

**Barnes Housing Trust Fund**  
**Round 16 RFA Questions & Answers**  
**Published May 29, 2026**

Below is a compilation of questions submitted in writing and asked during the informational and technical assistance sessions. Duplicate or similar questions have been consolidated or grouped together.

The Question Period ended on May 26, 2026, and staff are no longer taking questions. Applicants may continue to receive technical assistance from ZoomGrants until the application deadline.

<b>Question Type</b>	<b>Question</b>	<b>Answer</b>
ZoomGrants	Will you be able to upload more than one document in each Upload tab in the documents section?	Yes.
ZoomGrants	How can I create a new account within ZoomGrants?	Click on the “Sign Up Now” button on the homepage.
ZoomGrants	Would it be possible to increase the character limit to 1,500 to question 21?	We will increase the character count to 10,000.
ZoomGrants	A preference on which browser may work better?	Chrome usually is the one most people find the easiest to use. You can use Edge or Firefox, but most people say it works best in Chrome. As an applicant, it does work in all of them.
ZoomGrants	Does this keep all past documentation archived?	The documentation stays with this application but not with the organization, it is you as an

		organization so all documents are for this application only. This is applicant specific.
Info Session Recordings	Where can we find the Info-Session recording and slides?	<p>The recordings are available through the links below:</p> <p>05/15/26 Round 16 Homeownership Application Info Session:  <a href="https://youtu.be/kJJyYngldG4">https://youtu.be/kJJyYngldG4</a></p> <p>05/15/26 Round 16 Rental Application Info Session: <a href="https://youtu.be/6cXiL5KvZ9g">https://youtu.be/6cXiL5KvZ9g</a></p> <p>05/14/26 Round 16 Owner Occupied Application Info Session:  <a href="https://youtu.be/1YPbJfg48Bg">https://youtu.be/1YPbJfg48Bg</a></p>
All RFAs: Threshold Requirement	On threshold requirements: Is there a template for the "statement of nature and extent of activities"?	No there is not.
All RFAs: Threshold Requirement	I wanted to get some clarity regarding the annual audit for the Barnes Housing Trust Fund application. In the past, we have submitted a compilation report prepared by an independent CPA. Our understanding has been that a full annual audit would be required once an award is made and funds begin to be expended. Could you please confirm whether this is still the current requirement?	<p>Regarding the annual audit, yes that is the requirement. Section 4 of each grant policy includes eligibility requirements, "Annual audit conducted by an independent CPA in accordance with general accepted auditing standards for the most recently completed fiscal year or issued within the preceding 12 months of the application deadline.</p> <p><i>Further clarification:</i> The audit must be submitted with the application or the application will not be considered for funding.</p>

All RFAs: Threshold Requirement	Can the acknowledgement of Grants Manual be signed by the ED or must be the board chair?	This is from Metro's Office of Financial Accountability Grant Management Manual, and it specifically says the board chair. We do not have the ability to change that requirement.
All RFAs: Threshold Requirements	Section 11.1 of the Manual requires Documentation that Nonprofit Applicant is registered with the TN Secretary of State as a Business Entity and is in good standing. Is this the Annual Report required to be filed with the TN Secretary of State or is it something else?	<p>The annual report is required to be filed with the TN Secretary of State.</p> <p><i>Further clarification: The Annual Report is what an organization files with the TN SoS to maintain its status. We are requiring documentation that an organization's status is active and in good standing, which may be demonstrated by a screenshot of from the TN SoS website or other document issued by the TN SoS Office.</i></p>
All RFAs: Threshold Requirements	TN SoS documents state "as of date of the application" - does that need to be dated on the date the app is submitted, or is within 30 days acceptable?	You must be registered when you submit and be active and in good standing. We will not accept anything after the submittal date.
Rental/Co-op & Homeownership RFAs	For Question 26, how is "passive open space" defined for scoring purposes?	<p><i>Correction from previously issued response:</i> We previously referred to requirements/standards in Metro Code. However, we have corrected the response to the following:</p> <p>For the purpose of this RFA, Passive Open Space refers to open land that is not primarily developed for active recreation or sports, but instead supports natural ecosystems and</p>

		<p>provides environmental benefits such as stormwater management, habitat conservation, and aesthetic or relaxation value. This definition is not intended to supersede passive open space requirements or standards that may be required for a specific plan or area pursuant to Metro Code.</p>
Rental/Co-op & Homeownership RFAs	What is Metro's definition of recreational space?	<p><i>Correction from previously issued response:</i> We previously referred to requirements/standards in Metro Code. However, we have corrected the response to the following:</p> <p>For the purpose of the RFA, Recreational Space refers to land or areas designated and managed primarily for active recreation and outdoor or indoor activities. Examples include, but are not limited to, tennis courts, basketball courts, playgrounds, greenway connections, etc. This definition is not intended to supersede recreational space requirements or standards that may be required for a specific plan or area pursuant to Metro Code.</p> <p><i>Further clarification: The scoring matrixes have been updated to include greenway connection as recreational space instead of multifunctional/community gathering space.</i></p>
Rental/Co-op & Homeownership RFAs	Define multifunctional space/community gathering space?	<p><i>Correction from previously issued response:</i> We previously referred to requirements/standards in Metro Code.</p>

		<p>However, we have corrected the response to the following:</p> <p>For the purpose of the RFA, multifunctional or community gathering space refers to spaces that are flexible, adaptable areas designed to serve multiple purposes in one location, fostering social integration, cultural exchange, and community engagement that is open to the public. This definition is not intended to supersede multifunctional or gathering space requirements or standards that may be required for a specific plan or area pursuant to Metro Code.</p> <p><i>Further clarification: The scoring matrixes have been updated to include greenway connection as recreational space instead of multifunctional/community gathering space.</i></p>
Rental/Co-op RFA	Is there a specific pro form template you need for the application process?	There is a budget table to complete within the application and an option to upload a spreadsheet for the pro forma.
All RFAs	What exactly do you all want to see for the purchasing policies?	A non-profit should have policies on how it goes about purchasing items, whether it's a credit card policy or other. Not necessarily a full procurement policy. Whatever a non-profit has to govern how it purchases items.
All RFAs	For Question 33, will points be awarded for selecting "Yes – A partnership agreement is	Please refer to the scoring matrix; the scoring matrix awards the same amount of points for: EITHER: Applicant is not partnering with a for-

	provided” as opposed to “Yes – Do not have a partnership agreement”?	profit OR Applicant is entering into a joint venture or other ownership structure with a for-profit and partnership agreement clearly shows nonprofit role in ownership, decision making & long-term stewardship.
Homeownership RFA	<p>In section 5.2, item 2, it says "Barnes Fund homes must remain affordable for the designated income target 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 for the designated income target. For example, if the applicant proposes to designate homes for households with incomes <math>\leq 60\%</math> AMI, the home must be sold to an income-eligible buyer <math>\leq 60\%</math> AMI during the Affordability Term."</p> <p>Does this mean that if our application says that 16–20% of homes will be sold to households earning below 60% AMI, does that mean those homes must remain subject to the 60% AMI limit for the full affordability period? Or, because this is a homeownership project with an overall income threshold below 80% AMI, would that broader threshold apply instead?</p>	<p>Yes, if your application says that 16-20% of homes will be sold to households earning below 60% AMI, those homes must remain subject to the 60% AMI limit for the full affordability period.</p> <p><i>Further clarification: If awarded, Barnes Fund unit designations are firmly set in the contract. Also, the Deed of Restrictive Covenant will restrict the resale to the designated AMI target.</i></p>
Homeownership RFA	Does per-unit subsidy refer to the homebuyer subsidy? More generally, could you explain what it means when the per-unit subsidy is less than 50% of the per-unit cost by bedroom size, and provide an example? For instance, does this mean the	<p>In the scoring matrix we have:</p> <ul style="list-style-type: none"> <li>Per unit subsidy is less than 50% of per unit cost/bedroom size</li> </ul> <p>OR</p> <p>Per unit subsidy is less than 30% of per unit cost/bedroom size</p>

	<p>Barnes request must be less than 50% of the cost to build a unit based on its bedroom size?</p>	<p>OR</p> <p>Per unit subsidy is less than 20% of per unit cost/bedroom size</p> <p>For example, the 50% category:</p> <ul style="list-style-type: none"> <li>• 3-bedroom unit costs \$100,000, of that, only \$44,000 is being used from the Barnes fund award (less than 50%).</li> <li>• Studio unit costs \$85,000, of that, only \$37,400 is being used from the Barnes fund award (less than 50%).</li> </ul> <p><i>Further clarification: The per unit subsidy means the total amount of the Barnes Fund award attributed to/applied across all Barnes Fund designated homes.</i></p>
<p>Homeownership RFA</p>	<p>Can you provide clarity around this question: “Please describe if/how you will: (2) mortgage, tax, or utility assistance or partner with organizations that offer such programs.” Mortgage assistance would indicate after purchase. Is this a post-purchase support question?</p> <p>Is this full question asked within the context of initial buyers or all subsequent buyers? “Please describe if/how you will (1) assist buyers with downpayment assistance and/or obtaining a mortgage and 2) mortgage, tax, or utility assistance or partner with organizations that offer such programs.”</p>	<p>Part one [of the application question] is for all new buyers and part two [of the application question] is post-purchase</p>
<p>Rental/Co-op RFA</p>	<p>Regarding Question 10, will properties located in Qualified Census Tracts (QCTs) be evaluated the</p>	<p>No points will be awarded to properties in QCTs.</p>

	same as those located in Difficult Development Areas (DDAs)?	
Rental/Co-op RFA	For Question 14, could you clarify the specific type of agreement required to accept vouchers from MDHA?	<p>Project based vouchers from an award; any agreement from MDHA.</p> <p><i>Further clarification:</i> If an applicant has an award for project-based vouchers or agrees to accept other types of vouchers through MDHA or THDA, it should provide documentation from these organizations confirming the commitment.</p>
Rental/Co-op & RFA	Regarding Question 34, our proposed project is limited to acquisition and cosmetic rehabilitation only (e.g., painting, flooring, and fixture replacements), with no structural, plumbing, or electrical work. Could you clarify whether floor plans, finish schedules, and manufacturer material specification sheets are sufficient to meet the construction drawings and materials requirements for full points? If not, what specific architectural documents are required for a cosmetic-only scope?	<p>Applicants are encouraged to provide the fullest level of documentation for the scope of work that will be undertaken. Please refer to section 4.2 for eligible costs [including cap on certain costs and minimum requirement for construction costs] in the grant policy.</p>
Rental/Co-op & Homeownership RFAs	When calculating the funding request as a percentage of the total project budget, should non-Barnes units be included in the total project budget?	<p>The total project budget is for the entire building [project].</p> <p><i>Further clarification:</i> The total project budget is the total cost for completing the project, including Barnes Fund and non-Barnes Fund units, and includes the Barnes Fund request plus all other sources.</p>

<p>Rental/Co-op &amp; Homeownership RFAs</p>	<p>What's the difference between Barnes: AMI 0-60% vs Unrestricted-0-60%?</p>	<p>In projects that are mixed-income or in which the Barnes Fund grant would be used only for a portion of the units, the units in which the Barnes Fund award is not applied would be considered "unrestricted". Units in which the Barnes Fund grant would be applied are considered Barnes Fund units.</p>
<p>Owner-Occupied RFA</p>	<p>Would a home qualify as Owner-Occupied if the resident has a life estate?</p>	<p>Yes, the home would qualify as a life-estate, as long as the resident is residing full-time and would sign accepting a lien.</p> <p><i>Further clarification:</i> The persons inheriting the ownership after the life tenant passes (i.e., remainderman) must accept the lien as well.</p>
<p>All RFAs</p>	<p>When calculating the per unit subsidy as a percentage of the per unit cost, should non-Barnes units be included in the per unit cost?</p>	<p>Yes.</p>
<p>All RFAs</p>	<p>Question #32 [in the Rental/Co-op application, different question # on other RFAs] allows for the submission of resumes for each key team member and partner as an "Additional Document". However, the Documents tab of the application does not have a specific section for resume uploads. Please advise if a section will be added specifically for resume uploads or if resumes should be included as part of another upload section (and if so, which section).</p>	<p>For team member resumes, on the documents page, please upload these under the: "Key Team Member/Partner Organizational Chart".</p>

Rental/Co-op & Homeownership RFAs	Item 10 question having to do with phases and project location. You used an example about a project having multiple phases, are we talking about just the project that has a single phase or when there are multiple phases.	For example, if your location has multiple buildings on it, we want to know in that table if buildings will be using Barnes funds.  <i>Further clarification: In addition to determining which buildings at location will be included in the Barnes Fund grant, we want to know if your Barnes Fund project will be constructed/undertaken in phases.</i>
All RFAs	Is the proposed project just the scope of what the funding is being requested for?	Yes.
All RFAs	Project readiness in the scoring there was designation with other funds... does applied for count as solid commitments? What is considered a solid commitment?	Secured would be a solid commitment.
Owner-Occupied RFA	Section 5.3 of Manual says, "Grantee is responsible for certifying the incomes of the initial and all subsequent owners during the affordability term and must maintain eligibility determination documentation." Our understanding is that there is no affordability term for Owner-Occupied housing. We check income in the intake process to determine eligibility. We do not check income afterwards.	Thank you for pointing this out, it was carried over from the homeownership grant policy. There is no affordability period for owner-occupied rehab, but there is a lien period. We will make this correction.  <i>Further clarification: Section 5.3 of the Owner-Occupied Grant Policy has been updated to delete "and all subsequent owners during the affordability term".</i>
Owner-Occupied RFA	Section 5.3 of Manual requires the homeowner to be current on property taxes. Would a homeowner who is paying the previous year's property taxes	Yes, this would be considered current.

	under a payment plan be considered current for eligibility purposes?	
All RFAs	The nonprofit application experience table in the application requests the contract effective date and the contract end date. For Barnes contracts, should we use the Date Attested by the Metropolitan Clerk for the effective date and the date we submitted the final grant report as the end date?	For Barnes contracts the effective date is the date the Mayor has signed the contract.
Rental/Co-op RFA	For PSH units, are we required to accept 100% of referrals from Coordinated Entry (CE), or may we propose an approach that includes CE referrals alongside referrals from other eligible sources (e.g., psychiatric hospitals)?	Yes, you must accept 100% referrals from CE.  <i>Further clarification: Please review Section 5.6 of the Rental &amp; Limited Equity Housing Co-Operative Projects Grant policy <a href="#">HERE</a></i>
Owner-Occupied Rehab RFA	For the administrative fee – what would be the kind of documentation you would want for this?	They are for the cost associated with the oversight of the program. If it is to pay staff, we would need to know time and amount, whatever this admin fee would cover.
All RFAs	In the past there was a developer fee covering other costs such as office operating costs.	It is not for general office expenses; if a portion of office expenses are for this grant, you can bill us for a pro-rated part of that if your office is doing other things that are not 100% to support this grant. Developer and admin fees are for the admin of this grant and can include office expenses, but they must be reasonable for what is required to administer the grant.

Rental/Co-op & Homeownership RFAs	Will there be any Metro Delinquent Tax Parcels in Round 16?	No. Any delinquent parcels that will be made available in the future will come through our land bank when we establish that later this summer.
Owner-Occupied Rehab RFA	<p>The grant policy requires a lien for “investments of more than \$10,000 per unit.” Does this mean \$10,000 of Barnes Fund investment or \$10,000 in total project cost for the unit?</p> <p><i>Follow-up Question:</i> If the Barnes investment in a home is \$4,000 and other funders invest \$7,000, would Barnes require a lien? If so, would the lien be for \$4,000 or \$11,000?</p>	<p>Regarding the liens, it is only for the Barnes Fund investment.</p> <p><i>Further clarification: The lien is triggered when \$10,000.00 is invested in a project. Section 5.2 of grant policy Owner-Occupied Rehab Projects. <a href="#">HERE</a> Investment in this context means the Barnes Fund investment.</i></p>
Owner-Occupied Rehab RFA	What is the appropriate way to search for a line against a property before an application is accepted to meet the requirement that work must not be done on a property that has a lien from a publicly funded organization? Title searches may cost up to \$250 and free/low-cost sites might not be accurate. If a title search is required, can we submit reimbursements for expenses incurred on homes we do not complete repairs on?	Unfortunately, we are unable to prescribe how grantees complete title searches or search for liens. Fees for title searches may be included in the budget as a soft cost line item.
All RFAs	What are the supporting documents that will be required to demonstrate admin costs incurred?	Developer and admin fees are for the administration of this grant. They must be reasonable for what is required to administer the grant. Supporting documents in relation to administration of this grant may include payroll documents, consultant fees w/documentation such as contracts or invoices, and specific budgeted line items to

		<p>include any project management/oversight w/documentation such as invoices.</p> <p><i>Further clarification: Consultant fees as related to administrative/developer fees means services to assist in the grantee in administering the grant, such as financial management, accounting, etc. Consultant fees for A&amp;E, environmental, or other services associated with project development may be considered soft costs.</i></p>
All RFAs	If approved by the Barnes Commission, how long before funds become available?	<p>Regarding when funds are available, this is a reimbursable award. Funds are reimbursed on schedule when the grantee acquires specific costs.</p> <p><i>Further clarification: Grantees may not begin to incur costs billable to the Barnes Fund before the grant contract is approved by Metro Council, which may be in August or September. Funds are paid in accordance with the milestone schedule included in the grant contract on a reimbursable basis as stated above.</i></p>
Renta/Co-op & Homeownership RFAs	Regarding the deed restriction on the property, if the building was torn down in 50 years due to disrepair or environmental factors etc., could the owner of the building at that time turn it into retail or another use as the zoning allows? Or does it have to be rebuilt as exactly what is currently there?	The Housing Division cannot advise on land use and zoning matters. Please contact the Zoning Help Desk at 615-862-6510.

Rental/Co-op RFA	What is the enumerated cause definition?	An enumerated cause means that a landlord will only end a tenant's lease or refuse to renew a lease if there is a specific, legally defined list of reasons rather than a landlord terminating tenancy without cause.
Rental/Co-op & Homeownership RFA	Please clarify - the wording [in the scoring matrix] should be understood as solely "per unit" and not "per unit <u>per bedroom size</u> "?	We mean per unit based on number of bedrooms in that unit. We have updated the scoring matrix to reflect this.

### Additional Updates

Update Type	Update
All Grant Policies & ZoomGrants Applications	<p>All ZoomGrants applications have been updated to add a question at the end asking if the most recent audit has any findings. If the answer is "Yes", applicants will be required to provide (1) a copy of the corrective action plan AND (2) a statement explaining progress implementing the corrective action plan.</p> <p>The Documents tab for all applications has been updated to allow for the submittal of an audit corrective action plan and statement of implementation status.</p> <p>All Grant Policies have been updated to include Audit Corrective Action Plan and Statement of Implementation Status if there are audit findings in the list of Required Documents.</p>
All Grant Policies and Scoring Matrixes	All grant policies and scoring matrices have been updated ( <b>except the Owner-Occupied Rehab Scoring Matrix, which did not require an update</b> ) as described in this document. We have replaced the grant policies and scoring matrices in the ZoomGrants library for each RFA. We will post the updated versions to the Barnes Fund website as soon as possible. To ensure you are viewing the most current version, please look for the word "Updated" in the file name ( <b>except the Owner-Occupied Rehab Scoring Matrix, which did not require an update</b> ).

All Grant Policies & ZoomGrants Applications	All grant policies have been updated to reflect new allocation amounts in Section 2.0.  All ZoomGrant applications have been updated with new allocation amounts.
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