Homeless Grants Application Information and Instructions

Application Packet is available at knoxvilletn.gov/development under Current Grant Opportunities

**Important Dates:**

**Mandatory Technical Assistance (TA) Workshops (applicants must attend one)**

**Thursday, February 4, 2021 at 6:00 PM, via Zoom:** (Copy and paste the link below into your browser)

https://zoom.us/j/96425328476?pwd=SFh1ZzZ5eU0rYWovbmw5WDJFcWJpUT09
Meeting ID: 964 2532 8476, Passcode: 624827

**Tuesday, February 9, 2021 at 1:00 PM, via Zoom:** (Copy and paste the link below into your browser)

https://zoom.us/j/98741093174?pwd=LzdNN1ZpQnFveWhCU00xcHQrejcvZz09
Meeting ID: 987 4109 3174, Passcode: 790301

The completed application **must be received** by Friday, February 19, 2021, by 12:00 PM (noon)

Applicants have the option to:

- Email a single PDF (or zip file of all PDFs) containing the entire application to Ms. Cicely Henderson at chenderson@knoxvilletn.gov;
- Mail the entire application to Ms. Bailey Walker at City of Knoxville Housing and Neighborhood Development Department, P.O. Box 1631, Knoxville, TN 37901; or
- Hand-deliver the entire application to: the City of Knoxville Housing and Neighborhood Development Department, 400 Main Street, Suite 532V, Knoxville, Tennessee 37902.

No matter which method of delivery an applicant chooses, it is the applicant’s responsibility to ensure that the application is received by the deadline. **Please contact Bailey Walker at 865-215-2888 or bwalker@knoxvilletn.gov with any questions.** Thank you for your interest!
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Section 1: Essential Information

Eligible Applicants
The City of Knoxville is seeking agencies/organizations to carry out activities that work collaboratively with community efforts to reduce and prevent homelessness in the City of Knoxville, which are high priority goals under its 2020-2024 Consolidated Plan.

The City is also seeking agencies/organizations to carry out activities that prevent, prepare for, and respond to the coronavirus (COVID-19) among individuals and families who are homeless or receiving homeless assistance; and to support additional homeless assistance and homeless prevention activities to mitigate the impacts of COVID-19.

More generally, non-profit and other public agencies/organizations designated as a 501 (c) (3) or 501 (c) (4), and provide services inside the city of Knoxville, are eligible to apply. Each applicant must have the authority to submit the application and to carry out the proposed activity/project pursuant to its charter and by-laws. Please see Part II. of the Homeless Grants Application Threshold Requirements, for a full listing of requirements. Partnerships between agencies/organizations are encouraged.

Emergency Solutions Grant (ESG)
The U.S. Department of Housing and Urban Development (HUD) ESG program provides funding to:
Engage individuals and families experiencing homelessness living on the street; Improve the number and quality of emergency shelters for individuals and families experiencing homelessness; Help operate these shelters; Provide essential services to shelter residents; Rapidly Re-house individuals and families experiencing homelessness; and Prevent families and individuals from becoming homeless.

These strategies are summed-up in the following ESG Program Component Categories:
• Street Outreach;
• Emergency Shelter/Essential Services;
• Rapid Re-housing; and
• Homelessness Prevention.
CARES Act/HUD Supplemental ESG (ESG-CV)
ESG-CV funds are used for ESG-eligible activities that prevent, prepare for, and respond to the Coronavirus pandemic (COVID-19) among individuals and families who are homeless or receiving homeless assistance; and to support additional homeless assistance and homeless prevention activities to mitigate the impacts of COVID-19. HUD made certain waivers and flexibilities available for ESG-CV funds. See the Resources sheet for a link to more information about waivers and flexibilities.

Homeless General Funds
The City of Knoxville contributes local matching funds that support the ESG program, as well as funding unmet homelessness needs and emerging conditions (like the COVID-19 pandemic) impacting people experiencing homelessness.

Eligible Projects/Activities
Please note: The words “project,” “program,” and “activity” are interchangeable in the application and instructions.

ESG
Eligible activities provide homelessness services through one (or more) of the ESG Program Component Category(ies): Street Outreach; Emergency Shelter; Rapid Re-Housing; and Homelessness Prevention. Each Component Category has specific definitions of homelessness and target populations, as well as different rules about eligibility and specific requirements for activities. See the Resources sheet for a link to a more detailed list of ESG-eligible activities/projects.

Please Note: Application requests for Homelessness Prevention activities that include rent, rental arrears, and utility arrears, may not be considered for this round of funding. Other funding has been made available to Knox County (including Knoxville city residents) for rental housing assistance.

ESG-CV
The ESG-CV program follows the same strategies and categories as described for ESG above, except for certain waivers and flexibilities that were added to better meet the community’s needs during the pandemic. See the Resources sheet for links to more detailed information about waivers and flexibilities.

Please Note: Application requests for Homelessness Prevention activities that include rent, rental arrears, and utility arrears, may not be considered for this round of funding. Other funding has been made available to Knox County (including Knoxville city residents) for rental housing assistance.

Homeless General Funds
The City’s Homeless General Funds follow HUD ESG regulations, with some exceptions where federal regulations present barriers to a full and integrated response to homelessness.

Funding Sources
The City of Knoxville’s Homeless Grants includes funding from three main sources:

ESG
- Annual entitlement funding directly from HUD to the City of Knoxville
- Funding priorities are set by the current Consolidated Plan and Annual Action Plan
• Total amount of funding is unknown at this time, but notice is anticipated in February 2021
• The current program year (PY) 2020-2021 amount is $137,686
• Begins July 1, 2021 and ends June 30, 2022

Homeless General Funds
• Local matching funding from City of Knoxville General Funds
• Funding priorities are generally set by the current Consolidated Plan and Annual Action Plan, but because it is City funding, it has the flexibility to respond to unmet homelessness needs and emerging conditions (like the COVID-19 pandemic)
• Total amount of funding is unknown at this time, but a request for $201,000 (PY2020 amount) is anticipated to be included in the City Budget
• Begins July 1, 2021 and ends June 30, 2022

ESG-CV
• 2020 CARES Act funds through HUD
• Funding priorities are set by the City making Substantial Amendment(s) to its PY2019-2020 Annual Action Plan, as directed by HUD, to responding to the COVID-19 pandemic.
• The City received two rounds of ESG-CV funds in PY2020, for a total of $2,734,864
• Approximately $765,452 remains to be awarded
• HUD has granted certain waivers and flexibilities for ESG-CV (see Resources sheet)
• Begins ASAP and, except for Emergency Shelter/Services projects, ends by September 2022.

The City reserves the right to consider all complete and eligible applications and all funding sources (including HUD Community Development Block Grant (CDBG) and CARES Act supplemental CDBG (CDBG-CV)) in deciding how to award the amount and source of funds that best meet community homelessness needs. If CDBG or CDBG-CV funds are awarded, City staff will work with you on any additional or substitute requirements.

Currently operating projects/Proposed projects that meet the needs of people experiencing homelessness or that prevent homelessness during the pandemic and/or help mitigate community spread of COVID-19 may be prioritized for ESG-CV funds, starting before July 1, 2021. There are questions, marked with an “*”, throughout the application that are designed to identify these activities.

Funding Requirements
The below requirements are not all-inclusive.

All Homeless Grants-funded-agencies/organizations (aka subgrantees or subrecipients) shall comply with 2 CFR part 200, “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.” Agencies/organizations should only request funds for the provision of direct expenses which may include direct financial assistance, direct project costs/services (including personnel expenses), and program operating (including financial and other direct costs of the project) that are directly associated with the project/activity. The only exception to this requirement is for an agency/organization that either has an existing Indirect Cost Allocation Plan under a cognizant agency (the federal agency that provides them the most grant funding, such as HUD or HHS) or wants to submit an Indirect Cost Allocation Plan for City approval, which should be included with their application and included in their budget.
All Homeless Grants are operated on a reimbursement-only basis. There will be no exceptions to this requirement. Documentation of payment must be submitted with invoices for reimbursement by the City. The City of Knoxville will not advance funds, and agencies/organizations expending funds prior to their agreement start date (or outside of the agreement period between the City and agency/organization) will not be reimbursed.

Special attention must be paid by applicants to ensure that CARES Act funds (including ESG-CV funds) are not duplicated. While “matching funds” are not required, agencies/organizations must describe all funds, private or public, that will/are being used on the project so that the City can ensure that there is not duplication of CARES Act funds on a project.

**Matching Funds**
While HUD requires a one to one match for ESG funds, the City anticipates using its Homeless General Funds to meet this requirement on behalf of its ESG subgrantees. Matching funds are not required for ESG-CV funded projects.

**Performance**
If an applicant is selected, a formal subrecipient agreement will be drafted. In this agreement, agencies will be evaluated in two main ways – progress on accomplishment goals and funding expenditures to meet their goals. Quarterly performance reports will be collected through KnoxHMIS-generated data for all activities. The agency’s invoices requesting reimbursement are used in conjunction with performance reports to measure progress toward meeting both the goals of the activity and expenditures. Timely expenditure of funds is expected, as are the costs being necessary and reasonable to accomplish goals. Additional reporting and/or information may be required depending on several factors, including the scope of the activity.

The City conducts monitoring of subgrantees in two ways – desk-monitoring (review of information submitted to the City by the subgrantee) and more formal, on-site monitoring at the subgrantee’s office and/or service location. On-site monitoring may include a review of program, clientele, procurement, and financial files. If your agency is funded, more information about the monitoring processes will be provided as the agreement is drafted. Any in-person, on-site monitoring during the pandemic will be by mutual agreement guided by safety protocols such as social-distancing, etc.

**General Regulatory Compliance**
All activities must comply with the federal regulations applicable to the funding source (ESG or ESG-CV). These regulations may include (but are not limited to): environmental review; federal procurement standards; Section 3 and Title VI; Fair Housing and Equal Opportunity regulations; lead based paint regulations; Davis Bacon and Related Acts; and federal fiscal/audit standards. Activities may be monitored through technical assistance, site visits, and formal on-site monitoring/file reviews.

Updated information on ESG and ESG-CV regulations and program components can be found at [www.hud.gov](http://www.hud.gov), [www.hudhre.info](http://www.hudhre.info), and [www.hudexchange.info/programs/esg/](http://www.hudexchange.info/programs/esg/) Please see the Resources sheet in the application packet for important information.

**Homeless Management Information System (HMIS)**
The University of Tennessee operates the HMIS for Knoxville and Knox County. KnoxHMIS is a linked database that helps providers of services, shelter, and housing for people experiencing homelessness to
coordinate services. KnoxHMIS provides community-wide data on homelessness, as well as reporting information and measurements of success for individual agencies.

While all Homeless Grants subgrantees are required to participate in HMIS, participation in a comparable, City-approved database is acceptable if the agency is a domestic violence service provider receiving Violence Prevention and Services Act (VPSA), Office for Victims of Crime (OVC), or Office on Violence Against Women (OVW). Please let the City know if your agency/organization will seek an HMIS alternative. For more information see the Resources sheet.

City of Knoxville Insurance Requirements
These will be discussed in detail at the mandatory Homeless Grants Technical Assistance Workshops. Additional information can be requested of the City of Knoxville Law Department.

Mandatory Technical Assistance Workshops
Prior to submitting an application, all applicants are required to participate in one of two Technical Assistance (TA) Workshops conducted by City staff. Due to guidance regarding social-distancing, the workshops will be held virtually, via Zoom (see access information below). Participants must be “recognized” by their agency/organization name in the virtual meeting so they can be counted as attending the correct workshop.

The Technical Assistance (TA) Workshops are scheduled for:

- **Thursday, February 4, 2021 at 6:00 PM**, via Zoom:
  
  Copy and paste this link into your browser:
  https://zoom.us/j/96425328476?pwd=SFh1ZzZ5eU0rYWovbmw5WDJFcWJpUT09

  Meeting ID: 964 2532 8476, Passcode: 624827

- **Tuesday, February 9, 2021 at 1:00 PM**, via Zoom:
  
  Copy and paste this link into your browser:
  https://zoom.us/j/98741093174?pwd=LzdNN1ZpQnFveWhCU00xcHrejcvZz09

  Meeting ID: 987 4109 3174, Passcode: 790301

Section 2: The Application Packet

- **Homeless Grants Application**

- **Resources Sheet** - Contains links to detailed information about HUD ESG and ESG-CV.

- **Homeless Grants Application Information and Instructions** (this document)

- **Homeless Grants Application Checklist**
Section 3: Application Instructions

There is no limit to the number of Homeless Grants applications an agency may submit, however each activity/project should be described on the application “worksheets” submitted in one agency application. All applications will be considered for all funding sources.

The application is comprised of:

- **Cover Page** – Basic agency/organization information, amount requested and ESG Program Component Category(ies) and Important Dates.

- **I. Agency Information**

- **II. Threshold Requirements** – A checklist of requirements.

- **III. Exhibits and Attachments** – Required Exhibits (Project Budget, Project Timeline, and Assurances forms), Required Attachments (Agency Budget, non-profit agency information, and Agency’s ESG Written Standards for the relevant Program Component Category. See Resources sheet to help find examples if the agency doesn’t have them already) and Optional Attachments.

- **IV. Project Information** – “Worksheets” are color-coded to correspond to the ESG Program Component Category(ies). See Resources sheet for ESG Component Category Regulations and eligible activities. Each worksheet breaks down some of the specific requirements for that category – definition of homelessness, target population, eligible activities, and other specific requirements to that category, as well as information to help describe other important considerations, including if the project activity will help reduce community spread of COVID-19 and/or mitigate its impact, and how the agency/organization will ensure that CARES Act benefits are not duplicated.

  If an agency is submitting a request for activities in more than one Program Component Category, for example Street Outreach and Rapid Re-Housing, they will complete the associated color-coded “worksheet” for each, in the one application. There is no need to include worksheets for categories they are not applying for.

  Please don’t skip any questions that are perceived as ESG-CV specific or COVID-related questions. If there are barriers to using one source of funds over another, there will be opportunity for applicants to describe that in the application.

- **V. Financial Requirements** – Descriptions of all project funding and anticipated funding sources, if and how the agency/organization is partnering with another, scalability of the project, key project components, and agency information.

  Applicants should provide documentation of Budget line items, such as estimates from contractors, equipment or service providers, or formulas based on expected expenses, etc.

  While the City intends to provide the required match for the ESG funds through its Homeless General Funds (HGF) grants, applicants do need to provide information about (and document) all other funds being used/leveraged to pay for the project.
VI. Affirmations and Signatures – Be sure to sign before submitting the application!

Exhibits

1. Budget
   Expenses may be broken down into four subcategories.
   - Direct Assistance – Any financial assistance provided to/on behalf of homeless clientele
   - Direct Services – The cost of the proposed work/services to homeless clientele (including project personnel costs)
   - Program Operating – The direct costs of operating the program/project/activity (including financial or other direct costs).
   - Indirect Costs – An existing Indirect Cost Allocation Plan under a cognizant agency or a new Indirect Cost Allocation Plan must be submitted to the City for approval.

   Applicants should provide documentation of Budget line item amounts, such as estimates from contractors, equipment or service providers, or formulas based on expected expenses, etc. Fill in the amount requested, the amount of other funding being leveraged, and the total costs.

2. Assurance of Compliance under Title VI of the Civil Rights Act of 1964 – Be sure to sign before submitting the application!

3. Project Timelines
   a. The term for ESG and City Homeless General Funds (HGF) are expected to start July 1, 2021, and end June 30, 2022.
   b. The term for CARES Act supplemental ESG (ESG-CV) funds are intended to start as soon as possible, and may have terms ending by August or September 2022. Please Note: Agencies awarded ESG-CV funds for Emergency Shelter/Essential Services must be ready to start ASAP, as the deadline is December 31, 2021, or January 31, 2022.

4. Assurance of Audit Requirements – Be sure to sign before submitting the application!

5. Certification of Compliance with the City of Knoxville Conflict of Interest and Procurement Policies – Be sure to sign before submitting the application!

Section 4: Submission Requirements

Submission Deadline
The completed application must be received by the City of Knoxville Housing & Neighborhood Development Department no later than 12:00 PM (noon) on Friday, February 19, 2021. A postmark of that date will not be acceptable. Applications received after that deadline will not be accepted. Applications submitted via facsimile will not be accepted.

Submission Instructions
1. Applicants have the option to:
• Email a single PDF (or zip file of all PDFs) containing the entire application to Ms. Cicely Henderson at chenderson@knoxvilletn.gov;

• Mail the entire application to Ms. Bailey Walker, City of Knoxville Housing and Neighborhood Development Department, P.O. Box 1631, Knoxville, TN 37901. Be sure to label any envelope with “City of Knoxville Housing & Neighborhood Development Department” as Knox County has a Community Development Department in the City/County Building and mail has been misdirected before.

• Hand-deliver the application to the City of Knoxville Housing and Neighborhood Development Department, 400 Main Street, Suite 532V, Knoxville, Tennessee 37902.

No matter which method of delivery an applicant chooses, it is the applicant’s responsibility to ensure that the application is received by the deadline.

Confirmation of Receipt of Application
If the application is emailed, applicants will receive a receipt or automatic notification of delivery through their email system. Applicants may also request confirmation that the City received their application by a separate email to Ms. Cicely Henderson at chenderson@knoxvilletn.gov. This should be done well before the deadline.

If the application is mailed, applicants may also request confirmation by emailing or by calling Ms. Bailey Walker at bwalker@knoxvilletn.gov or 865-215-2888. This should be done well before the deadline.

If the application is hand-delivered, City staff will give a receipt. Applicants should not leave without it.

2. Submit the completed application, including Required Exhibits and Attachments, in a single PDF file (or zip file of all PDFs) or in a sealed envelope, if a hard-copy is submitted.

3. Applicants should include only the worksheet(s) in Part IV. for the Program Component Category(ies) that apply to the proposed project(s).

4. Applications may be emailed, scanned, photocopied or printed after submission. Please keep that in mind when you’re submitting. If submitting a hard-copy, please submit one original. Hold each application together with a single staple, paper clip, or binder clip, and please do not heat or spiral bind your application, enclose it in a two- or three-hole punched binder or folder, utilize index dividers or cardboard tabs, or staple together individual sections of the application.

5. The application must be typed or computer-generated. Hand written applications will not be accepted. Use only 11 point or larger standard font with black ink. Underlines don’t have to typed-over, simply delete the line and underline your answer.

6. For hard-copy applications, only white 8 ½” x 11” paper should be used. Brochures and other attachments may be submitted on colored paper, cardstock, or other printed format.
7. Applications should respond to all questions and include all information requested. Maps, supporting data, and other pertinent documentation should be included when relevant.

8. Applicants should consider submitting their application early! Those waiting until the last minute run the risk of submission problems. No exceptions will be given for late or incomplete applications.

9. Also remember, for applicants planning to hand-deliver their application, there is enhanced security at the City County Building doors. Mask/face coverings are also mandatory in the City County Building. Parking downtown and entering the building can sometimes take extra time. Applicants should factor that into their plans.

10. If applicants have questions or need help, please call Bailey Walker at 865-215-2888. Do not wait until the last minute, please.

The City of Knoxville may require additional information to assess the application proposal. The City will not return the application materials nor reimburse any cost of preparing the application materials.

Section 5: Application Review and Evaluation

Incomplete Applications
Once received, all grant applications will be screened for eligibility and completeness. Please make sure that the application is signed, and all required attachments are included as part of the submission. Incomplete or ineligible applications will not be considered for funding.

Evaluation Criteria
Complete applications for eligible projects will be evaluated on the following:

1. Part II. Threshold Requirements (all applicants must meet these requirements)

2. Agency Capacity
   - Demonstrated understanding of ESG Program Component Category Requirements
   - Implementation Capacity
   - Fiscal Capacity and Responsibility

3. Project/Activity Considerations
   - Eligibility: Meets compliance requirements with relevant ESG Program Component Category(ies), including Homeless Definition Category; Eligible Activities; Ineligible Activities; Specific Requirements; and Eligibility Requirements
   - Demonstrated Need
   - Quality of the activity/project
   - Timing - How quickly activities can be implemented and concluded (in some cases)
   - Budget Evaluation, including how well-defined the costs are presented
   - Evaluation of Quantifiable Performance Goals
   - Intake Process Evaluation
   - Program Recipient Participation
The ratings will be used as a guide for activity/project selection. The proposed activity/project will also be considered with other proposals received for collective community impact. Applications selected for funding may receive less than the requested amount depending on the number of applications received and available funds. Funding is not guaranteed to any agency or activity/project.

**Section 6: Timelines**

**ESG and City Homeless General Funds**
Projects should be ready to start July 1, 2021, and to conclude on June 30, 2022. The projects that are awarded funds will be included in the City’s PY2021-2022 Annual Action Plan.

**ESG-CV**
Projects should be designed to begin as soon as feasible.

ESG-CV funded *Emergency Shelter/Services* must conclude by December 2021 or January 2022.

All other Program Component Categories activities/projects must conclude by August or September 30, 2022.

**Application Timeline**

- **Monday, February 1, 2021** The Application Packet is available online
- **Thursday, February 4** First of two Technical Assistance Workshops (via Zoom)
- **Tuesday, February 9** Second of two Technical Assistance Workshops (via Zoom)
- **Friday, February 19** **Applications are due (and must received by) by 12:00 noon**

**ESG and Homeless General Funding Timeline**

- **February 19 – March** Staff review applications, compare with financial resources available and present recommendations to Administration
- **March – April 1** Staff contacts awardees and incorporates proposed projects and resources into draft PY2021-2022 Annual Action Plan
- **April 2** Draft Annual Action Plan Made Available for Public Review
- **April 2 - May 3** 30-day Public Comment Period on draft Annual Action Plan
- **April 27, 6:00 PM** Public Meeting #2 (via Zoom)
- **April 29, 6:00 PM** City Council Workshop (via Zoom)
- **May 4, 6:00 PM** City Council Meeting - Review / Approval (via Zoom)
May 14, 2021      Annual Action Plan Due to HUD
May 5 – June 30   Develop Subgrantee Agreements
July 1 - forward  Knoxville City Council votes on Subgrantee Agreements. Once Agreements are approved by Council, subgrantee may begin the project.

ESG-CV Funding Timeline

February 19 – March 1  Staff review applications, compare with resources available and present recommendations to Administration
March                       Staff contacts awardees, develops/submits any Amendments, and develops agreements
March 23 (tentative)        Knoxville City Council votes on Amendment(s), if needed
April 6 (tentative)         Knoxville City Council votes on Subgrantee Agreements

Funding Release/Agreements

ESG
City Council must approve the PY2021-2022 Annual Action Plan that describes ESG-funded projects/activities, before it can be submitted to HUD. The City anticipates submitting the Plan to HUD by May 15, 2021. HUD must approve the City of Knoxville’s PY2021-2022 Annual Action Plan before it releases the funds.

ESG-CV
City Council must approve any Substantial Amendment(s) before they can be submitted to HUD. HUD must approve any Amendment(s) before it release any funds.

Homeless General Funds
City Council must approve the City Budget (Homeless General Funds).

All subgrantees receiving $25,000 or more, shall have agreements with the City of Knoxville approved by Knoxville City Council. All subgrantees receiving less than $25,000 shall also have agreements, but will not require City Council approval.

Prior to execution of grant agreements, ESG and ESG-CV projects must have an environmental review completed by City Housing and Neighborhood Development staff.

For more information about this application and funding process, please call Bailey Walker at 865-215-2888 or email bwalker@knoxvilletn.gov.

Thank you and Good Luck!