

Georgia Department of Community Affairs  
 CHIP Program  
**New Construction Activity Pre Set-up Information Form**

*General Information*

Name of Recipient:	
Grant Number:	

	Attached?	
	Yes	No
Recipient has attached an updated Signature Card reflecting changes in local program administration responsibilities	<input type="checkbox"/>	<input type="checkbox"/>

*Property/Owner Data*

Name of Property Owner as noted on Title:			
Address of Unit:	Street:		
	City:	County:	Zip:

*The following attachments are required for each unit proposed for assistance using CHIP Funds. Attachments should be included in the following order:*

	Attached?	
	Yes	No
Proposed project timeline from present through unit occupancy	<input type="checkbox"/>	<input type="checkbox"/>
Total project budget including a breakout of developer fees and project delivery costs	<input type="checkbox"/>	<input type="checkbox"/>
Copy of Existing Warranty Deed	<input type="checkbox"/>	<input type="checkbox"/>
Current market value of the property	<input type="checkbox"/>	<input type="checkbox"/>
Tier 2 Site Specific Environmental Screening Checklist with required documentation	<input type="checkbox"/>	<input type="checkbox"/>
Copies of floor plans, elevations, and site plans	<input type="checkbox"/>	<input type="checkbox"/>

Note: Activities which fail to pass Tier 2 Environmental Clearance are not eligible to receive CHIP funding. Upon review of this form and DCA's determination that the information provided is compliant with Federal and CHIP requirements, DCA will provide a "Notice of Tier 2 Environmental Clearance." At this point, the Recipient may provide a commitment letter to the development entity and allow them to begin contractor procurement activities.
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