



City of Knoxville
Community Development Department
400 Main Street, Suite 522
Knoxville, Tennessee 37902
(865) 215 2120

**CHDO SET-ASIDE FUNDING REQUEST
2009-10 FUNDING**

Applications are due no later than 12:00 p.m. (noon) on Tuesday, February 17, 2008. No matter which method of delivery an agency chooses (US mail, courier, hand delivery, or other), it is the agency's responsibility to ensure that the application is actually received in the Community Development office by the deadline.

A technical assistance workshop will be held:

Friday, January 23, 2009 at 11:00 a.m.
Charles Warner Cansler YMCA
616 Jessamine Street
Knoxville, TN 37917

Attendance at the workshop is mandatory for all applicants. **Applications from agencies not attending a workshop will not be considered for funding.**

Enclosures:

Application Instructions
Set-Aside Home Program Requirements
Set-Aside Application
CHDO Re-Certification 2009-10
Certification of Compliance with Conflict of Interest Requirements



APPLICATION INSTRUCTIONS

Section 1: General Information

The City of Knoxville is seeking set-aside requests from Community Housing Development Organizations for funding to carry out housing activities to assist low-income persons with affordable housing in the City of Knoxville.

Funds will be available on or about July 1, 2009 and remain effective until June 30, 2010. All projects should be designed to begin immediately and be fully completed by the June 2010 deadline.

Notice of award is expected in June 2009, following City Council approval of the annual budget and final HUD approval.

Funding requests that are selected for funding may receive less than the requested amount depending on the number of applications received and available funds. Funding is not guaranteed to any agency or project.

Eligible Applicants

Certified CHDOs are eligible to apply for Set-Aside funds, and each applicant must have the authority to submit the application and to carry out the proposed project/activity pursuant to its charter and by-laws. All current CHDOs will need to submit their Re-Certification Application with the Set-Aside Funding application. Organizations interested in being certified as a City of Knoxville CHDO for the first time should contact Tim Dimick in the Community Development Department.

Technical Assistance Workshop

Prior to submitting an application, all CHDOs are required to attend the technical assistance workshop conducted by City staff. A workshop is scheduled for 11:00 a.m. on Friday, January 23, 2009, at the Charles Warner Cansler YMCA, 616 Jessamine Street, Knoxville, TN 37917. Advanced registration for the workshop is not necessary.

Draft Review

If you would like your draft application reviewed by City staff, it must be received by fax, email, or other method by noon on Friday, February 6. You will be contacted with suggestions on how to improve the application within two to three working days. Making suggested corrections and/or improvements does not guarantee funding, nor is it guaranteed that a draft review by the City will identify all deficiencies.

Incomplete Applications

Once received, all grant applications will be screened for eligibility and completeness. Incomplete or ineligible applications will not be considered for funding.

Application Review and Selection

Completed applications for eligible projects will be rated in a process that considers the project's applicability to the City's affordable housing goals, return for investment of HOME funds by the City and the ability of the CHDO to undertake the project.

Funding Duration, Reporting Requirements and General Regulatory Compliance

Project funding will be available on or about July 1, 2009 and will remain effective until June 30, 2010. All projects should be designed to begin immediately and conclude by this deadline.

Quarterly reports are required for all projects, as are completion reports. Additional reporting and/or information may be required depending on the scope of the project.

All projects must comply with the federal regulations applicable to CHDO activities. These regulations may include (but are not limited to): Environmental review, federal procurement standards, Fair Housing and Equal Opportunity regulations, lead based paint regulations, and federal fiscal/audit standards. Projects are monitored through technical assistance, site visits, and formal file reviews.

Regulations specifically related to CHDOs can be found in 24 CFR Part 92.

Funding Timeline

January 12, 2009	Application packages available
January 23, 11:00 a.m.	Technical assistance workshop
February 17, 2009, 12:00 p.m.	Applications due in Community Development office
February 18-29, 2009	Applications rated
April 2009	Funding recommendations made to City Council
June 2009	HUD approval
July 1, 2009	Contracts signed and projects begin

Section 2: Submission Requirements

Submission Deadline

Original applications must be received by the Community Development Department no later than 12:00 p.m. (noon) on Monday, February 17, 2009. Applications received after that deadline will not be accepted or considered. **Applications submitted via facsimile or electronic mail will not be accepted.**

Submission Instructions

1. Submit one originally signed application and three (3) photocopies for each project. Photocopies are to be clearly marked “copy” on the first page, and should include all supporting documentation.
2. Applications may be photocopied after submission. To facilitate copying, please hold each application together with a single staple, paper clip, or binder clip. Please do not heat or spiral bind your application, enclose it in a two or three hole punched binder or folder, utilize index dividers or cardboard tabs, or staple together individual sections of the application.
3. The application must be typed or computer generated. Hand written applications will not be accepted. Use only 11 point or larger font with black ink.
4. Only white 8 ½ x 11” paper is to be used for applications. Brochures and other attachments may be submitted on colored paper, cardstock, or whatever other format they are normally printed in.
5. Applications should respond to all questions and include all information requested. Maps, supporting data, and other pertinent documentation should be included when relevant.
6. Electronic copies of application forms can be requested from Tim Dimick, 215-2120.

For hand delivery, courier, or Federal Express submission:

Submit application and three (3) photocopies in a sealed envelope addressed to:

Tim Dimick
City of Knoxville
Community Development Department
City County Building, Room 514
400 Main Street
Knoxville, TN 37902

For submission via U.S. mail, address to:

Tim Dimick
City of Knoxville
Community Development Department
PO Box 1631
Knoxville, TN 37901

The City of Knoxville may require additional information for the determination of the applicant’s qualifications to perform the proposed project. The City will not reimburse any cost for preparing this application.