Welcome and Introductions

Grants Administration

Linda Rust, CD Administrator
Hope Ealey, Project Specialist, Sr.
Bailey Walker, Project Specialist
Bennett Meeks, Project Specialist
Cicely Henderson, CD Technician

Agenda

Homeless Grants

• Essential Information
• Application Packet
• Application Instructions
• Application Submission Requirements
• Application Review and Evaluation
• Timeline
• Q & A
  • Raise Hand on Zoom
  • Q&A on Zoom
  • Or email Bwalker@knoxvilletn.gov

Please use the Zoom “Chat” function to:
Introduce yourself and sign-in with:
Your Full Name,
Agency Name,
and Email Address
so you will be counted as attending.

Optional

Essential Information

Homeless Grants Funding Sources

HUD Emergency Solutions Grant (ESG) PY2022-2023
• $ Amount announced in February
• Current Year = $138,983
• Year Three / Annual Action Plan
• Starts: July 1, 2022
• Ends: June 30, 2023 (12 months)

City Homeless General Funds
• $201,000 anticipated
• Starts: July 1, 2022
• Ends: June 30, 2023 (12 months)
Funding

• Ensuring no duplication of federal funds
• No Matching Funds are required
• Funding is reimbursement only
• No funds before the date of the agreement with the City

Eligible Applicants

• Non-profit or public agency with 501 (c)(3) or 501 (c)(4)
• Provide services inside the city of Knoxville
• Authority to submit the application
• Have financial capacity to be reimbursed by the City (grants are reimbursement only)
• Have capacity to carry-out the project/activity
• Participate in HMIS and Coordinated Entry (CHAMP)

See Application Part II. Threshold Requirements

Homeless Management Information System (HMIS)

• HMIS is a local information technology system used to collect client-level data and data on the provision of housing and services to homeless individuals and families and persons at risk of homelessness.
• All ESG and Homeless General Fund Subgrantees are required to use HMIS.
• To access HMIS, contact Nate First at KnoxHMIS: nfirst@utk.edu

Street Outreach

These activities are designed to meet the immediate needs of unsheltered homeless people by connecting them with emergency shelter, housing, and/or critical health services. (576.101)

Eligible Costs:

• Essential Services: Engagement, case management, emergency health services, emergency mental health services, transportation, and services for special populations
• Operations: Personnel costs, cell phones, fuel/mileage

Emergency Shelter

These activities are designed to increase the quantity and quality of temporary shelters provided to homeless people, through the renovation of existing shelters or conversion of buildings to shelters, paying for the operating costs of shelters, and providing essential services. (576.102)

Eligible Costs:

• Essential Services: Case management, childcare, education services, employment assistance and job training, outpatient health services, legal services, life skills training, mental health services, substance abuse treatment services, transportation, services for special populations
• Renovation (also includes major rehab and conversion): Labor, materials, tools, other costs for renovation
• Shelter Operations: Maintenance, rent, security, fuel, equipment, insurance, utilities, food, furnishings, supplies necessary for shelter operations, hotel/motel vouchers

Essential Information

All proposed projects must be within the ESG Program Component Categories

<table>
<thead>
<tr>
<th>Street Outreach</th>
<th>Emergency Shelter</th>
<th>Rapid Re-Housing</th>
<th>Homelessness Prevention</th>
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<tbody>
<tr>
<td>To meet the immediate needs of unsheltered homeless people</td>
<td>To increase the quantity and quality of temporary shelters provided to homeless people</td>
<td>To move homeless people quickly to permanent housing</td>
<td>To prevent an individual or family from moving into an emergency shelter or living in a public or private place not meant for human habitation</td>
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</table>
**Rapid Re-Housing**

These activities are designed to move homeless people quickly to permanent housing through housing relocation and stabilization services and short- and/or medium-term rental assistance (576.104)

**Eligible Costs:**
- **Rental Assistance:** Short-term rental assistance, medium-term rental assistance, rental arrears
- **Housing Relocation and Stabilization Services:**
  - **Financial Assistance:** Rental application fees, security deposits, last month’s rent, utility deposits, utility payments, moving costs
  - **Services Costs:** Housing search and placement, housing stability case management, mediation, legal services, credit repair

**Homelessness Prevention**

These activities are designed to prevent an individual or family from moving into an emergency shelter or living in a public or private place not meant for human habitation through housing relocation and stabilization services and short- and/or medium-term rental assistance (576.104)

**Eligible Costs:**
- **Rental Assistance:** Short-term rental assistance, medium-term rental assistance, rental arrears
- **Housing Relocation and Stabilization Services:**
  - **Financial Assistance:** Rental application fees, security deposits, last month’s rent, utility deposits, utility payments, moving costs
  - **Services Costs:** Housing search and placement, housing stability case management, mediation, legal services, credit repair

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### Homeless Category Definitions

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<td><strong>1. Literally Homeless</strong></td>
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<td>2. At-Risk for Homelessness*</td>
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<td>3. Homeless under other Federal Statutes</td>
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* Defined on next slide.

### Homeless Category Definitions:

- **Literally Homeless:** Individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:
  1. Has a primary nighttime residence that is a public or private place not meant for human habitation; or
  2. Is living in a publicly or privately operated shelter designated to provide temporary living arrangements; or
  3. Is exiting an institution where (s)he has resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution

- **At-Risk of Homelessness:** Individual or family who will imminently lose their primary nighttime residence, provided that:
  1. Residence will be lost within 14 days of the date of application for homeless assistance;
  2. No subsequent residence has been identified; and
  3. The individual or family lacks the resources or support networks needed to obtain other permanent housing

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### The Application Packet

- [www.knoxvilletn.gov/development](http://www.knoxvilletn.gov/development)
- Under "Current Grant Opportunities"

  > Grant Application (MS Word)
  > Resources Sheet
  > Grant Application Information and Instructions
  > Checklist

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### The Grant Application

**Cover Page**

**I. Agency Information**

**II. Threshold Requirements**

- Specific agency requirements
- Ability to provide policies, ESG Written Standards, documentation of client information, etc.
- Participation or agreement to participate in specific, collaborative efforts
  - Homelessness Management Information System (HMIS)
  - Coordinated Entry System / CHAMP
  - Knoxville-Knox County Homeless Coalition
  - Mayor’s Roundtable on Homelessness
III. Exhibits and Attachments

Required Exhibits
1. Project Budget (Exhibit 1) with documentation
2. Title VI (Exhibit 2)
3. Project Timeline (Exhibit 3) – Keep deadlines in mind
4. Audit (Exhibit 4)
5. Conflict of Interest (Exhibit 5)

Required Attachments
1. Current Agency Budget
2. Non-profit Agencies
   a. 501 (c)(3) Letter
   b. List of Board of Directors
   c. List of Staff
   d. Letter from Board President
3. ESG Written Standards

Optional Attachments

IV. Project Information

ESG Program Component Category Sheets (color-coded)

• Street Outreach
• Emergency Shelter/Essential Services
• Rapid Re-Housing
• Homelessness Prevention

V. Financial Requirements

• Match is anticipated to be met through City Homeless General Funds
• Other funding / potential funding sources
• Partnering is encouraged
• Scalability - up or down
• Agency financial experience and accountability practices
• Avoiding duplication of programs/services

VI. Affirmations and Signatures

Exhibit 1. Project Budget

Broken down by ESG Component Category:
• Direct Assistance - Any financial assistance provided to/on behalf of program recipients
• Direct Services - The cost of proposed work/services to program recipients (including project personnel costs)
• Program Operating (includes HMIS/CHAMP expenses) - The Direct costs of operating the program/project/activity (including financial or other direct costs)
• Indirect Costs - Submit Indirect Cost Allocation Plan with application

Documentation of Budget Line Items - Examples include estimates from contractors, equipment or service providers, or calculations/formulas based on expected expenses, etc.

Summary of Other Project Funds (ALL Other Sources)

Tips for a Successful Application

Familiarize yourself with related Regulatory Components
• 2 CFR Part 200 - Administrative, Cost Principles, Audit
• Environmental Review
• Procurement Policy
• Title VI
• Fair Housing and Equal Opportunity
• Lead-based Paint Rule
• For construction projects: Section 3

Spend time on your Budget, Timeline, and Accomplishment Goals

Use the Resources Sheet
• HUD ESG Information
• ESG Written Standards
Submission Requirements

Completed Application must be received by 12:00 PM (Noon) on Friday, February 25th, 2022

- Applicants have these options to Submit:
  - Email a single PDF or a Zip File of all PDFs
  - Mail
  - Hand Deliver
- Confirming that the application was received
- Worksheets for Part IV. Project Information – relevant sheets only
- **Make sure the Signature Pages are SIGNED**
- Other Logistical Matters:
  - City/County Building – Parking, Enhanced Security and Masks
  - Inclement Weather
  - Please Don’t Wait Until the Last Minute!

Application Review and Selection

Incomplete Applications

<table>
<thead>
<tr>
<th>Evaluation Criteria</th>
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<tbody>
<tr>
<td>1. Conformance with Threshold Requirements</td>
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<tr>
<td>2. Agency Capacity, including fiscal capacity</td>
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<tr>
<td>3. ESG 60% Spending Cap for Street Outreach and Emergency Shelter</td>
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<tr>
<td>4. Project/Activity Considerations including:</td>
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<tr>
<td>Eligibility</td>
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<tr>
<td>Demanded Need</td>
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<tr>
<td>Quality</td>
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<tr>
<td>Timing</td>
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<tr>
<td>Budget Evaluation, including how well-defined the costs are presented</td>
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<tr>
<td>Evaluation of Quantifiable Performance Goals</td>
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<tr>
<td>Addresses a Funding Priority(-ies)</td>
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</tbody>
</table>

The proposed activity/project will also be considered with other proposals received for collective community impact.

Funding Timeline

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
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</thead>
<tbody>
<tr>
<td>February 25th, 12:00 PM</td>
<td>Application Deadline</td>
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<tr>
<td>February 25 – March</td>
<td>Staff review applications, compare with financial resources available and present recommendations to Administration</td>
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<tr>
<td>March – March 31</td>
<td>Staff will contact agencies with preliminary decisions. Staff will incorporate proposed projects into draft FY2022-2023 Annual Action Plan (AAP)</td>
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<tr>
<td>April 1 - May 2</td>
<td>30-day Public Comment Period on draft AAP</td>
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<tr>
<td>TBD</td>
<td>City Council Meeting - Review / Approval</td>
</tr>
<tr>
<td>May 3, 6:00 PM</td>
<td>AAP submitted to HUD</td>
</tr>
<tr>
<td>May – June 30</td>
<td>Develop Subgrantee Agreements</td>
</tr>
<tr>
<td>July 1 - forward</td>
<td>City Council reviews Subgrantee Agreements*</td>
</tr>
</tbody>
</table>

*Once agreements are approved, the project may begin

For information about the application and funding process, contact:

Bailey Walker
bwalker@knoxvilletn.gov
865-215-2888

Good Luck!

Questions?

The CDBG Technical Assistance Workshop will begin next.