

**FY10 COMMUNITY ENHANCMENT FUND  
Q&A FROM ORIENTATION SESSIONS APRIL 20 AND 21**

**Clarification of Service Descriptions**

***Are programs which address child abuse eligible for funding under the Domestic Violence service area? Does there have to be a child in the home for eligibility for funding under Domestic Violence?***

The programs may serve clients where both the adult partner and a child or children are victims, or where only the adult partner is a victim. Programs which address **only** child abuse (abuse of a child by a parent or spouse/partner) are not eligible. There does not have to be a child in the home for eligibility; the abuse may be between adult partners without a child's being involved.

***Are only shelters eligible to apply under Domestic Violence?***

No. While Shelter is considered the highest priority need under Domestic Violence, there is also a need for Advocacy and Counseling, and it is not necessary for an applicant to provide all three. It is possible that applications including all three could score higher than applications including only one.

***Must a Community Services program applicant provide Case Management, or can you provide the housing or food assistance without Case Management?***

An applicant could provide only one of the services, but it is possible that applications including all three could score higher than applications including only one.

***Would a program offering financial literacy classes be eligible for the Community Services funding?***

The intent of the CEF program is to fund programs which provide shelter-related assistance, food, or individualized case management services for the economically disadvantaged. Financial literacy classes would not fit into those services.

***How would it affect your chances for funding under Community Services if your agency is not one which usually focuses on food, housing and case management, but you intend to create a program providing that assistance?***

As long as the program for which you apply provides assistance with food, and/or housing, and/or case management to access those services, you would be eligible. Your chances for funding would be decreased to the degree that that kind of assistance is not the main component of the program.

***Could a program that serves ex-offenders be eligible for funding under the Community Services area?***

As long as the program for which you apply provides assistance with food, and/or housing, and/or case management to access those services, you would be eligible. Your chances for funding would be decreased to the degree that that kind of assistance is not the main component of the program serving ex-offenders. Because funding is not offered for programs serving the currently homeless and offenders who are just being released

from incarceration are considered homeless, programs only for those just being released from incarceration are not eligible. However, a program providing the specified services for ex-offenders who have been living in the community and are economically needy, would be eligible.

***Do beneficiaries of the Community Services program services have to be the “newly poor”, or could they be clients who have needed assistance in the past?***

Services for anyone who is economically needy are eligible – it is not necessary for beneficiaries to be newly poor.

***For Community Services, are applicants allowed to ONLY address food, housing, and case management related to food or housing? What if you address other needs (e.g., job placement)?***

Case management by definition is likely to encompass more than one or two needs. It is acceptable for the case management to address other needs – particularly other needs focused on economic necessity. But an application could be scored lower if it appeared that case management related to food or housing was only tangential to the service.

***For Afterschool programs, does the programming have to be school-specific?***

The programming should address the Program Design Factors described in the Handbook, and should contribute to a child’s success in school. Programming which is not school-specific is likely to receive a reduced score unless the applicant provides credible evidence that the programming has resulted in improved chances of success in school.

***Does an Afterschool program have to be in a school to be eligible?***

No.

***What about the provision of transportation services for Afterschool programs? Would an applicant be graded down if the participants do not need transportation?***

If the applicant could clearly demonstrate that participants do not need transportation because they live within walking distance of the school, the transportation need would be considered met. However, if the participants do not “need” transportation because their parents/guardians provide the transportation by picking them up, the program would not be considered to be meeting the transportation need.

***Would Afterschool programs also include the disabled population?***

Yes, as long as the program meets all the other Afterschool Program criteria in the service description. Please note that providing services to individual disabled children so that they may attend a variety of afterschool programs, would not be considered eligible.

**Stats on Agencies Eligible or Applying**

***How many Community Services applications were received last year? How many were funded?***

Sixty-one Community Services applications were received for FY09, and six were funded.

## **Application Packet**

***On the application Cover Sheet where it asks for agency revenue, is that supposed to be for the current year?***

The agency revenue on the Cover Sheet should be the total agency revenue for the same year covered by the audit that the agency is submitting – not the current year.

***On the requirement that you can't apply for more than 20% of the agency revenues, is that 20% of the specific program you want funded, or 20% of the total agency revenues?***

20% of the total agency revenues.

***Does the Program Narrative template allow cutting and pasting?***

Yes.

***Do application documents have to be printed on both sides?***

While application documents printed on one side only will be accepted, it is preferred that applicants make an effort to save paper (and space) by printing on both sides if possible.

***Does the program for which you are seeking funding have to be at least 3 years old?***

No, only the agency itself must be at least 3 years old.

***Do the paper application and electronic audit have to be submitted simultaneously?***

No, as long as both are submitted by no later than 4:30 p.m. on May 8, 2009.

***On the column on the Spending Plan where you list "Non-Metro Funds", what if you have a larger program that includes other counties outside of Davidson County? Do you include the total for the entire program in that column, or just the Davidson County portion?***

Just the Davidson County portion

***What if we have a program which is funded already by another grant but we want to apply for CEF funding to fill a gap in that program? How would we deal with that on the Spending Plan?***

You would include the amount of the CEF grant in Column 1, and the amount of non-Metro funding (which could include the other grant) in Column 2. In the "Resource/Revenue" information section of the Spending Plan, you would list that other grant under "Other Revenue Sources".

## **Application Review and Scoring**

***How does the application scoring process work? Did all reviewers score all applications? How do applications get assigned to given reviewers? What is done about inter-rater reliability?***

All reviewers read all applications in their Service area, but each application is actually scored by only three reviewers. Applications are assigned randomly to the reviewers for scoring. The final score for each application is the average of the three reviewer scores. The reviewers read and score applications independently of each other, but DGC staff may bring the three reviewers for a given application together to consult with each other to resolve the discrepancy when there are significant differences in the scores the reviewers give the application.

***How are reviewers selected? Have reviewers done any grant reviewing before CEF?***

Reviewers are recommended by staff in the Mayor's Office and by Metro Council members and confirmed by the Mayor. They are community leaders with a history of active involvement in the betterment of Davidson County, including members of the non-profit, business, and government communities. Many of them have had past grant reviewing experience and many have not.

***Will Review Panel meetings be open to the public this year?***

Yes.

***Will applicants be able to get feedback on their applications this year?***

Yes, applicant files are public records. Applicants who wish to know how their applications were scored may review their files and request copies if they desire. To facilitate a smooth process for this review, usually DGC establishes at least two dates and times when interested parties are invited to review the files.

## **Grant Conditions**

***When grant awards are decided on, does the applicant get "all or nothing"? Could a recipient receive a different amount than they applied for?***

Yes, if the Review Panel decides to award a different amount than was applied for, the applicant will be consulted to determine what impact the different amount would have on their application.

***What is the start and end date of the grant term?***

July 1, 2009 to June 30, 2010.

***What is acceptable for recipients in lieu of a formal Annual Report?***

Recipients only (not applicants) will have to provide Metro a copy of their Annual Report. Those which do not issue a formal annual report may submit instead:

1. Cover Sheet Clearly Labeled "Annual Report for [Most Recent Completed Fiscal Year]"
2. Names, Addresses and Phone Numbers of Board of Directors
3. Narrative describing the agency's mission and activities
4. Statistical report on all agency activities for the past fiscal/program year. Note: The Final Program Report for a previous Metro Direct Appropriation or CEF grant is insufficient for an Annual Report.

***How can Domestic Violence programs protect the confidentiality of their beneficiaries and still meet the requirement of proof that they are residents of Davidson County?***

It is necessary for all recipients to have a method to document that their beneficiaries are residents of Davidson County. Metro monitors from the Office of Financial Accountability will be interested in evidence that the recipient has such a system, but will not necessarily have to examine the names and addresses of specific clients.

***Regarding the required Interim Program Reports, where can I get a copy of the form used for those?***

Forms are available on the CEF website at

[http://www.nashville.gov/finance/grants\\_coordination/CEF/recipient\\_toolbox.asp](http://www.nashville.gov/finance/grants_coordination/CEF/recipient_toolbox.asp)

***Would computer equipment be considered a capital cost, or would that be an eligible expense?***

Most computers and computer equipment would fall below a \$5,000 threshold for capital expenditures and would not be considered a capital cost.

### **General**

***For agencies which were funded by CEF last year, could you apply for funding for an expansion or just for maintenance of the current program?***

Each year of the CEF is a new year – you could apply for the same program, an expansion, or a different program.

***Who is it that makes the big decisions about the CEF, such as eligibility, service descriptions, etc.?***

There is a Steering Committee in the Mayor’s Office which makes recommendations to the Mayor regarding the Community Enhancement Fund. The Steering Committee is composed of Mayor’s Office and other Metro staff, Metro Council members, and community leaders. Click [here](#) for a listing of the current members, or go to [http://www.nashville.gov/finance/grants\\_coordination/CEF/steering\\_committee\\_fy10.asp](http://www.nashville.gov/finance/grants_coordination/CEF/steering_committee_fy10.asp)

***Is an audit also required for very small organizations?***

Yes.

***How many eligible organizations are there this year, by Priority Area?***

110 agencies were represented at the April 20-21 sessions:

Community Services:	55
Domestic Violence	17
Afterschool Programs	33
No Priority Area Given	5

A list of the attending agencies will be posted at a later point on the CEF website.