



Terry McKee, IT & Procurement Director

901 N. Broadway • Knoxville, TN 37917-6699

865.403.1133 • Fax 865.594.8858

procurementinfo@kcdc.org

www.kcdc.org

Addendum

Solicitation Name	Mass Mailing & Printing Services Q2204	Addendum Number	1	Date	12/13/2021
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This addendum answers questions raised about this solicitation. Questions are generally verbatim as received. To aid in readability, the questions are in black, the answers are in **bolded blue** and the answers follow immediately below.

Q1	Would you please email me samples of each type of letter?
	Attached here as Appendix 1. The examples are only a guideline for preparing an offer and does not represent actual or guaranteed request for services.
Q2	You have one price area "Processing Cost Per Mail Piece", but have 3 different configurations (3 inserts, 2 inserts, 1 insert); do you want 3 different amounts, or the largest amount?
	Each letter is sent out separately. The table in 13.g. represents the various types of letters sent out in a given month. KCDC has amended the cost table, see below.
Q3	Is there a provision on "Postage Cost Per Mail Piece" that allows this cost to be adjusted if/when the USPS changes their pricing?
	KCDC will review and consider price increases outside of a renewal period should the United States Postal Service change their pricing.
Q4	Would KCDC consider extending the due date?
	Yes, KCDC has extended the due date to Tuesday, December 21, 2021, at 2:00 p.m.

Costs

Includes electronic receipt of mailings, all labor & materials for printing, folding, inserting into envelopes, imprinting return address & logo on envelope, applying postage & mailing.	
Processing Cost per 1 Sheet (front & back) Mail Piece	\$
Processing Cost per 2 Sheets (front & back) Mail Piece	\$
Processing Cost per 3 Sheets (front & back) Mail Piece	\$
Postage Cost Per Mail Piece (Meter, First-Class Pre-Sorted)	\$
Total Cost per 1 Sheet (front & back) Mail Piece	\$
Total Cost per 2 Sheets (front & back) Mail Piece	\$
Total Cost per 3 Sheets (front & back) Mail Piece	\$





Admissions & Grievance Department

901 Broadway, N.E. • Knoxville, TN 37917-6699
865.403.1100 • Fax 865.594.0271
800.848.0298 (Tennessee Relay Center)
www.kcdc.org

September 7, 2021

Dear Applicant:

You currently have an application on file for housing with KCDC. To make sure that you receive an accurate offer for housing, the information on your application must be up to date. Specifically, KCDC must have a current phone number, an alternate phone number, and an address on file in order to make you a unit offer.

You may update by doing **one** of the following **(Please use only one method to respond)**:

1. Visit KCDC's web page at www.kcdc.org and click on the "Update button" **OR**
2. Send an email, with the following information in #3, and decision to: update@kcdc.org. **OR**
3. Contact our update line at (865) 403-1100, extension 1128 and provide the following information and decision.
 - a. Your Name
 - b. Complete Mailing Address
 - c. Email address
 - d. Phone number
 - e. Alternate phone number
 - f. State "Yes" if you wish to remain on the waiting list or "No" if you wish to be removed

KCDC must receive a response from you, by using one of the three options above, no later than **October 8, 2021**. **If we do not hear from you by October 8, 2021, we will assume you are no longer interested in housing and your application(s) will be withdrawn.**

Sincerely,

KCDC Admissions Unit

Please see information on the back of this page regarding an upcoming software change.
This is informational only at this point.
You do not need to take any action regarding RentCafe' until further notice.

If you need a reasonable accommodation due to a disability, please contact:

KCDC 504/ADA Coordinator: Kim Mills Phone: (865) 403-1100, Extension 1195 – Fax: (865) 594-0271





First Creek Management Office

1250 Burge Avenue • Knoxville, TN 37915

865.403.1119

www.firstcreekliving.com

October 12, 2021

As we approach the finalization of the first phase of our newly constructed First Creek at Austin Apartments, we are reaching out to let you know our new website is up and running! We have received notification of your interest in housing at this location and encourage you to visit our website at www.firstcreekliving.com and submit your application today to be placed on the waiting list! You will need to create a user name and password for this process which will require an email address. You will find free email accounts can be obtained from sources such as Gmail, Hotmail, and Yahoo. Below we have included instructions on how to access Rent Café to complete your application.

1. Visit www.firstcreekliving.com, scroll to the middle of the page, and select “Apply Now”
2. You will be redirected to Rent Café. Please select the link that says “Click Here to Register”
3. Fill in the required fields to create your Rent Café account
4. Fill out the application and upload any applicable income documents
5. Wait to hear from our amazing team about unit availability!

While you are on our website, please check out all of the new amenities and available opportunities this newly constructed property has to offer. You will see modern finishes, washer and dryer connections, a fitness center, a community room, as well as a pet spa for your furry family members. Trash, water, and sewer will be included in your rent, and secure tenant storage will be available for an additional fee.

We are extremely excited to see the progress our property is bringing to the community and we look forward to speaking to you in the future about this exciting first step into First Creek Living! If you have any questions or concerns please do not hesitate to contact us at 865-403-1119.

Sincerely,

First Creek at Austin Management





SECTION 8 DIVISION

400 Harriet Tubman Street • Knoxville, TN 37915
865.403.1234 • Fax 865.594.8790
800.848.0298 (Tennessee Relay Center)
www.kcdc.org

December 3, 2021

Tenant
Address
Address

Dear Tenant,

Due to the pandemic, we will now be mailing annual recertification's. You have until **January 10, 2022** to **complete your annual recertification packet** to determine if you continue to be eligible for housing assistance. The Department of Housing and Urban Development (HUD) requires every rental assistance recipient to be re-certified annually. *FAILURE TO KEEP PICK UP YOUR PACKET WILL RESULT IN TERMINATION OF YOUR ASSISTANCE. All members of your household, age 18 years of age or older must complete the paperwork. Verification must be provided for all income received by every member in your household. Failure to provide proper verification will result in the termination of your housing assistance.* The following is the type of verification required to be returned with the packet: Once complete, you may place in the drop box located at 400 Harriet Tubman Street, Knoxville, TN 37915.

- * **EMPLOYMENT** – Provide check stubs from your **current** employment. Please bring your last six weeks check stubs. You must also provide employer's name and address and the amount earned by a full-time student over 18. If no longer working – a release letter from employer on letterhead or notarized.
- * **SELF EMPLOYMENT** - Provide receipts showing gross income. This includes income from babysitting, mowing yards, blood/plasma donations and collecting cans, cardboard, etc.
- * **UNEMPLOYMENT** – Provide statement showing benefits received or a statement of "Benefits Exhausted" if this has occurred.
- * **CHILD SUPPORT** - Verification from court (with Case ID number) showing the amount received for the entire month **or** a signed, notarized statement from person(s) providing support showing the amount and frequency of payment. The name, address, and telephone number of the person paying the support is required.
- * **MEDICAL EXPENSES** (applies only to elderly and disabled) - Deductions may be given for drug expenses not covered by insurance or a Medicare prescription drug card for the last 12 months. Bring the printout from drug store(s) and receipts for health insurance premiums paid.
- * **CHILD CARE** – Provide receipts showing the amount you are currently paying a child care provider including the name, address, and telephone number of the person who is providing child care services for your family **or** a statement from Community Action Committee (CAC) showing the amount you are required to pay. Notarized letter if private party.
- * **SOCIAL SECURITY** – Social Security and Social Security disability benefit amount(s). Social Security – cards on all family members. Picture ID and birth certificates on all minors.
- * **BANK STATEMENTS** – provide your most current bank statement showing what type of account, balance and the interest amount. The statement must have your name and the bank name on it and must not be altered.

Occupancy Specialist





Section 8 Housing Department
400 Harriet Tubman St. • Knoxville, TN 37915
865.403.1234 • Fax 865.594.8790
section8info@kcdc.org

November 22, 2021

Dear Applicant,

This letter is being written to inform you of the status of your current Section 8 Housing Choice Mobility Voucher pre-application. Your name is nearing the top of the waiting list to update your online pre-application for conversion to a full application if applicable. To be sure your information you submitted is accurate, you must come in to update the information on your pre-application. **You and all adult members of the family are required to provide information for this update.**

Due to the COVID 19 pandemic, **we will not be conducting the updates at our office**, however, you may still update by going to <https://apply.kcdc.org> or <https://participantportal.kcdc.org> which is the same place you applied when you did your online pre-application. Once you log in to the portal, you will go to Application Management, Application Statuses, Section 8. Download the Voucher Update packet and complete it. Once you complete the packet, save it and upload it along with your supporting documents such as:

- **Social Security cards for all family members**
- **Picture ID for all adult members of the family**
- **Birth certificates for all family members**
- **Current income verification if applicable and current bank statement if applicable. If you are employed, you will need to bring paystubs for the last 6 weeks worked. Income verifications cannot be older than 60 days.**

Once you upload it, the application will be sent to Diana Willett's email address. You may also print out the forms, fill them out and email it to Diana Willett at dwillett@kcdc.org <<mailto:dwillett@kcdc.org>> or print them out and bring them to our office to put in our drop box located outside our office at 400 Harriet Tubman Street, Knoxville, TN 37915. If you do not have access to a computer, you can call **865-403-1234 Ext. 1299** and we will send you an application, however, please note this may delay processing your application due to a slow mail system. Failure to return the enclosed documents may cause your application to be withdrawn. If you do not update your application by **December 13, 2021** we will assume you are no longer interested in the Section 8 Housing Choice Voucher Program, and your application **will be withdrawn**.

Sincerely,

Admissions & Occupancy (403-1234 Ext. 1299)

cc. KCDC Section 8 office

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Matt Tillery, Vice President of Rental Assistance

400 Harriet Tubman St. • Knoxville, TN 37915
 865.403.1234 • Fax 865.594.8790
 800.848.0298 (Tennessee Relay Center)
 section8info@kcdc.org
 www.kcdc.org

Dear Voucher Holder:

KCDC has updated both regular Housing Choice Voucher Payment Standards for all zip code areas, as well as updated its Small Area Exception Payment Standards for zip codes 37919, 37920, 37921, and 37922. By updating the payment standards this could increase the amount of funds you have to locate housing and will hopefully provide more affordable housing in Knoxville/Knox County areas for our voucher holders.

The new payment standards are effective November 1, 2021.

Following is a list of the new payment standards:

37919 Zip Code		37920 Zip Code		37921 Zip Code	
Efficiency	808	Efficiency	646	Efficiency	787
One Bedroom	898	One Bedroom	737	One Bedroom	878
Two Bedroom	1100	Two Bedroom	913	Two Bedroom	1070
Three Bedroom	1444	Three Bedroom	1199	Three Bedroom	1403
Four Bedroom	1696	Four Bedroom	1463	Four Bedroom	1694
Five Bedroom	1951	Five Bedroom	1656	Five Bedroom	1948
Six Bedroom	2205	Six Bedroom	1872	Six Bedroom	2202
37922 Zip Code		All Other Zip Codes			
Efficiency	1050	Efficiency	724		
One Bedroom	1171	One Bedroom	808		
Two Bedroom	1434	Two Bedroom	989		
Three Bedroom	1878	Three Bedroom	1299		
Four Bedroom	2211	Four Bedroom	1527		
Five Bedroom	2543	Five Bedroom	1755		
Six Bedroom	2875	Six Bedroom	1984		

We are advising you of this because these changes **may** reduce the amount of rent you pay. NOTE: This notice does not apply to the Moderate Rehabilitation Program. If you have any questions, please call our office at 865-403-1234.

Sincerely,



Matt Magrains-Tillery
 Vice President of Rental Assistance
 Knoxville's Community Development Corporation