

Ralph M. Perrey, Executive Director



**TENNESSEE RENOVATION LOAN PROGRAM GUIDE
REVISION 2**

December 1, 2018

Remove and Discard:

Replace with Enclosed:

Page 10.....Page 10 (December 2018)

EFFECT OF CHANGE:

Effective December 1, 2018, the following changes are made to the Tennessee Renovation Loan Program Guide:

- Increase in TRLP Participant Administrative Fee (Page 10)



Andrew Jackson Building Third Floor - 502 Deaderick St. - Nashville, TN 37243
THDA.org - (615) 815-2200 - Toll Free: 800-228-THDA

THDA is an equal opportunity, equal access, affirmative action employer.



3.2 TRLP PARTICIPANT SELECTION PROCESS

A Review Committee, including THDA staff from Internal Audit, Finance, Legal, and Single Family Divisions, will meet on an as-needed basis to review and evaluate TRLP Participant Applications for agencies that do not have a history of working with THDA. The Review Committee will discuss each application and factors deemed relevant. Each applicant will be informed of the Review Committee's decision via email.

Access to submit loans electronically will be provided to the TRLP Participant upon approval.

3.3 TRLP PARTICIPANT WORKING AGREEMENT

The written agreement between a TRLP Participant and THDA, which must be executed before any loan applications will be accepted by THDA for processing (the "Working Agreement"), contains the basic contractual agreements between the TRLP Participant and THDA. The Working Agreement sets forth general terms under which the TRLP Participant is authorized to act on behalf of THDA.

3.4 TRLP PARTICIPANT COMPENSATION

TRLP Participants will earn an Administrative Fee of \$2,500 for each loan funded by THDA. The Administrative Fee will be disbursed after THDA receives a copy of the final inspection report evidencing repair activities were complete.

3.5 TRLP PARTICIPANT OBLIGATIONS

TRLP Participants shall originate and process the Tennessee Renovation Loans strictly in accordance with the requirements set forth in this Program Guide. THDA will review the TRLP Loans to determine if they meet the TRLP requirements and will issue all approvals or denials.

All Tennessee Renovation Loans shall be originated, processed, and closed for eligible homeowners making improvements or rehabilitation to their primary residence. TRLP Participant shall determine applicant eligibility for each Tennessee Renovation Loan submission in accordance with Section 5.1.

1. The TRLP Participant shall:
 - (a) Include provisions for supportive services to the eligible homeowner;
 - (b) Include locally owned business enterprises as contractors;
 - (c) Include minority and female contractors in solicitations for bids;
 - (d) Obtain a physical inspection of the primary residence that describes all of the eligible activities necessary for the subject property, prior to submitting the TRLP Loan Application;
 - (e) Obtain at least two bids for the proposed eligible activities, each of which must specify a dollar amount for 100% completion of the proposed eligible activities;
 - (f) Ensure all proposed eligible activities are included on the bids; and