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Appendix A:
SF-424s and SF-424Ds

Application for Federal Assistance SF-424			
* 1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application		* 2. Type of Application: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision	
		* If Revision, select appropriate letter(s): <input type="text"/> * Other (Specify): <input type="text"/>	
* 3. Date Received: <input type="text"/>		4. Applicant Identifier: <input type="text"/>	
5a. Federal Entity Identifier: <input type="text"/>		5b. Federal Award Identifier: <input type="text"/>	
State Use Only:			
6. Date Received by State: <input type="text"/>		7. State Application Identifier: <input type="text"/>	
8. APPLICANT INFORMATION:			
* a. Legal Name: <input type="text" value="State of Tennessee"/>			
* b. Employer/Taxpayer Identification Number (EIN/TIN): <input type="text" value="62-6001445"/>		* c. Organizational DUNS: <input type="text" value="8780474890000"/>	
d. Address:			
* Street1: <input type="text" value="502 Deaderick Street, 3rd Floor"/>			
Street2: <input type="text"/>			
* City: <input type="text" value="Nashville"/>			
County/Parish: <input type="text" value="Davidson"/>			
* State: <input type="text" value="TN: Tennessee"/>			
Province: <input type="text"/>			
* Country: <input type="text" value="USA: UNITED STATES"/>			
* Zip / Postal Code: <input type="text" value="37243"/>			
e. Organizational Unit:			
Department Name: <input type="text" value="TN Housing Development Agency"/>		Division Name: <input type="text" value="Community Programs"/>	
f. Name and contact information of person to be contacted on matters involving this application:			
Prefix: <input type="text" value="Ms."/>		* First Name: <input type="text" value="Cynthia"/>	
Middle Name: <input type="text"/>			
* Last Name: <input type="text" value="Peraza"/>			
Suffix: <input type="text"/>			
Title: <input type="text" value="Director of Community Programs"/>			
Organizational Affiliation: <input type="text"/>			
* Telephone Number: <input type="text" value="615-815-2112"/>		Fax Number: <input type="text" value="615-564-2700"/>	
* Email: <input type="text" value="cperaza@thda.org"/>			

Application for Federal Assistance SF-424

* 9. Type of Applicant 1: Select Applicant Type:

A: State Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

* 10. Name of Federal Agency:

U.S. Department of Housing and Urban Development

11. Catalog of Federal Domestic Assistance Number:

14-239

CFDA Title:

HOME Investment Partnerships Program

* 12. Funding Opportunity Number:

* Title:

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

Add Attachment

Delete Attachment

View Attachment

* 15. Descriptive Title of Applicant's Project:

State HOME Investment Partnerships Program

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424**16. Congressional Districts Of:*** a. Applicant * b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

 Add Attachment**Delete Attachment****View Attachment****17. Proposed Project:*** a. Start Date: * b. End Date: **18. Estimated Funding (\$):**

* a. Federal	<input type="text" value="14,430,484.00"/>
* b. Applicant	<input type="text"/>
* c. State	<input type="text"/>
* d. Local	<input type="text"/>
* e. Other	<input type="text"/>
* f. Program Income	<input type="text"/>
* g. TOTAL	<input type="text" value="14,430,484.00"/>

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**☐ a. This application was made available to the State under the Executive Order 12372 Process for review on ☐ b. Program is subject to E.O. 12372 but has not been selected by the State for review.☒ c. Program is not covered by E.O. 12372.*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**☐ Yes ☒ No

If "Yes", provide explanation and attach

 Add Attachment**Delete Attachment****View Attachment**

21. *By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

☒ ** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: * First Name:
Middle Name:
* Last Name:
Suffix:

* Title: * Telephone Number: Fax Number: * Email:

* Signature of Authorized Representative:

* Date Signed:

Application for Federal Assistance SF-424

* 1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application		* 2. Type of Application: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision		* If Revision, select appropriate letter(s): <div style="border: 1px solid black; height: 15px; width: 100%;"></div> * Other (Specify): <div style="border: 1px solid black; height: 15px; width: 100%;"></div>	
* 3. Date Received: <div style="background-color: yellow; border: 1px solid black; height: 15px; width: 100%;"></div>		4. Applicant Identifier: <div style="border: 1px solid black; height: 15px; width: 100%;"></div>			
5a. Federal Entity Identifier: <div style="border: 1px solid black; height: 15px; width: 100%;"></div>			5b. Federal Award Identifier: <div style="border: 1px solid black; height: 15px; width: 100%;"></div>		
State Use Only:					
6. Date Received by State: <div style="border: 1px solid black; height: 15px; width: 100%;"></div>		7. State Application Identifier: <div style="border: 1px solid black; height: 15px; width: 100%;"></div>			
8. APPLICANT INFORMATION:					
* a. Legal Name: <div style="border: 1px solid black; padding: 2px;">State of Tennessee</div>					
* b. Employer/Taxpayer Identification Number (EIN/TIN): <div style="border: 1px solid black; padding: 2px;">62-6001445</div>			* c. Organizational DUNS: <div style="border: 1px solid black; padding: 2px;">1726362680000</div>		
d. Address:					
* Street1:		<div style="border: 1px solid black; padding: 2px;">710 James Robertson Parkway, 4th Floor</div>			
Street2:		<div style="border: 1px solid black; height: 15px; width: 100%;"></div>			
* City:		<div style="border: 1px solid black; padding: 2px;">Nashville</div>			
County/Parish:		<div style="border: 1px solid black; padding: 2px;">Davidson</div>			
* State:		<div style="border: 1px solid black; padding: 2px;">TN: Tennessee</div>			
Province:		<div style="border: 1px solid black; height: 15px; width: 100%;"></div>			
* Country:		<div style="border: 1px solid black; padding: 2px;">USA: UNITED STATES</div>			
* Zip / Postal Code:		<div style="border: 1px solid black; padding: 2px;">37243</div>			
e. Organizational Unit:					
Department Name: <div style="border: 1px solid black; padding: 2px;">TN Dept. of Health</div>			Division Name: <div style="border: 1px solid black; padding: 2px;">HOPWA Program</div>		
f. Name and contact information of person to be contacted on matters involving this application:					
Prefix:		<div style="border: 1px solid black; padding: 2px;">Ms.</div>		* First Name:	
Middle Name:		<div style="border: 1px solid black; padding: 2px;">Trang</div>			
* Last Name:		<div style="border: 1px solid black; padding: 2px;">Wadsworth</div>			
Suffix:		<div style="border: 1px solid black; height: 15px; width: 100%;"></div>			
Title: <div style="border: 1px solid black; padding: 2px;">HOPWA Director</div>					
Organizational Affiliation: <div style="border: 1px solid black; height: 15px; width: 100%;"></div>					
* Telephone Number: <div style="border: 1px solid black; padding: 2px;">615-532-7914</div>			Fax Number: <div style="border: 1px solid black; padding: 2px;">615-741-3691</div>		
* Email: <div style="border: 1px solid black; padding: 2px;">trang.wadsworth@tn.gov</div>					

Application for Federal Assistance SF-424

* 9. Type of Applicant 1: Select Applicant Type:

A: State Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

* 10. Name of Federal Agency:

U.S. Department of Housing and Urban Development

11. Catalog of Federal Domestic Assistance Number:

14-241

CFDA Title:

Housing Opportunities for Persons with AIDS

* 12. Funding Opportunity Number:

* Title:

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

Add Attachment

Delete Attachment

View Attachment

* 15. Descriptive Title of Applicant's Project:

State of Tennessee - Housing Opportunities for Persons with AIDS (HOPWA)

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424**16. Congressional Districts Of:*** a. Applicant * b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

Add Attachment

Delete Attachment

View Attachment

17. Proposed Project:* a. Start Date: * b. End Date: **18. Estimated Funding (\$):**

* a. Federal	<input type="text" value="1,582,022.00"/>
* b. Applicant	<input type="text"/>
* c. State	<input type="text"/>
* d. Local	<input type="text"/>
* e. Other	<input type="text"/>
* f. Program Income	<input type="text"/>
* g. TOTAL	<input type="text" value="1,582,022.00"/>

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Prefix: * First Name:

Middle Name:

* Last Name:

Suffix:

* Title: * Telephone Number: Fax Number: * Email:

* Signature of Authorized Representative:

* Date Signed:

Application for Federal Assistance SF-424		
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* 2. Type of Application: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision		
* If Revision, select appropriate letter(s): <input type="text"/> * Other (Specify): <input type="text"/>		
* 3. Date Received: <input type="text"/>		4. Applicant Identifier: <input type="text"/>
5a. Federal Entity Identifier: <input type="text"/>		5b. Federal Award Identifier: <input type="text"/>
State Use Only:		
6. Date Received by State: <input type="text"/>		7. State Application Identifier: <input type="text"/>
8. APPLICANT INFORMATION:		
* a. Legal Name: <input type="text" value="State of Tennessee"/>		
* b. Employer/Taxpayer Identification Number (EIN/TIN): <input type="text" value="62-6001445"/>		* c. Organizational DUNS: <input type="text" value="8780474890000"/>
d. Address:		
* Street1: <input type="text" value="502 Deaderick Street, 3rd Floor"/>		
Street2: <input type="text"/>		
* City: <input type="text" value="Nashville"/>		
County/Parish: <input type="text" value="Davidson"/>		
* State: <input type="text" value="TN: Tennessee"/>		
Province: <input type="text"/>		
* Country: <input type="text" value="USA: UNITED STATES"/>		
* Zip / Postal Code: <input type="text" value="37243"/>		
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Suffix: <input type="text"/>		
Title: <input type="text" value="Director of Community Programs"/>		
Organizational Affiliation: <input type="text"/>		
* Telephone Number: <input type="text" value="615-815-2112"/>		Fax Number: <input type="text" value="615-564-2700"/>
* Email: <input type="text" value="cperaza@thda.org"/>		

Application for Federal Assistance SF-424

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Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

* 10. Name of Federal Agency:

U.S. Department of Housing and Urban Development

11. Catalog of Federal Domestic Assistance Number:

14-275

CFDA Title:

Housing Trust Fund

* 12. Funding Opportunity Number:

* Title:

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

Add Attachment

Delete Attachment

View Attachment

* 15. Descriptive Title of Applicant's Project:

State of Tennessee - Housing Trust Fund

Attach supporting documents as specified in agency instructions.

Add Attachments

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View Attachments

Application for Federal Assistance SF-424

16. Congressional Districts Of:

* a. Applicant

* b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

Add Attachment

Delete Attachment

View Attachment

17. Proposed Project:

* a. Start Date:

* b. End Date:

18. Estimated Funding (\$):

* a. Federal	<input type="text" value="4,334,563.00"/>
* b. Applicant	<input type="text"/>
* c. State	<input type="text"/>
* d. Local	<input type="text"/>
* e. Other	<input type="text"/>
* f. Program Income	<input type="text"/>
* g. TOTAL	<input type="text" value="4,334,563.00"/>

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- ☐ a. This application was made available to the State under the Executive Order 12372 Process for review on
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☐ Yes ☒ No

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Authorized Representative:

Prefix: * First Name:

Middle Name:

* Last Name:

Suffix:

* Title:

* Telephone Number: Fax Number:

* Email:

* Signature of Authorized Representative:



* Date Signed:

Application for Federal Assistance SF-424

* 1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application		* 2. Type of Application: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision		* If Revision, select appropriate letter(s): <div style="border: 1px solid black; height: 15px; width: 100%;"></div> * Other (Specify): <div style="border: 1px solid black; height: 15px; width: 100%;"></div>																	
* 3. Date Received: <div style="border: 1px solid black; background-color: yellow; height: 15px; width: 100%;"></div>		4. Applicant Identifier: <div style="border: 1px solid black; height: 15px; width: 100%;"></div>																			
5a. Federal Entity Identifier: <div style="border: 1px solid black; height: 15px; width: 100%;"></div>			5b. Federal Award Identifier: <div style="border: 1px solid black; height: 15px; width: 100%;"></div>																		
State Use Only:																					
6. Date Received by State: <div style="border: 1px solid black; width: 80px; height: 15px;"></div>		7. State Application Identifier: <div style="border: 1px solid black; width: 200px; height: 15px;"></div>																			
8. APPLICANT INFORMATION:																					
* a. Legal Name: <div style="border: 1px solid black; padding: 2px;">State of Tennessee</div>																					
* b. Employer/Taxpayer Identification Number (EIN/TIN): <div style="border: 1px solid black; padding: 2px;">62-6001445</div>			* c. Organizational DUNS: <div style="border: 1px solid black; padding: 2px;">8790159230000</div>																		
d. Address:																					
<table style="width: 100%;"><tr><td style="width: 15%;">* Street1:</td><td><div style="border: 1px solid black; padding: 2px;">312 Rosa L Parks Avenue, 27th Floor</div></td></tr><tr><td>Street2:</td><td><div style="border: 1px solid black; height: 15px; width: 100%;"></div></td></tr><tr><td>* City:</td><td><div style="border: 1px solid black; padding: 2px;">Nashville</div></td></tr><tr><td>County/Parish:</td><td><div style="border: 1px solid black; padding: 2px;">Davidson</div></td></tr><tr><td>* State:</td><td><div style="border: 1px solid black; padding: 2px;">TN: Tennessee</div></td></tr><tr><td>Province:</td><td><div style="border: 1px solid black; height: 15px; width: 100%;"></div></td></tr><tr><td>* Country:</td><td><div style="border: 1px solid black; padding: 2px;">USA: UNITED STATES</div></td></tr><tr><td>* Zip / Postal Code:</td><td><div style="border: 1px solid black; padding: 2px;">37243</div></td></tr></table>						* Street1:	<div style="border: 1px solid black; padding: 2px;">312 Rosa L Parks Avenue, 27th Floor</div>	Street2:	<div style="border: 1px solid black; height: 15px; width: 100%;"></div>	* City:	<div style="border: 1px solid black; padding: 2px;">Nashville</div>	County/Parish:	<div style="border: 1px solid black; padding: 2px;">Davidson</div>	* State:	<div style="border: 1px solid black; padding: 2px;">TN: Tennessee</div>	Province:	<div style="border: 1px solid black; height: 15px; width: 100%;"></div>	* Country:	<div style="border: 1px solid black; padding: 2px;">USA: UNITED STATES</div>	* Zip / Postal Code:	<div style="border: 1px solid black; padding: 2px;">37243</div>
* Street1:	<div style="border: 1px solid black; padding: 2px;">312 Rosa L Parks Avenue, 27th Floor</div>																				
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e. Organizational Unit:																					
Department Name: <div style="border: 1px solid black; padding: 2px;">TN Dept of Econ/Community Dev</div>			Division Name: <div style="border: 1px solid black; padding: 2px;">CDBG</div>																		
f. Name and contact information of person to be contacted on matters involving this application:																					
<table style="width: 100%;"><tr><td style="width: 30%;">Prefix: <div style="border: 1px solid black; padding: 2px;">Mr.</div></td><td style="width: 70%;">* First Name: <div style="border: 1px solid black; padding: 2px;">Kent</div></td></tr><tr><td colspan="2">Middle Name: <div style="border: 1px solid black; height: 15px; width: 100%;"></div></td></tr><tr><td colspan="2">* Last Name: <div style="border: 1px solid black; padding: 2px;">Archer</div></td></tr><tr><td colspan="2">Suffix: <div style="border: 1px solid black; height: 15px; width: 100%;"></div></td></tr><tr><td colspan="2">Title: <div style="border: 1px solid black; padding: 2px;">CDBG Director</div></td></tr><tr><td colspan="2">Organizational Affiliation: <div style="border: 1px solid black; height: 15px; width: 100%;"></div></td></tr><tr><td>* Telephone Number: <div style="border: 1px solid black; padding: 2px;">615-354-3591</div></td><td>Fax Number: <div style="border: 1px solid black; padding: 2px;">615-253-1870</div></td></tr><tr><td colspan="2">* Email: <div style="border: 1px solid black; padding: 2px;">kent.archer@tn.gov</div></td></tr></table>						Prefix: <div style="border: 1px solid black; padding: 2px;">Mr.</div>	* First Name: <div style="border: 1px solid black; padding: 2px;">Kent</div>	Middle Name: <div style="border: 1px solid black; height: 15px; width: 100%;"></div>		* Last Name: <div style="border: 1px solid black; padding: 2px;">Archer</div>		Suffix: <div style="border: 1px solid black; height: 15px; width: 100%;"></div>		Title: <div style="border: 1px solid black; padding: 2px;">CDBG Director</div>		Organizational Affiliation: <div style="border: 1px solid black; height: 15px; width: 100%;"></div>		* Telephone Number: <div style="border: 1px solid black; padding: 2px;">615-354-3591</div>	Fax Number: <div style="border: 1px solid black; padding: 2px;">615-253-1870</div>	* Email: <div style="border: 1px solid black; padding: 2px;">kent.archer@tn.gov</div>	
Prefix: <div style="border: 1px solid black; padding: 2px;">Mr.</div>	* First Name: <div style="border: 1px solid black; padding: 2px;">Kent</div>																				
Middle Name: <div style="border: 1px solid black; height: 15px; width: 100%;"></div>																					
* Last Name: <div style="border: 1px solid black; padding: 2px;">Archer</div>																					
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Organizational Affiliation: <div style="border: 1px solid black; height: 15px; width: 100%;"></div>																					
* Telephone Number: <div style="border: 1px solid black; padding: 2px;">615-354-3591</div>	Fax Number: <div style="border: 1px solid black; padding: 2px;">615-253-1870</div>																				
* Email: <div style="border: 1px solid black; padding: 2px;">kent.archer@tn.gov</div>																					

Application for Federal Assistance SF-424

* 9. Type of Applicant 1: Select Applicant Type:

A: State Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

* 10. Name of Federal Agency:

U.S. Department of Housing and Urban Development

11. Catalog of Federal Domestic Assistance Number:

14-228

CFDA Title:

Community Development Block Grant

* 12. Funding Opportunity Number:

* Title:

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

Add Attachment

Delete Attachment

View Attachment

* 15. Descriptive Title of Applicant's Project:

State Community Development Block Grant Small Cities Program

Attach supporting documents as specified in agency instructions.

Add Attachments

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Application for Federal Assistance SF-424

16. Congressional Districts Of:

* a. Applicant

* b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

Add Attachment

Delete Attachment

View Attachment

17. Proposed Project:

* a. Start Date:

* b. End Date:

18. Estimated Funding (\$):

* a. Federal	<input type="text" value="28,617,041.00"/>
* b. Applicant	<input type="text"/>
* c. State	<input type="text"/>
* d. Local	<input type="text"/>
* e. Other	<input type="text"/>
* f. Program Income	<input type="text"/>
* g. TOTAL	<input type="text" value="28,617,041.00"/>

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☐ Yes ☒ No

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Delete Attachment

View Attachment

21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

☒ ** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: * First Name:

Middle Name:

* Last Name:

Suffix:

* Title:

* Telephone Number: Fax Number:

* Email:

* Signature of Authorized Representative:



* Date Signed:

Application for Federal Assistance SF-424

*** 1. Type of Submission:**

- ☐ Preapplication
☒ Application
☐ Changed/Corrected Application

*** 2. Type of Application:**

- ☒ New
☐ Continuation
☐ Revision

*** If Revision, select appropriate letter(s):**

*** Other (Specify):**

*** 3. Date Received:**

4. Applicant Identifier:

5a. Federal Entity Identifier:

5b. Federal Award Identifier:

State Use Only:

6. Date Received by State:

7. State Application Identifier:

8. APPLICANT INFORMATION:

*** a. Legal Name:** State of Tennessee

*** b. Employer/Taxpayer Identification Number (EIN/TIN):**

62-6001445

*** c. Organizational DUNS:**

8790159230000

d. Address:

*** Street1:** 312 Rosa L Parks Avenue, 27th Floor

Street2:

*** City:** Nashville

County/Parish: Davidson

*** State:** TN: Tennessee

Province:

*** Country:** USA: UNITED STATES

*** Zip / Postal Code:** 37243

e. Organizational Unit:

Department Name:

TN Dept of Econ/Community Dev

Division Name:

CDBG

f. Name and contact information of person to be contacted on matters involving this application:

Prefix: Mr.

*** First Name:** Kent

Middle Name:

*** Last Name:** Archer

Suffix:

Title: CDBG Director

Organizational Affiliation:

*** Telephone Number:** 615-354-3591

Fax Number: 615-253-1870

*** Email:** kent.archer@tn.gov

Application for Federal Assistance SF-424

* 9. Type of Applicant 1: Select Applicant Type:

A: State Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

* 10. Name of Federal Agency:

U.S. Department of Housing and Urban Development

11. Catalog of Federal Domestic Assistance Number:

14-228

CFDA Title:

Community Development Block Grant Recovery Housing Program

* 12. Funding Opportunity Number:

* Title:

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

Add Attachment

Delete Attachment

View Attachment

* 15. Descriptive Title of Applicant's Project:

State Community Development Block Grant Recovery Housing Pilot Program

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424**16. Congressional Districts Of:*** a. Applicant * b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

Add Attachment**Delete Attachment****View Attachment****17. Proposed Project:*** a. Start Date: * b. End Date: **18. Estimated Funding (\$):**

* a. Federal	<input type="text" value="891,000.00"/>
* b. Applicant	<input type="text"/>
* c. State	<input type="text"/>
* d. Local	<input type="text"/>
* e. Other	<input type="text"/>
* f. Program Income	<input type="text"/>
* g. TOTAL	<input type="text" value="891,000.00"/>

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- ☐ a. This application was made available to the State under the Executive Order 12372 Process for review on
- ☐ b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- ☒ c. Program is not covered by E.O. 12372.

*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**☐ Yes ☒ No

If "Yes", provide explanation and attach

Add Attachment**Delete Attachment****View Attachment**

21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

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Authorized Representative:

Prefix: * First Name:

Middle Name:

* Last Name:

Suffix:

* Title: * Telephone Number: Fax Number: * Email:

* Signature of Authorized Representative:

* Date Signed:

Application for Federal Assistance SF-424

* 1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application		* 2. Type of Application: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision		* If Revision, select appropriate letter(s): <input type="text"/> * Other (Specify): <input type="text"/>	
* 3. Date Received: <input type="text"/>		4. Applicant Identifier: <input type="text"/>			
5a. Federal Entity Identifier: <input type="text"/>			5b. Federal Award Identifier: <input type="text"/>		
State Use Only:					
6. Date Received by State: <input type="text"/>		7. State Application Identifier: <input type="text"/>			
8. APPLICANT INFORMATION:					
* a. Legal Name: <input type="text" value="State of Tennessee"/>					
* b. Employer/Taxpayer Identification Number (EIN/TIN): <input type="text" value="62-6001445"/>			* c. Organizational DUNS: <input type="text" value="8780474890000"/>		
d. Address:					
* Street1:		<input type="text" value="502 Deaderick Street, 3rd Floor"/>			
Street2:		<input type="text"/>			
* City:		<input type="text" value="Nashville"/>			
County/Parish:		<input type="text" value="Davidson"/>			
* State:		<input type="text" value="TN: Tennessee"/>			
Province:		<input type="text"/>			
* Country:		<input type="text" value="USA: UNITED STATES"/>			
* Zip / Postal Code:		<input type="text" value="37243"/>			
e. Organizational Unit:					
Department Name: <input type="text" value="TN Housing Development Agency"/>			Division Name: <input type="text" value="Community Programs"/>		
f. Name and contact information of person to be contacted on matters involving this application:					
Prefix: <input type="text" value="Ms."/>		* First Name: <input type="text" value="Cynthia"/>			
Middle Name:		<input type="text"/>			
* Last Name:		<input type="text" value="Peraza"/>			
Suffix:		<input type="text"/>			
Title: <input type="text" value="Director of Community Programs"/>					
Organizational Affiliation: <input type="text"/>					
* Telephone Number: <input type="text" value="615-815-2112"/>		Fax Number: <input type="text" value="615-564-2700"/>			
* Email: <input type="text" value="cperaza@thda.org"/>					

Application for Federal Assistance SF-424

* 9. Type of Applicant 1: Select Applicant Type:

A: State Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

* 10. Name of Federal Agency:

U.S. Department of Housing and Urban Development

11. Catalog of Federal Domestic Assistance Number:

14-231

CFDA Title:

Emergency Solutions Grants

* 12. Funding Opportunity Number:

* Title:

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

Add Attachment

Delete Attachment

View Attachment

* 15. Descriptive Title of Applicant's Project:

State of Tennessee - Emergency Solutions Grants

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424**16. Congressional Districts Of:*** a. Applicant * b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

Add Attachment**Delete Attachment****View Attachment****17. Proposed Project:*** a. Start Date: * b. End Date: **18. Estimated Funding (\$):**

* a. Federal	<input type="text" value="3,232,927.00"/>
* b. Applicant	<input type="text"/>
* c. State	<input type="text"/>
* d. Local	<input type="text"/>
* e. Other	<input type="text"/>
* f. Program Income	<input type="text"/>
* g. TOTAL	<input type="text" value="3,232,927.00"/>

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- ☐ b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- ☒ c. Program is not covered by E.O. 12372.

*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**☐ Yes ☒ No

If "Yes", provide explanation and attach

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☒ ** I AGREE

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Authorized Representative:

Prefix: * First Name:

Middle Name:

* Last Name:

Suffix:

* Title: * Telephone Number: Fax Number: * Email:

* Signature of Authorized Representative:

* Date Signed:

ASSURANCES - CONSTRUCTION PROGRAMS

OMB Number: 4040-0009
Expiration Date: 02/28/2022

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0042), Washington, DC 20503.


PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the Awarding Agency. Further, certain Federal assistance awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, the right to examine all records, books, papers, or documents related to the assistance; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will not dispose of, modify the use of, or change the terms of the real property title or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the Federal awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure non-discrimination during the useful life of the project.
4. Will comply with the requirements of the assistance awarding agency with regard to the drafting, review and approval of construction plans and specifications.
5. Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progressive reports and such other information as may be required by the assistance awarding agency or State.
6. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
7. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
8. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards of merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
9. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
10. Will comply with all Federal statutes relating to non-discrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681 1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

11. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal and federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
12. Will comply with the provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
13. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333) regarding labor standards for federally-assisted construction subagreements.
14. Will comply with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
15. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
16. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
17. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
18. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
19. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.
20. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL 	TITLE Governor of Tennessee
APPLICANT ORGANIZATION CDBG - Community Development Block Grant Program	DATE SUBMITTED 5/11/20

ASSURANCES - CONSTRUCTION PROGRAMS

OMB Number: 4040-0009
Expiration Date: 02/28/2022

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0042), Washington, DC 20503.


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SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL 	TITLE Governor of Tennessee
APPLICANT ORGANIZATION CDBG-RHP - Community Dev. Block Grant Recovery Housing	DATE SUBMITTED 5/12/20

ASSURANCES - CONSTRUCTION PROGRAMS

OMB Number: 4040-0009
Expiration Date: 02/28/2022

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SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL 	TITLE Governor of Tennessee
APPLICANT ORGANIZATION HOME Investment Partnerships Program	DATE SUBMITTED 5/11/20

ASSURANCES - CONSTRUCTION PROGRAMS

OMB Number: 4040-0009
Expiration Date: 02/28/2022

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1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, the right to examine all records, books, papers, or documents related to the assistance; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will not dispose of, modify the use of, or change the terms of the real property title or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the Federal awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure non-discrimination during the useful life of the project.
4. Will comply with the requirements of the assistance awarding agency with regard to the drafting, review and approval of construction plans and specifications.
5. Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progressive reports and such other information as may be required by the assistance awarding agency or State.
6. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
7. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
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SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL 	TITLE Governor of Tennessee
APPLICANT ORGANIZATION ESG - Emergency Solutions Grant Program	DATE SUBMITTED 5/11/20

ASSURANCES - CONSTRUCTION PROGRAMS

OMB Number: 4040-0009
Expiration Date: 02/28/2022

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SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL 	TITLE Governor of Tennessee
APPLICANT ORGANIZATION HTF - Housing Trust Fund	DATE SUBMITTED 5/11/20

ASSURANCES - CONSTRUCTION PROGRAMS

OMB Number: 4040-0009
Expiration Date: 02/28/2022

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SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL 	TITLE Governor of Tennessee
APPLICANT ORGANIZATION HOPWA - Housing Opportunities for Persons with AIDS	DATE SUBMITTED 9/11/20

Appendix B:

State Certifications

STATE CERTIFICATIONS

In accordance with the applicable statutes and the regulations governing the consolidated plan regulations, the State certifies that:

Affirmatively Further Fair Housing -- The State will affirmatively further fair housing.

Uniform Relocation Act and Anti-displacement and Relocation Plan -- It will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, (42 U.S.C. 4601-4655) and implementing regulations at 49 CFR Part 24. It has in effect and is following a residential anti-displacement and relocation assistance plan required under 24 CFR Part 42 in connection with any activity assisted with funding under the Community Development Block Grant or HOME programs.

Anti-Lobbying --To the best of the State's knowledge and belief:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and
3. It will require that the language of paragraphs 1 and 2 of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

Authority of State -- The submission of the consolidated plan is authorized under State law and the State possesses the legal authority to carry out the programs under the consolidated plan for which it is seeking funding, in accordance with applicable HUD regulations.

Consistency with plan -- The housing activities to be undertaken with Community Development Block Grant, HOME, Emergency Solutions Grant, and Housing Opportunities for Persons With AIDS funds are consistent with the strategic plan in the State's consolidated plan.

Section 3 -- It will comply with section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) and implementing regulations at 24 CFR Part 135.


Signature of Authorized Official

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Specific Community Development Block Grant Certifications

The State certifies that:

Citizen Participation -- It is following a detailed citizen participation plan that satisfies the requirements of 24 CFR §91.115 and each unit of general local government that receives assistance from the State is following a detailed citizen participation plan that satisfies the requirements of 24 CFR §570.486.

Consultation with Local Governments --

1. It has consulted with affected units of local government in the nonentitlement area of the State in determining the method of distribution of funding;
2. It engages in or will engage in planning for community development activities;
3. It provides or will provide technical assistance to units of local government in connection with community development programs; and
4. It will not refuse to distribute funds to any unit of general local government on the basis of the particular eligible activity selected by the unit of general local government to meet its community development needs, except that a State is not prevented from establishing priorities in distributing funding on the basis of the activities selected.

Local Needs Identification -- It will require each unit of general local government to be funded to identify its community development and housing needs, including the needs of low-income and moderate-income families, and the activities to be undertaken to meet these needs.

Community Development Plan -- Its consolidated plan identifies community development and housing needs and specifies both short-term and long-term community development objectives that have been developed in accordance with the primary objective of the CDBG program (i.e., the development of viable urban communities, by providing decent housing and expanding economic opportunities, primarily for persons of low and moderate income) and requirements of 24 CFR Parts 91 and 570.

Use of Funds -- It has complied with the following criteria:

1. Maximum Feasible Priority. With respect to activities expected to be assisted with CDBG funds, it has developed its Action Plan so as to give maximum feasible priority to activities which benefit low and moderate income families or aid in the prevention or elimination of slums or blight. The Action Plan may also include activities which the grantee certifies are designed to meet other community development needs having particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, and other financial resources are not available.
2. Overall Benefit. In the aggregate, not less than 70 percent of the CDBG funds, including Section 108 guaranteed loans, received by the State during the following fiscal year(s) _____ 2020, 2021, 2022 _____ [a period designated by the State of one, two, or three specific consecutive fiscal year(s)] will be used for activities that benefit persons of low and moderate income.

3. Special Assessments. It will not attempt to recover any capital costs of public improvements assisted with CDBG Funds, including Section 108 loan guaranteed funds, by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements.

However, if CDBG funds are used to pay the proportion of a fee or assessment that relates to the capital costs of public improvements (assisted in part with CDBG funds) financed from other revenue sources, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds.

In addition, in the case of properties owned and occupied by moderate-income (not low-income) families, an assessment or charge may be made against the property for public improvements financed by a source other than CDBG funds if the jurisdiction certifies that it lacks CDBG funds to cover the assessment.

Excessive Force -- It will require units of general local government that receive CDBG funds to certify that they have adopted and are enforcing:

1. A policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and
2. A policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within its jurisdiction.

Compliance with Anti-discrimination laws -- The grant will be conducted and administered in conformity with title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d) and the Fair Housing Act (42 U.S.C. 3601-3619) and implementing regulations.

Compliance with Laws -- It will comply with applicable laws.



Signature of Authorized Official

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Specific HOME Certifications

The State certifies that:

Tenant Based Rental Assistance -- If it plans to use HOME funds for tenant-based rental assistance, tenant-based rental assistance is an essential element of the State's consolidated plan.

Eligible Activities and Costs -- It is using and will use HOME funds for eligible activities and costs, as described in 24 CFR §92.205 through §92.209 and that it is not using and will not use HOME funds for prohibited activities, as described in §92.214.

Subsidy Layering -- Before committing any funds to a project, the State or its recipients will evaluate the project in accordance with the guidelines that it adopts for this purpose and will not invest any more HOME funds in combination with other Federal assistance than is necessary to provide affordable housing.


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Emergency Solutions Grant Certifications

Each State that seeks funding under the Emergency Solutions Grants Program must provide the following certifications:

Matching Funds – The State will obtain any matching amounts required under 24 CFR 576.201 in a manner so that its subrecipients that are least capable of providing matching amounts receive the benefit of the exception under 24 CFR 576.201(a)(2).

Discharge Policy – The State will establish and implement, to the maximum extent practicable and where appropriate, policies and protocols for the discharge of persons from publicly funded institutions or systems of care (such as health care facilities, mental health facilities, foster care or other youth facilities, or correction programs and institutions) in order to prevent this discharge from immediately resulting in homelessness for these persons.

Confidentiality – The State will develop and implement procedures to ensure the confidentiality of records pertaining to any individual provided family violence prevention or treatment services under any project assisted under the ESG program, including protection against the release of the address or location of any family violence shelter project, except with the written authorization of the person responsible for the operation of that shelter.

The State will ensure that its subrecipients comply with the following criteria:

Major rehabilitation/conversion/renovation – If an emergency shelter's rehabilitation costs exceed 75 percent of the value of the building before rehabilitation, the building will be maintained as a shelter for homeless individuals and families for a minimum of 10 years after the date the building is first occupied by a homeless individual or family after the completed rehabilitation. If the cost to convert a building into an emergency shelter exceeds 75 percent of the value of the building after conversion, the building will be maintained as a shelter for homeless individuals and families for a minimum of 10 years after the date the building is first occupied by a homeless individual or family after the completed conversion. In all other cases where ESG funds are used for renovation, the building will be maintained as a shelter for homeless individuals and families for a minimum of 3 years after the date the building is first occupied by a homeless individual or family after the completed renovation.

Essential Services and Operating Costs – If ESG funds are used for shelter operations or essential services related to street outreach or emergency shelter, the subrecipient will provide services or shelter to homeless individuals and families for the period during which the ESG assistance is provided, without regard to a particular site or structure, so long the applicant serves the same type of persons (e.g., families with children, unaccompanied youth, veterans, disabled individuals, or victims of domestic violence) or persons in the same geographic area.

Renovation – Any renovation carried out with ESG assistance shall be sufficient to ensure that the building involved is safe and sanitary.

Supportive Services – The subrecipient will assist homeless individuals in obtaining permanent housing, appropriate supportive services (including medical and mental health treatment, counseling, supervision, and other services essential for achieving independent living), and other Federal State, local, and private assistance available for such individuals.

Homeless Persons Involvement – To the maximum extent practicable, the subrecipient will involve, through employment, volunteer services, or otherwise, homeless individuals and families in constructing, renovating, maintaining, and operating facilities assisted under ESG, in providing services assisted under the ESG program, and in providing services for occupants of facilities assisted ESG.

Consolidated Plan – All activities the subrecipient undertakes with assistance under ESG are consistent with the State's current HUD-approved consolidated plan.


Signature of Authorized Official


Date

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Housing Opportunities for Persons With AIDS Certifications

The State HOPWA grantee certifies that:

Activities -- Activities funded under the program will meet urgent needs that are not being met by available public and private sources.

Building -- Any building or structure assisted under the program shall be operated for the purpose specified in the consolidated plan:

1. For a period of not less than 10 years, in the case of any building or structure purchased, leased, rehabilitated, renovated, or converted with HOPWA assistance,
2. For a period of not less than 3 years, in the case of assistance involving non-substantial rehabilitation or repair of a building or structure.


Signature of Authorized Official

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APPENDIX TO CERTIFICATIONS

INSTRUCTIONS CONCERNING LOBBYING CERTIFICATION:

Lobbying Certification

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Appendix C:

Fair Housing Plan

Impediments & Recommended Actions		
Lack of Access to Affordable Rental Housing Opportunities		
<i>Impediments</i>	<i>Recommended Actions</i>	<i>Progress/Status</i>
Insufficient supply of decent, rental housing affordable to 0-80% AMI across the state, which may disproportionately affect persons in a protected class who are low income.	<ol style="list-style-type: none"> 1. Develop and implement rental housing and tenant based rental assistance programs targeted to 0-80% AMI households through THDA's HOME program. 2. Support the development of rental units targeted to households at 30% and 50% AMI through THDA's National Housing Trust Fund (HTF) and the Tennessee Housing Trust Fund Competitive Grants. 3. Incentivize awardees of THDA's National HTF to create project based rental assistance (PBRA) units and increase affordability for extremely low-income households. 4. Support Continuums of Care (CoC) through THDA's Emergency Solutions grant (ESG) program to develop or refine a framework to address veteran and chronic homelessness more effectively through the Community Solutions "Built for Zero" program. 5. Provide targeted ESG grant funding to CoCs and other qualified entities to respond to the effects of COVID-19 in the housing and sheltering of homeless individuals and families. 6. Assist the maximum number of eligible households through THDA's Housing Choice Voucher (HCV) program through judicious management of budget authority. 7. Provide a set-aside of up to 20% of THDA's annual competitive housing credit authority to support the redevelopment of public housing units to help ensure access to rental housing for Tennessee's lowest income residents. 	
Lack of knowledge about available rental housing opportunities, especially those that are affordable and accept vouchers, which may disproportionately affect persons in a protected class who are low income.	<ol style="list-style-type: none"> 1. Require THDA-funded affordable rental properties and encourage managers of local, state and federally funded affordable rental properties to list available and wait list units on TNHousingSearch.org to create a statewide inventory of affordable housing for the public. TNHousingSearch.org is supported by Google translate and a bi-lingual (English/Spanish) call center to ensure access by persons with limited English proficiency (LEP). 2. Send quarterly reminders to THDA funded properties, local entities, such as public housing agencies (PHAs) and other registered listing agents, to update available unit listings on TNHousingSearch.org. 3. Regularly post notices on THDA's social media accounts of the need for affordable rental units, particularly those accepting rental vouchers, and the process to list on TNHousingSearch.org. 	

Lack of Access to Affordable Rental Housing Opportunities, cont.		
<i>Impediments, cont.</i>	<i>Recommended Actions, cont.</i>	<i>Progress/Status</i>
Lack of knowledge about available rental housing opportunities, especially those that are affordable and accept vouchers, which may disproportionately affect persons in a protected class who are low income.	<ol style="list-style-type: none"> 4. Announce THDA Housing Choice Voucher (HCV) waiting list openings on TNHousingSearch.org and on THDA's website, and encourage Public Housing Agencies that operate voucher programs outside of THDA's jurisdiction to notify THDA when waiting lists open for posting on TNHousingSearch.org. 5. Educate THDA grantees, LIHC properties, other state and federal partners about the features within TNHousingSearch.org that allow for listing detailed accessibility features, marketing accessible units to persons with disabilities and targeting special populations. 6. Disseminate information on the need for additional rental housing opportunities affordable at lower income levels (or that accept vouchers) and on the use of TNHousingSeach.org through THDA Industry and Governmental Affairs outreach. 7. Evaluate opportunities to improve collaboration & communication between local CoCs & THDA's HCV Program in order to support the transition of homeless individuals to permanent housing opportunities through the regular HCV program and through THDA's Non-Elderly Disabled (NED) voucher program. 8. Add a Rental Education course to THDA's HBEI curriculum to help individuals in the US Courts program (ex-offenders) prepare to be a successful renter & for homeownership opportunities long term. 	
Discrimination on the basis of membership in a protected class when trying to lease a rental unit. Discrimination includes refusal to rent, harassment, quoting different terms and conditions including rent amount and steering to units or properties not of their choice.	<ol style="list-style-type: none"> 1. Provide Fair Housing information relevant to renters on THDA's website and TNHousingSearch.org, including how to file a discrimination complaint (in English and Spanish languages). 2. Require annual non-discrimination training for all THDA staff to help staff identify and properly respond to Fair Housing concerns. 3. Require sub-recipients of THDA's federal funds to complete annual non-discrimination training and self-certify Fair Housing activities. 4. Monitor sub-recipients of THDA's funding for compliance with Fair Housing, including distribution of Fair Housing pamphlets and information on how to file a discrimination complaint. 5. Encourage THDA partners (HCV landlords, LIHC developers & managers, etc.) and members of the public to improve their understanding of Fair Housing by providing online training and other non-discrimination resources on the THDA website & TNHousingSearch.org. 	

Lack of Access to Affordable Rental Housing Opportunities, cont.		
<i>Impediments, cont.</i>	<i>Recommended Actions, cont.</i>	<i>Progress/Status</i>
Discrimination on the basis of membership in a protected class when trying to lease a rental unit. Discrimination includes refusal to rent, harassment, quoting different terms and conditions including rent amount and steering to units or properties not of their choice.	<ol style="list-style-type: none"> 6. Require annual Fair Housing training as part of THDA's Low Income Housing Credit (LIHC) Certified Property Management process. 7. Distribute Fair Housing information to participants in THDA's rental assistance programs, including where to file a discrimination complaint. 8. Collaborate when requested with external organizations that conduct audit testing, such as legal aid organizations, to document discrimination against protected classes seeking housing. 	
Cost of utilities increases housing cost burden for all protected classes and may reduce housing choice or access to quality housing.	<ol style="list-style-type: none"> 1. Provide utility assistance to the maximum number of eligible households each year through THDA's Low Income Housing Energy Assistance Program (LIHEAP) by advertising when funding is available on the THDA websites and social media accounts and by offering an online application process. 2. Provide post-repair or energy efficiency education to participants in THDA's weatherization and repair programs, where appropriate, or support efforts by outside partners to provide post-repair or energy efficiency education to help households minimize monthly utility costs. 	
Lack of Housing Choice in Opportunity Areas		
<i>Impediments</i>	<i>Recommended Actions</i>	<i>Progress/Status</i>
Affordable rental units are often located in areas of high poverty or economic distress, and low-income renters often lack access to affordable rental housing in areas of opportunity, which may disproportionately impact persons in a protected class.	<ol style="list-style-type: none"> 1. Implement scoring preferences or systems in THDA multifamily development programs that incorporate measures of opportunity, such as economic security, mobility and education to encourage development in areas with certain features determined to improve economic opportunity and/or livability. 2. Engage in activities or targeted outreach to increase participation in the HCV program by property owners who have units available in areas of greatest need. 	
Lack of access to broadband in some communities.	<ol style="list-style-type: none"> 1. Provide Department of Economic & Community Development (ECD) funding to establish or increase broadband access to communities without access & to connect homes without current access. 	

Lack of Access to Homeownership Opportunities/ Lack of Resources to Maintain Homeownership		
<i>Impediments</i>	<i>Recommended Actions</i>	<i>Progress/Status</i>
Lack of knowledge of the home buying process and awareness of rights during home purchase that would allow the prospective homebuyer to recognize discriminatory lending practices, which may disproportionately impact persons in a protected class, particularly minorities.	<ol style="list-style-type: none"> 1. Continue THDA's "Train the Trainer" Homebuyer Education Initiative (HBRI) to certify new Homebuyer Education trainers throughout the state and ensure every prospective THDA loan customer is connected with a homebuyer counseling program that includes Fair Housing principles in the curriculum. 2. Pursue partnerships with, and grant funding through, Tennessee financial institutions with a Community Benefit Agreement to improve homeownership & financial empowerment opportunities for minority and low to moderate-income households. 3. Work with the National Community Reinvestment Coalition (NCRC) to provide additional training opportunities for homebuyer educators and other industry professionals on Affirmatively Furthering Fair Housing & Fair Lending. 	
Less opportunity to achieve homeownership among minority populations, particularly among African American households in the Memphis area.	<ol style="list-style-type: none"> 1. Continue THDA agency membership in the Tennessee chapters of the National Association of Real Estate Brokers (NAREB) & the National Association of Hispanic Real Estate Professionals (NAHREP); encourage staff attendance at NAREB & NAHREP training/events and support Tennessee Chapter NAREB & NAHREP organization events as requested. 2. Partner with the national Mortgage Bankers Association in their pilot program to increase homeownership opportunities and rates among African-Americans in Memphis. 3. Offer downpayment assistance & manual underwriting with a minimum credit score of 640 in the THDA Great Choice mortgage programs to expand access to homeownership among underserved populations. 4. Work with NCRC to secure Fair Lending reports for regions throughout the state to identify areas of the state where disparities among the protected classes may exist in lending and develop a plan for targeted outreach for THDA's mortgage programs in those areas. 5. Raise awareness of the THDA Great Choice mortgage programs among underserved populations, particularly eligible minority buyers, through strategic partnerships & outreach in target areas. 6. Provide vital THDA lending documents in the Spanish language & include outreach in Spanish language publications. 	

Lack of Access to Homeownership Opportunities/ Lack of Resources to Maintain Homeownership, cont.		
<i>Impediments</i>	<i>Recommended Actions</i>	<i>Progress/Status</i>
Lack of resources among low-income homeowners to make needed repairs, improve energy efficiency (reduce utility costs) or add accessibility features, which may disproportionately impact persons in a protected class.	<ol style="list-style-type: none"> 1. Offer THDA home repair loans and grants to low income households aimed at good repair, affordability, accessibility and energy efficiency, with preferences for the elderly and disabled. 2. Provide post-repair or energy efficiency education where appropriate or support efforts by outside partners to provide post-repair or energy efficiency education to help households who receive THDA assistance minimize their monthly utility costs. 	
Inadequate Supply of Accessible, Affordable Housing		
<i>Impediments</i>	<i>Recommended Actions</i>	<i>Progress/Status</i>
Lack of accessible and affordable rental and for sale housing for persons with disabilities.	<ol style="list-style-type: none"> 1. Prioritize the development and/or preservation of affordable rental housing for the elderly, persons with disabilities or other special needs in THDA's TN HTF Competitive Grant program. 2. Target low-income elderly and disabled homeowners in THDA's Home Modifications/Ramps and Emergency Repair Programs. 3. Incentivize universal design (UD) features in THDA's HOME CHDO single-family, TN HTF Competitive Grants & National HTF multifamily rental development programs. 4. Require Center for Medicare & Medicaid (CMS) accessibility ("settings") standards in multifamily projects developed through THDA's NHTF program and for LIHC innovation round projects that offer supportive services to persons with disabilities; deduct points for project applications that target individuals with disabilities that do not meet the CMS settings standards in the TN HTF Competitive Grants program. 5. Collaborate with one or more Fair Housing agencies to develop educational materials specific to Fair Housing for persons with disabilities to improve understanding of the requirements and the need to improve housing choice for persons with disabilities through reasonable accommodation and reasonable modifications. Distribute educational materials digitally on THDA's website, TNHousingSearch.org & share with partner agencies for posting electronically or distributing. 	

Inadequate Supply of Accessible, Affordable Housing, cont.		
<i>Impediments</i>	<i>Recommended Actions</i>	<i>Progress/Status</i>
Lack of accessible, service-enriched and/or integrated affordable housing opportunities for persons with disabilities, particularly those with mental health disabilities and seniors with physical or cognitive decline.	<ol style="list-style-type: none"> 1. Prioritize funding for new rental developments with wrap around services targeted to special populations through THDA's National HTF program, Tennessee HTF Competitive Grants & through the Creating Homes Initiative (CHI-2), a partnership with the state Department of Mental Health and Substance Abuse Services. 2. Continue partnerships with TennCare & the Tennessee Commission on Aging & Disabilities (TCAD) to maximize the utilization of THDA Non-Elderly Disabled (NED) vouchers. Apply for additional NED vouchers when HUD makes funding available. 3. Support CoCs through THDA ESG program to develop or refine a framework to address veteran and chronic homelessness more effectively through the Community Solutions Built for Zero program. 4. Prioritize assistance in the ESG program to organizations that minimize barriers in access to services, such as criminal background, financial requirements, & sobriety. 	
Lack of Understanding of Fair Housing Laws & Enforcement		
<i>Impediments</i>	<i>Recommended Actions</i>	<i>Progress/Status</i>
Lack of knowledge among local governments and regional stakeholders of Fair Housing laws, protections and responsibilities.	<ol style="list-style-type: none"> 1. Provide THDA sponsor funding and other technical support for annual Fair Housing conferences held throughout the state led by partner agencies such as the Tennessee Human Rights Commission (THRC), Fair Housing Council, ECHO & legal aid organizations. 2. Provide THDA technical assistance grants to Development Districts to support local Fair Housing training, consumer referrals, completion of language access plans and capacity building. 3. Develop a Fair Housing activity guidebook for CDBG grantees and support education and training of local government officials. 	
Lack of knowledge of Fair Housing laws and rights by renters and buyers and perceived lack of timely enforcement of Fair Housing laws among Tennesseans.	<ol style="list-style-type: none"> 1. Maintain Fair Housing information, including how to file a discrimination complaint with THDA or enforcement agencies on THDA's website and on TNHousingSearch.org. 2. Distribute Fair Housing information (HUD pamphlets) to recipients of THDA's rental programs, including information on where to file a complaint with THDA or enforcement agencies. 3. Connect every prospective THDA loan customer with either an online counseling program or a THDA network counselor that includes Fair Housing principles in the curriculum. 4. Cooperate with Fair Housing enforcement agencies as requested to combat Fair Housing issues that emerge related to COVID-19. 	

Lack of Understanding of Fair Housing Laws & Enforcement, cont.		
<i>Impediments</i>	<i>Recommended Actions</i>	<i>Progress/Status</i>
Lack of understanding of Fair Housing laws by project sponsors, property managers, owners/agents, realtors and homeowner associations, which may lead to disparate treatment of persons in a protected class, including the failure to make or approve reasonable accommodations & modifications for persons with disabilities.	<ol style="list-style-type: none"> 1. Provide THDA sponsor funding and other technical support for annual Fair Housing conferences held throughout the state led by partner agencies such as the THRC, Fair Housing Council, ECHO & legal aid organizations. 2. Require sub-recipients of THDA's federal funds to complete annual non-discrimination training and self-certify annual non-discrimination activities. 3. Provide training for HOPWA project sponsors annually. 4. Monitor sub-recipients of THDA, ECD and HOPWA funding for compliance with Fair Housing and Equal Opportunity. 5. Add a requirement for annual Fair Housing training to the THDA LIHC Certified Property Management process. 6. Provide Fair Housing resources on the THDA website & TNHousingSearch.org. 7. Collaborate with one or more Fair Housing agencies to develop educational materials specific to Fair Housing for persons with disabilities to improve understanding of the requirements and the need to improve housing choice for persons with disabilities through reasonable accommodation and reasonable modifications. 	

Appendix D:

HOME Resale and Recapture Guidelines

HOME Resale and Recapture Guidelines

Recapture guidelines are included in Chapter 1, section 5 of the HOME manual. The current language is below.

CHAPTER ONE GENERAL PROGRAM REQUIREMENTS

5. AFFORDABILITY REQUIREMENTS

- A. **HOMEOWNERSHIP PROGRAMS (92.254(a)(4))** - Affordability periods in homeownership programs relate to the subsequent sale of the property by the HOME- assisted homeowner. The affordability period is based on the amount of HOME funds provided for the property.

HOME FUNDS PROVIDED	AFFORDABILITY PERIOD
Under \$15,000	5 Years
\$15,000 to \$40,000	10 Years
Over \$40,000	15 Years

- B. The HOME Rule allows two options for controlling the subsequent sale of the homebuyer property during the affordability period: the recapture option and the resale option. THDA has chosen to implement the less restrictive recapture option for its homeownership programs under HOME.

1. *RECAPTURE* (92.254(a)(5)(ii)) - The homeowner is required to repay all or a portion of the direct HOME subsidy to the homebuyer if the property is sold, or transferred during the affordability period.
 - a. The homeowner may sell the property to any willing buyer at whatever price the market will bear as long as all or a portion of the HOME debt remaining on the property is repaid.
 - b. THDA has chosen the pro-rata forgiveness for its Recapture provision. The Grantee reduces the amount of the HOME subsidy to be recaptured on a prorated basis for the time the homeowner has owned and occupied the housing measured against the required affordability period.

- c. The recapture option may only be used with direct financial assistance to the homebuyer. Development subsidies are not subject to recapture but are subject to the more restrictive resale option which is not covered in this manual.
 - d. THDA requires that each homebuyer execute a Grant Note and Deed of Trust to secure the soft second mortgage for the direct purchase assistance. There is a maximum subsidy of \$14,999 per household with a five year affordability period forgiven at the end of the fifth year. If the unit is sold during the affordability period, there is a forgiveness feature of 20% per year for the time the family has owned and occupied the house, with the remaining HOME funds due on sale to THDA.
 - i. The Grantee must be listed as a Loss Payee on the homeowner's insurance.
 - ii. The Grantee will be responsible for long-term monitoring for principal residency. Grantees operating homeownership programs will submit the
 - iii. Homeownership Occupancy Report for Long Term Compliance (HB)-9 by January 1st each year.
2. REPAYMENTS (92.503(b)) - If the unit does not remain in compliance for the affordability period, i.e., the unit is leased or does not remain the principal residence of the homebuyer, then the entire amount of the HOME subsidy used to develop the unit must be repaid. Please note that the pro-rata forgiveness under the Grantee's Recapture provision does not apply.
3. **HOMEOWNER REHABILITATION (92.254(b))** – Housing that is currently owned by a family and is rehabilitated with HOME funds remains affordable only if:
- a. The value of the property, after rehabilitation does not exceed 95% of the median purchase price for the type of single family housing (1 – 4 family residence, condominium unit, etc.), for the jurisdiction as determined by HUD. (See Property Value Limits at www.thda.org -> Business partners -> Grant Administrators -> HOME Program -> Resource Links at the bottom of the page).
 - b. The housing is the principal residence of an owner whose family qualifies as a low-income family at the time the HOME funds are committed to the property.
 - c. Deferred and forgivable grants for homeowner rehabilitation shall have a compliance period of 5 years. Deferred and forgivable grants for homes requiring reconstruction shall have a compliance period of 15 years. These are State HOME program requirements, not Federal requirements. THDA will require homeowners to sign a Grant Note and Deed of Trust to secure the compliance period.

Appendix E:

Tennessee Fair Market Rent

Local Area Summary FY2020

FY2020 Tennessee FMR Local Area Summary

From MA-15 Cost of Housing

How do HOME rents / Fair Market Rent compare to Area Median Rent? How might this impact your strategy to produce or preserve affordable housing?

Tennessee does not calculate statewide fair market rent due to the differences by county and region, so no specific comparison to Area Median Rent is available. See the table in the appendix for fair market rent and HOME Program rent limits by county. A list can also be found here:

<https://s3.amazonaws.com/thda.org/Documents/Business-Partners/Grant-Administrators/HOME-Rent-Limits.pdf>

FY2020 Tennessee FMR Local Area Summary							
Locality Name	Metropolitan Area Name	Efficiency	One-Bedroom	Two-Bedroom	Three-Bedroom	Four-Bedroom	FMR Percentile
Anderson County	<i>Knoxville, TN HUD Metro FMR Area</i>	\$624	\$742	\$915	\$1,198	\$1,476	40
Bedford County	Bedford County, TN	\$590	\$594	\$768	\$979	\$1,173	40
Benton County	Benton County, TN	\$492	\$551	\$649	\$856	\$979	40
Bledsoe County	Bledsoe County, TN	\$492	\$554	\$649	\$915	\$1,139	40
Blount County	<i>Knoxville, TN HUD Metro FMR Area</i>	\$624	\$742	\$915	\$1,198	\$1,476	40
Bradley County	<i>Cleveland, TN MSA</i>	\$526	\$613	\$807	\$1,029	\$1,214	40
Campbell County	<i>Campbell County, TN HUD Metro FMR Area</i>	\$453	\$514	\$677	\$909	\$1,097	40
Cannon County	<i>Nashville-Davidson--Murfreesboro--Franklin, TN HUD Metro FMR Area</i>	\$898	\$957	\$1,136	\$1,484	\$1,822	40
Carroll County	Carroll County, TN	\$492	\$570	\$649	\$809	\$879	40
Carter County	<i>Johnson City, TN MSA</i>	\$558	\$564	\$692	\$874	\$1,020	40
Cheatham County	<i>Nashville-Davidson--Murfreesboro--Franklin, TN HUD Metro FMR Area</i>	\$898	\$957	\$1,136	\$1,484	\$1,822	40
Chester County	<i>Jackson, TN HUD Metro FMR Area</i>	\$516	\$648	\$792	\$1,129	\$1,133	40
Claiborne County	Claiborne County, TN	\$492	\$521	\$649	\$809	\$965	40
Clay County	Clay County, TN	\$492	\$509	\$649	\$906	\$969	40
Cocke County	Cocke County, TN	\$492	\$493	\$649	\$936	\$1,139	40
Coffee County	Coffee County, TN	\$532	\$532	\$701	\$962	\$1,137	40
Crockett County	<i>Crockett County, TN HUD Metro FMR Area</i>	\$432	\$503	\$663	\$876	\$1,164	40

FY2020 Tennessee FMR Local Area Summary							
Locality Name	Metropolitan Area Name	Efficiency	One-Bedroom	Two-Bedroom	Three-Bedroom	Four-Bedroom	FMR Percentile
Cumberland County	Cumberland County, TN	\$511	\$514	\$677	\$934	\$1,014	40
Davidson County	<i>Nashville-Davidson--Murfreesboro--Franklin, TN HUD Metro FMR Area</i>	\$898	\$957	\$1,136	\$1,484	\$1,822	40
Decatur County	Decatur County, TN	\$492	\$570	\$649	\$809	\$969	40
DeKalb County	DeKalb County, TN	\$492	\$493	\$649	\$919	\$969	40
Dickson County	<i>Nashville-Davidson--Murfreesboro--Franklin, TN HUD Metro FMR Area</i>	\$898	\$957	\$1,136	\$1,484	\$1,822	40
Dyer County	Dyer County, TN	\$436	\$508	\$669	\$965	\$985	40
Fayette County	<i>Memphis, TN-MS-AR HUD Metro FMR Area</i>	\$665	\$755	\$884	\$1,203	\$1,374	40
Fentress County	Fentress County, TN	\$492	\$532	\$649	\$853	\$1,095	40
Franklin County	Franklin County, TN	\$492	\$498	\$649	\$936	\$1,081	40
Gibson County	Gibson County, TN	\$504	\$583	\$664	\$916	\$1,166	40
Giles County	Giles County, TN	\$492	\$570	\$649	\$868	\$1,065	40
Grainger County	<i>Grainger County, TN HUD Metro FMR Area</i>	\$487	\$621	\$707	\$931	\$958	40
Greene County	Greene County, TN	\$510	\$514	\$649	\$885	\$1,080	40
Grundy County	Grundy County, TN	\$492	\$518	\$649	\$894	\$969	40
Hamblen County	<i>Morristown, TN MSA</i>	\$557	\$560	\$738	\$996	\$1,000	40
Hamilton County	<i>Chattanooga, TN-GA MSA</i>	\$599	\$686	\$832	\$1,081	\$1,305	40
Hancock County	Hancock County, TN	\$492	\$497	\$649	\$936	\$1,139	40
Hardeman County	Hardeman County, TN	\$492	\$493	\$649	\$880	\$957	40
Hardin County	Hardin County, TN	\$516	\$516	\$680	\$847	\$1,034	40
Hawkins County	<i>Kingsport-Bristol-Bristol, TN-VA MSA</i>	\$533	\$542	\$714	\$933	\$1,029	40
Haywood County	Haywood County, TN	\$449	\$497	\$655	\$900	\$978	40
Henderson County	Henderson County, TN	\$501	\$503	\$660	\$832	\$894	40
Henry County	Henry County, TN	\$492	\$518	\$649	\$871	\$900	40
Hickman County	<i>Hickman County, TN HUD Metro FMR Area</i>	\$617	\$691	\$787	\$981	\$1,382	40
Houston County	Houston County, TN	\$517	\$557	\$681	\$849	\$923	40

FY2020 Tennessee FMR Local Area Summary							
Locality Name	Metropolitan Area Name	Efficiency	One-Bedroom	Two-Bedroom	Three-Bedroom	Four-Bedroom	FMR Percentile
Humphreys County	Humphreys County, TN	\$493	\$571	\$650	\$874	\$1,019	40
Jackson County	Jackson County, TN	\$492	\$493	\$649	\$809	\$879	40
Jefferson County	<i>Morristown, TN MSA</i>	\$557	\$560	\$738	\$996	\$1,000	40
Johnson County	Johnson County, TN	\$492	\$527	\$649	\$809	\$969	40
Knox County	<i>Knoxville, TN HUD Metro FMR Area</i>	\$624	\$742	\$915	\$1,198	\$1,476	40
Lake County	Lake County, TN	\$492	\$497	\$649	\$823	\$879	40
Lauderdale County	Lauderdale County, TN	\$492	\$503	\$649	\$856	\$1,013	40
Lawrence County	Lawrence County, TN	\$499	\$538	\$658	\$863	\$985	40
Lewis County	Lewis County, TN	\$498	\$515	\$657	\$865	\$981	40
Lincoln County	Lincoln County, TN	\$497	\$516	\$655	\$900	\$911	40
Loudon County	<i>Knoxville, TN HUD Metro FMR Area</i>	\$624	\$742	\$915	\$1,198	\$1,476	40
Macon County	<i>Macon County, TN HUD Metro FMR Area</i>	\$544	\$560	\$694	\$886	\$1,108	40
Madison County	<i>Jackson, TN HUD Metro FMR Area</i>	\$516	\$648	\$792	\$1,129	\$1,133	40
Marion County	<i>Chattanooga, TN-GA MSA</i>	\$599	\$686	\$832	\$1,081	\$1,305	40
Marshall County	Marshall County, TN	\$563	\$567	\$747	\$948	\$1,012	40
Maury County	<i>Maury County, TN HUD Metro FMR Area</i>	\$706	\$739	\$900	\$1,298	\$1,390	40
McMinn County	McMinn County, TN	\$492	\$570	\$649	\$876	\$879	40
McNairy County	McNairy County, TN	\$492	\$513	\$649	\$856	\$1,139	40
Meigs County	Meigs County, TN	\$492	\$570	\$649	\$936	\$969	40
Monroe County	Monroe County, TN	\$423	\$565	\$649	\$936	\$977	40
Montgomery County	<i>Clarksville, TN-KY MSA</i>	\$578	\$691	\$869	\$1,239	\$1,477	40
Moore County	Moore County, TN	\$492	\$509	\$649	\$919	\$969	40
Morgan County	<i>Morgan County, TN HUD Metro FMR Area</i>	\$495	\$545	\$718	\$966	\$1,261	40
Obion County	Obion County, TN	\$466	\$534	\$649	\$858	\$1,028	40
Overton County	Overton County, TN	\$492	\$493	\$649	\$849	\$969	40
Perry County	Perry County, TN	\$490	\$493	\$649	\$890	\$969	40

FY2020 Tennessee FMR Local Area Summary							
Locality Name	Metropolitan Area Name	Efficiency	One-Bedroom	Two-Bedroom	Three-Bedroom	Four-Bedroom	FMR Percentile
Pickett County	Pickett County, TN	\$492	\$509	\$649	\$809	\$969	40
Polk County	<i>Cleveland, TN MSA</i>	\$526	\$613	\$807	\$1,029	\$1,214	40
Putnam County	Putnam County, TN	\$552	\$556	\$710	\$985	\$1,041	40
Rhea County	Rhea County, TN	\$510	\$513	\$676	\$895	\$1,108	40
Roane County	<i>Roane County, TN HUD Metro FMR Area</i>	\$535	\$623	\$821	\$1,023	\$1,255	40
Robertson County	<i>Nashville-Davidson--Murfreesboro--Franklin, TN HUD Metro FMR Area</i>	\$898	\$957	\$1,136	\$1,484	\$1,822	40
Rutherford County	<i>Nashville-Davidson--Murfreesboro--Franklin, TN HUD Metro FMR Area</i>	\$898	\$957	\$1,136	\$1,484	\$1,822	40
Scott County	Scott County, TN	\$492	\$493	\$649	\$876	\$879	40
Sequatchie County	<i>Chattanooga, TN-GA MSA</i>	\$599	\$686	\$832	\$1,081	\$1,305	40
Sevier County	Sevier County, TN	\$656	\$663	\$768	\$1,050	\$1,167	40
Shelby County	<i>Memphis, TN-MS-AR HUD Metro FMR Area</i>	\$665	\$755	\$884	\$1,203	\$1,374	40
Smith County	<i>Smith County, TN HUD Metro FMR Area</i>	\$525	\$528	\$696	\$867	\$1,086	40
Stewart County	Stewart County, TN	\$509	\$526	\$671	\$836	\$1,178	40
Sullivan County	<i>Kingsport-Bristol-Bristol, TN-VA MSA</i>	\$533	\$542	\$714	\$933	\$1,029	40
Sumner County	<i>Nashville-Davidson--Murfreesboro--Franklin, TN HUD Metro FMR Area</i>	\$898	\$957	\$1,136	\$1,484	\$1,822	40
Tipton County	<i>Memphis, TN-MS-AR HUD Metro FMR Area</i>	\$665	\$755	\$884	\$1,203	\$1,374	40
Trousdale County	<i>Nashville-Davidson--Murfreesboro--Franklin, TN HUD Metro FMR Area</i>	\$898	\$957	\$1,136	\$1,484	\$1,822	40
Unicoi County	<i>Johnson City, TN MSA</i>	\$558	\$564	\$692	\$874	\$1,020	40
Union County	<i>Knoxville, TN HUD Metro FMR Area</i>	\$624	\$742	\$915	\$1,198	\$1,476	40
Van Buren County	Van Buren County, TN	\$492	\$493	\$649	\$809	\$969	40
Warren County	Warren County, TN	\$514	\$514	\$677	\$844	\$1,068	40
Washington County	<i>Johnson City, TN MSA</i>	\$558	\$564	\$692	\$874	\$1,020	40
Wayne County	Wayne County, TN	\$492	\$515	\$649	\$829	\$969	40
Weakley County	Weakley County, TN	\$457	\$529	\$649	\$845	\$982	40
White County	White County, TN	\$492	\$509	\$649	\$841	\$879	40

FY2020 Tennessee FMR Local Area Summary							
Locality Name	Metropolitan Area Name	Efficiency	One-Bedroom	Two-Bedroom	Three-Bedroom	Four-Bedroom	FMR Percentile
Williamson County	<i>Nashville-Davidson--Murfreesboro--Franklin, TN HUD Metro FMR Area</i>	\$898	\$957	\$1,136	\$1,484	\$1,822	40
Wilson County	<i>Nashville-Davidson--Murfreesboro--Franklin, TN HUD Metro FMR Area</i>	\$898	\$957	\$1,136	\$1,484	\$1,822	40

NOTE: Locality Names are links to the Final FY2020 FMR Documentation System for the specific area.
https://www.huduser.gov/portal/datasets/fmr/fmrs/FY2020_code/2020state_summary.odn

Appendix F:

2020 HOME Program

Description

Current Program Descriptions,
HOME Operating Manuals, and
other HOME Program
information can be found at
[https://thda.org/business-
partners/home](https://thda.org/business-partners/home)



HOUSING GRANT APPLICATION HOME PROGRAM FOR FISCAL YEAR 2020

Program Description Tennessee Housing Development Agency

The Tennessee Housing Development Agency (THDA) administers the federally funded HOME program to promote the production, preservation and rehabilitation of single family housing for low-income households. The purpose of this Program Description is to explain the requirements and the application process of the HOME program.

HOME funds are awarded through a competitive application process to cities, counties and non-profit organizations outside local participating jurisdictions. Local participating jurisdictions (Local PJs) are those local governments in Tennessee that receive HOME funds directly from the Department of Housing and Urban Development (HUD). The Local PJs are Clarksville, Chattanooga, Jackson, Knoxville, Memphis, Nashville-Davidson County, Knox County, Shelby County, and the Northeast Tennessee/Virginia Consortium (the cities of Bristol, Kingsport, Johnson City, Bluff City, Sullivan County, and Washington County, excluding the Town of Jonesborough). Non-profit organizations located in a local participating jurisdiction may apply for projects located outside the local participating jurisdictions. *For the 2020 application cycle, nonprofit organizations seeking designation as a Community Housing Development Organization (CHDO) serving a local participating jurisdiction may apply for projects located within the local participating jurisdictions.* An applicant must apply for at least \$100,000 and may apply for a maximum HOME grant of \$500,000 if applying for funding under Urban or Rural Matrices, or \$750,000 if seeking funding as a CHDO. There is a \$750,000 limit on the amount of HOME funds that can be awarded in any one county under the Urban and Rural Matrices.

Applications for the HOME program must be received by THDA on or before 11:59:59 PM CDT on Thursday, March 5, 2020. THDA anticipates notifying successful applicants by June 1, 2020.

1. HOME contracts for applicants funded under the Urban or Rural Matrices will begin July 1, 2020 and will end June 30, 2023.
2. HOME Reservation of Funds for applicants funded under the CHDO Matrix will begin July 1, 2020 and will end June 30, 2023.

The program description and application link are available at www.thda.org. Once at the THDA website, click on BUSINESS PARTNERS and then Grant Administrators for the links to the HOME program. Click on HOME for the link to the 2020 HOME Program Description, application and the application attachments. If you have questions, please call Bill Lord at (615) 815-2018.

The HOME Program

This program is governed by Title 24 Code of Federal Regulations, Part 92, as amended. Those regulations are incorporated by reference in this Program Description. In cases of conflicting requirements, the more stringent requirement will apply.

A. ELIGIBLE APPLICANTS

The State of Tennessee, through THDA, will accept applications for the HOME program from cities, counties, and private, non-profit organizations.

To be eligible, a non-profit organization must:

1. Meet one of the two following criteria:
 - a. All private, non-profit organizations must be organized and existing in the State of Tennessee (as evidenced by a Certificate of Existence from the Tennessee Secretary of State, dated no more than thirty (30) days prior to the application date).
- Or
- b. Be organized and existing under the laws of another state and be qualified to do business in Tennessee (as evidenced by a Certificate of Existence from the other state's Secretary of State dated no more than thirty (30) days prior to the application date and by a Certificate of Authorization to do business in Tennessee from the Tennessee Secretary of State, dated no more than thirty (30) days prior to the application date).
2. Demonstrate at least two (2) years of experience providing affordable housing or affordable housing related services in the state of Tennessee satisfactory to THDA, in its sole discretion.
3. Have no part of its net earnings inuring to the benefit of any member, founder, contributor or individual;
4. Have among its purposes the provision of decent housing that is affordable to low-income and moderate-income persons, as evidenced in its charter, articles of incorporation, resolutions or by-laws, and experience in the provision of housing to low income households;
5. Have standards of financial accountability that conform to 2 CFR Part 200, *Uniform Administrative Requirements, Audit Requirements and Cost Principles*; and
6. Have an IRS designation under Section 501(c)(3) or Section 501(c)(4) of the federal tax code. A 501(c)(3) non-profit applicant may not submit an application until they have received their designation from the IRS. A 501(c)(4) non-profit applicant must provide documentation satisfactory to THDA, in its sole discretion, that the non-profit has filed the necessary materials with the IRS and received a response from the IRS demonstrating 501(c)(4) status.

THDA will also accept HOME applications from nonprofit organizations seeking designation as a community housing development organization (CHDO). A CHDO is a private, non-profit organization that meets all the requirements for a non-profit listed above, plus the following additional requirements:

1. Not be controlled by, or under the direction of, individuals or entities seeking to derive profit or gain from the CHDO. If a CHDO is sponsored or created by a for-profit entity, all of the following shall apply:
 - a. The for-profit entity may not be an entity whose primary purpose is the development or management of housing, such as a builder, developer or real estate management firm;

- b. The for-profit entity may not have the right to appoint more than one-third of the membership of the CHDO's governing body. CHDO board members appointed by the for-profit entity may not appoint the remaining two-thirds of the board members;
 - c. The CHDO must be free to contract for goods and services from vendors of its own choosing;
 - d. The officers, directors, owners (stockholders, managers, members, etc.) or employees of the for-profit entity cannot be officers, directors, owners (stockholders, managers, members, etc.) or employees of the CHDO.
2. Is not a governmental entity (including the participating jurisdiction, other jurisdiction, Indian tribe, public housing authority, Indian housing authority, housing finance agency, or redevelopment authority) and is not controlled by a governmental entity. An organization that is created by a governmental entity may qualify as a CHDO; however, the governmental entity may not have the right to appoint more than one-third of the membership of the organization's governing body and no more than one-third of the board members may be public officials or employees of recipient governmental entity. Board members appointed by the State or local government may not appoint the remaining two-thirds of the board members. The officers or employees of a governmental entity may not be officers of the Board or employees of a CHDO
3. Maintains accountability to low income community residents by:
 - a. Including residents of low-income neighborhoods, other low-income community residents, or elected representatives of low-income neighborhood organizations in at least one-third of the CHDO's governing board's membership. For urban areas, "community" may be a neighborhood or neighborhoods, city, county or metropolitan area; for rural areas, it may be a neighborhood or neighborhoods, town, village, county, or multi-county area (but not the entire State); and
 - b. Providing a formal process for low-income program beneficiaries to advise the CHDO in its decisions regarding the design, site selection, development, and management of affordable housing. Board participation by low income individuals or individuals representing low income persons or neighborhoods does not satisfy this requirement.
4. Has a demonstrated capacity to successfully carry out housing projects assisted with HOME funds. A CHDO undertaking development activities as a developer or sponsor must satisfy this requirement by having paid employee(s) with housing development experience who will work on projects assisted with HOME funds. Paid staffing may be documented by providing copies of the most recent W-2 or a minimum of two (2) months of current wage statements or copies of payroll checks, as applicable, issued by the nonprofit entity for each staff member. For its first year of funding as a CHDO, a CHDO may satisfy this requirement through a contract with a qualified consultant who has housing development experience to train appropriate key CHDO staff. A CHDO that will own housing must demonstrate capacity to act as owner of a project and meet the requirements of 24 CFR 92.300(a)(2). A CHDO does not meet the test of demonstrated capacity based on any person who is a volunteer or whose services are donated or cost allocated by another organization, or by hiring a consultant beyond the initial year of operation.
5. Has a history of serving the community within which the housing to be assisted with HOME funds is to be located. In general, a CHDO must be able to show at least one year of serving the community through housing activities benefiting low income persons or families before HOME funds may be awarded to that CHDO. However, a newly created CHDO formed by local churches, service

organizations, or neighborhood organizations may meet this requirement by demonstrating that its parent organization has at least one year of serving the community through housing activities benefiting low income persons or families.

Nonprofit organizations seeking CHDO designation may only apply for HOME funding for projects in which the nonprofit organization is the owner and developer. Nonprofit organizations seeking CHDO designation must submit all supporting documentation required to determine eligibility as a CHDO. Failure to submit required documentation will render the application ineligible for funding consideration.

Applicants with past HOME grants from THDA under the Urban or Rural Matrices must meet both of the following requirements:

1. *Requested* (submitted an official Request for Payment Form with supporting documentation) the following percentages of their grants by February 28, 2020 to be eligible for the 2020 HOME program:

HOME GRANT YEAR	SPEND DOWN REQUIREMENT
1992 – 2016	100%
2017 Urban or Rural Rounds	100%
2018 Urban or Rural Rounds	50%
2019 Urban or Rural Rounds	25%

2. To be eligible, all applicants for the 2020 HOME application cycle must demonstrate a need for the HOME funds and be in compliance with all other THDA programs in which they participate and have no outstanding findings for any THDA program.

Applicants with past HOME grants from THDA under the CHDO Matrix must meet all of the following requirements:

1. Met the following Commitment and Spend Down Requirements:

HOME PROGRAM DESCRIPTION	COMMITMENT REQUIREMENT	SPEND DOWN REQUIREMENT
2015-2016 CHDO Round and CHDO Mini-Rounds 1 & 2	100%	100%
2017 CHDO and CHDO Mini-Rounds 1 and 2	100%	100%
2018 CHDO Round or CHDO Mini-Rounds 1 or 2	75%	50%
2019 CHDO Round	25%	0

The Commitment Requirement is met upon issuance of an agreement between THDA and the CHDO for the development of housing at a specific site address in an amount equal to the cited percentage of development funds allocated under the applicable grant. The Spend Down Requirement is met based on the CHDO's submission of an official request for payment with supporting documentation for the applicable percentage of development funds allocated under their prior grant. To be eligible under the

2020 HOME program, the CHDO must have met the commitment and spend down requirements by February 28, 2020.

2. In addition, CHDOs that were funded for homeownership programs that have generated CHDO proceeds will have to demonstrate the use of or plan to use previous CHDO proceeds and a need for additional HOME funds. CHDO's must also provide documentation that neighborhood market conditions demonstrate a need for the project or projects to be eligible for the 2020 HOME program.

ALL entities with past HOME grants from THDA that failed to spend a minimum of 75% of any previous HOME grant award within the term of their HOME contract, including approved extensions, will be ineligible to apply for any additional HOME grants for a period of three years following the end of their contract term, including approved extensions.

B. ALLOCATION OF FUNDS

HOME funds committed to the State of Tennessee, through THDA, will be allocated as provided in the State of Tennessee's Consolidated Plan, as amended. The amount of the 2020 HOME allocation is unknown until there is an approved federal budget; however, THDA anticipates receipt of an amount equivalent to the amount received in FY 2019, approximately \$12,960,298. Additionally, THDA may make available any returned or leftover funds from the 2019 or earlier funding rounds as determined at the time of award in May 2020.

Based on the FY 2019 funding allocation, THDA anticipates the following funding availability:

CHDO Set-Aside for Homeownership Development (18%):	\$2,332,854
CHDO Operating Assistance:	\$250,000
Urban/Rural Funding Competition:	\$9,081,415
Administrative Funds for Urban/Rural Funding Competition:	\$544,885
Administrative Funds for THDA Costs:	\$751,144
Total:	\$12,960,298

Administrative Funds:

THDA will spend up to ten percent (10%) of its 2020 HOME allocation for administrative and planning expenses. THDA will use four percent (4%) of these funds for its own administrative expenses. The remaining six percent (6%) is available to pay the administrative costs of local governments and non-CHDO non-profit grant recipients.

CHDO Operating Assistance:

THDA will also set-aside \$250,000 for CHDO operating expenses. Any funding remaining in the set-aside for CHDO operating expenses after all eligible CHDOs have been funded will be transferred to the Urban/Rural allocation.

CHDO Set-Aside for Homeownership Development:

THDA will set-aside 18% of its total 2020 HOME allocation for eligible applications from CHDOs, including CHDOs serving Local PJs. Any HOME funds remaining or returned from prior application rounds and designated as CHDO funds may also be made available for this 2020 set-aside. The THDA HOME funding to successful CHDO applicants serving a Local PJ will be reduced by the amount of funding the CHDO receives from the Local PJs to keep within the \$750,000 maximum grant.

To be funded, an application must receive a minimum threshold score of 60, an amount equal to 50% of the total points available under the CHDO scoring matrix.

Beginning with the 2015 HOME allocation, HUD no longer considers a PJ as meeting its 24-month CHDO commitment through a cumulative total of CHDO commitments since 1992, and each grant year must meet its own 24-month commitment deadline. In addition, the execution of a HOME Working Agreement and the establishment of a CHDO sub-grant in IDIS is insufficient to meet this requirement. Thus, a successful CHDO that receives an allocation of 2020 CHDO funds must commit those funds to specific units no later than June 30, 2022. Any 2019 HOME funds awarded to an organization must be committed to specific units no later than June 30, 2021. HUD will recapture any 2020 CHDO funds not committed to specific CHDO activities by dates specified in its Reservation of Funds. CHDO applicants need to be aware of these dates and have a pipeline of eligible home buyers so they can begin their projects as soon as the environmental reviews are completed. If in the opinion of THDA, the applications submitted do not contain viable proposals or are from a CHDO that lacks the organizational potential to comply with all HOME affordability requirements, THDA may choose not to award any or all of the funds set-aside for CHDOs in the current application round.

Urban/Rural Funding Competition:

2020 HOME funds noted in the table above will be allocated for eligible projects in Urban and Rural areas of the State outside of a local Participating Jurisdiction. The urban areas include the following counties: Anderson, Blount, Bradley, Carter, Coffee, Dyer, Gibson, Hamilton, Hamblen, Haywood, Loudon, Madison, Maury, Montgomery, Putnam, Roane, Rutherford, Sumner, Unicoi, Williamson and Wilson. All other counties are considered Rural. The urban allocation is 45% of this funding amount, and the rural allocation is 55%. The percentages are based on the low-income population in the designated urban and rural counties. However, the urban areas do not include the low income populations of the local participating jurisdictions of Chattanooga, Clarksville, Jackson, Knox County, Knoxville, Memphis, Metropolitan Nashville-Davidson County, Shelby County, Sullivan County, and Washington County, excluding the Town of Jonesborough. THDA will score, rank and fund urban and rural applications separately. To be considered for funding, an application must receive a minimum threshold score of 95, an amount equal to 50% of the total points available under the urban or rural matrices. All applications will be ranked in descending order from highest to lowest score and HOME funds will be awarded until all funds are awarded or until the lowest scoring application that meets the threshold score is funded. Applications that do not meet the threshold score will not be considered for funding. Should an insufficient number of applications receive the minimum threshold score to award all funds allocated to either the urban or rural matrix, THDA may re-allocate the remaining funds to the other (Urban or Rural) matrix. There is a \$750,000 maximum grant per county. Grants to successful applicants in the same county will be reduced proportionately should there be multiple successful applicants from the same county with a minimum grant of \$250,000; however, the THDA Board of Directors may award less than \$250,000 should there be more than three successful applicants from the same county.

Funding Requirements:

HOME awards will be in the form of a reimbursement grant. Grantees will be required to repay any HOME funds expended on projects that are not completed and ready for occupancy within 3 years of the date the

Written Agreement is executed between the Grantee and THDA. Grantees may also be required to repay HOME funds as described in the Working Agreement. Required HOME land use restrictive covenants and/or deeds of trust must be recorded prior to any other financing documents.

C. ELIGIBLE ACTIVITIES

There are specific eligible activities under the HOME Program that must address the housing needs of low-income households. Manufactured housing and manufactured housing lots are not eligible for HOME assistance. Housing does not include emergency shelters (including shelters for disaster victims) or facilities such as nursing homes, convalescent homes, hospitals, residential treatment facilities, correctional facilities, and dormitories, including those for farm workers or housing for students. Eligible housing activities include:

1. Homeowner Rehabilitation Program.

Homeowner Rehabilitation: The use of HOME funds will include the rehabilitation and reconstruction of existing housing units that are the principal residence of the owner. For the purposes of the HOME program, rehabilitation includes the demolition and rebuilding or reconstruction of substandard housing.

“Reconstruction” is defined as the rebuilding, on the same lot, of housing standing on a site at the time of project commitment, except that housing that was destroyed by a disaster may be rebuilt on the same lot if HOME funds are committed within 12 months of the date of destruction. The number of housing units on the lot may not be decreased or increased as part of a reconstruction project. However, the number of rooms per unit may be increased or decreased depending upon the needs and the size of the household. The reconstructed housing must be substantially similar to the original housing unit. All reconstructed housing will have a compliance period of 15 years.

For all homeowner rehabilitation activities, the value of the HOME assisted property after rehabilitation must not exceed 95 percent of the median purchase price for the area.

If the proposed HOME investment for hard construction costs into a unit to be rehabilitated exceeds 75% of the after rehabilitation appraised value of the unit, the unit must be reconstructed, unless an exception is provided in accordance with the requirements outlined in the THDA HOME Manual at the sole and absolute discretion of THDA. Hard construction costs exclude those for building inspections, lead-based paint inspections, energy related inspections, and work write-ups, but includes all remaining costs associated with addressing lead-based paint hazards for the unit.

Priority should be given to the Uniform Property Condition Standards (UPCS) Checklist deficiencies identified during the initial inspection. Level 3, 2, and 1, respectively, rate the severity of the item needing the repair, including, but not limited to: roofs, HVAC systems, electrical systems, plumbing systems, foundation problems, water supply issues, exterior painting to maintain the structure, and limited interior painting. The structure must exhibit at least one code violation as revealed by the initial code inspection.

HOME regulations require that after the work is complete, the entire structure must meet the Uniform Physical Condition Standards (UPCS) and the adopted building code in effect for the jurisdiction in which the housing unit is located, or in the absence of a local building code, the Existing Building Code of the International Code Council (ICC). Units assisted with HOME funds must require at least \$1,000 of rehabilitation work to bring the unit into compliance with the applicable codes. Housing units that cannot be brought up to the applicable code using the maximum grant funds are ineligible.

Housing Rehabilitation Costs and Lead-based Paint. If a unit to be rehabilitated was built after 1978, the rehabilitation costs are capped by the HOME subsidy limit. *All units built prior to 1978 will require a risk assessment by a qualified lead inspector.* If the risk assessment of a pre-1978 unit discloses no lead, then the cap for rehabilitation costs will be the HOME subsidy limit. If the risk assessment for a pre-1978 unit reveals the presence of lead-based paint and the estimated rehabilitation costs are less than \$25,000, then standard treatments will apply and the HOME subsidy for rehabilitation is limited to \$25,000. If the risk assessment reveals the presence of lead-based paint and the estimated rehabilitation costs exceed \$25,000, then abatement will be required by a qualified abatement contractor to provide rehabilitation assistance up to the HOME subsidy limit.

2. Homeownership Programs.

CHDO: CHDOs must use HOME funds to develop units for homeownership, including new construction or acquisition and substantial rehabilitation of substandard single-family dwellings. The CHDO must be the owner and developer of all units at the time the units are constructed or rehabilitated. When units are sold to eligible home buyers, the HOME funds must be repaid to the CHDO as CHDO proceeds and must be used to develop additional single-family units for homeownership in compliance with the HOME regulations. A CHDO must allow an amount up to \$14,999 of HOME funds to remain with the unit as a soft second mortgage as necessary to qualify the household for permanent financing, but not less than \$1,000. THDA requires that a subsidy remain in the financing when the unit is sold so affordability is based on the less restrictive recapture provision of the HOME regulations. Any homeownership unit developed by a CHDO that cannot be sold to an eligible homebuyer within nine months of the Certificate of Occupancy must be converted to rental housing and rented to an income eligible tenant.

Before construction or acquisition and rehabilitation can begin under homeownership, all CHDOs must demonstrate a pipeline of eligible buyers pre-qualified for a permanent loan. Although speculative construction or acquisition is not generally allowed, under certain circumstances THDA will allow a CHDO to apply for an exception to this policy on a project by project basis. To be considered for an exception, the CHDO must demonstrate that it meets certain criteria, including:

- (1) Experience and capacity to manage an affordable rental housing program;
- (2) Success during the last three (3) years in managing affordable rental housing in the area of the proposed project with an average list to lease-up term of no more than 180 days;
- (3) A current average market time of list to contract for sale for similarly priced, comparable homes in the area of the proposed project of no more than 120 days;
- (4) Extenuating circumstances that prevent the CHDO from having a pipeline of pre-qualified homebuyers to support their development activity.

Additionally, if the property remains unsold nine months after completion, a lease purchase may be permitted if the CHDO can demonstrate that it has an existing and active lease-purchase program.

Cities, counties and non-profit organizations (non-CHDO). Homeownership programs are restricted to a soft second mortgage necessary to qualify the household for permanent financing.

Soft second mortgages. Any HOME funds used for a soft second mortgage in homeownership programs are limited to the lesser of \$14,999 in HOME funds or the amount of HOME funds necessary to qualify the household for permanent financing, but not less than \$1,000. All grant recipients using HOME for soft second mortgages must use the THDA single-family underwriting template to determine the amount of HOME assistance, and must submit the determination to THDA for review and final approval. If the underwriting template indicates that the home buyer does not have an unmet need for the soft second mortgage, the grant recipient may not provide direct HOME assistance to that home buyer. The amount of the soft second mortgage is the “direct HOME subsidy” provided to the home buyer and subject to recapture.

The soft second mortgage will have an affordability period of five years which is forgiven at the end of the fifth year if the unit remains in compliance, i.e., the unit remains the permanent residence of the initial buyer and is not leased or vacated. If the unit is sold or transferred during the affordability period, the amount of the HOME subsidy subject to recapture will be reduced by twenty percent (20%) per year of occupancy by the initial home buyer. If the unit is leased or vacated during the affordability period, the entire HOME subsidy must be repaid.

The soft second mortgages may not be combined with other THDA-funded “second mortgage” assistance programs, including Great Choice Loan Plus assistance, or with funding available through the New Start program, and any subsequent or similar programs operated by THDA. The THDA HOME funded soft second mortgage may be combined with a THDA Great Choice first mortgage loan.

Sales Price. All units must be sold for an amount not to be lower than the appraised value of the unit.

Sales Price Limits. The sales price limit for homeownership programs are the Property Value Limits. for **Existing Homes HOME Purchase Price and New Homes** as posted on the THDA web site at <https://thda.org/business-partners/home>.

Underwriting. Front and back end ratios may not exceed twenty-nine (29%) and forty-one percent (41%), respectively. Lower ratios are encouraged.

Permanent Financing. Under homeownership programs, THDA expects the use of THDA mortgage loans whenever suitable. Other financing may be used if it is comparable to a THDA mortgage loan. Permanent financing is considered comparable if the interest rate does not exceed the prevailing THDA Great Choice interest rate by more than one percentage point and when it is demonstrated that the home buyer represents a commensurate underwriting risk to the lender. All loans must have a fixed interest rate fully amortizing over the 30 year term of the loan. There can be no pre-payment penalty for early payoffs.

Home Buyer Contribution. The home buyer must make a contribution from their own funds equal to one percent (1%) of the purchase price of the property.

Home Buyer Education. All home buyers must complete a home buyer education program from a certified housing counselor who has passed the HUD certification examination and is employed by a HUD approved housing counseling agency prior to purchase.

Neighborhood market conditions. Applicants proposing homeownership projects must document that neighborhood market conditions demonstrate a need for the project and must complete a market study as part of the 2020 application cycle for homeownership programs.

Deadline for Sale. Homeownership units must be sold to an eligible home buyer within nine (9) months of project completion. If a homeownership unit is not sold to an eligible home buyer within nine months of the Certificate of Occupancy, the unit must be converted to rental housing for the appropriate rental affordability period or the HOME funds must be repaid by the grant recipient to THDA.

THDA expects that the grant recipient will not only shepherd the home buyer through the home buying process, but also work toward fostering an on-going relationship with the home buyer. This responsibility includes facilitating additional homeowner counseling, verifying homeowner occupancy requirements on an annual basis, and monitoring mortgage loan default issues.

3. CHDO Operating Expenses, Developer's Fees and CHDO Proceeds.

- a. CHDO Operating Expenses.* A CHDO may request up to 7% of the funds awarded for the acquisition and rehabilitation or new construction of housing for sale to low and moderate income home buyers as CHDO operating expenses to help with the administrative costs of operating the organization. Operating expenses are separate from project funds and are funded from the 5% set-aside for CHDO operating expenses from the annual HOME allocation.
- b. Developers Fees.* A CHDO may also request an 8% developer's fee if the CHDO is acting as a developer of housing. The developer's fee is 8% of the HOME funds used to construct or acquire and rehabilitate the unit. Developers Fees must be charged on a project by project basis and applicable only to the project charged. The developer's fee is a project soft cost and counts against the maximum per unit subsidy limit.
- c. CHDO Proceeds.* CHDO proceeds are the HOME funds returned to a CHDO upon the sale of a unit developed by the CHDO from the buyer's permanent financing. The CHDO must use its CHDO proceeds to develop more housing for homeownership. A CHDO may use 15% of the CHDO proceeds for operating expenses, divided as follows: Maximum of 7% for general operational expenses relative to staff salaries and maximum of 8% for developer's fees relative to projects developed using the proceeds. Once the CHDO proceeds are used a second time to develop more housing for homeownership, the HOME restrictions on the use of proceeds are eliminated. The 25% cap on the amount of CHDO proceeds that can be used for operating or administrative expenses has been eliminated. This policy applies retroactively to current, active CHDO grants.

4. Project Soft Costs.

In planning their programs, applicants may include the costs for inspections and work write-ups as a project-related soft cost. The costs for progress reviews and work write-ups are capped at \$2,500. In addition to the costs for progress reviews and work write-ups, the costs for lead-based paint inspections, risk assessments and clearance testing, and architectural and engineering fees are also paid as project soft costs. All project soft costs count toward the HUD maximum per unit subsidy limit.

D. PROHIBITED ACTIVITIES

1. Provide project reserve accounts, or operating subsidies;
2. Provide tenant-based rental assistance for the special purposes of the existing Section 8 program, in accordance with Section 212(d) of the Act;

3. Provide non-federal matching contributions required under any other Federal program;
4. Provide assistance authorized under Section 9 of the 1937 Act (annual contributions for operation of public housing);
5. Carry out activities authorized under 24 CFR Part 968 (Public Housing Modernization);
6. Provide assistance to eligible low-income housing under 24 CFR Part 248 (Prepayment of Low Income Housing Mortgages);
7. Provide assistance (other than assistance to a home buyer to acquire housing previously assisted with HOME funds) to a project previously assisted with HOME funds during the period of affordability established by HUD or THDA in the written agreement. However, additional HOME funds may be committed to a project up to one year after project completion, but the amount of HOME funds in the project may not exceed the HUD maximum per-unit subsidy amount;
8. Pay for any cost that is not eligible under 24 CFR 92.206 through 92.209;
9. Use HOME funds for rental housing projects;
10. Provide assistance for a homeowner rehabilitation project by a CHDO from the 15% CHDO set-aside. A CHDO funded through the 15% CHDO Set-aside can only participate in the HOME program if they are the owner and developer of a project.

E. LAYERING

Layering is the combining of other federal resources on a HOME-assisted project that results in an excessive amount of subsidy for the project. Such activity is prohibited. Grantees must analyze each project to insure that only the minimum amount of assistance is allocated to the project. In no case may the amount of HOME funds exceed the HUD Maximum Per Unit Subsidy Limit.

F. MATCH

For the FY 2020 HOME program, THDA will continue to provide the required federal match for projects submitted under the Urban/Rural Round and CHDO Rounds. Although no local match is required, THDA will award points based on the contribution of eligible match reflected in an application as specified in the scoring matrix. THDA will count any non-federal project funds or other resources reflected in successful applications that qualify as match under the HOME rule toward the match requirement.

HOME match is permanent, non-federal contributions to a project. Matching contributions may be in the form of one or more of the following:

- a. Cash contributions not provided by the assisted household and not from a federal source, including the present value of the interest subsidy for loans made at rates below market.
- b. Reasonable value of donated site-preparation and construction materials when passed on as a final benefit to the project.

- c. Reasonable rental value of the donated use of site preparation or construction equipment when passed on as a final benefit to the project.
- d. Waived fees and taxes.
- e. Property donation or below-market sale. A copy of the appraisal and/or purchase contract must be submitted. The donor/seller of the property must also provide a statement certifying that the property was donated or sold for affordable housing purposes and an acknowledgment that the donor/seller received the URA Guide Form Notice Disclosure to Seller, as well as the HUD booklet entitled, "When a Public Agency Acquires Your Property." If the property was originally acquired with federal funds, the value of the property is not match eligible.
- f. The direct cost of donated, compliant home buyer counseling services provided to families that acquire properties with HOME funds under the provisions of 24 CFR §92.254, including on-going counseling services provided during the period of affordability. Counseling may not be valued at more than \$40 per hour.
- g. Reasonable value of donated or volunteer labor or professional services. Unskilled volunteer labor may not be valued at more than \$10 per hour; skilled volunteer labor may be valued at the documented going rate. Must result is a permanent benefit to the project.
- h. Value of sweat equity may also be eligible only if every assisted household under the HOME grant award is required to perform sweat equity. Sweat equity may not be valued at more than \$10 per hour.
- i. Other match sources as permitted under the HOME Final Rule.

THDA will monitor the contribution of match throughout the implementation of the grant.

G. LEVERAGE

In the scoring matrix, any project that has leveraged funds will receive additional points. Leveraged funds are funds provided by local governments, grants from other sources and cash from program beneficiaries. Loan proceeds from a lending institution do not count as leverage. However, the savings generated from a below market interest rate will count as leverage. Administrative funds, *anticipated* fund-raising revenues, other THDA funds, and construction loans do not count toward leverage. Leveraged funds counted in one program year do not qualify again as leverage in subsequent years.

The value of donated labor, materials and land will count toward leverage. The value of unskilled labor is set at the current minimum wage, and the value of skilled labor is set at twice the current minimum wage. The value of land and/or a building donated or acquired for a project prior to the application will count as leverage, but there must be an appraisal or tax assessment included in the application to document its value. In order to count donated supplies or materials, only the documented value of the actual goods or materials will be considered and they must be legitimately required by the program. The donor must provide a letter to confirm the amount of the supplies or materials. Proposed discounts will not count as leverage.

H. HOME PROGRAM REQUIREMENTS

1. INCOME LIMITS

HOME funds may be used to benefit only low-income households. "Low income households" means an individual or household whose income does not exceed 80% of the area median income, adjusted for household size. THDA encourages the targeting of HOME resources for homeowner rehabilitation activities to very low income households.

"Very low income household" means a household whose income does not exceed 50% of the area median income, adjusted for household size.

The income of the household to be reported for purposes of eligibility is the sum of the annual gross income of the beneficiary, the beneficiary's spouse, and any other household member residing in the home. Annual gross income is "anticipated" for the next 12 months, based upon current circumstances or known upcoming changes, minus certain income exclusions.

Current limits are posted online at: <https://thda.org/business-partners/home>. Median income for an area or the state shall be that median income estimate made by HUD. Median incomes change when HUD makes revised estimates.

2. FORMS OF ASSISTANCE

Homeowner rehabilitation programs. Assistance from grant recipients to program beneficiaries will be limited to grants that are completely forgiven after a specified period of time as long as the beneficiary adheres to the conditions of the grant.

Homeownership programs. Assistance from grant recipients to program beneficiaries as soft second mortgages will be limited to loans equal to the lesser of \$14,999 or the amount necessary to qualify the household for permanent financing which are forgiven at the end of 5 years.

3. COMPLIANCE PERIOD

Homeowner rehabilitation. Grants for homeowner rehabilitation projects that do not include reconstruction shall have a compliance period of five years with a forgiveness feature of 20% annually unless the cost to rehabilitate exceeds 75% of the after rehabilitation value. Projects where rehabilitation costs exceed 75% of the after rehabilitation value shall have a compliance period of fifteen years with a forgiveness feature of 6.67% annually. In order to enforce the compliance period, THDA will require that grant recipients obtain a grant note and a recorded deed of trust executed by the homeowners.

Grants for homeowner rehabilitation projects that include reconstruction shall have a compliance period of fifteen years with a forgiveness feature of 6.67% annually. In order to enforce the compliance period, THDA will require that grant recipients obtain a grant note and a recorded deed of trust executed by the homeowners.

If the homeowner of a property that has been rehabilitated dies during the compliance period and the property is inherited by heirs, the property may be rented without repaying the unforgiven portion of the HOME subsidy to THDA. However, if the house is sold by the heirs

during the affordability period, the remaining unforgiven portion must be repaid to THDA. This policy may be applied retroactively to prior HOME projects as needed.

4. AFFORDABILITY PERIOD

Down Payment Programs by Local Governments or Non-CHDO Non-Profit Organizations. A grant recipient that is a local government, or a non-CHDO non-profit agency may provide down payment and closing cost assistance as a soft second mortgage loan in an amount equal to the lesser of \$14,999 in HOME funds or the amount of HOME funds necessary to qualify a household for permanent financing, but not less than \$1,000. There will be an affordability period of five years, secured by a Note and Deed of Trust between the grant recipient and the home buyer. The HOME loan is forgiven at the end of the fifth year if the unit remains in compliance with HOME requirements. This means that the property remains the primary residence of the initial home buyer and is not leased or vacated; and if the property is sold or transferred at the end of the affordability period, the home buyer has complied with these recapture provisions. If the unit is sold or transferred during the affordability period, the amount of HOME subsidy subject to recapture will be reduced by twenty percent (20%) per year of occupancy by the initial home buyer. If the unit is leased or vacated during the affordability period, the entire HOME subsidy must be repaid to THDA by the Grantee.

CHDOS. At the time of the sale of the unit to an eligible home buyer, the CHDO must leave HOME funds in the unit as a soft second mortgage loan in an amount equal to the lesser of \$14,999 or the amount of HOME funds necessary to qualify a household for permanent financing, but not less than \$1,000. There will be an affordability period of five years secured by a Note and Deed of Trust between the CHDO and the home buyer. The HOME loan is forgiven at the end of the fifth year if the unit remains in compliance with HOME requirements. This means that the property remains the primary residence of the initial home buyer and is not leased or vacated; and if the property is sold or transferred at the end of the affordability period, the home buyer has complied with these recapture provisions. If the unit is sold or transferred during the affordability period, the amount of HOME subsidy subject to recapture will be reduced by twenty percent (20%) per year of occupancy by the initial home buyer. If the unit is leased or vacated during the affordability period, the entire HOME subsidy must be repaid to THDA.

Sale or Transfer of the Property. The HOME-assisted home buyer may sell or otherwise transfer the unit on or before the end of the affordability period to any willing buyer at any price, and the amount of the HOME subsidy subject to recapture will be reduced by 20% per year of occupancy by the initial home buyer. The amount subject to recapture is limited by the availability of net proceeds. The net proceeds are the sales price minus superior non-HOME loan repayments minus closing costs. If the net proceeds are not sufficient to recapture the remaining outstanding principal balance of the HOME Note plus the amount of the down payment made by the homeowner, if any, plus the amount of any capital improvement investment made by the homeowner, then the grant recipient shall recapture a pro rata share of the net proceeds of the sale in lieu of the full remaining outstanding principal balance of the HOME Note. "Capital improvement investment" means the improvements to the property made at the home buyer's expense (and not through some other form of subsidy), as evidenced by receipts or cancelled checks detailing the capital improvements made. Capital improvements do not include items of maintenance, deferred maintenance or cosmetic improvements. The pro rata amount to be recaptured shall be calculated in accordance with the HOME Program Regulations at 24 CFR 92.254(a)(5)(ii)(A)(3) as follows:

If the net proceeds are not sufficient to recapture the full HOME investment (or a reduced amount) plus enable the homeowner to recover the amount of the homeowner's down payment and any capital improvement investment made by the home owner since purchase, the grant recipient shall share the net proceeds according to the following formula:

HOME Subsidy

X Net Proceeds = HOME Amount to Recapture

HOME Subsidy + Homeowner Investment

Homeowner Investment

X Net Proceeds = HOME Amount to Recapture

HOME Subsidy + Homeowner Investment

The new proceeds may be divided proportionately as set forth in these steps:

- a. *Application of Forgiveness Feature.* Once the net proceeds are determined from the sale of the property, the grant recipient shall reduce the amount due based on the length of time the home buyer has occupied the home in relation to the affordability period. Soft second mortgages up to \$14,999 have a five year affordability period and a forgiveness feature of 20% per year.
- b. *Amount subject to recapture.* The HOME investment that is subject to recapture is based on the amount of HOME assistance that enabled the home buyer to buy the housing unit. This includes any HOME assistance that reduced the purchase price from fair market value to an affordable price, but excludes the amount between the cost of producing the unit and the market value of the property (i.e., the development subsidy).
- c. After the full HOME investment has been repaid, any excess profits will belong to the homeowner.

Construction Financing. For CHDOs using HOME for construction financing to develop homeownership units, the initial affordability period will be based on the amount of HOME funding invested in the development of the unit under the resale provisions of the HOME regulations. In order to enforce the provisions of the Working Agreement with the CHDO, THDA will require that a Restrictive Covenant and Deed of Trust be recorded against the property prior to drawing down HOME funds for construction. When the unit is sold to an eligible home buyer, THDA will provide the closing agent a copy of the release for Restrictive Covenant and Deed of Trust. The CHDO must provide the closing agent with a Grant Note and Deed of Trust between the CHDO and the home buyer for the soft second mortgage loan under the recapture provisions. Upon receipt by THDA of a copy of the Grant Note, the recorded Deed of Trust between the home buyer and the CHDO, the recorded deed from the seller to the home buyer, and the fully executed final TILA-RESPA Integrated Disclosure (TRID) Settlement Statement, the original Release of Lien is forwarded to the closing agent for recording.

4. LEVEL OF SUBSIDY

The maximum HOME investment per unit is provided below:

MINIMUM HOME DOLLARS	\$ 1,000	PER UNIT
MAXIMUM HOME DOLLARS	\$62,445	0-BEDROOM (EFFICIENCY) LIMIT
	\$71,584	1-BEDROOM LIMIT
	\$87,047	2-BEDROOM LIMIT
	\$112,611	3-BEDROOM LIMIT
	\$123,611	4-BEDROOM OR MORE LIMIT

Periodically, THDA may update these limits pending approval from HUD. Updated limits will be effective for all activities in which an agreement for the activity is entered into after the effective date for the limits issued by HUD. These updates will be posted on THDA's web site at <https://thda.org/business-partners/home>.

5. PROPERTY STANDARDS

Property standards must be met when HOME funds are used for a project. Any housing constructed or rehabilitated with THDA HOME funds must meet all applicable local, county and state codes, rehabilitation standards, Uniform Property Condition Standards (UPCS), and zoning ordinances at the time of project completion.

In the absence of a local code, new construction of single-family units or duplexes must meet the current, State-adopted edition of the International Residential Code for One- and Two-Family Dwellings. The newly constructed units must also meet accessibility requirements and mitigate disaster impact as applicable per State and local codes, ordinances, etc.

In the absence of a local code, rehabilitation of existing homeowner units must meet the current, State-adopted edition of the Existing Building Code of the International Code Council (ICC).

THDA will not make any funding awards for units in a jurisdiction where the unit cannot be inspected by a state certified building inspector or by a provider as permitted under State law.

HOME funded units must also conform, as applicable, to the THDA Minimum Design Standards for New Construction of Single Family and Multifamily Housing Units and with THDA's Minimum Design Standards for Rehabilitation of Single Family and Multi-family Housing Units. THDA must review and approve plans, work write-ups and written cost estimates and determine cost reasonableness for both new construction and rehabilitation prior to putting the project out to bid.

The International Code books are available at: www.iccsafe.org

Disaster Mitigation. All new construction should be built in a method and/or location that would attempt to protect all new construction from possible disaster due to either a man-made issue, or an act of God that may cause physical or structural damage to the home. The methods should include any items that may be recommended, or required by either local, state, or federal agencies dealing with disasters.

Energy Code. New construction projects must also meet the State-adopted edition of the International Energy Conservation Code. Copies of the Energy Code may also be obtained from the International Code Council at the address listed above.

Energy Conservation. In addition to meeting the State-adopted edition of the International Energy Conservation Code, new construction projects must be Energy Star qualified as certified by an independent Home Energy Rating System (HERS) rater or achieve a HERS index of 85 or less when tested by a certified rater.

Section 504. Section 504 of the Rehabilitation Act of 1973 prohibits discrimination in federally assisted activities and programs on the basis of disability, and imposes requirements to ensure accessibility for qualified individuals with disabilities to these programs and activities.

6. AFTER REHABILITATION PROPERTY VALUE

For homeowner rehabilitation projects, the maximum after rehabilitation value permitted for the type of single-family housing (1-4 family residence, condominium, cooperative unit,) shall not exceed 95% of the median purchase price for the area as established by HUD. **Property Value Limits – Existing Homes HOME Purchase Price** are posted online at <https://thda.org/business-partners/home>

7. SALES PRICE LIMITS

The sales price limit for homeownership programs are based on whether the unit was existing prior to the investment of HOME funds or newly constructed as a result of the investment of HOME funds. **Property Value Limits Existing Homes HOME Purchase Price and New Homes HOME Purchase Price** are posted online at <https://thda.org/business-partners/home>.

I. UNIVERSAL DESIGN/VISITABILITY

THDA encourages the inclusion of features that allow individuals with physical disabilities to reside and/or visit the housing that is constructed or rehabilitated with federal HOME funds.

Universal design is a building concept that incorporates products, general design layouts and other characteristics to a housing unit in order to:

- Make the unit usable by the greatest number of people;
- Respond to the changing needs of the resident; and
- Improve the marketability of the unit

The goal of universal design seeks to build housing that meets the needs of the greatest number of residents within a community. Universal design differs from accessible design, which is primarily intended to meet the needs of persons with disabilities. However, universal design is inclusive of adaptable design as universal design incorporates structural features that will allow a housing unit to be adapted to an individual's current or future needs. Universal design features include, but are not limited to:

- Stepless entrances.
- Minimum 5' x 5' level clear space inside and outside entry door.
- Broad blocking in walls around toilet, tub and shower for future placement of grab bars.
- Full-extension, pull-out drawers, shelves and racks in base cabinets in kitchen.
- Front mounted controls on all appliances.

- Lever door handles.
- Loop handle pulls on drawers and cabinet doors.

More information on Universal Design may be found at The Center for Universal Design at North Carolina State University: <http://www.ncsu.edu/ncsu/design/cud/index.htm>.

Visitability refers to homes that are designed and built in a manner that allows individuals who have trouble with steps or use wheelchairs or walkers to live in or visit the unit. These features include:

- One zero-step entrance.
- Doors with 32 inches of clear passage space.
- One bathroom on the main floor that is accessible to a person using a wheelchair.

More information on Visitability can be found at: <http://www.visitability.org>.

J. HOME RELOCATION REQUIREMENTS

THDA DISCOURAGES PROJECTS INVOLVING DISPLACEMENT OR RELOCATION OF HOUSEHOLDS. PRIOR TO APPLICATION, CONTACT THDA IF YOU ARE PLANNING ANY PROJECT THAT MAY INVOLVE DISPLACEMENT OR RELOCATION.

The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (Uniform Act), and its implementing regulations, 49 CFR Part 24 requires relocation assistance where acquisition has occurred under the Uniform Act. In addition, the Uniform Act coverage was expanded in 1987 amendments to cover displacement of individuals resulting from rehabilitation, demolition or private acquisition carried out under a federally assisted project or program.

Section 104(d) of the Housing and Community Development Act ("The Barney Frank Amendments") and HUD's Residential Anti-Displacement and Relocation Assistance Plan include additional relocation requirements. This extra level of relocation protection may be triggered for low-income households when units are converted or demolished with Community Development Block Grant (CDBG) or HOME funds. In addition, when Section 104(d) is triggered, jurisdictions may need to replace any low/moderate income dwelling units that are lost due to the conversion or demolition. This section refers only to residential relocation. If non-residential (commercial/industrial) relocation is involved, contact THDA.

Understanding how relocation requirements are triggered, alternate ways of meeting them, and the costs of the alternatives is essential in making HOME program decisions. Concerns about relocation may cause an administrator to consider establishing a preference for vacant buildings. However, administrators should also consider that vacant buildings are often much deteriorated. Rehabilitating an occupied building even with the cost of assisting tenants to remain or relocate, may be less costly than rehabilitating a vacant building. In occupied buildings, program administrators must consider whether occupants will be able to return after rehabilitation and whether Housing Choice Voucher (Section 8) assistance is available to help meet relocation costs. Selecting vacant projects does not relieve all relocation concerns. Vacant buildings in good condition may have been recently occupied. If so, the program administrator must consider whether the owner removed the tenants in order to apply for HOME assistance for a vacant building. If so, these tenants are displaced persons.

Skilled staff can save the local program money and build goodwill with owners and tenants. Failure to understand and follow relocation requirements can result in unnecessary costs for the local program. It is possible for uninformed owners and staff to take steps that would obligate the local program to provide

significant relocation benefits and services. Early briefings for owners and program staff on relocation rules are essential. Handbook 1378, Tenant Assistance, Relocation and Real Property Acquisition consolidates relocation requirements for HOME and other HUD programs in one document. It is available from HUD Field Offices or by contacting THDA. HUD informational booklets for persons who are displaced or whose property is to be acquired are also available from HUD Field Offices or from THDA.

Uniform Relocation Act (URA) requirements are triggered at the time the application is being prepared, and additional requirements are triggered at the time the working agreement is signed between the owner and the grantee and when rehabilitation is completed. Treatment of displaced persons depends upon whether the displaced person is (1) a tenant or owner; (2) a business or household; (3) has income above or below the Section 8 Lower Income Limit.

WHO IS A DISPLACED PERSON? - Any person (household, individual, business, farm, or non-profit organization) that moves from the real property, permanently, as a direct result of rehabilitation, demolition, or acquisition for a project assisted with HOME funds. Relocation requirements apply to all occupants of a project/site for which HOME assistance is sought even if less than 100% of the units are HOME assisted.

WHO IS NOT A DISPLACED PERSON? - A tenant evicted for cause, assuming the eviction was not undertaken to evade URA obligations. A person with no legal right to occupy the property under State or local law (e.g., squatter). A tenant who moved in after the application was submitted but before signing a lease and commencing occupancy, was provided written notice of the planned project, it's possible impact on the person (e.g., the person may be displaced, temporarily relocated, or experience a rent increase), and the fact that the person would not qualify as a "displaced person" (or for any assistance under URA) as a result of the project. A person, after being fully informed of their rights, waives them by signing a Waiver Form.

HOW IS DISPLACEMENT TRIGGERED?

Before Application. A tenant moves permanently from the property before the owner submits an application for HOME assistance **if** THDA or HUD determines that the displacement was a direct result of the rehabilitation, demolition, or acquisition for the HOME project. (e.g., THDA determines that the owner displaced tenants in order to propose a vacant building for HOME assistance.)

After Application. A tenant moves permanently from the property after submission of the application, or, if the applicant does not have site control, the date THDA or the local program administrator approves the site because: (1) the owner requires the tenant to move permanently; or (2) the owner fails to provide timely required notices to the tenant; or (3) the tenant is required to move temporarily and the owner does not pay all actual, reasonable out-of-pocket expenses or because the conditions of the move are unreasonable.

After Execution of Agreement. A tenant moves permanently from the project after execution of the agreement covering the acquisition, rehabilitation or demolition because the tenant is not provided the opportunity to lease a suitable, affordable unit in the project.

K. HOME RESIDENTIAL ANTI-DISPLACEMENT AND RELOCATION ASSISTANCE PLAN

THDA will require grant recipients to replace all occupied and vacant habitable lower income housing demolished or converted to a use other than as lower income housing in connection with a project assisted with funds provided under the HOME Investment Partnership Act

All replacement housing will be provided within three years after the commencement of the demolition or conversion. Before entering into a working agreement committing THDA to provide funds for a project that will directly result in the demolition or conversion, THDA will make public by and submit to the

HUD/Knoxville HOME coordinator certain information. Each applicant proposing demolition or any reduction in lower income housing units must submit the following information to THDA:

1. A description of the proposed assisted project;
2. The address, number of bedrooms, and location on a map of lower income housing that will be demolished or converted to a use other than as lower income housing as a result of an assisted project;
3. A time schedule for the commencement and completion of the demolition or conversion;
4. To the extent known, the address, number of bedrooms and location on a map of the replacement housing that has been or will be provided;
5. The source of funding and a time schedule for the provision of the replacement housing;
6. The basis for concluding that the replacement housing will remain lower income housing for at least 10 years from the date of initial occupancy; and
7. Information demonstrating that any proposed replacement of housing units with smaller dwelling units (e.g., a 2-bedroom unit with two 1-bedroom units), or any proposed replacement of efficiency or single-room occupancy (SRO) units with units of a different size, is appropriate and consistent with the housing needs and priorities identified in the approved Consolidated Plan.

L. EQUAL OPPORTUNITY AND FAIR HOUSING

No person in the United States shall on the grounds of race, color, religion, sex, familial status, national origin, or disability be excluded from participation, denied benefits or subjected to discrimination under any program funded in whole or in part by HOME funds. The following Federal requirements as set forth in 24 CFR 5.105(a), Nondiscrimination and equal opportunity, are applicable to HOME projects:

Fair Housing Act	24 CFR Part 100
Executive Order 11063, as amended (Equal Opportunity in Housing)	24 CFR Part 107
Title VI of the Civil Rights Act of 1964 (Nondiscrimination in Federal programs)	24 CFR Part 1
Age Discrimination Act of 1975	24 CFR Part 146
Section 504 of the Rehabilitation Act of 1973	24 CFR Part 8
Section 109 of Title I of the Housing and Community Development Act of 1974	24 CFR Part 6
Title II of the Americans with Disabilities Act	42 U.S.C. §12101 <i>et seq.</i>
Equal Access to Housing in HUD Programs Regardless of Sexual Orientation or Gender Identity	24 CFR Parts 5, 200, 203, 236, 400, 570, 574, 882,

Section 3 of the Housing & Urban Development Act of 1968

24 CFR 135

- Section 3 requires that the employment and other economic opportunities generated by Federal financial assistance for housing and community development programs shall, to the greatest extent feasible, be directed toward low-income persons, particularly those who are recipients of government assistance for housing.

Executive Order 11246, as amended
(Equal Employment Opportunity Programs)

41 CFR 60

Executive Order 11625, as amended (Minority Business Enterprises)

Executive Order 12432, as amended (Minority Business Enterprise Development)

Executive Order 12138, as amended (Women's Business Enterprise)

- Executive Orders 11625, 12432, and 12138 (Minority/Women's Business Enterprise) require that PJs and local programs must prescribe procedures acceptable to HUD for a minority outreach program to ensure the inclusion, to the maximum extent possible, of minorities and women and entities owned by minorities and women in all contracts. Local programs must also develop acceptable policies and procedures if their application is approved by THDA.

The HUD Office of Fair Housing also includes the following fair housing laws and Presidential Executive Orders which are not included in 24 CFR 5.105(a) but which are applicable to federally-assisted programs:

Architectural Barriers Act of 1968 at 42 U.S.C. §4151 *et seq.*

Executive Order 12892, as amended
(Affirmatively Furthering Fair Housing)

Executive Order 12898

Executive Order 13166
(Limited English Proficiency)

Executive Order 13217
(Community-based living arrangements for persons with disabilities)

In addition to the above requirements, the PJ and local programs must assure that its Equal Opportunity and Fair Housing policies in the HOME Program are consistent with its current Consolidated Plan.

M. SITE AND NEIGHBORHOOD STANDARDS

Housing provided through the HOME program must be suitable from the standpoint of facilitating and furthering full compliance with the applicable provisions of Title VI of the Civil Rights Act of 1964, the Fair Housing Act, Executive Order 11063, and HUD regulations issued pursuant thereto; and must promote greater choice of housing opportunities. Grantees must ensure that the proposed activity does not allow or promote segregation on the basis of race, disability or income.

N. AFFIRMATIVE MARKETING

Prior to beginning a HOME project, grant recipients must adopt affirmative marketing procedures and requirements for all HOME funded home buyer projects with five or more units. Affirmative marketing steps consist of actions to provide information and otherwise attract eligible persons in the housing market area to the available housing without regard to race, color, national origin, sex, religion, familial status or disability. These must be approved by THDA prior to any HOME funds being committed to a project. Requirements and procedures must include:

1. Methods for informing the public, owners and potential tenants about fair housing laws and the local program's policies;
2. A description of what owners and/or the program administrator will do to affirmatively market housing assisted with HOME funds;
3. A description of what owners and/or the program administrator will do to inform persons not likely to apply for housing without special outreach;
4. Maintenance of records to document actions taken to affirmatively market HOME-assisted units and to assess marketing effectiveness; and
5. Description of how efforts will be assessed and what corrective actions will be taken where requirements are not met.

O. ENVIRONMENTAL REVIEW

In implementing the HOME program, the environmental effects of each activity must be assessed in accordance with the provisions of the National Environment Policy Act of 1969 (NEPA) and the related authorities listed in HUD's regulations at 24 CFR Parts 50 and 58.

THDA, as the Participating Jurisdiction, and the units of local government receiving HOME funds from THDA will be responsible for carrying out environmental reviews. THDA will approve the release of funds for local governments and must request the release of funds from HUD for any projects of non-profit organizations. The non-profit organizations will be responsible for gathering the information required for the environmental reviews. HOME funds and any other funds involved in the project cannot be committed until the environmental review process has been completed and the HOME funds have been released. The Environmental Review covers the entire project, not just the portion funded by HOME. Therefore, except under very limited circumstances, ***no funds, including both HOME and non-HOME resources, may be expended on a project prior to the release of funds under the Environmental Review process. Any such expenditure will make the entire project ineligible for funding under the HOME program.***

P. LEAD-BASED PAINT

Housing assisted with HOME funds is subject to the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4821 et seq.) and 24 CFR Part 35, Subparts C through M. The lead-based paint provisions of 982.401(j) also apply, irrespective of the applicable property standard under 24 CFR 92.251. The Lead-Based Paint regulations are available at www.hud.gov/lea or by contacting 1-800-424-LEAD (5323).

Q. LABOR STANDARDS

Davis-Bacon wage compliance and other Federal laws and regulations pertaining to labor standards apply to all contracts for rehabilitating or constructing 12 or more units assisted with HOME funds. The contract for construction must contain the applicable wage provisions and labor standards. Davis-Bacon does not apply to projects using volunteer labor or to sweat equity projects.

R. DEBARMENT AND SUSPENSION

Local programs must require participants in lower-tier transactions covered by 24 CFR 24 to certify that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from the covered transaction.

S. FLOOD PLAINS

HOME funds may not be used to construct new housing in an area identified by the Federal Emergency Management Agency as having special flood hazards. In addition, THDA discourages the rehabilitation of units located in special flood hazard areas, but, with approved mitigation steps or where an official flood zone map revision has been obtained and with written permission from THDA, houses located in a floodplain may be assisted. When a unit in a special flood zone is assisted, the community must be participating in the National Flood Insurance Program and flood insurance must be obtained on the units.

T. CONFLICT OF INTEREST

In the procurement of property and services, the conflict of interest provisions at 2 CFR 200.112, apply. In all cases not governed by 2 CFR 200.112, the conflict of interest provisions of the HOME Rule as stated below apply:

The HOME conflict of interest provisions apply to any person who is an employee, agent, consultant, officer, elected official or appointed official of THDA, a State recipient or subrecipient receiving HOME funds. No person listed above who exercise or have exercised any functions or responsibilities with respect to activities assisted with HOME funds or who are in a position to participate in a decision-making process or gain inside information with regard to these activities may obtain a financial interest or financial benefit from a HOME-assisted activity, or have a financial interest in any contract, subcontract or agreement with respect to the HOME-assisted activity, or the proceeds from such activity, either for themselves or those with whom they have business or immediate family ties, during their tenure or for one year thereafter. Immediate family ties include (whether by blood, marriage or adoption) the spouse, parent (including stepparent), child (including a stepchild), brother, sister (including a stepbrother or stepsister), grandparent, grandchild, and in-laws of a covered person.

No owner, developer or sponsor of a project assisted with HOME funds (or officer, employee, agent, elected or appointed official, or consultant of the owner, developer or sponsor or immediate family member or immediate family member of an officer, employee, agent, elected or appointed official, or consultant of the owner, developer or sponsor) whether private, for profit or non-profit (including a CHDO when acting as an owner, developer or sponsor) may occupy a HOME-assisted affordable housing unit in a project during the required period of affordability specified in 92.252(e) or 92.254(a)(4). This provision does not apply to an individual who receives HOME funds to acquire or rehabilitate his or her principal residence or to an employee or agent of the owner or developer of a rental housing project who occupies a housing unit as the project manager or maintenance worker.

Grant recipients should avoid conflicts of interest and the appearance of conflicts of interest in administering their HOME programs as THDA does not routinely consider requesting exceptions to the conflict of interest provisions from HUD. The existence of a conflict of interest or the appearance of a conflict of interest, as determined by THDA in its sole discretion, may be grounds for requiring repayment of HOME funding and limitations on future program participation.

U. PROCUREMENT

It is important to keep the solicitation of bids for goods and services as well as professional services contracts open and competitive. Cities, counties and non-profit organizations must follow their procurement policies and meet all state and federal requirements. At a minimum, applicants must comply with 2 CFR 200.318 – 326 General Procurement Standards.

Prior to solicitation of bids, the Grantee should develop a comprehensive scope of work and perform an independent cost estimate. Grantees must use formal solicitation methods including advertisement and solicitation of sealed bids for all construction activity requiring a general contractor's services. Grantees should obtain a minimum of 3 to 5 bids using formal advertising or requests for proposals for the procurement of professional services such as grant administration, inspections, and work write-ups. There must be an established, well documented selection procedure and a written rationale for selecting the successful bid or proposal.

V. APPLICATION AND EVALUATION PROCEDURE

THDA will evaluate each application to determine if the proposal meets threshold criteria. Threshold criteria includes: submission of a complete application; proposal of an eligible activity; proposal of a project that in the opinion of THDA is physically, financially and administratively feasible; and the proposal of a project that meets the requirements of 24 CFR Part 92, as amended.

All non-profit applicants must submit the following required documentation in accordance with the application instructions:

- A. Evidence that the applicant is organized and existing under the laws of Tennessee or, if organized and existing under the laws of another state, evidence that applicant is organized and existing in that state and authorized to do business in Tennessee.
- B. Documentation of an IRS designation under Section 501(c)(3) or 501(c)(4) of the federal tax code. A 501(c)(3) non-profit organization may not submit an application until they have received their designation from the IRS. A 501(c)(4) non-profit applicant must provide documentation satisfactory to THDA, in its sole discretion, that the non-profit has filed the necessary material with the IRS and received a response from the IRS demonstrating 501(c)(4) status.
- C. Copy of Organizational Charter
- D. Copy of Organizational By-laws
- E. List of Board members including: names; home address; occupation; a description of their primary contribution; length of service; phone #; email address; and date the term of service expires.
- F. Business plan or strategic management plan that demonstrates the agency's short term and long term goals, objectives, and plans to achieve them.

- G. The most recent financial audit or audited financial statements of the organization.
- H. Applicant Board Member and Corporate Disclosure Forms *completed, signed by the organization's Executive Director and each Board Member and notarized.*
- I. Applicant/Board Member and Corporate Disclosure Form completed, *signed by the Chairman of the Board or Executive Director on behalf of the organization and notarized.*
- J. One page explanation of how the Board of Directors is involved in the operation of the agency, including how often the Board meets, how the Board monitors and provides oversight for the agency's programs.
- K. Resolution by the Board of Directors authorizing the submission of this application.
- L. List of staff members employed by the organization, including how many are full-time or part-time, their specific responsibilities related to housing programs, and how many years of experience each staff member has in housing development.
- M. Documentation of agency operating funds from other sources, including how much annually and from what sources.
- N. Explanation of any other programs operated by the organization, including the program(s) and its funding source(s).
- O. Explanation of the agency's experience in housing, particularly in providing housing to low and very low income households in Tennessee.

All documentation must be submitted to demonstrate that the organization meets threshold requirements and has the capacity to provide affordable housing for low income households, including the administration of the proposed project.

Applications meeting the threshold criteria will be scored and ranked in descending numerical order within the Urban matrix, the Rural matrix or the CHDO matrix, based on the criteria provided below. In the event of a tie score under the Urban or Rural matrix, THDA first will select the application with the highest Need score and then, if a tie still remains, the application with the highest Not Proportionally Served score. In the event of a tie score under the CHDO matrix, THDA first will select the application with the highest capacity score and then, if a tie still remains, the highest percentage of Match.

1. PROGRAM DESIGN**Up to 50 points**

The proposed program demonstrates exceptional planning, readiness and administrative capability. All necessary components to accomplish the project have been identified in the application.

- Program administrators with the following characteristics have been identified:
 - Has personnel who are knowledgeable in HOME grant administration;
 - Has relevant experience in the administration of housing grants; and/or has otherwise shown the capability to administer the project;
 - Has the ability to follow the timeframe of Attachment B: Implementation Plan of the Working Agreement;
 - Is able to draw down funds in a timely manner;
 - Has a lack of monitoring findings associated with past grants on which the administrator has worked;
 - Has not left HOME funds in excess of \$75,000 in a prior grant at closeout; and
 - Responds appropriately to client concerns or complaints, contractor's concerns or complaints, and information requests from THDA staff.
 - THDA will also consider the number and locations of current grants an administrator is administering and other factors THDA, in its sole discretion, deems relevant, in evaluating an application.
- Individuals/firms providing architectural, construction management and/or inspection services have been identified, appropriately procured, and are qualified to perform the services.
 - THDA will consider the number and locations of current grants for which an individual/firm is providing inspection services in any given program year, and other factors, THDA, in its sole discretion, deems relevant in evaluating an application.
- If applicable, the lead inspector and/or risk assessors have been identified and are qualified to perform the services.
- If the applicant is a local jurisdiction, the local government is involved in the administration of the project.
- The program design should provide a timeline, prepared in accordance with THDA's application instructions, that clearly

provides for the completion of all units and the close out of the grant by June 30, 2020.

- Program designs for homeowner rehabilitation activities that set-aside all or a portion of the available assistance to households with incomes at or below 50% of AMI will be prioritized.

2. **NEED**

Up to 40 points

THDA has calculated need factors using housing statistics for counties. Factors are based on percentages rather than absolute numbers. The need factors used are the percentage of owner households who are low income; the percentage of owner households with cost burden; the percentage of affordable owner units built before 1960; the percentage of food stamp recipient households in the county; percent of owner households greater than one and one-half times overcrowded; percent of county average homeowner delinquency rate; percent of county poverty rate for all households; and county unemployment rate. Scores to be used in the evaluations are shown in **2018 HOME Need Scores for Homeowner Projects** are posted online at <https://thda.org/business-partners/home>

For multi-county projects, the need score is calculated proportionately according to the number of units proposed for each county.

3. **NOT PROPORTIONALLY SERVED**

Up to 40 points

THDA shall award up to 40 points to applications submitted from areas where the amount of prior HOME funding is below the state average. The formula for awarding these points is based on the percentage of 2008 - 2017 HOME dollars awarded in each county. These calculations are shown in **HOME Program Not Proportionally Served** are posted online at <https://thda.org/business-partners/home>. For multi-county projects, this score is calculated proportionately according to the number of units in each county.

4. **DISASTER AREAS**

10 points

THDA shall award 10 points to applications for projects located in counties that have been declared a presidential disaster area under the Robert T. Stafford Disaster Relief and Emergency Assistance Act in the year prior to the application due date. **Disaster Counties** for the current disaster areas are posted online at <https://thda.org/business-partners/home>

5. **MATCH**

Up to 20 points

THDA shall award up to 20 points to applications that include a committed contribution of eligible match resources towards the project implementation. A commitment of eligible match contribution from an external source must be documented in the application from the source providing the contribution. To determine the points awarded, THDA will not round the percentage calculated.

The project's sources include an eligible HOME match contribution that is equal to or greater than 15% of the proposed HOME funds to be used for project costs

The project's sources include an eligible HOME match contribution that is equal to or greater than 10% of the proposed HOME funds to be used for project costs

greater than 5% and less than 15% of the proposed HOME funds to be used for project costs.

The project's sources include an eligible HOME match contribution that is equal to or greater than 1% and less than 5% of the proposed HOME funds to be used for project costs. 5 points

The project's sources include an eligible HOME match contribution that is less than 1% of the proposed HOME funds to be used for project costs. 0 points

6. LEVERAGE.

Up to 10 points

THDA shall award up to 10 points to applications that include the use of funds from other sources. THDA will award points in this category based on the dollar value of the funds from other sources as a percentage of the total funds in the project. Leveraged funds counted in one program year do not qualify again as leverage in subsequent years. In order to receive points, there must be written documentation of the leveraged funds in the application.

7. ENERGY CONSERVATION

Up to 10 points

THDA shall award up to 10 points to applications for rehabilitation that include an independent energy audit and, to the extent feasible, incorporate the recommendations of the audit report in the rehabilitation work write-up.

8. TENNESSEE GROWTH POLICY ACT

10 Points

TCA Section 6-58-109(c) requires THDA to award 10 points on a 100 point scale or a comparable percentage on a different point scale to municipalities or counties with approved growth plans when the local communities apply for HOME funds. Applications from counties not subject to the Tennessee Growth Policy Act will also receive these points. **Growth Plan Approvals** when applicable are posted online at <https://thda.org/business-partners/home>. Applications submitted by nonprofit organizations are not eligible for receipt of these points.

1. CAPABILITY**Up to 60 points**

The proposed project demonstrates exceptional project planning and readiness.

Up to 30 points

- The program design is complete and all necessary components to accomplish the project are identified in the application.
- Sites have been identified and CHDO has site control. NOTE: THDA will not be able to issue a Working Agreement unless there are specific addresses or a legal description for the property.
- CHDO has a pipeline of potential homebuyers ready to purchase or working toward readiness to purchase. NOTE: Commitment of CHDO funds must be to a specific address and homebuyer to meet HUD's definition of CHDO commitment by the 24-month deadline.
- CHDO has completed an examination of neighborhood market conditions demonstrating a need for the proposed housing and the anticipated housing types, as well at the target locations or neighborhoods for which the housing is intended.
- CHDO has secured other funding for the project. Commitment letters are included in the application.

The CHDO demonstrates sufficient capacity beyond threshold.

Up to 30 points

- The CHDO has produced successful affordable housing projects of similar size, scope and complexity.
- The CHDO has a demonstrated capacity to manage homeownership programs.
- The CHDO has paid staff with demonstrated housing development experience as documented by W-2 forms.
- The organization operating budget reflects multiple sources of funding.
- If previous experience under HOME:
 - Has the demonstrated ability to conform to the timeframe of Attachment B: Implementation Plan of the HOME Working Agreement;
 - Has demonstrated its ability to commit and draw down funds in a timely manner;
 - Has demonstrated the ability to complete a project within the contract term;
 - Has a lack of monitoring findings; and

- Appropriately responds to client concerns or complaints and to THDA staff.

3. CHDO SERVICE AREA NOT IN A PJ

5 points

THDA shall award up to 5 points to applications submitted from CHDO's where the service area of the CHDO does not include an area designated as an entitlement area/PJ by HUD.

4. DISASTER AREAS

10 points

THDA shall award 10 points to applications for projects located in counties that have been declared a presidential disaster area under the Robert T. Stafford Disaster Relief and Emergency Assistance Act in the calendar year prior to the application due date. There are currently no presidentially declared disaster areas in Tennessee.

5. MATCH

Up to 15 points

THDA shall award up to 30 points to applications that include a committed contribution of eligible match resources towards the project implementation. A commitment of eligible match contribution from an external source must be documented in the application from the source providing the contribution. To determine the points awarded, THDA will not round the percentage calculated.

- The project's sources include an eligible HOME match contribution that is equal to or greater than 15% of the proposed HOME funds to be used for project costs;

15 points

OR

- The project's sources include an eligible HOME match contribution that is equal to or greater than 5% and less than 15% of the proposed HOME funds to be used for project costs;

10 points

OR

- The project's sources include an eligible HOME match contribution that is equal to or greater than 1% and less than 5% of the proposed HOME funds to be used for project costs;

5 points

OR

- The project's sources include an eligible HOME match contribution that is less than 1% of the proposed HOME funds to be used for project costs.

0 points

6. LEVERAGE

Up to 10 points

THDA shall award up to 10 points to applications that include the use of funds from other sources. THDA will award points in this category based on the actual percentage of other funds in the project. Leveraged funds counted in one program year do not qualify again as leverage in subsequent years. In order to receive points, there must be written documentation for the leveraged funds in the application.

7. ENERGY CONSERVATION

Up to 10 points

- a. For acquisition/rehabilitation and sale type homeownership projects, THDA shall award up to 10 points to applications that, to the extent feasible, include at least three energy conservation measures beyond that required by THDA's Design Standards for Rehabilitation in the rehabilitation of each unit.
- b. For new construction homeownership projects, THDA shall award up to 10 points to applications that include at least three energy conservation measures beyond that required by THDA's Design Standards for New Construction.

8. UNIVERSAL DESIGN

Up to 10 points

For new construction or acquisition/rehabilitation type homeownership projects, THDA shall award **up to 10 total points** to applications that include additional identified universal design features in each unit. Points will be awarded based on the schedule below.

Item "a" is worth (4) points. All other items are worth (1) point each. **The maximum number of points that can be awarded under this category is 10.**

- 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 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.
- l. One bathroom on the main floor you can get into in a wheelchair.