



December 15, 2015

TO: Community Housing Impact and Preservation Program Eligible Applicants

FROM: Michael A. Hiler, Deputy Chief, Office of Community Development

SUBJECT: PY 2016 Community Housing Impact and Preservation Program Notice of Funding Availability and Application Training Notification

For Program Year (PY) 2016, the Ohio Development Services Agency's Office of Community Development (OCD) expects to allocate approximately \$20 million to the Community Housing Impact and Preservation (CHIP) Program through the Community Development Block Grant (CDBG) State Program and HOME Investment Partnerships Program. The PY 2016 CHIP Program funds will be distributed to eligible single jurisdiction or partnership applicants in one competitive funding round.

The CHIP Program online application **submission deadline is Friday, May 6, 2016, at 11:59 p.m.** Specifications provided in this notice will be in effect for the PY 2016 CHIP Program grants subject to approval of the PY 2016 Consolidated Plan. Any modifications will be presented at the CHIP Program application training.

The State of Ohio's Draft Consolidated Plan will be available on ODSA's website http://development.ohio.gov/cs/cs_ocp.htm after March 1, 2016. The Consolidated Plan public hearing meeting will be held March 17, 2016, from 1:30 p.m. to 2:30 p.m. at:

77 South High Street
Room 1960
Columbus, Ohio 43215

PY 2016 CHIP Program Application Training Materials

The PY 2016 CHIP Program application training will take place Tuesday, January 19, 2016, from 9:00 a.m. to 4:00 p.m. in Dublin. During the training, staff will distribute the application materials and explain them in detail. Interested applicants are encouraged to attend the training. There is no registration for the training. The training will be held at:

Embassy Suites - Dublin
5100 Upper Metro Place
Dublin, Ohio 43017

The PY 2016 CHIP Program application materials will be available online after February 1, 2016. Interested applicants who are unable to attend the training may obtain a copy of the CHIP Program application materials on the Ohio Development Services Agency's website at http://development.ohio.gov/cs/cs_CHIP.htm or by contacting OCD at (614) 466-2285. The online application will be available beginning March 1, 2016. All applications **must** be submitted electronically through OCEAN. **The application deadline is May 6, 2016, at 11:59 p.m.**

Eligible Jurisdictions

Community Housing Impact and Preservation (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 Policy and Procedures Manual (PPM) (eligible to receive CDBG, Ohio Housing Trust Fund, 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 CDBG and Ohio Housing Trust Fund 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-Jurisdiction Applicants, Column B" below.
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-Jurisdiction Applicants, Column B* below.

Jurisdictions awarded a two-year grant in PY 2015, as an applicant or partner, **are not eligible to apply until PY 2017**. PY 2016 applicants that do not have an approved PPM must either submit one to OCD by February 1, 2016, or adopt a partnering jurisdiction's PPM.

Grant Ceiling

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

Single-Jurisdiction Applicants: Single-jurisdiction applicants may apply for a maximum award outlined below. Jurisdictions that are able to partner, 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* below). The maximum award for each partnership cannot exceed the aggregate maximum total amount of each 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

Regardless of the number of jurisdictions 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 county – either with the county or another eligible city within the county.
- One of the eligible jurisdictions (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 without eligible cities will automatically receive points associated with partnership development using the terms associated with *Grant Ceiling, Single-Jurisdiction Applicants, Column B* above. 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* above.

The list of eligible jurisdictions for PY 2016 funding includes cities that may have been included in their county's service area for previously funded grant periods. Adding 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, 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, 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 will not apply for CHIP Program funding in PY 2016 and is not interested in CHIP Program services within its jurisdiction during the grant period, the application for funding must contain an opt-out letter from the jurisdiction's CEO to receive points associated with partnership development. The opt-out period must be for at least two years and must be stated in the opt-out letter. Such applicants must refer to *Single-Jurisdiction Applicants, Column B*. This option is only available to jurisdictions that are not interested in participating in the CHIP Program and do not want funds spent in their jurisdiction.

Prior to submitting an application, the partnership must prepare a plan based on need and capacity for administering the grant award throughout the entire service area. The plan must be submitted in the application for OCD's review.

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

Non-entitlement cities and counties that are part of a participating jurisdiction consortium and entitlement/non-participating jurisdictions may apply as single-jurisdiction 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 under *Eligible Jurisdictions*, above) must be the applicant.
- When determining the partnership ceiling amount, the ceiling for non-entitlement jurisdictions that are part of a participating jurisdiction consortium and entitlement/non-participating jurisdictions (see 2 and 3 under *Eligible Jurisdictions* above) 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 under *Eligible Jurisdictions* above) must be based on amounts outlined under *Single-Jurisdiction Applicants* above. If the partnership is formed with multiple non-entitlement/non-participating jurisdictions (see 1 *Eligible Jurisdictions* above), the amount for non-entitlement/non-participating jurisdictions may be based on amounts outlined under *Partnership Applicants* above.
- 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.

Local Planning Process

Jurisdictions applying for funding are required to determine their housing needs through a local planning process. Instructions for completing this process will be available on ODSA's website at http://development.ohio.gov/cs/cs_CHIP.htm.

Citizens' 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.

If you have any questions, please contact OCD at (614) 466-2285.

ELIGIBLE JURISDICTIONS LIST

Jurisdictions awarded a two-year grant in PY 2015 as an applicant or a partner, are not eligible to apply until PY 2017. The following jurisdictions are eligible for PY 2016 CHIP Program funding.

PY 2016 CHIP Program CDBG and OHTF Eligible Jurisdictions

Trumbull County

PY 2016 CHIP Program HOME Eligible Jurisdictions

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

PY 2016 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 2016 CHIP Program CDBG, OHTF and HOME Eligible Cities with Population more than 15,000 or more 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 2016 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	Rossville	Van Wert
Bellevue	Conneaut	Heath	Napoleon	Salem	Vermilion
Belpre	Coshocton	Hillsboro	Nelsonville	Sheffield Lake	Wapakoneta
Bryan	Delphos	Hubbard	New Carlisle	Shelby	Washington C.H.
Bucyrus	Dover	Huron	Northwood	St. Marys	Wauseon
Cambridge	East Liverpool	Ironton	Oberlin	Struthers	Wellston
Campbell	Eaton	Jackson	Orrville	Tipp City	Willard
Celina	Fostoria	Kenton	Pataskala	Toronto	Wilmington
Chardon	Galion	Logan	Port Clinton	Uhrichsville	
Circleville	Geneva	London	Ravenna	Upper Sandusky	
Clyde	Girard	Martins Ferry	Rittman	Urbana	