

Program Year 2015
Community Housing Impact and Preservation
Program

Application and Instructions

Prepared By:

Ohio

**Development
Services Agency**

Community Services Division
Office of Community Development
614.466.2285

SUBMISSION GUIDANCE

The Program Year (PY) 2015 Community Housing Impact and Preservation (CHIP) Program application will be submitted online through the Ohio Community & Energy Assistance Network (OCEAN) system. To create a new OCEAN User account or to update a previous User account, please contact David Kale at 614-752-9504 or David.Kale@development.ohio.gov. When completing your online application you will use these instructions. For assistance with navigating OCEAN, refer to the User Guide in OCEAN's Help menu. The CHIP Program application menu appears in OCEAN as follows:

- Community and Program Information
- Program Details
- CHIP Details
- Financing Data
- Project Details
- Activity Information
- Activity Outcomes and Leveraging
- Grant Request Documents
- Grant Request Checklist
- Revision
- Comments

There are three distinct ways to submit information into the OCEAN System: direct input into OCEAN, completing and uploading template documents provided by the Office of Community Development (OCD), and uploading applicant documents. If some items are not applicable to the application, those items do not need to be submitted. The direct input method will be used when entering the general program information, leveraged funds budget and primary budget.

Applicants are required to submit documents that will be evaluated as part of the review process. Open each provided template document (listed below) in OCEAN, save it to your computer, complete the required information, and then attach it in OCEAN under Grant Request Documents. Each document must be saved individually and named as shown in the list below:

- Final Recommendations
- Case Study Form
- Administrative Plan/Staff Qualification Forms
- List of Contractors
- Fair Housing Plan

Documents that are not provided by OCD or forms that are provided by OCD, but require a signature will also be evaluated. Each document must be saved individually and named as shown in the list below, and then uploaded into OCEAN under Grant Request Documents. A group of documents that represent one of the items listed may be scanned together and saved as one document, i.e., Subcontractor Commitment Letters, Landlord Letter(s) of Interest, etc. The following must be submitted in the application:

- Program Income Commitment Letter or Resolution (if applicable)
- Authorizing Legislation
- Partnership Agreement (if applicable)
- Partnership Structure Narrative (if applicable)
- Summary of HAC Meeting Minutes
- Justification for HAC Deviation (if applicable)
- Case Study Photographs (if applicable)
- Degrees

- Professional Licenses
- Professional Certifications
- Contracts (if applicable)
- Subcontractor Commitment Letters (if applicable)
- Lead Renovation, Repair, and Painting Certification
- Lead-Based Paint Risk Assessor License
- Landlord Letter(s) of Interest (if applicable)
- Habitat for Humanity Commitment Letter (if applicable)
- Policy and Procedure Manual Update (if applicable)
- Environmental Review Certification

Uploads that are not legible will be considered as missing and scored accordingly.

PY 2015 Community Housing Impact and Preservation (CHIP) Program Guidelines

Program Goal: Through an efficient, flexible, and impactful approach, the Community Housing Impact and Preservation (CHIP) Program will partner with Ohio communities to preserve and improve the affordable housing stock for low- and moderate-income Ohioans and strengthen neighborhoods through community collaboration.

Available Funds: CHIP Program grants will be awarded to units of local government and will be comprised of Community Development Block Grant (CDBG) funds, HOME Investment Partnership Funds, and Ohio Housing Trust Funds pending Controlling Board approval. CHIP Program funds will be distributed in one competitive funding round.

Eligible Jurisdictions: Jurisdictions are eligible for PY 2015 Community Housing Impact and Preservation (CHIP) Program funding only if they were eligible to apply for PY 2012 or 2013 funding under the Community Housing Improvement Program by means of having an approved Community Housing Improvement Strategy (CHIS) and CHIP Policy and Procedures Manual (PPM). Eligible jurisdictions include:

1. Non-entitlement/non-participating jurisdictions (cities and counties) with an approved Community Housing Improvement Strategy (CHIS) and CHIP Policy and Procedures Manual (eligible to receive Community Development Block Grant (CDBG), Ohio Housing Trust Fund and HOME funds);
2. Non-entitlement cities and counties that are part of a participating jurisdiction consortium, as defined by the HOME Program regulations, with a U.S. Department of Housing and Urban Development (HUD)-approved Consolidated Plan, an approved Strategies Element (Section 4 of the CHIS), and an approved CHIP Policy and Procedures Manual (eligible to receive Ohio Housing Trust Fund and CDBG funds [Communities with an allocation of more than \$400,000 from HUD per year are eligible for a maximum CHIP award of \$250,000. The remaining jurisdictions must refer to "Grant Ceiling, Single-Community Applicants, Column B"]). Jurisdictions are eligible to apply for funding as a single applicant only and will automatically receive points associated with partnership development during application scoring; and
3. Entitlement/non-participating jurisdictions (counties and cities) with an approved Consolidated Plan, an approved Strategies Element (Section 4 of the CHIS), and an approved CHIP Policy and Procedures Manual (eligible to receive HOME funds [Communities with an allocation of more than \$400,000 from HUD per year are eligible for a maximum CHIP award of \$250,000. The remaining jurisdictions must refer to "Grant Ceiling, Single-Community Applicants, Column B"]). Jurisdictions are eligible to apply for funding as a single applicant only and will automatically receive points associated with partnership development during application scoring.]).

Jurisdictions awarded PY 2014 CHIP Program funding as an applicant or a partner are not eligible to apply until PY 2016.

Grant Ceiling: Through a competitive application process, jurisdictions may apply for a maximum award as follows:

Single-Community Applicants: Single-community applicants may apply for a maximum award outlined in the chart below. Jurisdictions that are able to partner, but are applying as a single-community applicant, must refer to Column A. Points associated with partnership development will not be awarded under any circumstances when scored for funding. The remaining single-community applicants must refer to Column B.

	A	B
Single County	\$300,000	\$400,000
Single City with a population of at least 15,000	\$250,000	\$350,000
Single City with a population between 5,000 and 14,999	\$200,000	\$300,000

Partnership Applicants: Eligible jurisdictions may collaborate to form a partnership (see Partnership Composition). The maximum award for each partnership cannot exceed the aggregate maximum total amount of each CHIP Program-eligible community in the partnership as follows:

Partnering County	\$450,000
Partnering City (within its own County) with a population of at least 15,000	\$400,000
Partnering City (within its own County) with a population between 5,000 and 14,999	\$350,000

Regardless of the number of communities in the partnership, the maximum grant request cannot exceed \$1.6 million.

Partnership Composition:

Parameters for developing a partnership are as follows:

- A partnership's boundaries cannot exceed two adjacent counties.
- An eligible city can only partner within its own county, either with the county or another CHIP Program-eligible city within the county.
- One of the eligible communities (city or county) in the partnership will be the applicant/potential grantee.
- If an eligible partner is not interested in participating in the CHIP Program, the application for funding must contain an opt-out letter from the jurisdiction's CEO in order to receive points associated with partnership development. The opt-out period must be for at least two years. Such applicants must refer to "Grant Ceiling, Column B." This is an option only available to jurisdictions that are not interested in the CHIP Program at all, not for jurisdictions that choose not to partner.
- Jurisdictions are allowed to submit or be a part of only one application.

Counties without CHIP Program-eligible cities, and cities located in a non-eligible CHIP Program County, will automatically receive points associated with partnership development. Such counties have the option to form a partnership with an adjacent county and its eligible cities if feasible, using the terms associated with "Grant Ceiling, Column B".

For jurisdictions that do not have a viable partnership option because available partners were funded in PY 2014, the following options are available:

- Apply as a single-community for a one-year grant at 50 percent of the eligible maximum ceiling using the terms associated with "Grant Ceiling, Column B", and then apply in PY 2016 with an available partner(s). Points associated with partnership development will be received automatically; or
- Apply as a single community applicant using the terms associated with "Grant Ceiling, Column A"; or,
- Abstain from applying in PY 2015 and apply in PY 2016 with an available partner(s).

Prior to submitting the application, the partnership must prepare a plan for expending the awarded funds throughout each jurisdiction. The plan must be submitted in the application for the Office of Community Development to evaluate.

One of the eligible communities (city or county) in the partnership will be the applicant. The applicant will be determined by the partnership and identified in the application. The Office of Community Development expects CHIP Program services to be delivered within the partnership's jurisdictions. Partnership agreements between the applicant and partnering communities will be submitted in the application for funding. Sub-recipient agreements are prohibited.

Eligible Project Categories with Respective Activities: New housing construction, with the exception of Habitat for Humanity projects; Acquisition/Rehabilitation/Resale; Emergency Monthly Housing Payments; and all supportive activities have been removed as eligible activities that were previously eligible under the Community Housing Improvement Program. Rental Home Repair is a new activity. Therefore, an activity description must be submitted with the application for funding. Accommodations will be made in the application to fund more expensive septic systems under the Repair Assistance activity without jeopardizing the cost effectiveness score.

Rehabilitation Assistance

- Owner Rehabilitation
- Rental Rehabilitation

Repair Assistance (capped at 30percent of the total grant request)

- Owner Home Repair
- Rental Home Repair
 - New activity – an activity description must be submitted with application for funding

Homeownership Assistance

- Homeownership (Down Payment Assistance/Rehabilitation or Down Payment Assistance only
- New Construction with Habitat for Humanity

Tenant-Based Rental Assistance

Administration

Fair Housing

Application Timing:

Submission:	May 1, 2015, 11:59 p.m.
Grant Award:	September 1, 2015
Status Reports:	Semi-annually
Work Completion Date:	October 31, 2017
Drawdown Date:	November 30, 2017
Final Performance Report Due Date:	December 31, 2017

Administrative Costs: A maximum of 12 percent of the total grant request may be budgeted for eligible general administrative activities. The HOME Program administrative budget amount is limited to 10 percent of the total HOME Program funds requested. Fair housing activities may be included in the CDBG administrative funds request. Eligible administrative costs are identified at 24 CFR 570.206 for CDBG funds and 24 CFR 92.207 for HOME Program funds.

All implementation and other soft costs related to work completed on a specific unit meeting a national objective must be paid for in one of two ways: (a) these costs may be charged to the unit, or (b) these costs may be charged to administration. All implementation or soft costs associated with projects that do not meet a national objective must be charged to administration. Eligible soft costs for the CDBG Program are defined at 24 CFR Part 570.202(b) (9) and for the HOME Program at 24 CFR 92.207(b).

Program Beneficiaries: One hundred percent (100 percent) of all funds must be budgeted for activities benefiting low- or moderate-income households.

Rating Criteria: All applications are reviewed, rated, and scored based on the criteria outlined below. Applications will achieve a score between 0-100 points. The process is competitive and designed to rank in order the jurisdictions to be offered funding with the CHIP Program funds available.

Needs (15 total points)

Needs will include assessing the applicant's level of distress based upon an average of the following trends in the current census data related to low- and moderate-income household needs across the state:

- average of the participating communities percentage of low- and moderate-income populations;
- the percentage of households paying more than 35 percent of income for housing;
- age of housing stock;
- unemployment rates; and
- assessment of the community's application planning process based on required documentation submitted in the application relevant to the Housing Advisory Committee (HAC) meeting.

Capacity (25 total points)

Administrative capacity will include:

- the adequacy of the proposed administrative plan;
- the degree of consistency with application requirements;
- the administrators' experience and capacity for implementing the proposed activities; and
- the adequate filling of the required roles to successfully administer a grant.

Performance (30 total points)

Performance will include prior and current performance in administering the following aspects of any OCD-administered program:

- compliance with the grant agreement(s);
- program regulations and policies;
- resolving monitoring and/or audit findings; and
- progress in completing activities.

Impact (30 total points)

Impact will be based on:

- the applicant's demonstrated readiness to proceed with the proposed activities;
- the community's efforts to give priority in funding to the populations and areas where they will have the most positive impact;
- the consistency between the community's application and the proposed program design, federal and state program requirements, and the application requirements;
- cost effectiveness;
- leveraged non-CHIP Program funds; and
- the applicant's ability to demonstrate collaboration with other local resources.

If applicable, forming the applicant's partnership of eligible communities to administer the program will be evaluated. Counties containing no CHIP Program-eligible cities, cities that are within a non-eligible CHIP Program County and such jurisdictions not eligible to form a partnership (see "Eligible Jurisdictions #2 and #3) will automatically receive points associated for partnership development.

Residential Rehabilitation Standards: OCD has made revisions to the State of Ohio's Residential Rehabilitation Standards (RRS) to a standard more in line with the U.S. Department of Housing and Urban Development's minimum property standards. This action will result in a more effective and efficient program.

Questions: Any questions regarding the CHIP Program should be submitted by email to OCD's Residential Revitalization Program Representatives.

ELIGIBLE COMMUNITIES

The following communities are eligible for PY 2015 CHIP Program Funding if no PY 2014 CHIP Program Funds were awarded to the community as an applicant or as a partner.

PY 2015 CHIP CDBG and OHTF Eligible Communities

Trumbull County

PY 2015 CHIP HOME Eligible Communities

Clermont County	Lancaster	Sandusky
Elyria	Marietta	Steubenville
Fairborn	Newark	Warren County
Kent		

PY 2015 CHIP CDBG, OHTF, and HOME Eligible Counties

Adams	Coshocton	Hancock	Lorain	Ottawa	Tuscarawas
Allen	Crawford	Hardin	Lucas	Paulding	Union
Ashland	Darke	Harrison	Madison	Perry	Van Wert
Ashtabula	Defiance	Henry	Mahoning	Pickaway	Vinton
Athens	Delaware	Highland	Medina	Pike	Washington
Auglaize	Erie	Hocking	Meigs	Portage	Wayne
Belmont	Fairfield	Holmes	Mercer	Preble	Williams
Brown	Fayette	Huron	Miami	Putnam	Wood
Carroll	Fulton	Jackson	Monroe	Ross	Wyandot
Champaign	Gallia	Jefferson	Morgan	Sandusky	
Clark	Geauga	Knox	Morrow	Scioto	
Clinton	Greene	Licking	Muskingum	Seneca	
Columbiana	Guernsey	Logan	Noble	Shelby	

PY 2015 CHIP CDBG, OHTF, and HOME Eligible Cities with Population over 15,000

Ashland	Chillicothe	Marysville	North Ridgeville	Sidney	Xenia
Ashtabula	Defiance	Medina	Norwalk	Streetsboro	Zanesville
Athens	Delaware	Mount Vernon	Oregon	Tiffin	
Aurora	Fremont	New Philadelphia	Piqua	Wadsworth	
Brunswick	Marion	Niles	Portsmouth	Wooster	

PY 2015 CHIP CDBG, OHTF and HOME Eligible Cities with Population under 15,000

Bellefontaine	Cortland	Girard	Napoleon	Sheffield Lake	Van Wert
Belpre	Coshocton	Greenville	Nelsonville	Shelby	Vermilion
Bryan	Dover	Hillsboro	Northwood	St. Clairsville	Washington C.H.
Bucyrus	East Liverpool	Jackson	Oberlin	Struthers	Wellston
Cambridge	Eaton	Kenton	Pataskala	Toronto	Wilmington
Campbell	Fostoria	Logan	Port Clinton	Uhrichsville	
Circleville	Galion	London	Ravenna	Upper Sandusky	
Conneaut	Geneva	Martins Ferry	Salem	Urbana	

LEVERAGED FUNDS BUDGET

The leveraged funds budget information must be directly entered into ‘Financing Data’ in the OCEAN system. Funds not shown in that section will NOT be considered for leverage. Dollar amounts must be rounded to the nearest \$100 increment.

All funds committed to the CHIP Program grant must result in a CHIP Program-eligible outcome in order to be counted as leveraged funds. Commitment letters will not be required for any source of leverage funds except program income funds (See Program Income below). Communities should be mindful that the leveraged funds found on this budget will be listed on “Attachment A” of the grant agreement, and will be reviewed during the Office of Community Development (OCD) monitoring process, as well as at the time of grant close-out. Failure to meet the leveraged funds commitment identified in the grant agreement will negatively affect the scoring of the grantee’s subsequent CHIP Program application. All impact of the leveraged funds committed on this budget will be scored equally (i.e., when being scored, all funds will be weighted at 100 percent). The total leveraged funds committed must equal 6 percent of the total grant request, in order for the application to receive the maximum amount of leverage points.

OCD will examine the reasonableness of the amount of funds committed relative to the service and the number of outcomes projected. For example, OCD will not accept \$10,000 as leveraged funds for the completion of lead risk assessments and clearance testing for three owner rehabilitation outcomes, as this would be an unreasonable cost. Grant funds that are not guaranteed cannot be used as leveraged funds (e.g. a Neighborhood Revitalization Grant application that has been submitted, but not yet awarded).

Bank loans relative to the Homeownership activity (with the exception of New Construction Habitat for Humanity loans) will not be counted as leveraged funds.

PROGRAM INCOME

Grantees must adhere to the following program income directives:

- Enter the Program Income balance as of March 31, 2015, including partnering jurisdictions, in the ‘CHIP Details’ section in the OCEAN system.
- Spend all housing program income as quickly as possible.
- Housing program income funds (including partners) available at the time of application submission should be committed to CHIP Program activities.
- Communities with housing program income not committed in the CHIP Program application must submit an implementation plan for spending those funds within the grant period. Provide as much detail as possible. OCD reserves the right to reduce grant awards by the amount of the community’s unspent and unencumbered program income balance. Failure to follow the implementation plan may negatively affect scoring in future funding rounds.

If committing housing program income to the CHIP Program grant, the following must be met:

A Commitment letter(s) must be attached to the application for program income funds to count as leveraged funds. The Commitment letter(s) must be submitted on letterhead of the community committing the funds and include the following:

- The name of the community/grantee in which the program income funds will be spent;
- The amount and source of the program income funds committed;
- The activity(ies) to which the program income funds will be committed and the total number of outcomes that will be completed as a result of the funds committed for the specific service identified. Be specific as to whether the housing program income will result in completing additional units (i.e. outcomes that exceed those identified on the CHIP Program budget), or will be combined with CHIP Program-funded outcomes. Outcomes completed solely with program income will not be considered actual CHIP Program outcomes and must not be included in the CHIP Program budget; and
- Confirm the program income funds will be spent during the grant period.

A resolution containing the above elements may be submitted in lieu of a commitment letter if the community is committing housing program income.

BUDGET

The program budget will be directly entered into the OCEAN system. Dollar amounts must be rounded to the nearest one hundred dollar increment.

ACTIVITY ELEMENTS

The applicant is required to provide detailed information on the activity elements of their Community Housing Impact and Preservation (CHIP) Program. A separate activity element design will be required for each activity proposed in the application. In the text box provided in the OCEAN System, provide the following information in narrative form:

1. Client selection criteria (i.e. first-come/first served, priority ranking, etc.) which should include the population served (i.e., special needs, percent of area median income).
2. Provide the method that will be used to determine income eligibility.
3. Provide details about the finance mechanism that will be implemented. The activity finance mechanism must be consistent with OCD policy 13-01 and the activity descriptions in the Readiness to Proceed Section. The policy can be found on OCD's Policy Notices web page.
4. For Repair Assistance activities only: if there are intentions of installing home repair septic systems which involve stricter local requirements and funds that exceed OCD's maximum home repair limit of assistance, a budget and outcomes must be provided in this text box. OCD will allow a maximum per unit cost of \$22,000, which includes soft costs for home repair septic systems. This budget and outcomes will be part of the overall repair assistance category.

**Defining the activity elements by referencing other documents will be considered as non-responsive and scored accordingly.

ADMINISTRATIVE COSTS

The Program Budget requires the applicant to identify and budget administrative costs. For more information, please see the HOME and CDBG requirements outlined in 24 CFR Part 92.207, 24 CFR Part 570.206, and Notice CPD 96-09. Costs that are necessary to manage the program, but which cannot be reasonably tracked to the delivery of a specific service to a specific client or dwelling are considered administrative costs. Administrative costs relate to general program management, coordination, monitoring, evaluation, and oversight activities. The following are criteria that must be considered when filling out the budget:

- Total Administrative Costs cannot exceed 12 percent of the dollar amount of the total CHIP Program request.
- HOME Administration cannot exceed 10 percent of HOME funds.
- Administration is an eligible budget category for all housing activities.
- Charges to walk away units or when a national objective is not met, must be charged to administration.

Eligible administrative costs are costs associated with the overall CHIP Program grant. These costs may include:

- Training
- Legal fees
- Environmental review
- Citizen participation
- Bookkeeping
- Office rent
- Supplies
- Equipment and maintenance
- Other eligible administrative costs include:
 - Creating and managing general program files/databases
 - Developing program policies, procedures and forms
 - Preparing program reports and written notices to occupants
 - Supervising staff with administrative duties
 - Managing agreements or third-party contracts to administer the CHIP Program
 - Counseling/referring program participants
 - Marketing programs
 - Monitoring and evaluating program performance
 - Mileage, postage and copies

HARD AND SOFT COST DEFINITIONS

Eligible project soft costs are staff and overhead costs (salary and benefits) and other costs directly related to carrying out each specific project. Examples of soft costs include the following:

- Creating and managing specific case files/databases of projects under contract.
- Preparing, filing, recording legal/financial documents for specific eligible cases.
- Inspecting and testing dwellings (including all of the inspections and tests in Appendix 8-A of the RRS, LBP inspections, risk assessments and clearance testing).
- Preparing specifications/work write-ups.
- Managing the contractor procurement process.
- Monitoring and managing the construction process and the private contractors.
- Responding to client's complaints.
- Costs associated with title searches.
- Counseling of the specific clients assisted through a CHIP Program activity.
- Relocation of households during the construction process.

24 CFR 92.207 (b) Staff and Overhead details Project Related "soft costs", and notes that they may be charged as administrative costs or as project costs under 92.206 (d) (6) and (f) (2) at the discretion of the participating jurisdiction. This includes all the project "soft costs" such as lead risk assessments, lead clearance tests, lab costs, mortgage lien recording fees and all inspections and testing required in Appendix 8-A of the RRS. This includes tests conducted on wells, septic systems, furnaces and heating systems, wood destroying insects and pest inspections, as well as energy assessments. **Only hard costs may be charged to a client's mortgage.**

OCD CHIP PROGRAM LIMITS OF ASSISTANCE (Instituting local limits of assistance is not an option)

Housing Activities	Per Unit Average Costs (hard + soft costs)	Maximum Per Unit Limit of Assistance (including hard + soft costs)	Percentage of Hard Costs Allowable as Soft Costs (recommended maximum average)
Owner Rehabilitation	\$15,000 - \$42,000	\$46,000	15%
Rental Rehabilitation	\$1,000 - \$42,000	*\$46,000	15%
Owner Home Repair	\$0 – \$11,000	\$12,000	20%
Rental Home Repair	\$0 – \$11,000	*\$12,000	20%
Homeownership	\$1,000 - \$43,000	\$47,000	17%
New Construction-Habitat For Humanity (HFH)	\$22,000	\$22,000	10% of total CHIP hard cost
Tenant-Based Rental Assistance (TBRA)	\$0 – \$9,000 yearly	-	10% for income determination and unit inspections only

*includes required landlord match of hard costs

With the exception of Habitat For Humanity projects there are currently no set limitations on the actual amount of each project that may be charged to soft costs. However, OCD considers the percentages on the chart to be a reasonable guideline. OCD will be checking for reasonability as a part of routine monitoring. If costs are found to be unreasonable, then OCD will address each grantee individually to resolve this issue.

All hard and soft costs associated with a project must be separately tracked and detailed in each client file. A summary sheet must be in each client file for all costs which must be supported by proper documentation. The following are the requirements for methodologies associated with the tracking and paying of time (labor) spent by staff conducting work that will be charged to the unit as soft costs:

- Consultants (nonprofit or for-profit entities under contract to administer a CHIP Program grant, or portion of a CHIP Program grant) could choose to charge an hourly rate or a per-unit cost (for example, \$50 per house for each initial inspection), whatever is in the contract. The contract must detail the amount and method of compensation. The tracking would be for whatever the charge is (units completed or hours worked).
- Government employees paid an hourly fee will have to keep track of hours spent on each unit. Necessary documentation will include timesheets signed by the employee and authorized by the supervisor with times and dates.

PROGRAM STRUCTURE AND AUTHORIZATION

In order to be eligible to apply for funding, the applicant must have legislation in place authorizing them to do so. In addition, if the applicant is partnering with other jurisdictions, an agreement must be in place between the partnering communities and the structure must be explained. The following documents are the items that must be attached to the application by scanning and uploading them into the OCEAN system:

AUTHORIZING LEGISLATION

The authorizing legislation must give the applicant the authority to submit the PY2015 CHIP Program application and must identify each partnering jurisdiction included in the application. The authorizing legislation must demonstrate the applicant understands their responsibility for and authority over, the entire CHIP Program grant award, if funded.

PARTNERSHIP AGREEMENTS (if applicable)

A partnership agreement shall be included with the application for all partnering jurisdictions. The partnership agreement shall be between the local government applicant and each partnering jurisdiction. It must be executed by the CEO of each jurisdiction. Guidance on developing a CHIP Program partnership agreement can be found on the OCD's CHIP Program web page.

PARTNERSHIP STRUCTURE NARRATIVE (if applicable)

A partnership structure narrative shall be included with the application and outline the following details:

- Outline the method of assessing partnering communities' progress throughout the grant period;
- Outline of grant funds distribution between the partners including amount budgeted by each partner along with projected outcomes; and
- In the event that projects are not progressing, what checks and balances are in place to ensure projected outcomes are achieved and budgeted grant funds are expended.

The partnership narrative will be scored on the grantee's plan reasonableness for expending the grant funds within the grant period. Partnership narratives that contain references to other documents will be considered as non-responsive and scored accordingly.

PY 2015 COMMUNITY HOUSING IMPACT AND PRESERVATION (CHIP) PROGRAM APPLICATION PLANNING OVERVIEW, INSTRUCTIONS, AND FORMS

Developing strategies that will facilitate effective coordination and collaboration between housing and social service agencies is the hallmark of determining the most efficient use of Community Housing Impact and Preservation (CHIP) Program funds. By requiring communities to organize a Housing Advisory Committee (HAC), the Ohio Development Services Agency's Office of Community Development (OCD) encourages local governments to oversee the coordination and collaboration effort. OCD is confident that a coordinated application-planning procedure is helpful in reducing service duplication, ensuring that the community's most critical housing needs will be met, and ensuring that the community's area of greatest need is being addressed. In addition, by bringing a community's local and regional service providers together, HAC members will be equipped with a greater knowledge of the services available to their clients and will enable each organization to leverage funds more effectively. This allows all involved to better connect clients with the resources they need while administering efficient programs.

INSTRUCTIONS FOR THE APPLICATION PLANNING PROCESS

All communities (single community applicant or a partnership applicant) planning to apply for PY 2015 CHIP Program funding will be required to evaluate their housing needs and opportunities for collaboration prior to application submission. If applying under a partnership, the designated partnership applicant is responsible for managing the planning process for the **entire** partnership. The housing needs evaluation requires having at least **one (1)** HAC meeting. Jurisdictions are eligible for PY 2015 CHIP Program funding only if they were eligible to apply for PY 2012 or PY 2013 funding under the Community Housing Improvement Program and had an OCD-approved Community Housing Improvement Strategy (CHIS) and Community Housing Improvement Program Policy and Procedure Manual (PPM).

Application Planning Submission Requirements:

The following documents must be submitted in the community's PY 2015 CHIP Program application:

- Summary of the HAC Meeting Minutes
- Completed Final Recommendations Sheet
- Local government justification for deviating from HAC recommendations (if applicable)
- Project Case Study

These items must be submitted with the application. Do not submit HAC meeting sign-in sheets or questionnaires. The sign-in sheets and questionnaires should be kept on file in the community's CHIP Program administrative files. **The application planning process is a requirement for CHIP Program funding. CHIP Program applications that do not include the required documentation (listed above) will not be considered for funding.**

HAC Membership:

OCD requires that the local HAC have representation from the following sectors in the applicant's community and any partnering jurisdictions:

Local Government Staff	Public Housing Authority
Community Action Agency	Fair Housing Representative
Community Development Staff	Area Agency on Aging Regional Office
Homeless Shelter Agency	Board of Developmentally Disabled
Substance Abuse Counseling Agency	Habitat for Humanity Affiliate
Job and Family Services Agency	Domestic Violence Shelter
Landlord Association or Local Landlord	Local Health Department
Local Continuum of Care	

It is possible that some communities will not have representation from all of the above sectors (e.g., no local Habitat for Humanity affiliate exists in the community, etc.). If a sector does not have representation on its HAC because it does not exist in the community, the community must add a note on the sign-in sheet.

Optional – Communities can invite additional members to participate in the HAC. Optional HAC membership sectors include, but are not limited to: Realtors, Private Lenders, Low- and Moderate Income (LMI) Neighborhood Residents, etc.

HAC Meeting Sign-In Sheets:

HAC Meeting sign-in sheets are included with this set of instructions. Applicants must use these sign-in sheets. Do not alter the forms. Sign-in sheets must be kept on file in the community's administrative files, not be submitted as part of the CHIP Program application.

HAC Questionnaires:

OCD is providing a questionnaire for the local HAC to use. Do not alter this form. A questionnaire must be sent to every HAC member via U.S. Mail or email. Those members who will not be able to attend the HAC meeting must complete and return the questionnaire to the local government prior to the scheduled meeting. Members that are able to attend must complete and return the questionnaire either prior to or during the meeting. All completed questionnaires must be discussed at the HAC meeting and the discussion should be reflected in the minutes.

HAC Meeting Agenda:

To ensure that all relevant topics and data are discussed and considered, OCD is providing a HAC Agenda for each community to use. Do not deviate from this form. Meeting minutes must be taken. Each item listed on the agenda *and* each item discussion must be reflected in the meeting minutes summary submitted in the application. A copy of the agenda should be sent to each HAC member prior to each meeting. This will allow each member to consider the issues that will be discussed at the meeting.

Summary of HAC Meeting Minutes:

As mentioned above, HAC meeting minutes must be taken at the time of the meeting. A summary of the meeting minutes must be submitted in the application. By providing the agenda, applicant communities will have a list of topics that must be used when formatting the HAC meeting minutes/summary. Every topic of discussion identified on the agenda must be clearly identified in the meeting minutes summary submitted in the application, along with a discussion summary. **A HAC meeting minutes summary must be submitted in the CHIP Program application along with a completed Office of Community Development Grantee Case Study form.**

HAC Final Recommendation Sheet:

An important part of the HAC process is the input by all relevant agencies and organizations to create a balanced needs assessment and effective resource distribution. The HAC is not expected to arrive at a consensus on every point or even to be the final priorities determination. Instead, it is to be used as a guide and point of reference in order to arrive at a reasonable course of action in light of the needs and available resources in the community. OCD is providing a Final Recommendations Sheet that the local HAC must use. Housing priorities identified on the Final Recommendation Sheet must be numbered in order of importance as perceived by the HAC and separated by each jurisdiction. **If the local government chooses to apply for activities that were not recommended by the HAC, the applicant must provide a written justification for deviating from the HAC recommendations in the CHIP Program application.**

All aforementioned forms and planning information are available on OCD's Affordable Housing web page. Do not alter or make substitute forms.

Using Current Distress Criteria:

OCD uses specific criteria to determine a community's distress level. The criteria are listed below, as well as the resources used to compile the data. OCD is requiring that communities discuss and consider these economic indicators during their HAC meeting. The local government must gather its community criteria prior to the HAC meeting and discuss with HAC members during the meeting. Discussing this data *must be clearly documented* in the meeting minutes summary. **To be clear, data for each of the distress criteria below must be listed, discussed individually, and documented in the meeting minutes summary.** An applicant's level of distress will be determined by averaging the following trends in the current census data of all participating applicants:

- Percentage of Low- and Moderate-Income Populations
- Percentage of Households Paying More than 35 Percent of Income for Housing
- Age of Housing Stock
- Unemployment Rate

**Current data for the above-listed criteria are available online at:
http://development.ohio.gov/cs/cs_CHIP.htm.**

An average of the applicant and its partners' distress will be used in partnership applications.

Citizens' Participation: Combining HAC Meetings and Public Hearings

Prior to submitting the application, CHIP Program applicants are required to conduct two public hearings; one general public hearing regarding all Community Development Block Grant/HOME-funded programs the applicant administers; and one application-specific public hearing for each proposed program. OCD will allow jurisdictions to combine their HAC Meeting with the **first** public hearing. A partnership **applicant**, regardless of the jurisdiction composition, may also combine their first public hearing with the partnership's HAC meeting. **Communities must indicate in the HAC meeting minutes if it combined the first public hearing with the partnership's HAC meeting.**

Each jurisdiction applying under a partnership application must hold its second public hearing within its jurisdiction. Exception: If the partnership consists of jurisdictions contained within one county, combined public hearings (first and second) will be permitted, providing that the hearing times and locations are convenient to potential and actual beneficiaries and accommodate for people with disabilities. Each jurisdiction must be clearly represented in the hearing notice and public hearing minutes.

Housing Advisory Committee (HAC) Questionnaire Information

The HAC's primary task will be to identify gaps in the underserved low- to moderate-income (LMI) population's housing services in the area. Once the HAC identifies the gaps, it will recommend eligible Community Housing Impact and Preservation (CHIP) Program activities that will increase service to that population. The following is a list of the current eligible CHIP Program project categories with respective activities, and their eligible funding sources:

(HOME = Home Investment Partnership Funds, CDBG = Community Development Block Grant Funds, OHTF = Ohio Housing Trust Funds)

<u>Eligible Project Categories with Respective Activities</u>	<u>Eligible Funding Source</u>
Rehabilitation Assistance	HOME, CDBG, and OHTF*
<ul style="list-style-type: none"> • Owner Rehabilitation • Rental Rehabilitation 	
Repair Assistance <i>(capped at 30 percent of the total grant request)</i>	CDBG and OHTF*
<ul style="list-style-type: none"> • Owner Home Repair • Rental Home Repair 	
Homeownership Assistance	HOME only
<ul style="list-style-type: none"> • Homeownership (Down Payment Assistance/Rehabilitation or Down Payment Assistance only) • New Construction with Habitat for Humanity 	
Tenant-Based Rental Assistance	HOME only
<u>Administration Costs</u>	<u>Eligible Funding Source</u>
Administration	HOME and CDBG
Fair Housing	CDBG only

OCD will make accommodations in the application to fund more expensive septic systems under the Repair Assistance activity without jeopardizing the cost effectiveness score.

*OHTF:

- Projects funded with OHTF dollars must benefit clientele at or below 50 percent of Area Median Income (AMI).
- Section 504 of the Rehabilitation Act of 1973 prohibits the provision of federal financial assistance for disability-specific housing [see 24 C.F.R. Section 8.4(a)]. Therefore, housing projects funded with HOME or CDBG funds may not restrict occupancy to people with specific disabilities. Jurisdictions may, however, request OHTF funding for projects that provide rehabilitation and repair assistance to units designated for use by disability-specific clientele.

**Housing Advisory Committee (HAC)
QUESTIONNAIRE**

1. What do you see as the biggest gaps in housing faced by the LMI population in your community, or those served by your agency/organization?

2. Which eligible CHIP Program activities do you feel could fill that housing-related gap in services that cannot be filled through other means?

3. Do you currently have a waiting list for your services? Please identify the type of service, the number of people on a waiting list for that service, and the expected length of time that households will be on the waiting list before receiving services. In addition, please identify any concentrated areas of households currently on your waiting lists, or concentrated areas of households where services are provided on a regular basis.

4. Is there currently any type of educational outreach program in place through your agency/organization to help educate the LMI population? (e.g., Credit Counseling, Homebuyer Education, Foreclosure Prevention Counseling, Fair Housing Training)

5. With which agencies do you currently coordinate services?

6. Does your agency have funds available or provide services that could be utilized as leverage in the CHIP Program? If not, do you know of other resources that could be utilized in collaboration with the CHIP Program?

7. Based on the answers you have provided, are there any geographic areas that you feel should be targeted with CHIP Program funds? If so, identify the area(s) and give your reasons why it (or they) should be targeted.

Completed by: _____ Agency: _____

Jurisdiction Represented: _____

Housing Advisory Committee

SAMPLE

Sign-In Sheet

Community Name	Name of Facilitator
City of Pawnee	Leslie Knope, CD Deputy Director

Partnership Application? Yes/No	List other Jurisdictions within Partnership or N/A (Do not list Community already named above)
Yes	Wamapoke County

Date of Meeting	Time of Meeting
3/20/15	10 am -12 pm

Place of Meeting	Is it combined with Public Hearing #1? Yes/No
City Annex Building, Room 100	No

Required Membership

Local Government Staff

Name	Agency	Jurisdiction	Signature
Walter Gunderson	Mayor	Pawnee	<i>Walter Gunderson</i>
Ron Swanson	Commissioner	Wamapoke Co.	<i>Ron Swanson</i>

Public Housing Authority

Name	Agency	Jurisdiction	Signature
Does Not Exist			

Community Action Agency

Name	Agency	Jurisdiction	Signature
Andy Dwyer	County CAO	Wamapoke Co.	<i>Andrew Dwyer</i>
Tom Haverford	County CAO	Wamapoke Co.	<i>Thomas Haverford</i>

Fair Housing Representative

Name	Agency	Jurisdiction	Signature
April Ludgate	City CD Office	Pawnee	Unable to Attend

Housing Advisory Committee (HAC) Sign-In Sheet

Applicant/Jurisdiction	Name of Facilitator

Partnership Application? Yes/No	List Jurisdictions within Partnership or N/A (Do not list Applicant already named above)

Date of Meeting	Time of Meeting

Place of Meeting	Is it combined with Public Hearing #1? Yes/No

Required Membership

Local Government Staff

Name	Agency	Jurisdiction	Signature

Public Housing Authority

Name	Agency	Jurisdiction	Signature

Community Action Agency

Name	Agency	Jurisdiction	Signature

Fair Housing Representative

Name	Agency	Jurisdiction	Signature

Community Development Staff

Name	Agency	Jurisdiction	Signature

Area Agency on Aging

Name	Agency	Jurisdiction	Signature

Homeless Shelter Agency

Name	Agency	Jurisdiction	Signature

Board of Developmentally Disabled

Name	Agency	Jurisdiction	Signature

Substance Abuse Counseling Agency

Name	Agency	Jurisdiction	Signature

Habitat for Humanity Affiliate

Name	Agency	Jurisdiction	Signature

Job and Family Services Agency

Name	Agency	Jurisdiction	Signature

Domestic Violence Shelter

Name	Agency	Jurisdiction	Signature

Landlord Association or Local Landlord

Name	Agency	Jurisdiction	Signature

Local Health Department

Name	Agency	Jurisdiction	Signature

Applicant Name

Jurisdictions within Partnership (if applicable)

**Community Housing Impact and Preservation (CHIP) Program
Agenda**

Housing Advisory Committee (HAC) Meeting

Date/Time

Location

1. Identify HAC facilitator
2. Introduce HAC members present
3. Identify HAC members not present, but contributing by questionnaire submission
4. Detailed discussion of *all* CHIP Program eligible project categories with respective activities (as listed in the State of Ohio Consolidated Plan) for which the community is eligible (name and brief description)
5. Detailed discussion of *all* current Distress Criteria
6. Discuss services currently available through represented agencies
7. Discuss waiting list information for those services identified
8. Discuss questionnaires submitted by entire membership
9. Discuss activities undertaken for previous CHIP grant(s) and the actual outcomes for the activities
The discussion must include a presentation of a previous CHIP project case study that occurred within the last five years. The provided format must be used and included in the application for funding. Before and after photos are recommended if available. Please do not include addresses, any identifying information, or images of people. Jurisdictions that did not complete a CHIP project within the past five years are exempt from this requirement. Jurisdictions that qualify for this exemption must indicate on the form that there are no eligible projects to present and submit it in the application.
- A CHIP project Case Study is defined as any single CHIP unit or multiple CHIP units within a geographic targeted area. The case study may include projects from other programs within the targeted area, but must include at least one CHIP unit.**
10. Identify/discuss current gaps in housing faced by LMI population
11. Discuss what activities would fill those gaps, and how
12. Discuss how proposed activities may be coordinated with other service providers
13. Discuss other programs' funds or services that may be utilized in collaboration with the CHIP Program and/or utilized in the jurisdiction's network of referrals to reduce service duplication and ensure the most critical needs are being met. This discussion should include the level of commitment in which the other funds and/or services will allow communities to complete activities in conjunction with the CHIP Program and any referral system practices established with other agencies to strengthen the network to meet the jurisdiction's comprehensive housing needs. The past collaboration history should be included if it exists.
14. Discuss need for targeting of, or giving priority to, specific geographic areas
15. Final recommendations

Final Recommendations

Jurisdiction	Priority	Housing Needs	Recommended CHIP Program Activities	Target Area (if applicable)

ADMINISTRATIVE CAPACITY

The applicant, if funded, becomes the grantee. The grantee will be responsible for successfully administering the entire awarded Community Housing Impact and Preservation (CHIP) Program grant. The grantee may choose to allow partnering jurisdictions to administer a portion of the CHIP Program grant within the partner's own community. However, the grantee cannot transfer oversight and accountability of the grant to the partner. As such, the Office of Community Development (OCD) will be examining the administrative capacity of the applicant only.

ADMINISTRATIVE PLAN INSTRUCTIONS

This sheet should be completed by the applicant only. Do not submit separate administrative plans for each partnering jurisdiction. For lines 1 through 15, provide the Name (one name only) and Organization for the person primarily responsible for each corresponding category. In addition, indicate the person's affiliation to the applicant (i.e. Employee, Contractor, or Subcontractor) by using the drop down box.

STAFF QUALIFICATION FORM INSTRUCTIONS

The person(s) identified on the administrative plan as being primarily responsible for completing categories 1 through 4 (General Program Oversight, Program Administration, Daily Project Management, and Inspection and Field Construction Management) must submit a completed staff qualification form. Staff qualification forms are accessible by opening the tabs (titled SQF) at the bottom of the Excel document. Do not submit staff qualification forms for categories 5 through 15. Each completed staff qualification form will include the following information:

- The individual's name, employer, and position/job title.
- Starting and ending dates of employment for each position, including both the month and year.
- Work history – provide detail of employment duties, including CHIP experience and CHIP-relevant duties. (NOTE: Specific CHIP experience will not be considered unless the experience is identified as “CHIP” or “Community Housing Improvement Program/Community Housing Impact and Preservation Program”. References to HOME- or CDBG-funded housing programs will be considered to be relevant experience, but will not be considered to be CHIP experience).
- Education – the level of higher education (beyond high school) achieved, including information about specific degrees.
- Training – information should be provided about recent, relevant training completed by the individual. The title of the training (must be specific), the provider of the training, the length of the training rounded to the nearest ½ day (do not measure in hours). Training completed prior to 2012 will not be considered recent. Recertification trainings, such as LRA- refresher 2012 and LRA- refresher 2014 will count as one training day. The 2015 CHIP Program Application Training can be considered one day of training. Meetings such as OCCD quarterly meetings will not be counted as training.
- Current state and/or national relevant professional organization memberships (e.g. Ohio Conference of Community Development, American Institute of Certified Planners, etc.) (NOTE: local/regional organization memberships will not be considered for the purposes of earning points)
- Relevant trade certifications or licenses (having a certification or obtaining a license will be defined as receiving the designation based upon testing; e.g., a Certified Public Accountant, Lead Risk Assessor, etc.)

DEGREES, LICENSES, AND CERTIFICATIONS

A legible copy of the highest college degree obtained, licenses, and certifications identified on the staff qualification sheets must be attached in order to receive the associated points. Alternatively, certified copies of school transcripts may be accepted in absence of the actual degree. The documentation must substantiate the information included in the Staff Qualification Forms. To attach documents to the application they must be scanned and uploaded into the OCEAN system.

CONTRACTS

Individuals/agencies listed as contractors on the administrative plan must include a copy of their contract with the local government applicant, regardless of the contract amount. Contracts for services relative to administering the CHIP Program grant must be confirmed in the application by submitting a copy of the unsigned or fully executed contract in this section. If the contract is fully executed, the contract must contain a clause indicating that services are contingent upon CHIP Program funding. Do not include CHIP Program-related contracts prepared/executed by the applicant's partners in the application. Do not include procurement documentation with the application.

COMMITMENT LETTERS

Individuals/agencies listed as subcontractors on the administrative plan must include a copy of their commitment letter and/or letter of intent detailing the services that will be provided relative to administering/implementing the CHIP Program grant. The letters must be signed, and addressed to the contractor for whom the subcontractor will be providing services. Alternatively, an executed copy of a contract between the subcontractor and contractor can be submitted. The contract must contain a clause indicating that services are contingent upon CHIP Program funding.

ADMINISTRATIVE PLAN

		NAME	ORGANIZATION	AFFILIATION
1	General Program Oversight (Click tab below to complete the Staff Qualification Form)			
2	Program Administration (Click tab below to complete the Staff Qualification Form)			
3	Daily Project Management (Click tab below to complete the Staff Qualification Form)			
4	Inspection and Field Construction Management (Click tab below to complete the Staff Qualification Form)			
5	Application Preparation			
6	Environmental Review (Tier I)			
7	Lead-Based Paint Compliance			
8	Financial Management			
9	Client Eligibility			
10	Fair Housing Coordination			
11	Homebuyer Education (if applicable)			
12	Post-Grant Management			
13	Local Government Oversight			
14	Habitat for Humanity Oversight (if applicable)			
15	TBRA Implementation (if applicable)			

Place mouse over each category in column B to reveal category descriptions.

If the same person is responsible for more than one category (categories 1-4), only submit one Staff Qualification Form for that person.

STAFF QUALIFICATION FORM

NAME:	
EMPLOYER:	
POSITION:	
START DATE:	

DUTIES:	

EMPLOYER:	
POSITION:	
START DATE:	END DATE:

DUTIES:	

EMPLOYER:	
POSITION:	
START DATE:	END DATE:

DUTIES:	

EMPLOYER:	
POSITION:	
START DATE:	END DATE:

DUTIES:	

EDUCATION

INSTITUTION:					
DEGREE SOUGHT					
DEGREE COMPLETED					
INSTITUTION:					
DEGREE SOUGHT					
DEGREE COMPLETED					

ATTACH A COPY OF THE HIGHEST DEGREE OF HIGHER EDUCATION OBTAINED

TRAINING

TITLE:					
TRAINING PROVIDER:					
YEAR ATTENDED:			LENGTH:		
TITLE:					
TRAINING PROVIDER:					
YEAR ATTENDED:			LENGTH:		
TITLE:					
TRAINING PROVIDER:					
YEAR ATTENDED:			LENGTH:		
TITLE:					
TRAINING PROVIDER:					
YEAR ATTENDED:			LENGTH:		
TITLE:					
TRAINING PROVIDER:					
YEAR ATTENDED:			LENGTH:		

CURRENT STATE/NATIONAL PROFESSIONAL MEMBERSHIPS

ORGANIZATION:		
EXPIRATION DATE		
ORGANIZATION:		
EXPIRATION DATE		

CERTIFICATIONS AND LICENSES

TITLE:		TEST REQUIRED:	
TITLE:		TEST REQUIRED:	
TITLE:		TEST REQUIRED:	

ATTACH IDENTIFIED LICENSES AND CERTIFICATIONS LISTED ABOVE

READINESS TO PROCEED

Readiness to Proceed is designed to substantiate the applicant is prepared to begin the activities with qualified and committed entities. An applicant's readiness to proceed must be documented by including all applicable documents identified below.

LEAD-BASED PAINT COMPLIANCE

If the applicant is requesting CHIP Program funding for one or more of the following activities: Owner Rehabilitation, Rental Rehabilitation, Owner Home Repair, Rental Home Repair, and/or Homeownership, the items listed below must be submitted with the application.

- For individuals conducting lead risk assessments and/or lead clearance services, provide a copy of the individual's valid lead risk assessor license. Individuals that will provide these services, but do not have a valid lead risk assessor license, must provide an assurance to OCD that the individual will obtain a license prior to the beginning of the grant period. Provide the date and location of the Risk Assessor Training and/or the date on which the licensure testing will occur. In this situation, a copy of the license must be provided to OCD as a special condition for funding.
- For rehabilitation specialists, whether conducting any lead-related duties or not, must provide documentation that the primary rehabilitation specialist has completed a minimum of the Renovation, Repair, and Painting (RRP) Training.
- Provide a list of contractors licensed for Lead Abatement and/or Lead Renovation, Repair, and Painting Certified Firms/Contractors.

RENTAL REHABILITATION

If applying for the Rental Rehabilitation activity, provide letters of interest from rental property owners that would be willing to participate. The letter(s) of interest must state that the property owner understands, and will adhere to, the terms and conditions of the rental rehabilitation activity description that follows.

NEW CONSTRUCTION-HABITAT FOR HUMANITY

If applying for the New Construction-Habitat for Humanity activity, provide a letter of commitment from the Habitat for Humanity affiliate to complete a specific number of unit(s) during the grant period. The number of units specified in the letter must match those described in the budget.

POLICY AND PROCEDURE MANUAL UPDATE

Applicants that are interested in undertaking an activity that is not part of the adopted Policy and Program Manual (PPM) must attach a program design for OCD approval. Applicants intending to make changes to the PPM to be used for the PY2015 CHIP Program must attach the revised information for OCD approval. Modifications to activity designs must be based on the housing activity descriptions that follow.

HOUSING ACTIVITIES

All housing activities completed with Community Housing Impact and Preservation (CHIP) Program grant funds must be single-family homes, as defined by the U.S. Department of Housing and Urban Development as 1 to 4 units. The activity descriptions listed below supersedes the descriptions in the Office of Community Development's (OCD) current Housing Handbook, Part I and in the adopted Policy and Procedure Manual selected for this application. Grantees will follow OCD's maximum per unit limit of assistance and will not institute local limits of assistance.

Any projects funded with OHTF must comply with the following requirements:

- Projects funded with OHTF must benefit clientele at or below 50 percent of Area Median Income (AMI).
- Section 504 of the Rehabilitation Act of 1973 prohibits the provision of federal financial assistance for disability-specific housing [see 24 C.F.R. Section 8.4(a)]. Therefore, housing projects funded with HOME or CDBG funds may not restrict occupancy to people with specific disabilities. Jurisdictions may, however, request OHTF funding for projects that provide rehabilitation and repair assistance to units designated for use by disability-specific clientele.

ACTIVITY DESCRIPTIONS

OWNER REHABILITATION

Funding Source(s): CDBG & HOME

Eligible Activity Regulation: 24 CFR Part 570.202 or Part 92.205

OCD Maximum Per Unit Limit of Assistance: \$46,000 (including soft costs)

The purpose of the Owner Rehabilitation activity is to improve and protect the supply of sound, serviceable, and affordable owner-occupied housing stock. Through this activity, financial assistance is provided to homeowners with income levels at or below 80 percent of Area Median Income to correct substandard conditions so that the homes are safe, healthy, durable, energy efficient and affordable. Owner Rehabilitation is intended to address problems throughout the house. In most circumstances, this means that the homes' mechanical systems (electrical, plumbing and heating systems) and exterior and interior structural components (roof, walls, floors and foundation) will be repaired or replaced to meet the required standards. Occasionally room additions, such as extra bedrooms, can be constructed to alleviate overcrowded conditions, or other rooms and modifications can be constructed to make the home more accessible for the elderly or persons with special needs. This activity can include replacing an owner-occupied dwelling that is unable to be rehabilitated, with an approved manufactured unit or a site-built unit located on the same property. When Owner Rehabilitation funds are used to replace a unit (often called "reconstruction"), the funds can only pay for construction-related expenses and eligible related soft costs. In limited instances, this activity can include refinancing of a small amount of existing debt on a home to be rehabilitated providing it is necessary to complete the project, as noted in 24 CFR Part 570.202 (b)(3). When refinancing is proposed, prior OCD approval is required. OCD encourages grantees to consider conducting an environmental assessment for the housing programs to ensure that the highest level of clearance needed can be obtained. This will permit replacing substandard homes and other activities that, for environmental review purposes are similar to "new construction" (such as room additions, tap-ins, etc.), to be conducted. Because rehabilitation must correct all substandard conditions that adversely affect the occupant's health and safety and the dwelling's structural integrity, the scope of work is generally comprehensive and the cost is usually high. However, cost limitations often require the work to be prioritized so that the most substandard conditions (i.e., problems effecting occupant health and safety and structural integrity) are corrected before less important concerns are addressed. OCD expects that all of the substandard conditions be corrected before a project is considered complete. Homes that have numerous problems that cannot be corrected within the limit of financial assistance are inappropriate projects and must not be rehabilitated or considered for "reconstruction" unless sufficient funds from supplemental sources exist. The rehabilitation standard to which all projects must comply is located in Part II of the OCD Housing Handbook known as the State of Ohio Residential Rehabilitation Standard (RRS).

RENTAL REHABILITATION

Funding Source(s): CDBG, HOME, & OHTF

Eligible Activity Regulation: 24 CFR Part 570.202 or Part 92.205

OCD Maximum Per Unit Limit of Assistance: \$46,000 (including required landlord contribution and soft costs)

The purpose of the Rental Rehabilitation activity is to improve and protect the affordable renter-occupied housing stock. Through this activity, financial assistance is provided to property owners to correct numerous substandard conditions so that the rental units are safe, healthy, durable, energy efficient and affordable. Rental Rehabilitation is intended to address problems throughout the unit. In most circumstances, this means the unit's mechanical systems (electrical, plumbing and heating systems) and exterior and interior structural components (roof, walls, floors and foundation) will be repaired or replaced to meet the required standards. The rehabilitation standard to which all projects must comply is in Part II of the OCD Housing Handbook known as the State of Ohio Residential Rehabilitation Standard (RRS).

Because rehabilitation must correct all significant substandard conditions that adversely affect the occupant's health and safety and the dwelling's structural integrity, the scope of work is generally comprehensive and the cost is usually high. However, cost limitations often require the work to be prioritized so that the substandard conditions (i.e., problems affecting occupant health and safety, and structural integrity) are corrected before less important concerns are addressed. OCD expects that all of the substandard conditions must be corrected before a project is considered complete. Only units occupied by tenant households with income levels at or below 80 percent of Area Median Income may receive rental rehabilitation assistance. For a duplex or a building with 3 to 4 units, only units occupied by tenant households with income levels at or below 80 percent of Area Median Income and common areas may receive rental rehabilitation assistance. Generally, common areas are the structural components or mechanical systems that are shared by all of the tenants (such as a common hallway, roof or single HVAC system). Rental units that are in poor overall condition and/or that have serious problems that cannot be corrected within the limit of financial assistance are inappropriate projects and must not be rehabilitated unless sufficient funds from supplemental sources exist.

The rental units can be owned by private investors or by non-profit organizations. To ensure that the tenant households with income levels at or below 80 percent of Area Median Income are the primary beneficiaries of the Rental Rehabilitation activity, two important requirements must be followed. First, for-profit property owners with income levels exceeding 80 percent of Area Median Income should contribute financially to the project. This requirement prevents a property owner from receiving a "windfall" of public investment in their business property. For for-profit property owners, grantees should require match funds, not to exceed 50 percent of the project hard costs, although the contribution may be less depending on the incentive level required for owners to participate. For property owners with income levels at or below 80 percent of Area Median Income, grantees may choose to require match funds, not to exceed 50 percent of the project hard costs. OCD expects grantees to receive the contribution prior to issuing a 'Notice to Proceed'. Second, to help ensure that the property remains in the affordable rental housing stock inventory, the property owner must agree to rent the unit to tenant households, with income levels at or below 80 percent of Area Median Income, for the required affordability period. Also, the owner must agree to limit the rent so that it cannot exceed the appropriate Fair Market Rent for the same period of affordability.

Regardless of whether the Rental Rehabilitation activity is CDBG- or HOME-funded, OCD is requiring grantees to adhere to the HOME Affordability Requirements found at 24 CFR 92.252 which supersedes program policy notice OCD 13-01.

OWNER HOME REPAIR

Funding Sources: CDBG and OHTF

Eligible Activity Regulation: 24 CFR Part 570.202 (b, 2, 4, 6, 7 (iv), and 11)

OCD Maximum Per Unit Limit of Assistance: \$12,000 (including soft costs)

The purpose of the Owner Home Repair activity is to help preserve the affordable housing stock by providing owner-occupied households with income levels at or below 80 percent of Area Median Income with limited financial assistance to correct significant problems in the home. Unlike Owner Rehabilitation, which addresses the entire home, the Owner Home Repair activity can address one or more specific problems that adversely affect occupant health and safety and/or structural integrity.

If a home receives assistance from the Owner Home Repair activity and the Owner Rehabilitation activity, the total amount of assistance is subject to the same terms and assistance limit as if it had received Owner Rehabilitation assistance only, and cannot be considered as an Owner Home Repair project.

The types of work that are generally considered eligible for the Owner Home Repair activity include:

Structural System Repairs

This type of work involves repairs to eliminate hazardous conditions or serious threats to the integrity of a structural system. Examples of common structural system repairs include, patching or replacing leaking roofs, rebuilding collapsed foundations and replacing weakened or deteriorated framing components. It may also include the replacing individual non-functioning or damaged windows or entry doors.

Mechanical System Repairs

This type of work involves repairs to eliminate hazardous conditions with the electrical, plumbing or heating systems. Examples of common mechanical system repairs include replacing unsafe or overloaded electrical panels and circuits, repairing or replacing leaking water supply and/or sanitary drain plumbing lines, and repairing or replacing unsafe or inoperable heating equipment.

Plumbing System Tap-ins

This type of work involves connecting a home's plumbing system to a public water supply and/or public sewage system and paying the associated tap-in fees.

Wells and Septic Systems

This type of work involves repairing or replacing a home's private well and/or septic system that is malfunctioning or has been cited by local or state health departments or the Environmental Protection Agency as outdated and in need of improvement.

Weatherization

This type of work involves utilizing cost-effective measures to improve energy efficiency such as insulating un-insulated attics and sidewalls, and related measures to control air movement, such as sealing holes and bypasses and installing exhaust and ventilation fans.

Accessibility

This type of work involves utilizing measures designed to improve access and mobility for occupants who are physically disabled or infirm. Generally, these measures include exterior ramps, grab bars and specialized bathroom fixtures. In some cases, more extensive work is required to remove architectural barriers, widen doorways, lower cabinets or remodel bathrooms in order to meet household needs. The work completed to improve accessibility must meet or exceed the design and installation standards outlined in the Uniform Federal Accessibility Standards (UFAS).

LBP Hazard Reduction

This type of work involves measures to eliminate known Lead-Based Paint (LBP) hazards in homes occupied by an Elevated Blood Lead Level (EBLL) child, or in households with children under six years of age. The work must be performed in compliance with all applicable state and federal regulations and guidelines, particularly those outlined in the 'HUD Guideline for the Evaluation and Control of LBP Hazards in the Home'.

RENTAL HOME REPAIR

Funding Source: CDBG and OHTF

Eligible Activity Regulation: 24 CFR Part 570.202 (a,1);(b, 2, 4, 6, 11) (e)

OCD Limit of Assistance: \$12,000 per housing unit (including required landlord contribution and soft costs)

The purpose of the Rental Home Repair activity is to improve and protect the affordable renter-occupied housing stock. Through this activity, financial assistance to the property owners is limited to correcting one or more specific problems that adversely affect occupant health and safety and/or the unit's structural integrity. The rental units can be owned by private investors or by non-profit organizations. To ensure that the tenant households with income levels at or below 80 percent of Area Median Income are the primary beneficiaries of the Rental Home Repair activity, two important requirements must be followed. First, for-profit property owners with income levels exceeding 80 percent of Area Median Income **must** contribute financially to the project. This requirement also helps to prevent a

property owner from receiving a “windfall” of public investment in their business property. Landlord contributions **must** be 50 percent of the hard costs of the project. Grantees are limited to requiring property owners with income levels at or below 80 percent of Area Median Income to contribute up to 50 percent of the hard costs of the project. OCD expects grantees to receive the contribution prior to issuing a ‘Notice to Proceed’. Second, to help ensure that the property remains in the low-income rental housing stock inventory, the property owner must agree to rent the unit to tenant households with income levels at or below 80 percent of Area Median Income for a period of two years. Also, the owner must agree to limit the rent so that it cannot exceed the appropriate Fair Market Rent for the loan’s required two-year period. The unit’s affordability must be enforced through a recorded loan document. Rental Home Repair assistance shall be provided to the property owner in the form of a 0 percent interest, 100 percent deferred/declining (50 percent annually), forgivable loan, with a term of two years. The standard to which the Rental Home Repair work must comply is the State of Ohio Residential Rehabilitation Standards (RRS). However, only the work completed under the Rental Home Repair activity must meet the RRS, not the entire home (as with the Rental Rehabilitation activity).

If a home receives assistance from the Rental Home Repair activity and the Rental Rehabilitation activity, the total amount of assistance is subject to the same terms and limit of assistance as if it had received Rental Rehabilitation assistance only and cannot be considered as a Rental Home Repair project.

Because the Rental Home Repair activity addresses one or more serious health and safety issues, the scope of work is less extensive and the costs are generally lower than the Rehabilitation activities. The scope of work must be limited to correcting only the problem(s) that qualify the home as a Rental Home Repair project, and items that are directly related to correcting the initial problem. For example, if a furnace is to be replaced, the scope of work could also include limited electrical and fuel system work to ensure that the electrical circuit and fuel line servicing the furnace are safe. Or, if a plumbing system is tapped into a public water supply, the scope of work could also include interior plumbing work to ensure that the water supply lines are adequate. However, grantees must understand that the Rental Home Repair activity is not a “mini rehab” program or a program intended to provide home maintenance services. Homes that have numerous problems requiring extensive repairs should be considered for complete rehabilitation. The Rental Home Repair activity can address emergencies if the condition meets the U.S. Department of Housing and Urban Development’s definition of an emergency.

The types of work that are generally considered eligible for the Rental Home Repair activity include:

Structural System Repairs

This type of work involves repairs to eliminate hazardous conditions or serious threats to a structural system’s integrity. Examples of common structural system repairs include, patching or replacing leaking roofs, rebuilding collapsed foundations and replacing weakened or deteriorated framing components. It may also include replacing individual non-functioning or damaged windows or entry doors.

Mechanical System Repairs

This type of work involves repairs to eliminate hazardous conditions with the electrical, plumbing or heating systems. Examples of common mechanical system repairs include replacing unsafe or overloaded electrical panels and circuits, repairing or replacing leaking water supply and/or sanitary drain plumbing lines, and repairing or replacing unsafe or inoperable heating equipment.

Plumbing System Tap-ins

This type of work involves connecting a home’s plumbing system to a public water supply and/or public sewage system and paying associated tap-in fees.

Wells and Septic Systems

This type of work involves repairing or replacing a home’s private well and/or septic system that is malfunctioning or has been cited by local or state health departments or the Environmental Protection Agency as outdated and in need of improvement.

Weatherization

This type of work involves utilizing cost-effective measures to improve energy efficiency such as insulating un-insulated attics and sidewalls, and related measures to control air movement, such as sealing holes and bypasses and installing exhaust and ventilation fans.

Accessibility

This type of work involves utilizing measures designed to improve access and mobility for occupants who are physically disabled or infirm. Generally, these measures include exterior ramps, grab bars and specialized bathroom fixtures. In some cases, more extensive work is required to remove architectural barriers, widen doorways, lower cabinets or remodel bathrooms in order to meet household needs. The work completed to improve accessibility must meet or exceed the design and installation standards outlined in the Uniform Federal Accessibility Standards (UFAS).

LBP Hazard Reduction

This type of work involves measures to eliminate known Lead-Based Paint (LBP) hazards in homes occupied by an Elevated Blood Lead Level (EBLL) child, or in households with children under six years of age. The work must be performed in compliance with all applicable state and federal regulations and guidelines, particularly those outlined in the 'HUD Guideline for the Evaluation and Control of LBP Hazards in the Home'.

HOMEOWNERSHIP

(DOWN PAYMENT ASSISTANCE/REHABILITATION OR DOWN PAYMENT ASSISTANCE ONLY)

Funding Source(s): HOME

Eligible Activity Regulation: 24 CFR Part 570.201 (n) and Part 92.205

OCD Maximum Per Unit Limit: \$47,000 (including soft costs)

The Homeownership activity is, in effect, a combination of Down Payment Assistance and the Owner Rehabilitation activity. Accordingly, the purpose of the Homeownership activity is to increase the number of owner-occupied households with income levels at or below 80 percent of Area Median Income, and to improve and protect that housing stock. The types of houses that are eligible for purchase include single-family homes, town houses, condominiums, and manufactured/modular homes. Down Payment Assistance, by itself, may be provided if the home does not require rehabilitation. This means that the home must either be a new or existing home that already meets applicable standards, or a home that the improvements have been completed by other programs or through the financing arrangement.

Through this activity, financial assistance is provided to households to purchase homes. The assistance may include providing a subsidy to lower the interest rate for the loan and/or principal amount, providing down payments, and paying reasonable closing costs. Grantees must follow all Uniform Relocation Assistance and Real Property Acquisition policies and procedures to ensure that the purchases are considered voluntary.

The standard to which the acquired homes must comply is the State of Ohio Residential Rehabilitation Standards (RRS), and any locally-adopted codes. For homes that do not meet this standard at the time of purchase, the Homeownership activity also provides financial assistance to correct problems with those homes. To ensure that homes are safe, all defects that adversely affect the occupants' health and safety must be corrected immediately following the purchase closing, but prior to the buyer occupying the home. To ensure that the home meets the RRS within a reasonable timeframe, all rehabilitation work must be completed within six months of the purchase closing.

In addition, the Homeownership activity must also include homebuyer counseling to help ensure that participants are well informed about private financing and the real estate purchasing process. The required homebuyer counseling budget must not exceed \$500 per household and the counseling content must comply with the current HOME Final Rule. Prior to the purchase, the homebuyer education program must cover the following areas:

- homebuyer decision process,
- budget and credit management,
- mortgage loans and closings,
- fair housing issues and
- home maintenance and repair practices.

Successful Homeownership activity implementation requires strong working relationships with each party involved in the process. Grantees should develop good relationships with realtors and bankers to ensure that those parties understand how the program functions. Realtors and bankers need to understand the client group and the homes and finance packages best suited for their needs. Clients also must clearly understand the program and their obligations, such as attending education sessions, obtaining financing, selecting a home and financially contributing to the transaction. A major success factor is long-term affordability. Not only must the monthly mortgage payments be affordable, but the other housing costs such as taxes and insurance must also be affordable. OCD defines affordable as payments for principal, interest, taxes and insurance (PITI) that do not exceed 30 percent of gross monthly household income.

NEW CONSTRUCTION-HABITAT FOR HUMANITY

Funding Source(s): HOME

Eligible Activity Regulation: Part 24 CFR 92.205

OCD Maximum Per Unit Limit of Assistance: \$22,000 per unit (including soft costs not exceeding 10 percent of CHIP hard costs)

The purpose of the New Construction-Habitat for Humanity activity is to create new permanent housing to expand the affordable owner-occupied housing stock. Generally, successful implementation of this activity requires extensive planning and coordination with the Habitat for Humanity affiliate. A subsidy is provided to the Habitat for Humanity affiliate for a new home construction to be purchased by a partner family with a household income that does not exceed 80 percent of Area Median Income. When providing a subsidy to Habitat for Humanity projects (whether as a development subsidy to the project, or as an affordability subsidy to the buyer), all grantees shall abide by the resale affordability provisions as outlined in 24 CFR 92.254. Principal, interest, taxes and insurance, after program assistance, shall not exceed 30 percent of the household's total monthly gross income, as calculated for determining income eligibility. Grantees shall provide homebuyer counseling with a cost not to exceed \$500 per household and the counseling content must comply with the current HOME Final Rule.

Homes constructed under this activity must comply with all applicable building/construction codes. If no local codes exist, the unit must comply with the RRS.

TENANT-BASED RENTAL ASSISTANCE

Funding Source(s): HOME

Eligible Activity Regulation: 24 CFR Part 92.205 and 92.209

OCD Limit of Assistance: payment based on housing payment and household income

The purpose of the Tenant-Based Rental Assistance (TBRA) activity is to provide affordable monthly rental payments for tenant households with income levels at or below 60 percent of Area Median Income. To ensure that the rental units are decent, safe and sanitary, TBRA-subsidized units must meet the U.S. Department of Housing and Urban Development's Housing Quality Standards (HQS) (see 24 C.F.R. 982.401). Through this activity, grantees provide limited financial assistance to property owners to subsidize their income-eligible tenant's monthly rental payments. Generally, the subsidy payment is an amount equal to the difference between the established Rent Standard (based on local market conditions or the Fair Market Rent (FMR) for the unit size) and 30 percent of the tenant household's adjusted monthly income. Payments can also include security and utility deposits. Utility deposits can be provided only in conjunction with rental subsidy and/or security deposit assistance. Grantees generally contract with their local Housing Authority to implement TBRA Programs, although it is not required.

TBRA programs are generally modeled on the HUD Section 8 Voucher Program. The Voucher design places a cap on the subsidy, but does not limit the rental amount that property owners can charge. Under this design, the rental assistance subsidy is determined as the difference between the rent standard for the rental unit's size (number of bedrooms) and 30 percent of the tenant's adjusted monthly income. Tenants must pay the difference between the rent and the subsidy. Clients may choose units that rent for more than the rent standard or FMR; however they must pay the difference even if that amount is more than 30 percent of their adjusted monthly income. [Note: the Certificate design, that places a cap on the rent and fixes the tenants rent payment at 30 percent of the household's adjusted income (or 10 percent of gross income), is no longer a program design option for TBRA programs operated by Housing Authorities].

Although TBRA programs may be modeled on the HUD Section 8 Voucher Program, grantees must ensure that their TBRA programs meet the requirements of 24 CFR Part 92.209 regarding tenant selection, portability, terms of assistance, rent reasonableness, tenant protection, maximum subsidy, housing quality standards, security deposits and program operation. For CHIP grantees, households must have income levels at or below 60 percent of the Area Medium Income. Grantees must also establish a minimum tenant contribution towards the rent and ensure that leases meet minimum requirements regarding their length and terms (see 24 CFR Part 92.253 (a) and (b)). In general, leases cannot be for less than 12 months unless mutually agreed by the tenant and the property owner, and cannot exceed 24 months without being renewed. Families or individuals provided with HOME TBRA must be selected on the basis of one of the following:

- The Section 8 waiting list of a Public Housing Authority (PHA) operating within the jurisdiction of the CHIP grantee based on preferences established by the PHA.
- A waiting list established by the participating jurisdiction based on the established federal preferences and/or local preferences.
- Eligible families that currently reside in units that are designated for rehabilitation under the HOME program without requiring them to be placed on the PHA waiting list.

COMPLIANCE

1. ENVIRONMENTAL REVIEW DOCUMENTATION AND CERTIFICATION FORM

2. FAIR HOUSING PROGRAM

What must be included in the application for the “Fair Housing Program” Plan

- Properly completed copies of all forms, including signatures in applicable sections.
- Required attachments as identified in the instructions.

Each of the forms must be completed according to the detailed instructions for each that are on the pages that follow.

These sections will be scored based upon completeness, accuracy and consistency with other application components.

*****The Applicant/Recipient Disclosure/Update Report - HUD 2880 Form is not required to be submitted with the application.**

PY2015
Community Housing Impact and Preservation (CHIP) Program

**ENVIRONMENTAL REVIEW DOCUMENTATION AND CERTIFICATION FORM
FOR GENERAL ADMINISTRATION, FAIR HOUSING AND PLANNING**

Instructions:

*The **Environmental Review Documentation and Certification Form for General Administration, Fair Housing, and Planning** activities (only) is the:*

- Environmental Review;
- Environmental Review Certification; and
- Notice of Project Specific Release of Funds Respecting Environmental Grant Conditions.

Applicants executing an **Environmental Review Documentation and Certification Form for General Administration, Fair Housing and Planning** are certifying that the environmental review evaluation and the exemption determination are accurate for general administration, fair housing and planning activities funded with administrative dollars. This will satisfy the grantee's environmental review documentation process for these select activities. Applicants must submit an original, executed **Environmental Review Documentation and Certification Form for General Administration, Fair Housing, and Planning** with the application and keep one original, executed form on file. Once the grant agreement is fully executed, grant recipients will be able to access grant funds for these three activities. Please refer to OCD Policy 06-01 for further information and guidance.

General Administration, Fair Housing and Planning Defined

General administration and fair housing activities are defined as "Exempt" per 24 Code of Federal Regulations (CFR) 58.34(a)(3). Environmental and other studies, resource identification and plans and strategies development are defined as "Exempt" per 24 CFR 58.34(a)(1).

By executing this form, the certifying officer is certifying that the project description listed below is accurate; an environmental evaluation for general administration, fair housing, and planning activities was completed; and a determination of exemption was found for general administration, fair housing and planning activities.

Project Description

Planning activities include environmental and other studies, resource identification and the plans and strategies development. Program administration activities for this project include all or some of the following: staff and related costs required for overall program management, coordination, monitoring, reporting and evaluation; citizen participation costs; fair housing activities; indirect costs charged using an accepted cost allocation plan; developing submissions or applications for federal programs; and staff and overhead costs for project delivery and certain costs to administer the (check all applicable):

- Community Development Block Grant (CDBG)
- HOME Investment Partnerships (HOME); or
- Emergency Shelter (ESG) Programs.

**ENVIRONMENTAL REVIEW DOCUMENTATION AND CERTIFICATION FORM
GENERAL ADMINISTRATION, FAIR HOUSING AND PLANNING**

Certification

An environmental evaluation has been conducted for general administration, fair housing and planning activities. Pursuant to the review, it is the finding of the responsible entity that the activities listed in the project description above are exempt. Therefore, per 24 CFR 58.34, the responsible entity does not have to undertake any environmental review, consultation, or other action under NEPA and the other provisions of law or authorities cited in 24 CFR 58.5 and 58.6 for these projects.

I certify the accuracy of these statements:

Grant Recipient: _____

Grant Number or Project Type and Name: _____

Name and Title of Certifying Officer: _____

Mailing Address: _____

Signature of Certifying Officer: _____

Date of Signature: _____

Program Administrator Name: _____

Email Address of Program Administrator: _____

Administrator's Phone Number: _____

PY2015
OHIO CDBG, HOME, and OHIO HOUSING TRUST FUND PROGRAMS
FAIR HOUSING PROGRAM INSTRUCTIONS

Minimum Fair Housing Requirements:

- Fair housing training and outreach program is specific to CHIP Program activities and participants.
- Homebuyer education activities must include a fair housing component, which includes information related to potential discriminatory actions related to lending, insurance and real estate practices.
- Owners who participate in rental rehabilitation/repair projects must receive fair housing and tenant landlord training and/or information.
- Fair housing information (i.e., brochures) must be distributed to each applicant and/or recipient of CHIP Program assistance.

Grantees are required to establish a system for intake and processing of fair housing complaints.

- Grantees must maintain records to document implementing the fair housing program.
- All applicants must complete the provided Fair Housing Program Section in the application.

**PY2015
COMMUNITY HOUSING IMPACT AND PRESERVATION (CHIP) PROGRAM
FAIR HOUSING PROGRAM**

A. Applicant Jurisdiction: _____

The applicant is required to designate a local fair housing coordinator: 1) who is an employee of the unit of local government; 2) who is generally accessible Monday through Friday; and 3) who will be responsible to intake initial fair housing complaints and concerns. The person's name, address, and phone number must appear in all fair housing materials.

Name: _____	Title: _____
Address: _____	P.O. Box: _____
City, _____	
State: _____	ZIP: _____
Phone _____	Phone _____
Local: _____	Toll Free: _____
Email Address: _____	

A consultant or local agency may be used to carry out the Fair Housing requirements with the exception of the local contact requirements. If applicable, list agency or consultant coordinator below:

Name: _____	Title: _____
Address: _____	P.O. Box: _____
City, _____	
State: _____	ZIP: _____
Phone _____	Phone _____
Local: _____	Toll Free: _____
Email Address: _____	

B. Each grantee is required to establish a system to intake and process fair housing complaints and coordinate efforts with the appropriate Ohio Civil Rights Commission regional office. In the text box below, provide a brief description of your method to intake and process fair housing complaints.

C. Estimate the number of landlord-tenant complaints to be received per year:
Estimate the number of housing discrimination complaints to be received per year:

D. Indicate the appropriate Ohio Civil Rights Commission (OCRC) Office with which you will coordinate:

- Columbus Regional Office
30 E. Broad Street, 4th Floor
Columbus, Ohio 43215-3414
(614) 466-5928

- Cleveland Regional Office
Frank J. Lausche Building
615 W. Superior Avenue, Suite 885
Cleveland, Ohio 44113-1897
(216) 787-3150

- Akron Regional Office
Akron Government Center
161 S. High Street, Suite 205
Akron, Ohio 44308-1602
(330) 643-3100

- Cincinnati Satellite Office
City Hall, Human Relations Commission
801 Plum Street, Room 158
Cincinnati, Ohio 45202
(513) 352-2466

- Dayton Regional Office
40 W. 4th Street; Suite 1900
Dayton, Ohio 45402-1857
(937) 285-6500

- Toledo Regional Office
One Government Center, Room 936
Jackson and Erie Streets
Toledo, Ohio 43604
(419) 245-2900

Fair Housing Training Program

E. All Grantees of Community Housing Impact and Preservation (CHIP) Program funds are required to conduct fair housing training that targets the potential applicant pool of the funded housing activities. The number and frequency of trainings should be designed to complement any ongoing fair housing outreach activities and provide training opportunities for potential program participants. Also, if you are targeting any special populations (e.g. individuals with disabilities, seniors, homeless, battered spouses, etc.), training should be designed and provided to those groups. Training should also be provided to agency staff that serve clients such as housing authorities, homeless prevention and supportive service agencies if applicable.

Homebuyer education activities must contain a fair housing component that includes information related to potential discriminatory actions related to lending, insurance and real estate practices, including abusive or unfair lending practices.

Owners who participate in rental repair/rehabilitation projects must receive fair housing and tenant landlord training and/or information.

Develop a training strategy and list the details in the chart below. The training(s) must be held during the CHIP Program grant period. Include only trainings conducted in a group setting. See example below. Ongoing outreach performed on an individual basis with program applicants must be outlined in Section F, Outreach Program.

CHIP PROGRAM SERVICE AREA OR TARGET POPULATION	TARGETS POTENTIAL APPLICANTS OF WHICH ACTIVITY(IES)?	TRAINING LOCATION	DESCRIPTION OF TRAINING	APPROXIMATE DATES OF TRAINING
Northwest Area Landlords	Rental Rehabilitation	Greater City Community Center located in service area (47 S. Main St., Yourtown, OH 41234)	Workshop will be led by our fair housing staff and a local civil rights expert to cover fair housing law basics for landlords. This training includes handouts and interactive activities in order to facilitate knowledge of the subject.	12/14/2016 7 p.m.

If the community applying for CHIP Program funding is not currently a direct Community Development Program grantee, the

training strategy must include fair housing training to at least three additional social or civic groups and/or schools in the community.

List the training in the chart below (see example):

SOCIAL, OR CIVIC GROUP OR SCHOOL	TRAINING LOCATION	DESCRIPTION OF TRAINING	APPROXIMATE DATE OF TRAINING
Housing Authority Staff	Housing Authority Office	Overview of Federal, State and Local Fair Housing laws including distributing handouts	3/4/2016 10 a.m.

Outreach Program

F. **Fair housing information (i.e., brochures) must be distributed to all CHIP Program participants/applicants.** In addition, applicants are requested to develop a distribution strategy and list five points of distribution of fair housing information and materials to any combination of area agencies, organizations or public events which serve the CHIP Program Service Areas and potential program participants in the chart located below (see example):

LOCATION	LIST OF MATERIALS TO BE DISTRIBUTED	ESTIMATED QUANTITIES	APPROXIMATE NUMBER TO BE DISTRIBUTED PER QUARTER	APPROXIMATE DATES OF DISTRIBUTION			
				1 ST Qtr.	2 ND Qtr.	3 rd Qtr.	4 th Qtr.
Central Library	Fair Housing brochures	200	50	2/5	5/15	8/12	10/31

If the community applying for CHIP Program funding is not currently a direct Community Development Program grantee, five additional points of distribution of fair housing information and materials to area agencies, organizations or public events which serve the CHIP Program Service Areas and potential program participants must be identified and listed in the following chart (see example):

LOCATION	LIST OF MATERIALS TO BE DISTRIBUTED	ESTIMATED QUANTITIES	APPROXIMATE NUMBER TO BE DISTRIBUTED PER QUARTER	APPROXIMATE DATES OF DISTRIBUTION			
				1 ST Qtr.	2 ND Qtr.	3 RD Qtr.	4 TH Qtr.
Central Library	Fair Housing brochures	200	50	2/5	5/15	8/12	10/31

G. If training to be conducted by person/agency is different than indicated on page 1, list below:

NAME/TITLE:	
ADDRESS:	
PHONE/E-MAIL:	

H. The amount of CHIP Program general administrative funds budgeted to carry out Fair Housing Training and Outreach is

\$

If you are not using CHIP Program funds, what is the amount and source of funds to be utilized to carry out CHIP Program fair housing requirements?

SOURCE OF FUNDS	AMOUNT OF FUNDS
	\$