

# TN HOUSING TRUST FUND

## 2025 CAPACITY BUILDING PROGRAM

## APPLICATION WORKSHOP

---

JULY 30, 2024

# WELCOME!

---

- Welcome to the Application Workshop for the TN Housing Trust Fund 2025 Capacity Building Program.
- This workshop is intended serve as an overview of program requirements. Applicants are **strongly encouraged** to carefully review the Program Description for more details.

# PROGRAM PURPOSE

---

The purpose of the Capacity Building Grant Program is to assist nonprofit affordable housing development organizations in building facility or management capacity through improving or expanding program delivery physical space or technology systems, and/ or assisting in the development of strategic or succession management plans in order to help better accomplish affordable housing development and other directly related activities.

# PROGRAM HIGHLIGHTS

---

- The amount available for the 2025 Capacity Building Program is approximately \$1.5 million.
- **Eligible Activities** are construction, rehabilitation, and/or acquisition of primary office, storage, or program delivery space, improvement or expansion of technology systems or infrastructure, and/or the development of a strategic or succession management plan.
- **Eligible Applicants** are 501 (c)(3) nonprofit organizations with affordable housing or the delivery of affordable housing related services as a primary purpose or mission and with at least 2 years experience developing affordable housing in Tennessee.

# PROGRAM HIGHLIGHTS

---

Grant amounts are as follows:

- Facility Capacity including new construction, rehabilitation, or acquisition - maximum \$480,000, minimum \$100,000
- Facility Capacity including IT systems or infrastructure – maximum \$100,000, minimum \$20,000
- Management Capacity including strategic or succession plan development – maximum \$10,000

# PROGRAM HIGHLIGHTS

---

- Applications are due by **Thursday, September 19, 2024 by 4:00 pm Central Time.**
- Grant awards will be made on a first come, first served basis to the first eligible applications received for each activity.
- Successful applicants will be notified by November 30, 2024.

# PROGRAM HIGHLIGHTS

---

Grant Terms will be set forth as follows:

- Facility Capacity Activities (construction, rehabilitation, acquisition, technology improvements) – December 1, 2024 to November 30, 2026
- Management Capacity Activities (strategic and/or succession management plan development) – December 1, 2024 to May 31, 2026.

# ELIGIBLE APPLICANTS

---

Eligible applicants include non-profit organizations with the following:

- 501c3 IRS designation letter.
- Current Certificate of Existence from TN Secretary of State.
- Current Charter and By-Laws
- Affordable Housing or the delivery of affordable housing related services as a primary purpose &/or mission, including development of single family or multifamily units.
- At least 2 years of affordable housing development experience in Tennessee.



# ELIGIBLE ACTIVITIES

---

Eligible activities include:

1. Facility Capacity – New construction, rehabilitation, acquisition of existing primary office, storage, or program delivery space. Proration of costs may occur if eligible space is developed within non-eligible space. Costs will be based on the percentage of square footage occupied by the eligible space.
2. Facility Capacity – Purchase of technology systems, equipment or infrastructure (such as computers) to be used for program management or expansion of affordable housing development or training related to beneficiary assistance.
3. Management Capacity – Development of a strategic plan and/or a leadership succession plan for the agency.

# ELIGIBLE ACTIVITIES

---

Additionally - To be Eligible, Facility Capacity Projects Must:

1. Be underway or demonstrate a readiness to start within 6 months of the grant award.
2. Demonstrate a gap in funding to be met by this grant.

# INELIGIBLE ACTIVITIES

---

- Pledge Capacity Building funds as support for tax exempt borrowing by local grantees.
- Pay staff salaries and benefits.
- Pay operational costs not associated with the expansion or enhancement of existing program operations physical space or the construction, acquisition and/or rehabilitation of new space.
- Pay for equipment including furnishings and removable office equipment with the exception of computer or other equipment or systems used for affordable housing development program management, expansion, or training programs.
- Provide off-site improvements, neighborhood infrastructure, or public facility repairs or improvements.

# INELIGIBLE ACTIVITIES

---

- Provide on-site infrastructure improvements, other than IT.
- Pay for landscaping, fencing, external signage, outside lighting.
- Pay for security systems, internal or external.
- Pay for acquisition or improvements to rental property not being used for affordable housing program delivery or expansion.
- Provide assistance to any housing unit or common area associated with a rental property.

# INELIGIBLE ACTIVITIES

---

- Provide assistance to public housing authorities or for-profit entities.
- Provide assistance for the development of housing for sale to home buyers.
- Provide rental assistance.

# PROGRAM REQUIREMENTS



# CONSTRUCTION STANDARDS

---

**All work completed with Capacity Building Funds must:**

- Meet all applicable commercial building codes at project completion.
- Provide Certificate of Occupancy or Completion from codes official with jurisdiction in the area the project is located.

# INSPECTIONS

---

- Building permits should be pulled from the local codes office or if there is no local codes office, the permits should be pulled from the State Fire Marshal's Office.
- All rehabilitation or new construction work must be inspected by either local codes officials or by inspectors from the State Fire Marshal's Office.



# PROCUREMENT

---

- Solicitation of bids for goods, materials, services and/or equipment must be open and competitive.
- Grantees must follow their procurement policies.
- There must be an established contractor selection procedure and written rationale for selecting the successful bid or proposal.
- Minimally, efforts should be made to obtain at least three bids with purchase being made from the most qualified responsive bidder presenting the lowest cost.

# FAIR HOUSING AND EQUAL OPPORTUNITY

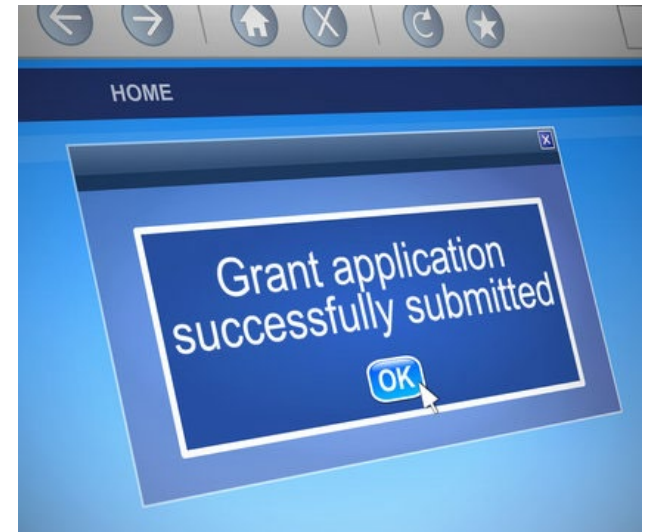
---

- Successful applicants must comply with both state and federal laws with regard to fair housing and equal opportunity.
- Efforts should be made to assure minority- and female-owned businesses are offered opportunities to bid on service, material and construction contracts.



# APPLICATION SUBMISSION

---



# SUBMISSION INSTRUCTIONS - EDT

---

- The Capacity Building Grant application must be uploaded to the secure **EDT – Web Transfer Client System site.**
- Email [THTF@thda.org](mailto:THTF@thda.org) for set up and access to the site.
- Information needed for set up:
  - Organization Name
  - Grant Name & Grant Round you are applying for – **Very Important!**
  - Name, email address, & telephone number of agency staff who will be uploading the application

# SUBMISSION INSTRUCTIONS - EDT

---

- Upload the application as **one pdf document**.
- Attachments must be uploaded in the order indicated on the Non-profit Checklist.
- **After uploading the application, notify THDA by sending email to THTF@thda.org - Very Important!**

# SUBMISSION INSTRUCTIONS - PIMS

---

- Certain organizational documents must be uploaded to THDA's online tool: **Participant Information Management System (PIMS)**.
- PIMS items are indicated on the Non-profit Checklist.
- All documents uploaded to PIMS must be in a .pdf format.
- **Organizational Documents not uploaded to PIMS will not be considered.**

# SUBMISSION INSTRUCTIONS - PIMS

---

- The **Threshold Section** of PIMS must be completed.
- Applicants will receive a confirmation email documenting satisfactory upload.

# SUBMISSION INSTRUCTIONS - PIMS

---

The PIMS page may be found on the THDA website:

<https://thda.org/>

After landing on the THDA home page, go to:

**Government and Nonprofit Partners > Tennessee Housing Trust Fund**

Click on the link for **Participant Management Information System (PIMS)** on the right hand side of the page. Follow instructions provided on the page.



# SUBMISSION INSTRUCTIONS

---

- Complete the entire application.
- Answer all questions. Mark NA if not applicable to your project.
- For any answer where more space is needed, include an attachment and label to correspond to the question being answered
- Applications must be typed.

# SUBMISSION INSTRUCTIONS

---

- The format of the application must not be altered.
- All attachments to the application must be appropriately labeled.
- Submit all items, including the PIMS items, requested on **Attachment One: Non-Profit Checklist.**

# NON-PROFIT CHECKLIST (PIMS Items)

---

- Copy of 501(c)(3) or 501(c)(4) designation from IRS.
- Copy of Charter & By-Laws.
- Board Member Information Form for each Board member.
- Copy of business plan or strategic management plan.

# NON-PROFIT CHECKLIST (PIMS Items)

---

- Financial audit or audited financial statements dated within 12 months of the application due date.
- If audit is not within 12 months of application due date, explanation and current unaudited financial statements are required.
- **Individual Disclosures** must be completed and signed by each Board Member and the Executive Director.
- **Corporate Disclosure** must be completed, and signed by the Board Chair or Executive Director (*on behalf of the organization*).
- **ALL** **Individual and Corporate Disclosures** **must** also be notarized.

# NON-PROFIT CHECKLIST

---

- Certificate of Existence from TN Secretary of State or, if applicable, COE from another state's certifying authority and Certificate of Authorization to do Business in TN dated within **30 calendar days** of the application due date.
- One page explanation of how the Board of Directors is involved in the operation of the Agency.
- Current Board Resolution approving submission of the **2025 TN Housing Trust Fund Capacity Building Program Application.**
- Copy of the minutes from the most recent Board meeting at which this application and/or proposal were discussed and approved.

# NON-PROFIT CHECKLIST

---

- List of agency staff members including how many are full-time or part-time, specific responsibilities related to housing programs, and years of experience in housing development.
- Documentation of agency operating funds from other sources.
- Explanation of any other programs operated by the agency and the funding sources for the other programs.

# APPLICATION EVALUATION

---



# THRESHOLD CRITERIA

---

- The application is complete and signed.
- The proposed applicant and activity are eligible.
- Compliance with other THDA funded programs.
- Submission of all required organizational documents to PIMS.  
(submission by any other means, will not be considered)



# THRESHOLD CRITERIA

---

**Limited 2 day cure period for correction of the following items:**

1. All required documents not uploaded to PIMS.
2. Certificate of Existence not issued within the required time period.  
(within 30 calendar days of the application due date)
3. Unsigned application.

Opportunity for correction of any other items will not be provided.

Time period for correction of the items stated above will not be extended.

# APPLICATION EVALUATION

---

- Application review and funding awards will be made on a first come, first served basis for each activity from each Grand Division of the State.
- The first eligible applications received for each activity from each Grand Division will be awarded first and then all remaining applications will be awarded in descending numerical order based on time and date of submission until funds are exhausted, the amount of funds available is less than the need, or no additional eligible applications remain.
- Partial funding may be awarded pending the applicant's ability to secure additional funding within a timeframe established by THDA.

# APPLICATION EVALUATION

---

- THDA reserves the right to limit funding to one award, per activity, per county.
- If funds remain in either activity after all qualified applications have been funded for that activity, those funds may be used to fund eligible applications in any remaining activities.
- Successful applicants will be notified by November 30, 2024.

# APPLICATION PACKET

---

The application packet may be found on the THDA website:

<https://thda.org/>

After landing on the THDA home page, go to:

**Government and Nonprofit Partners > Tennessee Housing Trust Fund > Capacity Building Program**

# APPLICATION DEADLINE

---

**Thursday, September 19, 2024**

**4:00 PM - Central Time**

**Late applications will not be considered**

# CONTACT INFORMATION

---

**Toni Shaw** (Primary Contact)

[tshaw@thda.org](mailto:tshaw@thda.org)

615-815-2034

**Nekishia Potter**

[npotter@thda.org](mailto:npotter@thda.org)

615-815-2224

**Kenyell Chalmers**

[kchalmers@thda.org](mailto:kchalmers@thda.org)

615-815-2045

# QUESTIONS

---

