

CHIP

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

2025 CHIP NOTICE OF FUNDS AVAILABILITY & APPLICATION MANUAL



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2025 Community HOME Investment Program (CHIP) 2025 Grant Application Manual

APPLICATION SUMMARY OVERVIEW

The Georgia Department of Community Affairs (“DCA”) releases an application for the Community HOME Investment Program (“CHIP”) annually to award CHIP grant funds to local government, nonprofit, and public housing authority applicants. These awards are to provide housing rehabilitation of owner-occupied single-family homes and new construction and reconstruction of affordable single-family homes 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. The regulations governing the use of HOME funds may be found at the following link:

<https://www.hudexchange.info/programs/home/>

Eligible Applicants

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

Eligible activities and funding limits:

- **Five hundred thousand dollars (\$500,000)** available for housing rehabilitation of owner-occupied single-family homes; and
One million five hundred thousand dollars (\$1,500,000) available for new construction and reconstruction of affordable single-family homes for sale to income-eligible homebuyers.

DCA reserves the right to increase the maximum allowable grant amount for applicants who demonstrate sufficient capacity to meet the CHIP program requirements and sufficient need in the applicant’s target area.

Awards:

A total of HOME funds was made available for up to ten (10) awards.

- **Four (4) awards** will be made to the highest-scoring applications for the new construction/reconstruction of affordable single-family homes.
- **Four (4) awards** will be made to the top-scoring applications for the owner-occupied housing rehabilitation activity.
- **Four (4) awards** will be set aside for applicants providing owner-occupied housing rehabilitation who have not received a CHIP or Community Development Block Grant (CDBG) home repair grant award in previous years. CDBG is a federally funded block grant to states that focuses on

benefiting low- to moderate-income people by providing resources for livable neighborhoods, economic empowerment, and decent housing.

This manual includes the following documents:

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

Application Webinar:

An instructional webinar to explain the CHIP program and application will be held on October 16, 2024, at 10:00 AM EDT. Click on this link to register for the webinar:

[2025 CHIP Application Webinar Registration Link](#)

After registering, you will receive a confirmation email containing information about joining the webinar.

Application Submission

All CHIP documents and attachments must be submitted via the Emphasys portal. The portal link is [Georgia DCA - Housing Finance & Development \(emphasys-hft.com\)](#) . This link is also located on the DCA CHIP webpage:

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

Deadline:

The CHIP 2025 grant application and attachments must be submitted by **Friday, January 31, 2025, 11:59 p.m.**

Application Fee:

A five hundred dollar (\$500) application fee payable by check to the **Georgia Housing and Finance Authority** is due at the 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 thirty-five dollars (\$35.00), and the application will not be scored or considered for funding. Application fee should be mailed to the following:

Attn: CHIP Manager
Georgia Department of Community Affairs,
60 Executive Park South, N.E.
Atlanta, GA 30329

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

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

In releasing this NOFA, DCA aims to facilitate 1.) New construction, acquisition/rehabilitation, or reconstruction of affordable housing units for sale to low-and moderate-income home buyers and 2.) Housing rehabilitation of owner-occupied homes. To meet these goals, funds will be awarded to successful applicants who will act as subrecipients or state recipients of GHFA HOME funds to administer the activities in this NOFA.

Interested parties may find guidance and 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, the application package, and other related materials will be available on the DCA website at the link listed below within seven (7) business days of the posting of this NOFA.

<https://www.dca.ga.gov/node/2669/documents/2091>

AMOUNT OF FUNDS AVAILABLE FOR AWARD

DCA anticipates approximately eight million dollars (\$8,000,000) will be available under this NOFA.

DCA reserves the right to increase the total funds awarded and fund, in whole or in part, any, all, or none of the applications.

AVAILABLE HOME FUNDS PER DEVELOPMENT

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

- Four (4) awards will be made to the top-scoring applications for the new construction/reconstruction of affordable single-family homes activity.
- Four (4) awards will be made overall to the top-scoring applications for the owner-occupied housing rehabilitation activity.
- Four (4) awards will be made at DCA’s discretion to new CHIP applicants for owner-occupied rehabilitation.

ELIGIBLE APPLICANTS AND ACTIVITIES

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

- **State Recipients** are a unit of general local government designated by a state to receive HOME funds from the state.
- **Subrecipients** are defined in the revised HOME Final Rule of July 24, 2013, as a public agency or nonprofit organization selected by the participating jurisdiction to administer all or some of the participating jurisdiction's HOME programs to produce affordable housing. A public agency or nonprofit organization that receives HOME funds solely as a developer of a housing project is not a subrecipient. The participating jurisdiction's selection of a subrecipient is not subject to the procurement procedures and requirements.

The following entities will be considered eligible to act as a state recipient or subrecipient under this NOFA:

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

Applicants must demonstrate the capacity to carry out the proposed activity 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.

Administrative responsibilities of the state recipients or subrecipients will include, but are not limited to:

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

Applicants approved for funding under this NOFA will administer one of the two activities:

- New construction or reconstruction of affordable single-family housing units for sale to low- and moderate-income home buyers; and
- Housing rehabilitation and reconstruction of owner-occupied homes.

DCA intends to enter into a formal written agreement with each selected Applicant by September 1, 2025.

Additional Qualification Requirements for Nonprofits and Public Housing Authorities

At the time of application, all non-profit applicants also must comply with the 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 the Georgia Department of Audits and Accounts and, subsequently, the Commissioner of DCA has authorized proceeding with funding of existing commitments.

Additional Eligibility Requirements for Local Governments

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

Ineligible Applicant Entities

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

REQUIREMENTS AND CONSIDERATIONS

New Construction Applicants- State CDBG Recipients

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

Nonprofit Consideration

Nonprofits that have not received a CHIP award in the last ten (10) years may not be eligible for owner-occupied housing rehabilitation. Additionally, administering this program has proven challenging for organizations that do not have financial resources outside of CHIP. New applicants must demonstrate in their application that they have successfully managed a federally funded housing program.

Set-Aside Consideration

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

PlanFirst communities applying as a set-aside will receive additional points if affordable housing is a part of their comprehensive plan. DCA awards a PlanFirst designation to a community that has been recognized as one that demonstrates an exemplary implementation of its local comprehensive plan,

These applicants must demonstrate current and/or past community development efforts to improve their community. Applicants who want to be considered for the set-aside funding must procure an experienced grant administrator prior to submission and administration.

Set-Aside awards are only available to units of government and not to nonprofit or public housing authority applicants.

Grant Administrator Procurement Requirement

Applicants may choose to but are not required to enter into a 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 procurement requirement does not apply to applicants using their local Regional Commission as their grant administrator and/or grant writer. See the CHIP procurement policy memo and sample solicitation documents in Appendix B of this CHIP application manual for more details.

ACTIVITY SUMMARY

Single Family New Construction

Funds will be provided to acquire, rehabilitate, or construct new single-family housing units to be sold to low—and moderate-income home buyers earning less than eighty percent (80%) of the Area Median Income. Single-family housing units are defined as structures with one to four (1-4) units. All eligible applicants, including non-profit organizations, are eligible to apply for this activity.

A. Developer Fees:

The grant will allow the housing developer to receive up to twenty percent (20%) of the CHIP-funded development costs as a developer fee. If acquisition funds are provided, the developer fee does not include the value of the land. This amount may be reduced if there is an identity of interest between the developer and the contractor working on the development. State Recipients and Subrecipients are eligible to receive project delivery costs of up to 5% of the HOME-funded development cost.

B. Homebuyer Eligibility:

Homeowners must meet the income thresholds of less than eighty percent (80%) of the area median income for their counties. Homeowners must own their homes, use their homes as their primary residence, and be U.S. citizens or legal residents.

C. Homebuyer Requirements:

Homes must be sold to income-eligible homebuyers. Grantees must complete an intake application process for all homebuyers. DCA will complete the underwriting for the homebuyer before the homebuyer can close. All homebuyers must receive a subsidy [minimum one thousand and 00/100 dollars (\$1,000)] and maintain the home as their primary residence for the required years of the affordability period.

D. Housing Pre-Purchase Counseling:

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

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

E. Homebuyer Requirements:

Homes must be sold to income-eligible homebuyers. Grantees must complete an intake application process for all homebuyers. DCA will complete homebuyer underwriting before the homebuyer can close. All homebuyers must receive a subsidy [minimum one thousand and 00/100 dollars (\$1,000)] and maintain the home as their primary residence for the required years of the affordability period.

Housing Rehabilitation of Owner-Occupied Single-Family Homes

Funds will be provided to rehabilitate existing owner-occupied single-family units. Repairs must address all code violations. Homes built before 1978 must be tested for lead paint. Homes in significant disrepair may be demolished and rebuilt on the same footprint if the cost of repairs is more than seventy-five percent (75%) of the home value.

A. Project Delivery Cost:

State Recipients and Subrecipients are eligible to receive project delivery costs of seven thousand five hundred and 00/100 dollars (\$7,500) for each CHIP-funded home.

B. Homeowner Eligibility:

Homeowners must meet the income thresholds of less than eighty percent (80%) of the area median income for their counties. Homeowners must own their homes, use their homes as their primary residence, and be U.S. citizens or legal residents.

C. Deferred Payment Loan:

Funds for home rehabilitation are provided through a zero percent (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 ten (10) years for housing reconstruction.

D. Procurement

If the recipient of the HOME award is a local government, or a nonprofit not acting as a developer, the recipient must follow competitive procurement procedures when procuring all materials, supplies, equipment, and construction or professional services related to the CHIP award. Please note that public not-for-profits (i.e., Housing or Redevelopment Authorities) and public agencies may not act as Developers and must competitively procure. If the nonprofit recipient is acting as a developer, competitive procurement standards are not required.

APPLICATION REVIEW PROCESS

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

All applications will be reviewed, evaluated, and ranked according to the priorities and preferences outlined in this application manual. Complete applications will be screened to determine whether they meet the minimum NOFA eligibility requirements. DCA will consider the geographic distribution of these

resources across the State prior to making final funding decisions. DCA will evaluate and rank each complete and eligible application according to the priorities. All award results will be posted on the DCA website, and applicants will be notified in writing.

TIMEFRAME FOR COMMENCEMENT AND COMPLETION OF ACTIVITIES

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

For new construction, a certificate of occupancy must be issued, and the home must be purchased by an income-eligible homebuyer. All new homes must have a ratified sales contract within nine (9) months of the issuance of a certificate of occupancy for the unit, or the unsold unit must be converted to a HOME-funded rental unit.

COMPLIANCE WITH OTHER FEDERAL REQUIREMENTS

In addition to the basic HOME rules previously outlined, several other federal and state regulations must be adhered to in the course of administering HOME funds. The applicant's certifying official 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 ensure non-discriminatory treatment, outreach, and access to HOME resources. This applies to employment and contracting, as well as to marketing and selection of program participants. DCA does not discriminate based on disability in the administration of Federal HOME funds.

B. Fair Housing and Equal Opportunity

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

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

C. Accessibility for Individuals with Disabilities

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

D. Equal Opportunity

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

E. Contracting and Procurement

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

F. Environmental Protection

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

G. Lead Based Paint

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

H. Acquisition and Relocation

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

I. Financial Management

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

J. Housing

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

K. Labor Standards

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

L. General

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

COMPLIANCE WITH STATE REQUIREMENTS

In addition to the basic HOME rules and Federal requirements, the applicant's certifying official is responsible for ensuring that the proposed program, activities, goals, and timetables comply with all state laws, regulations, and executive orders, including.

A. Immigration

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

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

D. Georgia Drug-Free Workplace Act

- O.C.G.A. § 50-24-1 et seq.

E. Verification of Lawful Presence within the United States

- O.C.G.A. §50-36-1 (e) (2)

F. Community Integration For Persons With Disabilities

- 1999 US Supreme Court decision in Olmstead v L.C., 527 U.S. 581 (1999)
 - People with disabilities have the right to live in the least restrictive, most integrated settings.

ADDITIONAL COMPLIANCE REQUIREMENTS

PROPERTY STANDARDS

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

PERIOD OF AFFORDABILITY COMPLIANCE

During the Period of Affordability, Recipients will be required to carry out ongoing compliance monitoring activities as dictated by HOME rules. DCA will monitor the Recipient's performance in completing these activities. The period of affordability will be determined by the level of assistance provided for each unit as outlined in the HOME regulations in Section 92.254 for homeownership units and can vary from five (5) to twenty (20) years.

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

ENVIRONMENTAL REVIEW COMPLIANCE

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

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

Applicants cannot purchase property, break ground on project sites, or perform any land disturbance activities until they receive an Authority to Release Grant Funds ("AUGF") letter from DCA. Receiving the AUGF form finalizes the environmental review process. If a CHIP grantee starts construction before receiving this letter, they may forfeit their HOME-funded CHIP grant.

CHIP APPLICATION INSTRUCTIONS

SECTION 1-GENERAL INFORMATION/BUDGET

A. Contact Information

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

B. Proposed Activity

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

C. Proposed Budget and Leveraging

For their project budgets, applicants may request:

- Up to \$500,000 for owner-occupied housing rehabilitation activities, or
- Up to \$1,500,000 for new construction/reconstruction of homes for sale

DCA reserves the right to increase the maximum allowable grant amount if the applicant demonstrates sufficient capacity to meet the CHIP program requirements and sufficient need for new homes in the applicant's target area.

Match- Owner-Occupied Rehabilitation

In the Proposed Budget:

1. Provide the source of matched funds. Matched resources may be cash or in-kind contributions. Examples of matches are cash from other grants, land values, donated services, and waived permit fees.
2. Provide the dollar value amount of match funds

Match- New Construction

In the Proposed Budget:

1. Provide the source of matched funds. Matched resources may be in the form of cash or in-kind contributions. Examples of matches are cash from other grants, land values, donated services, and waived permit fees.
2. Provide a narrative detailing the applicant's proposed budget, estimated cost per unit, and sources and uses of matched funds. For housing development, include the cost for property acquisition (or value of the land if donated), projected construction hard costs

- and soft costs, and projected sale prices. Points will be awarded for more match funds provided and to applicants that provide a budget with a competitive cost-per-unit ratio.
3. Provide the dollar value amount of match funds.

SECTION 2: CAPACITY/ READINESS TO PROCEED

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

New Applicants applying for new construction are strongly encouraged to hire an experienced grant administrator.

A. Administration Experience - All Applicants

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

B. Experience Narrative- All Applicants

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

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

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

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

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

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

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

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

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

Set-Aside Consideration for Owner-Occupied Rehabilitation:

Local governments that have not received supportive funding such as CHIP, RWHI, or CDBG for housing assistance in the past ten years are encouraged to apply for funding as a set-aside applicant. This designation is for local governments that have been instrumental in improving their communities without the assistance of outside financial support. While community engagements may be different for each community, DCA is looking for innovative or supportive activities that provide community-wide improvements for this grant set aside. Improvements could include community clean-up for underserved neighborhoods, code enforcement for blighted properties, and downtown development to engage the community.

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

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

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

Communities with a PlanFirst designation will receive additional points if they apply as set-aside applicants. The PlanFirst community must include affordable housing as a housing goal in its Comprehensive Plan.

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

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

For New Construction/Housing Development:

The identification of proposed development sites is not required at the time of submission. However, if sites have been identified and site control is in place for the applicant or owner, priority will be given to these applications. Site control is identified as a Warranty Deed that conveys title to the subject property(ies) to the Applicant or proposed owner. The applicant should not undertake any of the choice-limiting actions listed below during the application period or prior to receiving a CHIP award. Choice-limiting actions include:

- Purchasing real estate;
- Demolishing structures or buildings;
- Excavating or dredging soils;
- Placing fill dirt on the site;
- Rehabilitation or converting a new building; and
- New construction.

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

For State CDBG Recipients- New Construction

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

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

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

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

SECTION 3: NEED

Target Area

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

A. Geographic Priority

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

Underfunded Area

The table in Appendix A shows the CHIP grant recipients funded between 2014-2024. Use this table to determine the applicant’s score.

Geographic Area	Points
No CHIP grant in last 3 years	1
No CHIP grant in last 5 years	2

No CHIP grant in last 10 years	4
In Federally designated disaster area	1

Federally Declared Disaster Area:

Applicants in FEMA Individual Assistance Disaster designation counties designated between January 2018 to the current year will receive one (1) point.

B. Poverty Rate

Use the CHIP housing data map provided by 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. Based on the Applicant’s poverty rate, the applicant will receive the following points based on the area’s poverty rate:

Owner-Occupied Housing Rehabilitation:

Poverty rate	Points
0-10%	1
10.1-20%	2
20.1-30%	4
30.1% +	5

New Construction:

Poverty rate	Points
30.1+%	1
20.1-30%	2
10.1-20%	3
10% or less	4

For Owner-occupied housing rehabilitation, the applicant will receive more points based on a higher poverty rate. For new construction, the applicant will receive more points for a lower poverty rate.

CHIP housing data map:

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

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

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

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

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

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

This narrative is not the same as the set-aside narrative and should be considered a separate submitted narrative

D. Real Estate Development Market Analysis for New Construction:

Applicants seeking to build new homes or renovate homes to sell to income-eligible homebuyers, must use the CHIP housing data map provided on this DCA website:

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

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

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

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

SECTION 4: PLANNING

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

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

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

[GICH Seniors will receive an additional point for participating in the GICH Senior Program...](#)

B. Affordable Housing Plan

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

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

For Local Governments:

1. Local government adoption of the plan
2. Public input and engagement during the planning stages
3. Date the plan was updated. Plans that are more than four years old will be presumed outdated unless documentation regarding the continued viability of the plan from the local government is submitted with this application
4. Application target area is included in the plan
5. Inclusion of rehabilitation or production of affordable single-family housing as a policy goal for the community

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

1. The target area where HOME-assisted or HOME-eligible housing is located
2. Inclusion of rehabilitation or production of affordable single-family housing as a policy goal for the

community

3. Inclusion of assisting low to moderate-income families as a policy goal for the community
4. Documentation of housing rehabilitation and/or new construction experience, if applicable
5. Past experience with federal or state-funded programs, if applicable

REQUIRED DOCUMENTATION LIST

Section 1: Budget	
<i>Nonprofit IRS Designation</i>	Attach a copy of the IRS determination letter for 501(c)3 status.
<i>Audited Financial Statements</i>	Submit the most recent copy of the applicant’s audited financial statements. If the organization is not required to have an audited financial statement, submit the organization’s most current year-end financials.
<i>Certified Assurances Form</i>	Complete and attach the attached Certified Assurance form
<i>Project Budget – Owner-Occupied Housing Rehabilitation</i>	Include a budget table detailing the proposed budget, including match funds. Match may include cash or in-kind donated land or services. See the application instructions for more details. Label the title of the table- Proposed Budget- Housing Rehabilitation.
<i>Construction Budget- New Construction</i>	Provide a budget table detailing the applicant’s proposed budget, estimated cost per unit, and sources and uses of matched funds. For housing development, also include the cost for property acquisition (or value of the 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 include cash from other grants, land values, donated services, and waived permit fees. Provide the dollar value amount of match funds by funding category (Federal, State, and Local). Points will be awarded for the percentage of match provided and to applicants that provide a reasonable budget with the highest cost-per-unit ratio. Proposed Budget-New Construction
<i>Self-Score Sheet</i>	Submit the Self-Score sheet with your application. It is located after the application form and Certified Assurances document.
Section 2: Capacity and Readiness to Proceed	
<i>Administration Experience Narrative- All Applicants</i>	Include the resumes and an experience narrative for each staff person and/or grant administrator who will be responsible for administering the CHIP grant if awarded. If an outside firm or individual is administering this grant, attach the procurement documentation. See CHIP Procurement Policies (included) for guidance.
<i>Experience Narrative- Owner-Occupied Housing Rehabilitation</i>	Include a narrative labeled Experience Narrative detailing the applicant's experience in administering HOME funds as a State Recipient or Subrecipient and/or the applicant’s experience development of similar units. If the applicant has received CHIP funds in the past or has a CHIP grant underway, attach a narrative explaining the grant accomplishments. Include a detailed narrative listing the grants received, the grant agreement funded activities and objectives (for example, number of homes to be rehabbed), whether those objectives were met, and, if not, why, the funded budget and remaining balances, if any. For applicants that have not received CHIP awards in the past but have affordable housing experience, include the previous housing activities with project dates, fund sources, and the number of homes assisted with photos supporting these

	accomplishments. Label the title of the narrative- Rehabilitation Experience
<i>Set-Aside Consideration- Owner-Occupied Housing Rehabilitation</i>	Applicants applying for the set-aside consideration must provide a detailed narrative with supporting photos and documentation to substantiate community improvement efforts. CHIP staff will score the narrative qualitatively and rank them in accordance with the set-aside's intent. Label this narrative and photos as Set-aside consideration
<i>Site Control Documentation- New Construction</i>	<p>The identification of proposed development sites is not required at the time of submission. However, if sites have been identified and site control is in place for the applicant or owner, priority will be given to these applications. Site control is identified as a Warranty Deed that conveys title to the subject property(ies) to the Applicant or proposed owner.</p> <p>Include the proposed development sites and indicate whether there is site control as a part of the Experience Narrative.</p>
<i>Qualified Partners- New Construction</i>	Include a list of experienced professionals that will assist with the completion of the development
<i>State CDBG Recipient - New Construction</i>	<p>Applicants for new construction can receive points if they are a State CDBG-funded recipient currently contracted or have completed a CDBG-funded construction activity within the last 3 years. The applicant must demonstrate that the CDBG activity will assist or complement their proposed CHIP-funded activity.</p> <p>The applicant is encouraged to generate partnerships with experienced professionals to administer the program. Examples of how CDBG can be used for new construction include:</p> <ul style="list-style-type: none"> • Using CDBG-funded water and sewer improvement to provide greater capacity for new housing • Providing infrastructure improvements to a neighborhood will save costs for new construction, etc. <p>To qualify for these points, State CDBG applicants must provide a detailed narrative with supporting photos and/or documentation to detail the proposed or completed CDBG-funded activities.</p> <p>Include as a part of the Experience Narrative.</p>
<i>Construction Plans- New Construction</i>	Include the construction plans, if available.
Section 3: Need	
<i>Target Area- All Applicants</i>	Include a narrative detailing the targeted area along with a map. Add detail if the Census data does not fully explain the poverty rate for the target area
<i>Current Housing Conditions- Owner-Occupied Housing Rehabilitation Activities</i>	<p>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:</p> <ul style="list-style-type: none"> • Narrative of housing conditions and common repair issues in the target area • Photos of representative houses in the target area

<p><i>Real Estate Development Market Analysis- New Construction</i></p>	<p>For applicants providing new construction/reconstruction of vacant homes for sale to eligible homebuyers, use the CHIP housing data map provided on the DCA website: https://experience.arcgis.com/experience/3e19dafaf0ce43338f76fa48ae52842f</p> <p>This data will determine the city or county-level data for the following:</p> <ul style="list-style-type: none"> • The need for new homes based on vacancy rate • The affordability of the median home value • The population growth <p>Include this data with a narrative describing the amenities of the target area.</p>
<p>Section 4: Planning</p>	
<p><i>GICH Status- All Applicants</i></p>	<p>If the applicant is a nonprofit or PHA, include a letter of support from the GICH community to receive points for GICH participation.</p> <p>GICH communities should show documentation of GICH Alumni status or participation in the GICH Senior Program.</p>
<p><i>Affordable Housing Plan- All Applicants</i></p>	<p>Review the CHIP 2025 Application Instructions. Separate criteria are required for units of government and public agencies/ nonprofits. Attach the plan as a PDF with the file name Affordable Housing Plan</p>

CHIP 2025 APPLICATION SUBMISSION INSTRUCTIONS

All CHIP documents and attachments will be submitted via the Housing Finance and Development Division application portal at [Georgia DCA - Housing Finance & Development \(emphasys-hft.com\)](https://www.dca.ga.gov/safe-affordable-housing/rental-housing-development/home-investment-partnership-program-home-1) by **11:59 p.m. on January 31, 2025**. The CHIP Application and instructions can be found on the DCA CHIP webpage:

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

The 2025 CHIP Application packet is in PDF format and can be downloaded for reference. Applications received after the designated date and time will not be considered for funding. All successfully submitted applications will receive a confirmation of receipt email. Should you have any questions or concerns about this process, please contact CHIP at CHIP@dca.ga.gov.

2025 CHIP APPLICATION FORM

SECTION 1 GENERAL INFORMATION AND PROPOSED BUDGET

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

Contact Information

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

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

Primary contact who can answer questions about this application:

Name:
Title:
Phone Number:
Email Address:

Grant Administrator (if applicable):

Name:
Title:
Company/Organization:
Phone Number:

CHIP Activity

Owner-Occupied Housing Rehabilitation** Owner-Occupied Set-Aside Consideration	<input type="checkbox"/> <input type="checkbox"/>	New Construction New Construction- CDBG State Recipient	<input type="checkbox"/> <input type="checkbox"/>
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****only returning CHIP Recipients or local governments are eligible to apply**

Proposed Housing Activities	# of homes
Owner-Occupied Housing Rehabilitation-Number of proposed owner-occupied homes to be rehabilitated:	

Is your current CHIP award at least 51% spent down?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Owner-Occupied Housing Rehabilitation	
Has the Applicant provided a narrative with photos describing the type of funding received, project description, eligible dates, and photos of accomplishments	<input type="checkbox"/> Yes <input type="checkbox"/> No
Set-aside Applicants Has the Applicant applying for set-aside consideration provided a detailed narrative with supporting photos and documentation to substantiate community improvement efforts?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the applicant a PlanFirst community?	<input type="checkbox"/> Yes <input type="checkbox"/> No
For New Construction-	
Does the new construction applicant have site control of the proposed site?	<input type="checkbox"/> Yes <input type="checkbox"/> No
State CDBG recipients- Has the Applicant applying as a State CDBG recipient provided a detailed narrative with supporting photos and/or documentation detailing the proposed or completed CDBG-funded activities?	<input type="checkbox"/> Yes <input type="checkbox"/> No
For all Awards- Grant Administrator	
Please provide the number of open CHIP awards currently being administered by the grant administrator	

SECTION 3- NEED

Is the applicant within a federally declared disaster area?	<input type="checkbox"/> Yes <input type="checkbox"/> No
List the designation and date of designation	
Census Tracts Located in the Targeted Area	Percent Below Poverty
Average Percent Poverty	

SECTION 4- PLANNING

Is the applicant in a GICH community?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, what GICH category is the community? <input type="checkbox"/> Freshman Senior <input type="checkbox"/> Sophomore <input type="checkbox"/> Junior/Alumni <input type="checkbox"/> Alumni or GICH	

***An additional point will be awarded to GICH communities that have completed their GICH Alumni Certification application for 2023 or are recognized as a GICH Senior*

**Does the applicant have an affordable housing plan?
Provide a copy of the plan with this application**

Yes

No

CHIP 2025 GRANT APPLICATION CERTIFIED ASSURANCES

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

Assurances

The Applicant hereby certifies and assures that:

1. The Applicant possesses the legal authority to apply for the grant and execute the proposed activity.
2. The Applicant's governing body has duly adopted or passed an official act, resolution, motion, or similar action
 - a. Authorizing the filing of its application, including all understandings and assurances contained therein, and
 - b. Directing and authorizing the person identified as the Official Representative of the Applicant to act in connection with the application. Evidence of this action by its governing body must be included in this application
3. If the Applicant is a unit of local government, its chief executive officer or other officer of the Applicant approved by DCA:
 - a. Consents to assume the status of a responsible Federal official under the National Environmental Policy Act of 1969 (NEPA), and other provisions of Federal Law, as specified in 24 CFR Part 58 and 40 CFR Part 1500-1 508, which further purposes of NEPA insofar as the provisions of such Federal law apply to this Part.
 - b. Is authorized and consents on behalf of the Applicant and himself to accept the jurisdiction of the Federal courts for the purpose of enforcement of his responsibilities as such an official.
4. The Applicant will comply with all provisions of the HOME Investment Partnership Activity regulations found at 24 CFR Part 92, the state requirements for the implementation of the Community HOME Investment Partnership Activity (CHIP) as defined in the Activity Description, the Administrative Manual, the Homeowner Rehabilitation Manual, as may be amended at the discretion of the Georgia Department of Community Affairs.
5. The Applicant will comply with certain laws that may be applicable, though not specifically listed in the HOME Investment Partnership Activity Regulations, by virtue of being applicable under their own terms, such as the Hatch Act (U.S.C. Section 1501, et. seg) which limits the political activities of the employees funded through receipt of Federal assistance.
6. It will comply with Section 504 of the Rehabilitation Act of 1973 and the HUD Implementing regulations (24 CFR Part 8), Title VI of the Civil Rights Act of 1964, Title VIII of the Civil Rights Act of 1968, the Fair Housing Act (42 USC 3601-20), Executive Orders 11246 and 11063, and Section 3 of the Housing and Urban Development Act of 1968 and will administer and conduct its activity in conformance with them.
7. If the proposed application is funded, the activity will affirmatively further fair housing.
8. If a grant is awarded and the Applicant is a local government, the Applicant agrees to become a State Recipient for purposes of the activity and to assume all responsibilities at 24 CFR Part 92 (as now in effect and as may be amended from time to time) except those responsibilities which DCA determines will not be transferred to the State Recipient for reasons deemed practical, feasible, or legally sound.
9. If a grant is awarded and the Applicant is a nonprofit entity or a local public housing authority, the Applicant agrees to become a subrecipient for purposes of the activity and to assume all responsibilities at 24 CFR Part 92 (as now in effect and as may be amended from time to time) except

those responsibilities which DCA determines will not be transferred to the subrecipient for reasons deemed practical, feasible, or legally sound.

CERTIFICATION:

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

Submitted on behalf of the Applicant by:

By:

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

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

Attest:

By:

(Signature of Clerk or Authorized Official) Date

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

APPLICANT SELF SCORE- OWNER-OCCUPIED REHABILITATION

Applicant Name: _____

Application Sections	Points	Applicant Self Score
Score Summary		
1. Capacity	40	
2. Need	30	
3. Planning	15	
Total	85	
Capacity and Readiness to Proceed		
Applicant Experience Credit provided if the applicant provides the following criteria:		
Include the resumes of staff with relevant housing experience narrative and/or grant administrators who will be responsible for administering the CHIP grant if awarded.	5	
Included a detailed narrative and photos to show previous experience. The narrative should include: <ul style="list-style-type: none"> • Date range for the projects from start to finish and indicate whether the project was completed on time: 5 pts. • Fund sources for the projects and any remaining balances: 4 pts. • Number of homeowners/homebuyers assisted: 4 pts. • Photos included: 4 pts. 	17	
Capacity to administer new CHIP grants:		
Grantee has managed CHIP in the past or is a current grant recipient	3	
Capacity Experience Subtotal	25	0
Grant Administrator Experience (if a grant administrator must be procured to administer the grant)		
Experience managing housing rehabilitation:		
1-2 years	1	
3-5 years	3	
Over 5 years	5	
OR		
Experience managing CHIP:		
1-2 years	4	
3-5 years	6	
Over 5 years	8	
Capacity to administer new CHIP award:		
6-10+ open awards	2	

1-5 open awards	5	
Grantee Administrator Subtotal	15	
Capacity Subtotal	40	
Need		
Geographic Area		
No CHIP grant in last 3 years	1	
No CHIP grant in last 5 years	2	
No CHIP grant in last 10 years	4	
In Federally designated disaster area	1	
Poverty rate		
0-10%	1	
10.1-20%	2	
20.1-30%	4	
30.1% +	5	
Housing Need: Owner-occupied rehabilitation applications		
Included a Housing Conditions Narrative and photos to demonstrate need	20	
Need Subtotal	30	
Planning		
Participation in the Georgia Initiative for Community Housing (GICH)		
Not a GICH community	0	
Freshman	1	
Sophomore	2	
Junior/Alumni	3	
Certified Alumni	4	
GICH Senior	1	
Affordable Housing Plan- refer to the application (page 19) for criteria description based on the applicant- local government, PHA or nonprofit		
Met 1 criteria	2	
Met 2 criteria	4	
Met 3 criteria	6	
Met 4 criteria	8	
Met 5 criteria	10	
Planning Subtotal	15	
TOTAL POINTS	85	

APPLICANT SELF SCORE- SET-ASIDE- OWNER-OCCUPIED REHABILITATION

Applicant Name: _____

Application Sections	Points	Applicant Self Score
Score Summary		
4. Capacity	40	
5. Need	30	
6. Planning	15	
Total	85	
Capacity and Readiness to Proceed		
Set Aside for Local Government Applicants that have not received a CHIP or State CDBG grant since before 2010- use this space to be considered for the set aside only- Credit provided if the projects demonstrate the following criteria:		
Provide a detailed narrative of community development efforts that engage the community and provide communitywide improvements for the residents	6	
Photos included to demonstrate community or improvements or engagement	4	
Partnerships with local organizations for community development	6	
Assistance provided to distressed areas or underserved population	6	
Applicant is a PlanFirst Community	3	
Capacity Experience Subtotal	25	0
Grant Administrator Experience (if a grant administrator must be procured to administer the grant)		
Experience managing housing rehabilitation:		
1-2 years	1	
3-5 years	3	
Over 5 years	5	
OR		
Experience managing CHIP:		
1-2 years	4	
3-5 years	6	
Over 5 years	10	
Capacity to administer new CHIP award:		
6-10+ open awards	2	
1-5 open awards	5	
Grantee Administrator Subtotal	15	
Capacity Subtotal	40	
Need		
Geographic Area		
No CHIP grant in last 3 years	1	
No CHIP grant in last 5 years	2	
No CHIP grant in last 10 years	4	

In Federally designated disaster area	1	
Poverty rate		
0-10%	1	
10.1-20%	2	
20.1-30%	4	
30.1% +	5	
Housing Need: Owner-occupied rehabilitation applications		
Included a Housing Conditions Narrative and photos to demonstrate need	20	
Need Subtotal	30	
Planning		
Participation in the Georgia Initiative for Community Housing (GICH)		
Not a GICH community	0	
Freshman	1	
Sophomore	2	
Junior/Alumni	3	
Certified Alumni	4	
GICH Senior	1	
Affordable Housing Plan- refer to the application (page 19) for criteria description based on the applicant- local government, PHA or nonprofit		
Met 1 criteria	2	
Met 2 criteria	4	
Met 3 criteria	6	
Met 4 criteria	8	
Met 5 criteria	10	
Planning Subtotal	15	
TOTAL POINTS	85	

APPLICANT SELF SCORE- NEW CONSTRUCTION

Applicant Name: _____

Application Sections	New Construction	Applicant Self Score
Score Summary		
Leveraged Funds	10	
Capacity	50	
Need	25	
Planning	15	
Total	100	
Leveraged Funds		
10-19% match	2	
20-29% match	4	
30-39% match	6	
40-49% match	8	
50+% match	10	
Leverage Subtotal	10	
Capacity and Readiness to Proceed		
Applicant Experience		
Credit provided if the applicant provides the following criteria:		
Include the resumes of staff with relevant housing experience narrative and/or grant administrators who will be responsible for administering the CHIP grant if awarded.	5	
Included a detailed narrative and photos to show previous experience. The narrative should include: <ul style="list-style-type: none"> Date range for the projects from start to finish and indicate whether the project was completed on time- 5 pts. Fund sources for the projects and any remaining balances- 4 pts. Number of homeowners/homebuyers assisted- 4 pts. 		
Photos included- 4 pts.	17	
The applicant has site control of the proposed site	5	
Has the applicant managed CHIP in the past or is a current grant recipient	3	
State CDBG-funded activities- Credit is provided only if the projects will complement or benefit CHIP's new construction activities		
Narrative with photos documenting CDBG-funded activity	5	
Applicant subtotal	35	

Grant Administrator Experience (grant administrator must be procured to administer the grant)		
No experience managing CHIP but experience managing new construction:		
1-2 years		1
3-5 years		3
Over 5 years		5
OR		
Experience managing CHIP:		
1-2 years		4
3-5 years		6
Over 5 years		8
Experience managing New Construction under CHIP (including providing down payment assistance)		2
Capacity to administer CHIP awards:		
6-10+ awards		2
1-5 awards		5
Grant Administrator Subtotal		15
Capacity Subtotal		50
Need		
Geographic Area		
No CHIP grant in last 3 years		1
No CHIP grant in last 5 years		2
No CHIP grant in last 10 years		3
In Federally designated disaster area		1
Poverty rate		
30.1+%		1
20.1-30%		2
10.1-20%		3
10% or less		4
Housing Need: Housing Development applications		
Need by Vacancy:		
20-30%		1
10-20%		2
-10%		3
Median home value unaffordable:		
\$200-225K		1
\$250-275K		2
+\$300K		3
Growing pop:		
0-5%		1
5-10%		2
+10%		3
Amenities:		
Quality neighborhood amenities		3
Market Analysis: Included a market analysis demonstrating the conditions and amenities near the proposed development		5
Need Subtotal		25

Planning		
Participation in the Georgia Initiative for Community Housing (GICH)		
Not a GICH community	0	
Freshman	1	
Sophomore	2	
Junior/Alumni	3	
Certified Alumni	4	
GICH Senior	1	
Affordable Housing Plan- refer to the application (page 19) for criteria description based on applicant type		
Met 1 criteria	2	
Met 2 criteria	4	
Met 3 criteria	6	
Met 4 criteria	8	
Met 5 criteria	10	
Planning Subtotal	15	
TOTAL POINTS	100	

2014-2024 CHIP GRANTEES

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

Award Year	Grantee	Award Amount
2014	Americus, City of	\$306,000
2014	Arlington, City of	\$306,000
2014	Atlanta, City of	\$1,000,000
2014	Cairo, City of	\$306,000
2014	Camilla, City of	\$306,000
2014	Colquitt, City of	\$306,000
2014	Columbus/Muscogee County	\$400,000
2014	Cordele, City of	\$306,000
2014	Housing Authority of Newnan	\$306,000
2014	Dalton Housing Authority	\$304,980
2014	Donalsonville, City of	\$306,000
2014	Dooly County	\$306,000
2014	Fort Valley, City of	\$306,000
2014	Gainesville, City of	\$306,000
2014	Gainesville, City of	\$1,000,000
2014	Greensboro, City of	\$302,557
2014	Harlem, City of	\$306,000
2014	Hawkinsville, City of	\$306,000
2014	Hinesville, City of	\$306,000
2014	Jackson County	\$306,000
2014	LaGrange, City of	\$306,000
2014	Murray County	\$304,980
2014	Plains, City of	\$306,000
2014	Sandersville, City of	\$306,000
2014	Sumter County	\$306,000
2014	Sylvester, City of	\$306,000
2014	Taliaferro County	\$306,000
2014	Tifton, City of	\$306,000
2014	Upson County	\$306,000
2014	Vienna, City of	\$306,000
2014	Wadley, City of	\$306,000
2014	Washington, City of	\$280,500
2014	Washington, City of	\$400,000
2014	Waynesboro, City of	\$306,000

2014	Whitfield County	\$304,980
2014	Home Development Resources, Inc.	\$306,000
2016	Carrollton Housing Authority	\$306,000
2016	Dougherty County	\$306,000
2016	Dublin Rising	\$160,140
2016	Garden City Housing Team	\$306,000
2016	Glynn County	\$306,000
2016	Jones County	\$306,000
2016	Madison, City of	\$306,000
2016	McDuffie County	\$306,000
2016	Millen, City of	\$283,560
2016	Monroe, City of	\$306,000
2016	Perry, City of	\$306,000
2016	Pine Mountain, Town of	\$612,000
2016	Thomasville, City of	\$612,000
2016	Thomson, City of	\$611,184
2016	Valdosta, City of	\$612,000
2016	Griffin Housing Auth.	\$600,000
2017	Ashburn, City of	\$306,000
2017	New Foundation Development	\$281,006
2017	Family Community Housing Association	\$612,000
2017	Douglas, City of	\$306,000
2017	Fitzgerald, City of	\$306,000
2017	Greensboro, City of	\$306,000
2017	Meigs, City of	\$306,000
2017	Moultrie, City of	\$306,000
2017	Nashville, City of	\$306,000
2017	Riceboro, City of	\$612,000
2017	Sylvester, City of	\$306,000
2017	Waycross, City of	\$306,000
2018	Adel, City of	\$306,000
2018	Albany, City of	\$612,000
2018	Augusta, City of	\$612,000
2018	Colquitt, City of	\$306,000
2018	Commerce, City of	\$612,000
2018	Cordele, City of	\$306,000
2018	Dawson, City of	\$306,000
2018	Gainesville, City of	\$612,000
2018	Hinesville, City of	\$571,545
2018	Pembroke, City of	\$612,000
2018	Rome, City of	\$612,000
2018	Sandersville, City of	\$306,000
2018	Washington, City of	\$612,000

2018	Waynesboro, City of	\$612,000
2018	Thomasville Habitat for Humanity	\$612,000
2019	Americus, City of	\$300,000
2019	City of Arlington	\$300,000
2019	Camilla, City of	\$300,000
2019	Cochran, City of	\$300,000
2019	Donalsonville, City of	\$300,000
2019	Dublin, City of	\$300,000
2019	Fort Valley, City of	\$300,000
2019	Greensboro, City of	\$300,000
2019	Hall County	\$300,000
2019	Hands on Washington	\$300,000
2019	Jones County	\$300,000
2019	McDuffie County	\$300,000
2019	Millen, City of	\$300,000
2019	NeighborWorks Columbus	\$87,000
2019	Perry, City of	\$300,000
2019	Thomasville, City of	\$300,000
2019	Trion, Town of	\$300,000
2019	Vienna, City of	\$300,000
2019	Coastal Empire Habitat for Humanity, Inc.	\$575,000
2019	Griffin Housing Authority	\$332,451
2019	LaGrange, City of	\$464,700
2019	Sylvester Housing Authority	\$300,000
2020	Blakely, City of	\$300,000
2020	Covington Housing Authority	\$600,000
2020	Dougherty County	\$300,000
2020	Family Community Housing Association	\$300,000
2020	Gwinnett Housing Corporation	\$300,000
2020	JC Vision	\$600,000
2020	Madison, City of	\$300,000
2020	New Foundations Inc.	\$300,000
2020	NW Metro Atlanta Habitat for Humanity	\$600,000
2020	Ocilla, City of	\$300,000
2020	Pembroke, City of	\$600,000
2020	Perry, City of	\$300,000
2020	Sylvester, City of	\$300,000
2021	Americus	\$400,000
2021	Atlanta Neighborhood Development Partnership (ANDP)	\$600,000
2021	Byron, City of	\$400,000
2021	Centerville, City of	\$400,000
2021	Cochran, City of	\$400,000
2021	Douglas, City of	\$400,000

2021	Family Community Housing Association (FCHA)	\$400,000
2021	Gainesville, City of	\$600,000
2021	Conyers-Rockdale Habitat for Humanity	\$600,000
2021	Jackson Habitat for Humanity	\$300,000
2021	Newnan, City of	\$400,000
2021	New Foundations Development	\$400,000
2021	PUSH Ministry	\$400,000
2021	Rabun County Habitat for Humanity	\$449,200
2021	Vienna, City of	\$400,000
2022	Baldwin County	\$400,000
2022	Garden City Housing Team	\$400,000
2022	Grady County	\$400,000
2022	Gray, City of	\$400,000
2022	Greene County Habitat for Humanity	\$600,000
2022	Gwinnett Walton Habitat for Humanity	\$600,000
2022	Hartwell, City of	\$400,000
2022	Louisville, City of	\$600,000
2022	NeighborWorks Columbus	\$600,000
2022	Perry, City of	\$400,000
2022	Seminole County	\$400,000
2022	Thomasville Habitat for Humanity	\$600,000
2022	Warner Robins, City of	\$400,000
2022	Warrenton, City of	\$400,000
2022	Whitfield County	\$400,000
2023	Adel, City of	\$400,000
2023	Americus, City of	\$400,000
2023	Doerun, City of	\$400,000
2023	Dublin, City of	\$400,000
2023	Eatonton, City of	\$400,000
2023	Fitzgerald, City of	\$400,000
2023	Habitat for Humanity of Milledgeville	\$600,000
2023	Jones County	\$400,000
2023	Madison, City of	\$400,000
2023	Perry, City of	\$400,000
2023	Tifton, City of	\$400,000
2023	Winder Housing Authority	\$600,000
2024	Baldwin County	\$500,000
2024	Byron, City of	\$500,000
2024	Coastal Empire Habitat for Humanity, Inc.	\$1,500,000
2024	Cochran, City of	\$500,000
2024	Colquitt, City of	\$500,000
2024	Cordele, City of	\$500,000
2024	Damascus, City of	\$500,000

2024	Family Community Housing Association (FCHA)	\$500,000
2024	Gwinnett Housing Corporation	\$1,500,000
2024	Homeland, City of	\$500,000
2024	Meigs, City of	\$500,000
2024	Millen, City of	\$500,000
2024	Moultrie, City of	\$500,000
2024	New Foundations Corporation	\$500,000
2024	Perry, City of	\$500,000
2024	Sylvester Housing Authority	\$1,030,000
2024	Thomson, City of	\$500,000
2024	Warner Robins, City of	\$1,500,000
2024	Waycross, City of	\$500,000

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

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

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

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

Applicability:

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

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

New State of Georgia Procurement Requirements:

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

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

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

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

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

Procurement of Application Development and other Professional Services:

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

For example, before 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 occur when a grant writer submits and receives an award for grant administration services in a later procurement process.

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 provide local governments with technical assistance as needed for the procurement process. Please contact CHIP staff at CHIP@dca.ga.gov with your procurement questions.

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

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

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

Competitive Negotiation for Professional Services:

CHIP payments for professional services are subject to the "competitive negotiation" requirements of the most recent CHIP Recipients' Manual. These provisions typically apply to contracts with private consultants, engineers, and architects, but they 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. Alternatively, the local government may contract with both an RC and private consultant, provided the requirements herein are followed for procuring the private consultant.

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

- Develop a Request for Proposal (RFP) that includes "evaluation factors" selected by the applicant and their level of importance. A Request for Qualifications (RFQ) is also acceptable for engineering or architectural services. Contact DCA for assistance.
- Publicize the RFP or RFQ. This is most often accomplished by publishing it in the applicant's "legal organ" and/or on the local government's website. RFPs or RFQs must also be posted on the Georgia Procurement Registry. Allow 30 days for responses. The publication must state this is a Section 3 contract opportunity.
- Send a letter with copy of the RFP or RFQ to several "known providers". When soliciting firms to develop applications/administer projects, RFPs should be sent to at least 7 known providers. When soliciting engineering/architectural services, the RFP or RFQ should be sent to at least 10

known providers. As a service to applicants, recipients, and others, DCA maintains a list of professionals who have expressed an interest in making proposals on HOME projects. This is not an "approved" list. DCA does not approve or disapprove professionals. This is the applicant's or recipient's responsibility.

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

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

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

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

Because HOME funds cannot be used to pay for 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 requests must be submitted before the CHIP application deadline. For further guidance regarding procurement for professional services, please see the most recent version of the CHIP Recipients' Manual.

Procurement Standards for Contracts Entered into by CHIP Recipients

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

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

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

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

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

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

A clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description must not, in competitive procurements, contain features that unduly restrict competition. The description may include a statement of the qualitative nature of the material, product, or service to be procured and, when necessary, set forth minimum essential characteristics and standards to which it must conform to be satisfactory. Detailed product specifications should be avoided if possible. When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a "brand name or equal" description may be used 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 that 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 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 COSTS TO BE PAID. NO PROFIT IS ALLOWABLE WHEN CONTRACTING WITH OTHER PUBLIC AGENCIES.*
- e. Recipients must maintain records sufficient to detail the significant history of all procurements. These records must include, but are not necessarily limited to, information pertinent to rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the cost or price.
- f. Recipients must maintain a contract administration system that ensures that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase order.

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

1. **Small purchase procedures** which can be used for procurement under \$25,000 and which require that price or rate quotations be obtained from an adequate number of qualified sources. These quotations should be clearly documented in the Recipient's or Recipient's files. **NOTE that this method is not appropriate for procurement of professional services.**
2. **Competitive sealed bids (formal advertising): sealed bids are publicly solicited, and a firm-fixed-price** contract (lump-sum or unit price) is awarded to the responsible bidder whose bid, conforming with all the material terms and conditions of the invitation for bids, is lower in price.

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

- a. A complete, adequate, and realistic specification or purchase description;
 - b. Two or more responsible suppliers are willing and able to compete effectively for the grantee's business.
 - c. The procurement lends itself to a firm-fixed price contract, and the selection of the successful bidder can appropriately be made principally based on price;
 - d. Enough time prior to the date set for opening of bids, bids must be solicited from an adequate number of known suppliers. In addition, the invitation must be publicly advertised;
 - e. The invitation for bids, including specifications and pertinent attachments, must clearly define the items or services needed for bidders to properly respond to the invitation;
 - f. All bids must be opened publicly at the time and place stated in the invitation for bids;
 - g. A firm-fixed-price contract award must be made by written notice to that responsible bidder whose bid, conforming to the invitation for bids, is lowest. Where specified in the bidding documents, factors such as discounts, transportation cost and life cycle cost must be considered in determining which bid is lowest; and,
 - h. Any or all bids may be rejected when there are sound documented business reasons that to do so would be in the best interest of the program.
3. **Competitive negotiation** is a method of procurement where proposals are requested from several sources and the Request for Proposal (RFP) is publicized. Negotiations should be conducted with more than one of the sources submitting offers, and either 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 several "known providers". When soliciting firms to develop application/administer projects, RFPs should be sent to at least 7 known providers. When soliciting engineering/architectural services, RFPs should be sent to at least 10 known providers. As a service to applicants, recipients, and others, DCA maintains a list of professionals who have experience administering CHIP projects. This is not an "approved" list. DCA does not approve or disapprove professionals. This is the applicant or recipient's responsibility. The Request for Proposals must be publicized and reasonable requests by other sources to compete must be honored to the maximum extent practicable. A "Solicitation" request by the Recipient for contracts other than application development/project administration and architectural/engineering services must be specifically addressed to a list of several potential bidders identified by the Recipient. To "publicize" the RFP, the Recipient must offer the RFP through publication in a newspaper with adequate circulation or publication by other means such that reasonable exposure to potential bidders can be expected.
 - b. The Request for Proposals must identify all significant evaluation factors, including price or cost where required and their relative importance.
 - c. The Recipient must have mechanisms for technical evaluation of the proposals received; for determining responsible bidders; and for engaging in written or oral communication with the providers in the selection process.

- d. Award may be made to the responsible bidders whose proposal will be most advantageous to the procuring party, price and other factors considered. Unsuccessful bidders should be notified promptly.
- e. State Recipients and Sub-recipients may utilize competitive negotiation procedures for procurement of architectural/engineering professional services, whereby competitors' qualifications are evaluated, and the most qualified competitor is selected subject to negotiation of fair and reasonable compensation.
- f. If "competitive negotiation" is not successful, then the Recipient must receive "sole source" approval from DCA prior to contracting.

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

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

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

1. Contracts other than small purchases must contain such contractual provisions or conditions which will allow for administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms and provide for appropriate sanctions and penalties.
2. All contracts in excess of \$10,000 must contain provisions for terminations "for convenience" by the Recipient, including when and how terminations may occur and the basis for settlement. In addition, all contracts must describe conditions under which the contract may be terminated for default as well as conditions where the contract may be terminated because of circumstances beyond the control of the contractor.
3. All contracts awarded by the Recipient and their contractors or sub-grantees having a value of more than \$10,000 must contain a provision requiring compliance with Executive Order 11246, entitled "Equal Employment Opportunity", as amended by Executive Order 11375, and as supplemented in the Department of Labor regulations (41 CFR, Part 60).
4. All contracts and subcontracts over \$2,000 for construction or repair must include a provision for compliance with the Copeland "Anti-Kickback" Act (18 U.S.C. 874) as supplemented in Department of Labor regulations (23 CFR, Part 3. This act provides that each contractor or sub-grantee shall be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work to give up any part of the compensation to which he is otherwise entitled. The Recipient must report all suspected or reported violations to DCA.
5. All negotiated contracts (except those of \$10,000 or less) must include a provision that DCA, HUD, the Comptroller General of the United States, or any of their duly authorized representatives, shall have access to any books, documents, papers, and records of the contractor which are directly pertinent to a specific grant program for the purposes of making

audit, examination, excerpts, and transcriptions for 3 years after final payment to the Recipient or all pending matters are closed, whichever is longer.

6. Contracts must recognize mandatory standards and policies relating to energy efficiency which are contained in the State Energy Conservation Plan issued in compliance with the Energy Policy and Conservation Act (P.L. 94-163).

DCA Guidance: Procurement for Application Development and Administrative Services

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

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

Step 1. Establish or appoint a local Selection Review Committee

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

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

Step 2. Determine the Selection Criteria to Evaluate Respondents

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

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

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

Step 4. Advertise the RFP

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

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

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

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 the 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 service contract should be prepared between the applicant/grantee and the selected consultant.

The letter (s) or emails thanking unsuccessful respondents for making a proposal should then be sent. Based on the evaluation criteria 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 screenshot of GPR posting; if posting links to another website for full RFP, documentation must also include screenshots 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 application development costs, applicants are cautioned only to obligate HOME funds for grant administration services and not for grant writing services. Contracts should initially only obligate the applicant to pay for costs of application development using local or other non-HOME sources. Communities are encouraged to include a contingent contract for administrative services that will become effective if the HOME application is funded. **Note: Even if local sources of funds are planned for grant administration services, and no HOME funds are budgeted for this activity, this procurement process described herein and in the most recent version of the HOME Recipients' Manual must be followed for both grant writing and grant administration services based on the requirements of federal regulations.**

All professional procurement requires Section 3 compliance.

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

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

Sample Notice for RFP

APPLICANT/GRANTEE REQUEST FOR PROPOSALS ADMINISTRATIVE & RELATED GRANT SERVICES

Date:

Statements of qualifications and proposals are being requested from consultants with a strong record in successfully assisting local governments with grant writing for and implementation of the HUD HOME Investment Partnership (HOME) programs. Responding firms should be qualified to provide grant administration and related services including, but not limited to: Preparation of the grant application; Preparation of the Environmental Review Record; Preparation of draw/disbursement requests; Assistance with the 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 the 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 to contract with a reputable consulting firm for grant writing and, if funded, for administration services for an FY20 HOME project. The purpose of the project is to provide **DESCRIBE PROPOSED IMPROVEMENTS**.

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

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

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

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

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

CLIENT CONTACT ADDRESS

Phone/Email:



Sample Email Request for Proposals

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

Subject: PLEASE RESPOND: APPLICANT/GRANTEE RFP Grant Administration Services – FY20__CHIP

FROM: APPLICANT/GRANTEE, Georgia

RE: APPLICANT/GRANTEE Solicitation Package for Grant Administration Services – FY20__CHIP

PLEASE REPLY TO THIS EMAIL to let us know if you received this request and/or if you will be submitting a proposal.

Thank you,

CONTACT NAME

Sample Request for Proposals

APPLICANT/GRANTEE REQUEST FOR PROPOSALS ADMINISTRATIVE & RELATED GRANT SERVICES

Statements of qualifications and proposals are being requested from consultants with a strong record in successfully assisting local governments with grant writing for and implementation of the 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 the 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 the 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 an FY20 CHIP project. The purpose of the project is to provide **TYPE OF IMPROVEMENTS**.

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

- 1) **History of the firm and resources**
- 2) **HOME/CHIP/CDBG experience, including other DCA grant programs**
- 3) **Capacity to complete the 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 <mailto:bkeller@c>



Sample Statement of Qualifications

GRANT ADMINISTRATION STATEMENT OF QUALIFICATIONS

NAME OF FIRM: _____

ADDRESS: _____

1. Years in Business in Present Form: _____

2. Firms History and Resource Capability to Perform Required Services:

3. Titles, names, and addresses of all officers.

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

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

5. If you were awarded the administration on this type of projects, what would your fee for grant writing/grant administration services be (*fees can be expressed in percentages, but all agreements will be lump sum amounts*)?

6. Describe the organizational capacity to complete all necessary grant administration activities, including the experience of all employees who will be or may be assigned to this project.

7. List references with contact information.

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

6. _____

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

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

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

Certifying that:

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

.....

SAMPLE GRANT ADMINISTRATION RATINGS CRITERION

GRANT ADMINISTRATION RATINGS CRITERION RFP Rating Score Sheet

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

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

Capacity to complete the scope of work

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

Consultant's past performance. Check references

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

Consultant's experience in the administration of this type of project

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

Consultant's current workload

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

Consultant's fee \$ _____

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

EMPHASYS APPLICATION PORTAL INSTRUCTIONS

1. Follow the link ([Georgia DCA - Housing Finance & Development \(emphasys-hft.com\)](http://emphasys-hft.com)) to register for the Emphasys Developer account and access the Application Collector Portal, where you will complete and submit the application. Upon first visit to the Application Collector Portal, click “Register” to create an account.

Log On

Please enter your username and password. [Register](#) if you don't have an account.

Account Information

User name

Password

The Password field is required.

Remember me?

Log On

[Please Visit our Website](#)

[Internal Revenue Service](#)

[U.S. Department of Housing and Urban Development](#)



Create a New Account

Use the form below to create a new account.

Passwords are required to be a minimum of 8 characters in length.

Account Information

User name

Email address

Password

The Password field is required.

Confirm password

Last Name or Business Name

Register

Cancel

2. Click “Fill Out an Application” on the upper left side of the screen under **Applications**.

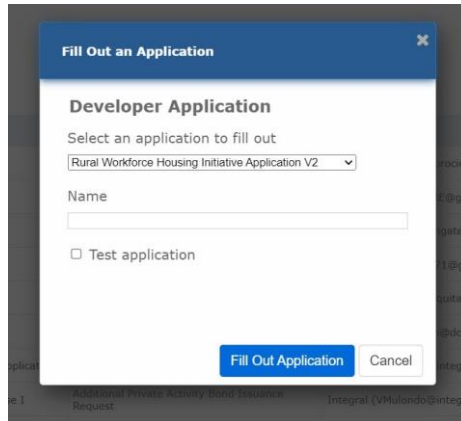
Georgia DCA - Housing Finance & Development

Applications

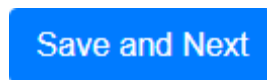
Applications

[Fill Out an Application](#)

3. Select the “2025 CHIP Application” and enter the name of the applicant filling it out. The name of the applicant should include the Nonprofit, PHA or City/County Name and the CHIP application year. **Do not** check the box next to “Test Application.” Click “Fill Out Application”



4. To proceed forward with the application, you must click the “Save and Next” button. If you want to skip a question, Click the “Save and Next” button.



5. All boxes on the left side panel must be checked with a green check mark. If all boxes are not checked, the application is not complete, and you will get an error message at the submission.

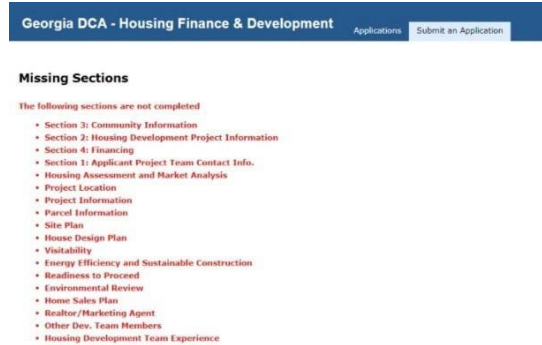
- Section 1: Applicant Project Team Contact Info.
- Applicant/Borrower Legal Name
- Developer
- General Contractor
- Architect
- Attorney
- Realtor/Marketing Agent
- Other Dev. Team Members

6. At the checklist portion of the application, you must select and upload each requirement. If all boxes are not checked, the application is not complete, and the system will not let you submit the application.

This checklist is provided for your reference for all the items requested in the Applicant Project Team Contact Information section. Please check the ones you have submitted.

- General Contractor's AIA form
- Architect's AIA form
- Developer's Executive Director/President's resume
- Summary of all for-sale housing developments completed from the last 5 years.
- Summary of the applicant and/or the developer's experience receiving loans or grants from the State of Georgia
- Contractor License

7. Once you get to the end of the application, you might see an error message like the picture below. This message shows you which sections you have not completed, giving you an opportunity to review and add information as requested.



8. You can now submit the application once you have submitted the required documents and reviewed the checklist.

