



**RUTHERFORD COUNTY**  
**2021-22 Emergency Rental Assistance Community Partners**  
**Request for Proposals**

**Background**

The Office of Mayor of Rutherford County is seeking grant applications from local Community Partners to support and provide services to benefit low-to-moderate income renters' households and those at-risk of homelessness seeking assistance via the Rutherford County Emergency Rental Assistance Program (ERAP) funded through the U.S. Department of Treasury ERA1 and ERA2 programs, ALN #21.023. Applicants may only submit one proposal.

The Consolidated Emergency Coronavirus Response and Relief Supplemental Appropriations Act, 2021, Pub. L. No. 116-260 ("The Act") became law on Dec. 27, 2020, Section 501(a) of Division N of the Act (referred to herein as "Section 501") established U.S. Department of the Treasury Emergency Rental Assistance Program (ERAP) The County applied and was awarded funding from the U.S. Department of the Treasury for the purposes set forth in the Act. The County's award for both ERA1 and ERA2 is \$29.6 million of which at least 90% must be utilized for Direct Rental Assistance and 10% can be used for Housing Stability Services.

The County will make available funding to provide services in support of the Rutherford County Emergency Rental Assistance Program. Please note all awards of \$25,000 or more will be subject to FFATA reporting as required in 2 CFR §200.332(a).

The County will provide the Awardee training for program guidelines and application processing. Awardee will ensure an adequate number of staff members are appropriately trained on eligibility requirements for the ERA Programs.

Subrecipient will ensure all policies and procedures of the ERA programs as specified in the Applicable Statutes, Regulations, Executive Orders, State Laws subsection of the program's Policies & Procedures Manual are followed.

**Proposal Criteria**

Proposals must focus on at least one of the following goals and objectives prioritized by the County below:

- A. Provide culturally and linguistically relevant outreach to ensure renter households and/or landlords in Rutherford County are educated about the program and understand the assistance available and how to access funding.
- B. Provide onsite equipment and personnel to assist tenants and/or landlords who require additional support to access and submit an application for rent and/or utility assistance.

- C. Provide personnel to assist tenants and/or landlords who require additional support to access and submit an application for rent and/or utility assistance by meeting the client at a pre-determined public venue such as the agency's office, the Public Library or Technology Center.
- D. Provide group sessions and/or special events to ensure households with barriers to completing the online application process, such as language translation or interpretation services, access to IT equipment, transportation, disabilities, literacy, etc., have access to the equipment and assistance needed to submit an electronic application for rent and/or utility assistance.
- E. Provide housing stability services that enable eligible households to maintain or obtain housing. Such services may include housing counseling; fair housing counseling; and/or case management related to housing stability.
- F. Provide mediation services with the goal of reducing evictions and promoting housing stability for eligible renter households.

Priority will also be given to proposals that focus on more than one of the goals and objectives listed above.

Note: Housing Costs for Clients (tenants) will be paid directly to participating Landlords, Utility Companies and other local vendors through the ERAP Application Process: these may include but not limited to: Rental Arrears, Prospective Rent, Rental Security Deposits and application fees, Legal fees related to Eviction Process, Utility Arrears, etc. as outlined in the Treasury guidelines.

### **Applicant Criteria**

- Community or faith-based organizations including advocacy groups, coalitions, neighborhood associations, community health centers and service providers in Rutherford County with 501(c)(3) non-profit status. Academic institutions may be collaborators on proposals but are not eligible to apply.
- Selected organizations must complete a 2-hour training on the ERA 1 & 2 Program fundamentals. This training provides a deeper understanding of the program based on the Treasury Guidelines as well as the application process from submission to payment to the landlord.
- Application due date: October 1, 2021.

### **Grant Award**

Period of Performance: October 15, 2021-September 30, 2022.

Subrecipients are not required to provide matching funds as a condition for this subaward.

### **Submission Requirements**

#### *Project Narrative*

Proposals must include the information outlined below. Proposals that do not include or adequately address all of the narrative requirements may not be reviewed. The proposal narrative must not exceed 2,100 words (approx. three pages single spaced).

1. Provide a description of your agency and your qualifications to provide the requested

services including its mission, capacity to address the proposal goals and objectives, and experience working with these vulnerable populations.

2. Provide an overview of the proposed project. How do you propose to address one or more of the priorities listed in Proposal Criteria above?
3. Please include the approximate number of households you have the capacity to serve if awarded this grant.
4. Provide a general timeline for your proposal. Include the start date to begin receiving referrals for ERAP clients that need assistance.
5. Pursuant to section 501(k)(3)(B) of Division N of the Consolidated Appropriations Act, 2021, and 2 CFR 200.403, include your agency’s policy and procedures in place to avoid any duplication of assistance, including federal, state, or local assistance provided for the same costs addressed here.

*Budget and Budget Justification*

Funds may be used to support project activities such as, costs related to salaries, hosting meetings and events, design/printing of materials, etc. but, may **not** be used for operational support for existing projects and activities that are not directly related to Emergency Rental Assistance Program. Please use the budget template below and include a brief budget justification for each line item that explains the rationale for the funds requested in the budget.

<b>Proposed Budget</b>		
Item Description	Amount	Justification-limit to 50 words each line item
<i>Program Personnel Salary and Fringe Benefits**</i>		
<i>Information Technology Equipment for Program Applicant Use</i>		
<i>Office Supplies and Equipment</i>		
<i>Travel Costs (mileage and parking reimbursement only)</i>		
<i>Program Advertising</i>		
<i>Phone/IT Charges</i>		
<i>Personal Protective Equipment (PPE) for Personnel and Clients</i>		
<i>**If personnel work on multiple grant programs, timesheets must reflect hours worked per program.</i>		
Total Not to Exceed Budget:		

*Submission and Formatting*

Please submit questions and comments via email to Reba Carleton, [rcarleton@rutherfordcountyttn.gov](mailto:rcarleton@rutherfordcountyttn.gov) or to [covidrentrelief@rutherfordcountyttn.gov](mailto:covidrentrelief@rutherfordcountyttn.gov) by September 28, 2021. Emailed applications are preferred. Emailed applications must be sent to: [covidrentrelief@rutherfordcountyttn.gov](mailto:covidrentrelief@rutherfordcountyttn.gov). Applications can be hand delivered to Rutherford County Mayor’s Office, 1 Public SQ, STE 101, Historic Courthouse, Murfreesboro, TN 37130.

All proposals must be submitted by October 1, 2021 at 4:00 PM CST. Notification of award is

anticipated by October 4, 2021. The execution of the Grant Subrecipient Agreement will need to be completed by October 15, 2021. Please note SAM.gov registration is required before a Subrecipient Agreement can be executed.

The grant project narrative proposal is limited to 2,100 words and should be written in Arial 12-point font, single-spaced with one-inch margins. For email submissions, please submit all proposal documents (narrative, budget, Other Funding Sources, attachments etc.) in **one combined document** (Microsoft Word or PDF).

All submissions should include the following:

- *Cover Sheet (Applicant Name, Address, DUNS or UEI and Contact Information)*
- Project Narrative- limited to 2,100 words
- Budget and Budget Justification – each budget category limited to 50 words
- Proof of 501(c)(3) Status
- Form W-9 for your organization
- ACH Direct Deposit Form or indicate if a paper check is preferred
- *Other Funds* attachment
- All applicants must have a current and active SAM.gov registration.

### **Review Criteria**

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

- General responsiveness to the grant guidelines/requirements
- Clarity of project as it relates to the County's Proposal Criteria
- Priority given to those proposals that address more than one goals and objectives listed under Proposal Criteria
- Feasibility of timeline and budget
- Readiness for project implementation

### **Reporting Requirements**

Grantees will participate in an in-person or virtual meeting after the first 6-months to share project progress, accomplishments and barriers. Similarly, a brief final report will be shared at the end of the grant period. Grantees are encouraged to include any photos, fliers, or other information that support the success of the project in their reports. Grantees may also be asked to share project results in other community forums.

Information that will be required for reports, includes, but is not limited to:

Monthly Performance Indicators Required:

- i. Number of households provided information on the Rutherford County Emergency Assistance Program
- ii. Number of renter households and landlords assisted in submitting an application\*
- iii. Number of renter households provided housing stability services\*

- iv. Number of renters and landlords provided mediation services\*

\*Reporting will include ERAP Case #, address, household size, income, gender, race, and ethnicity will be required for housing stability services eligible under E in Program Criteria Objectives above

**Timeline/Key Information (subject to change)**

RFP Released	September 21, 2021
Questions or comments due	September 28, 2021
Proposals Submission Deadline	October 1, 2021/4:PM CST
Anticipated Award Announcement	October 4, 2021
Anticipated Award Start Date	October 15, 2021



**RUTHERFORD COUNTY**  
**2021-22 Emergency Rental Assistance Community Partners**  
**Application Cover Sheet**

<b>Name of Organization:</b>	
<b>Address:</b>	
<b>DUNS# or UEI#</b> _____	
<b>Active SAM.gov registration: Y or N If yes, expiration date:</b>	
<b>Contact Person:</b>	<b>Title:</b>
<b>Telephone:</b>	<b>Email:</b>
<b>FAX:</b>	<b>Amount Requested:</b>
<b>Priority(ies) Addressed:</b>	<b>Amount Requested:</b>
<b>Project Summary (200 words maximum)</b>	

**Other Funding Sources – Application Attachment**

**Agency Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Other Funds Table Instructions:**

Use the table below to list **all** funds (federal, state, local, and private) which are dedicated to assist the applicant in providing housing stability services, including direct rental assistance for current or past due expenses, past due utility assistance, hotel/motel expenses, moving expenses, application fees, etc. related to rental housing assistance. The funding detailed below should only be allocated to the implementing agency for the purpose of providing financial housing or utility assistance and housing stability services to eligible homeless, low-to-moderate households with incomes below 80% AMI.

Provide the funding source name (i.e., HUD, TN Housing Development Agency, Low Income Housing Credit, etc.), the time period of the funding (start and end date of the funds), the amount of funds, and the purpose of the funds. Add additional lines as needed.

<b>Funding Source</b>	<b>Time Period of Funding</b>	<b>Federal, State, Local, or Private</b>	<b>Amount of Funding</b>	<b>Purpose of Funds</b>