



# Tennessee Housing Development Agency

Andrew Jackson Building Third Floor  
502 Deaderick St., Nashville, TN 37243

Bill Lee  
Governor

Ralph M. Perrey  
Executive Director

## **MEMORANDUM**

**TO:** Interested 2024 TN HTF Competitive Grants Applicants

**FROM:** Toni Shaw, Housing Program Manager

**RE:** Budget and Proforma Worksheet

**DATE:** February 22, 2024

This memo is to inform all interested applicants that a calculation error has been detected on the Development Budget tab of the Budget and Proforma Worksheet. Instead of entering a contingency amount under Line 15 and Line 44, our suggestion is to enter zero under Line 15 for contingency and enter a percentage for the contingency on hard and soft costs under Line 44.

For questions, please contact Toni Shaw at [tshaw@thda.org](mailto:tshaw@thda.org) or 615-815-2034.



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