

2024 TN HOUSING TRUST FUND

CAPACITY BUILDING PILOT PROGRAM GRANTEE WORKSHOP

DECEMBER 14, 2023

2024 CAPACITY BUILDING PILOT PROGRAM

- 5 Applications Received
- 3 Grants Awarded
- \$2.1 Million Requested
- \$1.0 Million Awarded

Grant Purpose – Assist non-profit affordable housing development organizations in building space capacity in order to undertake more housing development and related activities.

2024 CAPACITY BUILDING PILOT PROGRAM

2024 Grant Round Activities:

- Renovation of 33,000 square foot building for offices, volunteers, and storage.
- Conversion of a bakery building into offices and workforce development training space.
- Rehabilitation of mall for office, training, and storage.

CBPP GRANT CONTRACTS

Three Year Contracts consisting of three parts:

Main Body of Contract

- Grant term, grant amount, terms and conditions

Attachment A

- The activities described in the approved grant application

Attachment B

- Project Budget showing line item funding from all sources

CBPP GRANT CONTRACTS

Contract Requirements

- Executed contracts and start up forms must be returned within 60 days of receipt.
- Six Month Progress Reports due by June 30th and December 31st of each year until project completion.

(Progress Report Forms will be placed on the TN Housing Trust Fund page of the THDA website)

CBPP GRANT CONTRACTS

Contract Requirements

- Clearly display public accountability sign in passageway through which the public enters.
- Grantees must provide a Zoning Letter documenting that the property is properly zoned for the intended use.
- Upon project completion provide a copy of a Recorded Notice of Completion.

NON-DISCRIMINATION

- No person can be excluded from participation in, be denied benefits of or be subjected to discrimination in the performance of the grant contract or in Grantee employment practices on the basis of disability, age, race, color, religion, sex, national origin, familial status.

CONFLICT OF INTEREST

- An employee or official of the State of Tennessee and no Covered Person identified below may obtain a financial interest or benefit from a TN Housing Trust Fund CBPP assisted activity.
- Covered Persons include immediate family members of any employee or board member of the Grantee.
- Immediate family members include the spouse, parent (step-parent), child (step-child), grandparent, grandchild, sister or brother (step-sister or step-brother), and in-laws of any Covered Person.

CONFLICT OF INTEREST

- Grantees must make every effort to avoid the appearance of favoritism in the eligibility determination process.
- If the appearance of a conflict of interest or the appearance of favoritism exists, the Grantee must contact THDA.
- Conflict of interest provisions also apply to any employee, agent, consultant, officer, elected official, or appointed official of THDA.

PROCUREMENT

The contract with THDA requires that Grantees procure for goods, materials, services and equipment through a competitive process

- Grantees must follow their own procurement policies.
- Minimally, there needs to be an established contractor selection procedure.
- There must be a written rationale for the selection of the successful bid or proposal.

ELIGIBLE ACTIVITIES

Eligible activities include:

- New construction
- Acquisition
- Rehabilitation

Of existing office, storage, or program delivery space.

CONSTRUCTION STANDARDS

- All completed work must meet local codes.
- Upon completion, Certificate of Occupancy from local codes office is required.
- If no Certificate of Occupancy is issued, final inspection documentation from a 3rd party qualified inspector is required.

INSPECTIONS

- All new construction and rehabilitation work performed as part of a TN Housing Trust Fund CBPP project must be inspected by a state certified inspector, as applicable.
- State certified inspectors are licensed by the State Fire Marshal's Office of the TN Dept. of Commerce and Insurance in the field of expertise to be inspected – i.e. – building, plumbing, mechanical, electrical.
- THDA may conduct final construction reviews upon project completion.

QUALIFIED INSPECTORS

Qualified inspectors include individuals with credentials appropriate for the type of work being performed.

Inspectors **must** have credentials to support expertise in the type of work being inspected.

Qualified Inspectors may include:

- Inspectors licensed by the State of Tennessee as Building Inspectors or Home Inspectors.
- Individuals certified by a national organization such as the International Code Council, the National Fire Protection Association, or the Standard Building Code Congress as a Housing Inspector.

QUALIFIED INSPECTORS

- Other qualifications may be accepted on a case by case basis and require THDA approval before the inspector may begin conducting inspections.

INSPECTIONS – Third Party

- If the Grantee obtains a third party inspector, the cost of the inspection is an eligible soft cost for the project.
- The grant will pay up to \$350 as a soft cost per inspection if a third party inspector is needed.

PROGRAM FORMS

START UP FORMS

All Start Up Forms must be returned within 60 days of receipt of the contract.

- **FORM 1** Authorized Signature Form
- **FORM 2** Authorization for Automatic Deposit (ACH), with voided check
- **W-9 FORM**

PROGRAM FORMS

DRAW REQUEST FORMS

- **FORM 5** Request for Payment
- **FORM 6** Interim Draw Form
- **FORM 8** Cost Certification for Materials and Labor when grantee is serving as its own general contractor or as applicable

DOCUMENTATION FOR PAY REQUESTS

- All Start-up forms and the following must be submitted **before** CBPP funds may be drawn down:
 - Signed TN Housing Trust Fund CBPP Contract
 - Insurance Certificate – See Contract – Attachment A

SUBMISSION OF PAY REQUESTS

- All Requests for payment must be submitted through the **Web Transfer Client System** also known as the **EDT System**.
- Requests for payment should not be sent via email.
- All grantees will be set-up with user names and passwords for EDT submissions.
- Contact assigned THDA Grant Coordinator for set-up and access to the EDT System.

SUBMISSION OF PAY REQUESTS

- Grantees must log in every 30 days or system lock out will occur and the password will need to be reset.
- Notify Grant Coordinator via email when a draw request has been uploaded to EDT.
- Grantees are encouraged to submit draw requests as construction or rehab progresses.
- Grantees are encouraged to **not** wait until construction completion to submit draw requests.

REHABILITATION OR NEW CONSTRUCTION

First draw for rehabilitation or new construction projects must include:

- Procurement Policy
- Contractor Bid Tabulations
- Construction or Rehabilitation Contract or memo if Grantee is serving as its own General Contractor.
- Project Budget showing sources & uses of funds. Submit updates if changes occur.

REHABILITATION OR NEW CONSTRUCTION

- Project Timeline. Submit updates if changes occur.
- Form 5 Request for Payment Form *with two signatures*
- AIA Payment Application Form - **or** - Form 6 Interim Draw Form
- If not using AIA Forms, submit Form 6 Interim Draw Form along with contractor invoice that includes description of work completed.

REHABILITATION OR NEW CONSTRUCTION

- Contractor invoices are not required if using AIA Payment Application Forms.
- Contractor invoices **are** required if using Interim Draw Form.
- Form 8, Cost Certification Form and receipts are required if grantee is serving as its own general contractor.
- Brief Progress Report Forms due with each draw request.

REHABILITATION OR NEW CONSTRUCTION

- Upon grant completion submit:
 - Certificate of Occupancy or other inspection reports/documentation (as applicable)
 - Recorded Notice of Completion
 - Close Out Form

REHABILITATION OR NEW CONSTRUCTION

- Certificate of Occupancy must be submitted with final draw.
- Recorded Notice of Completion – (*recorded by County Register of Deeds*) must be filed at **least 30 days prior** to final draw.
- Close Out Form. Submit with final draw upon completion of all THTF CBPP assisted activities.

CHECKLISTS

Refer to the following checklists to assist with the submission of documents needed for grant reimbursement

- Start –up Forms Checklist
- Rehabilitation – New Construction Checklist

GRANTEE ASSIGNMENTS

Kenyell Chalmers	Lakeway Area Habitat For Humanity
Kenyell Chalmers	Knoxville Leadership Foundation
Nekishia Potter	Habitat For Humanity of Greater Nashville

CONTACT INFORMATION:

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QUESTIONS

