



2018 Community HOME Investment Program (CHIP) Requirements 2018 Grant Application Manual

Before beginning the CHIP 2018 Grant Application, applicants are encouraged to read the guidelines in the CHIP 2018 Notice of Funding Availability (NOFA) (Appendix C), view the CHIP 2018 Grant Application Webinar available on the DCA CHIP website after September 8, 2017, and read the [HUD Guidance](#) for the HOME program.

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Submission Instructions:

Deadline December 1, 2017 at 4:00 p.m.

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.

The CHIP 2018 Grant Application must be submitted by email to CHIP@dca.ga.gov.

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

- CHIP 2018 Application Form with the file name *CHIP 2018 [Applicant Name] Application* (for example *CHIP 2018 AnytownUSA Application*)
- CHIP 2018 [Applicant Name] Proposed Budget
- CHIP 2018 [Applicant Name] Experience Narrative
- CHIP 2018 [Applicant Name] Administration Experience
- CHIP 2018 [Applicant Name] Qualified Partners
- CHIP 2018 [Applicant Name] Construction Plans
- CHIP 2018 [Applicant Name] Target Area
- CHIP 2018 [Applicant Name] Current Housing Conditions
- CHIP 2018 [Applicant Name] Real Estate Development Market Analysis
- CHIP 2018 [Applicant Name] Affordable Housing Plan
- Nonprofits must also include the IRS nonprofit designation letter

Word Version of the Application Form

This 2018 CHIP Application packet has been posted to DCA website in PDF format. For your convenience, DCA will provide a Word version of the Application form (Appendix A). Please email CHIP@dca.ga.gov for a Word version of the CHIP 2018 Application form.

Application Fee

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

Application fee address
CHIP Manager
Office of Activity and Public Affairs
Georgia Department of Community Affairs
60 Executive Park South, N.E.
Atlanta, GA 30329

2018 CHIP Grant Application Requirements

The following are the requirements for the 2018 CHIP Grant Application:

Funding Pools

DCA anticipates approximately a total of \$5 million will be available for all 2018 CHIP awards. DCA

will make CHIP 2018 awards in two funding pools:

- 1.) Seventy percent (70%) or more of the CHIP 2018 funds (\$3.5 million) will be awarded to city and county governments, nonprofits, and Public Housing Authorities CHIP applicants statewide to applicants in non-Participating Jurisdiction communities.

- 2.) Up to 30% of funds (\$1.5 million) will be made available to city and county governments, nonprofits, and Public Housing Authorities that are within HOME Participating Jurisdictions.

Participating Jurisdictions are cities and counties that receive HOME funds directly from HUD. HOME is the federal funding source that funds CHIP grants. These communities include Albany, Athens-Clarke County, Atlanta, Augusta-Richmond County, Clayton County, Cobb County, Columbus-Muscogee County, DeKalb County, Fulton County, Gwinnett County, Macon, and Savannah.

Eligible Activities

Eligible activities include:

- 1.) Housing rehabilitation of owner-occupied single family homes;
- 2.) New construction and reconstruction of small, affordable housing units for sale to eligible home buyers; and
- 3.) A combined grant application for both housing rehabilitation of owner-occupied single family homes and new construction/reconstruction of small, affordable housing units for sale to eligible home buyers.

Eligible Applicants

- Current CHIP grantees with more than 50% of CHIP funds expended on December 1, 2017
- City and County Governments in Georgia
- Public Housing Authorities
- Nonprofits with 501(c)(3) or 501(c)(4) tax exempt status

Applicants within the same city or county as a current CHIP grantee will be eligible for funding provided that the applicant will not be in competition with the current grantee for qualified contractors or homeowners/homebuyers in the target area of the existing grant. This will be determined by the DCA staff during the application review process and applicants may be asked for additional information to make the determination of non-competition with the current grantee.

Maximum Amounts of CHIP Awards by Project Type

Project Funds

- \$300,000 for housing rehabilitation of single family owner occupied homes
- \$600,000 for new construction/reconstruction of homes for sale to eligible home buyers
- \$600,000 for a combination of rehabilitation of single family owner occupied homes and new construction/reconstruction of homes for sale to eligible home buyers

Administration Funds

- Applicants that received project awards funds will also receive 2% in funds to cover administration expenses (i.e. \$6,000 for \$300,000 project awards and \$12,000 for \$600,000 awards)

Funding Source

The Community HOME Investment Program (CHIP) 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, 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 Georgia Housing and Finance Authority's policies and program requirements. The regulations governing the use of HOME funds under Title 24, Part 92, of the Code of Federal Regulations may be found at the following link <https://www.hudexchange.info/programs/home/>

Scoring of Submitted Applications

SCORE SUMMARY	POINTS
Leveraged Funds	10
Capacity	50
Need	20
Planning	20
TOTAL	100

LEVERAGED FUNDS (total 10 points)

Percent of Match Provided

10-19%	2
20-29%	4
30-39%	6
40-49%	8
50+%	10

CAPACITY and READINESS TO PROCEED (total 50 points)

Grantee Experience (subtotal 20 points)

New to CHIP/No other experience	0
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Housing rehabilitation and construction experience

Full credit if narrative shows that the projects were on time, on budget, and met performance objectives	18
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Has managed CHIP in the past and/or is a current recipient

Full credit if narrative shows that the projects were on time, on budget, and met performance objectives	2
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Compliance Requirement for 2011-2014 CHIP Recipients

Point deduction if not on schedule to set up all projects by December 31, 2017 and spend all funds by July 31, 2018	-1
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Applicant staff and/or grant administrator's experience (subtotal 10 points)

No experience managing CHIP but experience managing construction

1-2 years	2
3-5 years	4
over 5 years	6
Experience managing CHIP	
1-2 years	6
3-5 years	8
over 5 years	10
Compliance requirement for 2011-2014 CHIP grants: Point reduction for any that is not on schedule to set up all projects by December 31, 2017 and spend all funds by July 31, 2018	
	-1
Readiness to Proceed: Available Qualified Staff/Consultants (subtotal 10 points)	
At least 1 Qualified Staff/Consultants	2
At least 2 Qualified Staff/Consultants	4
At least 3 Qualified Staff/Consultants	6
At least 4 Qualified Staff/Consultants	8
At least 5 Qualified Staff/Consultants	10
Project Readiness: Construction Plans (Subtotal 10 points)	
For new construction or reconstruction of vacant homes for sale:	
Site control	5
Work write up, cost estimate, pictures provided, and historic preservation review of plans if in historic neighborhoods	5
Housing Rehabilitation Applicants gets an automatic 10 points in this category	
NEED (Total 20 points)	
No CHIP grant in applicant's county within the last 3 years	1
No CHIP grant in applicant's county within the last 5 years	2
No CHIP grant in applicant's county within the last 10 years	3
In Federally Designated Disaster Area	1
Poverty Rate for Housing Rehabilitation	
0-10%	1
10.1-15%	2
15.1-20%	3
20.1% or more	4
Poverty Rate for New Construction/Reconstruction for Sale	
20.1% or more	1
15.1-20%	2
10.1 -15%	3
0-10%	4
Housing Need by Project Type	
Housing conditions of owner occupied homes	
For owner-occupied housing rehabilitation activities	

Narrative and photos demonstrates housing conditions need repair	12
Market demand for affordable housing for sale	
Conditions of the existing housing market demonstrate need for new affordable housing	4
Average sale price of housing in the target area is not affordable for people making 80% AMI	4
Growing population of people in need of housing	4
PLANNING and DCA INVESTMENT (total 20 points)	
GICH (subtotal 10 points)	
Not a GICH	0
Freshman	2
Sophomore	4
Junior	6
Alumni	8
GICH team met at least quarterly	2
Affordable Housing Plan (subtotal 5 points)	
Met 1 criteria	1
Met 2 criteria	2
Met 3 criteria	3
Met 4 criteria	4
Met 5 criteria	5
DCA Investment in Participating Jurisdictions:	
If DCA has invested funds within a five block radius of the project site/target area within the last five years	5
Non-Participating Jurisdictions will receive an automatic 5 points	

CHIP 2018 Application Instructions

Section 1: General Information

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. DCA does not currently maintain a list of qualified grant administrators. Contact CHIP staff for information about current grant administrators if needed.

B. Proposed Activity

Applicants may apply for one or more of three categories of CHIP funded activities

1. Housing rehabilitation of owner occupied homes
2. New construction of homes for sale to eligible homebuyers
3. Housing rehabilitation of vacant homes for sale to eligible homebuyers

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 \$300,000 for owner-occupied housing rehabilitation only activities, or
- Up to \$600,000 for new construction/reconstruction of homes for resale, or
- Up to \$600,000 for a combination of new construction/reconstruction of homes for resale and housing rehabilitation activities

Applicants that are awarded project funds will receive 2% to cover administrative costs (i.e. \$6,000 for \$300,000 awards or \$12,000 for \$600,000 awards)

For more information about project financing and a breakdown of the costs review the CHIP Administration Manual

Match

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. In the Proposed Budget table, provide the dollar value amount of match funds by funding category (Federal, State, and Local).

Note all cities and counties that are HOME Participating Jurisdictions must provide at least 50% cash match.

Required Attachment

Attach a PDF narrative detailing the applicant's proposed budget including match with the file name **Proposed Budget**.

Section 2: Capacity and Project Readiness

In this section demonstrate that the applicant has the necessary capacity to carry out the CHIP program if awarded funding.

A. Project Experience

Required Attachment

Attach this narrative as a PDF with the file name **Experience Narrative**. Include in the narrative the following details for each grant received.

- 1.) 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:

- Grant contract date
- Grant completion date when DCA completed the final monitoring and close out of the grant
- Amount awarded
- Amount expended
- Number of homeowners proposed to be assisted
- Number of homeowners assisted

For grants that are underway:

- 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

- 2.) 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 narrative of the applicants accomplishments.

Include in your narrative:

- Date range for the projects from start to finish
- Funds provided to the projects
- Number of homes built/renovated and/or homeowners/homebuyers assisted

B. Staff Experience

Required Attachment:

Attach 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. Attach this narrative as a PDF with the file name **Administration Experience**.

C. Project Readiness

It is not required that the applicant has any of the following qualified staff/consultants however points will be awarded for the number of qualified staff/consultants already in place.

Attach a narrative including all of the individuals who will be assisting the applicant with renovating/building/selling homes. Include resumes and/or certifications that apply. Attach this narrative as a PDF with the file name **Qualified Staff and Consultants**

Recommended qualified staff/consultants needed for home rehabilitation and/or new construction activities include:

- Building Inspectors with [UPCS certification](#)
- [EPA certified](#) lead inspectors
- Historic preservation consultants on the [State Historic Preservation List](#)
- Qualified construction contractors who can bid on the projects (contractors must be state certified, lead abatement certified (for rehabilitation of buildings built before 1978), and insured)
- Real estate appraiser

Recommended qualified staff/consultants needed to assist with the sale of renovated/newly constructed homes include:

- HUD/[DCA certified](#) pre-purchase housing counselors
- Realtors
- Lenders

D. Project Readiness: Construction Plans

The following items apply to grant applications for reconstruction of existing homes and/or for new construction of homes for sale to eligible homebuyers. The items do not apply to housing rehabilitation only activities.

Attach these narratives as PDFs with the file names: **Construction Plans**

For reconstruction of vacant homes for rehabilitation provide the following:

- Addresses
- Current owners. Applicants will receive funding priority if they have site control (i.e. contracted authority to build on a site, through ownership, long-term lease or the purchase of an option to buy the land at an agreed price within a specified period)
- Current property values
- Initial work write up of repairs needed
- Cost estimates
- Pictures

For new construction of vacant property for rehabilitation provide the following:

- Addresses
- Current owners. Applicants will receive funding priority if they have site control (i.e. contracted authority to build on a site, through ownership, long-term lease or the purchase of an option to buy the land at an agreed price within a specified period)

- Current property values
- Plans and Specs
- Cost estimates
- Pictures of vacant land and adjacent property
- Map of historically designated neighborhoods in the target area noting the location of the vacant property. If the property is in a historic district, the house plans must be approved by the local historic preservation office

Section 3: Need

A. Target Area

Provide a narrative and a map of the target area. The map in Appendix B illustrates the distribution of CHIP funds by county for 2007-2017. Note: many of the grants were made to cities within the counties and not county wide. Applicants in counties that have not received CHIP funds in the last ten (10) years will receive three (3) points; those in counties that have not received CHIP funds in the last five (5) years (2012 CHIP recipients) will receive two (2) points; and those in counties that have not received CHIP funds in the last three (3) years (2014 CHIP recipient) will receive one (1) point.

B. Federally Declared Disaster Area

One (1) point will be given to applicants in 2016-2017 Federal Disaster Designation Counties. As of September 26, 2017 the designated counties are listed below. DCA will update this list if additional counties are declared before application submission date.

Georgia Hurricane Irma (DR-4338)

Incident Period: September 07, 2017

Major Disaster Declaration declared on September 15, 2017

Designated Counties for assistance to individuals:

- Camden
- Chatham
- Glynn
- Liberty
- McIntosh

Georgia Severe Storms, Tornadoes, and Straight-line Winds (DR-4294)

Incident Period January 02, 2017

Major Disaster Declaration declared on January 25, 2017

Designated Counties

- Early
- Calhoun
- Dougherty
- Baker
- Mitchell

- Worth
- Turner

Georgia Severe Storms, Tornadoes, and Straight-line Winds (DR-4297)

Incident Period January 21, 2017 - January 22, 2017

Major Disaster Declaration declared on January 26, 2017

Designated Counties

- Berrien
- Cook
- Crisp
- Dougherty
- Thomas
- Turner
- Wilcox
- Worth

Georgia Hurricane Matthew (DR-4284)

Incident Period October 04, 2016 - October 15, 2016

Designated Counties

- Bryan
- Bulloch
- Chatham
- Effingham
- Evans
- Glynn
- Liberty
- Long
- McIntosh
- Wayne

C. Poverty Rate

Use the DCA poverty rate map on the following website to identify the poverty rate for the target area and list the census tract and the percent poverty in the table below. Add more rows if necessary

<http://georgia-dca.maps.arcgis.com/home/webmap/viewer.html?webmap=37ea2152c1c046f38f888c86bcb249af>

D. Current Housing Conditions

This item does not apply to applicants seeking funds for new construction/reconstruction of vacant homes for sale to eligible homebuyers. For applicants providing owner-occupied housing rehabilitation activities, provide a narrative of the current condition of the houses in the target area. Attach this narrative as a PDF with the file name **Current Housing Conditions**

For owner-occupied housing rehabilitation activities provide the following:

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

E. Real Estate Development Market Analysis

This item does not apply to applicants seeking funds for only owner-occupied housing rehabilitation activities. For applicants providing new construction/reconstruction of vacant homes for sale to eligible homebuyers, use real estate data demonstrate that there is a need for new/renovated affordable single family homes in the target area. Attach this narrative as a PDF with the file name **Real Estate Development Market Analysis**.

This narrative must answer the following questions

Housing Supply:

- What are the conditions of the existing housing market?
- What is the average sale price of housing in the target area?
- Is the average sale price of housing in the target area affordable for people making less than 80% of the county's average median income*?

Housing Demand:

- Is there a growing population of people in need of housing?

*Eligible homebuyers must make less than 80% of the average median income for the county. Review the average median income for the county on this HUD website and consult with a lender to determine if a homebuyer making less than 80% of the average median income in the applicant's county will be able to afford the homes proposed to be sold.

Section 4: Planning

Demonstrate that if awarded CHIP funds the applicant's proposed activity will be part of a larger revitalization strategy.

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

Answer the questions in the GICH section

B. Affordable Housing Plan

If the target area in this application is represented in a community redevelopment plan that addresses affordable housing, attach this plan as a PDF with the file name **Affordable Housing Plan** and attach a narrative indicating where in the plan are the following items:

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

C. DCA Investment in Participating Jurisdictions

If DCA has invested funds within a five block radius of the project site/target area within the Participating Jurisdiction the last five years, attach narrative as a PDF with the file name **DCA Investment**

Non-Participating Jurisdictions are not required to provide this information.



**Community HOME Investment Program (CHIP)
2018 Grant Application**

Section 1 GENERAL INFORMATION

Name of Applicant
CHIP 2018 Funding Pool <input type="checkbox"/> Non Participating Jurisdiction <input type="checkbox"/> Participating Jurisdiction
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
DUNS Number
Applicant Tax ID Number

A. Contact Information

Executive Officer

Name
Title
Mailing Address
Phone Number
Email Address

Primary Contact

Name
Title
Phone Number
Email Address

Grant Administrator (if applicable)

Name

Title
Phone Number
Email Address

B. Proposed Activities

<input type="checkbox"/> Housing rehabilitation of owner occupied homes	
Number of proposed owner occupied homes to be rehabilitated	
<input type="checkbox"/> New construction of homes for sale to eligible homebuyers	
Number of proposed new homes to be built	
<input type="checkbox"/> Housing rehabilitation of vacant homes for sale to eligible homebuyers	
Number of proposed vacant homes to be rehabilitated	

C. Proposed Budget

Description	Example	
CHIP Funds Requested		
Funds for housing rehabilitation services (Provide description. For example \$300,000 @ \$50,000 each for 6 homes)	\$300,00	
Funds for reconstruction of vacant homes (Provide description)		
Funds for new construction of new homes on vacant lots (Provide description. For example \$300,000 @ \$100,000 each for 3 homes)	\$300,000	
Administration costs @ 2% of total CHIP request	\$12,000	
Total CHIP Request	\$612,000	
Match		
Federal funds		
State funds		
Local funds (For example \$75,000 @ \$25,000 each for land value of 3 city-owned vacant lots)	\$75,000	
Total Proposed Budget	\$687,000	

Required Attachment

Attach a PDF narrative detailing the applicant's proposed budget including match. Examples of match are cash from a grant, land value, donated services, and waived permit fees. Attach this narrative as a PDF with the file name **Proposed Budget**.

Section 2 CAPACITY and PROJECT READINESS

Has the applicant received CHIP grants in the past?

- Yes
- No

List the CHIP award years

Type of assistance provided with CHIP funds

- Down Payment Assistance
- Housing Rehabilitation
- New Construction

A. Project Experience

Required Attachment

Review the CHIP 2018 Application Instructions and attach a narrative as a PDF with the file name **Experience Narrative**.

B. Staff Experience

Required Attachment

Attach 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. Attach this narrative as a PDF with the file name **Administration Experience**.

C. Project Readiness: Qualified Staff/Consultants

Required Attachment

Review the CHIP 2018 Application Instructions and attach a narrative including all of the individuals who will be assisting the applicant with renovating/building/selling homes. Include resumes and/or certifications that apply. Attach this narrative as a PDF with the file name **Qualified Staff and Consultants**

D. Project Readiness: Construction Plans

This section applies grant applications for reconstruction of existing homes and/or for new construction of homes for sale to eligible homebuyers. This section does not apply to housing rehabilitation only activities. Applicants applying for housing rehabilitation only activities will receive full points in this section.

Attachment for reconstruction and new construction

Review the CHIP 2018 Application Instructions and attach a narrative including all the required items for this section in a PDF attachment with the file name **Construction Plans**

Section 3 NEED

A. Target Area

Required Attachment

Attach this narrative and map as a PDF with the file name **Target Area**

B. Federally Declared Disaster Area

Is the applicant within a federally declared disaster area?

See the list of federally declared disaster areas in the CHIP application instructions.

Yes

No

List the designated county

--

C. Poverty Rate

Census Tract	Percent Poverty
Average Percent Poverty	

D. Current Housing Conditions

For each proposed activity provide a narrative of the current condition of the houses in the target area.

Attach this narrative as a PDF with the file name **Current Housing Conditions**

E. Real Estate Development Market Analysis

Attach this narrative as a PDF with the file name **Real Estate Development Market Analysis**.

Section 4 PLANNING

Demonstrate that if awarded CHIP funds will be part of a larger revitalization strategy.

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

Is the applicant in a GICH community?

Yes

No

If the applicant is in a GICH community then answer the following question

What GICH category is the community?

Freshman

Sophomore

Junior

Alumni

Summarize the GICH meetings held in 2017 (if applicable)

Include dates, topics, and attendees. Add more rows if necessary

Date	Topic	Attendees

B. Affordable Housing Plan

Review the CHIP 2018 Application Instructions and attach this plan as a PDF with the file name **Affordable Housing Plan**

C. DCA Investment in Participating Jurisdictions

If DCA has invested funds within a five block radius of the project site/target area within the Participating Jurisdiction the last five years, attach narrative as a PDF with the file name **DCA Investment**

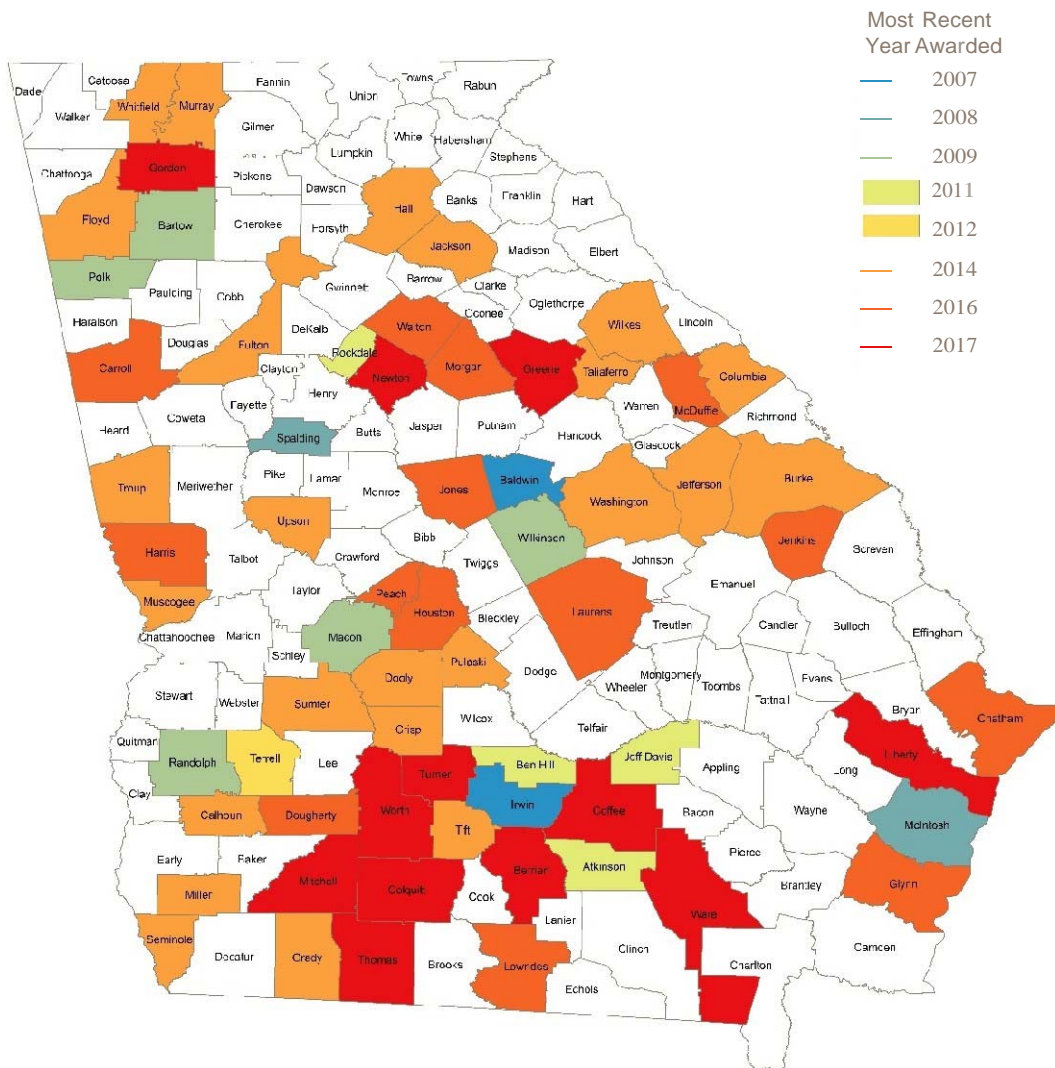
Non-Participating Jurisdictions are not required to provide this information.

End of the CHIP 2018 Application Form

Appendix B CHIP Grants By County 2007-2017

This map illustrates the distribution of CHIP funds by county for 2007-2017. Note: many of the grants were made to cities within the counties and not county wide.

CHIP Grant Awards 2007-2017



Appendix C: CHIP 2018 Grant Application Notice of Funding Availability (NOFA)

**Georgia Department of Community Affairs
Community HOME Investment Program (CHIP)
Notice of Funds Availability
September 1, 2017**

I. Overview

The Georgia Housing and Finance Authority (GHFA) hereby notifies interested Applicants of the availability of funds allocated from the HOME Investment Partnerships Program (HOME). The availability and use of these funds is 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. The Georgia Department of Community Affairs (DCA) is the administrator of GHFA's programs.

In releasing this Notice of Funding Availability (NOFA), the goal of DCA is to facilitate 1.) New construction and reconstruction of small, affordable housing units for sale to low and moderate income home buyers; and 2.) Housing rehabilitation of owner-occupied homes. To meet these goal, funds will be awarded to successful applicants who will act as Subrecipients 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/housing/housingdevelopment/programs/homeinvestment.asp>

II. AMOUNT OF FUNDS AVAILABLE FOR AWARD

DCA anticipates that approximately five million dollars (\$5,000,000) 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.

Funding Pools

DCA will make CHIP 2018 awards in two funding pools:

- 1.) Seventy percent (70%) or more of the CHIP 2018 funds (\$3.5 million) will be awarded to city and county governments, nonprofits, and Public Housing Authorities in non-Participating Jurisdiction communities.
- 2.) Up to 30% of funds (\$1.5 million) will be made available to city and county governments, nonprofits, and Public Housing Authorities that are within HOME Participating Jurisdictions.

Participating Jurisdictions are cities and counties that receive HOME funds directly from HUD. HOME is the federal funding source that funds CHIP grants. These communities include Albany, Athens-Clarke County, Atlanta, Augusta-Richmond County, Clayton County, Cobb County, Columbus-Muscogee County, DeKalb County, Fulton County, Gwinnett County, Macon, and Savannah. Participating Jurisdictions

III. Minimum and Maximum Amounts of Home Funds per Development

DCA will award up to \$300,000 per application submitted for housing rehabilitation of owner occupied homes; up to \$600,000 per application for new construction or reconstruction of homes for sale to home buyers; or up to \$600,000 for the combined activities of housing rehabilitation of owner occupied homes and new construction or reconstruction of homes for sale to home buyers. Applicants awarded funds for these activities will receive two percent (2%) in administrative funds (i.e. \$6,000 for \$300,000 awards and \$12,000 for \$600,000 awards). Eligible Applicants may submit only one Application.

IV. Eligible Applicants

A. Subrecipient Role

Successful Applicants will act as Subrecipients of GHFA HOME funds. Subrecipients are defined in the revised HOME Final Rule of July 24, 2013, as follows

“Subrecipient” means “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 or owner 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 the two activities: 1.) New construction and reconstruction of small, affordable housing units for sale to low and moderate income home buyers; and 2.) Housing rehabilitation of owner-occupied homes.

Administrative responsibilities of the Subrecipient 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 June 30, 2018.

B. Eligible Applicant Entities

The following entities will be considered eligible to act as a Subrecipient under this NOFA

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

All Applicants must meet the following requirements:

The Applicant must show 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.

Applicants must not be out of material compliance or disqualified from any program administered by DCA or under debarment, proposed debarment or suspension by a federal agency.

C. 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.

D. Additional Eligibility Requirements for Applicants – Local Governments

In addition to the requirements for all applicants, Local Governments must also meet the following requirements

1. Local governments that received a grant award under the Community HOME Investment Program (CHIP) in the 2017 or any prior grant year must have expended all at least 50% of all project and administrative funds by December 1, 2017, in order to be qualified as an applicant.
2. Local governments should also 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.

V. Activity Summary

A. Home Buyer Development

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.

Funds to applicants for new construction, rehabilitation, and/or reconstruction of single family units for homeownership shall be provided by the applicant as a construction loan at 0% interest due upon sale to a home buyer eligible under the HOME Program. Under rare instances, the sales price less a 15% developer fee may be less than the construction loan. In these instances, the developer fee will be limited to 15% of the sales price and the remaining balance after applying the sales proceeds will be provided as a grant to the developer to satisfy the construction loan.

Fees to developers that complete developments funded under this NOFA shall be 15% 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. Subrecipients are eligible to receive project delivery costs of up to 5% of the HOME-funded total development cost. All eligible project delivery costs must be identified by the Subrecipient.

If the application proposes the development (either new construction or rehabilitation) of housing units that will be sold to low and moderate income home buyers, a formal agreement between the Subrecipient and a HUD-approved housing counseling agency to provide pre-purchase, home buyer education services to all new home buyers will be required, but not at the time of application. A firm partnership will be required in carrying out the funded activities. Partnerships that consider post-purchase education services for each new home buyer are encouraged.

B. Housing Rehabilitation of Owner-Occupied Single Family Homes

Funds will be provided to rehabilitate existing owner-occupied single-family units. Homeowners must meet the income thresholds of less than eighty percent (80%) of the average median income for their counties. Funds to rehabilitation the homes are made in the form of a 0% deferred payment loan that is forgivable if the homeowners maintains the home as their primary residence for five (5) years for housing rehabilitation or for ten (10) years for housing reconstruction.

VI. Application Review Process

All applications will initially be reviewed by DCA to determine completeness. 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.

Complete Applications will be screened to determine whether the Application meets the minimum NOFA eligibility requirements. DCA will evaluate and rank each complete and eligible application according to the priorities identified herein.

VI. Selection Priorities

1. Experience of the Proposed Subrecipient - Both 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 will be considered.

2. Leveraging - The amount and extent of documented commitments that will leverage DCA resources will be considered.

3. Readiness to Proceed – Applications that can demonstrate the greatest readiness to proceed with program implementation will be given the highest priority.

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 (A) A Warranty Deed that conveys title to the subject property(ies) to the Applicant or proposed owner, (B) a legally binding contract to purchase the proposed project site(s) in the name of the Applicant or ownership entity, or (C) a legally binding contract for a binding long-term ground lease, with a minimum term of 45 years.

4. Comprehensive Community Strategy -

A. Applications for activities that will be located in a past or present Georgia Initiative for Community Housing (GICH) participating community. Further information may be found at

<http://www.fcs.uga.edu/fhce/gich/3>

B. Applications that provide documentation that the proposed housing supports community affordable housing plans.

VIII. Application Procedures and Award announcements

A. Application Submission Instructions

Deadline: December 1, 2017 at 4:00 p.m.

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.

The CHIP 2018 Grant Application must be submitted by email to CHIP@dca.ga.gov.

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

- CHIP 2018 Application Form with the file name *CHIP 2018 [Applicant Name] Application* (for example *CHIP 2018 AnytownUSA Application*)
- CHIP 2018 [Applicant Name] Proposed Budget
- CHIP 2018 [Applicant Name] Experience Narrative
- CHIP 2018 [Applicant Name] Administration Experience
- CHIP 2018 [Applicant Name] Qualified Partners
- CHIP 2018 [Applicant Name] Construction Plans
- CHIP 2018 [Applicant Name] Target Area
- CHIP 2018 [Applicant Name] Current Housing Conditions
- CHIP 2018 [Applicant Name] Real Estate Development Market Analysis
- CHIP 2018 [Applicant Name] Affordable Housing Plan
- Nonprofits must also include the IRS nonprofit designation letter

Word Version of the Application Form

This 2018 CHIP Application packet has been posted to DCA website in PDF format. For your convenience, DCA will provide a Word version of the Application form (Appendix A). Please email CHIP@dca.ga.gov for a Word version of the CHIP 2018 Application form.

Application Fee

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

Application fee address

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

B. Application Award and Notification

All applications will be reviewed, evaluated, and ranked according to the priorities and preferences outlined in Section VII. DCA will consider the geographic distribution of these resources across the State prior to making final funding decisions. All award results will be posted on the DCA web site and Applicants notified in writing.

IX. Timeframe for Commencement and Completion of Developments

All HOME funds must generally be expended and all development activity must be completed within twenty-four (24) months of DCA's contract start date of August 1, 2018. "Completion" is defined as all construction activities being complete, all development funds expended, all final inspections have taken place, and certificates of occupancy issued.

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 units.

X. Compliance with Other Federal Requirements

In addition to the basic HOME rules previously outlined, a number of 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 are in compliance with 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 of 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

- 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

- 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 and implementing regulations at 24 CFR Part 35

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

Section XI. 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.

A. Immigration

- O.C.G.A. 50-36-1, Verification of Lawful Presence within the United States

- HB 87, Illegal Immigration Reform and Enforcement Act of 2011

B. Non-profit Contractors

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

C. Single-family Construction Requirements

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

XII. 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 interact with non-disabled persons to the fullest extent 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 this 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.

XIII. 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

<http://www.dca.state.ga.us/development/constructioncodes/programs/codes2.asp>

XIV. Period of Affordability Compliance

During the Period of Affordability, Subrecipients will be required to carry out ongoing compliance monitoring activities as dictated by HOME rules. DCA will monitor their 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

For homeownership developments, 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 as described in DCA's 2013-2017 Consolidated Plan including the 2016 Annual Action Plan.