



2019 Community HOME Investment Program (CHIP) 2019 Grant Application Manual

Summary

The Georgia Department of Community Development will make available \$5,000,000 in Community HOME Investment Program (CHIP) grant funds to local government, nonprofit, and public housing authority applicants to provide housing rehabilitation of owner-occupied single family homes and new construction and reconstruction of affordable single-family housing units for sale to income eligible home buyers.

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

Eligible Applicants

- Current CHIP grantees with more than 50% of CHIP funds expended on December 1, 2018
- City and County Governments in Georgia excluding HUD HOME Participating Jurisdictions government receiving HUD HOME funds directly
- Public Housing Authorities
- Nonprofits with 501(c)(3) or 501(c)(4) tax exempt status

Eligible activities and funding limits:

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

This manual includes the following documents:

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

Webinar:

An informational webinar will be held on Tuesday, October 2, 2018 from 10:00-11:00 am and recorded and posted on the DCA website to be viewed at any time. To register for the webinar, go to: <https://attendee.gotowebinar.com/register/8554940828369476354>

Deadline:

The CHIP 2019 grant application form with all relevant attachments must be submitted by email to CHIP@dca.ga.gov and the \$250 application fee check must be mailed and postmarked by: **Wednesday, December 5, 2018 at 4:00 p.m.**

Table of Contents

Contents

Summary	1
Notice of Funding Opportunity	Error! Bookmark not defined.
Application Instructions.....	13
Scoring Criteria	20
Grant Application form for Owner-Occupied Housing Rehabilitation Activities.....	23
Grant Application form for Single-Family Housing Development Activities.....	27
Certificate of Assurances form	31

Georgia Department of Community Affairs
Community HOME Investment Program (CHIP)
Notice of Funds Availability
September 4, 2018

OVERVIEW

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

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

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

A copy of this NOFA and the Application package and other related materials will be available on the DCA website at the link listed below within seven (7) business days of the posting of this NOFA. <https://dca.ga.gov/housing/rental-housing-development/home-investment-partnership-program-home/community-home>

II. AMOUNT OF FUNDS AVAILABLE FOR AWARD

DCA anticipates that approximately five million dollars (\$5,000,000) will be available under this NOFA. DCA reserves the right to fund, in whole or in part, any, all, or none of the applications submitted in response to this NOFA.

III. MINIMUM AND MAXIMUM AMOUNTS OF HOME FUNDS PER DEVELOPMENT

DCA will award up to \$300,000 per application submitted for housing rehabilitation of owner occupied homes; or up to \$600,000 per application for new construction or reconstruction of homes for sale to home buyers. Eligible Applicants may submit only one Application.

IV. ELIGIBLE APPLICANTS

A. Subrecipient Role

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

“Subrecipient” means “a public agency or nonprofit organization selected by the participating jurisdiction to administer all or some of the participating jurisdiction’s HOME programs to produce affordable housing A public agency or nonprofit organization that receives HOME funds solely as a developer or owner of a housing project is not a Subrecipient. The participating jurisdiction’s selection of a Subrecipient is not subject to the procurement procedures and requirements.”

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

Administrative responsibilities of the Subrecipient will include, but are not limited to

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

DCA intends to enter into a formal written agreement with each selected Applicant no later than June 30, 2019.

B. Eligible Applicant Entities

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

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

All Applicants must meet the following requirements:

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

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

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

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

management and meet the following criteria:

At the time of application, the authorized signatory of the Applicant (e.g. Chief Executive Officer) must demonstrate compliance with O.C.G.A. §50-36-1 (e) (2)-Verification of Lawful Presence within the United States

At the time of application, all non-profit applicants also must be in compliance with O.C.G.A. Section 50-20-1 through 50-20-8. Successful applicants must remain in compliance with this section through program closeout. DCA will not fund any activity should the non-profit or public housing authority fall out of compliance with O.C.G.A. Section 50-20 et. seq. until such time that the entity's compliance has been determined by Georgia Department of Audits and Accounts and, subsequently, the Commissioner of DCA has authorized proceeding with funding of existing commitments.

D. Additional Eligibility Requirements for Applicants – Local Governments

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

1. Local governments that received a grant award under the Community HOME Investment Program (CHIP) in the 2018 or any prior grant year must have expended all at least 50% of all project and administrative funds by December 1, 2018, in order to be qualified as an applicant.
2. Local governments should also be in compliance with the audit report/grant certification form submission requirements as provided under O.C.G.A. Section 36-81-7 and Section 36-81-8.1.

V. ACTIVITY SUMMARY

A. Home Buyer Development

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

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

Fees to developers that complete developments funded under this NOFA shall be 15% of the total development cost not including the value of the land if acquisition funds are provided. This amount may be reduced if there is an identity of interest between the developer and the contractor working on the development. Subrecipients are eligible to receive project delivery costs of up to 5% of the HOME-funded total development cost. All eligible project delivery costs must be identified by the Subrecipient.

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

purchase education services for each new home buyer are encouraged.

B. Housing Rehabilitation of Owner-Occupied Single Family Homes

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

VI. APPLICATION REVIEW PROCESS

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

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

VI. SELECTION PRIORITIES

1. Experience of the Proposed Subrecipient

Both the experience of the applicant in administering HOME funds as a Subrecipient and/or the applicant's experience in developing or administering the development of similar units will be considered.

2. Leveraging

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

3. Readiness to Proceed

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

The identification of proposed development sites is not required at the time of submission. However, if sites have been identified and site control is in place for the applicant or owner, priority will be given to these applications. Site control is identified as (A) A Warranty Deed that conveys title to the subject property(ies) to the Applicant or proposed owner, (B) a legally binding contract to purchase the proposed project site(s) in the name of the Applicant or ownership entity, or (C) a legally binding contract for a binding long-term ground lease, with a minimum term of 45 years.

4. Comprehensive Community Strategy:

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

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

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

VIII. APPLICATION PROCEDURES AND AWARD ANNOUNCEMENTS

A. Application Submission Instructions

Deadline: December 5, 2018 at 4:00 p.m.

Any applications received after the designated date and time will not be considered for funding. All successfully submitted application will receive a confirmation of receipt email.

The CHIP 2019 Grant Application must be submitted by email to CHIP@dca.ga.gov.

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

CHIP 2019 Application Form with the file name *CHIP 2019 [Applicant Name] Application* (for example *CHIP 2019 Anytown Application*)

CHIP 2019 [Applicant Name] Proposed Budget

CHIP 2019 [Applicant Name] Experience Narrative

CHIP 2019 [Applicant Name] Administration Experience

CHIP 2019 [Applicant Name] Qualified Partners

CHIP 2019 [Applicant Name] Construction Plans

CHIP 2019 [Applicant Name] Target Area

CHIP 2019 [Applicant Name] Current Housing Conditions

CHIP 2019 [Applicant Name] Real Estate Development Market Analysis

CHIP 2019 [Applicant Name] Affordable Housing Plan

CHIP 2019 [Applicant Name] Signed Certification Form

Nonprofits must also include the IRS nonprofit designation letter

Word Version of the Application Form

This 2019 CHIP Application packet has been posted to DCA website in PDF format. For your convenience, DCA will provide a Microsoft Word version of the Application form (Appendix A). Please email CHIP@dca.ga.gov for a Word version of the CHIP 2019 Application form.

Application Fee

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

Application fee mailing address

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

B. Application Award and Notification

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

IX. TIMEFRAME FOR COMMENCEMENT AND COMPLETION OF DEVELOPMENTS

All HOME funds must generally be expended and all development activity must be completed within twenty-four (24) months of DCA's contract start date of August 1, 2019. "Completion" is defined as all construction activities being complete, all development funds expended, all final inspections have taken place, and certificates of occupancy issued.

All home buyer units must have ratified sales contracts within nine (9) months of the issuance of a certificate of occupancy for the unit or the unsold unit must be converted to a HOME-funded rental unit.

X. COMPLIANCE WITH OTHER FEDERAL REQUIREMENTS

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

A. Non-Discrimination and Equal Access

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

B. Fair Housing and Equal Opportunity

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

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

C. Accessibility for Individuals with Disabilities

- Section 504 of the Rehabilitation Act of 1973

D. Equal Opportunity

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

E. Contracting and Procurement

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

F. Environmental Protection

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

G. Lead Based Paint

- Section 1012 and 1013 of the Residential Anti-Lead Based Paint Hazard Reduction Act of 1992, which is Title X of the Housing and Community Development Act of 1992 and implementing regulations at 24 CFR Part 35

H. Acquisition and Relocation

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

I. Financial Management

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

J. Housing

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

K. Labor Standards

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

L. General

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

Section XI. COMPLIANCE WITH STATE REQUIREMENTS

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

A. Immigration

- O.C.G.A. 50-36-1, Verification of Lawful Presence within the United States
- HB 87, Illegal Immigration Reform and Enforcement Act of 2011

B. Non-profit Contractors

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

C. Single-family Construction Requirements

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

XII. COMMUNITY INTEGRATION FOR PERSONS WITH DISABILITIES

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

DCA defines a "person with a disability" as "Any person who has a physical or mental impairment that substantially limits one or more major life activities; has a record of such impairment; or is regarded as having such impairment." In general, a physical or mental impairment includes hearing, mobility and visual impairments, chronic substance abuse issues, chronic mental illness, AIDS, AIDS Related Complex, and mental retardation that substantially limit one or more major life activities. Major life activities include walking, talking, hearing, seeing, breathing, learning, performing manual tasks and caring for oneself.

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

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

XIII. PROPERTY STANDARDS

All funded properties must meet certain property standards. At minimum, all units must meet HUD’s Uniform Physical Condition Standards (UPCS). However, the HOME regulation also requires that all housing that is rehabilitated or financed with HOME funds must meet all applicable local codes (including state codes), rehabilitation standards, ordinances, and zoning ordinances at the time of development completion. The State Code can be found at the following link:

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

XIV. PERIOD OF AFFORDABILITY COMPLIANCE

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

For homeownership developments, the liens will be considered satisfied by the owner's continued occupancy in the home as their primary residence as verified throughout the period of affordability. Failure to fulfill this requirement during this time frame will result in a recapture of net proceeds as described in DCA's 2018-2022 Consolidated Plan including the 2018 Annual Action Plan.

CHIP 2019 Application Instructions

Section 1: General Information

A. Contact Information

Complete the contact information for the applicant and the grant administrator (if applicable). Applicants may choose to, but are not required to, enter into contract with an experienced grant administrator to carry out CHIP funded activities. DCA does not currently maintain a list of qualified grant administrators. Contact CHIP staff for information about current grant administrators if needed.

B. Proposed Activity

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

1. Housing rehabilitation of owner occupied homes
2. New construction of homes and/or reconstruction of vacant single-family homes for sale to income eligible homebuyers

Write in the number of proposed homes to be rehabilitated or built for each activity

C. Proposed Budget and Leveraging

For their project budgets applicants may request

- Up to \$300,000 for owner-occupied housing rehabilitation activities, or
- Up to \$600,000 for new construction/reconstruction of homes for sale

Match

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

Required Attachment

Attach a PDF narrative detailing the applicant's proposed budget, estimated cost per unit, and sources and uses of matched funds. For housing development, also include the cost for property acquisition (or value of land if donated), projected construction hard costs and soft costs, and projected sale prices. Matched resources may be in the form of cash or in-kind contributions. Examples of match are cash from other grants, land values, donated services, and waived permit fees. Points will be awarded for more match provided and bonus points will be provided to applicants that provide the highest cost-per-unit ratio. this narrative as a PDF with the file name **Proposed Budget**.

Section 2: Capacity and Project Readiness

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

A. Project Experience

Required Attachment

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

- 1.) If the applicant has received CHIP funds in the past or has a CHIP grant underway, attach a narrative explaining the grant accomplishments.

For grants that have been closed out:

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

For grants that are underway:

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

- 2.) If the applicant has not received a CHIP grant in the past but has other relevant affordable housing rehabilitation or new construction, experience especially if the grantee has managed CDBG, NSP, or other HOME funded projects, attach a narrative of the applicants accomplishments.

Include in your narrative:

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

B. Staff Experience

Required Attachment:

Attach the resumes and an experience narrative for each staff person and/or grant administrators who will be responsible for administering the CHIP grant if awarded. Attach this narrative as a PDF with the file name **Administration Experience**.

C. Project Readiness

It is not required that the applicant has any of the following qualified staff/consultants however points

will be awarded for the number of qualified staff/consultants already in place.

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

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

- Building Inspectors with UPCS certification
- EPA certified Lead inspectors
- Historic preservation consultants certified by the Georgia Department of Natural Resources Historic Preservation Division
- Qualified construction contractors who can bid on the projects (contractors must be state certified, lead abatement certified (for rehabilitation of buildings built before 1978), and insured)
- Real estate appraiser

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

- HUD/DCA certified pre-purchase housing counselors
- Realtors
- Lenders
- Developers
- Builders
- Real estate legal consultants

D. Project Readiness: Construction Plans

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

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

For reconstruction of vacant homes for rehabilitation provide the following:

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

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

- Addresses
- Current owners. Applicants will receive funding priority if they have site control (i.e. contracted authority to build on a site, through ownership, long-term lease or the purchase of an option to buy the land at an agreed price within a specified period)
- Current property values
- Plans and Specs
- Cost estimates
- Pictures of vacant land and adjacent property
- Map of historically designated neighborhoods in the target area noting the location of the vacant property. If the property is in a historic district, the house plans must be approved by the local historic preservation office

Section 3: Need

A. Target Area

Provide a narrative and a map of the target area. The map at the end of these instructions shows the CHIP grant recipients funded between 2009-2018. Applicants that have not received CHIP funds in the last ten (10) years will receive three (3) points; those have not received CHIP funds in the last five (5) years will receive two (2) points; and those that have not received CHIP funds in the last three (3) years will receive one (1) point. Consult with DCA staff if needed to make this determination.

B. Geographic Priority

Federally Declared Disaster Area

One (1) point will be given to applicants in Federal Disaster Designation Counties designated between January 2015 and December 2018.

B. Transformational Communities

The applicant will receive five points if CHIP-funded activities will be provided in one of these DCA-designated Transformational Communities:

City	County	9-digit ZIP	Defined Neighborhood Description	Census Tract(s) included (partially and/or fully)
Atlanta	Fulton	30314-3370	English Avenue and Vine City neighborhoods	Includes parts of 25, 118, 23, 26
Atlanta	DeKalb	30316-2311	Terry Mill Community	Portions of 209, 236.01, 236.02, 236.03, 237)

Augusta	Richmond	30901-0000	Laney Walker and Bethlehem Urban Redevelopment Area.	Includes 14.00, 7.00, 9.00, 6.00, 106.00, 15.00
Columbus	Muscogee	31901-1959	Entirety of Census Tracts 0111.0, 0016.0, 0025.0	Entirety of 0111.0, 0016.0, 0025.0
Columbus	Muscogee	31904-7539	Contiguous boundaries of Census Tracts 114.0 and 16.0	Entirety of 114.0 and 16.0
Decatur	DeKalb	30030-4217	Entirety of Census Tract 227 (Oakhurst neighborhood)	Entirety of 227
Fort Valley	Peach	31030-4185	Entirety of Census Tracts 402 and 404	Entirety of 402 and 404
Gainesville	Hall	30501-4534	Midtown Overlay Boundary of the URP	Includes 131390011001, 131390012001
Hartwell	Hart	30643-1106	Contact DCA for a full description	Includes 9604, 9605
LaFayette	Walker	30728-2316	Bradley Street on the north, Thornton Street on the south, Oak Street on the east and Flora Street on the west	Includes 207
LaGrange	Troup	30240-6719	Voting District 2	Includes 9604, 9605.01, 9607, 9609.01, 9609.02
Macon	Bibb	31201-2310	Contact DCA for a full description	Includes parts of 105, 115, 127, 137
Marietta	Cobb	30066-0000	Contiguous boundaries of Census Tracts 302.28, 302.30, 302.29, 306.01	Entirety of 302.28, 302.30, 302.29, 306.01
Monroe	Walton	30655-2126	Boundaries of Census Tract 110700	Entirety of 110700
Oakwood	Hall	30542-2918	Entirety of Census Tract 14.04	Entirety of 14.04
Savannah	Chatham	31404-1758	Eastside, Blackshear, Benjamin Van Clark Park neighborhoods	Includes parts of 11, 20, 21
Trion	Chattooga	30753-0000	Entire town of Trion	Includes 102
Warner Robins	Houston	31088-4792	Bound on the East by GA-247, on the south by Booth Road, on the west by Pleasant Hill Rd, and on the north by a combination of roads including Watson Boulevard, Manor Court, Young Avenue, Curtis Street, and Duke Avenue	Entirety of 207 and 208, portion of 204

C. Poverty Rate

Use Census data to identify the poverty rate for the target area and list the Census Tract and the percent poverty in the table. Add more rows if necessary. Add comments if necessary if the Census data does not fully explain the rate of poverty in the area.

D. Housing Conditions

Current Housing Conditions for Owner-Occupied Housing Rehabilitation Activities

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

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

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

Real Estate Development Market Analysis

For applicants providing new construction/reconstruction of vacant homes for sale to eligible homebuyers, use real estate data to demonstrate that there is a need for new/renovated affordable single family homes in the target area.

Required attachment:

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

The market study and narrative should answer:

- Is the population of the area increasing?
- What are the characteristics of the current housing stock?
- What is the average sale price for a new single family home?
- What other redevelopment activities are taking place in the area?
- What are the positive neighborhood characteristics e.g. amenities, transportation, and good schools?
- Does the applicant have a housing counseling agency partner to help homebuyers buy a home?
- What can a person making 80% of the average median income*, the CHIP eligibility threshold, afford to buy a home in the area with/without financial assistance? Eligible homebuyers must make less than 80% of the average median income for the county. Review the average median income for the county on this HUD website and consult with a lender to determine if a homebuyer making less than 80% of the average median income in the applicant's county will be able to afford the homes proposed to be sold.

Section 4: Planning

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

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

Answer the questions in the GICH section

B. Affordable Housing Plan

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

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

Submission Instructions:

Deadline December 5, 2018 at 4:00 p.m.

Any applications received after the designated date and time will not be considered for funding. All successfully submitted application will receive a confirmation of receipt email.

Word Version of the Application Form

This 2019 CHIP Application packet has been posted to DCA website in PDF format. For your convenience, DCA will provide a Microsoft Word version of the Application forms. Please email CHIP@dca.ga.gov for a Word version of the CHIP 2019 Application forms.

Required attachments to be submitted in PDF format:

- CHIP 2019 Application Form with the file name *CHIP 2019 [Applicant Name] Application (for example CHIP 2019 Anytown Application)*
- CHIP 2019 [Applicant Name] Proposed Budget
- CHIP 2019 [Applicant Name] Experience Narrative
- CHIP 2019 [Applicant Name] Administration Experience
- CHIP 2019 [Applicant Name] Qualified Partners
- CHIP 2019 [Applicant Name] Construction Plans
- CHIP 2019 [Applicant Name] Target Area
- CHIP 2019 [Applicant Name] Current Housing Conditions
- CHIP 2019 [Applicant Name] Real Estate Development Market Analysis
- CHIP 2019 [Applicant Name] Affordable Housing Plan
- CHIP 2019 [Applicant Name] Certification with signature
- Nonprofits must also include the IRS nonprofit designation letter

The CHIP 2019 Grant Application must be submitted by email to CHIP@dca.ga.gov.

Note: the DCA email system can receive emails up to 20Mb. Check your attachment sizes before sending and contact DCA staff by December 3, 2018 for assistance if necessary.

Application Fee

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

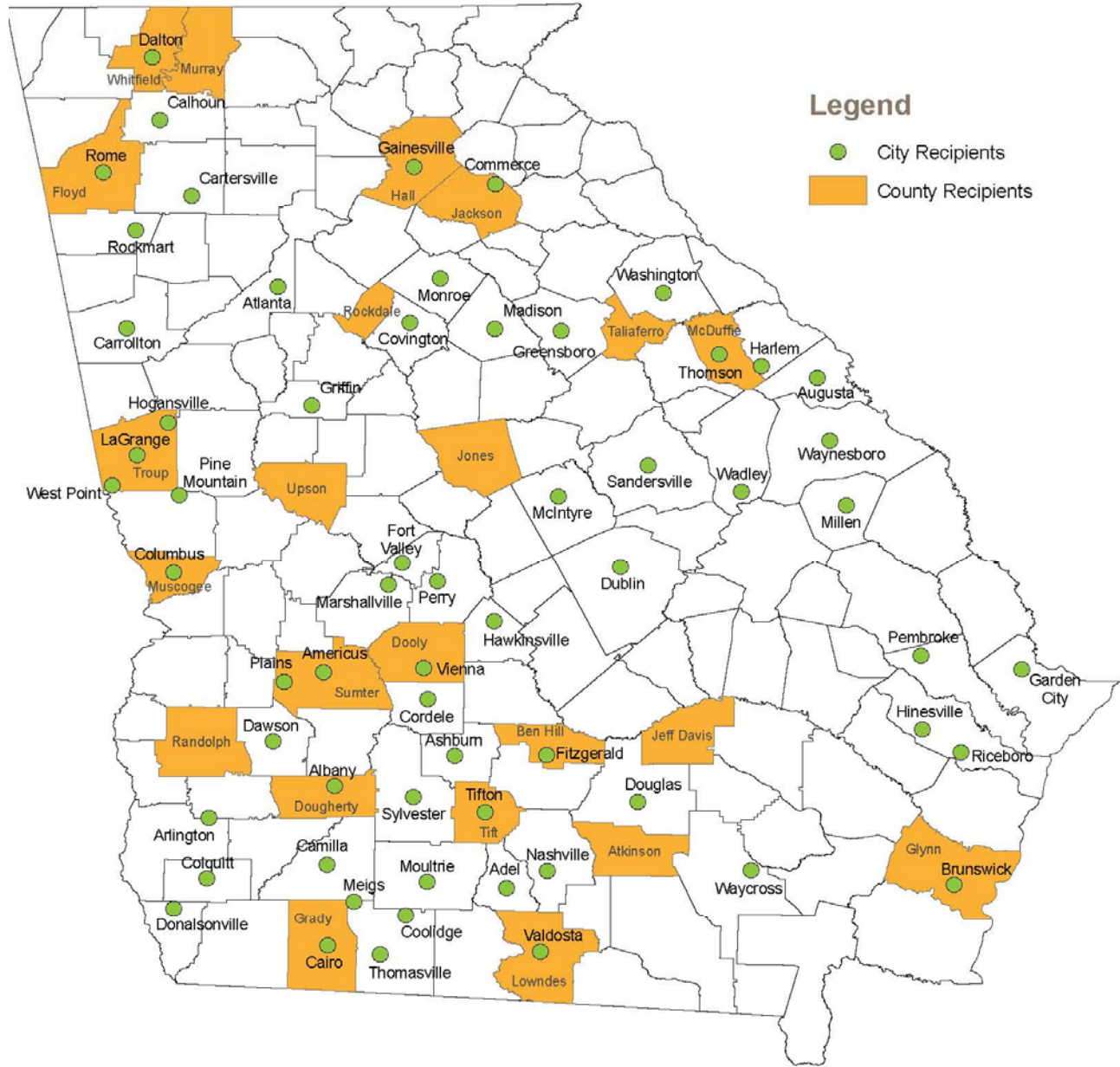
Application fee mailing address: CHIP Manager, Georgia Department of Community Affairs, 60 Executive Park South, N.E., Atlanta, GA 30329

Application Scoring

Application Sections	Owner-Occupied Rehabilitation	Housing Development
Score Summary		
Leveraged Funds (plus up to 3 bonus points)	10	10
Capacity	50	50
Need	25	25
Planning	15	15
Total	100	100
Leveraged Funds		
10-19% match	2	2
20-29% match	4	4
30-39% match	6	6
40-49% match	8	8
50+% match	10	10
<u>Bonus points</u> : Rank by number of proposed units rehabilitated or built as a result of leveraged funds		
Applicant with the highest number of units	3	3
Applicant with the second highest number of units	2	2
Applicant with the third highest number of units	1	1
Subtotal	10 + 3 bonus	10 + 3 bonus
Capacity and Readiness to Proceed		
Grantee Experience		
Full credit if narrative shows that the projects were on time, on budget, and met performance objectives	18	18
Has managed CHIP in the past or is a current grant recipient in good standing	2	2
Subtotal	20	20
Grant Administrator Experience		
No experience managing CHIP but experience managing housing construction		
1-2 years	2	2
3-5 years	4	4
Over 5 years	6	6
Experience managing CHIP		
1-2 years	6	6
3-5 years	8	8
Over 5 years	10	10
Subtotal	10	10
Readiness to Proceed: Available Qualified Staff/Consultants		
At least 1 Qualified Staff/Consultant	2	2
At least 2 Qualified Staff/Consultant	4	4
At least 3 Qualified Staff/Consultant	6	6
At least 4 Qualified Staff/Consultant	8	8

At least 5 Qualified Staff/Consultant	10	10
Project Readiness: Construction Plans		
Site control		5
Development site plans and drawings, local historic preservation review of plans if in historic district		5
Owner-occupied rehabilitation applications receive 10 points in this category	10	
Subtotal	20	20
Need		
Geographic Area		
No CHIP grant in last 3 years	1	1
No CHIP grant in last 5 years	2	2
No CHIP grant in last 10 years	3	3
In Federally designated disaster area	1	1
In a DCA designated Transformational Community	5	5
Poverty rate		
0-10%	1	4
10.1-15%	2	3
15.1-20%	3	2
20.1 + %	4	1
Housing Need: Owner-occupied rehabilitation applications		
Narrative and photos demonstrate need	12	
Housing Need: Housing development applications		
Existing housing market demonstrates need for new affordable housing		3
Average sale price of housing is not affordable		3
Growing population of people in need of housing		3
Quality neighborhood amenities		3
Subtotal	25	25
Planning		
Participation in the Georgia Initiative for Community Housing (GICH)		
Not a GICH community	0	0
Freshman	1	1
Sophomore	2	2
Junior	3	3
Active Alumni	4	4
GICH team met at least quarterly	1	1
Affordable Housing Plan		
Met 1 criteria	2	2
Met 2 criteria	4	4
Met 3 criteria	6	6
Met 4 criteria	8	8
Met 5 criteria	10	10
Subtotal	15	15

CHIP Grant Recipients 2009-2018





Community HOME Investment Program (CHIP)
2019 Grant Application
Owner-Occupied Housing Rehabilitation Activities

Section 1 GENERAL INFORMATION

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

A. Contact Information

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

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

Primary contact who can answer questions about this application:

Name:
Title:
Phone Number:
Email Address:

Grant Administrator (if applicable):

Name:
Title:
Company/Organization:
Phone Number:
Email Address:

B. Proposed Activity

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

C. Proposed Budget

Description	Example	Proposed Budget
CHIP Funds Requested		
Funds for housing rehabilitation services (Provide description. For example, \$300,000 @ \$50,000 each for 6 homes)	\$300,00	
Total CHIP Request	\$300,000	
Match		
Federal funds		
State funds		
Local funds (For example \$75,000 @ \$25,000 each for land value of 3 city-owned vacant lots)	\$75,000	
Total Proposed Budget	\$375,000	

Required Attachment

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

Section 2 CAPACITY and PROJECT READINESS

A. Project Experience

Has the applicant received CHIP grants in the past?

- Yes
 No

List the CHIP award years

Type of assistance provided with CHIP funds

- Down Payment Assistance
 Housing Rehabilitation
 New Construction

Required Attachment

Review the CHIP 2019 Application Instructions and attach a narrative as a PDF with the file name **Experience Narrative**.

B. Staff Experience

Required Attachment

Attach the resumes and an experience narrative for each staff person and/or grant administrators who will be responsible for administering the CHIP grant if awarded. Attach this narrative as a PDF with the file name **Administration Experience**.

C. Project Readiness: Qualified Staff/Consultants

Required Attachment

Review the CHIP 2019 Application Instructions and attach a narrative including all of the individuals who will be assisting the applicant with renovating homes. Include resumes and/or certifications that apply. Attach this narrative as a PDF with the file name **Qualified Staff and Consultants**

Section 3 NEED

A. Target Area

Required Attachment

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

B. Geographic Priority

Federally Declared Disaster Area

Is the applicant within a 2015-2018 federally declared disaster area?

Yes

No

List the designation and the date of designation

Transformational Communities

The applicant will receive five point if CHIP-funded activities will be provided in a DCA-designated Transformational Communities. The communities are listed in the application instructions.

Is the proposed CHIP-funded activity in a Transformational Community?

Yes

No

List the Transformational Community:

C. Poverty Rate

Census Tract	Percent Poverty
Average Percent Poverty	

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

D. Current Housing Conditions

Required Attachment

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

Section 4 PLANNING

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

Is the applicant in a GICH community?

Yes

No

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

What GICH category is the community?

Freshman

Sophomore

Junior

Alumni

Summarize the GICH meetings held in 2018 (if applicable). Include dates, topics, and attendees. Add more rows if necessary:

Date	Topic	Attendees

B. Affordable Housing Plan

Review the CHIP 2019 Application Instructions and attach this plan as a PDF with the file name **Affordable Housing Plan**

Required Attachments List:

CHIP 2019 [Applicant Name] Proposed Budget

CHIP 2019 [Applicant Name] Experience Narrative

CHIP 2019 [Applicant Name] Administration Experience

CHIP 2019 [Applicant Name] Qualified Partners

CHIP 2019 [Applicant Name] Target Area

CHIP 2019 [Applicant Name] Current Housing Conditions

CHIP 2019 [Applicant Name] Affordable Housing Plan

CHIP 2019 [Applicant Name] Certification with signatures

Nonprofits must also include the IRS nonprofit designation letter

Application Fee

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

Application fee mailing address:

CHIP Manager

Office of Activity and Public Affairs

Georgia Department of Community Affairs

60 Executive Park South, N.E.

Atlanta, GA 30329

**Community HOME Investment Program (CHIP)
2019 Grant Application**

Single-Family Housing Development Activities

Section 1 GENERAL INFORMATION

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

A. Contact Information

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

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

Primary contact who can answer questions about this application:

Name:
Title:
Phone Number:
Email Address:

Grant Administrator (if applicable):

Name:
Title:
Company/Organization:
Phone Number:
Email Address:

B. Proposed Activities

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

C. Proposed Budget

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

Required Attachment

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

Section 2 CAPACITY and PROJECT READINESS

A. Project Experience

Has the applicant received CHIP grants in the past?

Yes No

List the CHIP award years

Type of assistance provided with CHIP funds

- Down Payment Assistance
- Housing Rehabilitation
- New Construction

Required Attachment

Review the CHIP 2019 Application Instructions and attach a narrative as a PDF with the file name **Experience Narrative**.

B. Staff Experience

Required Attachment

Attach the resumes and an experience narrative for each staff person and/or grant administrators who will be responsible for administering the CHIP grant if awarded. Attach this narrative as a PDF with the file name **Administration Experience**.

C. Project Readiness: Qualified Staff/Consultants

Required Attachment

Review the CHIP 2019 Application Instructions and attach a narrative including all of the individuals who will be assisting the applicant with renovating/building/selling homes. Include resumes and/or certifications that apply. Attach this narrative as a PDF with the file name **Qualified Staff and Consultants**

D. Project Readiness: Construction Plans

Required Attachment:

Review the CHIP 2019 Application Instructions and attach a narrative including all the required items for this section in a PDF attachment with the file name **Construction Plans**

Section 3 NEED

A. Target Area

Required Attachment

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

B. Geographic Priority

Federally Declared Disaster Area

Is the applicant within a 2015-2018 federally declared disaster area?

Yes

No

List the designation and the date of designation:

Transformational Communities

The applicant will receive five point if CHIP-funded activities will be provided in a DCA-designated Transformational Communities. The communities are listed in the application instructions.

Is the proposed CHIP-funded activity in a Transformational Community?

Yes

No

List the Transformational Community:

C. Poverty Rate

Census Tract	Percent Poverty
Average Percent Poverty	

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

D. Real Estate Development Market Analysis

Required attachment:

Review the CHIP 2019 Application Instructions and attach a narrative including all the required items for this section in a PDF attachment with the file **Real Estate Development Market Analysis**.

Section 4 PLANNING

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

Is the applicant in a GICH community?

Yes No

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

What GICH category is the community?

- Freshman
- Sophomore
- Junior
- Alumni

Summarize the GICH meetings held in 2018 (if applicable). Include dates, topics, and attendees. Add more rows if necessary:

Date	Topic	Attendees

B. Affordable Housing Plan

Review the CHIP 2019 Application Instructions and attach this plan as a PDF with the file name **Affordable Housing Plan**

Required Attachments List:

- CHIP 2019 [Applicant Name] Proposed Budget
 - CHIP 2019 [Applicant Name] Experience Narrative
 - CHIP 2019 [Applicant Name] Administration Experience
 - CHIP 2019 [Applicant Name] Qualified Partners
 - CHIP 2019 [Applicant Name] Target Area
 - CHIP 2019 [Applicant Name] Construction Plans
 - CHIP 2019 [Applicant Name] Real Estate Development Market Analysis.
 - CHIP 2019 [Applicant Name] Affordable Housing Plan
 - CHIP 2019 [Applicant Name] Certification with signatures
- Nonprofits must also include the IRS nonprofit designation letter

Application Fee

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

CHIP 2019 Grant Application Certified Assurances

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

Assurances

The Applicant hereby certifies and assures that:

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

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

CERTIFICATION:

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

Submitted on behalf of the Applicant by:

By:

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

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

Attest:

By:

(Signature of Clerk or Authorized Official) Date

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