

CDBG-RHP Application Guidance

The Community Development Block Grant – Recovery Housing Program (CDBG-RHP) was established and authorized under the SUPPORT Act to create and improve transitional housing for persons in recovery from a substance use disorder. The information in this guidance will assist in the development of competitive applications to deploy and use this funding.

Application Deadline: October 15, 2024

Applications for the CDBG-RHP program are due by 11:59 pm on October 15, 2024. Applications must include all required documentation. Applications will be scored on the initial application and documentation submitted, but additional or clarifying information may be requested by TNECD during the review period. The online application can be completed here: https://stateofennessee.formstack.com/forms/cdbg_rhp_application

Eligible Applicants

Only local city and county governments are eligible to be direct recipients of these grant funds. Local governments are expected to partner organizations that have experience creating and/or developing housing solutions for persons in recovery from a substance use disorder.

Public Meetings

As with all CDBG-funded activities, local governments intending to seek funding must hold a public meeting summarizing the funding program, the proposed activity, the amount of the funding being requested, and the amount of any leveraged funding proposed. The local government must allow for local input on the proposed activity and consider alternatives that may be presented at the meeting. Minutes providing a and official record must be kept on file and submitted the application for funding.

Two advertisements of the public meeting in a local newspaper are required. The first advertisement must be published at least 14 days prior to the public meeting. Additional actions to promote local participation in the public meeting are encouraged.

Be sure to hold the public meeting early enough to respond comments and adjust the proposal as necessary.

Eligible Activities

The proposed application must include at least one of the following eligible activities.

- Acquisition of Property (Building/Land)
- New Construction of Housing (Single Unit)
- Reconstruction/Rehabilitation of Housing (Single Unit)
- New Construction of Housing (Multi-Unit)
- Reconstruction/Rehabilitation of Housing (Multi-Unit)
- Clearance/Demolition

Costs associated with the operations and management of programming are no eligible activities.

Funding Amounts

Tennessee received \$1,504,598 for FY24. The allowable 5% for administrative expenses will be reserved, leaving \$1,429,400 to be used for programming.

Available Funds: \$1,429,400

Minimum Grant: \$250,000

Maximum Grant: \$750,000

Financial match is not required for this grant. Additional, non-grant funding included will be given points during the application review under the “Leveraged Funds” criteria.

Scoring and Distribution

CDBG-RHP applications will be scored on the following criteria:

Criteria	Points
Project Need (100)	
County Fatal overdose rate (TDH)	20
County Non-fatal overdose rate (TDH)	20
County poverty rate (Census/ACS)	20
Explanation of need of population served	40
Project Impact (100)	
Readiness (planning, design, shovel-ready, additional funding availability, etc.)	35
Community support	20
Explanation of supportive programs provided	35
Project located in an Opportunity Zone	10
Project Feasibility (100)	
Timeline	15
Sustainability	20
Budget	10
Leveraged Funds	10
Prior experience (with TDMHSAS and/or TNECD programs, with Recovery Housing programs, with construction projects)	25
Organizational Capacity and Partnerships	20
Total	300

Though geographic location is not part of the scoring, geographic distribution will be considered when awarding applications.

Application Narrative

The narrative provided for the various parts of the CDBG-RHP application should be detailed, but concise. Any data or information referenced should be included as backup document in the attachments. Application reviewers may not be familiar with the applicant’s proposal or partner organization(s).

Agreements

All local government applicants must have a written agreement in place with the partner organization that addresses the following minimum criteria:

- Length and term of the project
- Scope of the project
- Expenditure requirements
- Reporting requirements
 - o How often
 - o Types of data to report
 - o Number of beneficiaries to assist
 - o Number of housing units to create/improve
- Record retention requirements

Performance Measures

All CDBG-RHP applications must include values for the following performance measures.

- Individuals Assisted with Transitional Housing
- Individuals Transitioned to Permanent Housing
- Transitional Housing Units Created
- Transitional Housing Units Improved

Application Budget

The provided Project Budget template must be included with each application submission. Applications budgets that do not use the provided template must be revised before application will be reviewed. Up to 6% of the grant funds being requested may be used for local grant administration. Grant funds may also be used to cover the cost of Environmental Review up to the specified amounts for the following levels:

- \$1,500 (Categorically Excluded Converting to Exempt)
- \$3,500 (Categorically Excluded)
- \$4,500 (Environmental Assessment)

Application Attachments

The following attachments are required for all CDBG-RHP applications.

- Project Budget
- Applicant Resolution to Apply
- Partner Organization Agreement
- Public Meeting Documentation
- Procurement of Professional Services (Administration, Engineering, etc.)
- Additional Project Need Documentation
- Additional Community Support Documentation
- Project Plans or Designs
- Other Supporting Documentation