


TN HOUSING TRUST FUND

2024 CAPACITY BUILDING
PILOT PROGRAM

APPLICATION WORKSHOP

OCTOBER 12, 2023

WELCOME!

- Welcome to the Application Workshop for the [new](#), TN Housing Trust Fund 2024 Capacity Building Pilot Program.
- Please put yourself on mute until you ask a question. 
- Please hold questions until the end unless relevant to the slide being presented.

PROGRAM HIGHLIGHTS

- The amount available for the 2024 Capacity Building Pilot Program is approximately \$1.0 million.
- Eligible Activities are construction, rehabilitation, and/or acquisition of office or program delivery space only.
- Maximum grant amount is \$500,000.
- Eligible applicants are 501(c)(3) non-profit organizations.

PROGRAM HIGHLIGHTS

- Applications are due by **Thursday, February 29, 2024 by 4:00 pm Central Time.**
- Grant awards will be made on a first come, first served basis.
- Successful applicants will be notified as applications are approved.



ELIGIBLE APPLICANTS

Eligible applicants include non-profit organizations with the following:

- 501c3 IRS designation letter.
- Current Certificate of Existence from TN Secretary of State.
- Affordable Housing as its primary purpose & mission, including development of single family & multifamily units.
- At least 2 years of affordable housing development experience.

ELIGIBLE ACTIVITIES

Eligible activities include:

- New construction
- Acquisition
- Rehabilitation

Of existing office, storage, or program delivery space.

INELIGIBLE ACTIVITIES

- Pledge Capacity Building funds as support for tax exempt borrowing by local grantees.
- Pay staff salaries.
- Pay operational costs not associated with the expansion or enhancement of existing program operations physical space or the construction, acquisition and/or rehabilitation of new space.
- Provide off-site improvements, neighborhood infrastructure, or public facility improvements.
- Provide assistance to private for-profit organizations.

INELIGIBLE ACTIVITIES

- Provide assistance to any housing unit or common area associated with a rental property.
- Provide assistance to public housing authorities or for-profit entities.
- Provide assistance for the development of housing for sale to home buyers.
- Provide rental assistance.

PROGRAM REQUIREMENTS



CONSTRUCTION STANDARDS

All work completed with Capacity Building Pilot Funds must:

- Meet all local codes at project completion.
- Provide Certificate of Occupancy or Completion from local codes official where the project is being completed.

INSPECTIONS

- Building permits should be pulled from the local codes office or if there is no local codes office, the permits should be pulled from the State Fire Marshal's Office.
- All rehabilitation or new construction work must be inspected by either local codes officials or by inspectors from the State Fire Marshal's Office.

PROCUREMENT

- Solicitation of bids for goods, materials, services and/or equipment must be open and competitive.
- Grantees must follow their procurement policies.
- Minimally, grantees are expected to obtain at least three bids. Purchase should be made from the lowest or best bidder.
- There must be an established contractor selection procedure and written rationale for selecting the successful bid or proposal.

FAIR HOUSING AND EQUAL OPPORTUNITY

- Successful applicants must comply with both state and federal laws with regard to fair housing and equal opportunity.
- Efforts should be made to assure minority- and female-owned businesses are offered opportunities to bid on service, material and construction contracts.



2024 CAPACITY BUILDING APPLICATION



SUBMISSION INSTRUCTIONS - EDT

- The Capacity Building Pilot Grant application must be uploaded to the secure **EDT – Web Transfer Client System site**.
- Email THTF@thda.org for set up and access to the site.
- Information needed for set up:
 - Organization Name
 - Grant Name & Grant Round you are applying for – **Very Important!**
 - Name, email address, & telephone number of agency staff who will be uploading the application



SUBMISSION INSTRUCTIONS - EDT

- Upload the application as **one pdf document.**
- Attachments must be uploaded in the order indicated on the Non-profit Checklist.
- **After uploading the application, notify THDA by sending email to THTF@thda.org - **Very Important!****



SUBMISSION INSTRUCTIONS - PIMS

- Certain organizational documents must be uploaded to THDA's online tool: **Participant Information Management System (PIMS)**.
- PIMS items are indicated on the Non-profit Checklist.
- All documents uploaded to PIMS must be in a .pdf format.
- **Organizational Documents not uploaded to PIMS will not be considered.**

SUBMISSION INSTRUCTIONS - PIMS

- Applicants will receive a confirmation email documenting satisfactory upload.
- The **Documents** section of PIMS is the only functionality being used at this time.
- Applicants are **not required** to enter information under the **Threshold & Self Certification Sections.**

SUBMISSION INSTRUCTIONS - PIMS

The PIMS page may be found on the THDA website:

<https://thda.org/>

After landing on the home page, go to:

Government and Nonprofit Partners > Tennessee Housing Trust Fund

Click on the link for **Participant Management Information System (PIMS)** on the right hand side of the page. Follow instructions provided on the page.

SUBMISSION INSTRUCTIONS

- Complete the entire application.
- Answer all questions. Mark NA if not applicable to your project.
- Applications must be typed.
- The format of the application must not be altered.

SUBMISSION INSTRUCTIONS

- All attachments to the application must be appropriately labeled.
- Submit all items, including the PIMS items, requested on **Attachment One: Non-Profit Checklist.**



NON-PROFIT CHECKLIST (PIMS Items)

- Copy of 501(c)(3) or 501(c)(4) designation from IRS.
- Copy of Charter & By-Laws.
- Board Member Information Form for each Board member.
- Copy of business plan or strategic management plan.



NON-PROFIT CHECKLIST (PIMS Items)

- Financial audit or audited financial statements dated within 12 months of the application due date.
- If audit is not within 12 months of application due date, explanation and current unaudited financial statements are required.
- **Individual Disclosures** must be completed and signed by each Board Member and the Executive Director.
- **Corporate Disclosure** must be completed, and signed by the Board Chair or Executive Director.
- **ALL Individual and Corporate Disclosures must** also be notarized.



NON-PROFIT CHECKLIST

- Certificate of Existence from TN Secretary of State or, if applicable, COE from another state's certifying authority and Certificate of Authorization to do Business in TN dated within **30 calendar days** of the application to THDA.
- One page explanation of how the Board of Directors is involved in the operation of the Agency.
- Current Board resolution approving submission of the **2024 Capacity Building Pilot Program Grant Application.**
- Copy of the minutes from the most recent Board meeting at which this application and/or proposal was discussed and approved.

NON-PROFIT CHECKLIST

- List of agency staff members including how many are full-time or part-time, specific responsibilities related to housing programs, and years of experience in housing development.
- Documentation of agency operating funds from other sources.
- Explanation of any other programs operated by the agency and the funding sources for the other programs.

APPLICATION EVALUATION





THRESHOLD CRITERIA

- The application is complete.
- The proposed activity is eligible.
- Compliance with other THDA funded programs.
- Submission of all required organizational documents to PIMS.
(submission by any other means, will not be considered)



THRESHOLD CRITERIA

Limited 2 day cure period for correction of the following items:

1. All required documents not uploaded to PIMS.
2. Certificate of Existence not issued within the required time period.
(within 30 calendar days of the application to THDA)
3. Unsigned application.

Opportunity for correction of any other items will not be provided.

Time period for correction of the items stated above will not be extended.

APPLICATION EVALUATION

- Application review and funding allocations will be made on a first come, first served basis.
- Applications will be reviewed in the order received by time and date.
- Funding awards will be based on eligibility beginning with the first qualified application received to the last qualified application received until all funds have been exhausted.

APPLICATION EVALUATION

- The grant round will be closed when all funds have been exhausted.
- Successful applicants will be notified as applications are approved.
- Contracts will begin within 30 days of award notice and will end within 24 months from the contract start date.

APPLICATION PACKET

The application packet may be found on the THDA website:

<https://thda.org/>

After landing on the home page, go to:

Government and Nonprofit Partners > Tennessee Housing Trust Fund

APPLICATION DEADLINE

Thursday, February 29, 2024

4:00 PM - Central Time

Late applications will not be considered

CONTACT INFORMATION

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QUESTIONS

