

**2011 Year Funding Community HOME Investment Program (CHIP)  
Program Clarifications/Updates  
Updated as of July 27, 2011**

Clarification Number	Date Issued	Clarification(s)/Update(s)
1	5/20/11	<p><b>Home Buyer Notice of Right to Cancel (CL-8)</b> Effective immediately, please remove the “Homebuyer Notice Right to Cancel (CL-8)” form from the required Homebuyer Down Payment Assistance Loan documents. This document will not be required to be included in the closing documents.</p>
2	5/20/2011	<p><b>Home Buyer Promissory Note</b> Effective immediately, please replace the “Homebuyer Promissory Note (form CL-4d)” with the attached. If the resident no longer becomes the primary resident, the recapture funds will be calculated 1/6 of the CHIP deferred payment loan. The loan will be forgiven 1/6 each year of the loan. If there is a Payment Event before the end of the 6 year Affordability Period, at the time of the Payment Event, the Borrower shall pay Holder the amount specified in the Note (the “Amount Due”). Click on link - <a href="http://www.dca.ga.gov/housing/housingdevelopment/programs/documents/CL-4D-PromissoryNoteforDownPaymentAssistanceActivity.pdf">http://www.dca.ga.gov/housing/housingdevelopment/programs/documents/CL-4D-PromissoryNoteforDownPaymentAssistanceActivity.pdf</a>.</p>
3	5/20/2011	<p><b>Grantee Authorized Signature Card (CA-9)</b> DCA has put in place a signature card authorizing the Authorized Local Official to designate individual(s) to sign on behalf of the Grantee. This procedure will allow the local official to designate an appropriate person to sign documents. Completion of this form is voluntary on behalf of the Authorizing Official of the Grantee. If no individual(s) is designated in either Section 1 or Section 2, the Authorizing Official will be required to sign all documents submitted by the Grantee. (See link - <a href="http://www.dca.ga.gov/housing/housingdevelopment/programs/documents/CA-9-AuthorizedSignatureCardforProgramPolicyandActivityDocuments.pdf">http://www.dca.ga.gov/housing/housingdevelopment/programs/documents/CA-9-AuthorizedSignatureCardforProgramPolicyandActivityDocuments.pdf</a>)</p> <p><b>PLEASE NOTE:</b> Federal environmental requirements do not allow for any individual other than the Chief Elected Official of the Grantee to certify compliance of the Tier One Environmental Review or the Site Specific Environmental Screening Checklist required by Tier Two. Therefore, the requirement for the Authorized Local Official’s signature on these documents will not change.</p>

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4	5/20/2011	<p><b>DCA’s CHIP Mailing and Contact Information</b>  Georgia Department of Community Affairs  60 Executive Park South N.E.  Atlanta, Georgia 30329-2231  <b>FAX: 404/679-3145</b></p> <p>CHIP Manager - Michelle Lewis – 404/679-0659; <a href="mailto:michelle.lewis@dca.ga.gov">michelle.lewis@dca.ga.gov</a>  CHIP Representative - Kay Garrison – 404/679-0573; <a href="mailto:kay.garrison@dca.ga.gov">kay.garrison@dca.ga.gov</a>  CHIP Coordinator - Kawanna Greenleaf – 404/679-0680; <a href="mailto:kawanna.greenleaf@dca.ga.gov">kawanna.greenleaf@dca.ga.gov</a></p>
5	7/27/2011	<p>Currently under the CHIP guidelines, home buyers may not purchase a property that is currently tenant-occupied or properties that have been tenant-occupied within the last year. Please be mindful that a “tenant” is considered an individual who occupies a house regardless of having a formal lease in place. DCA implemented this requirement to prevent State Recipients or Sub-recipients from triggering the Uniform Relocation Act requirements.</p> <p>DCA recognizes that this stance penalizes potential home buyers who are currently tenants and who may have the ability to qualify for a loan to purchase the property in which they currently reside. Therefore, tenants seeking to have the first right of refusal in the purchase of their current rental unit are eligible to purchase the rental unit they currently occupy if the following requirements are met:</p> <ol style="list-style-type: none"> <li>1. The tenant seeking to purchase the unit has occupied the unit for more than 1 year.</li> <li>2. The prior tenant vacated the unit either voluntarily or through termination of the lease for cause.</li> </ol> <p>Supporting documentation must be provided for both requirements. DCA will review supporting documentation and make a determination of eligibility on a case by case basis.</p> <p>Please note that if the tenant subsequently fails to secure financing to purchase the property and is required by the owner to move so that the owner can sell the property to another buyer, the property is not eligible to be used in association with CHIP financing.</p>