



TENNESSEE HOUSING DEVELOPMENT AGENCY
REQUEST FOR PROPOSAL
HOUSING MODIFICATION AND RAMP PROGRAM FOR THE DISABLED

INTRODUCTION

Meeting the housing needs of low-income Tennesseans through partnerships is a core value of the Tennessee Housing Development Agency (THDA). THDA is committed to working with local communities and non-profit agencies to make decent, safe and affordable housing available to all residents of the State, including the disabled.

In 1999, THDA and United Cerebral Palsy of Middle Tennessee (UCP) began a joint venture to address home access challenges facing disabled residents of Tennessee through the Ramp Program. The goal of the Ramp Program was to ensure that Tennessee residents with a disability were not confined to their residence due to the cost of a wheelchair ramp. Between 1999 and 2006, THDA allocated \$800,000 to UCP and its partner agencies to construct 1,025 wheelchair ramps in 53 counties across Tennessee. The Ramp Program became part of THDA's Housing Trust Fund in 2007, and the funds were awarded to UCP on a competitive basis through a Request for Proposal.

Based on requests for assistance from non-elderly, disabled Tennesseans, the needs of this group are not served through other THDA grant programs. While some individuals may need a ramp for exterior ingress and egress, others may need housing modifications to allow them to remain in their home, and others may need both a ramp and housing modifications. This Request for Proposal is for a Housing Modification and Ramp Program for the Disabled to meet those underserved needs.

THDA is seeking proposals from eligible non-profit agencies serving the disabled community of Tennessee for the \$300,000 (\$150,000 in FY 2010 and \$150,000 in FY 2011) allocated to the Housing Modification and Ramp Program for the Disabled from the Housing Trust Fund. The program is to be administered on a state-wide basis serving both urban and rural communities. THDA may choose to award funding to more than one agency.

PROGRAM REQUIREMENTS

1. Income Limits

The Housing Modification and Ramp Program for the Disabled (HMR) serves individuals with any type of physical disability. The disabled individuals must be low income (below 80% of area median income). The HMR Program will use the income limits established by the US Department of Housing and Urban Development for the HOME Program, and household income as defined by the Section 8 Rental Assistance Program.

2. Eligible Activities

- a. Ramps - A maximum of \$1,000 per household is allowed to purchase lumber and supplies to construct the wheelchair ramp.
- b. Housing Modifications – A maximum of \$5,000 per household is allowed to provide the needed modifications to the interior of the residence for the disabled household.
- c. Administration – A maximum of 10% of the funds awarded may be allocated for administration of the program.
- d. The HMR Program serves both homeowner and tenant households. However, prior to assisting a tenant household, the consent and approval of the landlord must be secured.

3. Match Requirement

Proposals must include a 50% match for the HMR funds. The matching funds can be provided by grants from other agencies; including federal sources such as the CDBG program or USDA Rural Development; contributions by local church groups or local agencies; contributions by individuals; bank loans; and volunteer labor. THDA grants to communities or non-profit agencies through HOME, the Housing Trust Fund Competitive Grants, the USDA/THDA Rural Repair Program, or the Emergency Repair for the Elderly Program are *not* an eligible source of the matching funds.

4. Marketing Requirement

As part of the Housing Trust Fund, one of the goals of the HMR Program is to raise the profile of affordable, accessible housing at the local, state and federal level. To do this, all HMR Program proposals must include a marketing and public relations component.

PROPOSAL SUBMISSION AND EVALUATION

The deadline for submitting HMR Program Proposals to THDA is August 31, 2010. Proposals will be evaluated by a Review Committee composed of the Deputy Executive Director, the Chief Strategy Officer, the Director of Public Affairs, and Community Programs staff. The Review Committee will present its recommendations to the Grants Committee and the Board of Directors for approval at the September 28, 2010 meeting. Successful applicants will have 3 years to complete the grant.

INSTRUCTIONS FOR SUBMITTING

HOUSING MODIFICATION AND RAMP PROGRAM FOR THE DISABLED PROPOSALS

1. Complete the application answering all questions.
 - ✓ All applicants must submit a current Certificate of Existence.
 - ✓ All applicants must submit a copy of their 501(c)(3) designation letter from the IRS.
2. Submit **AN ORIGINAL** of the application and supporting information. **DO NOT SUBMIT APPLICATIONS IN BINDERS OR FOLDERS.**
3. The applications are due in THDA's Nashville office by 4:30 p.m. (CDT), Friday, August 31, 2010. If you are not certain that your application will be received on time if delivered through regular mail, you should make other arrangements. Late applications will not be considered.
4. The application must be signed by the appropriate official for your organization or community.
5. Submit application to:

**Tennessee Housing Development Agency
404 James Robertson Parkway, Suite 1114
Nashville, TN. 37243-0900
ATTN: Community Programs Division**

FAXED OR E-MAILED APPLICATIONS WILL NOT BE ACCEPTED.

The Zip Code 37243-0900 sends your application through the State Mail System. If you plan to use an expedited delivery service such as FedEx or UPS, you need to use the zip code 37219 to avoid possible delays.

TENNESSEE HOUSING DEVELOPMENT AGENCY
2010 HOUSING MODIFICATION AND RAMP PROGRAM FOR THE DISABLED

PART I

1. APPLICANT INFORMATION

Name: _____

Mailing Address: _____

City: _____ County: _____

Zip Code: _____ Telephone #: _____

Applicant's E-mail Address: _____

Federal Tax Identification #: 62-_____ or 58-_____

2. PROGRAM ADMINISTRATOR

Name: _____

Mailing Address: _____

City: _____ Zip Code: _____

Telephone #: _____ Fax #: _____

Proposed Administrator's E-mail Address: _____

3. ALL APPLICANTS MUST INCLUDE THE FOLLOWING WITH THEIR APPLICATIONS:

_____ Current Certificate of Existence (dated within the past 90 days)

_____ Copy of 501(c)(3) designation from the IRS

To the best of my knowledge, I certify that the information in this application is true and correct, and that the document has been duly authorized by the governing body of the applicant. I will comply with the program rules and regulations if funding is approved. I also certify that I am aware that providing false information on the application can subject the individual signing such application to criminal sanction up to and including a Class B Felony.

Executive Director or Chairman of the Board:

Signature: _____

Typed Name: _____

Title: _____ Date: _____

PART II

PROGRAM NARRATIVE

1. Briefly describe your proposed project. Tell what you are going to do, where you are going to do it, who and how many will benefit, and how you will use the grant funds. Attach an implementation plan that includes a listing the major tasks in the project and the expected timeframe for completion, such as the date when construction will begin.

