GEORGIA DEPARTMENT *of* **COMMUNITY AFFAIRS**

2026 CHIP NOTICE OF FUNDS AVAILABILITY & APPLICATION MANUAL

Contents

2026 COMMUNITY HOME INVESTMENT PROGRAM (CHIP) 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. The application is available to local governments, nonprofit organizations, and public government authorities. Applicants can apply to provide housing rehabilitation of owner-occupied single-family homes or new construction and reconstruction of affordable single-family homes for sale to income-eligible homebuyers.

The CHIP 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, that receive HUD HOME funds directly.
- Public Government Authorities
- Nonprofits with 501(c)(3) or 501(c)(4) tax-exempt status

Applicants with a current CHIP award that has a balance of more than 50% are ineligible to apply

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.

This manual includes the following documents:
- Notice of Funding Availability ("NOFA")
- Grant application instructions
- Application forms

Application Webinar:
An instructional webinar was held on October 22nd to explain the CHIP application process and new structure. Below is the link to the application webinar recording.

https://www.youtube.com/watch?v=I6RSgS5GV7c

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)](Georgia%20DCA%20-%20Housing%20Finance%20%26%20Development%20emphasys-hft.com).

This link is also located on the DCA CHIP webpage:

https://dca.georgia.gov/affordable-housing/housing-development/home-investment-partnership-program-home/community-home

Deadline:

The CHIP 2026 grant application and attachments must be submitted by **Friday, January 31, 2026, 11:59 p.m.**

Application Fee:

An application fee of one thousand dollars ($1000) 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. The application fee should be mailed to the following:

<div align="center">

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

</div>

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

The Georgia Department of Community Affairs (DCA) hereby notifies interested applicants of the availability of funds allocated from the HOME Investment Partnerships Program (HOME). The Georgia Department of Community Affairs (DCA) serves as the administrator of the 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 are 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://dca.georgia.gov/affordable-housing/housing-development/home-investment-partnership-program-home/community-home

The CHIP program hosted an application webinar on October 22nd. A copy of the recording can be found here:
Recap: 2026 CHIP Application Webinar Wednesday, October 22 | Meeting | Microsoft Teams

An additional technical assistance webinar was held for potential applicants to address questions and provide feedback on the new application process. Please contact CHIP staff for additional assistance.

AMOUNT OF FUNDS AVAILABLE FOR AWARD

DCA anticipates up to ten million dollars ($10,000,000) will be available under this NOFA. ***DCA reserves the right to increase the total funds awarded and funds, in whole or in part, any, all, or none of the applications.***

APPLICATION REQUIREMENTS

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 of this CHIP application manual for more details.

Local Governments' Audit Requirement
Local governments must comply 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.

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 throughout the program's duration and until its 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.

Match/Leverage Requirements
A match can either be a cash or a non-cash contribution. Types of match sources include:
- Cash
- Forbearance of Fees and waived/reduced taxes
- Value of donated land or real property
- Donated materials, labor or professional services
- Sweat equity
- Direct costs of certain supportive services
- Homebuyer counseling

ELIGIBLE APPLICANTS

The following entities will be considered eligible to act as a state recipient or subrecipient under this NOFA:
- Local governments
- Public Government Authorities
- Non-profit organizations

INELIGIBLE APPLICANTS

- Applicants who have a current CHIP award balance that is less than 50% spent down by the application deadline.
- Additionally, the following participating jurisdictions are ineligible to apply for CHIP:

Albany	Macon	Cherokee County	Gwinnett County
Athens	Roswell	Cobb County	Muscogee County
Atlanta	Savannah	Dekalb County	
Augusta	Clarke County	Fulton County	
Canton	Clayton County		Richmond County
Columbus			

APPLICANT CAPACITY REQUIREMENTS

Applicants must demonstrate the capacity to carry out the proposed activity by having either staff or entities under contract with relevant experience in successfully delivering other developments of a similar nature and scope.

Project delivery costs 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, 2026.

ACTIVITY SUMMARY

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.

SINGLE FAMILY OWNER-OCCUPIED HOUSING REHABILITATION

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 the presence of lead-based paint. Homes in significant disrepair may be demolished and rebuilt on the same footprint if the cost of repairs exceeds seventy-five percent (75%) of the home's value.

Project Delivery Cost

State Recipients and Subrecipients are eligible to receive project delivery costs of up to seven thousand five hundred and 00/100 dollars ($7,500) based on the cost of rehabilitation for a CHIP-funded home. The project delivery cost will be determined based on the total amount of rehabilitation for each project.

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 them as their primary residence, and be either U.S. citizens or legal resident*s.*

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 the period of affordability (POA), which will be determined based on the amount of rehabilitation funds invested in the home.

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.

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.

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.

Development Subsidy

This subsidy is available to developers of homeownership units when the appraised value/sales price of the completed home is less than the total development costs. The maximum development subsidy amount is based on the market. If the total development costs exceed the appraised value, the housing unit may not be sold for more than the appraised value. This may also be called the "appraisal gap". The development subsidy is generally a grant to the developer.

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 them as their primary residence, and be either U.S. citizens or legal residents.

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.

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.

Site Control Requirements (New Construction)

CHIP funds cannot be used solely for site development. CHIP will allow up to 50% of the CHIP funds to be administered toward the development of the site only. The remaining funds must be used towards the construction of the homes. If CHIP is used for site development in conjunction with larger development, Davis-Bacon wage rates will apply.

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 result in the application being 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.

CHIP will allow a one-year extension for the award to complete grant activities
The program requirements guidelines can be found in the CHIP Administrative Manual.

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 timelines comply with all applicable 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:

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 against individuals with disabilities in the administration of Federal HOME funds.

Fair Housing and Equal Opportunity

Applicants will comply with all Federal requirements imposed by or pursuant to Title VI and Title VII of the Civil Rights Acts, as amended; Age Discrimination In Employment Act; Rehabilitation Act of 1973, as amended, Section 504; Equal Pay Act; The American with Disabilities Act of 1990, as Amended; Fair Housing Act, as amended and other applicable Acts which prohibits discrimination on the ground of race, color, religion, sex, age, national origin, handicap, disability, or familial status.

Additional federal laws, executive orders and regulations pertaining to fair housing and equal opportunity are listed below:
- 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

Davis Bacon Act

Davis-Bacon rules mandate prevailing wages on federally funded construction, applying to the HOME program projects under the Housing and Community Development Act. Davis Bacon is triggered when a contract involves 12 or more HOME-assisted homes (even across multiple projects), requiring payment of local wages to all construction workers on the entire project (assisted or not), with exemptions for residential properties with 7 or fewer units

Section 3 of the Housing and Urban Development Act of 1968

Section 3 applies to housing rehabilitation, housing construction, and other public construction projects that exceed $200,000 or more of housing and community development financial assistance from one or more HUD programs. Applicability is determined at the project level.

Affirmative Marketing

In compliance with 24 CFR 92.351 of the HOME Rule, the Recipient must make reasonable efforts to affirmatively further fair housing practices and develop and adopt an Affirmative Fair Housing Plan Housing Marketing Plan (AFHMP) as part of their local CHIP policies and procedures. DCA must approve the AFHMP.

Accessibility for Individuals with Disabilities

Section 504 of the Rehabilitation Act of 1973 is a civil rights law that prohibits discrimination against individuals with disabilities in any program or activity that receives federal financial assistance. It requires that qualified individuals with disabilities not be excluded from participation in, denied the benefits of, or subjected to discrimination under these programs.

Equal Opportunity

Executive Order 11246 requires federal contractors to take affirmative action to ensure equal employment opportunity without discrimination based on race, color, religion, sex, sexual orientation, or national origin.

Contracting and Procurement

Nonprofits

Nonprofits using federal funds must adhere to 2 CFR 200 procurement standards, which require documented, equitable, and competitive procedures. Key requirements include establishing written procurement procedures (§200.318), utilizing various procurement methods based on contract value (e.g., micro-purchases, sealed bids), and conducting cost or price analysis for contracts exceeding the simplified acquisition threshold.

Local Governments

Local governments using federal funds must have written, documented procurement procedures that comply with 2 CFR 200's Subpart D (§200.317−327), which requires a competitive and equitable process. However, it also allows for local, state, or tribal laws to apply if they are more restrictive. The most restrictive rule among federal, state, and local laws must be followed.

Conflict of Interest

Conflict of Interest Provisions at 24 CFR 92.356 prohibit individuals who have a financial interest in a HOME-assisted project from obtaining financial benefit from that activity. These rules apply to a wide range of "Persons Covered," including employees, agents, State Recipient, or subrecipient, as well as the owner, developer, sponsor, and their immediate family members.

Debarred, Suspended, or Ineligible Contractors

24 CFR Part 5 requires that agencies prevent debarred, suspended, or ineligible contractors from participating in programs or activities that receive federal financial assistance. This means these contractors cannot be awarded contracts, receive grants, or be involved in other related activities unless there is a compelling reason and the agency head makes a determination to allow it.

Environmental Protection

The National Environmental Policy Act of 1969 (NEPA) requires federal agencies to assess the environmental impact of major actions. HUD's 24 CFR Parts 50 and 58 implement this requirement for HUD-assisted projects. The CHIP program requires adherence to 24 CRF Part 58. Environmental Reviews are required for each homeowner rehabilitation or new housing development.

Lead-Based Paint

For properties built before 1978, projects using HOME funds must comply with the lead-safe housing rule in 24 CFR Part 35, which includes a mandatory disclosure of known lead-based paint and hazards before

sale or lease, as well as either lead-hazard evaluation, stabilization, or abatement before occupancy, depending on the project's value and scope.

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

All requirements include the following for housing rehabilitation, new construction and homebuyers
- 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

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 applicable overtime provisions 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).

General Requirements
- 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 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.

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

- O.C.G.A. §13-10-91

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

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

Georgia Drug-Free Workplace Act
- O.C.G.A. § 50-24-1 et seq.

Verification of Lawful Presence within the United States
- O.C.G.A. §50-36-1 (e) (2)

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.georgia.gov/community-assistance/construction-codes

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 to the homebuyer, as outlined in the HOME regulations in Section 92.254 for homeownership and can vary from five (5) to fifteen (15) 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 within this timeframe will result in the 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 2026 APPLICATION SUBMISSION INSTRUCTIONS

All CHIP documents and attachments must be submitted via the Housing Finance and Development Division application portal at Georgia DCA - Housing Finance & Development (emphasys-hft.com) by **11:59 p.m. on January 31, 2026**. The CHIP Application and instructions can be found on the DCA CHIP webpage:

https://dca.georgia.gov/affordable-housing/housing-development/home-investment-partnership-program-home/community-home

The 2026 CHIP Application packet is available in PDF format for download and reference. Applications received after the designated date and time will not be considered for funding. All successfully submitted applications will receive a confirmation email of receipt. Should you have any questions or concerns about this process, please contact CHIP at CHIP@dca.ga.gov.

CHIP APPLICATION STRUCTURE
OWNER-OCCUPIED HOUSING REHABILITATION TIER STRUCTURE
Tier 1 – Community Need & Emerging Capacity
> Represent communities that are in the early stages of development readiness but demonstrate clear need and a commitment to building capacity. These projects are evaluated primarily on community need indicators (such as poverty rate, housing waitlists, rental percentage, and median home value), evidence of planning and support, and basic readiness to proceed.

The goal of Tier 1 is to provide an entry point for communities that may not yet have extensive experience in housing development but are ready to begin addressing critical local needs.

Tier 2 – Balanced Readiness & Capacity
- Reflects a balance between demonstrated need and organizational readiness.
- Applicants in this tier show stronger alignment with planning efforts (such as comprehensive plans or GICH participation), more developed staffing structures, and a greater degree of project planning.

Tier 2 is intended for communities that have established some housing development track record or partnerships and are positioned to move projects forward with a moderate level of complexity and oversight.

Tier 3 – Advanced Readiness & High Capacity
- Represent the highest level of readiness, planning integration, and organizational capacity.
- Evaluated on advanced planning documentation, proven development capacity, comprehensive market analysis, and demonstrated ability to deliver housing projects at scale.

Tier 3 is designed for communities and organizations that are prepared to rapidly implement complex projects, leverage multiple funding sources, and model best practices in affordable housing development.

NEW CONSTRUCTION TIER STRUCTURE

Tier 1 – Community Need & Emerging Capacity
- Represent communities that are in the early stages of development readiness but demonstrate clear need and a commitment to building capacity.
- These projects are evaluated primarily on community need indicators (such as poverty rate, housing waitlists, rental percentage, and median home value), evidence of planning and support, and basic readiness to proceed.

The goal of Tier 1 is to provide an entry point for communities that may not yet have extensive experience in housing development but are ready to begin addressing critical local needs.

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Tier 3 is designed for communities and organizations that are prepared to rapidly implement complex projects, leverage multiple funding sources, and model best practices in affordable housing development.

EMPHASYS APPLICATION PORTAL INSTRUCTIONS

1. Follow the link (Georgia DCA - Housing Finance & Development (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 "2026 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.
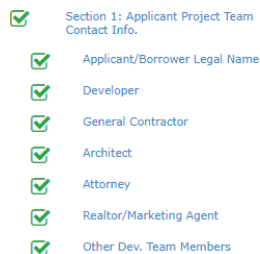
6. At the checklist portion of the application, you must select and upload each requirement. If all boxes are not checked, the application is not complete, and the system will not let you submit the application.

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 indicates which sections you have not completed, providing an opportunity to review and add any necessary information as requested.
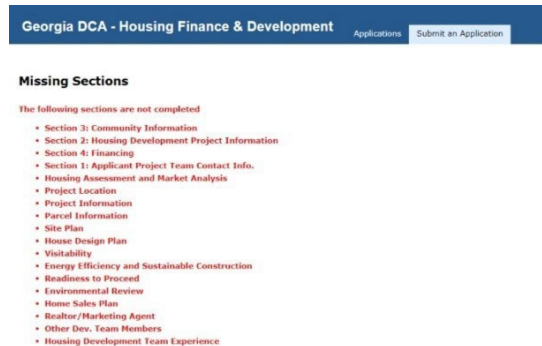
8. You can now submit the application once you have submitted the required documents and reviewed the checklist.
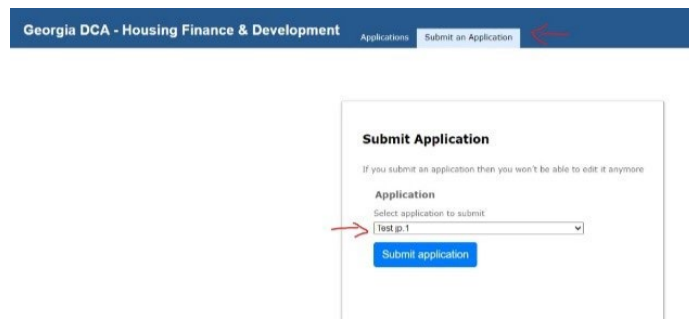
CHIP 2026 GRANT APPLICATION CERTIFIED ASSURANCES

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   Date
Official

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

By:

_____   _____
Signature of Clerk or Authorized Official   Date

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 who are 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 the necessary details and specifications to enable the public to understand the extent and character of the bid opportunity.

New state procurement requirements effective July 1, 2018, are 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). The key provisions mandated by HB 489 for Georgia local governments (counties, municipalities, and local boards of education) are:

- **Goods and services bids:** Bid or proposal opportunities for goods and services with a value of **$10,000 or more** must be advertised on the GPR.

- **Public works bids:** Opportunities for public works construction contracts with a value of **$100,000 or more** must be posted on the GPR.

- **Advertising details:** The advertisements must include details and specifications sufficient for the public to understand the extent and character of the opportunity.

- **Dual advertising:** This requirement is in addition to the existing practice of advertising in the county's official legal organ or other media, but the GPR posting must be at no cost to the local government.

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

Each advertisement shall include the necessary details and specifications to enable the public to understand the extent and character of the bid opportunity.

The Georgia Procurement Registry can be found at the following website: Georgia Procurement Registry

PROCUREMENT OF APPLICATION DEVELOPMENT AND OTHER PROFESSIONAL SERVICES

All professional procurements should be completed before preparing and submitting the CHIP application. For example, before submitting the CHIP application, both grant application services and grant administration services should be solicited using the same Request for Proposal (RFP). 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.

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, 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 can 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'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; however, they are not necessary when contracting with regional commissions (RCs). Note, however, that regional commissions 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 a private consultant, provided the requirements outlined herein for procuring the private consultant are followed.

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]

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.

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 and 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.

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, without recourse to DCA, for 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 <u>written</u> 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 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 ensure 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 that 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 that 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 a 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 the Recipient officials to avoid purchasing unnecessary or duplicative items. Where appropriate, an analysis must be conducted of lease and purchase alternatives to determine which would be the most economical and practical procurement method. 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 the 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 orders.

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 the Recipient's files. **NOTE that this method is not appropriate for the 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 a 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 the application and/or administer projects, RFPs should be sent to at least seven 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, the DCA maintains a list of professionals with experience in 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 that 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 clearly describe the conditions under which the contract may be terminated for default, as well as the circumstances beyond the contractor's control that may lead to termination.

3. All contracts awarded by the Recipient and their contractors or sub-grantees having a value of more than $10,000 must contain a provision requiring compliance with Executive Order 11246, entitled "Equal Employment Opportunity", as amended by Executive Order 11375, and as supplemented in the Department of Labor regulations (41 CFR, Part 60).

4. All contracts and subcontracts over $2,000 for construction or repair must include a provision for compliance with the Copeland "Anti-Kickback" Act (18 U.S.C. 874) as supplemented in Department of Labor regulations (23 CFR, Part 3. This act provides that each contractor or sub-grantee shall be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work to give up any part of the compensation to which he is otherwise entitled. The Recipient must report all suspected or reported violations to DCA.

5. All negotiated contracts (except those of $10,000 or less) must include a provision that DCA, HUD, the Comptroller General of the United States, or any of their duly authorized representatives, shall have access to any books, documents, papers, and records of the contractor which are directly pertinent to a specific grant program for the purposes of making audit, examination, excepts, and transcriptions for 3 years after final payment to the Recipient or all pending matters are closed, whichever is longer.
6. Contracts must recognize mandatory standards and policies relating to energy efficiency which are contained in the State Energy Conservation Plan issued in compliance with the Energy Policy and Conservation Act (P.L. 94-163).

DCA GUIDANCE: PROCUREMENT FOR APPLICATION DEVELOPMENT AND ADMINISTRATIVE SERVICES

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

CHIP APPLICATION SCORING AND DOCUMENTATION REQUIREMENTS

Tier 1 - New Construction			
Score Summary	**Weight**		
Community Need	50%		
Planning & Support	10%		
Staffing	5%		
Innovation	25%		
Readiness to Proceed	10%		
Total Weighted Score	**100%**		
Community Need	**Points**	**Notes**	**Documentation/Links**
What is the poverty rate in the target census tract?	**Points**	Using the link provided, search to find the census tract for the area in which you would like to develop. Once you have found that area, click on the highlighted census tract. At the top, you should see text that reads "Percentage of all-age population whose income in the past 12 months is below the poverty level." Use that number to determine which box you should check. Please take a screenshot and enclose it as supporting documentation at the end of the application.	https://tinyurl.com/yc4epv9j
>30/1%	3		Capture a screenshot to provide supplemental documentation at the end of this application.

20.1- 30%	2		
10.1-20%	1		
<10%	0		

What is the median home value in the community?	**Points**	**Notes**	**Documentation/Links**
Less than $200	1		
$200,001 - $225k	2		
$225,001 - $250k	4	Using the link provided, enter your city and state into the search bar. Then click on the link that says "(your city name) housing info." Use the number from "Estimated median house or condo value in 2023" to select your appropriate data point.	https://www.city-data.com/
$250,001 - $275k	6		
$275,001 - $300k	8		Capture a screenshot to provide as supplemental documentation at the end of this application
Greater than $300k	10		

How many households are currently on the local housing authority's waitlist?	**Points**	**Notes**	**Documentation/Links**
No waitlist	0		
1-99 people	2		
100 - 499 people	4		Please upload documentation or a letter of verification from the housing authority in the Supplemental Materials section at the end of the application.

	Points	Notes	Documentation/Links
500 - 749 people	6	Enter the total number of households currently on the local housing authority's waitlist for housing assistance. Contact your local housing authority for the most recent data.	
750 - 1000 people	8		
> 1000 people	10		
What percentage of households in the community are renters?	**Points**	**Notes**	**Documentation/Links**
Less than 20%	1		https://www.gacities.com/gma-cities-districts/gma-member-cities
20% – 34%	2	1. Visit the Georgia Municipal Association (GMA) website using the link provided	
35% – 49%	3	2. Select your city from the list.	Upload a copy of this report in the supplemental materials section at the end of the application.
50% – 64%	4	3. Under your city's profile, look for the "Housing" section.	
65% or more	5	4. The % Renter-Occupied Housing Units is listed there.	
Is this project located within a FEMA-declared disaster area?	1	1. Visit the FEMA Disaster Declarations website. 2. Use the search bar or map to find your state and county. 3. Review recent disaster declarations and confirm whether your project area falls within a designated county. 4. Record the Disaster Number, Declaration Type, and Date if applicable.	https://www.fema.gov/disaster/declarations

Planning & Support	Points	Notes	Documentation/Links
Does the applicant community have a current and adopted Comprehensive Plan that has been updated within the past 5 years?	1	All Georgia local governments are required to maintain a Comprehensive Plan updated every five years. Applicants should contact their city or county planning department, city clerk, or regional commission to request the most recent adopted plan. Select "Comprehensive Plan Status Reports" to view the most recent list of local government plans.	Attach as PDF
Development Plan	up to 20 pts	Please submit a development plan that outlines the budget, timeline and implementation plan for how the applicant will proceed if funding is approved.	Attach as PDF
Does the community participate in the Georgia Initiative for Community Housing (GICH) at ANY level?	1	If your city or county has participated in any GICH cohort—past or present—select **Yes**	No documentation necessary. Data will be verified internally by DCA.
Describe in detail what your organization has done to grow outreach and develop engagement related to affordable housing needs in your community.		Briefly summarize recent efforts to engage residents, partners, or stakeholders in identifying and addressing affordable housing needs. Examples may include community meetings, surveys, partnerships, or outreach campaigns.	You may upload materials that support your response (e.g., meeting summaries, flyers, or photos) in the Supplemental Materials section at the end of the application.

What percentage of homes in the community were built since 2000?	Points	Notes	Documentation/Links
	up to 10 pts		
0–4%	5	1. Visit the Georgia Municipal Association (GMA) website using the link provided. 2. Select your city from the list.	
5–9%	4	3. Under your city's profile, locate the "Housing" section.	
10–14%	3	4. Find the % of Homes Built Since 2000 data point.	https://www.gacities.com/gma-cities-districts/gma-member-cities
15–19%	2		
20% or more	1	Upload a copy of this report in the supplemental materials section at the end of the application.	
Please provide a Market Analysis	up to 20 pts	Your Market Analysis should demonstrate the current trends in housing demand, supply, and affordability in your community. The document may include: Local housing market data (sales, rents, vacancies, etc.); Identification of housing gaps or unmet needs; Evidence supporting the need for CHIP-funded housing activities. Analyses prepared by consultants, regional commissions, or local governments are acceptable.	Upload a PDF or report containing your Market Analysis in the Supplemental Materials section at the end of the application.

Staffing	Points	Notes	Documentation/Links
Designated point person	1	Please identify the name of a designated point person for the city or the non-profit applying for this award. This is not the grant administrator. In the following identified areas, you will also be asked to provide their title, email address, and phone number.	NA
Resume or Signed MOU	1	Please enclose a copy of your designated point person's resume.	Attach as PDF
Is the applicant a local government, non-profit, or other?	2	Two points will be awarded to city or county applicants.	No documentation necessary. Data will be verified internally by DCA.
If the applicant is not a local government, is the applicant an existing nonprofit organization with experience in housing development?			Upload the following in the Supplemental Materials section at the end of the application: Proof of non-profit status (e.g., IRS 501(c)(3) determination letter); and A brief summary or document demonstrating prior housing or development experience.

	2	Select "Yes" if your organization is a registered non-profit with a demonstrated track record in housing development, rehabilitation, or related community development activities.	
If you selected other, please explain.	2	Two points will be awarded to the Land Bank authorities, development authorities, or other approved entities with development experience.	Use the space provided to describe your organization, its purpose and any relevant development experience.
Has the applicant contracted with a grant administrator or the Regional Commission with experience in CHIP or housing development?	No Points	Select "Yes" if your community has entered into an agreement with a grant administrator or Regional Commission that has prior experience managing CHIP or other housing development programs.	Upload a signed agreement or MOU with the contracted grant administrator or Regional Commission in the Supplemental Materials section at the end of the application.
Innovation and Community Engagement	**Points**	**Notes**	**Documentation/Links**
		Use this section to help reviewers understand the overall housing context of your community.	

Provide a brief narrative describing your community, including population trends, housing conditions, and any key factors that impact local housing needs.	up to 20 pts	Your response may include: Population size or growth trends; Age and condition of housing stock; Local economic or workforce factors; Housing affordability challenges or recent improvements. Focus on information that highlights why CHIP funding is needed and how it aligns with your community's broader housing goals.
Letters of Support	up to 3 pts	Letters of support should come from local leaders, partner organizations, housing authorities, nonprofits, or community groups that are familiar with your project or housing initiatives. Strong letters will highlight the organization's relationship to the applicant, the significance of the proposed project, and the anticipated community impact or benefits. You may submit up to three (3) letters total, earning one point per letter submitted.
Resolution of Support	1	A Resolution of Support demonstrates the governing body's formal approval and commitment to the proposed CHIP project. The resolution should: Reference the CHIP program by name; identify the project type (Rehabilitation or New Construction); and authorize submission of the application and acceptance of funds if awarded. If your council or commission has not yet adopted a resolution, contact your city clerk or county administrator to schedule it for the next meeting.

Readiness to Proceed	Points	Notes	Documentation/Links
Does your organization have legal site control for the proposed project?	1	Applicants must demonstrate legal ownership or control of the property where the proposed project will be located. Acceptable forms include deeds, purchase agreements, or option contracts. The documentation must clearly identify the project site and the entity holding control.	Upload a copy of the legal document demonstrating site control (e.g., deed, option, or contract)
Has a Phase 1 Environmental Site Assessment (ESA) been completed on this project?	1	Confirm whether a Phase I Environmental Site Assessment (ESA) has been ordered, initiated, or completed for the proposed project site. A Phase I ESA identifies potential environmental concerns and is typically required prior to construction.	Upload a copy of the completed Phase I ESA report or confirmation from the consultant showing that the ESA has been initiated
		Verify that the proposed project is consistent with local zoning regulations and that the site is zoned appropriately for the intended housing use. If rezoning or a variance is required, provide documentation of the approval process or status.	Upload written confirmation from the local planning or zoning office verifying that the site is appropriately zoned for the proposed use.

Has zoning approval for the proposed use been granted?	1		
Do you have conceptual site plans or designs prepared for the proposed project?	1	Provide preliminary conceptual site plans, layouts, or design renderings that show the general look and layout of the proposed development.	Upload a PDF or image file of the conceptual site plan or design. This is not required but highly encouraged.
Do you have signed agreements, MOUs, or contracts with project partners to support delivery?	1	Submit signed agreements, MOUs, or contracts that outline project roles and responsibilities among participating partners, such as developers, contractors, subcontractors, or local governments.	Upload all relevant agreements or MOUs

Tier 2 - New Construction		
Score Summary	**Weight**	
Community Need & Engagement	50%	
Demonstrated Progress	15%	
Planning and Policy Commitment	20%	
Staffing Plan or External Partnership	5%	
Training or Technical Assistance	10%	
Total Weighted Score	**100%**	

Community Need & Engagement	Point Value	Notes	Documentation/Links
Does your community demonstrate a growing population?	**Points**		
0-5%	2	These points will be awarded by the CHIP team, using population data provided through the Census data	NA
5-10%	4		
>10%	6		
What is the poverty rate in the target census tract?	**Points**	**Notes**	**Documentation/Links**
>30/1%	3	Using the link provided, search to find the census tract for the area in which you would like to develop. Once you have found that area, click on the highlighted census tract. At the top, you should see text that reads "Percentage of all-age population whose income in the past 12 months is below the poverty level." Use that number to determine which box you should check. Please take a screenshot and enclose it as supporting documentation at the end of the application.	https://tinyurl.com/yc4epv9j

Capture a screenshot to provide as supplemental documentation at the end of this application. |
20.1- 30%	2		
10.1-20%	1		
<10%	0		
What is the median home value in the community?	**Points**	**Notes**	**Documentation/Links**
Less than $200	1	Using the link provided, enter your city and state into the search bar. Then click	

$200,001 - $225k	2	on the link that says "(your city name) housing info." Use the number from "Estimated median house or condo value in 2023" to select your appropriate data point.	https://www.city-data.com/
$225,001 - $250k	4		
$250,001 - $275k	6		Capture a screenshot to provide as supplemental documentation at the end of this application
$275,001 - $300k	8		
Greater than $300k	10		
According to the Georgia Municipal Association (GMA) City Profile, are more than 25% of renter households in your community cost-burdened?	1	1. Visit the Georgia Municipal Association (GMA) website 2. Select your city from the list. 3. Under the "Housing" section, locate "Housing Cost-Burdened Households." 4. Use the "Renter Households" percentage listed there to answer this question. *If more than 25% of rental households are cost-burdened, select Yes.	https://www.gacities.com/gma-cities-districts/gma-member-cities
How many households are currently on the local housing authority's waitlist?			

	Points	Notes	Documentation/Links
No waitlist	0	Enter the total number of households currently on the local housing authority's waitlist for housing assistance. Contact your local housing authority for the most recent data.	Please upload documentation or a letter of verification from the housing authority in the Supplemental Materials section at the end of the application.
1-99 people	2		
100 - 499 people	4		
500 - 749 people	6		
750 - 1000 people	8		
> 1000 people	10		
What percentage of households in the community are renters?	**Points**	**Notes**	**Documentation/Links**
Less than 20%	1	1. Visit the Georgia Municipal Association (GMA) website using the link provided 2. Select your city from the list. 3. Under your city's profile, look for the "Housing" section.	
20% – 34%	2	4. The % Renter-Occupied Housing Units is listed there.	
35% – 49%	3		https://www.gacities.com/gma-cities-districts/gma-member-cities
50% – 64%	4	Upload a copy of this report in the supplemental materials section at the end of the application.	
65% or more	5		
What percentage of homes in the community were built since 2000?	**Points**	**Notes**	**Documentation/Links**
0–4%	5	1. Visit the Georgia Municipal Association (GMA) website using the link provided. 2. Select your city from the list.	

5–9%	4	3. Under your city's profile, locate the "Housing" section.	
10–14%	3	4. Find the % of Homes Built Since 2000 data point.	https://www.gacities.com/gma-cities-districts/gma-member-cities
15–19%	2		
20% or more	1	Upload a copy of this report in the supplemental materials section at the end of the application.	
Resolution of Support	1	A Resolution of Support demonstrates the governing body's formal approval and commitment to the proposed CHIP project. The resolution should: Reference the CHIP program by name; identify the project type (Rehabilitation or New Construction); and authorize submission of the application and acceptance of funds if awarded. If your council or commission has not yet adopted a resolution, contact your city clerk or county administrator to schedule it for the next meeting.	

Does your community participate in the GICH Program?	**Points**	**Notes**	**Documentation/Links**
GICH 1st year participant	0	If your community participates in the GICH program, select the appropriate year that corresponds with your city's current level of participation. If you are unsure if your community participates in the GICH program, please reach out to Austin Chancy at austin.chancy@dca.ga.gov	DCA will verify all GICH participation levels internally — no documentation upload is required.
GICH 2nd year participant	1		
GICH 3rd year participant	2		
GICH certified alumni or senior	3		

Does your community currently hold a current Plan First designation?	1	Select "Yes" if your community is currently designated as a PlanFirst Community through the Georgia Department of Community Affairs (DCA).	DCA will verify PlanFirst designation status internally — no documentation upload is required.
Is this project located within a FEMA-declared disaster area?	1	1. Visit the FEMA Disaster Declarations website. 2. Use the search bar or map to find your state and county. 3. Review recent disaster declarations and confirm whether your project area falls within a designated county. 4. Record the Disaster Number, Declaration Type, and Date if applicable.	https://www.fema.gov/disaster/declarations

Demonstrated Progress	Point Value	Notes	Documentation/Links
How many CHIP awards has your community received in the past 10 years?	Points	Indicate the total number of CHIP awards your community has received within the past 10 years. This information helps assess your community's experience and program capacity. If your community has received three (3) or more CHIP awards in the past ten years, you should be completing the Tier 3 application. DCA will verify this information internally — no documentation upload is required.
1 Award	2		
2 Awards	1		

What percentage of your current/open CHIP awards are complete?	Points	Notes	Documentation/Links
<50 % completed	0	Base your response on your most recent CHIP award (if applicable). Select the option that best reflects the percentage of activities completed to date. This includes units completed, funds expended, and progress toward project closeout.	DCA will internally verify the answer you provide.
50-75% completed	1		
Greater than 75% completed	2		
Has vertical construction begun on any CHIP-funded homes under your current/open award(s)?	1	Select "Yes" if construction has progressed beyond the foundation stage (for example, framing or other vertical work has begun) on any homes funded under your current or open CHIP award(s). Select "No "if the project is still in pre-development, permitting, or site preparation stages.	If Yes, upload dated photos of CHIP-funded homes demonstrating vertical construction progress in the space provided.
What percentage of homes built under your current/most recent CHIP award have closed (been sold to eligible buyers)?	Points	Notes	Documentation/Links

			If Yes (any percentage above 0%), upload proof of closings such as settlement statements, sales records, or equivalent documentation. Upload these materials in the Supplemental Materials section at the end of the application.
75–89%	4	Base your response on your most recent CHIP award if multiple awards exist.	
50–74%	3	Select the option that best represents the percentage of homes that have been built and sold to eligible buyers.	
25–49%	2		
Less than 25%	1	This information helps DCA assess progress and program completion.	
Provide a brief narrative summarizing key milestones, outputs, barriers overcome and lessons learned.	up to 20 pts	Using the space provided, reflect on your community's experience managing CHIP funds and the progress achieved under your most recent awards. Focus on concise, outcome-based information that demonstrates capacity and continuous improvement. Your response may include: - Major milestones or accomplishments (e.g., homes completed, partnerships formed); - Key outputs or outcomes; - Barriers your community faced and how they were overcome; and - Lessons learned that will strengthen future CHIP implementation.	
What is the average total cost to build one home?	0	Provide the average total development cost per home, including both CHIP and non-CHIP funds. This question is for informational purposes only — no points are associated with this question. If you are estimating, base your response on the most recent or current CHIP project costs available.	
		Indicate the total unspent balance of CHIP funds for any open or active awards your community currently holds.	

	Point Value	Notes	
What is the remaining balance on any open CHIP awards?	0	This question is for informational purposes only — no points are associated with this question. Any information provided will be verified by IDIS and the CHIP team.	
Provide a short update on any CHIP award(s) that are still open, including percent spent and timeline to completion.	0	In the space provided, briefly summarize the current status of any open or active CHIP awards. Your response should include: -The percentage of funds spent to date; -The number of units completed or underway; and -The estimated timeline for full project completion. - Focus on key progress indicators rather than detailed financial reporting.	

Planning and Policy Commitment	Point Value	Notes	Documentation/Links
Does your community have a current, adopted Comprehensive Plan that identifies affordable housing needs or strategies?		Select "Yes" if your community's Comprehensive Plan is current (adopted or updated within the last 5 years) and includes specific housing-related goals, policies, or strategies. A strong Comprehensive Plan should include: - A housing element or section with data on local housing conditions; - Goals or policies addressing affordability, preservation, or development; - Implementation strategies or actions to improve housing outcomes; and	

		- Evidence of local adoption (such as a resolution or cover page with adoption date).	If "Yes", upload a copy of the adopted plan in the area provided.
	up to 20 pts		
Has your community adopted an affordable housing or development plan that supports this project?	up to 20 pts	Select "Yes" if your community has adopted a formal Affordable Housing Plan that aligns with this project's goals. If you are unsure, contact your city or county planning department, regional commission, or local housing committee to confirm. A strong, affordable housing plan should include: - A data-driven assessment of local housing needs; - Goals and strategies to expand affordable housing options; - Identification of priority populations or target areas; - Implementation steps, timelines, or funding strategies; and - Evidence of community or stakeholder engagement in plan development. Communities with adopted, actionable plans demonstrate stronger alignment with local housing priorities.	If "Yes", upload a copy of the adopted plan in the area provided.
		Applicants must demonstrate legal ownership or control of the property where the proposed project will be located. Acceptable forms include	Upload a copy of the legal document demonstrating site control (e.g., deed, option, or contract)

Does your organization have legal site control for the proposed project?	1	deeds, purchase agreements, or option contracts. The documentation must clearly identify the project site and the entity holding control.	
Has a Phase 1 Environmental Site Assessment (ESA) been completed on this project?	1	Confirm whether a Phase I Environmental Site Assessment (ESA) has been ordered, initiated, or completed for the proposed project site. A Phase I ESA identifies potential environmental concerns and is typically required prior to construction.	Upload a copy of the completed Phase I ESA report or confirmation from the consultant showing that the ESA has been initiated
Has zoning approval for the proposed use been granted?	1	Verify that the proposed project is consistent with local zoning regulations and that the site is zoned appropriately for the intended housing use. If rezoning or a variance is required, provide documentation of the approval process or status.	Upload written confirmation from the local planning or zoning office verifying that the site is appropriately zoned for the proposed use.
Do you have conceptual site plans or designs prepared for the proposed project?	1	Provide preliminary conceptual site plans, layouts, or design renderings that show the general look and layout of the proposed development.	Upload a PDF or image file of the conceptual site plan or design. This is not required but highly encouraged.

	Point Value	Notes	Documentation/Links
Please submit a development plan.	1	Include a preliminary development budget showing estimated project costs and all funding sources. The budget should identify CHIP funds, leveraged funds, and any other committed resources.	Upload a development budget spreadsheet or summary (Excel or PDF)
Please provide a Market Analysis	up to 20 pts	Your Market Analysis should demonstrate the current trends in housing demand, supply, and affordability in your community. The document may include: Local housing market data (sales, rents, vacancies, etc.); Identification of housing gaps or unmet needs; Evidence supporting the need for CHIP-funded housing activities. Analyses prepared by consultants, regional commissions, or local governments are acceptable.	Upload a PDF or report containing your Market Analysis in the Supplemental Materials section at the end of the application.
Staffing Plan or External Partnership	**Point Value**	**Notes**	**Documentation/Links**

		Please identify the name of a designated point person for the city or the non-profit applying for this award. This is not the grant administrator. In the following identified areas, you will also be asked to provide their title, email address, and phone number.	
Designated point person	1		NA
Resume or Signed MOU	1	Please enclose a copy of your designated point person's resume.	Attach as pdf
CHIP Team Member Roster	1	Use the CHIP Team Member Roster Template provided by DCA in the documents and links section to the right to identify all staff and partners involved in program delivery. This roster helps DCA assess team capacity and program readiness.	https://tinyurl.com/3nm85wjb
Is there a team member with experience in construction oversight?	1	For DCA to complete based on your CHIP Team Member Roster	

What percentage of total project costs will be covered by non-CHIP funds (leveraged funds)?	**Points**	**Notes**	**Documentation/Links**
<10%	**0**		
10-19% match	2	Indicate the percentage of total project costs that will be supported by non-CHIP funding sources, such as local funds, private investment, in-kind contributions, or other grants.	
20-29% match	4	Leveraged funds demonstrate local commitment and strengthen overall project feasibility.	

	Point Value	Notes	Documentation/Links
30-39% match	6	If you are unsure of the final percentage, provide your best current estimate based on secured and anticipated commitments.	Upload a funding summary or budget sheet that identifies CHIP and non-CHIP sources in the Supplemental Materials section at the end of the application.
40-49% match	8		
>50% match	10		
Will your project include in-kind contributions (e.g., land donations, waived fees, volunteer labor)?	1	Select Yes if your project will include any in-kind contributions such as donated land, construction materials, waived permitting fees, or volunteer labor. In-kind resources DO NOT count toward your total leveraged funds but should be included in the same funding summary or budget sheet submitted for the previous question.	If Yes, include a brief description and estimated value of in-kind resources in the same funding summary or budget sheet uploaded in the Supplemental Materials section at the end of the application.
If the applicant (grant recipient) is a non-profit, will you be acting as your own developer?	0	This question applies only to non-profit applicants and is for informational purposes only — no points are associated with this question. No documentation upload is required. Select "Yes" if your organization will directly oversee or manage development activities (e.g., construction, rehabilitation, or project implementation). Select "No" if you plan to contract with a third-party developer or partner organization to carry out development work.	
Training or Technical Assistance	**Point Value**	**Notes**	**Documentation/Links**

		These questions assess the training and technical knowledge of the staff member serving as the designated point person for the CHIP project.	
Has the designated point person for this project previously completed DCA's CHIP Onboarding training?	1	Relevant training may include sessions offered by DCA, HUD, regional commissions, or recognized professional organizations.	
Has the designated point person participated in any CHIP program training within the last two years?	1	Applicants should provide specific details if any "Yes" responses are selected.	If you answered yes to any of the questions above, please describe what training was completed, who offered the training and when the training took place, in the space provided.
Has the designated point person completed training on HUD Environmental Review (Part 58)?	1	This section is designed for evaluating program readiness and capacity.	
Has the designated point person received training on federal procurement requirements?	1		

Has the designated point person completed training in housing development underwriting practices?			
	1		

Tier 3 - New Construction			
Score Summary	**Weight**		
Demonstrated Need	40%		
Completion Rate & Spend Down	20%		
Cost Efficiency & Leveraging	10%		
Readiness to Proceed	10%		
Staffing and Planning Alignment	15%		
Training or Technical Assistance	5%		
Total Weighted Score	100%		
Demonstrated Need	**Point Value**	**Notes**	**Documentation/Links**
Does your community demonstrate a growing population?	**Points**		
0-5%	2	These points will be awarded by the CHIP team, using population data provided through Census data	
5-10%	4		
>10%	6		NA
What is the poverty rate in the target census tract?	**Points**	**Notes**	**Documentation/Links**

		Notes	Documentation/Links
>30/1%	3	Using the link provided, search to find the census tract for the area in which you would like to develop. Once you have found that area, click on the highlighted census tract. At the top, you should see text that reads "Percentage of all-age population whose income in the past 12 months is below the poverty level." Use that number to determine which box you should check. Please take a screenshot and enclose it as supporting documentation at the end of the application.	
20.1- 30%	2		https://tinyurl.com/yc4epv9j Capture a screenshot to provide as supplemental documentation at the end of this application.
10.1-20%	1		
<10%	0		

What is the median home value in the community?	Points	Notes	Documentation/Links
Less than $200	1		
$200,001 - $225k	2		
$225,001 - $250k	4	Using the link provided, enter your city and state into the search bar. Then click on the link that says "(your city name) housing info." Use the number from "Estimated median house or condo value in 2023" to select your appropriate data point.	
$250,001 - $275k	6		https://www.city-data.com/
$275,001 - $300k	8		

Greater than $300k	10		
According to the Georgia Municipal Association (GMA) City Profile, are more than 25% of renter households in your community cost-burdened?		1. Visit the Georgia Municipal Association (GMA) website 2. Select your city from the list. 3. Under the "Housing" section, locate "Housing Cost-Burdened Households." 4. Use the "Renter Households" percentage listed there to answer this question.	
	1	*If more than 25% of rental households are cost-burdened, select Yes.	https://www.gacities.com/gma-cities-districts/gma-member-cities

How many households are currently on the local housing authority's waitlist?	**Points**	**Notes**	**Documentation/Links**
No waitlist	0		
1-99 people	2		
100 - 499 people	4	Enter the total number of households currently on the local housing authority's waitlist for housing assistance. Contact your local housing authority for the most recent data.	Please upload documentation or a letter of verification from the housing authority in the Supplemental Materials section at the end of the application.
500 - 749 people	6		
750 - 1000 people	8		
> 1000 people	10		
		Letters of support should come from local leaders, partner organizations, housing authorities, nonprofits, or community groups that are familiar with your project or housing initiatives. Strong letters will highlight the organization's relationship to the	

		applicant, the significance of the proposed project, and the anticipated community impact or benefits. You may submit up to two letters in total, earning one point per letter submitted.
Letters of Support	up to 2 pts	
Provide a brief narrative highlighting previous CHIP success stories and the project's impact.	20	Using the space provided, share examples of successful outcomes or positive community impacts from previous CHIP awards. Your narrative may include: - Number of homes completed or families assisted; - Partnerships that strengthened project outcomes; - Notable stories of community benefit or revitalization; and - How previous CHIP investments have advanced local housing goals. - How future awards will continue to support these goals. Focus on results and community impact rather than the details of program administration.
		Your Market Analysis should demonstrate the current trends in housing demand, supply, and affordability in your community. The document should include: Local housing market data (sales, rents, vacancies, etc.); Identification of housing gaps or unmet needs; Evidence supporting the need for CHIP-funded housing activities. Analyses prepared by consultants, regional commissions, or local governments are acceptable.	Upload a PDF or report containing your Market Analysis in the Supplemental Materials section at the end of the application.

Please provide a Market Analysis	1		
Describe your marketing plan for how CHIP homes will be connected to eligible buyers.	up to 20 pts	In the space provided the applicant should demonstrate how your community will market CHIP homes and ensure they reach eligible homebuyers. Your response may include: - How available homes will be advertised (e.g., local media, social media, flyers, community events); - Partnerships with realtors, lenders, or housing counselors; - Efforts to reach low- and moderate-income households; and - How fair housing and equal opportunity requirements will be upheld in marketing efforts. A strong marketing plan demonstrates proactive outreach and commitment to serving eligible buyers.	
Is this project located within a FEMA declared disaster area?	1	1. Visit the FEMA Disaster Declarations website. 2. Use the search bar or map to find your state and county. 3. Review recent disaster declarations and confirm whether your project area falls within a designated county. 4. Record the Disaster Number, Declaration Type, and Date if applicable.	https://www.fema.gov/disaster/declarations

Completion Rate & Spend Down	**Point Value**	**Notes**	**Documentation/Links**
How many CHIP awards has your			

community received in the past 10 years?		Indicate the total number of CHIP awards your community has received within the past 10 years. This information helps assess your community's experience and program capacity.
	Points	
1 Award	2	If your community has received less than (3) CHIP awards in the past ten years, you should be completing the Tier 2 application.
2 Awards	1	DCA will verify this information internally — no documentation upload is required.
More than 4 Awards	0	

What percentage of your current/open CHIP awards are complete?	**Points**	**Notes**	**Documentation/Links**
<50 % completed	0	Base your response on your most recent CHIP award (if applicable).	
50-75% completed	1	Select the option that best reflects the percentage of activities completed to date. This includes units completed, funds expended, and progress toward project closeout.	DCA will internally verify the answer you provide.
Greater than 75% completed	2		
		Select "Yes" if construction has progressed beyond the foundation stage (for example, framing or other vertical work has begun) on any homes funded under your current or open CHIP award(s).	

Has vertical construction begun on any CHIP-funded homes under your current/open award(s)?		Select "No "if the project is still in pre-development, permitting, or site preparation stages.	If Yes, upload dated photos of CHIP-funded homes demonstrating vertical construction progress in the space provided.
	1		
What percentage of homes built under your current/most recent CHIP award have closed (been sold to eligible buyers)?	**Points**	**Notes**	**Documentation/Links**
90–100%	5	Base your response on your most recent CHIP award if multiple awards exist.	
75–89%	4		
50–74%	3	Select the option that best represents the percentage of homes that have been built and sold to eligible buyers.	
25–49%	2		If Yes (any percentage above 0%), upload proof of closings such as settlement statements, sales records, or equivalent documentation. Upload these materials to the Supplemental Materials section at the end of the application.
Less than 25%	1	This information helps DCA assess progress and program completion.	
Provide a brief narrative summarizing key milestones, outputs, barriers overcome and lessons learned.		Using the space provided, reflect on your community's experience managing CHIP funds and the progress achieved under your most recent awards. Focus on concise, outcome-based information that demonstrates capacity and continuous improvement. Your response may include: - Major milestones or accomplishments (e.g., homes completed, partnerships formed); - Key outputs or outcomes;	

	up to 20 pts	- Barriers your community faced and how they were overcome; and - Lessons learned that will strengthen future CHIP implementation.	
Cost Efficiency & Leveraging	**Point Value**	**Notes**	**Documentation/Links**
What is the average total cost to build one home?	0	Provide the average total development cost per home, including both CHIP and non-CHIP funds. This question is for informational purposes only — no points are associated with this question. If you are estimating, base your response on the most recent or current CHIP project costs available.	
What is the remaining balance on any open CHIP awards?	0	Indicate the total unspent balance of CHIP funds for any open or active awards your community currently holds. This question is for informational purposes only — no points are associated with this question. Any information provided will be verified by IDIS and the CHIP team.	
Provide a short update on any CHIP award(s) that are still open, including percent spent and timeline to completion.	0	In the space provided, briefly summarize the current status of any open or active CHIP awards. Your response should include: -The percentage of funds spent to date; -The number of units completed or underway; and -The estimated timeline for full project completion. - Focus on key progress indicators rather than detailed financial reporting.	
What percentage of total project costs will be covered by non-CHIP funds (leveraged funds)?	**Points**	**Notes**	**Documentation/Links**
<10%	**0**	Indicate the percentage of total project costs that will be supported by non-CHIP funding sources, such as local funds, private investment, in-kind contributions, or other grants.	

		Leveraged funds demonstrate local commitment and strengthen overall project feasibility.		
10-19% match	2		Upload a funding summary or budget sheet that identifies CHIP and non-CHIP sources in the	
20-29% match	4			
30-39% match	6			
40-49% match	8		Supplemental Materials section at the end of the application.	
>50% match	10	If you are unsure of the final percentage, provide your best current estimate based on secured and anticipated commitments.		
Will your project include in-kind contributions (e.g., land donations, waived fees, volunteer labor)?	1	Select Yes if your project will include any in-kind contributions such as donated land, construction materials, waived permitting fees, or volunteer labor. In-kind resources DO NOT count toward your total leveraged funds but should be included in the same funding summary or budget sheet submitted for the previous question.	If Yes, include a brief description and estimated value of in-kind resources in the same funding summary or budget sheet uploaded in the Supplemental Materials section at the end of the application.	
		This question applies only to non-profit applicants and is for informational purposes only — no points are associated with this question. No documentation upload is required. Select "Yes" if your organization will directly oversee or manage development activities (e.g., construction, rehabilitation, or project implementation).		

	Point Value	Notes	Documentation/Links
If the applicant (grant recipient) is a non-profit, will you be acting as your own developer?	0	Select "No" if you plan to contract with a third-party developer or partner organization to carry out development work.	
Readiness to Proceed	**Point Value**	**Notes**	**Documentation/Links**
Does your organization have legal site control for the proposed project?	1	Applicants must demonstrate legal ownership or control of the property where the proposed project will be located. Acceptable forms include deeds, purchase agreements, or option contracts. The documentation must clearly identify the project site and the entity holding control.	Upload a copy of the legal document demonstrating site control (e.g., deed, option, or contract)
Has a Phase 1 Environmental Site Assessment (ESA) been completed on this project?	1	Confirm whether a Phase I Environmental Site Assessment (ESA) has been ordered, initiated, or completed for the proposed project site. A Phase I ESA identifies potential environmental concerns and is typically required prior to construction.	Upload a copy of the completed Phase I ESA report or confirmation from the consultant showing that the ESA has been initiated
Has zoning approval for the proposed use been granted?	1	Verify that the proposed project is consistent with local zoning regulations and that the site is zoned appropriately for the intended housing use. If rezoning or a variance is required, provide documentation of the approval process or status.	Upload written confirmation from the local planning or zoning office verifying that the site is appropriately zoned for the proposed use.
Do you have conceptual site plans or designs prepared for the proposed project?	1	Provide preliminary conceptual site plans, layouts, or design renderings that show the general look and layout of the proposed development.	Upload a PDF or image file of the conceptual site plan or design. This is not required but highly encouraged.

	Point Value	Notes	Documentation/Links
Please submit a comprehensive development plan.	1	Include a preliminary development budget showing estimated project costs and all funding sources. The budget should identify CHIP funds, leveraged funds, and any other committed resources.	Upload a development budget spreadsheet or summary (Excel or PDF)
Do you have signed agreements, MOUs, or contracts with project partners to support delivery?	1	Submit signed agreements, MOUs, or contracts that outline project roles and responsibilities among participating partners, such as developers, contractors, subcontractors, or local governments.	Upload all relevant agreements or MOUs
Staffing and Planning Alignment	**Point Value**	**Notes**	**Documentation/Links**
		Select "Yes" if your community has adopted a formal Affordable Housing Plan that aligns with this project's goals. If you are unsure, contact your city or county planning department, regional commission, or local housing committee to confirm. A strong, affordable housing plan should include: - A data-driven assessment of local housing needs; - Goals and strategies to expand affordable housing options; - Identification of priority populations or target areas; - Implementation steps, timelines, or funding strategies; and	

Has your community adopted an affordable housing or development plan that supports this project?	up to 20 pts	- Evidence of community or stakeholder engagement in plan development. Communities with adopted, actionable plans demonstrate stronger alignment with local housing priorities.	If "Yes", upload a copy of the adopted plan in the area provided.
Does your community have a current, adopted Comprehensive Plan that identifies affordable housing needs or strategies?	up to 20 pts	Select "Yes" if your community's Comprehensive Plan is current (adopted or updated within the last 5 years) and includes specific housing-related goals, policies, or strategies. A strong Comprehensive Plan should include: - A housing element or section with data on local housing conditions; - Goals or policies addressing affordability, preservation, or development; - Implementation strategies or actions to improve housing outcomes; and - Evidence of local adoption (such as a resolution or cover page with adoption date).	If "Yes", upload a copy of the adopted plan in the area provided.

		Notes	Documentation/Links
CHIP Team Member Roster	1	Use the CHIP Team Member Roster Template provided by DCA in the documents and links section to the right to identify all staff and partners involved in program delivery. This roster helps DCA assess team capacity and program readiness.	https://tinyurl.com/3nm85wjb
Designated point person	1	Please identify the name of a designated point person for the city or the non-profit applying for this award. This is not the grant administrator. In the following identified areas, you will also be asked to provide your title, email address, and phone number.	NA
Resume or Signed MOU	1	Please enclose a copy of your designated point person's resume.	Attach as PDF
Other housing programs being utilized by the community **Points**		**Notes**	**Documentation/Links**
LIHTC/ HOME ARP	1	Select all active housing programs or resources currently being used within your community. This information helps DCA understand how CHIP aligns with your community's overall housing strategy. DCA will verify all responses internally — no documentation upload is required.	
Rural Workforce Housing Initiative (Grant or Loan)	1		
CDBG	1		

GICH Alumni or GICH Senior community	1		
Plan First Designation	1		

Training or Technical Assistance	Point Value	Notes	Documentation/Links
Has the designated point person for this project previously completed DCA's CHIP Onboarding training?		These questions assess the training and technical knowledge of the staff member serving as the designated point person for the CHIP project.	If you answered yes to any of the questions above, please describe what training was completed, who offered the training and when the training took place, in the space provided.
Has the designated point person participated in any CHIP program training within the last two years?	1	Relevant training may include sessions offered by DCA, HUD, regional commissions, or recognized professional organizations.	
Has the designated point person completed training on HUD Environmental Review (Part 58)?	1	Applicants should provide specific details if any "Yes" responses are selected.	
	1	This section is designed for evaluating program readiness and capacity.	

Has the designated point person received training on federal procurement requirements?	1		
Has the designated point person completed training in housing development underwriting practices?	1		

Tier 1 - Owner Occupied Rehab			
Score Summary	**Weight**		
Community Need	50%		
Planning Support	15%		
Staffing	5%		
Innovation	30%		
Total Weighted Score	100%		
Community Need	**Point Value**	**Notes**	**Documentation/Links**
1What percentage of homes in your community were built before 1980?	**Points**		
80% and above	10	To find this information:	
70–79%	9	1. Visit the Georgia Municipal Association (GMA) website using the link provided.	
60–69%	8	2. Select your city from the list.	
50–59%	6	3. Under your city's profile, locate the "Housing" section.	

40–49%	4	4. Find the data labeled "Year Structure Built."	https://www.gacities.com/gma-cities-districts/gma-member-cities
< 30%	2	5. The % illustrated as "Before 1980" is the data point you will enter.	

What is the poverty rate in the target census tract?	**Points**	**Notes**	**Documentation/Links**
>30/1%	3	Using the link provided, search to find the census tract for the area in which you would like to develop. Once you have found that area, click on the highlighted census tract. At the top you should see text that reads "Percentage of all-age population whose income in the past 12 months is below the poverty level." Use that number to determine which box you should check. Please take a screenshot and enclose it as supporting documentation at the end of the application.	
20.1- 30%	2		https://tinyurl.com/yc4epv9j Capture a screenshot to provide as supplemental documentation at the end of this application.
10.1-20%	1		
<10%	0		

How does the median income of the target area (census tract) compare to the overall area median income (that **of the community)?**			
	Points	**Notes**	**Documentation/Links**

Equal to the median area income	0	Use this question to demonstrate relative need within your project's target area. To determine how the target area median income (AMI) compares to the overall area median income, applicants may use data from the: - U.S. Census Bureau (ACS 5-Year Estimates); using the link provided.	
Greater than the median area income	0	If the target area has a median income less than or significantly less than the overall AMI, it reflects higher housing need and earns corresponding points.	https://tinyurl.com/yc4epv9j
Less than the median area income	1		
Significantly less than the median area income	2		
		1. Visit the FEMA Disaster Declarations website. 2. Use the search bar or map to find your state and county. 3. Review recent disaster declarations and confirm whether your project area falls within a designated county.	

Is this project located within a FEMA-declared disaster area?	1	4. Record the Disaster Number, Declaration Type, and Date if applicable.	https://www.fema.gov/disaster/declarations
Planning Support	**Point Value**	**Notes**	**Documentation/Links**
Does the applicant community have a current and adopted Comprehensive Plan that has been updated within the past 5 years?	1	All Georgia local governments are required to maintain a Comprehensive Plan updated every five years. Applicants should contact their city or county planning department, city clerk, or regional commission to request the most recent adopted plan. Select "Comprehensive Plan Status Reports" to view the most recent list of local government plans.	Attach as PDF
Bonus Point: Housing component in Comp Plan	1	While not required in Tier 1, applicants who have a housing element as part of their city's comprehensive plan will receive one bonus point.	
Does the community participate in the Georgia Initiative for Community Housing (GICH) at ANY level?	1	If your city or county has participated in any GICH cohort—past or present—select Yes	No documentation necessary. Data will be verified internally by DCA.

	Point Value	Notes	Documentation/Links
Describe in detail what your organization has done to grow outreach and develop engagement related to affordable housing needs in your community.	up to 20 pts	Briefly summarize recent efforts to engage residents, partners, or stakeholders in identifying and addressing affordable housing needs. Examples may include community meetings, surveys, partnerships, or outreach campaigns.	You may upload materials that support your response (e.g., meeting summaries, flyers, or photos) in the Supplemental Materials section at the end of the application.
Development Plan	up to 10 pts	Please submit a development plan that outlines the budget, timeline, and implementation plan for how the applicant will proceed if funding is approved.	Attach as PDF
Staffing Plan or Regional Partnership	**Point Value**	**Notes**	**Documentation/Links**
Designated point person	1	Please identify the name of a designated point person for the city or the non-profit applying for this award. This is not the grant administrator. In the following identified areas, you will also be asked to provide your title, email address, and phone number.	NA
Resume or Signed MOU	1	Please enclose a copy of your designated point person's resume.	Attach as PDF

Do you have signed agreements, MOUs, or contracts with project partners to support delivery?		Submit signed agreements, MOUs, or contracts that outline project roles and responsibilities among participating partners, such as developers, contractors, subcontractors, or local governments.	Upload all relevant agreements or MOUs
	1		
Innovation & Community Engagement	**Point Value**	**Notes**	**Documentation/Links**
Provide a narrative describing why this program is needed in your community and how you plan to engage residents and partners in its success.	up to 20 pts	Use this section to help reviewers understand the overall housing context of your community. Your response may include: -Population size or growth trends; -Age and condition of housing stock; -Local economic or workforce factors; -Housing affordability challenges or recent improvements. Focus on information that highlights why CHIP funding is needed and how it aligns with your community's broader housing goals.	
Letters of Support	up to 3 pts	Letters of support should come from local leaders, partner organizations, housing authorities, nonprofits, or community groups that are familiar with your project or housing initiatives. Strong letters will highlight the organization's relationship to the applicant, the importance of the proposed project, and the expected community impact or benefit. You may submit up to three (3) letters total, earning one point per letter submitted.	
		A Resolution of Support demonstrates the governing body's formal approval and commitment to the proposed CHIP project.	

		The resolution should: Reference the CHIP program by name; identify the project type (Rehabilitation or New Construction); and authorize submission of the application and acceptance of funds if awarded.
Resolution of Support	1	If your council or commission has not yet adopted a resolution, contact your city clerk or county administrator to schedule it for the next meeting.

Tier 2 - Owner Occupied Rehab			
Score Summary	**Weight**		
Community Need & Engagement	45%		
Demonstrated Progress	25%		
Planning and Policy Commitment	15%		
Staffing Plan or External Partnership	5%		
Training or Technical Assistance	10%		
Total Weighted Score	100%		
Community Need & Engagement	**Point Value**	**Notes**	**Documents/Links**
What percentage of homes in your community were built before 1980?	**Points**		
80% and above	10	To find this information:	
70–79%	9	1. Visit the Georgia Municipal Association (GMA) website using the link provided.	
60–69%	8	2. Select your city from the list.	

50–59%	6	3. Under your city's profile, locate the "Housing" section.	https://www.gacities.com/gma-cities-districts/gma-member-cities
40–49%	4	4. Find the data labeled "Year Structure Built."	
< 30%	2	5. The % illustrated as "Before 1980" is the data point you will enter.	
What is the poverty rate in the target census tract?	**Points**	**Notes**	**Documentation/Links**
>30/1%	3	Using the link provided, search to find the census tract for the area in which you would like to develop. Once you have found that area, click on the highlighted census tract. At the top you should see text that reads "Percentage of all-age population whose income in the past 12 months is below the poverty level." Use that number to determine which box you should check. Please take a screenshot and enclose it as supporting documentation at the end of the application.	https://tinyurl.com/yc4epv9j Capture a screenshot to provide as supplemental documentation at the end of this application.
20.1- 30%	2		
10.1-20%	1		
<10%	0		
How does the median income of the target area (census tract) compare to the overall area median income (that of the community)?	**Points**	**Notes**	**Documentation/Links**
Equal to the median area income		Use this question to demonstrate relative need within your project's target area.	
	0	To determine how the target area median income (AMI) compares to the overall area median income, applicants may use data from the:	

		- U.S. Census Bureau (ACS 5-Year Estimates); using the link provided.	
Greater than the median area income	0	If the target area has a median income less than or significantly less than the overall AMI, it reflects higher housing need and earns corresponding points.	https://tinyurl.com/yc4epv9j
Less than the median area income	1		
Significantly less than median area income	2		
Is this project located within a FEMA declared disaster area?	1	1. Visit the FEMA Disaster Declarations website. 2. Use the search bar or map to find your state and county. 3. Review recent disaster declarations and confirm whether your project area falls within a designated county. 4. Record the Disaster Number, Declaration Type, and Date if applicable.	https://www.fema.gov/disaster/declarations
		Letters of support should come from local leaders, partner organizations, housing authorities, nonprofits, or community groups that are familiar with your project or housing initiatives. Strong letters will highlight the organization's relationship to the applicant, the importance of the proposed project, and the expected community impact or benefit.	

Letters of Support	up to 2 pts	You may submit up to two letters in total, earning one point per letter submitted.	
Demonstrated Progress	**Point Value**	**Notes**	**Documents/Links**
How many CHIP awards has your community received in the past 10 years?		Indicate the total number of CHIP awards your community has received within the past 10 years. This information helps assess your community's experience and program capacity.	
	Points	If your community has received three (3) or more CHIP awards in the past ten years, you should be completing the Tier 3 application.	
1 Award	2	DCA will verify this information internally — no documentation upload is required.	
2 Awards	1		
What percentage of your current/open CHIP awards are complete?	**Points**	**Notes**	**Documentation/Links**
<50 % completed	0	Base your response on your most recent CHIP award (if applicable). Select the option that best reflects the percentage of activities completed to date. This includes units completed, funds expended, and progress toward project closeout.	
50-75% completed	1		DCA will internally verify the answer your provide.
Greater than 75% completed	2		
		In the space provided briefly summarize the current status of any open or active CHIP awards. Your response should include:	

Provide a short update on any CHIP award(s) that are still open, including percent spent and timeline to completion.		-The percentage of funds spent to date;
		-The number of units completed or underway; and
	0	-The estimated timeline for full project completion.
		- Focus on key progress indicators rather than detailed financial reporting.

Across all CHIP awards, how many homes has your community rehabbed to date?			
	Points	Notes	Documentation/Links
< 10 homes rehabbed	0	Provide the total number of homes rehabilitated through CHIP-funded projects in your community to date (across all previous CHIP awards). - This information helps DCA assess your community's experience and performance within the CHIP program.	
10-30 homes rehabbed	1		
> 30 homes rehabbed	2	- DCA will verify this number internally using past CHIP award documentation and performance records.	
		Use this space to reflect on your community's experience managing CHIP funds and the progress achieved under your most recent awards. Focus on concise, outcome-based information that demonstrates capacity and continuous improvement. Your response may include: - Major milestones or accomplishments (e.g., homes completed, partnerships formed);	

		- Key outputs or outcomes;	
		- Barriers your community faced and how they were overcome; and	
		- Lessons learned that will strengthen future CHIP implementation.	
Provide a brief narrative summarizing key milestones, outputs, barriers overcome and lessons learned.	up to 20 pts		Insert your narrative in the space provided in the application
Evidence of Progress	up to 10 pts	Please attach a document that shows before and after photos of past completed projects and outlines, on average, how long it takes for each unit to be renovated and turned back over to the family.	
Testimonials from homeowners	up to 3 pts	Provide up to three written testimonials or statements from homeowners who have benefited from past CHIP-funded rehabilitation projects. Testimonials should highlight the impact of the program on the homeowner's quality of life, housing stability, or neighborhood improvement. Strong submissions may include brief quotes, letters, or short summaries of individual success stories. One point will be awarded for each individual testimonial.	
Planning and Policy Commitment	**Point Value**	**Notes**	**Documents/Links**
		Select "Yes" if your community has adopted a formal Affordable Housing Plan that aligns with this project's goals. If you are unsure, contact your city or county planning department, regional commission, or local housing committee to confirm.	

Has your community adopted an affordable housing or development plan that supports this project?	up to 20 pts	A strong affordable housing plan should include: - A data-driven assessment of local housing needs; - Goals and strategies to expand affordable housing options; - Identification of priority populations or target areas; - Implementation steps, timelines, or funding strategies; and - Evidence of community or stakeholder engagement in plan development. Communities with adopted, actionable plans demonstrate stronger alignment with local housing priorities.	If "Yes", upload a copy of the adopted plan in the area provided.
		Select "Yes" if your community's Comprehensive Plan is current (adopted or updated within the last 5 years) and includes specific housing-related goals, policies, or strategies. A strong Comprehensive Plan should include: - A housing element or section with data on local housing conditions; - Goals or policies addressing affordability, preservation, or development;	

Does your community have a current, adopted Comprehensive Plan that identifies affordable housing needs or strategies?	up to 20 pts	- Implementation strategies or actions to improve housing outcomes; and - Evidence of local adoption (such as a resolution or cover page with adoption date).	If "Yes", upload a copy of the adopted plan in the area provided.
Please upload a project implementation plan, budget and timeline for the proposed award cycle.	1	Your submission should include a clear plan that outlines: - Key implementation steps and milestones (e.g., predevelopment, procurement, construction, closeout); - A detailed budget showing CHIP and non-CHIP funding sources; and - A timeline covering the full award cycle, from contract execution through project completion. A strong submission will demonstrate readiness, feasible pacing, and alignment with CHIP program requirements.	
Do you have signed agreements, MOUs, or contracts with project partners to support delivery?	1	Submit signed agreements, MOUs, or contracts that outline project roles and responsibilities among participating partners, such as developers, contractors, subcontractors, or local governments.	Upload all relevant agreements or MOUs
Staffing Plan or External Partnership	**Point Value**	**Notes**	**Documents/Links**

Designated point person	1	Please identify the name of a designated point person for the city or the non-profit applying for this award. This is not the grant administrator. In the following identified areas, you will also be asked to provide their title, email address, and phone number.	NA
CHIP Team Member Roster	1	Use the CHIP Team Member Roster Template provided by DCA in the documents and links section to the right to identify all staff and partners involved in program delivery. This roster helps DCA assess team capacity and program readiness.	https://tinyurl.com/3nm85wjb
Resume or Signed MOU	1	Please enclose a copy of your designated point person's resume.	Attach as PDF
Who will serve as your independent inspector?	1	In the space provided, please give the name, company, and contact information for the independent inspector who will be responsible for inspecting rehabilitation work to ensure compliance with CHIP and HUD standards. If an inspector has not yet been selected, indicate your anticipated selection process or timeline. The independent inspector must be qualified, impartial, and not directly involved in construction activities or the payment of contractors.	
		In the space provided, upload a document that lists all licensed and qualified contractors who will perform rehabilitation work under this CHIP project. Include each contractor: - Company name - Contact information - License or certification number (if applicable)	

	Point Value	Notes	Documents/Links
Provide a list of qualified contractors who are capable of performing rehabilitation work.	1	- Experience with federally funded or housing rehabilitation programs If contractors have not yet been selected, describe your procurement process and anticipated timeline for selection. All contractors must meet federal procurement and conflict-of-interest requirements.	
Training or Technical Assistance	**Point Value**	**Notes**	**Documents/Links**
Has the designated point person for this project previously completed DCA's CHIP Onboarding training?	1	These questions assess the training and technical knowledge of the staff member serving as the designated point person for the CHIP project. Relevant training may include sessions offered by DCA, HUD, regional commissions, or recognized professional organizations. Applicants should provide specific details if any "Yes" responses are selected.	If you answered yes to any of the questions above, please describe what training was completed, who offered the training and when the training took place, in the space provided.
Has the designated point person participated in any CHIP program training within the last two years?	1		

Has the designated point person completed training on HUD Environmental Review (Part 58)?	1	This section is for evaluation of program readiness and capacity.	
Has the designated point person received training on federal procurement requirements?	1		

Tier 3 - Owner Occupied Rehab			
Score Summary	**Weight**		
Demonstrated Need	40%		
Completion Rate & Spend Down	25%		
Readiness to Proceed & Leveraging	15%		
Planning Alignment	10%		
Training or Technical Assistance	10%		
Total Weighted Score	100%		
Demonstrated Need	**Point Value**	**Notes**	**Documents/Links**
1What percentage of homes in your community were built before 1980?	**Points**		
80% and above	10	To find this information:	
70–79%	9	1. Visit the Georgia Municipal Association (GMA) website using the link provided.	

60–69%	8	2. Select your city from the list.	https://www.gacities.com/gma-cities-districts/gma-member-cities
50–59%	6	3. Under your city's profile, locate the "Housing" section.	
40–49%	4	4. Find the data labeled "Year Structure Built."	
< 30%	2	5. The % illustrated as "Before 1980" is the data point you will enter.	

What is the poverty rate in the target census tract?	Points	Notes	Documentation/Links
>30/1%	3	Using the link provided, search to find the census tract for the area in which you would like to develop. Once you have found that area, click on the highlighted census tract. At the top you should see text that reads "Percentage of all-age population whose income in the past 12 months is below the poverty level." Use that number to determine which box you should check. Please take a screenshot and enclose it as supporting documentation at the end of the application.	https://tinyurl.com/yc4epv9j

Capture a screenshot to provide as supplemental documentation at the end of this application. |
20.1- 30%	2		
10.1-20%	1		
<10%	0		

How does the median income of the target area (census tract) compare to the overall area median income (that of the community)?	Points	Notes	Documentation/Links
Equal to the median area income	0	Use this question to demonstrate relative need within your project's target area.	

		To determine how the target area median income (AMI) compares to the overall area median income, applicants may use data from the: - U.S. Census Bureau (ACS 5-Year Estimates); using the link provided.	
Greater than the median area income	0	If the target area has a median income less than or significantly less than the overall AMI, it reflects higher housing need and earns corresponding points.	https://tinyurl.com/yc4epv9j
Less than the median area income	1		
Significantly less than median area income	2		
Is this project located within a FEMA declared disaster area?	1	1. Visit the FEMA Disaster Declarations website. 2. Use the search bar or map to find your state and county. 3. Review recent disaster declarations and confirm whether your project area falls within a designated county. 4. Record the Disaster Number, Declaration Type, and Date if applicable.	https://www.fema.gov/disaster/declar ations
		Letters of support should come from local leaders, partner organizations, housing authorities, nonprofits, or community groups that are familiar with your project or housing initiatives. Strong letters will highlight: The organization's relationship to the applicant; The importance of the proposed project; and tThe expected community impact or benefit.	

Letters of Support	up to 2 pts	You may submit up to two letters total, earning one point per letter submitted.	
Provide a narrative describing why this program is still needed in your community and how residents/partners will be engaged.	up to 20 pts	Use this space to explain the ongoing need for housing rehabilitation in your community and how your program will address it. Your response should include: - The current housing challenges or unmet needs driving demand for CHIP; - How the program aligns with your local housing goals or plans; and - How you will engage residents, local leaders, and partner organizations throughout program implementation. Strong responses will show community support, partnership coordination, and a clear understanding of ongoing housing needs.	

Completion Rate & Spend **Down**	**Point Value**	**Notes**	**Documents/Links**
Total Number of CHIP Awards	**Points**	Indicate the total number of CHIP awards your community has received within the past 10 years. This information helps assess your community's experience and program capacity.	
3-5 Awards	2		
6-8 Awards	1	If your community has received fewer than 3 CHIP awards in the past ten years, you should be completing the Tier 2 application. DCA will verify this information internally — no documentation upload is required.	
9+ Awards	0		
What percentage of your current/open CHIP awards are complete?	**Points**	Notes	Documentation/Links
<50 % completed	0	Base your response on your most recent CHIP award (if applicable). Select the option that best reflects the percentage of	DCA will internally verify the answer you provide.
50-75% completed	1		

	Points	Notes	Documentation/Links
Greater than 75% completed	2	activities completed to date. This includes units completed, funds expended, and progress toward project closeout.	
Provide a short update on any CHIP award(s) that are still open, including percent spent and timeline to completion.	0	In the space provided, briefly summarize the current status of any open or active CHIP awards. Your response should include: -The percentage of funds spent to date; -The number of units completed or underway; and -The estimated timeline for full project completion. - Focus on key progress indicators rather than detailed financial reporting.	
Across all CHIP awards, how many homes has your community rehabbed to date?	**Points**	**Notes**	**Documentation/Links**
< 10 homes rehabbed	0	Provide the total number of homes rehabilitated through CHIP-funded projects in your community to date (across all previous CHIP awards). - This information helps DCA assess your community's experience and performance within the CHIP program. - DCA will verify this number internally using past CHIP award documentation and performance records.	
10-30 homes rehabbed	1		
> 30 homes rehabbed	2		
		Use this space to reflect on your community's experience managing CHIP funds and the progress achieved under your most recent awards. Focus on concise, outcome-based information that	

		Notes	Documents/Links
		demonstrates capacity and continuous improvement.	
Provide a brief narrative summarizing key milestones, outputs, barriers overcome and lessons learned.	up to 20 pts	Your response may include: - Major milestones or accomplishments (e.g., homes completed, partnerships formed); - Key outputs or outcomes; - Barriers your community faced and how they were overcome; and - Lessons learned that will strengthen future CHIP implementation.	Insert your narrative in the space provided in the application
Evidence of Progress	up to 10 pts	Please attach a document that includes before-and-after photos of past completed projects and outlines, on average, the time it takes for each unit to be renovated and returned to the family.	
Testimonials from homeowners	up to 3 pts	Provide up to three written testimonials or statements from homeowners who have benefited from past CHIP-funded rehabilitation projects. Testimonials should highlight the impact of the program on the homeowner's quality of life, housing stability, or neighborhood improvement. Strong submissions may include brief quotes, letters, or short summaries of individual success stories. One point will be awarded for each individual testimonial.	
Readiness to Proceed & Leveraging	**Point Value**	**Notes**	**Documents/Links**

| Has your community adopted an affordable housing or development plan that supports this project? | up to 20 pts | Select "Yes" if your community has adopted a formal Affordable Housing Plan that aligns with this project's goals.

If you are unsure, contact your city or county planning department, regional commission, or local housing committee to confirm.

A strong affordable housing plan should include:
- A data-driven assessment of local housing needs;
- Goals and strategies to expand affordable housing options;
- Identification of priority populations or target areas;
- Implementation steps, timelines, or funding strategies; and
- Evidence of community or stakeholder engagement in plan development.

Communities with adopted, actionable plans demonstrate stronger alignment with local housing priorities. | If "Yes", upload a copy of the adopted plan in the area provided. |
| | | Select "Yes" if your community's Comprehensive Plan is current (adopted or updated within the last 5 years) and includes specific housing-related goals, policies, or strategies.

A strong Comprehensive Plan should include: | |

Does your community have a current, adopted Comprehensive Plan that identifies affordable housing needs or strategies?	up to 20 pts	- A housing element or section with data on local housing conditions; - Goals or policies addressing affordability, preservation, or development; - Implementation strategies or actions to improve housing outcomes; and - Evidence of local adoption (such as a resolution or cover page with adoption date).	If "Yes", upload a copy of the adopted plan in the area provided.
Please upload a project implementation plan, budget and timeline for the proposed award cycle.	1	Your submission should include a clear plan that outlines: - Key implementation steps and milestones (e.g., predevelopment, procurement, construction, closeout); - A detailed budget showing CHIP and non-CHIP funding sources; and - A timeline covering the full award cycle, from contract execution through project completion. A strong submission will demonstrate readiness, feasible pacing, and alignment with CHIP program requirements.	
What percentage of total project costs will be covered by non-CHIP funds (leveraged funds)?	**Points**	**Notes**	**Documentation/Links**
<10%	**0**		
10-19% match	2	Indicate the percentage of total project costs that will be supported by non-CHIP funding sources, such as local funds, private investment, in-kind contributions, or other grants.	

20-29% match	4	Leveraged funds demonstrate local commitment and strengthen overall project feasibility.	Upload a funding summary or budget sheet that identifies CHIP and non-CHIP sources in the Supplemental Materials section at the end of the application.
30-39% match	6		
40-49% match	8	If you are unsure of the final percentage, provide your best current estimate based on secured and anticipated commitments.	
>50% match	10		
Will your project include in-kind contributions (e.g., land donations, waived fees, volunteer labor)?	1	Select Yes if your project will include any in-kind contributions such as donated land, construction materials, waived permitting fees, or volunteer labor. In-kind resources DO NOT count toward your total leveraged funds, but should be included in the same funding summary or budget sheet submitted for the previous question.	If Yes, include a brief description and estimated value of in-kind resources in the same funding summary or budget sheet uploaded in the Supplemental Materials section at the end of the application.
Do you have signed agreements, MOUs, or contracts with project partners to support delivery?		Submit signed agreements, MOUs, or contracts that outline project roles and responsibilities among participating partners, such as developers, contractors, subcontractors, or local governments.	

	1		Upload all relevant agreements or MOUs

Planning Alignment	Point Value	Notes	Documents/Links
Designated point person	1	Please identify the name of a designated point person for the city or the non-profit applying for this award. This is not the grant administrator. In the following identified areas, you will also be asked to provide their title, email address, and phone number.	NA
Resume or Signed MOU	1	Please enclose a copy of your designated point person's resume.	Attach as PDF
CHIP Team Member Roster	1	Use the CHIP Team Member Roster Template provided by DCA in the documents and links section to the right to identify all staff and partners involved in program delivery. This roster helps DCA assess team capacity and program readiness.	https://tinyurl.com/3nm85wjb
Who will serve as your independent inspector?	1	In the space provided, please give the name, company, and contact information for the independent inspector who will be responsible for inspecting rehabilitation work to ensure compliance with CHIP and HUD standards. If an inspector has not yet been selected, indicate your anticipated selection process or timeline. The independent inspector must be qualified, impartial, and not directly involved in construction activities or the payment of contractors.	

Provide a list of qualified contractors who will perform rehabilitation work.	1	In the space provided, upload a document which lists all licensed and qualified contractors who will perform rehabilitation work under this CHIP project. Include each contractor's: - Company name - Contact information - License or certification number (if applicable) - Experience with federally funded or housing rehabilitation programs If contractors have not yet been selected, describe your procurement process and anticipated timeline for selection. All contractors must meet federal procurement and conflict-of-interest requirements.

What other housing programs or resources are currently being used by your community?	Points	Notes	Documentation/Links
LIHTC/ HOME ARP	1	Select all active housing programs or resources currently being used within your community. This information helps DCA understand how CHIP aligns with your community's overall housing strategy. DCA will verify all responses internally — no documentation upload is required.	
Rural Workforce Housing Initiative (Grant or Loan)	1		
CDBG	1		
GICH Alumni or GICH Senior community	1		
Plan First Designation	1		
Are you working with a grant administrator with CHIP experience?	0	If yes, please identify the individual. There are no points associated with this question.	

Training or Technical Assistance	Point Value	Notes	Documents/Links
Has the designated point person for this project previously completed DCA's CHIP Onboarding training?	1	These questions assess the training and technical knowledge of the staff member serving as the designated point person for the CHIP project. Relevant training may include sessions offered by DCA, HUD, regional commissions, or recognized professional organizations.	If you answered yes to any of the questions above, please describe what training was completed, who offered the training and when the training took place, in the space provided.
Has the designated point person participated in any CHIP program training within the last two years?	1	Applicants should provide specific details if any "Yes" responses are selected.	
Has the designated point person completed training on HUD Environmental Review (Part 58)?	1		
Has the designated point person received training on federal procurement requirements?	1	This section is for the evaluation of program readiness and capacity.	

CHIP TEAM MEMBER ROSTER

CHIP Team Member Roster		
Contact Information	**Housing Experience**	**Board Representation**
Name:		
Email:		
Phone :		**Committees**
Address:		
	Has Construction Experience		**Signed Commitment Letter**	
Name:	**Housing Experience**	
Email:		
Phone :		**Committees**
Address:		
	Has Construction Experience		**Signed Commitment Letter**	
Name:	**Housing Experience**	
Email:		
Phone :		**Committees**
Address:		
	Has Construction Experience		**Signed Commitment Letter**	
Name:	**Housing Experience**	
Email:		
Phone :		**Committees**
Address:		
	Has Construction Experience		**Signed Commitment Letter**	