

**The City of Chattanooga
is Accepting
PROPOSALS/APPLICATIONS
For the**

HOME AFFORDABLE HOUSING DEVELOPMENT PROGRAM

The City of Chattanooga's Department of Economic and Community Development (ECD) is seeking partners to assist in increasing the supply of decent and affordable housing for City residents. ECD desires responses from partners that offer creative ways of improving both the housing stock in the City of Chattanooga and the neighborhoods in which the housing is located. Eligible applicants can be for-profit or non-profit entities.

ECD has established priorities for housing that include construction or rehabilitation of existing single and multifamily rental housing properties, and homeownership housing development. Housing may be for the general low/moderated income population or for special needs populations (homeless, seniors, veterans, disabled). All activities funded must be within the Chattanooga City limits. Those submitting applications for funding MUST attend the Application Workshop. Eligible proposals will be accepted and reviewed based on the following schedule:

December 19, 2016: Application Workshop, 2:30 PM to 4:30 PM, 101 East 11th Street, Purchasing's Conference Room, Ground Floor, City Hall.

January 20, 2017: RFP/Application Due date. All applications must be submitted before 3:00 PM. Late applications will not be accepted.

How to Apply

1. REVIEW INFORMATION

Carefully review application materials and program requirements. An electronic version of the application and requirements are available <http://www.chattanooga.gov/economic-community-development/community-development/requests-for-proposals>. Included are:

- I. Project Questionnaire
- II. Program Descriptions and Guidelines
- III. Application
- IV. Excel-based Development Proposal Template
- V. HUD Rents and Income Limits
- VI. Utility Allowances
- VII. Environmental Review Application

2. COMPLETE and SUBMIT "IS YOUR PROJECT COMPATIBLE WITH HOME FUNDING?" QUESTIONNAIRE

To ensure that applicants do not waste time completing and submitting proposals for projects that cannot be considered because they are ineligible or unfeasible, information in the Project Questionnaire will provide the basis for a preliminary assessment. Contact Countess Jenkins: (Phone) 643-7333, (Email) Cjenkins@chattanooga.gov or Regina Partap: (Phone) 643-7335, (Email) Rpartap@chattanooga.gov to discuss your project feasibility.

3. ATTEND APPLICATION WORKSHOP

Applicants are required to attend the Application Workshop on December 19, 2016, 2:30 PM - 4:30 PM. The workshop will be held at 101 E. 11th Street, Purchasing Conference Room, Ground Level, Chattanooga, TN. Material presented in the workshop not only includes guidance on completing the application and related materials, but also covers immediate and long-term regulations and requirements associated with the federal funds.

4. SUBMIT A COMPLETED APPLICATION AND ATTACHMENTS

Complete Application (including checklist) and Development Proposal Template. Make sure that all required attachments are included with the application. Submit one (1) original hard copy and one electronic version of the complete Application, the Development Proposal Template (pro forma) and all required attachments to: You must respond to all items, for items not related to your proposal, please enter N/A. Incomplete applications will not be reviewed.

City of Chattanooga

Department of Economic & Community Development

Attn: Countess Jenkins

101 E. 11th Street, Suite 200

Chattanooga, TN 37402

Electronic version: Cjenkins@chattanooga.gov