

# 2025 HOME PROGRAM HOME REHABILITATION ROUND APPLICATION WORKSHOP

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THDA COMMUNITY PROGRAMS DIVISION

**Virtual Application Workshop**  
**1/15/2025 9:00AM CDT**  
**Via WebEx Virtual Meeting Platform**  
**Presenter: THDA HOME Team**

# 2025 Application Dates

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- Applications due by 4:00PM (CDT) on Thursday, February 28, 2025
- Successful applicants will be notified on or about May 30, 2025.
- 2025 Contracts will be effective July 1, 2025 through June 30, 2028

**2025 Contracts are contingent upon approval of the 2025 Action Plan**

# Minimum and Maximum Grants

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- Applicant minimum grant request: \$250,000
- Applicant maximum grant request: \$750,000
- County maximum grant limit: \$1,000,000
- Grants to successful applicants in the same county will be reduced proportionately
  - If grants must be reduced, the goal is a minimum of \$250,000 but could be less

# Expected 2025 HOME Allocation

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- FY 2025 Urban Rural allocation will approximately be 50% of the total HOME allocation and
- An amount equal to 8% of each grantee's award from the administrative set-aside.
- ❖ Applicants should simply apply for projects funds.  
**Administrative funding will automatically be applied if awarded**
- Actual program allocation subject to change based on the number of successful applicants and available funds.



# Eligible Activities

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## ➤ Homeowner Rehabilitation

- Owner-Occupied Rehabilitation Programs including reconstruction
- ❖ Housing includes (1) on-site, stick built housing, (2) manufactured housing (3) modular housing as permitted under each eligible activity.

# Eligible Applicants

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- Tennessee Cities and Counties
- 501(c)(3) Non-Profit organizations
  - Charitable Organization
- 501(c)(4) Non-Profit organizations
  - Non-profit Social welfare organization
- 501(c) designations must demonstrate proof from the IRS of the status or designation

# Eligible Non-Profit Applicants

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- Have a Certificate of Existence dated within 30 days of application due date **(January 28, 2025 or after)**
- If organized outside of Tennessee, also have a Certificate of Authorization dated within 30 days of application due date **(January 28, 2025 or after)**
- Have among its purposes the provision of housing to low income household
- Have standards of financial accountability
- Have an active **501(c)(3) or 501(c)(4)** designation from IRS
- Additional requirements in **Non-profit Checklist**

# Eligible Non-Profit Applicants

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- All private, non-profit organizations must be:
  - Organized and existing in the State of Tennessee (as evidenced by a Certificate of Existence from the Tennessee Secretary of State, dated no more than **thirty (30)** days prior to the application date)

Or

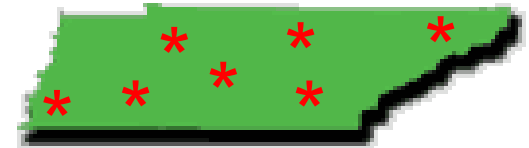
- Be organized and existing under the laws of another state and be qualified to do business in Tennessee (as evidenced by a Certificate of Existence from the other state's Secretary of State dated no more than **thirty (30) days** prior to the application date and by a Certificate of Authorization to do business in Tennessee from the Tennessee Secretary of State, dated no more than **thirty (30) days** prior to the application date)



# Local Participating Jurisdictions (PJs)

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- Receive own HOME funds directly from HUD
- Applicants from non-profit organizations located in Local PJs are eligible to apply for State HOME funds if applying for projects located outside of a Local PJ



The Local PJs receiving direct funding from HUD are not eligible for funding in this round. The Local PJ's are Clarksville, Chattanooga, Jackson, Knoxville, Memphis, Nashville- Davidson County, Knox County, Shelby County, and the Northeast Tennessee/Virginia Consortium (the cities of Bristol, Kingsport, Johnson City, Bluff City, Sullivan County, and Washington County, excluding the Town of Jonesborough).

# Draw Down Requirements

<b>HOME Grant Year</b>	<b>Spend Down Requirement</b>
1992-2021 Urban/Rural	Completed and Closed
2022 Urban or Rural Rounds	100% Committed and 75% Spent
2023 Urban or Rural Rounds	100% Committed and 50% Spent
2024 Urban or Rural Rounds	25% Spent

# Draw Down Requirements

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- All applicants with prior HOME grants must meet both of the following:
  - Have submitted a complete request for payment form with all supporting documentation by **February 28, 2025**; and
  - Be in material compliance with **ALL** other THDA programs in which they participate

# Owner-Occupied Rehabilitation

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- The maximum investment per unit will be limited by both:
  - (1) The federal maximum HOME subsidy limit as adjusted by the number of bedrooms per unit and
  - (2) The after-rehabilitation value of the unit permitted under the federal regulations.

# Subsidy Limits

MINIMUM HOME DOLLARS	\$1,000	PER UNIT
MAXIMUM HOME DOLLARS	\$136,316	0-Bedroom (Efficiency) Limit
	\$156,036	1-Bedroom Limit
	\$189,745	2-Bedroom Limit
	\$245,470	3-Bedroom Limit
	\$269,447	4-Bedroom Limit

Subsidy Limits are published annually by HUD. THDA has set the subsidy limits at 130% of HUDs base subsidy limit rate.

# Income Limits

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- HOME funds may only be used to assist:
  - Households with gross annual income at or below 80% of area median income, adjusted for family size
  - Income limits are updated annually by HUD

# Compliance Period

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## ➤ **Homeowner Rehabilitation Programs**

**\*Without Reconstruction**

- Five-year compliance period
- 20% annual forgiveness feature
- If unit is sold during the compliance period, the amount of HOME funds subject to recapture can be reduced by 20% per year
- **Recaptured funds are repaid to THDA**

# Compliance Period

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## ➤ **Homeowner Rehabilitation Programs**

\* Includes reconstruction or any rehabilitation that exceeds 75% of the after rehab value

- Fifteen year compliance period
- 6.67% annual forgiveness feature
- If unit is sold during the compliance period, the amount of HOME funds subject to recapture can be reduced by 6.67% per year
- **Recaptured funds are repaid to THDA**



# After Rehabilitation Property Value

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- **Applicable to homeowner rehabilitation projects**
  - This is the affordability requirement for owner-occupied rehabilitation projects
  - Based on 95% of median purchase price for an area as established by HUD on an annual basis
  - Must be determined prior to project set up



**EQUAL HOUSING  
OPPORTUNITY**



## Federal Initiatives Associated

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- Equal Opportunity & Fair Housing
- Environmental Reviews
- Affirmative Marketing
- Limited English Proficiency (LEP)
- Flood Plains

# How To Apply

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# PIMS

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- Participant Information Management System (PIMS)
  - On-line tool for **ALL Applicants** to Submit Required Documentation
  - You will first need to establish an account on the PIMS system. <https://thda.org/government-nonprofit-partners/participant-information-management-system-pims>
  - Must enter GMS through PIMS. Allow up to 7 days for your PIMS account to be created
  - **It is YOUR responsibility to make sure that all required documents are uploaded and saved in the system prior to submitting the application**

# Non-profit Checklist

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- List of organization's staff and experience
- Copy of business plan or strategic management plan
- Documentation of operating funds and amounts
- Explanation of other programs operated by the agency
- One page explanation of the organization's experience in housing, particularly for low and very low income

# Threshold Criteria

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- Submission of a COMPLETE application in GMS
  - All the correct and required documentation has been properly uploaded during the application submission process.
- Proposal of an eligible activity
- Proposal of a project that is physically, financially and administratively feasible
- Spend down requirements met
- Proposed program meets the requirements of the HOME Final Rule at 24 CFR Part 92, as amended

# Scoring Threshold

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- Includes a minimum point threshold that applications must receive in order to be considered for funding.
  - To be eligible, an application must receive a minimum threshold score equal to 60% of the total points available under the applicable scoring matrix.
- Includes the ability to re-allocate funding between the Urban and Rural matrices should an insufficient number of applications receive the minimum threshold score necessary to award all funds allocated under either respective matrices

# Homeownership Scoring – Up to 100 Points

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## ➤ **Program Design - Up to 60 Points**

- Planning, readiness, and administrative capacity
- Program administrators have been identified:
  - Has personnel who are knowledgeable of HOME grant administration
  - Has relevant experience in the administration of housing grants; and/or has otherwise shown capacity to administer the project
  - Has the ability to follow timeframe of Attachment B: Implementation Plan of the Working Agreement
  - Is able to draw down funds in a timely manner
  - Has a lack of monitoring findings associated with past grants
  - Has not left HOME funds in a grant in excess of \$75,000 in a prior year grant at closeout
  - Responds to client or contractor concerns or complaints
  - Responds to THDA staff and requests for information
  - Follows THDA HOME policies and procedures



# Homeownership Scoring

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- Individuals/firms providing architectural, construction management and/or inspection services have been identified, appropriately procured, and are qualified to perform the services.
- Consideration of the number and locations of current grants for which an individual/firm is providing inspection services in any given program year, and other factors, deemed relevant in evaluating an application.

# Homeownership Scoring

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- If applicable, the lead inspector and/or risk assessors have been identified and are qualified to perform the services
- If the applicant is a local community, the local government is involved in the administration of the program
- All necessary components to accomplish the program proposed are identified in the program design
- Program designs for homeowner rehabilitation activities that set-aside all or a portion of the available assistance to households with incomes at or below 50% of AMI will be prioritized

# Homeownership Scoring

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- The program design should provide a tiered timeline, prepared in accordance with THDA's application instructions, that clearly shows that the Applicant will meet the commitment requirements of the program and the completion of all units and the close out of the grant by June 30, 2028

# Homeownership Scoring

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## ➤ **County Need Score – Up to 10 Points**

- % of owner households that are low income
- % of affordable owner units built before 1960
- % of food stamp recipient households
- % of owner households greater than one- and one-half times overcrowded
- % of average homeowner delinquency rate
- % of county poverty rate
- County unemployment rate

# Homeownership Scoring

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- **Not Proportionately Served Score – Up to 10 Points**
  - Awards points to counties based on the percentage of 2011-2024 HOME dollars awarded in each county
  - Higher points awarded to counties where the amount of prior HOME funding is below the state average
  - For multi-county project, points are awarded proportionately based on the number of units in each county

# Homeownership Scoring

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## ➤ **Disaster Areas – 5 Points**

- Points awarded to projects in counties declared presidential disaster areas

## ➤ **Match – Up to 5 points**

- Points will be awarded to applications that include a committed contribution of eligible match resources towards the project implementation.
- A commitment of eligible match contribution from an external source must be documented in the application from the source providing the contribution.

# Homeownership Scoring

HOME Match Contribution that is....	Points
Equal to or greater than 15% of the proposed HOME funds to be used for project costs	5 points
Equal to or greater than 10% and less than 15% of the proposed HOME funds to be used for project costs	4 points
Equal to or greater than 5% and less than 10% of the proposed HOME funds to be used for project costs	3 points
Equal to or greater than 1% and less than 5% of the proposed HOME funds to be used for project costs	2 points
Less than 1% of the proposed HOME funds to be used for project costs	0 points

# Homeownership Scoring

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- **Tennessee Growth Policy Act – Up to 10 Points**
  - Points awarded to applications from cities and counties with approved Growth Plans
  - Counties not subject to the Tennessee Growth Policy Act will also receive these points
  - Nonprofit applicants not eligible for points



# Homeownership Scoring

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- **Prior Year Unexpended HOME Funds Deduction – Up to -7 Points**
  - The balance of unspent HOME funds (2018-present) will be subject to the following deductions:
    - \$100,000 and Over – (-7 Points)
    - \$60,000 - \$99,999 – (-3 Points)
    - \$30,000 - \$59,999 – (-2 Points)
    - \$1 - \$29,999 – (-1 Point)

# Consideration Factors

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## ➤ Previous Grantees and Administrators

- Have the benchmarks identified in the implementation plan been met?
- Have there been any monitoring findings in the last 3 years?
  - Nature of the findings and how many?
  - Procedural changes made to ensure no repeat finding?

# Consideration Factors

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- Is required documentation submitted on time and is it complete?
  - Is there a pattern of incomplete documentation or lack of promptness?
- Are there complaints that have been determined to be justified and is there an identifiable pattern?
- Has there been good and open communication among all parties?
- How many active contracts does an administrator have and what is the status of each?

# Consideration Factors

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## ➤ Rehab Coordinators

- Have work write-ups or plans/specifications consistently adhered to the THDA Design Guidelines and the UPCS Checklist?
- Has the work been accomplished as agreed upon?
- Are deficiencies or inconsistencies resolved or clarified promptly?
- Have inspections been completed in a timely manner as requested by the administrator?

# Consideration Factors

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## ➤ Rehab Coordinators

- Has there been good and open communication among all parties?
- How many active contracts does the Rehab Coordinator manage and what is the status of each?
- Are there complaints that have been determined to be justified and is there an identifiable pattern?

# Review, Review, Review

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- Review the application before you submit it.  
You will be able to view and print a summary of your application at any time during the application process.
- THDA staff will not contact you for incorrect or missing documentation prior to the deadline for submission.

# Internet Availability

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- The Program Description, link to PIMS and the GMS online application are available on the THDA website at [www.thda.org](http://www.thda.org) under <https://thda.org/government-nonprofit-partners/home-program>

The application must be completed and submitted online through THDA's GMS interface.

- All applicants must upload all required organizational documentation to THDA's PIMS online site.

# Contact THDA

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- Community Programs staff can answer your questions about the HOME application anytime prior to the February 28, 2025 submission deadline
  
- Craig Stevens: 615-815-2035
- Monica Rutherford: 615-815-2105
- Wayne Bennett (Construction Questions) : 615-815-2042
- Nathan Ward(Federal Compliance Questions) : 615-815-2076
- Aaron Toran: 615-815-2037

Call us or schedule a meeting!





# Application Deadline

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**Friday, February 28, 2024**

**4:00 PM CDT**

**No support available after 4:00PM on 2/28/2024**



# Questions

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