

# METROPOLITAN ACTION COMMISSION



## MAC POWER Youth Site Partners | Funding Guidelines

(Providing Opportunities for Wealth-building and Economic Resilience)

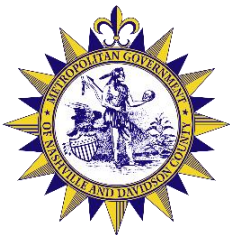


### 2025 SUMMER EMPLOYMENT PROGRAM PROJECTS

June 2, 2025 – July 18, 2025

Application Deadline: January 21, 2025, at 4:30PM (CST)

*Funding for this program is in part provided by  
the Metropolitan Government of Nashville & Davidson County.*



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For assistance, contact Katina Bass at [Katina.bass@nashville.gov](mailto:Katina.bass@nashville.gov)

## TABLE OF CONTENTS

### 2025 MAC POWER Youth Summer Employment Program Application Information

1.0	Table of Contents	2
2.0	MAC Vision and Mission	3
3.0	Scope of Work	4
4.0	Worksite Partners Expectations	5
5.0	Important Dates	6
6.0	MAC POWER Youth Funding	7
7.0	Eligibility and Application Process	8
8.0	General Requirements and Project Requirements	9
9.0	General Restrictions and Matching Funds	10
10.0	How to Submit Application	11
11.0	Proposal Evaluation & Scoring	12, 13
12.0	Invoice Process	14
13.0	Worksite Monitoring	15
14.0	Liability and Indemnification	15
15.0	Logo Usage and Credit Policy	16
16.0	Nondiscrimination policies, ADA Compliance & Accessibility	16

## Metropolitan Action Commission

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### *VISION + MISSION*

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Davidson County is a place where people reach their highest potential, creating a legacy of physical, emotional, social, and economic well-being from one generation to the next.

Metropolitan Action Commission embodies a spirit of hope, helps children and youth develop their potential, equips adults and families to achieve their goals, improves social and economic mobility, and advances well-being for people and communities.

### Metropolitan Action Commission POWER Youth Team

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Shamika Higgins, Youth Specialist

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## SCOPE OF WORK

The Metropolitan Action Commission (MAC) POWER Youth Summer Employment Program is soliciting applications from qualified nonprofit organizations and public agencies for either, or a combination of, the following:

- 1.) A seven week -long, paid, project -based community improvement work programs for youth ages 14-15 years old from low-to-moderate income (LMI) households (i.e. household income at or below 80% Area Median Income (AMI adjusted for family size). Examples of such work programs include community gardens, community art projects, neighborhood cleanup projects, culinary projects, and jr. childcare assistants, etc. Programs will begin on June 2, 2025, and will include 1<sup>st</sup> week of training and 6 weeks of paid work. Programs will conclude by July 18, 2025. Programs should include project-based work programs that promote job skills development and provide a positive and safe work environment. It is the goal of MAC POWER Youth to have county-wide distribution of worksites for the projects.
- 2.) New and expanded Summer Youth Programs predominately serving youth ages 14 -15 years old from LMI households during the summer of 2025. Programs will begin on June 2, 2025, and must end by July 18, 2025. Programs should include activities that promote job skills development and/or healthy lifestyles and incorporate the following Positive Youth Development (PYD) principles, which were developed by representatives of 30-community based providers and 8 Metro agencies.
  - a. **Promote a Sense of Physical, Social and Emotional Safety.** Youth must feel as though the adults in this setting will protect them from any harm. They also must feel they are valued and accepted by the group.
  - b. **Encourage Relationship Building.** Young people need many supportive long-term relationships to help them navigate their adolescence. They need guidance from caring adults as well as emotional and practical support from their peers.
  - c. **Foster Meaningful Youth Participation.** Youth must have an active role, voice, and choice in shaping their experiences. They must have the opportunity to practice and develop leadership skills, and they must know their contributions are valuable.
  - d. **Provide Opportunities for Building Purpose.** Young people must live purposefully and contribute in meaningful ways. Creating opportunities for youth to become involved in the community and for community members to interact with youth is a powerful way to foster a sense of purpose and develop positive values.
  - e. **Engage Youth in Learning Experiences that Build Valuable and Healthy Life Skills.** Young people need opportunities for experiential learning that will help them build skills needed to succeed in every area of life.

## WORKSITE PARTNER EXPECTATIONS

### MAC POWER Youth Site Partners will:

- Develop and implement age-appropriate projects for youth workers ages 14-15
- Provide a work experience for **four hours daily Monday-Friday (20 hours weekly) from June 2, 2025 through July 18, 2025**
- **Week One** review MAC POWER Youth handbook with policies and procedures to follow along with explaining the six soft skills and worksite / organization culture.
- Engage professional Leader(s) /Mentor(s) with demonstrated teaching or youth development experience to successfully facilitate youth work experiences
- Provide publicly accessible space(s) for in-person work experiences planned
- Actively recruit youth applicants from within your organization's network
- Create job descriptions using the MAC template provided with application
- Review resumes and conduct interviews with teen applicants
- Coordinate with Metropolitan Action Commission to hire student workers and facilitate work experience placement
- Collect all required documents and signatures regarding youth employee documentation, including but not limited to wage payment, parent participation release, medical needs, demographic data, and photo releases
- Coordinate student worker and peer leader (if present) timesheet completion and reporting
- Provide supplies and equipment necessary to conduct all programming in-person
- Adhere to any required health and safety guidelines set by the Metro Public Health Department
- Provide evidence of TBI Background Checks for **ALL** organizational personnel who will directly engage with MAC POWER Youth Summer Employment Program projects; background checks must have been performed within (90 days) of starting employment and must cover the period of at least five years. Proof of Background Checks must be provided to Metropolitan Action Commission **prior to first invoice submission.**
- Collect and maintain all required student and staff documentation in a physical binder or electronic folder that is easily accessible during site visits and/or audits
- Facilitate program assessments to be completed by student workers, if required by Metropolitan Action Commission
- Work cooperatively with the MAC POWER Youth staff and attend ALL required trainings and required workshops
- Incorporate Six Soft Skills- 1) Communications Skills 2) Enthusiasm and Attitude 3) Teamwork 4) Networking 5) Problem Solving and Critical Thinking 6) Professionalism into the fiber of the program to ensure that youth workers will be "work-ready" for future employment.
- Ensure that every youth worker can deliver a 1-2 minute "elevator speech" summary of summer work experience, as well as an excerpt of their job and duties that can be included on a resume
- Produce resources and materials relevant to your project, especially those useful to a future job seeker, such as bios and headshots.

- Complete the Metropolitan Action Commission POWER Youth Closeout Report **by August 22, 2025**, with Expense Report included. Final invoice will not be processed until the Closeout Report is received.
- Host an end of program “showcase” or display a final project the last week of the work experience.
- Utilize Funding Guidelines, Request for Proposal Template, Job Description Template and Additional Document items by email to complete all necessary forms, budget revisions, and administrative requirements from Metropolitan Action Commission

## IMPORTANT DATES

### Pre-Program Schedule:

Application for Site Hosts Opens: **December 26, 2025**

Project Coaching Q & A for Site Hosts: **January 7, 2025 – January 10, 2025, by email requests.**

Application Deadline for Site Hosts: **January 21, 2025, at 4:30PM (CST)**

Staff Review: **January 22, 2025 – January 24, 2025**

Application Review Panel: **January 27, 2025 – January 29, 2025**

Revisions due for “Conditionally Accepted” proposals: **January 30-31, 2025** (If conditions have not been met by this date the proposal will not move forward to the Grants and Funding Committee)

New Agencies Mock Sessions: **February 3, 2025 –February 5, 2025**

MAC Grants and Funding Committee Review and Approval of Selected Site Hosts: **February 6, 2025**

Site Host Partner Selection Announcements: **February 7, 2025**

MAC POWER Youth Job and Project Descriptions Preview Posted to Portal: **February 17, 2025**

MAC POWER Youth Applications Close: **April 25, 2025**

MAC POWER Youth Payroll Onboarding Meetings: **March thru May 2025**

MAC POWER Youth Mandatory Meeting with Worksite Hosts: **May 8, 2025**

### Program Dates:

Peer Leader On-Site Training:	May 27 – 30, 2025
Work Experience “Ready to Work” Training:	June 2, 2025
Work Experience Projects:	June 2 - July 18, 2025
Work Experience Summit	June 5, 2025
Final Showcase at Agencies:	July 18 or 19, 2025
Closeout Report Due:	August 22, 2025

## MAC POWER YOUTH FUNDING

New worksite hosts will only be allowed to have a maximum of 25 youth.

Summer Employment Program Projects / Non-Profit Organizations & Businesses / Funding Available: Up to \$50,000.00

MAC POWER Youth Summer Employment Program is a youth work initiative of the Metropolitan Action Commission (MAC). MAC POWER Youth Summer Employment Program provides project-based work experiences for young people ages 14-15 during the summer.

The MAC POWER Youth Summer Employment Program is seeking project proposals from Site Partners to engage youth (ages 14-15) in seven-week projects beginning June 2, 2025, and concluding July 18, 2025. Projects should enhance participants' academic, artistic, and physical interests, as well as promote job skills development and healthy lifestyles, to help prepare Metro Nashville's youth to become successful adults. Additionally, the project should culminate in a showcase or final project that demonstrates outcomes of participation in the program.

Up to \$50,000.00 in funding will be available. Partners will be required to state the approximate amount of youth they intend to serve with their programming.

Suggested amounts are below:

Number of Youth	Suggested Funding Request
25 - 35	\$12,500 - \$17,500
36 - 45	\$18,000 - \$22,500
46 - 55	\$23,000 - \$27,500
56 - 100	\$28,000 - \$50,000

Failure to serve estimated range of youth workers may result in adjusted final award at closeout and final invoice. Funding will be provided on an invoice basis only for actual, direct expenses, such as supplies, travel, salaries of agency staff, incurred for the operation of the MAC POWER Youth Summer Program. Up to 10% of the grant can be used to cover indirect costs including but not limited to administrative staff not directly involved in the MAC POWER Youth Summer Program, and space used by administrative staff, grant management, audit expenses and line items when included in the budget. In addition, MAC POWER Youth will hire and pay peer leader interns salaries with Nashville Stars. Youth salaries are not included in this RFP. Youth will be directly paid by Metropolitan Action Commission at \$12.00/hr. for 20 maximum hours per week.

## *ELIGIBILITY and APPLICATION PROCESS*

For an Application to be eligible for evaluation, it must meet the criteria listed below. If any of the criteria are not met, the Application will be considered non-responsive.

All applicants must meet the following eligibility criteria:

1. Agency must submit the completed application with all required forms signed by the submittal date and time.
2. Nonprofit organization(s) based in Davidson County, must be a 501(c)(3) demonstrating Federal tax-exempt status and must be incorporated in the State of Tennessee, with “active” status and good standing.
3. Agency that submits the application for funding must operate the program.
4. Agency must have previous history/experience with youth related work in the community.
5. Agency must have minimum two-year history of producing, presenting or directly supporting programming for youth.
6. The primary program site location has to be established when submitting application. The primary site must be operated in Nashville/Davidson County, and funding must serve residents of Nashville /Davidson County.
7. A qualified trainer must lead (or co-lead) the project.
8. Agency must be able to meet non-discriminatory employment and personnel practices.

### **Nonprofit organizations meeting the criteria below shall be required to submit the following information:**

Organizations with five hundred thousand dollars or more in total annual revenue or receiving grant funds from the Metropolitan Government in excess of fifty thousand dollars are required to submit an annual audit conducted by an independent CPA in accordance with generally accepted auditing standards.

Organizations with total annual revenue between two hundred thousand dollars and five hundred thousand dollars or receiving grant funds from the Metropolitan Government between twenty-five thousand dollars and fifty thousand dollars are required to submit a review of financial statements conducted by an independent CPA.

Organizations with total revenue between fifty thousand dollars and two hundred fifty thousand dollars or receiving grant funds between five thousand dollars and twenty-five thousand dollars are required to submit a compilation of financial statements prepared by an independent CPA.

Organizations with total revenue of fifty thousand dollar or less or receiving grant funds of five thousand dollars or less, are required to submit internally prepared financial statements.

Organization shall also submit to the Metropolitan Action Commission the following information:

- A copy of its 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 the metropolitan government.



- The proposed budget of the organization, indicating all sources of funds and a line-item identification of the proposed expenditure of metropolitan government funds; breakout each line item with position titles and or supplies.

## GENERAL REQUIREMENTS

Agencies awarded funding under this RFA will be required to enter into an agreement with the Metropolitan Action Commission, which will include the terms and conditions for the use of funds, program schedule, and reporting requirements.

### **Agencies shall:**

- Represent that they have or will secure at their expense, all personnel required in performing the services under this RFA. Such personnel shall not be employees of or have any contractual relationship with MAC.
- All services required hereafter will be performed by the Agencies or under their supervision, and all personnel engaged in the work shall be fully qualified and shall be authorized or permitted under state and local law to perform services.
- Maintain books, records, documents, and other evidence directly pertinent to performance of work under this RFA.
- Procure any materials, property, or services necessary for performance of any contract resulting from this RFA.

## PROJECT REQUIREMENTS

- Agencies agree to comply with the requirements of the RFP.
- Program plan and Implementation – Agencies must provide the written, signed application certification for the program. Agencies must further implement the program as detailed in the application, which includes recruiting youth for the program, providing a site for activities, and supplying adequate and appropriate supervision for the ages and program(s) involved.
- Work readiness and transportation - Agencies should provide adequate space for pre-program, work-readiness training for youth participants. Transportation is an option for agencies to provide to the youth for the seven weeks of programming.
- Minimum Supervisor / Child Ratio – MAC requires a minimum of one staff representative for every youth team ages 14-15 for the work program for up to 10 youth.
- Project work hours – Project work hours need to be four hours daily Monday thru Friday for the course of the program. Work hours should accommodate traditional work hours.
- Participant data - mechanisms such as sign in timesheets, etc. MAC will require parent/guardians to complete a self-declaration form.
- Agency mandatory meeting on May 8 for Meet and Greet Q & A Session at Metro Action Commission. Invitations will be sent out later to emails of approved agencies.
- Final Report – Finalization report will be submitted to MAC by August 22, 2025.
- Disclosure – Agencies understand that client information collected under any agreement, when not directly connected with the administration of MAC or agencies responsibilities with respect to services provided under the agreement, is prohibited by Federal law unless written consent is obtained from such person receiving service and, in case of a minor, that of responsible parent / guardian.

## *GENERAL RESTRICTIONS*

MAC POWER Youth funding will not support:

- Durable goods, including the purchase of equipment or capital improvements. Examples of durable goods include appliances, furniture, musical instruments, electronic equipment, computers, televisions, printmaking machines, and sporting goods. If you have a question about what constitutes as a durable good, please contact the Metropolitan Action Commission, Manager of Workforce and Youth Services.
- Activities or programs with religious content, study, or practice. Metropolitan Action Commission funds must be used for programming activities only.

## *MATCHING FUNDS*

MAC POWER Youth funding does not require matching funds by the organization.

## HOW TO SUBMIT AN APPLICATION

Metropolitan Action Commission uses the fillable Request for Proposal (RFP) Application which needs to be saved in **PDF Format** when submitted. Applicants may only submit one (1) application. Please include all requested documents with application:

- a. Project Job Description
- b. Project Workflow Plan
- c. Budget
- d. Bylaws
- e. Charter
- f. IRS Tax Exempt 501(c) (3)
- g. Secretary of State Incorporation
- h. Financial Statement and Auditor's Report 2024

**Project Coaching Questions and Answers Sessions:** This is a Webex session for any questions or concerns with applying for the RFP. Request for project coaching Q & A sessions can be made the week of **January 7, 2025 –**

**January 10, 2025, between 9am to 3pm,** for WebEx appointments. Make your request to

[katina.bass@nashville.gov](mailto:katina.bass@nashville.gov) with the subject line: MAC POWER Youth Project Coaching Q & A.

Once request has been received a date and time will be scheduled for the meeting.

All applications must be submitted by email and will be considered for funding. Applications and additional support materials must be submitted by **Tuesday January 21, 2025, at 4:30PM (CST)**. Incomplete applications will NOT be accepted for review.

## PROPOSAL EVALUATION & SCORING

### Application Review:

Metropolitan Action Commission will review each application to determine eligibility. Ineligible and incomplete applications will NOT be reviewed or scored.

Each application deemed eligible will be reviewed and scored by an adjudication panel. The panel will consist of MAC team members. Each application will be reviewed based on the stated scoring criteria and the scores will be added together to create an overall application score of up to 25 total points. Scoresheets containing the panelists' notes are kept on file at Metropolitan Action Commission. You may contact the MAC Youth Specialist if you would like to discuss the scores received.

### Funding Criteria & Scoring

Application reviewers will use a Scoring Guide to evaluate each application. Scoring is divided into five main criteria's: Organizational Capacity/Feasibility, Work Merits, Positive Values Alignment, Career Development, and Commitment to Equity. These areas match the sections of the application. A proposal can receive a score of up to 0 to 30 points in some areas. Successful proposals will demonstrate the following standards:

#### **Organizational Capacity/Feasibility (30 points)**

The organization has a minimum two-year history of working with youth and can meet the expectations of a MAC POWER Youth Partner Site Host. The project demonstrates well planned, clearly described, and achievable activities. Program outcomes are clear, realistic, and measurable. Qualified staff will oversee delivery of the project and provide adequate support to accommodate the number of participants the project seeks to serve. The budget is detailed, clear, and scaled appropriately in relation to the work plan proposed.

#### **Work Merit (20 Points)**

The project articulates clear, objectives/outcomes and cultural relevance. The project engages professional Instructor(s)/Mentor(s) with a demonstrated work history with youth; evidence of strong creative practice and vision; activities planned demonstrate ability to expand on the cultural knowledge of participants.

#### **Positive Youth Development Alignment (15 points)**

The project implements developmentally appropriate activities that connect youth to work readiness experiences. The project promotes positive youth agency and leadership and fosters an environment that values strategic arts engagement, team building, and confidence.

**Career Development (15 points)**

Youth job descriptions clearly articulate expectations and align with the project's outcomes. Participants will learn life and career skills, with an intentional focus on six soft skills, that are translatable to being successful in the workplace.

**Commitment to Equity (20 Points)**

Project exhibits commitment to youth who have been historically underrepresented, leadership, and resource allocation; including, but not limited to, people of color, people of all ages, differently abled people, LGBTQ people, women, and the socio-economically disadvantaged.

Project components address the unequal nature of voice, resource allocation and visibility that exist in the arts and cultural ecosystem.

**Funding Recommendations & Approval**

The panelists' scores will inform funding recommendations. The funding amount will also be based on the number of proposals received and the amount of funds available. Final funding recommendations will be made by and will be approved by Metropolitan Action Commission Grant and Funding Committee.

**Accepting an Award**

Award notifications will be sent via email to the contact person provided on the application with next step instructions. In some cases, projects may be funded at less than the full request amount. In these cases, applicants will submit a revised budget or have the option to decline the award. Awardees will accept or decline award through email correspondence.

**Managing an Award**

If you accept a MAC POWER Youth Summer Employment Program Site Partner award, it is expected that the recipient will maintain financial records, gather participant demographic information, and document project outcomes.

<b>Invoice Process</b>	
<b>Percentage of Award amount</b>	Invoices will be submitted to Director of Workforce and Youth Development for approval. Tanya Evrenson – <a href="mailto:tanya.evrenson@nashville.gov">tanya.evrenson@nashville.gov</a>
<b>Invoice 1: 50 % of award</b>	After attendance at the mandatory MAC Partners Meet and Greet meeting on May 8, 2025 (Proof of background checks and all necessary budget revisions completed PRIOR to invoice 1) June 9, 2025
<b>Invoice 2: 50% of award</b>	JULY 1, 2025

### Site Partners agree to the following terms:

- Site Partner will fulfill the Worksite Partner Expectations (pg. 5).
- Site Partner will use funds to pay for instructor fees, project coordination and/or non-durable supplies and materials that support the project as described in the proposal.
- Field trip transportation must be done through a licensed chartered bus, or van, company to ensure that all necessary safety requirements are met. Use of personal vehicles is not permitted for the transportation of any youth in the program.
- Should there be MAC POWER Youth project amendments, the MAC POWER Youth Site Partner must submit changes to and receive approval from Metropolitan Action Commission PRIOR to project implementation. Request a “Program/Budget Revision” form with an e-mail and subject line: “MAC POWER Youth Amendment Request” to the Director of Workforce and Youth Development. The form will be sent via email so the awardee can make necessary revisions.
- Prior to program start, background checks should be current.
- Site Partner will give a report of total program hours for June and July if requested by email.
- Site Partner will comply with all applicable laws and regulations.
- Site Partner will obtain all permits, licenses, and permissions necessary for the project.
- Site Partner will collect, and report project data as detailed in Project Closeout Form.
- In all publicity, promotions and/or printed materials related to the project, the site partner will credit Metropolitan Action Commission or MAC POWER Youth Summer Employment Program according to the Credit and Logo Usage Guidelines.
- If project amendments are not approved, the project fails to occur, or after monitoring the applicant is found to be out of compliance, the site partner will forfeit the remainder of their award and funding will be reallocated.

## WORKSITE MONITORING

Metropolitan Action Commission will conduct monitoring visits for all funded MAC POWER Youth Summer Employment Program projects. The bulleted items below will be required to be “onsite” in-person. A written report of the monitoring visit will be provided to the organization after the review is complete. Unresolved or recurring negative findings may affect an applicant’s ability to apply for future funding. Items monitored include but are not limited to:

- Proof of Insurance – documentation showing proof of liability insurance of \$1 million or more
- Emergency Medical Forms – (proof that forms are kept on site with current emergency contact info and are accessible to the Peer Leaders and Site Supervisors)
- Workman’s Comp Claim forms – (proof they are on site and available should any incidents occur)
- Background Checks – proof they have been completed for instructors/ mentors/site supervisors
- Health and Safety Checks – confirm that youth workers and Peer Leaders are working in a safe environment, no illegal equipment is being used, health and safety guidelines are being followed, and that youth know who to contact on-site in case of emergency or other concerns.
- OSHA and Title VI Standards –OSHA and EEO/Title VI standards are accessible, displayed on-site and that a process for how to file a complaint is in place.
- Youth workers are observed actively engaged in work experience.

### Liability and Indemnification

**Metro’s liability is limited to the amount funded. Applicant agrees to indemnify and hold harmless Metro, officers, agents, and employees from:**

- A. Any claims, damages, or costs and attorney fees for injuries or damages arising, in part or in whole, from the negligent or intentional acts or omissions of Applicant, its officers, employees, and/or agents, in connection with the project, and
- B. Any claims, damages, penalties, costs, and attorney fees arising from any failure of Applicant, its officers, employees, and/or agents to observe applicable laws, including, but not limited to, labor laws and minimum wage laws.
- C. Metro will not indemnify, defend, or hold harmless in any fashion the Applicant from any claims arising from any failure, regardless of any language in any attachment or other document that the Applicant may provide.
- D. Applicant shall pay Metro any expenses incurred as a result of applicant’s failure to fulfill any obligation in a professional and timely manner.

Any final products from the project are the sole responsibility of the applicant. Metro is not responsible for installation, maintenance, or removal of a project.

## **Metropolitan Action Commission Logo Usage and Credit Policy**

All awarded proposals must adhere to the Metropolitan Action Commission credit policy. The policy, logo standards and files can be obtained from Metropolitan Action Commission Communication and Engagement Division. Failure to adhere to this policy may result in the cancellation of the awarded contract.

## ***PUBLIC NOTICE: NONDISCRIMINATION POLICIES, ADA COMPLIANCE & ACCESSIBILITY***

The Metropolitan Government of Nashville & Davidson County does not discriminate on the basis of race, color, national origin, gender, gender identity, sexual orientation, age, religion, creed, or ability in admission to, access to, or operations of its programs, services, or activities. Discrimination against any person in recruitment, examination, appointment, training, promotion, retention, discipline, or any other employment practices because of non-merit factors shall be prohibited.

Requests for accommodations, or requests for additional information regarding the Americans with Disabilities Act may be forwarded to Metropolitan Action Commission ADA Compliance Coordinator: Rickie McQueen, Metropolitan Action Commission, P.O. Box 196300, Nashville, TN 37219-6300  
Rickie.McQueen@nashville.gov, (615) 862-8860 Ext. 70103

**INTERPRETATION SERVICES:** Should an individual need language interpretation, Metropolitan Action Commission will secure assistance using a Metro approved over-the-phone or in-person interpretation service.