

COMMUNITY PARTNERSHIP FUND – FY2020

Background:

The Office of Family Safety (OFS) is seeking applications for grants to domestic violence victim safety in Davidson County that align with the priorities of crisis shelter, transitional housing, civil legal representation/advocacy, and awareness.

Primary Goals & Outcomes of Domestic Violence targeted CPF funds:

Goal: Provide and enhance services not currently offered by Metro Nashville Government in the following areas:

1. **Domestic Violence Crisis Shelter:** Funds in this category will be awarded to a domestic violence shelter provider. Funds should support shelter space assignment to high risk clients – as determined by the Lethality Assessment Program (LAP) [Lethality Assessment Program](#) or Jacqueline Campbell Danger Assessment. [Danger Assessment](#)
 - i. Outcome: Increase in shelter beds occupied by high risk clients/families.
 - ii. Outcome: Increase identification of high risk clients through use of risk assessment tool.
 - iii. Outcome: Increase in staff members trained on selected risk assessment tool.

2. **Domestic Violence Transitional Housing:** Funds in this category will be awarded to a domestic violence transitional housing provider. Funds should support transitional housing assignment to high risk clients – as determined by the Lethality Assessment Program (LAP) or Jacqueline Campbell Danger Assessment. Funds should also support the development and maintenance of a Survivor “Voices” Committee. This committee will help guide and influence services that will be provided by Metro’s Family Justice Center.
 - i. Outcome: Increase transitional housing opportunities.
 - ii. Outcome: Increase identification of high risk clients through use of selected risk assessment tool.
 - iii. Outcome: Increase in staff members trained on selected risk assessment tool.
 - iv. Outcome: Increase survivor input in the services that will be provided by Metro’s Family Justice Center.

3. **Domestic Violence High Risk Civil Legal Advocacy / Representation:** Funds in this category will be awarded to an agency that provides civil legal advocacy and representation to domestic violence victims. Funds should support high risk clients as determined by the Lethality Assessment Program (LAP) or Jacqueline Campbell Danger Assessment.

- i. Outcome: Increase number of high risk clients served by the agency.
 - ii. Outcome: Increase identification of high risk clients through selected risk assessment tool.
 - iii. Outcome: Increase in staff members trained on selected risk assessment tool.
4. Domestic Violence public awareness campaign with the goal of reaching victims that have not previously sought domestic violence services and/or are unaware of their level of risk. Campaign should help victims and the community better identify what is domestic violence, what are high risk behaviors, and best resource(s) to call. Target audience must be residents of Nashville-Davidson County and awareness message(es) must be able to reach diverse audiences in terms of culture and language.
 - i. Outcome: Number of outreach “touches” the campaign has (for example, the number of people that would see the billboard).

Distribution of CPF Funds:

- The total recommended CPF budget for FY 2020 is \$1 million, distributed equally among five priority areas: (1) Community Health (\$200,000); (2) Domestic Violence (\$200,000); Youth Violence (\$200,000); Literacy (\$200,000); and Financial Security (\$200,000).
- Non-profits may submit one proposal for up to \$50,000 in one priority area (i.e. Domestic Violence). In the event that an insufficient number of competitive proposals are received to exhaust the \$200,000 budget for each priority area, 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 revised the proposed scope of work accordingly.

Legal Basis for Grants: TCA 7-3-314 & 6-54-111.

Eligibility

- 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 one full year by application due date.
- Recipient must provide a copy of an audit conducted by a certified public accountant for latest complete fiscal year and be in compliance with contract requirements of grant awards from Metro in any previous years. 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.

- Non-profits applying for direct appropriations are ineligible to submit applications for CPF. [Direct Appropriations](#)
- Funded programs in the domestic violence category must have a demonstrated a history of working collaboratively and in coordination with Metro's Family Justice Center(s), Metro's Office of Family Safety (OFS) and its nonprofit partners. Examples may include the following: 1) Active participant on one or more OFS Committee such as high risk intervention panel, domestic abuse death review, firearm dispossession, and family justice center strategic planning, 2) assigns staff to work with clients at the Jean Crowe Advocacy Center (JCAC), and 3) has staff members specifically working on OFS programs such as the Lethality Assessment Program, Civil-Legal Advocacy, inmate education, VOICES, and high risk probation.

Administration of CPF funds:

Metro's Office of Family Safety will administer the CPF grant process and oversee contracts in the domestic violence priority area.

Grant Conditions:

- Funding can only be used for program specific operating expenses and not for general agency administrative expenditures such as main office rent and utilities, main office printing and postage, main office administrative expenses.
 - If applying for materials and services – must be used by beneficiaries
 - If applying for Equipment – must be used to deliver services to the beneficiaries
 - If applying for staff or supervision of staff – that staff must be providing services to beneficiaries.
 - If it is a supervisory role, that portion/percentage of salary must be tied directly to the program. (example – if 20% of time is spent on funded program, then 20% of salary is allowable).
- Depreciation is not allowed as an expense.
- Funding cannot be used for capital projects (e.g. construction and/or renovations).
- Indirect costs are only permitted for Domestic Violence CPF Goal #4: Domestic Violence public awareness campaign with the goal of reaching victims that have not previously sought domestic violence services and/or are unaware of their level of risk. Campaign should help victims and the community better identify what is domestic violence, what are high risk behaviors, and best resource(s) to call.

Application & Award Timeline:

Call for proposals released	January 2019
Email "Intent to Apply"	February 15, 2019
Proposal Submission Deadline	March 8, 2019
Project Presentations	March 2019
Funding recommendations submitted to Mayor's Office and Metro Finance	April 2019
Award Announcement	May/June 2019
Award Start Date	Upon contract execution

Technical Assistance Workshop

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.

Submissions:

- Email "intent to apply" Andrew Sullivan andrewcsullivan@jis.nashville.org (note: Letter "c" between Andrew and Sullivan) by February 15, 2019.
- Email all CPF Applications to: andrewcsullivan@jis.nashville.org (note: Letter "c" between Andrew and Sullivan) by March 8, 2019.

Budget and Spending Plan

Funds may be used to support project activities such as costs related to salaries, design/printing of materials, supplies, etc. but, may not be used for operational support for existing projects and activities that are not directly related to the proposed initiative. Please use the budget form and include a brief budget justification for each line item that explains the rationale for the funds requested in the budget. (see [Budget Forms](#))

Written Proposal Requirements

- Narrative is limited to 15 pages and should be written in Ariel 11-point font, single spaced using the project template.
- Budget and Budget Justification budget form
- Proposal Presentation
- Documentation that supports the eligibility requirements
 - Proof of 501(c)(3) Status
 - Years in existence
 - Copy of an audit conducted by a CPA for the latest complete fiscal year
 - Be in compliance with contract requirements of grant awards from Metro

Proposal Review Criteria

Selection of award recipients will be determined by a review panel based on the following criteria:

Section	Key Content	Maximum Score
Responsiveness to the grant guidelines/requirements	Completeness of application and adherence to guidelines and requirements	5
Purpose of the project and community partnerships (including Metro’s Office of Family Safety)	Description of the purpose of the proposed project, including other community stakeholders engaged in development and implementation of the project	10
Clarity and achievability of goals and activities	Description of projects goals and what activities need to take place to accomplish those goals.	20
Clarity and achievability of outcomes and measurements of progress and success	Description of each outcomes expected under this project and the likelihood that those outcomes will be achieved. Description of how each outcome will be measured to show value to the community and the individuals the program is designed to serve.	20
Evaluation plan	Clarity of how you will evaluate your project. This includes completeness of the evaluation plan to include what you will do to judge the success or effectiveness of your project. These may include <i>Process measures (Outputs) that quantify the activities of your initiative and Outcome measures that quantify the effect or results that are attributed to your efforts that determine impact and success.</i> (see definitions)	5
Management Plan	Description of your team’s experience and management plan for the proposal.	5
Monitoring Plan	<i>Description of what you will do</i> to track the progress of your initiative, including operations and budget	5
Timeline	A timeline that illustrates your anticipated milestones for completion. These are key steps that must occur and anticipated dates for completion	10
Sustainability	Description of how the project will result in sustainable changes and/or resources that leverage sustainability.	5

Section	Key Content	Maximum Score
Assurance	Assurance that funds will be additive to any existing resources assigned to the priority area	10
Budget	Description of how the funds will be used including dollars requested, total cost, budget estimates by category (capital, operations, staff, etc.). Description of any in-kind contributions (dollars or other resources) including partners, and recurring costs.	10

Proposal Presentation

All proposals that meet the eligibility requirements will be required to give a presentation of the proposed project. The presentation should not exceed 10 minutes. The presentations will be scheduled during March 2019.

Payments:

- Grant Payments - Reimbursement basis only.
- Payments made quarterly.

Reporting requirements:

- Two (2) programmatic reports required
 - Interim Program Report due by February 15, 2019.
 - Final Program Report due 45 days after end of contract term.
- Annual Expenditure report – due 45 days after the end of the contract term.

Monitoring:

Programs will be monitored fiscally and programmatically by OFS.

Reporting Requirements

Interim reports will be due quarterly and a final report will be due within 30 days following the end of the grant funding period (see [Reporting Forms](#)).

Definitions:

Domestic Violence: For the purpose of CPF, domestic violence is defined as a pattern of abusive behavior that is used by an intimate partner to gain or maintain power and control over the other intimate partner. Domestic violence can be physical, sexual, emotional, economic, or psychological actions or threats of actions that influence another person. This includes any behaviors that

intimidate, manipulate, humiliate, isolate, frighten, terrorize, coerce, threaten, blame, hurt, injure, or wound the other intimate partner. Children, who grow up witnessing domestic violence, are seriously affected by this crime, with frequent exposure to violence in the home predisposing children to numerous social and physical problems in addition to impacting future violence victimization and perpetration. This funding category does not apply to prevention services, offender services, or for child abuse services.

High Risk: High Risk is to be assessed and calculated according to the Lethality Assessment Program - Maryland Model or the Jacquelyn Campbell Danger Assessment.

Shelter and Transitional Housing Beds: Shelter beds that *could* be occupied by domestic violence victims would not be eligible unless the applicant proposed to provide services with those beds tailored for domestic violence victims and their children.

Clients/Victims Served: Must be residents of Nashville-Davidson County.