

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

Internal Use Only	Date/Time Stamp
Received by:	Delivered by: