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)**

**Wednesday, February 9, 2022, at 2:00 PM, via Zoom.**
Homeless Grants portion begins at 2:00PM. See knoxvilletn.gov/development under Current Grant Opportunities to find the Zoom link to join the meeting.

**Thursday, February 10, 2022, at 10:00 AM, via Zoom.**
Homeless Grants portion begins at 10:00AM. See knoxvilletn.gov/development under Current Grant Opportunities to find the Zoom link to join the meeting.

The completed application must be received by Friday, February 25, 2022 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 Bailey Walker at bwalker@knoxvilletn.gov; Or
- Mail the entire application to 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 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.

More generally, non-profit and other public agencies 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 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;
- Rapid Re-housing; and
- Homelessness Prevention.

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

Homeless General Funds (HGF)
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 two main sources:

HUD Emergency Solutions Grant (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
- PY 2022-2023 funding is unknown at this time, but notice is anticipated in February 2022
- The current program year (PY) 2021-2022 amount is $138,983
- Begins July 1, 2022, and ends June 30, 2023

Homeless General Funds (HGF)
- 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
- Total amount of funding is unknown at this time, but a request for $201,000 (PY2021 amount) is anticipated to be included in the City Budget
- Begins July 1, 2022, and ends June 30, 2023

Funding Requirements
The below requirements are not all-inclusive.

All Homeless Grants-funded-agencies (aka subgrantees or subrecipients) shall comply with 2 CFR part 200, “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.”

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 expending funds prior to the agreement start date (or outside of the agreement period between the City and agency) will not be reimbursed.

Special attention must be paid by applicants to ensure that funds and services provided by federal monies are not duplicated. While “matching funds” are not required, agencies 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 funds on a project.

**Matching Funds**
While HUD requires a one-to-one match for ESG funds, the City anticipates using Homeless General Funds to meet this requirement on behalf of its ESG subgrantees.

**Performance**
If an applicant is selected for funding, 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 the goals of the activity. 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 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. 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; and federal fiscal/audit standards. Activities may be monitored through technical assistance, site visits, desk monitoring, and formal on-site monitoring/file reviews.

Updated information on ESG 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 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 (FVPSA), Office for Victims of Crime (OVC), or Office on Violence Against Women (OVW). Please let the City know if an HMIS alternative is needed. For more information, see the Resources sheet.
City of Knoxville Insurance Requirements
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 Requirements 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 name in the virtual meeting so they can be counted as attending the correct workshop.

The Technical Assistance (TA) Workshops are scheduled for:

**Wednesday, February 9, 2022, at 2:00 PM, via Zoom.**
Homeless Grants portion begins at 2:00 PM. See knoxvilletn.gov/development under Current Grant Opportunities to find the Zoom link to join the meeting.

**Thursday, February 10, 2022, at 10:00 AM, via Zoom.**
Homeless Grants portion begins at 10:00 AM. See knoxvilletn.gov/development under Current Grant Opportunities to find the Zoom link to join the meeting.

Section 2: The Application Packet

- **Homeless Grants Application Checklist**
- **Homeless Grants Application**
- **Resources Sheet** - Contains links to detailed information about HUD ESG
- **Homeless Grants Application Information and Instructions** (this document)
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 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, project budget and other specific requirements to that category, as well as information to help describe other important considerations.

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. This includes a project budget for each corresponding component category. There is no need to include worksheets for categories they are not applying for.

*Expenses may be broken down into four subcategories in the project budget.*

- **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.*

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.
**Do not skip any 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 is partnering with another, scalability of the project, key project components, and agency information.

- **VI. Affirmations and Signatures** – Be sure to sign before submitting the application!

- **Exhibits**

  1. *Project Budget* – Included separately in each color-coded section. If the agency is filling out sections for multiple component categories, be sure to fill out each of the corresponding budget forms.

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

  3. Project Timeline
     The term for ESG and City Homeless General Funds (HGF) are expected to start July 1, 2022, and end June 30, 2023.

  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!

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**Section 4: Submission Requirements**

**Submission Deadline**
The completed application **must be received** by the City of Knoxville Housing and Neighborhood Development Department no later than **12:00 PM (noon) on Friday, February 25th, 2022.** 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) to Bailey Walker at **bwalker@knoxvilletn.gov**; Or

   - Mail the entire application to 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 and Neighborhood Development Department” as Knox County has a Community Development Department in the City/County Building and mail has been misdirected before; Or
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 Bailey Walker at bwalker@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 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 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 the 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 the 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 encouraged 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 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: Timeline

Application Timeline

Monday, February 7, 2022  The Application Packet is available online
Wednesday, February 9  Technical Assistance Workshops (via Zoom)
Thursday, February 10  Technical Assistance Workshops (via Zoom)
Friday, February 25  Applications are due (and must received by) by 12:00 noon

ESG and Homeless General Funding Timeline

February 25 – March  Staff review applications, compare with financial resources available and present recommendations to Administration
March – March 31  Staff will contact potential awardees and incorporate proposed projects and resources into draft PY2022-2023 Annual Action Plan
April 1  Draft Annual Action Plan Made Available for Public Review
April 1 - May 2  30-day Public Comment Period on draft Annual Action Plan
TBD  Public Meeting #2 (via Zoom)
May 3, 6:00 PM  City Council Meeting - Review / Approval
May 15  Annual Action Plan Due to HUD
May 9 – June 30  Staff will contact potential awardees and develop Subgrantee Agreements
July 1 - forward  Knoxville City Council votes on Subgrantee Agreements. Once Agreements are approved by Council, subgrantee may begin the project.

Funding Release/Agreements

ESG
City Council must approve the PY2022-2023 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, 2022. HUD must approve the City of Knoxville’s PY2022-2023 Annual Action Plan before it releases the 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 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!