

2017 CHIP Application

Applications are due to DCA by 4:00 p.m. on December 1, 2016.

Carefully read the instructions for each section. Instructions for this application are online at:
<http://www.dca.state.ga.us/housing/housingdevelopment/programs/homeinvestment.asp>

Section 1: General Information:

Name of the City, County, Nonprofit, or Public Housing Authority applying:

Applicant type:

City

County

Nonprofit (must attach the 501 (c)(3) or (4) determination letter)

Public Housing Authority

Has the applicant received CHIP funding in grant years 2011, 2012, 2013, 2014, or 2016?

Yes

No

Does the applicant have a remaining balance of more than 50% in CHIP grant funds?

Yes

No

Section 2: Grant Management Capacity

Describe the applicant's or the grant administrator's experience with managing financial records for federally funded grants.

Has the applicant managed CHIP grants in the past?

Yes

No

If the applicant has not managed CHIP grants in the past, has the applicant hired a grant administrator with experience managing CHIP funds?

Yes

No

If the applicant has not managed CHIP grants in the past, does the applicant plans to hire a grant administrator with experience managing CHIP funds?

Yes

No

Has the applicant managed federal grants in the past?

Yes

No

List the years that the applicant has managed federal grants?

What are the sources of federal funds?

What were the activities funded with federal funds?

Describe the plan to maintain project records for five years after the end of the grant term

Does the applicant have a staff person or contractor with Lead Based Paint Certification?

"Yes

"No

Section 3: Contact Information:

Contact name of the City, County, Nonprofit, Public Housing Authority public official:

Official address (street, city, state, zip code):

Staff contact person (if different from the official listed above):

Mailing address (if different from the address above):

Phone number:

Email address:

Tax ID Number:

DUNS Number:

Grant administrator (if applicable):

Grant administrator's phone number:

Grant administrator's email address:

Section 4: Proposed Activities

Proposed activity:

"Rehabilitation of single family owner-occupied homes

"New Construction of single family owner-occupied homes

Number of proposed homeowners assisted with rehabilitation:

Number of proposed homes to be built:

For new construction, does the applicant or applicant's partners have site control of designated build sites for the new homes?

"Yes

"No

Section 5: Community Need

List all cities and counties in the proposed service area

A. Poverty Statistics by Census Tract

Use this [map](#)

List all census tracts to be served and the percentage of persons in poverty in those census tracts. Add more rows if necessary:

Census Tract	Percent of people in poverty
Average of all Census Tract Poverty Levels:	

B. Community Need for Housing Rehabilitation:

Providing data from community studies describe the need for housing rehabilitation in your community:

Did your community conduct a housing study within the last year?

Yes

No

When was the study conducted?

What methods did you use?

Describe the findings of your housing study?

C. Community Need for New Construction:

Providing data from a market analysis describe the need for new construction in your community:

Did you community conduct a market analysis for new construction within the last year:

Yes

No

When was the analysis conducted?

What methods did you use?

Describe the findings of your market analysis?

Section 6: Community Planning

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

Is the applicant in a GICH community?

Yes

No

If the applicant is a GICH community then answer the following question:

What GICH category is the community?

Freshman

Sophomore

Junior

Alumnus

Summarize the GICH meetings held in 2016 (if applicable):

Include dates, topics, and attendees. Add more rows if necessary:

Date	Topic	Attendees

B. Community Revitalization Plan

Does the applicant's community have a community revitalization plan that meets the following criteria?

Check the boxes that apply:

The Community Revitalization Plan was officially adopted by a Local Government

The plan included public input and engagement during the planning stages

The plan is no more than four years old (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 the Application)

The plan clearly delineates a target area that includes the proposed site (for new construction)

The plan calls for the rehabilitation or production of affordable single family housing as a policy goal for the community

The plan designates implementation measures along with specific time frames for the achievement of policies and housing activities. The timeframes and implementation measures must be current and ongoing.

The plan includes an assessment of the existing physical structures and infrastructure of the community

The plan includes resources that will be utilized to implement the plan

Describe the accomplishments to date on housing activities in your community revitalization plan:

Section 7: Budget

Complete this table using the example in the instructions:

Budget Line Item	Per Unit Request	Total
Homeowner Rehabilitation:		
New Construction:		
Administration:		
Total CHIP Request		
Total Match		
Total		

Attachments:

Match Letter

Complete the match letter in the application instructions and check this box confirming that the match letter will be submitted with the application.

Certification Form

Complete the certification form in the application instructions and check this box confirming that the certification form will be submitted with the application.

Self-score

Complete the self-score worksheet in the application instructions and check this box confirming that the certification form will be submitted with the application.

Community Housing Plan

Check this box confirming that the applicant's community housing plan will be submitted with the application.

Community Housing Study

Check this box confirming that the applicant's community housing study will be submitted with the application (for housing rehabilitation activities).

Market Analysis

Check this box confirming that the applicant's market analysis will be submitted with the application (for new construction activities).

Application Fee

Check this box confirming that application fee has been mailed to DCA

Nonprofit Designation Letter (if applicable)

Check this box confirming that the nonprofit designation letter will be submitted with the application.