



**Georgia Initiative for  
Community Housing**  
**Instructions and Application for 2021 Cohort**

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**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. Jermaine Durham at 706-542-4949 or by email at [Jermaine.Durham@uga.edu](mailto:Jermaine.Durham@uga.edu).

**Webinar** It is not required, but applicants are strongly encouraged to attend an informational webinar prior to submitting an application. There is a live webinar scheduled for May 15, 2020. Applicants that attend one of the webinars will receive preference over equally deserved applicants that do not. Please watch the GICH website and emails for details about this webinar.

**Letter of Intent** (1-2 pages) Applicants must submit a letter of intent by email to Jermaine Durham at [Jermaine.Durham@uga.edu](mailto:Jermaine.Durham@uga.edu) by July 6, 2020. Please describe the circumstances that led you to the decision to apply for the GICH program. This may include housing issues facing your community, current partnerships and housing activities underway, or recent planning efforts citing the need. Also 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.

### **Written Application**

**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. Joint applications will be considered.

**Line 3-8** Provide the name and contact information of the primary person (line 3-5) and the secondary person (lines 6-8) that will be the contact for activities of the Community Housing Team and questions about the application.

**Line 9** Indicate which person will be Team Leader. The Team 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 10** There is no charge for participation in GICH activities. However, communities must cover travel and lodging costs for its housing team members to participate in the planning retreats, which, on average, may be between \$3,000 and \$5,000 per year, and associated team 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. This section should indicate how the community anticipates covering these costs and the status of that funding. The estimated costs per team will be:

**Yearly Travel Costs:** Costs will consist of travel to two, multi-day (two or three days) retreats, which may require several overnight stays, depending on distance from your community. Lunches will be provided during the retreat but not dinners. Most hotels offer continental breakfast. For initial planning purposes, assume that conference hotel rooms may cost between **\$100 and \$125 per night**. The costs for the first year will be somewhat more than the second and third years, due to more retreat workdays. Your travel costs will vary depending on the number of team members attending and the distance of the retreats from your community.

**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 11** 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. Team members are encouraged to read the housing component of their local comprehensive plan and to be knowledgeable about their urban redevelopment plan, if applicable.

Each team is strongly encouraged to include a local elected official who is part of the team; consistently participates with the group by attending GICH retreats and local meetings, and acts as a liaison back to the city council.

**Line 12** 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 13** 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 14** Describe housing activities successfully completed or currently underway or any other previous housing efforts in the community, including applications made for funding (such as CHIP, CDBG, LIHTC, etc). Activities described might include neighborhood rehabilitation efforts, rehabilitation of public housing units, concentrated code enforcement efforts, and construction of new affordable housing. You may attach one additional page to respond to this section.

**Line 15-16** 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 17-20** Indicate whether or not your community has participated in the Main Street Program, the Archway Partnership, or the Georgia Downtown Renaissance, has a land bank authority, has completed a housing needs assessment in the past three years, and has had worked with the Regional Commission in the past five years.

**Line 21** 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, how this work fits into the community's current initiatives and plans 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.

**Line 22** This section provides communities who were not previously accepted into the program with an opportunity to explain why your community is ready to participate in the Initiative this year. This section does not apply to first-time applicants. Briefly describe activities and efforts that you have taken to build dedicated and sustainable team leadership and to work together as a collaborative group since your last application or site visit. (You may attach one additional sheet to respond to this section)

**Certification & Acknowledgement of Responsibilities** 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., Chief Elected Official, Chair of the County Commission, Chair of the Public Housing Authority Board, or the appropriate combination, if a joint application).

**Electronic Submittal** is required and should be sent to [Jermaine.Durham@uga.edu](mailto:Jermaine.Durham@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, email [Jermaine.Durham@uga.edu](mailto:Jermaine.Durham@uga.edu).

**Deadline Date**

Your application must be received via email by the GICH program director Jermaine Durham at [Jermaine.Durham@uga.edu](mailto:Jermaine.Durham@uga.edu) by 5:00 PM on Monday **July 31, 2020** to be considered for participation in the Georgia Initiative for Community Housing. Late applications will not be accepted.

**GICH Order of Events**

Application Announcement	April 30, 2020
Informational Webinar	May 15, 2020
<b>Letter of Intent Due</b>	<b>July 6, 2020</b>
<b>Application Due</b>	<b>July 31, 2020</b>
Site Visits to Finalist Communities	Late August 2020
Selection Announcement	October 2020
Pre-retreat Orientation Meeting	Early November 2020
First Retreat & Second Retreat	February 2021 & September 2021





## APPLICATION FOR PARTICIPATION – 2021 Cohort

### 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: \_\_\_\_\_ Fax: \_\_\_\_\_
8. Telephone: \_\_\_\_\_
9. Indicate who is the Team Leader: Primary Contact  OR Secondary Contact

10. Funding Source(s) and Amount Allocated for Travel and Lodging Expenses:

	<b>Funding Source(s)</b>	<b>Amount</b>	<b>Status (Requested or allocated)</b>
Year 1			
Year 2			
Year 3			



**SECTION B — COMMUNITY HOUSING INFORMATION**

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

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



<b>Housing Industry Groups</b>	<b>Name</b>	<b>Title</b>	<b>Affiliation</b>	<b>Signature Indicating Agreement to Participate</b>
Regional Commission /Planning Agency				
Chamber of Commerce				
Cooperative Extension				
Family Connections				
Resident/citizen				
Faith-based organization				
Planning/Zoning/Historic Preservation Board				
Economic Development/ Downtown Development/Urban Redevelopment/Land Bank Authority				
Other				



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

13. Describe the primary housing issues facing the community. In evaluating the adequacy and suitability of existing housing stock to serve current and future community needs, you may consider the following factors: housing types and mix, condition and occupancy, local cost of housing, cost-burdened households in the community, jobs-housing balance, housing needs of special populations, and availability of housing options across the life cycle. (you may attach two additional sheet to respond to this section):

14. Describe housing activities successfully completed or currently underway or any other previous housing efforts in the community, including applications made for funding (such as CHIP, CDBG, LIHTC, etc). (you may attach one additional sheet to respond to this section):





15. Does the City government have the following:

1. Building Inspection Staff No  Yes   
If yes, how many positions (full-time equivalent)? \_\_\_\_\_
2. Housing Element of the Comprehensive Plan  

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

16. 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

17. Has your community participated in the following programs?

- |                                      |    |     |                |
|--------------------------------------|----|-----|----------------|
| 1. Georgia Main Street               | No | Yes | (Years: _____) |
| 2. Archway Partnership               | No | Yes | (Years: _____) |
| 3. Georgia Downtown Renaissance      | No | Yes | (Years: _____) |
| 4. Georgia Placemaking Collaborative | No | Yes | (Years: _____) |



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

19. 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.

20. Has your community worked with your Regional Commission on community development activities in the past 5 years? No  Yes

If yes, please describe:

21. Briefly describe why your community wishes to participate in the Georgia Initiative for Community Housing, what you expect as an outcome from your community's participation, and how this work fits into the community's current initiatives and plans. (you may attach one additional sheet to respond to this section)

22. This section provides communities who were not previously accepted into the program with an opportunity to explain why your community is ready to participate in the Initiative this year. This section does not apply to first-time applicants.

Briefly describe activities and efforts that you have taken to build dedicated and sustainable team leadership and to work together as a collaborative group since your last application or site visit. (You may attach one additional sheet to respond to this section)

**SECTION C — CERTIFICATION & ACKNOWLEDGEMENT OF RESPONSIBILITIES**

**Organization** - The housing team must include broad community representation.

Communities are expected to:

- develop a recruitment plan to assure the team remains reflective of your community, which includes a means of replacing non participants or team member resignations. Furthermore, the team must continue to seek out new members when need arises.
- include a local elected official who is part of the team; consistently participates with the group by attending GICH retreats and local meetings, and acts as a liaison back to the city council.
- notify the GICH program coordinator when team leader (or primary or secondary contact persons) change, by completing approved paperwork.

**Attendance & participation** - Dedicated team member participation on the housing team at the biannual retreats and local meetings is vital for meaningful facilitated discussion and developing and implementing an effective housing plan. Communities are expected to:

- maintain active and substantial participation at every retreat and at all group presentations and individual work sessions. This also includes giving report back presentations on progress at every retreat, starting in the fall of the first year.
- create and adhere to a local meeting schedule to continue plan development and implementation between initiative retreats. Communities must maintain a list of attendees and meeting minutes.

**Product** - The GICH program partners with communities to improve their quality of life and economic vitality through the development of locally-based housing and revitalization strategies. Communities are expected to:

- develop a plan working with their facilitator during retreat work sessions.
- continue to refine and amend the plan during local meetings.
- take steps to implement action items.
- assure sustainability of plan by developing future action items (juniors).
- maintain electronic copies of the up-to-date working plan. This is the responsibility of the local team leader.

To the best of my knowledge the information in this application is true and correct. By checking the “Yes” box below, the official representative of the applicant certifies these statements and acknowledges the following responsibilities of program participation:

Date: \_\_\_\_\_ Yes

Name of official representative (please print): \_\_\_\_\_

Title: \_\_\_\_\_

