



**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 or audited financial statement is more than 12 months prior to the due date of this application, a statement indicating the reason for the delay in obtaining an updated audit must be submitted along with 2021 unaudited financial statements that may include but are not limited to the balance sheet and profit and loss statements.
 - ✓ All applicants must complete **Attachment Two: Rental Housing Feasibility 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 applicants, if the project involves Low Income Housing Tax Credits, submit a copy of the Organizational Chart.
 - ✓ All non-profit organizations must also complete **Attachment One: Non-Profit Checklist** and submit supporting documentation, including documentation to be uploaded to PIMS.
2. Answer all questions individually. If not applicable to your program, please mark N/A.
3. For questions where the narrative will not fit in the text box, please include an attachment and label the attachment to correspond with the section and question number being answered.
4. Applications must be typed.
5. The format of this application must not be altered.
6. All attachments to the application must be appropriately labeled.
7. All applications must be uploaded to the EDT – Web Transfer Client System. Email THTF@thda.org 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.

7. All applications must be uploaded to EDT as one pdf document.
8. Applications must be uploaded by **4:00 PM Central Time, Thursday, December 9, 2021.**

FAXED OR E-MAILED APPLICATIONS WILL NOT BE ACCEPTED.

5. **RENTAL PROJECT TYPE:**

Single Family _____ Number of units _____

Multi-Family _____ Number of units _____

City or County in which your project will be located: _____

If a multi-county project, the number of units in each county: _____

6. **PROPOSED FUNDING SOURCES**

TOTAL THTF Competitive Grants FUNDS REQUESTED _____

THTF Competitive Grants Project Funds _____

THTF Competitive Grants Developer Fee
(Cannot exceed 7% of total THTF Grant Request) _____

Federal Funds (describe the source of Federal Funds) _____

Local Government or Agency Funds (describe the source of funds) _____

Other (describe the source 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*)

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, or Chairman of the Board:

Signature: _____

Typed Name: _____

Title: _____ Date: _____

PART II
PROGRAM NARRATIVE

***Instructions:** Please answer all questions. Mark N/A if a question does not apply to your project. If your response will not fit in the text box, please include an attachment and label the attachment to correspond with the section and question number being answered. All attachments should be placed in order at the end of the application.*

1. Please 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)
 - B. 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.
 - 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 in the 2022 Winter THTF Program Description under Section C-4 (*Target Populations – Housing For Older Persons – Housing intended for occupancy by persons 55 years of age or older*)
 - H. How many households will be served from the proposed project?
2. 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.

Match Source	Amount

- B. List commitment letters included in the application for each source, if available. Include any available commitment letters as attachments to this application.
3. Attach an implementation plan that includes a listing of the major tasks in the project, including when the project will begin and the expected timeframe for completion.
 4. Has the applicant applied for Low Income Housing Tax Credits? If yes, please proceed to the questions below
 - a. What is the name of the development owner?
 - b. What is the relationship of the applicant to the development owner?
 - c. Please include a copy of the organizational chart.
 - d. Have the tax credits already been awarded?
 - e. If yes, what is the amount of the award?
 - f. If yes, what is the TN #?
 5. Who will be the administrator of the development phase of the proposed project? Identify his/her relevant experience and training in administering housing programs.
 6. Indicate the length of time the applicant has been providing affordable housing or affordable housing related services in Tennessee.
 7. Describe the applicant's experience in providing affordable housing or affordable housing related services in Tennessee.
 8. Identify how long the applicant has been providing affordable housing and/or related services to the targeted population.
 9. Indicate all rental projects successfully developed or underway by the applicant. Identify any projects funded by THDA and the THDA funding source. Use additional sheets if necessary.

Grant Year	Funding Source	Address	# of Units	Complete/ Underway	Year Completed

10. Has the applicant selected the individuals or firms to provide architectural, construction management, and/or inspection services? If yes, identify his or her relevant experience and include a resume. Please provide resumes even if the THTF request is for acquisition only.
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 as applicable, 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.
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.
17. If housing units have been identified for acquisition and/or rehabilitation or 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.
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) plans and specifications or work write-ups
 - (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 2022 Winter Round Competitive Grants Program Description, Section L? 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 and include a resume. Please provide resumes even if the THTF request is for acquisition only.
 - b. If the applicant will not be providing property management services, describe the procurement process used in the selection of property management services, if applicable.
22. Explain the need for the proposed project. (Please answer in 200 words or less)
23. How is the proposed project innovative?
24. How will potential program recipients be made aware of the proposed 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.
- A. Describe any support services that will be provided and attach firm support service commitment letters to the application if available.
 - B. List support service commitment letters that are included with the application.
30. If providing housing for individuals with physical, emotional, mental, or developmental disabilities, describe how the housing will meet each of the qualities of settings eligible for reimbursement as described by the Centers for Medicare and Medicaid Services (*See THTF 2022 Winter Round Competitive Grants Program Description, Section C -2 for a description of the requirements*).

31. Will the proposed project set aside a percentage of units for:

- | | | |
|--|-------|----|
| A. Youth transitioning from foster care? | Yes | No |
| If yes – what percentage of units will be set aside? | _____ | |
| Number of units to be set aside? | _____ | |
| | | |
| B. Ex-offenders? | Yes | No |
| If yes – what percentage of units will be set aside? | _____ | |
| Number of units to be set aside? | _____ | |
| | | |
| C. Homeless veterans? | Yes | No |
| If yes – what percentage of units will be set aside? | _____ | |
| Number of units to be set aside? | _____ | |

32. Will the proposed project set aside the following:

- | | | |
|--|-------|----|
| A. 25% of the units for households with incomes between 0% - 30% AMI? | Yes | No |
| Number of units to be set aside? | _____ | |
| | | |
| B. 50% of the units for households with incomes between 0% - 50 % AMI? | Yes | No |
| Number of units to be set aside? | _____ | |

33. If the project is providing housing for ex-offenders, please provide the following:

- A. Copy of policies and procedures guiding the operation of the program
- B. Description of screening and selection procedures

- 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

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	\$	\$	\$	\$	\$

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.	
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7.	
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10.	
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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 [If applying for Low Income Housing Tax Credit Program, use Attachments 16 and 17 as provided in PIMS]

Name of Agency: _____

Name: _____

Occupation: _____

Board Officer? Yes No

If yes, list position: _____

Primary Expertise/Contribution to the Board: _____

Length of Board Service: _____

Date of Board Term Expiration: _____

Home Address: _____

Phone Number: _____

Email Address: _____

-----**For Organizations Seeking CHDO Designation Only**-----

Low-Income Rep to the Board? Yes No

If Yes: _____

Resident of low-income neighborhood: Yes No

Elected representative of low-income neighborhood organization: Yes No

Low-income resident with annual household income below 80% of Area Median Income: Yes No

THTF COMPETITIVE GRANTS SCORING MATRIX – UP TO 100 POINTS

PROGRAM DESIGN		UP TO 35 POINTS
<ul style="list-style-type: none"> <i>The program design is complete, adheres to program guidelines, all necessary components are identified in the application, and the program design demonstrates an effective use of THDA resources.</i> 		
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	<p>The Project operating revenue supports operating expenses and expected cash flow is positive.</p> <p>If applicable, the project will support debt.</p> <p>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.</p>	Up to 10 points
3. Feasibility Worksheet – Up to 5 points	<p>The project feasibility worksheet is complete, correct and demonstrates the need for THTF Funds.</p> <p>---Deduction if no explanation for operating expenses exceeding 50 % of total annual income. (-2 points)</p> <p>---Possible deduction if expenses are extremely high or low. (up to -2 points)</p>	Up to 5 points
4. Rent Reasonableness – Up to 8 points	<p>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.</p> <p>If Rental assistance is provided, the tenant portion of rent is equal to or less than 30 % of the tenant’s gross monthly income.</p>	Up to 8 points

<p>5. Universal Design, <u>New Construction</u> – Up to 2 points</p>	<p>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)</p> <ol style="list-style-type: none"> 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. 	<p>Up to 2 points</p>
<p>6. Support Services – Up to 2 points</p>	<p>The application includes firm commitments demonstrating that a range of support services will be available for individuals with disabilities, youth transitioning out of foster care, and ex-offenders. Services are available at the choice of the applicant.</p> <p>Firm commitments for services provided to other populations may receive points under Innovation.</p>	<p>Up to 2 points</p>
<p>7. CMS Quality of Settings Standards–</p>	<p>For projects targeting individuals 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.</p>	<p>Possible point deductions if qualities of settings are not met</p>
<p>8. Matching Funds – Up to 5 points</p>	<p>Firm commitments for at least 50% of requested development dollars are included in the application. Eligible match sources may include:</p> <ul style="list-style-type: none"> • Grants from other agencies; • Federal sources, such as the CDBG program or USDA Rural Development; 	<p>Up to 5 points</p>

	<ul style="list-style-type: none"> • 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 <p>**NOTE: Other THDA program funds, including federal sources such as HOME funds and in kind donations, services or labor are not eligible sources of matching funds.</p>	
APPLICANT CAPACITY		UP TO 35 POINTS
<ul style="list-style-type: none"> • <i>The Applicant demonstrates sufficient capacity to carry out the proposed project and to manage the rental housing through the compliance period.</i> 		
1. 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: <ul style="list-style-type: none"> • 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

	<ul style="list-style-type: none"> 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
<ul style="list-style-type: none"> <i>The applicant proposes housing targeted toward extremely low or very low-income households, a specialized population, housing that will meet a larger community need, or housing in an area that has not received Competitive Grants funding since September 1, 2017.</i> <i>(*Note - up to 4 income points possible if units are set aside for 30 % AMI & 50% AMI households)</i> 		
1. 25% Set Aside for Incomes at or below at 30% AMI – 3 points	The applicant has elected to set aside 25% of the units for households with incomes at 30% AMI or less	3 points
2. 50% Set Aside for Incomes at or below at 50% AMI – 1 point.	The applicant has elected to set aside 50% of the units for households with incomes at 50% AMI or less	1 point
3. 100% Set Aside for Incomes at or below at 80% AMI – 0 points.	The applicant has elected to set aside 100% of the units for households with incomes at 80% AMI or less	0 points
4. % Set Aside for Youth Transitioning Out of Foster Care – Up to 7 points	The applicant has elected to set aside a percentage (%) of the units for Youth Transitioning Out of Foster Care. <i>Points in this category are proportional to the number of units set aside if less than 10 units are set aside.</i>	Up to 7 points
5. % Set Aside for Ex-offenders – Up to 7 points	The applicant has elected to set aside a percentage (%) of the units for Ex-offenders. <i>Points in this category are proportional to the number of units set aside if less than 10 units are set aside.</i>	Up to 7 points
6. % Set-Aside for Homeless Vets – Up to 4 points	The applicant has elected to set aside a percentage (%) of the units for Homeless Veterans. <i>Points in this category are proportional to the number of units set aside if less than 10 units are set aside.</i>	Up to 4 points
7. Larger Community Need including but not limited to Blight Removal – Up to 2 points	The Applicants' project meets a larger community need beyond the housing being provided for the targeted population such as: (1) The project is removing major blight or (2) The project ties into a larger community effort outside the specific project scope.	2 points
8. Prior Funding – Up to 3 points	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 September 1, 2017.	3 points

9. Distressed Counties – Up to 4 points	The project is located in one of the designated distressed counties as described in the THTF 2022 Winter Round Competitive Grants Program Description.	4 points
10. Rural Counties – Up to 3 points	The project is located in one of the designated rural counties as described in the THTF 2022 Winter Round Competitive Grants Program Description,	3 points
INNOVATION		UP TO 7 points
<ul style="list-style-type: none"> • <i>The proposal demonstrates a creative approach to the provision of affordable housing.</i> 		
1. Creative approach to provision of Affordable Housing – Up to 7 points	<p>The Applicant demonstrates a creative approach to affordable housing for low, very low or extremely low income households through:</p> <ul style="list-style-type: none"> • 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; • other innovative means to address housing needs. 	Up to 7 points