

**CITY OF MEMPHIS
DIVISION OF HOUSING AND COMMUNITY DEVELOPMENT**



**HOME MATCH for
Housing for Homeless
and Special Needs
Populations
FY 2018**



**STRATEGIC COMMUNITY
INVESTMENT FUNDS**

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MAYOR, CITY OF MEMPHIS
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Date Submitted by: November 18, 2016

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SECTION I

HOME MATCHING FUNDS FOR HOUSING FOR HOMELESS AND SPECIAL NEEDS POPULATIONS

INTRODUCTION

The City's HOME Match Funds program (Program) encourages the development of **permanent supportive rental housing** for homeless persons and for other special needs populations that are very low-income. These populations include individuals with physical, mental and developmental disabilities in addition to persons with HIV/AIDS, the elderly and victims of domestic abuse. The Program helps fund projects that will increase the number of rental housing units available to these groups as long as supportive services will be provided to enhance the lives of those that access the housing.

The City will award HOME Match Funds to qualified nonprofit organizations based on the financial needs of a rental housing project to carry out HOME-eligible activities identified as priorities in the City's Three Year Strategy, which is attached as **Appendix A**. The projects may use funds to help acquire property and construct or acquire and rehabilitate existing housing to provide permanent supportive housing for homeless and/or special needs populations listed above. (Rehabilitation projects cannot involve displacement and relocation of current residents.) The rental housing may be located in single family (single or scattered site), multifamily, group housing or single room occupancy facilities.

The Program uses HOME funds from the U.S. Department of Housing and Urban Development (HUD). Consequently, all projects must comply with applicable HOME regulations as found in 24 CFR 92 as well as requirements imposed by the City and the other funding sources of the project.

CRITERIA FOR HOME-Match Projects

HOME Match funded projects must meet a number of criteria. These are explained in greater detail in the following pages of this application.

1. The proposed project should address one of the Objectives for HOME-Match listed in the City's Three Year Strategy found in Appendix A.
2. The proposed project should also address one of the program's funding priorities listed below.
3. The proposed project must be requesting funds for only HOME-eligible rental housing costs per 24 CFR 92.
4. The HOME funds cannot be requested or used for any HOME-ineligible activities. This includes any non-housing activities like supportive services or administrative costs or other ineligible costs listed later in this packet.
5. The HOME funds should be used to match other funds awarded to the applicant for the development of affordable supportive rental housing for homeless and special needs populations.

6. The HOME match-funded projects must serve exclusively very low-income persons as defined in 24 CFR 92 that are also homeless or members of a special needs population.
7. The applicant must meet specific criteria shown in the Strategic Community Investment Funds Agency Profile for HOME-match activities to be eligible for funding.
8. The project must meet HOME requirements regarding minimum and maximum per unit subsidies, site and neighborhood standards before it can be approved and occupancy, rent, and tenant eligibility requirements during the affordability (use) period.
9. The project may contain both HOME-assisted and non-HOME assisted units determined by the City. The determination will be based on the proportion of HOME funds to the total project cost. The HOME-assisted units (not the non-HOME units) must comply with HOME requirements for occupancy, rent, and tenant eligibility for a 5, 10, 15 or 20 year use period.
10. The project must comply with other construction or rehabilitation requirements including local housing standards, zoning, and other applicable codes.
11. The project must provide rental units that charge reasonable rents in compliance with current HUD Fair Market Rent guidelines. (The maximum rent allowable is the Fair Market Rent for Memphis. In the case of projects where the tenants pay utilities, the maximum rent allowable is the monthly Fair Market Rent minus the appropriate utility allowance for the type of rental housing.)
12. If the project proposes single room occupancy or group housing, it must meet the CPD guidelines for group housing or SROs found in CPD 94-01 entitled "Using HOME Funds for Single Room Occupancy (SRO) and Group Housing." Definitions for these are found on page 7.

"READ THE FOLLOWING INSTRUCTIONS CAREFULLY BEFORE PREPARING YOUR APPLICATION."

FUNDING PRIORITIES

Projects that comply with the following guidelines will be given priority for funding.

- Applications requesting HOME-match for a HUD Continuum of Care Permanent Supportive Housing project may request up to 50% of the match (not to exceed **\$200,000**) required by HUD for acquisition, rehabilitation and new construction activities. This program will serve only very-low-income, homeless persons with disabilities. Agencies that anticipate applying for Continuum of Care Permanent Supportive Housing funds in the fall of 2016 will be eligible for HOME match funds through this program. However, no HOME funds will be awarded by the City to an agency before the Continuum of Care grant and other funds required to complete construction have been awarded. No other HOME-funded cash match for Continuum of Care Permanent Supportive Housing projects will be available except through this process.
- Applications requesting HOME-match for non-Continuum of Care projects may request funding to develop rental housing projects that will exclusively serve very-low-

income persons that are homeless and/or members of other special needs populations. The HOME funds will be limited to **\$250,000** per project and must be used to leverage / match other funds in an amount equal to or exceeding the amount of HOME funds.

- Applicants that applied for Continuum of Care Permanent Supportive Housing funds in the fall of 2016 will be given priority for funding if their C of C application is approved by HUD.
- Applicants will also be given priority if they address goals and objectives for homeless and special needs populations listed in the City's Three Year Strategy found in Appendix A.

HOME ELIGIBLE ACTIVITIES

HOME-activities that may be funded to help develop rental housing units for very low-income members of homeless and special needs groups must comply with 24 CFR 92 and applicable CPD Notices including CPD Notice 94-01 entitled "Using HOME funds for Single Room Occupancy (SRO) and Group Housing."

Eligible activities include hard and soft costs described below.

1. Hard costs encompass
 - Acquisition of land (for a specific project) and existing structures
 - Site preparations or improvements, including demolition
 - Securing of building
 - Construction material and labor
2. Soft costs include
 - Financing fees
 - Credit reports
 - Title binders and insurance
 - Surety fees
 - Recordation fees, transaction taxes
 - Legal and accounting fees, including cost certification
 - Appraisals
 - Architectural/engineering fees, including specifications and job progress inspections
 - Environmental reviews
 - Builders' or developers' fees
 - Affirmative marketing, initial leasing and marketing costs
 - Operating deficit reserves (up to 18 months)

INELIGIBLE ACTIVITIES

The proposed HOME funded activities may not include any of the following ineligible activities.

- Payment of operating or maintenance costs of the housing
- Purchase of furnishings or personal property
- Payment of costs of providing supportive services
- Income payments or subsistence type grant payments
- Tenant based rental assistance
- Project based rental assistance
- Match for Federal Programs other than McKinney / Continuum of Care
- Properties previously financed with HOME funds during the affordability period cannot receive additional HOME assistance unless assistance is provided during the first year after project completion
- HOME funds may not be used for development, operations or modernization of public housing projects financed under the Housing Act of 1937.

ELIGIBLE PROGRAM PARTICIPANTS

All households and individuals living in HOME-assisted units must have incomes not exceeding 50 percent of the median income for the Memphis Metropolitan Statistical Area as adjusted for household size (very low-income). These income guidelines are provided in the SCIF Agency Profile packet.

Additionally, all households and individuals must be homeless and/or a member of a special needs population. For the purposes of this program, these populations include the following: the elderly, persons with a disability (mental, physical and/or developmental), victims of domestic violence and persons with HIV/AIDS.

In order to be eligible for this program, participants must meet the HUD income criteria for very low-income households and comply with at least one of the following definitions.

HOMELESS

Homeless means:

1. An individual or family which lacks a fixed, regular, and adequate nighttime residence meaning:
 - a. An individual or family that has a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground;
 - b. An individual or family living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by Federal, State, or local government programs for low-income individuals); or
 - c. An individual who is exiting an institution where he or she resided for **90 days or less** and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution;
2. An individual or family who will imminently lose their primary nighttime residence, provided that:

- a. The primary nighttime residence will be lost within **fourteen (14)** days of the date of application for homeless assistance;
 - b. No subsequent residence has been identified; and
 - c. The individual or family lacks the resources or support networks, e.g., family, friends, faith-based or other social networks, needed to obtain other permanent housing;
3. Unaccompanied youth under **25 years of age**, or families with children and youth, who do not otherwise qualify as homeless under the definition, but who:
- a. An individual or family who meets the homeless definition under another federal statute;
 - b. Have not had a lease, ownership interest, or occupancy agreement in permanent housing at any time during the 60 days immediately preceding the date of application for homeless assistance;
 - c. Have experienced persistent instability as measured by two moves or more during the 60-day period immediately preceding the date of applying for homeless assistance; and
 - d. Can be expected to continue in such status for an extended period of time because of: chronic disabilities; chronic physical health or mental health conditions; substance addiction; histories of domestic violence or childhood abuse (including neglect); the presence of a child or youth with a disability; or two or more barriers to employment, which includes the lack of a high school degree or General Education Development (GED), illiteracy, low English proficiency, a history of incarceration or detention for criminal activity, and a history of unstable employment; and
4. Any individual or family who:
- a. Is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life threatening conditions that relate to violence against the individual or a family member, including a child, that has either taken place within the individual's or family's primary nighttime residence or has made the individual or family afraid to return to their primary nighttime residence;
 - b. Has no other residence; and

Lacks the resources or support networks, e.g., family, friends, and faith-based or other social networks, to obtain other permanent housing.

(Note - in order to be eligible for Continuum of Care funding, the project must serve persons that are homeless and that have a disability. HOME regulations require that they also be very low-income.)

ELDERLY

An elderly person is an individual that is 62 years of age or older. The frail elderly are those with more than four times the risk for death or functional decline over a two-year period.

PERSON WITH DISABILITIES (physical, mental, or developmental)

A person shall be considered to have a disability if the person is determined to:

- a) have a physical, mental or emotional impairment that is
 - expected to be of long-continued and indefinite duration;
 - substantially impedes his or her ability to live independently; and
 - is of such a nature that such disability could be improved by more suitable housing conditions; or
- b) have a developmental disability, as defined in section 102(7) of the Developmental Disabilities Assistance and Bill of Rights Act (42 U.S.C. 6001-6007); or
- c) be a surviving member or members of any family that had been living in an assisted unit with the deceased member of the family who had a disability at the time of his or her death.

PERSON LIVING WITH HIV/AIDS

A person living with HIV/AIDS is a person diagnosed with acquired immunodeficiency syndrome or related diseases.

VICTIM OF DOMESTIC VIOLENCE

An individual or adult with children that has experienced battering by an intimate partner

MATCH FOR OTHER FUNDS

The HOME funds must be used to match other funds awarded to the applicant for the development of affordable supportive rental housing for homeless and special needs populations. **HOME funds may be used to match McKinney Continuum of Care funds but may not be used to match other Federal funds.**

The applicant is not required to provide proof of match when the HOME match application is submitted. Funds may be awarded for a project contingent upon the applicant receiving an award within 12 months of receiving approval of the HOME-Match application (by May 2017). However, no contract will be executed until proof of matching funds is provided to the City. And failure to secure funds within the time period will result in cancellation of the funding award.

ELIGIBLE APPLICANTS

An applicant for HOME match funds must be eligible according to HOME regulations at 24 CFR 92. Eligible applicants include nonprofit organizations meeting the criteria listed in the SCIF Agency Profile Matrix of Required Documents.

HOME REQUIREMENTS

The project must comply with the following HOME requirements regarding minimum and maximum subsidies, site and neighborhood standards, and occupancy, rent, and tenant eligibility requirements during the affordability (use) period.

MINIMUM AND MAXIMUM HOME SUBSIDY

The following minimum and maximum HOME subsidies apply to rental assistance projects:

- HOME assistance must exceed \$1,000 per unit.
- HOME assistance may not exceed the Section 221 (D) 3 limits for similarly sized elevator-type projects in Memphis. The current maximums dated January 1, 2014 apply:

Number of Bedrooms	Basic Limits
0	\$128,204
1	\$146,968
2	\$178,711
3	\$231,194
4+	\$253,780

The HOME maximum per-unit subsidy limits apply to rental units. The actual subsidy provided will depend on the following factors.

- The proportion of the total project cost that is made up of HOME-eligible expenses.
- How many of the units in the project are HOME assisted. (Projects may have a mix of HOME and non-HOME assisted units based on the proportion of HOME funds to the total project cost.)
- The financial needs of the project - - HOME projects may not receive more subsidy than is required to make them financially feasible.
- The City will determine the number of HOME assisted units and approve the subsidy amount based on the total HOME-eligible costs.

SITE REQUIREMENTS

Each proposed site for new construction must comply with the site and neighborhood standards found in 24 CFR 983.6 (b).

Projects that propose new construction must ensure that:

- the project site is adequate in size, exposure and contour to accommodate the proposed units and has access to adequate utilities (water, sewer, gas and electricity) and streets to service the site;
- the site must be suitable from the standpoint of facilitating and furthering full compliance with the applicable provisions of Title VI of the Civil Rights Act of 1964, the Fair Housing Act, Executive Order 11063, and implementing HUD regulations;
- except under certain conditions, the site must not be located in an area of minority concentration or in a racially mixed area if the project will cause a significant increase in the proportion of minority to non-minority residents.
- If the proposed site is in an area of minority concentration (i.e., more than 51% of the population is black), the applicant must demonstrate the need for the project regardless of the area by indicating the size of the waiting list / number of persons turned away for the housing and, if possible, the availability of similar housing in areas where the black population concentration is less than 50%.

SINGLE ROOM OCCUPANCY AND GROUP HOUSING

CPD Notice 94-01 discusses using HOME funds for Single Room Occupancy and Group Housing. The following paragraphs contain the definitions included in that notice.

- A group home is housing occupied by two or more single persons or families consisting of common space and/or facilities for group use by the occupants of the unit, and separate private space for each household. It includes group housing for elderly or disabled persons.
- Single-room occupancy housing means housing consisting of single room dwelling units that is the primary residence of its occupant or occupants. The unit must contain either food preparation or sanitary facilities (or both if the project is new construction, conversion of a non-residential space, or reconstruction.) For acquisition or rehabilitation of an existing residential structure, neither food preparation nor sanitary facilities are now required to be in the unit. If the units do not contain sanitary facilities, the building must contain sanitary facilities that are shared by tenants. SRO does not include facilities for students.

REQUIREMENTS DURING THE AFFORDABILITY PERIOD

Following completion of construction, HOME requirements continue to govern a HOME-funded rental project during the required affordability period. The affordability period is determined by the amount of HOME funding spent per unit and type of project involved. These periods range up to 20 years, which is the period for a new construction project.

Rents for HOME assisted units are subject to limits designed to help make rents affordable to very-low income households. The maximum rent that may be charged for a HOME rental unit during the affordability period can be no higher than HUD's Fair Market Rent for the area. The maximum rent a tenant may pay is no greater than thirty (30) percent of the tenant's monthly, adjusted income. (Please note, the amount of rent collected from very-low income homeless and special needs persons may not be adequate to cover operating and maintenance expenses. In those instances, the owner / developer should seek additional subsidies to assist with the operation of the project.)

Certain clauses may not be included in leases for HOME-assisted units in compliance with the Federal regulations.

Tenants must be income-eligible to rent HOME-assisted units. A tenant's income may not exceed 50% of the area median income as described in HUD income guidelines.

OTHER CONSTRUCTION / REHABILITATION REQUIREMENTS

All proposals that request funds for acquisition, rehabilitation or new construction must comply with the following requirements.

1. **Grant amounts are limited.** The maximum amount of HOME-match for a McKinney Continuum of Care Permanent Supportive Housing construction project

is \$200,000 or 50% of the match required for the project. The maximum amount of HOME-match for non-McKinney projects is \$250,000 or 50% of the match required for the project.

2. **All projects must be accessible to persons with disabilities.** All housing rehabilitated or constructed using HOME match funds must comply with the Americans with Disabilities Act (ADA), the Fair Housing Amendments, and Section 504 of the Rehabilitation Act as applicable. This must be obvious on construction plans and will be monitored by City staff.
3. **Site Control - ownership of the site where housing will be built or of the housing that will be rehabilitated.** Proof of site control in the form of a deed, purchase contract or an option will not be required as part of the initial application submission unless the applicant already owns the property. However, such proof will be required before the contract between the City and the applicant can be executed. The expiration date of the contract or option must be included in the application.
4. **Site Information, Present Zoning and Adjoining Land Uses**
Site information must include a complete legal description of the property. The present zoning of the property must be indicated as well as any required re-zoning or special use permits required for the proposed use. The applicant is responsible for ensuring that zoning issues are addressed before construction begins. The adjoining land uses must also be described.
5. **Displacement of Residents or Businesses**
No projects will be funded that result in the displacement of individuals, families or businesses from the site proposed for a housing project.
6. **Competitive Selection of Architects, Engineers and Construction Contractors**
All HOME-funded contracts for architectural and engineering services and construction must be awarded in a competitive manner. Methods of bidding and contract award may vary with the approval of the City.
7. **Design of Improvements/ Administration of Construction Process**
Plans for rehabilitation or new construction must be prepared by a licensed architect who will also play an integral part in the public bidding of the project, ensure compliance with all applicable codes and zoning ordinances (including accessibility for the disabled), and oversee construction and verify draw requests.
8. **Construction Estimates**
The proposed construction costs should be based on estimates made by a contractor, engineer, or architect familiar with the project. The City will review these for feasibility.
9. **Treatment of Existing Lead-Based Paint and Asbestos**

A survey of existing lead-based paint and asbestos should be performed by qualified entities prior to rehabilitation of an existing facility or housing. Elimination or encapsulation of lead-based paint and asbestos may be required under certain conditions. Construction estimates should include these costs.

10. **Compliance with Federal Historic Preservation guidelines.**
If the building to be rehabilitated is a historically significant structure, the construction work must be undertaken in compliance with Federal Preservation guidelines as interpreted by the City and the State Historic Preservation Office. This may require use of specific materials that should be considered in the construction budget.
11. **Occupancy and Use Requirements.**
HOME assisted rental units carry rent and occupancy restrictions for varying lengths of time, depending upon the average amount of HOME funds invested per unit. The minimum affordability period for new construction is 20 years. Rehabilitation or acquisition of existing housing carries affordability limits of 5 to 15 years, depending on the average per unit HOME cost. (These affordability restrictions will be part of the contract with the City, will be enforced through deed restrictions and will remain in force regardless of transfer of ownership.)
12. **Compliance with Local Codes and State laws.**
Any SRO or group home renovated with HOME funds must meet all applicable local government codes. These include but are not limited to use and occupancy, zoning, fire and safety, as well as health and sanitation standards. Estimated costs of complying with codes should be included in construction costs. Construction permits are required for renovation. If the facility requires licensing under local or State law, the agency must obtain and keep proper licensure during the affordability period to receive HOME funds. No exceptions are made.
13. **Insurance and Bonding Requirements for Construction.**
Bidders and Contractors will be required to meet bonding requirements established by HUD.
14. **Federal Labor Standards and Davis-Bacon Wage Rates.** Davis-Bacon Wage Rates apply to HOME-funded construction involving 12 or more HOME-assisted units of housing.
15. **Provision of Supportive Services.** Following completion of construction, the applicant must provide appropriate supportive services to the homeless / special needs populations served by the housing.

OTHER PROGRAM REQUIREMENTS

The following requirements apply to construction and non-construction projects.

1. **Disbursement of Funds**
The City enters into a contract with each applicant granted HOME match funds. The funds are not awarded in one lump sum. The City will make payment for

construction activities when the costs have been incurred and the architect submits the AIA G 702 form for payment. These construction-related payments are not reimbursements and an agency is not expected to have adequate cash flow to pay for construction costs.

2. **Allocation of Costs**

Costs funded by several sources must be allocated appropriately. When an agency receives funding from several sources for the same activity or project, the City must approve the allocation plan.

3. **Insurance Requirements**

All agencies awarded funding are required to obtain the following liability insurance coverage.

- General liability insurance in the amount of One Million Dollars (\$1,000,000.00)
- Automobile liability insurance in the amount of One Million Dollars (\$1,000,000.00).
- Worker's Compensation insurance for agencies with five (5) or more employees.

“The City of Memphis must be named as the additional insured.” The cost of the insurance may be included in the project budget.

4. **Accessibility for Persons with Disabilities**

All projects must comply with applicable accessibility requirements for the disabled. This will include ensuring an appropriate number of housing units are accessible for the physically disabled.

5. **Nondiscrimination**

All agencies must ensure nondiscrimination in the administration of any project involving Federal funds. This includes compliance with Fair Housing and Equal Opportunity laws and regulations, Affirmative Marketing Regulations, Equal Opportunity Employment requirements, Section 3 Economic Opportunity requirements, and Minority and Women's employment. Discrimination is not allowed on grounds of race, color, national origin, religion, sex, age, or disability. Fair Housing laws prohibit discrimination based on the above and on familial status. Disabilities include persons living with AIDS, as well as persons with mental, physical and development disabilities.

6. **Supportive Assistance**

Agencies awarded funds must assure that homeless disabled persons and other homeless and special needs persons are given assistance in obtaining appropriate supportive services while they live in the HOME-funded rental units. These services include but are not limited to mental health treatment, medical care, counseling, case management, supervision, and other services essential for achieving independent living. Additionally, agencies must assure that the homeless are assisted in obtaining other Federal, State, local and private

assistance available for such persons. This will include individually assisting clients to identify, apply for and obtain benefits under each of the following mainstream health and social services program for which they are eligible: TANF, Medicaid, SCHIP, SSI, Food Stamps, Workforce Investment Act, and Veterans Health Care Programs.

7. **Confidentiality**

Agencies must comply with confidentiality requirements pertaining to the records and locations of programs providing family violence prevention or housing for persons with HIV/AIDS.

8. **Other Federal Regulations**

Agencies awarded funds must agree to comply with all applicable Federal regulations. All agencies awarded funding will be required to comply with the regulations listed in the SCIF application Exhibit III: Application Certifications. Please review this carefully. Exceptions are not made.

9. **Participation in Advocacy Groups**

Each agency awarded HOME funds to serve the homeless is required to be a member of the Community Alliance for the Homeless and to participate in service provider meetings. Each agency awarded HOME funds to serve persons living with AIDS is required to be a member of the AIDS Consortium, which is coordinated by United Way of the Mid-South.

10. **Participation in Homeless Management Information System**

Each agency awarded HOME funds to provide housing to the homeless and persons with AIDS will be required to actively participate in the Homeless Management Information System (HMIS) operated by Community Alliance for the Homeless.

11. **Conflict of Interest**

The project sponsor / owner / developer must maintain written codes of standards prohibiting conflicts of interest.

SECTION II APPLICATION SELECTION PROCESS

THRESHOLD REQUIREMENTS

“NO HOME-MATCH APPLICATION WILL BE ACCEPTED WITHOUT THE SCIF 2018 AGENCY PROFILE OR AFTER THE STATED DEADLINE”

All proposals submitted by the deadline will be reviewed by the Homeless and Special Needs Department staff for technical completeness and adherence to the required formats. Applications not prepared in the formats outlined in the application packets will be rejected. If applications are incomplete, the City may request information to correct technical deficiencies. However, if an applicant does not submit the requested information within the time provided, the City will reject that application. The applicant will be informed of the rejection by letter.

City staff will review technically complete applications to determine applicant and project eligibility.

1. Applicant Eligibility - Staff will review information required in the SCIF General Application (Agency Profile) to determine whether the agency is eligible for HOME Match funding. If the City determines these standards are not met, the project will be rejected and the applicant agency notified by letter. If the applicant is found to be eligible, the application will be reviewed for project eligibility
2. Project Eligibility - Staff will review the HOME Match Program Application to determine whether the proposed activities are eligible for HOME Match funding. If activities are not eligible, the application will be rejected and the applicant agency notified by letter. Applications proposing services to ineligible participants will be rejected. If the activities are found to be eligible, the application will be submitted to the review committee for consideration.

GRANT REVIEW AND SELECTION PROCESS

To review and rank applications, the City may appoint a Grant Review Committee including persons not employed by the City to obtain certain expertise and outside points of view. These individuals may include representatives from other funding sources within Memphis and from programs that work with agencies that serve persons the homeless or special needs populations or that are knowledgeable about various aspects of housing. The City will not appoint individuals that have assisted or plan to assist applicants with preparing applications for these funds. Nor will it appoint individuals that are employed by agencies that submit an application for the HOME Match funds.

Committee members will review eligible applications and will determine the steps in the review process with regard to making on-site visits or inviting agency representatives to Committee meeting to answer questions. The City will make available to committee members all monitoring information related to grants previously awarded to the applicant.

RATING AND RANKING

Members of the Review Committee will rate and rank applications. The points awarded for the rating factors total 100. However, up to five (5) bonus points may be awarded for leveraging. The factors for rating and ranking applicants are listed below and in **Appendix C**. Each applicant should carefully read the factors for rating and ranking applications described below.

Applicant capacity. Up to 20 points will be awarded based on the extent to which the application demonstrates that the applicant agency has the capacity and capability to effectively administer the proposed HOME Match activity. The application must demonstrate that the agency appropriate experience to carry out the proposed project (including experience with the development of housing).

This means that in addition to knowledge of and experience in serving homeless persons or persons with special housing needs, the organization carrying out the project, its employees, or its partners, must have the necessary experience and qualifications to carry out the specific housing activities proposed. Factors to be considered will include: prior agency experience and results in the type of work being proposed; suitable agency fiscal capacity and organizational infrastructure to implement the project; and employee experience and credentials in the area to be implemented.

Soundness of Approach. Up to 20 points will be awarded based on the extent to which the application demonstrates the quality of the project. The housing and services proposed must be appropriate to the needs of the persons to be served. The application must demonstrate a clear understanding of the needs of the clients, the services to be offered, and the effectiveness of the services in meeting those client's needs. The City may consider a project to be of poor quality if:

1. The type and scale of the housing and services proposed clearly do not fit the needs of the proposed participants (e.g., the application proposes to house homeless families with children in the same space as homeless persons with mental illness or alcohol and drug problems or proposes to separate members of the same family without an acceptable rationale.)
2. The application does not show how the project will help participants to achieve and maintain housing stability and obtain needed medical care and supportive services.
3. The application does not show how the project will protect the confidentiality of the clients.
4. The project is not cost-effective in the Committee's opinion and all costs are not reasonable, but deviate substantially from the norm in Memphis;
5. The application shows no evidence of collaboration with other existing programs and services for persons with that are homeless or members of a groups with special needs for housing;
6. The facility proposed does not meet City code, health or safety standards;
7. The application does not describe how the agency will assist clients enroll in mainstream programs for which they are eligible.

Need / Extent of Problem. Up to 30 points may be awarded based on the extent to which the application demonstrates the need for the project. It must describe the need for the specific project vis-à-vis existing services. The project may be judged to adequately describe the need for the project if it meets the following points:

1. The need for the project is documented by waiting lists, references to similar programs, etc.
2. The project is consistent with the priorities described in the FY 2017-2019 Consolidated Plan found in Appendix A;
3. The project does not duplicate existing programs and services.

Operational Feasibility. Up to 30 points may be awarded based on the extent to which the application demonstrates the feasibility of the project. The application must include:

1. Clear and complete plans for implementing the project;
2. Adequate funding committed to implement the project;
3. An adequate strategy for securing additional support and commitment;
4. Adequate number of well-trained staff to carry out the proposed project;
5. Indicators that demonstrate that the project is ready to be implemented.

The scores for each factor will be added in order to obtain a total score for each application. The applications will then be ranked from highest to lowest according to the combined scores. Funding will be awarded to applications according to ranking, beginning with the highest score.

Committee Recommendations must be approved by the Director of the Division of Housing and Community Development.

The City reserves the right to adjust funding amounts.

GRANT AWARD AND IMPLEMENTATION PROCESS

As soon as projects are approved, the City will contact agencies by letter to announce the awards and to begin negotiation of the funding agreements. If agency awards are less than original requests, the agency will be asked to provide a revised scope of services, revised budget and measurable goals for the contract. The City will make its best efforts to complete environmental and other reviews and contract execution so that project funding will be effective July 1, 2017 at the latest. However, no contract will be executed until all other construction funds have been awarded and the project can be implemented. If all construction funds have not been assembled by May 2017, the award will be canceled.

PROJECT COMPLETION AND EXPENDITURE OF FUNDS

All required project funds must be awarded to the applicant within one (1) year after the date of the City's award letter to the agency. Additionally, the agency must expend the funds within 24 months of the date of the City's award letter to the agency. **The City reserves the right to reallocate HOME MATCH funds if all additional funds have not**

been awarded by May 2017 and funds are not under contract and being spent in a timely manner by October 2017.

CITY CONTACTS TO ANSWER QUESTIONS

Inquiries regarding this grant program should be directed to Kimberly Mitchell at 576-7310 or (TDD) 576-7422.

SECTION III

HOME MATCH GRANT PROGRAM APPLICATION PROJECT INFORMATION

Applicant / Owner Developer:	
EIN Number:	
Contract Period:	
HOME MATCH Request:	
Total Project Cost:	
Agency Address:	
City/State/Zip:	
Agency Director:	
(Area Code) Phone No.:	
Project Address:	

1. Provide a brief overview of the project which includes the name of the applicant (owner and developer), program component (Continuum of Care match for Permanent Supportive Housing or match for Homeless and Special Needs Populations), the type of rental housing (e.g., single family at one site, single family scattered site, multi-family, SRO, group home, etc.), and the population to be served (low income homeless and/or special needs). If more than one entity will be involved in owning, developing and administering the project, be sure to provide information about the agency that will own and operate the housing for the affordability period. (The City's HOME contract will be with that entity.)

2. Describe the population to be served by the proposed HOME Match project including:
 - a) their characteristics and needs for housing and supportive services;
 - b) where they will come from; and
 - c) outreach that will bring them into the project.

(The description must demonstrate that the population meets HUD's income criteria for very low-income households to receive HOME funded housing.)

Additionally, you must indicate the homeless or special needs group of which these households are a part.)

3. Describe the housing where the program participants will reside including:
 - a) the type of rental housing (single room occupancy facilities, community group homes, privately owned apartments, or single family housing)
 - b) the number of units of housing that will be provided and the number of persons per unit
 - c) describe how you will ensure that the units will be accessible to persons with disabilities in accordance with applicable laws;
 - d) describe any limits on a resident's length of stay;
 - e) describe how the type, scale and other characteristics of the housing are appropriate for and meet the needs of the target homeless or special needs population.

4. Describe the supportive services that the participants will receive including:
 - a) how the type (case management, job training, life skills training) and the scale (the frequency and duration of the services) will fit the needs of the participants;
 - b) the time period over which the services will be provided;
 - c) who will provide the services, where the supportive services will be provided and what transportation will be available to the participants to access those services;
 - d) how you plan to ensure that the participants will be individually assisted to identify and apply for and obtain benefits under mainstream health and social services programs for which they are eligible: TennCare, SSI, Food Stamps, etc.; and
 - e) how the services will increase the participants' access to appropriate mental health services, and health care.

5. Describe how tenants in the proposed housing will be assisted to increase their stability through housing, increase their incomes and maximize their ability to live independently.

6. Describe your plan for coordinating this project with other agencies that serve low-income persons that are homeless and disabled or are members of other homeless and special needs groups. Include a brief description of your intake and referral process, how you share client information and coordinate services with other agencies. Please include in your answer a response to the following:
 - Is your agency a participating member of the Mid-South Coalition on HIV/AIDS?
____ Yes ____ No
 - Is your agency a participating member in the Community Alliance for the Homeless?
____ Yes ____ No
 - Does your agency provide data to Community Alliance for the Homeless Management Information System (HMIS)?

- Yes No
- Does your project work with the Continuum of Care Network of services and housing for the homeless? If so, how?
 Yes No

7. Describe how the proposed project will reduce the risks of homelessness for the proposed population.

8. Does your agency plan to acquire, repair or renovate existing housing or acquire a site for construction of new housing using HOME Match funds?

If so, list the address and include a photograph of the building / site as well as documentation of site control.

9. Describe the experience your agency has in housing construction / renovation projects and in the operation of rental housing projects. Also describe the experience of any entities working with you on the project with regard to housing construction / renovation or operation of rental housing.

10. How will the post construction operating costs of the housing be paid? Will rent from the tenants provide sufficient cash flow to operate the housing? If not, how will you supplement the operational funds? Please provide an Operating Proforma for the housing project for the affordability period.

11. Provide a schedule or timetable for implementing your project. Include dates by which all funds will be assembled and other major milestones will be met. Funds will be available on July 1, 2017 if all other construction and operational funds have been awarded by that time.

10. Complete APPENDIX C - Project Feasibility Worksheet.

APPENDIX A

CITY OF MEMPHIS / CONSOLIDATED PLAN FOR HOUSING AND COMMUNITY DEVELOPMENT

Executive Summary

ES-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)

Introduction

The City of Memphis' Consolidated Plan is a reflection of the city's efforts to collaborate and coordinate the planning for the use of federal entitlement grant funds and to meet the requirements of the U.S. Department of Housing and Urban Development (HUD). The opportunities for receiving input from other local government, community organizations, non-profits and private/business sectors entities are numerous and on-going. As the lead agency responsible for managing the development of the plan, the City of Memphis Division of Housing and Community Development (HCD) administers primarily housing and community development programs and activities. It is through the skills and abilities of other divisions of local government, non-profit agencies, private organizations and developers that many housing programs, homeless programs, public services, and economic development initiatives are provided. HCD's relationship with the Memphis Housing Authority (MHA) has strengthened the City's ability to combine its forces in meeting the housing needs of low and moderate-income citizens.

Throughout FY2017-FY2019, attention will continue to be focused on strategies for neighborhood revitalization in the inner-city. These include planning, identification of new incentives for redevelopment, smart growth, and collaboration.

The primary goal of Memphis' Consolidated Plan is to foster the development of viable urban neighborhoods which include decent housing for everyone, a suitable living environment, and expanded economic opportunities, especially for low and moderate income citizens. Four major groups of activities address this goal:

- Housing
- Homelessness
- Special Needs Populations
- Neighborhood, Community and Economic Development

The Consolidated Plan combines into a single submission a Federal grant application for Community Development Block Grant (CDBG), HOME, Housing Opportunities for Persons with AIDS (HOPWA) and Emergency Solutions Grant (ESG) Programs.

This Consolidated Plan document is comprised of this Executive Summary, the 2017-2019 Three-Year Strategy, and the 2017 Annual Action Plan. It presents a Three-Year

Strategy that describes how current and future funds will be used to address housing and community needs over the next three years. The Annual Action Plan for July 1, 2017 – June 30, 2019, identifies projects that will be or are currently being implemented and describes the use of Federal, State and local housing resources. In the pages to follow, you will find a summary of our current and future plans, priorities, programs, activities and the organizational structure, which will support the plan.

2. Summary of the objectives and outcomes identified in the Plan Needs Assessment Overview

The goals, objectives, and outcomes can be found under the Strategic Plan section of the plan under goals and priority needs and in section AP-20 - Annual Goals and Objectives.

3. Evaluation of past performance

HCD has performed well in all four of the entitlement programs. Since its creation as City Division, HCD has undertaken a number of affordable housing, public improvements, economic development, section 108 loan guaranty, public services, public facilities, acquisition, interim assistance, demolition, lead hazard reduction, Brownfields, and administration and planning activities using entitlement funding provided through the U.S. Department of Housing and Urban Development.

Under affordable housing, HCD provided down payment assistance to twelve low and moderate income families through HCD. Community Housing Development Organizations (CHDOs) contributed to meeting housing needs through the construction of six rental housing units, the rehabilitation of five rental housing units, and acquisition of three rental housing units. New construction of four rental units was underway at the end of FY2015. The Housing Rehabilitation, Volunteer, and Minor Home repair programs provided assistance to homeowners to preserve and prevent the loss of their properties. A combined total of 56 low- income households were assisted through these programs. Phase III of the Cleaborn Pointe at Heritage Landing HOPE VI project was completed in FY2015, adding 105 units of affordable rental housing. Phase IV of the project, which includes 67 units, was under construction in FY15 and will be completed in FY16.

Under the homeless category, HCD provided Emergency Solutions funding to nine agencies to serve a total of 1970 people. 813 persons were assisted through the HESG Shelter Category, 227 assisted through the HESG Homeless Prevention Category, 241 assisted through street outreach, and 689 assisted through the HESG Rapid Re-Housing Category. CDBG funds were also used for activities that provided services to homeless persons and families, including case management, housing assistance, and other support services. 13,230 persons were assisted through these programs.

In the non-homeless special needs category, 1031 persons were assisted through programs funded with CDBG funds. HOPWA funds were used to provide assistance to 899 persons including 367 persons that were served through short-term rent, mortgage,

and utility assistance to prevent homelessness, 94 persons provided tenant-based rental assistance, 17 persons provided permanent housing units, and 60 persons provided with transitional short term housing. Under non-housing community development, CDBG funds were used to rehab a commercial strip center in Frayser that will provide retail/commercial space to be leased to businesses as well as public service activities that benefited 2053 people. Funds were also expended for the Mid-South Food Bank to provide food to 146 agencies and planning activities including neighborhoods plans and a lending study. City funds were used to create or retain 299 jobs and provided 33 loans to small businesses totaling \$ 8,107,820.00.

4. Summary of citizen participation process and consultation process

The Division of Housing and Community Development (HCD) seeks input on housing and community development needs and programs from a wide variety of social service/advocacy groups, public agencies, and citizens. To facilitate this process, HCD identifies and meets on an ongoing basis with stakeholders, which represent organizations and individuals served by our programs. HCD communicates with stakeholders to provide HCD with information on current issues, needs, priorities and long and short term recommendations on resource allocation and inter-agency coordination. HCD also has a website for its Consolidated Plan and posts information about the planning process, draft documents, and presentations on the City's web-site as well as the public hearing notices.

In meeting with citizens and planning session groups about the Consolidated Plan, HCD provides information on:

- The amount of funding to be received from federal sources
- The types of activities that may be undertaken under various grant programs
- Amount of funding that will benefit low- and very low-income persons
- Plans to minimize displacement of persons or assist those who are displaced

In addition, HCD makes every effort to provide technical assistance to organizations representing low and very low-income populations in developing proposals for funding under any of the programs described in the Consolidated Plan. HCD provides, as required by the Consolidated Plan rules, access to records and reports relating to the plan and to the use of federal funds for the preceding five years.

HCD holds two (2) public hearings: At the first hearing, prior year performance, the Consolidated Planning process, and citizen participation process are presented. The second hearing presents the proposed draft Consolidated Plan and solicits citizen/planning session attendants' comments on the proposed plan. This year, the first public hearing was held January 28, 2016. The second hearing is scheduled for April 7,

2016 and will begin the thirty day comment period on the draft Consolidated Plan Three-Year Strategic Plan and Annual Action Plan.

Public hearings are held at times and locations convenient to potential beneficiaries and accommodations will be made for those with disabilities. All public hearings are publicized at least ten days in advance in the local newspaper of general daily circulation. Information about public hearings was also shared with a local organization whose mission is connecting, collaborating, and advocating for Memphis growing Latino community in the interest of increasing participation in the Consolidated Planning process.

Copies of the draft Consolidated Plan are available for review and comment for a period not less than 30 days before final submission to HUD. HCD advertises that copies of the draft plan are posted on the HCD website and provides the website address, and that they are available for review at the offices of HCD and the main branch of the public library.

Public notices are also published regarding availability of the Consolidated Annual Performance and Evaluation Reports and amendments to the plan.

5. Summary of public comments

HCD held a public hearing on January 28, 2016 to present the FY2015 CAPER and to introduce the planning process for the FY2017-FY2019 Consolidated Plan Three-Year Strategic Plan and Annual Action Plan. Comments from this public hearing are summarized below:

- Questions regarding how to apply for funding for projects. Staff responded with information on the competitive grant process.
- Comment about the need for financial literacy and financial management skills trainings. Need was acknowledged by staff.
- General comments regarding the need for funding comprehensive redevelopment efforts within the inner-city. Staff acknowledged this need and provided information regarding currently funded neighborhood revitalization projects and the impact that having limited resources impacts what is able to be accomplished at one time. Staff committed to share maps of the locations of past investments and planned investments.

6. Summary of comments or views not accepted and the reasons for not accepting them

There were no comments or views that were not accepted.

The Process

PR-05 Lead & Responsible Agencies 24 CFR 91.200(b)

1. Describe agency/entity responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

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

Agency Role	Name	Department/ Agency
Lead Agency	Memphis	
CDBG Administrator		City of Memphis Housing and Community Development
HOPWA Administrator		City of Memphis Housing and Community Development
HOME Administrator		City of Memphis Housing and Community Development
ESG Administrator		City of Memphis Housing and Community Development
HOPWA- C Administrator		

Table 1- Responsible Agencies

Consolidated Plan Public Contact Information

City of Memphis, Division of Housing and Community Development
 Attn: Planning Department
 701 North Main
 Memphis, TN 38107

Strategic Plan

SP-05 Overview

Strategic Plan Overview

The FY 2017 – 2019 Strategic Plan section of Memphis' Consolidated Plan covers three fiscal years and brings together needs, priorities, objectives and strategies that have been crafted to provide decent housing, a suitable living environment and expanded economic opportunities for low-moderate-income residents. The City of Memphis, through its organizational unit, the Division of Housing and Community Development ("HCD") will use the Consolidated Plan's Three-Year Strategic Plan and each respective Annual Plan, as guides for program and project development and the use of federal entitlements. In each successive Annual Plan after FY 2017, HCD will use the Consolidated Plan's 2017-2019 Three-Year Strategy as a foundation upon which the City can adjust its strategies and add or omit projects/programs to better respond to the housing, neighborhood and homeless needs of the low-moderate income population.

HCD's response to public services and facility needs, especially for populations with special needs, is primarily accomplished through a request for proposal process known as the Community Service Grant application process. The overall competitive process for grant awards is coordinated through the Strategic Community Investment Fund (SCIF). The City's ability to address the many community service needs is limited by a 15% cap placed on the use of CDBG funds for public services. Funding consideration will be given to those projects that propose to improve the quality of life of low and moderate-income citizens through the provision of social services by nonprofit agencies. These citizens include youth, the homeless and special needs populations that include persons with HIV/AIDS, a mental illness, the elderly, chronic substance abusers, persons with developmental and/or physical disabilities, and victims of domestic violence.

The City prioritizes redevelopment and neighborhood revitalization as strategic solutions to combating crime, disinvestment, commercial and residential population declines and overall blight. It is anticipated that neighborhood redevelopment and targeting neighborhoods for physical, social, and economic redevelopment will help to revitalize neighborhoods. There are a number of new strategies and tools for combating blight, including a new land bank authority, Blight Authority of Memphis, Inc. and Neighborhood Preservation, Inc., a receiver of problem properties having long-term challenges that have created obstacles to redevelopment. The City has a new emphasis on planning and will develop neighborhood vision plans in coordination with area CDCs and organizations, which will help align HCD's investment priorities with the neighborhood goals.

The Memphis and Shelby County Homeless Consortium develops the assessment of homeless needs. This process helps in developing the homeless priority needs, objectives and strategies. Projects proposed for ESG funding are determined through the competitive grant application process that reviews requests for funding from agencies and service providers who provide shelter and implement services that meet the needs of homeless persons.

The housing study, undertaken as part of the development of the Consolidated Plan, provides data related to the housing market and needs assessment. This information, along with consultation from stakeholders helped define the priority needs, goals, and objectives for housing.

SP-60 Homelessness Strategy – 91.215(d)

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

We have operated a central intake and assessment for all families facing homelessness since 2009. It includes a 24/7 phone-based screening, as well as face-to-face intake and assessment during the business day. We have a coordinated entry for single individuals that include the Vulnerability Index & Service Prioritization Decision Assistance Tool (VI-SPDAT 2.0) and a second-level assessment, the Full-SPDAT. The Hospitality Hub and the H.O.P.E. organizations provide the initial vulnerability screenings using the VI and 9 specially trained outreach workers complete the second-level assessment for those whose score indicates the need for permanent supportive housing. Priority access to permanent supportive housing resources offered by local CoC agencies is given based on the level of vulnerability. Additionally, there are 8 full time outreach professionals. Six are employed by Case Management Inc. through the PATH program. Two other non-profits, HOPE and Outreach Housing and Community, also specialize in street outreach and engagement.

Addressing the emergency and transitional housing needs of homeless persons

While the number of emergency shelter and transitional housing units has grown each year, the availability of free emergency shelter that meets basic standards of care remain a concern for our community. From the Continuum of Care standpoint, Memphis far exceeds the targets for exits to permanent housing. Therefore, our primary goal is to sustain this success by continued training of local providers and by ensuring funding for rapid rehousing continues. In the 2015 CoC Application, one of our CoC grantees converted their transitional housing grant to a new Rapid Rehousing program. Our Action Plan to End Homelessness calls for sustained investment in rapid rehousing and increased permanent housing capacity.

The Memphis VA Medical Center has adopted a plan to end Veteran homelessness within 5 years, which was incorporated into our local Action Plan to End Homelessness. We have a very close collaborative relationship with the VA staff. The VA Medical Director serves on the Mayors' Committee to End Homelessness; they chair the veterans subcommittee, and actively participate in street outreach, Coordinated Entry, and Project Homeless Connect. We coordinate our strategies and funding priorities to align with our mutual goal to end veteran homelessness and to reflect current capacity/gaps assessments. Many of the veteran service organizations that are funded by the VA are also funded by the CoC or ESG programs, and are therefore subject to

the same performance management process. This includes Alpha Omega Veterans Services, CAAP, Catholic Charities, and Barron Heights.

For unaccompanied youth, the two primary providers are Porter Leath and Youth Villages. In the development of the Action Plan to End Homelessness, we convened a focus group of staff from these two programs as well as Department of Childrens Services and developed recommendations on how to improve resources. We have received status reports from both program liaisons who indicated that there has been no significant change in the demand for services. Youth Villages has received a significant private grant to greatly expand resources for youth aging out of foster care and we expect this will have a strong preventive impact on our population of homeless young adults. Also, we have received a grant from the US Department of Health and Human Services to establish 60 units of permanent supportive housing for child welfare involved families. We expect some of these families to be mothers aging out of foster care with their own children. This project is in direct response to goals of the CoC and Action Plan to End Homelessness.

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

Pursuant to our Action Plan to End Homelessness, we will reallocate 50% of our transitional housing programs to increase the permanent housing capacity in the community. The Continuum of Care has committed to implementing this by a performance-based process so that the lowest performing programs are reallocated. We have also recently entered into a partnership with the Memphis Housing Authority to create a priority for homeless individuals in the Housing Choice Voucher program and by seeking changes to the housing authority's annual plan that will enhance our permanent housing resources dedicated to addressing homelessness.

Our employment committee continues to seek ideas and strategies to increase employment among our participants. In our gaps analysis, it was the highest scoring item. We will seek to expand our partnership with the local workforce investment network to include grant-funded activities such as transitional jobs. Our homeless union, H.O.P.E. is launching a social entrepreneurship program to make t-shirts and promotional items for other non-profits and through this venture will provide employment and training opportunities for people who are currently homeless. Finally, we will work with our permanent supportive housing providers and our vocational rehabilitation programs on strategies to promote both earned income and volunteer activities that will not impact the participants disability benefits. Our long-range goal is to develop a specific, funded, and dedicated employment program that is available to all participants in homeless programs in the County. We believe that this is the only way to ensure that the hands-on assistance with job applications and job retention will be successful.

Help low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families who are likely to become homeless after being discharged from a publicly funded institution or system of care, or who are receiving assistance from public and private agencies that address housing, health, social services, employment, education or youth needs.

In 2013, two CoC grantees converted their Transitional Housing programs to Rapid Rehousing/Permanent Housing programs. We sustain the Central Intake and Homeless Hotline. We have an outstanding track record in assisting participants with accessing mainstream benefits through our SOAR process. Our partnership with the Tennessee Department of Mental Health is a key piece of this strategy, providing funding for a SOAR Coordinator who offers technical assistance and training. The coordinator reviews all applications prior to submission to the Social Security Administration. We will also continue to add to the number of SOAR-trained experts in our continuum. We will seek to improve access to Medicaid by creating a partnership with our hospital-based mainstream benefits experts.

In the last two years, 69 housing units that were operating as transitional housing were converted to permanent supportive housing for vulnerable homeless families with children (those with high scores on research based tools that are predictive of child maltreatment and future/recurring homelessness). This project conversion includes a partnership with the US Dept of Health and Human Services that will provide supportive services outside the continuum. CoC grants funds are used to operate these housing units.

The State Department of Children's Services has a policy on preventing discharge into foster care. We have read the policy and have observed that it is being utilized. Our monthly Emergency Housing Partnership meeting includes our partners in the Department of Children's Services. If issues arise where we identify that youth are exiting to homelessness, we have a designated liaison to whom we would bring our concerns. We have not experienced this problem so far.

Local hospitals have their own discharge policies and staff responsible for discharge planning. We are in regular contact with the social workers of the hospital systems with this responsibility, and their purpose is to avoid readmissions by improving patient stability as they exit care. This is frequently a challenge, but both our office and service provider agencies routinely assist staff at The Med, Baptist, Methodist, and St. Francis, with referrals and linkages whenever possible.

Under the 100,000 Homes Campaign, we have sought permission from each of our unsheltered and vulnerable homeless citizens to share information with medical care and mental health professionals to assist them with housing. As we are aware of these individuals entering a mental health facility, we can and do discuss discharge options with the staff at the facility. While we can't always convince the consumer to accept a housing placement, we have found improved communication greatly assists with establishing discharge housing and support services plans. We have a local expert who

serves as the Housing Facilitator for the State mental health department and he is very effective at addressing any concerns that arise if discharge policies are not being adhered to.

The Memphis and Shelby County Homeless Consortium includes representation from the Shelby County Office of Corrections. The primary reentry program in the community, works to establish discharge plans from the time that individuals are first incarcerated to avoid exits to homelessness. There are several officially sanctioned halfway houses in the community including Harbor House, Karat Place, and WestCore to provide opportunities for those exiting jails and prison to re-establish themselves, seek employment and support services, and avoid homelessness.

NA-40 Homeless Needs Assessment – 91.205(c)

Introduction:

In 2011, the Mayors of the City of Memphis and Shelby County initiated the Action Plan to End Homelessness, a strategic effort to utilize evidence-based practices, realign existing resources, and generate new resources to reduce the number of people who experience homelessness in our community. The plan contains 18 strategies, 16 of which are in active implementation stages at this writing. Since 2012, we have begun to see the results of the plan, as overall homelessness has been reduced 27%. Chronic homelessness is down 69% and family homelessness has been reduced by 25%.

Point In Time Data: Point In Time data is our most reliable benchmark for determining progress in that it is the one time each year that the unsheltered population and programs that do not participate in HMIS are captured.

Memphis and Shelby County volunteers counted 1, 525 people who met HUD's definition of literally homeless in January 2015. This is a decrease of 8.9% over the previous year.

In nearly every category, homelessness fell in 2015. There were fewer single individuals, fewer individuals sheltered, fewer unsheltered, and fewer people in families who were literally homeless on January 27th, 2015. Only the number of households with children increased slightly (155 vs. 151, 4 more than in 2014.) There were no families found sleeping unsheltered since 2012.

Annualized Data: Our primary tool for measuring annualized homelessness data is through our Homeless Management Information System, administered by the Community Alliance for the Homeless. The Annual Homeless Assessment Report (AHAR) also shows a decrease in the most recent year, though not as dramatic as the Point In Time data.

Length of Stay: As part of the community's performance benchmarking process, programs are scored by a variety of factors that correspond with the HEARTH Act's

emphasis on reducing the number of people who experience homelessness and the length of time they spend homelessness. The 2012 performance assessment was the first to score programs based on their length of stay. Average length of stay data is provided in the table below. We expect the length of stay to decrease in future years since it is now a performance and scoring rating factor that can impact program funding.

Homeless Needs Assessment

Population	Estimate the # of persons experiencing homelessness on a given night		Estimate the # experiencing homelessness each year	Estimate the # becoming homeless each year	Estimate the # exiting homelessness each year	Estimate the # of days persons experience homelessness
	Sheltered	Unsheltered				
Persons in Households with Adult(s) and Child(ren)	0	518	1,963	845	763	0
Persons in Households with Only Children	0	0	0	0	0	0
Persons in Households with Only Adults	78	929	4,640	3,199	3,633	0
Chronically Homeless Individuals	21	67	130	141	96	0
Chronically Homeless Families	1	4	0	4	7	0
Veterans	5	221	181	170	190	0
Unaccompanied Child	4	119	64	49	53	0
Persons with HIV	5	7	76	67	25	0

Table 25 - Homeless Needs Assessment

Data Source Comments:

Indicate if the homeless population is: Has No Rural Homeless

If data is not available for the categories "number of persons becoming and exiting homelessness each year," and "number of days that persons experience homelessness," describe these categories for each homeless population type (including chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth):

Data is available for the category # of persons becoming and exiting homelessness each year which is indicated in the chart above. We do not yet have the ability to provide data across programs for the category # of days that persons experienced homelessness. We will seek assistance from HUD and our HMIS vendor to find an algorithm for extracting that information. This data is currently not available for any of the populations listed in the chart.

Nature and Extent of Homelessness (Optional)

Race:	Sheltered:	Unsheltered (optional)
White	348	23
Black or African American	1,091	53
Asian	0	0
American Indian or Alaska Native	0	0
Pacific Islander	1	2
Ethnicity:	Sheltered:	Unsheltered (optional)
Hispanic	3	2
Not Hispanic	1,444	76

Data Source:

Comments:

Estimate the number and type of families in need of housing assistance for families with children and the families of veterans.

The estimate for the number of families with children in need of housing assistance is 360 households and the estimate for the number of families of veterans in need of housing assistance is 145 households.

Describe the Nature and Extent of Homelessness by Racial and Ethnic Group.

Homeless individuals and families are disproportionately African-American or Black (annually 94% of the homeless population vs. 63% citywide.) The percentage of

homeless population made up of veterans is between 14.8%. Memphis has a very small number of Hispanic people who are homeless. Between 10/1/2013 – 09/30/2014 only 2% of the families in emergency shelters and only 1% of families and individuals in transitional housing reported their ethnicity to be Hispanic/Latino.

Describe the Nature and Extent of Unsheltered and Sheltered Homelessness.

Homelessness in Memphis is largely driven by the extremely low incomes of adults, combined with disconnectedness to appropriate systems of support (e.g. ranging from family and friend support to professional supports that promote physical and behavioral health.) On a per capita basis, the rate of homelessness in Memphis is low compared to other cities of our size. We attribute this to the relatively low cost of housing and willingness in the community to double up or provide temporary residence to those who fall on hard times. While homelessness exists throughout Shelby County, it is most often visible in the Downtown and midtown areas of the City with pockets of encampments in at least four other parts of the County. We do not have a rural homeless population due to our jurisdiction being only urban and suburban.

Discussion:

As we have adopted the Action Plan to End Homelessness, we have a greater understanding of matching evidence-based interventions with the population we serve. We are promoting rapid rehousing and permanent housing strategies in order to reduce the length of time people experience homelessness and to reduce the number of people who are homeless. We have adopted assessment tools that help us better target our interventions and provide us with more accurate data on unmet needs. We have developed a coordinated entry system whereby all CoC funded housing is assigned to the most vulnerable people first.

NA-45 Non-Homeless Special Needs Assessment – 91.205 (b,d)

HOPWA

Current HOPWA formula use:	
Cumulative cases of AIDS reported	6,748
Area incidence of AIDS	256
Number of new cases prior year (3 years of data)	871
Rate per population	19
Rate per population (3 years of data)	22
Current HIV surveillance data:	
Number of Persons living with HIC (PLWH)	7,570
Area Prevalence (PLWH per population)	564
Number of new HIV cases reported last year	0

Table 26 – HOPWA Data

Data

Source: CDC HIV Surveillance

HIV Housing Need (HOPWA Grantees Only)

Type of HOPWA Assistance	Estimates of Unmet Need
Tenant based rental assistance	200
Short-term Rent, Mortgage, and Utility	190
Facility Based Housing (Permanent, short-term or transitional)	22

Table 27 – HIV Housing Need

Data

Source: HOPWA CAPER and HOPWA Beneficiary Verification Worksheet

Describe the characteristics of special needs populations in your community:

The characteristics of the special needs populations in Memphis include: physically and developmentally disabled; mentally ill; elderly and frail elderly; substance abusers and ex-offenders; very-low income, unemployed and/or low skilled; and victims of domestic violence, abused children and their families

What are the housing and supportive service needs of these populations and how are these needs determined?

- Facility-based housing for persons with AIDS/HIV and their families Transitional housing

- Tenant-based rental assistance Permanent housing and placement Job-training and employment skills In-home services for seniors
- Counseling and case management services Accessibility modifications for disabled and senior homeowners.

The needs are determined by the client in-take procedures used by service providers who request CDBG, ESG, HOME or HOPWA funding via Memphis' competitive grant award process. On-going meetings and consultations with service providers are also means by which needs are determined by service providers.

Discuss the size and characteristics of the population with HIV/AIDS and their families within the Eligible Metropolitan Statistical Area:

The Memphis TGA accounts for the largest number of persons living with HIV/AIDS among the TGAs in Tennessee, and approximately 86% of all PLWHA in the Memphis TGA reside in Shelby County. DeSoto County in Mississippi accounts for the second largest PLWHA population (5.5%) followed by Crittenden County in Arkansas (3.4%).

Of the 7,279 individuals estimated to be currently living with HIV disease at the end of 2014, 49% (n=3,576) of these individuals were classified as AIDS. The overall percentage of persons living with HIV infection stage 3 (AIDS) has gradually increased from 46% (n=2,983) in 2011 to 49% (n=3,576) in 2014. This is due to the effective care, treatment, and lower number of deaths among the PLWHA than new HIV cases each year. The overall percentages of people living with HIV not AIDS is steadily decreased from 54% (n=3,459) in 2011 to 51% (n=3,721) in 2014. This decrease is partly due to overall decreasing of HIV incidence in Memphis TGA 429 new cases in 2011 to 324 new cases in 2014.

Almost 68% of people living with HIV or AIDS in the Memphis TGA are male. The majority is Non-Hispanic Black (82%), followed by Non-Hispanic White (13%) and 3% Hispanic/Latino. Almost 47% of persons living with HIV or AIDS are within the child-bearing range of 13 to 44 years of age. (Source: 2015 Comprehensive Needs Assessment completed by the Memphis Transitional Grant Area (TGA).)

NA-50 Non-Housing Community Development Needs – 91.215 (f)

Describe the jurisdiction's need for Public Facilities:

This section identifies and assesses the non-housing community development needs in Memphis and Shelby County Tennessee. The process by which these needs were identified included a triangulation of several research methodologies (focus groups, one-on-one interviews, archival research, and surveys); which involved an analysis of local economic conditions, with attention placed on the interest of the primary target groups (low-moderate income residents and communities). Representatives from community-based organizations (CBOs), government, planning agencies and other stakeholders weighed-in on local trends and needs.

Modes of outreach consisted on focus groups, interviews and surveys. The targeted outreach was to the broader community, service providers, real estate developers, and governmental staff from the local jurisdiction.

Quality publicly owned amenities in a community offer the support for private ventures and strong neighborhoods. Public and private investment each play a significant part in revitalizing and stabilizing neighborhoods. Public facility improvements send a message to neighborhoods that the City supports an area by reinvesting and creates confidence for private investment. Neighborhood livability and creating and maintaining quality neighborhoods are goals of the city of Memphis. The City of Memphis provides numerous public facilities for its residents. including community centers, libraries, parks, tennis courts, etc.

There is a need for facilities that serve special needs populations and locations to where the populations are located. Priority public facility needs in Memphis are ADA compliant centers for people with disabilities, as well as centers for youth ad seniors within neighborhoods.

How were these needs determined?

The process by which these needs were identified included a triangulation of several research methodologies (focus groups, one-on-one interviews, archival research, and surveys); which involved an analysis of local economic conditions, with attention placed on the interest of the primary target groups (low-moderate income residents and communities). Representatives from community-based organizations (CBOs), government, planning agencies and other stakeholders weighed-in on local trends and needs.

Needs were determined based on a number of methods including public participation through surveys (City of Memphis, Division of Housing and Community Development (HCD), Planning Department, survey), focus groups held by the HCD Planning Department, interviews, and meetings with neighborhood and business associations. The City's Capital Improvement Program (CIP) identifies needs for public infrastructure. Targeted Mayoral task forces and other local division of government, including EDGE,

WIN, and Livable Memphis also included public participation components resulting in identifying needs and priorities.

Describe the jurisdiction's need for Public Improvements:

Public involvement results continually point to the need for infrastructure improvements in the low-moderate income areas of the city. Sidewalks and ADA compliant roadways and curbs, and crime prevention through environment design (CPTED) in particular are frequently in the top tier of needs identified by the constituency (not only for the community at-large; but more specifically vulnerable populations such as the elderly). This includes streetscape, improved roads that would improve the safety for its citizens. However, a shrinking city budget does not allow for all of the needs to be met. Nevertheless, both the city of Memphis and Shelby County are working collaboratively to address many of these. Hallmark to this partnership is one initiative among many.

The City and County have adopted the Mid-South Regional Green Print and Sustainability Plan; a 25-year plan designed to enhance regional sustainability by establishing a unified vision for a region-wide network of green space areas, which serves to address long-term housing and land use, resource conservation, environmental protection, accessibility, community health and wellness, transportation alternatives, economic development, neighborhood engagement, and social equity in the Greater Memphis Area.

How were these needs determined?

Needs were determined through organizations such as Livable Memphis, Memphis Center for Independent Living, Memphis Regional Design Center, Office of Planning and Development, Office of Sustainability and the Mid-South Complete Streets Coalition.

Describe the jurisdiction's need for Public Services:

Public services serve critical needs of Memphis' low and moderate income people. Because of the high poverty rate in the city, the need for public services is great. This includes health providers, homelessness, child care, transportations, family literacy, job/employment training, and education services. Memphis has a significant number of public service agencies serving the needs of low and moderate income people. Yet significant needs have been identified in the area of youth-centered services - to do the high levels of youth homelessness and aging out of foster care, etc.; employment programs/services for ex-felons and occupational youth (18-24); mental health care; and alternative transportation options. Service populations are youth, ex-offenders, mentally-ill person, and families with children.

How were these needs determined?

Needs were identified through the public involvement process in conjunction with consideration of City priorities. Local service providers and research completed by

government agencies, universities and service providers was taken into consideration. Community stakeholders also participated in needs assessment survey.

MA-30 Homeless Facilities and Services – 91.210(c)

Introduction

Subpopulation data includes estimates based on the fact that a percentage of programs do not provide subpopulation data and data is extrapolated in these instances. In addition to the categories in the chart above:

- 11% are reported as domestic violence victims
- 45% indicated some form of disability
- 38% reported substance abuse
- 14% indicated mental illness; and
- 2% reported HIV/AIDS

These statistics are not considered highly reliable given that they are typically driven by the services offered at a particular program. For example, programs in Memphis typically offer recovery services but do not focus on mental illness. Therefore, rates of mental illness are typically under-reported and substance abuse is often over-reported as people seek to qualify for available housing units.

The Subpopulation data will continue to be refined as we prepare for submission of data to HUD this spring. We are manually entering data from some providers that do not participate in HMIS, therefore, the count data is not finalized until all data entry is completed, which we expect in April.

The PIT data indicates a significant reduction in the number of homeless Veterans, (411 in 2012 and 226 in 2015). The heavy investment in resources for homeless veterans as part of the national and local plans to end veteran homelessness appears to be paying

off.

Facilities Targeted to Homeless Persons

	Emergency Shelter Beds		Transitional Housing Beds	Permanent Supportive Housing Beds	
	Year Round Beds (Current & New)	Voucher / Seasonal / Overflow Beds	Current & New	Current & New	Under Development
Households with Adult(s) and Child(ren)	181	0	433	462	0
Unaccompanied Youth	8	0	0	0	0
Households with Only Adults	383	200	746	668	0
Veterans	0	0	145	349	0
Chronically Homeless Households	0	0	0	524	25

Table 40 - Facilities Targeted to Homeless Persons

Data Source

Comments:

Describe mainstream services, such as health, mental health, and employment services to the extent those services are used to complement services targeted to homeless persons

Mainstream Services for homeless persons: The following supportive services are available to most homeless families:

- Health care
- TANF, Food Stamps, and child care
- Dental and vision on a limited basis
- Mental health services on a limited basis
- Substance abuse treatment and counseling
- Employment services on a limited basis
- Legal services
- Domestic violence services
- Limited outreach and engagement

- The following services are still needed:
- Additional employment services
- Additional mental health services and medication assistance
- Additional dental and vision services
- Disability benefit application assistance
- Outreach and engagement
- Additional health services, particularly specialty care and respite care for those who have had surgery

List and describe services and facilities that meet the needs of homeless persons, particularly chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth. If the services and facilities are listed on screen SP-40 Institutional Delivery Structure or screen MA-35 Special Needs Facilities and Services, describe how these facilities and services specifically address the needs of these populations.

Each year, among the 77 programs that serve homeless individuals and families in Shelby County, there are various changes. Programs open or close, change service approach or population, and reduce or expand capacity. The following information describes the changes reported in the 2015 Housing Inventory Count (HIC), broken out by service categories, as well as progress on the Mayors' Action Plan to End Homelessness capacity targets.

Emergency Shelter

There are 500 year-round emergency shelter beds reported operating during the 2015 count. The majority of the beds, 318 are designated for households without children, 174 for households with at least 1 child, and 8 beds for households with

only children. In addition, there are 32 seasonal and 200 overflow beds. In most cases, the units are fee-based, where the individuals are responsible for paying between \$6 and \$20/day. The Mayors' Action Plan called for 38 additional units of family shelter and between 20 and 60 additional units for single women. In both cases, free shelter for at least 20 days was recommended.

Transitional Housing

There was a slight decrease in transitional housing units in 2015. The Mayors' Action Plan calls for a reduction of 50% in the number of transitional housing units over 5 years based on research questioning the effectiveness of this approach. Specific to publicly funded transitional housing programs, there is one program that will close this year. Funding will be reallocated to a new rapid rehousing program for individuals and families, if federal funding is awarded. The community has adopted a performance-based approach to renewing or reallocating funds. Nonetheless, programs that operate without public funding, typically faith-based recovery programs have continued to open or expand, adding over 100 TH units in the past two years.

Permanent Housing

Research and practice has demonstrated that Rapid Rehousing and Permanent Supportive Housing are critical strategies in ending homelessness – an approach emphasized in the Mayors' Action Plan to End Homelessness. We have made significant progress in expanding capacity in these programs and even more progress is in the pipeline for FY16. A total of 1,383 permanent housing beds were reported in 2015, an increase of 495 beds from 2014. This includes 577 units designated for chronically homeless individuals or families and 535 beds for veterans. The Mayors' Action Plan called for an increase of 391 PSH units for individuals and 101 units for homeless families with children over 5 years.

Adoption of Housing First principles, an Intensive Community Treatment team, and use of the vulnerability prioritization process are having a significant impact. Last year's CoC bonus project, (North Memphis CDC) combined with County-funded wraparound services, is taking many of the most vulnerable individuals off the street.

MA-35 Special Needs Facilities and Services Introduction

HOPWA Assistance Baseline Table

Type of HOWA Assistance	Number of Units Designated or Available for People with HIV/AIDS and their families
TBRA	65
PH in facilities	31
STRMU	216
ST or TH facilities	46
PH placement	1

Table 41 – HOPWA Assistance Baseline

Data HOPWA CAPER and HOPWA Beneficiary Verification Worksheet
Source:

Including the elderly, frail elderly, persons with disabilities (mental, physical, developmental), persons with alcohol or other drug addictions, persons with HIV/AIDS and their families, public housing residents and any other categories the jurisdiction may specify, and describe their supportive housing needs

A description of the supportive housing and service needs and the availability of those needs for each of the sub-populations follow.

- Elderly/frail elderly need both assisted and independent living housing. Both housing types are licensed by the State of Tennessee as either "assisted care living facilities" or "homes for the aged". In Memphis, there are 14 assisted care living facilities that have 988 beds. Almost all of the assisted care living facilities serve a population whose incomes exceed 80% of adjusted median income (AMI). The homes for the aged total 16 facilities having 182 beds. These facilities are generally small and serve a population whose incomes range less than 50% AMI. A significant gap is noted in the availability of assisted care living facilities that serve a low/moderate income population.
- Persons with disabilities: Persons with mental illnesses are usually dully diagnosed being homeless and abusers of substance/alcohol. While there look to be about 20 or so transitional and emergency shelter facilities available to this sub-population, the large number of persons in this group reflect a gap where the number of facilities need to double. Persons with physical and developmental disabilities are provided housing and supportive services through a host of county, state and non-profit agencies. Residential and housing services are supported both through Memphis' allocation of entitlement grant funding to MIFA, Meritan, Shield, and Case Management,

Inc. Few gaps are noted, however, the demand for housing and services exceed the supply.

- Persons with alcohol or other substance abuse problems receive private and public non-profit housing and supportive services via an array of agencies. For those low/moderate income members of the sub-population, the City of Memphis allocates entitlement grant funding to CAAP.
- Public housing residents: Current residents need employment opportunities although the Memphis Housing Authority has programs that provide a resident employment and training center, case management, and a Family Self-Sufficiency Program.

•
Describe programs for ensuring that persons returning from mental and physical health institutions receive appropriate supportive housing

The City of Memphis provides funding to Case Management Inc. to help coordinate the releases of mentally ill patients from Shelby County and City jails. In addition, the Community Alliance for the Homeless facilitates the role of Homeless Referral Center (a program administered by the MIFA) in helping to connect persons returning from health institutions with supportive services and housing. The program was established to provide a single source of up-to-date and readily available information on permanent supportive housing resources.

Specify the activities that the jurisdiction plans to undertake during the next year to address the housing and supportive services needs identified in accordance with 91.215(e) with respect to persons who are not homeless but have other special needs. Link to one-year goals. 91.315(e)

The City of Memphis will undertake the following activities to address the supportive services needs with respect to persons who are not homeless but have special needs:

1. The Food for Kids Backpack program, which provides food insecure children with nutritious and easy to prepare food when other resources such as when free school breakfast and lunch, are not available. Every Friday the Food for Kids Backpack program provided children with six complete meals to enjoy over the two-day weekend.
2. The Strengthening Families for the Future program, which serves women infected with HIV/AIDS and their children who are impacted by the disease. The program focuses on three (3) particular services, including Financial Peace University, Support Groups and Individual Counseling sessions and the Violence Prevention Parent Training Program.

3. The CASA (Court Appointed Special Advocates)'s Volunteer Advocate Training Program trains community volunteers who investigate child dependency and neglect cases with petitions before the Juvenile Court.
4. A homemaker program which addresses the inappropriate institutionalization of many low to moderate income elderly and disabled adults who reside alone and have very little family support. Services include: general cleaning; meal planning and preparation; errand running; escort services to and from medical appointments; laundry services; and some companionship.
5. A psychiatric rehabilitation program that serves mentally ill adults that are 18 years of age and older. The program assists people with mental health disorders by helping them to obtain the skills that are needed to become self-sufficient by providing a program of basic living skills training, education/recreational activities, job training, job placement, support groups and interpersonal skill training.
6. The Wellness University provides a comprehensive program that also provides extensive educational and training sessions to increase the self-sufficiency of persons living with HIV/AIDS as well as education, and adherence to medical treatment.
7. The YWCA of Greater Memphis's Immigrant Victim's Access to Justice Program offers bilingual legal advocacy services to immigrants with low English proficiency living, who are victims of domestic violence and live in Memphis. The program serves to empower immigrant women to seek safe, independent and healthy lives for themselves and their children. The services include providing access to service in the criminal justice system, crisis counseling, legal advocacy, safety planning, access to emergency shelter, community education, active referrals to relevant social services and support groups.
8. Meritan, Inc. offers employment and job training opportunities to low-income seniors around the age of 55 and older through its "Title V/Senior Community Services Employment Program (SCSEP)". The program serves as a bridge to unsubsidized employment opportunities for participants by way of their community service experience.

For entitlement/consortia grantees: Specify the activities that the jurisdiction plans to undertake during the next year to address the housing and supportive services needs identified in accordance with 91.215(e) with respect to persons who are not homeless but have other special needs. Link to one-year goals. (91.220(2))

Memphis plans to meet the supportive housing and service needs of the population by:

1. funding requests from service providers that propose to develop new permanent supportive housing
2. funding requests from service providers that propose to provide supportive services
3. use HOME and HOPWA funds to provide tenant-based rental assistance to income eligible persons within the Special Needs sub-populations to receive
4. allocate funding from service providers for public facilities that will assist income eligible Special Needs sub-populations

The low incomes of Memphis special needs populations, when considered along with fair market rents support the decision to use HOME funds to provide tenant-based rental assistance.

SP-35 Anticipated Resources - 91.215(a)(4), 91.220(c)(1,2)

Introduction

The following federal entitlement resources will be available during fiscal year 2017 (program year 2016), which begins on July 1, 2016 and ends on June 30, 2017. The Consolidated Plan describes projects and activities that are ongoing and may be funded with prior year funds. The projects on the listing of proposed projects table are only those that HCD plans to spend FY2017 Federal entitlement funds received from HUD and CDBG and HOME Program Income.

Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Reminder of Con-Plan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	6,098,932	1,200,000	0	7,298,932	0	
HOME	public - federal	Acquisition; Homebuyer assistance; Homeowner rehab; Multifamily rental new construction; Multifamily rental rehab; New construction for ownership; TBRA	2,520,902	100,000	0	2,620,902	0	

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Reminder of Con-Plan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
HOPWA	public - federal	Permanent housing in facilities Permanent housing placement Short term or transitional housing facilities STRMU Supportive services TBRA	3,511,669	0	0	3,511,669	0	
ESG	public - federal	Conversion and rehab for transitional housing Financial Assistance Overnight shelter Rapid re-housing (rental assistance) Rental Assistance Services Transitional housing	561,939	0	0	561,939	0	

Table 52 - Anticipated Resources

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

Other resources expected to be available for housing and community development activities include foundations and other private sources, State resources, and other non-entitlement Federal sources. In FY 2017, the City of Memphis will provide General Funds and Capital Improvement Funds that will be used to develop

infrastructure, housing, social and economic initiatives. Other sources of revenue may include low-income housing and historic tax credits, New Markets Tax Credits, private-sector equity investments that will finance redevelopment efforts in conjunction with HOPE VI and other development projects.

During FY 2017, HCD will continue to leverage its federal entitlement dollars through its partnerships with other government agencies, mortgage companies, lenders, and private investors in the implementation of housing and other development projects that will generate additional funds.

HUD requires a match for HOME and ESG funds. The City will require Community Housing Development Organizations (CHDOs) and agencies that receive Emergency Shelter Grant funds to provide their own match with eligible non-federal sources. The competitive grant applications process that HCD uses for entitlement funds, such as CDBG (local community and public services grants), ESG and HOPWA, require commitments from other funding sources.

The City has several economic development programs that use Federal entitlement funds and city funds to leverage additional funds from other sources. The Renaissance Business Center provides business assistance to small, minority, and women businesses. The Center houses multiple services, programs, and agencies to address this goal. The Center also has staff designated to work in target areas to provide information about incentives to existing businesses, work to attract new businesses, and develop a plan for economic opportunities. The Memphis Business Opportunity Fund is a joint venture between the City, banks, home loan banks, and Southeast Community Capital that makes loans up to \$500,000.00 to small businesses. The Contractor's Assistance Program is designed to assist small, minority, and women contract firms by providing assistance with technical assistance, bonding, insurance, and capital.

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

There are a number of public agencies in Memphis that have or manage publically owned land. These include the Shelby County Land Bank (which oversees properties that have been taken for nonpayment of property taxes) Shelby County government, Memphis City government, Memphis Housing Authority, and HCD. Whether particular properties are pursued is dependent on a particular project's needs. In many cases, nonprofits can access property at reduced cost for activities that support their goals and they make requests for properties directly. As part of major revitalization initiatives, including HOPE VI and Choice Neighborhoods, HCD and MHA in partnership with their development partners evaluates whether there are publicly owned properties that may be available to use as part of the revitalization efforts. In late 2015, a new nonprofit, Blight Authority of Memphis, was established as a property land bank for the city of Memphis. The organization plans to purchase, demolish and clean up blighted properties across the city.

APPENDIX B (Criteria)
HOME MATCH EVALUATION FORM /FY 2018

Applicant _____

Project Title: _____

APPLICANT CAPACITY

_____ (Maximum 20 points)

- Does the agency have experience in developing housing?
- Does the agency/staff have suitable prior experience serving target population?
- Does the agency have a positive record of implementing similar projects?
- Does the agency have capacity for the proposed program vis-a-vis current activities and program commitments?
- Does the agency have adequate fiscal capacity to implement the project?

NEED/ EXTENT OF PROBLEM

_____ (Maximum 30 points)

- Are the needs of the target population and the need for the project described well?
- Is the project consistent with the priorities described in a Con Plan?
- Does the application demonstrate the need for the project?
- Does the project fill a gap in housing needs?
- Is there a demand for the services? Are there waiting lists, etc.?

SOUNDNESS OF APPROACH

_____ (Maximum 20 points)

- Is the housing and supportive services to be offered clearly described as well as the specific target population to be served?
- Do the proposed services respond to the needs of the population to be served? Are the type and scale of housing appropriate for the target population?
- Does the project propose adequate and appropriate services for the population?
- Does the application include expected outcomes and specific measures by which the project's success can be assessed periodically?
- Does the proposed program have a plan to encourage service coordination with other organizations?

OPERATIONAL FEASIBILITY

_____ (Maximum 30 points)

- Does the application contain clear and complete plans for implementing the project?
- Is committed funding adequate for implementation of the proposed project?
- Is the strategy for securing additional funding and commitment adequate?
- Is the proposed staffing and training adequate for the proposed services?
- Is the project ready to be implemented soon?

TOTAL POINTS AWARDED

APPENDIX C

**FY 2018 HOME MATCH FOR CONTINUUM OF CARE / SPECIAL NEEDS
POPULATION RENTAL HOUSING**

**FEASIBILITY WORKSHEET
City of Memphis / Homeless and Special Needs Housing**

Complete the following calculations to justify the amount of HOME funds needed.

PART I: PROJECT INFORMATION

A. PROJECT NAME: _____

Project Address: _____

Project Owner: _____

B. PROJECT DETAILS

1. Type of Property / Project

- ___ Single Room Occupancy Housing (SRO)
- ___ Single Family Rental Dwelling
- ___ Group Housing
- ___ Multifamily Rental with Supportive Services
- ___ Other Rental _____

2. Type of Activity

- ___ Acquisition only
- ___ Acquisition / New Construction
- ___ Acquisition / Rehabilitation
- ___ Rehabilitation only
- ___ New Construction only

3. Form of Assistance

- ___ Grant
- ___ Deferred Loan

4. Total Number of Units in Property / Project _____

5. Are or will all units for very-low-income residents be of comparable construction quality and amenities when compared to non-HOME units assisted in the project? ___ Yes ___ No

6. Are or will all of the units in the project be comparable in size, features, and number of bedrooms? Yes No

If so, the HOME-eligible costs can be pro-rated across comparable units and the number of HOME-assisted units may be based on the ratio of the proportion of HOME funds to total project cost.

7. What is the ratio of HOME funds to total project cost?
8. Based on the proportion of HOME funds to total project cost, how many HOME assisted units will be funded? _____

(Apply the ration of HOME funds to total project cost to the number of units in the project (if all units are comparable in size, features and number of bedrooms) to determine the number of HOME-assisted units.)

C. SITE INFORMATION

1. Is the site currently under control of the applicant? Yes No
If yes, control is in the form of: Deed Option Sales Contract
Expiration date of contract or option _____

2. Is site properly zoned for the development? Yes No
If NO, is site currently in the process of re-zoning: Yes No
When is the zoning issue to be resolved? _____ (Month/year)

3. What Census Tract is the site located in? _____

4. Is the site located in a predominantly white Census Tract? Yes No

IF NO, justify the need for the project being located in a primarily black area.

5. Is the site adequate in size, exposure and contour to accommodate the proposed units? Yes No

6. Does the site have access to streets to adequately service the site? Yes No

7. Does the site have access to adequate utilities (water, sewer, gas and electricity)? Yes No

If NO, which utilities need to be brought to the site? _____

D. RELOCATION INFORMATION

Does this project propose any relocation of tenants? _____ Yes _____ No
 IF YES, STOP. The City will not fund a project that involves relocation.

E. MAXIMUM HOME SUBSIDY

Multiply the number of HUD-assisted units times the per unit subsidy limits listed below to determine the Maximum HOME subsidy possible:
 (Source: Table of Basic & Maximum Statutory Mortgage Limits/ Elevator Construction – January 1, 2015)

0 BR	\$ 128,204	x	_____	units = \$ _____
1BR	\$ 146,968	x	_____	units = \$ _____
2BR	\$ 178,711	x	_____	units = \$ _____
3BR	\$ 231,194	x	_____	units = \$ _____
4BR+	\$ 253,780	x	_____	units = \$ _____
Total Maximum HOME Subsidy				\$ _____

F. COST and SOURCE OF FUNDS (Commitment letters must be attached)

a.	Private Funds	\$ _____
b.	Federal Funds	\$ _____
c.	State Funds	\$ _____
d.	Local Government Funds	\$ _____
e.	Other	\$ _____
	TOTAL FUNDS	\$ _____

PART II: PROJECT FEASIBILITY WORKSHEET

A. TOTAL PROJECT COSTS	HOME COSTS	TOTAL COSTS
1. Purchase land & building	_____	_____
2. Site Work	_____	_____
3. Rehabilitation & New Construction		
New Construction Hard Costs	_____	_____
Rehabilitation Hard Costs	_____	_____
Contractor Overhead	_____	_____
Contractor Profit	_____	_____
Subtotal	_____	_____
4. Contingency		
Construction Contingency	NA	_____
Subtotal	NA	_____
5. Architectural & Engineering Fees		
Architect Fee - Design	_____	_____
Architect Fee - Supervision	_____	_____
Subtotal	_____	_____
6. Interim Costs		
Construction Insurance	_____	_____
Construction Interest	NA	_____
Taxes	_____	_____
Subtotal	_____	_____
7. Financing Fees & Expenses		
Credit Report	_____	_____
Title and Recording	_____	_____
Counsel's Fees	_____	_____
Subtotal	_____	_____
8. Soft Costs		
Property Appraisal	_____	_____
Market Study	_____	_____
Rent-Up	_____	_____
Affirmative Marketing Activities	_____	_____
Subtotal	_____	_____
9. Initial Operating Reserves	_____	_____
10. TOTAL DEVELOPMENT COSTS	_____	_____

B. DETERMINATION OF MAXIMUM MONTHLY RENTS ALLOWED

Maximum monthly rents are determined by subtracting the tenant furnished utilities allowance from the Fair Market Rent for Memphis.

1. DETERMINE ALLOWANCES FOR TENANT-FURNISHED UTILITIES AND OTHER SERVICES
 ((If utilities are paid by tenants, HUD allows a monthly allowance for payment of utilities. This amount is deducted from the Fair Market Rent to determine the maximum allowable rent the owner may charge. To determine the monthly utility allowance, identify the type of utilities listed in the left hand column that will be provided and circle the associated number listed under the bedroom size in the proposed project)

MONTHLY DOLLAR ALLOWANCES FOR UTILITIES – APARTMENT UNITS

UTILITY TYPE	E AMOUNT				
	0 BR	1 BR	2 BR	3 BR	4 BR
Heating - Natural Gas	8	10	11	13	15
Bottle Gas	40	47	55	63	70
Oil / Electric	16	17	21	24	28
Cooking - Natural Gas	13	13	14	14	15
Bottle Gas	12	14	18	21	25
Oil/Electric	5	6	7	9	10
Other Electric	28	31	38	44	50
Air Conditioning	6	8	12	16	21
Water Heater – Nat. Gas	6	8	11	13	15
Bottle Gas	31	36	51	64	74
Oil / Electric	11	13	18	23	26
Water	17	18	22	25	29
Sewer	13	14	18	22	25
Trash Collection	16	16	16	16	16
Range / Microwave	10	10	10	10	10
Refrigerator	7	7	7	7	7
Total Utility Allowances Per Proposed Apartment Size					

SOURCE OF UTILITY AMOUNTS: Memphis Housing Authority - Apartments – 2015

MONTHLY DOLLAR ALLOWANCE FOR UTILITIES – SINGLE FAMILY HOUSES

(If utilities are paid by tenants, circle amounts that are appropriate for your project)

UTILITY TYPE	ALLOWANCE AMOUNT				
	0 BR	1 BR	2 BR	3 BR	4 BR
Heating - Natural Gas	18	21	24	26	29
Bottle Gas	87	103	116	130	143
Oil / Electric	23	24	30	37	44
Cooking - Natural Gas	13	13	14	14	15
Bottle Gas	12	14	18	21	25
Oil/Electric	5	6	7	9	10
Other Electric	36	40	49	58	67
Air Conditioning	9	11	17	24	30
Water Heater – Nat. Gas	6	8	11	13	15
Bottle Gas	31	36	51	64	74
Oil / Electric	11	13	18	23	26
Water	17	18	22	25	29
Sewer	13	14	18	22	25
Trash Collection	16	16	16	16	16
Range / Microwave	10	10	10	10	10
Refrigerator	7	7	7	7	7
TOTAL					

2. DETERMINE MAXIMUM ALLOWABLE RENTS

RENT	0 BR	1 BR	2 BR	3 BR	4 BR
Fair Market Rent	\$602	\$700	\$827	\$1,128	\$1,309
Minus the Monthly Utility Allowance (UA) for the appropriate type of unit					
Maximum Allowable Rent					

C. **PROPERTY INCOME CALCULATIONS** (*Property income may be calculated by multiplying the Maximum Allowable Rent determined above times the number of units per bedroom size. However, tenants may pay no more than 30% of their monthly adjusted income, which may be significantly lower than the maximum allowable rent. Please calculate both ways .)*

BASED ON MAXIMUM ALLOWABLE RENT RECEIVED PER UNIT

1. 0 Bedroom _____ # units x _____ max allowable rent \$ _____
2. 1 Bedroom _____ # units x _____ max allowable rent \$ _____
3. 2 Bedroom _____ # units x _____ max allowable rent \$ _____
4. 3 Bedroom _____ # units x _____ max allowable rent \$ _____
5. 4 Bedroom _____ # units x _____ max allowable rent \$ _____
6. Total monthly income (Add D1 through D5) \$ _____
7. Less Vacancy allowance _____% \$ _____
(If estimated vacancy allowance exceeds 10%, attach a written justification.)
8. Other Income (List) _____ \$ _____
9. Net monthly income (D6 minus D7 plus D8) \$ _____
10. Total annual project income (D9 times 12) \$ _____

BASED ON ESTIMATED ACTUAL RENT RECEIVED PER UNIT

1. 0 Bedroom _____ # units x _____ estimated average rent \$ _____
2. 1 Bedroom _____ # units x _____ estimated average rent \$ _____
3. 2 Bedroom _____ # units x _____ estimated average rent \$ _____
4. 3 Bedroom _____ # units x _____ estimated average rent \$ _____
5. 4 Bedroom _____ # units x _____ estimated average rent \$ _____
6. Total monthly income (Add 1 through 5 – estimated average rent)\$ _____
7. Less Vacancy allowance _____% \$ _____
(If estimated vacancy allowance exceeds 10%, attach a written justification.)
8. Other Income (List) _____ \$ _____
9. Net monthly income (6 minus 7 plus 8) \$ _____
10. Total annual project income (9 times 12) \$ _____

D. PROJECT OPERATING EXPENSES

- 1. Management \$ _____
- 2. Utilities \$ _____
- 3. Water / Sewer \$ _____
- 4. Trash Removal \$ _____
- 5. Payroll / Payroll Taxes \$ _____
- 6. Insurance \$ _____
- 7. Real Estate Taxes \$ _____
- 8. Maintenance \$ _____
- 9. Compliance Reporting \$ _____
- 10. Furnishings / Equipment \$ _____
- 11. Other Costs \$ _____

- 12. Total Annual Operating Expenses \$ _____

E. COMPARISON OF ESTIMATED PROJECT INCOME & OPERATING EXPENSES.

- 1. Total Annual Operating Expenses (from D12) \$ _____
- 2. Total Annual Project Income(from C10) \$ _____
- 3. Annual Operation Expenses divided by Project Income _____%

If "Annual Operating Expenses" exceed 50% of "Total Annual Income", you must attach a written justification.

F. ANNUAL REPLACEMENT RESERVES FOR UNITS \$ _____

If Annual Replacement for Reserves exceeds \$200 per unit per year, you must attach a written justification.

G. FEASIBILITY SUMMARY

- 1. Total Development Costs (Part II: A--10) \$ _____

- 3. Total Non-HOME Funding Sources
 - a. Owner's Equity Contribution \$ _____
 - b. Other Grants / Private Sources \$ _____
 - c. Total Funding (non-HOME) \$ _____

- 4. The HOME Grant
 - a. Total Development Costs less Total Funding \$ _____
 - b. HOME Award \$ _____
 - c. Balance to be funded by Owner \$ _____

The undersigned hereby certifies that the information set forth in this form, and in any attachment in support thereof, is true, correct and complete. If additional sources

Applicant / Owner

Date