



City of Knoxville  
Community Development Department  
400 Main Street, Room 524  
Knoxville, Tennessee 37902  
(865) 215-2120

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

**APPLICATION INSTRUCTIONS**  
**2017-2018 Funding**  
**Homeless Grant Program**

Application forms are available at the City of Knoxville's Community Development Department located on the 5<sup>th</sup> floor of the City-County Building or at [www.knoxvilletn.gov/development](http://www.knoxvilletn.gov/development).

**Application Deadline: 12:00 p.m. (noon) on Thursday, February 23, 2017.**

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 Homeless Grant applicants will be held on:

Thursday, February 9, 2017 at 3:00 p.m.  
O'Connor Senior Center  
611 Winona Street  
Knoxville, TN 37921

In case of inclement weather, the workshop will be held on:  
Monday, February 13, 2017 at 3:00 p.m. (Same location as above)

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



**NOTE: The Homeless Grant Program will follow the standards of the Emergency Solutions Grant (ESG) Program. Updated information on (ESG) regulations and program components can be found at [www.hudhre.info](http://www.hudhre.info).**

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## **Section 1: General Information**

### **Homeless Grant 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 Knoxville.

A detailed description of the priority activities under the City's 2015-2019 Consolidated Plan that will impact funding for projects/activities during that period will be provided at the mandatory Technical Assistance (TA) Workshop for Homeless Grant applicants

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 Homeless Grant 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 (and document) 1:1 matching funds for every Homeless Grant 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 Homeless Grant funding from the City of Knoxville are required to participate in the local Homeless Management Information System (HMIS) or, unless prohibited by law to do so, may submit a comparable database that must be approved by UT HMIS prior to executing a contract with the City of Knoxville. HMIS 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 (TA) Workshop conducted by City staff. The workshop is scheduled for 3:00 p.m., on Thursday, February 9, 2017, at the O'Connor Senior Center, 611 Winona Street, Knoxville, TN 37917. In case of inclement weather, the workshop will be held on Monday, February 13, 2017, at 3:00 p.m. (same location as previously listed).

### **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 coordination with community efforts to prevent, reduce and end homelessness in Knoxville. 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, 2017 and will remain effective until June 30, 2018. All projects should be designed to begin immediately and conclude by this deadline, as the City does not intend to grant extensions.

The Homeless Grant program is operated on a reimbursement basis. Projects do not receive advance funds, and agencies committing or expending funds prior to July 1, 2017 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, Section 3 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.gpo.gov/fdsys/browse/collectionCfr.action?collectionCode=CFR](http://www.gpo.gov/fdsys/browse/collectionCfr.action?collectionCode=CFR) . Applicants are advised to verify the accuracy and completeness of any regulation with their own counsel.

## Funding Timeline

Monday, February 6, 2017	Application packages available online at <a href="http://www.cityofknoxville.org/development">www.cityofknoxville.org/development</a>
Thursday, February 9, 2017 3:00 p.m.	<b>Mandatory Technical Assistance (TA) Workshop</b> at the O'Connor Center, located at 611 Winona Street. <i>Attendance is required at the workshop to submit a Homeless Grant application.</i>  <i>Note: In case of inclement weather on 2/9/2017, an alternate date for the TA Workshop is scheduled for Monday, February 13, 2017. Same time and location.</i>
Thursday, February 23, 2017 12:00 Noon	Applications due to the City of Knoxville Community Development Office, 400 Main Street, Room 515, Knoxville, TN 37902
May/June 2017	Funding recommendations approved by City Council HUD approval of funding recommendations Applicants notified of funding awards
July 1, 2017	Begin issuing contracts for approved projects. Must have approved insurance before Community Development can enter into a contractual 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 Thursday, February 23, 2017. 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. Submit one original signed application and four (4) legible 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 4 photocopies in a sealed envelope addressed to:

Linda Rust  
Community Development Administrator  
City of Knoxville - Community Development Department  
City County Building  
400 Main Street, Suite 515  
Knoxville, TN 37902

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

Linda Rust  
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 Linda Rust at 865-215-2120 or email [lrust@knoxvilletn.gov](mailto:lrust@knoxvilletn.gov) .