



2020 Community HOME Investment Program (CHIP) 2020 Grant Application Manual

Updated 9/19/2019

Summary

The Georgia Department of Community Development will make available approximately \$3,000,000 in Community HOME Investment Program (CHIP) grant funds to local government, nonprofit, and public housing authority applicants 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/>

This version of the manual released 9/19/2019 replaces the version released on 9/4/2019. This version includes edits and added clarifications on the application forms and instructions.

Eligible Applicants

- Current CHIP grantees with more than 50% of CHIP funds expended on January 31, 2020
- 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

Eligible activities and funding limits:

- \$300,000 available for housing rehabilitation of owner-occupied single-family homes; and
- \$600,000 available for new construction and reconstruction of affordable single-family homes for sale to income-eligible homebuyers

Awards:

- Four (4) awards will be made to the top scoring applications for the owner-occupied housing rehabilitation activity.
- Three (3) awards will be made to the top scoring applications for the new construction/reconstruction of affordable single-family homes activity.

This manual includes the following documents:

- Notice of Funding Opportunity (NOFA)
- Grant application instructions and scoring criteria

- Application forms

Webinar:

An informational webinar was held on Wednesday, September 18, 2019 and the recording will be posted on the DCA website by September 30 to be viewed at anytime at this site:

<https://www.dca.ga.gov/node/2669/documents/2083>

Deadline:

The CHIP 2020 grant application form with all relevant attachments must be submitted by email to CHIP@dca.ga.gov and the \$250 application fee check must be mailed and postmarked by:

Friday, January 31, 2020 at 4:00 p.m.

New for 2020:

Procurement prior to application submission for professional services related grant application submission and administration:

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.

Required HUD housing counseling provider for homebuyer activities:

If the application proposes the development (either new construction or 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. 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, 2020. Visit this HUD website for more information: <https://www.hudexchange.info/programs/housing-counseling/certification/>

Conditional contracts:

Due to updates to HUD's Integrated Disbursement and Information System (IDIS) which now requires DCA to commit and disburse funds on a grant-specific basis instead of the previous first-in-first-out (FIFO) method, DCA has started executing conditional contracts requiring CHIP grantees to meet specific benchmarks within the first twelve months of the grant term or risk losing grant funds.

The grant term begins August 1, 2020, therefore by July 31, 2021 grantees must meet all contract conditions and complete the pre-setup phase of all proposed homes. For owner-occupied housing rehabilitation grants, the pre-setup phase includes income-qualifying homeowners, completing the environmental reviews, lead testing, and completing work write-ups for all homes to be assisted. For new construction or rehabilitation of homes to sell to income-qualified homebuyers the pre-setup phase includes completing environmental reviews, budgets, and building and site plans for all homes to be built/rehabilitated and partnering with a HUD-certified housing counseling agency.

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Georgia Department of Community Affairs
Community HOME Investment Program (CHIP)
Notice of Funds Availability
September 4, 2019

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 goals, funds will be awarded to successful applicants who will act as a 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://dca.ga.gov/housing/rental-housing-development/home-investment-partnership-program-home/community-home>

II. AMOUNT OF FUNDS AVAILABLE FOR AWARD

DCA anticipates that approximately three million dollars (\$3,000,000) 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.

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; or up to \$600,000 per application for new construction or reconstruction of homes for sale to home buyers. Eligible Applicants may submit only one Application. Four (4) awards will be made to the top scoring applications for the owner-occupied housing rehabilitation activity. Three (3) awards will be made to the top scoring applications for the new construction/reconstruction of affordable single-family homes activity.

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 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 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 August 1, 2020.

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 2019 or any prior grant year must have expended all at least 50% of all project and administrative funds by January 31, 2020, 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.

New to the 2020 CHIP application: HUD Certified Housing Counselors required for all homebuyer activities

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 is required between the Subrecipient and a HUD-approved housing counseling agency to provide pre-purchase and home buyer education services to all new home buyers. 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, 2020. Visit this HUD website for more information: <https://www.hudexchange.info/programs/housing-counseling/certification/>

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 maintain 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: January 31, 2020 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 2020 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 2020 Application Form with the file name *CHIP 2020 [Applicant Name] Application* (for example *CHIP 2020 Anytown Application*)

CHIP 2020 [Applicant Name] Proposed Budget

CHIP 2020 [Applicant Name] Experience Narrative

CHIP 2020 [Applicant Name] Administration Experience

CHIP 2020 [Applicant Name] Target Area

CHIP 2020 [Applicant Name] Current Housing Conditions

CHIP 2020 [Applicant Name] Real Estate Development Market Analysis

CHIP 2020 [Applicant Name] Affordable Housing Plan

CHIP 2020 [Applicant Name] Self Score Form

CHIP 2020 [Applicant Name] Signed Certification Form

Nonprofits must also include the IRS nonprofit designation letter

Word Version of the Application Form

This 2020 CHIP Application packet has been posted to DCA website in PDF format. For your convenience, DCA will provide a Microsoft Word version of the Application form. Please email CHIP@dca.ga.gov for a Word version of the CHIP 2020 Application form.

Application Fee

A \$250 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

Housing Finance and Development Division
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, 2020. "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 unit.

X. 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 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 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.

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:

<https://dca.ga.gov/local-government-assistance/construction-codes-industrialized-buildings/construction-codes>

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 2018-2022 Consolidated Plan including the 2018 Annual Action Plan.

CHIP 2020 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. 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

Applicants may apply for one or both categories of CHIP funded activities

1. Housing rehabilitation of owner-occupied homes
2. New construction of homes and/or reconstruction of vacant single-family homes for sale to income-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 activities, or
- Up to \$600,000 for new construction/reconstruction of homes for sale

Match

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

Required Attachment

Attach a PDF 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. Attach this narrative as a PDF with the file name **Proposed Budget**.

Section 2: Capacity

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 closeout 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. If an outside firm or individual is administering this grant, attach the procurement documentation. See Appendix B for guidance. Attach this narrative as a PDF with the file name **Administration Experience**.

Capacity to administer new CHIP grants:

For grant administrators who administered CHIP 2014-2017 grants, five (5) points will be awarded to CHIP grant administrators with no remaining fund balances (\$0) as of January 31, 2020 in CHIP grants awarded in 2014-2017 administered by this grant administrator. If all grant-funded projects were completed and there is a remaining balance that cannot be used for an additional project, contact DCA staff to deobligate the remaining funds.

Section 3: Need

A. Target Area

Required Attachment

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

B. Geographic Priority

Underserved Area:

Use the table in Appendix A to determine the score. For grantees that received awards in multiple years, use the most current award year score.

The table at the end of these instructions shows the CHIP grant recipients funded between 2009-2019. 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.

Federally Declared Disaster Area:

One (1) point will be given to applicants in FEMA Individual Assistance Disaster designation counties designated between January 2015 and December 2019.

C. 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: <http://georgia-dca.maps.arcgis.com/home/webmap/viewer.html?webmap=cf1f51c1844d4104979189042f6cb6c8>

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

D. Housing Conditions

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

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

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 on this website: <http://georgia-dca.maps.arcgis.com/home/webmap/viewer.html?webmap=cf1f51c1844d4104979189042f6cb6c8>

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

Required attachment:

Include this data with a narrative describing the amenities of the target area and attach this narrative as a PDF with the file name **Real Estate Development Market Analysis**.

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)

Will the activities 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>

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

Submission Instructions:

Deadline January 31, 2020 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.

Word Version of the Application Form

This 2020 CHIP Application packet has been posted to DCA website in PDF format. For your convenience, DCA will provide a Microsoft Word version of the Application forms. Please email CHIP@dca.ga.gov for a Word version of the CHIP 2020 Application forms.

Required attachments to be submitted in PDF format:

CHIP 2020 Application Form with the file name *CHIP 2020 [Applicant Name] Application* (for example *CHIP 2020 Anytown Application*)

CHIP 2020 [Applicant Name] Proposed Budget

CHIP 2020 [Applicant Name] Experience Narrative

CHIP 2020 [Applicant Name] Administration Experience

CHIP 2020 [Applicant Name] Qualified Partners

CHIP 2020 [Applicant Name] Construction Plans

CHIP 2020 [Applicant Name] Target Area

CHIP 2020 [Applicant Name] Current Housing Conditions

CHIP 2020 [Applicant Name] Real Estate Development Market Analysis

CHIP 2020 [Applicant Name] Affordable Housing Plan

CHIP 2020 [Applicant Name] Self Score Form

CHIP 2020 [Applicant Name] Signed Certification Form

Nonprofits must also include the IRS nonprofit designation letter

The CHIP 2020 Grant Application must be submitted by email to CHIP@dca.ga.gov.

Note: the DCA email system can receive emails up to 20Mb. Check your attachment sizes before sending and contact DCA staff by January 24, 2020 for assistance and DCA staff may recommend alternative file sharing methods to submit documents if necessary.

Application Fee

A \$250 application fee payable by check to the *Georgia Housing and Finance Authority* is due at time of application. If the 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



**Community HOME Investment Program (CHIP)
2020 Grant Application**

Owner-Occupied Housing Rehabilitation Activities

Section 1 GENERAL INFORMATION

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
DUNS Number:
Applicant Tax ID Number:

A. 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:
Email Address:

B. Proposed Activity

Number of proposed owner-occupied homes to be rehabilitated:
--

C. Proposed Budget

Description	Example	Proposed Budget
CHIP Funds Requested		
Funds for housing rehabilitation services (Provide description. For example, \$300,000 @ \$50,000 each for 6 homes)	\$300,00	
Total CHIP Request	\$300,000	
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	\$375,000	

Required Attachment

Attach a PDF narrative detailing the applicant’s proposed budget. See the application instructions for more details. Attach this narrative as a PDF with the file name **Proposed Budget**.

Section 2 CAPACITY

A. Project Experience

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

Required Attachment

Review the CHIP 2020 Application Instructions and attach a narrative as a PDF with the file name **Experience Narrative**.

B. Staff Experience

Required Attachment

Attach the procurement process, 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**.

Section 3 NEED

A. Target Area

Required Attachment

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

B. Geographic Priority

Underfunded Area

The table in Appendix A shows the CHIP grant recipients funded between 2009-2019. 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

Is the applicant within a 2015-2019 federally declared disaster area for FEMA Individual Assistance (IA)?

Yes

No

List the designation and the date of designation

C. 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: <http://georgia-dca.maps.arcgis.com/home/webmap/viewer.html?webmap=cf1f51c1844d4104979189042f6cb6c8>

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

Census Tract	Percent Below Poverty
Average Percent Poverty	

Add comments if the Census data does not fully explain the poverty rate for the target area:

D. Current Housing Conditions

Required Attachment

Provide a narrative and photographs of the current conditions of the houses in the target area. Attach this narrative as a PDF with the file name **Current Housing Conditions**

Section 4 PLANNING

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 2019 (if applicable). Include dates, topics, and attendees. Add more rows if necessary:

Date	Topic	Attendees

B. Affordable Housing Plan

Review the CHIP 2020 Application Instructions and attach this plan as a PDF with the file name **Affordable Housing Plan**

Required Attachments List:

CHIP 2020 [Applicant Name] Proposed Budget

CHIP 2020 [Applicant Name] Experience Narrative

CHIP 2020 [Applicant Name] Administration Experience

CHIP 2020 [Applicant Name] Target Area

CHIP 2020 [Applicant Name] Current Housing Conditions

CHIP 2020 [Applicant Name] Affordable Housing Plan

CHIP 2020 [Applicant Name] Self Score Form

CHIP 2020 [Applicant Name] Certification with signatures

Nonprofits must also include the IRS nonprofit designation letter

Application Fee

A \$250 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



**Community HOME Investment Program (CHIP)
2020 Grant Application**

Single-Family Housing Development Activities

Section 1 GENERAL INFORMATION

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
DUNS Number:
Applicant Tax ID Number:

A. 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:
Email Address:

B. Proposed Activities

Number of new single-family homes to be constructed and sold to eligible homebuyers:
Number of existing single-family homes to be purchased and rehabilitated/reconstructed and sold to eligible homebuyers:

C. Proposed Budget

Description	Example	Proposed Budget
CHIP Funds Requested		
Funds for reconstruction of vacant homes (Provide description: <i>For example, \$300,000 @ \$100,000 each for</i>		
Funds for new construction of new homes on vacant lots (Provide description)	\$600,000	
Total CHIP Request	\$600,000	
Match		
Federal funds		
State funds		
Local funds (<i>For example \$75,000 @ \$25,000 each for land value of 3 city-owned vacant lots</i>)	\$75,000	
Total Proposed Budget	\$675,000	

Required Attachment

Attach a PDF narrative detailing the applicant’s proposed budget including match. Match may include cash or in-kind donated land or services. Points will be awarded for more match provided and for low cost-per-unit ratio. See the application instructions for more details. Attach this narrative as a PDF with the file name **Proposed Budget**.

Section 2 CAPACITY

A. Project Experience

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

Required Attachment

Review the CHIP 2020 Application Instructions and attach a narrative as a PDF with the file name **Experience Narrative**.

B. Staff Experience

Required Attachment

Attach the procurement process, 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**.

Section 3 NEED

A. Target Area

Required Attachment

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

B. Geographic Priority

Underfunded Area

The table in Appendix A shows the CHIP grant recipients funded between 2009-2019. 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

Is the applicant within a 2015-2019 federally declared disaster area for FEMA Individual Assistance (IA)?

Yes

No

List the designation and the date of designation:

C. 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: <http://georgia-dca.maps.arcgis.com/home/webmap/viewer.html?webmap=cf1f51c1844d4104979189042f6cb6c8>

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

Census Tract	Percent Below Poverty
Average Percent Poverty	

Add comments if the Census data does not fully explain the poverty rate for the target area:

D. Real Estate Development Market Analysis

Required attachment:

Review the CHIP 2020 Application Instructions and attach a narrative including all the required items for this section in a PDF attachment with the file **Real Estate Development Market Analysis**.

Section 4 PLANNING

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 2019 (if applicable). Include dates, topics, and attendees. Add more rows if necessary:

Date	Topic	Attendees

B. Affordable Housing Plan

Review the CHIP 2020 Application Instructions and attach this plan as a PDF with the file name **Affordable Housing Plan**

Required Attachments List:

- CHIP 2020 [Applicant Name] Proposed Budget
- CHIP 2020 [Applicant Name] Experience Narrative
- CHIP 2020 [Applicant Name] Administration Experience
- CHIP 2020 [Applicant Name] Target Area
- CHIP 2020 [Applicant Name] Real Estate Development Market Analysis.
- CHIP 2020 [Applicant Name] Affordable Housing Plan
- CHIP 2020 [Applicant Name] Self Score Form
- CHIP 2020 [Applicant Name] Certification with signatures
- Nonprofits must also include the IRS nonprofit designation letter

Application Fee

A \$250 application fee payable by check to the *Georgia Housing and Finance Authority* is due at time of Application and mailed to CHIP Manager, Office of Activity and Public Affairs, Georgia Department of Community Affairs, 60 Executive Park South, N.E., Atlanta, GA 30329

Application Self Score

Applicant Name:

Application Sections	Owner-Occupied Rehabilitation	Applicant Self Score	Housing Development	Applicant Self Score
Score Summary				
Leveraged Funds (plus up to 3 bonus points)	10		10	
Capacity	35		35	
Need	20		20	
Planning	15		15	
Total	80		80	
Leveraged Funds				
10-19% match	2		2	
20-29% match	4		4	
30-39% match	6		6	
40-49% match	8		8	
50+% match	10		10	
<u>Bonus points: Rank by number of proposed units rehabilitated or built as a result of leveraged funds</u>				
Applicant with the highest number of units	3		3	
Applicant with the second highest number of units	2		2	
Applicant with the third highest number of units	1		1	
Subtotal	10 + 3 bonus		10 + 3 bonus	
Capacity and Readiness to Proceed				
Grantee Experience				
Full credit if narrative shows that the projects were on time, on budget, and met performance objectives	18		18	
Has managed CHIP in the past or is a current grant recipient in good standing	2		2	
Subtotal	20		20	
Grant Administrator Experience				
No experience managing CHIP but experience managing housing construction:				
1-2 years	2		2	
3-5 years	4		4	
Over 5 years	6		6	
Experience managing CHIP:				
1-2 years	6		6	
3-5 years	8		8	

Over 5 years	10		10	
Capacity to administer new CHIP grants:				
0 points: Remaining fund balances as of January 31, 2020 in CHIP grants awarded in 2014-2017 administered by this grant administrator.				
5 points: No remaining fund balances (\$0) as of January 31, 2020 in CHIP grants awarded in 2014-2017 administered by this grant administrator (excludes fund balances in 2018-2019 CHIP grants)	5		5	
Subtotal	15		15	
Subtotal	35		35	
Need				
Geographic Area				
No CHIP grant in last 3 years	1		1	
No CHIP grant in last 5 years	2		2	
No CHIP grant in last 10 years	3		3	
In FEMA IA designated disaster area	1		1	
Poverty rate				
0-10%	1		4	
10.1-20%	2		3	
20.1-30%	3		2	
30.1% +	4		1	
Housing Need: Owner-occupied rehabilitation applications				
Narrative and photos demonstrate need	12			
Housing Need: Housing development applications				
Need by Vacancy: +30% = 0; 20-30% = 1; 10-20% = 2; -10% = 3			3	
Median home value unaffordable: \$0-100K = 0; \$110-125K = 1; \$125-150K = 2; +\$150K = 3			3	
Growing pop: negative growth = 0; 0-5% = 1; 5-10% = 2; +10% = 3			3	
Quality neighborhood amenities			3	
Subtotal	20		20	
Planning				
Participation in the Georgia Initiative for Community Housing (GICH)				
Not a GICH community	0		0	
Freshman	1		1	
Sophomore	2		2	
Junior	3		3	
Active Alumni	4		4	

GICH team met at least quarterly	1		1	
Affordable Housing Plan				
Met 1 criteria	2		2	
Met 2 criteria	4		4	
Met 3 criteria	6		6	
Met 4 criteria	8		8	
Met 5 criteria	10		10	
Subtotal	15		15	
TOTAL POINTS	80		80	

CHIP 2020 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 (NEP A), and other provisions of Federal Law, as specified in 24 CFR Part 58 and 40 CFR Part 1500-1 508, which further purposes of NEPA insofar as the provisions of such Federal law apply to this Part;
 - b) Is authorized and consents on behalf of the Applicant and himself to accept the jurisdiction of the Federal courts for the purpose of enforcement of his responsibilities as such an official.
4. The Applicant will comply with all provisions of the HOME Investment Partnership Activity regulations found at 24 CFR Part 92, the state requirements for the implementation of the Community HOME Investment Partnership Activity (CHIP) as defined in the Activity Description, the Administrative Manual, the Homeowner Rehabilitation Manual, as may be amended at the discretion of the Georgia Department of Community Affairs.
5. The Applicant will comply with certain laws that may be applicable, though not specifically listed in the HOME Investment Partnership Activity Regulations, by virtue of being applicable under their own terms, such as the Hatch Act (U.S.C. Section 1501, et. seg) which limits the political activities of the employees funded through receipt of Federal assistance.
6. It will comply with Section 504 of the Rehabilitation Act of 1973 and the HUD Implementing regulations (24 CFR Part 8), Title VI of the Civil Rights Act of 1964, Title VIII of the Civil Rights Act of 1968, the Fair Housing Act (42 USC 3601-20), Executive Orders 11246 and 11063, and Section 3 of the Housing and Urban Development Act of 1968 and will administer and conduct its activity in conformance with them.

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

CERTIFICATION:

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

Submitted on behalf of the Applicant by:

By:

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

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

Attest:

By:

(Signature of Clerk or Authorized Official) Date

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

Appendix A: 2009-2019 CHIP Grantees

In the last ten years, the Georgia Department of Community Affairs has provided over \$55 million to 161 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	CHIP Award	Score:
2009	Ben Hill County	\$ 300,000	3
2009	Cartersville, City of	\$ 300,000	3
2009	Dooly County	\$ 300,000	3
2009	Douglas, City of	\$ 281,605	3
2009	Hall County	\$ 300,000	3
2009	LaGrange, City of	\$ 300,000	3
2009	Lowndes County	\$ 300,000	3
2009	Marshallville, City of	\$ 300,000	3
2009	McIntyre, City of	\$ 300,000	3
2009	Randolph County	\$ 300,000	3
2009	Rockmart, City of	\$ 300,000	3
2009	Rome, City of	\$ 300,000	3
2009	Sandersville, City of	\$ 300,000	3
2009	Thomasville, City of	\$ 200,000	3
2009	Tifton, City of	\$ 300,000	3
2010	West Point, City of	\$ 204,000	3
2011	Arlington, City of	\$ 306,000	2
2011	Atkinson County	\$ 290,445	2
2011	Camilla, City of	\$ 306,000	2
2011	Covington, City of	\$ 299,980	2
2011	Dalton-Whitfield CDC Corp.	\$ 288,626	2
2011	Fitzgerald, City of	\$ 298,656	2
2011	Floyd County	\$ 306,000	2
2011	Grady County	\$ 306,000	2
2011	Hall County	\$ 304,470	2
2011	Hawkinsville, City of	\$ 305,679	2
2011	Jeff Davis County	\$ 299,250	2
2011	JC Vision & Assoc	\$ 301,410	2
2011	Rockdale County	\$ 306,000	2
2011	Tift County	\$ 301,600	2
2011	Tifton, City of	\$ 301,600	2
2011	Valdosta, City of	\$ 306,000	2
2011	Vienna, City of	\$ 305,742	2
2012	Coolidge, City of	\$ 306,000	2
2012	Family Community Housing Association, Inc.	\$ 302,557	2
2012	Dawson, City of	\$ 306,000	2

2012	Gainesville, City of	\$ 306,000	2
2012	Hall County	\$ 306,000	2
2012	Hogansville, City of	\$ 175,000	2
2012	Jackson County	\$ 306,000	2
2012	Meigs, City of	\$ 306,000	2
2012	Rome, City of	\$ 306,000	2
2012	Sylvester, City of	\$ 306,000	2
2012	Troup County	\$ 200,000	2
2012	Vienna, City of	\$ 306,000	2
2013	Brunswick, City of	\$ 300,000	2
2013	Family Community Housing	\$ 302,557	2
2013	Douglas, City of	\$ 299,039	2
2013	Hawkinsville, City of	\$ 306,000	2
2013	Hogansville, City of	\$ 175,000	2
2013	Jackson County	\$ 306,000	2
2013	Rome, City of	\$ 306,000	2
2013	Sandersville, City of	\$ 306,000	2
2013	Sumter County	\$ 306,000	2
2013	Thomasville, City of	\$ 300,000	2
2013	Troup County	\$ 200,000	2
2013	Vienna, City of	\$ 306,000	2
2013	Wadley, City of	\$ 306,000	2
2013	West Point, City of	\$ 200,000	2
2013	Home Development Resources, Inc.	\$ 306,000	2
2014	Americus, City of	\$ 306,000	2
2014	Arlington, City of	\$ 306,000	2
2014	Atlanta, City of	\$ 1,000,000	2
2014	Cairo, City of	\$ 306,000	2
2014	Camilla, City of	\$ 306,000	2
2014	Colquitt, City of	\$ 306,000	2
2014	Columbus/Muscogee County	\$ 400,000	2
2014	Cordele, City of	\$ 306,000	2
2014	Housing Authority of Newnan	\$ 306,000	2
2014	Dalton Housing Authority	\$ 304,980	2
2014	Donalsonville, City of	\$ 306,000	2
2014	Dooly County	\$ 306,000	2
2014	Fort Valley, City of	\$ 306,000	2
2014	Gainesville, City of	\$ 306,000	2
2014	Gainesville, City of	\$ 1,000,000	2
2014	Greensboro, City of	\$ 302,557	2
2014	Harlem, City of	\$ 306,000	2
2014	Hawkinsville, City of	\$ 306,000	2
2014	Hinesville, City of	\$ 306,000	2
2014	Jackson County	\$ 306,000	2
2014	LaGrange, City of	\$ 306,000	2
2014	Murray County	\$ 304,980	2
2014	Plains, City of	\$ 306,000	2
2014	Rome, City of	\$ 641,200	2

2014	Sandersville, City of	\$ 306,000	2
2014	Sumter County	\$ 306,000	2
2014	Sylvester, City of	\$ 306,000	2
2014	Taliaferro County	\$ 306,000	2
2014	Tifton, City of	\$ 306,000	2
2014	Upson County	\$ 306,000	2
2014	Vienna, City of	\$ 306,000	2
2014	Wadley, City of	\$ 306,000	2
2014	Washington, City of	\$ 280,500	2
2014	Washington, City of	\$ 400,000	2
2014	Waynesboro, City of	\$ 306,000	2
2014	Whitfield County	\$ 304,980	2
2014	Home Development Resources, Inc.	\$ 306,000	2
2016	Carrollton Housing Authority	\$ 306,000	1
2016	Dougherty County	\$ 306,000	1
2016	Dublin Rising	\$ 160,140	1
2016	Garden City Housing Team	\$ 306,000	1
2016	Glynn County	\$ 306,000	1
2016	Jones County	\$ 306,000	1
2016	Madison, City of	\$ 306,000	1
2016	McDuffie County	\$ 306,000	1
2016	Millen, City of	\$ 283,560	1
2016	Monroe, City of	\$ 306,000	1
2016	Perry, City of	\$ 306,000	1
2016	Pine Mountain, Town of	\$ 612,000	1
2016	Thomasville, City of	\$ 612,000	1
2016	Thomson, City of	\$ 611,184	1
2016	Valdosta, City of	\$ 612,000	1
2016	Griffin Housing Auth.	\$ 600,000	1
2017	Ashburn, City of	\$ 306,000	1
2017	New Foundation Development	\$ 281,006	1
2017	Family Community Housing Association	\$ 612,000	1
2017	Douglas, City of	\$ 306,000	1
2017	Fitzgerald, City of	\$ 306,000	1
2017	Greensboro, City of	\$ 306,000	1
2017	Meigs, City of	\$ 306,000	1
2017	Moultrie, City of	\$ 306,000	1
2017	Nashville, City of	\$ 306,000	1
2017	Riceboro, City of	\$ 612,000	1
2017	Sylvester, City of	\$ 306,000	1
2017	Waycross, City of	\$ 306,000	1
2018	Adel, City of	\$ 306,000	0
2018	Albany, City of	\$ 612,000	0
2018	Augusta, City of	\$ 612,000	0
2018	Colquitt, City of	\$ 306,000	0
2018	Commerce, City of	\$ 612,000	0
2018	Cordele, City of	\$ 306,000	0
2018	Dawson, City of	\$ 306,000	0

2018	Gainesville, City of	\$ 612,000	0
2018	Hinesville, City of	\$ 571,545	0
2018	Pembroke, City of	\$ 612,000	0
2018	Rome, City of	\$ 612,000	0
2018	Sandersville, City of	\$ 306,000	0
2018	Washington, City of	\$ 612,000	0
2018	Waynesboro, City of	\$ 612,000	0
2018	Thomasville Habitat for Humanity	\$ 612,000	0
2019	Americus, City of	\$ 300,000	0
2019	City of Arlington	\$ 300,000	0
2019	Camilla, City of	\$ 300,000	0
2019	Cochran, City of	\$ 300,000	0
2019	Donalsonville, City of	\$ 300,000	0
2019	Dublin, City of	\$ 300,000	0
2019	Fort Valley, City of	\$ 300,000	0
2019	Greensboro, City of	\$ 300,000	0
2019	Hall County	\$ 300,000	0
2019	Hands on Washington	\$ 300,000	0
2019	Jones County	\$ 300,000	0
2019	McDuffie County	\$ 300,000	0
2019	Millen, City of	\$ 300,000	0
2019	NeighborWorks Columbus	\$ 87,000	0
2019	Perry, City of	\$ 300,000	0
2019	Thomasville, City of	\$ 300,000	0
2019	Trion, Town of	\$ 300,000	0
2019	Vienna, City of	\$ 300,000	0
2019	Coastal Empire Habitat for Humanity, Inc.	\$ 575,000	0
2019	Griffin Housing Authority	\$ 332,451	0
2019	LaGrange, City of	\$ 464,700	0
2019	Sylvester Housing Authority	\$ 300,000	0
Total		\$55,548,999	

Appendix B: CHIP Procurement Requirements

Georgia Department of Community Affairs

CHIP Program

Procurement Policies for State Recipients & Subrecipient Applicants & Grantees

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:

New state procurement requirements became 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/state-purchasing/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 Dean Nelson at Dean.Nelson@dca.ga.gov or 404-852-2160 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.

In the words, even 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.

Technical Assistance and Sample Documents:

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 memo

Procurement Standards for Contracts Entered into by CHIP Recipients	39
DCA Guidance: Procurement for Application Development and Administrative Services	43
Sample Notice for RFP.....	46
Sample Email Request for Proposals.....	48
Sample Request for Proposals	49
Sample Statement of Qualifications	51
Sample Grant Administrator Rating Criterion.....	53

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 a number of "known providers". When soliciting firms to develop applications/administer projects, RFP's 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 with regard to 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 so as 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 in order 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 at all 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 insures 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.

In order 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 on the basis of price;
 - d. A sufficient 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 in order 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 a number of sources and the Request for Proposal (RFP) is publicized. Negotiations should be conducted with more than one of the sources submitting offers, and either a 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 a number of "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, RFP's 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 a number of 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, excepts, 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, RFP's 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: **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

CLIENT

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 these 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 _____

If you are claiming to be a Section 3 Business Concern, then the Attached Section 3 Business Concern Certification, Previous Certification and Action Plan must be filled out, 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.

Is the signed and notarized Section 3 Business Concern Certification, previous certification and action plan attached to your proposal? Yes _____ No _____ [what is this?]

9. 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 work load
- 2 → Administrator has demonstrated they can handle their projected work load

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

Appendix C: CHIP 2020 Application Webinar Slides

The CHIP 2020 Webinar has been recorded and will be available by September 30 to be viewed at:

<https://www.dca.ga.gov/node/2669/documents/2083>

Community HOME Investment Program (CHIP) 2020 Grant Application Webinar



September 18, 2019

Samanta Carvalho
Director, Office of Community Housing Development

DCA CHIP Application Webinar

Purpose:

Overview of the CHIP Program

The 2020 Application:

- ❑ Changes from 2019 Application
- ❑ Overview of Application
- ❑ Scoring Criteria
- ❑ Submission Instructions

How to ask questions during the webinar

Georgia Department of Community Affairs

- 65 Programs
- 400+ Employees
- \$270 million in Federal and State Funds
- Services:
 - Affordable Housing
 - Community Development
 - Economic Development
 - Planning

DCA Affordable Housing Activities

- Federal and State funding for:
 - Multifamily Rental Development
 - Single Family Home Development
 - Single Family Home Repairs
 - Housing Counseling
 - Down Payment Assistance
 - Rental Assistance
 - Homeless Shelter & Services
- } CHIP

What is CHIP?

Community HOME Investment Program

- ❑ Funded with Federal HUD HOME funds
- ❑ Homeowners/buyers must make less than 80% AMI
- ❑ Not a direct beneficiary program
- ❑ Average 10-15 grants/year
- ❑ \$3-7 million statewide annually
- ❑ Since 2009: 161 grants & \$55 million total

2019 Awardees: \$6,859,151

22 Total Grantees:

14 Cities

3 Counties

3 Nonprofits

2 PHAs

140 Total Households to be Assisted:

120 Owner-Occupied Rehabs

20 New Homes to be Built for Homeowners

Average cost of \$48,994 per household

New Construction Grants

\$600,000

Coastal Empire Habitat for Humanity, Inc.

Griffin Housing Authority

LaGrange, City of

McDuffie County

Owner-Occupied Housing Rehab Grants

\$300,000

Americus, City of

Arlington, City of

Camilla, City of

Cochran, City of

Donalsonville, City of

Dublin, City of

Fort Valley, City of

Greensboro, City of

Hall County

Hands on Washington

Jones County

Millen, City of

NeighborWorks Columbus

Perry, City of

Sylvester Housing Authority

Thomasville, City of

Trion, Town of

Vienna, City of

Owner–Occupied Housing Rehabilitation



Before

Home rehabilitated in Sylvester by Southwest Georgia Regional Commission

\$300,000 for owner-occupied housing rehabilitation/reconstruction



After

Single-Family Housing Development



\$600,000 for New Construction/Rehab of Homes for Eligible Homebuyers

Before

Rusher Street
Neighborhood in
Washington



After

DCA's Goal for CHIP Funds

To locate funds in communities with:

- High **Capacity** to Carry Out Activity
- Justified **Need** for Housing Activity
- Good Redevelopment **Planning**

Goals for 2020:

- Award \$3 million in HOME funds to:
 - 4 awards for owner occupied housing rehab activities
 - 3 awards for new construction of single-family homes

Questions?

2020 Application

Application information at DCA CHIP website:

<https://dca.ga.gov/node/5965>

Update to be released **September 19, 2019** after webinar

Application released: **September 4, 2019**

Applications due: **Friday, January 31, 2020**

Tip: Read the [CHIP Administration Manual](#)

2020 Application – Changes from 2019

1. Procurement required for grant writers
2. HUD-certified housing counselors for homebuyer activities required by Aug 2020
3. Conditional contracts with required benchmarks in first twelve-months

Eligible Applicants

Eligible Applicants:

- ❑ City and County Governments NOT PJs
- ❑ Public Housing Authorities
- ❑ Nonprofits with 501(c)(3) or (c)(4) designation

Ineligible Applicants:

- ❑ Current grantees with +50% in unspent funds by January 31, 2020
- ❑ City and County HOME Participating Jurisdictions

Ineligible Participating Jurisdictions



Albany

Athens

Atlanta

Augusta

Canton

Columbus

Macon

Marietta

Roswell

Savannah

Clarke County

Clayton County

Cherokee County

Cobb County

DeKalb County

Fulton County

Gwinnett County

Muscogee County

Richmond County

Owner-Occupied Housing Rehabilitation

\$300,000 for housing rehab grants

- ❑ Up to \$50,000 per home for repairs (to code), lead testing and abatement
- ❑ \$4,000/home in project delivery costs for the grantee

Funds provided to homeowner as a 0% interest 5-year forgivable loan

Single Family Development Grants

\$600,000 for housing construction

- ❑ 5% per home in project delivery costs to grantee
- ❑ 15% or up to \$20,000 for developer fee
- ❑ \$14,999 homebuyer subsidy secured with 5 yr lien

Grantees “recycle” sales proceeds into more affordable housing activities

Homes must be sold within 9 months of construction completion

Questions?

Application Format

Two Application Forms:

1. Owner-Occupied Housing Rehabilitation
2. Single-Family Home Construction for Homeownership

Applicants **may apply for both** but **only one will be selected**

Submit the application form and attachments **by email**

Application Scoring

Capacity: 35 pts

Need: 20 pts

Planning: 15 pts

Match: 10 pts

Total: 80 pts

Application Self Score

Applicant Name:

Application Sections	Owner-Occupied Rehabilitation	Applicant Self Score	Housing Development	Applicant Self Score
Score Summary				
Leveraged Funds (plus up to 3 bonus points)	10		10	
Capacity	35		35	
Need	20		20	
Planning	15		15	
Total	80		80	
Leveraged Funds				
10-19% match	2		2	
20-29% match	4		4	
30-39% match	6		6	
40-49% match	8		8	
50+% match	10		10	
Bonus points: Rank by number of proposed units rehabilitated or built as a result of leveraged funds				
Applicant with the highest number of units	3		3	
Applicant with the second highest number of units	2		2	
Applicant with the third highest number of units	1		1	
Subtotal	10 + 3 bonus		10 + 3 bonus	
Capacity and Readiness to Proceed				
Grantee Experience				
Full credit if narrative shows that the projects were on time, on budget, and met performance objectives	18		18	
Has managed CHIP in the past or is a current grant recipient in good standing	2		2	
Subtotal	20		20	
Grant Administrator Experience				
No experience managing CHIP but experience managing housing construction:				
1-2 years	2		2	
3-5 years	4		4	
Over 5 years	6		6	
Experience managing CHIP:				
1-2 years	6		6	
3-5 years	8		8	

Application: Section 1 General Info



- A. Contact Info
- B. Proposed Activity
- C. Proposed Budget

Tips:

List appropriate contact people for questions

Email DCA for grant administrator recommendations

Section 2: Capacity

A. Project Experience

- Grantee's experience with grant activity
- Attach narrative
- Full **20 pts** for projects on time, on budget, and met performance objectives

B. Staff Experience

- Grant administrators must be procured (unless staff or Regional Commission staff)
- Attach narrative, resumes, and procurement process
- Up to **10 pts** for **over 5 yrs CHIP experience** or
Up to **6 pts** for over **5 yrs** for **other housing grant admin experience**
- **5 pts** for **\$0 balances in 2016 & 2017 CHIP grants by 1/31/20**
Note: clear remaining unspent balances for completed grants

Section 3: Need

A. Target Area

Attach narrative and map

B. Geographic Priority

- Underfunded area: No CHIP in previous years (up to 3 pts)

See Appendix A

- Federally declared disaster area (FEMA Individual Assistance)

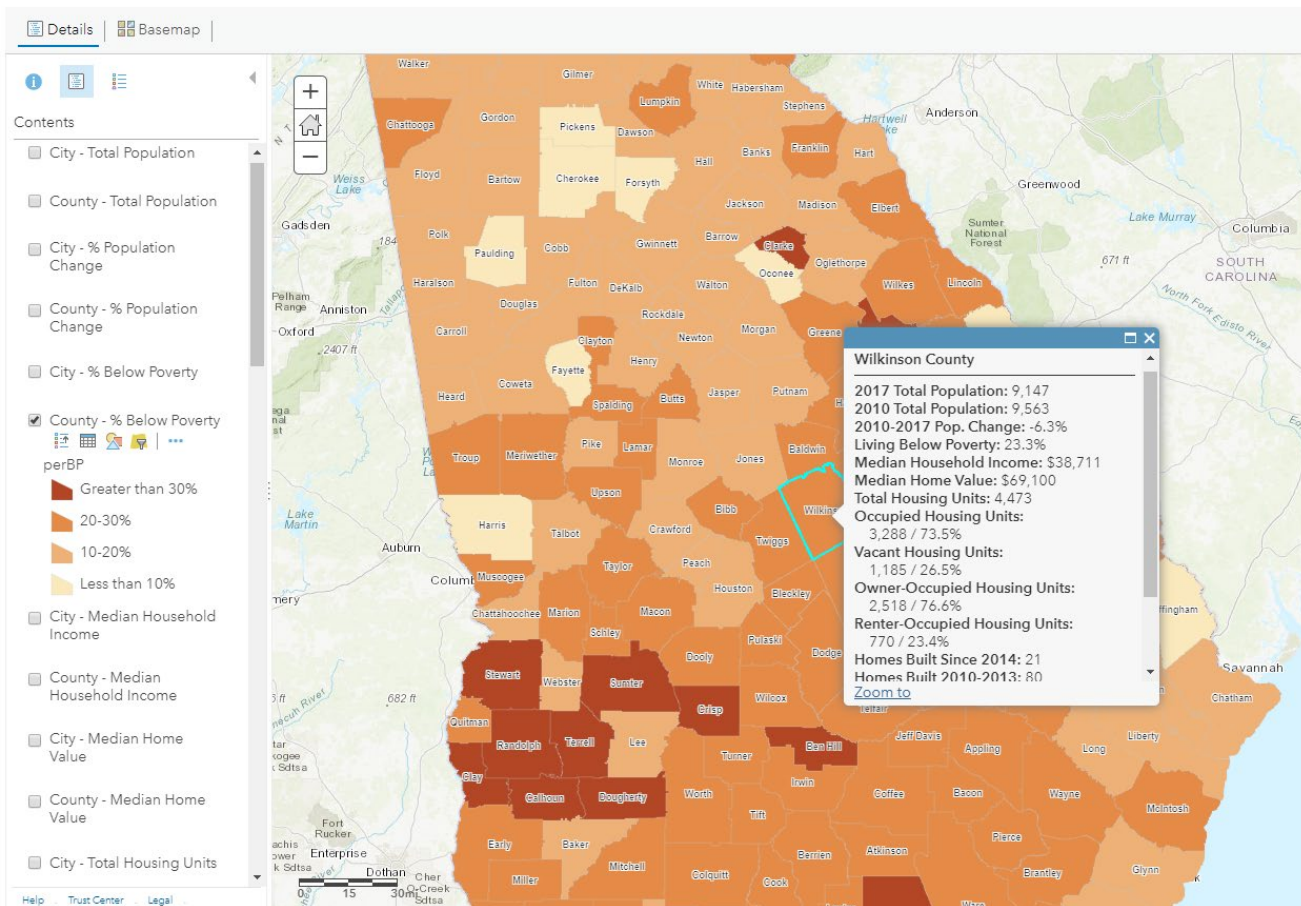
C. Poverty Rate

- Use DCA website map tool
- More pts for higher poverty rate for owner-occupied rehab
- More pts for lower poverty rate for new construction

CHIP Map Tool

CHIP Map Tool on [DCA website](#)

Home ▾ CHIP Data 2018



Section 3: Need (cont.)



D. Current Housing Conditions **for owner-occupied rehab applications**

Attach narrative and photos of multiple homes in target area

D. Real Estate Development Market Analysis **for new/reconstruction of homes for sale**

Current Housing Conditions



For Owner-Occupied Home Repair Applications

Answers: **Is there a need for owner-occupied home repairs in the target area?**

- Narrative of housing conditions
- Photos of multiple **representative** houses

Real Estate Market Analysis

Answers: Should the State invest in creating single-family affordable housing in your target area?

Use the CHIP Map tool:

- ❑ Current housing stock doesn't meet demand
 - More pts for lower vacancy rate (3 pts for -10% rate)
- ❑ Median home value unaffordable
 - More pts for higher home prices (3 pts for +\$150,000)
- ❑ Growing population
 - More pts higher pop. growth (3 pts for 10%+ growth)
- ❑ Quality neighborhood amenities (up to 3 pts for narrative)

Questions?

Scoring: Planning

- Participation in Georgia Initiative for Community Housing (GICH) Program

GICH website

Up to 5 pts for GICH

The screenshot shows the GICH website with a navigation menu including Future Students, Current Students, Academics, Research and Scholarship, Outreach and Extension, Alumni Giving Back, and About Us Campus Info. The main content area features a GICH sidebar with links to About Us, How to Apply, Program Reports, Retreat Materials, Success Stories, Resources, and For GICH Communities. A large photo shows a group of people at a construction site. Below the photo is a quote: "We planned and toured and learned together. Our community assessment showed the need for affordable housing for our senior citizens. Although it took two years, we now have senior apartments currently under construction that fit right in with our city. The entire city has benefited from the GICH". The main heading is "Georgia Initiative for Community Housing" with the subheading "Helping Your Community Meet Its Housing Needs". There are buttons for "How to Apply", "Make a Gift", and "Donate to the Karen Tinsley Scholarship Fund". A footer section mentions "Upcoming Fall Retreat".

Scoring: Planning

▣ Affordable Housing Plan:

10 pts for meeting all criteria:

1. Local government adoption of plan
2. Public input
3. Less than 4 years old
4. Target area included in plan
5. Grant goals included in plan

Questions?

Scoring: Leveraged Resources

Match points:

Up to 10 pts for +50% match

Match = cash or in-kind sources (land values, waived permit fees, etc.)

3 Bonus Points:

Applicants with highest number of proposed units

Financing must be reasonable

Application Attachments

Submit the application by email with these attachments in PDF format:

- CHIP 2020 [Applicant Name] Proposed Budget
- CHIP 2020 [Applicant Name] Experience Narrative
- CHIP 2020 [Applicant Name] Administration Experience
- CHIP 2020 [Applicant Name] Target Area
- CHIP 2020 [Applicant Name] Current Housing Conditions for Owner-Occupied Rehab Applications
- CHIP 2020 [Applicant Name] Real Estate Development Market Analysis for Housing Development Applications
- CHIP 2020 [Applicant Name] Affordable Housing Plan
- CHIP 2020 [Applicant Name] Self Score Form (new to 2020)
- CHIP 2020 [Applicant Name] Certificate of Assurances
- with signatures

*Nonprofits must also include the IRS nonprofit designation letter

Submission Requirements

- ❑ Deadline: Emailed on **January 31, 2020**
- ❑ Request **Word version** of application form
- ❑ Submit application and attachments as **PDFs by email** to CHIP@dca.ga.gov
- ❑ 10 MB attachment limit
- ❑ Submit **\$250** application fee **by mail** to mailing address

What happens next?



Publishing clarifications to the CHIP application manual by 9/19/19

Scoring: February-March

Award in March

Awardee training in April

Contracting phase April-July

Grant activities start August 1

2-year program (Aug 1, 2020-July 31, 2022)

Contact Information

Dean Nelson, Community Housing Program Manager

Dean.Nelson@dca.ga.gov

404-852-2160

Samanta Carvalho, Director, Office of Community Housing Development

Samanta.Carvalho@dca.ga.gov

(404) 679-0567

Application submission email:

CHIP@dca.ga.gov

CHIP website:

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

Questions?



Georgia[®] Department of



Community Affairs