



City of Knoxville
Community Development Department
400 Main Street, Room 520
Knoxville, Tennessee 37902
(865) 215-2120

Mailing Address:
P.O. Box 1631
Knoxville, TN 37901

APPLICATION INSTRUCTIONS
2010-2011 Funding
Emergency Shelter Grant (ESG) Program

Application forms are available at the City of Knoxville's Community Development Department located on the 5th floor of the City-County Building or at www.cityofknoxville.org/development.

Application Deadline: 12:00 p.m. (noon) on Tuesday, February 16, 2010.

No matter which method of delivery an agency chooses (U.S. mail, courier, hand delivery, or other), it is the agency's responsibility to ensure that the application is actually received in the Community Development office by the deadline.

A mandatory technical assistance workshop for all ESG applicants will be held:

Thursday January 28, 2010
9:00 a.m.
Charles W. Cansler YMCA
616 Jessamine Street
Knoxville, TN 37917

Applications from agencies not attending this workshop will not be considered for funding.



Contents

- Section 1: General Information
Section 2: Submission Requirements
Section 3: *Knoxville-Knox County Ten Year Plan to End Chronic Homelessness*

Section 1: General Information

Emergency Shelter Grant Essential Information

The City of Knoxville is seeking non-profit agencies to carry out activities that assist homeless persons and/or prevent homelessness according to the needs and strategies identified in the *Knoxville-Knox County Ten Year Plan to End Chronic Homelessness*.

Prior year grant awards have ranged from \$10,000-50,000. Notice of Award is expected in May following City Council approval of the annual budget.

There is no limit to the number of applications an agency may submit, but each project should be submitted as its own application. 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 project.

Eligible Applicants

Non-profit agencies are eligible to apply for ESG funds, and each applicant must have the authority to submit the application and to carry out the proposed project/activity pursuant to its charter and by-laws. Eligible agencies must serve the homeless through emergency shelter, transitional housing, direct supportive services, or through any combination of those categories.

Matching Funds

All projects are required to provide 1:1 matching funds for every ESG dollar spent. Match may come from cash, in-kind services or donations, or a combination of cash and in-kind sources.

Homeless Management Information System (HMIS)

All agencies receiving ESG funding from the City of Knoxville may be required to participate in the local Homeless Management Information System. This is a linked database that helps providers of services, shelter, and housing for the homeless 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.

Mandatory Technical Assistance Workshop

Prior to submitting an application, all agencies are required to attend a technical assistance workshop conducted by City staff. The workshop is scheduled for 9:00 a.m. on Thursday January 28, 2010 at the Charles W. Cansler YMCA located at 616 Jessamine Street, Knoxville, TN 37917. Registration for the workshop is not necessary.

Incomplete Applications

Once received, all grant applications will be screened for eligibility and completeness. Incomplete or ineligible applications will not be considered for funding.

Application Review and Selection

Completed applications for eligible projects will be rated in a process that considers the following: applicant capacity, project quality, operational feasibility and need for the project, including project’s adherence to or coordination with the *Knoxville – Knox County Ten Year Plan to End Chronic 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, 2010 and will remain effective until June 30, 2011. All projects should be designed to begin immediately and conclude by this deadline, as the City does not intend to grant extensions.

The Emergency Shelter Grant program is operated on a reimbursement basis. Projects do not receive advance funds, and agencies committing or expending funds prior to July 1, 2010 will not be reimbursed.

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.

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, lead based paint regulations, and federal fiscal/audit standards. Projects are monitored through technical assistance, site visits, and formal file reviews.

Regulations specifically related to the ESG program can be found at: www.gpoaccess.gov/cfr under 24 CFR Part 576.

Funding Timeline

Monday, January 11, 2010

Application packages available

Thursday January 28, 2010
9:00 a.m.

Mandatory technical assistance workshop at Charles W. Cansler YMCA located at 616 Jessamine St. *Attendance is required at the workshop to submit an ESG application.*

Tuesday, February 16, 2010
12:00 Noon.

Applications due in Community Development office

May/June 2010

Funding recommendations approved by City Council.
HUD approval of funding recommendations.
Applicants notified of funding awards

July 1, 2010

Begin issuing contracts for approved projects

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 Tuesday, February 16, 2010. 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. Submit one original signed application and three (3) photocopies for each project. Photocopies are to be clearly marked “copy” on the first page, and should include all supporting documentation.
2. 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.
3. The application must be typed or computer generated. Hand written applications will not be accepted. Use only 11 point or larger font with black ink.
4. 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.
5. Applications should respond to all questions and include all information requested. Maps, supporting data, and other pertinent documentation should be included when relevant.

For hand delivery, courier, or Federal Express submission:

Submit application and 3 photocopies in a sealed envelope addressed to:

Becky Wade
Community Development Administrator
City of Knoxville - Community Development Department
City County Building, Room 520
400 Main Street
Knoxville, TN 37902

For submission via U.S. mail, address to:

Becky Wade
Community Development Administrator
City of Knoxville - Community Development Department
PO Box 1631
Knoxville, TN 37901

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.

For more information about this application and funding process, please call Becky Wade at 865-215-2120.

Section 3: Knoxville-Knox County Ten Year Plan to End Chronic Homelessness

The Knoxville-Knox County Ten-Year Plan to End Chronic Homelessness is an effort to create permanent solutions to homelessness among those individuals who have been on the streets for over a year, or who repeatedly cycle through homelessness. This portion of the homeless population typically uses an inordinate amount of the resources available to all homeless individuals and families.

Emergency and transitional programs eligible for funding under the ESG program can serve both the chronically homeless as well as all other homeless populations. It is important to note, however, that the strategies outlined in the Ten-Year Plan will provide community-wide focus and coordination that can enable all local agencies and programs to better serve all homeless individuals and families.

The key strategies of the Ten-Year Plan are provided here. The entire plan can be downloaded from the Ten Year Plan's website from the link on the page at www.tenyearplan.org.

Strategies

In appointing the committee to develop a ten-year plan to end chronic homelessness, Mayor Bill Haslam stated, "It starts with saying that we're not going to keep doing it like we've done it before." Ending chronic homelessness requires participation by all stakeholders: local government, public and private social service providers, mental health and correctional facilities, and representatives from a cross section of the community. The plan, while challenging the community to be more proactive in addressing chronic homelessness, also promotes higher levels of accountability and responsibility among the homeless. The following are strategies that offer a different approach to the problem of chronic homelessness.

1. Move People into Housing First

The most critical issue facing homeless people—the lack of permanent housing—must be the first and most important issue to be addressed. The concept of housing first is considered both a philosophy and structure for the Ten-Year Plan. The concept itself is straightforward: if a chronically homeless person is able to quickly obtain stable, appropriate, permanent housing, then the issues of mental illness, chemical addictions, education and employment become eminently more manageable. The housing first approach combines affordable, permanent housing with the support services necessary to increase self-sufficiency to remain in permanent housing.

2. Stop Discharging to the Streets

Institutions such as mental health hospitals and jails usually lack referral services with access to permanent supportive housing. The result is that far too many individuals are discharged directly to emergency shelters or the streets. Studies on homelessness in Knoxville have found that between 30% and 50% of the homeless individuals surveyed said that they have been discharged from a hospital directly into homelessness. Similarly other studies have found that among all persons discharged from state psychiatric institutions, over 30% will be homeless within six months. This pattern is also evidenced in the foster care system as young people are discharged at age 18 and experience a high risk of becoming homeless.

3. Increase Coordination and Effectiveness of Service

Homelessness is an extremely complex problem. While there are no simple solutions, the nature of homelessness underscores the need for different agencies and sectors of the community to work together in seeking solutions. The existing service delivery system has been criticized as being ineffective, fragmented, and too frequently duplicating services. The task force reviewed the current system through meetings with providers, agency executives, and homeless persons. This examination resulted in a conclusion that service coordination and effectiveness of services can be increased. Specific areas of attention include 1) coordinated case management, 2) outreach and engagement 3) single point of entry into the service system, and 4) designated agency function—coordination and specialization of the major shelters and services.

4. Increase Economic Opportunities

Lack of employment, income, and economic opportunity are often identified as major causes of homelessness. Although many homeless individuals report being employed or having occasional work, many of the jobs they hold are of such a nature and skill level that they do not provide adequate wages and benefits for self sufficiency. As part of the effort to solve chronic homelessness, it is crucial to maximize income and achieve economic stability.

5. Implement New Data Collection Methods

Through the implementation of a Homeless Management Information System (HMIS), more reliable, comprehensive information about homelessness in our community can be found. With better information regarding the problem as well as the effectiveness of implemented solutions, this plan will have a much better chance of achieving successful results. The HMIS is a centralized internet-based system that provides a database of homeless information. Shelters, housing providers, service agencies, and others who work with the homeless can share client information, within the strictest bounds of individual privacy and confidentiality. The HMIS offers a number of benefits for addressing chronic homelessness. It provides for the collection of accurate and timely data on numbers of homeless persons in the community, patterns of homelessness, and other demographic characteristics. The system will provide a resource for better coordination of case management. Additionally, HMIS will provide information on effective service delivery, as well as provide data to guide agency and community planning for improved and targeted services delivery.

6. Develop Permanent Solutions

The current service system for homelessness has an emergency orientation. Services respond on an emergency or crisis basis rather than being directed at permanent solutions. Few homeless people are placed and supported in long-term housing. Many are using the emergency shelters as long-term housing. These shelters, designed to provide temporary housing, have been overwhelmed by persons who are chronically homeless. Currently Knoxville addresses public intoxication among the chronically homeless population mainly through law enforcement. These and other issues represent a shortsighted, costly approach to dealing with the chronically homeless. The task force has identified a number of key elements, along with housing first, that will more permanently and cost-effectively address chronic homelessness. These include the establishment of a detoxification facility, broad implementation of the HMIS system to include all areas of housing and service that affect the

homeless, and establishment of an assertive outreach team to go out to the homeless where they are with services and case management designed to bring them into the system that will ultimately result in them being housed.

7. Strengthen Partnerships with Faith-Based Organizations

Faith-based organizations have played a central role in providing help and support for the homeless as far back as history has been recorded. The calling to serve the least among us is the core reason many people strive to end homelessness, whether that calling is based on reading of scripture or on other systems of values. This plan recognizes the importance of partnerships with faith-based organizations, and the Task Force considers these organizations to be one of the critical components in the plan to develop permanent solutions to homelessness. Central to all the recommendations is coordination throughout the community to focus efforts efficiently and effectively, to avoid working at cross purposes, and to provide each homeless individual with the clear message that help is available and that this community will work as one to improve that individual's situation.

8. Recognize Homelessness as a Community Challenge

Ending chronic homelessness is a challenge for the entire community. While there are no simple solutions, ending homelessness will require cooperative effort by government agencies, private and public services, businesses, faith-based organizations, and neighborhoods. This plan calls for a coordinated effort to inform and communicate with the broader community about homelessness. Through a better understanding of the issues and of the opportunities to contribute to substantive change, the entire community can be brought to bear on the solutions in this plan.

9. Prevent Homelessness

The Federal Interagency Council on Homelessness speaks of prevention as “closing the front door” to homelessness. Homelessness prevention is any action that prevents an individual or family from losing their housing. Prevention of homelessness is almost always less costly in financial and human terms than finding and establishing housing for someone after they have become homeless. Providing services and assistance that contribute to housing stability, such as assistance with rent or utility bills, can be preventative. Additionally, case management and preventive protocols for individuals being discharged from hospitals, state institutions, and foster care should be implemented to break the cycle of homelessness before it starts. Regardless of the level of prevention—identifying persons at risk, early intervention, or breaking the cycle of chronic homelessness—it is critical to utilize strategies that have been demonstrated to be effective.