**Solicitation for Applications**

Community Performance Funding 2019 – Financial Security

***~ Prevention of Low-Income Family Housing Loss or Displacement ~***

**Who May Apply:**

* Entities with a 501(c)(3) designation of exemption from federal taxation from the Internal Revenue Service; **or** incorporation as a non-profit with registration identification number provided by the Secretary of State as a Charitable Organization or proof of such exemption as allowed
* Applicant must have been in existence for at least three years by application due date
* Total funding requested from Metro must not exceed 20% of total revenue for the latest fiscal year
* Recipient must provide a copy of an audit conducted by a certified public accountant for latest
* complete fiscal year [this requirement may be waived for non-profits with annual budgets of less than $50,000 and requests for grants of less than $5,000, per Ordinance No. BL2013-578]
* Recipient must be in compliance with contract requirements of grant awards from Metro in any previous years
* Recipient must have an updated profile in GivingMatters, a non-profit database maintained by
* the Community Foundation of Middle Tennessee
* Non-profits applying for direct appropriations are ineligible to submit applications for CPF

**Important Dates:**

1. Call for proposals released – February 7, 2018
2. Pre-application technical assistance workshop: At Metro Social Services, 2:00 pm on Friday, February 23, 2018.
3. Intent to Apply – Email a statement of your intent to apply with partners named and requested grant amount anticipated to [lee.stewart@nashville.gov](mailto:lee.stewart@nashville.gov) by Wednesday February 28, 2018.
4. Submission deadline: All complete proposals must be submitted by March 23, 2018 at 4:00pm.
5. Project Presentations – Week of March 29, 2018, depending on the number of proposals.
6. Evaluation Committee review of proposals – April 2018
7. Announcement of awards and submission of selected proposals to Mayor’s Office and Department of Finance – April 2018
8. Metro Council consideration of budget including CPF funding – May/June 2018
9. Award start date: CPF departmental Coordinators complete contracts with those receiving grants – July 2018

**Funding:**  Non-profits may apply for up to $50,000 in one priority area (i.e. Financial Security). In the event that an insufficient number of competitive proposals are received to exhaust the $200,000 budget for Financial Security, then the evaluation committee has discretion to award more than $50,000 per non-profit. Similarly, the evaluation committee can partially fund proposals. In both scenarios, the coordinating Metro department will work with non-profits to revise the proposed scope of work accordingly.

**Priority Area Goal: Prevent low-income family housing loss or displacement.**

**Overview:** Projects funded under this category will have a specific plan, strategy, and intervention that show promise to result in a measurable change in the problem, or in factors causing the problem, during the grant period. Examples include implementing an innovative strategy, a promising practice or an evidence-based practice that has been shown to positively address housing loss prevention. It may be helpful for applicants to review the HUD Homelessness Prevention Study, detailed in *Prevention Programs Funded by the Homelessness Prevention and Rapid Rehousing Program*, and *Promising Practices and Success Stories*:

<https://www.huduser.gov/portal/publications/affhsg/HPRP-homeless-prevention-report.html>

<https://www.hudexchange.info/programs/hprp/hprp-promising-practices-and-success-stories/>

Applicants may also wish to download the HUD *Homeowner’s Guide To Success – What to do if you can’t pay your mortgage*: <https://www.hudexchange.info/resources/documents/Homeowners-Guide-to-Success.pdf>

**Funding Objectives:** Priority will be given to proposals that focus on preventing housing loss among low-income families with household incomes at or below 80% of Area Median Income (AMI)

**Client Eligibility:**

* Families with children
* Families unstably housed, such as those temporarily living with friends or family, those experiencing an unmanageable rent increase, and those facing eviction – None of whom have alternative housing resources
* Other families in situations defined by the applicant agency if they meet the intent of the grant

**Application Requirements:** All proposals must include the following components:

1. Describe the purpose of the proposed project, including other community stakeholders/partners involved in development and implementation of the project.
2. Provide details about the project’s goals, objectives and activities, and outcomes
   1. Goal(s) – what is the intended impact; what does the project seek to improve?
   2. Objective(s) – what steps will be taken to achieve your goal? These should be stated as SMART (Specific, Measureable, Achievable, Realistic and Time-bound)
   3. Activities – what actions are involved that lead to the intended impact?
   4. Outcomes(s) – what result, effect or consequence will the project create?
3. Describe how the project will be evaluated.
4. Describe what will be monitored to determine if the project is being implemented as planned.
   1. Describe short-term outcomes of the project (outcomes expected to occur during the course of the grant or soon after) and how these will be measured?
   2. Describe long-term outcomes (outcomes expected to occur beyond the life cycle of the grant or project).
5. Provide a timeline for completion of the project.
6. Describe how the project will continue after the end of the CPF grant.
7. Describe the management plan, including job titles and grant responsibilities of all staff involved with the CPF project.

All submissions should include the following, signed and dated by an authorized applicant agency representative as required – Use this list as a checklist to assure that your application package is complete:

* CPF Cover Sheet
* Applicant Contacts form
* Program Narrative
* Spending Plan
* Spending Plan Narrative/Explanation/Justification
* Certifications of Assurance
* Copy of most recent agency audit [This requirement may be waived for non-profits with annual budgets of less than $50,000 and requests for grants of less than $5,000, per Ordinance No. BL2013-578]
* Metro Short Vendor Application Form
* Note – Applicants must have an updated profile on [www.GivingMatters.com](http://www.GivingMatters.com)
* Note – a 7-minute proposal presentation to the Evaluation Committee and others will be required of all applicants, similar to the Metro departmental Public Investment Plan (PIP) presentations, examples of which may be reviewed at the following web addresses:

<https://www.youtube.com/watch?v=HiLEuNn27pQ>, <https://www.youtube.com/watch?v=FwsxJiNpyHs>, <https://www.youtube.com/watch?v=jq5dMIL0D4k>

**Review Criteria:** Selection of award recipients will be determined by the Evaluation Committee based on the following criteria:

| **Section** | **Content** | **Maximum Score** |
| --- | --- | --- |
| Responsiveness to the grant guidelines/requirements | Only complete applications will be considered by the Evaluation Committee. Agencies submitting incomplete applications will be contacted by MSS and have 5 business days to submit additional/revised material. | N/A |
| Need to be addressed, and basis for need selection | Description of the need, how it was identified (e.g. data), and how it aligns with the priority goal. | 10 |
| Clarity of goals, objectives, activities and outcomes | Description of the intended impact on Priority Area goal; specific Objectives and activities that detail what actions you will take, and any associated outputs such as products, accomplishments, and outcomes. | 25 |
| Evaluation plan | Specific clear description of how you will evaluate your project – what you will do to judge the success or effectiveness of your project. These are in addition to any description of Processes or Outputs. Outcome measures clearly describe the effect or results of your efforts. | 25 |
| Monitoring plan | How will you track progress (monitor) of the project while it is happening, including both operations and budget? | 15 |
| Timeline | Include a timeline of your anticipated milestones for completion. These are key steps that must occur and the anticipated dates for completion. | 15 |
| Sustainability | Describe how the project continues after grant funding or will result in sustainable changes in clients served after the project ends. | 10 |

**Proposal Presentation:** All proposals that meet the eligibility requirements will be required to give a presentation of the proposed project. The presentation may not exceed 7 minutes. Presentations may include a PowerPoint element. Attendees of the Pre-application technical assistance workshop will receive tips about presentations.

**Reporting Requirements: Q**uarterly interim narrative and budget reports and a final report will be required. Specific instructions will be given to successful awardees. The final report will be due within 30 days following the end of the grant funding period.

**Spending Plan and Narrative:** Funds may be used to support project activities such as costs related to salaries, materials, supplies, client financial aid, *etc*., but may not be used for operational support for existing projects and activities that are not directly related to the proposed initiative. Use the Spending Plan template and Spending Plan Narrative form included in the application package. Use the spending Plan Narrative to provide a justification for each line item explaining the rationale for the funds requested in the budget.

**Pre-Application Technical Assistance:** A technical assistance workshop will be offered to prospective applicants. The purpose of the workshop is to review the solicitation and respond to questions. We encourage everyone who meets eligibility requirements to attend.

**Date, time and Location of pre-application workshop:**

Metro Social Services, 800 2nd Avenue South

2 pm on Friday February 23, 2018