

BARNES HOUSING TRUST FUND

ROUND 16

REQUEST FOR APPLICATIONS

OWNER-OCCUPIED REHAB 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

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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 Owner-Occupied 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 rehab and preserve owner-occupied homes. Grant funds must be invested in homes in which household income is $\leq 80\%$ AMI based on actual household size in accordance with the Affordability Requirements provided in Section 5.2.

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, **\$1,900,000** is available through this RFA for homeownership activities described in Section 1.2.

If a sufficient number of applications are not received under this RFA to award all allocated funds for Owner-Occupied Rehab projects, the balance of the allocation will be applied to another RFA that has an excess of qualified applications.

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

- Small Nonprofit Organization Set-Aside: As required by Metro Code § 2.149.040, 20% (**\$380,000**) 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 application for the larger pool is \$3,500,000.

The maximum award per application 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 ≤60% AMI, with priority for households with incomes ≤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 ≤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	Barnes Specific Recommendations
<ul style="list-style-type: none"> • Long-term affordability • Deeply affordable housing (≤30% AMI) • Special Populations <ul style="list-style-type: none"> ○ Older adults ○ Single-parent households ○ Persons with disabilities 	<ul style="list-style-type: none"> • 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

- Other housing barriers
- Tenant protections
- Homeownership

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 nonprofit's 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 Administrative Fee does not exceed 20% of the funding request.

4.2 Eligible Project Types and Costs

- Eligible Project Types

- Funding is limited to assisting homes that have never received assistance by the applicant through a Barnes Fund grant or homes that do not have a lien from receiving home repair or weatherization assistance through another publicly-funded program.
- Projects may range from single family detached housing to multi-family, such as condos.
- Projects are limited to rehab of homes owned by income-eligible households.

- Eligible Costs

- *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.**
- *Administrative Costs*: 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 rental or limited equity housing cooperatives.
- New construction or conversion of structures for homeownership opportunities.
- Projects (i.e., buildings/homes) that have received previous Barnes Fund assistance from the same organization or have a lien from receiving home repair or weatherization assistance through another publicly-funded program even if the purpose is to address another system or part of the home.

- Ineligible Costs
 - Refinance or pay off existing debt with the exception of a loan from the Catalyst Fund
 - Relocation costs
 - Rental assistance
 - Supportive services
 - Homebuyer subsidies to purchase or maintain homes
 - Operating expenses of the Grantee or any member of the development team not related to the management and oversight of the project.

5.0 PROJECT REQUIREMENTS

5.1 Nonprofit Status

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

5.2 Affordability Requirements

1. Homes must be owned by households with incomes $\leq 80\%$ AMI based on actual household size.
2. Grantee must file a lien and execute a cost recapture agreement with the homeowner for investments of more than \$10,000 per unit to address health and safety upgrades that do not unduly enrich the homeowner's property and for proper accountability of invested dollars. The following lien schedule should be used.

Invest Amt	\$10,000	\$20,000	\$30,000	\$40,000	\$50,000	\$60,000	\geq \$70,000
	- \$19,999	- \$29,999	- \$39,999	- \$49,999	- \$59,999	- \$69,999	
Lien	2 years	3 years	4 years	5 years	6 years	7 years	8 years

Grantees are permitted to exceed the standard lien requirements if necessary to adequately protect their investment. This provision ensures that any additional financial contributions or risks taken by the Grantee in the rehabilitation process are safeguarded, particularly in cases where the investment may exceed the typical thresholds or require additional financial security.

5.3 Income Determination

Grantee is responsible for certifying the incomes of the initial and all subsequent owners during the affordability term and must maintain eligibility determination documentation in accordance with Section 9.4.

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, ordinances and zoning requirements and mitigate disaster impact, per state and local codes, ordinances, etc.
2. Grantee should attempt to implement criteria on the [Universal Design Checklist](#) as the scope of work requires.
3. Grantee should attempt to implement criteria on the [Energy-Efficiency&Sustainability-Checklist](#) as the scope of work requires.

5.5 General Project Requirements

1. 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*

2. Grantees should notify the Housing Division of any project-related events, such as groundbreaking and ribbon cuttings by emailing Barnesfund@nashville.gov.
3. 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.

4. 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.
5. To the extent applicable, 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 the owner.
2. Homeowner should be current on mortgage payments (if applicable) and property taxes. In addition, homeowner should be current on homeowner's insurance if the Barnes Fund investment is \$10,000 or more.
3. Home cannot be rented during the Lien Period unless expressly approved by the Housing Trust Fund Commission. In such case, Barnes Fund rental requirements apply. Under no circumstances can the home be used as a short-term rental.
4. Grantee must warrant all rehabilitation work funded by the Barnes Fund for a minimum 1-year warranty. This warranty guarantees that the rehabilitation work will be free from defects in materials and workmanship for at least one year from the completion date, providing homeowners with assurance and protection against unforeseen issues arising after the project's completion.
5. Grantees are encouraged to correct any existing code violations identified within the home, even if not in the initial scope of work. This ensures that all properties meet current local building codes, safety standards, and regulatory requirements, ensuring both the long-term sustainability of the project and the health and safety of its residents.

6.0 EVALUATION & SCORING CRITERIA

Projects will be scored on a 100-point scale based on the scoring criteria listed below and detailed in the Owner-Occupied Rehab Projects Scoring Matrix. Point values listed for each scoring criteria are maximum values.

6.1 Housing Security Criteria

Maximum 35 Points

- Income Targets
- Affordability Requirements
- Marketing and Outreach
- Housing Access Criteria
- Anti-displacement Policies & Education, Counseling & Resource Access

Maximum 8 Points

Maximum 10 Points

Maximum 6 Points

Maximum 11 Points

6.2 Project Approach Criteria

Maximum 25 Points

- Location and Access
- Design Quality
- Sustainability and Resiliency

Maximum 5 Points

Maximum 14 Points

Maximum 6 Points

6.3 Underwriting Criteria

Maximum 40 Points

- Developer Qualifications
- Project Readiness
- Financial Capacity
- Funding Need

Maximum 10 Points

Maximum 10 Points

Maximum 10 Points

Maximum 10 Points

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

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. Homeownership proposals receiving an average score of 70 or less will not be recommended for funding. Award recommendations will be based on the order of an application's total average 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 conditions:

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 pursuant to 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, 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 and based on the successful completion of project milestones as listed in the draw schedule. Grantees must provide thorough documentation of expenses, including administrative fees.

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 Lien 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
- 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 Term and Lien 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 Contract Term and Lien 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
- A copy of the nonprofit's most recent annual audit
- Purchasing Policies
- Nonprofit Grants Manual Acknowledge Form
- Signed Applicant Certification Statement

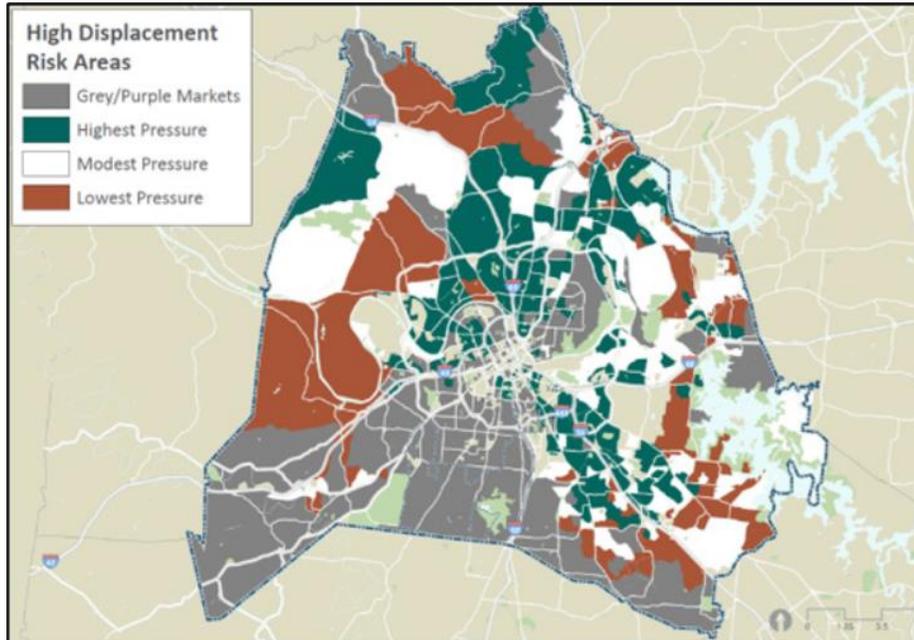
12.0 APPLICANT CERTIFICATION

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.

LINKS TO ATTACHMENTS

- [Metro's Nonprofit Grants Manual](#)
- **Project Budget**
- Universal Design Checklist
- Sustainability Checklist
- Owner-Occupied R16 RFA Scoring Matrix

High Displacement Risk Areas



Grey and purple markets are considered strong markets with minimal signs of distress. Grey markets have large, well-maintained properties with highest home values, and purple markets are a mix of owner and renter neighborhoods with above average prices.