



APPLICATION FOR PARTICIPATION – 2009

SECTION A — APPLICANT AND FINANCIAL INFORMATION

1. Name of Applicant: _____
2. Address: _____

3. Primary Contact Person: _____
4. Email Address: _____
5. Telephone: _____ Fax: _____
6. Secondary Contact Person: _____
7. Email Address of Secondary Contact: _____
8. Telephone of Secondary Contact: _____
9. Funding Source(s) and Amount Allocated for Travel and Lodging Expenses:

Funding Source	Funding Amount	Funding Status (Requested or allocated)



SECTION B — COMMUNITY HOUSING INFORMATION

10. Community Housing Team Members: (pages 2-3)

Housing Industry Groups	Name	Title	Affiliation	Signature Indicating Agreement to Participate
City government – elected official				
City government – staff				
County government (if applicable) – elected official				
County government - (if applicable) - staff				
Bank				
Real Estate				
Builder/Developer				
Nonprofit housing organizations				
Public housing authority				
Local school board				



Housing Industry Groups	Name	Title	Affiliation	Signature Indicating Agreement to Participate
RDC (Regional Commission) /Planning Agency				
Chamber of Commerce				
Other				



11. Evidence of local government support; evidence of other local support (attach letters, local government resolutions, and other actions):

12. Describe the primary housing issues facing the community (you may attach one additional sheet to respond to this section):

13. Describe housing activities in the community currently underway or successfully completed (you may attach one additional sheet to respond to this section):

14. Does the City government have the following:

1. Building Inspection Staff No Yes
If yes, how many positions (full-time equivalent)? _____
2. Code Enforcement Staff No Yes
If yes, how many positions (full-time equivalent)? _____
3. Zoning Ordinance No Yes
4. Subdivision Ordinance No Yes
5. Urban Redevelopment Plan (O.C.G.A 36-61-1) No Yes

15. Does the County government have the following:

1. Building Inspection Staff No Yes
If yes, how many positions (full-time equivalent)? _____
2. Code Enforcement Staff No Yes
If yes, how many positions (full-time equivalent)? _____
3. Zoning Ordinance No Yes
4. Subdivision Ordinance No Yes

16. Does your community have a land bank authority? No Yes

17. Has your community completed a housing needs assessment in the past three years? No Yes

If yes, please describe the scope, target area, funding, etc.

18. Has your community had a Quality Growth Resource visit in the past five years? No Yes

19. Briefly describe why the community wishes to participate in the Georgia Initiative for Community Housing and what you expect as an outcome from your community's participation. (you may attach one additional sheet to respond to this section)

SECTION C — CERTIFICATION

To the best of my knowledge the information in this application is true and correct. If selected, the Community Housing Team will participate fully in the Initiative sessions.

By checking the "Yes" box, the official representative of the applicant certifies these statements.

Date: _____ Yes

Name of official representative (please print): _____

Title: _____



Application Instructions - 2009

Before completing the application form, please review the instructions. Questions regarding this application form or the Georgia Initiative for Community Housing should be directed to Dr. Karen Tinsley at 706-542-4949 or by email at klt@uga.edu.

Letter of Intent Applicants are encouraged, but not required, to submit a letter of intent to apply. This letter should be sent to Karen Tinsley via email or by mail to the “submittal” address listed on page 9 no later than July 17, 2009. Please include: name, title, affiliation, telephone number, and email address of the person who will assume responsibility for pre-application communication. The initial point of contact person may be different from the primary contact for the application as listed in line 3-5.

Line 1-2 Provide the name and address of the organization applying for participation. The applicant organization should be the lead agency/fiscal agent for the Community Housing Team. The applicant organization must be a City or County government or public housing authority.

Line 3-5 Provide the name and contact information of the person that will be the primary contact for activities of the Community Housing Team and questions about the application. This person (leader) is expected to be committed to the full three year life of the program and to coordinate team meeting arrangements, work schedules, fiscal matters, and to generally keep the team on task and motivated.

Line 6-8 Provide the name and contact information for a secondary contact person. This contact should either be someone who can answer questions about the application and activities of the Community Housing Team or who can reach the primary contact or Community Housing Team members.

Line 9 There is no charge for participation in Initiative activities. However, communities must cover travel and lodging costs for its housing team members to participate in the planning retreats and associated activities. There are many ways in which these costs can be covered. For example, each team member might have their costs covered by the organization which they represent (e.g., City, County, housing authority, chamber of commerce, private business, church, or nonprofit). The community might also wish to raise funds locally or a single entity (e.g., local government, financial institution or chamber of commerce) might be willing to cover this cost. The section

should indicate how the community anticipates covering these costs and the status of that funding. The estimated costs per team member will be:

Year One: Costs will consist of travel to two two-day retreats including one to two overnight stays for each retreat (depending on distance from your community), and meals. Lunches will be provided during the retreat but not dinners. Most hotels offer continental breakfast. For initial cost planning purposes, you may assume that conference hotel rooms will cost \$85 per night.

Years Two and Three: Years two and three of the Initiative will feature two one-day retreats each year (four one-day retreats in total). Costs will consist of travel, over night stays (if needed), and meals not furnished during the retreat.

Other Costs: Any costs incurred by the Community Housing Team during its work at home, between retreat sessions, will be the responsibility of the community. These costs should be negligible and based on decisions the team makes about meetings involving meals, local staff time devoted to meetings and meeting preparation, and other related expenses. Those costs and funding sources do not need to be included on this application form.

Line 10 List the members of the Community Housing Team. These will be the people who attend the Initiative activities and who are committed to working on the community's housing issues. The teams will normally consist of 15 to 20 individuals and include representatives from local government, business (particularly banks, real estate, and builders/developers), nonprofit housing organizations, and the public housing authority. If you have more than one individual from any group, include them in "other." Other groups that might be included, depending on your community, are faith-based organizations, churches, development authorities, chamber of commerce, school system, major employers, and law enforcement. In addition to giving the person's name, title, and organizational affiliation, each person is required to sign the application. If someone has not yet confirmed but has been invited, write "invited" in the signature column for that person.

Broad community representation and dedicated member participation on the housing team is vital to developing and implementing an effective housing plan. Participating communities are encouraged to send their full housing teams to each retreat. In reality, it is not always practical for every member to travel to each retreat. In fact, the team may have members that never attend the retreats, but participate in local meetings and events. It is imperative, however, that each team has a core group of 8 to 12 members that are dedicated to attending the retreats for the full three year program. Lack of continuous participation of at least several members is detrimental to the team's success.

Line 11 Indicate the extent of local support that this undertaking has in the community. Evidence of local government support includes allocations of budgeted funds, pledges of staff support, letters of support, and Council/Commission resolutions. Other types of local support would include pledges of funds and/or staff support, letters of support, and in-kind support such as meeting space and food.

Line 12 Describe the primary housing issues facing the community. You may attach one additional page. You may also attach completed housing studies, maps or other information that may be helpful for the selection committee. The description included in the application does not commit the community's housing team to identifying the issues described as the primary problems or key objectives for their work. It will, however, give the reviewers an idea of the types of issues that are currently identified as central to the community's housing needs.

Line 13 Describe housing activities currently underway or successfully completed in the community. Activities described might include neighborhood rehabilitation efforts, rehabilitation of public housing units, concentrated code enforcement efforts, and construction of new affordable housing (including tax credit apartment developments). You may attach one additional page to respond to this section.

Line 14-15 Indicate whether or not the City and County governments have building inspection and/or code enforcement staff, a zoning ordinance, subdivision controls and an Urban Redevelopment Plan.

Line 16-18 Indicate whether or not your community has a land bank authority, has completed a housing needs assessment in the past three years, and has had a Quality Growth visit in the past five years.

Line 19 This section provides you with an opportunity to explain why your community wishes to participate in the Initiative, what you hope to achieve by participating, and what strengths the community brings to the process that will increase the likelihood that this will be a positive and useful experience for the community. You may attach one additional page to respond to this section.

Certification An official of the applicant organization must certify that the information is correct and that the community will assemble a housing team and fully participate in the program if chosen. The certifying official should be a responsible official of the organization (i.e., Mayor or City Manager of the City or County government).

Submittal Text pages (excluding attachments) should be on 8 1/2 x 11 (letter size) paper, using a minimum 12-point font size. Application packets must be stapled or clipped in the top left corner. Do not bind applications. Submit hard copy application packet along with all required attachments to:

Georgia Initiative for Community Housing – Selection Committee
Attention: Karen Tinsley
Housing and Demographics Research Center
University of Georgia
205 Dawson Hall
Athens, GA 30602-2622

NEW THIS YEAR - Electronic applications will be accepted and should be sent to klt@uga.edu. All attachments must be scanned and incorporated into the application as one PDF document. Scan pages 2 & 3 with housing team members' signatures and import into application file. If you have trouble sending the file (e.g. file too big), or if you want to verify that it was received, call 706.542.4949.

Deadline Date

Your application must be received (via email, mail or hand delivery) by the Housing and Demographics Research Center by 5:00 PM on Friday **September 4, 2009** to be considered for participation in the Georgia Initiative for Community Housing. Late proposals will not be accepted.

Schedule of Events

Event	Date(s)
Application Announcement	June 1, 2009
Applicant Information Sessions: Roundtable discussion: June 21, 2009	GMA 2009 Annual Convention Savannah June 20-23, 2009 http://www.gmanet.com/annual_convention/
Letter of Intent Due	July 17, 2009
Application Due	September 4, 2009
Site Visits to Finalist Communities	October 26 – 30, 2009 (To be scheduled during this week)
Selection Announcement	November 17, 2009
First Retreat	February 2010
Second Retreat	August 2010

