

1. **Q:** Is it correct that PHA's are not 501c3's and are not eligible? Even though PHAs are exempt entities?

A: Yes, it is correct that Public Housing Authorities are not 501 (C)(3) entities. However, there are some PHAs that have 501(C)(3) affiliate organizations.

2. **Q:** If we participate in the THDA New Start Program and our board members have already completed disclosure forms do we need new disclosure forms from them for the 2024 Capacity Building Pilot Program?

A: If you have submitted disclosure forms for the New Start Program, it is likely that you will not need to submit new disclosure forms for the Capacity Building Pilot Program. If anything has changed with regard to the composition of your board, then a new packet of disclosures that includes disclosures for all board members will need to be submitted. It will be important to ensure that the disclosure forms submitted for the New Start program have been uploaded to PIMS.

3. **Q:** When you say first come, first served, is that after the 2/29 date?

A: First come, first served is not after the application due date of 2/29/24. That is the last day that applications will be accepted. First come, first served means the first qualified applications to be received will be the first to be awarded a grant.

4. **Q:** Must affordable housing development be an explicit element of an applicant's mission statement? If it is a significant component of an applicant's work, is that sufficient?

A: If affordable housing development is not included in the mission statement, it will be necessary to demonstrate in another way that affordable housing development is a primary purpose of the organization and the work that the organization undertakes.

5. **Q:** Are we eligible for funding on renovating our office space in building with a long-term lease?

A: Yes, renovation of office space if the organization is in a long-term lease will be allowed. It will be important to obtain approval from the landlord.

6. **Q:** We have two years remaining on our lease. How long before the grant must be used?

A: The grant term is 24 months.

7. **Q:** If we want to purchase additional homes from the open market and we have not identified the exact property do we just put N/A in all the specific site questions?

A: The grant is intended to assist in the expansion or development of office or training space that will help the organization to serve more clients. It is not intended for the purchase of homes to be used for housing. It is also intended for projects that are ready to go. If the location of where you would like to purchase or build a new office has not been identified, then it would not be considered ready to go.

8. **Q:** Is this grant only for office space, not money to be used toward actual affordable housing, is that correct?

A: The grant is intended to assist with the expansion or development of office or training space that will help the organization to serve more clients. It is not intended for the development of housing.

9. **Q:** Does the grant include technology such as updating computers, servers, firewalls, etc.?

A: At this time, the grant does not include technology upgrades. The eligible activities are acquisition, rehabilitation, or new construction of office space, or program delivery space, including additions or annexes.

10. **Q:** Is the grant focused on “brick and mortar” or real estate/building related projects or might the purchase of construction vehicles for program delivery, technology upgrades, or funds to hire staff to lead evaluation and impact research efforts be considered eligible?

A: At this time, the only eligible activities are for brick and mortar type of activities such as acquisition, rehabilitation, or new construction of office space, or program delivery space, including additions or annexes.

11. **Q:** Is the grant only for CHDOs?

A: This grant is not only for CHDOs. It is for any 501c3 nonprofit that meets the following criteria:

- Have a Current Charter and By-Laws;
- Valid 501(c)(3) designation letter from the Internal Revenue Service (IRS);
- Current Certificate of Existence from the Tennessee Secretary of State dated within thirty (30) calendar days of the application to THDA under the Capacity Building Pilot Program;
- Have affordable housing as its primary purpose and mission, including the new construction and/or rehabilitation of single family or multifamily units.
- Must have at least two (2) years of experience developing affordable housing in Tennessee, satisfactory to THDA in its sole discretion.
- Must not have been prohibited by THDA from participating in its programs within the last 5 years or have individuals employed by the applicant organization, or serving on its current board of directors, who have been prohibited by THDA in that time period from participating in THDA programs.

12. **Q:** How long will it take THDA to approve the applications and how long will it take for an announcement to be made after all funds have been exhausted?

A: The applications will be reviewed within 5 days of submission and announcements will be made very shortly thereafter when the funds have been exhausted.

13. **Q:** Our program is a “housing first” model, based on providing free and immediate housing to women survivors. Does that qualify as having housing as a main priority of the agency’s mission? Also, we have helped to develop single-family affordable housing for sale and offer transitional

housing, however, the main purpose of our program is to provide two years of housing as well as an emergency shelter. Does that fit the framework of this grant opportunity?

A: If the agency has not included affordable housing as a primary purpose, including the construction or rehabilitation of single family or multifamily units in the mission statement, if the agency can show that affordable housing including the construction or rehabilitation of single family or multifamily units is a primary purpose of the work being done, then the agency would be considered eligible. It will also be very important to explain what activity will be undertaken with the grant funds and how the activity will help to increase the ability of the agency to serve more clients.

14. **Q:** Can we apply if we have not yet identified the specific location in our service area where we would like to purchase or build a new office?

A: The intent of the grant is to help provide funds for projects that are ready to go. If the location of where you would like to purchase or build a new office has not been identified, then it would not be considered ready to go.

15. **Q:** May we conduct our board meeting and vote regarding the application and resolution via email?

A: Yes, conducting the meeting and vote for approval of the submission of the application via email is fine. Please be sure that the resolution specifically names the 2024 Capacity Building Pilot Program Grant.

16. **Q:** Is it ok for our construction manager to provide cost estimates as long as we follow proper procurement procedures?

A: Yes, it is fine for the construction manager to provide cost estimates.

17. **Q:** If the work items do not require a permit according to local codes, does a third party inspector need to inspect the completed work?

A: THDA will review the scope of work and if local and/or state codes do not require a permit for the work being conducted, then we know neither state nor local codes inspectors will inspect the work. If local and state codes do not require permits, It will be fine to have a third party inspector but THDA will do progress inspections of the work.

18. **Q:** Would the new construction or rehabilitation of office space that would allow the organization to also rent out a portion of the space be considered an eligible activity?

A: The intent of the grant is to help increase office space and/or program delivery space to enable the organization to serve more clients. The grant would not provide funds for the construction or rehabilitation of office space that would be used as rental space.

19. **Q:** Would ReStore outdoor paving activities or the addition of permanent fixtures to ReStore walls be considered eligible activities?

A: The grant is designed to increase office or program delivery space in order to increase an agency's ability to serve more clients. Outdoor paving work and/ or the addition of permanent fixtures to ReStore walls would not be considered eligible. It would need to be shown that any improvements or expansions to will allow the agency to serve more clients.

20. **Q:** Would the addition of a bay door for loading and a sidewalk leading to the bay door be considered an eligible activity?

A: This does not sound like an eligible activity. The grant is only intended to provide funding to increase or renovate office or program delivery space that would make it possible for the agency to serve more clients.

21. **Q:** If we applied for HOME ARP funds earlier this year and submitted board disclosures for each board member, may we use those forms for this grant or do we need to submit new forms for each board member?

A: If nothing has changed with regard to the make-up of the board of directors, new forms do not need to be submitted. However, if something has changed with regard to any board member, then a new disclosure packet will need to be submitted for all board members.

22. **Q:** If we have two ideas about two different projects that we would like to undertake, do you suggest submitting two grant applications?

A: It is left to your discretion as to if you would like to submit one application that includes both projects or two separate applications.