

# Program Year 2017 Community Housing Impact and Preservation Program

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## Application Instructions

OCEAN Live Date: **March 1, 2017**  
Application Submission Deadline: **May 5, 2017 at 11:59 p.m.**

Prepared By:

**Ohio** | **Development  
Services Agency**

Community Services Division  
Office of Community Development  
614.466.2285

## **SUBMISSION GUIDANCE**

The Program Year (PY) 2017 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](mailto: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. All questions regarding the application instructions and OCEAN submission must be e-mailed to the applicant's OCD Program Representative.

There are three distinct ways to submit information into OCEAN: 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, primary budget, and the program income table.

Applicants are required to submit documents that will be evaluated as part of the review process. Open each provided template document in OCEAN, save it to your computer, complete the required information, and then attach it in OCEAN under Grant Request Documents. Do not alter the provided templates.

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 appropriately, and then uploaded into OCEAN under Grant Request Documents. A group of like documents may be scanned together and saved as one document, i.e., Commitment Letters, Landlord Letter(s) of Interest, Contractor Certifications and Licenses, etc.

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

## **2017 CHANGES**

Please pay close attention to the Program Guidelines in regard to the Eligible Jurisdiction List and Partnership Composition. Jurisdictions were added in PY 2016. The following changes have been made from the PY 2016 CHIP Program application:

- There is a change in Submission Thresholds. Jurisdictions participating in a PY 2017 application must not be a party to an awarded PY 2016 grant as an applicant, partner, or provider of an opt-out or umbrella letter.
- There is no longer a Leveraged Funds requirement. Although leveraged funds are encouraged, they will not be scored.
- Requirements for the Program Income Implementation Plan have been changed. If there is **any** "cash on hand" balance, an implementation plan must be submitted.
- The activity elements submission method has been changed. The information will be submitted in an attachment instead of entered into OCEAN.
- The Application Submission Requirements for the Housing Needs Assessment have been restructured.
- There has been a change in requirements for submitting contracts and commitment letters for individuals/agencies listed on the Administrative Plan. Contracts are required for contractors, subcontractors or partner employees identified under categories 1 through 4 on the Administrative Plan. Commitment letters are required for contractors, subcontractors, and partner employees for categories 5 through 15 listed on the Administrative Plan.
- There has been a definition change for Relevant Training under the Staff Qualification Form. CHIP Program Application Sessions will not count as training.

## **SUBMISSION THRESHOLDS**

Jurisdictions participating in a PY 2017 application must not be a party to an awarded PY 2016 grant as an applicant, partner, or provider of an opt-out or umbrella letter. OCD requires applicants to have an approved Policies and Procedures Manual (PPM). If the applicant does not have an approved PPM they must either submit one to OCD by April 1, 2017, or adopt a partnering jurisdiction's PPM. OCD will not consider any application for funding if this minimum requirement is not met.

OCD has required applicants to develop strategies that will facilitate effective collaboration between housing and social service agencies and to conduct research in order to determine the most efficient use of CHIP Program funds and fulfill the service area's needs. In order for OCD to evaluate this requirement, applicants must submit a Housing Needs Assessment Executive Summary. This requirement allows the applicant more flexibility in the methods used to evaluate the community's needs and to determine the appropriate CHIP Program activities to request in the application. OCD will not consider any application for funding if this minimum requirement is not met.

In order for OCD to substantiate that an applicant has an appropriate number of contractors in the program to achieve the proposed outcomes and expend funds in a timely manner, the applicant must now identify a minimum of three (3) general contractors and a minimum of one (1) lead abatement contractor on the List of Contractors form. The lead abatement contractor can be included as one of the three (3) general contractors listed. Identify the name(s) of each employee associated with the general contractor and lead abatement contractor that will be working in the program. Valid Renovation, Repair, and Painting (RRP) Certifications must be attached for each general contractor and their employees included on the form. Valid lead abatement licenses must be attached for each lead abatement contractor and their employees included on the form. OCD will not consider any application for funding if this minimum requirement is not met. See Readiness to Proceed section for more details.

## PROGRAM GUIDELINES

### PROGRAM GOAL

Through an efficient, flexible, and impactful approach, the 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 FUNDING

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

### ELIGIBLE JURISDICTIONS

The CHIP Program jurisdictions include:

1. Non-entitlement/non-participating jurisdictions (cities with a low-moderate income population at or above 25 percent and all counties) with an approved CHIP PPM (eligible to receive Community Development Block Grant (CDBG), Ohio Housing Trust Funds and HOME Funds).
2. Non-entitlement jurisdictions (cities with a low-moderate income population at or above 25 percent and all counties) that are part of a participating jurisdiction consortium, as defined by the HOME Program regulations with an approved CHIP PPM (eligible to receive Ohio Housing Trust Fund and CDBG Funds). Consortiums with an allocation of more than \$400,000 from HUD per year are eligible for a maximum CHIP Program award of \$250,000 for each eligible jurisdiction in the consortium. The remaining jurisdictions must refer to *Grant Ceiling, Single-Community Applicants, Column B*.
3. Entitlement/non-participating jurisdictions (cities with a low-moderate income population at or above 25 percent and all counties) with an approved CHIP PPM (eligible to receive HOME Funds). Jurisdictions with an allocation of more than \$400,000 from HUD per year are eligible for a maximum CHIP Program award of \$250,000. The remaining jurisdictions must refer to *Grant Ceiling, Single-Community Applicants, Column B*.

Jurisdictions awarded a two-year grant in PY 2016 as a single applicant, as part of a partnership, or provider of an opt-out or umbrella letter in an awarded grant, are not eligible to apply for funding in PY 2017.

### GRANT CEILING

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

Single-Community Applicants: Single-community applicants may apply for a maximum award outlined in the chart below. Jurisdictions that are incentivized to partner (see #1, *Eligible Jurisdictions*, above, excluding counties with no eligible cities), but choose to apply as a single-jurisdiction applicant, must refer to Column A. Points associated with partnership development will not be awarded when scored for funding. Counties without eligible cities applying as a single-jurisdiction applicant 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 jurisdiction 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

Applicants should consider the grant ceilings outlined above as maximum amounts when determining funding requests. Applying for the maximum ceiling amount is not a requirement. Applicants should only request an amount suitable for the grant to be administered effectively considering staff capacity, contractor availability and grant time constraints. 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. In a scenario where the city is an applicant and their county is a partner, the partnership may include an adjacent county and its eligible cities. To summarize; if the city is the applicant, the partnership cannot cross the county borders without partnering with both counties.
- One of the eligible communities (city or county) in the partnership will be the applicant/potential grantee.
- Jurisdictions are allowed to submit or be a part of only one application.

Counties that do not contain any CHIP Program-eligible cities will automatically receive points associated with partnership development using the terms associated with *Grant Ceiling, Single-Community Applicants, Column B*. 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, Partnership Applicants*.

**Review the list of eligible jurisdictions for PY 2017 funding carefully. The list includes cities that may or may not have been included in their county's service area for previously funded grant periods. Adding or deleting these cities to the list may change options for partnership composition. It will be incumbent upon the county to coordinate with these cities to communicate all options. The list also contains counties that have not recently received a CHIP Program grant, which also may change options for partnership composition for cities within those counties. It will be incumbent upon those cities to coordinate with these counties to communicate all options.**

Any eligible jurisdiction that chooses not to be a direct participant for PY 2017, either as an applicant or a partner, may do so with no effect on the applicant's scoring or funding level by selecting one of the following options:

- **County Umbrella:** If an eligible city is not interested in being a partner for PY 2017, but is interested in CHIP Program funds being spent in their jurisdiction, the city can join their county's service area. The application for funding must contain a letter from the city's CEO electing for CHIP Program funds to be spent in their community under their county's jurisdiction in order to receive points associated with partnership development. When determining the applicant's ceiling amount, the county's amount must be based on amounts outlined for counties under *Single-Jurisdiction Applicants, Column B* or *Partnership Applicants* depending on whether the county has another partnering jurisdiction. There are no incentive funds available for this option. The county may participate as a single applicant, a partnership applicant or a partner.
- **Jurisdiction Opt-Out:** If an eligible jurisdiction is not applying for CHIP Program funding in PY 2017 and is not interested in CHIP Program services within its jurisdiction, the application for funding must contain an opt-out letter from the jurisdiction's CEO to receive points associated with partnership development. The length of the opt-out period will automatically be defined as the entire PY 2017 grant period. If the application is not funded, the opt-out letter becomes cancelled. Applicants that do not have other partnering options must refer to *Single-Jurisdiction Applicants, Column B*. This option is only available to jurisdictions that are not interested in applying or partnering during the PY 2017 grant period and do not want funds spent in their jurisdiction.

**Grant funds can only be spent in CHIP Program-eligible jurisdictions that apply as a single applicant, as an eligible partner or under the county umbrella option.**

CHIP Program services must 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. Prior to submitting an application, the partnership must prepare a plan for expending the awarded funds throughout each jurisdiction. The plan must be submitted in the application for OCD to evaluate.

Non-entitlement cities and counties that are part of a participating jurisdiction consortium and entitlement/non-participating jurisdictions may apply as single-community applicants and automatically receive points associated with partnership development through application scoring or join an eligible partnership with the following restrictions:

- A non-entitlement/non-participating jurisdiction (see #1, *Eligible Jurisdictions*) must be the applicant.
- When determining the partnership ceiling amount, the amount for non-entitlement jurisdictions that are part of a participating jurisdiction consortium and entitlement/non-participating jurisdictions (see #2 and #3, *Eligible Jurisdictions*) must be based on the amounts outlined in *Eligible Jurisdictions*. If the partnership is formed with another single jurisdiction, the amount for non-entitlement/non-participating jurisdictions (see #1, *Eligible Jurisdictions*) must be based on amounts outlined under *Single-Community Applicants*. If the partnership is formed with multiple non-entitlement/non-participating jurisdictions (see #1, *Eligible Jurisdictions*), the amount for non-entitlement/non-participating jurisdictions may be based on amounts outlined under *Partnership Applicants*.
- No HOME Funds can be spent in non-entitlement jurisdictions that are part of a participating jurisdiction consortium and no CDBG Funds can be spent in the entitlement/non-participating jurisdictions.

### **ELIGIBLE PROJECT CATEGORIES WITH RESPECTIVE ACTIVITIES**

Funds can be shifted between activities within each category regardless of the projected budgets and outcomes as long as the activities are included on the attachment A of that funding source in the grant agreement. If a grantee wishes to shift funds into an activity that was not part of the attachment A of that funding source, it would necessitate the need for a formal amendment along with a public hearing.

#### Rehabilitation Assistance

- Owner Rehabilitation
- Rental Rehabilitation

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

- Owner Home Repair
- Rental Home Repair

#### 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**

OCEAN Live Date: March 1, 2017  
Submission: May 5, 2017 by 11:59 p.m.  
Grant Award: September 1, 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 soft costs related to work completed on a specific unit meeting a national objective or income eligibility 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 soft costs associated with projects that do not meet a national objective or income eligibility 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 (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 may achieve a score up to 100 points. The process is competitive and designed to rank, in order, the communities to be funded through the CHIP Program.

- **Needs (15 total points):** Needs will include an assessment of 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 using:
  - (1) an average of the participating communities percentage of low- and moderate-income populations,
  - (2) the percentage of households paying more than 35 percent of income for housing,
  - (3) age of housing stock,
  - (4) unemployment rates, and
  - (5) an assessment of the applicant's planning process for its service area.
- **Capacity (25 total points):** Administrative capacity will include the adequacy of the proposed administrative plan; the degree of consistency with application requirements; the applicant's or consultant's experience and capacity for implementing the proposed activities, and adequately filling the required roles to successfully administer a grant.
- **Performance (30 total points):** Performance scoring will be based upon the applicant's performance. Performance of non-applicant partners will not affect the overall scoring of the application, but, based on performance of each jurisdiction, the portion of the grant total attributable to any partner may be reduced by up to 50 percent of the eligible amount available to that jurisdiction if serious performance issues exist. It will be incumbent on all partner jurisdictions to fully disclose negative performance issues. Performance will include prior and current performance in administering and complying with grant agreement(s), program regulations and policies, resolving monitoring and/or audit findings, and progress in completing activities. Any OCD-funded program may be evaluated.
- **Impact (30 total points):** Impact will be based on the applicant's demonstrated readiness to proceed with the proposed activities; the consistency within the community's application; federal and state program requirements, and the application instructions. Impact will also take into consideration cost effectiveness and the applicant's ability to demonstrate collaboration with other local resources. Counties containing no CHIP Program-eligible cities and jurisdictions described under "Eligible Jurisdictions #2 and #3" will automatically receive points associated for partnership development.

## **CITIZEN'S PARTICIPATION**

Applicants are required to conduct two public hearings; one general public hearing regarding all CDBG and HOME funded programs the applicant administers; and one application-specific public hearing for each proposed program, such as the CHIP Program.

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.

## ELIGIBLE JURISDICTIONS LIST

The following jurisdictions are eligible for PY 2017 CHIP Program funding:

### **PY 2017 CHIP PROGRAM CDBG AND OHTF ELIGIBLE JURISDICTIONS**

Trumbull County	Hubbard
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### **PY 2017 CHIP PROGRAM HOME ELIGIBLE COMMUNITIES**

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

### **PY 2017 CHIP PROGRAM CDBG, OHTF AND HOME ELIGIBLE COUNTIES**

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

### **PY 2017 CHIP PROGRAM CDBG, OHTF AND HOME ELIGIBLE CITIES WITH POPULATION MORE THAN 15,000 AND LMI PERCENT OF AT LEAST 25 PERCENT**

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

### **PY 2017 CHIP PROGRAM CDBG, OHTF AND HOME ELIGIBLE CITIES POPULATION LESS THAN 15,000 AND LMI PERCENT OF AT LEAST 25 PERCENT**

Bellefontaine	Columbiana	Greenville	Maumee	Rosssford	Van Wert
Bellevue	Conneaut	Heath	Napoleon	Salem	Vermilion
Belpre	Coshocton	Hillsboro	Nelsonville	Sheffield Lake	Wapakoneta
Bryan	Delphos	Huron	Northwood	St. Marys	Wauseon
Bucyrus	Dover	Ironton	Oberlin	Struthers	Wellston
Cambridge	East Liverpool	Jackson	Orrville	Tipp City	Willard
Campbell	Eaton	Kenton	Pataskala	Toronto	Wilmington
Celina	Fostoria	Logan	Port Clinton	Uhrichsville	
Chardon	Galion	London	Ravenna	Upper Sandusky	
Circleville	Geneva	Martins Ferry	Rittman	Urbana	
Clyde	Girard	New Carlisle	Shelby	Washington C.H.	

## **PLANNING REQUIREMENTS**

Strategies that will facilitate effective collaboration between housing and social service agencies are the hallmark of determining the most efficient use of CHIP Program funds. By requiring applicants to submit a Housing Needs Assessment Executive Summary, OCD encourages local governments to oversee these collaboration efforts. The research and correspondence necessary to provide a Housing Needs Assessment will enable communities to reduce service duplication and ensure the areas of greatest need are addressed. In addition, by recommending applicants communicate with local and regional service providers, they will have a greater understanding of the services available to their clients and will be equipped to coordinate funds and refer services more effectively. This results in better customer service and program administration.

### **INSTRUCTIONS FOR PREPARING THE HOUSING NEEDS ASSESSMENT**

All communities (single community or partnership applicants) planning to apply for PY 2017 CHIP Program funding will be required to evaluate their housing needs and opportunities for collaboration prior to submitting an application. Applications that do not include the Housing Needs Assessment Executive Summary will not be considered for funding. If applying under a partnership, the partnership's applicant is responsible for submitting the Executive Summary for the entire partnership's service area. The applicant has flexibility when preparing their Housing Needs Assessment, however OCD does expect the applicant to provide the process used to develop it and the rationale utilized when determining which activities to include and not include in the application.

#### **PART I. SERVICE AREA COORDINATION**

As part of the rationale, OCD recommends the Housing Needs Assessment include documented communication with the following sectors in the applicant's service area:

- 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
- Veterans Service Commission
- Alcohol, Drug Addiction and Mental Health Services Board
- Domestic Violence Shelter
- Landlord Association or Local Landlord
- Local Health Department
- Local Continuum of Care
- Local Realtors
- Local Private Lenders

Methods of communication may include documented face-to-face meetings, documented phone calls, emails, letters, surveys, etc. When communicating with these sectors, communities should discuss eligible CHIP Program activities (see below) and their eligibility requirements. Discussions should also include:

- gaps in services;
- waiting list information;
- data collected that could assist with research on the service area's needs;
- need for prioritizing geographic areas;
- coordinating with service providers; and
- referral system network.

#### **PART II. SERVICE AREA RESEARCH**

Also pertinent to planning, the applicant should conduct research to determine the service area's needs. Several resources should be considered. Statistics at the local level may be available at some of the sectors' agencies listed above. U.S. Census data is available for high-level statistics at <http://www.census.gov/>.

## APPLICATION SUBMISSION REQUIREMENTS

Each applicant is required to submit the Housing Needs Assessment **Executive Summary only**. Supporting documentation for the Housing Needs Assessment must be kept on file for monitoring purposes. The Executive Summary must include the following:

- I. Description of the process for acquiring information used in developing the Housing Needs Assessment.
- II. Research-based service area housing needs.
- III. Discuss funds/services that are available in the service area to address housing needs. Provide information regarding the agencies willing to collaborate and meet the service area's comprehensive housing needs. Include historical, current and future networking efforts.
- IV. Current waiting list information from area service providers.
- V. Referral system practices established with other agencies to strengthen the service area's network. Include historical, current, and future referral system practices.
- VI. Research-based gaps in service and/or communication with service providers. Identify funds and services that are not available and what measures are being taken to attempt to address these gaps. Include historical and current networking efforts.
- VII. Final recommendations for the CHIP Program application. **Every available CHIP Program activity must be accounted for in either A or B.**
  - A. Prioritize the activities from highest to lowest based on your research
    1. Include the rationale behind each activity applied for and
  - B. Provide the rationale behind the balance of eligible activities that were not applied for.

OCD will evaluate the Executive Summary's comprehensiveness and quality based on the list above.

## CHIP PROGRAM ACTIVITY INFORMATION

The Housing Needs Assessment's primary purpose is to identify gaps in the service area's housing services for underserved low- to moderate-income (LMI) households and recommend eligible CHIP Program activities that will increase service to those populations. The following is a list of the current eligible CHIP Program project categories with respective activities, and their eligible funding sources:

(HOME: HOME Investment Partnerships; CDBG: Community Development Block Grant; OHTF: Ohio Housing Trust Fund)

### Eligible Project Categories with Respective Activities

#### Rehabilitation Assistance

- Owner Rehabilitation
- Rental Rehabilitation

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

- Owner Home Repair
- Rental Home Repair

#### Homeownership Assistance

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

#### Tenant-Based Rental Assistance

### Administration Costs

Administration  
Fair Housing

### Eligible Funding Source

HOME, CDBG, and OHTF\*

CDBG and OHTF\*

HOME

HOME

### Eligible Funding Source

HOME and CDBG  
CDBG

Funds can be shifted between activities within each category regardless of the projected budgets and outcomes as long as the activities are included on the attachment A of that funding source in the grant agreement. If a grantee wishes to shift funds into an activity that was not part of the attachment A of that funding source, it would necessitate the need for a formal amendment.

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

Projects funded with OHTF must consider the following:

- 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 disability-specific clientele.

## **LEVERAGED FUNDS BUDGET**

**Although leveraging funds are encouraged to stretch the spending of grant funds, they are not required and will not be scored in the application.** Any funds you do choose to leverage in the CHIP Program application must result in a CHIP Program-eligible outcome and be spent during the grant period. OCD will examine the reasonableness of the amount of funds committed relative to the service and the number of outcomes projected. Bank loans relative to the Homeownership activity (with the exception of New Construction Habitat for Humanity loans) should not be included as leveraged funds. 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).

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

## HOUSING PROGRAM INCOME

Housing Program Income must be spent in a timely manner. Housing Program Income funds (including partners) available at the time of application submission should be committed to eligible activities. Communities with any Housing Program income "cash on hand" balance **must** submit an Implementation Plan with as much detail as possible for spending those funds within the grant period. Failure to provide enough detail to ensure the expenditure of funds may negatively affect the application score. Failure to follow the Implementation Plan may negatively affect scoring in future funding rounds.

The following HOME and CDBG Housing Program Income information must be entered in OCEAN:

HOUSING PROGRAM INCOME	HOME	CDBG HOUSING
Enter the "cash on hand" housing program income balance as of <b>March 31, 2017</b> , including partnering jurisdictions.	<input type="text"/>	<input type="text"/>
<b>Program Income Implementation Plan</b> (The next four entries must be reflected in the Implementation Plan.)		
Enter the amount of program income leveraged in this CHIP Program application.	<input type="text"/>	<input type="text"/>
Enter the amount of program income committed to other projects by executed contract.	<input type="text"/>	<input type="text"/>
Enter the amount of program income committed to other projects by being officially obligated in another program.	<input type="text"/>	<input type="text"/>
Enter the amount of program income not committed by executed contract or officially obligated in another program, but is reflected in the Implementation Plan to be spent during the grant period.	<input type="text"/>	<input type="text"/>
<b>Total Program Income Reflected in Implementation Plan</b>	<input type="text"/>	<input type="text"/>
<b>Remaining Uncommitted Balance</b>	<input type="text"/>	<input type="text"/>

**OCD reserves the right to reduce grant award by the Remaining Uncommitted Balance. If this table is not completed correctly and indicates an uncommitted balance or if it does not match the Implementation Plan, OCD will reduce the grant award if funded.**

## HOUSING REVOLVING LOAN FUND (RLF) ADMINISTRATION AGREEMENT

Communities that either have a Housing RLF (CDBG and/or HOME) or have received a CHIP Program grant award in the past were required to submit a Housing RLF Administration Agreement to OCD. If the **applicant and all partners** have not submitted these agreements by the CHIP Program application submission deadline, it will impact their application score. Questions regarding the Housing RLF Administration Agreement can be directed to Jared Jodrey, RLF Coordinator, at (614) 752-4574 or [Jared.Jodrey@development.ohio.gov](mailto:Jared.Jodrey@development.ohio.gov)

## PROGRAM BUDGET

The Program Budget will be directly entered in OCEAN. Dollar amounts must be rounded to the nearest \$100 increment. Applicants should consider grant ceilings as maximum amounts when determining funding requests. Applying for the maximum ceiling amount is not a requirement. Applicants should only request an amount suitable for the grant to be administered effectively considering staff capacity, contractor availability and grant time constraints (See attached Milestones Chart). Regardless of the number of communities in the partnership, the maximum grant request cannot exceed \$1.6 million.

Fair Housing is a required component of the CHIP Program. If the community's Fair Housing Program is being funded by a source of funds other than CHIP Program grant funds, those funds must be identified as leveraged funds. The outcomes for the Fair Housing Program must be shown on the Program Budget, regardless of the funding source.

The total requested amount in the Repair Assistance category is capped at 30% of the total grant request.

### **ACTIVITY ELEMENTS**

The applicant is required to provide detailed information on the activity elements of their CHIP Program. A separate Activity Elements spreadsheet will be required for each activity proposed in the application. **There is no longer a text box in OCEAN to be completed.** Provide this information by completing the Activity Elements spreadsheet in the form of an attachment provided in OCEAN. See sample at the end of this section. Several responses will be completed through drop down options. Complete a separate spreadsheet for each activity included in the application's budget. Save each document and upload it into OCEAN.

### **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,

- o postage, and
- o 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 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 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 2017 CHIP PROGRAM LIMITS OF ASSISTANCE** (Instituting local limits of assistance is not an option.)

Housing Activities	Minimum Per Unit Limit of Assistance (hard + soft costs)	Maximum Per Unit Limit of Assistance (hard + soft costs)	Percentage of Hard Costs Allowable as Soft Costs (recommended maximum average)
Owner Rehabilitation	\$1,000	\$46,000	15%
Rental Rehabilitation	\$1,000	*\$46,000	15%
Owner Home Repair**	\$250	\$15,000	20%
Rental Home Repair**	\$250	*\$15,000	20%
Homeownership	\$1,000	\$47,000	17%
New Construction-Habitat For Humanity (HFH)	\$1,000	\$22,000	10% of total CHIP hard costs
Tenant-Based Rental Assistance (TBRA)	\$100/yearly	\$9,000/yearly	10% for income determination and unit inspections only

\* Includes required local or State landlord match of hard costs.

\*\* For Repair Assistance 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 on the Activity Elements spreadsheet. OCD will allow a maximum per unit cost of \$22,000, which includes soft costs. This budget and outcomes will be part of the overall repair assistance category.

The aforementioned maximum per unit limits of assistance includes program income used to supplement the project. With the exception of Habitat for Humanity and TBRA 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.

# CHIP PROGRAM ACTIVITY MILESTONES (excluding Repair Assistance, Administration and Fair Housing) & CALCULATION TOOL

YEAR		MILESTONES												CALCULATION TOOL																				
YEAR 1	MONTH																																	
YEAR 1	September	<div style="border: 1px solid black; padding: 5px; background-color: #e0f0e0;"> <p style="text-align: center;"><b>DECEMBER 1</b></p> <p>TIER 1 - Request for Release of Funds (RROF) Mail notification of non-compliance</p> </div>												Total OCD Award =																				
	October													HOME Award - HOME Admin =																				
	November													Total Repair Assistance =																				
	December													Total Admin + Fair Hsg. =																				
YEAR 2	January	<div style="border: 1px solid black; padding: 5px; background-color: #e0f0e0;"> <p style="text-align: center;"><b>MARCH 31</b></p> <p>HOME, CDBG AND OHTF AT LEAST 25% COMMITTED - AT LEAST 10% DRAWN Mail notification of non-compliance</p> </div>												COMMITTED			DRAWN																	
	February													HOME/CDBG/OHTF			HOME/CDBG/OHTF																	
	March													STATUS			\$ - \$																	
	April													<div style="border: 1px solid black; padding: 5px; background-color: #e0f0e0;"> <p style="text-align: center;"><b>SEPTEMBER 30</b></p> <p>HOME, CDBG AND OHTF AT LEAST 50% COMMITTED - AT LEAST 25% DRAWN Automatic score reduction on next application</p> </div>			HOME/CDBG/OHTF			HOME/CDBG/OHTF														
	May																HOME/CDBG/OHTF			HOME/CDBG/OHTF														
	June																HOME/CDBG/OHTF			HOME/CDBG/OHTF														
	July																HOME/CDBG/OHTF			HOME/CDBG/OHTF														
	August													STATUS			\$ - \$			<p style="text-align: center;"><b>APRIL 1 (YEAR 2) - SEPT. 30 (YEAR 2)</b></p> <p>NO-FAULT AMENDMENT PERIOD (Includes moving funds between eligible categories or reducing total grant, including a administration funds, with no penalty.)</p>														
	September													STATUS			HOME																	
	October													STATUS			HOME/CDBG/OHTF																	
	November													STATUS			HOME/CDBG/OHTF																	
	December													STATUS			\$ - \$			<p style="text-align: center;"><b>MAY 31 - AUGUST 30</b></p> <p>HOME REALLOCATION PERIOD FROM OCD TO OHFA</p>														
January	STATUS			HOME/CDBG/OHTF																														
February	STATUS			HOME/CDBG/OHTF																														
March	STATUS			HOME/CDBG/OHTF																														
YEAR 3	April	<div style="border: 1px solid black; padding: 5px; background-color: #e0f0e0;"> <p style="text-align: center;"><b>APRIL 30</b></p> <p>NOTICE OF RECAPTURE IF HOME FUNDS ARE NOT 100% COMMITTED WITHIN 30 DAYS</p> </div>												<p style="text-align: center;"><b>APRIL 1 (YEAR 2) - SEPT. 30 (YEAR 2)</b></p> <p>NO-FAULT AMENDMENT PERIOD (Includes moving funds between eligible categories or reducing total grant, including a administration funds, with no penalty.)</p>																				
	May																<p style="text-align: center;"><b>MAY 31</b></p> <p>HOME FUNDS 100% COMMITTED BY GRANTEE - HOME, CDBG AND OHTF AT LEAST 75% DRAWN ANY UNCOMMITTED HOME FUNDS WILL BE AUTOMATICALLY RECAPTURED (No further site address changes can be made, including hard costs and soft costs, without OCD pre-approval and probable penalty.) Either threshold not met - Automatic award reduction on next grant award Both thresholds not met - Automatic score reduction on next application and a automatic award reduction on next grant award</p>																	
	June																			<p style="text-align: center;"><b>AUGUST 30 - OCD/HUD DEADLINE - HOME FUNDS 100% COMMITTED BY OCD</b></p>														
	July																						<p style="text-align: center;"><b>OCTOBER 31</b></p> <p>HOME/CDBG/OHTF 100% WORK COMPLETED - FINAL INSPECTION REPORT/HOMEOWNER SATISFACTION STATEMENT (FOUND IN OCEAN'S HELP MENU) SUBMITTED TO OCD FOR EVERY PROJECT ADDRESS (EXCEPT TBRA) Automatic extension issued to complete committed projects with score reduction on next application</p>											
	August																									<p style="text-align: center;"><b>NOVEMBER 30</b></p> <p>COMMITTED HOME/CDBG/OHTF 100% DRAWN ALL FUNDS MUST BE IN THE PROCESS OF BEING DISBURSED Automatic extension issued to draw funds on completed projects with score reduction on next application. If any uncommitted, unspent CDBG/OHTF dollars remain, those grants will be reduced without penalty.</p>								
	September																												<p style="text-align: center;"><b>10/31 WORK COMP.</b></p>					
	October																															<p style="text-align: center;"><b>11/30 FINAL DRAW</b></p>		
	November																																	
December	<p>Committed = Contract executed and funds set up in OCD's system; TBRA funds are automatically committed upon grant agreement execution Drawn = Request to draw funds submitted in OCD's system</p>																																	
<p style="text-align: center;"><b>HOME funds must be drawn first for activities that are funded with multiple sources unless the project requires a specific source of funds.</b></p>																																		
<p style="text-align: center;">Grantees are prohibited from keeping more than \$5,000 of dispersed OCD funds for more than 30 days per Program Policy Notice: OCD 15-06.</p>																																		

# ACTIVITY ELEMENTS

CATEGORY:

ACTIVITY:

CLIENT SELECTION CRITERIA:

EXPLAIN OTHER:

POPULATION SERVED (% of AMI):

HOME-APPROVED METHOD TO DETERMINE INCOME ELIGIBILITY:

## FINANCE MECHANISM

Elements must be consistent with OCD Policy 15-03 and Activity Descriptions in Readiness to Proceed Instructions.

LOAN/GRANT STRUCTURE:

TERMS OF LOAN (YEARS):

PERCENT LOAN DECLINES PER YEAR:

RECAPTURE PERCENTAGE:

## RENTAL REHABILITATION AND RENTAL REPAIR PROJECTS ONLY (IF APPLICABLE)

IDENTIFY ANY DISABILITY-SPECIFIC CLIENTELE SERVED:

See Instructions: Planning Requirements, CHIP Program Activity Information.

OHTF BUDGET FOR DISABILITY-SPECIFIC CLIENTELE PROJECTS:

## REPAIR PROJECTS ONLY (IF APPLICABLE)

SEPTIC SYSTEM ELEMENTS:

See Instructions: Program Budget, Limits of Assistance.

BUDGET:

OUTCOMES:

## **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 OCEAN:

### **AUTHORIZING LEGISLATION**

The authorizing legislation must give the applicant the authority to submit the PY 2017 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 in OCEAN under the Help tab under Grant Documentation Templates.

### **PARTNERSHIP STRUCTURE NARRATIVE (if applicable)**

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

- Outline of grant funds distribution between the partners including amount budgeted by each partner along with projected outcomes; and
- Outline the method and frequency of communicating with partnering communities' on their progress throughout the grant period;
- 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.

## ADMINISTRATIVE CAPACITY

The applicant, if funded, becomes the grantee. The grantee will be responsible for successfully administering the entire awarded 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, 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, Subcontractor, or Partner Employee) by using the drop down box. (See form on the next page.)

### **CONTRACTS**

Individuals/agencies listed as contractors, subcontractors, and partner employees for **categories 1 through 4 on the administrative plan** must include a copy of their contract regardless of the amount. These contracts must be confirmed in the application by submitting a copy of the unsigned or fully executed contract. If the contract is fully executed, it must contain a clause indicating that services are contingent upon CHIP Program funding. **The contract time frames must cover the entire CHIP Program grant period and the scope of services must match the duties listed on the administrative plan.** Do not include CHIP Program-related contracts prepared/executed by the applicant's partners for services that will only be carried out within that partner's jurisdiction. Do not include procurement documentation with the application.

### **COMMITMENT LETTERS**

Individuals/agencies listed as contractors, subcontractors, and partner employees for **categories 5 through 15 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 entity (applicant/contractor) in which services will be provided. Alternatively, an executed copy of a contract or Memorandum of Understanding (MOU) can be submitted. The contract or MOU must contain a clause indicating that services are contingent upon CHIP Program funding.

For the purposes of the submission, a subcontractor is defined as any organization/person that will be performing duties for a contractor. If the community has hired a consultant, for instance, the consultant is a contractor. If a contracted consultant hires an organization/person to perform duties, that organization/person is a subcontractor.

**COMPLETE AND ATTACH ADMINISTRATIVE PLAN AND STAFF QUALIFICATION FORMS**

See application instructions, Administrative Capacity.

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

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**

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 (SQF). The SQFs are accessible by opening the tabs (titled SQF) at the bottom of the Excel document. Do not submit SQFs for categories 5 through 15. Each completed SQF will include the following information:

### **WORK HISTORY**

Provide the individual's name, employer, position/job title, start and end date of employment for each position, including both the month and year. In the Duties text box, provide details of CHIP Program Work History and Relevant Work History.

CHIP Program Work History: Provide details of employment history in the CHIP Program. (Specific CHIP experience must be identified as "CHIP" or "Community Housing Improvement Program/Community Housing Impact and Preservation Program" to be considered CHIP experience.) References to HOME or CDBG funded housing programs other than the CHIP Program or that do not specifically state CHIP Program will be considered relevant experience and not CHIP Program experience.

Relevant Work History: Provide details of employment history other than CHIP Program experience.

### **HIGHER EDUCATION**

Provide documentation of the highest level of education achieved beyond high school, including information about specific degrees.

### **RELEVANT TRAINING**

Provide training information regarding recent relevant training completed by the individual and must include:

- The title of the training (must be specific),
- the provider of the training, and
- the length of the training rounded to the nearest ½ day (do not show hours). Training completed prior to 2014 will not be considered recent. Recertification training such as LRA refresher 2014 and LRA refresher 2016 will count as one (1) day of training. Meetings such as OCCD quarterly meetings and CHIP Program application sessions will not count as training.

### **CURRENT STATE/NATIONAL PROFESSIONAL MEMBERSHIPS**

Provide current professional membership information (e.g. Ohio Conference of Community Development, American Institute of Certified Planners, etc.). Local/regional organization memberships will not be considered for points.

### **CERTIFICATIONS AND LICENSES**

Provide trade certifications and/or licenses. Having a certification or obtaining a license will be defined as receiving the designation based upon testing (e.g. 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 SQF must be attached in order to receive the associated points. Alternatively, certified copies of college transcripts may be accepted in absence of the actual degree. The documentation must substantiate the information included in the SQF. To attach documents to the application they must be scanned and uploaded into OCEAN.

# STAFF QUALIFICATION FORM

## WORK HISTORY

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:

## HIGHER EDUCATION

INSTITUTION:	<input type="text"/>		
DEGREE SOUGHT	<input type="text"/>		
DEGREE COMPLETED	<input type="text"/>	<input type="text"/>	
INSTITUTION:	<input type="text"/>		
DEGREE SOUGHT	<input type="text"/>		
DEGREE COMPLETED	<input type="text"/>	<input type="text"/>	

**ATTACH A COPY OF THE HIGHEST DEGREE OF HIGHER EDUCATION OBTAINED**

## RELEVANT TRAINING

TITLE:	<input type="text"/>		
TRAINING PROVIDER:	<input type="text"/>		
YEAR ATTENDED:	<input type="text"/>	LENGTH:	<input type="text"/>
TITLE:	<input type="text"/>		
TRAINING PROVIDER:	<input type="text"/>		
YEAR ATTENDED:	<input type="text"/>	LENGTH:	<input type="text"/>
TITLE:	<input type="text"/>		
TRAINING PROVIDER:	<input type="text"/>		
YEAR ATTENDED:	<input type="text"/>	LENGTH:	<input type="text"/>
TITLE:	<input type="text"/>		
TRAINING PROVIDER:	<input type="text"/>		
YEAR ATTENDED:	<input type="text"/>	LENGTH:	<input type="text"/>
TITLE:	<input type="text"/>		
TRAINING PROVIDER:	<input type="text"/>		
YEAR ATTENDED:	<input type="text"/>	LENGTH:	<input type="text"/>

## CURRENT STATE/NATIONAL PROFESSIONAL MEMBERSHIPS

ORGANIZATION:	<input type="text"/>
EXPIRATION DATE	<input type="text"/>
ORGANIZATION:	<input type="text"/>
EXPIRATION DATE	<input type="text"/>

## CERTIFICATIONS AND LICENSES

TITLE:	<input type="text"/>	TEST REQUIRED:	<input type="text"/>
TITLE:	<input type="text"/>	TEST REQUIRED:	<input type="text"/>
TITLE:	<input type="text"/>	TEST REQUIRED:	<input type="text"/>

**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.
- The primary Rehabilitation Specialist must provide, at a minimum, a valid Renovation, Repair, and Painting (RRP) Certification. Rehabilitation Specialists that have a valid Lead Risk Assessors License meet the minimum requirements of the RRP Certification.
- Provide a minimum of three (3) general contractors and minimum of one (1) lead abatement contractor on the List of Contractors form. The lead abatement contractor can be included as one of the three general contractors listed. Identify the name(s) of each employee associated with the general contractor and lead abatement contractor that will be working in the program. Valid Renovation, Repair, and Painting (RRP) Certifications must be attached for each general contractor and their employees included on the form. Valid lead abatement licenses must be attached for each lead abatement contractor and their employees included on the form. If an identified contractor/employee does not have a valid RRP Certification or Lead Abatement License, provide an assurance to OCD that the individual will obtain certification or license prior to the beginning of the grant. Provide the date and location of the training and/or the date on which the certification and/or licensure testing will occur. In this situation, a copy of the certification and/or license must be provided to OCD as a special condition for funding.

Licenses for lead risk assessors, lead abatement contractors, and lead abatement workers are valid for two years after the date of issuance. RRP certifications are valid for five years after the date the course is completed. Lead abatement contractors can be found by searching the Ohio Department of Health's database at [https://www.odh.ohio.gov/odhprograms/eh/lp\\_prev/lp\\_list1.aspx](https://www.odh.ohio.gov/odhprograms/eh/lp_prev/lp_list1.aspx).

### **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 PY 2017 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 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 OCD's current Housing Handbook, Part I and in the adopted PPM selected for this application. **Grantees will follow OCD's maximum per unit limit of assistance for PY 2017 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 local or State 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 non-profit property owners and 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.

## **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: \$15,000 (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: \$15,000 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. For-profit landlord contributions **must** be 50 percent of the hard costs of the project. For non-profit property owners and property owners with income levels at or below 80 percent of Area Median Income, grantees are limited 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. All loans from financial institutions must, at a minimum, meet the requirements outlined in OCD's Underwriting Process. 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.**

**PY 2017**  
**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: \_\_\_\_\_

**PY 2017**  
**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 programs associated with Homeownership Assistance activities must contain a fair housing component that includes information regarding potential discriminatory actions related to lending, insurance, and real estate practices, including abusive or unfair lending 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.

**PY 2017  
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, 4<sup>th</sup> 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  
Mid-Pointe Towers  
7162 Reading Road, Suite 1005  
Cincinnati, OH 45237  
(513) 351-2541
  
- Dayton Regional Office  
Point West III  
3055 Kettering Blvd, Suite 111  
Dayton, Ohio 45439  
(937) 285-6500
  
- Toledo Regional Office  
One Government Center  
640 Jackson Street, Suite 936  
Toledo, OH 43604  
(419) 245-2900

**Fair Housing Training Program**

E. All Community Housing Impact and Preservation (CHIP) Program grantees 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 education activities and provide training opportunities for potential program participants. Grantees should also designate specific training for any special population (e.g. individuals with disabilities, seniors, etc.) targeted by a CHIP activity.

Homebuyer education programs associated with Homeownership Assistance activities must contain a fair housing component that includes information regarding 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 outline the details in the chart below. The training(s) must be held during the CHIP Program grant period. List all proposed fair housing training activities, including client-specific training associated with Homeownership Assistance and Rental Repair/Rehabilitation activities.

<b>CHIP PROGRAM SERVICE AREA OR TARGET POPULATION</b>	<b>TARGETS POTENTIAL APPLICANTS OF WHICH ACTIVITY(IES)?</b>	<b>TRAINING LOCATION</b>	<b>DESCRIPTION OF TRAINING</b>	<b>APPROXIMATE DATES OF TRAINING</b>
<b>EXAMPLE</b>  <i>Northwest Area Landlords</i>	<i>Rental Rehabilitation</i>	<i>Greater City Community Center located in service area (47 S. Main St., Yourtown, OH 41234)</i>	<i>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.</i>	<i>12/14/2016  7 p.m.</i>

**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):

	TRAINING LOCATION	DESCRIPTION OF TRAINING	APPROXIMATE DATE OF TRAINING
<b>EXAMPLE</b> <i>Housing Authority Staff</i>	<i>Housing Authority Office</i>	<i>Overview of Federal, State and Local Fair Housing laws including distributing handouts</i>	<i>3/4/2016 10 a.m.</i>

**Outreach Program**

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

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

**If the community applying for CHIP Program funding is not currently a direct Community Development Program grantee**, list 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 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 <sup>ST</sup> Qtr.	2 <sup>ND</sup> Qtr.	3 <sup>rd</sup> Qtr.	4 <sup>th</sup> Qtr.
<b>EXAMPLE</b> <i>Central Library</i>	<i>Fair Housing brochures</i>	<i>200</i>	<i>50</i>	<i>2/5</i>	<i>5/15</i>	<i>8/12</i>	<i>10/31</i>

G. 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
	\$