

Attachment 1

Calendar

Target populations and Areas

NOFA Publication Affidavit

NOFA Publication – Times Free Press

NOFA Notice Online

Grant Allocation Workshop Presentation

Grant Allocation Sign in Sheet

Application Interview Schedule

Application Interview Notes

Application Summaries

Applications

Community Development

2023-2024

Tentative Calendar

January 16, 2023	Publications announcing Application/Allocation/Funding Process & Workshop for Community Development Block Grant (CDBG)
January 23, 2023	Applications Available
February 2, 2023	Application/Allocation Workshop for Community Development Block Grant (CDBG)
January 24 – February 27, 2023	Application Technical Assistance
February 28, 2023	Applications Due
March 13-17, 2023	Review of Applications
March 22, 2023	Meeting with Advisory Committee to discuss recommendations
March 23, 2023	Publication/Announcement of Public Meeting and Public Comment
March 28, 2023	Presentation of Recommendations to Council
March 24 – April 22	30 - Day Comment Period for Funding Recommendations
April 10, 2023	Public Meeting - Action Plan - Outlining Funding and Activities
May 9, 2023	City Council Approval - Resolution
April 10, 2023	Award/Rejection Notifications
June 2023	Submit Action Plan to HUD
July 2023	Contracts written and approved
TBD	Subrecipient Training and Contract Signing
July 2023	Contracts sent to Mayor for Signature
July 1, 2023	2023-2024 Fiscal Year Begins

Target Populations

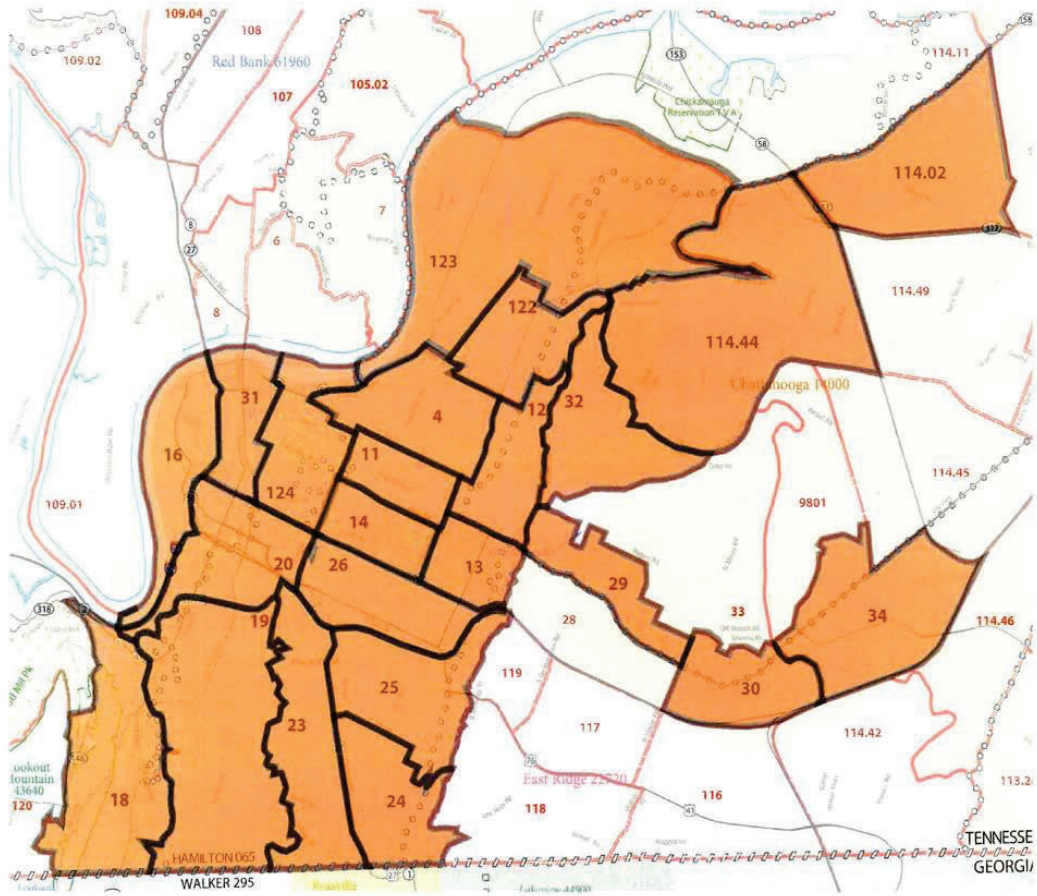
The table is based on these income categories:

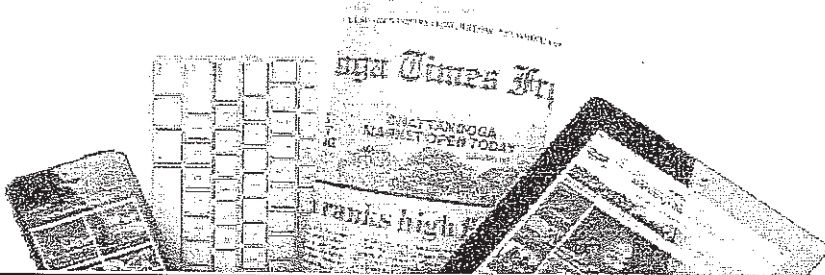
- **Extremely low** – households with income less than **30** percent of area median income (AMI)
- **Very low** – households with income between **30** and **50** percent of AMI
- **Low** – households with income between **51** and **80** percent of AMI
- **Moderate** – households with income between **81** and **120** percent of AMI
- **Above moderate** – households with income above **120** percent of AMI

2022 Income Limits (Median Family Income: \$75,200)

Family Size	Low Income 80% AMI	Low Income 60% AMI	Very Low 50% AMI	Extremely Low 30% AMI
1 Person	\$42,150	\$31,620	\$26,350	\$15,800
2 Person	\$48,150	\$36,120	\$30,100	\$18,050
3 Person	\$54,150	\$40,620	\$33,850	\$20,300
4 Person	\$60,150	\$45,120	\$37,600	\$22,550
5 Person	\$65,000	\$48,780	\$40,650	\$24,400

2020 Low-Mod Income Census Tracts





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Before me personally appeared Tiffany B. Hash, who being duly sworn that she is the Legal Sales Representative of the CHATTANOOGA TIMES FREE PRESS, and that the Legal Ad of which the attached is a true copy, has been published in the above named newspaper and on the corresponding newspaper website on the following dates, to-wit:

TFP Times Free Press; 01/16/23

TFP TimesFreePress.com, 01/16/23

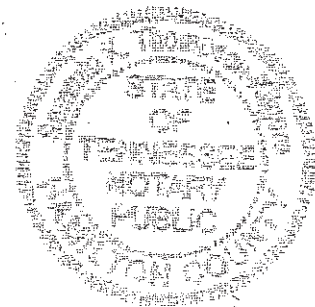
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Sworn to and subscribed before me this date:

2nd day of February, 2023

[Signature]
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Chattanooga Times Free Press

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**PUBLIC NOTICE OF FUNDING
AVAILABILITY (NOFA)
And
GRANTS WORKSHOP**

**City of Chattanooga
Department of Economic
Development
Housing & Community Investment
Division**

**PROGRAM YEAR 2023-2024 NOTICE
OF FUNDING AVAILABLE**

As a U.S. Department of Housing and Urban Development (HUD) Entitlement Community, the City anticipates receiving allocations of \$1,541,000 in Community Development Block Grant (CDBG) and \$918,000 HOME Investment Partnership Program funds, and having approximately \$267,034 in CDBG program income and \$465,682 in HOME program income available for the fiscal year beginning July 1, 2023. Grant amounts are estimates based on prior year awards.

For CDBG funds, from January 23, 2023 through February 28, 2023, the City will be accepting proposals from governmental entities and private non-profit organizations that have been in operation for at least one year, have a proven track record, and a 501(c)(3) designation as of April 1, 2022.

For-profit, public, and non-profit entities will also be able to apply for HOME funds. Proposals for HOME funds are accepted throughout the year, on an on-going basis. The City will be hosting a workshop to discuss the funding. Attendees will receive information on the anticipated funding, funding priorities, funding criteria, grant regulations, the process for applying for funding, and due dates for submissions.

Interested parties can attend the workshop in person.

**Thursday, February 2, 2023
2:00 P.M. – 4:00 P.M.**

**Development Resource Center, Room
1A
1250 Market Street, Chattanooga, TN
37402**

CDBG applications for funding will be available on **January 23, 2023 and will be due February 28, 2023**. The application for HOME funded projects will continue to be available year-round.

For additional information, please contact Lindsey Dawson at 423-643-7330 or email to ldawson@chattanooga.gov

**PUBLIC NOTICE OF FUNDING AVAILABILITY (NOFA)
And
GRANTS WORKSHOP**

**City of Chattanooga
Department of Economic Development
Housing & Community Investment Division**

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Chattanooga announces funding opportunities to boost affordable housing development

January 31, 2023 at 8:00 p.m. | Updated January 31, 2023 at 8:21 p.m.

by Staff Report



Staff photo by Olivia Ross / Mayor Tim Kelly holds one of the shovels used at the groundbreaking of The Reserve at Mountain Pass on April 12, 2022. This affordable housing complex will be located in the Alton Park area.

Beginning in July, almost \$3 million in federal funds will be available to support the creation of affordable housing units in Chattanooga as part of three local programs managed by the city's division of housing and community investment.

According to a news release from Mayor Tim Kelly's office, the programs provide grants and forgivable loans to developers, landlords and nonprofit organizations for the development of new affordable units as well as the rapid repair and renovation of vacant units.

[\(READ MORE: Affordable housing could get boost from special tax financing in Chattanooga\)](#)

The city will host a workshop to discuss the funding opportunities from 2-4 p.m. Thursday at the Development Resource Center at 1250 Market St.

Two of the programs -- the Rapid Rental Repair Program and the Landlord Renovation Program -- provide Community Development Block Grant funds to landlords to assist with the costs of repairing and renovating vacant rental units.

Landlords are then required to re-rent the units to individuals and families who make no more than 60% of the Chattanooga-area median income, at a cost that does not exceed 30% of their monthly income.

The third program provides funding to developers through the Home Investment Partnership to support up to 50% of the construction costs for similarly affordable units, at a maximum of \$40,000 per unit.

[\(READ MORE: Chattanooga housing board approves greater 'flexibility, latitude' for affordable-housing application standards\)](#)

Applications for block grant funding are due Feb. 28.

— *Compiled by David Floyd*

Topics

[Chattanooga](#), [Tim Kelly](#), [Investment Partnership](#), [Development Resource Center](#)

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CIVIC

Chattanooga announces funding to incentivize affordable housing

The city recently announced funding opportunities to incentivize the development of affordable housing units.

FEBRUARY 1, 2023 • BRIANNA WILLIAMS



THE CITY RECENTLY ANNOUNCED FUNDING OPPORTUNITIES TO INCENTIVIZE THE DEVELOPMENT OF AFFORDABLE HOUSING.
PHOTO BY MICHAEL TUSZYNSKI VIA PEXELS



In the same day that [news broke](#) about the Chattanooga area having the 28th most overvalued housing market in the nation, the City of Chattanooga announced funding to **incentivize the development of affordable housing**.

THE FAST FACTS:

- **What** | Nearly \$3 million in federal funds available for the development and renovation of affordable housing units
- **Who** | For developers, landlords, and nonprofit organizations
- **When** | Funds available beginning in July
- **Where** | All units must be located within Chattanooga city limits
- **Why** | *"We're working hard to increase Chattanooga's affordable housing supply in every neighborhood, and a huge part of that is making the market more attractive for builders and landlords to develop and rent affordable units." – Mayor Tim Kelly*





Both the **Rapid Rental Repair Program + Landlord Renovation Program** will provide [Community Development Block Grants](#). These funds are geared towards landlords to assist with the costs of repairing and renovating vacant rental units.

After using the funds for renovations, landlords are required to re-rent the units to individuals + families **making no more than 60% of Chattanooga's area median income**, at a cost that does not exceed 30% of their monthly income. Applications for CDBG grants are due **Tuesday, Feb. 28**.

The [HOME Investment Partnership](#) provides funding to developers to support up to 50% of construction costs for affordable units, at a maximum of \$40,000 per unit. Applications for HOME-funded projects will be **available year-round**.

LEARN MORE

The City is **hosting a workshop** to discuss these opportunities with interested parties **today**, Feb. 2, from 2-4 p.m. at the [Development Resource Center](#).



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FRI 17 **Chickamauga Dam Lock Through Kayak Tour with Chattanooga Guided Adventures**
Hubert Fry Center B... | Chattanooga, TN

FRI 17 **Reach for the Peaks 2023**
Chattanooga | Chattanooga, TN

FRI 17 **Food Truck Friday**
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FRI 17 **St Patty's Day Bash**
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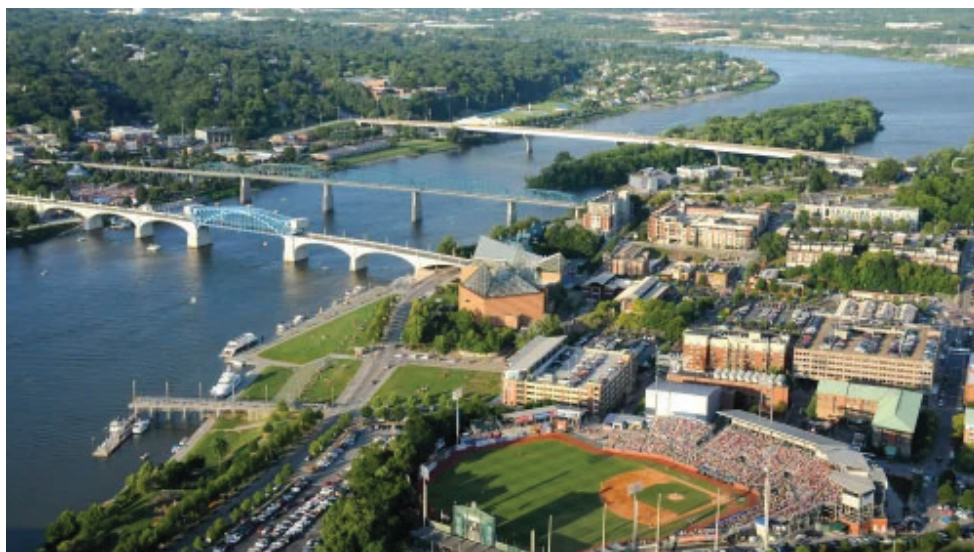
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Red Bank joins 10-minute walk campaign

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City Announces Affordable Housing Funding Opportunities

📅 Tuesday, January 31, 2023

Nearly \$3 million in federal funds will become available to support the creation of affordable housing units across Chattanooga beginning in July 2023, as part of three local programs managed by the City's Division of Housing and Community Investment.



Award-Winning Heart Care

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CHATTANOOGAN

CHATTANOOGA'S SOURCE FOR LOCAL BREAKING NEWS



non-profit organizations for the development of new affordable units and the rapid repair and renovation of vacant units.

The City is hosting a workshop to discuss the opportunities with interested parties this Thursday, Feb. 2, from 2 p.m. to 4 p.m. at the Development Resource Center.

“We’re working hard to increase Chattanooga’s affordable housing supply in every neighborhood, and a huge part of that is making the market more attractive for builders and landlords to develop and rent affordable units,” said Chattanooga Mayor Tim Kelly. “That’s why programs like these are so

important – they offer financial incentives that will help catalyze the creation of affordable homes across the city, so that Chattanoogaans can access quality housing at every price point.”

Two of the programs—the Rapid Rental Repair Program and the Landlord Renovation Program—provide Community Development Block Grant (CDBG) funds to landlords to assist with the costs of repairing and renovating vacant rental units. Landlords are then required to re-rent the units to individuals and families who make no more than 60 percent of Chattanooga’s area median income, at a cost that does not exceed 30 percent of their monthly income.

The third program provides funding to developers through the HOME Investment Partnership to support up to 50 percent of the construction costs for similarly affordable units, at a maximum of \$40,000 per unit.

Applications for CDBG funding are due by Feb. 28. The application for HOME-funded projects will be available year-round.

“We are laser-focused on developing the tools we need to increase the supply of affordable home ownership and rental opportunities for all Chattanoogaans, and that includes deepening development incentives for local builders and landlords,” said Chief Housing Officer Nicole Heyman. “I’m grateful for our strong partnership with HUD, which makes programs like these possible. My team and I will be working to expand and enhance similar funding opportunities in the months ahead.”

Building a toolbox to catalyze affordable housing development is a key strategy in Mayor Kelly’s ongoing work to increase accessibility to housing in every neighborhood. Last year, Mayor Kelly launched a \$100 million affordable housing initiative, which included an unprecedented \$33 million in this year’s budget to help create and preserve hundreds of affordable homes.

Since taking office, his administration has supported the development of more than 380 new affordable units through HUD funds, with another 230

planned using American Rescue Plan dollars.

The City is also conducting a top-to-bottom redesign of its land use and zoning codes to make it easier for builders to construct the types of housing that most residents can afford.

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LATEST HEADLINES

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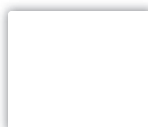
Latest Bradley County Arrest Report

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Suspected Domestic Disorder Turns Out To Be A March Madness Party - And Other Collegedale Police Calls



Latest Hamilton County Arrest Report

BREAKING NEWS

3/17/2023



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REAL ESTATE



Filming For The American Dream, Selling Chattanooga Begins Wednesday

3/13/2023

The first filming of a new TV show, The American Dream, Selling Chattanooga, will be on Wednesday at Coolidge Park, Chattanooga Theatre Centre. It will be in affiliation with: ABC, NBC, CBS, ... more

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February Home Sales In Nashville Indicate A Robust Spring Market

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Pointe Commercial Real Estate Announces David Melton As Managing Member

3/7/2023

Kelly Administration Kicks Off Accelerated Affordable Housing Action Plan

3/6/2023



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3/2/2023



Patys Finally Sell Patten Parkway Holdings

3/2/2023

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Debate Goes On About Whether To Fund SEAD Coaches For County Schools

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Man, 39, Shot On Manufacturers Road Wednesday Evening After Encountering Group Of Men

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3/17/2023

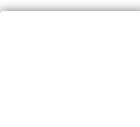
OPINION

Improving CARTA's Reliability Should Be Its First Step - And Response

3/16/2023

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Who Did Not Show Up - And Response

3/16/2023

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3/15/2023



HAPPENINGS



John Shearer: Hollie Berry Enjoying Unusual Ascension To Red Bank Mayor

3/16/2023



Dr. Holly Ordway To Speak At Annual C.S. Lewis Lecture At UTC March 21

3/16/2023



Jerry Summers: Ides Of March

3/17/2023

Lost Boat Tolling Event Is April 22

3/17/2023

St. Paddy's On The Parkway Is Saturday

3/16/2023

ENTERTAINMENT



Remembering The Dismembered Tennesseans

3/16/2023



Oak Ridge Boys Gave Special Tribute To Former Member Calvin Newton

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Best Of Grizzard - Cockfighting - 2023

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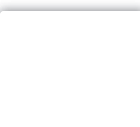


Chattanooga Live Music Upcoming Events

3/16/2023

East Tennessee Symphony Orchestra To Host Spring Symphonic Soiree April 2

3/16/2023



Improving CARTA's Reliability Should Be Its First Step - And Response

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DINING

VIDEO: Wally's On McCallie Avenue Is Not Closing

3/16/2023 

7 Brew Coffee Stand Holds Ribbon Cutting In Hixson Monday

3/14/2023

Five Star Acquires Vending Business From Biloxi's Corso, Inc.

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BUSINESS



JPMorgan Chase Welcomes Caroline Walker To Commercial Banking Team

3/17/2023

Shaw-Manufactured Resilient Now Eligible For Recycling Through Its re[TURN] Reclamation Program

3/16/2023

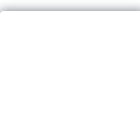
Chattanooga Chamber Calendar Of Events March 20-24

3/16/2023

REAL ESTATE

AGC East Tennessee Honors Excellence In Construction At Annual Celebration

3/16/2023



3/16/2023

Real Estate Transfers For March 9-15

3/16/2023



STUDENT SCENE



Emmie Treadwell Named Baylor's New Middle School Head

3/16/2023

Hamilton County Schools Announces New Program Alignment And Network To Boost Workforce Development And College Schools

3/16/2023

Junior League Of Chattanooga Announces The 25 Winners Of Their Annual Mini-Grants To Hamilton County Teachers

3/16/2023

LIVING WELL

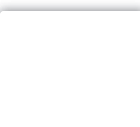


Grandparents Honored For Role In Pediatric Cancer Journey At Austin Hatcher Foundation's "Grandparents Day"

3/16/2023

sAge Aesthetics & Well Being Opens In Ooltewah, Celebrates Grand Opening March 24-25

3/16/2023



Morning Pointe Senior Living Releases "Milestones" Magazine, Features Chattanooga-Area Stories

3/15/2023 

MEMORIES

Book 7 Of The Good Old Days Series Available Now

3/16/2023



70 Years Ago In Chattanooga, Billy Graham Took Down The Ropes That Separated Blacks And Whites

3/14/2023

Nellie Kenyon, Newspaper Reporter, Is Topic At Chattanooga Area Historical Association

3/9/2023

OUTDOORS



White Oak Mountain Ranger: Scotch Doubles

3/14/2023

MGHC Announce 3rd Saturday Gardening Class "Pollinators & Native Gardens" March 18

3/14/2023

Little Soddy Creek Tire Cleanup Will Be March 18

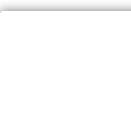
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TRAVEL

Cool Things For Southern Californians To Do 31: Orange County

3/14/2023 

Tennessee Aquarium Bids Farewell To COO Jackson Andrews After 32 Impactful Years

3/10/2023 

Endless Spring Break Adventures At The Tennessee Aquarium

3/9/2023 

CHURCH



Bob Tamasy: Of All God's Attributes, Faithfulness Is Near The Top

3/16/2023



LaTrice Currie To Be Guest Speaker At Women In Ministry Celebration At Greater Tucker Missionary Baptist Church

3/15/2023

Mt. Calvary Missionary Baptist To Hold Annual Men's Day "Christian Men" March 26

3/16/2023

OBITUARIES



Robert Stanley "Bob" Rock

3/17/2023



David Thomas Blakeman

3/17/2023



Jack Dennis Smartt

3/16/2023

Goforth, Taylor (Cleveland)

3/17/2023



Raines, Jonathan David (Jasper)

3/17/2023



Lynn, Renee Yvonne (Decatur)

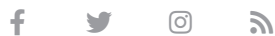
3/17/2023

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Lindsey Dawson <ldawson@chattanooga.gov>

City of Chattanooga FY 2023-24 Grants & Application Process

1 message

Sandra Gober <sgober@chattanooga.gov>

Mon, Feb 27, 2023 at 5:07 PM

To: ezraharristn@aol.com, Jessica Cloud <jessicacloud7@gmail.com>, BuellConnell <buellconnell@gmail.com>, Carla Elliott

<carlapelliott@gmail.com>, Emily Goldberg <pmengold@gmail.com>

Cc: Regina Partap <rpartap@chattanooga.gov>, Lindsey Dawson <lgarland@chattanooga.gov>, Christian Haigler <chaigler@chattanooga.gov>, Joshua Huffman <jhuffman@chattanooga.gov>, Rod Morton <rmorton@chattanooga.gov>, Jessica Gibson <jgibson1@chattanooga.gov>, Sandra Gober <sgober@chattanooga.gov>, Nicole Heyman <jheyman@chattanooga.gov>

Hello Everyone,

I hope this year is off to a great start for you. You should have been receiving notifications announcing the start of our FY 2023-24 grants and application process. The applications are due to us tomorrow (2/28/2023). I want to update you on some changes to our process.

With the change in Administration and the hiring of the Chief Housing Officer, our processes, all around, are being reviewed and tweaked to ensure relativity and optimum use of volunteer citizens' time. That being said, as you are aware, the analysis required to deem activities eligible and viable for funding is heavily weighed by federal guidelines and requirements. This necessitates the City staff pre-vetting the requests and subsequently providing the funding recommendations to the Committee. The opinion is that it is not an optimum use of the Committee members' time to ask them to wade through the applications and sit through a full day of applicant presentations if the ultimate decision has to lie with the City.

The plan is for the City staff to vet the applications and hold a session with the Committee in which a summary of the requests, recommendations for funding (or not), and funding justifications will be presented. Instead of the entire application and attachments, Committee members will be provided a summary of the requests, prior to the session.

The session is scheduled for the morning of March 17, 2023, in City Hall, 2nd floor. The exact time will be provided after we see how many requests are received. Please place this on your calendar.

We greatly appreciate your commitment and involvement in this process. Please give me a call if you have any questions.

Best Regards,

Sandra Gober
Manager, Housing & Community Investment

City of Chattanooga
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W: www.chattanooga.gov



**City of Chattanooga
FY 2023 – 2024
Grants Allocation
Workshop**

for CDBG and HOME

Department of
Economic Development
February 2, 2023
DRC Room 1A
2:00-4:00 p.m.



Meeting Agenda

I. Overview

- Grants
- Funding Available
- Funding Priorities
- Eligible Activities

II. Application Process

- Requirements
- Due Date
- Technical Assistance



Community Development Grants Workshop

Application process for grants received by the City from the U.S. Department of Housing and Urban Development (HUD), including:

- HOME Investment Partnership Program (HOME)
- Community Development Block Grant (CDBG)

HOME

Home Purchase
Homeowner Rehabilitation
New Homebuyer Assistance

CDBG

Acquisition of Real Property
Demolition and Blight Removal
Rehab of residential and non-residential structures
Public Facilities Construction and Improvements (water, sewer, streets, neighborhood centers)
Public Services
Activities Related to Energy Conservation
Economic Development and Job Creation/Retention

Anticipated Funding

	HOME	CDBG	Total
Grant	\$918,000	\$1,541,000	\$2,459,000
Program Income	\$465,682	\$267,034	\$732,716
Total	\$1,383,682	\$1,808,034	\$3,191,716
Less CD Admin.	(\$118,503)	(\$401,336)	(\$519,839)
Less Debt Service		(\$317,000)	(\$317,000)
Available for Activities	\$1,265,179	\$1,089,698	\$2,354,877

Target Populations

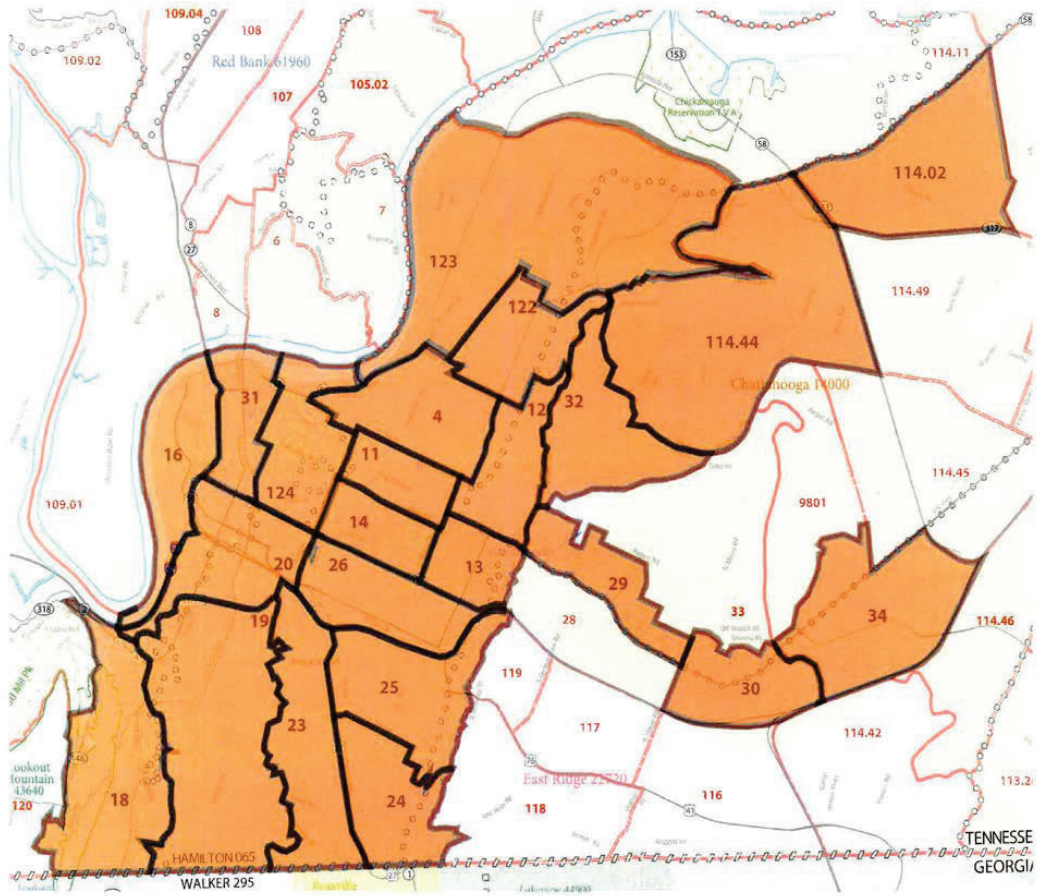
The table is based on these income categories:

- **Extremely low** – households with income less than **30** percent of area median income (AMI)
- **Very low** – households with income between **30** and **50** percent of AMI
- **Low** – households with income between **51** and **80** percent of AMI
- **Moderate** – households with income between **81** and **120** percent of AMI
- **Above moderate** – households with income above **120** percent of AMI

2022 Income Limits (Median Family Income: \$75,200)

Family Size	Low Income 80% AMI	Low Income 60% AMI	Very Low 50% AMI	Extremely Low 30% AMI
1 Person	\$42,150	\$31,620	\$26,350	\$15,800
2 Person	\$48,150	\$36,120	\$30,100	\$18,050
3 Person	\$54,150	\$40,620	\$33,850	\$20,300
4 Person	\$60,150	\$45,120	\$37,600	\$22,550
5 Person	\$65,000	\$48,780	\$40,650	\$24,400

2020 Low-Mod Income
Census Tracts





Priorities for 2020 - 2025 Con Plan

- **Housing**
 - *Homeowner Housing*
 - *Rental Housing*
 - *New Construction*
 - *Renovate*
 - *Housing Services*
- **Homeless Services**
 - *Permanent Housing*
 - *Services*
- **Economic Development**
- **Public Facilities**
- **Blight Elimination**
- **Public Services**

Priority Programs/Activities for FY 23 -24

- New construction of affordable rental housing and homeownership housing;
- Preservation of existing affordable housing stock;
- Housing and services to special needs populations;
- Opportunities for citizens to access/retain affordable housing;
- Public improvements in coordination with housing activities, and;
- Economic development activities in the City.



**COMMUNITY
DEVELOPMENT BLOCK
GRANT (CDBG)**

Anticipated Funding

	HOME	CDBG	Total
Grant	\$918,000	\$1,541,000	\$2,459,000
Program Income	\$465,682	\$267,034	\$732,716
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General Program Requirements

The primary objective of CDBG funds is to develop viable urban communities, principally for low/mod income persons through:



Decent Housing



Suitable Living Environment



Expanded Economic Opportunity

Eligible Programs/Activities

- Homeownership Assistance
- Rehabilitation and Reconstruction of Rental and Homeowner Housing
- Conversion of Existing Structures for Housing
- Housing Counseling
- Housing Services
- Community/Neighborhood Stabilization
- Public Improvements/Blight Elimination

Eligible Programs/Activities

The project/program/activity must be eligible and must:

1. Meet a National Object;
2. Address a Federal objective/outcome;
3. Address a goal/objective identified in the City's Five-Year Consolidated Plan, and;
4. Align with the City's priorities

Eligible Programs/Activities Cont.

National Objectives	Federal Objectives/Outcomes	Con Plan Goals
<p><i>Activities Benefiting L/M Persons</i></p> <ul style="list-style-type: none"> • Area Benefit • Limited Clientele • Housing • Jobs 	<p><i>Objectives</i></p> <ul style="list-style-type: none"> • Suitable living environment • Decent housing • Economic opportunities 	<ul style="list-style-type: none"> • Increase affordable housing opportunities • Services and housing for homeless • Employment opportunities
<p><i>Prevention/Elimination of Slums or Blight</i></p> <ul style="list-style-type: none"> • Spot Basis • Area Basis 	<p><i>Outcomes</i></p> <ul style="list-style-type: none"> • Availability/accessibility • Affordability • Sustainability 	<ul style="list-style-type: none"> • Public facilities/infrastructure



National Objective: Low/Mod Benefit - Housing

- Typical activities:
 - *homeowner rehab,*
 - *rental rehab, and*
 - *homebuyer assistance*

- Structures must be occupied by low/mod households:
 - *One unit structures occupied by LMI*
 - *One unit of a duplex occupied by LMI*
 - *51% of 3+ units occupied by LMI*



Rental Housing Activities*

- Acquisition, New Construction, and Rehabilitation
- Acquisition
 - *Units are rented to LMI persons at affordable rent*
 - *Must be public or non-profit purchaser*
- New Construction (HOME)
 - *Construction support*
 - *Exceptions and conditions apply*
- Rehabilitation (CDBG and HOME)
 - *Units must be rented to LMI persons at affordable rent*

*There is a separate application process for rental activities that is open year-round



Homebuyer Activities

- Assistance to Homebuyers OR Development Assistance
- Public Service Activity (subject to the cap)
- Direct Homeownership Assistance
 - *Up to 50% of required down payment*
 - *Reasonable closing costs*
 - *Principal write-down*
 - *Acquisition financing*
 - *Acquisition of mortgage guarantees*



Homeowner Rehabilitation

- Assistance can be in the form of grants, loans, loan guarantees, interest subsidies
- Minor/Moderate/Substantial Rehab Possible
- Special Purpose Programs
 - *Energy Efficiency*
 - *Emergency Repair*
 - *Handicapped Accessibility Programs*
- Reconstruction
 - *Conditions Apply*
- Can't be used for the construction of homes from the ground up
- Refinancing allowed only as part of a rehab project and makes the rehab affordable

Eligible Entities

- Must have a current IRS 501(c)(3) or (4) designation
- Must be established for charitable purposes, particularly aligning with proposed project
- In existence for more than one year as of April 1, 2023
- City/County government departments
- All applicants must be registered in SAM.gov and provide proof
- All applicants must have a UEI (Unique Entity ID) number



**HOME AND OTHER FUNDS
FOR THE
PRESERVATION AND
PRODUCTION OF AFFORDABLE
HOUSING**

Anticipated Funding

	HOME	CDBG	Total
Grant	\$918,000	\$1,541,000	\$2,459,000
Program Income	\$465,682	\$267,034	\$732,716
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Available for Activities	\$1,265,179	\$1,089,698	\$2,354,877

Housing Priorities

Increase housing inventory for low/moderate income populations, including special needs populations (homeless, seniors, veterans, disabled) through:

- Reconstruction or rehabilitation of existing single and multifamily housing properties (for rental),
- New rental housing development, and
- Homeownership housing development (nonprofits, CHDOs)

All activities funded must be within the Chattanooga city limits.

Eligible Applicants

- Public agencies
- For-profit developers
- Non-profit developers

Must have documented capacity/experience to construct/rehab and operate housing that benefit low-income families

- At the time of application, either own the property or have a binding/viable contract to purchase the property,
- Can demonstrate financial and organizational capacity to undertake and complete project and adhere to long term compliance and management requirements,
- Must be in good standing with HCI on all previous grants,
- Property taxes and all storm water fees must be current, and
- All applicants must be registered in SAM.gov and have a UEI number

General Program Rules

Long-Term Affordability

Less than \$15,000	7 years
\$15,000 - \$40,000	10 years
More than \$40,000	15 years
New construction of rental housing	20 years
Refinancing of rental housing	15 years

Throughout the affordability period the HOME assisted housing must be occupied by income-eligible households.

Grant Funding Opportunities – Continuously Open

HOME Affordable Housing Program (HOME)

- New construction or Rehabilitation of rental housing or homeownership housing
- (Non-profits and For-profits apply to City)
- Maximum grant funding not to exceed 50% of cost, up to \$40,000 per unit.
- POA: 5 -20 years

Landlord Renovation Program (CDBG)

- (Non-profit and For-profit landlords apply to City)
- Renovation of **vacant**, substandard rental units.
- Landlords can receive a grant to cover 50% of renovation costs, up to \$17,000, based on number of bedrooms.
- POA: 7 years

Grant Funding Opportunities – Continuously Open

Rapid Rental Repair (RRR)

- Assistance to eligible landlords with vacant rental units to complete maintenance & minor repairs to enable quick occupancy by income eligible households.
- The maximum grant amount is **\$4,900 per unit**
- 5-unit maximum.
- Rent unit to individual or household with an income at or below 60% of the AMI.
- Property must be vacant at time of application.
- POA: 1 year

Other City programs

- The Affordable Housing Fund
- PILOT Program
- City-funded minor home repair through Community Development
- COVID-related programs are on our website

Grant Funding Opportunities – Continuously Open

- Applications are accepted, and reviewed on an on-going basis – first come (completed), first funded. Projects will be approved for funding as long as funds last.*
- Visit City's website for detailed information about these programs.
- The City hosts informational workshops throughout the year on these programs

**City will attempt to ensure potential applicants are aware of how much funding is available before they go through the trouble of submitting an application.*

CDBG Applications

Scoring Sheet

Housing and Community Investment Application Review and Scoring Form FY 2022-2023	
Project/Program Eligibility	
1. Does entity meet the requirements to be an eligible applicant? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If no, brief explanation:	
2. Is proposed project/activity eligible for funding? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If no, brief explanation:	
Note: An answer of "No" to either of the above will result in the application not be reviewed for funding considerations.	
Organizational Capacity	
1. Years entity has been in operations: (< 1 yr.- 0 points) (1 yr.- 1 point) (< 4 yrs. - 2 points) (>4 yrs. - 5 points)	
2. Prior experience managing Federal or other grants?: (No - 0 points) (Yes - 5 points)	
3. Proposed project addresses a priority in the Consolidated Plan? (No - 0 points) (Yes - 5 points)	
4. Organization has a favorable history pertaining to ECD-HUD funded projects. (0-5)	
5. Agency has no known issues that could affect its ability to manage federal grants. (No -1 point) (Not sure - 0 points)	
Sub-Total	0
Entity appears to have:	
6. Adequate staff capacity for activity/program/project. (0-5 points)	
7. Sound organization and management structure. (0-5 points)	
8. Sound financial management system. (0-5 points)	
9. Structured Board providing oversight. (0-5 points)	
10. Prior experience in carrying out proposed activity. (0-5 points)	
11. Adequate resources to remain an ongoing entity. (0-5 points)	
Sub-total	0
Total Organizational Capacity	0
Application Completeness and Project Feasibility	
12. Provides a clear description of need/problem. (0-5 points)	
13. Provides clear objectives and outcomes. (0-5 points)	
14. Request is consistent with needs and objectives. (0-5 points)	
15. Tasks are clearly identified and described. (0-5 points)	
16. Cost estimates and budget are reasonable - certified/reliable source. (0-5 points)	
17. Project/activity/program appears to be financially sound. (0-5 points)	
18. Project/activity/program is leveraged with other funding. (0-5 points)	
19. Proposed schedule is realistic. (0-5 points)	
20. Applicant has a plan for future continuity of project without CD funding. (0-5 points)	
21. If funded, is activity/project/program sustainable without future CD -HUD funds? (No - 0 points) (Yes - 5 points)	
22. Is the proposed activity/program/project an unnecessary duplication of an existing program? (Yes - 0 points) (No - 5 points)	
23. Through proposal, does applicant demonstrate local collaboration without duplication of efforts? (No - 0 points) (Yes - 5 points)	
Total for Application Completeness and Project Feasibility	0
Total Application Points	0

Application & Timelines (CDBG)

- Application will be available on City website on January 23, 2023
<https://chattanooga.gov/economic-development/public-announcements>

Walk In Technical Assistance Sessions – ED Conference Room, 2nd floor City Hall: Housing (2/9 @ 1-3 p.m.), Public Fac. And Infrastructure (2/10 @ 9-11 a.m.), and Public Services (2/13 @ 10 a.m. – 12 p.m.)

- Applications Due – February 28, 2023
- Funding decision process complete – March 30, 2023
- Public Meeting - April 4, 2023

Next Steps

1/23/2023	Applications available
2/2/2023	Application Workshop for partner entities
2/9, 2/10, and 2/13	Application Technical Assistance (Housing, Public Facilities and Infrastructure, and Public Services, respectively)
2/28/2023	Applications Due
3/13 – 3/17	Review Applications, meet with Advisory Committee to discuss recommendations (3/17)
3/20/2023	Publication/Announcement of Public Meeting and Public Comment
3/28/2023	Presentation of Recommendations to Council
March 21 – April 20, 2023	30 - Day Comment Period for Funding Recommendations
4/4/2023	Public Meeting - Action Plan - Outlining Funding and Activities
4/25/2023	City Council Approval - Resolution
5/15/2023	Plan submitted to HUD
7/1/2023	Fiscal Year begins



QUESTIONS AND COMMENTS

Name	Agency or Address	Phone	Email
Alesia Jenkins	404 Kilmer St CHATT, TN 37404	423 364-2839	Alesia.Jenkins@Comcast.net
HARRY E. TATE	P.O. BOX 107, CHATT 37401	423-756-4724	HTATE50321@aol.com
GERARD MITCHELL	6400 ROSEMARY DR. 37416	423-220-6804	gerald.mitchell80@yahoo.com
Dana Severson	RP Homes 3200 N Hawthorn	423 883 2722	dana@rphomes.com
Moses Maier	Rayoffer LLC	909.229.2261	moses@rayoffer.net
Susan Greene	Kingdom Partners	423-645-1003	Susangreene@AIMcenter.org
Mark Strano	SELF	423-827-7078	STRANSAN@yahoo.com
CRIG KELLOGG	SELF	423-883-1065	craig50@comcast.net
JACE RANSNEY	WAYPOINT HOUSING INSIGHTS	258577-5044	waypointhousing@gmail.com
Casey Hayward	Lawrence Team	423-400-9829	casey@lawrenceteamhomes.com
Yashika Ward	City of Chattanooga	423 883 7605	yward@chattanooga.gov
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Natalie Nichols	City of Chattanooga, Grants	423 643 7396	nnichols@chattanooga.gov
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KAREN Aulich		217 855 2120	kaulich@yahtco.com
Trevor Wilson	HCHD	423-209-8275	TWilson@HamiltonTN.gov
Skyle Strategies - Connie Fernandez		423-280-6328	connie@skylestrategies.com
Winds River Tiny Homes	5011 Orchard Dr. Apison TN	404-395-1617	Amelia@windsriverinyhomes.com
Randy Jacks	Miracle Bapt. Church	423-595-0908	rastor@epbt.com
Jonathan Rogers	77 Fairhills	615-406-1841	jonathauerogers@gmail.com
Meagan Thomas	AIM Center	423 624 6591	meaganthomas@aimcenterinc.org
Kaya Evans	HCHD - 1272 Market	423-668-9804	rebeccae@chhd.org
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Jason Coffey	Coffee Investments LLC	423-873-5125	Jason@coffeinvestments.com
Vincent Jordan	Infinite Construction	423-834-0458	Vincentjordan@gmail.com
CATHY MEYER	SECOND PRESBYTERIAN	423-266-2828	cathy50meyer@yahoo.com
Jasmine Honeysucker	Integrity Real Estate Investments LLC	423 405 3942	support@integrityrealestateinvestments.com
Jay Wiseman	5731 Vincent Rd - 37414	423-838-9599	jay-wiseman@yahoo.com

Paula D. Turner	Whitasha Faith Manor	(423) 774-1341	PTAX@Comcast.net
Ann-Maree Smith	Help Right Here	423-227-4343	helpingwithchildren@gmail.com
Ken Smith	Avondale	423-704-7451	Kenesate@hotmail.com
Patrice McJannet	Wise Construction	256-683-8834	pmcneil@WISELIVINGONLINE.COM
Bill Rusk	Met Mid	423-628-9654	hrush@met-mid.org
Holly Reese	CHATT Fdn	423-505-4500	hollyreese@chattfoundation.org
Ivan Brown	CADENCE BANK	(423) 802-5337	ivag.brown@cadencebank.com
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Christian Haiker	" "	" "	chaiker
Joshua Huffman	" "	" "	huffman
Regina Hartup	" "	" "	hartup
Sabrina Goble	" "	" "	goble
Lindsey Dawson	" "	" "	ldawson
JANICE GOODEN	Renaissance Pres. Church	(423) 805-5958	JANICE.GOODEN@comcast.net

Application Interview Schedule March 21, 2023

Good Neighbors 9:00 a.m.

Orange Grove 10:00 a.m.

Consumer Credit Counseling 11:00 a.m.

Habitat for Humanity 12:00 a.m.

Application Interviews 3/21/23

habitable \Rightarrow 86% occupancy (100 units)
sect 8 PBD

Good Neighbors

elderly, handicapped tenants - 8
(117 units) stories

more than 40 years

4 full time
staff

elevator consultant 1 estimate

\$19,500

fire doors (unit shut)

\$25,000

exterior fencing (to keep people off property)
\$30,000

fridge est. \$670 per unit

stove est. \$478 stove

reserve account \$900/unit have

about \$500,000 in account

have to maintain \$117,000 in

account for reserve

3 loans to be repaid if they refinance
under 231

1.6 million - debt currently

Orange Grove

4 homes 23 people

10 homes total
in Ham Co

3515 Lillian Ln

in Ham Co

3523 Lillian Ln

+ 1 in North GA

3770 Wilcox Blvd

~~3 homes~~ 3784 Wilcox

\$4 million project

(10 homes total)

\$1.3 million

classified as residential by state
4 bedrooms

Also applying for HOME funding

value? will give to me
(3515)

Lillians priority over other properties

Consumer Counseling Credit

new program here

N side Neighborhood
house
Samaritan Center

credit counseling
financial counseling

CNE
City depts.

Located in
East Gate
center

adding financial empowerment
components

- ongoing coaching
- on-site w/ partner orgs

hire 1 person
who would be
mobile

Have certified housing counselors
and ~~credit~~ trained credit
counselors.

(currently for
City of Chatt only)

CCCS is the only brick and mortar
credit counselors in the state -
rest have gone to online format.

(Face to face)
this program adds the ongoing
hand holding that is needed

for financial.

Modeled after Cities Empowerment
Fund.

when people enroll in _____ program
get fair share of grant revenue

~~we~~ will always need grant funding

Free program 80% AMI or less
BOA, Trust, Regions Lenders
work of THWA, CNE to get served clients
to homebuyer opportunities

Working of Elizabeth @ Habitat
to remove evictions

Work of Sherrif's ~~will~~ dept to
get convicts ready for
~~the~~ housing.

Applied to Community Foundation but
were denied. - didn't fit their
goals

- Applied to United Way as well.

They have several bilingual employees
plus interpreter services

\$ 313,000 total cost - whole agency
operation

\$ 84,832

~~800,000~~ is the staff person plus
related costs - make 5th FTE

don't do debt settlement - only
if creditor offers it

Chatt Foundation - use COVID
funds

Orange Grove - use COVID funds

CDBG FUNDS
FY 2023-2024
FUNDING SUMMARIES

<i>HOUSING & HOUSING SERVICES - CDBG</i>	RECOMMENDED	REQUESTED	LEVERAGE	2022-2023 ALLOCATION
CHATTANOOGA COMMUNITY HOUSING DEVELOPMENT (CCHDO) homeowners who reside within the city limits of Chattanooga.	300,000.00	300,000	103,000	250,000
ORANGE GROVE CENTER Funds will be used to repair/renovate homes owned by Orange Grove Center and occupied by individuals with IDD. Residents of these homes have significant needs requiring supervision 24/7/365 and are served in both residential and day programs at Orange Grove. We anticipate renovating 4 homes currently serving 22 individuals (capacity is 23) for which we are seeking CDBG funding.	0.00	150,900	7,250	47,300
CHATTANOOGA NEIGHBORHOOD ENTERPRISE, INC Funds requested to provide low interest loans to appx. 12 homeowners for home improvements and to cover related program delivery costs.	400,000.00	400,000	165,000	300,000
CHATTANOOGA NEIGHBORHOOD ENTERPRISE, INC Public infrastructure being proposed at 2003 Bailey Avenue. CNE is anticipating using HOME and ARP funding, a PILOT, a grant from the Benwood Foundation and bank debt to pay for the project costs.	0.00	476,000	5,116,000	-
HABITAT FOR HUMANITY OF GREATER CHATTANOOGA Funds will be used to assist homeowners with exterior, weatherization, and/or critical repairs of 4 homes in the Chattanooga area	25,000.00	25,000	72,000	100,000
CHATT FOUNDATION (FORMERLY COMMUNITY KITCHEN) Construction of equitable restrooms and showers at homeless shelter serving individuals and families.	439,000.00	733,000	50,000	-
CONSUMER CREDIT COUNSELING SERVICE residents.	0.00	84,833	289,552	-
GOOD NEIGHBORS Renovation of Whiteside's Faith Manor at 735 E 10th Street	0.00	286,660	-	-

2 ECD & OTHER CITY DEPARTMENTS

Community Development Admin	401,336.00	401,336		368,698
Section 108 Debt Service	317,000.00	317,000		317,000
Code Enforcement - Blight Elimination	75,000.00	75,000		75,000
Public Works - SLAP Program	25,000.00	25,000		25,000
Transportation - Street/Sidewalks improvements	200,000.00	200,000		200,000
Housing Preservation		-		62,466
Total CDBG Requests	<u>2,182,336</u>	<u>3,474,729</u>	5,802,802	<u>1,745,464</u>
Estimated Funding Available	<u>1,808,034.00</u>	<u>1,808,034</u>		
Difference	<u>-374,302.00</u>	<u>(1,666,695)</u>		

AVAILABLE FUNDING **

CDBG Grant	FUNDING
Estimated Program Income	1,541,000
Total CDBG	<u>267,034</u>
	<u>1,808,034</u>
 HOME Grant	 918,000
Estimated Program Income	465,682
Total HOME	<u>1,383,682</u>
Total Estimated Funding Available	<u>3,191,716</u>

** Program income is estimated based on prior year funding. Funding awards were increased or decreased proportionately to difference(s) in actual grant awards to the City.

City of Chattanooga
Department of Economic Development
Office of Housing & Community Investment
(HCI)



Application for
Community Development Block Grant (CDBG)
Funds
FY 2023-2024



**Application for Community Development Block Grant (CDBG) Funds
FY 2023-2024
Application Checklist**

1. Cover Letter specifying:
- a. The name and address of the non-profit organization;
 - b. The agency's mission;
 - c. The funding amount being requested, name of program/project/activity, and specific, proposed use of funds;
 - d. The program Federal Objective/Outcomes along with a City Results Area; and
 - e. The name, address, and telephone number of a specific contact person within the organization that can be contacted for additional information, if necessary.
2. Completed and signed Application Form
3. Required Attachments/Supplemental Information:*
- a. Agency-wide, board approved most recent Annual Operating Budget
 - b. Charter of the non-profit organization filed with Tennessee Secretary of State. If the Name on the Charter does not match the Agency's current name, please ensure any amendments or merger documents filed with the State are provided;
 - c. Document indicating Non-Profit Tax Exemption Status for the non-profit organization under the Internal Revenue Code, such as an IRS Determination Letter;
 - d. Most recent IRS Form 990 as filed with the IRS;
 - e. The most recent Annual Audit (if applicable) of the non-profit organization, prepared by an independent Certified Public Accountant in accordance with Generally Accepted Auditing Standards. Fiscal Year 2021-22 Audited Financial Statements are preferred. If 2021-22 annual audit is not yet available, then please provide the most recent audit (2020-21), as well as an engagement statement noting when the 2021-22 audit will be completed and submitted to the City.
 - f. If the agency is not required to file Form 990 with the IRS or have an independent audit report due to other funding requirements, annual financial statements prepared by the agency or compiled by an accountant must be submitted with request.
 - g. Provide a list of full time, part time and contract employees associated with the project/program; staff biographies/resumes, description of their roles in the project/program; and job descriptions.
 - h. List of the Board of Directors, including position, contact information, and number of years served;
 - i. Board approval for application submittal for the specified project(s);
 - j. If project involves construction, project write-up and a certified cost estimate from qualified contractor, engineer, or architect – as applicable;
 - k. Certification regarding debarment; and
 - l. Certification of Conflict of Interest
 - m. Section 3 Business Certification
 - n. Section 3 Resident Certification (if required)
 - o. Acknowledgement and Intent to Comply with Section 3
- Hardcopy Submitted** – Due by 4:00 PM on February 28, 2023 at HCI office; City of Chattanooga, Department of Economic Development, 101 E 11th Street, Suite 200, Chattanooga, TN 37402
- Electronic Copy Submitted** – Due by 4:00 PM on February 28, 2023 to hci@chattanooga.gov and copy Regina Partap at rpartap@chattanooga.gov

***Under number 3 above, City of Chattanooga and Hamilton County government, only a, g, and j are applicable and a departmental/project budget is acceptable.**

Application Form CDBG 2023-2024

I. General Organization & Project Information

Agency:					
Name of Contact Person:					
Title:					
Address:					
City:		State:		Zip Code:	
Phone:		Email:			
DUNS or UEI Number:				Federal Tax #:	
Agency Type:	<input type="checkbox"/> City Government Agency				
	<input type="checkbox"/> Non-Profit Organization				
	<input type="checkbox"/> Public Agency				
	<input type="checkbox"/> Community Housing Development Organization				
Is the agency a 501(c)(3)?		<input type="checkbox"/> Yes		<input type="checkbox"/> No	
Date 501(c)(3) status was granted:					

II. Project/Program/Activity Information

Project Name:					
Project Address:					
City:		State:		Zip Code:	

CDBG Funding Request:		Applicant's Leverage:	
Total Project Cost:		CDBG Leverage % of Total	

Current Status of Program/Project/Activity	<input type="checkbox"/> Program/Project/Activity is currently funded with CDBG				
	<input type="checkbox"/> Program/Project/Activity currently NOT funded with CDBG				
	<input type="checkbox"/> New Service/Program				

Projected Start Date:		Projected Completion Date:	
------------------------------	--	-----------------------------------	--

Type Program/Project/Activity:	<input type="checkbox"/> Homeowner Housing Rehabilitation		<input type="checkbox"/> Homebuyer Assistance/Soft Second Mortgages	
	<input type="checkbox"/> Rental Housing Rehabilitation			
	<input type="checkbox"/> Public Service		<input type="checkbox"/> Public Facility/Infrastructure	
	<input type="checkbox"/> Economic Development		<input type="checkbox"/> Clearance	

National Objective	
1. <input type="checkbox"/> Activities Benefiting L/M income persons	2. <input type="checkbox"/> Prevention/Elimination of Slums or Blight
Sub-Categories	Sub-Categories
a. <input type="checkbox"/> Area Benefit (LMI Census Tract only)	a. <input type="checkbox"/> Slums and Blight Area Basis
b. <input type="checkbox"/> L/M Limited Clientele	b. <input type="checkbox"/> Slums and Blight Spot Basis
c. <input type="checkbox"/> L/M Housing	c. <input type="checkbox"/> Slums or Blight in an Urban Renewal Area
d. <input type="checkbox"/> L/M Jobs - Create/Retain	

Federal Objective/Outcome (See page 6 of Application Instructions for details)	
Program Objective	
Program Outcome	

Geographic Area - Proposed Project/Program/Activity Service Area
<input type="checkbox"/> City-wide or
Please indicate street(s), Census Tract(s), neighborhood(s), etc. :

Consolidated Plan Goals and Objectives Project/Program/Activity Will Address		
Goal Name	Needs Addressed	Goal Outcome Indicator
<input type="checkbox"/> 1. Increase Affordable Housing Opportunities	<input type="checkbox"/> A. Increase supply of affordable rental housing	Rental units renovated: Number _____
	<input type="checkbox"/> B. Preserve existing housing stock	Homeowner units renovated: Number _____
	<input type="checkbox"/> C. Increase access to homeownership opportunities	Homeowner units created: Number _____
	<input type="checkbox"/> D. Improved/increased access/retention to housing	Direct financial assistance to homebuyers: Number of Households _____
		Housing counseling/education: Number of persons _____
		Fair Housing education: Number of persons _____
		Other: _____
<input type="checkbox"/> 2. Services and Housing for Homeless	<input type="checkbox"/> D. Improved/increased access/retention to housing	Housing for homeless/special needs population: Number of Households _____
		Tenant-based rental assistance/rapid rehousing: Number of Households _____
		Homeless Assisted: Outreach Number of persons _____
		Homeless Assisted - Overnight Shelter: Number of persons _____
		Homelessness Prevention: Number of persons _____

Consolidated Plan Goals and Objectives Project/Program/Activity Will Address		
Goal Name	Needs Addressed	Goal Outcome Indicator
<input type="checkbox"/> 3. Increase Employment Opportunities	<input type="checkbox"/> E. Promote economic development activities	Jobs created: Number _____
		Jobs retained: Number _____
		Businesses assisted: Number _____
<input type="checkbox"/> 4. Community Development Public Facilities and Infrastructure	<input type="checkbox"/> F. Community improvements, public facilities, infrastructure	Infrastructure improvements- streets: Liner feet: _____ Number of persons _____
		Infrastructure improvements- sidewalks: Liner feet: _____ Number of persons _____
		Substandard buildings/structures demolished: Number: _____
		Public facility improved: Number of persons _____

III. Project/Program/Activity Budget and Funding Information (Increase rows if necessary or attach additional sheets)

<i>Program/Project/ Activity Budget Line Items</i>	<i>Total Line Item Cost</i>	<i>Amount CDBG Will Cover</i>	<i>Amount Other Sources Will Cover</i>	<i>Name of Other Sources</i>
	\$	\$	\$	
	\$	\$	\$	
	\$	\$	\$	
	\$	\$	\$	
	\$	\$	\$	
	\$	\$	\$	
	\$	\$	\$	
	\$	\$	\$	
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	\$	\$	\$	
	\$	\$	\$	
	\$	\$	\$	
	\$	\$	\$	
	\$	\$	\$	
Total Project/Program/Activity Cost	\$	\$\$	\$\$	
Percentages	100%			

IV. Project Beneficiary Statistics

1. Indicate the beneficiaries, under the following categories, that your program/project/activity will serve and has served, along with estimated number. (Check all that are applicable.)

a) Target Population(s)

Beneficiaries	Estimated Number to be Served
<input type="checkbox"/> Low and moderate income individuals	
<input type="checkbox"/> Low/Mod income households	
<input type="checkbox"/> Low/Mod income community	
<input type="checkbox"/> Elderly	
<input type="checkbox"/> Individuals with disabilities	
<input type="checkbox"/> Jobs Created/Retained	
<input type="checkbox"/> Businesses Assisted	
<input type="checkbox"/> Homeless individuals	
<input type="checkbox"/> Special Needs: _____	
<input type="checkbox"/> Veterans	
<input type="checkbox"/> At-risk youth Specify:	
<input type="checkbox"/> Other (Specify)	

b) Historic and Proposed Outcomes

<i>Program Beneficiary Characteristics Clients/Patients/Recipients/Other</i>	<i>FY 2022-23 Actual</i>	<i>FY 2022-23 Projected</i>	<i>FY 2023-24 Target</i>
1. Number of Persons Served			
2. Number Housing Units Preserved			
3. Number of Businesses Assisted			
4. Number of Jobs Created/Retained			
5. Number of Substandard Structures Demolished			
6. Linear Feet - Sidewalks			
7. Linear Feet - Streets			

Historic and Proposed Outcomes – Cont.

Program Beneficiary Characteristics Clients/Patients/Recipients/Other	FY 2021 Actual	FY 2022 Projected	FY 2023 Target
8. Unduplicated Count of Program Beneficiaries			
TOTAL: a) Households <input type="checkbox"/> b) Persons <input type="checkbox"/>			
a) Total Continuing From Previous Fiscal Year			
b) Total New for the Year			
c) Total Terminated During the Year			
A. Age Group TOTAL			
a) Infants – Under 5			
b) Between 5 and 12			
c) Between 13 and 17			
d) Between 18 and 29			
e) Between 30 and 64			
f) 65 and over			
g) Not Known			
B. Sex TOTAL			
a) Male			
b) Female			
c) Not Known			
C. Ethnic Background TOTAL			
d) White			
e) Black			
f) Hispanic			
g) Asian			
h) Other – Ethnic Minority			
i) Not Known			
D. % Income Level TOTAL			
j) Below – 30%			
k) 31 – 50%			
l) 51 – 80%			
m) 81% and Over			
n) Not Known			
E. Location of Residence TOTAL			
o) Chattanooga			
p) Outside of Chattanooga			
q) Not Known			

2. Explain how estimates in charts were derived.

V. Program/Project/Activity Details - Narrative

Provide information on the project/program/activity for which you are seeking funding by providing details on the following:

1. **Project Description** - Describe program/project/activity along with justification/demonstration of need as well as organization's need for funding. Discuss where, when, how, and purpose the CDBG and other related funds will be used. Discuss what service(s)/benefits will be provided to clients, as well as how project/program is operated in collaboration with other projects/programs in the community.

For housing preservation projects, please discuss applicable energy saving features; property standards; ongoing program/project administration; ensuring compliance and period of affordability; composition of targeted area (housing mix, income levels, access to transportation, etc.); and plans for property management and maintenance. For public facility improvement projects, please ensure the following are addressed: physical description of property; location; current ownership, current value, work write-up, zoning, and certified cost estimate.

For homebuyer assistance projects, please include proposed program guidelines and objectives, level of assistance, and underwriting standards and procedures. You must also address how the potential homebuyer will obtain housing counseling from a HUD approved housing counseling agency.

2. **Budget and Funding Information** - Provided supporting details/information on the numbers included in the budget chart. Discuss when and how CDBG funds, and any other funds will be utilized – providing specific details on the costs applicable to CDBG. If the activity is not a new activity, discuss how those costs were covered in the past.
3. **Objective & Outcome** - Provide details on the information included in the charts above - discussing the measurable, quantifiable outcomes, objectives, and beneficiaries. (*BE SPECIFIC*: i.e., 14 houses will be rehabilitated, 25 children will receive subsidized child care, 50 individuals will be counseled, 10 families will become first-time homebuyers, etc.)
4. **Target Population** - Discuss the target population(s) that will be served and how it was determined.
5. **Participant Eligibility** - Discuss the manner/process by which clients/beneficiaries/units/area/sites (as applicable) will be selected, served, tracked and reported on.
6. **Service area** – Discuss the area in which the proposed program/project/activity will cover.

7. **Program/project marketing plan** – To whom, how, when, and where the project/program will be marketed?
8. **Long term sustainability** – What are the expected long-term benefits to the clients being served/units improved/sidewalks installed/jobs created, etc., and how will they be sustained? Additionally, if program/project/activity is funded how it will be funded/sustained in upcoming years?
9. **Project timeline/milestones** - Detail the chronological order of the major phases of your project / program. Include expected start date and end date. Although this is only a projection, be as accurate as possible).
10. **Community Engagement** - Discuss how program/activity will be coordinated with others in the community.
11. **Program/project evaluation plan** (How will you know if your project is successful?) Briefly describe your method for evaluating (measuring) the success of your project, including frequency of evaluations.

VI. Organization/Project History

1. Has the agency carried out this program/project in the past? Yes No
2. If yes, please answer the following questions:
 - a. When was the program/project previously attempted?
 - b. Funding source and amount?
 - c. Expounding upon the data provided, what were the outcomes/results of the program/project?
 - d. If the request is for a continuation of services; describe successes and failures of program in the past and how you will overcome them.
3. Are there other agencies that provide the same or similar programs to the one you are proposing? Yes No

a. If yes, please discuss these programs and explain why your program/project should be funded. What makes it unique to similar programs/projects in the area?

4. Is this proposed project/program in coordination with, or part of, an ongoing Housing or Community Development Initiative? Yes No

a. If yes, please explain.

5. Have you received CDBG, HOME, ESG or City General funds within the last three years?

Yes No

a. If yes, list the type received, amount, project/program supported and current balances.

Type	Year	Project/Program Supported	Amount	Current Balance
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$

b. **Current balances** - Please explain when any balances will be fully expended.

6. Has your organization submitted a request for funding under the City’s Priority Based Budgeting (PBB) process for the upcoming fiscal year (July 1, 2023 - June 30, 2024), and/or the One Chattanooga Relief and Recovery Plan? If yes, provide a brief description of the request (s), including amount of the request(s).

7. If your organization received funding from the City of Chattanooga (other than CDBG, ESG, or HOME) for the most recent fiscal year (July 1, 2022 – June 30, 2023), provided details on purpose and amount.

8. Have you applied to other sources of funding for the proposed project/program?

Yes No

If yes, explain and complete chart below:

Agency Request Made to	Amount of Request	Status			Date
		Approved/Amount	Pending	Denied	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

9. If you have not applied to other potential funders, please explain why.

10. With or without CDBG funding, how will the proposed project/program be leveraged and sustained in the future?

11. If you are awarded more than \$200,000 for a single project, do you acknowledge that you will be required to follow Section 3 regulations (Economic Opportunities For Low- And Very Low-Income Persons) at 24 CFR Part 75? Yes No

VII. Organization Experience/Capacity

1. Please provide information for major sources of funding for programs and operations.

Major Sources of Funding for the Past Three Years					
Program/Project	Name of Funding Source	FY2020-21 Received	FY2021-22 Received	FY 2022-23 Received	FY 2023-24 Requested

2. Please provide information describing the agency’s history, experience and capacity to undertake and carry out the project/program, expend awarded funds in a timely manner, and adhere to any required long-term compliance.

3. What services/activities are the applicant organization currently providing and to what type of clientele? What types and number of beneficiaries are/were assisted, annually? Discuss similar programs you have managed in the past three years?

4. Is the applicant organization working with other organizations/agencies that perform similar services?
 Yes No

If “yes”, identify those organizations/agencies:

5. Describe the applicant organization’s experience with CDBG or other Federal grant programs.

6. Include with attachments, a list of full time, part time and contract employees associated with the project/program; staff biographies/resumes, description of their roles in the project/program; and job descriptions.

7. Check each item that exists within your organization’s capacity.
 - Audit System
 - Written, internal controls
 - Record Keeping System
 - Procurement System – formal written procedures in place
 - Staff Time/ tracking and distribution
 - Client eligibility and demographic data collection and reporting system
 - Conflict of interest policies
 - Formal personnel system – written procedures in place
 - Fund raising/development
 - Revenue generation
 - No outstanding findings or issues

8. Describe the applicant organization’s administrative systems including but not limited to the above list. If any gaps exist in the applicant organization’s administrative systems, how will they be addressed?

9. Does the organization have any outstanding audit findings or compliance issues with the City, State or Federal Government?
 Yes No

If “yes”, please explain:

VIII. Rehabilitation Construction Project Information (Indicate N/A) If not applicable.

Describe the applicant organization's level of experience with Davis-Bacon prevailing wage requirements.

Describe the applicant organization's experience/capacity with oversight of construction projects.

If the applicant organization currently does not have the construction capacity or has identified a weakness in its capacity, how will this be remedied?

IX. AUTHORIZATION FOR APPLICATION SUBMITTAL

Name of Organization:

Address:

Name of Individual Authorized to Submit Application:

Title of Individual Authorized to Submit Application:

Signature of Individual Authorized to Submit Application

Date: _____

X. BOARD OF DIRECTOR AUTHORIZATION

I (We) certify to the City of Chattanooga that the Board of Directors of the organization identified in this application has authorized the submission of this request for funding support. I (We) certify, to the best of my (our) knowledge, that the information contained in this proposal is true and complete.

2. Name of Authorized Board Official:

Print _____

Signature: _____

Date: _____

Title: _____

3. Name of Authorized Board Official:

Print _____

Signature: _____

Date: _____

Title: _____

XI. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, PROPOSED DEBARMENT, INELIGIBILITY, AND OTHER RESPONSIBILITY MATTERS

Title 24 Code of Federal Regulations Part 24 requires that City of Chattanooga not enter into contract with any agency, corporation, partnership, or other legal entity that has been debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by the Federal Government from participating in transactions involving Federal funds. You are required to sign the certification below which specifies that neither you nor your principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in programs funded by a Federal agency. It also certifies that you will not use, directly or indirectly, any of these funds to employ, award contracts to, engage the services of, or fund any contractor that is debarred, suspended, or ineligible under 24 Code of Federal Regulations Part 24.

If you need to determine whether your agency/firm has been debarred or suspended, or if a subcontractor you plan to hire is suspended or debarred, please refer to the following sources:

- *List of Parties Excluded From Federal Procurement and Non-procurement Programs, issued by the U.S. General Services Administration, Office of Acquisition Policy. Contact the Superintendent of Documents, U.S. Government Printing Office, Washington D.C. 20402 (Reference Stock # 722-002-00000-8). The telephone number is 202-512-1800.*
- *Internet access is also available at <http://epls.arnet.gov>*

1. By signing and submitting this certification, the undersigned certifies to the best of its knowledge and belief, that it and its principals:
 - a) Are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency;
 - b) Have not within a three-year period preceding this award, been convicted of or had a civil judgment rendered against them for: commission of fraud or criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, local) contract or subcontract; violation of Federal or State antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property;
 - c) Are not presently indicted or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any of the offenses enumerated in Section (1.b) of this certification;
 - d) Have not within a three-year period preceding this award, had one or more contracts (Federal, State, or local) terminated for cause or default;
 - e) Will not knowingly enter into any subcontract with a person who is, or organization that is, debarred, suspended, proposed for debarment, or declared ineligible for award of contracts by any Federal agency; and
 - f) Will require that the language 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.
2. "Principals", for the purposes of this certification, means officers, directors, owners, partners, and persons having primary management or supervisory responsibilities within a business entity.
3. Where the undersigned is unable to certify to the statements listed in Section (1) in this certification, an explanation shall be attached. The Contractor shall provide immediate written notice if, at any time prior to or during the negotiated contract period, the Contractor learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

- Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by Section (1) of this provision. The knowledge and information of Contractor is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

This certification submitted to the City of Chattanooga is a material representation of fact upon which reliance is placed when entering into a contract agreement. If it is later determined that the Applicant knowingly rendered an erroneous certification, in addition to other remedies available, the City of Chattanooga may terminate, for default, any contracts executed from reliance upon this information.

Signature of Authorized Signing Official/Representative

Date

Printed Name of Signer

Name of Agency

XII. Conflict of Interest Disclosure Form

Conflict of Interest Regulations: U.S. HUD's Conflict of Interest provisions are set forth at 24 CFR 570.611(b) which provide in relevant part that "...no persons described in paragraph (c) of this section who exercise or have exercised any functions or responsibilities with respect to CDBG activities assisted under this part, or who are in a position to participate in a decision making process or gain inside information with regard to such activities, may obtain a financial interest or benefit from a CDBG-assisted activity, or have a financial interest in any contract, subcontract, or agreement with respect to a CDBG-assisted activity, or with respect to the proceeds of the CDBG-assisted activity, either for themselves or those with whom they have business or immediate family ties, during their tenure or for one year thereafter..." 24 CFR 570.611(c) describes the persons covered by the above rule as being applicable to "Persons covered. The conflict of interest provisions of paragraph (b) of this section apply to any person who is an employee, agent, consultant, officer or elected official or appointed official of the recipient, or any designated public agencies, or of subrecipients that are receiving funds under this part."

The purpose of this document is to assist in the determination of whether additional restrictions, oversight, or other conditions might be advisable prior to execution of any contract, funding or providing assistance. The term "Conflict of Interest" refers to situations in which financial or other personal considerations may compromise or have the appearance of compromising professional judgment in following the rules and regulation of the program. Please mark the appropriate box for each question and complete the attachment, if indicated. This form (with Attachment, if required) must be completed and returned with your application.

Agency Name:

Funding Source:

Agency Address:

City, State, ZIP:

Project Name:

A. Family Relationships:

Does any employee, board member or person (as described above) in your agency have a family member directly or indirectly involved or employed with the Department of Economic Development and/or City of Chattanooga that creates a conflict of interest or the appearance of a conflict under the Conflict of Interest Regulation?

Yes No (If YES, please complete Part A of the Conflict of Interest Disclosure Form Attachment)

B. Program Relationships:

Does any employee, board member or person (as described above) in your agency serve or is appointed in a Department of Economic Development and/or City of Chattanooga Board/Committee have or may create a conflict of interest or the appearance of a conflict under the Conflict of Interest Regulation?

Yes No (If YES, please complete Part A of the Conflict of Interest Disclosure Form Attachment)

Does an employee of the Department of Economic Development and/or City of Chattanooga serve in the agency's Board of Directors, which may create a conflict of interest or the appearance of a conflict under the Conflict of Interest Regulation?

Yes No (If YES, please complete Part A of the Conflict of Interest Disclosure Form Attachment)

Does any elected official of the City of Chattanooga serve in the agency's Board of Directors, which may create a conflict of interest or the appearance of a conflict under the Conflict of Interest Regulation?

Yes No (If YES, please complete Part A of the Conflict of Interest Disclosure Form Attachment)

Is any employee, board member and/or person (as described above) in your agency involved in any other activity, directly or indirectly, with the Department of Economic Development and/or City of Chattanooga that may create a conflict of interest or the appearance of a conflict under the Conflict of Interest Regulation?

Yes No (If YES, please complete Part A of the Conflict of Interest Disclosure Form Attachment)

C. Business Relationships

Is any employee, board member or person in your agency or a family member (spouse, child, stepchild, parent, sibling, or domestic partner) involved as an investor, owner, employee, consultant, contractor, or board member with an entity that has a contractual relationship with the Department of Economic Development and/or City of Chattanooga to provide goods or services, sponsor development activities and/or receive referrals from the Department of Economic Development and/or City of Chattanooga?

Yes No (If YES, please complete Part A of the Conflict of Interest Disclosure Form Attachment)

I have read and understand the Conflict of Interest Disclosure Form. I have disclosed all information required by this disclosure, if any, in an attached statement. I agree to comply with any conditions or restrictions imposed by the Department of Economic Development and/or City of Chattanooga to reduce or eliminate actual and/or potential conflicts of interest. I will update this disclosure form promptly, if relevant circumstances change. I understand that this Disclosure is not a confidential document. If U.S. HUD determines that a conflict of interest exists, this contract may be terminated and you may be required to return any and all funding allocated, whether used or not used.

Print Name: _____ **Date:** _ _____

Signature: _____

Conflict of Interest Disclosure Form Attachment

If you answered YES to any question on the previous page, please complete the relevant section(s) below. If you answered **NO to ALL the questions, you may discard this attachment.**

Agency Name:
 Agency Address:
 City, State, ZIP:

Funding Source:
 Project Name:

Name of Person Involved	Describe Nature of Conflict – Actual, Potential, or Perceived Please provide as much relevant information as possible.

Print Name (Executive Director):

Date: ____

Signature