



## PY 2015 COMMUNITY HOUSING IMPACT AND PRESERVATION (CHIP) PROGRAM

### APPLICATION PLANNING OVERVIEW, INSTRUCTIONS, AND FORMS

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

### INSTRUCTIONS FOR THE APPLICATION PLANNING PROCESS

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

#### *Application Planning Submission Requirements:*

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

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

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

#### *HAC Membership:*

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

Local Government Staff  
Community Action Agency  
Community Development Staff  
Homeless Shelter Agency  
Substance Abuse Counseling Agency  
Job and Family Services Agency  
Landlord Association or Local Landlord  
Local Continuum of Care

Public Housing Authority  
Fair Housing Representative  
Area Agency on Aging Regional Office  
Board of Developmentally Disabled  
Habitat for Humanity Affiliate  
Domestic Violence Shelter  
Local Health Department

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

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

#### *HAC Meeting Sign-In Sheets:*

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

#### *HAC Questionnaires:*

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

#### *HAC Meeting Agenda:*

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

#### *Summary of HAC Meeting Minutes:*

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

#### *HAC Final Recommendation Sheet:*

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

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

*Using Current Distress Criteria:*

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

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

**Current data for the above-listed criteria are available online at:  
[http://development.ohio.gov/cs/cs\\_CHIP.htm](http://development.ohio.gov/cs/cs_CHIP.htm).**

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

*Citizens' Participation: Combining HAC Meetings and Public Hearings*

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

**Each jurisdiction** applying under a partnership application must hold their second public hearing within their 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 persons with disabilities. Each jurisdiction must be clearly represented in the public hearing minutes.

## Housing Advisory Committee (HAC) Questionnaire Information

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

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

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

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

\*OHTF:

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

**Housing Advisory Committee (HAC)**

**QUESTIONNAIRE**

1. What do you see as the biggest gaps in housing faced by the LMI population in your community, or those served by your agency/organization?
  
2. Which eligible CHIP Program activities do you feel could fill that housing-related gap in services that cannot be filled through other means?
  
3. Do you currently have a waiting list for your services? Please identify the type of service, the number of people on a waiting list for that service, and the expected length of time that households will be on the waiting list before receiving services. In addition, please identify any concentrated areas of households currently on your waiting lists, or concentrated areas of households where services are provided on a regular basis.
  
4. Is there currently any type of educational outreach program in place through your agency/organization to help educate the LMI population? (e.g., Credit Counseling, Homebuyer Education, Foreclosure Prevention Counseling, Fair Housing Training)
  
5. With which agencies do you currently coordinate services?
  
6. Does your agency have funds available or provide services that could be utilized as leverage in the CHIP Program? If not, do you know of other resources that could be utilized in collaboration with the CHIP Program?
  
7. Based on the answers you have provided, are there any geographic areas that you feel should be targeted with CHIP Program funds? If so, identify the area(s) and give your reasons why it (or they) should be targeted.

Completed by: \_\_\_\_\_ Agency: \_\_\_\_\_

Jurisdiction Represented: \_\_\_\_\_

# Housing Advisory Committee

# SAMPLE

## Sign-In Sheet

<b>Community Name</b>	<b>Name of Facilitator</b>
City of Pawnee	Leslie Knope, CD Deputy Director

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

<b>Date of Meeting</b>	<b>Time of Meeting</b>
3/20/14	10 am -12 pm

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

### Required Membership

#### Local Government Staff

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

#### Public Housing Authority

<b>Name</b>	<b>Agency</b>	<b>Jurisdiction</b>	<b>Signature</b>
Does Not Exist			

#### Community Action Agency

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

#### Fair Housing Representative

<b>Name</b>	<b>Agency</b>	<b>Jurisdiction</b>	<b>Signature</b>
April Ludgate	City CD Office	Pawnee	Unable to Attend

# Housing Advisory Committee (HAC) Sign-In Sheet

<b>Applicant/Jurisdiction</b>	<b>Name of Facilitator</b>

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

<b>Date of Meeting</b>	<b>Time of Meeting</b>

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

## Required Membership

### Local Government Staff

<b>Name</b>	<b>Agency</b>	<b>Jurisdiction</b>	<b>Signature</b>

### Public Housing Authority

<b>Name</b>	<b>Agency</b>	<b>Jurisdiction</b>	<b>Signature</b>

### Community Action Agency

Name	Agency	Jurisdiction	Signature

**Fair Housing Representative**

Name	Agency	Jurisdiction	Signature

**Community Development Staff**

Name	Agency	Jurisdiction	Signature

**Area Agency on Aging**

Name	Agency	Jurisdiction	Signature

**Homeless Shelter Agency**

Name	Agency	Jurisdiction	Signature

**Board of Developmentally Disabled**

Name	Agency	Jurisdiction	Signature

**Substance Abuse Counseling Agency**

Name	Agency	Jurisdiction	Signature

**Habitat for Humanity Affiliate**

Name	Agency	Jurisdiction	Signature

**Job and Family Services Agency**

Name	Agency	Jurisdiction	Signature

**Domestic Violence Shelter**

Name	Agency	Jurisdiction	Signature

**Landlord Association or Local Landlord**

Name	Agency	Jurisdiction	Signature

**Local Health Department**

Name	Agency	Jurisdiction	Signature

**Continuum of Care**



***Applicant Name***

***Jurisdictions within Partnership (if applicable)***

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

**Housing Advisory Committee (HAC) Meeting**

***Date/Time***

***Location***

1. Identify HAC facilitator
2. Introduce HAC members present
3. Identify HAC members not present, but contributing by questionnaire submission
4. Detailed discussion of *all* CHIP eligible project categories with respective activities (as listed in the State of Ohio Consolidated Plan) for which the community is eligible (name and brief description)
5. Detailed discussion of *all* current Distress Criteria
6. Discuss services currently available through represented agencies
7. Discuss waiting list information for those services identified
8. Discuss questionnaires submitted by entire membership
9. Discuss activities undertaken for previous CHIP grant(s) and the actual outcomes for the activities  
**The discussion must include a presentation of a previous CHIP project case study that occurred within the last five years. The provided format must be used and included in the application for funding. Before and after photos are recommended if available. Please do not include addresses, any identifying information, or images of people. This requirement is waived for jurisdictions that did not complete a CHIP project within the past five years. Such jurisdictions must indicate on the form that there are no eligible projects to present and submit it in the application.**

**A CHIP project Case Study is defined as any single CHIP unit or multiple CHIP units within a geographic targeted area. The case study may include projects from other programs within the targeted area, but must include at least one CHIP unit.**

10. Identify/discuss current gaps in housing faced by LMI population
11. Discuss what activities would fill those gaps, and how
12. Discuss how proposed activities may be coordinated with other service providers
13. Discuss other programs' funds or services that may be utilized in collaboration with the CHIP Program and/or utilized in the jurisdiction's network of referrals to reduce service duplication and ensure the most critical needs are being met. This discussion should include the level of commitment in which the other funds and/or services will allow communities to complete activities in conjunction with the CHIP Program and any referral system practices established with other agencies to strengthen the network to meet the jurisdiction's comprehensive housing needs. The past collaboration history should be included if it exists.
14. Discuss need for targeting of, or giving priority to, specific geographic areas
15. Final recommendations

**FINAL RECOMMENDATION**

<b>Jurisdiction</b>	<b>Priority</b>	<b>Housing Needs</b>	<b>Recommended CHIP Program Activities</b>	<b>Target Area (if applicable)</b>