PY 2020-21 Homeless Grants Program
Application Checklist
(Print out and Complete By-hand)

Agency Name: _____________________________________________________________________________

Address: __________________________________________________________________________________

Point of Contact & Title: _____________________________________________________________________

Telephone No.: ___________________________ E-Mail: __________________________________________________________________________________________

Agency Website Address: ____________________________________________________________________

Project Name: ______________________________________________________________________________

Project Address: ____________________________________________________________________________

--- Attend the mandatory Technical Assistance (TA) Workshop on 2/7/2020 at 9:00 AM @ Public Works Service Center, 3131 Morris Avenue, Knoxville, TN 37909

--- Application submitted on time (no later than 1:00 PM on Friday, February 28, 2020)
  - In a sealed envelope addressed to “Linda Rust”
  - Completed in full with ALL questions answered, legible and signed
  - One (1) original and five (5) copies with photo copies clearly marked “COPY”
  - Supporting documentation attached

--- Required Exhibits (one original and five (5) copies needed)
  1. Project Budget (Exhibit 1)
  2. Assurance of Compliance with Title VI and Civil Rights Act of 1964 (Exhibit 2)
  3. Project Timeline (Exhibit 3)
  4. Assurance of Audit Requirements (Exhibit 4)
  5. Assurance of Compliance with Conflict of Interest Policy (Exhibit 5)

--- Required Attachments (just one original needed)
  1. Current agency budget
  2. Non-Profit Agencies
     a. 501(c)(3) tax exemption letter
     b. List of Board of Directors and their information (as outlined in application)
     c. List of staff (as outlined in application)
  3. Letter from Board president or Board minutes authorizing application for funding
  4. Agency’s ESG Written Standards

--- Optional Attachments (just one original needed)
  1. Agency brochures/fliers outlining available services
  2. Letters of support
  3. Any other relevant documentation

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