



PY2019-2020 Homeless Grants Program

APPLICATION INSTRUCTIONS

The application documents are available at www.knoxvilletn.gov/development, under 'Current Grant Opportunities.' There *will not* be a mandatory technical assistance workshop this year.

Applicants may call or email with questions. **New applicants are strongly encouraged to call for information.** Please call Linda Rust at 865-215-2357 or email lrust@knoxvilletn.gov

Application Deadline

Applications must be received by

Friday, February 22, 2019, at 12:00 Noon

For **hand delivery, courier, or Federal Express** submission, address envelope to:

Homeless Grants Application
Attn: City of Knoxville Community Development Department
City County Building
400 Main Street, Suite 517, Knoxville, TN 37902

For **U.S. mail** submission, address envelope to:

Homeless Grants Application
Attn: City of Knoxville Community Development Department
PO Box 1631, Knoxville, TN 37901

No matter which method of delivery an agency chooses, it is the agency's responsibility to ensure that the application is received in the Community Development office by the deadline.

NOTE: The City of Knoxville's Homeless Grants Program follows the standards of the Emergency Solutions Grant (ESG) Program. However, the City of Knoxville reserves the right to be flexible with its local funding requirements if the proposal offers innovative solutions that address a unique need and/or describes a *specific* and significant barrier within the ESG requirements to providing assistance under one of the program component categories. Updated information on ESG regulations and program components can be found at www.hudhre.info.



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Section 1: General Information

Homeless Grants Program Essential Information

The City of Knoxville is seeking non-profit agencies to carry out activities that work collaboratively with community efforts to prevent, reduce and end homelessness in the City of Knoxville, a priority activity under its 2015-2019 Consolidated Plan.

Prior year grant awards have ranged from \$10,000-\$150,000, however funding is not guaranteed to any agency or project. Applications selected may receive partial funding depending on the number of applications received and available funds.

At the City's discretion, applications may be awarded with City general funds or submitted in the City's application to the State of Tennessee for Emergency Solutions Grant (ESG) funds through the Tennessee Housing Development Agency (THDA). If it is determined that the application will be submitted in the City's application for State ESG funds, the applicant(s) will be notified of the additional information required and associated deadlines.

Notice of the Awards are expected in May, following City Council approval of the annual budget, and/or in June, following approval of the City's application from the Tennessee Housing Development Agency (THDA).

Eligible Applicants

Non-profit agencies are eligible to apply for Homeless Grants Program funds, and each applicant must have the authority to submit the application and to carry out the proposed project pursuant to its charter and by-laws. The second page of the application includes "threshold" requirements that will be used to determine agency/organization eligibility.

Eligible Projects/Activities

Eligible agencies must provide homelessness services through one (or more) ESG Program Component Category(ies): Street Outreach; Emergency Shelter; Rapid Re-Housing; and Homelessness Prevention. Each Component Category has a description of its requirements that will be used to determine project eligibility. While there is no limit to the number of applications an agency may submit, each project should be submitted as its own application.

The City of Knoxville may require additional information for the determination of the applicant's qualifications to perform the proposed project. The City will not reimburse any cost for preparing this application.

Matching Funds

All projects are required to provide (and document) \$1:\$1 matching funds. Match may come from cash, in-kind services or donations, or a combination of cash and in-kind sources. For more information on matching fund requirements, see **www.hudhre.info**.

Homeless Management Information System (HMIS)

All agencies receiving Homeless Grants Program funding are required to participate in the local Homeless Management Information System (KnoxHMIS), or other approved comparable database if the agency is a domestic violence provider receiving Violence Prevention and Services Act (FVPSA), Office for Victims of Crime (OVC), or Office on Violence Against Women (OVW). For more information see:

<https://www.hudexchange.info/resource/5743/hmis-when-to-use-a-comparable-database/>
and <https://www.hudexchange.info/programs/hmis/hmis-requirements/>

HMIS is a linked database that helps providers of services, shelter, and housing for people experiencing homelessness to coordinate services while avoiding duplication. The system provides community-wide data on homelessness, as well as reporting information and measurements of success for individual agencies.

Incomplete Applications

Once received, all grant applications will be screened for eligibility and completeness.

Note: City Community Development staff will work with applicants to collect additional information for activities/projects determined to be included with the City's application to THDA after the February 22 deadline and before the State's deadline of March 14, 2019.

Application Review and Selection

Completed applications for eligible projects will be evaluated on the following:

1. Threshold Requirements (all applications must meet these requirements – no points given)
2. Agency Capacity – 25 Points
 - A. Demonstrated understanding of ESG/Homeless Grants Program Components
 - B. Implementation Capacity (including performance on current and/or prior year projects)
 - C. Fiscal Responsibility
3. Project/Activity Considerations – 30 Points
 - A. Eligibility: Meets compliance requirements with relevant ESG/Homeless Program Component(s), including Homeless Definition Category; Eligible Activities; Ineligible Activities; Specific Requirements; and Eligibility Requirements
 - B. Demonstrated Need
 - C. Budget Evaluation
 - D. Evaluation of Quantifiable Performance Goals

- E. Intake Process Evaluation
- F. Program Recipient Participation

4. Meets a Local CoC Priority – 30 Points

Priority #1: If and how the proposed project will help people access and/or maintain appropriate, affordable, permanent housing.

Priority #2: If and how the proposed project would remove significant barriers to peoples' ability to access and/or maintain permanent housing.

Priority #3: Activities provide for positive, long-term outcomes for program participants, rather than outputs that measure process but not results.

5. Other Considerations – 15 Points

Grant evaluators must have the ability to judge individual applications/proposals based on the totality of the applications/proposals that are turned in. There also may be more eligible proposals than funds available, requiring further assessment of the value of what's being provided in the community to prevent and end homelessness.

The ratings will be used as a guideline for project selection.

Funding Duration, Reporting Requirements and General Regulatory Compliance

Project funding will be available on or about July 1, 2019, and will remain effective until June 30, 2020. All projects should be designed to begin immediately and conclude by this deadline, as the City does not allow extensions.

The Homeless Grants Program is operated on a reimbursement basis. In your invoice to the City, you must provide documentation that the expenses (personnel costs, contractor's invoices, etc.) have been paid by your agency.

Projects do not receive advance funds. Agencies committing or expending funds prior to an executed agreement and/or before July 1, 2019, will not be reimbursed.

All projects must comply with the federal regulations applicable to individual project activities. These regulations may include (but are not limited to): environmental review; federal procurement standards; Fair Housing and Equal Opportunity regulations; Section 3 regulations; lead-based paint regulations; and federal fiscal/audit standards. Please be aware that HUD issues new Income Limits every year (usually in the Spring), see <https://www.huduser.gov/portal/datasets/il> .

The City of Knoxville will not execute the required Subrecipient Agreement until all insurance requirements are met. Insurance requirements include, but are not limited to, a Certificate of Insurance showing proof of the following insurance coverage: commercial general liability, and umbrella liability insurance if necessary, with a limit of at least \$2 million each occurrence and

\$3 million aggregate; automobile liability with a limit of at least \$1 million; and workers' compensation coverage compliant with the statutory limits. The City will require the provision of endorsements showing (1) the City, its officials, officers, employees, and volunteers as additional insured for commercial general and automobile liability, (2) waivers of subrogation in favor of the City, and (3) that coverage will be primary/non-contributory. Insurance has to match the program and the City of Knoxville has to be named on the insurance rider.

Projects are monitored through technical assistance, site visits, formal file reviews, and quarterly reporting. Quarterly reports are required for all projects, as are completion reports. Additional reporting and/or information may be required depending on the scope of the project.

Funding Timeline

Friday, February 1, 2019

Application packages available online at www.knoxvilletn.org/development.

Friday, February 22, 2019 12:00 (noon)

Applications must be received by the City of Knoxville Community Development Office.

February 23 – March 14, 2019

If it is determined that the proposed project(s) will be submitted in the City's application for State ESG funds, the applicant(s) will be notified of the additional information required and associated deadlines.

May/June 2019

Funding recommendations are expected to be approved by City Council/THDA. The City expects to notify applicants of funding awards.

July 1, 2019

Begin issuing agreements for approved projects.

Please note: Agencies must have approved insurance before Community Development can enter into a Subrecipient Agreement.

Section 2: Submission Requirements

Submission Deadline

Original applications must be received by the Community Development Department no later than 12:00 p.m. (noon) on Friday, February 22, 2019. A postmark of that date will not be acceptable. Applications received after that deadline will not be accepted or considered. We will not accept applications submitted via facsimile or electronic mail.

Submission Instructions

1. The application includes underlined sections and colored text boxes as clarifiers, you may remove those elements from your submission and/or underline your text in MS Word, if that helps. Printing in black and white is okay.
2. You are not limited on space to complete your answers, but please keep it as concise as possible. Exhibit I. (Project Budget) is included in the Application/MS Word document as a fillable table and as a MS Excel file (separate attachment). Choose what's most comfortable for you to use.
3. Submit one original, signed application (that includes the **required exhibits**) and three legible photocopies for each project. Photocopies should be clearly marked "copy" on the first page. Please include ONLY:
 - The ESG Program Component Category(ies) worksheets (Part III of the application) that apply to your proposed project (if you're only applying for Street Outreach, you don't need to include the other worksheets for Emergency Shelter, Rapid Re-Housing, or Homelessness Prevention);
 - One original and one copy of each **required attachment**; and one each of the **optional attachments**.
4. Applications may be photocopied after submission. To facilitate copying, please hold each application together with a single staple, paper clip, or binder clip. 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.
6. Only white 8 ½" x 11" paper is to be used for applications. Brochures and other attachments may be submitted on colored paper, cardstock, or whatever other format they are normally printed in.
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. Please no faxed or electronic submissions will be accepted.
9. Feel free to submit your application early. If you wait and there are submission problems, no exceptions will be given for late applications. Also remember that there is enhanced security at the City County Building doors. Parking downtown and entering the building can sometimes take extra time. Please factor that into your arrival.

We will give you a receipt for your turned-in application, so do not leave without it.
10. If you have questions or need help, please call us (865-215-2357)! Do not wait until the last minute, please.