



# 2023 HOME Rental Development Round

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Community Housing Division  
Tennessee Housing Development Agency

November 16, 2023

# Disclaimer

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THIS WORKSHOP DOES NOT TAKE THE PLACE OF READING THE ACTUAL 2023 HOME RENTAL PROGRAM DESCRIPTION.

IT IS THE RESPONSIBILITY OF EVERY APPLICANT TO REVIEW ALL PROGRAM MATERIALS PRIOR TO APPLYING.



# Equal Opportunity & Fair Housing

- No individual can be excluded from participation in the HOME Program on the basis of:
- Race
  - Color
  - Religion
  - Sex
  - Familial Status
  - National Origin
  - Disability



# Questions

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CALL OR EMAIL LAURA SWANSON, THDA CIVIL RIGHTS  
ADVISOR:

615-815-2127 OR [LSWANSON@THDA.ORG](mailto:LSWANSON@THDA.ORG)

# 2023 HOME Rental Application Grant Round

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- APPLICATIONS WILL OPEN NOVEMBER 16, 2023
- APPLICATIONS FOR THE HOME RENTAL DEVELOPMENT PROGRAM MUST BE RECEIVED BY THDA ON OR BEFORE 4:00 PM CDT ON FRIDAY, JANUARY 11, 2024
- THDA ANTICIPATES NOTIFYING SUCCESSFUL APPLICANTS ON OR ABOUT FEBRUARY 1, 2024
- HOME GRANT AGREEMENTS WILL BEGIN ON MARCH 1, 2024 AND WILL END ON FEBRUARY 28, 2027.

# Grant Funding

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MINIMUM GRANT: \$300,000 | MAXIMUM GRANT: \$1,500,000

- GRANTS AWARDED THROUGH COMPETITIVE APPLICATION PROCESS
- HIGHEST RANKING QUALIFIED APPLICATION AWARDED
- THDA RESERVES THE RIGHT TO LIMIT AWARDS TO ONE PER COUNTY

# Highlights

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- \$4M COMMITTED TO ACQUISITION, NEW CONSTRUCTION OR REHABILITATION OF AFFORDABLE RENTAL HOUSING
- A TOTAL NUMBER OF 11 UNITS OR LESS
- DEVELOPERS FEE OF UP TO 15% OF HOME DEVELOPMENT COSTS
- MUST BE ORGANIZED OR LICENSED TO OPERATE IN TENNESSEE
- **CANNOT** BE COMBINED WITH LOW-INCOME HOUSING CREDITS

# General Requirements

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- INCOME RESTRICTED AT 80% < OF AMI OR FEDERAL POVERTY GUIDELINE
- RENTS RESTRICTED TO BE AFFORDABLE AT 30% OF AMI (HUD)
- 5-20 YEAR AFFORDABILITY PERIOD
- ONGOING MONITORING FOR PROPERTY CONDITION AND COMPLIANCE
- REQUIRED 25% MATCH TOWARDS PROPOSED PROJECT



# General Requirements Cont...

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- ENVIRONMENTAL REVIEW: PART 58
- MAXIMUM PER-UNIT SUBSIDY WILL FOLLOW HOME PROGRAM LIMITS
- UNDERWRITING REQUIRED TO DETERMINE APPROPRIATE LEVEL OF SUBSIDY
- NEW CONSTRUCTION: MUST BE BUILT TO CODE AND DESIGN STANDARD
- ENERGY EFFICIENCY: MUST MEET MINIMUM EFFICIENCY STANDARDS

# General Requirements Cont...

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- ACCESSIBILITY AND VISITABILITY PER PROGRAM DESCRIPTION
- LEAD BASED PAINT HAZARD REQUIREMENTS – FOR REHAB BUILT PRIOR TO 1978 MUST COMPLY WITH 24 CFR.35
- TENANT PROTECTIONS: LEASE REQUIRED, PROHIBITED LEASE TERMS, TERMINATION ONLY FOR CAUSE

# Spend Down Requirement

APPLICANTS WITH PREVIOUS HOME, NHTF, HOME-ARP AND THTF GRANT AWARDS MUST HAVE SUBMITTED AN OFFICIAL REQUEST FOR PAYMENT FORM BY FEBRUARY 28, 2024.

GRANT YEAR	SPEND DOWN REQUIREMENT
Any 2020 Round	100 Percent
Any 2021 Round	100 Percent
Any 2022 Round	75 Percent
Any 2023 Round	50 Percent
Any 2024 Round	Ineligible

# Eligible Applicants

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## CHDOS, NON-PROFIT DEVELOPERS AND PUBLIC HOUSING AUTHORITIES

- THE APPLICANT MUST BE THE SOLE GENERAL PARTNER OR THE SOLE MANAGING MEMBER OF THE OWNERSHIP ENTITY OR OWN 100% OF THE STOCK OF A CORPORATE OWNERSHIP ENTITY.
- THE APPLICANT MUST MATERIALLY PARTICIPATE (REGULAR, CONTINUOUS, AND SUBSTANTIAL ON-SITE INVOLVEMENT) IN THE DEVELOPMENT AND OPERATION OF THE DEVELOPMENT THROUGHOUT THE COMPLIANCE PERIOD.

# Eligible Applicants cont..

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## CHDOS, NON-PROFIT DEVELOPERS AND PUBLIC HOUSING AUTHORITIES

- DEMONSTRATE FINANCIAL CAPACITY FOR THE PROJECT
- MINIMUM 2 YEARS EXPERIENCE WITH AFFORDABLE RENTAL HOUSING DEVELOPMENT
- DEMONSTRATE FINANCIAL VIABILITY THROUGHOUT THE 5-20 YEAR AFFORDABILITY PERIOD
- CAPACITY TO DEVELOP AND MANAGE RENTAL HOUSING IN COMPLIANCE WITH PROGRAM REQUIREMENTS

# Eligible CHDO Applicants

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- 501(C)(3) NON-PROFIT ORGANIZATIONS
- 501(C)(4) NON-PROFIT ORGANIZATIONS
  - 501(C) DESIGNATIONS MUST DEMONSTRATE PROOF FROM THE IRS OF THE STATUS OR DESIGNATION
- ALL APPLICANTS MUST MEET **ALL** CHDO REQUIREMENTS AS PUBLISHED AT THE TIME OF APPLICATION.

# Eligible CHDO Applicants Must:

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- MEET ALL OF THE REQUIREMENTS FOR A NON-PROFIT ORGANIZATION  
AND:
  - BE INDEPENDENT
  - NOT BE A GOVERNMENTAL ENTITY
  - HAVE A DEFINED SERVICE AREA THAT DOES NOT INCLUDE ALL OF TENNESSEE
  - **MAINTAIN ACCOUNTABILITY TO LOW INCOME COMMUNITY RESIDENTS**
  - **HAVE PAID STAFF WITH HOUSING DEVELOPMENT EXPERIENCE**
  - **HAVE A HISTORY OF SERVING THE COMMUNITY IN WHICH THE HOME PROJECT IS TO BE LOCATED**

# Non-Profit Checklist/CHDO Designation

- CERTIFICATE OF EXISTENCE DATED WITHIN 30 DAYS OF APPLICATION
- COPY OF 501(C)(3) OR (C)(4) LETTER FROM IRS
- COPY OF CHARTER AND BY-LAWS
- RESOLUTION AUTHORIZING SUBMISSION OF HOME APPLICATION
- **CHDO BOARD COMPOSITION**
  - **CHDOS MUST INDICATE AND DOCUMENT THE LOW-INCOME BOARD MEMBERS**
- COPY OF MOST RECENT BOARD MINUTES
- ONE PAGE EXPLANATION OF HOW BOARD IS INVOLVED IN THE OPERATION OF THE NON-PROFIT



# CHDO Checklist & Designation

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- **CHDO ORGANIZATIONAL REQUIREMENTS**
  - CHDO LEGAL STRUCTURE
  - CHDO INDEPENDENCE
  - CHDO ACCOUNTABILITY TO ITS LOW INCOME COMMUNITY
  - CHDO CAPACITY
  - CHDO ROLE AS DEVELOPER OF HOME BUYER PROJECTS
  - CHDO OPERATING EXPENSES
  - CHDO CERTIFICATION
  - SIGNED BY CHDO'S EXECUTIVE DIRECTOR

# Financial Analysis of Non-profits

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- THE ASSET AND LIABILITY INFORMATION IN THE AUDITS WILL BE USED TO EVALUATE THE FINANCIAL CAPACITY OF THE NON-PROFIT ORGANIZATION BY REVIEWING FINANCIAL RATIOS, INCLUDING:
  - CURRENT RATIOS
  - WORKING CAPITAL
  - CASH TO WORKING CAPITAL
  - CURRENT TO NON-CURRENT LIABILITIES
  - DEBT RATIOS

# Commitment

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- COMMITMENTS MUST MEET THE 24-MONTH DEADLINE *BY PROGRAM YEAR* AND NOT ON A CUMULATIVE BASIS
  - 50% OF THE FUNDS BY FEBRUARY 28, 2025;
  - 75% OF THE FUNDS BY AUGUST 31, 2025;
  - 100% OF THE FUNDS BY FEBRUARY 28, 2026.
- **HUD MAY RECAPTURE ANY FUNDS NOT COMMITTED TO SPECIFIC ACTIVITIES BY THE DEADLINES. FUNDS WILL BE LOST TO TENNESSEE!**

# Eligible Activities

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PRODUCE OR PRESERVE AFFORDABLE, PERMANENT RENTAL HOUSING TO ADDRESS THE NEEDS LOW-INCOME HOUSEHOLDS

- NEW CONSTRUCTION OF RENTAL HOUSING UNITS.
- ACQUISITION AND/OR REHABILITATION OF EXISTING RENTAL HOUSING UNITS.
- 11 **TOTAL** UNITS OR LESS (HOME AND NON-HOME)
- FOR FAMILIES WHOSE ANNUAL INCOMES DO NOT EXCEED 80% OF AMI
- NO FUNDING OF AN OPERATING COST ASSISTANCE ASSOCIATED WITH THE NEW CONSTRUCTION OR ACQUISITION AND REHABILITATION OF HOUSING ASSISTED WITH HOME FUNDS

# Eligible Costs

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FUNDS FROM THE HOME AWARD MAY ONLY BE EXPENDED FOR ELIGIBLE COSTS SPECIFIC TO OR PRORATED TO COMMITTED UNITS.

- ACQUISITION OF EXISTING HOUSING
- DEVELOPMENT HARD COSTS
- RELATED SOFT COSTS - 24CFR 92.206(D)
- RELOCATION COST - 24CFR 92.206(F), 24 CFR 92.353

# Ineligible Activities

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- PROVIDING HOME ASSISTANCE TO RENTAL UNITS THAT REQUIRE RECONSTRUCTION
- USING HOME FUNDS TO REFINANCE EXISTING DEBT
- USING HOME FUNDS FOR HOUSING FOR SALE TO HOMEBUYERS
- PROVIDING NON-FEDERAL MATCHING CONTRIBUTIONS REQUIRED UNDER ANY OTHER FEDERAL PROGRAM
- PROVIDING ASSISTANCE AUTHORIZED UNDER SECTION 9 OF THE 1937 ACT (ANNUAL CONTRIBUTIONS FOR OPERATION OF PUBLIC HOUSING)

# Ineligible Activities **Cont;**

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- PROVIDING ASSISTANCE TO A PROJECT PREVIOUSLY ASSISTED WITH HOME FUNDS DURING THE PERIOD OF AFFORDABILITY
- CARRYING OUT ACTIVITIES UNDER 24 CFR PART 968 (PUBLIC HOUSING MODERNIZATION)
- USING HOME FUNDS FOR POLITICAL ACTIVITIES; ADVOCACY; LOBBYING, WHETHER DIRECTLY OR THROUGH OTHER PARTIES; COUNSELING SERVICES; TRAVEL EXPENSES; AND PREPARING OR PROVIDING ADVICE ON TAX RETURNS.
- PAYING FOR ANY COST THAT IS NOT ELIGIBLE UNDER 24 CFR 92.730 THROUGH 93.200
- OTHER USES PROHIBITED BY THDA'S PROGRAM DESCRIPTION

# Affordability

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## UNITS ASSISTED WITH HOME FUNDS MUST REMAIN COMPLIANT/AFFORDABLE FOR 5-20 YEARS AFTER COMPLETION

- REQUIRES CAREFUL EVALUATION OF THE PROJECT'S FINANCIAL VIABILITY
- WILL INCLUDE ANNUAL REPORTING AND REGULAR, PERIODIC INSPECTIONS AND FILE REVIEW (MONITORING)
- REQUIRES SKILLED MANAGEMENT TO SUCCEED
  - CAREFUL TENANT SELECTION
  - STRONG MANAGEMENT TEAM
  - BUDGETING FOR THE LONG HAUL (COMPLETION OF 5-20 YEAR PROFORMA)



# Affordability

UNITS ASSISTED WITH HOME FUNDS MUST REMAIN COMPLIANT/AFFORDABLE FOR 5-20 YEARS AFTER COMPLETION

Activity	HOME Funds Per Unit	Affordability Period
Acq./Rehab of Existing Housing	Under \$15,000	5 Years
Acq./Rehab of Existing Housing	\$15,000 - \$40,000	10 Years
Acq./Rehab of Existing Housing	Over \$40,000	15 Years
New or Acquisition of Newly Constructed Housing	Regardless of Cost	20 Years

# Level of Subsidy

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THE INVESTMENT OF HOME FUNDS MUST CONFORM TO THE FOLLOWING MINIMUM AND MAXIMUM STANDARDS PER UNIT:

- MINIMUM HOME FUNDS: \$1,000 PER UNIT
- MAXIMUM HOME FUNDS PER UNIT:
  - \$129,758 0-BEDROOM (EFFICIENCY) LIMIT
  - \$148,748 1-BEDROOM LIMIT
  - \$180,882 2-BEDROOM LIMIT
  - \$234,004 3-BEDROOM LIMIT
  - \$256,862 4-BEDROOM LIMIT

# Layering

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LAYERING IS THE COMBINATION OF GOVERNMENT RESOURCES ON A HOME ASSISTED PROJECT.

- THDA WILL EVALUATE THE PROJECT PROPOSED IN THE APPLICATION TO DETERMINE THAT THE PROPOSED AMOUNT OF HOME FUNDS NEEDED TO COMPLETE THE PROJECT IS NECESSARY TO PROVIDE QUALITY AFFORDABLE HOUSING.
- THDA WILL REQUIRE COMPLETION AND SUBMISSION OF A DEVELOPMENT BUDGET, OPERATING BUDGETS, AND A 5-20 YEAR OPERATING PROFORMA (INCLUDED WITH APPLICATION) DEPENDING ON THE PROJECT TYPE OF AFFORDABILITY PERIOD
- TOTAL HOME RESOURCES ALLOCATED TO ANY PROJECT CANNOT EXCEED THE CURRENT MAXIMUM PER UNIT SUBSIDY LIMIT

# Design Standards

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ALL RENTAL HOUSING CONSTRUCTED OR REHABILITATED WITH HOME FUNDS  
MUST MEET ALL;

- THDA DESIGN STANDARDS
- APPLICABLE LOCAL, COUNTY AND STATE CODES
- REHABILITATION STANDARDS
- UNIFORM PROPERTY CONDITION STANDARDS (UPCS)
- ALL ZONING ORDINANCES

# Environmental Review

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- HOME FUNDS CANNOT BE COMMITTED TO A PROJECT PRIOR TO THE COMPLETION OF THE ENVIRONMENTAL REVIEW
- THE APPLICABILITY OF THE ENVIRONMENTAL REVIEW IS **BASED ON THE PROJECT AS A WHOLE** AND NOT THE TYPE OF COSTS PAID WITH HOME FUNDS
  - **NO COMMITMENT OF NON-FEDERAL FUNDS IN THE PROJECT BEFORE COMPLETION OF THE ENVIRONMENTAL REVIEW**



# Federal Construction Requirements

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# Section 3 Final Rule Quick Reference

## Overview

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- SECTION 3 APPLIES TO ALL HUD/FEDERAL FUNDED PROJECTS AT/OR ABOVE \$200,000 EFFECTIVE NOVEMBER 30, 2020.
  - (THE PROJECT IS DEFINED AS THE SITE OR SITES TOGETHER WITH ANY BUILDING(S) AND IMPROVEMENTS LOCATED ON THE SITE(S) THAT ARE UNDER COMMON OWNERSHIP, MANAGEMENT, AND FINANCING. [24 CFR § 75.3\(A\)](#))
  
- JULY 1, 2021 COMPLIANCE ON THE NEW REGULATION BEGAN.
  
- SECTION 3 APPLIES TO CONSTRUCTION, DEMOLITION, RECONSTRUCTION, CONVERSION, OR REHABILITATION PROJECTS. IT ALSO APPLIES TO THE GENERAL CONTRACTOR, AND ALL SUBCONTRACTORS.

# Other Requirements

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IN ADDITION TO THE GENERAL REQUIREMENTS ALL PROJECTS MUST ALSO MEET OTHER FEDERAL REQUIREMENTS

- URA (UNIFORM RELOCATION ACT)
- 2 CFR 200 (UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPALS, AND AUDIT REQUIREMENTS FOR FEDERAL AWARDS)
- AFFIRMATIVE FAIR HOUSING MARKETING
- CONFLICT OF INTEREST
- MBE/WBE REPORTING
- OTHERS AS IDENTIFIED



# Submission Instructions

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THDA WILL EVALUATE EACH APPLICATION TO DETERMINE IF THE PROPOSAL MEETS THRESHOLD CRITERIA.

- SUBMISSION OF AN ELIGIBLE APPLICATION AND DOCUMENTATION INTO THDA'S EFT SYSTEM
- SUBMISSION OF REQUIRED NON-PROFIT DOCUMENTS INTO THDA'S PIMS SYSTEM
- PROPOSAL OF AN ELIGIBLE ACTIVITY

# Submission Instructions cont...

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THDA WILL EVALUATE EACH APPLICATION TO DETERMINE IF THE PROPOSAL MEETS THRESHOLD CRITERIA.

- SUBMISSION OF A 5-20 YEAR PROFORMA DEMONSTRATING FINANCIAL FEASIBILITY FOR THE ENTIRE AFFORDABILITY PERIOD. THIS PROFORMA IS INCLUDED AND WILL BE BUILT OUT FROM YOUR OPERATING BUDGET IN THE APPLICATION.
- PROPOSALS THAT WILL SET-ASIDE MORE THAN 20% OF THE UNITS FOR INDIVIDUALS WITH DISABILITIES MUST DEMONSTRATE THAT THE PROJECT WILL MEET THE QUALITIES OF SETTINGS THAT ARE ELIGIBLE FOR REIMBURSEMENT UNDER THE MEDICAID HOME AND COMMUNITY-BASED SERVICES

# PIMS

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- ALL NONPROFIT APPLICANTS WILL BE REQUIRED TO UPLOAD CERTAIN SUPPORTING DOCUMENTATION TO THDA'S PARTICIPANT INFORMATION MANAGEMENT SYSTEM (PIMS)
- [HTTPS://RESOURCES.THDA.ORG/PIMS/](https://resources.thda.org/pims/)



# Application Scoring

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## HOME RENTAL HOUSING SCORING MATRIX UP TO 100 POINTS + 5 BONUS POINTS

- PROGRAM DESIGN AND PLANNING- UP TO 35 POINTS
- APPLICANT'S CAPACITY AND EXPERIENCE - UP TO 30 POINTS
- NEED – UP TO 10 POINTS
- AREAS OF OPPORTUNITY SCORE - UP TO 10 POINTS
- CHDO DESIGNATION – UP TO 5 POINTS
- RURAL DESIGNATION – UP TO 5 POINTS (2 RURAL DESIGNATIONS AND 3 ADDITIONAL FOR PHA LOCATED IN THESE AREAS)
- PROJECTS LOCATED OUTSIDE OF A LOCAL PJ – 5 POINTS
- DESIGNATED DISTRESSED COUNTIES – 5 POINTS (BONUS)
- MATCH IN EXCESS OF 40% - 5 POINTS (BONUS)

# Application

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## APPLICATIONS CAN BE FOUND ON THE THDA WEBSITE

- APPLICATIONS WILL BE AVAILABLE AT: [HTTPS://THDA.ORG/GOVERNMENT-NONPROFIT-PARTNERS/HOME-PROGRAM/HOME-PROGRAM-APPLICATIONS-AND-INFORMATION/HOME-PROGRAM](https://thda.org/government-nonprofit-partners/home-program/home-program-applications-and-information/home-program)
- ONE ORIGINAL APPLICATION AND ALL REQUIRED SUPPORTING DOCUMENTS MUST BE RECEIVED IN OUR EFT SYSTEM NO LATER THAN 4:00PM CDT JANUARY 11, 2024. **APPLICATIONS RECEIVED LATE WILL NOT BE CONSIDERED**
- FAXED OR EMAILED APPLICATIONS WILL NOT BE ACCEPTED

## Contact THDA

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- COMMUNITY PROGRAMS STAFF CAN ANSWER YOUR QUESTIONS ABOUT THE HOME APPLICATION UNTIL THE January 11, 2023 SUBMISSION DEADLINE.
  - **AARON TORAN: 615-815-2037**
  - **ALLISON MOORE: 615-815-2040**
  - **MONICA RUTHERFORD: 615-815-2105**
  - **CRAIG STEVENS: 615-815-2035**



CALL US OR SCHEDULE A MEETING!

# Questions

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