



**community housing
partnership**
of williamson county

129 West Fowlkes Street, Ste. 124
Franklin, Tennessee 37064
P: 615.790.5556, F: 615.595.1215
communityhousingpartnershipwc.org

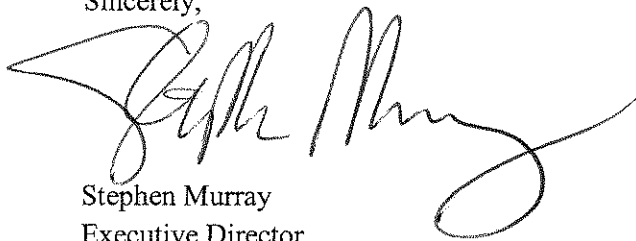
March 23, 2015

Historic Franklin Tennessee
Mr. Russell B. Truell
Assistant City Administrator/CFO
City Hall
109 Third Avenue South
Franklin, TN 37064

Re: Community Housing Partnership of Williamson County 2015-2016 Nonprofit allocation request

Attached is our application for a 2015-2106 allocation request as specified by your correspondence of March 11, 2015. Should there be any questions or changes that were not apparent in the process, please advise. We made an effort to submit this as soon as possible and to maintain our request to the amount approved last year as requested.

Sincerely,



Stephen Murray
Executive Director

City of Franklin
APPLICATION ADDENDUM

For the funding year, July 1, 2015 through June 30, 2016

Name of Agency: Community Housing Partnership of Williamson County

Date: March 20, 2015

Please provide a detailed description of the proposed use of funds that the City of Franklin might provide for Fiscal Year 2015:

Community Housing Partnership of Williamson County (CHP) is requesting the same amount of funding as was received in the previous year (\$8,460). The purpose of the funding is the Owner Occupied rehabilitation program, serving low income and elderly or disable homeowners in the City of Franklin with emergency repairs to their homes. CHP has had an ongoing owner occupied repair program for twenty years through a number of vehicles. Activity in owner occupied repairs has occurred through volunteer rehabilitation with the partnership of area churches, businesses and community volunteers as well as the Catholic Heart Work Camp, MFUGE, Group Workcamps, Greater Nashville Regional Council, THDA and RECONSTRUCT. There continues to be an steady demand in calls for housing assistance for the elderly and low income residents within Franklin. Current funding to support the anticipated rehabilitations in 2014-2015 comes from donations, the City of Franklin, Williamson County, Greater Nashville Regional Council, THDA and United Way of Williamson County. Volunteer labor is used extensively with over 25 volunteer groups currently working with CHP. The City of Franklin funding is a small portion of the funding for this overall program (see enclosed Strategic Business Plan).

Please provide information on any interaction that your agency has with the operations of City of Franklin departments (e.g., response to calls from Police after domestic incidents, provision of meals or lodging to displaced persons, etc.):

CHP has extensive interaction with a number of the City of Franklin Departments. As CHP is the homeless provider for the City of Franklin, we have interaction with the City of Franklin Police Department when they have located a homeless individual or family. CHP interviews the family and upon acceptance provides lodging and emergency food to the family to attempt to stabilize them for a period while working with them towards a permanent solution. CHP works extensively with the City of Franklin Building and Neighborhood Services Department to stabilize housing and with codes violation. This is done by attempting to find solutions that will address the problem and correct it within the confines of this application and outside the confines of this grant money by using volunteers and other less restrictive funding. The successes on this item are too broad to list within this document, but include many deteriorated, flood damaged and structures with serious violations. We work closely with many members of this department to insure the welfare of the family, the safety of the structure, the integrity of the house and the concerns of the City of Franklin. CHP works with the City of Franklin Planning and Sustainability Department on a variety of committees and activities related to the future of the City of Franklin particularly on housing and development issues. Within the City of Franklin government CHP has a seat on the The Housing Commission and the CHP Executive Director has served as the Vice Chair in 2011-2012 and 2013-2014 and was the Chair in 2012-2013 and CHP employees participate regularly on the discussion on these vital issues in housing for the City of Franklin as well as scheduled clean up days in Franklin neighborhoods. Additional, CHP has in the past participated at the Board of Mayor and Alderman and other City of Franklin committees as needed or requested. CHP continues to maintain an open relationship with the City of Franklin staff and elected officials to insure that we are performing the tasks that are needed by the City of Franklin and its citizens.

Please answer completely the following questions using additional pages if necessary:

1. Specifically what services did your agency provide last year for which you are requesting funding this year? What were the objectives and results? (include description capacity, intensity and duration of services.)

CHP provided emergency rehabilitation services for low income elderly or disabled households in the City of Franklin with this funding in the previous year. The City of Franklin funding was leveraged with further funding from Greater Nashville Regional Council, THDA, United Way of Williamson County and Williamson County to increase the number of households we could serve with these funds. The objective of this program is to provide emergency repairs for a maximum value of \$1000 so it would serve 8 to 9 households on average with emergency repairs to Heat and Air systems, roofing, plumbing issues and electrical issues as well as other housing repairs. Approximately 108 families within the City of Franklin were served under the full program in the past fiscal year (again funding from the five sources). Disproportionately, more of the funding by Williamson County and United Way of Williamson County is spent in Franklin than the rest of the county due to the leverage of the City of Franklin funding. Funding for each project is based on the need and the capacity of the recipient to pay. The duration and scope of each project is dependent on the individual job. Additional, funding is leveraged by volunteer labor where necessary.

2. Are there procedures in place for measuring the results achieved by your agency? If so, provide detailed data.

CHP has evaluation programs in place so the Board of Directors can evaluate each specific program. For owner occupied rehabilitations and homeless there is an approval process by the Board on a monthly basis that includes the request and evaluation of the request by staff. A review of the finished

projects is also submitted to the Board monthly that recaps the length of time to perform the request and a cost comparison of the estimate versus the actual. This has improved the process so it is more responsive to the need and allows control of costs to insure viable funding year long. It allows better coordination with the volunteer groups performing the work and better control over the limited funding for the program. CHP has evaluations on the rental program that allows the Board to view delinquencies and turnovers on the units on a monthly basis. This has allowed better control over the units, more efficient problem solutions and better cash flow from the rental operations. In general CHP has extensive reports and evaluations of all operations and programs (including individual program accounting). The Board of Directors meets monthly (unless no business needs to be conducted) and has full reporting of all activities and evaluates programs and their performance on a monthly basis. This results in more efficient and effective services for our customers

3. Does your agency receive any external quality review or accreditation? If so, provide a copy of certificate or license and please explain.

CHP has external quality review on some of our rental properties and single family housing by Tennessee Housing Development Agency. This is done on an individual project basis for last year and on an annual basis and includes verification on the physical condition of the units (Housing Quality Standards inspections) and verification on regulated paperwork (income and other verifications). The Department of Housing and Urban Development reviews CHP's activity under the HUDHOMES program to insure that CHP remains in compliance on the purchase and resale of HUD homes. FEMA monitors the expenditures on the Homeless Program to insure proper use of their funds. The Federal Home Loan Bank of Atlanta reviews the Affordable Housing Program grants to insure that those grants are administered by CHP with the proper qualifying of the grantees and that future monitoring procedures for each family are in place. The City of Franklin reviews

the Community Development Block Grant program on a monthly basis. Some staff members have individual professional certificates or accreditations. No certificates or accreditations are issued.

4. What percent of your local agency budget is your allocation request from the City of Franklin?

Of the total proposed budget of \$1,005,931 for 2015-2016, \$8,460 is proposed from the City of Franklin or .84% of Community Housing Partnership of Williamson County's budget.

5. What other fundraising activities does your agency engage in during the year?

Community Housing Partnership of Williamson County (CHP) does not actively solicit donations, although we do receive some individual donations usually connected with a particular customer we might be serving. CHP is a United Way Agency and is funded on an annual application and review basis by United Way of Williamson County for the Owner Occupied Rehabilitation Program and the Homeless program. Additionally CHP is funded by Williamson County on an annual basis for the Owner Occupied Rehabilitation Program. FEMA additionally funds CHP for the Homeless Program. The City of Franklin CDBG programs funds some activity for owner occupied rehabilitation that is paid directly by the City of Franklin to the contractors with some administrative fees coming to CHP. Some other grant activities through Tennessee Housing Development Agency (generally capital funding for rental production), Middle Tennessee Customers Care, USDA Rural Development (projects in rural sections of Williamson County) and other organizations do present opportunities on occasion. Finally, through the Single Family Housing Program, CHP does generate some net revenues that are used in other programs.

6. Do you charge any fees for you services?

CHP has no direct fees for our services. CHP provides rental units to low income tenants having HUD limited rents. About half these units are to social service causes including developmentally disabled, drug and alcohol addiction, and domestic violence. Rent and utilities cannot exceed 30% of the tenants income. Within the development activity of CHP there is a small development fee in the reconstruction activity of the HUD HOMES program and the Federal Home Loan Bank Affordable Housing Program. The City of Franklin CDBG program provides an administrative fee to CHP for lead based paint inspections and staff activity on the program. On the owner occupied rehabilitation program that is partially funded with City of Franklin funds there are no fees charged for the services.

EXHIBIT A
STATEMENT OF WORK AND PROGRAM OBJECTIVES

The Agency 2015-2016 Annual Work Plan shall include:

1. Owner occupied emergency housing rehabilitations for low income City of Franklin homeowner residents.

2. Owner occupied emergency rehabilitations for elderly low income City of Franklin homeowner residents.

3. Owner occupied emergency housing for disabled low income City of Franklin homeowner residents.

EXHIBIT B
WORK PLAN

1. Solicit applications for low income, low income elderly or low income elderly homeowner residents for emergency repairs to their homes through an application process that allows for the leveraging of additional funding through United Way of Williamson County, Williamson County and Tennessee Development Agency to maximize the funding from the City of Franklin.
2. Verify all documentation on the application including incomes and ownership of the structure as well additional documentation for insurance and mortgage status.
3. Conduct a work write up of the requested work to verify the condition of the structure, the legitimacy of the repair request, the emergency nature of the request and other mitigating factors. Conduct a cost estimate of the requested work.
4. Submit to the Community Housing Partnership of Williamson County Board for approval of the request.
5. Conduct bidding for the work if the size of the requested work so dictates. If the job request is smaller use approved contractors that were previously vetted through a bid process. Award contracts.
6. Inspect all finished work with the homeowner to insure the proper quality of work and all codes conditions were met prior to authorizing payment.
7. Authorize payment, insure the release of the any liens if applicable.
8. Maintain records in the Community Housing Partnership of Williamson County office.

**NON-PROFIT ORGANIZATION
REQUEST FOR WILLIAMSON COUNTY FUNDS
2015-16 FISCAL YEAR**

Organization Name: Community Housing Partnership of Williamson County **Phone:** 790-5556
Contact Person & Title: Stephen Murray, Executive Director
Mailing Address: 129 West Fowlkes Street, Suite 124, Franklin, TN 37064
Federal Identification # (if applicable): 62-1572386
Email address stephen@communityhousingpartnershipwc.org
Number of Active Participants in Organization: 4 full-time, 17 board members and 550 volunteers

Does this organization charge fees to participants? Yes No

If Yes, please itemize the structure utilized (use a separate sheet if necessary): Not Applicable

If No, please explain: CHP participates in several types of affordable housing initiatives. They include: acquisition and rehab of single family housing for resale to low income homebuyers of Williamson County; rehabilitation of low income and elderly owner occupied housing; providing temporary assistance for homeless; providing rental units for low income residents of Williamson County, especially with social service connections; These programs do not require fees, however clients can be required to pay part of the expense if it is deemed they are capable of doing so, this allows CHP to leverage the Williamson County funding to take care of the maximum number of clients. **The Williamson County funding goes solely to the owner occupied rehabilitation program and there are no expenses to the recipients in conjunction with that program.**

Please provide the approximate number of clients served by your program on a yearly basis and an estimate of how many are Williamson County residents: The number of persons CHP served in our 2013-2014 fiscal year (July 1, 2013-June 30, 2014) is actual at 1275. CHP is expecting to serve 1,300 in the 2014-2015 fiscal year. The number of persons served varies from year to year, and all persons served by these CHP programs are Williamson County residents or become Williamson County residents.

List ANY agency (or agencies) in Williamson County which you consider may directly, or indirectly, provide the same or similar services as those provided by your agency. If such an agency exists, please list the similarities (use additional sheets, if needed): We are unaware of any agency that regularly provides free repair assistance for homeowners in general, but there is Mid Cumberland Community Action and Graceworks that provide some isolated items and ARC of Williamson County that assists in mobility issues. CHP coordinates all housing activities with these agencies to insure no redundancy and maximum leverage of funding. Additionally, some churches and civic groups combine with CHP to assist in repairs from time to time. Habitat for Humanity of Williamson County does provide homeownership activity in the county and once again CHP works to insure no redundancy. Hard Bargain Mount Hope Redevelopment and United Community Resource Foundation provide homeownership opportunities in Franklin and CHP mentors with both organizations. Generally, CHP is addressing homeownership customers that these entities cannot. Graceworks and some churches assist with the homeless and CHP coordinates with them on each family. To our knowledge there are no other agencies in Williamson County providing the other services that CHP provides.

**Non-Profit Organization Request for
Williamson County Funds - Page Two**

Organization: Community Housing Partnership of Williamson County

NOTE: If necessary, please use a separate sheet in this format for the inclusion of additional expenditures or revenue line items.

EXPENDITURES:	Actual 2013-14 *	Estimated Expended 2014-15	Requested 2015-16
Owner Occupied Repairs/Homeless	75,102.00	96,000.00	99,500.00
Single Family Construction	0.00	500,000.00	500,000.00
Salaries, payroll taxes and benefits	218,352.00	240,700.00	245,000.00
Taxes, Insurance, and Depreciation	113,671.00	75,500.00	80,000.00
Administrative and Rental operating expenses	31,409.00	26,398.00	26,000.00
Rental Reserves/Repairs/Write offs	35,725.00	42,900.00	45,000.00
THDA/HOME Rental projects**	0.00	471,500.00 **	0.00
TOTAL BUDGET	474,259.00	1,452,998.00	995,500.00

REVENUES: (include any fund raising events)	2013-14	2014-15	2015-16
Williamson County Government	38,131.00	38,131.00	38,131.00
Franklin CDBG/FEMA/Other Gov.	66,634.00	515,907.00 **	42,340.00
United Way	55,000.00	55,000.00	55,000.00
Miscellaneous Contributions and Other Revenue	56,212.00	28,500.00	30,000.00
Gross Rental Income	228,968.00	247,000.00	257,000.00
City of Franklin	8,460.00	8,460.00	8,460.00
Single Family Construction	24,902.00	560,000.00	575,000.00
TOTAL REVENUES	478,307.00	1,452,998.00	1,005,931.00

Please note: CHP Fiscal Year is from July 1st to June 30th. As the 2014-2015 fiscal year has not completed our figures are estimated from the Board approved budget, with estimated actual. 2015-2016 figures are from the Board approved Business and Strategic Plan.

*** From the audit figures, Auditor does not add single family house price, just development fee
** THDA funded property purchase and rehab included at \$471,500, will be a one time occurrence and is capitalized**

**Non-Profit Organization Request for
Williamson County Funds - Page Three**

Organization: Community Housing Partnership of Williamson County

Personnel & Salary Information

Personnel (list by Positions)	Salary 2013-14	Salary 2014-15	Salary 2015-16
Executive Director	74,000.00	79,600.00	80,500.00
Office Manager/Asst. Rehab Specialist	28,064.00	31,000.00	32,000.00
Homeowner Rehabilitation Specialist, Maintenance, Property Management	52,941.00	55,000.00	56,000.00
Administrative Assistant (part time)	0.00	8,500.00	8,800.00
Development Specialist	36,000.00	36,000.00	37,000.00
Benefits & Taxes	27,347.00	30,600.00	30,700.00
TOTAL PERSONNEL EXPENSE	218,352.00	240,700.00	245,000.00

List any equipment owned by this organization funded, in whole or in part, by Williamson County. Please indicate what it is used for, how it is maintained and where it is stored (use a separate sheet if necessary): N/A
