

INSTRUCTIONS FOR SUBMITTING

THTF COMPETITIVE GRANTS APPLICATION

- 1. Complete all pages of the application.
 - ✓ All applicants must submit one copy of their latest audit or audited financial statement through THDA's Participant Information Management System (PIMS). If the audit period covered by the financial audit is more than 12 months prior to the application due date, an explanation and 2024 unaudited financial statements that may include but are not limited to the balance sheet and profit and loss statements must be submitted.
 - ✓ All applicants must complete the Budget and Proforma Worksheet.
 - ✓ All applicants must submit a current Board Resolution approving submission of this application.
 - ✓ All applicants using supportive services toward the match requirement submit the Supportive Services Calculation Worksheet.
 - ✓ All non-profit organizations must also complete **Attachment One: Non-Profit Checklist** and submit supporting documentation, including documentation to be uploaded to PIMS.

Answer all questions individually. If not applicable to your program, please mark N/A.

- 2. All applicants must complete the Threshold Section of PIMS.
- 3. PIMS may be accessed from the PIMS Page of the THDA website here: https://thda.org/government-nonprofit-partners/participant-information-management-system-pims.
- 4. Answer all questions individually. If not applicable to your program, please mark N/A.
- 5. Applications must be typed.
- 6. The format of this application must not be altered.
- 7. All attachments to the application must be appropriately labeled.
- 8. All applications must be uploaded to the EDT Web Transfer Client System. Email <u>THTF@thda.org</u> for access to the site. The organization name and the name, email address, and phone number of agency staff uploading the application will be needed for access to be provided.
- 9. All applications must be uploaded to EDT as one pdf document. Send email to THTF@thda.org after the application has been uploaded. THDA does not automatically receive notice after EDT uploads.
- 10. PIMS confirmation email must be included with application.

- 11. PIMS and EDT are two separate systems. Certain organizational documents including the financial audit must be uploaded to PIMS. Grant Applications, including attachments as requested in the application and as indicated on the Non-profit Checklist, must be uploaded to EDT.
- 12. Attachments must be labeled and uploaded in the order indicated on the Non-profit Checklist.
- 13. Applications must be uploaded by 4:00 PM Central Time, Thursday, February 27, 2025.

FAXED OR E-MAILED APPLICATIONS WILL NOT BE ACCEPTED.

APPLICATION FOR THE 2025 THTF COMPETITIVE GRANTS PROGRAM TENNESSEE HOUSING DEVELOPMENT AGENCY

PART I

APPLICANT INFORMATION							
Name:							
Mailing Address:							
City:	County:						
Zip Code:	Telephone #:						
Applicant's E-mail Address:							
Federal Tax Identification #:							
State Legislative District: House:		Senate:					
Applicant Fiscal Year: State F	Federal	Calendar	Other				
APPLICANT TYPE							
City or County		_ Non-profit (Organization				
Development District		_ Public Agen	cy				
PROPOSED PROGRAM ADMINISTRATOR							
Name:	Title:						
Mailing Address:							
City:	Zip C	ode:					
Telephone #:	Fax #	:					
Proposed Administrator's E-mail Address:							
CONTACT PERSON							
If THDA has questions regarding this applica-	tion, THDA should c	contact:					
Name:	Title:						
Telephone #:	E-Mail Addre	ess:					

Single Family Total # of units Total # of THTF units # of Floating THTF units # of Fixed THTF units Multi-Family _____ Total # of units Total # of THTF units # of Floating THTF units _____ # of Fixed THTF units _____ City or County in which your project will be located: If a multi-county project, indicate the number of units in each county: PROPOSED FUNDING SOURCES 6. THTF Competitive Grants Project Funds THTF Competitive Grants Developer Fee (Cannot exceed 7% of total THTF development costs) TOTAL THTF Competitive Grants FUNDS REQUESTED Federal Funds (describe the source(s) of Federal funds) Local Government or Agency Funds (describe the source(s) of funds) Other (describe the source(s) of Other funds) TOTAL PROGRAM COST 7. AUDIT OR AUDITED FINANCIAL STATEMENT MUST BE INCLUDED BY ALL APPLICANTS: Copy of latest audit or audited financial statement (All Applicants must upload through PIMS)

5.

RENTAL PROJECT TYPE:

To the best of my knowledge, I certify that the information in this application is true and correct and that the document has been duly authorized by the governing body of the applicant. I will comply with the program rules and regulations if assistance is approved. I also certify that I am aware that providing false information on the application can subject the individual signing such application to criminal sanction up to and including a Class B Felony.

By signing this application for funds, I am also certifying that all documents required to be electronically uploaded to the THDA Participant Management Information System (PIMS) have been uploaded and that those documents reflect the most recent and complete documents available. All applications will be evaluated based on the supporting documents in the PIMS document repository as of the application deadline.

Mayor, County Executive, Executive Director	r, or Chairman of the Board:	
Signature:		
Typed Name:		
Title:	Date:	

PART II

PROGRAM NARRATIVE

For all responses below, if more space is needed, include an attachment appropriately labled for the question being answered.

Ple	ase describe your proposed project.
A.	What you are going to do? (Please answer in 200 words or less and indicate whether the proposed project will be permanent or transitional housing)
В.	How will the grant funds be used? (Please answer in 200 words or less)
C.	Where will the proposed project be located? Include street address or addresses (if known), city and county. If street addresses are not yet known, indicate if this is a scattered site project.

D. Who (what population or populations) will benefit from the proposed project?
E. If the proposed project will provide housing for older persons, will the housing be solely occupied by persons 62 years of age or older?
F. If the proposed project will provide housing for older persons, will the housing be intended for occupancy by persons 55 years of age or older?
G. If providing housing for persons age 55 or over, describe how the housing will meet each of the requirements as described below:
 i. At least 80 percent of the units must have at least one occupant who is 55 years of ageor older; ii. The facility or community must publish and adhere to policies and procedures that demonstrate the intent to operate as "55 or older" housing; and iii. The facility or community must comply with HUD's regulatory requirements for age verification of residents.
H. How many households will be served from the proposed project?
Describe the source or sources and amount of matching funds. A 50% match of project development dollars is required. Developer fees are not required to be matched.
A. Indicate each match source and the value of match to be provided by each source. Please attach additional sheet if necessary.

2.

	Match Source	
		Amount
	nt letters included in the application fitment letters as attachments to this a	for each source, if available. Label and include any application.
	ministrator of the development phasing in administering housing program	se of the proposed project? Identify his/her relevant ms.
4. Indicate what year the in Tennessee.	he applicant began providing afforda	ble housing and/or affordable housing related services
5. How many years hat Tennessee?	as the applicant provided affordable	housing and/or affordable housing related services in
Tomicosco.		
6. Has the applicant protection two of the last five of		able housing related services in Tennessee for at least No

7.			the applicant jing served?	provided affordable hou	sing and/or affordabl	e housing relate	ed services to the
8.	inco	me househ	olds and/or affo	rience in providing affor ordable housing related s services that have been p	ervices in Tennessee.		
9.				cessfully developed or uding source. Use additio			ny projects funded
		Grant Year	Funding Source	Address	# (Unit	of Complete/ s Underway	Year Completed
10.	insp	ection serv	vices? If yes,	e individuals or firms to identify the individual even if the THTF reques	or firm and his or	her relevant exp	

11.	Describe the procurement process used in the selection of architectural, construction management, and/or inspection services.
12.	Have architectural plans been selected for the units?
13.	For new construction or rehabilitation projects, are universal design, visitability, or accessibility features included in the design? If yes, identify those features.
14.	In addition to THDA's Design Standards for New Construction or Rehabilitation, what property standards will
	apply to the completed units?
15.	For construction or rehabilitation projects, are energy conservation measures to be included in the design of the units? If yes, identify those measures.
	unts. 11 yes, identify diose measures.
16.	Have housing units been identified for acquisition and/or rehabilitation, or have sites been identified for new construction? If yes, identify on a map.
	construction. If yes, recently on a map.

17.	If housing units have been identified for acquisition and/or rehabilitation or if sites have been identified for new construction, attach documentation for purchase (sales contract or option) if available.
	If the property is already owned by the applicant, attach recorded warranty deed or deeds.
	Warranty Deed(s) Attached Warranty Deeds Are Not Attached
18.	If housing units have been identified for acquisition and/or rehabilitation, or if sites have been identified for new construction, attach descriptive data, including:
	(1) Architectural Plans or work write-ups. For architectural plans, submit site plan, floor plan, front, back, and side elevations, and rendering of finished units if available.
	(2) cost estimates
	(3) Photographs
19.	If site control has not been secured, describe the applicant's history of securing ownership control of the property type described in the program narrative section of this application over the last 5 years.
20.	Will the project be located in a rural or distressed county as described in the THTF 2025 THTF Competitive Grants Program Description, Section 19? If yes, indicate the county or counties where the project will be located.
21.	How will the applicant be involved with the following: (1) Ongoing program administration?
	(2) Ensuring the provisions of the compliance period?
	(3) Property management?
	a. If the applicant will not be providing property management services, has the applicant selected the individuals or firms to provide property management services? If yes, identify the property manager's relevant experience. Please provide description of experience even if the THTF request is for acquisition only.

	b.				providing p perty mana				escribe the p	rocuremen	t process
22.	Explaii	n the nee	d for the p	proposed p	oroject. (Ple	ease answe	er in 200 w	ords or less)		
23.	How is	the prop	posed proj	ect innova	itive? (Pleas	se answer	in 200 wor	ds or less)			
24.	How w	ill poten	tial progr	am recipie	nts be made	e aware of	the propos	ed program	?		

25.	If funded, what efforts will be made to provide outreach to minority and underserved populations?
26.	How will recipients of the proposed program be selected?
27.	What is the marketing and public relations plan to accentuate the achievements of the proposed project?
28.	What is the plan and timetable to keep the Communications Division of THDA involved in the success stories of the project?
29.	Will the project target a special needs population? If yes, define the population to be served.

		cribe any suppo application, if a		at will be prov	ided and atta	ch firm support	service con	nmitment	letters to
	B. List	support service	e commitment	letters that are	included wi	th the application	on.		
30.	units wi	ding housing fo ll exceed 20 % abursement as ditive Grants Pro	of total units, of lescribed by the	describe how the Centers for	he housing w Medicare an	ill met each of t d Medicaid Se	the qualities rvices (<i>See</i>	of settings	eligible
3.1	Will the	e proposed proje	ect set aside th	e following:					
		A. 25% of the 0% - 30%	THTF units fo	_	with incomes	s between	Yes	No	
		B. 50% of the 0% - 50 % Number of	AMI?	or households to be set aside?	with incomes	s between	Yes	No	
32.	A. Cop	roject is providing of policies and acceptance of screen	d procedures	guiding the op	eration of the		provide the	following:	

	C. Documentation confirming that necessary support services will be funded and provided
	D. Copy of the program's application for tenancy
	E. Documentation confirming that your agency is included on the Tennessee Department of Corrections list of approved transitional housing providers
33.	If the applicant is a faith-based organization and a religious exemption under the Fair Housing Act is requested, submit an attorney opinion letter as an attachment demonstrating satisfaction of the religious exemption prongs under the Fair Housing Act.
34.	If the applicant is serving a special needs or specialized population and will be using a program or occupancy agreement in lieu of a standard lease, submit a copy of the agreement as an attachment, if available.
35.	Will rent subsidies be utilized for this project? If yes, indicate type of rent subsidy.
36.	If rent subsidies will be utilized, how many total units will receive a subsidy and how many THTF units will receive a subsidy?
	# of total units receiving a rent subsidy
	# of THTF units receiving a rent subsidy
37.	If rent subsidies will be utilized, are contracts already in place? If no, please explain. Attach any subsidy commitment letters or contracts.

8. Are ther	e any mandatory	fees residents w	ill be required to pay?	If yes, list the fe	es and the monthly	fee amount.			
	tenants or the ap	-	e paying utilities? If	the tenants will be	e paying utilities, c	omplete the			
The published rom the publ	d High HOME and ished rent to deter	d Fair Market Ren rmine the maximur	ULATION WORKSH ts include utilities. The one allowable rent. For to d on the Operating Bud	cost of utilities paid enants paying utiliti	by tenants must be s es, rent to be charge	d after			
UTIL	ITY TYPE	ALLOWANCE AMOUNT							
		0 BEDRM	1 BEDRM	2 BEDRM	3 BEDRM	4 BEDRM			
Heating	Natural Gas								
	Bottle Gas								
	Oil/Electric								
	Coal/Other								
Cooking	Natural Gas								
	Bottle Gas								
	Oil/Electric								
	Coal/Other								
Other Elec	etric								
Air Condit	ioning								
Water Heating	Natural Gas								
	Bottle Gas								
	Oil/Electric								

	Coal/Other								
Water									
Sewer									
Trash Colle	ction								
Range/Micr	rowave								
Refrigerator	r								
Other-speci	fy								
T	OTAL								
SOURCE OF	UTILITY AMOU	JNTS:	TH	HDA	Lo	cal PHA	Oth	er	

PART III

THTF COMPETITIVE GRANTS SUMMARY FORM

RENTAL UNITS

NOTE: Do not include THTF Developer Fees in these values.

	# of Units	THTF Funds Per Unit	Other Funds Per Unit	Total Cost Per Unit
New Construction		\$	\$	\$
Acquisition		\$	\$	\$
Rehabilitation		\$	\$	\$
TOTAL		\$	\$	\$

PART IV COMPETITIVE GRANTS PROJECT BUDGET

Funding Source	Rental Acquisition	Rental Rehabilitation	Rental New Construction	Developer Fees	TOTAL
THTF FUNDS	\$	\$	\$	\$	\$
Federal Funds	\$	\$	\$	\$	\$
Other State Funds	\$	\$	\$	\$	\$
Local Gov't or Agency Funds	\$	\$	\$	\$	\$
First Mortgage Funds	\$	\$	\$	\$	\$
Private Funds	\$	\$	\$	\$	\$
Other (Describe)	\$	\$	\$	\$	\$
TOTAL	\$	\$	\$	\$	\$

Non-profit Applicants, please enter names and positions for each member of the Board of Directors. Attach additional sheet if necessary.

BOARD MEMBER NAME	POSITION (Chairman, Treasurer, Secretary, Board Member, Other)
1.	
2.	
3.	
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19.	
20.	

Board Member Information

Copy as necessary for all Board Members (NOTE: Fillable form is available on PIMS website)

To be completed by all Board Members of agency applying for THDA program funds. This form must be uploaded to PIMS for each Board Member.

Name of Agency:									_
Name:									
Occupation:									
Board Officer? Yes	No								
If yes, list position:									
Primary Expertise/Contribution to the I	3oard:								
Length of Board Service:									
Date of Board Term Expiration:									
Home Address:									
Phone Number:				_					
Email Address:				_					
For Orga	nization	s Seekii	ıg CHI	OO Desi	gnation	Only			
Low-Income Rep to the Board?	Yes		No						
If Yes:									
Resident of low-income neighborhood:		Yes		No					
Elected representative of low-income n	eighborh	ood org	anizatio	on:	Yes		No		
Low-income resident with annual house	ehold inc	come bel	low 80%	% of Are	a Media	n Incom	ie: Y	<i>Y</i> es	No

ROGRAM DESIGN		UP TO 35 POINTS
	e, adheres to program guidelines, all necessary components are m design demonstrates an effective use of THDA resources.	identified in
1. Site Control – Up to 3 points	The Applicant owns the property on which the proposed housing will be developed.	3 Points
	The Applicant has an option or contract to purchase the property on which the proposed housing will be developed.	2 Points
	The Applicant demonstrates a consistent and successful history of securing ownership control of property over the past five years prior to the Application Due Date that is either: (1) at least double the number of single family units proposed in the application or (2) if multifamily housing, at least double the number of multifamily sites proposed for acquisition in the application.	1 Point
2. The project is physically, administratively, and financially feasible with sufficient revenue for the on-going operation of the housing during the compliance period – Up to 10 points	The Project operating revenue supports operating expenses and expected cash flow is positive. If applicable, the project will support debt. The physical unit design is appropriate for the target population such that all individuals, including those with physical disabilities, have full access to all common areas and amenities in the unit.	Up to 10 points
3. Budget and Proforma Worksheet – Up to 5 points	The budget and proforma worksheet is complete, correct and demonstrates the need for THTF Funds. Deduction if no explanation for operating expenses exceeding 50 % of total annual income. (-2 points) Possible deduction if expenses are extremely high or low. (up to -2 points)	Up to 5 points
4. Rent Reasonableness – Up to 8 points	Rents are affordable and are in accordance with program guidelines, such that households targeted by the application will not pay more than 30% of their income on rent and utilities. If Rental assistance is provided, the tenant portion of rent is equal to or less than 30 % of the tenant's gross monthly income.	Up to 8 points

	ersal Design, <u>New</u> <u>truction</u> – Up to 2 s	 The unit includes universal design features associated with each unit. THDA will award points for the characteristics noted below. 1 point (1-4 features) 2 points (5 or more features) a. One entrance door that is on an accessible route served by a ramp or no-step entrance and which also has a 36" door. b. All interior doors have a minimum of 32 inches of clear passage space except closets of less than 15 square feet. c. All hallways have a clear passage of at least 36 inches, is level with ramped or beveled changes at each threshold. d. Each electrical panel, breaker box, light switch or thermostat is no higher than 48 inches above the floor. e. Each electrical plug or receptacle is at least 15" above the floor. f. Minimum 5' x 5' level clear space inside and outside entry door. g. Broad blocking in walls around each toilet, tub and shower for future placement of grab bars. h. Full-extension, pull-out drawers, shelves and racks in base cabinets in kitchen. i. Front mounted controls on all appliances. j. Lever door handles on all doors. k. Loop handle pulls on drawers and cabinet doors. 	Up to 2 points
6. Suppo	ort Services – Up to 2	The application includes firm commitments demonstrating that a range of support services will be available for individuals with disabilities, homeless veterans, youth transitioning out of foster care, and formerly incarcerated individuals. Services are available at the choice of the applicant. Firm commitments for services provided to other populations may receive points under Innovation.	Up to 2 points
	Quality of Settings lards–	If more than 20 % of total units are designated for persons with disabilities, the proposed housing meets the goals of the Final Rule for the qualities of settings that are eligible for reimbursement under the Medicaid home and community-based services that have been established by the Centers for Medicare and Medicaid Services (CMS) on January 16, 2014.	Possible point deductions if qualities of settlings are not met
8. Mate point	hing Funds – Up to 5	Firm commitments for at least 50% of requested development dollars are included in the application. Eligible match sources may include: • Grants from other agencies; • Federal sources, such as the CDBG program or USDA Rural Development;	Up to 5 points

	 Contributions by local church groups or local agencies; Contributions by individuals; Bank loans; A funding pool established by a local lender for the Applicant; Value of support services for special needs populations; Value of property already owned by the applicant upon which the proposed housing will be rehabilitated or constructed HOME grants from local jurisdictions Value of donated property upon which the proposed housing will be located **NOTE: Other THDA program funds, including federal	
	sources such as HOME funds and in kind donations for services or labor are not eligible sources of matching funds.	
APPLICANT CAPACITY		UP TO 35 POINTS
The Applicant demonstrates suffi housing through the compliance	cient capacity to carry out the proposed project and to manage period.	the rental
Housing Experience with Targeted Population— Up to 12 points	The Applicant has at least 2 consecutive years successful experience within the last 5 years in providing housing or housing related services in TN. The experience of staff and/or contracted consultants may be considered after the applicant has met the two year requirement.	Up to 12 points
2. Rental Housing Management Experience – Up to 12 points	The Applicant, including its staff or a contracted, third party property management entity, have a demonstrated capacity to manage rental housing.	Up to 12 points
3. Financial Capacity of the Applicant – Up to 11 points	The Applicant's financial statements demonstrate that the Applicant has a strong financial health, including, but not limited to, a diverse source of revenues, unrestricted cash resources to support the property's operation if project income is insufficient to meet project expenses. The Applicant's financial audit does not demonstrate material exceptions or concerns about management and operations.	Up to 11 points
4. Past Performance – Up to 8 points deduction	Applicants with past experience as a recipient of funds under THDA's Competitive Grants Program or other THDA Programs, may receive point deductions based on the Applicant's past failure to: • Draw funds timely and according to instructions. • Complete the project in a timely manner. • Operate the rental housing in accordance THDA guidelines	Up to 2 points deduction for each concern

		Respond timely to resident concerns or complaints, contractor concerns or complaints, and THDA requests for information and/ or client stories.	
NEED			UP TO 23 POINTS
•		ring targeted toward extremely low or very low-income househo not received Competitive Grants funding since July 1, 2020, or ral county	
•	(*Note - up to 9 income poin	nts possible if units are set aside for 30 % AMI & 50% AMI hou	seholds)
1.	25% Set Aside for Incomes at or below at 30% AMI	The applicant has elected to set aside 25% of the THTF units for households with incomes at 30% AMI or less	5 points
2.	50% Set Aside for Incomes at or below at 50% AMI	The applicant has elected to set aside 50% of the THTF units for households with incomes at 50% AMI or less	4 points
3.	Prior Funding	An Applicant may receive points if the THTF Competitive Grants Program has not awarded funding in the proposed county where the housing will be located since July 1, 2020.	5 points
4.	Distressed Counties	The project is located in one of the designated distressed counties as described in the THTF 2025 Competitive Grants Program Description.	5 points
5.	Rural Counties	The project is located in one of the designated rural counties as described in the THTF 2025 Competitive Grants Program Description,	4 points
INNO	VATION		UP TO 7
•	The proposal demonstrates of	a creative approach to the provision of affordable housing.	
1.	Creative approach to provision of Affordable Housing – Up to 7 points	The Applicant demonstrates a creative approach to affordable housing for low, very low or extremely low income households through:	Up to 7 points
		• unique partnerships;	
		 a variety of funding sources; 	
		 use of alternative energy sources or energy conservation measures; 	
		 inclusion of universal design features in housing to be rehabilitated; 	
		 visitability design elements in housing to be rehabilitated; 	
		 the provision of housing for individuals who are homeless through a housing first approach and/or; 	

commitment for services for populations other than individuals with disabilities, youth transitioning from foster care, formerly incarcerated individuals, and homeless veterans.	
other innovative means to address housing needs.	