

PY 2016 Community Housing Impact and Preservation Program Application Planning Requirements

Strategies that will facilitate effective collaboration between housing and social service agencies are the hallmark of determining the most efficient use of Community Housing Impact and Preservation (CHIP) Program funds. By requiring applicants to submit a Housing Needs Assessment Executive Summary, the Office of Community Development (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 Program Year (PY) 2016 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 to 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
- ADAMHS 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 and/or leveraging funds with service providers; and
- referral system network.

Part II. Service Area Research

Also as part of the rationale, 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, but is not limited to, the following:

- I. Description of the process for acquiring information used in developing the Housing Needs Assessment
- II. Gaps in services based on research and/or communication with service providers
- III. Current waiting list information from area service providers
- IV. Service area's housing needs based on research
- V. Commitment level with other agencies for funds/services to complete CHIP Program activities to reduce service duplication (include history)
- VI. Referral system practices established with other agencies to strengthen the service area's network (include history)
- VII. Final recommendations for the CHIP Program application
 - A. List activities from highest to lowest priority
 1. Include the rationale behind each activity recommended and its priority ranking
 - B. Provide the rationale behind activities that are not included in the final recommendations

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 Partnership; CDBG: Community Development Block Grant; OHTF: Ohio Housing Trust Fund)

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

<u>Administration Costs</u>	<u>Eligible Funding Source</u>
Administration	HOME and CDBG
Fair Housing	CDBG

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

*OHTF:

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