner-occupied housing rehabilitation activities.

- 2. Homebuyer Requirements:** Homes must be sold to income-eligible homebuyers. Grantees are required to complete an intake application process for all homebuyers. Homebuyer underwriting will be completed by DCA before the homebuyer can close. All homebuyers must receive a homebuyer subsidy (minimum \$1,000) and maintain the home as their primary residence for the required years of the affordability period.

B. Housing Rehabilitation of Owner-Occupied Single-Family Homes

Funds will be provided to rehabilitate existing owner-occupied single-family units. State Recipients and Subrecipients are eligible to receive project delivery costs of \$7500 for each HOME- funded housing rehabbed home. Homeowners must meet the income thresholds of less than eighty percent (80%) of the average median income for their counties. Funds for rehabilitation of the homes are made in the form of a 0% deferred payment loan that is forgivable if the homeowners maintain the home as their primary residence for five (5) years for housing rehabilitation or for ten (10) years for housing reconstruction.

C. Procurement Procedures

Each recipient of a HOME award will be required to provide proof of adequate builder's risk insurance, property insurance, and/or contractor liability insurance during construction and property insurance following construction for the assisted property throughout the affordability period of the award. If the recipient of the HOME award is a Local Unit of Government, or a non-profit not acting as a developer, the recipient must follow competitive procurement procedures when procuring all materials, supplies, equipment, and construction or professional services related to the HOME award. Please note that public non-for-profits (i.e., Housing or Redevelopment Authorities, and public agencies may not act as Developers and must competitively procure. If the non-for-profit recipient is acting as a developer, competitive procurement standards are not required.

APPLICATION REVIEW PROCESS

All applications will initially be reviewed by DCA to determine completeness. All applicants must respond to any DCA clarification request within three (3) business days from receipt. Failure to meet this deadline will cause the application to be deemed incomplete and the application will not be reviewed further.

All applications will be reviewed, evaluated, and ranked according to the priorities and preferences outlined in this application manual. Complete applications will be screened to determine whether the application meets the minimum NOFA eligibility requirements. DCA will consider the geographic distribution of these resources across the State prior to making final funding decisions. DCA will evaluate and rank each complete and eligible application according to the priorities identified herein. All award results will be posted on the DCA website and applicants notified in writing.

Applications that are submitted but not completed in GrAAM will not be considered for funding.

TIMEFRAME FOR COMMENCEMENT AND COMPLETION OF ACTIVITIES

All HOME funds must generally be expended, and all activities completed within three (3) years of DCA's contract start date. "Completion" is defined as all construction and rehab activities being complete, all activity funds expended, all final inspections have taken place.

Additionally for new construction, the Certificate of Occupancy is issued and new developments have been purchased by income eligible homebuyers. All home buyer units must have ratified sales contracts within nine (9) months of the issuance of a certificate of occupancy for the unit or the unsold unit must be converted to a HOME-funded rental unit.

COMPLIANCE WITH OTHER FEDERAL REQUIREMENTS

In addition to the basic HOME rules previously outlined, several other federal and state regulations must be adhered to in the course of administering HOME funds. The certifying official of the applicant is responsible for ensuring that the proposed program, activities, goals, and timetables follow all federal and state laws, regulations, and executive orders. The major applicable federal laws, regulations and executive orders include, but are not limited to, the areas outlined below:

A. Non-Discrimination and Equal Access

Applicants must take measures to ensure non-discriminatory treatment, outreach, and access to HOME resources. This applies to employment and contracting, as well as to marketing and selection of program participants. DCA does not discriminate based on disability in the administration of Federal HOME funds.

B. Fair Housing and Equal Opportunity

Applicants and their activities must comply with all the federal laws, executive orders and regulations pertaining to fair housing and equal opportunity listed below:

- Title VI of the Civil Rights Act of 1964, As Amended (42 U.S.C. 2000d et seq.)
- The Fair Housing Act (41 U.S.C. 3601-3620)
- Section 104(b) (2) of the Fair Housing Act
- Fair Housing Act implementing regulations for HUD programs at 24 CFR Part 100-115
- Equal Opportunity in Housing (Executive Order 11063, as amended by Executive Order 12259)
- Equal Opportunity in Housing Regulations at 24 CFR Part 107
- Age Discrimination Act of 1975, As Amended (42 U.S.C. 6101)
- Title VIII of Civil Rights Act of 1968 (2 U.S.C. 3601 et. seq. and implementing regulations, as amended
- Affirmative marketing in accordance with the HOME Investment Partnerships Act and 24 CFR 92.351
- Section 3 of the Housing and Urban Development Act of 1968 Georgia Fair Lending Act

C. Accessibility for Individuals with Disabilities

- 24 CFR Part 8 implements Section 504 of the Rehabilitation Act of 1973

D. Equal Opportunity

- Equal Employment Opportunity Executive Order 11246, as amended, and implementing regulations at 41 CFR Part 60

E. Contracting and Procurement

- Procurement Standards at 24 CFR 85.36 and for nonprofit organizations at 24 CFR Part 84 and OMB Circular A-110
- HOME Program Conflict of Interest Provisions at 24 CFR 92.356
- Debarred, Suspended or Ineligible Contractors at 24 CFR Part 5

F. Environmental Protection

- National Environmental Policy Act of 1969 (NEPA) and the related authorities listed in HUD's implementing regulations at 24 CFR Parts 50 and 58

G. Lead Based Paint

- HOME is subject to the HUD requirements of addressing lead-based paint hazards pursuant to 24 CFR Part 35. If a risk assessment is required, then all lead-based paint issues must be addressed.
- Section 1012 and 1013 of the Residential Anti-Lead Based Paint Hazard Reduction Act of 1992, which is Title X of the Housing and Community Development Act of 1992

H. Acquisition and Relocation

- Uniform Relocation Act (URA)
- Section 104(d) of the Housing and Community Development Act, known as the Barney Frank Amendments

I. Financial Management

- 24 CFR Part 85 ("Common Rule") and for nonprofit organizations see CFR Part 84
- Federal OMB Circular A-133
- Federal OMB Circular A-87

J. Housing

- The Truth in Lending Act (Regulation Z)
- Title I Consumer Protection Act (PL 90321)
- Construction Industry Licensing Board Act (O.C.G.A. Section 43-14-1, et. seq.)
- Georgia Industrialized Building Act of 1982, As Amended (O.C.G.A. Title 8, Chapter 2, Article 2, Part 1 "Industrialized Buildings"; Part 2
- Manufactured Housing [Mobile Homes])
- Mandatory State Construction Codes, as well as the International Energy Conservation Code
- Construction and Safety Standards at 24 CFR 3280 for new manufactured housing
- Georgia Fair Lending Act

K. Labor Standards

- Every contract for the new construction or rehabilitation of housing that includes 12 or more units assisted with HOME funds must contain a provision requiring the payment of not less than the wages prevailing in the locality, as pre-determined by the Secretary of Labor pursuant to the Davis-Bacon Act (40 U.S.C. 276a-5). Such contracts are also subject to the overtime provisions, as applicable, of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-332).
- Contractors, subcontractors, and other HOME fund recipients must comply with regulations issued under these acts and with other Federal laws and regulations pertaining to labor standards and HUD Handbook 1344.1 (Federal Labor Standards Compliance in Housing and Community Development Programs).

L. General

- Title II of the National Affordable Housing Act of 1990, As Amended
- 24 CFR Part 92, HOME Investment Partnerships Program
- 24 CFR Part 5 A, 5.105, Other Federal Requirements
- O.C.G.A. Title 50, Chapter 18, Article 4, Georgia Open Records Act

COMPLIANCE WITH STATE REQUIREMENTS

In addition to the basic HOME rules and Federal requirements, the certifying official of the Applicant is responsible for ensuring that the proposed program, activities, goals, and timetables are in compliance with all state laws, regulations, and executive orders, including.

Immigration

- Prohibition on Immigration Sanctuary Policies by Local Governmental Entities
 - O.C.G.A. § 36-80-23HB 87
- Illegal Immigration Reform and Enforcement Act
 - O.C.G.A. §13-10-91

Non-profit Contractors

- O.C.G.A 50-20-1, Relations with Non-profit Contractors

Single-family Construction Requirements

- O.C.G.A. 8-3-172, Funding for Single-family Housing; Construction Requirements

Georgia Drug-Free Workplace Act

- O.C.G.A. § 50-24-1 et seq.

COMMUNITY INTEGRATION FOR PERSONS WITH DISABILITIES

In addition to embracing its role in creating housing opportunities, DCA seeks to support the broader goals of community integration expressed in the original Olmstead Decision. The 1999 US Supreme Court decision in *Olmstead v L.C.*, 527 U.S. 581 (1999), held that people with disabilities have the right to live in the least restrictive, most integrated settings.

DCA defines a “person with a disability” as “Any person who has a physical or mental impairment that substantially limits one or more major life activities; has a record of such impairment; or is regarded as

having such impairment." In general, a physical or mental impairment includes hearing, mobility and visual impairments, chronic substance abuse issues, chronic mental illness, AIDS, AIDS Related Complex, and mental retardation that substantially limit one or more major life activities. Major life activities include walking, talking, hearing, seeing, breathing, learning, performing manual tasks and caring for oneself.

The "most integrated setting" is defined as "a setting that enables individuals with disabilities to interact with non-disabled persons to the fullest extent possible." Integrated settings are those that provide individuals with disabilities opportunities to live, work, and receive services in the greater community in a manner similar to individuals without disabilities. Integrated settings are located in mainstream society and offer access to community activities and opportunities at times, frequencies and with persons of an individual's choosing. Integrated settings also afford individuals choice in their daily life activities and provide individuals with disabilities the opportunity to fully interact with non-disabled persons possible. Settings that are not integrated include, but are not limited to, properties which target more than 20% of the units to individuals with disabilities. For purposes of this NOFA, DCA will not consider applications that propose housing populated exclusively for or which target more than 20% of the units to individuals with a disability except in two instances (1) the preservation of existing, subsidized affordable housing which is occupied by persons with disabilities and (2) scattered site units in which 2,000 feet or more separate a unit targeted for an individual with a disability from other units targeted to individuals with disabilities. In the second instance, the distance will be measured from lot line to lot line regardless of their ownership and financing. Funding sources, including rental assistance, that require documentation of a disability as a condition will be considered documentation that the unit targets individuals with disabilities.

Further, in assessing whether a property supports the broader goals of community integration under the Olmstead Decision, individuals with disabilities must have access to community resources such as public transportation, educational facilities, libraries, shopping venues, and recreational activities. In addition, these households should not be limited to interacting with or traveling about the community with other individuals with a disability or people from the same residential setting. For example, requiring residents with similar disabilities to shop, travel by van, or recreate together as a group does not satisfy these criteria. If proposed housing units are geographically isolated or distant from transportation and community activities or located in a campus or institution like setting, DCA will not select the Application for funding.

PROPERTY STANDARDS

All funded properties must meet certain property standards. At minimum, all units must meet HUD's Uniform Physical Condition Standards (UPCS). However, the HOME regulation also requires that all housing that is rehabilitated or financed with HOME funds must meet all applicable local codes (including state codes), rehabilitation standards, ordinances, and zoning ordinances at the time of development completion. The State Code can be found at the following link: <https://dca.ga.gov/local-government-assistance/construction-codes-industrialized-buildings/constructioncodes>

PERIOD OF AFFORDABILITY COMPLIANCE

During the Period of Affordability, Recipients will be required to carry out ongoing compliance monitoring activities as dictated by HOME rules. DCA will monitor the Recipient's performance in completing these

activities. The period of affordability will be determined by the level of assistance provided each unit as outlined in the HOME regulations in Section 92.254 for homeownership units and can vary from 5 to 20 years

The liens will be considered satisfied by the owner's continued occupancy in the home as their primary residence as verified throughout the period of affordability. Failure to fulfill this requirement during this time frame will result in a recapture of net proceeds.

ENVIRONMENTAL REVIEW COMPLIANCE

Recipients are prohibited per HUD's regulations at 24 CFR 58.22 from committing or spending HUD or non-HUD funds on any activity that could have an adverse environmental impact or limit the choice of reasonable alternatives prior to completion of an environmental review once a project has been awarded CHIP funds for housing rehabilitation or new construction

This prohibition on "choice-limiting actions" prohibits physical activity, including acquisition, rehabilitation, and construction, as well as contracting for or committing to any of these actions.

CHIP 2024 APPLICATION SUBMISSION INSTRUCTIONS

All CHIP documents and attachments will be submitted via the GrAAM portal. Applications and the GrAAM portal can be found on the DCA CHIP webpage:

<https://www.dca.ga.gov/safe-affordable-housing/rental-housing-development/home-investment-partnership-program-home-1>

The online application in GrAAM is formatted to capture the application general information, budget and all other required documentation required for the CHIP application. Instructions for the application can be found in the eCivis Applicant Portal User Guide which are also located on the CHIP webpage. Should you have any questions or concerns about this process, please contact CHIP at: CHIP@dca.ga.gov.

The 2024 CHIP Application packet has been posted to DCA website in PDF format. Applications must be submitted through DCA's GrAAM system via the eCivis application portal at https://gn.ecivis.com/GO/gn_redir/T/1bcpi82dbzbe by **11:59 p.m. on January 31, 2024**. Any applications received after the designated date and time will not be considered for funding. All successfully submitted application will receive a confirmation of receipt email.

After completing the required application form in GrAAM, you can choose to submit your application attachments in GrAAM as one document. All supporting documents including narratives, maps and other support material should be clearly labeled and submitted in the following format:

Section 1- General Information and Budget

- CHIP 2024 Application Form
- IRS Nonprofit Designation Letter (as applicable)
- Audited Financial Statements or Current End of Year Financials
- Signed Certification Assurances Form

- Procurement of Grant Administrator Documentation
- Proposed Budget Narrative
- Self-Score Sheet- Housing Rehabilitation or New Construction

Section 2: Capacity

Include the following Narratives and Documentation:

- Experience Narrative
- Administration Experience
- Qualified Partners List
- Construction Plans (New Construction)
- Site Control (New Construction,

Section 3- Need

Include the following narratives and Map(s)

- Target Area Narrative and Map
- Current Housing Conditions Narrative (Housing Rehabilitation)
- Real Estate Development Market Analysis (New Construction)

Section 4- Planning

Include the following narratives and Documentation:

- GICH Letter of Support for nonprofits, if applicable
- GICH certification for Alumni
- Affordable Housing Plan

Application Fee

A \$500 application fee payable by check 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 mailing address: CHIP Manager, Georgia Department of Community Affairs, 60 Executive Park South, N.E., Atlanta, GA 30329

APPLICATION INSTRUCTIONS

SECTION 1-GENERAL INFORMATION/BUDGET

A. Contact Information

Complete the contact information for the applicant and the grant administrator (if applicable). Applicants may choose to but are not required to enter into contract with an experienced grant administrator to carry out CHIP funded activities. If the applicant chooses to work with a grant administrator to write the CHIP grant application, the applicant must solicit the grant administrator's services through a formal documented procurement process at least thirty (30) days prior to submitting the CHIP application. This is not required for applications completed by Georgia Regional Commissions. See the CHIP procurement policy memo and sample solicitation documents in Appendix B of this CHIP application manual for more details.

B. Proposed Activity

1. Applicants may apply for only one of the categories of CHIP funded activities in each CHIP grant applicants. Applicants may submit one application. Application categories are:
 - Housing rehabilitation of owner-occupied homes
 - New construction of homes and/or reconstruction of vacant single-family homes for sale to income-eligible homebuyers
2. Write in the number of proposed homes to be rehabilitated or built for each activity

C. Proposed Budget and Leveraging

For their project budgets applicants may request

- Up to \$500,000 for owner-occupied housing rehabilitation activities, or
- Up to \$1,500,000 for new construction/reconstruction of homes for sale
 - ***DCA reserves the right to increase the maximum allowable grant amount for new construction if the applicant demonstrates sufficient capacity to meet the CHIP program requirements and sufficient need for new homes in the applicant's target area.***

Match- Owner-Occupied Rehabilitation

In the Proposed Budget table:

Provide the dollar value amount of match funds by funding category (Federal, State, and Local).

Provide a narrative detailing the applicant's proposed budget, estimated cost per unit, and sources and uses of matched funds. Matched resources may be in the form of cash or in-kind contributions. Examples of match are cash from other grants, land values, donated services, and waived permit fees.

Match- New Construction only

In the Proposed Budget table:

- a. Provide the dollar value amount of match funds by funding category (Federal, State, and Local).
- b. Provide a narrative detailing the applicant's proposed budget, estimated cost per unit, and sources and uses of matched funds. For housing development, also include the cost for property acquisition (or value of land if donated), projected construction hard costs and soft costs, and

projected sale prices. Matched resources may be in the form of cash or in-kind contributions. Examples of match are cash from other grants, land values, donated services, and waived permit fees. Points will be awarded for more match provided and bonus points will be provided to applicants that provide a reasonable budget with the highest cost-per-unit ratio.

SECTION 2: CAPACITY/ READINESS TO PROCEED

In this section, demonstrate that the applicant has the necessary capacity to carry out the CHIP program if awarded funding. Applications that can demonstrate the greatest readiness to proceed with program implementation will be given the highest priority.

A. Administration Experience Narrative

Include the resumes and an experience narrative for each staff person and/or grant administrators who will be responsible for administering the CHIP grant if awarded. If an outside firm or individual is administering this grant, attach the procurement documentation. See Appendix B for guidance.

B. Experience Narrative

Include a narrative labeled **Experience Narrative** detailing the experience of the applicant in administering HOME funds as a Subrecipient and/or the applicant's experience in developing or administering the development of similar units. If the applicant has received CHIP funds in the past or has a CHIP grant underway, attach a narrative explaining the grant accomplishments.

For grants that have been closed out, the narrative should include the following:

- Grant contract date
- Grant completion date when DCA completed the final monitoring and closed the grant
- Amount awarded
- Amount expended
- Number of homeowners proposed to be assisted
- Number of homeowners assisted
- Detail explaining whether the objectives of the grant were met and if not why
- Funded budget and any remaining balances

For grants that are underway, the narrative should include the following:

- Grant contract date
- Expected completing date
- Amount awarded
- Amount expended to date
- Number of homeowners proposed to be assisted
- Number of homeowners assisted to date

All requested information must be clearly documented and included. Points will not be provided for incomplete documentation of requested experience.

If the applicant has not received a CHIP grant in the past but has other relevant affordable housing rehabilitation or new construction experience especially if the grantee has managed CDBG, NSP, or other HOME funded projects, attach a detailed narrative of the applicant's accomplishments. The narrative should include the following:

- Date range for the projects from start to finish
 - Indicate whether the project was completed on time and if not, please explain
- Fund sources for the projects and any remaining balances
- Number of homes built/renovated and/or
- Number of homeowners/homebuyers assisted
- Photos for projects completed, if available

All requested information must be clearly documented and included. Points will not be provided for incomplete documentation of requested experience.

For Set-Aside Consideration for Owner-Occupied Rehabilitation:

Communities are encouraged to apply for funding that has been set aside for local governments that are motivated to improve their communities but have not received state funding (CHIP or CDBG) for housing assistance in the past ten years. While community engagements may be different for each community, for the purpose of this grant set-aside, DCA is looking for innovative or supportive activities that provide community-wide improvements. Examples of improvements could include community clean-up for underserved neighborhoods, code enforcement for blighted properties, downtown development to engage the community.

To qualify for the set-aside category, applicants must provide a detailed narrative with supporting photos and documentation to substantiate community improvement efforts. CHIP staff will score the narrative qualitatively and rank them in accordance with the set-aside's intent. The following criteria will receive priority for scoring:

- Engagement of community participation
- Support of economically distressed areas
- Assistance to unserved or underserved low- and moderate-income persons
- Government partnerships with local organizations for community development initiative

This list of criteria is included to convey the intent of the set-aside. DCA reserves the right to consider additional criteria. In addition, applicants will be awarded points if their community has not received federal or state assistance in over 10 years.

All requested information must be clearly documented and included. Points will not be provided for incomplete documentation of requested experience.

Label this narrative and photos as **Set- Aside Consideration**

For New Construction/Housing Development:

The identification of proposed development sites is not required at the time of submission. However, if sites have been identified and site control is in place for the applicant or owner, priority will be given to these applications. Site control is identified as:

1. Warranty Deed that conveys title to the subject property(ies) to the Applicant or proposed owner,
2. A legally binding contract to purchase the proposed project site(s) in the name of the Applicant or ownership entity, or

A legally binding contract for a binding long-term ground lease, with a minimum term of 45 years.

Include the proposed development sites and indicate whether there is site control as a part of the **Experience Narrative**.

For State CDBG Recipients- New Construction

State CDBG-funded recipients that are currently contracted or have completed a CDBG-funded construction activity within the last 3 years may be eligible for additional points if the applicant can demonstrate that the CDBG activity will assist or complement their proposed CHIP-funded activity. State CDBG Recipients are encouraged to generate partnerships with experienced professionals to administer the program. Examples of how CDBG and CHIP can be used for new construction include:

- Using CDBG-funded water and sewer improvement to provide greater capacity for new housing
- Providing infrastructure improvements to a neighborhood will save costs for new construction, etc.)

To qualify for additional points, State CDBG applicants must provide a detailed narrative with supporting photos and/or documentation to detail how the proposed or completed CDBG funded activities will aid and/or facilitate your proposed CHIP activity!

Include as a part of the **Experience Narrative**.

SECTION 3: NEED

Target Area

Include a narrative and map of the targeted area labeled Target Area using the following information below to demonstrate need.

A. Geographic Priority

Underserved Area:

The table in Appendix A shows the CHIP grant recipients funded between 2013-2023. Use this table to determine the applicant's score. Applicants that have not received CHIP funds in the last ten (10) years will receive three (3) points; those have not received CHIP funds in the last five (5) years will receive two (2) points; and those that have not received CHIP funds in the last three (3) years will receive one (1) point. For grantees that received awards in multiple years, use the most current award year score.

For grantees that received awards in multiple years, use the most current award year score.

Underfunded Area

The table in Appendix A shows the CHIP grant recipients funded between 2013-2023. Use this table to determine the applicant's score. Applicants that have not received CHIP funds in the last ten (10) years will receive three (3) points; those have not received CHIP funds in the last five (5) years will receive two (2) points; and those that have not received CHIP funds in the last three (3) years will

receive one (1) point. For grantees that received awards in multiple years, use the most current award year score.

Federally Declared Disaster Area:

One (1) point will be given to applicants in FEMA Individual Assistance Disaster designation counties designated between January 2018 and December 2023.

B. Poverty Rate

Use the CHIP housing data map provided on the DCA on this website to determine the poverty rate for the city and county to be served with this grant. If you experience errors with loading the map content, be sure your internet browser is up to date or try a different browser.

CHIP housing data map:

<https://experience.arcgis.com/experience/3e19dafaf0ce43338f76fa48ae52842f>

Or use Census data to determine the poverty rate of the specific target area by Census tract.

C. Current Housing Conditions for Owner-Occupied Housing Rehabilitation Activities

For applicants providing owner-occupied housing rehabilitation activities, provide photos and a narrative of the current condition of the houses in the target area including:

- Narrative of housing conditions and common repair issues in the target area
- Photos of representative houses in the target area

Label this narrative and photos as **Current Housing Conditions**.

This narrative should be separate from the set-aside narrative for the Set-Aside Consideration in Section 2- Capacity

D. Real Estate Development Market Analysis for New Construction:

For applicants providing new construction/reconstruction of vacant homes for sale to eligible homebuyers, use the CHIP housing data map provided on the DCA website:

<https://experience.arcgis.com/experience/3e19dafaf0ce43338f76fa48ae52842f>

This data will determine the city or county level data for the following:

- The need for new homes based on vacancy rate
- The affordability of the median home value
- The population growth

Include this data with a narrative describing the amenities of the target area. Label this narrative as **Real Estate Development Market Analysis**.

SECTION 4: PLANNING

Applications that provide documentation that the proposed housing supports community affordable housing plans will be given priority.

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

Applicants will receive points for activities within a Georgia Initiative for Community Housing (GICH) participating community. *Nonprofits and Public Housing Authorities will need to include a letter of support from the local government to receive points as a GICH community.* Additional information about GICH may be found at <https://www.fcs.uga.edu/fhce/gich/>

B. Affordable Housing Plan

If the target area in this application is represented in a community redevelopment plan that addresses affordable housing, label the plan with the file name **Affordable Housing Plan**. *Nonprofits and Public Housing Authorities will need to include a letter of support from the Local Government of the redevelopment plan if it is included as the affordable housing plan.*

Attach a narrative indicating where in the plan are the following items:

For Local Governments:

1. Local government adoption of the plan
2. Public input and engagement during the planning stages
3. Date the plan was updated. 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 this application
4. Application target area is included in the plan
5. Inclusion of rehabilitation or production of affordable single-family housing as a policy goal for the community

For Non-profits and Public Housing Authorities that choose to develop an affordable housing plan, the plan must include the following items:

1. The target area where HOME-assisted or HOME-eligible housing is located
2. Inclusion of rehabilitation or production of affordable single-family housing as a policy goal for the community
3. Inclusion of assisting low to moderate income families as a policy goal for the community
4. Documentation of housing rehabilitation and/or new construction experience, if applicable
5. Past experience with federal or state funded programs, if applicable

2024 CHIP APPLICATION FORM

SECTION 1 GENERAL INFORMATION AND PROPOSED BUDGET

Name of Applicant:
Applicant Type <input type="checkbox"/> City <input type="checkbox"/> County <input type="checkbox"/> Nonprofit 501(c)(3) or 501 (c)(4) <input type="checkbox"/> Public Housing Authority
<u>DUNS Number:</u>

Contact Information

Executive Officer of the City, County, Public Housing Authority, or Nonprofit

Name:
Title:
Mailing Address:
Phone Number:
Email Address:

Primary contact who can answer questions about this application:

Name:
Title:
Phone Number:
Email Address:

Grant Administrator (if applicable):

Name:
Title:
Company/Organization:
Phone Number:

CHIP Activity

Owner-Occupied Housing Rehabilitation	<input type="checkbox"/>	New Construction	<input type="checkbox"/>
Owner-Occupied Set-Aside Consideration	<input type="checkbox"/>	New Construction- CDBG State Recipient	<input type="checkbox"/>

Proposed Housing Activities

Owner-Occupied Housing Rehabilitation-Number of proposed owner-occupied homes to be rehabilitated:	
New Construction-Number of new single-family homes to be constructed and sold to eligible homebuyers:	

New Construction-Number of existing single-family homes to be purchased and rehabilitated/reconstructed and sold to eligible homebuyers:	
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Proposed Budget

Proposed Project Budget	
Description of CHIP Project- Funds requested for housing rehabilitation services or new construction <i>(Provide description- For example \$400,000 @ \$60,000 each for 6 rehabbed homes or 5 homes constructed for \$160,000 each totaling \$800,000 in CHIP assistance)</i>	Budget
Project Description:	
Total CHIP Funds Requested	
Match/Leverage Funds <i>(For example, Value of land permits and/or taxes waivers, value of donated labor, equipment, or professional services)</i>	
Federal funds	
State funds	
Local funds	
Total Match/Leverage Funds Added	
Total Proposed Budget	

SECTION 2 CAPACITY AND READINESS TO PROCEED

Has the applicant received a CHIP award in the past years?	<input type="checkbox"/> Yes <input type="checkbox"/> No
List the CHIP award years:	

SECTION 3- NEED

Is the applicant within a 2015-2021 federally declared disaster area?	<input type="checkbox"/> Yes <input type="checkbox"/> No
List the designation and date of designation:	

Type of assistance provided with CHIP funds in previous awards	<input type="checkbox"/> Down Payment Assistance <input type="checkbox"/> Housing Rehabilitation <input type="checkbox"/> New Construction
Census Tracts Located in the Targeted Area	Percent Below Poverty
Average Percent Poverty	

SECTION 4- PLANNING

Is the applicant in a GICH community?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, what GICH category is the community? <input type="checkbox"/> Freshman <input type="checkbox"/> Sophomore <input type="checkbox"/> Junior <input type="checkbox"/> Alumni <i>**Additional point awarded to GICH communities that have completed their GICH Alumni Certification application for 2021 or 2022</i>	

REQUIRED DOCUMENTATION LIST

Section 1: Budget

Nonprofit IRS Designation	Attach a copy of the IRS determination letter for 501(c)3 status.
Audited Financial Statements	Submit the most recent copy of the applicant's audited financial statements. If the organization is not required to have an audited financial statement, submit the organization's most current year-end financials.
Certified Assurances Form	Review and complete the attached Certified Assurances form
Project Budget – Owner-Occupied Housing Rehabilitation	Include a budget table detailing the applicant's proposed budget including match. Match may include cash or in-kind donated land or services. See the application instructions for more details. Label the title of the table- Proposed Budget-Housing Rehabilitation.
Construction Budget- New Construction	Provide a proposed budget table detailing the applicant's proposed budget, estimated cost per unit, and sources and uses of matched funds. For housing development, also include the cost for property acquisition (or value of land if donated), projected construction hard costs and soft costs, and projected sale prices. Matched resources may be in the form of cash or in-kind contributions. Examples of match are cash from other grants, land values, donated services, and waived permit fees. Provide the dollar value amount of match funds by funding category (Federal, State, and Local). Points will be awarded for more match

	provided and bonus points will be provided to applicants that provide a reasonable budget with the highest cost-per-unit ratio.
Self-Score Sheet	Submit the Self Score sheet with your application. The self-score sheet can be found after the application form and Certified Assurances document.

Section 2: Capacity and Readiness to Proceed

Administration Experience Narrative	Include the resumes and an experience narrative for each staff person and/or grant administrators who will be responsible for administering the CHIP grant if awarded. If an outside firm or individual is administering this grant, attach the procurement documentation. See CHIP Procurement Policies (included) for guidance.
Rehabilitation Experience Narrative	Review the CHIP 2024 Application Instructions for applicants that have received CHIP funds or State CDBG funds for housing activities or have current grants underway. Include a detailed narrative listing the grants received, the grant agreement funded activities and objectives (for example: number of homes to be rehabbed), whether those objectives were met and if not why, the funded budget and remaining balances if any. For applicants that have not received CHIP awards in the past but have affordable housing experience include the previous accomplishments with project dates, fund sources, and the number of homes assisted with photos supporting these accomplishments. Label the title of the narrative- Rehabilitation Experience
Set-Aside Consideration- Owner-Occupied Housing Rehabilitation	Applicants applying for the set-aside consideration, must provide a detailed narrative with supporting photos and documentation to substantiate community improvement efforts. CHIP staff will score the narrative qualitatively and rank them in accordance with the set-aside's intent. Label this narrative and photos as Set-Aside Consideration
Site Control Documentation- New Construction	<p>The identification of proposed development sites is not required at the time of submission. However, if sites have been identified and site control is in place for the applicant or owner, priority will be given to these applications. Site control is identified as:</p> <ol style="list-style-type: none"> 1. Warranty Deed that conveys title to the subject property(ies) to the Applicant or proposed owner, 2. A legally binding contract to purchase the proposed project site(s) in the name of the Applicant or ownership entity, or 3. A legally binding contract for a binding long-term ground lease, with a minimum term of 45 years. <p>Include the proposed development sites and indicate whether there is site control. Include the proposed development sites and indicate whether there is site control as a part of the Experience Narrative.</p>
CDBG State Recipient -New Construction	State CDBG-funded recipients that are currently contracted or have completed a CDBG-funded construction activity within the last 3 years may be eligible for additional points if the applicant can demonstrate that the CDBG activity will assist or complement their proposed CHIP-funded activity. State CDBG Recipients are encouraged to generate partnerships with experienced professionals to administer

the program. Examples of how CDBG and CHIP can be used for new construction include:

- Using CDBG-funded water and sewer improvement to provide greater capacity for new housing
- Providing infrastructure improvements to a neighborhood will save costs for new construction, etc.)

To qualify for additional points, State CDBG applicants must provide a detailed narrative with supporting photos and/or documentation to detail the proposed or completed CDBG funded activities.

Include as a part of the **Experience Narrative**.

Section 3: Need

Target Area	Include a narrative detailing the targeted area along with a map. Add detail if the Census data does not fully explain the poverty rate for the target area
Current Housing Conditions- Owner-Occupied Housing Rehabilitation Activities	For applicants providing owner-occupied housing rehabilitation activities, provide photos and a narrative of the current condition of the houses in the target area including: <ul style="list-style-type: none"> • Narrative of housing conditions and common repair issues in the target area • Photos of representative houses in the target area
Real Estate Development Market Analysis	For applicants providing new construction/reconstruction of vacant homes for sale to eligible homebuyers, use the CHIP housing data map provided on the DCA website: https://experience.arcgis.com/experience/3e19dafaf0ce43338f76fa48ae52842f This data will determine the city or county level data for the following: <ul style="list-style-type: none"> • The need for new homes based on vacancy rate • The affordability of the median home value • The population growth <p>Include this data with a narrative describing the amenities of the target area.</p>

Section 4: Planning

Affordable Housing Plan	Review the CHIP 2024 Application Instructions. Separate criteria are required for units of governments and public agencies/ nonprofits. Attach the plan as a PDF with the file name Affordable Housing Plan
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CHIP 2024 GRANT APPLICATION CERTIFIED ASSURANCES

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 (NEPA), 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)

APPLICANT SELF SCORE- OWNER OCCUPIED REHABILITATION

Applicant Name: _____

Application Sections	Owner-Occupied Rehabilitation	Applicant Self Score
Score Summary		
1. Capacity	30	
2. Need	30	
3. Planning	15	
Total	75	
Capacity and Readiness to Proceed		
Applicant Experience (for applicants that have received CHIP or State CDBG funds for housing activities in the last ten years) Credit provided if the projects demonstrate the following criteria:		
Projects Completed on Budget and met Performance Objectives	10	
Capacity to administer new CHIP grants:		
Grantee has managed CHIP in the past or is a current grant recipient in good standing	10	
Set Aside for Local Government Applicants that have not received a CHIP or State CDBG grant since before 2010- use this space to be considered for the set aside only- Credit provided if the projects demonstrate the following criteria:		
Provide a detailed narrative and photos of community development efforts that engage the community and provide communitywide improvements for the residents	10	
Partnerships with local organizations for community development	3	
Assistance provided to distressed areas or underserved population	3	
Applicant has not received federal or state assistance in 10 years or more for housing	4	
Capacity Experience Subtotal	20	0
Grant Administrator Experience (if a grant administrator must be procured to administer the grant)		
Experience managing housing rehabilitation:		
1-2 years	1	
3-5 years	3	
Over 5 years	5	
OR		
Experience managing CHIP:		
1-2 years	6	
3-5 years	8	

Over 5 years	10	
Grantee Administrator Subtotal	10	
Capacity Subtotal	30	
Need		
Geographic Area		
No CHIP grant in last 3 years	1	
No CHIP grant in last 5 years	2	
No CHIP grant in last 10 years	4	
In Federally designated disaster area	1	
Poverty rate		
0-10%	1	
10.1-20%	2	
20.1-30%	4	
30.1% +	5	
Housing Need: Owner-occupied rehabilitation applications		
Housing Conditions Narrative and photos included to demonstrate need	20	
Need Subtotal	30	
Planning		
Participation in the Georgia Initiative for Community Housing (GICH)		
Not a GICH community	0	
Freshman	1	
Sophomore	2	
Junior	3	
Alumni	4	
Certified Alumni Status	1	
Affordable Housing Plan- refer to application for criteria description based on applicant type		
Met 1 criteria	2	
Met 2 criteria	4	
Met 3 criteria	6	
Met 4 criteria	8	
Met 5 criteria	10	
Planning Subtotal	15	
TOTAL POINTS	75	

APPLICANT SELF SCORE- NEW CONSTRUCTION

Applicant Name: _____

Application Sections	New Construction	Applicant Self Score
Score Summary		
Leveraged Funds		
	10	
Capacity		
	40	
Need		
	20	
Planning		
	15	
Bonus Points		
Total	85	
Leveraged Funds		
10-19% match	2	
20-29% match	4	
30-39% match	6	
40-49% match	8	
50+% match	10	
Leverage Subtotal	10	
Capacity and Readiness to Proceed		
Grantee Experience (for applicants that have received funding assistance to develop housing activities)		
Credit provided if the projects demonstrate the following criteria:		
Projects Completed on Budget and Met Performance Objectives	10	
Has managed CHIP in the past or is a current grant recipient in good standing	10	
State CDBG funded activities- Credit provided only if the projects will complement or benefit CHIP new construction activities		
Narrative with photos documenting CDBG funded activity	5	
Grantee Subtotal	25	
Grant Administrator Experience (grant administrator must be procured to administer the grant)		
No experience managing CHIP but experience managing new construction:		
1-2 years	2	
3-5 years	4	
Over 5 years	6	
OR		
Experience managing CHIP:		
1-2 years	6	

3-5 years	8	
Over 5 years	10	
Experience managing New Construction under CHIP (including providing down payment assistance)	5	
Grant Administrator Subtotal	15	
Capacity Subtotal	40	
Need		
Geographic Area		
No CHIP grant in last 3 years	1	
No CHIP grant in last 5 years	2	
No CHIP grant in last 10 years	3	
In Federally designated disaster area	1	
Poverty rate		
0-10%	1	
10.1-20%	2	
20.1-30%	3	
30.1% +	4	
Housing Need: Housing Development applications		
Need by Vacancy:		
20-30%	1	
10-20%	2	
-10%	3	
Median home value unaffordable:		
\$110-125K	1	
\$125-150K	2	
+\$150K	3	
Growing pop:		
0-5%	1	
5-10%	2	
+10%	3	
Quality neighborhood amenities	3	
Need Subtotal	20	
Planning		
Participation in the Georgia Initiative for Community Housing (GICH)		
Not a GICH community	0	
Freshman	1	
Sophomore	2	
Junior	3	
Alumni	4	
Certified alumni status	1	
Affordable Housing Plan- refer to application for criteria description based on applicant type		
Met 1 criteria-	2	
Met 2 criteria	4	
Met 3 criteria	6	
Met 4 criteria	8	

Met 5 criteria	10	
Planning Subtotal	15	
TOTAL POINTS	85	

2013-2023 CHIP GRANTEES

In the last ten years, the Georgia Department of Community Affairs has provided over \$65 million to 170 grant recipients to provide owner-occupied home repairs, build new affordable single-family homes, and provide down payment assistance to income eligible homebuyers. Use this table to determine the score in the Geographic Need section of the CHIP application. For grant recipients awarded funds in more than one year, use the most current award year score.

Award Year	Grantee	Award Amount
2013	Family Community Housing	\$302,557
2013	Douglas, City of	\$299,039
2013	Hawkinsville, City of	\$306,000
2013	Hogansville, City of	\$175,000
2013	Jackson County	\$306,000
2013	Rome, City of	\$306,000
2013	Sandersville, City of	\$306,000
2013	Sumter County	\$306,000
2013	Thomasville, City of	\$300,000
2013	Troup County	\$200,000
2013	Vienna, City of	\$306,000
2013	Wadley, City of	\$306,000
2013	West Point, City of	\$200,000
2013	Home Development Resources, Inc.	\$306,000
2014	Americus, City of	\$306,000
2014	Arlington, City of	\$306,000
2014	Atlanta, City of	\$1,000,000
2014	Cairo, City of	\$306,000
2014	Camilla, City of	\$306,000
2014	Colquitt, City of	\$306,000
2014	Columbus/Muscogee County	\$400,000
2014	Cordele, City of	\$306,000
2014	Housing Authority of Newnan	\$306,000
2014	Dalton Housing Authority	\$304,980
2014	Donalsonville, City of	\$306,000
2014	Dooly County	\$306,000
2014	Fort Valley, City of	\$306,000
2014	Gainesville, City of	\$306,000
2014	Gainesville, City of	\$1,000,000
2014	Greensboro, City of	\$302,557
2014	Harlem, City of	\$306,000

2014	Hawkinsville, City of	\$306,000
2014	Hinesville, City of	\$306,000
2014	Jackson County	\$306,000
2014	LaGrange, City of	\$306,000
2014	Murray County	\$304,980
2014	Plains, City of	\$306,000
2014	Sandersville, City of	\$306,000
2014	Sumter County	\$306,000
2014	Sylvester, City of	\$306,000
2014	Taliaferro County	\$306,000
2014	Tifton, City of	\$306,000
2014	Upson County	\$306,000
2014	Vienna, City of	\$306,000
2014	Wadley, City of	\$306,000
2014	Washington, City of	\$280,500
2014	Washington, City of	\$400,000
2014	Waynesboro, City of	\$306,000
2014	Whitfield County	\$304,980
2014	Home Development Resources, Inc.	\$306,000
2016	Carrollton Housing Authority	\$306,000
2016	Dougherty County	\$306,000
2016	Dublin Rising	\$160,140
2016	Garden City Housing Team	\$306,000
2016	Glynn County	\$306,000
2016	Jones County	\$306,000
2016	Madison, City of	\$306,000
2016	McDuffie County	\$306,000
2016	Millen, City of	\$283,560
2016	Monroe, City of	\$306,000
2016	Perry, City of	\$306,000
2016	Pine Mountain, Town of	\$612,000
2016	Thomasville, City of	\$612,000
2016	Thomson, City of	\$611,184
2016	Valdosta, City of	\$612,000
2016	Griffin Housing Auth.	\$600,000
2017	Ashburn, City of	\$306,000
2017	New Foundation Development	\$281,006
2017	Family Community Housing Association	\$612,000

2017	Douglas, City of	\$306,000
2017	Fitzgerald, City of	\$306,000
2017	Greensboro, City of	\$306,000
2017	Meigs, City of	\$306,000
2017	Moultrie, City of	\$306,000
2017	Nashville, City of	\$306,000
2017	Riceboro, City of	\$612,000
2017	Sylvester, City of	\$306,000
2017	Waycross, City of	\$306,000
2018	Adel, City of	\$306,000
2018	Albany, City of	\$612,000
2018	Augusta, City of	\$612,000
2018	Colquitt, City of	\$306,000
2018	Commerce, City of	\$612,000
2018	Cordele, City of	\$306,000
2018	Dawson, City of	\$306,000
2018	Gainesville, City of	\$612,000
2018	Hinesville, City of	\$571,545
2018	Pembroke, City of	\$612,000
2018	Rome, City of	\$612,000
2018	Sandersville, City of	\$306,000
2018	Washington, City of	\$612,000
2018	Waynesboro, City of	\$612,000
2018	Thomasville Habitat for Humanity	\$612,000
2019	Americus, City of	\$300,000
2019	City of Arlington	\$300,000
2019	Camilla, City of	\$300,000
2019	Cochran, City of	\$300,000
2019	Donalsonville, City of	\$300,000
2019	Dublin, City of	\$300,000
2019	Fort Valley, City of	\$300,000
2019	Greensboro, City of	\$300,000
2019	Hall County	\$300,000
2019	Hands on Washington	\$300,000
2019	Jones County	\$300,000
2019	McDuffie County	\$300,000
2019	Millen, City of	\$300,000
2019	NeighborWorks Columbus	\$87,000

2019	Perry, City of	\$300,000
2019	Thomasville, City of	\$300,000
2019	Trion, Town of	\$300,000
2019	Vienna, City of	\$300,000
2019	Coastal Empire Habitat for Humanity, Inc.	\$575,000
2019	Griffin Housing Authority	\$332,451
2019	LaGrange, City of	\$464,700
2019	Sylvester Housing Authority	\$300,000
2020	Blakely, City of	\$300,000
2020	Covington Housing Authority	\$600,000
2020	Dougherty County	\$300,000
2020	Family Community Housing Association	\$300,000
2020	Gwinnett Housing Corporation	\$300,000
2020	JC Vision	\$600,000
2020	Madison, City of	\$300,000
2020	New Foundations Inc.	\$300,000
2020	NW Metro Atlanta Habitat for Humanity	\$600,000
2020	Ocilla, City of	\$300,000
2020	Pembroke, City of	\$600,000
2020	Perry, City of	\$300,000
2020	Sylvester, City of	\$300,000
2021	Americus	\$400,000
2021	Atlanta Neighborhood Development Partnership (ANDP)	\$600,000
2021	Byron, City of	\$400,000
2021	Centerville, City of	\$400,000
2021	Cochran, City of	\$400,000
2021	Douglas, City of	\$400,000
2021	Family Community Housing Association (FCHA)	\$400,000
2021	Gainesville, City of	\$600,000
2021	Conyers-Rockdale Habitat for Humanity	\$600,000
2021	Jackson Habitat for Humanity	\$300,000
2021	Newnan, City of	\$400,000
2021	New Foundations Development	\$400,000
2021	PUSH Ministry	\$400,000
2021	Rabun County Habitat for Humanity	\$449,200
2021	Vienna, City of	\$400,000
2022	Baldwin County	\$400,000
2022	Garden City Housing Team	\$400,000

2022	Grady County	\$400,000
2022	Gray, City of	\$400,000
2022	Greene County Habitat for Humanity	\$600,000
2022	Gwinnett Walton Habitat for Humanity	\$600,000
2022	Hartwell, City of	\$400,000
2022	Louisville, City of	\$600,000
2022	NeighborWorks Columbus	\$600,000
2022	Perry, City of	\$400,000
2022	Seminole County	\$400,000
2022	Thomasville Habitat for Humanity	\$600,000
2022	Warner Robins, City of	\$400,000
2022	Warrenton, City of	\$400,000
2022	Whitfield County	\$400,000
2023	Adel, City of	\$400,000
2023	Americus, City of	\$400,000
2023	Doerun, City of	\$400,000
2023	Dublin, City of	\$400,000
2023	Eatonton, City of	\$400,000
2023	Fitzgerald, City of	\$400,000
2023	Habitat for Humanity of Milledgeville	\$600,000
2023	Jones County	\$400,000
2023	Madison, City of	\$400,000
2023	Perry, City of	\$400,000
2023	Tifton, City of	\$400,000
2023	Winder Housing Authority	\$600,000

CHIP PROGRAM PROCUREMENT POLICIES FOR STATE RECIPIENTS & SUBRECIPIENT APPLICANTS & GRANTEES

DCA's procurement guidance can assist by making the process easier for local governments by providing step-by-step instructions.

The following policy guidance and sample documents are included in this Application

- Procurement Standards for Contracts Entered into by CHIP Recipients
- DCA Guidance: Procurement for Application Development and Administrative Services
- Sample Notice for RFP
- Sample Email Request for Proposals 48 Sample Request for Proposals.
- Sample Statement of Qualifications
- Sample Grant Administrator Rating Criteria

Applicability:

All current CHIP grantees and CHIP grant applicants utilizing an external grant administrator to write and submit grant applications

The CHIP Program is funded with Federal HOME Investment Partnership Program (HOME) funds therefore all federal procurement requirements in for the HOME program apply.

New State of Georgia Procurement Requirements:

Newly enacted requirements (effective April 28, 2019) based on the passage of House Bill 322, which amends, Code Section 36-80-27 and reads as follows: If a bid or proposal opportunity is extended by a county, municipal corporation, or local board of education for goods, and services, or both, valued at \$100,000.00 or more, such bid or proposal opportunity shall be advertised by such respective local governmental entity in the Georgia Procurement Registry, as established in subsection (b) of Code Section 50-5-69, at no cost to the local governmental entity. Each advertisement shall include such details and specifications as will enable the public to know the extent and character of the bid opportunity.

New state procurement requirements effective July 1, 2018, based on the passage of House Bill 489, adding O.C.G.A. 36-80-26 and amending O.C.G.A. 36-91-20(b)(1).

These changes require most bid or proposal opportunities extended by local governments be advertised in the Georgia Procurement Registry.

Each advertisement shall include such details and specifications as will enable the public to know the extent and character of the bid opportunity.

The Georgia Procurement Registry can be found at the following web site:
<http://doas.ga.gov/statepurchasing/georgia-procurementregistry-for-local-governments>

Procurement of Application Development and other Professional Services:

All professional procurements should be done prior to CHIP application preparation and submission.

For example, prior to CHIP application submission, both grant application services and grant administration services should be solicited using the same Request for Proposal (RFP).

This avoids the appearance of a conflict of interest that can be created when a grant writer in a later procurement process submits and receives an award for grant administration services.

This approach is also applicable for engineering/architectural services.

In other words, preliminary reports and design and construction services should all be procured using the appropriate RFP or Request for Qualification (RFQ) process.

Local governments often rely on grant writers and engineers/architects to assist them in navigating complex federal and state requirements; however, having a grant writer or engineer/architect assist in the procurement process (e.g., developing an RFP or RFQ) can also create the appearance of a conflict of interest.

DCA will also assist local governments with the procurement process by providing technical assistance as needed. Please contact CHIP staff at CHIP@dca.ga.gov with your procurement questions.

Always consult the latest CHIP Recipients' Manual for DCA's procurement policies and procedures.

DCA is also reminding local governments that DCA's procurement policies for professional services should be followed regardless of the source of payment for those services.

If local funds pay all or part of the cost of professional services related to a HOME project, DCA's HOME procurement policies should be followed.

Competitive Negotiation for Professional Services:

CHIP payments for professional services are subject to the "competitive negotiation" requirements of the most recent version of the CHIP Recipients' Manual. These provisions apply, typically, to contracts with private consultants, engineers, and architects, and are not necessary when contracting with Regional Commissions. Note, however, that RCs that wish to subcontract directly with private consultants must use the procedures in this section and follow the requirements of the CHIP Recipients' Manual before entering into subcontracts with private consultants. Alternately, the local government may contract with both an RC and private consultant provided the requirements herein are followed for the procurement of the private consultant.

To comply, the applicant government (not the individual or firm proposing to provide services) must:

- Develop a Request for Proposal (RFP) that includes "evaluation factors" selected by the applicant and their level of importance. A Request for Qualifications (RFQ) is also acceptable for engineering or architectural services. Contact DCA for assistance.
- Publicize the RFP or RFQ. This is most often accomplished by publishing it in the applicant's "legal organ" and/or on the local government's website. RFPs or RFQs must also be posted on the Georgia Procurement Registry. Allow 30 days for responses. The publication must state this is a Section 3 contract opportunity.
- Send a letter with copy of the RFP or RFQ to several "known providers". When soliciting firms to develop applications/administer projects, RFPs should be sent to at least 7 known providers. When soliciting

engineering/architectural services, the RFP or RFQ should be sent to at least 10 known providers. As a service to applicants, recipients, and others, DCA maintains a list of professionals who have expressed an interest in making proposals on HOME projects. This is not an "approved" list. DCA does not approve or disapprove professionals. This is the applicant's or recipient's responsibility.

- Negotiate with (preferably with at least 2) respondents to the RFP or RFQ.
- Prepare documentation that evaluates proposals and establishes reasons (based on criteria in RFP or RFQ) for contract recommendations.
- Consult city or county attorney with above recommendations and proposed contract.
- Based upon established reasons and attorney's recommendation, obtain full council/commission approval, and execute contract.

Letter(s) thanking unsuccessful respondents for making a proposal should then be sent.

Based on evaluation criteria contained in the RFP/RFQ, this letter should state reasons why the respondent was not hired.

Also, consult with the Procurement Instructions for Grant Writing/Administration [included in full below]

Because HOME funds cannot be used to pay for any application development costs, applicants are cautioned only to obligate HOME funds for grant administration services and not for grant writing services.

Contracts should initially only obligate the applicant to pay for costs of application development using local or other non-HOME sources. Communities are encouraged to include a contingent contract for administrative services that will become effective if the HOME application is funded. Note: Even if local sources of funds are planned for grant administration services and no HOME funds are budgeted for this activity, this procurement process described herein and in the most recent version of the HOME Recipients' Manual must be followed for both grant writing and grant administration services based on the requirements of federal regulations. All professional procurement requires Section 3 compliance.

If an acceptable procurement process was followed for an application that is being resubmitted because it was denied in the previous program year, it is not necessary for the local government to re-advertise for professional services if they choose to retain the same firm for the same application for the same project. (Please note, however, that should the procurement process not have included the applicable Section 3 compliance requirements, then a new advertisement and RFP solicitation is required).

Any older procurements will not be valid, and a new advertisement and solicitation of RFP's is required.

For procurement processes that result in requests for sole source approval from DCA, the procurement process must be fully documented to DCA's satisfaction before DCA will grant approval, including but not limited to the following:

- a description of the procurement process.
- documentation of advertisement of the Request for Proposals.
- a list of the active, qualified consultants or engineers/architects that were emailed/mailed the Request for Proposals; and

- certified return receipt documentation that the Request for Proposals was mailed to the required number of active, qualified consultants or engineers/architects, or adequate email documentation that the Request for Proposals was delivered as required.

All sole source request must be submitted prior to the CHIP application deadline. For further guidance regarding procurement for professional services, please see the most recent version of the CHIP Recipients' Manual.

Procurement Standards for Contracts Entered into by CHIP Recipients

The Recipient is the responsible authority regarding all contracts entered into directly between the Recipient and the Administrator contractor, and without recourse, to DCA regarding the settlement and satisfaction of all contractual and administrative issues arising out of procurements entered into, in connection with a CHIP-funded activity. Matters concerning violation of law are to be referred to such local, State or Federal authority as may have proper jurisdiction. However, Recipient are encouraged to contact DCA for assistance in any procurement matter.

The following procurement standards shall apply to all transactions entered into directly between the Recipient and the Administrator:

- A. **Recipient Procurement Regulations:** Recipients may use their own procurement regulations which reflect applicable State and local law, rules, and regulations provided that all procurement made with CHIP funds meets the following standards:
1. The Recipient must maintain written codes or standards of conduct to govern the performance of its officers, employees, or agents in contracting with and expending CHIP funds. A Recipient's or Recipient's officers, employees or agents shall neither solicit nor accept gratuities, favors or anything of monetary value from contractors or potential contractors. No employee, official or agent of the Recipient may participate in the selection, or in the award or administration of a contract supported by CHIP funds if a conflict of interest, real or apparent, is involved.
 2. Recipients may set minimum rules where the financial interest is not substantial, or the gift is an unsolicited item of nominal intrinsic value.
 3. To the extent permissible by State or local law, rules or regulations, the Recipient's standards must provide for penalties, sanctions, or other disciplinary actions to be applied for violations of such standards by either the Recipient officers, employees, or agents, or by contractors or their agents.
 4. It is national policy to award a fair share of contracts to small, minority, and women business enterprises. Accordingly, affirmative steps must be taken to assure that small and minority businesses are utilized where possible as sources of supplies, equipment, construction, and services. Each Recipient must develop a Minority and Women Business Enterprise Outreach Plan which conforms to the MBE/WBE Outreach Plan Guide form.
 5. All procurement transactions entered into by the Recipient regardless of whether negotiated or advertised and without regard to dollar value shall be conducted in a manner to provide maximum open and free competition. The Recipient must be alert to organizational conflicts of interest or non-competitive practices among contractors which may restrict or eliminate competition or otherwise restrain trade.

Examples of what is considered to be restrictive of competition include, but are not limited to:

- a. Placing unreasonable requirements on firms for them to qualify to do business;
- b. Non-competitive practices between firms;
- c. Organizational conflicts of interest; and
- d. Unnecessary experience and bonding requirements.

Each Recipient must have written selection procedures which provide, at a minimum, the following procedural requirements:

A clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description must not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product, or service to be procured and, when necessary, set forth minimum essential characteristics and standards to which it must conform to be satisfactory. Detailed product specifications should be avoided if possible. When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a “brand name or equal” description may be used as a means to define the performance or other important requirements related to procurement. The specific features of the named brand which must be met by bidders must be clearly stated.

- a. All requirements which bidders must fulfill and all other factors to be used in evaluating bids or proposals;
- b. Awards shall be made only to responsible contractors who possess the potential ability to perform successfully under the terms and conditions of a proposed procurement. Consideration must be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources;
- c. Proposed procurement actions must be reviewed by Recipient officials to avoid purchasing unnecessary or duplicative items. Where appropriate, an analysis must be made of lease and purchase alternatives to determine which would be the most economical and practical procurement. Consideration should be given to consolidating or breaking out purchases to obtain a more economical proposal.
- d. A Recipient must perform some type of cost or price analysis in connection with every procurement action including contract modifications and must only permit allowable costs to be included. *THE COST PLUS A PERCENTAGE OF COST METHOD OF CONTRACTING SHALL NOT BE USED. IN ADDITION, CONTRACTS WITH OTHER PUBLIC AGENCIES WILL ONLY ALLOW ACTUAL COST TO BE PAID. NO PROFIT IS ALLOWABLE WHEN CONTRACTING WITH OTHER PUBLIC AGENCIES.*
- e. Recipients must maintain records sufficient to detail the significant history of all procurements. These records must include, but are not necessarily limited to, information pertinent to rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the cost or price.
- f. Recipients must maintain a contract administration system that ensures that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase order.

B. **Method of Procurement:** There are 4 methods of procurement which can be used by Recipients if authorized by DCA’s adopted standards:

1. **Small purchase procedures** which can be used for procurement under \$25,000 and which require that price or rate quotations be obtained from an adequate number of qualified sources. These quotations should be clearly documented in the Recipient’s or Recipient’s files. **NOTE that this method is not appropriate for procurement of professional services.**

2. **Competitive sealed bids (formal advertising)** where sealed bids are publicly solicited and a firm fixed-price contract (lump-sum or unit price) is awarded to the responsible bidder whose bid, conforming with all the material terms and conditions of the invitation for bids, is lower in price.

For formal advertising to be feasible, appropriate conditions must be present, including, as a minimum the following:

- a. A complete, adequate, and realistic specification or purchase description;
 - b. Two or more responsible suppliers are willing and able to compete effectively for the grantee's business;
 - c. The procurement lends itself to a firm-fixed price contract, and selection of the successful bidder can appropriately be made principally based on price;
 - d. Enough time prior to the date set for opening of bids, bids must be solicited from an adequate number of known suppliers. In addition, the invitation must be publicly advertised;
 - e. The invitation for bids, including specifications and pertinent attachments, must clearly define the items or services needed for bidders to properly respond to the invitation;
 - f. All bids must be opened publicly at the time and place stated in the invitation for bids;
 - g. A firm-fixed-price contract award must be made by written notice to that responsible bidder whose bid, conforming to the invitation for bids, is lowest. Where specified in the bidding documents, factors such as discounts, transportation cost and life cycle cost must be considered in determining which bid is lowest; and,
 - h. Any or all bids may be rejected when there are sound documented business reasons that to do so would be in the best interest of the program.
3. **Competitive negotiation** is a method of procurement where proposals are requested from several sources and the Request for Proposal (RFP) is publicized. Negotiations should be conducted with more than one of the sources submitting offers, and either is fixed-price or cost-reimbursable type contract is awarded, as appropriate. A Recipient should perform a systematic analysis of each contract item or task to assure adequate service and to offer reasonable opportunities for cost reductions. Competitive negotiation may be used if conditions are not appropriate for the use of formal advertising. If competitive negotiation is used for procurement under a grant, the following requirements apply:
 - a. Proposals must be solicited from an adequate number of qualified sources to permit reasonable competition consistent with the nature and requirements of the procurement. The Recipient should send a letter with a copy of the RFP to several "known providers". When soliciting firms to develop application/administer projects, RFPs should be sent to at least 7 known providers. When soliciting engineering/architectural services, RFPs should be sent to at least 10 known providers. As a service to applicants, recipients, and others, DCA maintains a list of professionals who have experience administering CHIP projects. This is not an "approved" list. DCA does not approve or disapprove professionals. This is the applicant or recipient's responsibility. The Request for Proposals must be publicized and reasonable requests by other sources to compete must be honored to the maximum extent practicable. A "Solicitation" request by the Recipient for contracts other than application development/project administration and architectural/engineering services must be specifically addressed to a list of several potential bidders identified by the Recipient. To "publicize" the RFP, the

Recipient must offer the RFP through publication in a newspaper with adequate circulation or publication by other means such that reasonable exposure to potential bidders can be expected.

- b. The Request for Proposals must identify all significant evaluation factors, including price or cost where required and their relative importance.
- c. The Recipient must have mechanisms for technical evaluation of the proposals received; for determining responsible bidders; and for engaging in written or oral communication with the providers in the selection process.
- d. Award may be made to the responsible bidders whose proposal will be most advantageous to the procuring party, price and other factors considered. Unsuccessful bidders should be notified promptly.
- e. State Recipients and Sub-recipients may utilize competitive negotiation procedures for procurement of architectural/engineering professional services, whereby competitors' qualifications are evaluated, and the most qualified competitor is selected subject to negotiation of fair and reasonable compensation.
- f. If "competitive negotiation" is not successful, then the Recipient must receive "sole source" approval from DCA prior to contracting.

4. **Non-competitive** or "sole source" procurement requires prior DCA approval for professional services regardless of the contract amount and for all other contracts if over \$25,000 and may be used when:

- a. The item or service is available from only one source;
- b. Urgent public need will not allow for the delay caused by advertising;
- c. Although several bids were solicited, only one response was received; and,
- d. Such contracts shall be made with responsible contractors who possess the potential ability to perform successfully under the terms and conditions of a proposed procurement. Consideration shall be given to such matters as contractor integrity, record of past performance, financial and other technical resources, or accessibility to other necessary resources.

C. **Contract Requirements:** The Recipient must include, in addition to the provisions needed to define a sound and complete agreement, the following provisions in all contracts and sub grants:

1. Contracts other than small purchases must contain such contractual provisions or conditions which will allow for administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms and provide for appropriate sanctions and penalties.
2. All contracts in excess of \$10,000 must contain provisions for terminations "for convenience" by the Recipient, including when and how terminations may occur and the basis for settlement. In addition, all contracts must describe conditions under which the contract may be terminated for default as well as conditions where the contract may be terminated because of circumstances beyond the control of the contractor.
3. All contracts awarded by the Recipient and their contractors or sub-grantees having a value of more than \$10,000 must contain a provision requiring compliance with Executive Order 11246, entitled "Equal Employment Opportunity", as amended by Executive Order 11375, and as supplemented in the Department of Labor regulations (41 CFR, Part 60).

4. All contracts and subcontracts over \$2,000 for construction or repair must include a provision for compliance with the Copeland “Anti-Kickback” Act (18 U.S.C. 874) as supplemented in Department of Labor regulations (23 CFR, Part 3. This act provides that each contractor or sub-grantee shall be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work to give up any part of the compensation to which he is otherwise entitled. The Recipient must report all suspected or reported violations to DCA.
5. All negotiated contracts (except those of \$10,000 or less) must include a provision that DCA, HUD, the Comptroller General of the United States, or any of their duly authorized representatives, shall have access to any books, documents, papers, and records of the contractor which are directly pertinent to a specific grant program for the purposes of making audit, examination, excerpts, and transcriptions for 3 years after final payment to the Recipient or all pending matters are closed, whichever is longer.
6. Contracts must recognize mandatory standards and policies relating to energy efficiency which are contained in the State Energy Conservation Plan issued in compliance with the Energy Policy and Conservation Act (P.L. 94-163).

DCA Guidance: Procurement for Application Development and Administrative Services

HOME payments for Grant Administration services are subject to the “competitive negotiation” requirements of 24 CFR 570.489(g). These provisions apply, typically, to contracts with private consultants, and are not necessary when contracting with Regional Commissions (RCs). Note, however, that RCs that wish to subcontract directly with private consultants must use the procedures in this section and follow the requirements of 24 CFR 570.489(g), before entering into subcontracts with private consultants. Alternately, the local government may contract with both an RC and private consultant provided the requirements herein are followed for the procurement of the private consultant.

To comply, the applicant government (not the individual or firm proposing to provide services) must:

Step 1. Establish or appoint a local Selection Review Committee

CHIP applicants/grantees must establish a Selection Review Committee to determine the evaluation criteria and to rate proposals for services. This committee may consist of the entire governing body (council/board of commissioners/board of directors), a subset of this council/ board, as appointed by the Mayor/Chairman, or a combination of elected officials and city/county staff. Applicants/grantees should have a minimum of three members on the committee.

Committee members may not have any potential conflicts of interest with any of the individuals, firms, or agencies under review (e.g., family relationships, close friendships, business dealings) and no person who might potentially receive benefits from HOME-assisted activities may participate in the selection, award, or administration of a contract supported by HOME funding if he or she has a real or apparent conflict of interest.

Step 2. Determine the Selection Criteria to Evaluate Respondents

Determine what evaluation criteria will be used to rate the proposals submitted to the applicant/grantee. Prepare a Ratings Criterion Score sheet to evaluate and score each proposal received.

Step 3. Develop the Request for Proposals (RFP) Package

Develop a Request for Proposal (RFP) package that includes “evaluation factors” selected by the Review Committee and their level of importance. The RFP package should include the submission deadline and instructions for submission, a local point of contact for any questions regarding the RFP, and a format for a Statement of Qualifications.

Step 4. Advertise the RFP

If the contract will be for more than \$10,000 it must be advertised on the Georgia Procurement Registry (<https://ssl.doas.state.ga.us/PRSapp>). Communities are urged to also advertise the RFP on their web site and/or by publishing it in the applicant's “legal organ.” Allow 30 days for responses. The publication must state this is a Section 3 contract opportunity.

Send an email or letter with a copy of the RFP to a minimum of 7 “known providers”. If sending letters by mail, DCA requires that letters be sent certified return receipt to provide the required documentation. Sole source approval is required from DCA when only one response is received. Emails must be sent with a Request Delivery Receipt and Request Read Receipt to provide equivalent documentation when using this method.

When soliciting firms to develop applications/administer projects, RFPs should be sent to at least 7 “known providers.” As a service to applicants, recipients, and others, DCA maintains a list of consultants who have expressed an interest in making proposals on HOME projects. This is not an “approved” list. DCA does not approve or disapprove consultants. This is the applicant’s or recipient's responsibility. The list can be found on the DCA web site.

Step 5. Review and rate proposals

After the submittal deadline, the committee should review and rate each of the proposals received. Committee members should use the evaluation criteria established in step 2 above. Each committee member should score the proposals; all scores can then be averaged to determine the highest scoring proposal. The firm with the highest average points should be selected.

If a Section 3 business submits a bid and requests a preference, the applicant/grantee must give priority to the greatest extent possible to the business.

Step 6. Approve the selected contractor and award contract

The Applicant/Grantee Council/Board of Commissioners has final authority to award the contract to the selected contractor. The review committee should present a recommendation to the applicant/grantee attorney and to the governing board for final approval. A contract for services should be prepared between the applicant/grantee and the selected consultant.

Letter(s) or emails thanking unsuccessful respondents for making a proposal should then be sent. Based on evaluation criteria contained in the RFP, this letter should briefly state the reasons why the respondent was not hired.

Step 7: Record keeping

The applicant/grantee must maintain and make available all documentation utilized during the RFP process, including but not limited to:

- Copy of the full RFP
- Proof of publication of the RFP on the Georgia Procurement Registry (GPR) (by screen shot of GPR posting; if posting links to another web site for full RFP, documentation must also include screen shots of RFP on the other site)
- List of firms/individuals that were sent RFPs
- Copies of proposals received
- Scoring sheet that shows the rankings for each of the submitted proposals
- Meeting minutes indicating the council/board approved the selection of the selected firm for service
- Executed contract for services with applicable federal language
- Documentation of any correspondence with a Section 3 business

Because HOME funds cannot be used to pay for any application development costs, applicants are cautioned only to obligate HOME funds for grant administration services and not for grant writing services. Contracts should initially only obligate the applicant to pay for costs of application development using local or other non-HOME sources. Communities are encouraged to include a contingent contract for administrative services that will become effective if the HOME application is funded. ***Note: Even if local sources of funds are planned for grant administration services and no HOME funds are budgeted for this activity, this procurement process described herein and in the most recent version of the HOME Recipients' Manual must be followed for both grant writing and grant administration services based on the requirements of federal regulations.***

All professional procurement requires Section 3 compliance.

If an acceptable procurement process was followed for an application that is being resubmitted because it was denied in the previous program year, it is not necessary for the local government to re-advertise for professional services if they choose to retain the same firm for the same application. (Please note, however, that should the procurement process not have included the applicable Section 3 compliance requirements, then a new advertisement and RFP solicitation is required). Any older procurements will not be valid, and a new advertisement and solicitation of RFP's is required.

For procurement processes that result in requests for sole source approval from DCA, the procurement process must be fully documented to DCA's satisfaction before DCA will grant approval, including but not limited to the following: 1) a description of the procurement process; 2) documentation of advertisement of the Request for Proposals; 3) a list of the active, qualified consultants or engineers/architects that were emailed/mailed the Request for Proposals; and 4) certified return receipt documentation that the Request for Proposals was mailed to the required number of active, qualified consultants or engineers/architects, or adequate email documentation that the Request for Proposals was delivered as required

Sample Notice for RFP

**APPLICANT/GRANTEE
REQUEST FOR PROPOSALS
ADMINISTRATIVE & RELATED GRANT SERVICES**

Date:

Statements of qualifications and proposals are being requested from consultants with a strong record in successfully assisting local governments with grant writing for and implementation of the HUD HOME Investment Partnership (HOME) programs. Responding firms should be qualified to provide grant administration and related services including, but not limited to: Preparation of the grant application; Preparation of the Environmental Review Record; Preparation of draw/disbursement requests; Assistance with financial administration of grant funds and record keeping; Assistance with holding public hearings; Assistance with any required acquisition following the Uniform Relocation Assistance and Real Property Acquisition Act (URA); Assisting the engineer/architect with preparation of bid documents, advertising and conducting the bid opening; Assisting the applicant/grantee with Davis-Bacon and related labor requirements including weekly payroll review and employee interviews; Assisting the applicant/grantee with meeting Affirmatively Furthering Fair Housing (AFFH) requirements; and Preparation of close-out documents.

Applicant/Grantee plans are to contract with a reputable consulting firm for grant writing, and, if funded, for administration services, for a FY20 HOME project. The purpose of the project is to provide **DESCRIBE PROPOSED IMPROVEMENTS**.

Information which should be submitted for our evaluation is as follows:

- 1) **History of firm and resources**
- 2) **HOME experience, including other DCA grant programs**
- 3) **Capacity to complete scope of work**
- 4) **Current workload**
- 5) **Scope and level of service proposed**
- 6) **Experience with similar projects and list of references**
- 7) **Fees associated with grant writing, and grant administration, if the project is funded**
- 8) **Statement of Qualifications Form**
- 9) **Applicable Section 3 Certification forms, if claiming Section 3 Status**

All contracts are subject to Federal and State contract provisions prescribed by the Georgia Department of Community Affairs. This project is covered under the requirements of Section 3 of the HUD Act of 1968, as amended and Section 3 Business Concerns are encouraged to apply.

APPLICANT/GRANTEE also abides by the following laws as they pertain to HUD Assisted Projects: Title VI of the Civil Rights Act of 1964; Title II of the Cranston-Gonzalez National Affordable Housing Act; Title VII of the Civil Rights Act of 1968 (Fair Housing Act); Title II of the Americans with Disabilities Act of 1990 (ADA); and the Architectural Barriers Act of 1968.

Interested parties should request copies of the Statement of Qualifications Form and Section 3 Solicitation Package prior to preparing and submitting their proposal. Proposals should be received no later than **5:00 PM on [30 DAYS AFTER PUBLICATION]**. Proposals received after the above date and time may not be considered. We reserve the right to accept or reject any and all proposals and to waive informalities in the proposal process. Questions, Statement of Qualifications and Section 3 Certification form requests (i.e., request for Section 3 preference), and proposal packages should be submitted to the name and address listed below:

CLIENT CONTACT ADDRESS **Phone/Email:**





Sample Email Request for Proposals

Copy and paste the "email" below, including the Fair Housing and ADA logos, to send to your selected Grant Administration firms and remember to select the Request for Delivery Receipt and Request a Read Receipt. Please also remember to attach the Statement of Qualifications Form and DCA Section 3 Solicitation Package to your email.

Subject: PLEASE RESPOND: **APPLICANT/GRANTEE** RFP Grant Administration Services – **FY20__CHIP**
FROM: **APPLICANT/GRANTEE**, Georgia
RE: **APPLICANT/GRANTEE** Solicitation Package for Grant Administration Services – **FY20__CHIP**
PLEASE REPLY TO THIS EMAIL to let us know if you received this request and/or if you will be submitting a proposal.
Thank you,
CONTACT NAME

Sample Request for Proposals

APPLICANT/GRANTEE

REQUEST FOR PROPOSALS

ADMINISTRATIVE & RELATED GRANT SERVICES

Statements of qualifications and proposals are being requested from consultants with a strong record in successfully assisting local governments with grant writing for and implementation of Community HOME Investment Program (CHIP). Responding firms should be qualified to provide grant administration and related services including, but not limited to: Preparation of the grant application; Preparation of the Environmental Review Record; Preparation of draw/disbursement requests; Assistance with financial administration of grant funds and record keeping; Assistance with holding public hearings; Assistance with any required acquisition following the Uniform Relocation Assistance and Real Property Acquisition Act (URA); Assisting the engineer/architect with preparation of bid documents, advertising and conducting the bid opening; Assisting the applicant/grantee with Davis-Bacon and related labor requirements including weekly payroll review and employee interviews; Assisting the applicant/grantee with meeting Affirmatively Furthering Fair Housing (AFFH) requirements; and Preparation of close-out documents.

APPLICANT/GRANTEE plans are to contract with a reputable consulting firm for grant writing, and, if funded, for administration services, for a FY20^{██} CHIP project. The purpose of the project is to provide **TYPE OF IMPROVEMENTS**.

Information which should be submitted for our evaluation is as follows:

- 1) **History of firm and resources**
- 2) **HOME/CHIP/CDBG experience, including other DCA grant programs**
- 3) **Capacity to complete scope of work**
- 4) **Current workload**
- 5) **Scope and level of service proposed**
- 6) **Experience with similar projects and list of references**
- 7) **Fees associated with grant writing, and grant administration, if the project is funded.**
- 8) **Statement of Qualifications Form**
- 9) **Applicable Section 3 certification forms, if claiming Section 3 Status**

All contracts are subject to Federal and State contract provisions prescribed by the Georgia Department of Community Affairs. This project is covered under the requirements of Section 3 of the HUD Act of 1968, as amended and Section 3 Business Concerns are encouraged to apply.

The **APPLICANT/GRANTEE** also abides by the following laws as they pertain to HUD Assisted Projects: Title VI of the Civil Rights Act of 1964; Title II of the Cranston-Gonzalez National Affordable Housing Act, Title 1; Title VII of the Civil Rights Act of 1968 (Fair Housing Act); Section 104(b)(2) of the Housing and Community Development Act of 1974; Section 504 of the Rehabilitation Act of 1973 as amended; Title II of the Americans with Disabilities Act of 1990 (ADA); and the Architectural Barriers Act of 1968.

Proposals should be received no later than **5:00 PM on 30 DAYS AFTER PUBLICATION**. Proposals received after the above date and time will not be considered. The **APPLICANT/GRANTEE** reserves the right to accept or reject any and all proposals and to waive informalities in the proposal process. Questions and completed proposals should be submitted to the name and address listed below:

CONTACT
ADDRESS/PHONE/EMAIL





Sample Statement of Qualifications

GRANT ADMINISTRATION STATEMENT OF QUALIFICATIONS

NAME OF FIRM: _____

ADDRESS: _____

1. Years in Business in Present Form: _____
2. Firms History and Resource Capability to Perform Required Services:
3. Titles, names, and addresses of all officers.

4. List up to five (5) projects which demonstrate skills to be used on HOME projects.

1. _____
2. _____
3. _____
4. _____
5. _____

5. If you were awarded the administration on this type of projects, what would your fee for grant writing/grant administration services be (*fees can be expressed in percentages, but all agreements will be lump sum amounts*)?
6. Describe the organizational capacity to complete all necessary grant administration activities, including experience of all employees who will be or may be assigned to this project.

7. List references with contact information.

1. _____
2. _____
3. _____

- 4. _____
- 5. _____
- 6. _____

8. Are you a Section 3 Business Concern? Yes _____ No _____

*A business claiming Section 3 Business Concern status shall submit evidence sufficient to demonstrate to the satisfaction of the party awarding the contract that the business concern is responsible and has the ability to perform successfully under the terms and conditions of the proposed contract. 24 CFR 135.36 (c) A Section 3 Business Concern certification must be completed, signed, notarized, and submitted with your proposal. If you answered no, then you will not have to fill out and submit with your proposal. If you are the successful proposer, you will be asked to provide the completed Section 3 Forms for the **APPLICANT/GRANTEE'S** records.*

9. Is the signed and notarized Section 3 Business Concern Certification, previous certification and action plan attached to your proposal?
Yes _____ No _____

Certifying that:

Mr./Mrs./Ms. _____ being duly sworn deposes and states that he/she is the (title) of _____ (name of firm) and that answers to the foregoing questions and all statements herein contained are true and correct.



SAMPLE GRANT ADMINISTRATION RATINGS CRITERION

GRANT ADMINISTRATION RATINGS CRITERION RFP Rating Score Sheet

Consultant's knowledge of HOME guidelines and regulations and years of experience

- 0 → No Experience
- 1 → One to five years of combined experience with HOME and other federal programs
- 2 → Six or more years of combined experience with HOME and other federal programs

Capacity to complete scope of work

- 0 → Concerns administrator does not have organizational capacity to complete scope of work
- 1 → Administrator has average organizational capacity to complete scope of work
- 2 → Administrator has exceptional organizational capacity to complete scope of work

Consultant's past performance. Check references

- 0 → Reference information is incomplete
- 1 → Three or less references are listed, with average recommendations
- 2 → More than three references are listed, with strong recommendations

Consultant's experience in administration of this type of project

- 0 → Administrator has not completed a project of this type
- 1 → Administrator has completed one to five projects of this type
- 2 → Administrator has successfully completed six or more projects of this type

Consultant's current workload

- 0 → Administrator has more work than they can handle
- 1 → Administrator has some difficulty managing their current workload
- 2 → Administrator has demonstrated they can handle their projected workload

Consultant's fee \$_____

- 0 → Fees are high, services do not appear to be a good value
- 1 → Fee is normal, services do not appear to be a good value
- 2 → Fee is normal, services appear to be a good value