



Community Services Division Office of Community Development

PY 2017 CHIP Program Questions and Answers Session Summary

The following summary highlights the questions asked and answered relevant to the draft application and instructions during the session held on January 26, 2017.

What information do I need for the new Activity Elements Spreadsheet?

- Client selection criteria, population served (percent of Area Median Income), the HOME-approved method to determine income eligibility, and the finance mechanism details for the activities listed in the community's application.

If County A (applicant with no eligible cities) partners with County B (partner with an eligible city historically served under County B's CHIP Program), must the city in County B provide a County Umbrella or Jurisdiction Opt-Out letter or join the partnership? Is this requirement waived since County A is the applicant?

- In order for the citizens of County B's eligible city to receive CHIP Program funds, the city must either provide a County Umbrella letter to **County B** stating they are interested in funds being spent in their jurisdiction or come in as a partner with County A and B. If using the County Umbrella option, County B must then, in turn, submit the County Umbrella letter to County A to submit with the application.

Should a Partner's program income be included with the Applicant's program income totals?

- Yes, program income totals must include the Applicant's and all Partners' program income.

Is spending housing program income optional for a community?

- No, all program income must be included in the program income Implementation Plan on how those funds will be expended during the grant period.

Does the program income Implementation Plan need to cover all program income?

- Yes, the Implementation Plan requirements changed from PY 2016. The Implementation Plan must include **any** cash on hand balance as of March 31, 2017.

Is the community or the CHIP Program Administrator responsible for submitting the RLF agreements?

- The community is responsible for submitting the agreements.

What can be submitted as Relevant Training?

- The following are examples of relevant training:
 - Office of Community Development's Housing or Community Development Conferences
 - Ohio CDC Association Training
 - OHFA's Annual Conference
 - National Development Council (NDC) Training
 - Fair Housing, CDBG and HOME Training

In the instructions under Administrative Capacity (Contracts), please clarify "*all items must match information in the administrative plan*".

- The scope of services must match the duties listed on the administrative plan. Clarification on this is located in the *PY 2017 CHIP Program Application and Instructions* document.

Do all contractor employees need to be listed on the List of Contractors Form?

- Yes, all certified and licensed employees that will be working with the CHIP Program should be listed beside each contractor's company name.

If the contractor has no employees, should it to be noted on the List of Contractors Form?

- No, listing the name of the company and the certified or licensed contractor's name is sufficient.

What level of detail is required for each activity in the Housing Needs Assessment Executive Summary final recommendations?

- Every eligible CHIP Program activity must be accounted for in the Final Recommendations of the Housing Needs Assessment Executive Summary. A few sentences describing the rationale for each activity for which the applicant did or did not apply should be sufficient.

What is the required landlord match for rental home repair?

- For-profit property owners with income levels exceeding 80 percent of the Area Median Income must contribute 50 percent of the project's hard costs. Property owners with income levels at or below 80 percent of Area Median Income, including non-profit organizations, must contribute up to 50 percent of the project's hard costs.

Are any special needs population projects restricted from using CHIP Program grant funds?

- Disability-specific projects are not prohibited, but the applicant must request Ohio Housing Trust Fund (OHTF) dollars to complete them.