

BARNES HOUSING TRUST FUND

ROUND 16

REQUEST FOR APPLICATIONS

RENTAL & LIMITED EQUITY HOUSING

CO-OPRATIVE PROJECTS



**HOUSING
DIVISION**

BARNES HOUSING TRUST FUND

Issued: XXXX

Submittal Deadline: XXXX

Open to Nonprofit Applicants

Metropolitan Nashville Housing Trust Fund Commission
Metropolitan Planning Department, Housing Division

TABLE OF CONTENTS		PAGE
1.0	GENERAL INFORMATION	3
1.1	Barnes Fund Program Overview	3
1.2	Rental and Co-op Housing RFA Purpose	3
2.0	FUNDING INFORMATION	4
2.1	Funding Allocation	4
2.2	Funding Caps	4
3.0	POLICY PRIORITIES	4
4.0	ELIGIBILITY REQUIREMENTS	7
4.1	Threshold Criteria	7
4.2	Eligible Project Types and Costs	8
4.3	Ineligible Project Types and Costs	9
5.0	PROJECT REQUIREMENTS	10
5.1	Nonprofit Status	10
5.2	Affordability Requirements	10
5.3	Income Determination	10
5.4	Property Standards	11
5.5	General Project Requirements	11
5.6	Project Specific Requirements	12
6.0	EVALUATION AND SCORING CRITERIA	12
6.1	Housing Security Criteria	13
6.2	Project Approach Criteria	13
6.3	Underwriting Criteria	13
6.4	Bonus Points	13
7.0	SUBMISSION REQUIREMENTS	14
7.1	Prohibition on Communications	14
7.2	Submittal Format	14
7.3	Question Period	14
7.4	Submittal Deadline	15
7.5	Cure Notice	15
8.0	AWARD RECOMMENDATIONS	15
8.1	Housing Trust Fund Commission Recommendations	15
8.2	Contracting	16
8.3	Council Approval	16
8.4	Application Review and Appeal	16
9.0	POST AWARD	17
9.1	Mandatory Grantee Kickoff Meeting	17
9.2	Funds Disbursement Process	17
9.3	Grant Contract Amendments	17
9.4	Grantee Files	17
9.5	Reporting Requirements	18
9.6	Monitoring and Compliance	18
10.0	APPLICATION SUPPORT	19
11.0	APPLICATION CHECKLIST	19
12.0	APPLICANT CERTIFICATION	20

1.0 GENERAL INFORMATION

1.1 Barnes Fund Program Overview

In 2013, Mayor Karl Dean and the Metro Council created Metro Nashville's first housing trust fund to leverage affordable housing developments throughout Davidson County. Named after Reverend William Barnes, who worked tirelessly over five decades to improve the lives and housing conditions of Davidson County residents, the Barnes Fund continues that legacy today by granting funds to community efforts that encourage and preserve affordability. The Barnes Fund utilizes operational and other Metro dollars and donations to fund projects that create new affordable rental, co-operative, and homeownership opportunities and preserve existing homes through owner-occupied and rental rehabilitation.

To address critical housing needs, the Barnes Fund supports homeownership opportunities for households with incomes at or below 80% of the HUD area median income (AMI) and rental opportunities for households with incomes at or below 60% AMI. The Metropolitan Housing Trust Fund Commission (HTFC) provides oversight and administration of the Barnes Fund. The Commission is dedicated to excellent stewardship and investment opportunities that both fulfill the mission of the Barnes Fund and boosts prosperity for the entire community. The Metro Housing Division provides staff support for the Barnes Fund.

Through Round 15, over \$189 million dollars have been granted to nonprofit organizations through the Barnes Fund to create and preserve over 6,500 units of affordable housing throughout Davidson County. More information about the Barnes Fund is available [here](#). Please visit our [Housing Dashboard](#) to view data on the Barnes Fund as well as other pertinent housing data.

1.2 Rental & Housing Co-op RFA Purpose

The Metro Housing Division, on behalf of the HTFC, is issuing this Request for Applications (RFA) to invite qualified nonprofit organizations to apply for grant funds to create new and preserve affordable rental and limited equity housing co-operative opportunities. Units must be rented/occupied by households with incomes $\leq 60\%$ AMI based on actual household size in accordance with the Affordability Requirements provided in Section 5.2.

As used in this RFA, references to rental and tenant requirements for rental projects mean the same as household and share requirements for co-operative projects.

2.0 INFORMATION

2.1 Funding Allocation

The HTFC is making a minimum of **\$19,000,000** available for Round 16 through 3 RFAs: (1) Homeownership Projects; (2) Rental and Limited Equity Housing Co-operative Projects; and (3) Owner-Occupied Rehab Projects. Of that amount, **\$11,400,000** is available through this RFA for rental and housing co-op activities described in Section 1.2. If a sufficient number of applications are not received under this RFA to award all allocated funds for rental or housing co-op projects, the balance of the allocation will be applied to another RFA that has an excess of qualified applications. In such event, funds will be recommended for award as follows:

- If both the Rental and Co-op and Homeownership RFAs are oversubscribed, funds will be recommended for award to the next qualified application based on the highest percentage of available points for the project type.
- If only one other RFA is oversubscribed, funds will be recommended for award in accordance with Section 8.1 of the RFA for that project type.

The balance of funds will not be held for future funding rounds unless total award recommendations for all projects are less than the amount made available.

- Small Nonprofit Organization Set-Aside: As required by Metro Code § 2.149.040, 20% (**\$2,280,000**) of the allocation must be set aside for qualified nonprofit organizations with an annual operating budget of no more than \$4,000,000 and a housing budget of no more than \$1,000,000. If a sufficient number of qualified applications are not received, funds may be awarded to the larger pool of qualified applicants.

2.2 Funding Caps

The maximum award per project for the larger pool is \$3,500,000.

The maximum award per project under the small organization set-aside is \$750,000.

3.0 POLICY PRIORITIES

In July 2025, the Metro Housing Division released the city's first [Unified Housing Strategy](#) (UHS) to guide Metro's approach to advancing housing security for all Nashvillians while also highlighting the crucial role of private, philanthropic, and nonprofit partners in the housing ecosystem. With 6 key findings, 7 over-arching strategies, 40+ actions, the UHS informs local decisions on resource allocation and

systems delivery, housing types, tenure, affordability targets, land use, and other local policies. The objectives of the UHS are to:

- Expand permanent housing options affordable to Nashvillians at all income levels, therefore reducing the percentage of Nashvillians who are cost-burdened;
- Increase access to housing for all protected classes;
- Support residents with resources and policies to achieve and maintain housing security and stability; and
- Ensure that Nashville's housing stock and systems are resilient and sustainable.

Based on extensive data analyses and robust community engagement, the UHS elevated 6 key findings:

1. Increased housing demand that has overwhelmed what Nashville's current approach to land use and zoning can accommodate;
2. Lack of affordability leading to 49% of renters and 22% of homeowners being cost-burdened;
3. Lack of housing choice, particularly for vulnerable populations and persons with housing barriers;
4. Inaccessibility of homeownership, particularly for first-time homebuyers, due to limited inventory and skyrocketing prices;
5. Risk of housing loss either through forced displacement, such as evictions, or through economic and market pressures; and
6. Difficulty navigating programs and resources because there is no singular, centralized place where people can easily access information or receive guidance about the resources they need.

Overall Housing Needs

The UHS housing demand analysis estimates that Nashville needs to create 90,000 new homes across all incomes over the next 10 years to meet current and future demand.

- Biggest Housing Gap: Need to add 20,000 (2,000 annually) new homes affordable to households with incomes $\leq 60\%$ AMI, with priority for households with incomes $\leq 30\%$ AMI or below; includes need to create 900 permanent supportive housing units annually.
- Pent-up Ownership Demand: Of 90,000 new homes across all income levels, 56% (5,040 annually) should be for homeownership, with 30% (1,512 annually) affordable to families with incomes $\leq 80\%$ AMI.
- Housing Preservation: Need to preserve over 20,000 income-restricted multi-family units that will expire over the next 10 years and preserve homes in vulnerable markets.

The following 7 strategies (plus over 40 related actions) are designed to address the key findings and overall housing needs:

- A. Enhance and align Nashville's housing ecosystem to comprehensively and collectively address Nashville's housing needs.
- B. Optimize and grow financial and resource support for affordable housing across public, private, and philanthropic sectors.
- C. Create a range of new and affordable housing choices for all Nashvillians as appropriate across the county.
- D. Keep homeowners in their homes and create more opportunities for sustainable homeownership and wealth creation.
- E. Create permanent housing options for persons experiencing or at-risk of homelessness.
- F. Preserve and protect long-term housing affordability and stability.
- G. Strengthen housing security for renters and improve access to resources for all Nashvillians.

Summary of UHS Policy Priorities

The following is a summary of policy priorities woven throughout the UHS that should be incorporated into all Metro-supported programs as well as recommendations specific to the Barnes Fund.

Priorities for All Metro-Supported Programs

- Long-term affordability
- Deeply affordable housing ($\leq 30\%$ AMI)
- Special Populations
 - Older adults
 - Single-parent households
 - Persons with disabilities
 - Other housing barriers
- Tenant protections
- Homeownership

Barnes Specific Recommendations

- Deploy resources strategically and efficiently to maximize impact
- Align the Barnes Fund with UHS priorities
- Create separate funding tracks
- Implement an underwriting process
- Strengthen public benefit terms

4.0 ELIGIBILITY REQUIREMENTS

4.1 Threshold Criteria

For an application to be eligible for funding, it must meet ALL of the following criteria. If the application fails to meet **any** of these criteria, it will not be considered for funding.

- The application was submitted by the deadline.
- The applicant is a nonprofit organization and has submitted the following documentation:
 - 501(c)(3) designation by the IRS
 - Copy of Charter and By-laws
 - Active status with the Tennessee Secretary of State
 - Registration with the Tennessee Secretary of State Office of Charitable Solicitations indicating the organization is currently registered to solicit public funds in the State of Tennessee as of the date of the application (**new requirement**)
 - Nonprofit Grants Manual Acknowledgement Form signed by the Board Chair (**new requirement**)
 - Applicant Certification Statement signed by the applicant's authorized representative

- Annual audit conducted by an independent CPA in accordance with generally accepted auditing standards for the most recently completed fiscal year or issued within the preceding 12 months of the application deadline.
- The applicant has certified the following:
 - There are no outstanding legal judgements or adverse findings resulting from Fair Housing, wage payment, or OSHA violations against the Applicant.
 - There are no outstanding legal judgements or adverse findings resulting from Fair Housing, wage payment, or OSHA violations against any member of the Development/Project Team.
- The Developer Fee does not exceed 20% of the funding request.
- The applicant has demonstrated site control in one of the following ways:
 - Deed
 - Minimum 30-year ground lease (or for the term of the affordability period if longer than 30-years is proposed)
 - Option Agreement/Signed Sales Contract

4.2 Eligible Project Types and Costs

- Eligible Project Types
 - Funding is limited to new projects only. A new project is a new building/home that has not received a previous Barnes Fund award. For example, new homes or buildings in a multi-phase development would be eligible for funding as long as the homes or buildings were not included in a previous funding award.
 - Projects may range from single family detached housing to multi-family buildings.
 - Projects may be new construction or conversion from another use to an eligible project type or rehab of existing rental homes.
 - Applicants can only submit one application per project site.
- Eligible Costs
 - *Acquisition Costs*: All costs and expenses incurred in connection with acquiring the property , including the purchase price, associated legal fees, appraisal fees, sales commissions, and professional fees incurred in evaluating such acquisition.

- *Soft Costs*: Costs that are indirectly related to materials, labor, or the physical building of the project, such as architectural, design, engineering, and studies fees; surveys; permitting and regulatory fees; insurance and performance bond fees.
- *Construction Costs*: Costs directly related to the construction of the project, including materials, labor, site work, green building certification; at least **30% of the grant award must be used for construction costs**.
- *Developer Fee*: Costs that the development team incurs for managing the development of the project and providing oversight; **cannot exceed 20% of the grant award**.

4.3 Ineligible Project Types and Costs

- Ineligible Project Types
 - New construction, rehab, or conversion of structures for homeownership opportunities.
 - Rehab of owner-occupied properties.
 - Projects (i.e., buildings/homes) that have received previous Barnes Fund awards even if the purpose is to create net new affordable homes in a previously funded building.
 - Projects may not already be encumbered by a deed restriction or other lien that would render the Barnes Fund deed of restrictive covenant unenforceable (except through foreclosure) or give the lienholder first right of refusal unless the lien/deed restriction is on behalf of HUD; another public agency such as THDA or MDHA; or the Catalyst Fund.
- Ineligible Costs
 - Refinance or pay off existing debt with the exception of a loan from the Catalyst Fund
 - Relocation costs
 - Rental assistance
 - Supportive services delivery
 - Homebuyer subsidies
 - Operating expenses of the Grantee or any member of the development team not related to the management and oversight of the project
 - Operating reserves.

5.0 PROJECT REQUIREMENTS

5.1 Nonprofit Status

During the Contract Term and Affordability Period, the Grantee must maintain ownership in the project or at least 51% control in any partnership that owns the project. Should the Grantee wish to transfer ownership, the project must be owned or controlled by a qualified nonprofit organization approved by Metro.

The Grantee must maintain active status with the Tennessee Secretary of State and prepare annual audits throughout the Contract Term and Affordability Period.

5.2 Affordability Requirements

1. Household income must be $\leq 60\%$ AMI based on actual household size at initial occupancy. Income averaging of Barnes Fund units is prohibited.
2. Rents/share prices should be based on LIHTC rents for 60% AMI.
3. Barnes Fund homes must remain affordable for a minimum of 30 years (Affordability Period). If the applicant proposes a longer affordability term, the Affordability Period will be the term proposed in the application. The Affordability Period, applicable to both the tenant/household income and maximum rents/share prices, shall commence, and Metro will file a Deed of Restrictive Covenant, on the date of issuance of the certificate of occupancy for the final building within the project. If a certificate of occupancy is not issued, the Affordability Period will begin on the date of recordation of the notice of completion for the project.

5.3 Income Determination

1. Grantee is responsible for certifying the incomes of residents at initial occupancy and must certify all tenant incomes annually and maintain a certified rent roll. In the event a tenant's income increases above the income requirement for the unit, the tenant is not disqualified from remaining in the unit. However, the tenant's rent may be adjusted to the corresponding AMI level for the next lease term. Information on the AMI for the Greater Nashville Area is available at huduser.gov.
2. Grantees must use the HUD Part 5 (Section 8) process to determine income eligibility.

5.4 Property Standards

1. All projects must meet all applicable state and local codes, rehabilitation standards (if applicable), ordinances and zoning requirements and mitigate disaster impact, as applicable, per state and local codes, ordinances, etc.
2. The [Universal Design Checklist](#) is a list of criteria that must be utilized in each homes/unit. At least 10 of the criteria in the checklist must be used in each project. Each project application must specify which criteria are being utilized in the project.
3. The Barnes Fund requires units to be sustainable and energy efficient to maintain homeowner health and safety. At least 10 of the criteria found in the [Energy-Efficiency&Sustainability-Checklist](#) must be utilized in each unit and/or common area where applicable. These items must be listed in the building specifications or work write-ups.

5.5 General Project Requirements

1. Grantee must pay all taxes (or PILOT payments, inf applicable), insurance, and assessments on the property during the term of the Affordability Period.
2. Grantees will ensure that any signage, printed materials, or online publications erected at the applicable project site or elsewhere regarding the project shall include the following language or language acceptable by Metro acknowledging that the project is partially funded with a grant from the Barnes Trust Fund for Affordable Housing of the Metropolitan Government of Nashville and Davidson County:

*This project funded in part by the Barnes Affordable Housing Trust Fund of the Metropolitan Government of Nashville & Davidson County.
Metropolitan Housing Trust Fund Commission
Freddie O'Connell, Mayor
Metropolitan Council of Nashville and Davidson County*

3. Grantees should notify the Housing Division of any project-related events, such as groundbreakings and ribbon cuttings by emailing Barnesfund@nashville.gov.
4. The Grantee is responsible for adhering to all licensing requirements and applicable business regulations at the local, state, and federal levels. It is the potential project manager's responsibility to identify and ensure compliance with any relevant rules, regulations, or other requirements.

5. The Grantee must affirm that it does not maintain any personnel policy contrary to applicable state or federal laws, including but not limited to discrimination in employment practices, including promotion, demotion, dismissal, or layoffs, based on race, creed, color, national origin, age, gender, or physical disability.
6. Applicant must demonstrate understanding and compliance with the Fair Housing Act. The Fair Housing Act protects people from discrimination when they are renting or buying a home, getting a mortgage, seeking housing assistance, or engaging in other housing-related activities. The Fair Housing Act prohibits discrimination in housing because of race, color, National origin, religion, sex, familial status, or disability. For more information on the Fair Housing Act please visit hud.gov/fairhousing.

5.6 Project Specific Requirements

1. Home must be used as the primary residence of resident.
2. Home cannot be sublet or be used as a short-term rental.
3. Grantee shall not increase tenant's portion of rent during the lease term. Such prohibition shall not apply to any renewal of the lease, nor shall it affect the portion of rent paid by another federal, state, or local program with respect to the tenant or units benefiting from grant funds.
4. The Grantee will provide Metro with a management plan for program oversight which includes certification of the rents, utility allowances and tenant incomes.
5. For projects with designated PSH units, Grantee must accept referrals from the Coordinated Entry System.

6.0 EVALUATION & SCORING CRITERIA

Projects will be scored on a 169-point scale based on the scoring criteria listed below and detailed in the Rental & Co-operative Housing Projects Scoring Matrix. An additional 8 Bonus Points are available for projects proposing to include Permanent Supportive Housing. Projects must score at least 118 points to qualify for Bonus Points. Point values listed for each scoring criteria are maximum values.

6.1 Housing Security Criteria

Maximum 66 Points

- Income Targets Maximum 8 Points
- Affordability Term Maximum 12 Points
- Housing Size Maximum 8 Points
- Fair Housing Policies and Affirmative Marketing Maximum 10 Points
- Housing Access Criteria Maximum 10 Points
- Anti-displacement Policies & Education, Counseling & Resource Access Maximum 18 Points

6.2 Project Approach Criteria

Maximum 37 Points

- Location and Access Maximum 16 Points
- Neighborhood and Community Benefits Maximum 8 Points
- Design Quality Maximum 8 Points
- Sustainability and Resiliency Maximum 5 Points

6.3 Underwriting Criteria

Maximum 66 Points

- Developer Qualifications Maximum 10 Points
- Project Readiness Maximum 25 Points
- Financial Capacity Maximum 9 Points
- Funding Need Maximum 22 Points

6.4 Bonus Points

Maximum 8 Points

- Permanent Supportive Housing (PSH)

To qualify for PSH Bonus Points, the applicant must (1) agree to accept referrals from the Coordinated Entry System; (2) demonstrate a commitment to proven housing interventions that combine affordable housing assistance with voluntary supportive services and prioritize immediate access to permanent housing without preconditions such as sobriety treatment or employment; (3) demonstrate that the project is financially feasible and has a viable plan for service delivery; and (4) agree that the commitment is not contingent upon the award of project-based vouchers or funding for supportive services.

7.0 SUBMISSION REQUIREMENTS

7.1 Prohibition on Communications

After the release of the RFA and until the Housing Trust Fund Commission votes on award recommendations, potential applicants, their team members, or anyone acting on their behalf are restricted from contacting Housing Trust Fund Commissioners, Metro Housing Division staff, or Evaluation Committee members regarding this funding opportunity, with the following exceptions:

1. Questions about the RFA must be submitted in accordance with Section 7.3 of this RFA.
2. Technical assistance on using the XXXX platform should be requested by emailing Barnesfund@nashville.gov.

Any communication outside of the exceptions listed above may be grounds for rejecting the application.

7.2 Submittal Format

Applications must be submitted electronically via the XXXX platform. Applications submitted in any other format will not be accepted.

The Housing Division will provide a training session on using the platform on XXXX. All interested applicants are encouraged to attend and can register [here](#). Please note, staff will not answer questions on the content of the RFA during the training session. Applicants have opportunities to submit questions on the RFA as provided in Section 7.3.

7.3 Question Period

Interested applicants may submit questions in writing before XXXX. Written questions should be emailed to: Barnesfund@nashville.gov, Subject: R16 Application Questions.

In addition, applicants will have an opportunity to ask questions on the Homeownership RFA during the virtual information session scheduled for XXXX. All interested applicants are encouraged to attend and can register [here](#).

Responses to questions will be posted to the Barnes Fund website and emailed to information session participants and persons who submitted questions no later than XXXX.

7.4 Submittal Deadline

Applications must be submitted in the **XXXX** platform **by 11:59 p.m., central time, on XXXX**. No late applications will be accepted, and no exceptions will be granted. Applicants are encouraged to attend the technical assistance session mentioned in Section 7.2 and begin creating the application in the platform as soon as possible to ensure timely submission.

7.5 Cure Notice

Barnes Fund staff may send a Cure Notice to the contact person specified in the Application to address deficiencies (such as missing or incomplete items) and/or provide clarification on inconsistent or confusing responses. Applicants receiving a Cure Notice will have 10 calendar days from the date of the Cure Notice to respond. Responses submitted after the Cure Period deadline will not be accepted. Applicants may not submit additional items for the purpose of increasing the score or change the scope of the project or funding request.

8.0 AWARD RECOMMENDATIONS

8.1 Housing Trust Fund Commission Recommendations

The Housing Trust Fund Commission is expected to vote on award recommendations at its meeting on June 23, 2026.

Applications will be ranked from highest to lowest score based on the evaluation rating for each project type. Proposals receiving an average score of 118 or less will not be recommended for funding. Award recommendations will be based on the order of an application's total overall score, beginning with the highest ranked application, until funding is exhausted for the project type. Applications may only be recommended for partial funding under the following circumstances:

1. The balance of funds allocated for a project type is not exhausted but is less than the amount requested by the next highest scoring, qualified applicant, and
2. The next highest scoring, qualified applicant is willing to accept partial funding (if not, the next highest scoring, qualified applicant may be considered for the award).

8.2 Contracting

The Housing Trust Fund Commission and Metro Legal will approve the Grant Contract template which articulates the terms and conditions of the award, including expectations for performance and accountability. Grant Contract

provisions, other than the draw schedule and minor scope clarifications, are not negotiable.

The Housing Division will begin the contracting process upon the HTFC's approval of award recommendations and the contract template. Contracts are executed by the Housing Trust Fund Chair and the nonprofit's authorized representative, whose signature must be notarized.

8.3 Council Approval

All Grant Contracts and amendments must be approved by Resolution of the Metro Council. The following items must be submitted to Council with the Grant Contract pursuant to Metropolitan Code 5.04.070:

1. A copy of the nonprofit's corporate charter or other articles, constitution, bylaws, or instruments of organization;
2. A copy of a letter from the Internal Revenue Service evidencing the fact that the organization is a nonprofit, tax-exempt organization under the Internal Revenue Code of 1986, as amended;
3. A statement of the nature and extent of the organization's program that serves the residents of the metropolitan government;
4. The proposed use of the funds to be provided by the metropolitan government;
5. The proposed budget of the organization, indicating all sources of funds and a line-item identification of the proposed expenditure of metropolitan government funds;
6. A copy of the nonprofit's annual audit or other required financial documentation described in Metro Code subsection 5.04.070(E).

8.4 Application Review and Appeal

Applicants may seek consultation with staff to review their application after Metro Council has approved all Round 16 awards.

Pursuant to the provisions of § 2.68.030 of the Metropolitan Code of Laws, decisions of the Metropolitan Housing Trust Fund Commission may be appealed to the Chancery Court of Davidson County for review under a common law writ of certiorari. Any appeal must be filed within sixty days after entry of a final decision by the Commission. Any person or other entity considering an appeal should consult with an attorney to ensure that time and procedural requirements are met.

9.0 POST AWARD

9.1 Mandatory Grantee Kickoff Meeting

Following Metro Council approval of the Grant Contract, Barnes Fund staff will schedule a kickoff meeting to review contract requirements, the draw request process and documentation requirements, and amendment request process. Grantees must attend a kickoff meeting prior to submitting the first draw request.

9.2 Funds Disbursement Process

A draw schedule will be included in the Grant Contract. Funds are drawn on a reimbursement basis for all costs incurred after the contract has been executed, unless specified for acquisition costs, and based on the successful completion of project milestones as listed in the draw schedule. Grantees must provide thorough documentation of expenses, including developer fees. For acquisition costs not paid on a reimbursement basis, Grantee must execute an escrow agreement with a third-party escrow agent.

If funds are awarded for a property under contract (with a documented purchase or option agreement), Metro will not disburse funds for any activity other than acquisition (if included in the grant budget and draw schedule) until the Grantee obtains ownership of the property.

9.3 Grant Contract Amendments

Contract extensions and/or changes to the project (such as scope, location, number of units, budget, or draw schedule) require a contract amendment. For contract extensions, Grantees must notify Housing Division staff at least ninety (90) days prior to contract expiration of its request to extend the contract term. Grantees must submit all contract amendment requests in the form prescribed by Metro. Current annual audits must be submitted with the amendment request unless already on file with the Housing Division.

All contract amendments require approval of the Housing Trust Fund Commission and the Metro Council.

9.4 Grantee Files

The Grantee must maintain a project file during the term of the Affordability Period. The file should contain at least the following documentation:

- Grant Contract, including grant budget
- All grant amendments

- Copies of draw requests, supporting documentation, and other financial records related to the Grant
- Copies of reports
- Beneficiary information, including income verification
- Other pertinent information (e.g., correspondence)

9.5 Reporting Requirements

Reporting requirements are specified in the Grant Contract and include the following:

- Annual Progress and Expenditure Reports during the contract term
- Annual Audit or link to Audit on Giving Matters
- Annual eviction report during Affordability Period
- Closeout Report

All reports, except the Audit, shall be submitted in the format provided by Metro.

9.6 Monitoring and Compliance

Metro Government and its appointed officials have the right to access any applicable books documents, papers, or other records of the Grantee that pertain to, support, or document the Metro grant funds for monitoring, auditing, or examination purposes throughout the contract period and term of the Affordability Period.

Metro further reserves the right to conduct or have a Metro-approved contractor conduct on-site inspections of the project for compliance with Barnes Fund program requirements and property standards during the term of the contract and Affordability Period.

The primary objectives of the monitoring review by Metro will be:

- To determine whether the agency has the resources and capacity to administer the grant funds
- To test if costs and service are allowable and eligible
- To verify that program objectives are being met
- To test the reliability of the financial and programmatic reporting
- To test the reliability of internal controls
- To verify contractual compliance
- To verify that civil rights requirements are being met
- To verify compliance with the Affordability Requirements during the Affordability Term.

Grantees that receive findings of noncompliance will be required to submit a corrective action plan that addresses the steps and procedures that the organization will take to correct the issue(s) contained in a monitoring report. Failure to submit an acceptable corrective action plan or failure to implement steps to correct the issue(s) could result in the Grantee not being eligible for future grant awards. If monitoring findings result in questioned cost, the Grantee could be required to return grant funds to Metro as part of the corrective action plan.

10.0 APPLICATION SUPPORT

For technical support on completing the application, email Barnesfund@nashville.gov.

11.0 APPLICATION CHECKLIST

- A copy of the nonprofit's corporate charter or other articles, constitution, bylaws, or instruments of organization
- A copy of a letter from the Internal Revenue Service evidencing the fact that the organization is a nonprofit, tax-exempt organization under the Internal Revenue Code of 1986, as amended
- A statement of the nature and extent of the organization's program that serves the residents of Davidson County on the applicant's letterhead and signed by the Executive Director or Board Chair
- A Sources and Uses statement for the proposed Project indicating all sources of funds and a line-item identification of the proposed expenditure of metropolitan government funds
- 30-Year Operating Pro Forma (rental only)
- A copy of the nonprofit's most recent annual audit
- Purchasing Policies
- Nonprofit Grants Manual Acknowledge Form
- Signed Applicant Certification Statement

12.0 APPLICANT CERTIFICATION

The Authorized Official of the nonprofit applicant must certify that all information in the application is accurate and must agree to follow the terms and conditions in the RFA; all applicable federal, state, and local laws; contractual terms; and the terms of the Deed of Restrictive Covenants (if applicable).

LINKS TO ATTACHMENTS

- [Metro's Nonprofit Grants Manual](#)
- Sources and Uses Template
- 30-Year Operating Pro Forma
- Universal Design Checklist
- Sustainability Checklist
- Round 16 Rental and Co-operative Housing Scoring Matrix