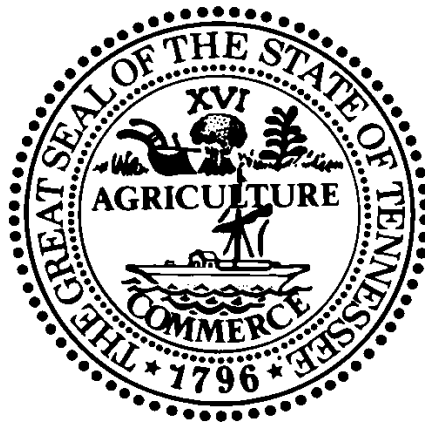


STATE OF TENNESSEE

FISCAL YEAR 2019-20 ANNUAL ACTION PLAN

FOR HOUSING AND COMMUNITY DEVELOPMENT PROGRAMS



TENNESSEE HOUSING DEVELOPMENT AGENCY

TENNESSEE DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT

TENNESSEE DEPARTMENT OF HEALTH

# State of Tennessee

## 2019-20 Annual Action Plan

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### Executive Summary

The Annual Action Plan serves as the State of Tennessee's annual application to the U.S. Department of Housing and Urban Development (HUD) for the funding of HUD's five formula grant programs: Community Development Block Grant (CDBG), HOME Investment Partnerships Program (HOME), Emergency Solutions Grant (ESG), Housing Trust Fund (HTF), and Housing Opportunities for Persons Living with AIDS (HOPWA) Program. The 2019-20 Action Plan describes actions on behalf of the State of Tennessee to administer and implement the Consolidated Plan grant programs during the Program Year beginning July 1, 2019 through June 30, 2020.

The State of Tennessee was awarded \$48,588,073 for 2019-20. The names of the grant programs, the administering state agencies, and the allocations are listed below.

- Community Development Block Grant (CDBG) administered by the Tennessee Department of Economic and Community Development (ECD), allocation: \$27,760,023
- HOME Investment Partnerships Program (HOME) administered by Tennessee Housing Development Agency (THDA), allocation: \$12,960,298
- Housing Trust Fund (HTF) administered by THDA, allocation: \$3,377,390
- Emergency Solutions Grant (ESG) administered by THDA, allocation: \$3,085,852
- Housing Opportunities for Persons with AIDS (HOPWA) Program administered by the Tennessee Department of Health (DOH), allocation: \$1,404,510

The Annual Action Plan describes the amounts and source of the five formula grant funds expected to be made available during Program Year 2019-20 and discusses the methods by which funds will be distributed to eligible applicants by the administering agencies. Funds are made available either through a competitive grant process, through a formula basis, or in some cases, both. Also discussed are other federal and non-federal resources administered by THDA and include: Section 8 Housing Choice Voucher Program, Section 8 Contract Administration, the Low Income Housing Tax Credit Program (LIHTC), the Tennessee Housing Trust Fund, the Community Investment Tax Credit (CITC) Program, and the Homeownership Programs.

### Summarize the objectives and outcomes identified in the Plan

Also contained in the 2019-20 Annual Action Plan are the specific goals the administering agencies, known collectively as the Consolidated Planning Partners, hope to accomplish in the coming year, as they relate to the five-year Consolidated Plan, and the goal outcome indicators by which the

administering agencies will measure performance. The specific goals of the 2015-19 Consolidated Plan are:

1. Create and maintain affordable rental and homeownership stock with the construction of new affordable housing, rehabilitate existing affordable housing, provide down-payment assistance, and provide tenant-based rental assistance to eligible populations.
2. Support homeless facilities to ensure they can continue to meet the needs of Tennessee's homeless population and provide resources to support those who are homeless or at risk of homelessness.
3. Provide resources to preserve affordable housing options for those persons with HIV/AIDS.
4. Provide resources to cities and communities to update and repair water and sewer systems. Also, create the base of infrastructure that will provide for a high quality of life for individuals, productive capacity for communities, and that will support economic development.
5. Provide communities with resources to revitalize public and community infrastructure and assets to improve the livability of communities.
6. Provide resources to cities and communities to support job creation, job training, and other job related opportunities.
7. Deliver community development programs in a manner that provides maximum assistance not only to economically disadvantaged individuals, but also to economically disadvantaged or low-to moderate-income areas of the state.
8. Affirmatively further fair housing by providing training and technical assistance to communities, organizations, realtors, lenders, and other stakeholders. Also provide fair housing counseling, outreach, and education to households, organizations, realtors, lenders, and other stakeholders.

For each of the eight goals, action steps were developed in the five-year Consolidated Plan, designed to address these goals. The action steps and the ways in which each of the programs propose to address the goals are also discussed. The Consolidated Planning Partners have developed planning documents, included in the appendix of the Annual Action Plan, to better link HUD's grant objectives to the State of Tennessee's objectives, action steps, activities, and performance measures.

### **Evaluation of past performance**

This is an evaluation of past performance that helped lead the grantee to choose its goals or projects.

The state is currently implementing the FY 2018-19 Annual Action Plan with a combined allocation of \$49,739,134. Accomplishments for the FY 2018-19 Annual Action Plan will be reported in the FY 2018-19 *Consolidated Annual Performance and Evaluation Report (CAPER)* in September 2019. The FY 2017-18 CAPER reflects the performance and accomplishments with FY 2017-18 program funding. In FY 2017-18, CDBG, HOME, HTF, ESG, and HOPWA programs received a combined allocation of \$42,457,939. Accomplishments during FY 2017-18 include:

- HOPWA – The Tennessee Department of Health (DOH) expended \$1,036,156.45 to seven project sponsors across the state that directly administer the program and for State of Tennessee administrative activities. HOPWA funds are used to provide assistance in the following five categories: housing information services, housing assistance, supportive services, permanent housing placement, and ongoing housing assessment plans. The HOPWA program reported activity for 637 households in need of HOPWA services.
- CDBG – A total of 83 contracts were awarded to city governments, county governments, and other subrecipients totaling expenditures of \$41,382,807. This amount included the FY 2017-18 award amount plus additional funds that were recaptured, unspent funds from completed projects from previous years, CDBG loan repayment funds from the CDBG Economic Development Loan Program, and a portion of unexpended CDBG funds. A total of 334,827 low- and moderate-income (LMI) persons were assisted.
- HOME – In total, Tennessee Housing Development Agency (THDA) expended \$7,694,398 in program funds during FY 2017-18. A total of 186 housing units were assisted with HOME dollars, which were funded by previous allocations but completed during FY 2017-18. Out of the 186 households assisted during the reporting period, 57 were extremely low-income, 53 were considered very low-income, and 76 were considered low-income.
- HTF – In 2017-2018 the Housing Trust Fund had not yet expended any program funds.
- ESG – A total of \$2,946,570 was expended through the ESG program for this reporting period. ESG contracts were awarded to 30 agencies and cities during this reporting period. Total ESG funding during the reporting period assisted more than 6,904 low-, very low-, and extremely low-income persons. Of the ESG beneficiaries that reported their status, 368 were veterans, 289 were chronically homeless, 1,737 were children, and 1,038 were fleeing domestic violence.

## **Summary of Citizen Participation Process and consultation process**

Summary from citizen participation section of plan.

The State solicited public input during the public comment period of March 21 through April 22, 2019. The State of Tennessee solicited citizen participation using email invitations, newsletters, and postings to state websites, development district websites, and social media (Facebook and Twitter). Public notices were translated into Spanish, Arabic, Somali, Burmese, Bosnian, Vietnamese, Badini, and Sorani. Additional accommodations such as translation services into other languages or interpreter services for persons with disabilities were available upon request. Public notices informing communities of the public comment period were also published in the following newspapers:

- Chattanooga Times Free Press – Chattanooga
- The Commercial Appeal – Memphis
- El Crucero de Tennessee – Nashville
- Herald-Citizen – Cookeville
- The Daily Herald - Columbia



- The Jackson Sun – Jackson
- Johnson City Press- Johnson City
- Knoxville News Sentinel – Knoxville
- La Campana – Franklin
- La Presnsa Latina – Memphis
- The Leaf Chronicle – Clarksville
- State Gazette – Dyersburg
- The Tennessean – Nashville

In addition to publicizing the Annual Action Plan, the TDHA Board of Directors discuss and vote on program descriptions for each THDA-administered program. These meetings are open and available to the public.

### **Summary of Public Comments**

The State of Tennessee received 10 comments during the public comment period running March 21 through April 22, 2019. The state received the comments electronically via a Survey Monkey form that which was translated into Spanish, Arabic, Somali, Burmese, Bosnian, Vietnamese, Badini, and Sorani. The form was accessible through a link in public notices placed on the THDA, Department of Economic and Community Development, and Department of Health’s websites, as well as other partner websites, email blasts, newspapers, and social media. Some comments asked about resources available for rural areas or inclusion of additional parameters or clarification in current programs. Most of the comments related to rental housing.

### **Summary of comments or views not accepted and the reasons for not accepting them**

The State of Tennessee accepted all responses during the public comment period and addressed concerns applicable to the Annual Action Plan throughout the report. Specific comments and State of Tennessee responses are in the appendix of this report.

### **Summary**

Significant efforts were undertaken to obtain public input through postings to state websites, social media, newsletters, and newspaper advertisements. All objectives and goals within the plan address specific priority needs identified by extensive data and the public. The state continues to obtain public input throughout the year to ensure the plan is up to date and continues to address current community needs.

## PR-05 Lead & Responsible Agencies

### Agency/entity responsible for preparing/administering the Consolidated Plan

The following are the agencies/entities responsible for preparing the Consolidated Plan and for administration of each grant program and funding source.

Agency Role	Name	Department/Agency
CDBG Administrator	TENNESSEE	Department of Economic and Community Development
HOPWA Administrator	TENNESSEE	Department of Health
HOME Administrator	TENNESSEE	THDA, Community Programs
ESG Administrator	TENNESSEE	THDA, Community Programs
HTF Administrator	TENNESSEE	THDA, Community Programs

**Table 1 – Responsible Agencies**

While the Tennessee Housing Development Agency (THDA) has been designated as the lead agency for Tennessee's Consolidated Planning requirements, all of the administering agencies of the five grant programs participate in the development of the Annual Action Plan and the implementation of their respective programs. The 2019-20 Action Plan represents the cooperation of these agencies in working together to further affordable housing and community development in Tennessee. In addition, the plan is developed in consultation with the citizens of our state. The draft plan is made available for review and public comment, according to the guidelines developed in the five-year Consolidated Plan and our Citizen Participation Plan.

### Consolidated Plan Public Contact Information

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## **AP-10 Consultation**

The State of Tennessee consulted with several local and regional service providers, community organizations, government entities, public and private housing providers, Tennessee Continuum of Care agencies, and residents while developing this annual Action Plan. The consultation process primarily consisted of communication through state websites, social media, newspaper public notices, and email correspondence with these stakeholders. Specifically for the email correspondence with stakeholders, the State of Tennessee included links to the draft Action Plan and sought feedback on specific program modifications, new initiatives, and the funding prioritizations of housing, community, and economic development programs.

### **Provide a concise summary of the state's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies**

All of the above mentioned outreach efforts included staff and representatives from governmental health, mental health, and service agencies. Most specifically, the Department of Health was instrumental in creating our HIV/AIDS assessment and our lead-based poison prevention approach. THDA also serves on several councils and coordinating bodies to ensure cohesive action with respect to housing and other policy areas, including Tennessee Council on Developmental Disabilities, the Mental Health Policy and Planning Council, the Resilience Council, the Livability Collaborative, the Tennessee Affordable Housing Coalition, the Inter-agency Task Force on Homelessness, the Housing and Health Collaboration, and the Housing and Aging Collaboration.

### **Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness**

THDA administers the Emergency Solutions Grant (ESG) contracts in areas of the state outside the ESG entitlement areas of Chattanooga, Memphis, and Nashville. Therefore, THDA coordinates ESG program implementation with seven of the 10 Continuum of Care (CoC) in Tennessee. Because service delivery structure and the extent of homelessness differ regionally throughout Tennessee, THDA works with local continua regularly while administering the ESG Program. As part of the ESG application review process, THDA coordinates with each Continuum to receive input on each applicant, including the applicant's participation in meetings and activities of the Continuum. THDA also requires the applicant's participation in the Coordinated Entry process and use of the HMIS of the CoC.

In 2018, THDA funded one CoC, the Tennessee Valley Coalition to End Homelessness, in the Built for Zero initiative operated by Community Solutions so that they may develop or further refine their strategies to achieve functional zero of homeless veterans in their Continuum. THDA is a member of

numerous consortia that assist low-income households and those who are experiencing homelessness in Tennessee. THDA coordinates with these groups to help align services regionally. Specific to the Consolidated Plan and Action Plan, in 2015 THDA communicated with these groups through focus groups and presentations at local events to better understand the needs of the homeless population to include in the Consolidated Plan and Action Plan.

In the development of the 2019-2020 Annual Action Plan, the state sent out a survey asking the CoCs for feedback on their processes, partnerships, challenges, and needs. Five CoCs responded with this information including ways THDA can better help support them throughout the year. Some of the CoCs asked for HMIS and coordinated entry assistance. We will keep these comments in mind when further planning for the 2019-20 program year.

**Describe consultation with the Continuum(s) of Care that serves the State in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS**

As previously mentioned, THDA administers the Emergency Solutions Grant (ESG) contracts in areas of the state outside the ESG entitlement areas of Chattanooga, Memphis, and Nashville. Therefore, THDA coordinates ESG program implementation with seven of the 10 Continuum of Care in Tennessee. THDA regularly attends CoC meetings and works closely with the CoC to administer the ESG program and address service gaps to homeless populations.

THDA meets with CoCs many times officially and unofficially during the year. Over the last year, THDA has helped CoCs reorganize and better train interested agencies. Through workshops, trainings, and other communications, THDA requested feedback from the CoCs during the public comment period for the reporting period of this Action Plan.

As stated above, the state sent out a survey asking the CoCs for feedback on their processes, partnerships, challenges, and needs. Five of the seven non-entitlement area CoCs responded with this information including ways THDA can better help support them throughout the year. Some of the CoCs asked for HMIS and coordinated entry assistance. We will keep these comments in mind when further planning for the 2019-20 program year.

**Agencies, groups, organizations and others who participated in the process and consultations**

**Table 2 – Agencies, groups, organizations who participated**

1	<b>Agency/Group/Organization</b>	HABITAT FOR HUMANITY OF GREATER NASHVILLE
	<b>Agency/Group/Organization Type</b>	Services - Housing
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Through the Housing Needs Assessment / Survey and presentation
2	<b>Agency/Group/Organization</b>	TN Commission on Aging and Disability
	<b>Agency/Group/Organization Type</b>	Other government - State
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Non-Homeless Special Needs Market Analysis
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Through the Housing Needs Assessment / Survey and focus group
3	<b>Agency/Group/Organization</b>	TN Council on Developmental Disabilities
	<b>Agency/Group/Organization Type</b>	Other government - State
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Non-Homeless Special Needs Market Analysis
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Through the Housing Needs Assessment / Survey and focus group
4	<b>Agency/Group/Organization</b>	Tennessee Department of Mental Health and Substance Abuse Services
	<b>Agency/Group/Organization Type</b>	Other government - State

	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Market Analysis
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Through the Housing Needs Assessment / Survey and focus group

### Identify any Agency Types not consulted and provide rationale for not consulting

The State of Tennessee consulted with, or contacted to request comments and input, all relevant agencies.

### Other local/regional/state/federal planning efforts considered when preparing the Plan

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care		
Tennessee Labor Education Alignment Program (LEAP)	Tennessee State Legislature	The goals of improving the workforce and infrastructure within the state overlap with LEAP's goal to address ongoing problems with poor alignment among key stakeholders in the state's education and workforce development systems.

**Table 3 - Other local / regional / federal planning efforts**

## **AP-12 Participation**

### **Summary of citizen participation process/Efforts made to broaden citizen participation Summarize citizen participation process and how it impacted goal-setting**

The State of Tennessee solicited citizen participation through the use of email correspondence, postings to state and development district websites, and social media accounts (Facebook and Twitter). The state also published newspaper public notices in English and Spanish to inform citizens of the public comment period for the Action Plan. Public notices informing citizens of the public comment period were published in the following newspapers:

- Chattanooga Times Free Press – Chattanooga
- The Commercial Appeal – Memphis
- El Crucero de Tennessee – Nashville
- Herald-Citizen – Cookeville
- The Daily Herald - Columbia
- The Jackson Sun – Jackson
- Johnson City Press – Johnson City
- Knoxville News Sentinel – Knoxville
- La Campana – Franklin
- La Prensa Latina – Memphis
- The Leaf-Chronicle – Clarksville
- State Gazette – Dyersburg
- The Tennessean - Nashville

The Annual Action Plan public comment period coincided with Fair Housing Month and preliminary announcements about the forthcoming public outreach for the Analysis of Impediments to Fair Housing Choice (AI). Flyers with the public notices were handed out at multiple Fair Housing conferences and meetings across the State and sign ups were available to get more information about the AI.

The State of Tennessee received 10 comments during the public comment period running from March 21 – April 22, 2019. The state received the comments electronically via a Survey Monkey form that was translated into Spanish, Arabic, Somali, Burmese, Bosnian, Vietnamese, Badini, and Sorani. The form was accessible through a link on the THDA, Development Districts, Department of Economic and Community Development, and Department of Health’s websites. Accommodations such as translation services or interpreter services for persons with disabilities were available upon request. A full list of questions and responses are included in the appendix.

## Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	Newspaper Ad	Non-targeted/broad community	Newspaper ad was published in the Chattanooga Times Free Press.	No comments were received.	N/A	
2	Newspaper Ad	Non-targeted/broad community	Newspaper ad was published in The Commercial Appeal in Memphis TN.	No comments were received.	N/A	
3	Newspaper Ad	Non-English Speaking - Specify other language: Spanish	Newspaper ad was published in El Crucero De Tennessee in Nashville	No comments were received.	N/A	
4	Newspaper Ad	Non-targeted/broad community	Newspaper ad was published in Herald-Citizen in Cookeville TN.	No comments were received.	N/A	
5	Newspaper Ad	Non-targeted/broad community	Newspaper ad was published in The Jackson Sun in Jackson TN.	No comments were received.	N/A	
6	Newspaper Ad	Non-targeted/broad community	Newspaper ad was published in Johnson City Press in Johnson City TN.	No comments were received.	N/A	
7	Newspaper Ad	Non-targeted/broad community	Newspaper ad was published in Knoxville News Sentinel in Knoxville TN	No comments were received.	N/A	



<b>Sort Order</b>	<b>Mode of Outreach</b>	<b>Target of Outreach</b>	<b>Summary of response/attendance</b>	<b>Summary of comments received</b>	<b>Summary of comments not accepted and reasons</b>	<b>URL (If applicable)</b>
8	Newspaper Ad	Non-English Speaking - Specify other language: Spanish	Newspaper ad was published in La Campana in Franklin TN	No comments were received.	N/A	
9	Newspaper Ad	Non-English Speaking - Specify other language: Spanish	Newspaper ad was published in La Prensa Latina in Memphis TN	No comments were received.	N/A	
10	Newspaper Ad	Non-targeted/broad community	Newspaper ad was published in The Leaf-Chronicle in Clarksville TN	No comments were received.	N/A	
11	Newspaper Ad	Non-targeted/broad community	Newspaper ad was published in State Gazette in Dyersburg TN	No comments were received.	N/A	
12	Newspaper Ad	Non-targeted/broad community	Newspaper ad was published in The Tennessean in Nashville TN	No comments were received.	N/A	
13	Newspaper Ad	Non-targeted/broad community	Newspaper ad was published in The Daily Herald in Columbia TN	No comments were received.	N/A	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
14	Internet Outreach	Non-targeted/broad community	Public notice published on State of Tennessee websites: THDA, DOH, ECD	10 comments were received and accepted. A full summary is included in the appendix.	N/A	<a href="https://thda.org/about-thda/public-notice-and-comment">https://thda.org/about-thda/public-notice-and-comment</a>

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
15	Internet Outreach	Non-targeted/broad community	Public notice published on each Tennessee Development District website	No comments were received.	N/A	<p>NWTDD  <a href="https://nwtdd.org/nwtdd/regional-planning/affordable-housing-programs/">https://nwtdd.org/nwtdd/regional-planning/affordable-housing-programs/</a></p> <p>MAAG  <a href="https://maagov.org/community-development/housing/housing-trust-fund-survey-information/">https://maagov.org/community-development/housing/housing-trust-fund-survey-information/</a></p> <p>SWTDD (under THDA)  <a href="https://swtdd.org/economic-community-development/">https://swtdd.org/economic-community-development/</a></p> <p>GNRC  <a href="https://www.gnrc.org/news-events/">https://www.gnrc.org/news-events/</a></p> <p>SCTDD  <a href="http://sctdd.org/content/comdev/php/index.php?page=4">http://sctdd.org/content/comdev/php/index.php?page=4</a></p> <p>UCDD  <a href="http://ucdd.org/news/">http://ucdd.org/news/</a></p> <p>SETDD  <a href="http://www.sedev.org/housing-program/">http://www.sedev.org/housing-program/</a></p> <p>FTDD  <a href="http://www.ftdd.org/public-notice/">http://www.ftdd.org/public-notice/</a></p> <p>ETDD  <a href="http://www.etdd.org/services/community-development/housing/">http://www.etdd.org/services/community-development/housing/</a></p>

**Table 4 – Citizen Participation Outreach**

## Expected Resources

The following table summarizes the anticipated resources, broken down by program type, allocated by the State of Tennessee during year five of the Consolidated Plan's planning period (FY 2015-2019).

### Anticipated Resources

Program	Uses of Funds	Expected Amount Available Year 5				Narrative Description
		Annual Allocation: \$	Program Income: \$	Prior Year Resources :\$	Total: \$	
CDBG	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	27,437,829	0	1,374,295	28,812,124	TNECD (Tennessee Economic and Community Development) receives CDBG funds for the non-entitlement areas of the state. These funds and any program income or recovered funds are used primarily for public facility projects across the state. Program income will be applied to the funding of additional regular round activities. At least \$1,000,000 of recovered funds from prior activities will be held for funding imminent threat projects during the year. At the end of the year excessive balances will be allocated for use in the next program year.
HOME	Homeowner rehabilitation; Down Payment assistance; and the Development of housing for sale to low and moderate income home buyers.	12,960,298	200,000	9,000,000	22,160,298	THDA receives HOME funds for the cities, counties and nonprofits outside of local participating jurisdictions (PJs) and for CHDO organizations statewide. The funds and any program income or recovered funds are used to promote the production, preservation and rehabilitation of single family housing for low-income households.
HOPWA	Permanent housing in facilities Permanent housing placement Short term or transitional housing facilities STRMU Supportive services TBRA	1,404,510	0	61,155	1,465,665	TDOH receives HOPWA funds for housing activities that benefit low-income persons living with HIV/AIDS and their families.

Program	Uses of Funds	Expected Amount Available Year 5				Narrative Description
		Annual Allocation: \$	Program Income: \$	Prior Year Resources :\$	Total: \$	
ESG	Conversion and rehab for transitional housing Financial Assistance Overnight shelter Rapid re-housing (rental assistance) Rental Assistance Services Transitional housing	3,085,852	0	130,852	3,216,704	THDA receives ESG funds to provide the services necessary to help homeless persons or those at risk of being homeless quickly regain stability in permanent housing after experiencing a housing crisis and/or homelessness.
Housing Trust Fund	Multifamily rental new construction Multifamily rental rehab	3,377,390	0	0	3,377,390	The Housing Trust Fund (HTF) is an affordable housing production program that complements federal, state and local efforts to increase and preserve the supply of decent, safe, and sanitary affordable housing for extremely low- and very low-income households, including homeless families.
LIHTC	Acquisition Multifamily rental new construction Multifamily rental rehab	170,000,00 0	0	0	170,000,00 0	The LIHTC program allocates federal tax credits to developers of low income rental housing. Allocations are made on the front end for 10 years. The dollars reflected are the 10-year values of the allocations to be made during the ConPlan period.
Other – CDBG-DR	Acquisition Economic Development Homeowner rehab Housing Public Improvements Other	0	0	0	0	Funding from 2008, 2010 and 2013 disasters were provided to TN, totaling \$137,234,407. TNECD has closed the 2008 disaster grant (B-08-DI-47-0001). The 2010 disaster grant (B-10-DF-47-0001) is in the process of closing out. TNECD was also awarded \$44,502,374 as a recipient of the CDBG-NDR grant (B-13-DS-47-0002), and plans to have the funds expended by September 30, 2022.  All DR resources were committed prior to the 2019-20 funding cycle.
Other	Other	320,000	0	0	320,000	Leveraged Ryan White funds.

Program	Uses of Funds	Expected Amount Available Year 5				Narrative Description
		Annual Allocation: \$	Program Income: \$	Prior Year Resources :\$	Total: \$	
Other	Rental Assistance	172,100,000	0	0	172,100,000	The Section 8 Contract Administration Division of THDA administers the Project Based Section 8 Rental Assistance Program. THDA administers the Section 8 Housing Assistance Payments (HAP) Contracts and is responsible for approving and making the monthly payment to property owners throughout the state. At the end of calendar year 2018, the Division had 373 contracts, representing 28,515 units, and monthly HAPs averaging approximately \$15.5 million per month.
Other	Homebuyer Education	249,296	0	0	249,296	THDA requires homebuyer education for our home loan programs and encourages it for everyone considering homeownership. The purpose of homebuyer education is not only to assist people with purchasing homes, but also to help them become successful homeowners. THDA provides approved local nonprofit organizations and UT Extension agents with materials to teach first-time homebuyer education classes and hosts certification training for homebuyer education providers. In FY 18-19 THDA hired three new HUD certified counselors to provide foreclosure prevention counseling and assist with homebuyer education activities.
Other	Homeowner rehab Multifamily rental new construction Multifamily rental rehab New construction for ownership Short term or transitional housing facilities Transitional housing	8,500,000	0	0	8,500,000	The Tennessee Housing Trust Fund (THTF) funds six programs to address unmet housing needs in Tennessee. The Competitive Grants program targets rental housing needs across the state for low-, very low-, and extremely low-income residents. Other programs provide housing modifications for persons with disabilities, home repair for the elderly and disabled, new home construction and purchase for low income Tennesseans, and assistance for communities impacted by weather related incidents.

Program	Uses of Funds	Expected Amount Available Year 5				Narrative Description
		Annual Allocation: \$	Program Income: \$	Prior Year Resources : \$	Total: \$	
Other	Other	4,000,000	0	0	0	CITC - Financial institutions may obtain a credit against the franchise and excise tax liability when qualified loans, investments, grants, or contributions are extended to eligible nonprofit organizations, development districts, public housing authorities, or THDA for activities that create or preserve affordable housing, help low-income Tennesseans obtain affordable housing, or activities that help build the capacity of eligible nonprofit organizations who provide housing opportunities for low income Tennesseans.
Other	Rental Assistance	36,291,078	0	0	36,291,078	The Housing Choice Voucher (HCV) program provides monthly rental assistance to eligible participants who are elderly, disabled, or of very low income.

**Table 5 - Expected Resources – Priority Table**

**Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied**

HOME Investment Partnerships Program: For HOME, THDA includes a scoring item that encourages the submission of applications that include match resources eligible under the federal HOME program regulations. Up to 20 points are available for applications from local governments and non-profits and up to 15 points for applications from CHDOs that will contribute eligible match resources to assist the State in meeting its required match obligations. Although no local match is required from applicants, THDA will also count toward its matching requirement any nonfederal project funds that qualify as match under the HOME rule. Finally, THDA will draw upon excess match contributions to meet its match liability generated during the program year. In the scoring matrix, any project that has leveraged funds will receive additional points.

Emergency Solutions Grant Program (ESG): The ESG program requires that grantees provide a dollar for dollar match for ESG funds. Each grantee must provide a certification of matching funds. All grantees must supplement their ESG funds with equal amounts of funds or in-kind support from non-ESG sources. Certain other federal grants contain language that may prohibit their being used as a match. Matching funds or in-kind support must be provided after the date of the grant award to the recipient and within the period of the ESG contract with THDA. The recipient may not include funds used to match any previous ESG grant.

Housing Opportunities for Persons with AIDS/HIV (HOPWA): HOPWA does not require a match for their grants.

Housing Trust Fund (HTF): THDA will provide a preference for applications that include the use of non-THDA, federal and non-federal resources towards the development of the housing. THDA will not consider rental assistance provided for the purposes of this category. THDA will award points based on the actual percentage of other non-THDA funds in the project against the total development costs of the project. In order to receive points, written documentation committing the non-THDA funds must be included in the application.

**If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan**

The TN CDBG program awards many projects each year that will be completed on publicly-owned property, particularly water and sewer system improvement projects where work is often done at water and wastewater treatment plants or other similar properties.



## Annual Goals and Objectives

Goal Name	Category	Needs Addressed	Funding	Goal Outcome Indicator
Creation and preservation of affordable housing	Affordable Housing	Fair housing Infrastructure, disinvestment, disaster recovery Limited housing opportunities	CDBG: \$1,050,723 HOME: \$12,960,298 Housing Trust Fund: \$3,377,390 LIHTC: \$170,000,000 Community Investment Tax Credits: \$4,000,000 Homebuyer Education: \$249,296 Housing Choice Vouchers: \$36,291,078 Section 8 Project Based Contract Administration: \$172,100,000 Tennessee Housing Trust Fund: \$8,500,000	Housing Trust Fund 7. Rental units constructed (Household Housing Units): 40 8. Rental units rehabilitated (Household Housing Units): 8  HOME 8. Rental units rehabilitated (Household Housing Units): 90 9. Homeowner Housing Added (Household Housing Units): 24 10. Homeowner Housing Rehabilitated (Household Housing Units): 153 11. Direct Financial Assistance to Homebuyers (Households Assisted): 13 12. Tenant-based rental assistance / Rapid Rehousing (Households Assisted): 150  TN HTF 7. Rental units constructed (Household Housing Units): 141 8. Rental units rehabilitated (Household Housing Units): 27 9. Homeowner Housing Added (Household Housing Units): 30 10. Homeowner Housing Rehabilitated (Household Housing Units): 315  HCV 12. Tenant-based rental assistance / Rapid Rehousing (Households Assisted): 6149 plus 149 mainstream vouchers  CITC 7. Rental units constructed (Household Housing Units): 346 8. Rental units rehabilitated (Household Housing Units): 771 9. Homeowner Housing Added (Household Housing Units): 30 10. Homeowner Housing Rehabilitated (Household Housing Units): 7 11. Direct Financial Assistance to Homebuyers (Households Assisted): 98  Homebuyer Education 11. Direct Financial Assistance to Homebuyers (Households Assisted): 3,500 Other: 24  LIHTC 7. Rental units constructed (Household Housing Unit): 950 8. Rental units rehabilitated (Household Housing Unit): 870
Preserve homeless facilities & supportive services	Homeless	Limited housing opportunities	ESG: \$3,085,852	Tenant-based rental assistance / Rapid Rehousing (Households Assisted): 3,300 Homeless Person Overnight Shelter (Persons Assisted): 6,375 Homelessness Prevention (Persons Assisted): 1,200

Goal Name	Category	Needs Addressed	Funding	Goal Outcome Indicator
Preserve housing for persons with AIDS/HIV	Affordable Housing Non-Homeless Special Needs	Fair housing Limited housing opportunities Limited non-housing supportive services	HOPWA: \$1,404,510	Tenant-based rental assistance / Rapid Rehousing (Households Assisted): 14 Overnight/Emergency Shelter/Transitional Housing Beds added (beds): 12 Jobs created/retained: 47 Housing for People with HIV/AIDS added (Household Housing Unit): 102 HIV/AIDS Housing Operations (Household Housing Unit): 469 Other: 590
Physical infrastructure development	Non-Housing Community Development	Fair housing Infrastructure, disinvestment, disaster recovery	CDBG: \$21,063,000	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit (Persons Assisted): 350,000
Revitalize disinvested areas & improve livability	Non-Housing Community Development	Infrastructure, disinvestment, disaster recovery	CDBG: \$4,712,000	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit (Persons Assisted): 180,000
TA, Job/Business Development, Administration	Non-Housing Community Development	Infrastructure, disinvestment, disaster recovery Limited non-housing supportive services	CDBG: \$932,800	
Target economic distress	Non-Housing Community Development	Infrastructure, disinvestment, disaster recovery	CDBG: \$0	Note: this goal was addressed in prior years
Fair housing	Affordable Housing Public Housing Homeless	Fair housing Limited housing opportunities	CDBG: \$1,500 HOME: \$3,000 Homebuyer Education: \$275,000	HOPWA: 16. Jobs created/retained (Jobs): 20

**Table 6 – Goals Summary**

## Goal Descriptions

1	<b>Goal Name</b>	Creation and preservation of affordable housing
	<b>Goal Description</b>	Create and maintain affordable rental and homeownership stock with the construction of new affordable housing, rehabilitate existing affordable housing, provide down payment assistance and provide tenant-based rental assistance to eligible populations.
2	<b>Goal Name</b>	Preserve homeless facilities & supportive services
	<b>Goal Description</b>	Preserve homeless facilities to ensure they can continue to meet the needs of Tennessee's homeless population and provide resources to support those who are homeless or at risk of homelessness.
3	<b>Goal Name</b>	Preserve housing for persons with AIDS/HIV
	<b>Goal Description</b>	<p>The State of TN HOPWA program is administered by the Tennessee Department of Health who provides four major programs to preserve housing for persons with HIV/AIDS. In FY 2019-20, the State of TN HOPWA program will assist an estimated 300 households to access or maintain housing. In addition, the State's goal is to improve access to care and support, including the following supportive services: mental health, transportation, nutritional, housing information system, and non-case management services. HOPWA has five major programs through which they provide services:</p> <ul style="list-style-type: none"> <li>- Short term rent, mortgage and utility assistance (STRMU) provides short term assistance to maintain a stable living environment for households who are experiencing a financial crisis and the potential loss of their housing arrangement.</li> <li>- Tenant Based Rental Assistance (TBRA) provides assistance to eligible clients and their beneficiaries until they are able to secure affordable and stable housing.</li> <li>- Supportive Services include dental, nutrition, transportation, case management, housing, alcohol and drug abuse services, advocacy, child care, employment assistance, life skills, emergency assistance for payment of utility bills, and other services.</li> <li>- The Permanent Housing Placement program helps clients with costs related to application fees, credit checks, and reasonable security deposits.</li> <li>- Short Term Transitional facilities (Emergency housing – hotel/motel voucher)</li> </ul> <p>Housing Information System- Assisting clients in finding housing, brochures, fair housing info and landlord and tenant act info, etc.</p> <p>In FY 2019-20, the State of TN HOPWA program will assist 20 households with FBH-Transitional/Short-term Facilities to house clients in emergency shelters using the Hotel/Motel Voucher. In addition to the above aforementioned HOPWA services,</p>

		the State of TN HOPWA program will begin to offer Housing Information Systems, which allows staff to compile a resource database to assist eligible households as well as clients who are not eligible due to living in section 8 housing but need additional housing resources, fair housing information, or other resources which HOPWA will use leveraged funds to provide. When applicable, the 7 regional HOPWA project sponsors (Chattanooga CARES/CEMPA, Columbia CARES, Nashville CARES, Positively Living, Frontier- Hope of Tennessee, WTLS-West Tennessee Legal Services, UCHRA-Upper Cumberland Human Resource Agency) will leverage resources using Ryan White Part B (payer of last resort) and other federal, state, local and private and in-kind resources for the provision of HIV/AIDS housing services to HOPWA clients.
4	<b>Goal Name</b>	Physical infrastructure development
	<b>Goal Description</b>	Provide resources to cities and communities to update and repair water and sewer systems. Also, create the base of infrastructure that will provide for a high quality of life for individuals, productive capacity for communities, and that will support economic development.
5	<b>Goal Name</b>	Revitalize disinvested areas & improve livability
	<b>Goal Description</b>	Provide communities with resources to revitalize public and community infrastructure and assets to improve the livability of communities.
6	<b>Goal Name</b>	TA, Job/Business Development, Administration
	<b>Goal Description</b>	Provide resources to cities and communities to support job creation, job training, and other job related opportunities.
7	<b>Goal Name</b>	Target economic distress
	<b>Goal Description</b>	Deliver community development programs in a manner that provides maximum assistance not only to economically disadvantaged individuals, but also to economically disadvantaged or low- to moderate-income areas of the state.  Note: This goal was addressed in prior years.
8	<b>Goal Name</b>	Fair housing
	<b>Goal Description</b>	Affirmatively furthering fair housing by providing training and technical assistance to communities, organizations, realtors, lenders and other stakeholders. Also provide fair housing counseling, outreach, and education to households, organizations, realtors, lenders and other stakeholders.

**Table 7 – Goal Descriptions**

## AP-25 Allocation Priorities

### Introduction

Tennessee will address the strategic housing and community needs as articulated in the Consolidated Plan through the five Consolidated Planning grants and other resources that the state and HUD provide to address this need.

### Funding Allocation Priorities

	Creation and preservation of affordable housing (%)	Preserve homeless facilities & supportive services (%)	Preserve housing for persons with AIDS/HIV (%)	Physical infrastructure development (%)	Revitalize disinvested areas & improve livability (%)	TA, Job/Business Development, Administration (%)	Target economic distress (%)	Fair housing (%)	Total (%)
CDBG	4	0	0	76	17	3	0	0	100
HOME	99	0	0	0	0	0	0	1	100
HOPWA	0	0	100	0	0	0	0	0	100
ESG	0	99	0	0	0	0	0	1	100
Housing Trust Fund	100	0	0	0	0	0	0	0	100
LIHTC	100	0	0	0	0	0	0	0	100
Other CDBG-DR	0	0	0	0	0	0	0	0	0
Community Investment Tax Credits	100	0	0	0	0	0	0	0	100
Homebuyer Education	50	0	0	0	0	0	0	50	100
Housing Choice Vouchers	100	0	0	0	0	0	0	0	100
Ryan White	0	0	100	0	0	0	0	0	100
Section 8 Project Based Contract Administration	100	0	0	0	0	0	0	0	100
Tennessee Housing Trust Fund	100	0	0	0	0	0	0	0	100

**Table 8 – Funding Allocation Priorities**

### Reasons for Allocation Priorities

Affordable housing and community development are the central needs addressed by the Consolidated Plan. The allocation priorities reflect the deep need for affordable housing in Tennessee both with the HUD resources provided to the state and other state resources dedicated to improving affordability and quality in housing for extremely low-, very low-, low- and moderate-income Tennesseans. As described in the Needs Assessment, Market Analysis, and Housing & Community Needs Survey responses, there is a continuing need for additional affordable housing opportunities across the state.

The majority of Tennessee's housing stock, 35 percent of owner-occupied and 40 percent of renter-occupied housing, was built between 1950 and 1979. Furthermore, 10.3 percent of the total units were built prior to 1950 (ACS 5yr, 2015). Based on the age of most of the housing stock alone, there is a need for rehabilitation of both rental and ownership units. Further, feedback from stakeholders collected in the Housing & Community Needs Survey states a general need for owner- and renter-occupied housing rehabilitation. According to the Housing Affordability table in section MA-15, there were 187,325 renter households with less than 30 percent of AMI in Tennessee from 2007-2011. During the same time period, there were 70,610 rental units affordable to households in this income level (this does not include public housing, HVC, or other subsidized housing). In addition to the general needs for affordable housing, there is a high need for the development, rehabilitation, and provision of associated housing services and facilities for homeless and non-homeless special populations, especially persons with disabilities and rural homeless. As noted in the Needs Assessment of the Consolidated Plan, there are needs for accessible units, homeless facilities, and housing assistance to adequately serve these populations.

Additionally, based on stakeholder and citizen feedback, there is a general need for infrastructure, community facilities, and economic development activities through business assistance and development programs and downtown revitalizations. Many communities in Tennessee have delayed improvements and maintenance to infrastructure and community facilities, heightening the need for these activities. Many communities in Tennessee are still recovering from the economic recession and recent natural disasters, resulting in a need for continued economic development and revitalization activities.

HOPWA: the proposed distribution of funds address all of our priority need housing areas to include but not limited to preserving affordable housing, provide suitable living environments, permanent housing placement- PHP, short term rent, mortgage and utility assistance STRMU, tenant-based rental assistance –TBRA, Supportive Services- SS to the extent that it is driven by applicant demand of these activities and federal and State statutory or regulatory requirements for the use of these funds to prevent and or alleviate homelessness among people living with HIV/AIDS.

### **How will the proposed distribution of funds address the priority needs and specific objectives described in the Consolidated Plan?**

Each of the five Consolidated Planning Programs has its own method of distribution. Each method is intended to ensure that all non-entitlement areas can compete for these funds. Program specific need-

based preferences can be found in these methods of distribution.

Since 2014, Tennessee's HOME Program allows only homeowner rehabilitation, reconstruction and homebuyer down payment assistance in its Urban/Rural allocations and the development of units for homeownership by Community Housing Development Organizations (CHDOs) in its CHDO set-aside. However, THDA will be developing and implementing rental housing development and tenant based rental assistance programs using HOME funds during the program year. Additionally, the Housing Trust Fund and the Tennessee Housing Trust Fund Competitive Grants programs will target households at 30% AMI and 50% AMI, respectively. There is a deep need in all of these types of housing, and the provision of state funds in the rental housing sector is a reflection of our commitment to address each of these needs.

## AP-30 Methods of Distribution

Each of the five Consolidated Planning Programs has its own method of distribution. Each method is intended to ensure that all eligible areas can compete for these funds. Program specific need-based preferences can be found in these methods of distribution.

### Distribution Methods

**Table 9 - Distribution Methods by State Program**

<b>1</b>	<b>State Program Name:</b>	CDBG - Regular Round
	<b>Funding Sources:</b>	CDBG
	<b>Describe the state program addressed by the Method of Distribution.</b>	The State of Tennessee holds an annual round of applications open to all non-entitlement jurisdictions that do not have a grant open at the time of application. A public meeting was held in September of 2018 to discuss the application and award process of the 2019 grants. All local officials from eligible non-entitlement jurisdictions, along with administrators and engineers who frequently work with CDBG projects, were invited to participate and offer comments. More than 50 people were in attendance.
	<b>Describe all of the criteria that will be used to select applications and the relative importance of these criteria.</b>	<p>All applications must meet four criteria, before being scored:</p> <ol style="list-style-type: none"> <li>1. Meet a National Objective</li> <li>2. Be an eligible activity</li> <li>3. Be a non-entitlement jurisdiction</li> <li>4. Be an eligible community development objective</li> </ol> <ul style="list-style-type: none"> <li>• Physical Infrastructure Development - to create the base of infrastructure that will provide for a high quality of life for individuals and productive capacity for communities.</li> <li>• Community Livability Development - to develop an improved community livability by enhancing emergency and protective services or making improvements to the physical environment.</li> <li>• Target Economic Distress - to deliver community development programs in a manner that provides maximum assistance not only to economically disadvantaged individuals, but also to economically disadvantaged areas of the state.</li> <li>• Maximize Grantees - to use the resources available to the state in a manner which will maximize the number of grantees and, therefore, beneficiaries of the programs.</li> </ul>



	<p>For State Fiscal Year 2019-20, applicants may apply for funding from one of five different program categories: Economic Development, Water/Sewer, Housing Rehabilitation, Community Livability and Commercial Façade Improvements. All Urgent Need/Imminent Threat projects must also fall into one of the program categories.</p> <p>Applications are scored based on the following criteria:</p> <ol style="list-style-type: none"> <li>1. Community Need <ul style="list-style-type: none"> <li>• Latest annual county unemployment rate.</li> <li>• Target area/Census tract per capita income</li> <li>• 2007-2016 average county unemployment rate</li> <li>• 2015 5 Year ACS per capita income</li> </ul> </li> <li>2. Project Need: Project need points measure the degree to which there is a need for the project (example: no existing facilities or existing facilities are inadequate). Due to the different types of projects, project need points are structured differently based on project type.</li> <li>3. Project Feasibility: Project Feasibility is not scored and is instead a threshold for water/sewer projects. The feasibility of Community Livability projects are based on 1) quality of design, 2) cost effectiveness, 3) Alternatives, 4) Adequacy of operating budget, 5) Quality of documentation that the project will solve the problem. Housing feasibility is based on the assessment of the amount of work needed as proposed and the magnitude of the problems.</li> <li>4. Project Impact: Project Impact is scored on the CDBG cost per person and the CDBG cost per LMI person (based on county LMI percentage) for all applications. The rate factor is also included for water/sewer applications.</li> <li>5. Project Essentialness: Project essentialness points apply only to community livability projects and are designed to assess the degree to which the project is essential for the maintenance of safe and tolerable living conditions. Scores of three ECD reviewers will be averaged.</li> <li>6. Economic Development: Up to 10 additional points are available to applications that exhibit economic development impacts as a result of the project.</li> </ol>
<p><b>If only summary criteria were described, how can potential applicants access application</b></p>	<p>All CDBG manuals and applications materials are available on the ECD website and by request.</p>

	<b>manuals or other state publications describing the application criteria? (CDBG only)</b>													
	<b>Describe how resources will be allocated among funding categories.</b>	<table><tr><td>Water and Sewer Projects</td><td>\$21,063,000 (76%)</td></tr><tr><td>Community Livability Projects</td><td>\$4,712,000 (17%)</td></tr><tr><td>Housing Projects</td><td>\$1,050,723 (4%)</td></tr><tr><td>Commercial Façade Projects</td><td>\$0 (0%)</td></tr><tr><td>Administration and Tech. Assistance</td><td>\$932,800 (3%)</td></tr><tr><td><b>Total</b></td><td><b>\$27,760,023 (100%)</b></td></tr></table> <p>Program income will be applied to the funding of additional regular round activities. At least \$1,000,000 of recovered funds from prior activities will be held for funding imminent threat projects during the year. At the end of the year, excessive balances will be allocated for use in the next program year.</p>	Water and Sewer Projects	\$21,063,000 (76%)	Community Livability Projects	\$4,712,000 (17%)	Housing Projects	\$1,050,723 (4%)	Commercial Façade Projects	\$0 (0%)	Administration and Tech. Assistance	\$932,800 (3%)	<b>Total</b>	<b>\$27,760,023 (100%)</b>
	Water and Sewer Projects	\$21,063,000 (76%)												
	Community Livability Projects	\$4,712,000 (17%)												
Housing Projects	\$1,050,723 (4%)													
Commercial Façade Projects	\$0 (0%)													
Administration and Tech. Assistance	\$932,800 (3%)													
<b>Total</b>	<b>\$27,760,023 (100%)</b>													
<b>Describe threshold factors and grant size limits.</b>	Community Livability grants have a maximum threshold request of \$300,000. Water, sewer, and housing have thresholds of \$500,000. Commercial Façade grants have a threshold of \$100,000. Community Livability projects have the potential of \$15,000 bonus and water/sewer \$25,000 bonus based on if the applicant is located in a ThreeStar county.													
<b>What are the outcome measures expected as a result of the method of distribution?</b>	Number of projects expected to be completed under each of the activity descriptions based on prior grant years. Additionally, the CDBG program tracks each project upon close as meeting on the following outcome categories: <ul style="list-style-type: none"><li>• Accessibility/Availability</li><li>• Affordability</li><li>• Sustainability</li></ul>													
2	<b>State Program Name:</b>	ESG - Set Aside												
	<b>Funding Sources:</b>	ESG												
	<b>Describe the state program addressed by the Method of</b>	The ESG Program is designed to identify sheltered and unsheltered homeless persons, as well as those at risk of homelessness, and provide the services necessary to help those persons to quickly regain stability in permanent housing after experiencing a housing crisis and/or homelessness. THDA will												

	<b>Distribution.</b>	<p>spend up to 7.5 percent of its ESG allocation for administrative and planning expenses. THDA will share the amount available for administration with selected small city entitlement communities that do not receive their own ESG allocation from HUD as well as other successful local government applicants. Nonprofit agencies are not eligible to receive funds for administration.</p> <p>THDA will allocate \$150,000 each to the cities of Clarksville, Johnson City, Knoxville, and Murfreesboro. Each of these jurisdictions have either recently lost their direct ESG allocation from HUD or are the location of a major entity serving veterans, a key priority under the Tennessee State Plan to End Homelessness. Each program will operate its ESG program in accordance with its approved Consolidated Plan. Eligible activities include street outreach, shelter activities, homelessness prevention, rapid re-housing, Homeless Management Information Systems (HMIS) and administration activities.</p>
	<b>Describe all of the criteria that will be used to select applications and the relative importance of these criteria.</b>	<p>Agencies applying for ESG funding must include in their application documentation that is supported by data showing: 1) need for the program; 2) evidence of homelessness or at-risk of homelessness population within the community; 3) a plan that summarizes how funds will be used to address the unmet needs of their community; and 4) evidence that the applicant has collaborated with the local Continuum of Care (CoC) and that activities selected will help the CoC to meet its goals to address and end homelessness.</p> <p>For complete criteria, please consult the ESG Program Description and Policies and Procedures Manual at <a href="http://thda.org/business-partners/esg">http://thda.org/business-partners/esg</a></p>
	<b>Describe the process for awarding funds to state recipients and how the state will make its allocation available to units of general local government, and non-profit organizations, including community and faith-based organizations. (ESG only)</b>	<p>Nonprofits compete in the competitive round of ESG funds (see below). However, local government recipients may distribute all or a part of their ESG funds to eligible, private 501(c)(3) nonprofit organizations for allowable ESG activities.</p>

	<b>Describe how resources will be allocated among funding categories.</b>	The funding categories within ESG are: Street Outreach; Emergency Shelter; Prevention; Rapid Re-housing; and Data Collection.
	<b>Describe threshold factors and grant size limits.</b>	<p>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; proposal of a project that meets the requirements of 24 CFR Part 576 and 91, as amended.</p> <p>An applicant must apply for at least \$35,000 and may apply for a maximum of \$150,000 in ESG funding.</p>
	<b>What are the outcome measures expected as a result of the method of distribution?</b>	<p>The Tennessee ESG Policies and Procedures Manual instructs grantees to adopt performance standards consistent with HUD and THDA program requirements. Examples of outcome measures expected are: reducing the average length of time a person is homeless; reducing returns to homelessness; improving program coverage; reducing the number of homeless individuals and families; reducing the number of chronically homeless individuals and families; improving employment rate and income amounts of program participants; reducing first time homelessness; preventing homelessness and achieving independent living in permanent housing for families and youth defined as homeless under other Federal programs.</p> <p>Although THDA understands many sub-recipients have chosen to provide one-time emergency rent or utility assistance to prevent homelessness, sub-recipients receiving ESG funds should use all available resources that will ensure the ongoing housing stability of program participants.</p>
<b>3</b>	<b>State Program Name:</b>	ESG Competitive Grants
	<b>Funding Sources:</b>	ESG
	<b>Describe the state program addressed by the Method of Distribution.</b>	<p>The ESG Program is designed to identify sheltered and unsheltered homeless persons, as well as those at risk of homelessness, and provide the services necessary to help those persons to quickly regain stability in permanent housing after experiencing a housing crisis and/or homelessness.</p> <p>THDA will allocate \$150,000 each to the cities of Clarksville, Johnson City, Knoxville, and Murfreesboro in a set-aside. 7.5 percent of the ESG funding is made available for the administration of activities by local governments and THDA. The remaining ESG funds will be allocated to eligible applicants in a competitive grant application process.</p>

<p><b>Describe all of the criteria that will be used to select applications and the relative importance of these criteria.</b></p>	<p>ESG applicants are scored on the following sets of criteria, and given scoring points accordingly: PROGRAM DESIGN (up to 25 points); APPLICANT CAPACITY (up to 25 points); FISCAL INFORMATION (up to 25 points); PERFORMANCE (up to 15 points); COORDINATION WITH COC PRIORITIES (up to 5 points); and HOUSING FIRST MODEL (up to 5 points).</p> <p>For complete criteria, please consult the ESG Program Description and Policies and Procedures Manual at <a href="http://thda.org/business-partners/esg">http://thda.org/business-partners/esg</a></p>
<p><b>Describe the process for awarding funds to state recipients and how the state will make its allocation available to units of general local government, and non-profit organizations, including community and faith-based organizations. (ESG only)</b></p>	<p>Nonprofits compete in the competitive round of ESG funds. Additionally, local government recipients may distribute all or a part of their ESG funds to eligible, private 501(c)(3) nonprofit organizations for allowable ESG activities. Once a year, THDA hosts grantee workshops three locations in state, website, notify CoC lead agencies to distribute that include community and faith based organization. Nonprofit organizations are eligible to receive funds only if such funding is approved by the local government jurisdiction where programs are based.</p> <p>Nonprofits must be an eligible nonprofit agency as defined in the ESG Program Description.</p>
<p><b>Describe how resources will be allocated among funding categories.</b></p>	<p>The funding categories within ESG are: Street Outreach; Emergency Shelter; Prevention; Rapid Re-housing; and Data Collection.</p> <p>Expenditure limits of combined Street Outreach and Emergency Shelters cannot exceed 60 percent of the entire ESG allocation. THDA reserves the right to adjust applicants' budgets, if needed, to remain within this requirement.</p>
<p><b>Describe threshold factors and grant size limits.</b></p>	<p>Threshold criteria includes: submission of a complete application; proposal of an eligible activity; proposal of a project that meets the requirements of 24 CFR Part 576 and 91, as amended; Programs with established written ESG Standards, Habitability Standards, and Confidentiality and Privacy Policies; and compliance with and participation in the applicable Continuum of Care, including its Coordinated Entry system.</p> <p>Nonprofit applicants must also upload required organizational documentation through THDA's Participant Information Management System (PIMS).</p> <p>An applicant must apply for at least \$35,000 and may apply for a maximum of \$150,000 in ESG funding.</p>

	<b>What are the outcome measures expected as a result of the method of distribution?</b>	The Tennessee ESG Policies and Procedures Manual instructs grantees to adopt performance standards consistent with HUD and THDA program requirements. Examples of outcome measures expected are: reducing the average length of time a person is homeless; reducing returns to homelessness; improving program coverage; reducing the number of homeless individuals and families; reducing the number of chronically homeless individuals and families; improving employment rate and income amounts of program participants; reducing first time homelessness; preventing homelessness and achieving independent living in permanent housing for families and youth defined as homeless under other Federal programs.
4	<b>State Program Name:</b>	HOME - CHDO Round
	<b>Funding Sources:</b>	HOME
	<b>Describe the state program addressed by the Method of Distribution.</b>	Activities under the HOME Program must address the housing needs of low-income households. Eligible activities include: <i>Homeownership programs</i> - THDA provides funds for the development of affordable housing for sale to low and moderate income households. THDA provides funds to the CHDO as a grant for the rehabilitation or new construction of units that will be sold to qualified households. Each CHDO must provide an amount of down payment assistance not to exceed \$14,999 for use by the home buyer as a soft second mortgage necessary to qualify the household for permanent financing; CHDOs may retain the remaining balance from the sale of the unit as CHDO proceeds for development of future HOME eligible housing. <i>CHDO Operating Expenses, Developer's Fees; and Project Soft Costs</i> - CHDO's may request up to 7% of the funds awarded as operating expense assistance and up to 8% of the actual hard project costs as a developer fee. Additional qualified soft costs may be charged to each project. All soft costs will count towards the HOME maximum subsidy.
	<b>Describe all of the criteria that will be used to select applications and the relative importance of these criteria.</b>	<ol style="list-style-type: none"> <li><b>1. CAPABILITY Up to 60 points:</b> The proposed project demonstrates exceptional planning and readiness and the organization demonstrates sufficient capacity beyond threshold.</li> <li><b>2. CHDO SERVICE AREA NOT IN A PJ 5 points:</b> 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.</li> <li><b>3. DISASTER AREAS 10 points:</b> THDA shall award 10 additional points to applications for projects located in counties that have been declared a</li> </ol>

	<p>presidential disaster area under the Robert T. Stafford Disaster Relief and Emergency Assistance Act in the year prior to the application due date.</p> <p>4. <b>MATCH Up to 15 points:</b> THDA shall award up to 15 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.</p> <p>5. <b>LEVERAGE Up to 10 points:</b> THDA shall award up to 10 additional points to applications that include the use of funds from other sources. THDA will award point 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 point, there must be written documentation for the leveraged funds in the application.</p> <p>6. <b>ENERGY CONSERVATION up to 10 points:</b> 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. For new construction homeownership projects, THDA shall award up to 10 points to applications that agree to construct each single family unit in accordance with the following standards beyond that which is required by THDA's Design Standards for New Construction.</p> <p>7. <b>UNIVERSAL DESIGN up to 10 points:</b> For new construction or acquisition/rehabilitation type homeownership projects, THDA shall award <b>up to 10 total points</b> to applications that include additional identified universal design features in each unit.</p> <p>Applications must receive a minimum threshold score equal to 50% of the total points available under the applicable scoring matrix.</p>
Describe how resources will be allocated among funding categories.	<p><b>CHDO Set-aside.</b> Eighteen percent (18%) of 2019 HOME allocation will be reserved for eligible applications from CHDOs, including CHDOs located in Local PJs. The THDA HOME funding to successful CHDO applicants in the Local PJs will be reduced by the amount of funding the CHDO receives from the Local PJs to keep within the \$750,000 maximum grant.</p> <p>A successful CHDO that receives an allocation of 2019 CHDO funds, must commit those funds to specific units no later than June 30, 2021. If in the opinion of THDA, the applications submitted do not contain viable proposals</p>

		<p>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.</p> <p>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.</p>
	<b>Describe threshold factors and grant size limits.</b>	An applicant must apply for at least \$100,000 and may apply for a maximum HOME grant of \$750,000. The THDA HOME funding to successful CHDO applicants in the Local PJs will be reduced by the amount of funding the CHDO receives from the Local PJs to keep within the \$750,000 maximum grant.
	<b>What are the outcome measures expected as a result of the method of distribution?</b>	The expected outcome measure is that the activities under the HOME Program effectively address the housing needs of low-income households.
5	<b>State Program Name:</b>	HOME Program – Urban and Rural
	<b>Funding Sources:</b>	HOME
	<b>Describe the state program addressed by the Method of Distribution.</b>	Activities under the HOME Program must address the housing needs of low-income households. Eligible activities include: <i>Housing Rehabilitation</i> - the use of HOME funds will be limited to the rehabilitation or reconstruction of existing housing units. A maximum investment per unit will be limited by both (1) the federal maximum HOME subsidy limit as adjusted by the number of bedrooms per unit and (2) the after rehabilitation value of the unit permitted under the federal regulations. By regulation, the after rehabilitation value may not exceed 95% of the median purchase price for the area. <i>Homeownership programs</i> - are restricted to down payment assistance necessary to qualify the household for permanent financing.
	<b>Describe all of the criteria that will be used to select applications and the relative importance of these criteria.</b>	<ol style="list-style-type: none"> <li><b>1. PROGRAM DESIGN Up to 50 points:</b> The proposed program demonstrates exceptional planning, readiness and administrative capability. All necessary components to accomplish the project have been identified in the application</li> <li><b>2. NEED Up to 40 points:</b> THDA has calculated need factors using housing statistics for counties. Factors are based on percentages rather than absolute numbers. For homeowner projects, the need factors used are the percentage of owner households that are low income; the percentage of owner households with cost burden; the percentage of affordable owner units built before 1960; the percentage of homes lacking complete kitchen</li> </ol>



		<p>facilities; the percentage of homes lacking complete plumbing facilities; and the percentage of food stamp recipient households in the county. For multi-county projects, the need score is calculated proportionately according to the number of units proposed for each county</p> <ol style="list-style-type: none"> <li>3. <b>NOT PROPORTIONALLY SERVED Up to 40 points:</b> THDA shall award up to 40 additional points to applications submitted from areas where the amount of prior THDA and HOME funding is below the state average. The formula for awarding these points is based on the percentage of HOME dollars awarded in each county during the previous 10 year period.</li> <li>4. <b>DISASTER AREAS : 10 points</b> THDA shall award 10 additional 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.</li> <li>5. <b>LEVERAGE Up to 10 points:</b> THDA shall award up to 10 additional 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 of the leveraged funds in the application.</li> <li>6. <b>MATCH Up to 20 points:</b> 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. For more details about points, please refer to the HOME Program Description in the Appendix.</li> <li>7. <b>ENERGY CONSERVATION Up to 10 points:</b> THDA shall award up to 10 additional 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.</li> <li>8. <b>TENNESSEE GROWTH POLICY ACT 5 points:</b> TCA Section 6-58-109(c) requires THDA to award 5 points on a 100 point scale or a comparable percentage on a different point scale to</li> </ol>
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		<p>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.</p> <p>Applications must receive a minimum threshold score equal to 50% of the total points available under the applicable scoring matrix.</p>
	<p><b>Describe how resources will be allocated among funding categories.</b></p>	<p>Urban and Rural Matrices.</p> <p>THDA will make available approximately \$12.5M for use under the Urban and Rural Matrices. 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 the remaining 70% of the funding, 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. THDA may re-allocate funding between the Urban and Rural matrices should an insufficient number of applications receive the minimum threshold score necessary to award all funds allocated under either of the respective matrices. 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. There will be an urban and a rural matrix and the applicants will be scored and ranked. Applications that do not meet the threshold score will not be considered for funding. There is a \$500,000 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.</p> <p>HOME awards will be in the form of a grant. Grantees will be required to repay any HOME funds expended on projects that are not completed and</p>

		<p>ready for occupancy by the close of the grant period. Grantees may also be required to repay HOME funds as described in the Working Agreement.</p> <p>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.</p>
	<b>Describe threshold factors and grant size limits.</b>	Applicants under the Urban and Rural matrices must apply for at least \$100,000 and may apply for a maximum HOME grant of \$500,000. There is a \$750,000 limit on the amount of HOME funds that can be awarded in any one county.
	<b>What are the outcome measures expected as a result of the method of distribution?</b>	The outcome measure is that the activities under the HOME Program effectively address the housing needs of low-income households.
6	<b>State Program Name:</b>	HOPWA
	<b>Funding Sources:</b>	HOPWA
	<b>Describe the state program addressed by the Method of Distribution.</b>	<p>The State is divided into seven (7) HOPWA regions (East Tennessee, North East Tennessee, Upper Cumberland, Mid Cumberland, Mid Cumberland, South Central Tennessee, West Tennessee and South East Tennessee). For FY 2019-20, the HOPWA allocation will be distributed through a formula process based on the reported HIV and AIDS case data provided by CDC. And further adjusted base on the seven (7) State of TN HOPWA Regions listed below for FY 2019-2020:</p> <ul style="list-style-type: none"> <li>• East Tennessee (Positively Living) - \$345,000</li> <li>• North East Tennessee (Frontier Health – HOPE for TN) - \$137,300</li> <li>• Upper Cumberland (UCHRA) - \$84,000</li> <li>• Mid Cumberland (Nashville CARES) - \$96,800</li> <li>• South Central Tennessee (Columbia CARES) - \$129,200</li> <li>• West Tennessee (WTLS) - \$180,900</li> <li>• South East Tennessee (Chattanooga CARES) - \$293,700</li> </ul>
	<b>Describe all of the criteria that will be used to select applications and the relative importance of these criteria.</b>	Pursuant to HOPWA regulations, changes in eligibility jurisdictions for HOPWA may occur if a metropolitan area reaches a population of more than 500,000 and has a least 1,500 cumulative AIDS cases. The State's method of distribution selects projects and proposals targeted at meeting local needs and taking steps to affirmatively further fair housing during implementation, supportive service gaps, and addressing the regions of the state reporting an increase of homelessness.

<p><b>Identify the method of selecting project sponsors (including providing full access to grassroots faith-based and other community-based organizations). (HOPWA only)</b></p>	<p>Sponsors are solicited through grant proposals that include grass roots faith-based and other community-based organizations. The purpose of this Request for Grant Proposal (RFGP) is to define the State's minimum requirements, solicit grant proposals and gain adequate information from which the State can evaluate the services potential project sponsors propose to provide. The RFGP process for HOPWA is based on a five-year cycle, which was last issued in 2016 and will end June 30th, 2021. The contracts for these agencies are for one year with the option to renew for four additional years. However, the State reserves the right to terminate a contract should there be substandard performance by a project sponsor. In the event a contract is terminated the State will solicit new agency proposals. The Department of Health will contract with established not-for-profit agencies that continually show both the capability to plan for, as well as the ability to provide direct intervention and housing assistance to eligible clients and their families. Proposals are evaluated on criteria such as technical services, organization, experience, and budget to name a few. Funds were awarded to sponsors who submitted proposals that best met, or exceeded the required criteria and provided a detailed budget, which best met the needs of HOPWA clients.</p>
<p><b>Describe how resources will be allocated among funding categories.</b></p>	<p>To address urgent needs of persons living with AIDS/HIV and to assist in meeting the State's goal, project sponsors may select from the following eligible HOPWA activities:</p> <ul style="list-style-type: none"> <li>• STRMU- Short term rent, mortgage and utility assistance - \$576,524</li> <li>• TBRA- Tenant based rental assistance - \$64,455</li> <li>• Supportive Services to include nutrition, transportation, housing information services, and non-medical case management - \$251,870</li> <li>• PHP- Permanent Housing Placement - \$118,400</li> <li>• Facility-Based Short-term/Transitional Housing - \$40,000</li> </ul> <p>Project sponsor may also use funds for allocation of indirect cost of no more than 7% for grant administration.</p>
<p><b>Describe threshold factors and grant size limits.</b></p>	<p>Project sponsors may also use funds for allocation of indirect cost of no more than 7% for grant administration. Also, the Tennessee Department of Health will not exceed the 3% administrative cap for the HOPWA program.</p>
<p><b>What are the outcome measures expected as a</b></p>	<p>The state envisions the use of STRMU services, permanent housing placement (PHP) and Short-term Transitional Facilities Hotel/Motel Voucher (FB Transitional) to enhance the availability and sustainability by way of prevention of homelessness. HOPWA is also exploring the opportunity to</p>

	<b>result of the method of distribution?</b>	provide tenant-based rental assistance to prevent homelessness among this population. The seven project sponsors across the State will implement supportive services of various types to prevent homelessness. Our goal include meeting more with Project sponsors by leading the development of resources needed to advance services adequately and timely to prevent homelessness. This will be accomplished through monthly conference calls and training and through bi-annual statewide meetings to discuss challenges, barriers, outcomes and new ideas to improving care. For additional information to HOPWA goals see AP-70 HOPWA Goals-90.320(k)(4) in the State's action plan.
7	<b>State Program Name:</b>	Housing Trust Fund
	<b>Funding Sources:</b>	Housing Trust Fund
	<b>Describe the state program addressed by the Method of Distribution.</b>	The Housing Trust Fund (HTF) is an affordable housing production program that will complement existing Federal, state and local efforts to increase and preserve the supply of decent, safe, and sanitary affordable housing for extremely low- and very low-income households, including homeless families. For 2019, the HTF program will be restricted to extremely low-income households only.
	<b>Describe all of the criteria that will be used to select applications and the relative importance of these criteria.</b>	<p><b>Geographic Diversity.</b> THDA will accept/consider proposals that are consistent with the State's certification to AFFH. THDA will establish a minimum score threshold that must be received to be eligible for HTF funding. This minimum score ensures that sound, well-designed, and financially viable rental housing will be financed using the HTF. THDA will rank applications that receive the minimum score by TN grand division. THDA will select the highest scoring application from each grand division. If additional funding is available, THDA will rank all remaining applications in a single ranking score. Those remaining applications that receive the highest score will be selected until funding runs out. Given the limited funding available statewide and to disperse the HTF across Tennessee, THDA reserves the right to limit funding to only one award per county. THDA reserves the right not to select a proposed project if sufficient funding is not available to award all funds requested by the applicant. In such instances and at its sole and absolute discretion, THDA may move to the next lower scoring project to meet its commitment obligations under the HTF.</p> <p><b>Ability to obligate HTF funds.</b> THDA will evaluate the experience of the entire proposed team with owning, developing and managing projects of similar size and scope serving the intended population proposed. Applicants and their development team must undergo an evaluation by THDA of their capacity to carry out the proposed housing project. THDA will evaluate the</p>

		<p>experience and capacity of the organization to ensure compliance with the requirements and regulations of all Federal, State and local housing programs used in conjunction with HTF funds; THDA will evaluate the history of the applicant and their team in serving the community in which the HTF-assisted housing is proposed.</p> <p><b>Ability to undertake eligible activities in a timely manner.</b> Applicant must be capable of undertaking and completing HTF-funded activities in a timely manner. THDA will evaluate past performance of the applicant in completing THDA funded activities.</p> <p><b>For rental housing, the extent to which the project has Federal, State or local project-based rental assistance so rents are affordable to extremely low-income families.</b> THDA will provide a preference for applications which propose to preserve existing housing with project-based rental assistance and for proposals with binding commitments of project-based vouchers to the project.</p> <p><b>For rental housing, the duration of the units' affordability period.</b> All rental developments assisted with HTF resources will have a 30 year affordability period.</p> <p><b>Merits of the application in meeting the State's priority housing needs.</b> THDA will prioritize applications in counties with a higher rental housing need based on variables determined by THDA, which may include, but is not limited to, percent of extremely low-income renters, population growth rate, vacancy rate, and the pipeline of rental housing under construction. Additionally, THDA will provide a priority for applications located in census tracts of opportunity based on variables to be determined by THDA, which may include median gross rent, high cost burden, proximity to employment, high workforce participation, low levels of abandoned housing, rental market vacancy rate, and the pipeline of rental housing under construction.</p> <p><b>Extent to which application makes use of non-federal funding sources.</b> To encourage the diversity of funding, THDA will provide a preference for applications that include the use of non-THDA, federal and non-federal resources towards the development of the housing. THDA will not consider rental assistance provided for the purposes of this category. THDA will award points based on the actual percentage of other non-THDA funds in the project against the total development costs of the project.</p>
	<p><b>Describe how resources will be allocated among funding categories.</b></p>	<p>In total, 10% of funding will serve as an administrative fee for THDA. Up to 33% of funding may be used for operating cost assistance and operating cost assistance reserves for HTF assisted housing for which project-based rental assistance is not available. The State reserves the right to reallocate</p>

		uncommitted operating funds to development costs if qualified applications for operating funds are insufficient to award all operating funds.
	<b>Describe threshold factors and grant size limits.</b>	The grant minimum is \$250,000 and the grant maximum is \$900,000. There is no difference in minimum or maximum for non-entitlement, entitlement, urban and rural jurisdictions. THDA reserves the right to limit the number of grants per county to ensure that needs in a range of counties are met.
	<b>What are the outcome measures expected as a result of the method of distribution?</b>	The outcome measure is that the activities under the HTF effectively address the housing needs of extremely low-income households.

## **AP-50 Geographic Distribution**

### **Description of the geographic areas of the state (including areas of low-income and minority concentration) where assistance will be directed**

Funds are directed to the areas of the state with greatest need and/or areas that have had disproportionately fewer funds made available to them. HOME uses the Not Proportionally Served measure to advantage counties not receiving as much funds per capita as other counties. The HOME competition divides the resources between urban and rural counties so as to ensure a mixture of urban/city served by the state's HOME program.

All applicants for the TN CDBG program are considered and scored in the same way. All applicants (other than those considered under the slums and blight and urgent need national objectives) must serve at least 51% LMI households. There is not a specific geographic distribution planned.

HTF: Public Housing Authorities (PHAs) and nonprofit entities in both entitlement and non-entitlement jurisdictions statewide are eligible to apply for HTF dollars however there will be a preference for areas of the state with the greatest need and/or projects that develop housing for extremely low-income households (residents earning less than 30% AMI) in areas of opportunity, as defined by the opportunity score developed by THDA.

### **Rationale for the priorities for allocating investments geographically**

CDBG: Geographic location is not part of the method of distribution for CDBG. Projects are selected based on how they compare to the other similar projects and if the eligible applicants have open projects.

HOME: There are three categories of competition for HOME funds, two of which have a geographic component. HOME funds are made available for competition as follows: 18% to the CHDO set-aside, and 67% allocated for urban and rural areas of the state, based upon the percentage of low-income households in the designated urban and rural counties, excluding local HOME Participating Jurisdictions (PJs). Within the 67 percent allocated for the urban and rural competitions, the urban allocation is 45% of the funds and the rural allocation is 55% of the funds. Local PJs are local governments in Tennessee that receive HOME funds directly from HUD: Bristol, Johnson City, Bluff City, Kingsport, Sullivan County, Washington County, Chattanooga, Clarksville, Jackson, Knoxville, Memphis, Nashville-Davidson, Knox County and Shelby County. Urban and rural designations are based on the percent of the county's population who live in areas designated as rural. THDA will spend up to ten percent (10%) of its 2019 HOME allocation for administrative and planning expenses, (four percent (4%) for its own administrative expenses and six percent (6%) is available to pay the administrative costs of local governments and non-CHDO nonprofit grant recipients). Any funds remaining following award under the Urban, Rural, and CHDO matrices will be made available for rental housing development and/or tenant based rental assistance.

ESG: THDA will spend up to 7.5% of its ESG allocation for administrative and planning expenses. THDA will share



the amount available for administration with the small city entitlement communities that do not receive their own ESG allocation from HUD as well as other successful local government applications in the Competitive Round. Nonprofit agencies are not eligible to receive funds for administration. For FY18, THDA will allocate \$150,000 each to the cities of Clarksville, Johnson City, Knoxville, and Murfreesboro. Each of these jurisdictions have either recently lost their direct ESG allocation from HUD or are the location of a major entity serving veterans, a key priority under the Tennessee State Plan to End Homelessness. Each program will operate its ESG program in accordance with its approved Consolidated Plan. Eligible activities include street outreach, shelter activities, homeless prevention, rapid re-housing, Homeless Management Information Systems (HMIS) and administration activities. The remaining ESG funds after the Small Cities Set-Aside and administration are will be allocated to eligible applicants in a competitive grant application process.

HOPWA: Pursuant to HOPWA regulations, changes in eligible jurisdictions for HOPWA may occur if a metropolitan area reaches a population of more than 500,000 and more than 1,500 persons living with HIV or AIDS and states with more than 2,000 persons living with HIV or AIDS outside of eligible metropolitan areas. EMSAs receive HOPWA funds directly from HUD annually. At the inception of State HOPWA, it was determined that State HOPWA would serve non-EMSAs only. The State is divided into seven HOPWA regions (East Tennessee, North East Tennessee, Upper Cumberland, Mid Cumberland, Mid Cumberland, South Central Tennessee, West Tennessee and South East Tennessee). The State has entered into a grant agreement with the seven regions for FY19-20. The formula for regional distribution of funds will be determined by the ratio of HIV/AIDS cases reported in each region to the total number of cases reported statewide.

HTF: Public housing authorities and nonprofit entities in entitlement and non-entitlement jurisdictions statewide are eligible to apply for HTF funds. In total, 10% of funds will serve as an administrative fee for THDA. Up to 33% may be used for operating cost assistance and operating cost assistance reserves for HTF assisted housing for which project-based rental assistance is not available. The State reserves the right to reallocate uncommitted operating funds to development costs if qualified applications for operating funds are insufficient to award all operating funds.

## Affordable Housing

The state supports multiple housing goals with the Consolidated Plan programs. A summary of the one-year goals is presented below.

<b>One Year Goals for the Number of Households to be Supported</b>	<b>HOPWA</b>	<b>ESG</b>	<b>HTF</b>
Homeless	12	4,000	0
Non-Homeless	457	800	0
Special-Needs	0	0	0
<b>Total</b>	<b>469</b>	<b>4,800</b>	<b>0</b>

**Table 10 - One Year Goals for Affordable Housing by Support Requirement**

<b>One Year Goals for the Number of Households Supported Through</b>	<b>HOPWA</b>	<b>ESG</b>	<b>HTF</b>	<b>HOME</b>
Rental Assistance	469	2,000	0	150
The Production of New Units	0	0	40	24
Rehab of Existing Units	0	0	8	243
Acquisition of Existing Units	0	0	0	13
<b>Total</b>	<b>469</b>	<b>2,000</b>	<b>48</b>	<b>430</b>

**Table 11 - One Year Goals for Affordable Housing by Support Type**

### Discussion

A number of other affordable housing activities taken on by the state are not reflected in the numbers above. Much of the ESG assistance provided is not a dedicated unit, as is required to be reported above, but instead is support for a person experiencing homelessness. In all, we expect to assist directly or indirectly around 12,280 homeless persons.

HTF: The State of Tennessee estimates that it will develop or preserve 48 affordable housing units for extremely low-income households with funds from this program year.

## **AP-60 Public Housing**

### **Actions planned during the next year to address the needs of public housing**

THDA supports Tennessee's Public Housing Authorities (PHAs) participating in HUD's Rental Assistance Demonstration (RAD) program. During this Consolidated Planning period, THDA met with PHAs on the RAD waiting list and drafted language preferencing RAD developments in the Public Housing Authority Set-Aside for the 2018 Low Income Tax Credit (LIHTC) Qualified Allocation Plan (QAP). THDA has supported RAD development all of the last five QAPs. Tennessee RAD developments are often, if not always, located in Qualified Census Tracts (QCTs) and through RAD preferences, THDA is able to assist PHAs redevelop housing in these areas serving lower-income households. This year, we will have a 20% PHA Set-aside that will preference RAD, roughly based on the 2019 allocation that will be available will be around \$3.3 million in annual credit. In the Housing Trust Fund program, five out of the eight awards granted thus far have been to Public Housing Authorities. The results of these grants will be seen in the next year as well as years to come.

### **Actions to encourage public housing residents to become more involved in management and participate in homeownership**

THDA manages the Family Self Sufficiency (FSS) program for its Housing Choice Voucher (HCV) Program participants, which includes financial counseling and pre-purchase homeownership counseling for participants. THDA also offers a homeownership voucher option to participants of the FSS program (Section 8 to Homeownership). THDA is not able to offer these services to families participating in other PHA public housing or HCV programs.

## **AP-65 Homeless and Other Special Needs Activities**

The objectives of the ESG program are:

1. To help improve the quality of emergency shelters for the homeless;
2. To help meet the costs of operating and maintaining emergency shelters;
3. To provide essential services so that homeless individuals have access to the assistance they need to improve their situation;
4. To provide street outreach services to the homeless; and
5. To provide emergency intervention assistance and rapid re-housing services to prevent homelessness and to obtain permanent housing.

**Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including:**

**Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs**

Eligible street outreach activities among ESG grantees include: Essential services to eligible participants provided on the street or in parks, abandoned buildings, bus stations, campgrounds, and in other such settings where unsheltered persons are staying. Staff salaries related to carrying out street outreach are also eligible.

***Eligible Program Participants:*** Unsheltered individuals and families who qualify as homeless under Category 1 of HUD's Definition of Homelessness

***Allowable Activities:***

- *Engagement* – Activities to locate, identify, and build relationships with unsheltered homeless persons for the purpose of providing immediate support, intervention, and connections with homeless assistance programs and/or social services and housing programs. Eligible costs include: initial assessment of need and eligibility; providing crisis counseling; addressing urgent physical needs; and actively connecting and providing information and referral. Eligible costs also include the cell phone costs of outreach workers during the performance of these activities
- *Case Management* – Assessing housing and service needs, and coordinating the delivery of individualized services. Eligible costs include: using a Continuum of Care centralized or coordinated assessment system; initial evaluation including verifying and documenting eligibility; counseling; helping to obtain Federal, State and local benefits; providing information and referral to other providers; and developing an individualized housing/service plan
- *Emergency Health Services* – Outpatient treatment of urgent medical conditions by licensed medical professionals; and providing medication and follow-up services
- *Emergency Mental Health Services* – Outpatient treatment of urgent mental health conditions by

licensed professionals; medication costs and follow up services

- *Transportation* – Travel by outreach workers or other service providers during the provision of eligible outreach activities; costs of transportation of clients to emergency shelters or other service providers; and costs of public transportation for clients.
- *Services to Special Populations* – Essential Services that have been tailored to address the needs of *homeless youth, victims of domestic violence, and related crimes/threats, and/or people living with HIV/AIDS* who are literally homeless.

### **Addressing the emergency shelter and transitional housing needs of homeless persons**

Eligible emergency shelter activities among ESG grantees include: Essential services and operational expenses.

**Eligible Participants:** Individuals and families who qualify as homeless under Categories 1 and 4 of HUD’s Definition of Homelessness.

#### **Allowable Activities:**

*Essential Services* - This includes services concerned with employment, health, drug abuse, education and staff salaries necessary to provide these services and may include, but are not limited to: Assistance in obtaining permanent housing; Medical and psychological counseling and supervision; Employment counseling; Nutritional counseling; Substance abuse treatment and counseling; Assistance in obtaining other Federal, State and local assistance including mental health benefits; employment counseling; medical assistance; Veteran’s benefits; and income support assistance such as Supplemental Security Income, Supplemental Nutrition Assistance Program (SNAP) and Families First (Temporary Assistance for Needy Families/TANF); Other services such as child care, legal services, life skills training, transportation, job placement and job training; and Staff salaries necessary to provide the above services. Operating expenses - Payment of eligible operation costs related to the operation of emergency and transitional housing, including but not limited to, maintenance, operation, rent, repair, security, fuel, equipment, insurance, utilities, food and furnishings.

**Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again**

Eligible rapid-rehousing activities among ESG grantees include: Activities related to help a homeless individual or family to move into permanent housing.

**Eligible Participants:** Individuals and families who meet the definition of “homeless” who live in an emergency

shelter or other place described in the definition provided by HUD.

***Allowable Activities for Prevention and Rapid Re-Housing: Financial Assistance*** – Rental application fee (excludes pet deposit); moving costs; security deposit for rental or utility; payment of rental arrears up to six months; and short-term (up to 3 months) or medium-term (up to 9 months) rental and/or utility assistance.

#### Short and Medium Term Rental Assistance Requirements and Restrictions

- Compliance with Fair Market Rents (FMR) and Rent Reasonableness;
- For purposes of calculating rent, the rent must equal the sum of the total rent, any fees required for rental (excluding late fees and pet deposits), and, if the tenant pays separately for utilities (excluding telephone) the monthly allowance for utilities as established by the public housing authority for the area in which the housing is located
- Compliance with minimum habitability standards;
- Tenant based rental assistance means that participants select a housing unit in which to live and receive rental assistance. Project based rental assistance means that grantees identify permanent housing units that meet ESG requirements and enter into a rental assistance agreement with the owner to reserve the unit and subsidize it so that eligible program participants have access to the unit;
- A standard and legal lease must be in place;
- No rental assistance can be provided to a household receiving assistance from another public source for the same time period (with the exception of rental arrears); and
- Participants must meet with a case manager at least monthly for the duration of the assistance (participants who are victims of domestic violence are exempt if meeting would increase the risk of danger to client).
- The Grantee must develop an individualized plan to help the program participant remain in permanent housing after the ESG assistance ends.
- *Housing Relocation and Stabilization Services* – Housing search and placement; assessment of housing barriers and needs; landlord mediation; legal services resolving landlord/tenant matters; assistance with submitting rental applications and leases; assessment of housing for habitability, lead-based paint and rent reasonableness; case management; HMIS data collection and submission; credit repair counseling; budget classes; and monitoring and re-evaluating program participants.

**Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or**

## youth needs

Eligible prevention activities among ESG grantees include: Activities related to preventing persons from becoming homeless and to assist participants in regaining stability in their current or other permanent housing.

**Eligible Participants:** Extremely low-income individuals and families with household incomes of at or below 30% of Area Median Income who qualify as homeless under Categories 2, 3 and 4 of HUD's Definition of Homelessness or any category of HUD's Definition of "At Risk of Homelessness".

**Allowable Activities for Prevention and Rapid Re-Housing:** *Financial Assistance* – Rental application fee (excludes pet deposit); moving costs; security deposit for rental or utility; payment of rental arrears up to six months; and short-term (up to 3 months) or medium-term (up to 9 months) rental and/or utility assistance.

### Short and Medium Term Rental Assistance Requirements and Restrictions

- Compliance with FMR (Fair Market Rents) and Rent Reasonableness;
- For purposes of calculating rent, the rent must equal the sum of the total rent, any fees required for rental (excluding late fees and pet deposits), and, if the tenant pays separately for utilities (excluding telephone) the monthly allowance for utilities as established by the public housing authority for the area in which the housing is located;
- Compliance with minimum habitability standards;
- Tenant based rental assistance means that participants select a housing unit in which to live and receive rental assistance. Project based rental assistance means that grantees identify permanent housing units that meet ESG requirements and enter into a rental assistance agreement with the owner to reserve the unit and subsidize it so that eligible program participants have access to the unit;
- A standard and legal lease must be in place;
- No rental assistance can be provided to a household receiving assistance from another public source for the same time period (with the exception of rental arrears); and
- Participants must meet with a case manager at least monthly for the duration of the assistance (participants who are victims of domestic violence are exempt if meeting would increase the risk of danger to client).
- The Grantee must develop an individualized plan to help the program participant remain in permanent housing after the ESG assistance ends.
- *Housing Relocation and Stabilization Services* – Housing search and placement; assessment of housing barriers and needs; landlord mediation; legal services resolving landlord/tenant matters; assistance with submitting rental applications and leases; assessment of housing for habitability, lead-based paint and rent reasonableness; case management; HMIS data collection and submission; credit repair counseling; budget classes; and monitoring and re-evaluating program participants.

## Discussion

Outside of the ESG funding priorities, THDA has a strategic priority to address the housing needs of youth

transitioning out of foster care and ex-offenders. To support the development of affordable housing for these populations, THDA has provided competitive grants and additional points to PHAs and other nonprofit housing providers through the Tennessee Housing Trust Fund to construct units for youth transitioning out of foster care and ex-offenders.

## AP-70 HOPWA Goals

One year goals for the number of households to be provided housing through the use of HOPWA for:	
Short-term rent, mortgage, and utility assistance to prevent homelessness of the individual or family	469
Tenant-based rental assistance	14
Units provided in permanent housing facilities developed, leased, or operated with HOPWA funds	0
Units provided in transitional short-term housing facilities developed, leased, or operated with HOPWA funds	12
Total	495



## **AP-75 Barriers to affordable housing**

The Tennessee Consolidated Planning Partners are committed to affirmatively furthering fair housing. We continue to take steps to remove barriers to affordable housing that are identified in Tennessee's Analysis of Impediments to Fair Housing Choice. Please see Appendix C for our Fair Housing Plan.

### **Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment**

In 2019, THDA, TNECD, and TN DOH, along with other statewide partners are collaborating on the updated Analysis of Impediments to Fair Housing Choice. Efforts are underway to engage stakeholders statewide, conduct a robust analysis, and collect community feedback. The new plan is set to be published in the Fall of 2019 and will inform the upcoming Five-Year Consolidated Planning process, next due in 2020.

Below are other actions related to fair housing undertaken by THDA and other Consolidated Planning partners:

TNECD supports statewide and local fair housing trainings and other educational events that address the various barriers to fair housing. TNECD supports the implementation of fair housing ordinances and policies for local governments.

TNECD serves in a representative role on the Health and Housing Task Force that works to address the impacts and intersections of health, aging, and housing in Tennessee.

TNECD will also be working with THDA this year to develop the update to the Analysis of Impediments to Fair Housing Choice. We expect the findings to guide how TNECD addresses and support fair housing issues in the future.

HOPWA: West TN Legal Services and Fair Housing and Disability Rights has partnered to provide the State of TN Department of Health, HOPWA Program annual training on tenant and landlord rights and fair housing services at our statewide meetings once a year. Trainings include Fair Housing for Persons with Disabilities – unlocking Doors to Freedom of Choice, reasonable modifications and reasonable accommodations under the Fair Housing Act and landlord tenant law in Tennessee.

The program managers for HOME, ESG and HTF, along with other THDA program staff, plan to attend Fair Housing trainings and conferences scheduled for Spring 2019 and Spring 2020. Attendance at these conferences ensures up to date information about fair housing concerns nationally and locally as well as current information on strategies to affirmatively further fair housing. THDA will also provide training to all grant recipients on fair

housing requirements and obligations.

For FY19-20, THDA will complete the following actions in support of our Annual Action Plan to affirmatively further fair housing.

- Sponsor, support, participate in, and attend three statewide fair housing conferences across the state.
- Present fair housing workshops at the Tennessee Housing Conference, organized by THDA.
- Provide THDA fair housing education to all THDA employees through customized program training for program staff and fair housing overview training for other THDA staff.
- New employee onboarding includes Title VI & Fair Housing online training module and quiz to be completed within the first 6 months of employment.
- An online training and self-assessment for Title VI & Fair Housing for sub-recipients and other partners - will help us track partner Fair Housing activities during 2019-20.
- Resource pages for housing and other services (such as legal services) were added to TNHousingSearch.org during 2018.
- THDA's Fair Housing & Title VI page are updated regularly with information of importance to the public.
- Enhance sub-recipient, owner and managers training by adding fair housing, renters' rights and Title VI training to each THDA sponsored workshop or by encouraging grantees and partners to view online training during workshops.
- Develop a page to be added to TNHousingSearch.org that identifies fair housing issues and renters' rights responsibilities along with contact information for questions on discrimination.
- *Sponsor, support and attend the Knoxville Livability Summit to educate persons with disabilities on fair housing issues and help them find accessible housing opportunities.*
- *THDA plans to expand on previously presented Fair Housing training for future TAHRA workshops.*
- A Limited English Proficiency (LEP) Analysis and Language Access Plan was completed and presented to the THDA policy review committee in FYE 2019. The Language Access Plan will be implemented in FYE 2020.

## **AP-85 Other Actions**

### **Actions planned to address obstacles to meeting underserved needs**

Tennessee is committed to tackling the needs identified in the Consolidated Plan: affordable housing, community development and infrastructure, and housing and services for the homeless as well as those with special needs. Each program uses the information on need to inform their program actions. Funds are directed to the areas of the state with greatest need and/or areas that have had disproportionately fewer funds made available to them. HOME uses the “Not Proportionally Served” measure to advantage counties not receiving as many funds per capita of low-income residents than other counties. CBDG uses the “Ability to Pay” measure that determines the level of local financial contribution that is required, allowing impoverished communities receiving grants to receive more funds. This ability-to-pay determination includes per capita income, the value of taxable property, and the value of taxable sales. The Housing Trust Fund uses a census tract level opportunity score to promote the production of affordable housing in areas of opportunity. This will enable residents in need to have more access to opportunity and resources. Additionally, the Housing Trust Fund uses a county level needs score.

### **Actions planned to foster and maintain affordable housing**

The State of Tennessee will continue to invest HOME and CDBG funds to promote the production, preservation, and rehabilitation of affordable housing for individuals and families of low- and very low-income. The state will also invest Housing Trust Fund dollars to promote the production, preservation, and rehabilitation of affordable rental housing for individuals and families of extremely low-income. The state will also invest in community infrastructure to support communities that are home to low income households. ESG and HOPWA also provide affordable housing, both permanent and short term to special needs populations to support their affordable housing needs. The state also maintains relationships with local organizations, which provide alternative housing services to fill the gaps between government-funded programs. This has been an important part to both fostering and maintaining affordable housing throughout the state.

Additional efforts are being made, both through regulatory and development avenues, to find new ways of providing quality, affordable housing. Energy efficiency improvements to the existing housing stock, emergency repair programs, and low-income housing tax credits are just some of the housing considerations being made to foster more housing that is affordable and in close proximity to resources and services. Further, THDA funds the Tennessee Housing Trust Fund that targets assistance to persons of very low and extremely low income, those earning 50% or less of the area median income, with specific lower targets under specific TN HTF funded programs. Within the TN Housing Trust Fund, competitive grants support the chronically homeless, persons with intellectual disabilities or mental illness, citizens with developmental disabilities, single mothers recovering from substance addiction or physical abuse, youth exiting the foster care system, large families, veterans with multiple needs, and ex-offenders re-entering society. In 2006, the TN Housing Trust Fund was established with

\$12 million of THDA funds over a two-year period. Currently, the TN Housing Trust Fund is funded at \$8.5 million per year. This allows for complementary housing activities in addition to those funded with CDBG and HOME funds, providing or maintaining critical affordable housing throughout Tennessee. In FY 2019, THDA implemented the second year of the Challenge Grant Program which provides initial seed funding to support the fundraising efforts of nonprofit organizations across Tennessee to implement housing activities that represent unique milestones, are part of a broad community initiative, or are part of a significant expansion of work outside the normal day-to-day activities of the organization. This program will provide opportunities to support unique projects that result in significant community or regional impact. THDA developed the Low-Income Housing Tax Credit (LIHTC) Program Qualified Contract Guide to assist buyers that are willing to purchase and maintain properties that are eligible to opt-out of the LIHTC program. THDA is developing a network of qualified purchasers and will market qualified LIHTC properties on its website to find the best sales contracts, which will maintain the affordable housing inventory in Tennessee.

### **Actions planned to reduce lead-based paint hazards**

The State of Tennessee addresses the hazards of lead-based paint in the state through the following programs/initiatives. Beginning in 1999, the Tennessee Department of Environment and Conservation (TDEC) was given statutory authority to provide lead-based paint training in the state. The legislation also gave TDEC the authority to monitor lead abatement in the state to ensure that contractors and owners of units comply with applicable laws. In 2001, the division of solid waste management of TDEC received authorization from the Environmental Protection Agency (EPA) to administer the lead abatement program in the state. The state has established guidelines for training of lead-abatement contractors and their workers in the state.

Lead-based paint policies are in effect for the CDBG, HTF, and HOME programs in the state. Specifically, sub-grantees must give participants notice of possible lead hazards within the unit when the house was built prior to 1978, informing them of possible lead dangers. For families with children under age seven, grantees must inspect units that might have lead contamination and provide the necessary abatement or encapsulation activities. Families must be given a federally approved pamphlet on lead poisoning prevention.

Housing assisted with ESG funds is subject to the Lead-Based Paint Poisoning Prevention Act and the Act's implementation regulations (24 CFR Part 35, Subparts C through M) for any building constructed prior to 1978. Sub-grantees using ESG funds only for essential services and operating expenses must comply with Subpart K to eliminate as far as practical lead-based paint hazards in a residential property that receives federal assistance for acquisition, leasing, support services or operation activities. Sub-grantees using ESG funds for renovation, major rehabilitation or conversion must comply with Subpart J to eliminate as far as practical lead-based paint hazards that receives federal assistance for rehabilitation. The Lead-Based Paint Regulations are available at [https://www.hud.gov/program\\_offices/healthy\\_homes/healthyhomes/lead](https://www.hud.gov/program_offices/healthy_homes/healthyhomes/lead).

The Tennessee Department of Health, Childhood Lead Poisoning Prevention Program, provides lead poisoning information such as lead sources and prevention tips for parents and health care professional. The Prevention Programs requires TennCare, the state's Medicare Program, to test children enrolled in the program. All children, regardless of payer source, with elevated blood lead levels receive case management

services. Children with a blood lead level that repeats elevated or is > 20 µg/dl may receive an environmental investigation per the physician's request. The department works with the Tennessee Department of Environment and Conservation's information on lead assessment and abatement programs.

### **Actions planned to reduce the number of poverty-level families**

The Consolidated Planning Partners work to address housing and community development needs of low-, very low- and extremely low-income households. Through the services provided through the five programs addressed in this plan and the other resources brought to bear on housing and community development needs across the state, the state is working to improve the economic well-being of families through creating and maintaining safe, sound affordable housing and communities.

CDBG – For several years, the CDBG program did not separate extremely low-, very low-, and low-income beneficiary data to show participants below 30% of the AMI. ECD is now collecting data on program participants below 30% of the AMI. Also, as a part of its scoring mechanism for housing rehabilitation, project need points are awarded based on the number of persons with higher poverty levels in the state, specifically persons 62 years of age or above, and/or female heads-of-household, and/or disabled individuals. ECD does not collect 30% AMI for projects that qualify for meeting LMI based on HUD defined LMI percentages, as these are only provided for 50%, 80% and 120% of AMI.

HOME – The HOME Program serves very low- and low-income households. Very low-income households are defined as those households whose annual income is 50 percent or less of the AMI for the county in which the household resides. Low-income households are defined as those households whose annual income is between 50 percent and 80 percent of the AMI for the county in which the household resides. Additionally, the THDA Board of Directors has expressed intent that very low-income persons be served. In 2017-18, 59 percent of the 186 HOME beneficiaries served were very low-income households. Of the 110 very low-income households served, 52 percent of those were considered extremely low-income, earning 0-30% AMI.

HTF - The HTF exclusively serves extremely low-income households earning less than 30% AMI. This initiative remains a new program; therefore, the statistics on previous clients served through this program are not yet available.

Additionally, the state coordinates resources so that services to households at or below 80% AMI are effectively administered. Continued coordination efforts include plans to further address the housing needs of youth transitioning from foster care and to support the housing needs for non-traditional students pursuing post-secondary education degrees.

### **Actions planned to develop institutional structure**

Please see below.

### **Actions planned to enhance coordination between public and private housing and social service**

## agencies

To address this as well as the development of the institutional structure, it is important to recognize the grantees in the Consolidated Planning programs as well as the partnerships each of the state Consolidated Planning partners foster above and beyond these four programs. By using CHDOs, local and regional governments, and social service agencies, the State has invested in the existing structure to implement our programs while requiring and monitoring a level of quality that improves the housing affordability and quality of the units impacted by these funds. Through technical assistance contracts with the regional Development Districts, THDA seeks to help improve non-profit capacity such that they can be better positioned to qualify as a CHDO. Additionally, Community Programs staff at THDA have been working to provide information and assistance for non-profits interested in the CHDO qualifications.

Additionally, THDA remains a strong supporter of the state and regional Affordable Housing Coalitions. We remain committed to providing staffing support to the Coalitions as they continue their transition to full independence from THDA. The Coalition is made up of 251 members. Of these, 100 represent nonprofits, 48 represent municipal entities (including PHA's), 35 represent financial institutions (including CDFI's), 11 are state or Federal government officials, and 57 are other housing stakeholders (including developers, realtors, consultants, property managers, etc.).

THDA has an Industry and Government Affairs Division with regional staff to ensure that our local, regional and state relationships remain strong and that we are made aware of local and regional trends and concerns as it relates to our programs, affordable housing and fair housing.

THDA has a Housing Industry (Lender and Realtors) Advisory Board that assists us in ensuring that our programs are responsive to the needs of our consumers and our business partners.

THDA also partners with local governments, regional Development Districts and not-for-profits. Each of these partnerships adds strength to the overall institutional structure as well as the strong public-private partnerships that exist throughout the state.

Additionally, THDA promotes participation and the active involvement of HCV residents in all aspects of the Housing Choice Voucher program mission and operation. HCV participants are invited to serve on a Resident Advisory Board to represent their interests. THDA's Resident Advisory Board is composed of active HCV participants who provide supportive assistance to HCV personnel. The Resident Advisory Board consist of a maximum of fifteen (15) members. If more than fifteen (15) persons volunteer for the Board, THDA utilizes a random selection process to ensure proportionate representation from the East, West and Middle divisions of the state. In addition, as required by the federal regulations, the THDA Board of Directors includes one eligible resident board member who is eligible to vote on Housing Choice Voucher program issues. The goal of the Resident Advisory Board is to positively impact the overall quality and delivery of HCV services and improve the overall quality of life for HCV participants.

## **Program Specific Requirements**

### **Community Development Block Grant Program (CDBG)**

#### **Reference 24 CFR 91.320(k)(1)**

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

- |  |          |
|--|----------|
| 1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed  | 0        |
| 2. The amount of proceeds from Section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan. | 0        |
| 3. The amount of surplus funds from urban renewal settlements  | 0        |
| 4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan   | 0        |
| 5. The amount of income from float-funded activities   | 0        |
| <b>Total Program Income:</b>   | <b>0</b> |

### **Other CDBG Requirements**

- |   |           |
|---|-----------|
| 1. The amount of urgent need activities   | 1,000,000 |
| 2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan. | 95.00%    |

### **HOME Investment Partnership Program (HOME)**

#### **Reference 24 CFR 91.320(k)(2)**

1. A description of other forms of investment being used beyond those identified in Section 92.205 is as follows:

NA

2. A description of the guidelines that will be used for resale or recapture of HOME funds when used for homebuyer activities as required in 92.254, is as follows:

CHDOs must use HOME funds to develop units for homeownership, including new construction or

acquisition and substantial rehabilitation of substandard single-family dwellings. HOME funds *are to be used as the primary method of financing* (without interest cost) for *the development of affordable single-family units*. The CHDO must be the owner-developer of the project. At the time of permanent financing the HOME funds are repaid to the CHDO as CHDO proceeds and are used to develop additional single-family units for homeownership. A CHDO must allow 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 homeowner within nine months of project completion must be converted to rental housing and rented to an income eligible tenant.

*Cities, counties and nonprofit organizations (non-CHDO)* – Homeownership programs for these applicants are restricted to down payment assistance necessary to qualify the household for permanent financing. The down payment assistance is made available as a soft second mortgage to the homebuyer following the guidelines below.

*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 homebuyer does not have an unmet need for the soft second mortgage, the grant recipient may not provide direct HOME assistance to that homebuyer. The amount of the soft second mortgage is the “direct HOME subsidy” provided to the homebuyer 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 homebuyer. If the unit is leased or vacated during the affordability period, the entire HOME subsidy must be repaid.

3. A description of the guidelines for resale or recapture that ensures the affordability of units acquired with HOME funds? See 24 CFR 92.254(a)(4) are as follows:

*Down Payment Assistance Programs by Local Communities or Non-CHDO Nonprofit Orgs:* A grant recipient who is a local community or a non-CHDO nonprofit organization may provide down payment and closing cost assistance as a soft second mortgage 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 5 years, secured by a Note and Deed of Trust between the grant



recipient and the homebuyer. 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 buyer and is not leased or vacated. If the property is sold or transferred at the end of the affordability period, the homebuyer has complied with these recapture provisions. If the unit is sold or transferred during the affordability period, the amount of the HOME subsidy subject to recapture will be reduced by 20% per year of occupancy by the initial homebuyer. If the unit is leased or vacated during the affordability period, the entire HOME subsidy must be repaid. *CHDOs*: At the time of the sale of the unit to an eligible homebuyer, the CHDO must leave up to \$14,999 of HOME funds in the unit as a soft second mortgage 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 CHDO and the homebuyer. 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 homebuyer and is not leased or vacated. If the property is sold or transferred at the end of the affordability period, the homebuyer has complied with these recapture provisions. If the unit is sold or transferred during the affordability period, the amount of the HOME subsidy subject to recapture will be reduced by 20% per year of occupancy by the initial homebuyer. If the unit is leased or vacated during the affordability period, the entire HOME subsidy must be repaid. *Sale/Transfer of the Property*: The HOME-assisted homebuyer 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 percent per year of occupancy by the initial 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 Grantee 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 homeowner'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).

4. Plans for using HOME funds to refinance existing debt secured by multifamily housing that is rehabilitated with HOME funds along with a description of the refinancing guidelines required that will be used under 24 CFR 92.206(b), are as follows:

NA

### **Emergency Solutions Grant (ESG)**

### Reference 24 CFR 91.320(k)(3)

1. Include written standards for providing ESG assistance (may include as attachment)

The written standards for providing ESG assistance, *The Emergency Solutions Grant Program Policies and Procedures* are attached and can also be found at the THDA website <https://s3.amazonaws.com/thda.org/Documents/Business-Partners/Grant-Administrators/ESG-Program/ESG-Policies-and-Procedures.pdf>

2. If the Continuum of Care (CoC) has established centralized or coordinated assessment system that meets HUD requirements, describe that centralized or coordinated assessment system.

Tennessee has eight Continuums of Care (CoC) under the ESG funding umbrella. Each CoC is attempting to address the coordinated assessment system in a way that meets the needs of the individual region. For instance, the Cities of Murfreesboro and Chattanooga have centralized physical locations for those needing assistance. While effective for a city, the model does not work for the other CoC regions that cover eight to 23 counties. In Upper East Tennessee, led by Appalachian Regional Homeless Coalition (ARCH), there are three physical intake locations in Bristol, Kingsport and Johnson City at the Salvation Army offices. West Tennessee, led by TN Homeless Solutions, has created a hotline to assess over the phone and refer potential clients to the closest agency for services. The remaining CoCs (Homeless Advocacy for Rural TN, TN Valley Coalition to End Homelessness and Community Housing Partnership of Williamson County) have opted for a centralized system of intake for their Continuum agencies. Using the 'No Wrong Door' philosophy, each agency within a Continuum uses the same intake process/paperwork within that region.

3. Identify the process for making sub-awards and describe how the ESG allocation available to private nonprofit organizations (including community and faith-based organizations).

The method of distribution across the geographic areas both with set asides and competition for funds is described in the AP-30 Method of Distribution section.

The State of Tennessee, through THDA, will accept applications for the ESG program from nonprofit organizations. Nonprofit applicants must submit **PART V: Nonprofit Checklist** with supporting documentation, and **PART VI: Nonprofit Board Composition**.

To be eligible to apply for ESG funding the nonprofit organization must:

- Be organized or existing as a nonprofit agency under Tennessee law, as evidenced by a Certificate of Existence from the Tennessee Secretary of State dated within 30 days of the application due date OR
- Be organized or existing under the laws of another state but eligible to conduct business in the State of Tennessee;
- 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.
- Have no part of its net earnings inuring to the benefit of any member, founder, contributor or individual;

- Be established for charitable purposes and whose activities include, but are not limited to, the promotion of social welfare and the prevention or elimination of homelessness, as evidenced in its charter, articles of incorporation, resolutions or by-laws, and experience in the provision of shelter and services to the homeless;
- Have standards of financial accountability that conform to 24 CFR 84.21, Standards of Financial Management Systems; and
- Have an IRS designation under Section 501(c)(3) or Section 501(c)(4) of the federal tax code. A 501(c)(3) nonprofit applicant may not submit an application until they have received their designation from the IRS. A 501(c)(4) nonprofit applicant must provide documentation satisfactory to THDA, in its sole discretion, that the nonprofit has filed the necessary materials with the IRS and received a response from the IRS demonstrating 501(c)(4) status.
- Faith-based organizations receiving ESG funds, like all organizations receiving HUD funds, must serve all eligible beneficiaries without regard to religion.
- Have approved established ESG Written Standards in accordance with Continuum of Care Coordinated Entry process.
- Submit certification of participation in local Continuum of Care activities and HMIS reporting.

Nonprofit organizations are eligible to receive funds for shelter activities only if such funding is approved by the local government jurisdiction where programs are based. Each application from a nonprofit seeking funds for shelter activities should contain **PART VII: Certification of Local Government Approval** specific to housing and service locations that it controls within each jurisdiction. This Attachment must be submitted to THDA at the time of application. If the organization intends to provide homeless assistance in a number of jurisdictions, the certification of approval must be submitted by each of the units of local government in which the projects are to be located.

4. If the jurisdiction is unable to meet the homeless participation requirement in 24 CFR 576.405(a), the jurisdiction must specify its plan for reaching out to and consulting with homeless or formerly homeless individuals in considering policies and funding decisions regarding facilities and services funded under ESG.

It is a requirement for all ESG subrecipients to formulate homelessness participation in their program. It is required information on the application. All grantees either have a homeless or formerly homeless individual on staff or on the board, or they have incorporated a process to involve the homeless to participate in policy-making decisions.

5. Describe performance standards for evaluating ESG.

The Tennessee ESG Policies and Procedures Manual instructs grantees to adopt performance standards consistent with HUD and THDA program requirements.

**Performance Standards/Measures:** THDA must ensure that programs and activities funded through the ESG program meet certain Performance Standards as set by the local Continuum of Care, THDA, and HUD. The

following is an example of the types of Standards that THDA and its sub-recipients will be required to meet in order to demonstrate success of the ESG program:

- Reducing the average length of time a person is homeless
- Reducing returns to homelessness
- Improving program coverage
- Reducing the number of homeless individuals and families
- Reducing the number of chronically homeless individuals and families
- Improving employment rate and income amounts of program participants
- Reducing first time homelessness
- Preventing homelessness and achieving independent living in permanent housing for families and youth defined as homeless under other Federal programs

Although THDA understands many sub-recipients have chosen to provide one-time emergency rent or utility assistance to prevent homelessness, sub-recipients receiving ESG funds should use all available resources that will ensure the ongoing housing stability of program participants.

## **Discussion**

Please note that each year, TNECD typically funds 2-3 urgent need activities during a program year. This is dependent on circumstances and can change from year-to-year.

### **Housing Opportunities for Persons with AIDS (HOPWA) 91.320(k)(4)**

YES (described below and in AP-30) HOPWA Specific: Does the Action Plan identify the method for selecting project sponsors (including providing full access to grassroots faith-based and other community organizations)?

#### **Description:**

The method of selecting sponsors is through soliciting grant proposals to include grass roots faith-based and other community-based organizations. The purpose of this Request for Grant Proposal (RFGP) is to define the State's minimum requirements, solicit grant proposals and gain adequate information from which the State can evaluate the services potential project sponsors propose to provide. The RFGP process for HOPWA is based on a five-year cycle, which was last issued in 2016 and will end June 30th, 2021. The contracts for these agencies are for one year with the option to renew for four additional years. However, the State reserves the right to terminate a contract should there be substandard performance by a project sponsor. In the event a contract is terminated the State will solicit new agency proposals. The Department of Health will contract with established not-for-profit agencies that continually show both the capability to plan for, as well as the ability to provide direct intervention and housing assistance to eligible clients and their families. Proposals are evaluated on

criteria such as technical services, organization, experience, and budget, among others. Funds were awarded to sponsors who submitted proposals that best met, or exceeded the required criteria and provided a detailed budget, which best met the needs of HOPWA clients.

**Housing Trust Fund (HTF)**  
**Reference 24 CFR 91.320(k)(5)**

**1. How will the grantee distribute its HTF funds? Select all that apply:**

- ☒ Applications submitted by eligible recipients
- ☐ Subgrantees that are State Agencies
- ☐ Subgrantees that are HUD-CPD entitlement grantees

**2. If distributing HTF funds through grants to subgrantees, describe the method for distributing HTF funds through grants to subgrantees and how those funds will be made available to state agencies and/or units of general local government. If not distributing funds through grants to subgrantees, enter "N/A".**

N/A

**3. If distributing HTF funds by selecting applications submitted by eligible recipients,**

**a. Describe the eligibility requirements for recipients of HTF funds (as defined in 24 CFR § 93.2). If not distributing funds by selecting applications submitted by eligible recipients, enter "N/A".**

The Tennessee Housing Development Agency will distribute HTF funds by selecting applications submitted by eligible recipients. Eligible recipients include public housing authorities and nonprofit entities. A recipient must:

- Be organized and existing to do business in the State of Tennessee, or if organized in another state, must be qualified to do business in the State of Tennessee. All Applicants must demonstrate at least two years of related housing experience in Tennessee.
- Demonstrate the financial capacity necessary to undertake, complete, and manage the proposed project, as demonstrated by its ability to own, construct, or rehabilitate and manage and operate affordable rental housing. THDA will evaluate the experience of the entire proposed team with owning, developing and managing projects of similar size and scope serving the intended population proposed. Applicants and their development team must undergo an evaluation by THDA of their capacity before the applicant qualifies as an eligible recipient.
- Have demonstrated understanding of the Federal, State and local housing programs used in conjunction with HTF funds to ensure compliance with all applicable program requirements and regulations.

- Not be debarred or excluded from receiving federal assistance or THDA assistance prior to selection or entering into a Written Agreement or closing the loan.
- Certify that housing units assisted with the HTF will comply with HTF program requirements during the entire period that begins upon selection and ending upon the conclusion of all HTF - funded activities.

**b. Describe the grantee's application requirements for eligible recipients to apply for HTF funds. If not distributing funds by selecting applications submitted by eligible recipients, enter "N/A".**

- Eligible participants will include public housing authorities and nonprofit organizations that are organized and existing to do business in the State of Tennessee, or if organized in another state, must be qualified to do business in the State of Tennessee. All Applicants must demonstrate at least two years of related housing experience in Tennessee.
- Demonstrate the financial capacity necessary to undertake, complete, and manage the proposed project, as demonstrated by its ability to own, construct, or rehabilitate and manage and operate affordable rental housing. THDA will evaluate the experience of the entire proposed team with owning, developing and managing projects of similar size and scope serving the intended population proposed. Applicants and their development team must undergo an evaluation by THDA of their capacity before the applicant qualifies as an eligible recipient.
- Have demonstrated understanding of the Federal, State and local housing programs used in conjunction with HTF funds to ensure compliance with all applicable program requirements and regulations.
- Not be debarred or excluded from receiving federal assistance or THDA assistance prior to selection or entering into a Written Agreement or closing the loan.
- Certify that housing units assisted with the HTF will comply with HTF program requirements during the entire period that begins upon selection and ending upon the conclusion of all HTF - funded activities.

**c. Describe the selection criteria that the grantee will use to select applications submitted by eligible recipients. If not distributing funds by selecting applications submitted by eligible recipients, enter "N/A".**

Tennessee will select recipients of HTF resources through a competitive selection process that will evaluate the following factors:

**1. Geographic Diversity**

THDA will accept and consider proposals for HTF resources that will serve communities across the state consistent with the State's certification to affirmatively further fair housing. THDA will establish a minimum score threshold that must be received in order to be eligible for NHTF funding. This minimum score will be determined to ensure that sound, well-designed, and financially viable rental housing will be financed using HTF resources. THDA will rank all applications by Tennessee's three Grand Divisions – East, Middle, and West - that receive the minimum score. THDA will select the highest scoring application from each Grand Division. If additional funding is available, THDA will then rank all remaining applications in a single ranking by score. Those remaining applications that receive the highest score will be selected until funding runs out. Given the limited funding available statewide and to disperse HTF funding across Tennessee, THDA reserves the right to limit funding to only one award per county. THDA also reserves the right to not select a proposed project if sufficient funding is not available to award all funds requested by the applicant. In such instances and at its sole and absolute discretion, THDA may move to the next lower scoring project(s) in order to meet its commitment obligations under the HTF program.

**2. Applicant Capacity to obligate HTF funds and undertake eligible activities in a timely manner**

THDA will evaluate the experience of the entire proposed team with owning, developing and managing projects of similar size and scope serving the intended population proposed. Applicants and their

development team must undergo an evaluation by THDA of their capacity to carry out the proposed housing project before the applicant qualifies as an eligible recipient. THDA will also evaluate the experience and capacity of the organization to ensure compliance with the requirements and regulations of all Federal, State and local housing programs used in conjunction with HTF funds; THDA will also evaluate the history of the applicant and project team in serving the community in which the HTF - assisted housing is proposed. The applicant must be capable of undertaking and completing HTF - funded activities in a timely manner. THDA will evaluate the past performance of the applicant in completing THDA funded development activities.

### **3. Project-Based Rental Assistance**

For rental housing, the extent to which the project has Federal, State or local project-based rental assistance so rents are affordable to extremely low-income families: THDA will provide a preference for applications which propose to preserve existing housing with project-based rental assistance and for proposals with binding commitments of project-based vouchers to the project.

### **4. Duration of Affordability Period**

For rental housing, the duration of the units' affordability period: All rental developments assisted with HTF resources will have a 30-year period of affordability. No additional consideration is proposed for developments that will extend the period of affordability beyond this minimum requirement.

### **5. Priority Housing Needs of the State**

The merits of the application in meeting the State's priority housing needs: THDA will provide a priority for applications in counties with a higher rental housing need based on variables determined by THDA, which may include, but is not limited to, percent of extremely low-income renters, population growth rate, vacancy rate, and the pipeline of rental housing under construction. Additionally, THDA will provide a priority for applications located in census tracts of opportunity based on variables to be determined by THDA, which may include median gross rent, high cost burden, proximity to employment, high workforce participation, low levels of abandoned housing, rental market vacancy rate, and the pipeline of rental housing under construction.

### **6. Leveraging**

The extent to which application makes use of non-federal funding sources: THDA manages federal resources, including the HOME Investment Partnership Program and the Housing Choice Voucher Program. In order to encourage the diversity of funding sources, THDA will provide a preference for applications that include the use of non-THDA, federal and non-federal resources towards the development of the housing. THDA will not consider rental assistance provided for the purposes of this category. THDA will award points based on the actual percentage of other non-THDA funds in the project against the total development costs of the project. In order to receive points, written documentation committing the non-THDA funds must be included in the application.

### **7. Other**

(1) Applications that propose housing in which more than 20% of the assisted units will be set aside for individuals with disabilities must meet the qualities of settings that are eligible for reimbursement under the Medicaid home and community-based services that were established by the Centers for Medicare and Medicaid Services (CMS) in the final rule dated January 16, 2014:

<https://www.federalregister.gov/articles/2014/01/16/2014-00487/medicaid-program-state-plan-home- and-community-based-services-5-year-period-for-waivers-provider>. The final rule requires that all home and community-based settings meet certain qualifications, including:

- The setting is integrated and supports full access to the greater community;
- Is selected by the individual from among setting options;
- Ensures individual rights of privacy, dignity, and respect, and freedom from coercion and restraint;
- Optimizes autonomy and independence in making life choices; and,

- Facilitates choice regarding services and who provides them. Additionally for provider owned or controlled residential settings, the following additional requirements apply:
- The individual has a lease or other legally enforceable agreement providing similar protections;
- The individual has privacy in their unit including lockable doors, choice of roommates, and freedom to furnish or decorate the unit;
- The individual controls his/her own schedule, including access to food at any time;
- The individual can have visitors at any time; and,
- The setting is physically accessible

(2) THDA will evaluate the design of the proposed project for the population to be served, including unit configuration, on-site amenities and services, integration with mixed income housing options, and access to community services, including education, transportation, medical, support, recreation, and other activities of daily living.

(3) THDA will evaluate the firm financial commitments available for the proposed project as well as the extent that site control of the proposed project location(s) has been obtained.

(4) THDA will evaluate the inclusion of universal design features into the housing design.

**d. Describe the grantee's required priority for funding based on geographic diversity (as defined by the grantee in the consolidated plan). If not distributing funds by selecting applications submitted by eligible recipients, enter "N/A".**

THDA will accept and consider proposals for HTF resources that will serve communities across the state consistent with the State's certification to affirmatively further fair housing. THDA will establish a minimum score threshold that must be received in order to be eligible for NHTF funding. This minimum score will be determined to ensure that sound, well-designed, and financially viable rental housing will be financed using HTF resources. THDA will rank all applications by Tennessee's three Grand Divisions – East, Middle, and West - that receive the minimum score. THDA will select the highest scoring application from each Grand Division. If additional funding is available, THDA will then rank all remaining applications in a single ranking by score. Those remaining applications that receive the highest score will be selected until funding runs out. Given the limited funding available statewide and to disperse HTF funding across Tennessee, THDA reserves the right to limit funding to only one award per county. THDA also reserves the right not to select a proposed project if sufficient funding is not available to award all funds requested by the applicant. In such instances and at its sole and absolute discretion, THDA may move to the next lower scoring project(s) in order to meet its commitment obligations under the HTF program.

**e. Describe the grantee's required priority for funding based on the applicant's ability to obligate HTF funds and undertake eligible activities in a timely manner. If not distributing funds by selecting applications submitted by eligible recipients, enter "N/A".**

THDA will evaluate the experience of the entire proposed team with owning, developing and managing projects of similar size and scope serving the intended population proposed. Applicants and their development team must undergo an evaluation by THDA of their capacity to carry out the proposed housing project before the applicant qualifies as an eligible recipient. THDA will also evaluate the experience and capacity of the organization to ensure compliance with the requirements and regulations of all Federal, State and local housing programs used in conjunction with HTF funds; THDA will also evaluate the history of the applicant and project team in serving the community in which the HTF - assisted housing is proposed.

The applicant must be capable of undertaking and completing HTF-funded activities in a timely manner. THDA will evaluate the past performance of the applicant in completing THDA funded development activities.



**f. Describe the grantee's required priority for funding based on the extent to which the rental project has Federal, State, or local project-based rental assistance so that rents are affordable to extremely low-income families. If not distributing funds by selecting applications submitted by eligible recipients, enter "N/A".**

For rental housing, the extent to which the project has Federal, State or local project-based rental assistance so rents are affordable to extremely low-income families: THDA will provide a preference for applications which propose to preserve existing housing with project-based rental assistance and for proposals with binding commitments of project-based vouchers to the project.

**g. Describe the grantee's required priority for funding based on the financial feasibility of the project beyond the required 30-year period. If not distributing funds by selecting applications submitted by eligible recipients, enter "N/A".**

For rental housing, the duration of the units' affordability period: All rental units assisted with HTF resources will have a 30 year period of affordability. No additional consideration is proposed for units that will extend the period of affordability beyond this minimum requirement.

**h. Describe the grantee's required priority for funding based on the merits of the application in meeting the priority housing needs of the grantee (such as housing that is accessible to transit or employment centers, housing that includes green building and sustainable development features, or housing that serves special needs populations). If not distributing funds by selecting applications submitted by eligible recipients, enter "N/A".**

The merits of the application in meeting the State's priority housing needs: THDA will provide a priority for applications in counties with a higher rental housing need based on variables determined by THDA, which may include, but is not limited to, percent of extremely low income renters, population growth rate, vacancy rate, and the pipeline of rental housing under construction. Additionally, THDA will provide a priority for applications located in census tracts of opportunity based on variables to be determined by THDA, which may include median gross rent, high cost burden, proximity to employment, high workforce participation, low levels of abandoned housing, rental market vacancy rate, and the pipeline of rental housing under construction.

**i. Describe the grantee's required priority for funding based on the extent to which the application makes use of non-federal funding sources. If not distributing funds by selecting applications submitted by eligible recipients, enter "N/A".**

The extent to which application makes use of non-federal funding sources: THDA manages federal resources, including the HOME Investment Partnership Program and the Housing Choice Voucher Program. In order to encourage the diversity of funding sources, THDA will provide a preference for applications that include the use of non-THDA, federal and non-federal resources towards the development of the housing. THDA will not consider rental assistance provided for the purposes of this category. THDA will award points based on the actual percentage of other non-THDA funds in the project against the total development costs of the project. In order to receive points, written documentation committing the non-THDA funds must be included in the application.

**4. Does the grantee's application require the applicant to include a description of the eligible activities to be conducted with HTF funds? If not distributing funds by selecting applications submitted by eligible recipients, select "N/A".**

Yes

**5. Does the grantee's application require that each eligible recipient certify that housing units assisted with HTF funds will comply with HTF requirements? If not distributing funds by selecting applications submitted by eligible recipients, select "N/A".**

Yes

**6. Performance Goals and Benchmarks. The grantee has met the requirement to provide for performance goals and benchmarks against which the grantee will measure its progress, consistent with the grantee's goals established under 24 CFR 91.315(b)(2), by including HTF in its housing goals in the housing table on the SP-45 Goals and AP-20 Annual Goals and Objectives screens.**

Yes

**7. Maximum Per-unit Development Subsidy Amount for Housing Assisted with HTF Funds. Enter or attach the grantee's maximum per-unit development subsidy limits for housing assisted with HTF funds. The limits must be adjusted for the number of bedrooms and the geographic location of the project. The limits must also be reasonable and based on actual costs of developing non-luxury housing in the area.**

**If the grantee will use existing limits developed for other federal programs such as the Low Income Housing Tax Credit (LIHTC) per unit cost limits, HOME's maximum per-unit subsidy amounts, and/or Public Housing Development Cost Limits (TDCs), it must include a description of how the HTF maximum per-unit development subsidy limits were established or a description of how existing limits developed for another program and being adopted for HTF meet the HTF requirements specified above.**

To implement the Housing Trust Fund program, THDA will follow HUD the interim policy issued for the HOME Program that requires the use of the Section 234-Condominium Housing, elevator-type, basic mortgage limits as the maximum per unit subsidy limits for the Housing Trust Fund program. Effective as of November 7, 2017 and until it is amended, superseded, or rescinded, the maximum per unit subsidy for the HOME program is as follows:

Minimum HOME Dollars  
\$1,000 Per Unit Limit

Maximum HOME Dollars  
\$61,281 - Efficiency  
\$70,250 - 1 Bedroom  
\$85,242 - 2 Bedrooms  
\$110,512 - 3 Bedrooms  
\$121,307 - 4+ Bedrooms

For the Housing Trust Fund, the State of Tennessee adopted the limits used in the HOME program in order to have consistency among the federal grant programs that we administer. These limits have proven to be successful for the HOME program and, due to the similarities between programs, we believe they will also be successful for the HTF program.

**8. Rehabilitation Standards.** The grantee must establish rehabilitation standards for all HTF-assisted housing rehabilitation activities that set forth the requirements that the housing must meet upon project completion. The grantee's description of its standards must be in sufficient detail to determine the required rehabilitation work including methods and materials. The standards may refer to applicable codes or they may establish requirements that exceed the minimum requirements of the codes. The grantee must attach its rehabilitation standards below.

In addition, the rehabilitation standards must address each of the following: health and safety; major systems; lead-based paint; accessibility; disaster mitigation (where relevant); state and local codes, ordinances, and zoning requirements; Uniform Physical Condition Standards; and Capital Needs Assessments (if applicable).

All HTF units must meet the specific Design Standards as prescribed by THDA in the Program description. These standards are specific to rehabilitation of existing units and new construction. In addition, all HTF units must meet all applicable local, state and federal building codes. See Appendix.

**9. Resale or Recapture Guidelines.** Below, the grantee must enter (or attach) a description of the guidelines that will be used for resale or recapture of HTF funds when used to assist first-time homebuyers. If the grantee will not use HTF funds to assist first-time homebuyers, enter "N/A".

N/A

**10. HTF Affordable Homeownership Limits.** If the grantee intends to use HTF funds for homebuyer assistance and does not use the HTF affordable homeownership limits for the area provided by HUD, it must determine 95 percent of the median area purchase price and set forth the information in accordance with §93.305. If the grantee will not use HTF funds to assist first-time homebuyers, enter "N/A".

\_\_\_ The grantee will use the HUD issued affordable homeownership limits.

\_\_\_ The grantee has determined its own affordable homeownership limits using the methodology described in § 93.305(a)(2) and the limits are attached.

N/A

**11. Grantee Limited Beneficiaries or Preferences.** Describe how the grantee will limit the beneficiaries or give preferences to a particular segment of the extremely low- or very low-income population to serve unmet needs identified in its consolidated plan or annual action plan. If the grantee will not limit the beneficiaries or give preferences to a particular segment of the extremely low- or very low-income population, enter "N/A."

Any limitation or preference must not violate nondiscrimination requirements in § 93.350, and the grantee must not limit or give preferences to students. The grantee may permit rental housing owners to limit tenants

**or give a preference in accordance with § 93.303(d)(3) only if such limitation or preference is described in the action plan.**

The State will not limit beneficiaries and/or give preferences to any segments of the extremely low income population.

**12. Refinancing of Existing Debt. Enter or attach the grantee's refinancing guidelines below. The guidelines describe the conditions under which the grantee will refinance existing debt. The grantee's refinancing guidelines must, at minimum, demonstrate that rehabilitation is the primary eligible activity and ensure that this requirement is met by establishing a minimum level of rehabilitation per unit or a required ratio between rehabilitation and refinancing. If the grantee will not refinance existing debt, enter "N/A."**

The State will not permit the refinancing of existing debt.

# List of Appendices

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

Appendix B: State Certifications

Appendix C: Fair Housing Plan

Appendix D: HOME Program Description

Appendix E: HTF Program Description

Appendix F: ESG Program Description

Appendix G: Consultation

- Website Notices

- Social Media and Email Outreach

- Flyers and Handouts

- Translations

- Newspaper Tear Sheets

Appendix H: Public Comments

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

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**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, 26th 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 Grants/State's program and Non-Entitlement Grants in Hawaii

### \* 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

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="27,760,023.00"/>
* 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="27,760,023.00"/>

**\* 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:**

- ☐ Preapplication  
☒ Application  
☐ Changed/Corrected Application

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☐ Continuation  
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**Organizational Affiliation:**

**\* Telephone Number:**

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**Fax Number:**

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**\* Email:**

kent.archer@tn.gov

## Application for Federal Assistance SF-424

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A: State Government

### Type of Applicant 2: Select Applicant Type:

### Type of Applicant 3: Select Applicant Type:

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### \* 10. Name of Federal Agency:

U.S. Department of Housing and Urban Development

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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

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 \* b. Applicant \* c. State \* d. Local \* e. Other \* f. Program Income \* g. TOTAL **\* 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:**

- ☐ 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:**

8780474890000

**d. Address:**

**\* Street1:**

502 Deaderick Street, 2nd 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 Housing Development Agency

**Division Name:**

Community Programs

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

**Prefix:**

Mr.

**\* First Name:**

Don

**Middle Name:**

**\* Last Name:**

Watt

**Suffix:**

**Title:**

Director of Community Programs

**Organizational Affiliation:**

**\* Telephone Number:**

615-815-2032

**Fax Number:**

615-564-2700

**\* Email:**

dwatt@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

TN-005

\* b. Program/Project

TN-all

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

Add Attachment

Delete Attachment

View Attachment

**17. Proposed Project:**

\* a. Start Date:

07/01/2019

\* b. End Date:

06/30/2020

**18. Estimated Funding (\$):**

* a. Federal	12,960,298.00
* b. Applicant	
* c. State	
* d. Local	
* e. Other	
* f. Program Income	
* g. TOTAL	12,960,298.00

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**Authorized Representative:**

Prefix:

Mr.

\* First Name:

Bill

Middle Name:

\* Last Name:

Lee

Suffix:

\* Title:

Governor, State of Tennessee

\* Telephone Number:

615-741-2001

Fax Number:

\* Email:

bill.lee@tn.gov

\* Signature of Authorized Representative:



\* Date Signed:

5/31/19

### Application for Federal Assistance SF-424

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**Fax Number:**

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**\* Email:**

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State HOME Investment Partnerships Program

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* 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="12,960,298.00"/>

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**Fax Number:**

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### 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

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**Application for Federal Assistance SF-424**

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☐ Changed/Corrected Application

**\* 2. Type of Application:**

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☐ Continuation  
☐ Revision

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**\* 3. Date Received:**

**4. Applicant Identifier:**

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Watt

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**Title:**

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**Organizational Affiliation:**

**\* Telephone Number:**

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**Fax Number:**

615-564-2700

**\* Email:**

dwatt@thda.org

## Application for Federal Assistance SF-424

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A: State Government

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### 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 Grant 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 Emergency Solutions Grant Program

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.

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

* a. Federal	<input type="text" value="3,085,852.00"/>
* 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="3,085,852.00"/>

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### Application for Federal Assistance SF-424

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☐ 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:**

1726362680000

**d. Address:**

**\* Street1:**

710 James Robertson Parkway, 4th 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 Health

**Division Name:**

HOPWA Program

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

**Prefix:**

Ms.

**\* First Name:**

Trang

**Middle Name:**

**\* Last Name:**

Wadsworth

**Suffix:**

**Title:**

HOPWA Director

**Organizational Affiliation:**

**\* Telephone Number:**

615-532-7914

**Fax Number:**

615-741-3691

**\* Email:**

trang.wadsworth@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:

14-241

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:

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 \* b. Applicant \* c. State \* d. Local \* e. Other \* f. Program Income \* g. TOTAL **\* 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:**

- ☐ Preapplication  
☒ Application  
☐ Changed/Corrected Application

**\* 2. Type of Application:**

- ☒ New  
☐ Continuation  
☐ Revision

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

**\* Other (Specify):**

**\* 3. Date Received:**

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**5a. Federal Entity Identifier:**

**5b. Federal Award Identifier:**

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**Application for Federal Assistance SF-424**

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* a. Federal	<input type="text" value="1,404,510.00"/>
* 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="1,404,510.00"/>

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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

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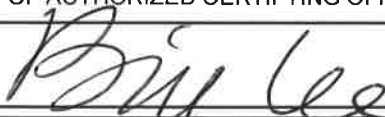
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As the duly authorized representative of the applicant, I certify that the applicant:

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 5/31/19

## ASSURANCES - CONSTRUCTION PROGRAMS

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

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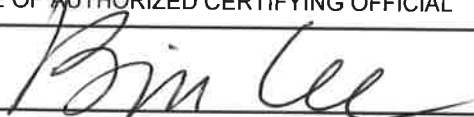
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4. Will comply with the requirements of the assistance awarding agency with regard to the drafting, review and approval of construction plans and specifications.
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SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL 	TITLE Governor of Tennessee
APPLICANT ORGANIZATION CDBG - Community Development Block Grant Program	DATE SUBMITTED 5/31/19



## 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 5/31/19

## ASSURANCES - CONSTRUCTION PROGRAMS

OMB Number: 4040-0009  
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APPLICANT ORGANIZATION HTF - Housing Trust Fund	DATE SUBMITTED 5/31/19

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APPLICANT ORGANIZATION ESG - Emergency Solutions Grant Program	DATE SUBMITTED 5/31/19

## ASSURANCES - CONSTRUCTION PROGRAMS

OMB Number: 4040-0009  
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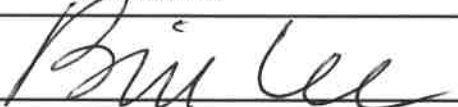
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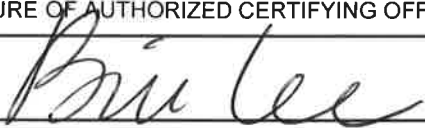
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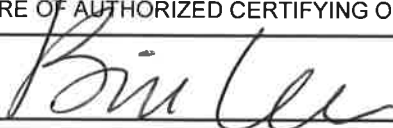
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## Appendix B:

# State Certifications

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## 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

5/31/19  
Date

Governor  
Title

## **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) \_\_\_\_\_ 2019, 2020, 2021 \_\_\_\_\_ [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

5/31/19  
Date

Governor  
Title

### 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.

  
Signature of Authorized Official

5/31/19  
Date

Governor  
Title

## **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

5/31/19  
Date

Governor  
Title

## **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

5/31/19  
Date

Governor  
Title



## **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.

## 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

5/31/19  
Date

Governor  
Title

## **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) \_\_\_\_\_ 2019, 2020, 2021 \_\_\_\_\_ [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

5/31/19  
Date

Governor  
Title

### 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.

  
Signature of Authorized Official

5/31/19  
Date

Governor  
Title

## **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.

Ben Lee      5/31/19  
Signature of Authorized Official      Date

Governor  
Title

## 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

5/31/19  
Date

Governor  
Title



## **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

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## Private Sector Impediments

Impediments, Suggested Actions and Objectives	Action(s)	Measurement(s)	Responsible Agencies	Timeline	Cost
<p><b>1. Discriminatory terms, conditions, privileges or services and facilities in the rental market</b></p> <p><i>Action 1.1</i> – Continue to educate landlords and property management companies about fair housing law.  <i>Objective 1.1</i> – Increase number of outreach and education activities conducted.</p> <p><i>Action 1.2</i> – Continue to educate housing consumers in fair housing rights.  <i>Objective 1.2</i> – Increase number of outreach and education activities conducted.</p> <p><i>Action 1.3</i> – Enhance audit and testing activities and document the outcomes of tests  <i>Objective 1.3</i> – Increase number of testing activities conducted</p> <p>Priority: High</p>	<p>1.1a – Provide information &amp; training or support the Fair Housing Council to bring information and training on fair housing to developers, property managers and the apartment association.</p> <p>Online training for sub-recipients/grantees of THDA funding &amp; other THDA business associates (HCV landlords, LIHTC developers &amp; property managers, etc.) is available on the THDA website. This training will be periodically reviewed for revisions/updates.</p> <p>THDA's Civil Rights Advisor and legal staff are available for agency trainings with sub-recipients/grantees &amp; external partners agencies, such as LIHTC developer workshops.</p> <p>Fair Housing reminders, updates, information is placed on THDA's website, TNHousingSearch website and/or THDA's social media sites.</p>	<p>1.1a – Fair housing training for non-profit and for profit developers and apartment managers completed.</p> <p>Sub-recipients reminded about online training and requirements to attend training annually.</p> <p>THDA Division Directors invite THDA Civil Rights Advisor and/or legal staff to participate in routine training or outreach activities.</p> <p>Fair Housing reminders, updates, information are placed on TNHousingSearch website and/or THDA's social media sites.</p>	THDA	<p>Ongoing</p> <p>Online training posted to THDA website in FY2018-2019</p>	THDA: \$3,500
	<p>1.1b – Continue to educate THDA staff who work with rental programs and landlords (Section 8 HCV staff) on an annual basis.</p>	<p>1.1b – THDA staff continues training in fair housing issues in the rental market.</p> <p>All THDA employees complete training by June 30, 2020. All new employees complete training and quiz within first 180 days of employment.</p>	THDA	Ongoing	\$2,500

<p><b>1. Discriminatory terms, conditions, privileges or services and facilities in the rental market</b></p> <p><i>Action 1.1</i> – Continue to educate landlords and property management companies about fair housing law.  <i>Objective 1.1</i> – Increase number of outreach and education activities conducted.</p> <p><i>Action 1.2</i> – Continue to educate housing consumers in fair housing rights.  <i>Objective 1.2</i> – Increase number of outreach and education activities conducted.</p> <p><i>Action 1.3</i> – Enhance audit and testing activities and document the outcomes of tests  <i>Objective 1.3</i> – Increase number of testing activities conducted</p> <p>Priority: High</p>	<p>1.1c – Continue to educate staff on Fair Housing through attendance at the Tennessee Fair Housing Council annual Middle Tennessee conference, West Tennessee Fair Housing Celebrations (West &amp; Middle) and the ECHO Spring Fair Housing Workshop. Provide support and sponsorship to events and encourage attendance among sub-recipients and partners.</p>	<p>1.1c – Attendance at fair housing events continues, number of staff trained increases.</p> <p>Sponsorship of fair housing meetings continues. Marketing fair housing conferences on Facebook, Twitter and via bulk email mailing lists to enhance attendance among sub-recipients and partners. Continued attendance by THDA staff at regional (West Tennessee Fair Housing Celebration and ECHO Spring Fair Housing Workshop) meetings.</p>	THDA, ECD	Annually in April	THDA: \$4,500 ECD: \$500
	<p>1.2a – Continue to give written HUD Fair Housing information to program beneficiaries and monitor sub-recipients to ensure compliance.</p>	<p>1.2a – Fair Housing brochure or written information is given to program beneficiaries; ensured through monitoring.</p>	THDA, DOH, ECD	Ongoing	THDA: \$500 ECD: \$250 DOH: \$0
	<p>1.2b – Consistently review THDA website fair housing page &amp; make updates as needed; make AI available for review.</p>	<p>1.2b – Fair housing page of website is accessible and updated regularly. AI is available to review through site.</p>	THDA	Ongoing	\$500
	<p>1.3a – The State will communicate reasonable accommodation testing as a priority to partners engaged in testing which include: the Fair Housing Council, West Tennessee Legal Services, and the Tennessee Human Rights Commission.</p>	<p>1.3a – Priority is communicated to testing organizations.</p>	THDA, ECD, DOH	FY2019-2020	THDA: \$25
	<p>1.3b – Continue to monitor sub-recipients for compliance with Fair Housing and Equal Opportunity, utilizing Fair Housing and Equal Opportunity checklists.</p>	<p>1.3b – Sub-recipients are monitored for Fair Housing and Equal Opportunity.</p>	THDA, ECD, DOH	Ongoing	THDA: \$1,500 ECD: \$250 DOH: \$250

<p><b>2. Discriminatory acts under Section 818 (coercion, etc.)</b></p> <p><i>Action 2.1</i> – Continue to educate landlords and property management companies about fair housing law  <i>Objective 2.1</i> – Increase number of outreach and education activities</p> <p><i>Action 2.2</i> – Continue to educate housing consumers in fair housing rights  <i>Objective 2.2</i> – Increase the number of outreach and education activities conducted</p> <p><i>Action 2.3</i> – Enhance audit and testing activities and document the outcomes of tests  <i>Objective 2.3</i> – Increase number of testing activities conducted</p> <p><i>Priority: Low</i></p>	<p>2.1a – Provide information &amp; training (online or in person) &amp;/or support the Fair Housing Council to bring information and training on fair housing to developers, property managers and the apartment association.</p> <p>Online training for sub-recipients/grantees of THDA funding &amp; other THDA business associates (HCV landlords, LIHTC developers &amp; property managers, etc.) is posted on the THDA website. This training will be periodically reviewed for revisions/updates.</p> <p>THDA’s Civil Rights Advisor and legal staff are available for agency trainings with sub-recipients/grantees &amp; external partners agencies, such as LIHTC developer workshops.</p> <p>Fair Housing reminders, updates, information is placed on THDA’s website, the TNHousingSearch website and/or THDA’s social media sites.</p>	<p>2.1a – Fair housing training for non-profit and for profit developers and apartment managers made available; completion encouraged.</p> <p>Online training module made available. Sub-recipients reminded about online training and requirements to attend training annually.</p> <p>THDA Division Directors invite THDA Civil Rights Advisor and/or legal staff to participate in routine training or outreach activities.</p> <p>Fair Housing reminders, updates, information is placed on TNHousingSearch website and/or THDA’s social media sites.</p>	THDA	<p>Ongoing</p> <p>Online training posted to THDA website in FY2018-2019</p>	\$3,500
	<p>2.1b – Continue to educate THDA staff who work with rental programs and landlords (Section 8 HCV staff) on an annual basis.</p> <p>Online training for all THDA staff, including those who work with rental programs, is under development for Title VI and Fair Housing and will be made available by July 1, 2017. Existing employees will complete the training by September 1, 2017, and new employees will complete the training as part of on-boarding activities.</p>	<p>2.1b – THDA staff continues training on fair housing issues in the rental market.</p> <p>All THDA employees complete training by June 30, 2020. All new employees complete training and quiz within first 180 days of employment.</p>	THDA	<p>Ongoing</p>	\$2,500

<p><b>2. Discriminatory acts under Section 818 (coercion, etc.)</b></p> <p><i>Action 2.1 – Continue to educate landlords and property management companies about fair housing law</i>  <i>Objective 2.1 – Increase number of outreach and education activities</i></p> <p><i>Action 2.2 – Continue to educate housing consumers in fair housing rights</i>  <i>Objective 2.2 – Increase the number of outreach and education activities conducted</i></p> <p><i>Action 2.3 – Enhance audit and testing activities and document the outcomes of tests</i>  <i>Objective 2.3 – Increase number of testing activities conducted</i></p> <p><i>Priority: Low</i></p>	<p>2.1c – Continue to educate staff on Fair Housing through attendance at Fair Housing Matters Conference and West Tennessee Fair Housing Celebration. Provide support and sponsorship to both events and encourage attendance among sub-recipients and partners.</p>	<p>2.1c – Attendance at fair housing events by THDA staff continues.</p> <p>Sponsorship of fair housing meetings continues. Marketing fair housing conferences on Facebook, Twitter and via bulk email mailing lists to enhance attendance among sub-recipients and partners.</p>	THDA, ECD	Annually in April	THDA: \$4,500 ECD: \$500
	<p>2.2a – Consistently review THDA website fair housing page &amp; make updates as needed; make AI available for review.</p>	<p>2.2a – Fair housing page of website is accessible and updated regularly. AI is available to review through site.</p>	THDA	Ongoing	THDA: \$500
	<p>2.2b – Continue to give written HUD Fair Housing information to program beneficiaries and monitor sub-recipients to ensure compliance.</p>	<p>2.2a – Fair Housing brochure or written information is given to program beneficiaries, ensured through monitoring.</p>	THDA, ECD, DOH	Ongoing	THDA: \$500 ECD: \$250 DOH: \$0
	<p>2.3a – The State will communicate reasonable accommodation testing as a priority to partners engaged in testing which include: the Fair Housing Council, West Tennessee Legal Services, and the Tennessee Human Rights Commission.</p>	<p>2.3a – Priority is communicated to testing organizations.</p>	THDA, ECD, DOH	FY2019-2020	THDA: \$25
	<p>2.3b – Continue to monitor sub-recipients for compliance with Fair Housing and Equal Opportunity, utilizing Fair Housing and Equal Opportunity checklists.</p>	<p>2.3b – Sub-recipients are monitored for Fair Housing and Equal Opportunity.</p>	THDA, ECD, DOH	Ongoing	THDA: \$1,500 ECD: \$250 DOH: \$250

<p><b>3. Failure to make reasonable accommodation and modification</b></p> <p><i>Action 3.1</i> – Enhance audit and testing activities and document the outcomes of tests</p> <p><i>Objective 3.1</i> – Increase number of testing activities conducted</p> <p><i>Action 3.2</i> – Educate housing providers about requirements for reasonable accommodation or modification</p> <p><i>Objective 3.2</i> – Increase number of training sessions conducted</p> <p>Priority: Medium</p>	<p>3.1a – The State will communicate reasonable accommodation testing as a priority to partners engaged in testing which include: the Fair Housing Council, West Tennessee Legal Services, and the Tennessee Human Rights Commission.</p>	<p>3.1a – Priority is communicated to testing organizations, testing increases.</p>	<p>THDA, ECD, DOH</p>	<p>FY2019-2020</p>	<p>THDA: \$25</p>
	<p>3.1b – Continue to monitor sub-recipients for compliance with Fair Housing and Equal Opportunity, including reasonable accommodation &amp; modification, utilizing Fair Housing and Equal Opportunity checklists.</p>	<p>3.1a – Sub-recipients are monitored for Fair Housing and Equal Opportunity.</p>	<p>THDA, ECD, DOH</p>	<p>Ongoing</p>	<p>THDA: \$1,500 ECD: \$250 DOH: \$250</p>
	<p>3.2a – Continue to educate staff on Fair Housing, including reasonable accommodation &amp; modification through attendance at Fair Housing Matters Conference, West Tennessee Fair Housing Celebration and the ECHO Spring Fair Housing Workshop. Provide support and sponsorship to both events and encourage attendance among sub-recipients and partners.</p>	<p>3.2a – Attendance at fair housing events continues.</p> <p>Sponsorship of fair housing meetings continues. Marketing fair housing conferences on Facebook, Twitter and via bulk email mailing lists to enhance attendance among sub-recipients and partners.</p>	<p>THDA, ECD</p>	<p>Annually in April</p>	<p>THDA:\$4,500 ECD: \$500</p>
	<p>3.2b – Support the Fair Housing Council in providing fair housing training for developers, property managers and the apartment association.</p> <p>Online training for sub-recipients/grantees of THDA funding &amp; other THDA business associates (HCV landlords, LIHTC developers &amp; property managers, etc.) is posted on the THDA website. This training will be periodically reviewed for revisions/updates.</p>	<p>3.2b –Fair housing training for non-profit and for profit developers and apartment managers posted online.</p>	<p>THDA</p>	<p>Ongoing</p> <p>Online training posted to THDA website in FY2018-2019</p>	<p>\$1,500</p>

<b>3. Failure to make reasonable accommodation and modification</b>  <i>Action 3.1</i> – Enhance audit and testing activities and document the outcomes of tests <i>Objective 3.1</i> – Increase number of testing activities conducted  <i>Action 3.2</i> – Educate housing providers about requirements for reasonable accommodation or modification <i>Objective 3.2</i> – Increase number of training sessions conducted  Priority: Medium	3.2c– Continue to educate THDA program staff that work with housing providers and landlords on an annual basis.  Online training for all THDA staff, including those who work with rental programs, is available.	3.2c – Training on reasonable accommodation continues as part of annual Fair Housing training.  All THDA employees complete online training annually by June 30. All new employees complete training and quiz within first 180 days of employment.	THDA	Ongoing	\$3,500
	3.2d – Increase training of elected officials and landlords in CDBG grantee communities of fair housing responsibilities.  Online training for sub-recipients/grantees of THDA funding & other THDA business associates (HCV landlords, LIHTC developers & property managers, etc.) is posted on the THDA website. This training will be periodically reviewed for revisions/updates.  THDA’s Civil Rights Advisor and legal staff are available for agency trainings with sub-recipients/grantees & external partners agencies, such as LIHTC developer workshops.	3.2d – THDA online training is made available.  THDA Civil Rights or legal staff attend local community training to discuss fair housing as requested.	THDA, ECD	Ongoing  Online training posted to THDA website in FY2018-2019	\$1,500
<b>4. Discriminatory patterns in home purchase loan denials</b>  <i>Action 4.1</i> – Educate buyers through credit counseling and home purchase training <i>Objective 4.1</i> – Increase number of outreach and education activities conducted  Priority: Low	4.1a – Continue homebuyer education courses (with fair housing components in the curriculum) for THDA loan programs (required for Great Choice Plus; Homeownership for the Brave and HOME). Continue to support the Homebuyer Education Initiative (HBEI) across the state for homebuyers not utilizing a THDA loan product.  THDA HBEI program includes 3 HUD certified counselors to focus on foreclosure prevention & delinquency.	4.1a – Homebuyer education classes are conducted, program continued and marketed serving THDA borrowers and non-THDA borrowers (depending on demand).  HUD certified counselors assist THDA low/moderate income buyers with foreclosure and delinquency prevention.	THDA	Ongoing	\$175,000



<p><b>4. Discriminatory patterns in home purchase loan denials</b></p> <p><i>Action 4.1 – Educate buyers through credit counseling and home purchase training</i>  <i>Objective 4.1 – Increase number of outreach and education activities conducted</i></p> <p><i>Action 4.2 – Educate lenders and make developers aware of the counseling and training</i>  <i>Objective 4.2 – Increase number of outreach and education activities conducted</i></p> <p><i>Priority: Low</i></p>	4.1b – Continue to support and train HBEI agencies through provision of NeighborWorks America course curriculum materials and training.	4.1b – Deliver NeighborWorks American materials to HBEI agencies.	THDA	Ongoing	\$5,000
	4.1c – Continue “Training the Trainer” to certify new Homebuyer Education Trainers throughout the state and continuing education sessions (Peer Sessions) for certified Homebuyer Education Trainers.	4.1c – “Training the Trainer”(Housing Education Symposium) and Peer Sessions conducted annually in July.	THDA	Annually in July	\$3,500
	4.1d – Continue marketing and outreach on Homebuyer Education Initiative on THDA website.  Continue Step-in program, which targets state employees for THDA mortgage programs.	4.1d – Website updated, new outreach activities identified.  Increase the number of state employees securing THDA mortgage through the Step-in Program.	THDA	Ongoing  Website updated in FY 2017-2018	\$500
	4.1e – Explore analyzing counseling agency data that is collected to provide agencies feedback to improve program performance.	4.1e – Decision to analyze data is made, analysis completed annually and reported to agencies at HBEI Peer Sessions.	THDA	FY2019-2020	\$500
	4.1f – Continue to find new and improved ways to educate buyers and improve financial literacy through the operation of the Housing Education Advisory Board.	4.1f – Quarterly meetings of the advisory boards continue.	THDA	Ongoing	\$500
	4.2 – Invite lenders and developers to the Tennessee Housing Conference, which includes sessions on fair housing topics/education.	4.2 – Include sessions on fair housing topics/education and invite lenders and developers to the Tennessee Housing Conference.	THDA	Annually in March	\$2,500

<p><b>5. Discriminatory patterns in predatory lending</b></p> <p><i>Action 5.1 – Educate buyers through credit counseling and home purchase training</i>  <i>Objective 5.1 – Increase number of outreach and education activities conducted</i></p> <p><i>Action 5.2 – Educate lenders and developers’ counseling and training</i>  <i>Objective 5.2 – Increase number of outreach and education activities conducted</i></p> <p><i>Priority: Low</i></p>	<p>5.1a – Continue homebuyer education courses (with fair housing components in the curriculum) for THDA loan programs (required for Great Choice Plus; Homeownership for the Brave and HOME). Continue to support the Homebuyer Education Initiative (HBEI) across the state for homebuyers not utilizing a THDA loan product.</p> <p>THDA HBEI program includes 3 HUD certified counselors to focus on foreclosure prevention &amp; delinquency.</p>	<p>5.1a – Homebuyer education classes are conducted, program continued and marketed serving THDA borrowers and non-THDA borrowers (depending on demand).</p> <p>HUD certified counselors work across the state to assist THDA low/moderate income buyers with foreclosure and delinquency prevention.</p>	THDA	Ongoing	\$175,000
	<p>5.1b – Continue to support and train HBEI agencies through provision of NeighborWorks America course curriculum materials and training.</p>	<p>5.1b – Deliver NeighborWorks America materials to HBEI agencies, annually.</p>	THDA	Ongoing	\$5,000
	<p>5.1c – Continue “Training the Trainer” to certify new Homebuyer Education Trainers throughout the state and continuing education sessions (Peer Sessions) for certified Homebuyer Education Trainers</p>	<p>5.1c – “Training the Trainer” (Homebuyer Education Symposium) and Peer Sessions conducted annually in July.</p>	THDA	Annually in July	\$3,500
	<p>5.1d – Continue marketing and outreach on Homebuyer Education Initiative on THDA website. Explore new ways to market homebuyer education and credit counseling.</p>	<p>5.1d – Website updated, new outreach activities identified including development of a new on-line Homebuyer Education portal.</p>	THDA	Ongoing	\$500
	<p>5.1e – Explore analyzing counseling agency data that is collected to provide agencies feedback to improve program performance.</p>	<p>5.1e– Decision to analyze data is made, analysis completed and reported annually to agencies at HBEI Peer Sessions.</p>	THDA	FY2019-2020	\$500
	<p>5.2 – Invite lenders and developers to the Tennessee Housing Conference, which includes sessions on fair housing topics/education.</p>	<p>5.2 – Include sessions on fair housing topics/education and invite lenders and developers to the Tennessee Housing Conference.</p>	THDA	Annually in March	\$2,500

<p><b>6. Lack of sufficient education about fair housing law</b></p> <p><i>Action 6.2</i> – Educate the public and housing stakeholders about fair housing law and rights of housing consumers  <i>Objective 6.2</i> – Increase number of outreach and education activities conducted</p> <p><i>Action 6.3</i> – Enhance documentation of fair housing activities conducted throughout the State  <i>Objective 6.3</i> – Request that the THRC provide such documentation for all activities conducted under the auspices of the core curriculum</p> <p><i>Priority: High</i></p>	<p>6.1 – Discuss with the Tennessee Human Rights Commission opportunities to develop an outreach and education curriculum on fair housing with other organizations in the state that provide fair housing services.</p>	<p>6.1 – Opportunity is discussed with the Tennessee Human Rights Commission.</p>	THDA	FY2019-2020	No cost
	<p>6.2a – Provide information &amp; training (online or in person) &amp;/or support the Fair Housing Council to bring information and training on fair housing to sub-recipients/grantees with an emphasis on duty to affirmatively further fair housing, raising citizen awareness of fair housing law, discrimination in rental, ramifications of failure to make reasonable accommodation, codes, zoning and other priority areas.</p> <p>Online training for THDA employees, sub-recipients/grantees of THDA funding &amp; other THDA business associates (HCV landlords, LIHTC developers &amp; property managers, etc.) is posted on the THDA website. This training will be periodically reviewed for revisions/updates.</p> <p>Fair Housing reminders, updates, information is placed on TNHousingSearch website and/or THDA's social media sites.</p>	<p>6.2a – Fair housing training for non-profit and for profit developers and apartment managers provided.</p> <p>Sub-recipients reminded about online training and requirements to attend training annually.</p> <p>THDA Division Directors invite THDA Civil Rights Advisor and/or legal staff to participate in routine training or outreach activities.</p> <p>Fair Housing reminders, updates, information are placed on TNHousingSearch website and/or THDA's social media sites.</p>	THDA	On-going  Online training posted to THDA website in FY2018-2019	THDA: \$3,500
	<p>6.2b – Implement training for elected officials as part of grant requirements for CDBG grantees.</p> <p>Online training for sub-recipients/grantees of THDA funding &amp; other THDA business associates (HCV landlords, LIHTC developers &amp; property managers, etc.) is available on the THDA website. This training will be periodically reviewed for revisions/updates.</p>	<p>6.2b – THDA sub-recipient online training is made available. CDBG grantees notified of training.</p>	THDA, ECD	Ongoing  Online training posted to THDA website in FY2018-2019	THDA: \$1,500 ECD: \$500

<p><b>6. Lack of sufficient education about fair housing law</b></p> <p><i>Action 6.2</i> – Educate the public and housing stakeholders about fair housing law and rights of housing consumers  <i>Objective 6.2</i> – Increase number of outreach and education activities conducted</p> <p><i>Action 6.3</i> – Enhance documentation of fair housing activities conducted throughout the State  <i>Objective 6.3</i> – Request that the THRC provide such documentation for all activities conducted under the auspices of the core curriculum</p> <p><i>Priority: High</i></p>	6.2c – Consistently review THDA website fair housing page & make updates as needed; make AI available for review.	6.2c – Fair housing page of website is accessible and updated regularly. AI is available to review through site.	THDA	Ongoing	THDA: \$500
	6.2d – Continue training for HOPWA Program Sponsors at annual network meeting and monitor for compliance during monitoring interviews.	6.2d – Training and monitoring continues.	DOH	Ongoing	West TN Legal Services provides at no cost
	6.3 – Discuss with Tennessee Human Rights Commission opportunities to enhance the documentation of fair housing requirements.	6.3 – Documentation opportunities discussed with THRC.	THDA	FY2019-2020	No cost

## Public Sector Impediments

Impediment/Suggested Action/Objective	Action(s)	Measurement(s)	Responsible Agencies	Timeline	Cost
<b>1. Lack of local fair housing ordinances or policies</b>  <i>Action 1.1</i> – Create template fair housing ordinance, resolution, policy or other commitment to AFFH <i>Objective 1.1</i> – Present policy to all prospective grantees  <i>Action 1.2</i> – Educate local government staff about fair housing regulations and the statewide commitment to AFFH <i>Objective 1.2</i> – Increase number of education activities  <i>Action 1.3</i> – Increase monitoring and enforcement policies that affirmatively further fair housing choice <i>Objective 1.3</i> – Increase number of monitoring and enforcement activities  <i>Priority: High</i>	1.1a – Explore opportunities to work with fair housing partners and local/county government associations, including West Tennessee Legal Services and the Fair Housing Council, to develop policies to provide to local governments and sub-recipients.	1.1a – Partnership established and policy completed.	ECD, THDA	FY 2017-18  Outreach conducted; determined not feasible.	THDA: \$0 ECD: \$0
	1.1b – After development of Fair Housing materials, present to grantees and local governments within jurisdiction.	1.1b – Deliver materials to grantees, as well as local governments within the state’s jurisdictions.	ECD, THDA	FY 2017-18 See above comments.	THDA: \$0 ECD: \$0
	1.1c – Explore partnerships with state, county and local government stakeholders, such the Tennessee Advisory Commission on Intergovernmental Relations (TACIIR) and Tennessee’s Development Districts to determine best way to reach local governments and present examples of Fair Housing policy.	1.1c – Establish partnership and determine best method for information delivery.	ECD, THDA	FY 2017-2018  Outreach conducted; determined not feasible	THDA: \$0 ECD: \$0
	1.2a – Continue to educate local government staff and sub-recipients by contracting with the Tennessee Fair Housing Council or utilizing THDA’s Civil Rights Advisor and legal staff fair housing training at grantee workshops, with an emphasis on duty to affirmatively further fair housing, raising citizen awareness of fair housing law, discrimination in rental, the ramifications of a failure to make reasonable accommodation, codes, zoning and other priority areas. Continue to publish ECD notices and promote participation at fair housing events and trainings.  Online training for sub-recipients/grantees of THDA funding & other THDA business associates (HCV landlords, LIHTC developers & property managers, etc.) is posted on the THDA website. This training will be periodically reviewed for revisions/updates.	1.2a – Grantees trained in fair housing at grantee workshops.  Online training is made available & sub-recipients are notified.	THDA, ECD	Ongoing  Online training posted to THDA website in FY2018-2019	THDA: \$1,500 ECD: \$500

<p><b>1. Lack of local fair housing ordinances or policies</b></p> <p><i>Action 1.1</i> – Create template fair housing ordinance, resolution, policy or other commitment to AFFH</p> <p><i>Objective 1.1</i> – Present policy to all prospective grantees</p> <p><i>Action 1.2</i> – Educate local government staff about fair housing regulations and the statewide commitment to AFFH</p> <p><i>Objective 1.2</i> – Increase number of education activities</p> <p><i>Action 1.3</i> – Increase monitoring and enforcement policies that affirmatively further fair housing choice</p> <p><i>Objective 1.3</i> – Increase number of monitoring and enforcement activities</p> <p><i>Priority: High</i></p>	<p>1.2b – Explore providing state-wide fair housing trainings or forums with local government officials, housing stakeholders and citizens, that focus on fair housing law, affirmatively furthering fair housing, impediments to fair housing in Tennessee and local actions to overcome impediments.</p> <p>Online training for sub-recipients/grantees of THDA funding &amp; other THDA business associates (HCV landlords, LIHTC developers &amp; property managers, etc.) is posted on the THDA website. This training will be periodically reviewed for revisions/updates.</p>	<p>1.2b – Fair housing training made available statewide.</p> <p>Online training made available. THDA Civil Rights Advisor or legal team is made available for trainings or forums; Tennessee Fair Housing Council or other local fair housing organization is contracted as needed.</p>	THDA	Ongoing	THDA: \$1,500
	<p>1.3a – Continue to monitor grant programs for compliance with fair housing and equal opportunity, utilizing fair housing and equal opportunity checklists.</p>	<p>1.3a – Programs are monitored for activity and compliance.</p>	THDA, ECD, DOH	Ongoing	THDA: \$1,500 ECD: \$250 DOH: \$0

<p><b>2. Insufficient establishment and enforcement of building codes regarding special needs housing</b></p> <p><i>Action 2.1</i> – Create examples of building code policies that sufficiently provide for special needs housing such as group homes and accessible housing  <i>Objective 2.1</i> – Present examples to all prospective grantees</p> <p><i>Action 2.2</i> – Educate local government staff about fair housing regulations and the statewide commitment to AFFH  <i>Objective 2.2</i> – Increase number of education activities conducted</p> <p><i>Action 2.3</i> – Increase monitoring and enforcement of building codes of jurisdictions across the state  <i>Objective 2.3</i> – Increase number of monitoring and enforcement activities</p> <p><i>Priority: Medium</i></p>	<p>2.1a – Incorporate Medicaid Home and Community Based Service Settings rule in special needs housing project priorities in THDA Housing Trust Fund program.</p>	<p>2.1a – HCBS Settings rule incorporated into Trust Fund Program.</p>	<p>THDA</p>	<p>FY 2016-17 Completed</p>	<p>THDA: \$1,000</p>
	<p>2.1b – Explore partnerships with state, county and local government stakeholders, such the Tennessee Advisory Commission on Intergovernmental Relations (TACIIR) and Tennessee’s Development Districts to determine best way to reach local governments and present examples of Fair Housing policy related to special needs &amp; accessible housing.</p>	<p>2.1b – Establish partnership and determine best method for information delivery.</p>	<p>ECD, THDA</p>	<p>FY 2017-18 Outreach conducted; determined not feasible. THDA created online trainings that may serve in the place of this action.</p>	<p>THDA: \$0 ECD: \$0</p>
	<p>2.1c – After development of Fair Housing materials, present to grantees and local governments within jurisdiction.</p>	<p>2.1c – Deliver materials to grantees, as well as local governments within the state’s jurisdictions.</p>	<p>ECD, THDA</p>	<p>FY 2017-18 Determined not feasible</p>	<p>THDA: \$0 ECD: \$0</p>
	<p>2.2a – Continue to educate local government staff and sub-recipients by contracting with the Tennessee Fair Housing Council or utilizing THDA’s Civil Rights Advisor and legal staff fair housing training at grantee workshops, with an emphasis on duty to affirmatively further fair housing, raising citizen awareness of fair housing law, discrimination in rental, the ramifications of a failure to make reasonable accommodation, codes, zoning and other priority areas. Continue to publish ECD notices and promote participation at fair housing events and trainings.</p> <p>Online training for sub-recipients/grantees of THDA funding &amp; other THDA business associates (HCV landlords, LIHTC developers &amp; property managers, etc.) is posted on the THDA website. This training will be periodically reviewed for revisions/updates.</p>	<p>2.2a – – Grantees trained in fair housing at grantee workshops.</p> <p>Online training is made available &amp; sub-recipients are notified.</p>	<p>THDA, ECD</p>	<p>Ongoing</p> <p>Online training posted to THDA website in FY2018-2019</p>	<p>THDA: \$1,500 ECD: \$500</p>

<p><b>2. Insufficient establishment and enforcement of building codes regarding special needs housing</b></p> <p><i>Action 2.1</i> – Create examples of building code policies that sufficiently provide for special needs housing such as group homes and accessible housing</p> <p><i>Objective 2.1</i> – Present examples to all prospective grantees</p> <p><i>Action 2.2</i> – Educate local government staff about fair housing regulations and the statewide commitment to AFFH</p> <p><i>Objective 2.2</i> – Increase number of education activities conducted</p> <p><i>Action 2.3</i> – Increase monitoring and enforcement of building codes of jurisdictions across the state</p> <p><i>Objective 2.3</i> – Increase number of monitoring and enforcement activities</p> <p><i>Priority: Medium</i></p>	<p>2.2b Explore providing state-wide fair housing trainings or forums with local government officials, housing stakeholders and citizens, that focus on fair housing law, affirmatively furthering fair housing, impediments to fair housing in Tennessee and local actions to overcome impediments.</p> <p>Online training for sub-recipients/grantees of THDA funding &amp; other THDA business associates (HCV landlords, LIHTC developers &amp; property managers, etc.) is posted on the THDA website. This training will be periodically reviewed for revisions/updates.</p>	<p>2.2b – – Online training made available. THDA Civil Rights Advisor or legal team is made available for trainings or forums; Tennessee Fair Housing Council or other local fair housing organization is contracted as needed.</p>	ECD, THDA	<p>Ongoing</p> <p>Online training posted to THDA website in FY2018-2019</p>	<p>THDA: \$1,500</p> <p>ECD: \$500</p>
	<p>2.2c – Present AI findings at Governor’s Housing Summit, which is attended by housing stakeholders, citizens and local government officials.</p>	<p>2.2c – Findings are presented.</p>	ECD, THDA	<p>Completed October 2013</p>	<p>THDA: \$1,000</p> <p>ECD: No cost</p>
	<p>2.2d – Encourage and promote THDA’s accessibility and visitability program, which is a voluntary certification program created by the TN Council on Developmental Disabilities that encourages builders (single family and multi-family) to voluntarily implement design features that make homes accessible, visitable and convenient for everyone.</p>	<p>2.2d – Visitability standards are included as part of our scoring criteria under HOME, HTF Competitive Grants Program, and is a standard eligibility criteria for single family homes, townhomes and duplexes in the LIHTC Qualified Allocation Plan for new construction projects.</p> <p>Knowledge of visitability increases through education, builders voluntarily implement features.</p>	THDA	<p>Implemented FY2017-2018</p> <p>Ongoing</p>	<p>THDA: \$1,500</p>
	<p>2.3a – Continue to monitor grant programs for compliance with fair housing and equal opportunity, utilizing fair housing and equal opportunity checklists.</p>	<p>2.3a – Programs are monitored for activity and compliance.</p>	THDA, ECD, DOH	<p>Ongoing</p>	<p>THDA: \$500</p> <p>ECD: \$250</p> <p>DOH: \$250</p>



<p><b>3. Lack of local government understanding of duties of AFFH</b></p> <p><i>Action 3.1</i> – Educate local government staff about fair housing law and federal formula grant funding requirements to affirmatively further fair housing</p> <p><i>Objective 3.1</i> – Increase number of educational activities conducted</p> <p><i>Priority: High</i></p>	<p>3.1a – Continue to educate local government staff and sub-recipients by contracting with the Tennessee Fair Housing Council or other fair housing education providers to conduct fair housing training at grantee workshops, with an emphasis on duty to affirmatively further fair housing, raising citizen awareness of fair housing law, discrimination in rental, ramifications of a failure to make reasonable accommodation, codes, zoning and other priority areas. Continue to publish ECD notices and promote participation at fair housing events and trainings.</p> <p>Online training for sub-recipients/grantees of THDA funding &amp; other THDA business associates (HCV landlords, LIHTC developers &amp; property managers, etc.) is posted on the THDA website. This training will be periodically reviewed for revisions/updates.</p>	<p>3.1a – Grantees trained in fair housing at grantee workshops, ECD notices regarding fair housing increases, and attendance at fair housing events increases.</p> <p>Online training made available. THDA Civil Rights Advisor or legal team is made available for trainings or forums; Tennessee Fair Housing Council or other local fair housing organization is contracted as needed.</p>	ECD, THDA	<p>Ongoing</p> <p>Online training posted to THDA website in FY2018-2019</p>	<p>THDA: \$1,500</p> <p>ECD: \$500</p>
	<p>3.1b – Explore providing state-wide fair housing trainings or forums with local government officials, housing stakeholders and citizens, that focus on fair housing law, affirmatively furthering fair housing, impediments to fair housing in Tennessee and local actions to overcome impediments.</p> <p>Online training for sub-recipients/grantees of THDA funding &amp; other THDA business associates (HCV landlords, LIHTC developers &amp; property managers, etc.) is posted on the THDA website. This training will be periodically reviewed for revisions/updates.</p>	<p>3.1b – Online training made available. THDA Civil Rights Advisor or legal team is made available for trainings or forums; Tennessee Fair Housing Council or other local fair housing organization is contracted as needed.</p>	ECD, THDA, DOH	<p>Ongoing</p> <p>Online training posted to THDA website in FY2018-2019</p>	<p>THDA: \$1,500</p> <p>ECD: \$500</p>

<b>3. Lack of local government understanding of duties of AFFH</b>  <i>Action 3.1</i> – Educate local government staff about fair housing law and federal formula grant funding requirements to affirmatively further fair housing <i>Objective 3.1</i> – Increase number of educational activities conducted  <i>Priority: High</i>	3.1c - Present AI findings at Governor's Housing Summit, which is attended by housing stakeholders, citizens and local government officials.	3.1c – Findings are presented.	ECD, THDA	Completed October 2013	THDA: \$1,000 ECD: No cost
	3.1d – Explore partnerships with state, county and local government stakeholders, such the Tennessee Advisory Commission on Intergovernmental Relations (TACIR) and Tennessee's Development Districts to determine best way to reach local governments and present examples of Fair Housing policy.	3.1d – Establish partnership and determine best method for information delivery.	ECD, THDA	FY 2017-2018 Outreach conducted; determined not feasible.	THDA: \$0 ECD: \$0
	3.1e – Fair Housing module for sub-recipients/grantees, including CDBG & HOME sub-recipients, and stakeholders in the community is online. Continue compliance monitoring and increase reporting on fair housing activities, including a Title VI/Fair Housing self-assessment that includes the amount spent on the activities in local communities.	3.1e – Online training made available. Sub-recipient monitoring continues with self-assessment form added to compliance monitoring.	ECD, THDA	Ongoing  Online training posted to THDA website in FY2018-2019	THDA: \$2,000 ECD: \$500
	3.1f – Encourage local elected officials to complete THDA online Title VI/Fair Housing training as a CDBG Fair Housing Activity.	3.1f – Local elected officials notified of availability of online training.	ECD	FY2019-2020  Online training posted to THDA website in FY2018-2019	THDA: \$1,500 ECD: \$150

<p><b>4. Lack of uniformity of codes and land use policies</b></p> <p><i>Action 4.1</i> – Create examples of codes and land use policies that are in the spirit of AFFH  <i>Objective 4.1</i> – Present examples to all prospective grantees</p> <p><i>Action 4.2</i> – Educate local government staff about fair housing regulations and the statewide commitment to AFFH  <i>Objective 4.2</i> – Increase number of education activities conducted</p> <p><i>Action 4.3</i> – Increase monitoring and enforcement of policies that affirmatively further fair housing choice  <i>Objective 4.3</i> – Increase number of monitoring and enforcement activities conducted</p> <p><i>Priority: Medium</i></p>	<p>4.1a – Explore opportunities to work with fair housing partners, including West Tennessee Legal Services and the Tennessee Fair Housing Council, and local/county government associations to develop examples of codes and land use policies to provide examples of Fair Housing policy related to codes &amp; land use policies to local governments and sub-recipients.</p> <p>Online training for sub-recipients/grantees of THDA funding &amp; other THDA business associates (HCV landlords, LIHTC developers &amp; property managers, etc.) is posted on the THDA website. This training will be periodically reviewed for revisions/updates.</p>	<p>4.1a – Online training made available. THDA Civil Rights Advisor or legal team is made available for trainings or forums; Tennessee Fair Housing Council or other local fair housing organization is contracted as needed.</p>	THDA, ECD	<p>Ongoing</p> <p>Online training posted to THDA website in FY2018-2019</p>	<p>THDA: \$1,500 ECD: \$500</p>
	<p>4.1b – Explore partnership with the Tennessee Advisory Commission on Intergovernmental Relations and Tennessee’s Development Districts to determine best way to reach local governments and present examples of Fair Housing policy related to codes &amp; land use policies.</p>	<p>4.1b – Establish partnership and determine best method for information delivery.</p>	ECD, THDA	<p>FY2017-2018 Outreach conducted; determined not feasible.</p>	<p>THDA: \$0 ECD: \$0</p>
	<p>4.2a - Present AI findings at Governor’s Housing Summit, which is attended by housing stakeholders, citizens and local government officials.</p>	<p>4.2a – Findings are presented.</p>	ECD, THDA	<p>Completed October 2013</p>	<p>THDA: \$1,000 ECD: No cost</p>

<p><b>4. Lack of uniformity of codes and land use policies</b></p> <p><i>Action 4.1 – Create examples of codes and land use policies that are in the spirit of AFFH</i>  <i>Objective 4.1 – Present examples to all prospective grantees</i></p> <p><i>Action 4.2 – Educate local government staff about fair housing regulations and the statewide commitment to AFFH</i>  <i>Objective 4.2 – Increase number of education activities conducted</i></p> <p><i>Action 4.3 – Increase monitoring and enforcement of policies that affirmatively further fair housing choice</i>  <i>Objective 4.3 – Increase number of monitoring and enforcement activities conducted</i></p> <p><i>Priority: Medium</i></p>	<p>4.2b – Continue to educate local government staff and sub-recipients by contracting with the Tennessee Fair Housing Council or other fair housing education providers to conduct fair housing training at grantee workshops, with an emphasis on duty to affirmatively further fair housing, raising citizen awareness of fair housing law, discrimination in rental, ramifications of a failure to make reasonable accommodation, codes, zoning and other priority areas.</p> <p>Online training for sub-recipients/grantees of THDA funding &amp; other THDA business associates (HCV landlords, LIHTC developers &amp; property managers, etc.) is posted on the THDA website. This training will be periodically reviewed for revisions/updates.</p> <p>Continue to publish ECD notices and promote participation at fair housing events and trainings.</p>	<p>4.2b – Grantees trained in fair housing at grantee workshops or through THDA online training, ECD notices regarding fair housing increased, and attendance at fair housing events increases.</p>	THDA, ECD	<p>Ongoing</p> <p>Online training posted to THDA website in FY2018-2019</p>	<p>THDA: \$1,500 ECD: \$500</p>
	<p>4.2c – Explore providing state-wide fair housing trainings or forums with local government officials, housing stakeholders and citizens, that focus on fair housing law, affirmatively furthering fair housing, impediments to fair housing in Tennessee and local actions to overcome impediments.</p> <p>Online training for sub-recipients/grantees of THDA funding &amp; other THDA business associates (HCV landlords, LIHTC developers &amp; property managers, etc.) is posted on the THDA website. This training will be periodically reviewed for revisions/updates.</p>	<p>4.2c – Encourage attendance by grantees at Fair Housing Matters Conference and West TN Fair Housing Conference.</p> <p>Encourage local elected officials to complete THDA online Title VI/Fair Housing training.</p>	ECD, THDA	<p>Ongoing</p> <p>Online training posted to THDA website in FY2018-2019</p>	<p>THDA: \$1,500 ECD: \$500</p>

	4.3 – Continue to monitor grant programs for compliance with fair housing and equal opportunity, utilizing fair housing and equal opportunity checklists.	4.3 – Programs are monitored for activity and compliance.	ECD, THDA	Ongoing	THDA: \$1,500 ECD: \$250 DOH: \$250
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# Appendix D:

## HOME Program Description

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**HOUSING GRANT APPLICATION**  
**HOME PROGRAM FOR FISCAL YEAR 2019**  
**Program Description and Application Package**  
**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 2019 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 4:00 PM CST on Thursday, March 7, 2019. THDA anticipates notifying successful applicants by May 31, 2019. HOME contracts for applicants funded under the Urban or Rural Matrices will begin July 1, 2019 and will end June 30, 2022. HOME Reservation of Funds for applicants funded under the CHDO Matrix will begin July 1, 2019 and will end June 30, 2022.

The program description is followed by the application package. The program description and application are also available at [www.thda.org](http://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 2019 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.
  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 employees 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 W-4, 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 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.
  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, 2019 to be eligible for the 2019 HOME program:

HOME GRANT YEAR	SPEND DOWN REQUIREMENT
1992 – 2014	100%
2015-2016 Urban or Rural Rounds	75%
2017 Urban or Rural Rounds	50%
2018 Urban or Rural Rounds	25%

These spending requirements also apply to applications from CHDOs. In addition, CHDOs that were funded for homeownership programs that generate CHDO proceeds will have to demonstrate a need for additional HOME funds and documentation that neighborhood market conditions demonstrate a need for the project to be eligible for the 2018 HOME program.

2. To be eligible, all applicants for the 2019 HOME application cycle must be in compliance with all other THDA programs in which they participate.

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

HOME PROGRAM DESCRIPTION	COMMITMENT REQUIREMENT	SPEND DOWN REQUIREMENT
2012 CHDOs	100%	100%
2013 CHDOs	100%	100%
2014 CHDOs	100%	100%
2015-2016 CHDO Round and CHDO Mini-Rounds 1 & 2	100%	50%
2017 CHDO and CHDO Mini-Rounds 1 and 2	50%	25%
2018 CHDO Round or CHDO Mini-Rounds 1 or 2	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 2019 HOME program, the CHDO must have met the Commitment and Spend Down Requirements by February 28, 2019.

In addition, CHDOs that were funded for homeownership programs that generate CHDO proceeds will have to demonstrate a need for additional HOME funds and documentation that neighborhood market conditions demonstrate a need for the project to be eligible for the 2019 HOME program.

3. To be eligible, all applicants under the 2019 HOME CHDO Matrix must be in compliance with all other THDA programs in which they participate.

## **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 2019 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 2018, approximately \$14,400,000. Additionally, THDA may make available any returned or leftover funds from the 2018 or earlier funding rounds as determined at the time of award in May 2019.

THDA will spend up to ten percent (10%) of its 2019 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.

THDA will also set-aside up to 5% of its 2019 HOME allocation 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.

The balance of THDA's FY 2019 HOME allocation, not including the 10% for administration and the 5% for CHDO operating expenses, will be divided as follows:

**CHDO Set-aside.** Eighteen percent (18%) of the total 2019 HOME allocation will be reserved 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 2019 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 2019 CHDO funds must commit those funds to specific units no later than June

30, 2021. Any 2018 HOME funds awarded to an organization must be committed to specific units no later than June 30, 2020. ***HUD will recapture any 2019 CHDO funds not committed to specific CHDO activities by June 30, 2021 and will recapture any 2018 CHDO funds not committed to specific CHDO activities by June 30, 2020.*** 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 Allocation.** Sixty Seven percent (67%) of the 2019 HOME funds available 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 the remaining 67% of the funding, 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.

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 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. 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*

*dwelling*s. 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. See **Attachment Two: Property Value Limits Existing Homes HOME Purchase Price and New Homes HOME Purchase Price.**

*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 THDA qualified home buyer education provider 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 2018 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. 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 administration and Maximum of 8% for developer's fees. 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 inspections and work write-ups are capped at \$2,500. In addition to the costs for inspections 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. Costs associated with HUD-mandated THDA inspections are also a project soft cost, but do not count against the \$2,500 cap. 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 2019 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.
- c. Reasonable rental value of the donated use of site preparation or construction equipment.
- 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.
- h. Value of sweat equity may also be eligible 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 in **Attachment Three: Income Limits for the HOME Program**. 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. 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
<hr/>	
HOME Subsidy + Homeowner Investment	
<hr/>	
Homeowner Investment	X Net Proceeds = HOME Amount to Recapture
<hr/>	
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	\$61,281	0-BEDROOM (EFFICIENCY) LIMIT
	\$70,250	1-BEDROOM LIMIT
	\$85,424	2-BEDROOM LIMIT
	\$110,512	3-BEDROOM LIMIT
	\$121,307	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](http://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. See **Attachment Two: Property Value Limits – Existing Homes HOME Purchase Price.**

## **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. See **Attachment Two: Property Value Limits Existing Homes HOME Purchase Price and New Homes HOME Purchase Price.**

## **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, 891 and 982
Section 3 of the Housing & Urban Development Act of 1968	24 CFR 135
<ul style="list-style-type: none"><li>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.</li></ul>	
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)	
<ul style="list-style-type: none"><li>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.</li></ul>	

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](http://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 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 in a few instances and with written permission from THDA, houses located in a floodplain may be 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 **Attachment Four: 2018 HOME Need Scores for Homeowner Projects**.

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 **Attachment Five: HOME Program Not Proportionally Served**. 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. See **Attachment Six: Disaster Counties** for the current disaster areas.

## 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 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 5 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. See **Attachment Seven: Growth Plan Approvals**.

**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.

# Appendix E:

## HTF Program Description

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## NATIONAL HOUSING TRUST FUND 2018

### PROGRAM DESCRIPTION

#### Tennessee Housing Development Agency

The Tennessee Housing Development Agency (THDA) administers the federally funded National Housing Trust Fund (NHTF) which is designed for the production and preservation of affordable rental housing through the acquisition, new construction, or rehabilitation of affordable housing for households with extremely low incomes. The purpose of this Program Description is to explain the program requirements and application process.

NHTF grants are awarded through a competitive application process to Public Housing Authorities, non-profit and for-profit entities. Applications for the NHTF program must be received by THDA on or before 4:00 PM CDT on Thursday, March 14, 2019. THDA anticipates notifying successful applicants on or about May 31, 2019. NHTF grant agreements will begin on July 1, 2019 and will end on June 30, 2022.

The application package for NHTF resources as well as additional program documentation will be made available on THDA's website at <https://thda.org/business-partners/nhtf>.

### DEFINITION OF TERMS

For purposes of the NHTF program, the following definitions shall apply.

**Developer Fee:** Means the sum of the Developer's overhead and Developer's profit. Consulting fees and guarantor fees are also considered part of the total Developer Fee calculation.

**Housing for the Elderly:** Means housing intended for, and solely occupied by, individuals sixty two (62) years of age or older.

**Housing for Older Persons:** Means housing intended and operated for occupancy by at least one individual 55 years of age or older per unit, where at least 80% of the total housing units are occupied by at least one individual who is fifty five (55) years of age or older; and where the Owner publishes and adheres to policies and procedures which demonstrate an intent by the Owner and manager to provide housing for individuals fifty five 55 years of age or older.

**Extremely Low Income:** Means an individual or household whose income does not exceed thirty percent (30%) of the area median income, adjusted for household size or households with incomes at or below the poverty line (whichever is greater).

**Family Housing:** Means housing designed for families which does not meet the definition of “Elderly Housing” or “Housing for Older Persons”.

**Grantee:** Means the state entity that prepares the NHTF Allocation Plan, receives the NHTF dollars from HUD, and administers the NHTF in the state. THDA is the NHTF grantee for the State of Tennessee.

**Layering:** Means the combining of more than one governmental resource on a NHTF-assisted project.

**Leverage:** Means a contribution of value in the form of cash, materials or labor in a pre-approved form and method toward the hard development costs of a project.

**Modular Housing:** Means housing as defined in Tennessee Code Annotated Title 68 -126-202 & 303

- *"Modular Building Unit"*: Means a structural unit, or preassembled component unit, including the necessary electrical, plumbing, heating, ventilating and other service systems, manufactured off-site and transported to the point of use for installation or erection, with or without other specified components, as a finished building. "Modular building unit" does not apply to temporary structures used exclusively for construction purposes, nonresidential farm buildings, or ready-removables that are not modular structures;
- *"Ready-removable"*: Means a structure without any foundation, footings, or other support mechanisms that allow a structure to be easily relocated but which may include electrical wiring. Ready-removable structures include, but are not limited to, stadium press boxes, guard shelters, or structures that contain only electrical, electronic, or mechanical equipment that are solely occupied for service or maintenance of such equipment; and
- *"Structure"*: Means any building or improvement and its components, systems, fixtures, and appurtenances at the time of completion or construction.

**Manufactured Housing:** Means housing as defined in Tennessee Code Annotated Title 68 -126-202 & 303

- *"Manufactured Home"*: Means a structure, transportable in one (1) or more sections, which, in the traveling mode, is eight (8) body feet or more in width, or forty (40) body feet or more in length, or, when erected on site, is three hundred twenty (320) or more square feet, and which is built on a permanent chassis and designed to be used as a dwelling with or without a permanent foundation when connected to the required utilities, and includes the plumbing, heating, air conditioning, and electrical systems contained in the structure; except that "manufactured home" includes any structure that meets all the requirements of this subdivision (2), except the size requirements and with respect to which the manufacturer voluntarily files a certification required by the secretary;
- *"Manufacturer"*: Means any person engaged in manufacturing or assembling new manufactured homes.
- *"Mobile Home"*: Means a structure manufactured before June 15, 1976, that is not constructed in accordance with the National Manufactured Home Construction and Safety



Standards Act of 1974, compiled in 42 U.S.C. § 5401 et seq. It is a structure that is transportable in one (1) or more sections that in the traveling mode is eight (8) body-feet or more in width and forty (40) body-feet or more in length, or, when erected on site, is three hundred twenty (320) or more square feet and that is built on a chassis and designed to be used as a dwelling with or without a permanent foundation when connected to the required utilities and includes any plumbing, heating, air conditioning and electrical systems contained in the structure;

**Multifamily Housing:** Means any building or group of buildings totaling more than four permanent residential rental units operated as a single housing project.

**NHTF-Assisted Unit:** Means a housing unit which meets the NHTF eligibility requirements and benefits from financial assistance from the NHTF.

**Period of Affordability:** Also, “Affordability Period”. Means the thirty (30) year timeframe beginning at time of Project Completion as defined at 24 CFR §93.2 during which projects receiving NHTF assistance will be required to maintain affordability to households at or below 30% AMI and must maintain compliance with NHTF regulations.

**Proforma:** Means a cash flow projection for a specific period of time that takes into account expected income and expenses of a rental property and projects financial viability and affordability over the period.

**Recipient:** Means an organization, agency or other entity (including a public housing authority, a for-profit entity or a nonprofit entity) that receives NHTF assistance from THDA and is the owner of a NHTF–assisted project.

**Rent Restricted:** Means rent, including utilities and tenant-based rental assistance that does not exceed the published Maximum NHTF Rent Limit, which is affordable to households at 30% AMI and based on an assumed (1.5) persons per bedroom (single person in an efficiency).

**Single Family Housing:** Means a structure that contains at least one but no more than four permanent residential units.

**Stabilized Occupancy:** Means occupancy of at least ninety percent (90%) of the units in the property for a continuous period of at least ninety (90) calendar days.

**Substantial Rehabilitation:** Means the rehabilitation of a project in which the rehabilitation costs will be seventy five percent (75%) or more of the replacement cost.

**Total Development Cost:** Means the all-in cost of developing the project including acquisition, predevelopment costs, hard and soft construction or rehab costs, financing costs, developer fees, and reserve account capitalization.

**Uniform Physical Condition Standards (UPCS):** Means the standardized inspection code created by HUD and Congress in 1998 as a way of establishing a dynamic inspection code that could satisfy the diverse housing stock monitored by the U.S. Department of Housing and Urban

Development (HUD). The inspection code predominately provides a set of minimum standards for components found in real estate.

## **THE NATIONAL HOUSING TRUST FUND**

The NHTF was established under Title I of the Housing and Economic Recovery Act of 2008, Section 1131 (Public Law 110-289). Section 1131 of HERA amended the Federal Housing Enterprises Financial Safety and Soundness Act of 1992 (12 U.S.C. 4501 et seq.) (Act) to add a new section 1337, entitled "Affordable Housing Allocation" and a new section 1338, entitled "Housing Trust Fund."

This program is governed by Title 24 Code of Federal Regulations, Parts 91 and 93; Interim Rule. Those regulations are incorporated by reference in this Program Description. In cases of conflicting requirements, the more stringent requirement will apply.

Tennessee operates a THDA-funded Housing Trust Fund commonly known as the "Housing Trust Fund", "HTF", or the "Tennessee Housing Trust Fund" While all references in this program description and other related documentation refer to this funding as the "National HTF" or "NHTF", all federal requirements will identify this resource as the "Housing Trust Fund" or "HTF". Applicants and recipients of NHTF funding must maintain awareness of this distinction in all program documentation.

### **1) ALLOCATION OF FUNDS**

- a. The total allocation for this round of NHTF funding under this program description will be \$3,688,511. THDA will award ninety percent (90%) of the allocated amount in NHTF grants to successful applicants through a competitive application process. Each award will be a minimum of two hundred fifty thousand dollars (\$250,000) and a maximum of nine hundred thousand dollars (\$900,000).
- b. NHTF funding will be allocated as provided in the State of Tennessee's Consolidated Plan, as amended. THDA will use ten percent (10%) of the NHTF allocation for its own administrative expenses.

### **2) ELIGIBLE RECIPIENTS**

- a. THDA will accept applications for the NHTF program from public housing authorities, and non-profit or for-profit entities that will be the owner of the proposed rental project. If the Applicant is involved in a partnership associated with a low income housing tax credit project, the Applicant must be the sole general partner or the sole managing member of the ownership entity or own 100% of the stock of a corporate ownership entity. The Applicant must materially participate (regular, continuous, and substantial on-site involvement) in the development and operation of the development throughout the compliance period.

- b. To be eligible the entity must meet the following criteria:
  - i) Be organized and existing to do business in the State of Tennessee, or if organized in another state, must be qualified to do business in the State of Tennessee.
  - ii) Demonstrate at least two years of related housing experience in Tennessee. For the purposes of this program, “related housing experience” means the development, ownership and management of affordable rental housing.
  - iii) Demonstrate the financial capacity necessary to undertake, complete, and manage the proposed project, as demonstrated by its ability to own, construct, or rehabilitate and manage and operate affordable rental housing. THDA will evaluate the experience of the entire proposed team with owning, developing and managing projects of similar size and scope serving the intended population proposed. Applicants and their development team must undergo an evaluation by THDA of their capacity before the applicant may qualify as an eligible Recipient.
  - iv) Have demonstrated understanding of the Federal, State and local housing programs used in conjunction with NHTF funds to ensure compliance with all applicable program requirements and regulations.
  - v) Not be debarred or excluded from receiving federal assistance or THDA assistance prior to selection or entering into the written agreement with THDA.
  - vi) Certify that housing units assisted with the NHTF will comply with NHTF program requirements during the entire period that begins upon selection and ending upon the conclusion of all NHTF-funded activities.

### **3) FORM OF ASSISTANCE**

- a. NHTF funds will be awarded as a grant secured by a note, deed of trust, and a restrictive covenant.

### **4) LEVEL OF SUBSIDY**

- a. The investment of NHTF funds must conform to the following minimum and maximum standards per unit:
  - i) Minimum NHTF Funds: \$1,000 per unit
  - ii) Maximum NHTF Funds Per Unit:

\$61,281	0-Bedroom (Efficiency) Limit
\$70,250	1-Bedroom Limit
\$85,424	2-Bedroom Limit

\$110,512	3-Bedroom Limit
\$121,307	4-Bedroom Limit

## **5) DEVELOPER FEE**

- a. A Developer Fee of up to fifteen percent (15%) of the NHTF development costs, net of the development fee, acquisition costs and any permanent financing costs may be charged as a project soft cost.

## **6) ELIGIBLE ACTIVITIES**

- a. NHTF funds must be used to produce or preserve affordable, permanent rental housing that addresses the needs of extremely low-income households. The housing may be stick built or Modular Housing, provided that the housing meets all the applicable state and local codes. Eligible housing activities include:
  - i) New construction of rental housing units.
  - ii) Acquisition and/or rehabilitation of existing rental housing units.
  - iii) Funding of an operating cost reserve associated with the new construction or acquisition and rehabilitation of housing assisted with NHTF funds

## **7) PROHIBITED ACTIVITIES**

- a. Providing tenant-based rental assistance for the special purposes of the existing Section 8 program, in accordance with Section 212(d) of the Act.
- b. Assisting or developing emergency shelters (including shelters for disaster victims) or facilities such as nursing homes, convalescent homes, hospitals, residential treatment facilities, correctional facilities, dormitories, including those for farm workers or housing for students.
- c. Providing any form of housing that is considered short term or transitional.
- d. Providing NHTF assistance to rental units that require reconstruction.
- e. Providing NHTF assistance to rental units that are Manufactured Housing and/or Manufactured Housing lots.
- f. Using NHTF funds to refinance existing debt.

- g. Using NHTF funds for the acquisition and rehabilitation or new construction of housing for sale to home buyers.
- h. Providing non-federal matching contributions required under any other Federal program.
- i. Providing assistance authorized under Section 9 of the 1937 Act (annual contributions for operation of public housing).
- j. Carrying out activities authorized under 24 CFR Part 968 (Public Housing Modernization).
- k. Providing assistance to eligible low-income housing under 24 CFR Part 248 (Prepayment of Low Income Housing Mortgages).
- l. Providing assistance to a project previously assisted with NHTF funds during the period of affordability established by HUD and THDA in the written agreement with the Recipient as stated in § 93.205(a) except as permitted for renewal of funds committed to operating cost assistance.
  - i) Additional NHTF funds may be committed to a project up to one year after project completion, but the amount of NHTF funds in the project may not exceed the maximum per-unit subsidy amount as determined by HUD. HUD has prescribed the use of the Section 234 – Condominium Housing Limits from the Annual Indexing of Basic Statutory Mortgage: Limits for Multi-Family Housing Programs as described in the Interim Rule; (See Paragraph 4 above)
- m. Using NHTF funds for political activities; advocacy; lobbying, whether directly or through other parties; counseling services; travel expenses; and preparing or providing advice on tax returns.
- n. Using NHTF funds for administrative, outreach, or other costs of the Recipient, or any other Recipient of such grant amounts, subject to the exception in Section 1338(c)(10)(D)(iii) of the Act,
- o. Paying for any cost that is not eligible under 24 CFR 92.730 through 93.200.

## **8) LAYERING**

- a. Layering is the combination of government resources on a NHTF-assisted project.
- b. THDA will review each project to ensure that only the minimum amount of NHTF assistance needed is allocated to the project.

- c. Total NHTF resources allocated to any project cannot exceed the current maximum per unit subsidy limit.

## **9) LEASE-UP AND INITIAL OCCUPANCY**

- a. Projects must be fully occupied by income eligible tenants within six (6) months of issuance of a certificate of occupancy for the completed units. If all units are not fully occupied by income eligible tenants within six (6) months of completion of construction or acquisition and rehabilitation, the grant Recipient must report to THDA on current marketing efforts in a form and with substance as required by THDA.
- b. If a rental project has not achieved initial occupancy within eighteen (18) months of Completion, all NHTF funds invested in the rental project must be repaid to THDA.

## **10) LEVERAGE**

- a. Leverage must be in the form of contributions to the project's hard development costs.
- b. In the scoring matrix, any project that has leveraged funds will receive additional points. Leveraged funds are funds provided by the applicant and grants from other sources. The value of land acquired through non-NHTF resources may be counted as leverage when the appraised value is documented and proof of ownership at the time of application is demonstrated. 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 when properly documented. Administrative funds, anticipated fund-raising revenues and construction loans do not count toward leverage. Leveraged funds counted in one program year do not qualify again as leverage in subsequent years. All proposed leverage must be thoroughly supported by appropriate back-up documentation, including firm commitment letters, award letters, and warranty deeds.
- c. 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 project. The donor must provide a letter to confirm the amount of the supplies or materials. Proposed discounts will not count as leverage.

## **11) MARKET**

- a. Applicants must document that neighborhood market conditions demonstrate a need for the project.

## **12) MIXED INCOME TENANCY**

- a. For the purpose of the NHTF Program, a “mixed income” project contains at least one residential unit that is set aside for an extremely low income household and one or more other residential units available to tenants in other higher income designations.
- b. NHTF funds may only be used for NHTF qualifying residential units.

## **13) MIXED USE PROJECTS**

- a. For purposes of the NHTF Program, a “mixed-use” project contains, in addition to at least one residential unit, other non-residential space which is available to the public. If laundry and/or community facilities are for use exclusively by the project tenants and their guests, then the project is not considered mixed-use. Neither a leasing office nor a maintenance area will trigger the mixed-use requirements. No NHTF funds can be used to fund the commercial or non-residential portion of a mixed-use project. Therefore, if a NHTF-assisted project contains such commercial or non-residential space, other sources of funding must be used to finance that space. In order to be eligible for NHTF funding, a mixed-use project must meet the following conditions:
  - i) Residential living space in the project must constitute at least fifty one percent (51%) of the total project space.
  - ii) Each building in the project must contain residential living space
- b. NHTF funds can only be used to fund the residential portion of the mixed-use project which meets the NHTF rent limits and income requirements. If the rental project will contain a model apartment that will be shown to potential renters, the model apartment will be considered a non-residential area subject to the mixed-use requirements, unless the model apartment will be rented in the event of high occupancy.

## **14) RENT LEVELS AND UTILITY ALLOWANCES**

- a. Every NHTF assisted unit is subject to rent limits designed to make sure that rents are affordable to extremely low income households. These maximum rents may be referred to as NHTF rents. Available at <https://thda.org/business-partners/nhtf>.

- b. Rents are limited for the length of the Period of Affordability. These rents are determined on an annual basis by HUD. The Recipient/Owner will be provided with these rents, which include all utilities.
- c. The cost of utilities paid by tenants must be subtracted (using applicable utility allowances) from the published NHTF rents to determine the maximum allowable rents.
- d. THDA must annually review and approve the rents for each NHTF-assisted rental project. In addition, THDA must determine individual utility allowances for each rental project either by using the HUD Utility Schedule Model or determining the utility allowance based on the specific utilities used at the project. Utility allowances are reviewed and updated annually. Use of utility allowances provided by public housing authorities is not permitted.
- e. NHTF rents are not necessarily representative of market conditions and NHTF rents may increase or decrease from year to year. Regardless of changes in fair market rents and in median income over time, the NHTF rents for a project are not required to be lower than the NHTF rents for the project in effect at the time of Commitment as defined at 24 CFR §93.2
- f. Each Recipient must be aware of the market conditions of the area in which the project is located. Rents shall not exceed the published NHTF rents, adjusted for utility arrangements and bedroom size.
- g. If the NHTF-assisted unit receives project-based rental subsidy, and the tenant pays a contribution toward rent of not more than 30% of the tenant's adjusted income, then the maximum rent for the NHTF-assisted unit (only and specifically for the unit in which the project based rental subsidy is designated) is the rent allowable under the project-based rental subsidy program, also known as the payment standard.

## **15) LONG TERM OCCUPANCY REQUIREMENTS**

- a. Tenants whose annual incomes increase to over 30% of median may remain in occupancy but must pay no less than thirty percent (30%) of their adjusted monthly income for rent and utilities.

## **16) INCOME LIMITS**

- a. NHTF funds must be used to benefit only Extremely Low-Income households.
- b. The income limits apply to the incomes of the tenants, not to the owners of the property. 100% of the tenant households in NHTF-assisted units must be Extremely Low Income. Households must meet the NHTF Income Limit established by HUD and effective at the time of application for occupancy of a NHTF-assisted unit.



- c. **Income Determination:** To ensure that the income targeting requirements are met, a Recipient must verify that each household occupying an NHTF-assisted unit is income-eligible by determining the household's annual income. When determining eligibility, the Recipient must calculate annual income as defined at 24 CFR 5.6091. The method for determining and calculating annual income for tenants are also addressed in the full text of the interim rule.
- d. 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 rental unit. Annual gross income is "anticipated" for the next twelve (12) months, based upon current circumstances or known upcoming changes, minus certain income exclusions.
- e. Current limits are in available at <https://thda.org/business-partners/nhtf>.
  - i) Median income for an area of the state shall be that median income value established by HUD.
  - ii) Median incomes change when HUD makes revised estimates.

## **17) HOUSING SET-ASIDES FOR INDIVIDUALS WITH DISABILITIES**

- a. Applications that propose housing in which more than twenty percent (20%) of the assisted units will be set-aside for individuals with disabilities must meet the qualities of settings that are eligible for reimbursement under the Medicaid home and community-based services that were established by the Centers for Medicare and Medicaid Services (CMS) in the final rule dated January 16, 2014:  
  
<https://www.federalregister.gov/articles/2014/01/16/2014-00487/medicaid-program-state-plan-home-and-community-based-services-5-year-period-for-waivers-provider>.
- b. The final rule requires that all home and community-based settings meet certain qualifications, including:
  - i) Is integrated and supports full access to the greater community.
  - ii) Is selected by the individual from among setting options.
  - iii) Ensures individual rights of privacy, dignity, and respect, and freedom from coercion and restraint.
  - iv) Optimizes autonomy and independence in making life choices.

- v) Facilitates choice regarding services and who provides them.
- c. For provider owned or controlled residential settings, the following additional requirements apply:
  - i) The individual has a lease or other legally enforceable agreement providing similar protections.
  - ii) The individual has privacy in their unit including lockable doors, choice of roommates, and freedom to furnish or decorate the unit.
  - iii) The individual controls his/her own schedule, including access to food at any time.
  - iv) The individual can have visitors at any time.
  - v) The setting is physically accessible.

## **18) PROPERTY AND DESIGN STANDARDS**

- a. Property standards must be met when NHTF funds are used for a project. All rental housing constructed or rehabilitated with NHTF funds must meet all THDA Design Standards, applicable local, county and state codes, rehabilitation standards, Uniform Property Condition Standards (UPCS), and zoning ordinances at the time of project completion.
- b. In the absence of a local code, new construction of single-family units for rental 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. Rehabilitation of existing single-family units for rental must meet the current, State-adopted edition of the International Existing Building Code.
- c. NHTF funded units must also conform to the THDA Minimum Design Standards for New Construction of Single Family and Multifamily Units or to the THDA Design Standards for Rehabilitation of Single Family and Multifamily Housing Units, as applicable. 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.
- d. Additional design standards include:

- i) 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.
  - ii) 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.
  - iii) Broadband Infrastructure. THDA requires that newly constructed rental units and those which are substantially rehabilitated must be wired for broadband internet access.
  - iv) Modular Housing must be certified by the state of Tennessee
- e. Section 504
- i) 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.
  - ii) For new construction of Multifamily Housing (five or more units), a minimum of 5% of the units in the project (but not less than one unit) must be accessible to individuals with mobility impairments, and at a minimum, an additional two percent (2%) of the units (but not less than one unit) must be accessible to individuals with sensory impairments. The total number of units in a NHTF-assisted project, regardless of whether all units are NHTF-assisted, is used as the basis for determining the minimum number of accessible units. Also, in a project where not all the units are NHTF-assisted, the accessible units may be either NHTF-assisted or non-NHTF-assisted.
  - iii) The Section 504 definition of substantial rehabilitation for Multifamily Housing includes construction in a project with fifteen (15) or more units for which the rehabilitation costs will be seventy five percent (75%) or more of the replacement cost. In such projects, a minimum of five percent (5%) of the units in the project (but not less than one unit) must be accessible to individuals with mobility impairments, and an additional two (2%), at a minimum, (but not less than one unit) must be accessible to individuals with sensory impairments. As in the case of new construction, the total number of units in a NHTF-assisted, regardless of whether they are all NHTF-assisted, is used as the basis for determining the minimum number of accessible units, and, in a project where not all of the units are NHTF-assisted, the accessible units may be either NHTF-assisted or non-NHTF-assisted.

- iv) When rehabilitation less extensive than Substantial Rehabilitation is undertaken in projects of fifteen (15) or more units, alterations must, to the maximum extent feasible, make the units accessible to and usable by individuals with a disability, until a minimum of five percent (5%) of the units (but not less than one (1) unit) are accessible to people with mobility impairments. For this category of rehabilitation, the additional two percent (2%) of unit's requirement for individuals with sensory impairments does not apply. Alterations to common spaces must, to the maximum extent feasible, make those areas accessible.
- f. Fair Housing Act of 1968, as amended. In buildings that are ready for first occupancy after March 13, 1991, and that have an elevator and four or more units, the public and common areas must be accessible to persons with disabilities; doors and hallways must be wide enough for wheelchairs; and all units must have the following:
  - i) An accessible route into and through the unit.
  - ii) Accessible light switches, electrical outlets, thermostats and other environmental controls.
  - iii) Reinforced bathroom walls to allow later installation of grab bars; and kitchens and bathrooms that can be used by people in wheelchairs.
  - iv) If a building with four or more units has no elevator and will be ready for first occupancy after March 13, 1991, these standards apply to ground floor units.
  - v) These requirements for new construction do not replace any more stringent standards in State or local law.
- g. Titles II and III of the Americans with Disabilities Act (42 U.S.C. 12131–12189) implemented at 28 CFR parts 35 and 36, as applicable.

## **19) UNIVERSAL DESIGN AND VISITABILITY**

- a. THDA encourages the inclusion of features that allow individuals with physical disabilities to reside and/or visit the units constructed or rehabilitated with federal NHTF funds through the use of Universal Design and Visitability.
- b. Universal Design
  - i) Universal Design is a building concept that incorporates products, general design layouts and other characteristics to a housing unit in order to:
    - (1) Make the unit usable by the greatest number of people.

- (2) Respond to the changing needs of the resident.
  - (3) Improve the marketability of the unit.
- ii) 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:
- (1) Stepless entrances. Minimum 5' x 5' level clear space inside and outside entry door.
  - (2) Broad blocking in walls around toilet, tub and shower for future placement of grab bars.
  - (3) Full-extension, pull-out drawers, shelves and racks in base cabinets in kitchen.
  - (4) Front mounted controls on all appliances.
  - (5) Lever door handles.
  - (6) Loop handle pulls on drawers and cabinet doors.
- iii) 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>.

c. Visitability

- i) 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:
- (1) One zero-step entrance.
  - (2) Doors with thirty two (32) inches of clear passage space.
  - (3) One bathroom on the main floor that is accessible to a person using a wheelchair.
- ii) More information on Visitability can be found at: <http://www.visitability.org>.

## 20) ENVIRONMENTAL REVIEW

- a. In implementing the NHTF program, regulations establish specific property standards for units assisted with NHTF funds. These standards include Environmental Provisions for projects involving new construction and rehabilitation. The NHTF Environmental Provisions for new construction and rehabilitation under the Property Standards at 24 CFR § 93.301(f)(1) and (2) are similar to HUD's Environmental Regulations at 24 CFR Parts 50 and 58. NHTF projects are subject to the same environmental concerns to which HUD-

assisted projects are subject. The main difference is that the NHTF Environmental Provisions are outcome based, and exclude consultation procedures that would be applicable if NHTF project selection was a Federal action. Parts 50 and 58 are process based, and include consultation procedures for several laws and authorities where there may be environmental impacts.

- b. THDA and the Recipient will be responsible for carrying out environmental reviews in accordance with HUD Notice CPD-16-14. Each Recipient will be responsible for gathering the information required for the environmental reviews. NHTF funds cannot be committed until the environmental review process has been completed. The Environmental Review covers the entire project, not just the portion funded by NHTF.

## **21) LEAD-BASED PAINT**

- a. Units assisted with NHTF funds are 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](http://www.hud.gov/lea) or by contacting 1-800-424-6243. The lead-based paint requirements apply to all units and common areas in the project.

## **22) FLOOD PLAINS**

- a. NHTF funds may not be used to construct housing in an area identified by the Federal Emergency Management Agency as having special flood hazards. In addition, THDA strongly discourages the rehabilitation of units located in special flood hazard areas, but in a few limited instances and with written permission from THDA, units located in a floodplain may be assisted. The community must be participating in the National Flood Insurance Program and flood insurance must be obtained on the units.

## **23) PROCUREMENT**

- a. It is important to keep the solicitation of bids for goods and services as well as professional services and construction contracts open and competitive.
  - i) At a minimum all Recipients must comply with 24 CFR 200.318.
  - ii) All Recipients must have adopted procurement policies and procedures that meet state and federal requirements.
  - iii) Recipients must seek to obtain three (3) to five (5) quotes or bids using formal advertising or requests for proposals for the procurement of professional or construction services.

- iv) There must be an established selection procedure and a written rationale for selecting the successful bid or proposal.

## **24) CONFLICT OF INTEREST**

- a. In the procurement of property and services by THDA and Recipients, the conflict of interest provisions in 2 CFR 200.318 apply. In all cases not governed by 2 CFR 200.318, the provisions described in this Section 24 apply.
- b. The NHTF conflict of interest provisions apply to any person who is an employee, agent, consultant, officer, elected official or appointed official of THDA or the Recipient. No person listed above who exercise or have exercised any functions or responsibilities with respect to activities assisted with NHTF 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 NHTF-assisted activity, or have a financial interest in any contract, subcontract or agreement with respect to the NHTF-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.
- c. No owner of a project assisted with NHTF funds (or officer, employee, agent, elected or appointed official, board member, consultant, of the owner or immediate family member or immediate family member of an officer, employee, agent, elected or appointed official, board member, consultant, of the owner) whether private, for profit or non-profit may occupy a NHTF-assisted affordable housing unit in a project during the required period of affordability. 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. This provision does not apply to an employee or agent of the owner of a rental housing project who occupies a housing unit as the project manager or maintenance worker.
- d. Recipients shall avoid conflicts of interest associated with their NHTF funded project. THDA will not request exceptions to the conflict of interest provisions from HUD. In the event a conflict of interest is discovered, Recipients shall repay that portion of the NHTF grant related to the conflict of interest or may have all or some portion of the NHTF grant rescinded, all as determined by THDA in its sole discretion.

## **25) DEBARMENT AND SUSPENSION**

- a. On all NHTF funded projects, Recipients shall certify that no vendor, its principals or managers are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from the covered transaction or listed on the “Excluded Parties List System” found at [www.SAM.gov](http://www.SAM.gov).

## **26) PROFORMA**

- a. All Applicants shall complete Thirty (30) Year Affordability Proforma included in the application. The applicant must demonstrate a need for the NHTF funds. If the project development costs require additional financing, including other grant source funding, prior to making any NHTF draws documentation must be provided by Recipient that all other financing or grant funding has been identified and secured. If the project can support debt, other financing will be a threshold requirement.

## **27) PROJECT SOFT COSTS**

- a. In planning their programs, Applicants may include, as a project soft costs, the reasonable and customary costs for work write-up and inspections. In addition, the costs for inspections and work write-ups, the costs for lead-based paint inspections, environmental reviews, risk assessments and clearance testing, and architectural and engineering fees are also paid as project soft costs. All project soft costs count toward the maximum per unit subsidy limit.

## **28) REPLACEMENT RESERVE ACCOUNTS**

- a. All projects shall maintain a replacement reserve account beginning at the time of completion for the term of the NHTF period of affordability.
- b. The replacement reserve requirement for new construction properties and the substantial rehabilitation of Housing for the Elderly shall, initially, be two hundred fifty dollars (\$250) per unit per year, inflated at three percent (3%) annually.
- c. The replacement reserve requirement for the substantial rehabilitation of Housing for Older Persons shall, initially, be two hundred fifty dollars (\$250) per unit, inflated at three percent (3%) annually.
- d. The replacement reserve requirement for all properties designed for families as well as all rehabilitation developments shall, initially, be three hundred dollars (\$300) per unit per year, inflated at three percent (3%) annually.
- e. This account shall be used only for capital improvements and the replacement of long-lived capital assets, and not for routine maintenance and upkeep expenses.



- f. The replacement reserve shall be, and shall remain, an asset of the project, and shall not be distributed to the Owner or any entity or person affiliated with the Owner at any time during or after the Period of Affordability.
- g. Owners shall provide THDA with a record of all activity associated with the replacement reserve account during the prior fiscal year in conjunction with submission of the project's annual compliance monitoring materials.
- h. The replacement reserve account must be maintained in a separate account in a federally insured financial institution.
- i. Reserve accounts must also be separate from the project's ordinary operating account.

## **29) OPERATING RESERVE ACCOUNT**

- a. All projects shall establish and maintain, until the project has achieved a minimum of five (5) years of Stabilized Occupancy, an operating reserve equal to a minimum of six (6) months of projected operating expenses plus must-pay debt service payments and annual replacement reserve payments.
- b. This requirement can be met with an up-front cash reserve; a guarantee from the owner with a surety bond to stand behind the guarantee; or partnership documents specifying satisfactory establishment of an operating reserve.
- c. The operating reserve account must be maintained in a separate account in a federally insured financial institution.
- d. If operating cost assistance is provided as part of a project's NHTF award, the Owner must submit annual audited financial statements, specific to the project.
- e. Based on an analysis of the financial statements, THDA will determine the amount of operating cost assistance that is eligible to be disbursed from the operating reserve account for the previous fiscal year.
- f. The analysis will determine the deficit remaining after the annual rent revenue of the NHTF-assisted units is applied to the NHTF-assisted units' share of eligible operating costs.
- g. For purposes of this paragraph, eligible operating costs are limited to insurance, utilities, real property taxes, maintenance, and replacement reserve payments.

## **30) REPAYMENT**

- a. All NHTF awards will be structured as a grant to a Recipient with a Period of Affordability of 30 years. Repayment of NHTF funds may be required in the event that the final total development costs were such that NHTF assistance provided by THDA exceeds established program limits, or exceeded that which was necessary to make the project financially feasible.
- b. Compliance with income requirements, rent restrictions, design standards and UPCS requirements is required for the entire Period of Affordability for each project. Failure to comply with any of these requirements may trigger repayment of the NHTF grant.
- c. A NHTF assisted project that is terminated before completion, either voluntarily or otherwise, constitutes an ineligible activity and the Recipient must repay any NHTF funds invested in the project to THDA.
- d. In the event of a foreclosure or transfer in lieu of foreclosure, the Recipient must repay the full NHTF investment in the project.

### **31) COMPLIANCE**

- a. NHTF assisted rental units are rent and income limited for the thirty (30) year Period of Affordability.
- b. Recipients/Owners of rental property shall maintain occupancy of NHTF assisted units by Extremely Low Income Persons for the Period of Affordability.
- c. During the Period of Affordability, the Recipient shall:
  - i) Certify annually the income of tenants.
  - ii) Adhere to the NHTF rent and income guidelines.
  - iii) Comply with all applicable adopted housing codes and the Uniform Physical Condition Standards (UPCS).
  - iv) Report to THDA in a form and with substance as required by THDA.
- d. Prior to drawing down NHTF funds, Owners of projects with NHTF assisted units shall sign a grant note, deed of trust and restrictive covenant to enforce the NHTF Affordability Period.

- e. Once NHTF funds are awarded to a Recipient, THDA will monitor compliance by reviewing certain records related to the NHTF-assisted project. THDA will monitor compliance by conducting desk and/or on-site reviews of the project.
- f. THDA will conduct an on-site inspection at project completion in order to confirm that the project meets the Rehabilitation Standards listed in the NHTF Allocation Plan and THDA's Minimum Design Standards for New Construction or THDA's Minimum Design Standards for Rehabilitation, as applicable.
- g. At a minimum THDA will conduct desk compliance reviews annually.
- h. THDA will conduct on-site property inspections during the Period of Affordability in order to determine compliance with income and rent requirements, tenant selection, affirmative marketing requirements, and property and design standards and to verify any information submitted by the Recipient to THDA.
  - i) THDA will perform onsite inspection of all NHTF assisted projects no less than every three (3) years during the Period of Affordability.
  - ii) For NHTF assisted projects of four (4) NHTF assisted residential units or less, THDA will perform an on-site inspection of one hundred percent (100%) of the units no less than every three (3) years during the Period of Affordability.
  - iii) For NHTF assisted projects consisting of five (5) or more units, THDA will inspect a minimum of 20% of the NHTF assisted units no less than every three (3) years during the Period of Affordability.
  - iv) The on-site inspection may include a review of records for all or a sample of the income and rent restricted units including, but not limited to, tenant files, rent rolls, approved and declined tenant applications, documentation supporting tenant income and employment verification, marketing materials and advertisements, and documentation of requests for reasonable accommodations.
  - v) The on-site review may also include a review of any local health, safety, or building code violation reports or notices and an inspection of the property to determine if the buildings are suitable for occupancy, taking into account local health, safety, and building codes, applicable THDA Design Standards, and UPCS standards as prescribed by HUD.
  - vi) Any reports made by state or local government units of violations, with documentation of correction, will be reviewed.

- i. Each year during the Period of Affordability, the Recipient shall submit to THDA, within one hundred twenty (120) days after the end of the project's fiscal year, each of the following:
  - i) Audited financial statements for the Owner.
  - ii) Audited financial statements for the project.
  - iii) Bank statements for operating reserve and replacement reserve accounts as of the end of the project fiscal year.
  - iv) Proof of sufficient property and liability insurance coverage with THDA listed as mortgagee.
  - v) Documentation to show the current utility allowance is being used (i.e. a copy of the utility allowance table).
  - vi) For projects that received points at initial NHTF application for pledging to provide permanent supportive services to special needs populations, an affidavit attesting to the supportive services provided to the project's population during the fiscal year must be provided by the provider(s) of such services.
  - vii) Compliance monitoring fees from previous years re-inspections if applicable.
  - viii) Such other information as may be requested in writing by THDA in its sole discretion.

### **32) MONITORING FEES**

- a. THDA charges a monitoring fee for all NHTF assisted units. NHTF Recipients shall pay the entire fee covering the 30-year Period of Affordability as indicated in the current NHTF Operating Manual - Schedule of Monitoring Fees; but no less than \$600 per NHTF assisted unit.
  - i) The monitoring fee must be paid prior to the Recipient making the request for Developer Fees to be drawn from the NHTF grant.
- b. Additional fees may be charged when follow-up is required due to non-compliance findings. Failure to pay these fees will be considered an administrative noncompliance issue.
  - i) The fee will be the current approved fee as published in the NHTF manual and the most current program description at the time the fee is incurred but no less than:

- (1) Reinspection of a file or reinspection of a 1-4 unit property: Two Hundred Dollars (\$200) per unit inspected
- (2) Reinspection of a NHTF project with five (5) or more units:
  - (a) Two hundred dollars (\$200) per unit inspected;
  - (b) Standard mileage rate in effect under the current State of Tennessee travel regulations at the time of the reinspection from Nashville to the property and back to Nashville;
  - (c) Applicable state allowed per-diem for one staff person;
  - (d) Lodging expenses as allowed under then current State of Tennessee travel regulations;
  - (e) Any other expenses incurred by THDA relating to the project reinspection.
- c. Fees for reinspections will be due to THDA prior to issuance of reinspection results or release of any additional NHTF-funded operating subsidy.

### **33) RESIDENTIAL ANTI-DISPLACEMENT AND RELOCATION ASSISTANCE PLAN**

- a. Recipients shall replace all occupied and vacant habitable low income housing demolished or converted to a use other than as lower income housing in connection with a project assisted with NHTF funds.
  - i) 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 NHTF coordinator certain information. Each applicant proposing demolition or any reduction in lower income housing units shall submit the following information to THDA in connection with their application:
    - (1) A description of the proposed assisted project;
      - (a) 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.
      - (b) A time schedule for the commencement and completion of the demolition or conversion.
      - (c) 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.
      - (d) The source of funding and a time schedule for the provision of the replacement housing.
      - (e) The basis for concluding that the replacement housing will remain lower income housing for at least ten (10) years from the date of initial occupancy.

- (f) 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.

### **34) NHTF RELOCATION REQUIREMENTS**

- a. 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.

- i) A Displaced person is 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 NHTF funds. Relocation requirements apply to all occupants of a project/site for which NHTF assistance is sought even if less than one hundred percent (100%) of the units are NHTF assisted.

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

- (2) After Application displacement is triggered when a tenant moves permanently from the project after submission of the application, or, if the applicant does not have site control, the date THDA or the Recipient approves the site because:

- (a) The owner requires the tenant to move permanently; or

- (b) The owner fails to provide timely required notices to the tenant; or

- (c) 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.

- (3) After Execution of Agreement displacement is triggered when 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.

- b) A Displaced person is not:

- (1) A tenant evicted for cause, assuming the eviction was not undertaken to evade URA obligations.
  - (2) A person with no legal right to occupy the project under State or local law (e.g., squatter).
  - (3) 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, its 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.
  - (4) A person, after being fully informed of their rights, waives them by signing a Waiver Form.
- c) The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (Uniform Act), and its implementing regulations at 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.
- d) 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 CDBG, UDAG, HOME, or NHTF 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.
- e) Understanding how relocation requirements are triggered, alternate ways of meeting them, and the costs of the alternatives is essential in making NHTF program decisions. Concerns about relocation may cause a Recipient to consider establishing a preference for vacant buildings. However, Recipients should also consider that vacant buildings are often in various states of deterioration. 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, Recipients must consider whether occupants will be able to return after rehabilitation and whether 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 Recipient must consider whether the owner removed the tenants in order to apply for NHTF assistance for a vacant building. If so, these tenants are displaced persons.

- f) 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 NHTF 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.
- g) 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 THDA and the Recipient 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.

### **31) SITE AND NEIGHBORHOOD STANDARDS**

- a) Housing provided through the NHTF 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.
- b) New construction rental housing. In carrying out the site and neighborhood requirements for new construction, the Recipient shall provide documentation as THDA may require, in THDA's sole discretion, to determine that proposed sites for new construction meet the requirements in 24 CFR 93.150 with cross reference to 983.6(b) which places limiting conditions on building in areas of "minority concentration" and "racially mixed" areas.
- c) Rehabilitation of rental housing. Site and neighborhood standards do not general apply to rehabilitation projects funded under NHTF unless project-based vouchers are used in an NHTF rehabilitation unit. In such case, the site and neighborhood standards for project-based vouchers will apply as determined by the issuing authority for the project-based vouchers.

### **32) EQUAL OPPORTUNITY AND FAIR HOUSING**

- a) 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 NHTF funds.



b) The following Federal requirements as set forth in 24 CFR 5.105(a), Nondiscrimination and equal opportunity, are applicable to NHTF projects:

- i) Fair Housing Act (24 CFR Part 100)
- ii) Executive Order 11063, as amended (24 CFR Part 107 - Equal Opportunity in Housing)
- iii) Title VI of the Civil Rights Act of 1964 (24 CFR Part 1 - Nondiscrimination in Federal programs)
- iv) Age Discrimination Act of 1975 (24 CFR Part 146)
- v) Section 504 of the Rehabilitation Act of 1973 (24 CFR Part 8)
- vi) Section 109 of Title I of the Housing and Community Development Act of 1974 (24 CFR Part 6)
- vii) Title II of the Americans with Disabilities Act 42 U.S.C. §12101 et seq.
- viii) 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, 891 and 982
- ix) Section 3 of the Housing & Urban Development Act of 1968 24 CFR 135 (12 U.S.C. 1701u) and implementing regulations at 24 CFR part 135
  - (1) 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.
- x) Executive Order 11246, as amended 41 CFR 60 (Equal Employment Opportunity Programs)
- xi) Executive Order 11625, as amended (Minority Business Enterprises)
- xii) Executive Order 12432, as amended (Minority Business Enterprise Development)
- xiii) Executive Order 12138, as amended (Women's Business Enterprise)
- xiv) Executive Orders 11625, 12432, and 12138 (Minority/Women's Business Enterprise) require that Recipients 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. Recipients must also develop acceptable policies and procedures if their application is approved by THDA.

- c) 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:
  - i) Architectural Barriers Act of 1968 42 U.S.C. §4151 et seq.
  - ii) Executive Order 12892, as amended (Affirmatively Furthering Fair Housing)
  - iii) Executive Order 12898
  - iv) Executive Order 13166 (Limited English Proficiency)
  - v) Executive Order 13217 (Community-based living arrangements for persons with disabilities)
- d) In addition to the above requirements, the Recipient must assure that its Equal Opportunity and Fair Housing policies in the NHTF Program are consistent with the State's current Consolidated Plan.

### **33) AFFIRMATIVE MARKETING**

- a) Prior to beginning a NHTF project, Recipients must adopt affirmative marketing procedures and requirements for all NHTF rental 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. The Recipient must also identify and take steps to attract populations that are least likely to apply for the housing to be created. Requirements and procedures must include:
  - i) Methods for informing the public, owners and potential tenants about fair housing laws and the Recipient's policies;
  - ii) A description of what the Recipient will do to affirmatively market housing assisted with NHTF funds;
  - iii) A description of what the Recipient will do to inform persons not likely to apply for housing without special outreach;

- iv) Maintenance of records to document actions taken to affirmatively market NHTF-assisted units and to assess marketing effectiveness; and
  - v) Description of how efforts will be assessed and what corrective actions will be taken where requirements are not met.
- b) All projects that receive NHTF grants must advertise all vacant units on the [www.TNhousingsearch.org](http://www.TNhousingsearch.org) website.

### **34) APPLICATION AND EVALUATION PROCEDURE**

- a) THDA will evaluate each application to determine if the proposal meets threshold criteria. Threshold criteria includes:
- i) Submission by an eligible applicant of a complete application, including any documentation required to be submitted through THDA's Participant Information Management System (PIMS).
  - ii) Proposal of an eligible activity; proposal of a project that in the opinion of THDA is physically, financially and administratively feasible; proposal of a project that meets the requirements of 24 CFR Parts 91 and 93, as amended.
  - iii) Submission of a 30-Year Proforma demonstrating a need for the NHTF funds.
  - iv) Proposals that will set-aside more than 20% of the units for individuals with disabilities must demonstrate that the project will meet the qualities of settings that are eligible for reimbursement under the Medicaid home and community-based services that were established by the Centers for Medicare and Medicaid Services (CMS) in the final rule dated January 16, 2014:  
<https://www.federalregister.gov/articles/2014/01/16/2014-00487/medicaid-program-state-plan-home-and-community-based-services-5-year-period-for-waivers-provider>.
  - v) Receipt of a score that equals at least 60% of the total points available.
- b) Applications meeting the threshold requirements will be scored and ranked by Grand Division, as defined in Tennessee Code Annotated Title 4, Chapter 1, Part 2, in descending numerical order based on the scoring matrix provided in #2 of this section.
- c) THDA will first select the highest scoring application from each Grand Division of Tennessee.

- d) If additional funding is available, THDA will combine all remaining applications into a single ranking by score. THDA will award funding starting with the highest score to lowest score until all funds are allocated or the amount of funds available is less than the need for the next highest scoring application.
- e) Given the limited funding available statewide and in order to distribute NHTF funding across Tennessee, THDA reserves the right to limit funding to only one award per county.
- f) When the amount of funds available is less than the request for funding identified in the application, THDA reserves the right to offer partial funding pending the applicant's ability to secure additional financing within a timeframe established by THDA or to not select a proposed project if sufficient funding is not available to award all funds requested by the applicant.
  - 1. When the applicant is not able to secure additional financing within THDA's identified timeline, THDA, subsequently and at its sole discretion, may move to the next lower scoring application(s) in order to meet its commitment obligations under the NHTF program.
  - 2. When THDA opts to not select a proposed project if sufficient funding is not available to award all funds requested by the applicant, THDA may move to the next lower scoring project (s) in order to meet its commitment obligations under the NHTF program.

In the event of a tie score between applications, THDA will prioritize that application with the highest combined total of the Need and Opportunity Score. In the event that a tie still remains, the application with the highest Opportunity Score will be selected.

### **35) NHTF RENTAL HOUSING SCORING MATRIX Up to 100 Points**

- a) PROJECT DESIGN - Up to 30 points
  - i) The proposed project demonstrates exceptional planning, readiness to proceed, and administrative capability. All necessary components to accomplish the project have been identified in the application. The applicant has site control of the proposed site to be developed.
  - ii) Firm financial commitments for non-NHTF resources have been secured, are current, and are demonstrated within the application.
  - iii) The extent to which the project has a binding commitment for Federal, State, or local project-based rental assistance so rents are affordable to extremely low income families and sufficient funds support the project's operation. Projects that preserve existing housing with project-based rental assistance are preferred.

- iv) The project's proforma demonstrates sufficient cash flow to support the project's operation without a contribution of NHTF funds by THDA to an operating reserve account for the project.
- v) The extent to which the proposed project fills the need demonstrated by the neighborhood market conditions.
- vi) The extent to which the design of the proposed project is appropriate and meets the needs of the targeted population to be served.
- vii) The extent to which formal partnerships have been established and demonstrated within the application to provide voluntary and appropriate support services for the targeted population.
- viii) The extent to which the proposed project provides easy access to community living, including retail, employment, transportation, medical, education, recreation, and government services.
- ix) The extent to which the proposed project integrates the NHTF-assisted households with households of higher incomes within the project.
- x) The extent to which universal design and visitability features will be included in the design of the projects.
- xi) The extent to which energy efficiency features exceed the requirements of THDA's Design Standards for New Construction or Rehabilitation, as applicable.

b) APPLICANT'S CAPACITY AND EXPERIENCE - Up to 30 points

- i) The applicant's experience with owning, developing and managing rental units of similar size and scope serving the intended population proposed.
- ii) The capacity of the applicant and its development and management team to carry out the proposed project within the schedule proposed.
- iii) The past experience of the applicant and its development and management team to successfully develop or manage rental housing in compliance with all Federal, state or local program requirements.
- iv) The past experience of the applicant and its development and management team to undertake THDA rental development projects in a timely manner.
- v) The past history of the applicant in serving the community in which the proposed project is to be located.
- vi) The past history of the applicant and its development and management team to comply with THDA funding requirements and processes.
- vii) The applicant's financial statements and audit indicate a healthy financial position and include diverse funding sources.

c) NEED - Up to 15 points

THDA has determined rental housing need factors for households who are extremely low income. The county need factors are the percentage of extremely low income tenant households that are cost burdened; projected 10-year population growth rate; county's

projected 10-year population growth as a percent of the state's overall growth; prior allocation amount per extremely low income household; prior allocation; rental market (LIHTC) vacancy rate, and the pipeline of rental housing financed under the Low Income Housing Tax Credit Program under construction and in lease-up. Scores to be used in the evaluation of rental projects are available at <https://thda.org/business-partners/nhtf>.

d) AREAS OF OPPORTUNITY SCORE - Up to 15 Points

THDA has determined factors which indicate census tracts of high opportunity. These factors include areas of high median gross rent, high cost burden, proximity to employment, high workforce participation, low levels of abandoned housing, rental market (LIHTC) vacancy rate, and the pipeline of rental housing financed under the Low Income Housing Tax Credit Program under construction and in lease-up.

Scores to be used in the evaluation of areas of opportunity are available at <https://thda.org/business-partners/nhtf>.

e) LEVERAGE - Up to 10 points

THDA may award up to 10 points to applications that include the use of non-THDA resources towards the development costs of the project. Rental assistance and permanent financing resources will not be considered in this category. THDA will award points based on the percentage of non-THDA resources in the project against the total development cost for the project. In order to receive points, there must be written documentation in the application supporting the contribution of the non-THDA leveraged funds to the project.

# Appendix F:

## ESG Program Description

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## **2019 EMERGENCY SOLUTIONS GRANTS PROGRAM**

### **Program Description Tennessee Housing Development Agency**

The Emergency Shelter Grants Program was established by the Homeless Housing Act of 1986 in response to the growing issue of homelessness in the United States. In 1987, the program was incorporated into Title IV of the Stewart B. McKinney Homeless Assistance Act (42 U.S.C. Sec. 11371-11378), now known as the McKinney-Vento Homeless Assistance Act. The U.S. Department of Housing and Urban Development (HUD) awards these funds to the State of Tennessee. The Governor of Tennessee has designated the Tennessee Housing Development Agency (THDA) to administer ESG funds on behalf of the State.

The Emergency Solutions Grants (ESG) Program was created to replace the Emergency Shelter Grants program when the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) was signed into law on May 20, 2009. The HEARTH Act amended and reauthorized the McKinney-Vento Homeless Assistance Act, and included major revisions to the Emergency Shelter Grant Program.

The new ESG Program is designed to identify sheltered and unsheltered homeless persons, as well as those at risk of homelessness, and provide the services necessary to help those persons to regain stability quickly in permanent housing after experiencing a housing crisis and/or homelessness. The change in program name reflects the change in focus from addressing the needs of the homeless in emergency or transitional shelters to assisting people to regain stability in permanent housing.

Under the HEARTH regulations, the State is required to consult with each Continuum of Care (CoC) that serves its jurisdiction to determine how to allocate ESG funds. THDA will consult with each CoC as part of the application evaluation process to assess the applicant's participation in and coordination with the activities of the CoC.

The purpose of this Program Description is to explain the requirements and the application process for the ESG Program. Agencies applying for 2019 ESG funding must include in their application documentation that is supported by data showing: 1) need for the program; 2) evidence of homelessness or at-risk of homelessness population within the community; 3) a plan that summarizes how funds will be used to address the unmet needs of their community; and 4) evidence that the applicant has collaborated with the local Continuum of Care (CoC) and that activities selected will help the CoC to meet its goals to address and end homelessness. Preference is given to applicants whose programs will help to meet priorities identified by HUD, the State of Tennessee, and the local Continuum of Care. Programs that will provide access to permanent rapid re-housing are preferred.

ESG funds are awarded on a competitive basis to local units of governments and to 501(c)(3) or 501(c)(4) non-profit organizations outside the ESG entitlement communities that receive their own ESG



funding directly from HUD. The Tennessee entitlement communities that receive their own allocation of ESG funds are Chattanooga, Memphis, and Nashville-Davidson County.

Applications for the ESG program must be received by THDA on or before 4:00 PM CDT on Thursday, March 14, 2019. Contingent upon receipt of a 2019 ESG allocation from HUD, THDA anticipates notifying successful applicants by May 31, 2019 and issuing 2019 ESG contracts by June 30, 2019 for the period July 1, 2019 through June 30, 2020. An applicant must apply for at least \$35,000 and may apply for a maximum of \$150,000 in ESG funding.

The program description is followed by the application package. The program description and application is also available at [www.thda.org](http://www.thda.org). Once at the THDA website, click on Grant Administrators/ESG Program. There will be a link for the program description, the application and the application attachments. If you have questions, contact Shay Grier, Lead Coordinator of Homelessness Programs with the Community Programs Division of THDA at (615) 815-2114.

## **THE ESG PROGRAM**

The ESG Program in Tennessee is governed by Title 24 Code of Federal Regulations, Parts 91 and 576 (ESG Regulations) and this Program Description. ESG Regulations are incorporated by reference in this Program Description. In cases of conflicting requirements, the more stringent requirement will apply.

The objectives of the ESG program are:

1. Reduce the length of time program participants experience homelessness;
2. Exit program participants to permanent housing;
3. Limit returns to homelessness one year after exiting the program; and,
4. Based on the activity, all ESG resources must be used to benefit individuals who are defined by HUD as “homeless” in the ESG Regulations.

HUD defines “homeless” as:

- (1) *Category I*: An individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:
  - (i) An individual or family with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport or camping ground;
  - (ii) An individual or family living in a supervised publicly or privately operated shelter designed to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state, or local government programs for low-income individuals); or
  - (iii) An individual who is exiting an institution where he or she resided for 90 day or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution;

- (2) *Category 2:* An individual or family who will imminently lose their primary nighttime residence, provided that:
- (i) The primary nighttime residence will be lost within 14 days of the date of application for homeless assistance;
  - (ii) No subsequent residence has been identified; and
  - (iii) The individual or family lacks the resources or support networks, e.g., family friends, faith-based or other social networks, needed to obtain other permanent housing;
- (3) *Category 3:* Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who:
- (i) Are defined as homeless under section 387 of the Runaway and Homeless Youth Act (42 U.S.C. 5732a), section 637 of the Head Start Act (42 U.S.C. 9832), section 41403 of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2), section 330(h) of the Public Health Service Act (42 U.S.C. 254b(h)), section 3 of the Food and Nutrition Act of 2008 (7 U.S.C. 2012), SECTION 17(b) or section 725 of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434A);
  - (ii) Have not had a lease, ownership interest, or occupancy agreement in permanent housing the 60 days immediately preceding the date of application for assistance;
  - (iii) Have experienced persistent instability as measured by two moves or more during the 60-day period immediately preceding the date of applying for homeless assistance; and
  - (iv) Can be expected to continue in such status for an extended period of time because of chronic disabilities, chronic physical health or mental health conditions, substance addiction, histories of domestic violence or childhood abuse (including neglect), the presence of a child or youth with a disability, or two or more barriers to employment, which include the lack of a high school degree or General Education (GED), illiteracy, low English proficiency, a history of incarceration or detention for criminal activity, and a history of unstable employment; or
- (4) *Category 4:* Any individual or family who:
- (i) Is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member, including a child, that has either taken place within the individual's or family's primary nighttime residence or has made the individual or family afraid to return to their primary nighttime residence;
  - (ii) Has no other residence; and
  - (iii) Lacks the resources or support networks, e.g., family, friends, faith-based or other social networks, to obtain other permanent housing.

HUD defines an “at risk” individual or family as follows:

(1) *Category 1*

- a. Has family income below 30 percent of median income for the geographic area;
- b. Has insufficient resources immediately available to attain housing stability; and
- c. Meets one or more of the following criteria:
  - i. Has moved frequently because of economic reasons
  - ii. Is living in the home of another because of economic hardship
  - iii. Has been notified that their right to occupy their current housing or living situation will be terminated
  - iv. Is living in a hotel or motel
  - v. Lives in severely overcrowded housing
  - vi. Is exiting an institution; or
  - vii. Otherwise lives in housing that has characteristics associated with instability and an increased risk of homelessness (as defined in the Consolidated Plan for the jurisdiction).

(2) *Category 2*

- a. Such term includes all families with children and youth defined as homeless under other Federal statutes. Note that there are limits on expenses within this category in CoCs where homelessness (sheltered and unsheltered) is 1/10 or more of 1% of the total population (See CPD-12-001).

(3) *Category 3*

- a. This category includes children/youth who qualify as homeless under the Education for Children and Youth project (Section 725\*(2) of the McKinney-Vento Act) and the parents or guardians of that child/youth if living with him/her.

**A. CONSISTENCY WITH THE CONSOLIDATED PLAN**

All applicants serving a county located within a local HUD Consolidated Plan jurisdiction must obtain a “certificate of consistency” with the local HUD Consolidated Plan. Local HUD Consolidated Plan jurisdictions include:

- |                        |                        |                     |
|------------------------|------------------------|---------------------|
| • City of Bristol      | • City of Johnson City | • City of Oak Ridge |
| • City of Clarkesville | • City of Kingsport    | • County of Knox    |
| • City of Cleveland    | • City of Knoxville    | • County of Shelby  |
| • City of Franklin     | • City of Morristown   |                     |
| • City of Jackson      | • City of Murfreesboro |                     |

Organizations serving communities located outside of those noted above are covered by the State's Consolidated Plan. THDA will provide a certification of consistency with the State's Consolidated Plan during the application review process.

## **B. ALLOCATION OF FUNDS**

ESG funds committed to the State of Tennessee, through THDA, will be allocated as provided in the State of Tennessee's Consolidated Plan, as amended. THDA anticipates an ESG allocation in 2019 of approximately \$3 million. THDA will make available under this program description any FY2019 ESG funds allocated to the State of Tennessee as well as any funds determined by THDA to be available from prior year funding allocations.

THDA will spend up to 7.5% of its 2018 ESG allocation for administrative and planning expenses. THDA will share the amount available for administration with successful local government applicants. **Non-profit agencies are not eligible to receive funds for administration.**

The remaining ESG funds will be allocated as follows:

Set-Aside. THDA will allocate \$150,000 each to the cities of Clarksville, Johnson City, Knoxville, and Murfreesboro. Each of these jurisdictions have either recently lost their direct ESG allocation from HUD or are the location of a major entity serving veterans, a key priority under the Tennessee State Plan to End Homelessness. Each program will operate its ESG program in accordance with its approved Consolidated Plan. Eligible activities include street outreach, shelter operation, homelessness prevention, rapid re-housing, data collection through Homeless Management Information System (HMIS) or a comparable system, and administration.

Competitive Allocation. The remaining ESG funds will be allocated to eligible applicants in a competitive grant application process.

## **C. ELIGIBLE APPLICANTS**

The State of Tennessee, through THDA, will accept applications for the ESG Program from non-profit organizations and local units of governments. Non-profit applicants must submit **PART V: Non-Profit Checklist** with supporting documentation, and **PART VI: Non-Profit Board Composition**.

To be eligible for ESG funding, the non-profit organization must:

1. Must 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. Must 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. Be established for charitable purposes and whose activities include, but are not limited to, the promotion of social welfare and the prevention or elimination of homelessness, as evidenced in its charter, articles of incorporation, resolutions or by-laws, and experience in the provision of shelter and services to the homeless.
5. Have standards of financial accountability that conform to 24 CFR 84.21, Standards of Financial Management Systems.
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.
7. Faith-based organizations receiving ESG funds, like all organizations receiving HUD funds, must serve all eligible beneficiaries without regard to religion.
8. Have approved established ESG Written Standards in accordance with Continuum of Care Coordinated Entry process.
9. Be active member of the CoC and compliant with HMIS reporting.

In accordance with 24 C.F.R. Section 576.202(a)(2), non-profit organizations are eligible to receive funding for emergency shelter activities only if such funding for emergency shelter activities is approved by the local government jurisdiction where the emergency shelter activities are physically located. Each application from a nonprofit must contain **PART VII: Certification of Local Government Approval** specific to the emergency shelter housing and service locations that it controls within each jurisdiction. This Attachment must be submitted to THDA at the time of application. If the organization intends to provide emergency shelter assistance in a number of jurisdictions, a certification of approval must be submitted by each unit of local government in which the emergency shelter activities are to be located.

#### **D. ELIGIBLE ACTIVITIES**

1. ***Street Outreach:*** Essential services to eligible participants provided on the street or in parks, abandoned buildings, bus stations, campgrounds, and in other such settings where unsheltered persons are staying. Staff salaries related to carrying out street outreach are also eligible.

***Eligible Program Participants:*** Unsheltered individuals and families who qualify as homeless under Category 1 of HUD's Definition of "Homeless".

***Allowable Activities:***

- a. *Engagement.* The costs of activities to locate, identify, and build relationships with unsheltered homeless people and engage them for the purpose of providing immediate support, intervention, and connections with homeless assistance programs and/or mainstream social services and housing programs. These activities consist of making an initial assessment of needs and eligibility; providing crisis counseling; addressing urgent physical needs, such as providing meals, blankets, clothes or toiletries; and actively connecting and providing information and referrals to programs targeted to homeless people and mainstream social services and housing programs, including emergency shelter, transitional housing, community-based services, permanent supportive housing and rapid re-housing programs. Eligible costs include the cell phone costs of outreach workers during the performance of these activities.
- b. *Case Management.* The cost of assessing housing and service needs, arranging, coordinating, and monitoring the delivery of individualized services to meet the needs of the program participant. Eligible services and activities are as follows: using the centralized or coordinated assessment system as required under § 576.400(d); conducting the initial evaluation required under § 576.401(a), including verifying and documenting eligibility; counseling; developing, securing and coordinating services; obtaining Federal, State, and local benefits; monitoring and evaluating program participants progress; providing information and referrals to other providers; and developing an individualized housing and service plan, including planning a path to permanent housing stability.
- c. *Emergency Health Services.*
  - (i) Eligible costs are for the direct outpatient treatment of medical conditions and are provided by licensed medical professionals operating in community-based settings, including streets, parks, and other places where unsheltered homeless people are living.
  - (ii) ESG funds may be used only for these services to the extent that other appropriate health services are inaccessible or unavailable within the area.
  - (iii) Eligible treatment consists of assessing a program participant's health problems and developing a treatment plan; assisting program participants to understand their health needs; providing directly or assisting program participants to obtain appropriate emergency medical treatment; and providing medication and follow-up services.
- d. *Emergency Mental Health Services.*
  - (i) Eligible costs are the direct outpatient treatment by licensed professionals of mental health conditions operating in community-based settings, including streets, parks, and other places where unsheltered people are living.
  - (ii) ESG funds may be used only for these services to the extent that other appropriate mental health services are inaccessible or unavailable within the area.

- (iii) Mental health services are the application of therapeutic processes to personal, family, situational, or occupational problems in order to bring about positive resolutions of the problem or improved individual or family functioning or circumstances.
    - (iv) Eligible treatment consists of crisis interventions, the prescription of psychotropic medications, explanation about the use and management of medications, and combinations of therapeutic approaches to address multiple problems.
  - e. *Transportation.* The transportation costs of travel by outreach workers, social workers, medical professionals, or other service providers are eligible, provided that this travel takes place during the provision of services eligible under this section. The costs of transporting unsheltered people to emergency shelters or other service facilities are also eligible. These costs include the following:
    - (i) The cost of a program participant's travel on public transportation;
    - (ii) If service workers use their own vehicles, mileage allowance for service workers to visit program participants;
    - (iii) The cost of purchasing or leasing a vehicle for the Grantee in which staff transports program participants and/or staff serving program participants, and the cost of gas, insurance, taxes, and maintenance for the vehicle; and
    - (iv) The travel costs of Grantee staff to accompany or assist program participants to use public transportation.
  - f. *Services to Special Populations.* ESG funds may be used to provide services for homeless youth, victim services, and services for people living with HIV/AIDS, so long as the costs of providing these services are eligible under paragraphs (a) through (e) of this section. The term victim services means services that assist program participants who are victims of domestic violence, dating violence, sexual assault, or stalking, including services offered by rape crisis centers and domestic violence shelters, and other organizations with a documented history of effective work concerning domestic violence, dating violence, and sexual assault, or stalking.
2. ***Emergency Shelter:*** Funds may be used to cover the costs of providing essential services to homeless families and individuals in emergency shelters and operational expenses of emergency shelters.

***Eligible Participants:*** Individuals and families who qualify as homeless under Categories 1, 2, 3 and 4 of HUD's Definition of "Homeless".

***Allowable Activities:***

- a. *Essential Services.* This includes services concerned with employment, health, drug abuse, education and staff salaries necessary to provide these services and may include, but are not limited to:

- (i) *Case Management.* The cost of assessing, arranging, coordinating, and monitoring the delivery of individualized services to meet the needs of the program participant is eligible. Component services and activities consist of:
  - (A) Using the centralized or coordinated assessment system as required under §576.400(d);
  - (B) Conducting the initial evaluation required under §576.401(a), including verifying and documenting eligibility;
  - (C) Counseling;
  - (D) Developing, securing, and coordinating services and obtaining Federal, State and local benefits;
  - (E) Monitoring and evaluating program participant progress;
  - (F) Providing information and referrals to other providers;
  - (G) Providing ongoing risk assessment and safety planning with victims of domestic violence, dating violence, sexual assault, and stalking; and
  - (H) Developing an individualized housing and service plan, including planning a path to permanent housing stability.
- (ii) *Child Care.* The costs of child care for program participants, including providing meals and snacks, and comprehensive and coordinated sets of appropriate developmental activities, are eligible. The children must be under the age of 13, unless they are disabled. Children with disabilities must be under the age of 18. The child-care center must be licensed by the jurisdiction in which it operates in order for its costs to be eligible.
- (iii) *Education Services.* When necessary for the program participant to obtain and maintain housing, the costs of improving knowledge and basic educational skills are eligible. Services include instruction or training in consumer education, health education, substance abuse prevention, literacy, English as a Second Language, and General Educational Development (GED). Component service or activities are screening, assessment and testing; individual or group instruction; tutoring; provision of books, supplies and instructional material; counseling; and referral to community resources.
- (iv) *Employment Assistance and Job Training.* The costs of employment assistance and job training programs are eligible, including classroom, online, and/or computer instruction; and services that assist individuals in securing employment, acquiring learning skills, and/or increasing earning potential. The cost of providing reasonable stipends to program participants in employment assistance and job training programs is an eligible cost. Learning skills include those skills that can be used to secure and retain a job, including the acquisition of vocational licenses and/or certificates. Services that assist individuals in securing employment consist of employment screening, assessment, or testing; structured job skills and job-seeking skills; special training and tutoring, including literacy training and prevocational training; books and instructional material; counseling or job coaching; and referral to community resources.



- (v) *Outpatient Health Services.* Eligible costs are for the direct outpatient treatment of medical conditions and are provided by licensed medical professionals. Emergency Solutions Grant (ESG) funds may be used only for these services to the extent that other appropriate health services are unavailable within the community. Eligible treatment consists of assessing a program participant's health problems and developing a treatment plan; assisting program participants to understand their health needs; providing directly or assisting program participants to obtain appropriate medical treatment, preventive medical care, and health maintenance services; including providing medication and follow-up services; and providing preventive and noncosmetic dental care.
- (vi) *Legal Services.*
  - (A) Eligible costs are the hourly fees for legal advice and representation by attorneys licensed and in good standing with the bar association of the State in which the services are provided, and by person(s) under the supervision of the licensed attorney, regarding matters that interfere with the program participant's ability to obtain and retain housing.
  - (B) ESG funds may be used only for these services to the extent that other appropriate legal services are unavailable or inaccessible within the community.
  - (C) Eligible subject matters are child support, guardianship, paternity, emancipation, and legal separation, orders of protection and other civil remedies for victims of domestic violence, dating violence, sexual assault, and stalking, appeal of veterans and public benefit claim denials, and the resolution of outstanding criminal warrants.
  - (D) Component services or activities may include client intake, preparation of cases for trial, provision of legal advice, representation at hearings, and counseling. (E) Fees based on the actual service performed (i.e., fee for service) are also eligible, but only if the cost would be less than the cost of hourly fees. Filing fees and other necessary court costs are also eligible. If the Grantee is a legal services provider and performs the services itself, the eligible costs are the Grantee's employees' salaries and other costs necessary to perform the services.
  - (E) Legal services for immigration and citizenship matters and issues relating to mortgages are ineligible costs. Retainer fee arrangements and contingency fee arrangements are ineligible costs.
- (vii) *Life Skills Training.* The costs of teaching critical life management skills that may never have been learned or have been lost during the course of physical or mental illness, domestic violence, substance use, and homelessness are eligible costs. These services must be necessary to assist the program participant to function independently in the community. Component life skills training are budgeting resources, managing money, managing a household, resolving conflict, shopping for food and needed items, improving nutrition, using public transportation, and parenting.

(viii) *Mental Health Services.*

- (A) Eligible costs are the direct outpatient treatment by licensed professionals of mental health conditions.
- (B) ESG funds may only be used for these services to the extent that other appropriate mental health services are unavailable or inaccessible within the community.
- (C) Mental health services are the application of therapeutic processes to personal, family, situational, or occupational problems in order to bring about positive resolution of the problem or improved individual or family functioning or circumstances. Problem areas may include family and marital relationships, parent-child problems, or symptom management.
- (D) Eligible treatment consists of crisis interventions; individual, family, or group therapy sessions; the prescription of psychotropic medications or explanations about the use and management of medications; and combinations of therapeutic approaches to address multiple problems.

(ix) *Substance Abuse Treatment Services.*

- (A) Eligible substance abuse treatment services are designed to prevent, reduce, eliminate, or deter relapse of substance abuse or addictive behaviors and are provided by licensed or certified professionals.
- (B) ESG funds may only be used for these services to the extent that other appropriate substance abuse treatment services are unavailable or inaccessible within the community.
- (C) Eligible treatment consists of client intake and assessment, and outpatient treatment for up to 30 days. Group and individual counseling and drug testing are eligible costs. Inpatient detoxification and other inpatient drug or alcohol treatment are not eligible costs.

(x) *Transportation.* Eligible costs consist of the transportation costs of a program participant's travel to and from medical care, employment, child care or other eligible essential services facilities. These costs include the following:

- (A) The cost of a program participant's travel on public transportation;
- (B) If service workers use their own vehicles, mileage allowance for service workers to visit program participants;
- (C) The cost of purchasing or leasing a vehicle for the Grantee in which staff transports program participants and/or staff serving program participants, and the cost of gas, insurance, taxes, and maintenance for the vehicle; and
- (D) The travel costs of Grantee staff to accompany or assist program participants to use public transportation.

(xi) *Services for Special Populations.* ESG funds may be used to provide services for homeless youth, victim services, and services for people living with HIV/AIDS, so long as the costs of providing these services are eligible under paragraphs (a)(1)(i) through (a)(1)(x) of this section. The term victim services means services that assist program participants who are victims of domestic violence,

dating violence, sexual assault, or stalking, including services offered by rape crisis centers and domestic violence shelters, and other organizations with a documented history of effective work concerning domestic violence, dating violence, sexual assault, or stalking.

- b. ***Operations.*** Eligible costs are the costs of maintenance (including minor or routine repairs), rent, security, fuel, equipment, insurance, utilities, food, furnishings, and supplies necessary for the operation of the emergency shelter. Where no appropriate emergency shelter is available for a homeless family or individual, eligible costs may also include a hotel or motel voucher for that family or individual.

Prohibition against involuntary family separation. The age of a child under age 18 must not be used as a basis for denying any family's admission to an emergency shelter that uses ESG funding or services and provides shelter to families.

**Expenditures limits of combined Street Outreach and Emergency Shelter services cannot exceed 60% of the entire ESG allocation. THDA reserves the right to adjust applicants' budgets, if needed, to remain within this requirement.**

3. ***Prevention Activities:*** Activities related to preventing persons from becoming homeless and to assist participants in regaining stability in their current or other permanent housing.

***Eligible Participants:*** Extremely low-income individuals and families with household incomes of at or below 30% of Area Median Income who qualify as homeless under Categories 2, 3 and 4 of HUD's Definition of "Homelessness" or any category of HUD's Definition of "At Risk of Homelessness".

4. ***Rapid Re-Housing Activities:*** Activities related to help a homeless individual or family to move into permanent housing.

***Eligible Participants:*** Individuals and families who meet HUD's definition of "Homeless" under Categories 1 and 4.

***Allowable Activities for Prevention and Rapid Re-Housing:***

- a. ***Financial Assistance*** – ESG funds may be used to pay housing owners, utility companies, and other third parties for the following costs:
  - (i) Rental application fees. ESG funds may pay for the rental housing application fee that is charged by the owner to all applicants.
  - (ii) Security deposits. ESG funds may pay for a security deposit that is equal to no more than 2 months' rent.
  - (iii) Last month's rent. If necessary to obtain housing for a program participant, the last month's rent may be paid from ESG funds to the owner of that housing at the time the owner is paid the security deposit and the first month's rent. This assistance must not exceed one month's rent and must be included in calculating the program participant's total rental assistance, which cannot exceed 24 months during any 3-year period.

- (iv) Utility deposits. ESG funds may pay for a standard utility deposit required by the utility company for all customers for the utilities listed in paragraph (5) of this section.
  - (v) Utility payments. ESG funds may pay for up to 24 months of utility payments per program participant, per service, including up to 6 months of utility payments in arrears, per service. A partial payment of a utility bill counts as one month. This assistance may only be provided if the program participant or a member of the same household has an account in his or her name with a utility company or proof of responsibility to make utility payments. Eligible utility services are gas, electric, water, and sewage. No program participant shall receive more than 24 months of utility assistance within any 3-year period.
  - (vi) Moving costs. ESG funds may pay for moving costs, such as truck rental or hiring a moving company. This assistance may include payment of temporary storage fees for up to 3 months, provided that the fees are accrued after the date the program participant begins receiving assistance under paragraph (b) of this section and before the program participant moves into permanent housing. Payment of temporary storage fees in arrears is not eligible.
- b. Service Costs. ESG funds may be used to pay the costs of providing the following services:
- (i) *Housing search and placement.* Services or activities necessary to assist program participants in locating, obtaining, and retaining suitable permanent housing, include the following:
    - (A) Assessment of housing barriers, needs and preferences;
    - (B) Development of an action plan for locating housing;
    - (C) Housing search;
    - (D) Outreach to and negotiation with owners;
    - (E) Assistance with submitting rental applications and understanding leases;
    - (F) Assessment of housing for compliance with ESG requirements for habitability, lead-based paint, and rent reasonableness;
    - (G) Assistance with obtaining utilities and making moving arrangements; and
    - (H) Tenant counseling.
  - (ii) *Housing stability case management.* ESG funds may be used to pay cost of assessing, arranging, coordinating, and monitoring the delivery of individualized services to facilitate housing stability for a program participant who resides in permanent housing or to assist a program participant in overcoming immediate barriers to obtain housing. This assistance cannot exceed 30 days during the period the program participant is seeking permanent housing and cannot exceed 24 months during the period the program participant is living in permanent housing. Component services and activities consist of:

- (A) Using the centralized or coordinated assessment system as required under §576.400(d) to evaluate individuals and families applying for or receiving homeless prevention or rapid re-housing assistance;
  - (B) Conducting the initial evaluation required under §576.401(a), including verifying and documenting eligibility, for individuals and families applying for homelessness prevention or rapid re-housing assistance.
  - (C) Counseling
  - (D) Developing, securing, and coordinating services and obtaining Federal, State, and local benefits;
  - (E) Monitoring and evaluating program participant progress;
  - (F) Providing information and referrals to other providers;
  - (G) Developing an individualized housing and service plan, including planning a path to permanent housing stability; and
  - (H) Conducting re-evaluations required under §576.401(b).
- (3) *Mediation.* ESG funds may pay for mediation between the program participant and the owner of person(s) with whom the program participant is living, provided that the mediation is necessary to prevent the program participant from losing permanent housing in which the program participant currently resides.
  - (4) *Legal Services.* ESG funds may pay for legal services, as set forth in §576.102(a)(1)(vi), except that the eligible subject matters also include landlord/tenant matters, and the services must be necessary to resolve a legal problem that prohibits the program participant from obtaining permanent housing or will likely result in the program participant losing the permanent housing in which the program participant currently resides.
  - (5) *Credit Repair.* ESG funds may pay for credit counseling and other services necessary to assist program participants with critical skills related to household budgeting, managing money, accessing a free personal credit report, and resolving personal credit problems. This assistance does not include the payment or modification of a debt.

**The Grantee may set a maximum dollar amount that a program participant may receive for each type of financial assistance. The Grantee may also set a maximum period for which a program participant may receive any of the types of assistance or services.**

**Financial assistance cannot be provided to a program participant who is receiving the same type of assistance through other public sources.**

c. *Short and Medium Term Rental Assistance Requirements and Restrictions*

- (i) Compliance with FMR (Fair Market Rents) and Rent Reasonableness.
- (ii) For purposes of calculating rent, the rent must equal the sum of the total rent, any fees required for rental (excluding late fees and pet deposits), and, if the tenant pays separately for utilities (excluding telephone) the monthly allowance for

utilities as established by the public housing authority for the area in which the housing is located.

- (iii) Compliance with minimum habitability standards.
- (iv) Tenant based rental assistance means that participants select a housing unit in which to live and receive rental assistance. Project based rental assistance means that grantees identify permanent housing units that meet ESG requirements and enter into a rental assistance agreement with the owner to reserve the unit and subsidize it so that eligible program participants have access to the unit.
- (v) A standard and legal lease must be in place.
- (vi) No rental assistance can be provided to a household receiving assistance from another public source for the same time period (with the exception of rental arrears).
- (vii) Participants must meet with a case manager at least monthly for the duration of the assistance (participants who are victims of domestic violence are exempt if meeting would increase the risk of danger to client).
- (viii) The Grantee must develop an individualized plan to help the program participant remain in permanent housing after the ESG assistance ends.
- (ix) The Grantee must make timely payments to each owner in accordance with the rental agreement. The Grantee is solely responsible for paying late payment penalties that it incurs with non-ESG funds.

5. ***Homeless Management Information System (HMIS) Data Collection:*** Eligible costs include hardware; software; equipment costs; staffing for operating HMIS data collection, monitoring and analysis; reporting to the HMIS Lead Agency; training on HMIS use; and obtaining technical support. Domestic violence agencies may use HMIS funds to pay for costs in obtaining and operating a data collection program comparable to HMIS, including user fees, software, equipment, training, and maintenance.

Local government recipients may distribute all or a part of their ESG funds to eligible, private 501(c)(3) or 501(c)(4) non-profit organizations for allowable ESG activities.

**For each of the eligible activities, THDA reserves the right to adjust funding requests to remain within the required percentages.**

## **E. INELIGIBLE ACTIVITIES**

- 1. *Under Street Outreach Services*, ESG funds may not be used for the following:
  - a. Emergency medical and/or mental health services accessible or available within the area under an existing program; and
  - b. Maintenance of existing services already being provided within the past 12 months prior to funding.

2. *Under Emergency Shelter Services*, ESG may not be used for the following:
  - a. Acquisition of real property;
  - b. New construction or rehabilitation of an emergency shelter for the homeless;
  - c. Property clearance or demolition;
  - d. Staff training or fund raising activities;
  - e. Salary of case management supervisor when not working directly on participant issues;
  - f. Advocacy, planning, and organizational capacity building;
  - g. Staff recruitment and/or training
  - h. Transportation costs not directly associated with service delivery.
  - i. Recruitment or on-going training of staff;
  - j. Depreciation;
  - k. Costs associated with the organization rather than the supportive housing project (advertisements, pamphlets about the agency, surveys, etc.)
  - l. Staff training, entertainment, conferences or retreats;
  - m. Public relations or fund raising;
  - n. Bad debts or bank fees; and
  - o. Mortgage payments.
3. *Under Prevention and Rapid-Rehousing Activities*, ESG funds may not be used for the following:
  - a. Mortgage loan payments;
  - b. Pet deposits;
  - c. Late fees incurred if grantee does not pay agreed rental subsidy by agreed date;
  - d. Payment of temporary storage fees in arrears;
  - e. Payment of past debt not related to rent or utility; and
  - f. Financial assistance to program participants who are receiving the same type of assistance through other public sources or to a program participant who has been provided with replacement housing payments under URA during the same time period.
4. *Under HMIS Data Collection*: Grantees that are not compliant with HUD's standards on participation, data collection, and reporting under a local HMIS will not be eligible for reimbursement for HMIS activities.

## **F. MATCHING FUNDS**

The ESG program requires a dollar for dollar match for the ESG funds. Each application must contain **PART VIII: Certification of Matching Funds**. All Grantees must supplement their ESG funds with equal amounts of funds or in-kind support from non-ESG sources. Certain other federal grants contain language that may prohibit their being used as a match. Matching funds or in-kind support must be

provided after the date of the grant award to the Grantee and within the period of the ESG contract with THDA. The Grantee may not include funds used to match any previous ESG grant.

## **G. OTHER FEDERAL REQUIREMENTS**

1. **NON-DISCRIMINATION AND EQUAL OPPORTUNITY**. Grantees must make facilities and services available to all on a nondiscriminatory basis, and publicize the facilities and services. The procedures a Grantee uses to convey the availability of such facilities and services should be designed to reach persons with disabilities or persons of any particular race, color, religion, sex, age, familial status, or national origin within their service area who may qualify for them. If not, the Grantee must establish additional procedures that will ensure that these persons are made aware of the facilities and services. Grantees must adopt procedures to disseminate information to anyone who is interested regarding the existence and location of services or facilities that are accessible to individuals with disabilities.

Grantees must also comply with the requirements of 24 CFR Parts 5, 200, 203, et al Equal Access to Housing in HUD Programs Regardless of Sexual Orientation or Gender Identity. The regulation is available at <http://www.gpo.gov/fdsys/pkg/FR-2012-02-03/pdf/2012-2343.pdf>. Grantees should include in their ESG standards a written policy for Fair Housing to all persons and/or families regardless of sexual orientation, gender identity or family identification.

2. **LEAD BASED PAINT**. Housing assisted with ESG funds is subject to the Lead-Based Paint Poisoning Prevention Act and the Act's implementing regulations at 24 CFR Part 35, Subparts C through M for any building constructed prior to 1978. Grantees using ESG funds only for essential services and operating expenses must comply with Subpart K to eliminate as far as practical lead-based paint hazards in a residential property that receives federal assistance for acquisition, leasing, support services or operation activities.
3. **PROPERTY MANAGEMENT STANDARDS**. Grantees are required to follow uniform standards for using and disposing of capital improvements and equipment. Equipment is defined as having a useful life of one year and a per unit value of \$5,000 or more.
4. **RELOCATION AND DISPLACEMENT**. Grantees are required to take reasonable steps to minimize the displacement of persons, families, individuals, businesses, non-profit organizations or farms as a result of administering projects funded through ESG. Any persons displaced by the acquisition of property must be provided with relocation assistance (24 CFR 576.59).
5. **ENVIRONMENTAL REVIEW**. In implementing the ESG 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 Part 58. THDA as the Responsible Entity and the units of local government funded by THDA will be responsible for carrying out environmental reviews.

THDA will review 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. ESG funds cannot be committed until the environmental review process has been completed. Commitments for expenditures made prior to the approval of the environmental review cannot be reimbursed with ESG funds.



6. CONFLICT OF INTEREST. Each ESG Grantee must adopt a conflict of interest policy which prohibits any employee, persons with decision making positions or having information about decisions made by an organization, from obtaining a personal or financial interest or benefit from the organization's activity, including through contracts, subcontracts, or agreements. (24 CFR 576.57).
7. ASBESTOS. Prior to renovation, Tennessee State law requires an asbestos inspection for any structure that is not a residential building having four or fewer dwelling units. The costs of asbestos removal may be included in the grant request.
8. CONTRACTUAL AGREEMENT. All Grantees must enter into a contractual agreement with THDA. This Working Agreement includes all requirements contained in the ESG Interim Rule (24 CFR Part 576 and 91) in addition to all other applicable rules and regulations. The Working Agreement will include, but is not limited to the following:
  - a. BUILDING STANDARDS. Grantees must ensure that any building for which ESG funds are used for meets the local government standards for safety and sanitation.
  - b. CERTIFICATION OF ASSISTANCE. Grantees must certify that on-going assistance will be provided to homeless individuals to obtain appropriate supportive services, including permanent housing, 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 persons.
  - c. CONFIDENTIALITY. Grantees must develop procedures to ensure the confidentiality of victims of domestic violence.
  - d. DRUG AND ALCOHOL-FREE FACILITIES. Grantees must administer a policy designed to ensure that each assisted homeless facility is free from the illegal use, possession or distribution of drugs or alcohol by its beneficiaries.
  - e. CLIENT PARTICIPATION. Grantees must involve the homeless individuals and families in the maintenance and operation of facilities, and in the provision of services to residents of these facilities to the maximum extent possible. The involvement of homeless persons is required through the Housing and Community Development Act of 1992.
  - f. PROCUREMENT PROCEDURES. Each ESG Grantee must have an appropriate procurement procedure in place. At a minimum, three telephone bids must be obtained for any equipment or furniture purchases to be charged totally or in part to ESG.
  - g. FAIR HOUSING. All ESG Grantees must perform and document action in the area of enforcement and/or promotion to affirmatively further fair housing. During the grant year Grantees must carry out a minimum of one activity to promote fair housing. Non-discrimination and equal opportunity are applicable to ESG programs (24 CFR 5.105(a) as amended).
  - h. TERMINATING ASSISTANCE. All ESG Grantees must have a formal process for terminating assistance to an individual or family. At a minimum, there must be an appeals

procedure with one level of administrative review for clients who are evicted or refused service from the facility for any reason.

- i. **REPORTING REQUIREMENTS.** Each ESG Grantee must complete quarterly reporting forms as required by THDA. Quarterly reports must be submitted by the 15<sup>th</sup> of the month following the close of the quarter. If the 15<sup>th</sup> falls on a weekend or holiday, the report must be submitted by the next business day.

ESG Grantees also are required to upload the ESG Consolidated Annual Performance and Evaluation Report (CAPER) via Comma Separated Valued (CSV) into the Sage HMIS Reporting Repository. Domestic violence agencies must also upload CAPER information from their comparable data system as required by HUD.

Additional reports may be required by THDA at its sole and absolute discretion.

- j. **HMIS PARTICIPATION.** All ESG Grantees must certify that they will fully utilize the Homelessness Management Information System (HMIS) for the Continuum of Cares in which the assistance is delivered, or if a victim services provider, the ESG Grantee will operate a comparable database that collects client-level data over time (i.e. longitudinal data) and generates unduplicated aggregate reports based on the data. Grantees that are not victim services providers must work with their local CoC to coordinate HMIS access and technical assistance. All ESG Grantees assume full responsibility for all reporting to THDA. Please check the following website for local CoC contact information and for information on the geographic areas covered by each CoC: <http://thda.org/business-partners/esg>.
- k. **COORDINATED ENTRY.** All Grantees must participate in the Coordinated Entry process of the Continuum of Care in which services are delivered. Grantees serving multiple Continuums of Care must participate in each Coordinated Entry process established by each CoC.
- l. **SERVING FAMILIES WITH CHILDREN.** Organizations that use ESG funds for emergency shelter to families with children under the age of 18 shall not deny admission to any family based on the age of any child under age 18. Providing these families with stays in a hotel/motel or other off-site facility does not suffice. If the Grantee's facility serves families, provisions must be made for the facility to accommodate **all** families.

## **H. 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 meets the requirements of the ESG Regulations; Written ESG Standards, Habitability Standards, Confidentiality and Privacy Policies; and compliance with and participation in the applicable CoC. Additionally, to be considered for funding, the application must be signed with an original signature by a nonprofit entity's Chairman of the Board or the Executive Director, or the Mayor of the local government.

All nonprofit organizations must upload all organizational information required to be submitted through THDA's Participant Information Management System (PIMS). Copies of organizational documents that

are required to be submitted through PIMS but that are submitted through another means will not be considered.

Additional requirements for non-profit organizations are included in the application at **Part X: Non-Profit Checklist**. Documentation must be submitted along with the completed Checklist to demonstrate that the organization meets threshold requirements and has the capacity to provide shelter, essential services and/or operations for programs serving the homeless. Applications meeting the threshold criteria will be scored and ranked in descending numerical order.

THDA will provide a limited opportunity of 5 business days for applicants to correct the following threshold factors:

- Failure to upload all required documents to PIMS.
- Failure to submit a Certificate of Existence that was issued within the required time established by the application instructions.
- Failure of the Mayor, Executive Director, or the Board Chairman to sign the application.

**All applicants that are required to submit corrections for an issue identified above will receive an automatic 10 point deduction to the final application score.** The point deduction will be assessed regardless of the number of the above threshold items requested to be corrected.

THDA will not provide an opportunity to correct other application items nor will THDA extend the time period for correction of the threshold item beyond the period identified above.

### **Key Applicant Eligibility Factors**

- Eligible non-profit agency or unit of general local government
- No outstanding findings or other issues from any program operated by THDA
- Experienced homeless services/prevention provider
- Must be able to meet recordkeeping and reporting requirements, including use of HMIS
- Must be able to meet HMIS requirements or, if a domestic violence program provider, a comparable database that collects client level data over time and generates unduplicated aggregate reports based on the data
- Must be certified by local CoC Lead Agency as a participating member
- Must receive a Certification of Consistency with the Consolidated Plan if seeking funding for an emergency shelter and serving a community in which a Consolidated Plan is prepared locally
- Must receive local government approval if a nonprofit entity seeking funding to provide emergency shelter using ESG resources
- Must submit ESG Written Standards

- Must be participating in the Coordinated Entry process set up by the regional CoC.
- Must submit audit or financials dated not more than 12 months prior to the date of the application.
- Proposed activities must be in compliance with HUD requirements as specified in this Program Description.

## **ESG COMPETITIVE ALLOCATON RATING SCALE**

**100 POINTS**

### **1. PROGRAM DESIGN**

**UP TO 25 POINTS**

The degree to which the proposed program demonstrates:

- a. An understanding of the ESG objectives and requirements, including whether the proposed activities are eligible by category, are realistic and are needed in the community.
- b. A cost effective project with documentable and realistic outcomes, and, if the proposed project is a continuation of an on-going program, the applicant's demonstration that performance outcomes been met.
- c. Support for the local CoC to end homelessness, including whether the proposed activities duplicate other resources within the region and the applicant's demonstration of participation in the coordinated entry process.
- d. A strategic plan to leverage and support other funding sources to reduce and end homelessness;
- e. The use of rapid re-housing to move individuals and families from homelessness to permanent housing; and,
- f. Degree to which the project shows success in finding permanent housing solutions for the population served.

### **2. APPLICANT CAPACITY**

**UP TO 25 POINTS**

- a. Relative experience of the individual(s) on staff of the applicant who shall have primary responsibility for the oversight and management of the proposed project;
- b. Relative capacity of applicant's organizational infrastructure to establish and administer the project, including demonstrated capacity to meet HUD reporting requirements through HMIS and to provide all HUD required deliverables in an accurate and timely manner.
- c. Demonstrated experience of the applicant in establishing and operating ESG eligible activities, or similar projects, for at-risk and literally homeless persons.
- d. Relative performance similar to existing or previously funded projects (i.e. past performance outcomes)
- e. Relative experience in collaborating with relevant public and/or private entities to obtain appropriate mainstream services on behalf of the population to be served.
- f. Active involvement of board of directors and volunteers to support the mission of the project.

### **3. FISCAL INFORMATION**

**UP TO 25 POINTS**

- a. Clear and specific documentation of match, including the source and level of committed match. Letters of support, documentation of real value of buildings or donated lease are included. Donations are supported by documentation of current year's donations or financial records. Sample volunteer job descriptions/timesheets are included.
- b. Completeness of budget, which includes both the narrative and the budget pages, demonstrating realistic staff compensation specific to the category of ESG activity and showing eligible line items under the ESG Regulations.
- c. Applicant audit and/or financial records support applicant's ability to cash-flow a reimbursement program.

### **4. PERFORMANCE**

**UP TO 15 POINTS**

THDA will award up to 15 points based on the applicant's past performance with the administration of THDA grant funds and compliance with program policy, including:

- a. Submission of accurate monthly draws reports and timely response to requests for information or documentation;
- b. Current percentage of drawdown of THDA ESG funded grants.
- c. Past monitoring of and compliance with ESG Regulations.

THDA will evaluate current ESG grantees based on the total funds drawn as of March 1, 2019. New applicants will be given the average score of all applicants with existing ESG grants.

### **5. COORDINATION WITH COC PRIORITIES**

**UP TO 5 POINTS**

THDA will award up to 5 points for an application that actively participates in and coordinates with the local CoC.

### **6. HOUSING FIRST MODEL**

**UP TO 5 POINTS**

THDA will award up to 5 points for an application that meets the objectives of the Housing First model in providing permanent housing solutions without unnecessary barriers or program requirements.

# Appendix G:

## Consultation

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Website Notices

Social Media and Email Outreach

Flyers and Handouts

Translations

Newspaper Tear Sheets

# Website Notices



Tennessee Housing Development Agency


https://thda.org

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## Public Notice and Comments

THDA is now accepting public comments on the 2019–2020 Annual Action Plan, has announced a Board of Directors meeting on Tuesday, March 26, 2019 and has issued an invitation to Bid for Secondary Market TBA Services

[LEARN MORE](#)

## Public Notice and Comment

### Now Accepting Public Comments on the 2019-2020 Annual Action Plan

March 21 - April 22, 2019

- [Comment on the Annual Action Plan/Comentar sobre del Plan de Acción Anual](#)
- [View the Executive Summary](#)
- [Español: Ver el Resumen del Plan de Acción Anual](#)
- [View the Full DRAFT Annual Action Plan](#)

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### Ahora Se Acepta Comentarios del Público acerca del Plan de Acción Anual

2019-2020

21 de marzo al 22 de abril de 2019

A nombre del Estado de Tennessee, la Agencia del Desarrollo De Viviendas de Tennessee (THDA) anuncia el lanzamiento del BORRADOR del Plan de Acción Anual 2019-2020. El Borrador de Plan 2019, disponible para comentarios del público a partir del 21 de marzo, incluye una guía para la asignación federal de \$50 millones estimados para viviendas y desarrollo comunitario. El Plan de Acción Anual muestra cómo el Estado de Tennessee operará los programas CDBG, HOME, HTF, ESG, y HOPWA durante el próximo año fiscal y sirve como una solicitud al Departamento de Viviendas y Desarrollo Urbano de EE.UU. (HUD) para estos fondos. El borrador del plan se publicará del 21 de marzo hasta el 22 de abril. Se alientan comentarios del público sobre este borrador.

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- [Click Here \(Arabic\)](#)
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Strategic Plan - 2018 Revision	
Tennessee Housing Conference	
THDA Procurement	

Consolidated Planning — Tennessee

https://thda.org/research-planning/consolidated-planning

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### Community Feedback Request:

**Now Accepting Public Comments on the 2019-2020 Annual Action Plan**  
**March 21 - April 22, 2019**  
[Click here to view the reports and to comment](#)

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## Community Development Block Grant

### Community Development Block Grant

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Community Development ("Regular Round")

Disaster CDBG Program

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Annual Action Plan

CDBG Manual

Annual and Final Report

CDBG Applications

CDBG Program Survey

Appalachian Regional Commission ▾

Delta Regional Authority

# Community Development Block Grant

## Public Notice

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STD Laws

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# HOPWA

## NEWS & ANNOUNCEMENTS

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Click below for a PDF version.

2019-20 AAP Public Notice Flyer

## THDA Annual Action Plan Notice

Spanish Translation Included

### Now Accepting Public Comments on the 2019-2020 Annual Action Plan

March 21 - April 22, 2019

CDBG • HOME • HTF • ESG • HOPWA

Visit the [www.THDA.org](http://www.THDA.org) Public Notice and Comment page for more!

**ALL Tennessee residents are encouraged to participate!**

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### THDA Annual Action Plan -Now Accepting Public Comments

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Posted on: 21 Mar, 2019

Affordable Housing Programs | ...

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### Other Translations

Spanish



Northwest Tennessee  
Development District

Social, Economic & Environmental



Northwest Tennessee  
Human Resource  
Agency

Resident Quality of Life

124 Weldon Dr. • Martin, Tennessee 38237

731-587-4213 • 1-800-750-6866

Title VI

For persons with a hearing or speech disability,  
dial 711 for free Telecommunications Relay  
Service.



South Central TN Development | Not secure | [scddd.org/content/comdev/php/index.php?page=4](http://scddd.org/content/comdev/php/index.php?page=4)

Home | Regional Data | Aging & Disability | Community Development | Economic Development | Public Transportation | Contact Us / New Notices

**The Tennessee Housing Development Agency (THDA)**

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=====  
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 March 21 - April 22, 2019

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[2019-20 AAP Public Notice Flyer.pdf](#)

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**Ahora Se Acepta Comentarios del Público acerca del Plan de Acción Anual 2019-2020**  
 21 de marzo al 22 de abril de 2019

A nombre del Estado de Tennessee, la Agencia del Desarrollo De Viviendas de Tennessee (THDA) anuncia el lanzamiento del BORRADOR del Plan de Acción Anual 2019-2020. El Borrador de Plan 2019, disponible para comentarios del público a partir del 21 de marzo, incluye una guía para la asignación federal de \$50 millones estimados para viviendas y desarrollo comunitario. El Plan de Acción Anual muestra cómo el Estado de Tennessee operará los programas CDBG, HOME, HTF, ESG, y HOPWA durante el próximo año fiscal y sirve como una solicitud al Departamento de Viviendas y Desarrollo Urbano de EE.UU. (HUD) para estos fondos. El borrador del plan se publicará en [www.thda.org/about-thda/public-notice-and-comment](http://www.thda.org/about-thda/public-notice-and-comment) del 21 de marzo hasta el 22 de abril. Se alientan comentarios del público sobre este borrador. Un resumen del borrador tanto en inglés como español también estará disponible. Además, el Estado de Tennessee ha comenzado el proceso de desarrollar un Análisis de Vivienda Equitativa a lo largo de 5 años. Visite el sitio web de THDA para conocer las próximas oportunidades de participación comunitaria. Para preguntas y adaptaciones especiales, por favor, envíe un correo electrónico a [research@thda.org](mailto:research@thda.org)

[2019-20 AAP Public Notice Flyer.pdf](#)

Southeast TN development | Housing | Not secure | [www.sedev.org/housing-program/](http://www.sedev.org/housing-program/)

setd southeast tennessee development housing program

# Housing Program



**Current Public Notices:**

[HOME / CONTRACTORS Public Notice](#)

[THDA Annual Action Plan Public Notice](#)

[THDA Annual Action Plan Public Notice Spanish](#)

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Economic & Community Development

https://swtdd.org/economic-community-development/

swtdd

Aging & Disability

Economic & Community Development

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[Annual Action Plan public comment in English](#)

[Annual Action Plan public comment in Spanish](#)

19-20\_Public\_Notice\_English\_for\_ X

https://swtdd.org/images/uploads/site-documents/19-20\_Public\_Notice\_English\_for\_publication.pdf

19-20\_Public\_Notice\_English\_for\_publication.pdf 1 / 1

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## Comments on the 2019-2020

Home / ECD Public Notices, Economic & Community Development, Housing Public Notices, Regional News / Now Accepting Public Comments on the 2019-2020 Annual Action Plan

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March 22nd, 2019 | ECD Public Notices, Economic & Community Development, Housing Public Notices, Regional News | 0 Comments

Tennessee Housing Development Agency (THDA)

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Tennessee Housing Development Agency (THDA)

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COMMUNITY DEVELOPMENT

- Housing
  - Tennessee Housing Development Agency (THDA)**
  - Emergency Repair Program
  - Solid Waste
  - The Tennessee Main Street Program Application
  - Transportation
  - Cool & Connected
  - TACIR
  - News

\*Note: MAAG also posted the notice, but we were not able to get a screenshot.

# Social Media and Email Outreach





## Tennessee Housing Development Agency

April 2 at 7:49 AM · 🌐

Now open! What do you think of our ideas for housing in Tennessee in 2019-2020? Review the Annual Action Plan and let us know what you think!



THDA.ORG

### Public Notice and Comment

The Public Hearing for the 2019 Weatherization Assistance Program State...

👍 2

4 Shares

👍 Like

💬 Comment

➦ Share



## Tennessee Housing Development Agency

April 15 at 8:44 AM · 🌐

Did you know the State of Tennessee receives an estimated \$50 million from HUD to implement housing and community development projects? Read more and comment on our plan for the funds here! Comments due April 22.



THDA.ORG

### Public Notice and Comment

The Public Hearing for the 2019 Weatherization Assistance Program State...

👍 2

3 Shares

👍 Like

💬 Comment

➦ Share



## Tennessee Housing Development Agency

April 18 at 7:59 AM · 🌐

Hundreds of thousands of Tennesseans rely on federal programs to improve their homes and their communities. Find out more about our plan at the link below and let us know what you think! Comments are due April 22!



THDA.ORG

### Public Notice and Comment

The Public Hearing for the 2019 Weatherization Assistance Program State...

👍 2

1 Share

👍 Like

💬 Comment

➦ Share



## Tennessee Housing Development Agency

April 22 at 6:25 AM · 🌐

Today is the last day for feedback on the State of Tennessee's plan for housing and community development! Read more and comment here before time runs out!



THDA.ORG

### Public Notice and Comment

The Tennessee Housing Development Agency (THDA) announces the...

👍 2

2 Shares

👍 Like

💬 Comment

➦ Share



**THDA**

@TN\_Housing\_Dev

Following

Now open! What do you think of our ideas for housing in Tennessee in 2019-2020? Review the Annual Action Plan and let us know what you think!



Public Notice and Comment

[thda.org](http://thda.org)

9:47 AM - 2 Apr 2019

1 Retweet 2 Likes



1



2



Tweet your reply



Public Notice and Comment

[thda.org](http://thda.org)



**THDA**

@TN\_Housing\_Dev

Following

Did you know the State of Tennessee receives an estimated \$50 million from HUD to implement housing and community development projects? Read more and comment on our plan for the funds here! One week left to comment!



Public Notice and Comment

[thda.org](http://thda.org)

10:43 AM - 15 Apr 2019

3 Likes



3



Tweet your reply



Public Notice and Comment

[thda.org](http://thda.org)





**THDA**

@TN\_Housing\_Dev

Following



Hundreds of thousands of Tennesseans rely on federal programs to improve their homes and their communities. Find out more here about our plan to help and let us know what you think! Comments are due April 22!



**Public Notice and Comment**

[thda.org](http://thda.org)

9:58 AM - 18 Apr 2019

2 Retweets 2 Likes



↻ 2



2



Today is the last day for feedback on the State of Tennessee's plan for housing and community development!



Public Notice and Comment  
thda.org

8:26 AM - 22 Apr 2019

2 Retweets 2 Likes



Tweet your reply



Steven C. Knapp @yourknapptime · Apr 22

Replying to @TN\_Housing\_Dev

Got my comments in! @NashvilleMDHA @FreemanWebb @DonnaDuarte87  
@TerryMalone33 @freddieoconnell @yarbro @WSMVJeremyTEAM  
@WSMVNancyAmons @chrisconte @mreicher @TheTNHoller @Tennessean  
@NHLP @HomeEverything @USTreasury

These comments concern THDA's administration of the LIHTC program in Tennessee. I am currently producing an investigative documentary about how THDA's malfeasance in LIHTC administration enables abusive displacements from affordable housing in Tennessee under the LIHTC program. These abusive displacements are specifically carried out by Freeman Webb and the Metro Nashville Development Agency (MDHA) in the film project. Follow here: @NonRenewedMovie

- 1) Produce a LIHTC Compliance Manual  
Tennessee, unlike a majority of other HFA's, does not keep a compliance manual for owners, agents, and residents of LIHTC properties, instead directing residents to the bare bone statutory language of IRC § 42. A compliance manual will help all parties engaged in a LIHTC property be aware of their responsibilities to each other.
- 2) Adopt Objective Definitions of "Good Cause" for Tenancy Terminations  
The LIHTC program includes eviction protections for low-income tenants for the first 15 years of LIHTC property's operation, also known as "good cause" or "no cause" eviction protections. THDA currently allows owners and agents to abuse their power to terminate tenancies by having no objective criteria for what defines "good cause." Tennessee landlord/tenant law is relatively silent on this topic. Other HFA's define good cause, generally, as "serious, material, and repeated violations of the lease agreement." Through my work on Non-Renewed, I have identified that some LIHTC operators, specifically MDHA and Freeman Webb, terminate leases for: 1) Asking to be home during maintenance work as "interference." 2) Invoking mold addendums for residents raising health concerns about mold. 3) Fabricating physically violent episodes of "harassment" for asking about unanswered covert misconduct.
- 3) Enforce IRS Compliance  
THDA currently ignores IRS Revenue Rulings related to tenancy terminations (2004-82) and tax credit monitoring compliance (2006-37). THDA Executive Director Ralph Perry was documented by me on November 22nd, 2018 obfuscating answers to these questions. Mr. Perry stated IRS Revenue Ruling 2004-82 only applied to the three year Qualified Contract period after the fifteen year compliance period. This is objectively false. Also, in 2018, THDA instructed all of its LIHTC operators that annual compliance reporting related to the good cause eviction protections and rent increase protections in LIHTC were not required. This is also objectively false and in violation of § 42.



Steven C. Knapp @yourknapptime · Apr 23

Forgot one thing!

- 4) Written, Specific Good Cause  
In its adoption of a compliance manual, THDA should also explicitly state that all tenancy terminations for good cause will require written, specific reasons for the termination with enough specificity to mount a defense. There is much case law that already requires this, however, without an explicit mandate owners and agents will continue to skirt the vast jurisprudence around federally subsidized affordable housing in favor of their own arbitrary whims and interpretations.



Steven C. Knapp @yourknapptime · Apr 23

Thank you for the RT @NHLP!





Tue 3/26/2019 3:34 PM

TN Housing Development Agency <research@thda.org>

Community Feedback on Housing and Community Development in Tennessee

To: Megan Webb

If there are problems with how this message is displayed, click here to view it in a web browser.



## Now Seeking Public Comments on the 2019-2020 Annual Action Plan!

**March 21 - April 22, 2019**  
CDBG \* HOME \* HTF \* ESG \* HOPWA

[Click here to review or comment!](#)

**ALL Tennessee residents are encouraged to participate!**

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- Housing Trust Fund Program (HTF)
- Emergency Solutions Grant Program (ESG)
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Tue 3/26/2019 3:34 PM

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**Thank you for your participation!**

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27%

**1311**

Sent

**25**

Clicks  
(6.8%)

0

Forwards

90

Bounces

1

Spam Reports

2

Unsubscribes

851

Did Not Open



Email Settings

Subject: Community Feedback on Housing and Community Development in Tennessee

Preheader Text: Now Open through April 22!

From Name: TN Housing Development Agency

From Email Address: [research@thda.org](mailto:research@thda.org)

Reply-to Email Address: [research@thda.org](mailto:research@thda.org)





Mon 4/22/2019 4:02 AM

TN Housing Development Agency <research@thda.org>

Last Day for Feedback on Housing and Community Development in Tennessee

To: Megan Webb

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**CDBG \* HOME \* HTF \* ESG \* HOPWA**

[Click here to review or comment!](#)

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**Tennessee Housing**  
Development Agency

Andrew Jackson Building, Third Floor  
502 Deaderick Street  
Nashville, TN 37243

[www.THDA.org](http://www.THDA.org)

STAY CONNECTED



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Printable Report

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0

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Unsubscribes

**2860**

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Email Settings

Subject: Last Day for Feedback on Housing and Community Development in Tennessee

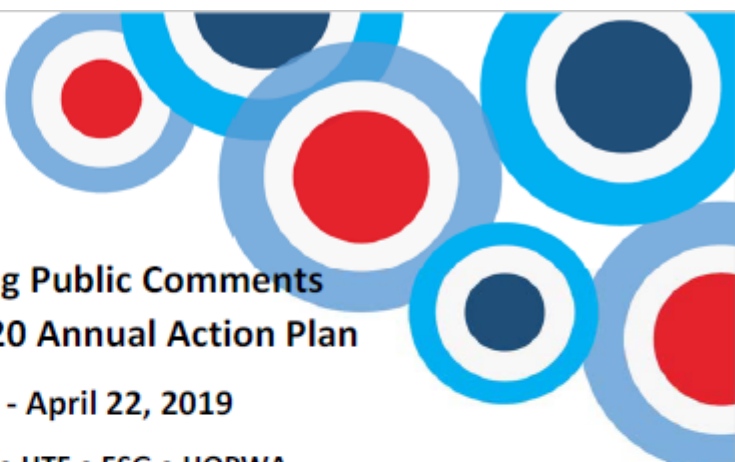
Preheader Text: The deadline is April 22!

From Name: TN Housing Development Agency

From Email Address: [research@thda.org](mailto:research@thda.org)

Reply-to Email Address: [research@thda.org](mailto:research@thda.org)

# Flyers and Handouts



## Now Accepting Public Comments on the 2019-2020 Annual Action Plan

March 21 - April 22, 2019

CDBG • HOME • HTF • ESG • HOPWA

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Note: A handout mimicking this template, but as a half sheet and English only, was printed and distributed at different conferences and meetings.



# Translations

Arabic, Badini, Sorani, Bosnian, Burmese, Somali,  
Spanish, Vietnamese

\*English and Spanish shown under “Website  
Notices”

## التعليقات على خطة العمل السنوية 2019-2020 مقبولة الآن من الجمهور العام

21 مارس/آذار – 22 أبريل/نيسان 2019

تعلن "وكالة تينيسي لتنمية الإسكان" (THDA، Tennessee Housing Development Agency) عن إصدار مسودة "خطة العمل السنوية" (Annual Action Plan) 2019-2020 بالنيابة عن ولاية تينيسي. ومسودة الخطة 2019 المتوفرة لتعليق الجمهور العام عليها ابتداءً من 21 مارس/آذار، تشمل دليلاً إرشادياً حول التخصيص الفدرالي لما هو مقدر بـ\$50 مليون لتنمية الإسكان والتنمية المجتمعية. وتبين خطة العمل السنوية كيف ستقوى ولاية تينيسي تشغيل برامج CDBG وHOME وHTF وESG وHOPWA في السنة المالية القادمة وهي بمثابة طلب لهذه الأموال من "الوزارة الأمريكية للإسكان والتنمية الحضرية" (U.S. Department of Housing and Urban Development، HUD). وسيتم عرض مسودة الخطة على [www.thda.org/about-thda/public-notice-and-comment](http://www.thda.org/about-thda/public-notice-and-comment) من 21 مارس/آذار إلى 22 أبريل/نيسان. إننا نحث الجمهور العام على تقديم تعليقاته على هذه المسودة. كما ستكون خلاصة للمسودة متوفرة باللغتين الإنجليزية والإسبانية. وبالإضافة إلى ذلك، لقد باشرت ولاية تينيسي بعملية وضع "تحليل للإسكان المنصف" (Fair Housing Analysis) لمدة 5 سنوات. يرجى الإجابة على الاستطلاع على [www.thda.org/about-thda/public-notice-and-comment](http://www.thda.org/about-thda/public-notice-and-comment) والتطلع إلى الفرص القادمة للمشاركة المجتمعية. ولطرح أسئلة والاستعلام عن التسهيلات، يرجى إرسال بريد إلكتروني إلى [research@thda.org](mailto:research@thda.org).

## وهوكرتنا نيرينين كشتى دهر بارى بهرناميه نؤيه راسيونى يا سالى يا 2019-2020

21 نادر ههتا 22 نيسانا 2019

نؤا انسا كشتيئيدانا مالان ئا تنيسين (THDA) وهشاندا ينشفيسا بهرناميه نؤيه راسيونى يا سالى يا 2019-2020 ئا ئالين ياريزگهها تنيسين قاراهانديه. ينشفيسا بهرناميه 2019 كو 21 نادارين قارؤو رابهر كرنا نيرينين كشتى دئ ل بهر دهست به، ينكهاتى ر رينيشاندانين رؤو ترخانكرنا فهدرال ئا دراقهكى ب قاسى 50 مليون دولارى بؤ بهشا مالان و كشتيئيدانا جكاكى به. بهرناميه نؤيه راسيونى يا سالى نيشان دده كو جاوا ياريزگهها تنيسين بهرناميين CDBG, HOME, HTF, ESG و HOPWA د سالائى دا جى نينه و ومك داخوامك بؤ ومزارمنا مال و جيكرنا بازاران ئا ئامريكايى (HUD) رؤو قئ بوودجيين تمهنگره. ينشفيسا يلائى ر رؤورا 21 نادر قاههتا 22 نيسانى ل مالميرا [www.thda.org/about-thda/public-notice-and-comment](http://www.thda.org/about-thda/public-notice-and-comment) دئ ل بهر دهستان به. ر نيرينين كشتى ل قئ وارى دا ينشوازي تئ كرن. كورتىه ينشفيسى ب زمانى ئنگليسى و ئسپانيائى رى دئ ل بهر دهستان به.

ر بليقى بهكى، ياريزگهها تنيسين يفتازويهكه ئاناليز و ليكولينا مالا ب دادمهندى يا 5 سالى دهست يئ كرىه. ل مالميرا [www.thda.org/about-thda/public-notice-and-comment](http://www.thda.org/about-thda/public-notice-and-comment) بهستارى قئ رابرسينى بيه و ل بهندا دهرقمئين بهستاريا جكاكى د ينشورؤرئ دا به.

رؤو هليخستنا برس و نيرينين خوه، ر كهرما خوه ئيمميلي بشينه قئ ئادرسى: [research@thda.org](mailto:research@thda.org).

## وەرگرتنی بۆچوونه گشتیهکانی په یوه سټ به بهرنامه یی کرده یی سالانه ی 2019-2020

21 ی مارس بۆ 22 ئاویریلی 2019

دامهزراوه ی گهسته ییدانی خانویه ی تینسی (THDA) پلاوکردنوه ی یئشنووسی بهرنامه یی کرده یی سالانه ی 2019-2020 له لایهن ویلایهتی تینسییه مه راگه یاندوه. یئشنووسی پلانی 2019، که له 21 ی مارس مه یو یئشکه مکردنی بۆچوونه کان له بهر ده ستدا ده ییت، رینماییه کی یه مه سټ به داینگردنی بری زیاتر له 50 میلیۆن دۆلار بۆ خانویه مه و گهسته ییدان له خۆ ده گرت. بهرنامه یی کرده یی سالانه نیشانی ده دات که چۆن ویلایهتی تینسی بهرنامه کان CDBG، HOME، HTF، ESG و HOPWA له سالی دارایی ئیستادا چیه چی کردوه و ومک داواکارییه ک بۆ و مزاره تی خانویه مه و شار سازی ویلایه ته یه کگرتو و مه کان (HUD) بۆ ئه م بودجه یه کار ده کات. یئشنووسی بهرنامه که له بهر واری 21 ی مارس تا 22 ی ئاویریل له ناو نیشانی ئینتهر نه تی [www.thda.org/about-thda/public-notice-and-comment](http://www.thda.org/about-thda/public-notice-and-comment) دادهن د ریت. یئشوازی له بۆچوونه گشتیه کان یه مه سټ به م بایه مه ده ک ریت. یوخته ی یئشنووسه که به زمانه کان ی ئینگلیسی و ئیسیانیس له بهر ده ستدا ده ییت.

جگه له مه، ویلایهتی تینسی ره مۆتکی گهسته ییدانی شیکاری خانویه مه ی دادیه رومرانه ی 5 سالانه ی ده ست یئکردوه. له مایه ی ئینتهر نه تی [www.thda.org/about-thda/public-notice-and-comment](http://www.thda.org/about-thda/public-notice-and-comment) دا ولامی ئه م راپرسییه بدنه مه و چاوه مروانی ده رفته کان ی به تدار یی کۆمه لگا له داها تودا ین.

تکایه یرسیار و سازانه کانان به ئیمیل بۆ ئه م ناو نیشانه ی بنۆرن [research@thda.org](mailto:research@thda.org).

### Sada primamo javno komentarisanje o godišnjem planu akcije za 2019/2020

21. mart – 22. april 2019.

Agencija za stambeni razvoj savezne države Tenesi (engl. Tennessee Housing Development Agency, THDA) izdala je NACRT godišnjeg plana akcije za saveznu državu Tenesi za 2019/2020 godinu. Nacrt plana za 2019. godinu, dostupan za javno komentarisanje počev od 21. marta, uključuje smjernice za federalnu raspodjelu procijenjenih 50 miliona američkih dolara za stambeni i komunalni razvoj. Godišnji plan akcije pokazuje kako će savezna država Tenesi upravljati programima CDBG, HOME, HTF, ESG i HOPWA u narednoj fiskalnoj godini i služi kao aplikacija američkom ministarstvu za stambeni i urbani razvoj (U.S. Department of Housing and Urban Development, HUD) za ova sredstva. Nacrt plana bit će objavljen na stranici: [www.thda.org/about-thda/public-notice-and-comment](http://www.thda.org/about-thda/public-notice-and-comment) od 21. marta do 22. aprila. Potiče se javno komentarisanje ovog nacrt. Sažetak nacrt će takođe biti dostupan na engleskom i španjolskom.

Osim toga, savezna država Tenesi je započela proces razvoja 5-godišnje analize pravednog stambenog tretmana. Pratite nadolazeće mogućnosti za angažman u zajednici.

Za pitanja i smještaj, pošaljite e-mail na: [research@thda.org](mailto:research@thda.org).

ယခုအခါ 2019-2020 နှစ်စဉ် ဆောင်ရွက်ချက် အစီအစဉ်အပေါ် လူထု၏ မှတ်ချက်ပေးမှုများအား  
လက်ခံနေပါပြီ

မတ်လ 21 ရက် - ဧပြီလ 22 ရက်၊ 2019

Tennessee အိမ်ရာ ဖွံ့ဖြိုးတိုးတက်မှု အေဂျင်စီ (Tennessee Housing Development Agency ၊ THDA) သည် Tennessee ပြည်နယ်ကိုယ်စား 2019-2020 နှစ်စဉ် ဆောင်ရွက်ချက် အစီအစဉ် မူကြမ်း ထုတ်ပြန်မှုအား ထုတ်ပြန်ကြေငြာလိုက်ပြီ ဖြစ်သည်။ မတ်လ 21 ရက်နေ့မှစတင်ပြီး လူထု မှတ်ချက်ပေးမှုများအတွက် ရရှိနိုင်မည်ဖြစ်သော 2019 မူကြမ်း အစီအစဉ်အတွင်းတွင် အိမ်ရာ နှင့် ရပ်ရွာလူမှုအသိုင်းအဝိုင်း ဖွံ့ဖြိုးတိုးတက်မှုအတွက် ခန့်မှန်းခြေ ဒေါ်လာ သန်း \$50 အား ဖယ်ဒရယ် နေရာချစီမံမှုပြုရန် လမ်းညွှန်ချက်တစ်စောင် ပါဝင်ပေသည်။ နှစ်စဉ် ဆောင်ရွက်ချက် အစီအစဉ်သည် Tennessee ပြည်နယ်အနေနှင့် CDBG ၊ HOME ၊ HTF ၊ ESG နှင့် HOPWA အစီအစဉ်များအား လာမည့် ဘဏ္ဍာရေးနှစ်အတွင်း မည်သို့ စီမံခန့်ခွဲမည်ဖြစ်ကြောင်းကို ပြသပြီး၊ ဤရန်ပုံငွေများအတွက် U.S. အိမ်ရာ နှင့် မြို့ပြ ဖွံ့ဖြိုးတိုးတက်မှုဌာန (U.S. Department of Housing and Urban Development ၊ HUD) ထံသို့ လျှောက်လွှာတစ်ခုအနေနှင့် ဆောင်ရွက်မှုပြုမည်ဖြစ်သည်။ အစီအစဉ်မူကြမ်းအား မတ်လ 21 ရက် မှ ဧပြီလ 22 ရက်နေ့အထိ [www.thda.org/about-thda/public-notice-and-comment](http://www.thda.org/about-thda/public-notice-and-comment) တွင် လွှင့်တင်ထားမည်ဖြစ်သည်။ ဤမူကြမ်းအပေါ် လူထု၏ မှတ်ချက်ပေးမှုများအား တိုက်တွန်းအားပေးအပ်ပါသည်။ မူကြမ်း အကျဉ်းချုပ်ဖော်ပြချက်အား အင်္ဂလိပ် နှင့် စပိန် ဘာသာစကားတို့ဖြင့်လည်း ရရှိနိုင်မည် ဖြစ်သည်။

ထို့ပြင် Tennessee ပြည်နယ်သည် 5 နှစ်ကြာ ဆောင်ရွက်မည်ဖြစ်သော မူတည်သည့် အိမ်ရာ လေ့လာသုံးသပ်ချက် ရေးဆွဲဆောင်ရွက်မည့် လုပ်ငန်းစဉ်အားလည်း စတင်ခဲ့ပြီ ဖြစ်သည်။ ၎င်းစစ်တမ်းအား [www.thda.org/about-thda/public-notice-and-comment](http://www.thda.org/about-thda/public-notice-and-comment) ၌ တုံ့ပြန်ဖြေကြားမှုပြုပြီး၊ နောက်ပိုင်းရရှိမည်ဖြစ်သော ရပ်ရွာအသိုင်းအဝိုင်း ညှိနှိုင်းဆောင်ရွက်မှု အခွင့်အလမ်းများအတွက် စောင့်ကြည့်နိုင်ပါသည်။

မေးခွန်းများ နှင့် ထောက်ခံချက်များတို့အတွက် ကျေးဇူးပြုပြီး [research@thda.org](mailto:research@thda.org) သို့ အီးမေးလ် ပေးပို့ပါ။

## **Hadda Waxaan Aqbalaynaa Faallooyinka Dadweynaha ee ku Aadan Qorshaha Tallaabo Sanadeedka ee 2019-2020**

**21ka Maarso - 22 Abriil, 2019**

Hay'adda Horrumarinta Guryaha ee Tennessee [Tennessee Housing Development Agency (THDA)] waxay ku dhawaaqaysaa in ay dhamaystirtay QABYO QORAALKA Qorshaha Tallaabo Sanadeedka ee 2019-2020 annagoo ku hadlayna magaca Dowladda Gobolka Tennessee. Qorshaha Qabyo Qoraalka ee 2019, wuxuu dadka u furan yahay in ay faallo ka bixiyaan laga bilaabo 21ka Maarso, faallooyinka waxaa ka mid ah hagista ku aaddan qoondaynta dowladda dhexe oo lagu qiyaasay lacag gaaraysa \$50 milyan oo loogu talagalay horrumarinta guryaha iyo horrumarinta jaaliyadda. Qorshaha Tallaabo Sanadeedka wuxuu muujinayaa sida Gobolka Tennessee ugu shaqeyn doono barnaamijyada CDBG, HOME, HTF, ESG iyo barnaamijyada HOPWA ee sanadka soo socda oo wuxuuna u adeegayaa codsiyada Waaxda Guryeynta iyo Horrumarinta Magaalooyinka Maraykanka [U.S. Department of Housing and Urban Development (HUD)] ee miisaaniyaddan. Qorshaha qabo qoraalkan waxaa lagu soo qori doonaa [www.thda.org/about-thda/public-notice-and-comment](http://www.thda.org/about-thda/public-notice-and-comment) laga bilaabo 21 Maarso ilaa 22 Abriil. Waxaa dadwaynaha lagu dhiirigelinayaa in qabyo qoraalkan ay hadal ku darsadaan. Qabyo qoraalkan oo kooban oo ku qoran af Ingiriisi iyo af Isbanish ayaa sidoo kale la heli doonaa.

Waxaa intaa sii dheer, Gobolka Tennessee wuxuu bilaabay geeddi-socodka horrumarinta 5ta-Sano ee Falanqaynta Guryaynta Caddaaladda [Fair Housing Analysis]. La soco fursadaha ka-qaybgalka bulshada ee iman doona.

Wixii su'aalo ah iyo wixii isku hagaajin ah, fadlan iimeel ku soo dir [research@thda.org](mailto:research@thda.org).

## **Hiện Đang Tiếp Nhận Các Ý Kiến Nhận Xét Của Công Chúng Cho Kế Hoạch Hành Động Năm 2019-2020**

**Ngày 21 tháng 3 - Ngày 22 tháng 4 năm 2019**

Tennessee Housing Development Agency (THDA, Cơ Quan Phát Triển Nhà Ở Tennessee) thông báo việc công bố BẢN THẢO Kế Hoạch Hành Động Năm 2019-2020 thay mặt cho Tiểu Bang Tennessee. Bản Thảo Kế Hoạch Năm 2019 có sẵn để công chúng đóng góp ý kiến nhận xét từ ngày 21 tháng 3, bao gồm hướng dẫn về phân bổ các khoản ngân sách liên bang ước tính \$50 triệu dành cho phát triển nhà ở và cộng đồng. Kế Hoạch Hành Động Năm cho thấy cách Tiểu Bang Tennessee sẽ vận hành các chương trình CDBG, HOME, HTF, ESG và HOPWA trong năm tài chính sắp tới và là hồ sơ xin U.S. Department of Housing and Urban Development (HUD, Bộ Nhà Ở và Phát Triển Đô Thị Hoa Kỳ) cấp các khoản tài trợ này. Bản thảo kế hoạch sẽ được đăng trên [www.thda.org/about-thda/public-notice-and-comment](http://www.thda.org/about-thda/public-notice-and-comment) từ ngày 21 tháng 3 đến ngày 22 tháng 4. Khuyến khích công chúng đóng góp ý kiến nhận xét. Cũng có sẵn bản thảo tóm tắt bằng tiếng Anh và tiếng Tây Ban Nha.

Ngoài ra, Tiểu Bang Tennessee đã bắt đầu quá trình phát triển Phân Tích Nhà Ở Công Bằng 5 năm. Hãy trả lời khảo sát tại [www.thda.org/about-thda/public-notice-and-comment](http://www.thda.org/about-thda/public-notice-and-comment) và xem các cơ hội tham gia vào hoạt động cộng đồng sắp diễn ra.

Nếu có thắc mắc và cần điều chỉnh, vui lòng email tới [research@thda.org](mailto:research@thda.org).

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This Twenty-eighth day of March, 2019

  
Benjamin Kass, Advertising Assistant

Sworn before me this 28<sup>th</sup> Day of March, 2019

  
Earl Goodman, Notary Public

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Julie Lukon will be in actual charge of the sale of alcoholic beverages at the club's premises and has applied to City of Gallatin for a certificate of good moral character.

Continued from last column  
0003438801  
**INVITATION FOR BIDS**  
The Metropolitan Development and Housing Agency (MDHA), partnering with Metro Government of Nashville and Davidson County Parks Department, will receive bids at 712 South Sixth Street, Nashville, TN 37206, for Jefferson Street Park, located at 1106 Jefferson Street, Nashville, TN. Scope of work includes construction of an urban plaza/pocket park consisting of construction to create a custom design play area, concrete paving, curbs, and landscaping, including walk, seating, lighting, landscaping, and other ancillary work. Bids will be opened April 25, 2019 @ 2:00 p.m. Plans and Specifications are on file at the offices of F.W. Dodge Corporation, TN AGC & ISqFt, Nashville, Tennessee. Contractors Association, Nashville Minority Business Center, Associated General Contractors, Nashville Builders Exchange, and Middle Tennessee Diversity Contractors Association all in Nashville, Tennessee. Copies of bid documents may be obtained at ABC, 407 Lafayette Street, Suite 200, Nashville, TN 37203. Bid documents require a \$100 refundable deposit payable to MDHA. A pre-bid conference will be held at the MDHA, 712 South Sixth Street, Nashville, TN 37206 on March 28, 2019 @ 2:00 p.m.

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(A); or

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# Buy wine like a pro — create a ‘mixed case’



On Wine  
Steve Prati  
Guest columnist

Instead of buying one or two bottles of wine at a time next when you need to replenish your wine rack, you can save yourself time and money by putting together what folks in the wine business call a “mixed case.” Most wine shops offer case discounts ranging from 10 to 15 percent — and picking out a dozen wines encourages you to try something new.

A mixed case can mean choosing a variety of wines based on price, style and familiarity. I couldn’t resist putting together a case of wines I have tasted recently:

**Charles Krug 2017 Sauvignon Blanc** from St. Helena in Napa. Its refreshing citrus and passion fruit character makes it a perfect match for seafood. \$18

**2017 La Bastarda** is a fun, affordable, Sicilian pinot grigio from a label known to over-deliver on both value and quality. \$9

La Bastarda’s counterpart, **2017 Il Bastardo**, is a Tuscan sangiovese crafted to be a smooth, fruit-forward quaffer — a gift from Italy. \$9

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**2018 Raeburn Rosé** captures lush Russian River Valley pinot noir and grenache in this delicate, food-friendly rosé. \$20

**Martini Collezione Speciale Asti Spumante** is an aromatic, bubbly dessert in a glass. Low in alcohol, deep in moscato flavor, Martini Spumante makes an ideal after dinner sipper. \$25

**2017 7 Moons Dark Side Red Blend** is a juicy fruit bomb concocted from seven dark grape varietals, designed for easy drinking. \$13

**2017 Tievoli Red Blend** from Oak Farm Vineyards in Lodi is a bold and complex blend of zinfandel, barbera and petite sirah. \$22

**2016 Vale do Bomfim** is a spicy field blend (winemaker’s choice, varies vintage to vintage) of indigenous red grapes from Portugal’s venerable Douro Valley. \$13

**2015 Pombal do Vesuvio** is Bomfim’s big brother. Fine estate-grown fruit takes this unique Portuguese blend to the next level with its rich, structured character. \$28

Steve Prati is Franklin-based wine consultant. Visit [www.steveswinecellar.com](http://www.steveswinecellar.com) to learn more.

## Historic Chateauf-neuf-du-Pape

Chateauf-neuf-du-Pape is a wine sub-region within the larger Rhone Valley appellation of southeastern France. “Chateauf-neuf-du-Pape” literally means “the Pope’s new castle.” (Eight hundred years ago French popes moved the papacy from Rome to Avignon, France.) The popes prized and developed the local wines (reds and whites), which eventually took on the name Chateauf-neuf-du-Pape (CdP).

Today, Chateauf-neuf-du-Pape wines are prized around the world for their quality fruit and Old World elegance. While most people think of CdPs as reds (syrah-based), some of my favorite CdPs are white blends composed of roussane, grenache blanc and clairette grapes.

Chateauf-neuf-du-Pape, with its papal coat of arms embossed on the bottle, is easy to spot in the wine shop — usually with the fine wines. Two outstanding examples from renowned wine producer E. Guigal: 2017 Chateau de Nalys Blanc Grand Vin, and 2016 Chateau de Nalys Chateauf-neuf-du-Pape red — both highly rated and both pushing the \$100 mark.

## Pizza

Continued from Page 8A

In searching for a foolproof method for cooking pizza whenever the mood struck, we found that making truly great pizza is a breeze in a skillet. Our dough came together quickly in the food processor; after we let it rise, we rolled it thin and then transferred it to a cool oiled skillet, where we topped it with a fast no-cook sauce and slices of fresh mozzarella cheese.

### Skillet Pizza

Servings: 8 (Makes two 11-inch pizzas)

Start to finish: 2½ to 3 ¼ hours (Rising time: 1 ½ to 2 hours)

#### Dough

2 cups (11 ounces) plus 2 tablespoons bread flour

1½ teaspoons instant or rapid-rise yeast

¾ teaspoon salt

1 tablespoon extra-virgin olive oil

¾ cup (6 ounces) ice water

#### Sauce and Toppings

1 (28-ounce) can whole peeled tomatoes, drained with

juice reserved

5 tablespoons extra-virgin olive oil

2 garlic cloves, minced

1 teaspoon red wine vinegar

1 teaspoon dried oregano

½ teaspoon salt

¾ teaspoon pepper

8 ounces fresh mozzarella cheese, sliced ¼ inch thick and patted dry with paper towels

2 tablespoons chopped fresh basil

**For the dough:** Pulse flour, yeast, and salt in food processor until combined, about 5 pulses. With processor running, add oil, then water, and process until rough ball forms, 30 to 40 seconds. Let dough rest for 2 minutes, then process for 30 seconds longer.

Transfer dough to lightly floured counter and knead by hand to form smooth, round ball, about 30 seconds. Place dough seam side down in lightly greased large bowl or container, cover tightly with plastic wrap, and let rise until doubled in size, 1½ to 2 hours. (Unrisen dough can be refrigerated for at least 8 hours or up to 16 hours; let sit at room temperature for 30 minutes before shaping)

**For the sauce and toppings:** Process tomatoes, 1 tablespoon oil, garlic, vinegar, oregano, salt, and pepper in clean, dry workbowl until smooth, about 30 seconds. Transfer mixture to 2-cup liquid measuring cup

and add reserved tomato juice until sauce measures 2 cups. Reserve 1 cup sauce; set aside remaining sauce for another use.

Adjust oven rack to upper-middle position and heat oven to 500 F. Grease 12-inch oven-safe skillet with 2 tablespoons oil.

Transfer dough to lightly floured counter, divide in half, and cover loosely with greased plastic. Press and roll 1 piece of dough (keep remaining piece covered) into 11-inch round of even thickness.

Transfer dough to prepared skillet and reshape as needed. Spread ½ cup sauce over dough, leaving ½-inch border around edge. Top with half of cheese.

Set skillet over high heat and cook until outside edge of dough is set, pizza is lightly puffed, and bottom of crust looks spotty brown when gently lifted with spatula, about 3 minutes.

Transfer skillet to oven and bake pizza until edges are brown and cheese is melted and spotty brown, 7 to 10 minutes. Using potholders, remove skillet from oven and slide pizza onto wire rack; let cool slightly. Sprinkle with 1 tablespoon basil, cut into wedges, and serve. Being careful of hot skillet, repeat with remaining oil, dough, ½ cup sauce, remaining mozzarella, and basil.

**Nutrition information per serving:** 322 calories; 152 calories from fat; 17 g fat (5 g saturated; 0 g trans fats); 20 mg cholesterol; 657 mg sodium; 30 g carbohydrate; 2 g fiber; 3 g sugar; 10 g protein.

## Mushrooms

Continued from Page 8A

spring up out of nowhere after rainy days.

Unlike other more hardy vegetables, fresh mushrooms demand our attention and can be stored for long periods. And while they are available dried and canned, fresh rules the day and cannot be beat. Although mushrooms are not exactly fragile, they do need proper care to stay fresh.

Save the water for when you are about to use them, otherwise you will hasten decay. Excess moisture is their biggest enemy during storage. Most retailers have switched from plastic to paper structures for merchandising and that keeps the mushrooms from developing a slimy texture. Paper lets the mushrooms breathe, and that original container works well in the refrigerator for three to four days.

There are lots of different varieties, but the shiitake is a great all-purpose mushroom. They have a slightly smoky flavor and can grow up to 6 inches in diameter. Oyster mushrooms are increasingly popular thanks to their fan shape and creamy color. Enokis look like mushroom matchsticks and only need the lower portion of the connecting stem removed before use.

Tammy Algood is the author of five cookbooks and can be seen on “Volunteer Gardener” on PBS stations in Tennessee. Follow her at [www.hauteflavor.com](http://www.hauteflavor.com)



The shiitake is a great all-purpose mushroom. GETTY IMAGES

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\*APY – Annual Percentage Yield. Effective as of 01/18/2019 for a limited time and for new deposit money only. Requires opening deposit of \$5,000 or more with funds not already on deposit at CFCU or an increase of \$5,000 or additional new money on renewing certificates. Dividends paid semi-annually and at maturity. Penalty for early withdrawal.

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Here!**

**NOTICE  
IN THE JUVENILE  
COURT OF  
MAURY COUNTY,  
TENNESSEE  
AT COLUMBIA  
Docket No. 19JV79**

**IN RE:  
JOSHUA THWEATT  
(a child under the  
age of 18 years)**

**By:  
JOHN CARNAHAN and CAROL  
CARNAHAN,  
Petitioners,  
v.  
ALTA THWEATT,  
CHRIS KHAN, and  
SHAWON COFFEY,  
Defendants.**

In this cause, it appearing from the Order of Publication that Defendant Shawon Coffey's residence is unknown and cannot be ascertained upon diligent inquiry, it was ordered that publication be made for four successive weeks, in the Daily Herald, to notify Defendant Shawon Coffey to file an answer with this court and send a copy to Petitioners' attorney, Julie C. Hefington, whose address is 809 South Main Street, Columbia, Tennessee 38401, within 30 days from the last date of publication, exclusive of the last date of publication, or a judgement by default may be entered against Defendant Shawon Coffey's failure to appear may result in the termination of Defendant Shawon Coffey's parental rights to the above-named child. The cause is set for hearing before this Court on May 3, 2019, at 8:30 a.m., to provide said Defendant with an opportunity to appear and defend.

This 27th day of February 2019,  
Sandy McLain  
Clerk

March 20,  
27, April 3, 10, 4TC

**Homes for Sale**

**OPEN HOUSE! 529  
Winning Dr  
Columbia. Sat-Sun  
11am-6pm.  
Call  
Vickie (870)761-1768  
Under \$200,000.**

**Houses Furnished**

**Equal Housing  
Opportunity**

All real estate advertising in this newspaper is subject to the Federal Fair Housing Act of 1968 which makes it illegal to advertise "any preference, limitation or discrimination based on race, color, religion, handicap, family status, sex or national origin, or an intention to make any such preference, limitation or discrimination".

This newspaper will not knowingly accept any advertising for real estate which is in violation of the law. Our readers are hereby informed that all dwellings advertised in this newspaper are available on an equal opportunity basis.

**SELL YOUR  
MISCELLANEOUS  
MERCHANDISE  
HERE**

**FOR DOZENS  
MORE**

**Go to  
The Daily Herald.  
Website:  
c-dh.net**

**NOTICE TO  
CREDITORS**

As required by TCA §30-2-306

**P-049-19**

Notice is hereby given that on February 26 of 2019 Letters Testamentary (or of Administration as the case may be) in respect of the estate of **Shelby Jean Hanvy**, who died 2/14/2019, were issued to the undersigned by the Maury County Chancery Court of Maury County, Tennessee. All persons, resident and non-resident, having claims, matured or unmatured, against the estate are required to file the same with the Clerk of the above-named Court on or before the earlier of the dates prescribed in (1) or (2) otherwise their claims will be forever barred: (1) (A) Four (4) months from the date of the first publication (or posting, as the case may be) of this notice if the creditor received an actual copy of this notice to creditors at least sixty (60) days before the date that is four (4) months from the date of the first publication (or posting); or (B) Sixty (60) days from the date the creditor received an actual copy of the notice to creditors, if the creditor received the copy of the notice less than sixty (60) days prior to the date that is four (4) months from the date of the first publication (or posting); as described in (1)(A); or (2) Twelve (12) months from the decedent's date of death. All persons indebted to the above Estate must come forward and make proper settlement with the undersigned at once.

**Kenneth L. Hanvy, Brenda Hanvy, McCaless, Terry L. Hanvy**  
Executor  
**Jake Hubbell**  
Attorney  
**Larry M. Roe**  
Clerk & Master

March 13, 20, 27P

**Houses Furnished**

**FOR RENT Fully Furnished; Spacious 1 BR Apartment; In Heart of Columbia; easy walk to downtown! Extra Nice; utilities included! \$225/WK \$300 Deposit. 613 West 7th (931)381-2004**

**Houses Unfurnished**

**Tired of  
Searching for  
Buyers?**

Placing a classified ad is an easy and affordable way to make your wares the focus of attention among potential buyers. What are you waiting for? Contact us today and start turning the stuff you don't want into something you do want.

**CASH!**

**The Daily Herald.**

**Now Accepting Public Comments  
on the 2019-2020 Annual Action Plan  
March 21 - April 22, 2019**

The Tennessee Housing Development Agency (THDA) announces the release of the 2019-2020 DRAFT Annual Action Plan on behalf of the State of Tennessee. The 2019 Draft Plan, available for public comment starting March 21, includes guidance for the federal allocation of an estimated \$50 million for housing and community development. The Annual Action Plan shows how the State of Tennessee will operate the CDBG, HOME, HTF, ESG, and HOPWA programs in the coming fiscal year and serves as an application to the U.S. Department of Housing and Urban Development (HUD) for these funds. The draft plan will be posted on [www.thda.org/about-thda/public-notice-and-comment](http://www.thda.org/about-thda/public-notice-and-comment) from March 21 to April 22. Public comment on this draft is encouraged. A draft summary in English and Spanish will also be available. Additionally, the State of Tennessee has begun the process of developing a 5-year Fair Housing Analysis. Check the THDA website for upcoming community engagement opportunities. For questions and accommodations, please email [research@thda.org](mailto:research@thda.org).

**Summertown Utility District  
Public Notice**

The Summertown Utility District's regular meeting will be held Monday, March 25, 2019 at the new office building located at 104 Shady Street, Summertown, TN.

March 17, 20, 2TC

**Legal Notice - Public Hearing  
Maury County Regional  
Planning Commission**

The following amendments to the Maury County Subdivision Regulations will be considered by the Maury County Regional Planning Commission at its April 22, 2019 regular meeting. A Public Hearing will be held on April 22, 2019 at 5:30 p.m. prior to the start of the regular meeting.

The Maury County Regional Planning Commission is proposing the following amendments to the subdivision Regulations:

**A. Under Article I-111.1 General under Access to Lots by Public Way or Private Easement make amendments regarding the standards for the Access Easement and the Driveway Within the Access Easement.**

The proposed amendments will be available for review at the Maury County Building & Zoning Office located in the Walter Harlan Building #5 Courthouse Square, 1st Floor Columbia, TN 38401.

Legal Notice approved by County Attorney, Daniel Murphy

March 20, 1TC

**RETAIL LIQUOR LICENSE NOTICE**

Take notice that Jody Beard has applied to the City of Columbia for a certificate of compliance and has or will apply to the Tennessee Alcoholic Beverage Commission at Nashville for a retail liquor license for a store to be named Maury Package Store and to be located at 2002 Carnack Blvd, Columbia, TN and owned by Jody Beard. All persons wishing to be heard on the certificate of compliance may personally or through counsel appear or submit their views in writing at the City of Columbia, City Hall, 700 North Garden Street, Columbia, TN 38401 on April 11, 2019 at 5:30 p.m. The Tennessee Alcoholic Beverage Commission will consider the application at a later date to be set by the Tennessee Alcoholic Beverage Commission in Nashville, Tennessee. Interested persons may personally or through counsel submit their views in writing by the hearing date to be scheduled by the TABC (Rule 0100-03-.09 continued) Anyone with questions concerning this application or the laws relating to it may call or write the Alcoholic Beverage Commission at Davy Crockett Tower, 500 James Robertson Pkwy - 3rd Floor Nashville, TN 37243-0755.

March 20, 21, 22, 3TC

**Houses Unfurnished**

**FOR LEASE**

1, 2, & 3 Bedroom Apartments, Condos. Duplexes and Houses in the Columbia, Neapolis and Spring Hill Area from \$550 to \$1725 a month. For current availability call Amanda (931)388-0412 or (931)626-8980 nights and weekends (until 7pm only) see also our website: [mcbroomhomes.net](http://mcbroomhomes.net)

**Houses Unfurnished**

**Mobile Homes-Rent**

**1, 2 & 3 Bedrooms,  
with stove and  
frig. Washer and  
dryer hook-ups.  
Owner pays all  
utilities. We mow  
your yard. No  
rental references  
required. No Pets.  
388-1485**

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## LEGALS

**NOTICE TO CREDITORS  
ESTATE OF  
HAROLD EDWARD  
WILLIAMS,  
DECEASED**

Notice is hereby given that on 5th day of March 2019, Letters TESTAMENTARY in respect of the Estate of HAROLD EDWARD WILLIAMS, deceased who died FEBRUARY 3RD, 2019 were issued to the undersigned by the Probate Court of Putnam County, Tennessee.

All persons, resident and non-resident, having claims, matured or unmatured, against the estate are required to file same with the Clerk of the above-named Court on or before the earlier of the dates prescribed in (1) or (2) otherwise their claims will be forever barred:

(1)(A) Four (4) months from the date of the first publication of this notice if the creditor received an actual copy of this notice to creditors at least sixty (60) days before the date that is four (4) months from the date of the first publication; or

(B) Sixty (60) days from the date the creditor received an actual copy of the notice to creditors if the creditor received the copy of the notice less than sixty (60) days prior to the date that is four (4) months from the date of first publication as described in (1)(A); or

(2) Twelve (12) months from the decedent's date of death.

This 5th day of March 2019.

Signed HELEN V. WILLIAMS, EXECUTRIX

Attorney for the Estate:  
NOLAN R. GOOLSBY  
100 S. JEFFERSON AVE.  
COOKEVILLE, TN 38501

Jennifer Wilkerson,  
Circuit and Probate Clerk  
421 E. Spring Street  
Cookeville, TN 38501  
931-528-1508

3/13, 3/20

**NOTICE TO CREDITORS  
ESTATE OF  
RICHARD EDWIN WELLS,  
DECEASED**

Notice is hereby given that on 8th day of March 2019, Letters ADMINISTRATION in respect of the Estate of RICHARD EDWIN WELLS, deceased who died DECEMBER 29TH, 2018 were issued to the undersigned by the Probate Court of Putnam County, Tennessee.

All persons, resident and non-resident, having claims, matured or unmatured, against the estate are required to file same with the Clerk of the above-named Court on or before the earlier of the dates prescribed in (1) or (2) otherwise their claims will be forever barred:

(1)(A) Four (4) months from the date of the first publication of this notice if the creditor received an actual copy of this notice to creditors at least sixty (60) days before the date that is four (4) months from the date of the first publication; or

(B) Sixty (60) days from the date the creditor received an actual copy of the notice to creditors if the creditor received the copy of the notice less than sixty (60) days prior to the date that is four (4) months from the date of first publication as described in (1)(A); or

(2) Twelve (12) months from the decedent's date of death.

This 8th day of March 2019.

Signed VALERIE N. WELLS, ADMINISTRATOR

Attorney for the Estate:  
W.I. HOWELL ACUFF  
101 S. JEFFERSON AVE  
COOKEVILLE, TN 38501

Jennifer Wilkerson,  
Circuit and Probate Clerk  
421 E. Spring Street  
Cookeville, TN 38501  
931-528-1508

3/13, 3/20

## LEGALS

**NOTICE TO CREDITORS  
ESTATE OF  
SUSAN G. WHITE,  
DECEASED**

Notice is hereby given that on 14th day of March 2019, Letters TESTAMENTARY in respect of the Estate of SUSAN G. WHITE, deceased who died DECEMBER 26TH, 2018 were issued to the undersigned by the Probate Court of Putnam County, Tennessee.

All persons, resident and non-resident, having claims, matured or unmatured, against the estate are required to file same with the Clerk of the above-named Court on or before the earlier of the dates prescribed in (1) or (2) otherwise their claims will be forever barred:

(1)(A) Four (4) months from the date of the first publication of this notice if the creditor received an actual copy of this notice to creditors at least sixty (60) days before the date that is four (4) months from the date of the first publication; or

(B) Sixty (60) days from the date the creditor received an actual copy of the notice to creditors if the creditor received the copy of the notice less than sixty (60) days prior to the date that is four (4) months from the date of first publication as described in (1)(A); or

(2) Twelve (12) months from the decedent's date of death.

This 14th day of March 2019.

Signed KIMBERLY CHERYL WHEELER, EXECUTRIX

Attorney for the Estate:  
RANDY CHAFFIN  
204 N. WASHINGTON AVE  
COOKEVILLE, TN 38501

Jennifer Wilkerson,  
Circuit and Probate Clerk  
421 E. Spring Street  
Cookeville, TN 38501  
931-528-1508

3/20, 3/27

**SUBSTITUTE TRUSTEE'S  
NOTICE OF FORECLOSURE SALE**

Default having been made in the terms, conditions, and payments provided in a certain Deed of Trust dated SEPTEMBER 21, 1999, executed by MARY JO ROGERS, to KENNETH S. WILLIAMS, Trustee, of record in TD BOOK A587, PAGE 587, for the benefit of WASHTENAW MORTGAGE COMPANY, EXISTING UNDER THE LAWS OF THE STATE OF MICHIGAN, 315 EAST EISENHOWER PARKWAY, SUITE 12, ANN ARBOR, MI 48108, in the Register's Office for PUTNAM County, Tennessee and to J. PHILLIP JONES AND/OR JESSICA D. BINKLEY, either of whom may act, appointed as Substitute Trustee in an instrument of record in the Register's Office for PUTNAM County, Tennessee, to secure the indebtedness described; WHEREAS, the said Deed of Trust was last assigned to FIDELITY BANK, the entire indebtedness having been declared due and payable by FIDELITY BANK, being the present owner/holder or authorized agent, designee or servicer of the holder/owner of said indebtedness, has requested foreclosure proceedings to be instituted; and as provided in said Deed of Trust, I, J. PHILLIP JONES/JESSICA D. BINKLEY, will by virtue of the power and authority vested in me as Substitute Trustee, on THURSDAY, APRIL 4, 2019 AT 1:00 P.M., LOCAL TIME AT THE WEST DOOR OF THE PUTNAM COUNTY COURTHOUSE IN COOKEVILLE, PUTNAM COUNTY, TENNESSEE, sell to the highest bidder for cash, free from the equity of redemption, home- stead, and dower, and all other exemptions which are expressly waived, and subject to any unpaid taxes, if any, the following described property in PUTNAM County, Tennessee, to wit:

PROPERTY LOCATED IN

## LEGALS

THE COUNTY OF PUTNAM, TENNESSEE:

PROPERTY LOCATED IN THE FIRST CIVIL DISTRICT OF PUTNAM COUNTY, TENNESSEE, AND DESCRIBED AS FOLLOWS, TO WIT:

BEING LOT NO. 97 OF COLONIAL HILLS SUBDIVISION, AS SHOWN ON PLAT OF RECORD IN THE REGISTER'S OFFICE OF PUTNAM COUNTY, TENNESSEE, IN PLAT BOOK 1, PAGE 168, AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS: BEGINNING AT A 1" IRON PIPE IN THE EASTERN MARGIN OF NEW LONDON DRIVE, SAID PIPE BEING THE SOUTHWEST CORNER OF THE LOT HEREIN DESCRIBED; THENCE ALONG SAID MARGIN NORTH 08 DEGREES 27' EAST A DISTANCE OF 120.00 FEET TO A 1" IRON PIPE; THENCE LEAVING SAID MARGIN NORTH 88 DEGREES 25' EAST A DISTANCE OF 224.6 FEET TO A ½" REBAR; THENCE SOUTH 06 DEGREES 43' WEST A DISTANCE OF 120.0 FEET TO A ½" REBAR; THENCE SOUTH 88 DEGREES 34' WEST A DISTANCE OF 228.2 FEET TO THE POINT OF BEGINNING.

THIS CONVEYANCE IS MADE SUBJECT TO RESTRICTIVE COVENANTS AS CONTAINED OF RECORD IN BOOK 219, PAGE 795, OF SAID REGISTER'S OFFICE, WHICH SHALL RUN WITH THE LAND AND BE BINDING UPON ALL FUTURE OWNERS, THEIR HEIRS AND ASSIGNS, AND AS SHOWN ON PLAT OF RECORD IN PLAT BOOK 1, PAGE 168 AND ALSO IN PLAT CABINET A, SLIDE 82.

THE PREVIOUS AND LAST CONVEYANCE BEING A DEED TO GENE L. ROGERS AND WIFE, MARY JO ROGERS IN WARRANTY DEED BOOK 370, PAGE 245 IN THE REGISTER'S OFFICE OF PUTNAM COUNTY, TENNESSEE.

GENE L. ROGERS HAVING DIED ON MAY 14TH, 1998, WAS MARRIED TO MARY JO ROGERS AT THE TIME OF HIS DEATH.

THE SAID GENE L. ROGERS DIED ON OR ABOUT MAY 14, 1998 LEAVING MARY JO ROGERS AS THE SURVIVING TENANT BY THE ENTIRETY.

THIS IS IMPROVED PROPERTY KNOWN AS 2750 NEW LONDON DRIVE, COOKEVILLE, TN 38506.

MAP 084J GROUP B PARCEL 025.00

THE SALE OF THE SUBJECT PROPERTY IS WITHOUT WARRANTY OF ANY KIND, AND IS FURTHER SUBJECT TO THE RIGHT OF ANY TENANT(S) OR OTHER PARTIES OR ENTITIES IN POSSESSION OF THE PROPERTY, ANY REPRESENTATION CONCERNING ANY ASPECT OF THE SUBJECT PROPERTY BY A THIRD PARTY IS NOT THE REPRESENTATION/RESPONSIBILITY OF TRUSTEE(S) SUBSTITUTE TRUSTEE(S) OR THEIR OFFICE.

THIS SALE IS SUBJECT TO ANY UNPAID TAXES, IF ANY, ANY PRIOR LIENS OR ENCUMBRANCES LEASES, EASEMENTS AND ALL OTHER MATTERS WHICH TAKE PRIORITY OVER THE DEED OF TRUST UNDER WHICH THIS FORECLOSURE SALE IS CONDUCTED, INCLUDING BUT NOT LIMITED TO THE PRIORITY OF ANY FUTURE FILING, IF THE U.S. DEPARTMENT OF THE TREASURY/INTERNAL REVENUE SERVICE, THE STATE OF TENNESSEE DEPARTMENT OF REVENUE, OR THE STATE OF TENNESSEE DEPARTMENT OF LABOR AND WORK FORCE DEVELOPMENT ARE LISTED AS INTERESTED PARTIES IN THE ADVERTISEMENT, THEN THE NOTICE OF THIS FORECLOSURE IS BEING GIVEN TO THEM, AND THE SALE WILL BE SUBJECT TO ALL APPLICABLE GOVERNMENTAL

## LEGALS

ENTITIES RIGHT TO REDEEM THE PROPERTY, ALL AS REQUIRED BY 26 U.S.C. 7425, T.C.A. 67-1-1433, AND 28 U.S.C. 2410 (C). THE NOTICE REQUIREMENTS OF T.C.A. 35-5-101 ET SEQ. HAVE BEEN MET.

THE RIGHT IS RESERVED TO ADJOURN THE DAY OF THE SALE TO ANOTHER DAY, TIME AND PLACE CERTAIN WITHOUT FURTHER PUBLICATION, UPON ANNOUNCEMENT AT THE TIME AND PLACE FOR THE SALE SET FORTH ABOVE. THE TRUSTEE/SUBSTITUTE TRUSTEE RESERVES THE RIGHT TO RESCIND THE SALE

IN THE EVENT THE HIGHEST BIDDER DOES NOT HONOR THE HIGHEST BID WITHIN 24 HOURS, THE NEXT HIGHEST BIDDER AT THE NEXT HIGHEST BID WILL BE DEEMED THE SUCCESSFUL BIDDER.

OTHER INTERESTED PARTIES: NONE OF RECORD

THIS IS AN ATTEMPT TO COLLECT A DEBT AND ANY INFORMATION OBTAINED WILL BE USED FOR THAT PURPOSE.

This is improved property known as 2750 NEW LONDON DRIVE, COOKEVILLE, TN 38506.

J. PHILLIP JONES/JESSICA D. BINKLEY, SUBSTITUTE TRUSTEE  
1800 HAYES STREET  
NASHVILLE, TN 37203  
(615) 254-4430  
www.phillipjoneslaw.com  
F19-0027

3/13, 3/20, 3/27

## PUBLIC NOTICES

Some secrets need to be shared.

**SEXUAL  
ASSAULT**

It's not your fault!

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## SPECIAL NOTICES

**FOR YOUR  
CONVENIENCE**

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- Circulation Dept. payments
- Classified Dept. payments
- Letters to the Editor
- Community News Bulletin
- I Like to Know Questions
- News & Sports Info and Photos

**YOUR LOCAL NEWS  
SOURCE**

Herald-Citizen  
1300 Neal Street  
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**PLEASE READ YOUR AD**  
The Herald-Citizen makes every effort to assure that your ad is accurate. Advertisers should read their advertisement the first day it appears and report any errors immediately. The Herald-Citizen is responsible for only the first incorrect insertion and no allowance will be made for more than one insertion.

## LOST &amp; FOUND

LOST 18 yr old, plump female Calico cat, lost on Timber Ln near 10th St & N Maple Ave. Call 931-260-9350, 931-644-0426 w/info.

## CLEANING

**TOM'S CARPET  
CLEANING**  
#1 Cleaning Specialist  
Call (931)349-2288

## CONCRETE/MASONRY

**COOKEVILLE CONCRETE**  
Driveways, slabs, all types of stamped concrete, all types of metal bldgs. 20% disc to all Sr. Citizens. Winter time special. 40 yrs exp. Lic/Ins. (931)284-8663

**Flintstones Masonry**  
Specializing in: Basements, Foundations, Stone, Fireplace, Tile, Lic'd & Ins'd, Excellent rates, Free Est.  
**Alex Argueta**  
(931)252-3664

**Lynn's Custom Concrete**  
Driveways, sidewalks, retaining walls & slabs. Free Estimates.  
Call (931)261-6340

## CONSTRUCTION WORK

**DDS Roofing & Home Imp**  
Roofing/siding specialist, decks, garages, power washing, staining, concrete, ceramic & hardwood flooring. Free Est, Lic/Ins'd, 25 yrs exp, Sr/military discounts. 931-310-6635

## FLATT CONSTRUCTION

For all your building needs. Any home repair, painting, garages, decks, porches, siding, roofing, additions.  
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## HANDYMAN

All Types of Home Repairs. Can do it all. No job too small. References avail. Call Today (931)267-7694

## ELECTRICAL

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Electrical, plumbing, carpentry, masonry. 30 years exp. No project too big or small. 931-854-0291

## HEATING &amp; COOLING

**S & M Heating & Cooling**  
•Res/Comm •All Brands •Over 70 Yrs Combined Exp. •Mechanical Services •Chillers •Refrigeration •Geo Thermal •Nate Certified. Call Doyle Sells (931)265-4057, Steve Martin 931-397-7115.

## PAINTING/WALLPAPERING

**AAA PAINTING:** Int/Ext painting, restoration services, water & fire damage. Pressure washing, Deck, Lic'd/Ins'd. 931-255-3803

**Munoz Remolding/Painting:** Bathroom remodeling, Hardwood, Wall repair, Int/Ext Deck staining, Gutters cleaned. Much More!  
(931)239-5812

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**ALL STAR PEST CONTROL OF TENNESSEE**  
Complete Termite Service Lic'd/Ins'd. Bonded. All work guaranteed Free Estimates.  
**MARTY KELLY,**  
931-526-8550  
Charter #4252

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Subscribe Today**  
931-526-9715

**Now Accepting Public Comments on the 2019-2020 Annual  
Action Plan/March 21 - April 22, 2019**

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**Bledsoe County Correctional Complex  
Correctional Officer Openings**

Correctional Officers starting on or before March 19th will be trained onsite. You will not be required to go to the training academy in Tullahoma, TN.

Don't wait; apply online [www.tn.gov/hr](http://www.tn.gov/hr) or onsite Monday through Friday.

- Starting Salary: \$2,277/month
- \$600 Correctional Officer Sign-On Bonus
- 12 Hour Shifts
- 3 Day Weekend Every Other Week, Off Friday, Saturday & Sunday
- 12 Hours of Overtime per Month Built into the 12 Hour Schedule
- Overtime Available
- High School Diploma or GED Required
- Starting Salary of \$2,391/month with Proof of an Associate or Bachelor Degree
- Eligible Veterans, Service Members, can use Post-9/11 or Montgomery GI Bill benefits for participation in the 12 month Correctional Officer Training Program

Contact Human Resources at (423)881-6180

Employees and eligible dependents are offered Health, Dental, Life, Pharmacy and Vision Insurance. Paid Time Off including Military Leave, 401K, Retirement Plan and Tuition Assistance are a few of the benefits afforded to state employees.

Join TEAM TDOC and be a part of our efforts to be recognized as the best correctional agency in the nation.

[www.tn.gov/correction](http://www.tn.gov/correction)



The Department of Correction is an Equal Opportunity Employer.



**Calling all ambitious hygienists and assistants!**  
Are you looking for an uncommon dental practice to call home? Do you enjoy being part of a hard-working, patient-focused team that is rewarded for their achievements? If this sounds like you, we want you to be part of a growing practice, with a modern office and cutting edge technology. Prior dental experience with skills in diagnosis and treatment presentation are desired, but a great personality and strong work ethic are the only requirements!

- \*Full time and part time available
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- \*Mon-Thur
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- \*401k match & pension

Contact Northside Family Dentistry at [ben.whitson@northside-family-dentistry.com](mailto:ben.whitson@northside-family-dentistry.com) with your resumé!

**CERTIFIED CYLINDER, LLC**

Certified Cylinder, LLC has openings for class A drivers with HazMat. We are a Crossville, TN based company. Our drivers average 2-3 thousand miles a week and are home between deliveries. Drivers use our specialized trailers with inside hoist and lift gates to assist in loading our product. Our drivers leave out on delivery runs, then pick up product on route back to Plant.

## PAY AND BENEFITS

- 8 Paid Holidays.
- \$15.00 HR to assist load/unload.
- Vacation pay.
- Driver daily per-diem allowance.
- .52 cents a mile to start.
- Paid motel if out over three days.
- Annual retention bonus.
- \$20.00 a stop after first stop.
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Contact Certified Cylinder for more information.  
800-556-7191 or 931-484-1521, or email  
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Ad Number: 0001189200  
Insertion Number: N/A  
Size: 2 Col x 2 in  
Color Type: 0

Advertiser:  
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Description:

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Continued from Page 5B

Using chicken pieces rather than a whole bird ensured that the meat cooked evenly — and quickly. We roasted the garlic cloves first to caramelize them and develop their flavor and then added them to the braising liquid with the chicken.

Finishing the braised chicken under the broiler made the skin crispy. Some shallots and herbs added flavor to the sauce, and several roasted garlic cloves, smashed into a paste, thickened and flavored the sauce. If using a kosher chicken, skip the brining process. Avoid heads of garlic that have begun to sprout (the green shoots will make the sauce taste bitter).

Tie the rosemary and thyme sprigs together with kitchen twine so they will be easy to retrieve from the pan. Serve the dish with slices of crusty baguette; you can spread them with the roasted garlic cloves.

For more recipes, cooking tips and ingredient and product reviews, visit <https://www.americastestkitchen.com>. Find more recipes like *Chicken with 40 Cloves of Garlic* in “How to Braise Everything.”

Chicken with 40 Cloves of Garlic

- Servings: 4
- Start to finish: 2 hours
- 3 large garlic heads, cloves separated and unpeeled
- 2 shallots, peeled and quartered lengthwise
- 5 teaspoons olive oil
- Salt and pepper
- 2 sprigs fresh thyme
- 1 sprig fresh rosemary
- 1 bay leaf
- 4 pounds bone-in chicken pieces (2 split breasts cut in half crosswise, 2 drumsticks, and 2 thighs)
- ¾ cup dry vermouth or dry white wine
- ¾ cup chicken broth
- 2 tablespoons unsalted butter, cut into



This recipes for Chicken with 40 Cloves of Garlic is from America's Test Kitchen. AMERICA'S TEST KITCHEN

2 pieces and chilled

**Adjust oven rack** to middle position and heat oven to 400 F. Toss garlic and shallots with 2 teaspoons oil, ¼ teaspoon salt, and ¼ teaspoon pepper in pie plate; cover tightly with aluminum foil and roast until softened and beginning to brown, about 30 minutes, shaking pie plate once after 15 minutes to toss contents (foil can be left on during tossing). Uncover, stir, and continue to roast, uncovered, until garlic is browned and fully tender, about 10 minutes longer, stirring halfway through roasting. Remove pie plate from oven and increase oven temperature to 450 F.

Using kitchen twine, tie together thyme sprigs, rosemary sprig, and bay leaf; set aside.

Season chicken with salt and pepper; Heat remaining 1 tablespoon oil in 12-

inch ovensafe skillet over medium-high heat until just smoking. Add chicken skin side down and cook until well browned, 5 to 8 minutes, reducing heat if pan begins to scorch. Using tongs, flip chicken and lightly brown second side, about 3 minutes; transfer to large plate. Pour off fat from skillet. Off heat, add vermouth, broth, and herb bundle to now-empty skillet, scraping up any browned bits. Place skillet over medium heat, add garlic mixture, then nestle chicken skin side up on top of and between garlic cloves.

Transfer skillet to oven and cook chicken until breasts register 160 F and drumsticks/thighs register 175 F, 10 to 12 minutes. If desired, heat broiler element and broil chicken to crisp skin, 3 to 5 minutes.

Remove skillet from oven (skillet handle will be hot) and transfer chicken to

platter. Using slotted spoon, remove 10 to 12 garlic cloves and set aside. Transfer remaining garlic cloves and shallots to platter with chicken. Discard herb bundle. Place reserved garlic cloves in fine-mesh strainer set over bowl. Using rubber spatula, push garlic cloves through strainer; discard skins. Add garlic paste to sauce in skillet and bring to simmer, whisking occasionally to incorporate garlic. Season with salt and pepper to taste. Off heat, whisk in butter. Serve chicken, passing sauce separately.

*Nutrition information per serving: 577 calories; 277 calories from fat; 31 g fat (8 g saturated; 0 g trans fats); 173 mg cholesterol; 1033 mg sodium; 24 g carbohydrate; 3 g fiber; 8 g sugar; 40 g protein.*

CLASSIFIED ads

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0003445454

**ACCEPTING BIDS**  
Northwest Tennessee Economic Development Council Northwest Tennessee Head Start/Early Head Start  
is accepting bids on a 2019 Chevrolet Suburban. Bid Code PITV19 .Complete specifications may be obtained from our office at 938C Walnut Ave. West, McKenzie TN 38201 Phone (731)352-4743. ALL BIDS MUST BE SEALED AND BID CODE PLAINLY MARKED ON THE OUTSIDE OF ENVELOPE  
Bids must be received in this office by April 17, 2019 at 1:00 pm (CST). Vendors do not have to be present at bid opening. Vendor awarded bid will be contacted.

Northwest Tennessee Economic Development Council/Head Start /Early Head Start reserves the right to reject any or all bids received.

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0003445508

**INVITATION TO BID**  
Northwest Tennessee Economic Development Council (NWTEDC) Head Start/Early Head Start serving 13 counties in Northwest Tennessee (Benton, Carroll, Crockett, Dyer, Fayette, Gibson, Henry, Lake, Lauderdale, Madison, Obion, Tipton and Weakley) is currently seeking the following bids for the Services and Supplies for Head Start and Early Head Start Centers:

"Milk" MO3  
The contract period for this bid is July 1, 2019 through September 30, 2020 with the option of yearly renewals to run October 1- September 30 thereafter, not to exceed two (2) additional years.  
(To align with the USDA calendar)  
"Classroom Consumable Supplies"-CCS01 "Staff CPR/First Aid Training"-CPRFA04 "Kitchen Chemicals"-KC05 —"Floor Care"-FC07  
"Lawn Care"-LC08—"Commercial Kitchen Hood Cleaning"-CKHC09  
"Mulch Spreading"-MS15—"Playground Washing of Equipment"-PWE10—"Property Appraisal"-PA11 "Building-Washing of Vinyl"-BWV12—"Grease Trap Pumping"-GTP14 "Fire Extinguisher Inspections/Suppression Systems"-FEISS13

Contract bid packet can be picked up at: Northwest Tennessee Economic Development Council, Head Start/Early Head Start 938C Walnut Avenue West McKenzie, TN 38201

Contract bid packet can be sent by mail or email to you by contacting the office at (731) 352-4743. Sealed bids must be received at the address listed above by 1:00pm (CST) on April 17, 2019. The bids will be publicly opened April 17, 2019 at 2:00pm. (CST). No emailed or faxed bids will be accepted. Contract bids must be signed, sealed and plainly marked by specified bid code as listed above. No awards will be given on this date.

NWTEDC reserves the right to accept or reject any or all bids.

No person shall on the grounds of race, color, religion, sex, national origin, age, handicap, political affiliation or belief be excluded from participation in, be denied the benefits of, be subjected to discrimination under, or denied employment in the administration of or in connection with any program or activity funded in whole or in part with funds made available under this contract.

Northwest Tennessee Economic Development Council Head Start Program is an Equal Opportunity Employer. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1440 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (800) 795 3272 or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer

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0003445490

**Establishing Vendor Directory**  
Northwest Tennessee Economic Development Council (NWTEDC) Head Start/Early Head Start  
Serving 13 counties in Northwest/Southwest Tennessee (Benton, Carroll, Crockett, Dyer, Fayette, Gibson, Henry, Lake, Lauderdale, Madison, Obion, Tipton and Weakley) is seeking possible vendors for the vendor directory for program year 2019–2020 (July 1, 2019— June 30, 2020).

FOLLOWING SERVICE(S) Needed for the Vendor Directory.....  
"Diesel/Gasoline Repair & Service for Program Vehicles including School Buses and Automobiles" - DGRS16 "Plumbing" - P17 "Electrical" - E19  
"Vehicle Clean-up - Program Vehicles & School Buses" - VC18 "Wrecker Service" - WR19 "HVAC" - HVAC20  
"Appliance Repair Commercial" - ARC21  
"Locksmith" - L22 "Painting" - P23  
Please contact the Northwest Tennessee Head Start/Early Head Start at (731) 352-4743 for more information.  
Northwest Tennessee Economic Development Council is an Equal Opportunity Employer and does not discriminate based upon race, creed, national origin or gender.

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0003440999

**EARLY NOTICE AND PUBLIC REVIEW OF A PROPOSED ACTIVITY IN A WETLAND AND FLOODPLAIN WITHIN THE FORKED DEER RIVER BASIN IN MADISON COUNTY, TENNESSEE**  
To: All interested Federal, State and Local Agencies and Groups or Individuals  
This is to give notice that the West Tennessee River Basin Authority (WTRBA) under Part 58 has conducted an evaluation as required by Executive Order 11988, to determine the potential affect that its activity in wetlands and the floodplain will have on the human environment for the Forked Deer River Floodplain and Waterway Restoration Project under the HUD National Disaster Resiliency Grant.  
The State of Tennessee has acquired approximately 850 acres along the Middle Fork of the Forked Deer River (MFFD) in north Madison County for the purpose of establishing the Forked Deer River Floodplain and Waterway Restoration project. This project is intended to create recreational opportunities for residents while returning the site to a more natural state by implementing Natural Channel Design (NCD) to portions of the MFFD and its tributaries.  
Using NCD techniques and floodplain restoration, the project will create flood storage capacity that will protect properties on a regional basis. The project is intended to reduce flooding, reduce erosion, improve water quality, and improve wildlife habitat by implementing dimensions and features of a naturally functioning, stable, and healthy stream system.  
Recreational opportunities will be provided to residents by constructing biking and hiking trails, boardwalks, waterfowl and wildlife viewing areas, educational kiosks, easy access fishing piers, canoe access, and restroom facilities. These features will provide multiple benefits to residents by incorporating green space, several miles of trails for exercise and improving health, and educational opportunities for nearby schools.  
The site is approximately 850 acres in size and is bounded by Sanders Bluff Road to the north, the Railroad to the north, and US Hwy 45 to the east. The site is located just north of the City of Jackson and south of the Three Way community. The MFFD bisects the project and almost 2.0 miles of this river are bounded by the site.  
For this notice, all project activities are located within the Forked Deer River Floodplain.  
There are three primary purposes for this notice. First, people who may be affected by activities in the wetland and floodplain and those who have an interest in the protection of the natural environment should be given an opportunity to express their concerns and provide information about these areas. Second, an adequate public notice program can be an important public educational tool. The dissemination of information about wetlands and the floodplain can facilitate and enhance Federal efforts to reduce the risks associated with the occupancy and modification of these special areas. Third, as a matter of fairness, when the Federal government determines it will participate in actions taking place in wetlands and floodplains, it must inform those who may be put at greater or continued risk.  
Additional information on the proposal may be obtained by contacting Drake Danley at (901) 374-9109.  
Written comments must be received by the WTRBA at the following address on or before April 4, 2019:  
Kimley-Horn and Associates, Inc.  
Attention: Drake Danley  
6750 Poplar Avenue, Suite 600  
Memphis, TN 38138  
during the hours of 9:00 AM to 4:00 PM.  
Comments may also be submitted via email at: Drake.Danley@kimley-horn.com  
Date: March 20, 2019  
Attest:  
David Blackwood, Executive Director  
West Tennessee River Basin Authority

Join the conversation.



The Jackson Sun



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Advertisers are requested to check their ads for errors on the first day of publication, Johnson City Press, will be responsible for only one incorrect insertion and then only for the portion of the ad that is incorrect. ANY ERRORS SHOULD BE REPORTED IMMEDIATELY. 722-0509 Classifieds.

## Now Accepting Public Comments on the 2019-2020 Annual Action Plan

March 21 - April 22, 2019

The Tennessee Housing Development Agency (THDA) announces the release of the 2019-2020 DRAFT Annual Action Plan on behalf of the State of Tennessee. The 2019 Draft Plan, available for public comment starting March 21, includes guidance for the federal allocation of an estimated \$50 million for housing and community development. The Annual Action Plan shows how the State of Tennessee will operate the CDBG, HOME, HTF, ESG, and HOPWA programs in the coming fiscal year and serves as an application to the U.S. Department of Housing and Urban Development (HUD) for these funds. The draft plan will be posted on [www.thda.tn.gov/annual-action-plan-notice-and-comment](http://www.thda.tn.gov/annual-action-plan-notice-and-comment) from March 21 to April 22. Public comment on this draft is encouraged. A draft summary in English and Spanish will also be available. Additionally, the State of Tennessee has begun the process of developing a 5-year Fair Housing Analysis. Check the THDA website for upcoming community engagement opportunities. For questions and accommodations, please email [research@thda.org](mailto:research@thda.org).

## Announcements

### 020 Public Notices

**BrightRidge** is now accepting sealed bids for  
(4 ea) 15 KW Single Phase Diesel Generators,  
bids are due  
04/02/2019 at 2:00pm(EST)  
at which time they will be publicly opened in the General Accounting Conference room.

Specifications may be obtained by calling (423) 952-5161 or visiting our website [www.brightridge.com](http://www.brightridge.com)

**BrightRidge** is now accepting sealed bids for a  
6000 lb Lifting Capacity Forklift,  
bids are due  
04/02/2019 at 2:00pm(EST)  
at which time they will be publicly opened in the General Accounting Conference room.

Specifications may be obtained by calling (423) 952-5161 or visiting our website [www.brightridge.com](http://www.brightridge.com)

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## Real Estate Litigation Paralegal/Legal Assistant

Experienced Real Estate Litigation Paralegal/Legal Assistant needed in busy Johnson City, TN law firm. Position combines paralegal and legal assistant duties. Candidate must possess an understanding of the commercial real estate closing process; be capable of reading and understanding surveys, title insurance commitments and policies, and preparing closing statements. Needs working knowledge of transactional, loan, and closing documentation, and familiarity with the various roles of commercial real estate professionals. Ability to communicate effectively with persons at all levels of closing process necessary. Candidate must be self-motivated, organized, and have excellent communications skills. Great working conditions, compensation, and benefits. Please fax resume and cover letter to HR Director, 276-623-5540, or e-mail to [aspiva@pennstuart.com](mailto:aspiva@pennstuart.com).

## NEWSPAPER DELIVERY ASSISTANT

ARE YOU LOOKING FOR A PART-TIME JOB THAT PROVIDES BOTH AN HOURLY WAGE AND MILEAGE REIMBURSEMENT? ARE YOU ABLE TO WORK WEEKENDS BETWEEN THE HOURS OF 2:00 A.M. AND 8:00 A.M. FRIDAY TO MONDAY? IF SO, WE MAY HAVE JUST THE JOB FOR YOU!

THE JOHNSON CITY PRESS IS LOOKING FOR A PART-TIME DELIVERY ASSISTANT TO HELP DELIVER NEWSPAPERS TO SUBSCRIBERS ON UN-CONTRACTED DELIVERY ROUTES IN JOHNSON CITY AND SURROUNDING AREAS. YOU'LL NEED A GOOD DEPENDABLE VEHICLE, A VALID DRIVER'S LICENSE, AND PROOF OF AUTO INSURANCE.

THIS IS A GREAT SOURCE OF SUPPLEMENTAL INCOME AND IF THIS SOUNDS LIKE SOMETHING YOU MAY BE INTERESTED IN, CONTACT TODAY:

GENE HELMICK  
JOHNSON CITY PRESS  
[ghelmick@timesnews.net](mailto:ghelmick@timesnews.net)  
423-722-0506



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## 080 Auctions

**Monday Night Estates**  
Every Monday 6pm  
125 W. Market St., JC  
cash/check No BP  
Kimball M. Sterling TFL 1915  
[www.auctionauction.com](http://www.auctionauction.com)

## Employment

### 180 General Employment

**6 Temporary Farm Workers Needed.** Scott Thompson - Limestone, TN. Perform all duties of Tobacco, Forage, & Row Crop Production; including, but not limited to soil preparation, planting, spraying, harvesting, & storing; other alternative work. Employment Dates: 05/10/2019 - 02/28/2020. \$11.63/hr. Bonuses may be given. Worker guaranteed 3/4 of contract hours. Tools provided at no cost. Free housing provided to non-commuting workers. Transportation & subsistence reimbursed when 50% of contract is met. Random drug/alcohol testing & criminal background checks after hire. Apply for this job at the nearest Tennessee American Job Center or call 615-770-0493 and reference job order TN760508.

Construction labor needed for local siding, soffit and guttering business. Must have valid drivers license and be able to pass a drug test. Call Danny at (423) 612-9404 between the hours of 8am and 6pm

**NOW HIRING:**  
Painters/Concrete Polishing Technicians  
Call 423-928-8351

Window Blind Manufacturer looking to fill full time entry level Production & Assembly positions. Day Shift M-F 7:30a-4p, Medical, Dental & Vision available after 90 days. Drug testing required. Apply in person from 9a-4p M-F @ 119 Perma R Rd JC near Omni Source Recycling Gate 3 or Email resume or job history and phone to [humanresources@cacoinc.com](mailto:humanresources@cacoinc.com)

## 190 Professional

**DOWN TO EARTH**  
Truck Driver Needed  
CDL License A or B  
Call 423-467-8099

## 200 Medical & Dental

**LPNs and RNs** needed to provide skilled care in client's home for **BrightStar Care Medical Staffing**. Must have experience in acute level care, including trach, suctioning, interpreting labs and recognizing signs and symptoms of abnormalities. Competitive hourly salary + bonus. Night Shifts available. Call HR Recruiter Roberto at 847.782.8282.

## 270 Jobs Wanted

Female Caregiver willing to care for your elderly. College graduate with management background. Call 423-743-9753

Female Caregiver willing to care for your elderly. College graduate with management background. Call 423-743-9753

**PLANNING A  
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Tell the entire  
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a classified ad.



## Hiring Event!

Tuesday, March 19<sup>th</sup>  
and  
Thursday, March 21<sup>st</sup>

**TIME:** 9:00 AM - 4:00 PM  
**LOCATION:** 500 E Oakland Avenue, Johnson City, TN  
**AVAILABLE OPENINGS INCLUDE:** Direct Support Professionals, Licensed Practical Nurses and Residential Team Leaders  
**SHIFT AVAILABILITY:** 1st, 2nd and 3rd Shift  
**POSITION TYPE:** Full-time and Part-time positions available  
**WHAT TO BRING:** 2 forms of identification (all applicants must have a valid Driver's License). Resumes are encouraged.

Dawn of Hope, Inc. is an affirmative action/equal opportunity employer

## Help Wanted

### 299 Help Wanted

**GET ON THE ROUTE TO EXTRA CASH**  
Become a route carrier for this newspaper. Help deliver the newspaper to your area neighbors and make extra cash in the bargain!

If you're a licensed driver, have your own dependable vehicle with liability insurance and can deliver early morning hours, why not consider becoming an independent contract carrier for the Johnson City Press? You can also apply for any route listed below or to have your application on file by going to: [johnsoncitypress.com](http://johnsoncitypress.com), click on carrier application at bottom of page

**Routes Available**  
**NJC / Boones Creek Area**  
\$900 - \$1000/mo  
Call Keith Harrell  
423-833-6828 or email [kharrell@johnsoncitypress.com](mailto:kharrell@johnsoncitypress.com)

Phone number is required  
**JOHNSON CITY PRESS**  
204 W. Main Street  
Johnson City, TN  
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**Routes Available**  
**Limestone Cove Area**  
Route 401  
Highway 107  
Sciota Rd, Simerly Creek Rd  
For more information contact  
Charles Fitzsimmons @  
[cfitzsimmons@johnsoncitypress.com](mailto:cfitzsimmons@johnsoncitypress.com)

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**Routes Available**  
**Milligan Area**  
Route 423  
Max Jett Rd, Okolona Rd.  
Toll Branch Rd, Rockhouse Rd  
For more information contact  
Charles Fitzsimmons @  
[cfitzsimmons@johnsoncitypress.com](mailto:cfitzsimmons@johnsoncitypress.com)

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## Farm

### 320 Farm Equipment

**TRACTOR FOR SALE**  
KIOTI CK25 HST 25 hp tractor, 3-cylinder diesel. Good condition. 800 hours. Engine oil /filter changed every 50 hours (Rotella synthetic) and other fluids/filters every 100 hrs. Has front loader with quick-attach 48 inch tooth bucket. Bucket will fit skidsteer too. Great tractor for small farm or landscape contractor to clear brush, landscaping, snow removal, etc.

Tractor / loader and bucket - \$10,200.

Tractor / loader and bucket / Land Pride 1860 rotary cutter. \$11,350  
423-676-8387.



### 350 Live Stock

**Grassy Valley Angus Production Sale**  
April 6th, Greeneville, TN  
80 Bulls, 60 Female Lots,  
423-552-6404 / 423-234-0506

## Merchandise

### 380 Appliances

**Presto 16 quart pressure canner & cooker** - excellent condition, includes 12 quart mason jars and 12 pint mason jars. \$40  
Call 276-780-2660

**Whirlpool Gold Series white gas dryer.** Good Condition. \$100. 245-0767

### 390 Machinery & Tools

A 19 inch, 2 post equipment rack with casters. 45U. Measures approximately 20 X 80 inches. Asking \$100. Photos available. 276-466-2607. If no answer, leave message.

**Leigh Dove Tail jig** 24 inch and multi-mortise tenon jig and Leigh dove tail bits numbers 50-160. \$425.00  
Powermatic model 54A 6" jointer; extra knives. Excellent condition. \$875.00.  
423-753-7780.

**NOSTALGIC ALEMITE GREASE GUN HOSE CONTAINER** w hose only (no gun) - came out of a local dealership \$100 423-571-6430

### 400 Pets & Supplies

500 airline crate \$50  
24" Kennelairline airline crate \$70.  
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**AKC LAB PUPPIES**  
All Colors, 27 month health guarantee, vet checked, parents on site.  
276-988-5725 [chipslabs.com](http://chipslabs.com)

**AKC Siberian Husky Mom,** Dad and one pup. \$800.  
Will consider selling separately. 423-530-0529

**Cabinet knobs** with screws, white ceramic, mushroom style, 1 1/4 in. diam, 1 3/16 projection, lot of 50, like new, \$25, 423-288-5938

**Fish tank,** 75 gal w/ stand and box of accessories, pump, etc., \$150. 423-288-5938

**GOLDEN DOODLE PUPPIES F1-B**  
1 Females / 3 Males  
Ready for homes on March 20! Now accepting deposits for litter picks. Text or call for more info and/or pictures. 423-747-6612

**TEENIE PUREBRED PEKINGESE** puppies hand raised apricot, black & white. Re-homing fee. Call 423-282-8913 or 423-930-4360

## 410 Garage & Yard Sales

Elizabethton 3rd Annual Spring Arts & Craft Festival hosted by The Woman's Civic Club of Elizabethton @ Elizabethton parks & Rec. 300 W. Mill St. Fri 3/22 & Sat 3/23 10a-5p Festival will have over 30 vendors with both Original Handmade Items, & Lic. Products.

## 410 Garage & Yard Sales

**JONESBOROUGH PROFESSIONAL ESTATE SALE**  
Sale Address  
145 Grayson Drive  
Jonesborough, TN 37659  
Sale Hours  
Wednesday, March 20  
3 pm - 7pm  
Thursday, March 21  
9am - 2pm  
NO FRIDAY SALE  
Saturday, March 23  
9am - 2pm  
For Pics & Info, go to [www.OutlandEstateLiquidators.com](http://www.OutlandEstateLiquidators.com)

**KINGSPORT PROFESSIONAL ESTATE SALE**  
Sale Address  
971 Liberty Lane  
Kingsport, TN 37663

Sale Dates  
Thursday, March 21  
4pm - 8pm  
Friday, March 22  
10am - 3pm  
Saturday, March 23  
10 am - 3pm

For Pics & Info, go to [www.OutlandEstateLiquidators.com](http://www.OutlandEstateLiquidators.com)

## 420 Miscellaneous

Camcorder \$100.00  
2 Security Cameras \$65.00  
Table & 3 chairs \$30.00  
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**COOK'S ESSENTIALS 4 QUART ELECTRIC PRESSURE COOKER** (purchased thru QVC) with Cooking Manual. FOR THE FAMILY THAT WANTS A GREAT MEAL IN A SHORT TIME...like new...\$40  
**REVERE WARE** stainless steel stock pot, 6 quart. In perfect condition. \$20 PLEASE CALL 423 282-3139

**Entertainment Center** - 44.5 inches wide X 24.75 inches deep X 74 inches tall. In excellent condition. Can hold a 42 inch TV cabinet. Can also be used for storage (blankets, linens, quilts, etc.) Can send pics. \$105.

**Fine China** - 12 place setting of Fashion Manor by Mariton (Japan). 84 pieces including dinner plates, cups & saucers, sugar bowl, creamer, serving platters, bread & butter plates, fruit bowls, soup bowls, vegetable bowl and gravy boat. A discontinued pattern of white with platinum scalloped edge. Excellent condition. Single large platter is priced at \$46 at Replacements, LTD. Asking \$210 for all 94 pieces. Can send pics.

**Pressure Washer** - Troy-Bilt 2500 PSI pressure washer. Powered by Briggs & Stratton gasoline engine. Three spray tips for low, medium and high pressures. Used a single time. Owner's manual and all accessories included. \$215. Can send pics.

**Prius V Floor Mats** - Complete set of Weather Tech floor mats for Toyota Prius. Like new. Cost more than \$200. Will sell for \$95. Can send pics

Call (423) 542-0107.

**Fifty Beanie Babies** for \$50. Call 423-239-7680

Go Cart - \$500.00

150 CC ATV - \$800.00

Cannon Camera-Repe; E.O.S. \$100.00

Elliptical \$75.00

Deep Fry Electric Tukey Fryer \$30.00

Call 423-915-9652

**Google Home Mini**, Brand New in sealed package! \$20.00

**Farberware Single Serve K-Cup Coffee Maker**, Brand New in Box! \$20.00

**4-Way Baby Carrier**, Top of the line... Brand new in sealed package & Box! \$20.00

**BLACK & Decker Coffee Bean Grinder**, Brand New in Box! \$20.00

**Sylvania 21 inch Flat Screen Television** with Remote, used.... \$20.00

All items must go! Please call or text Christina at 423-426-2858



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- Services Offered
- Financial
- Pets
- Recreation

### PEANUTS By Charles M. Schulz



### FRANK & ERNEST By Bob Thaves



### CRANKSHAFT By Tom Batiuk & Chuck Ayers



### BORN LOSER By Art and Chip Sansom



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### Financial

### Business for Sale

**OXFORD - RAQUET AND HEALTH CLUB** in Mississippi. Seeking sale of the business and real estate. Less than 5 miles from "Ole Miss", the club borders a 500+ home upscale development. Built in 2014, the club offers its 480+ members 7 pristine clay tennis courts, 3 new pickleball courts, an Olympic-sized swimming pool, and a complete state of the art fitness center. Restaurant with indoor and outdoor seating makes for a wonderful social setting. The experienced staff offers spin, Pilates, bootcamp and other workout classes as well as swim and tennis camps and clinics. Accelerated sale process is underway. Contact: Equity Partners HG, 806-969-1115 x 6, DBE@EquityPartnersHG.com

### Legals

### Legal Notices

**NOTICE OF SUBSTITUTE TRUSTEE'S SALE** WHEREAS, default has occurred in the performance of the covenants, terms, and conditions of a Deed of Trust dated April 25, 2011, executed by GLENDA Y. BROWN, conveying certain real property therein described to ROBERT M. WILSON, JR., as Trustee, as same appears of record in the Register's Office of Shelby County, Tennessee, recorded May 2, 2011, at Instrument Number 11042917; and WHEREAS, the beneficial interest of said Deed of Trust was last transferred and assigned to BANK OF AMERICA, N.A. who is now the owner of said debt; and WHEREAS, the undersigned, Rubin Lublin TN, PLLC, having been appointed as Substitute Trustee by instrument to be filed for record in the Register's Office of Shelby County, Tennessee, NOW, THEREFORE, notice is hereby given that the entire indebtedness has been declared due and payable, and that the undersigned, Rubin Lublin TN, PLLC, as Substitute Trustee or his duly appointed agent, by virtue of the power, duty and authority vested and imposed upon said Substitute Trustee will, on April 4, 2019 at 10:00 AM in the Auction.com Room of the Comfort Inn Downtown, 100 N. Front Street, Memphis, TN 38103, proceed to sell at public outcry to the highest

### Legal Notices

and best bidder for cash or certified funds ONLY, the following described property situated in Shelby County, Tennessee, to wit: LOT 553, PHASE VII, COUNTRY WALK SUBDIVISION AS SHOWN ON PLAT OF RECORD IN PLAT BOOK 185 PAGE 65 IN THE REGISTER'S OFFICE OF SHELBY COUNTY, TENNESSEE TO WHICH PLAT REFERENCE IS HEREBY MADE FOR A MORE PARTICULAR DESCRIPTION OF SAID PROPERTY. Parcel ID: D0213Q0E000230PROP-RTY ADDRESS: The street address of the property is believed to be 7081 NAPLES DR, CORBODA, TN 38018. In the event of any discrepancy between this street address and the legal description of the property, the legal description shall control. CURRENT OWNERS: GLENDA Y. BROWN, TRUSTEES INTERESTED PARTIES: The sale of the above-described property shall be subject to all matters shown on any recorded plat; any unpaid taxes; any restrictive covenants, easements or set-back lines that may be applicable; any prior liens or encumbrances as well as any priority created by a fixture filing; and to any matter that an accurate survey of the premises might disclose. This property is being sold with the express reservation that it is subject to confirmation by the lender or Substitute Trustee. This sale may be rescinded at any time. The right is reserved to adjourn the day of the sale to another day, time, and place certain without further publication, upon announcement at the time and place for the sale set forth above. All right and equity of redemption, statutory or otherwise, homestead, and dower are expressly waived in said Deed of Trust, and the title is believed to be good, but the undersigned will sell and convey only as Substitute Trustee. The Property is sold as is, where is, without representations or warranties of any kind, including fitness for a particular use or purpose. THIS LAW FIRM IS ATTEMPTING TO COLLECT A DEBT. ANY INFORMATION OBTAINED WILL BE USED FOR THAT PURPOSE. Rubin Lublin TN, PLLC, Substitute Trustee, 500 Memphis, TN 38103, rubinlublin.com/property-listing/ (877) 813-9992 Fax: (404) 501-5848 Ad #152763 03/06/2019, 03/13/2019, 03/20/2019

### NOTICE OF TRUSTEE'S SALE

WHEREAS, default has occurred in the performance of the covenants, terms, and conditions of a Deed of Trust Note dated October 8, 2004, and the Deed of Trust of even date securing the same, recorded October 12, 2004, in Book No. 519, at Page 94, and modified on February 4, 2013, in Book No. 646, at Page 264 in Office of the Register of Deeds for Lauderdale County, Tennessee, executed by Phillip Hicks and Christie Hicks, conveying certain property therein described to Dan Douglas as Trustee for Mortgage Electronic Registration Systems, Inc., as nominee for First Horizon Home Loan Corporation, its successors and assigns; and the undersigned, Wilson & Associates, P.L.L.C., having been appointed Successor Trustee by MidFirst Bank.

NOW, THEREFORE, notice is hereby given that the entire indebtedness has been declared due and payable; and that an agent of Wilson & Associates, P.L.L.C., as Successor Trustee, by virtue of the power, duty, and authority vested in and imposed upon said Successor Trustee, by MidFirst Bank, will, on May 8, 2019 on or about 10:00 AM, at the Lauderdale County Courthouse, Ripley, Tennessee, offer for sale certain property hereinafter described to the highest bidder FOR certified funds paid at the conclusion of the sale, or credit bid from a bank or other lending entity pre-approved by the suc-

### Legal Notices

cessor trustee. The sale is free from all exemptions, which are expressly waived in the Deed of Trust, said property being real estate situated in Lauderdale County, Tennessee, and being more particularly described as follows: Lying, situated and being in the 6th Civil District of Lauderdale County, Tennessee, and more particularly described as follows, to-wit: Beginning at an iron pin in the East margin right of way of the Arp-Central Road, said pin located 20 feet from the centerline of said road and at the south-west corner of Bobby Ables' lot and the northwest corner of the herein described lot; runs thence South 60 degrees 00 minutes East with Bobby Ables' lot a distance of 120 feet to an iron pin at an inner corner of the R.L. Newman tract; runs thence South 36 degrees 15 minutes West with Newman's inner West line a distance of 170 feet to an iron pin; runs thence North 27 degrees 48 minutes West with Newman's inner north line a distance of 120 feet to an iron pin in the East margin of the Arp-Central Road; runs thence North 30 degrees 00 minutes East with the east margin of the Arp-Central Road a distance of 105 feet to the point of beginning. Being designated as Map 70, Parcel 15.03 in accordance with the Tax Assessor's Office of Lauderdale County, Tennessee. ALSO KNOWN AS: 2608 Arp Central Road, Ripley, TN 38063. This sale is subject to all matters shown on any applicable recorded plat; any unpaid taxes; any restrictive covenants, easements, or set-back lines that may be applicable; any statutory rights of redemption of any governmental agency, state or federal; any prior liens or encumbrances as well as any priority created by a fixture filing; and to any matter that an accurate survey of the premises might disclose. In addition, the following parties may claim an interest in the above referenced property: PHILLIP HICKS, CHRISTIE HICKS, SECRETARY OF HOUSING AND URBAN DEVELOPMENT. The sale held pursuant to this Notice may be rescinded at the Successor Trustee's option at any time. The right is reserved to adjourn the day of the sale to another day, time, and place certain without further publication, upon announcement at the time and place for the sale set forth above. In the event of inclement weather, the trustee hereby announces that the sale will be postponed for a period of two weeks. In such situations, notices will be mailed to interested parties of record. W & A No. 337247

DATED March 7, 2019  
WILSON & ASSOCIATES, P.L.L.C.,  
Successor Trustee

### NOTICE OF TRUSTEE'S SALE

WHEREAS, default has occurred in the performance of the covenants, terms, and conditions of a Deed of Trust Note dated March 24, 2005, and the Deed of Trust of even date securing the same, recorded April 5, 2005, in Book No. 7593, at Page

### NOTICE OF TRUSTEE'S SALE

WHEREAS, default has occurred in the performance of the covenants, terms, and conditions of a Deed of Trust Note dated March 24, 2005, and the Deed of Trust of even date securing the same, recorded April 5, 2005, in Book No. 7593, at Page

### Legal Notices

### Now Accepting Public Comments on the 2019-2020 Annual Action Plan/March 21 - April 22, 2019

The Tennessee Housing Development Agency (THDA) announces the release of the 2019-2020 DRAFT Annual Action Plan on behalf of the State of Tennessee. The 2019 Draft Plan, available for public comment starting March 21, includes guidance for the federal allocation of an estimated \$50 million for housing and community development. The Annual Action Plan shows how the State of Tennessee will operate the CDBG, HOME, HTF, ESG, and HOPWA programs in the coming fiscal year and serves as an application to the U.S. Department of Housing and Urban Development (HUD) for these funds. The draft plan will be posted on [www.thda.org/about-the/thda-public-notices-and-comment](http://www.thda.org/about-the/thda-public-notices-and-comment) from March 21 to April 22. Public comment on this draft is encouraged. A draft summary in English and Spanish will also be available. Additionally, the State of Tennessee has begun the process of developing a 5-year Fair Housing Analysis. Check the THDA website for upcoming community engagement opportunities. For questions and accommodations, please email [research@thda.org](mailto:research@thda.org).

### Legal Notices

498, in Office of the Register of Deeds for Weakley County, Tennessee, executed by Mickey Thompson and Dawn Thompson, conveying certain property therein described to Wesley D. Turner as Trustee for Argent Mortgage Company, LLC, and the undersigned, Wilson & Associates, P.L.L.C., having been appointed Successor Trustee by U.S. Bank National Association, as Trustee for Structured Asset Investment Loan Trust Mortgage Pass-Through Certificates, Series 2005-ME3. NOW, THEREFORE, notice is hereby given that the entire indebtedness has been declared due and payable; and that an agent of Wilson & Associates, P.L.L.C., as Successor Trustee, by virtue of the power, duty, and authority vested in and imposed upon said Successor Trustee, by U.S. Bank National Association, as Trustee for Structured Asset Investment Loan Trust Mortgage Pass-Through Certificates, Series 2005-ME3, will, on April 9, 2019 on or about 1:15 PM, at the Weakley County Courthouse, Ripley, Tennessee, offer for sale certain property hereinafter described to the highest bidder FOR certified funds paid at the conclusion of the sale, or credit bid from a bank or other lending entity pre-approved by the successor trustee. The sale is free from all exemptions, which are expressly waived in the Deed of Trust, said property being real estate situated in Weakley County, Tennessee, and being more particularly described as follows: A certain tract or parcel of land in Weakley County, Tennessee, described as follows: BEGINNING at a stake at the intersection of the north right-of-way margin of Main Street with the east margin of Oak Street and runs thence north about 200 feet with the east right-of-way margin of Oak Street to Arthur Miles' southwest corner; thence east 105 feet with Arthur Miles' south line to a stake at his southeast corner, which point is the southwest corner of Roger Mixon's lot and the northwest corner of Woodrow Roberts' lot; thence south about 200 feet with Roberts' west line to a stake on the north right-of-way margin of West Main Street; thence west 105 feet with West Main Street to the beginning corner.

ALSO KNOWN AS: 328 West Main Street, Sharons, TN 38255. This sale is subject to all matters shown on any applicable recorded plat; any unpaid taxes; any restrictive covenants, easements, or set-back lines that may be applicable; any statutory rights of redemption of any governmental agency, state or federal; any prior liens or encumbrances as well as any priority created by a fixture filing; and to any matter that an accurate survey of the premises might disclose. In addition, the following parties may claim an interest in the above-referenced property: MICKEY THOMPSON, DAWN THOMPSON

### UNITED STATES OF AMERICA ACTING THROUGH THE RURAL HOUSING SERVICE OR SUC-

### Legal Notices

### Legal Notices

CESSOR AGENCY, UNITED STATES DEPARTMENT OF AGRICULTURE. The sale held pursuant to this Notice may be rescinded at the Successor Trustee's option at any time. The right is reserved to adjourn the day of the sale to another day, time, and place certain without further publication, upon announcement at the time and place for the sale set forth above. In the event of inclement weather, the trustee hereby announces that the sale will be postponed for a period of two weeks. In such situations, notices will be mailed to interested parties of record. W & A No. 337270  
DATED March 14, 2019  
WILSON & ASSOCIATES, P.L.L.C.,  
Successor Trustee

### Merchandise

### Appliances

APPLIANCES: Refrig./Freezer w/ds, Htrs, Elec/Gas stove, \$100 Beds \$30-Up; Sofa/Love seat \$100. 901-949-2935 / 643-9615

### Merchandise - Misc.

MEMPHIS IN MAY - Barbeque Fest Pig table decorations, Pig decor of all kinds, for info contact Felicia 901-237-0427 also view at Sale Sat. March 16, 7am-5pm 8125 White Wing Cove West, Arlington TN (901)237-0427

### Wanted

WANTED FREON R12 We pay CASH. R12 R600 R11. Convenient. Certified professionals. [www.refrigerantfinders.com](http://www.refrigerantfinders.com) 312-291-9169

### Pets

### Lost Pets

BOSTON TERRIER - 1yr old small male, "Nate". No collar. Very friendly. Last seen East Memphis, Kimball and Merry Christ. Reward upon return. (901)949-4501

### Dogs

BEAUTIFUL GERMAN SHEPARD PUPS - 6 wks, both parents on site & are AKC Certified, Bk & Tan. Shots: non papered; dewormed. \$300. (901)216-4007

ENGLISH CREAM GOLDEN RETRIEVER - Cream Golden Retriever puppies Ready April 2019 come w/ vaccinations & guarantees 662-414-6131 \$1300 (662)983-9069

LAB PUPS FULL AKC REGISTRATION shots and dewormed. Parents on site. Hunting stock. Black, ready now. \$350. Chocolate & Blonde \$600. \$100 deposit will hold. Call for pics & info. (256)627-9073

### Pets

Find your new best friend here! The Commercial Appeal Local Files

### Employment Wanted

### Legal Notices

### Dogs

LABRADOR PUPPIES - Lab pups 4M all white & 3F white & 1F black. Full blooded not reg. 6wks old. \$200 text (662)316-0437 (662)316-0437

MINIATURE SCHNAUZER Toy Sized Puppies, AKC. Shots & wormed - up to date. 870-761-9400

ROTTWEILER - Large boned German sired AKC/CKC reg. male. Rottweiler. Papers & all shots current. 7 weeks old. Act quickly as is last of litter. \$750. Call 954-999-3562. (901)490-5235, (901) 761-4848

### Real Estate Commercial

### Commercial Property /

NORTHWEST Former Title-Max. Highly visible retail lot. \$225,000.00 CRYE-LEKE COMMERCIAL 901-758-5570 (901)331-4812

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MIDTOWN - Studios & 1 BRs Quiet. Util. inc. \$600 & up. No smoke/no pets. 901-276-7472

### Apartments - Unfurn.

MIDTOWN - 1BR, FREE 1/2 Mo. Rent & Cable, Gate Access, Unfurn-Furn. \$500-\$670, 901-472-4200 (901)472-4200

SCOTT ST. - Modest, nice, 1BR, fresh paint. \$295. February Spec. 50+ seniors only. No dep. 901-324-6484

U OF M AREA - 2BR, U of M Area - Nice 2 Br, new carpet, c/a, all appl., \$425. DEC. - No dep. (901)324-6484

### Homes Unfurnished

Affordable Rental Homes 2 & 3 BR. \$450 mo.-Up, \$300 dep. Free Application. 901-212-7431

It's all here on the Commercial Appeal Local Files

### Employment Wanted

### Legal Notices

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### Fitz Job Fair

Tuesday, March 26 • 10am - 2pm  
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Tennessee Housing Development Agency  
Accounts Payable  
502 Deaderick Street  
3<sup>rd</sup> Floor  
Nashville, TN 37243

To Whom It May Concern:

The enclosed itemized statement is for publication in the list of newspaper(s) on invoice **S19.8920A** on the date (s) stated therein as authorized by your office.

As requested, tearsheets are submitted herewith as further proof of publication.

I, *Benjamin Kass*, Advertising Assistant of Tennessee Press Service, Inc., do hereby certify that the attached is true and correct.

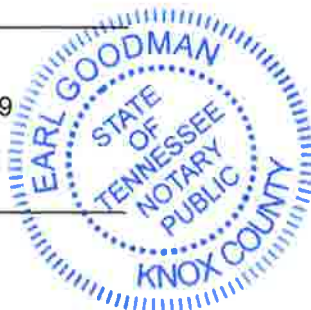
This Ninth day of April, 2019

**Benjamin Kass, Advertising Assistant**

Sworn before me this 9<sup>th</sup> Day of April, 2019

**Earl Goodman, Notary Public**

My commission expires August 02, 2020



# La mantequi



En general, nuestros hal- azgos sugieren que la man- aquilla no debe ni lemonizarse ni consider- rse 'reinstaurada' como na ruta para una buena alud", comentó en un co- municado de prensa de la Iniversidad de Tufts el

autor principal del e el Dr. Dariush Moza decano de la Facu Ciencias y Políticas Nutrición de la unive en Boston. La revisió equipo de datos se mantequilla y la se encontró un aument

# ¿Llega una i

Una firma farmacéutica ase- ura tener una solución ral, en etapa experimental, ara atacar uno de los randes males de la so- iedad, la diabetes tipo 2. a farmacéutica Oramed lice estar cerca de obtener na solución para el prob- ema de la diabetes tipo 2. Se trata de una insulina tipo ral. Según la jefa científica le Oramed, Miriam Kidron, a se logró obtener resulta- los "estadísticamente signi- icativos" en el aspecto línico del estudio. El resul- ado sorprenderá a muchos scépticos, que no creían ue la insulina pudiera ser dministrada oralmente, ya ue dudaban que pudiera obrevivir el ataque de los

jugos digestivos, pa tuviese el resultado cionado. Oramed util capa protectora y un alta de insulina, su como para que la n pudiera ser destruido así, entregar una ca clínicamente benefi la hormona. La ati primordial de una pín insulina, aparte de e inyección, es que lle cerca al camino de sulina natural, por el páncreas, en corriente sanguíne gando directamente gado. Oramed va de intestino directament gado, mientras la i inyectada atravies cuerpo antes de que

8920A

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## Ahora Se Acepta Comentarios del Público acerca del Plan de Acción Anual 2019-2020

21 de marzo al 22 de abril de 2019

A nombre del Estado de Tennessee, la Agencia del Desarrollo De Viviendas de Tennessee (THDA) anuncia el lanzamiento del BORRADOR del Plan de Acción Anual 2019-2020. El Borrador de Plan 2019, disponible para comentarios del público a partir del 21 de marzo, incluye una guía para la asignación federal de \$50 millones estimados para viviendas y desarrollo comunitario. El Plan de Acción Anual muestra cómo el Estado de Tennessee operará los programas CDBG, HOME, HTF, ESG, y HOPWA durante el próximo año fiscal y sirve como una solicitud al Departamento de Viviendas y Desarrollo Urbano de EE.UU. (HUD) para estos fondos. El borrador del plan se publicará en [www.thda.org/about-thda/public-notice-and-comment](http://www.thda.org/about-thda/public-notice-and-comment) del 21 de marzo hasta el 22 de abril. Se alientan comentarios del público sobre este borrador. Un resumen del borrador tanto en inglés como español también estará disponible.

Además, el Estado de Tennessee ha comenzado el proceso de desarrollar un Análisis de Vivienda Equitativa a lo largo de 5 años. Visite el sitio web de THDA para conocer las próximas oportunidades de participación comunitaria.

Para preguntas y adaptaciones especiales, por favor, envíe un correo electrónico a [research@thda.org](mailto:research@thda.org).

# carrera perfecta en A

## Valtteri Bottas Had a Perfect Caree

El misticismo que últimamente acompaña a Lewis Hamilton desapareció drásticamente cuando dio comienzo el primer gran premio de la temporada de Fórmula 1. "Muchas gracias a todos por acompañarme en este viaje", soltó por la radio el actual campeón solo unos instantes antes de que los semáforos se apagaran en el circuito de Albert Park.

Cuando lo hicieron, el británico, colocado en la pole, vio impotente cómo repentinamente Valtteri Bottas, su compañero en Mercedes, le superó como un torpedo a pesar de arrancar desde el carril sucio del trazado y salió disparado hacia la victoria, la primera para él desde la que se adjudicó en el Gran Premio de Abu Dabi del 2017. Sin dudas, una gran carrera.

El finlandés se vistió de Hamilton y firmó una carrera perfecta, sin cometer un solo error, martilleando el cronómetro y sin ninguna grieta que diera una pequeña brizna de esperanza a ninguno de sus rivales. Por detrás del corredor de Nastola cruzó la meta su vecino de taller, mientras que Max Verstappen completó un podio, a la vez que puso en relieve el desastre de Ferrari. Carlos Sainz se vio obligado a abandonar en la duodécima vuelta después de que el motor Renault de su McLaren se pusiera a arder cuando el español



circulaba el 14°.

El ritmo de giro exhibido por la Scuderia durante las dos semanas de pruebas grave para que se llevaran a cabo este invierno en Montmeló hizo que la mayoría de expertos coincidiera en señalar a los bólidos rojos como principales favoritos con vista al primer tramo del curso. Esas previsiones comenzaron a ponerse en entredicho recientemente en la primera jornada de entrenamientos oficiales.

Todavía se desdibujaron más el pasado sábado, al no poder meterse ninguno de los dos Ferrari en la primera línea de salida y quedaron reducidas a cenizas el dominio: ni Sebastian Vettel (cuarto) ni Char

en ningún

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El País

### Aceptando Ya Comentarios del Público Acerca del Plan de Acción Anual 2019-2020 Del 21 de marzo al 22 de abril del 2019

A nombre del Estado de Tennessee, la Agencia del Desarrollo de Viviendas de Tennessee (THDA) anuncia el lanzamiento del BORRADOR del Plan de Acción Anual 2019-2020. El Borrador de Plan 2019, disponible para comentarios del público a partir del 21 de marzo, incluye una guía para la asignación federal de \$50 millones estimados para viviendas y desarrollo comunitario. El Plan de Acción Anual muestra cómo el Estado de Tennessee operará los programas CDBG, HOME, HTF, ESG, y HOPWA durante el próximo año fiscal y sirve como una solicitud al Departamento de Viviendas y Desarrollo Urbano de EE.UU. (HUD) para estos fondos. El borrador del plan se publicará en [www.thda.org/about-thda/public-notice-and-comment](http://www.thda.org/about-thda/public-notice-and-comment) del 21 de marzo hasta el 22 de abril. Se alientan comentarios del público sobre este borrador. Un resumen del borrador tanto en inglés como en español también estará disponible.

Además, el Estado de Tennessee ha comenzado el proceso de desarrollar un Análisis de Vivienda Equitativa a lo largo de 5 años. Visite el sitio web de THDA para conocer las próximas oportunidades de participación comunitaria.

Para preguntas y adaptaciones especiales, por favor, envíe un correo electrónico a [research@thda.org](mailto:research@thda.org).

Hiring Help



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**CUMC**

GRAN VENTA DE VARIOS ARTÍCULOS  
Sábado, 30 de marzo  
8 a.m. - 2 p.m.

Collierville UMC / 454 West Poplar  
Se llevará a cabo así llueva.

**URGENTE:** Se necesita una persona para servicio de jardines (lawn service/landscaping) que sepa manejar las distintas herramientas y que sepa de "mowing", "weed eating/edging", "trimming", "pruning", "planting", etc.

La persona que buscamos debe estar motivada, tener mucha energía y disfrutar del aire libre. Para más información, llame al 901-691-4084.

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## Ahora Se Acepta Comentarios del Público acerca del Plande Acción Anual 2019-2020

21 de marzo al 22 de abril de 2019

A nombre del Estado de Tennessee, la Agencia del Desarrollo De Viviendas de Tennessee (THDA) anuncia el lanzamiento del BORRADOR del Plande Acción Anual 2019-2020. El Borrador de Plan 2019, disponible para comentarios del público a partir del 21 de marzo, incluye una guía para la asignación federal de \$50 millones estimados para viviendas y desarrollo comunitario. El Plande Acción Anual muestra cómo el Estado de Tennessee operará los programas CDBG, HOME, HTF, ESG, y HOPWA durante el próximo año fiscal y sirve como una solicitud al Departamento de Viviendas y Desarrollo Urbano de EE.UU. (HUD) para estos fondos. El borrador del plan se publicará en [www.thda.org/about-thda/public-notice-and-comment](http://www.thda.org/about-thda/public-notice-and-comment) del 21 de marzo hasta el 22 de abril. Se alientan comentarios del público sobre este borrador. Un resumen del borrador tanto en inglés como español también estará disponible.

Además, el Estado de Tennessee ha comenzado el proceso de desarrollar un Análisis de Vivienda Equitativa a lo largo de 5 años. Visite el sitio web de THDA para conocer las próximas oportunidades de participación comunitaria.

Para preguntas y adaptaciones especiales, por favor, envíe un correo electrónico a [research@thda.org](mailto:research@thda.org).



FROZEN FOOD CO.

**SOLICITA**

### INTERESADOS:

Enviar su hoja de vida a

[keiths@weichuanusa.com](mailto:keiths@weichuanusa.com)

Tel. (615) 334-7012

o presentarse con documentación en

1125 Haley Rd.

Murfreesboro, TN 37129,



### Requisitos:

- Conocimientos en electricidad (contactores, PLC, motores eléctricos 120v, 220v, 480v)
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Camper de 6' 9" de largo y 5'4" de ancho. Le queda a las camionetas F 150



## EQUIPO PARA LLANtera

Se vende

## MIRA Immigration Law Office

Asistencia de inmigración - Abogado Joel Sanderson  
Una consulta soló \$50!

## Appendix H:

# Public Comments

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## **Public Comments and Responses on the 2019-2020 Annual Action Plan**

Comment 1      *Look forward to hearing more information about the plan*

Response 1     Thank you!

Comment 2      *Our community is full of blighted houses not suitable for living, yet people purchase these and rent them to people. At the same time we have a lack of any new housing units of any price range with the most recent development of any size being in the 1970's. While we are very familiar with the HOME program, it does little to address these needs. More resources need to be directed to this need which is a problem throughout rural Tennessee because these blighted living conditions fuel drug activity. It would also be beneficial to local government employees to have training on how these programs can be used to address the stated issues.*

Response 2      Both the HOME Program and the Housing Trust Fund will be working on rental housing during the program year. THDA will be developing and implementing rental housing development and tenant based rental assistance programs using HOME funds during the program year. Additionally, the Housing Trust Fund and the Tennessee Housing Trust Fund Competitive Grants programs will target households at 30% AMI and 50% AMI, respectively. There is a deep need in all of these types of housing, and the provision of state funds in the rental housing sector is a reflection of our commitment to address each of these needs.

For local governments who may need assistance in accessing and administering these funds, we fund Technical Assistance services through the Development Districts so that they can offer help for cities and counties in their region to compete for these funds. Additionally, some Development Districts are contracted by the local government to administer the grants on the community's behalf.

Comment 3      *Fair Housing is key in communities that are underserved*

Response 3      The Consolidated Planning Partners are committed to affirmatively furthering fair housing and believe fair housing is critical in all communities. We encourage all Tennesseans to complete our Fair Housing survey that will inform our Analysis of Impediments to Fair Housing Choice Report that is underway in 2019. The survey will be available at <https://thda.org/about-thda/public-notice-and-comment>.

Comment 4      *You need to set a priority for the rural communities over the big cities. Smaller communities have the same issues and need assistance. The Housing Trust Fund should not give any awards to the big 4 this next few rounds. Many projects ongoing*



*but not finished. Make them finish all projects before awarding funds to them again. Give the small agencies a chance to deal with their areas of need.*

Response 4      There are a few provisions within the Housing Trust Fund competition that address geographic diversity of grant recipients. Priority is given to an application in each of the grand divisions, THDA can limit only one grant per county to allow for more areas to be served, and the maximum grant is \$900,000 allowing for multiple awards per year. Five of the eight HTF grants awarded thus far have been outside of the four most populous counties. THDA will be taking additional steps over the next year to train smaller public housing authorities on THDA's rental housing programs, including the Housing Trust Fund and the Tennessee Housing Trust Fund Competitive Grants Program.

Comment 5      *I own a certified women-minority business in the city of Memphis/county of Shelby for the purpose of providing affordable housing, fighting blight, reducing crime, and avoiding gentrification. Does this action plan accommodate getting land/subdivisions for my company so that I can provide affordable housing? Currently, it appears that only larger organizations have access to the information and some privileges that smaller businesses like mine don't have. Will it be easier to purchase land or properties through my company to fight blight (rather than the city paying outrageous amounts to mow lawns, maintain blight properties)? Please advise. Thank you.*

Response 5      The Action Plan sets out the rules of competition for each of the grant programs that fall under the Consolidated Plan. There are several that may allow for the associated land costs of an affordable housing development to be included in the grant. Please refer to the AP-30 section and the Appendices of the Action Plan for additional eligibility information for funding and eligible uses of these funds. Also, please note that for some Consolidated Planning programs, Shelby County and the City of Memphis receive funds directly from the U.S. Department of Housing and Urban Development and would not fall under the State's plan.

Comment 6      *1. Expected Resources - Although it's not a HUD-funded program, the Weatherization Assistance Program should be listed as a resource since it helps address housing issues for low-income families. 2. How will the proposed distribution of funds address the priority needs and specific objectives described in the Consolidated Plan? - I'm glad that THDA will be creating a program to use HOME funds for rental housing development. Will HOME funds for rental housing development be available to CHDOs only? 3. HOME Program - Urban/Rural - Please consider allowing rental housing rehab as an eligible activity in addition to homeowner rehab. 4. Geographic Distribution - Please discuss how CDBG and HOME funds can be aligned with Opportunity Zones in non-entitlement/PJ communities.*

Response 6

1. THDA has multiple programs that are not included in the Consolidated Plan that also contribute to achieving the goals set forth in our Plan. We will consider the Weatherization Assistance Program for inclusion in the 2020-2024 Consolidated Plan and related reports.
2. THDA is currently determining guidelines for funding rental unit developments. Staff has discussed the options of making this funding CHDO only or opening it up to PHAs, but no decisions have been made at this time.
3. We currently expect to rehab 90 rental units with HOME dollars in 2019-20.
4. The State has not indicated specific programmatic provisions to address qualified Opportunity Zones in the Action Plan. However, because of many eligible uses and areas are consistent with those of the Consolidated Planning programs, we would anticipate that there may be some activity that seeks to locally articulate this alignment further. Additionally, there are match incentives and requirements in some programs that may benefit from increased economic activity and interest in these Zones.

Comment 7

*Affordable housing and homeownership in Davidson County has become a struggle for families. I'm grateful to the many organizations that have put in place programs to assist families overcome obstacles and obtain housing. Majority of the homes available are 2-3 bedroom homes. There's a large population of families ready to move purchase a home but in need of more bedrooms including myself. In 2019-2020 I would like to see a move towards assisting large families with a need for four to five bedrooms gain assistance with homeownership.*

Response 7

There are some Consolidated Planning programs that can offer funds to assist with Homeownership. In Davidson County, many of these programs are funded directly to the city (Metropolitan Development and Housing Authority – MDHA) instead of coming through the State's funding. However, our Action Plan does provide some information about other resources that the state provides. Please look at [www.thda.org](http://www.thda.org) to see what resources are available for households wanting to buy a home.

THDA provides HOME funding to organizations qualifying as a Community Housing Development Organization (CHDO) to develop affordable homes for sale to low and moderate income households. THDA does not place any limitations on the number of bedrooms that can be developed other than the federal per unit subsidy limits established by HUD for the HOME program. The feasibility of building units for all household types is limited by the market characteristics, most particularly land costs. We would encourage you to determine if a CHDO currently serves your community and, if so, to speak to that organization to identify your need and inquire if the program can serve your needs. THDA's Community Programs staff is available to assist you identifying a CHDO. Please contact THDA at (615) 815-2030.

Comment 8

*Must make sure there is more funding for rental units to assure the units are safe, healthy, energy efficient and affordable. It seems that we are allowing rental units to be unsafe and unhealthy.*



- Response 8      There will be some rental activity in the HOME program that will help to provide quality rental housing with some of the changes contained in this year's Action Plan. The Housing Trust Fund also is adding to the quality affordable rental housing stock. Additionally, THDA offers the Weatherization Assistance Program that can be used by renters and homeowners to make repairs and improve energy efficiency.
- Comment 9      *I did not see how many units of affordable rental and homeowner housing are planned to be created.*
- Response 9      Four programs plan to contribute funds for 1,477 new rental units and three programs plan to contribute funds towards 84 new homeowner units, as described in the Annual Goals and Objectives. Additional rental and homeowner units are planned for rehabilitation activities.
- Comment 10      *These comments concern THDA's administration of the LIHTC program in Tennessee. I am currently producing an investigative documentary about how THDA's malfeasance in LIHTC administration enables abusive displacements from affordable housing in Tennessee under the LIHTC program. These abusive displacements are specifically carried about by Freeman-Webb and the Metro Nashville Development Agency (MDHA) in the film project. Follow here: @NonRenewedMovie   1) Produce a LIHTC Compliance Manual   Tennessee, unlike a majority of other HFA's, does not keep a compliance manual for owners, agents, and residents of LIHTC properties, instead directing residents to the bare bone statutory language of IRC § 42. A compliance manual will help all parties in engaged in a LIHTC property be aware of their responsibilities to each other.   2) Adopt Objective Definitions of 'Good Cause' for Tenancy Terminations   The LIHTC program includes eviction protections for low-income tenants for the first 15 years of LIHTC property's operation, also known and 'good cause' or 'no cause' eviction protections. THDA currently allows owners and agents to abuse their power to terminate tenancies by having no objective criteria for what defines 'good cause.' Tennessee landlord/tenant law is relatively silent on this topic. Other HFA's define good cause, generally, as 'serious, material, and repeated violations of the lease agreement.' Through my work on Non-Renewed, I have identified that some LIHTC operators, specifically MDHA and Freeman-Webb, terminate leases for: 1) Asking to be home during maintenance work as 'interference.' 2) Invoking mold addendums for residents raising health concerns about mold. 3) Fabricating physically violent episodes of 'harassment' for asking about unanswered covert misconduct. These objective criteria should be included in the compliance manual.   3) Enforce IRS Compliance   THDA currently ignores IRS Revenue Rulings related to tenancy terminations (2004-82) and tax credit monitoring compliance (2005-37). THDA Executive Director Ralph Perrey was documented by me on November 22nd, 2018 obfuscating answers to these questions. Mr. Perrey stated IRS Revenue Ruling 2004-82 only applied to the three year Qualified Contract period*

*after the fifteen year compliance period. This is objectively false. Also, in 2018, THDA instructed all of its LIHTC operators that annual compliance reporting related to the good cause eviction protections and rent increase protections in LIHTC were not required. THDA omitted these mandatory IRS certifications from the online compliance systems. This is also objectively false, and illegal.*

Response 10      The Low Income Housing Tax Credit program is included in the Action Plan as it contributes to the Consolidated Planning goals. However, the policies discussed in this comment are more detailed program administration comments and fall outside of the Scope of the Annual Action Plan. However, your comments were shared with THDA's Multifamily Programs Division.