

**CITY OF CHATTANOOGA'S ART OF CHANGE PROGRAM**  
**REQUEST FOR PROPOSALS**

**Purpose:** The City of Chattanooga's Art of Change Program is designed to address the issue of panhandling and to divert citizen contributions which might ordinarily be given to panhandlers to a more effective use. The funds collected from the Art of Change through citizen and corporate contributions will establish a fund which will help support and supplement on-going services to provide immediate or emergency relief and to reduce the barriers that prevent the homeless, or those at-risk of becoming homeless, from securing employment, permanent housing and/or needed services. The Program is being administered by the United Way of Greater Chattanooga on behalf of the City of Chattanooga.

**Available 2008 funding:**

**A. Grants not to exceed \$2,500 will be used to reduce barriers to employment or permanent housing:**

Proposals will be accepted from established Chattanooga-based non-profit agencies with a history of successful service to the city's homeless or those at risk of becoming homeless. Proposals will be reviewed by an independent, volunteer sub-committee of the UWGC Building Stable Lives Advisory Committee. Annual grant awards will be made based on the amount of funding available from the Art of Change program annually.

**B. Emergency or short-term Reimbursements not to exceed \$100 each. One-time, unanticipated needs reimbursement requests:** Applications for an agency or faith-based organization for reimbursement of funds for providing unanticipated immediate assistance to the homeless (or those at risk of becoming homeless) to assist in obtaining temporary shelter, access to public transportation, prescription or dental assistance or other immediate needs will be accepted from agencies and organizations and reviewed by independent volunteers from the UWGC Building Stable Lives committee. Access to Art of Change funds for immediate, emergency needs will be made as funds are available to approved agencies on an as need basis.

**Examples of the types of assistance that can be provided through these opportunities:**

**1) Grants can be used to provide reasonable assistance for such things as:**

- a) Deposits, down-payment assistance or moving costs to obtain permanent housing
- b) Emergency utility deposits or re-connection costs to maintain permanent housing
- c) Employment assistance costs to obtain or maintain longer-term employment  
(I.D/birth certificates, short-term transportation assistance; soft-skills training; clothing or additional resources to obtain/maintain suitable employment, etc.)

**2) Emergency or short-term funding can be used for services to prevent the loss of employment, housing or to prevent barriers to obtaining stable employment, housing or services**

- a) Tokens or bus passes/assistance with emergency transportation needs
- b) Clothing or additional interview resources to obtain employment

- c) Emergency short-term shelter not more than one or two days
- d) Emergency financial assistance for prescriptions or medical/dental services not available otherwise

Program Criteria:

- 1) Grants:
  - a) Established non-profit agency with a history of program success in serving the homeless
  - b) Responsible, engaged governing board
  - c) Financially accountable and audited annually
  - d) Demonstrated need in the community (based on the Homeless Blueprint)
  - e) Represents a new or enhanced service (does not replace funds for similar activities within the organization)
  - f) Demonstrated, results-based program success
  
- 2) Emergency, short-term funding applications:
  - a) Demonstrated service delivery for the homeless
  - b) Program services are for specific short-term, emergency needs
  - c) May be church or similar community organization with a history of supporting this population or who can demonstrate homeless service prevention

Application process:

- 1. All applicants must complete one of the attached Art of Change Application Packages.
- 2. Applications will be received once a year for both programs
- 3. Applicants will submit an original copy of the narrative with attachments and six (6) copies of the narrative for each program.
- 4. Funding
  - a. If approved, agencies must sign award agreements before funds will be available.
  - b. Agencies receiving grants will receive funding semi-annually based on their approved award amount
  - c. Agencies approved to request emergency, short-term reimbursement for assistance must call 2-1-1 to verify availability of funds to meet the need and
    - i. provide the service to be provided and the name(s), SS number(s) and Date of Birth(s) of those to be served prior to approval so that the information can be entered into ServicePoint
    - ii. provide a receipt or invoice for of the amount that will be needed to meet the identified need once the expenditure has been approved for reimbursement
    - iii. if funds are not available through the Art of Change, the 2-1-1 Resource Specialist will work with the agency to find alternative resources to help meet the need if possible.

Reporting requirements:

1) Grant Recipients:

a. Quarterly progress reports

- i. Number of people/families served to date and cumulatively
- ii. Costs per individual/family by type of assistance to date and cumulatively
- iii. Outcomes for families assisted to date and cumulatively
- iv. Long-term outcomes for up to 12 months after receiving initial assistance
- v. ServicePoint Report on number of individuals/families served and other services received during the reporting period.

b. Annual Report

- i. Financial accounting and report
  1. Amount of funds received
  2. Amount of funds disbursed for assistance to homeless
  3. Average amount of assistance provided by service provided
- ii. Annual report on number served and outcomes
- iii. ServicePoint Report on number of individuals/families service and services received from other agencies during the year

2) Emergency/Short-term funding recipients

a. Monthly Reports will be emailed to each participating agency for verification from 2-1-1 showing

- i. Number of individuals/families served in prior month by type of service
- ii. Financial Accounting based on receipts faxed to 2-1-1
  1. Amount of funds disbursed
  2. Average amount of assistance provided by service
- iii. Data entered into ServicePoint (either by Agency or 2-1-1)
  1. ServicePoint Report on assistance provided
  2. ServicePoint Report on other services received by clients

b. Annual Summary Report

- i. Number of individuals/families served
- ii. Average cost of services provided by service
- iii. Number that weren't assisted for lack of funds
- iv. Projected need for assistance in future