

Before Starting the CoC Application

You must submit all three of the following parts in order for us to consider your Consolidated Application complete:

1. the CoC Application,
2. the CoC Priority Listing, and
3. all the CoC's project applications that were either approved and ranked, or rejected.

As the Collaborative Applicant, you are responsible for reviewing the following:

1. The FY 2021 CoC Program Competition Notice of Funding Opportunity (NOFO) for specific application and program requirements.
2. The FY 2021 CoC Application Detailed Instructions which provide additional information and guidance for completing the application.
3. All information provided to ensure it is correct and current.
4. Responses provided by project applicants in their Project Applications.
5. The application to ensure all documentation, including attachment are provided.

Your CoC Must Approve the Consolidated Application before You Submit It

- 24 CFR 578.9 requires you to compile and submit the CoC Consolidated Application for the FY 2021 CoC Program Competition on behalf of your CoC.

- 24 CFR 578.9(b) requires you to obtain approval from your CoC before you submit the Consolidated Application into e-snaps.

Answering Multi-Part Narrative Questions

Many questions require you to address multiple elements in a single text box. Number your responses to correspond with multi-element questions using the same numbers in the question. This will help you organize your responses to ensure they are complete and help us to review and score your responses.

Attachments

Questions requiring attachments to receive points state, "You Must Upload an Attachment to the 4B. Attachments Screen." Only upload documents responsive to the questions posed—including other material slows down the review process, which ultimately slows down the funding process. Include a cover page with the attachment name.

- Attachments must match the questions they are associated with—if we do not award points for evidence you upload and associate with the wrong question, this is not a valid reason for you to appeal HUD's funding determination.

- We must be able to read the date and time on attachments requiring system-generated dates and times, (e.g., a screenshot displaying the time and date of the public posting using your desktop calendar; screenshot of a webpage that indicates date and time).

1A. Continuum of Care (CoC) Identification

To help you complete the CoC Application, HUD published resources at https://www.hud.gov/program_offices/comm_planning/coc/competition, including:

- Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2021 Continuum of Care Program Competition
- FY 2021 CoC Application Detailed Instructions—essential in helping you maximize your CoC Application score by giving specific guidance on how to respond to many questions and providing specific information about attachments you must upload
- 24 CFR part 578

1A-1. CoC Name and Number: TN-502 - Knoxville/Knox County CoC

1A-2. Collaborative Applicant Name: City of Knoxville, Tennessee

1A-3. CoC Designation: CA

1A-4. HMIS Lead: KnoxHMIS, University of Tennessee

1B. Coordination and Engagement–Inclusive Structure and Participation

To help you complete the CoC Application, HUD published resources at https://www.hud.gov/program_offices/comm_planning/coc/competition, including:

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1B-1.	Inclusive Structure and Participation–Participation in Coordinated Entry.	
	NOFO Sections VII.B.1.a.(1), VII.B.1.e., VII.B.1.n., and VII.B.1.p.	

In the chart below for the period from May 1, 2020 to April 30, 2021:

1.	select yes or no in the chart below if the entity listed participates in CoC meetings, voted—including selecting CoC Board members, and participated in your CoC's coordinated entry system; or
2.	select Nonexistent if the organization does not exist in your CoC's geographic area:

	Organization/Person	Participated in CoC Meetings	Voted, Including Electing of CoC Board Members	Participated in CoC's Coordinated Entry System
1.	Affordable Housing Developer(s)	Yes	Yes	Yes
2.	Agencies serving survivors of human trafficking	Yes	Yes	Yes
3.	CDBG/HOME/ESG Entitlement Jurisdiction	Yes	Yes	Yes
4.	CoC-Funded Victim Service Providers	Nonexistent	No	No
5.	CoC-Funded Youth Homeless Organizations	Nonexistent	No	No
6.	Disability Advocates	Yes	Yes	Yes
7.	Disability Service Organizations	Yes	Yes	Yes
8.	Domestic Violence Advocates	Yes	Yes	Yes
9.	EMS/Crisis Response Team(s)	Yes	Yes	No
10.	Homeless or Formerly Homeless Persons	Yes	Yes	No
11.	Hospital(s)	Yes	No	No
12.	Indian Tribes and Tribally Designated Housing Entities (TDHEs) (Tribal Organizations)	Nonexistent	No	No
13.	Law Enforcement	Yes	Yes	No
14.	Lesbian, Gay, Bisexual, Transgender (LGBT) Advocates	Yes	Yes	Yes
15.	LGBT Service Organizations	Yes	Yes	Yes
16.	Local Government Staff/Officials	Yes	Yes	Yes
17.	Local Jail(s)	No	No	No
18.	Mental Health Service Organizations	Yes	Yes	Yes

19.	Mental Illness Advocates	Yes	Yes	Yes
20.	Non-CoC Funded Youth Homeless Organizations	Yes	Yes	Yes
21.	Non-CoC-Funded Victim Service Providers	Yes	Yes	Yes
22.	Organizations led by and serving Black, Brown, Indigenous and other People of Color	Yes	Yes	Yes
23.	Organizations led by and serving LGBT persons	Yes	Yes	Yes
24.	Organizations led by and serving people with disabilities	Yes	Yes	Yes
25.	Other homeless subpopulation advocates	Yes	Yes	Yes
26.	Public Housing Authorities	Yes	Yes	Yes
27.	School Administrators/Homeless Liaisons	Yes	Yes	No
28.	Street Outreach Team(s)	Yes	Yes	Yes
29.	Substance Abuse Advocates	Yes	Yes	Yes
30.	Substance Abuse Service Organizations	Yes	Yes	Yes
31.	Youth Advocates	Yes	Yes	Yes
32.	Youth Service Providers	Yes	Yes	Yes
	Other:(limit 50 characters)			
33.				
34.				

By selecting "other" you must identify what "other" is.

1B-2.	Open Invitation for New Members.	
	NOFO Section VII.B.1.a.(2)	

	Describe in the field below how your CoC:
1.	communicated the invitation process annually to solicit new members to join the CoC;
2.	ensured effective communication with individuals with disabilities, including the availability of accessible electronic formats;
3.	conducted outreach to ensure persons experiencing homelessness or formerly homeless persons are encouraged to join your CoC; and
4.	invited organizations serving culturally specific communities experiencing homelessness in the geographic area to address equity (e.g., Black, Latino, Indigenous, persons with disabilities).

(limit 2,000 characters)

1) The CoC held annual 'Bring a Friend' day to CoC meeting on 4/27/21. An open invitation is promoted on social media and extended directly by CoC members.

2) CoC meetings have been held via Zoom online throughout the pandemic and are accessible to those with disabilities. The CoC has access to the City of Knoxville's Disability Services Office for any required assistance in accommodating specific needs, including appropriate communications with persons with disabilities who may require special accommodations. CoC information is communicated electronically via email and posted online in accessible electronic formats, such as PDF.

3) This CoC solicits input from persons experiencing homelessness or formerly homeless persons through direct outreach, focus groups on specific subjects, and encourages participation directly in the CoC. This CoC also includes, as a

part of the CoC organization, a Youth Action Board (YAB) made up of young people experiencing homelessness. The YAB meets regularly and provides direct input on the needs and priorities of this population.

4) The CoC invites and includes in the CoC body organizations serving and led by members of specific communities, including Black, Latino and persons with disabilities. This CoC actively and affirmatively seeks to address equity, including current work to find or develop a more equitable assessment tool for use in the Coordinated Entry System to replace the VI-SPDAT, which has been found by the experts to be deficient.

1B-3.	CoC's Strategy to Solicit/Consider Opinions on Preventing and Ending Homelessness.	
	NOFO Section VII.B.1.a.(3)	

Describe in the field below how your CoC:

1.	solicited and considered opinions from a broad array of organizations and individuals that have knowledge of homelessness, or an interest in preventing and ending homelessness;
2.	communicated information during public meetings or other forums your CoC uses to solicit public information; and
3.	took into consideration information gathered in public meetings or forums to address improvements or new approaches to preventing and ending homelessness.

(limit 2,000 characters)

1) The CoC includes in its organizational body a broad array of organizations and individuals with knowledge of homelessness. In addition, the CoC does direct outreach to landlords to develop and encourage housing opportunities. Also, the City of Knoxville Office on Homelessness, which serves as the CoC's Collaborative Applicant, works to reach out to organizations and stakeholders outside the CoC with interest in preventing and ending homelessness to listen and to provide information and to encourage coordination with CoC member organizations.

2) The CoC participates directly in quarterly City of Knoxville Mayor's Roundtable on Homelessness public meetings, and also participates in the City of Knoxville's and Knox County's respective public processes for Consolidated Plan input and reporting. The CoC, in collaboration with the City's Office on Homelessness, held an extensive, four-hour City Council workshop on homelessness, providing information and taking questions from members of City Council on community efforts to address homelessness.

3) The CoC uses information gathered in the public meetings and processes described in parts 1 and 2 of this question on an ongoing basis to inform its strategies and priorities to address improvements and new approaches to preventing and ending homelessness.

1B-4.	Public Notification for Proposals from Organizations Not Previously Funded.	
	NOFO Section VII.B.1.a.(4)	

Describe in the field below how your CoC notified the public:

1.	that your CoC's local competition was open and accepting project applications;
2.	that your CoC will consider project applications from organizations that have not previously received CoC Program funding;
3.	about how project applicants must submit their project applications;
4.	about how your CoC would determine which project applications it would submit to HUD for funding; and
5.	how your CoC effectively communicated with individuals with disabilities, including making information accessible in electronic formats.

(limit 2,000 characters)

1) The CoC shared announcements regarding this competition during its regular meetings, on its public listserv, and by posting information on the City of Knoxville Office on Homelessness webpage. These announcements included information about the CoC process, opportunities for new funding in the 2021 CoC competition, and

2) specifically inviting applications from organizations that have not previously received CoC Program funding.

3) The announcements shared through the CoC public email listserv and posted on the City of Knoxville's Office on Homelessness webpage included information on how project applicants must participate and submit their applications, and

4) Shared information on the ranking, and review process for scoring, considering and including new and renewal CoC project applications in the CoC application package.

5) The CoC has access to the City of Knoxville's Disability Services Office for any required assistance in accommodating specific needs, including appropriate communications with persons with disabilities who may require special accommodations. CoC information is communicated electronically via email and posted online in accessible electronic formats, such as PDF.

1C. Coordination and Engagement–Coordination with Federal, State, Local, Private, and Other Organiza

To help you complete the CoC Application, HUD published resources at https://www.hud.gov/program_offices/comm_planning/coc/competition, including:

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1C-1.	Coordination with Federal, State, Local, Private, and Other Organizations.	
	NOFO Section VII.B.1.b.	

In the chart below:

1.	select yes or no for entities listed that are included in your CoC's coordination, planning, and operations of projects that serve individuals, families, unaccompanied youth, persons who are fleeing domestic violence who are experiencing homelessness, or those at risk of homelessness; or
2.	select Nonexistent if the organization does not exist within your CoC's geographic area.

	Entities or Organizations Your CoC Coordinates with for Planning or Operations of Projects	Coordinates with Planning or Operations of Projects
1.	Funding Collaboratives	Yes
2.	Head Start Program	Yes
3.	Housing and services programs funded through Local Government	Yes
4.	Housing and services programs funded through other Federal Resources (non-CoC)	Yes
5.	Housing and services programs funded through private entities, including Foundations	Yes
6.	Housing and services programs funded through State Government	Yes
7.	Housing and services programs funded through U.S. Department of Health and Human Services (HHS)	Yes
8.	Housing and services programs funded through U.S. Department of Justice (DOJ)	Yes
9.	Housing Opportunities for Persons with AIDS (HOPWA)	Yes
10.	Indian Tribes and Tribally Designated Housing Entities (TDHEs) (Tribal Organizations)	Nonexistent
11.	Organizations led by and serving Black, Brown, Indigenous and other People of Color	Yes
12.	Organizations led by and serving LGBT persons	Yes
13.	Organizations led by and serving people with disabilities	Yes
14.	Private Foundations	Yes
15.	Public Housing Authorities	Yes
16.	Runaway and Homeless Youth (RHY)	Yes
17.	Temporary Assistance for Needy Families (TANF)	Yes
	Other:(limit 50 characters)	

18.		
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1C-2.	CoC Consultation with ESG Program Recipients.	
	NOFO Section VII.B.1.b.	

Describe in the field below how your CoC:

1.	consulted with ESG Program recipients in planning and allocating ESG and ESG-CV funds;
2.	participated in evaluating and reporting performance of ESG Program recipients and subrecipients;
3.	provided Point-in-Time (PIT) count and Housing Inventory Count (HIC) data to the Consolidated Plan jurisdictions within its geographic area; and
4.	provided information to Consolidated Plan Jurisdictions within your CoC's geographic area so it could be addressed in Consolidated Plan update.

(limit 2,000 characters)

1) TN-502's Collaborative Applicant, the City of Knoxville's Office on Homelessness (OOH), is a part of the City of Knoxville's Housing and Neighborhood Development Department, which also serves as the local grantee program recipient for ESG and ESG-CV funds. OOH participates directly in the planning and allocation process for setting priorities and selecting subrecipients for ESG and ESG-CV funds. This process includes all required public input for the local Consolidated Plan, which received and considered input from a broad array of stakeholders, including general citizenry, homeless service provider agencies and people with lived experience of homelessness.

2) TN-502's Collaborative Applicant also participates directly in evaluating and reporting performance of ESG Program recipients and sub recipients through the development and writing of the annual CAPER report.

3) TN-502's Collaborative Applicant works directly with KnoxHMIS to review PIT and HIC data and to provide that information directly to the Consolidated Plan jurisdictions in TN-502.

4) As noted in items 1, 2, and 3 in this question, TN-502's Collaborative Applicant provides information for and is directly involved with the processes for creating the Consolidated Plan, annual Plan updates, and annual reporting through the CAPER document.

1C-3.	Ensuring Families are not Separated.	
	NOFO Section VII.B.1.c.	

Select yes or no in the chart below to indicate how your CoC ensures emergency shelter, transitional housing, and permanent housing (PSH and RRH) do not deny admission or separate family members regardless of each family member's self-reported gender:

1.	Conducted mandatory training for all CoC- and ESG-funded service providers to ensure families are not separated.	Yes
2.	Conducted optional training for all CoC- and ESG-funded service providers to ensure families are not separated.	Yes
3.	Worked with ESG recipient(s) to adopt uniform anti-discrimination policies for all subrecipients.	Yes

4. Worked with ESG recipient(s) to identify both CoC- and ESG-funded facilities within your CoC's geographic area that might be out of compliance and took steps to work directly with those facilities to bring them into compliance.	No
5. Sought assistance from HUD by submitting AAQs or requesting technical assistance to resolve noncompliance of service providers.	No
6. Other. (limit 150 characters)	

1C-4. CoC Collaboration Related to Children and Youth—SEAs, LEAs, Local Liaisons & State Coordinators.	
NOFO Section VII.B.1.d.	

Describe in the field below:
1. how your CoC collaborates with youth education providers;
2. your CoC's formal partnerships with youth education providers;
3. how your CoC collaborates with State Education Agency (SEA) and Local Education Agency (LEA);
4. your CoC's formal partnerships with SEAs and LEAs;
5. how your CoC collaborates with school districts; and
6. your CoC's formal partnerships with school districts.

(limit 2,000 characters)

1) The CoC actively collaborates with youth education providers in multiple ways. First, youth education providers are active members of the CoC and also participate in the Homeless Youth Council (HYC) subcommittee. There is also direct collaboration in the provision of services and resources. CoC providers receive direct referrals from youth education providers and school districts when homeless youth are identified. School counselors are provided homeless youth resource guides to distribute directly to youth in addition to the referral.

2) Local youth education providers are formal members of the CoC and make referrals to CoC resources.

3) CoC leadership and the CoC Collaborative Applicant have ongoing strategic discussions regarding homeless youth resource implementation with the State Education Agency (SEA) and Local Education Agency (LEA). The LEA and McKinney Vento Homeless liaisons are active members of the CoC and regularly attend the HYC.

4) LEA and McKinney Vento Homeless liaisons are formal members of the CoC.

5) Beyond direct referrals to homeless youth service providers, local school districts actively collaborate with the CoC to conduct yearly youth-specific point-in-time count.

6) Local school districts must formally partner with the CoC to participate in the yearly youth-specific point-in-time count.

1C-4a. CoC Collaboration Related to Children and Youth—Educational Services—Informing Individuals and Families Experiencing Homelessness about Eligibility.	
NOFO Section VII.B.1.d.	

Describe in the field below written policies and procedures your CoC adopted to inform individuals and families who become homeless of their eligibility for educational services.

(limit 2,000 characters)

This CoC established a Youth Homelessness Council (YHC) to create and carry out policies and procedures to find, inform and engage youth and families who become homeless. The YHC provides training to Knox County Schools to educate McKinney-Vento Liaisons, principals and teachers on currently available resources to serve homeless youth and families. Training helps school staff to identify potentially affected students in order to inform them of their eligibility for McKinney-Vento related education services and also to refer and connect them and their families to additional community services to support them and help them obtain permanent housing. Knox County Schools provides updated, publicly available information on the schools' website to inform educators, students and families of these resources. Schools are also distributing resource information cards to be placed county-wide to provide affected students with contact information to access educational and community assistance and resources. The card was designed and placement strategies created in consultation with the YHC's Youth Advisory Council to discreetly catch the eye of homeless youth, including particularly vulnerable populations including LGBTQ, unaccompanied youth, and youth aging out of foster care.

1C-4b.	CoC Collaboration Related to Children and Youth—Educational Services—Written/Formal Agreements or Partnerships with Early Childhood Services Providers.	
	NOFO Section VII.B.1.d.	

Select yes or no in the chart below to indicate whether your CoC has written formal agreements or partnerships with the listed providers of early childhood services:

		MOU/MOA	Other Formal Agreement
1.	Birth to 3 years	Yes	No
2.	Child Care and Development Fund	No	Yes
3.	Early Childhood Providers	Yes	No
4.	Early Head Start	Yes	No
5.	Federal Home Visiting Program—(including Maternal, Infant and Early Childhood Home and Visiting or MIECHV)	No	No
6.	Head Start	Yes	No
7.	Healthy Start	No	Yes
8.	Public Pre-K	No	Yes
9.	Tribal Home Visiting Program	No	No
	Other (limit 150 characters)		
10.	Boys and Girls Club and Emerald Youth Foundation	No	Yes

1C-5.	Addressing Needs of Domestic Violence, Dating Violence, Sexual Assault, and Stalking Survivors—Annual Training—Best Practices.	
	NOFO Section VII.B.1.e.	

Describe in the field below how your CoC coordinates to provide training for:	
1.	Project staff that addresses safety and best practices (e.g., trauma-informed, victim-centered) on safety and planning protocols in serving survivors of domestic violence and indicate the frequency of the training in your response (e.g., monthly, semi-annually); and
2.	Coordinated Entry staff that addresses safety and best practices (e.g., trauma informed care) on safety and planning protocols in serving survivors of domestic violence and indicate the frequency of the training in your response (e.g., monthly, semi-annually).

(limit 2,000 characters)

1) Our CoC provides training at least 3 - 4 times per year on various topics, including Domestic Violence, Human Trafficking, serving Trans populations, LGBT youth populations, and more. All training is geared to trauma-informed, victim-centered care.

2) Coordinated entry scripts were created through a trauma-informed lens, with special effort to encourage intake staff to assume trauma and respond to adverse reactions. CE participants are informed that they do not have to respond to any specific question, can step away from the process at any time, and/or take breaks and come back to various points of the interview. Training for these using these trauma-informed intake interviewing scripts is done for all new staff in the CoC participating in Coordinated entry.

1C-5a.	Addressing Needs of Domestic Violence, Dating Violence, Sexual Assault, and Stalking Survivors—Using De-identified Aggregate Data.	
	NOFO Section VII.B.1.e.	

Describe in the field below how your CoC uses de-identified aggregate data from a comparable database to assess the special needs related to domestic violence, dating violence, sexual assault, and stalking survivors.

(limit 2,000 characters)

This CoC uses HMIS as its primary data repository for assessing scope and needs for all sub-populations experiencing or at-risk of homelessness. The sole victim service provider for TN-502, McNabb Family Crisis Center (FCC), actively uses Osnum, an HMIS/HUD comparable database. On an annual basis, the TN-502 CoC coordinates directly with FCC to collect detailed, aggregated and de-identified HIC and PIT data, with updates to bed inventories as appropriate throughout the year. FCC receives no funds from HUD or any of the federally mandated entities (PATH, RHY, HOPWA, SSVF) and thus has not historically submitted additional system performance measures data to the CoC. However, the CoC is working directly with FCC to explore the potential benefits of increased reporting of aggregated data to HUD and the CoC, such as improved access to funding opportunities and increased involvement in CoC strategic planning on behalf of their clientele. HMIS staff have offered technical assistance to facilitate this transition.

1C-5b.	Addressing Needs of Domestic Violence, Dating Violence, Sexual Assault, and Stalking Survivors—Coordinated Assessment—Safety, Planning, and Confidentiality Protocols.	
	NOFO Section VII.B.1.e.	

	Describe in the field below how your CoC's coordinated entry system protocols incorporate trauma-informed, victim-centered approaches while maximizing client choice for housing and services that:
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- | | |
|----|----------------------------------|
| 1. | prioritize safety; |
| 2. | use emergency transfer plan; and |
| 3. | ensure confidentiality. |

(limit 2,000 characters)

1) Coordinated entry scripts were created through a trauma-informed lens, with special effort to encourage intake staff to assume trauma and respond to adverse reactions. CE participants are informed that they do not have to respond to any specific question, can step away from the process at any time, and/or take breaks and come back to various points of the interview.

2) While CE designated access points typically perform assessments in a walk-in bases, they are able to schedule intakes to allow interviews for those at risk, limiting time away from safe spaces.

3) Identifying information, such as name, date of birth, social security number, etc., can be made anonymous through KnoxHMIS for community discussions about resource allocations. KnoxHMIS and our CES are prepared to work with any DV provider which prefers to maintain a separate, comparable database. All participants in case conferencing sign confidentiality agreements. Further de-identification can be used during CES case conferencing as needed to assure the confidentiality and safety of DV victims.

1C-6.	Addressing the Needs of Lesbian, Gay, Bisexual, Transgender–Anti-Discrimination Policy and Training.	
	NOFO Section VII.B.1.f.	

1.	Did your CoC implement a written CoC-wide anti-discrimination policy ensuring that LGBT individuals and families receive supportive services, shelter, and housing free from discrimination?	Yes
2.	Did your CoC conduct annual CoC-wide training with providers on how to effectively implement the Equal Access to Housing in HUD Programs Regardless of Sexual Orientation or Gender Identity (Equal Access Final Rule)?	Yes
3.	Did your CoC conduct annual CoC-wide training with providers on how to effectively implement Equal Access to Housing in HUD Programs in Accordance with an Individual's Gender Identity (Gender Identity Final Rule)?	Yes

1C-7.	Public Housing Agencies within Your CoC's Geographic Area–New Admissions–General/Limited Preference–Moving On Strategy. You Must Upload an Attachment(s) to the 4B. Attachments Screen.	
	NOFO Section VII.B.1.g.	

Enter information in the chart below for the two largest PHAs highlighted in gray on the CoC-PHA Crosswalk Report at https://files.hudexchange.info/resources/documents/FY-2020-CoC-PHA-Crosswalk-Report.pdf or the two PHAs your CoC has a working relationship with—if there is only one PHA in your CoC's geographic area, provide information on the one:

Public Housing Agency Name	Enter the Percent of New Admissions into Public Housing and Housing Choice Voucher Program During FY 2020 who were experiencing homelessness at entry	Does the PHA have a General or Limited Homeless Preference?	Does the PHA have a Preference for current PSH program participants no longer needing intensive supportive
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			services, e.g., Moving On?
Knoxville's Community Development Corp.		Yes-Both	Yes

You must enter information for at least 1 row in question 1C-7.

1C-7a.	Written Policies on Homeless Admission Preferences with PHAs.	
	NOFO Section VII.B.1.g.	

Describe in the field below:

1.	steps your CoC has taken, with the two largest PHAs within your CoC's geographic area or the two PHAs your CoC has working relationships with, to adopt a homeless admission preference—if your CoC only has one PHA within its geographic area, you may respond for the one; or
2.	state that your CoC has not worked with the PHAs in its geographic area to adopt a homeless admission preference.

(limit 2,000 characters)

1) Knoxville' Community Development Corporation (KCDC) is our one active PHA in our CoC. KCDC's Vice President of Rental Assistance and Section 8 currently serves as chair of our CoC/Homeless Coalition, affirming our PHA's high level of coordination with our CoC. Working with our CoC, our PHA has adopted and recently enhanced its homeless admission preferences both for public housing and for housing choice vouchers.

Additionally, in collaboration with our CoC, our PHA applied for and received Emergency Housing Vouchers (EHVs) which are solely used for homeless individuals and persons in families being placed in permanent housing through our Coordinated Entry System process.

2) N/A (TN-502 is has worked with our PHA to adopt and implement homeless admission preferences.)

1C-7b.	Moving On Strategy with Affordable Housing Providers.	
	Not Scored—For Information Only	

Select yes or no in the chart below to indicate affordable housing providers in your CoC's jurisdiction that your recipients use to move program participants to other subsidized housing:

1.	Multifamily assisted housing owners	Yes
2.	PHA	Yes
3.	Low Income Tax Credit (LIHTC) developments	Yes
4.	Local low-income housing programs	Yes
	Other (limit 150 characters)	
5.		

1C-7c.	Including PHA-Funded Units in Your CoC's Coordinated Entry System.	
	NOFO Section VII.B.1.g.	

Does your CoC include PHA-funded units in the CoC's coordinated entry process?	Yes
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1C-7c.1.	Method for Including PHA-Funded Units in Your CoC's Coordinated Entry System.	
	NOFO Section VII.B.1.g.	

If you selected yes in question 1C-7c., describe in the field below:

1.	how your CoC includes the units in its Coordinated Entry process; and
2.	whether your CoC's practices are formalized in written agreements with the PHA, e.g., MOUs.

(limit 2,000 characters)

1) Our CoC includes multiple categories of PHA-funded units in our Coordinated Entry System. Our PHA has provided Project-Based Vouchers (PBVs) to multiple Permanent Supportive Housing (PSH) sites, and placement into those PSH units are accomplished through our CES. Our PHA has also worked with our CES to make Housing Choice Vouchers available to provide ongoing support, when needed, for individuals and families placed into housing through Rapid Rehousing as part of our CES process. Building on that, our PHA applied for and received Emergency Housing Vouchers (EHVs), with access to those vouchers coming strictly through the CES process.

2) There are MOUs with our PHA for the CES process and also specifically for the EHVs that are specifically dedicated to placements through the CES.

1C-7d.	Submitting CoC and PHA Joint Applications for Funding for People Experiencing Homelessness.	
	NOFO Section VII.B.1.g.	

Did your CoC coordinate with a PHA(s) to submit a joint application(s) for funding of projects serving families experiencing homelessness (e.g., applications for mainstream vouchers, Family Unification Program (FUP), other non-federal programs)?	Yes
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1C-7d.1.	CoC and PHA Joint Application—Experience—Benefits.	
	NOFO Section VII.B.1.g.	

If you selected yes to question 1C-7d, describe in the field below:

1.	the type of joint project applied for;
2.	whether the application was approved; and
3.	how your CoC and families experiencing homelessness benefited from the coordination.

(limit 2,000 characters)

1) Our CoC and PHA have applied for both the Family Unification Program (FUP) and Fostering Youth to Independence Initiative (FYI) voucher programs.

2) The FUP and the FYI applications were both approved.

3) As of this writing, we have 18 FUP vouchers which are fully leased, and have just begun the FYI program, with 2 of 25 FYI vouchers leased up. The CoC/PHA coordination around both programs has resulted in families and youth who were experiencing homelessness being stably housed. We would call that a significant benefit for the people we are working together to help.

1C-7e.	Coordinating with PHA(s) to Apply for or Implement HCV Dedicated to Homelessness Including American Rescue Plan Vouchers.	
	NOFO Section VII.B.1.g.	

Did your CoC coordinate with any PHA to apply for or implement funding provided for Housing Choice Vouchers dedicated to homelessness, including vouchers provided through the American Rescue Plan?	Yes
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1C-7e.1.	Coordinating with PHA(s) to Administer Emergency Housing Voucher (EHV) Program—List of PHAs with MOUs.	
	Not Scored—For Information Only	

Did your CoC enter into a Memorandum of Understanding (MOU) with any PHA to administer the EHV Program?	Yes
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If you select yes, you must use the list feature below to enter the name of every PHA your CoC has entered into a MOU with to administer the Emergency Housing Voucher Program.

PHA
Knoxville's Commu...

1C-7e.1. List of PHAs with MOUs

Name of PHA: Knoxville's Community Development Corp.

1C. Coordination and Engagement–Coordination with Federal, State, Local, Private, and Other Organiza

1C-8.	Discharge Planning Coordination.	
	NOFO Section VII.B.1.h.	

Select yes or no in the chart below to indicate whether your CoC actively coordinates with the systems of care listed to ensure persons who have resided in them longer than 90 days are not discharged directly to the streets, emergency shelters, or other homeless assistance programs.

1. Foster Care	Yes
2. Health Care	Yes
3. Mental Health Care	Yes
4. Correctional Facilities	Yes

1C-9.	Housing First–Lowering Barriers to Entry.	
	NOFO Section VII.B.1.i.	

1.	Enter the total number of new and renewal CoC Program-funded PSH, RRH, SSO non-coordinated entry, Safe-Haven, and Transitional Housing projects your CoC is applying for in FY 2021 CoC Program Competition.	10
2.	Enter the total number of new and renewal CoC Program-funded PSH, RRH, SSO non-coordinated entry, Safe-Haven, and Transitional Housing projects your CoC is applying for in FY 2021 CoC Program Competition that have adopted the Housing First approach.	10
3.	This number is a calculation of the percentage of new and renewal PSH, RRH, Safe-Haven, SSO non-coordinated entry projects the CoC has ranked in its CoC Priority Listing in the FY 2021 CoC Program Competition that reported that they are lowering barriers to entry and prioritizing rapid placement and stabilization to permanent housing.	100%

1C-9a.	Housing First–Project Evaluation.	
	NOFO Section VII.B.1.i.	

Describe in the field below how your CoC regularly evaluates projects to ensure those that commit to using a Housing First approach are prioritizing rapid placement and stabilization in permanent housing and are not requiring service participation or preconditions of program participants.

(limit 2,000 characters)

CoC projects are evaluated specifically for use of the Housing First approach each year during the CoC ranking and review process. Project Applicants are asked if they affirmatively commit to the approach during the application process, and the Ranking and Review panel considers each project's qualitative

adherence to the approach as observed through the Coordinated Entry System process and other collaborative efforts conducted by the CoC.

1C-9b.	Housing First–Veterans.	
	Not Scored–For Information Only	

Does your CoC have sufficient resources to ensure each Veteran experiencing homelessness is assisted to quickly move into permanent housing using a Housing First approach?	No
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1C-10.	Street Outreach–Scope.	
	NOFO Section VII.B.1.j.	

	Describe in the field below:
1.	your CoC's street outreach efforts, including the methods it uses to ensure all persons experiencing unsheltered homelessness are identified and engaged;
2.	whether your CoC's Street Outreach covers 100 percent of the CoC's geographic area;
3.	how often your CoC conducts street outreach; and
4.	how your CoC tailored its street outreach to persons experiencing homelessness who are least likely to request assistance.

(limit 2,000 characters)

1) Street outreach efforts are conducted by multiple CoC partner agencies on a routine, daily basis throughout the entire TN-502 CoC. Outreach teams proactively go to encampments and other locations, based on their own knowledge of actual locations, as well as based on locations reported by partner agencies, the police and members of the public. Unsheltered individuals are provided with written and oral information on available housing and social service resources. Communications for non-English speakers and for persons with disabilities are available and provided as needed. Materials and advertisements geared to reach LGBT+ youth have been printed and distributed to key locations, including on public transportation.

2) Street outreach efforts are conducted by multiple CoC partner agencies throughout 100% of the entire TN-502 CoC.

3) Street outreach efforts are conducted by multiple CoC partner agencies on a routine, daily basis.

4) Street outreach efforts have been expanded and enhanced during the pandemic using HUD CV funding as well as other resources in order to proactively reach an increasing and increasingly vulnerable unsheltered population. Outreach efforts have been intensified not just in the city center, but in more outlying areas of Knox County. Focused efforts have been devised to find and reach specific populations, including families, veterans, and youth. Outreach teams from multiple partner agencies also meet regularly to coordinate their activities and assure each area of the CoC is covered. McNABB Center PATH program outreach workers routinely team up with partner agencies to reach people with mental health concerns. The CoC Youth Action Board advises CAC and other outreach services on best ways to reach youth, including the production of youth-specific and LGBT+ specific posters

and printed materials to enhance contact and outreach.

1C-11.	Criminalization of Homelessness.	
	NOFO Section VII.B.1.k.	

Select yes or no in the chart below to indicate strategies your CoC implemented to prevent the criminalization of homelessness in your CoC's geographic area:

1.	Engaged/educated local policymakers	Yes
2.	Engaged/educated law enforcement	Yes
3.	Engaged/educated local business leaders	Yes
4.	Implemented communitywide plans	Yes
5.	Other:(limit 500 characters)	

1C-12.	Rapid Rehousing–RRH Beds as Reported in the Housing Inventory Count (HIC).	
	NOFO Section VII.B.1.l.	

	2020	2021
Enter the total number of RRH beds available to serve all populations as reported in the HIC—only enter bed data for projects that have an inventory type of "Current."	343	272

1C-13.	Mainstream Benefits and Other Assistance–Healthcare–Enrollment/Effective Utilization.	
	NOFO Section VII.B.1.m.	

Indicate in the chart below whether your CoC assists persons experiencing homelessness with enrolling in health insurance and effectively using Medicaid and other benefits.

	Type of Health Care	Assist with Enrollment?	Assist with Utilization of Benefits?
1.	Public Health Care Benefits (State or Federal benefits, Medicaid, Indian Health Services)	Yes	Yes
2.	Private Insurers	Yes	Yes
3.	Nonprofit, Philanthropic	Yes	Yes
4.	Other (limit 150 characters)		

1C-13a.	Mainstream Benefits and Other Assistance–Information and Training.	
	NOFO Section VII.B.1.m	

	Describe in the field below how your CoC provides information and training to CoC Program-funded projects by:
1.	systemically providing up to date information on mainstream resources available for program participants (e.g., Food Stamps, SSI, TANF, substance abuse programs) within your CoC's geographic area;
2.	communicating information about available mainstream resources and other assistance and how often your CoC communicates this information;
3.	working with projects to collaborate with healthcare organizations to assist program participants with enrolling in health insurance; and
4.	providing assistance with the effective use of Medicaid and other benefits.

(limit 2,000 characters)

1) This CoC conducts monthly meetings which include presentations and training from mainstream benefit providers to assure that agency staff are knowledgeable and up-to-date on how to help their clients access mainstream benefit resources, including Food Stamps, SSI/SSDI, TANF, substance abuse programs mental health programs and others.

2) This CoC disseminates information on the availability of mainstream resources at its regular monthly meetings, and through email blasts to members if new information becomes available.

3) CoC program staff work with clients to determine eligibility for health insurance and will assist with enrollment if applicable. The CoC will share with service providers information on assistance from ACA navigators as those resources become available.

4) CoC partner agencies will assist clients to access TennCare (Tennessee's Medicaid Program) when they are eligible. Tennessee is not an ACA "Medicaid expansion state," so eligibility for homeless clients can be challenging. Providers use the SOAR program to assist clients in accessing SSI/SSDI programs, which will also trigger TennCare eligibility. Cherokee Health Systems has a centrally located clinic that provides physical and behavioral healthcare to homeless individuals and families on a sliding scale for reimbursement, should patients not have TennCare or other insurance.

1C-14.	Centralized or Coordinated Entry System–Assessment Tool. You Must Upload an Attachment to the 4B. Attachments Screen.	
	NOFO Section VII.B.1.n.	

	Describe in the field below how your CoC's coordinated entry system:
1.	covers 100 percent of your CoC's geographic area;
2.	reaches people who are least likely to apply for homeless assistance in the absence of special outreach;
3.	prioritizes people most in need of assistance; and
4.	ensures people most in need of assistance receive assistance in a timely manner.

(limit 2,000 characters)

1) TN-502's Coordinated Entry System (CES) covers 100% of our CoC's geographic area. Outreach and intake serves individuals and families experiencing homelessness throughout TN-502 to bring them into the CES, and housing placements through CES place those same individuals and families at housing locations throughout TN-502.

2) Special outreach is conducted to locate individuals and families who might not otherwise know where to go to seek assistance. Repeated visits and engagement are conducted to inform and invite people to do CES intake and assessments. CV funding has been allocated to procure tablet computers to facilitate rapid intakes and assessments in the field where people are in order to connect them to the CES process as quickly and easily as possible.

3) CES assessments score and prioritize people most in need of assistance. Weekly case coordination meetings are held by the CES Coordinator with partner agencies to review prioritized cases, assign top-priority cases to available housing, and assign case management to facilitate and assist with those housing placements.

4) Currently, our CES uses the VI-SPDAT tool to assess and identify those who are most in need and most vulnerable and prioritize them for assistance and housing placement. The case coordination process described in #3 right above helps to assure placements are achieved in a timely manner. Note: Our CoC is currently engaged in HUD's "Coordinated Entry: Prioritization and Assessment Workshop" to identify and establish a replacement for the VI-SPDAT tool, in order to better assure racial equity is achieved through our CES process. We have also engaged the University of Tennessee College of Social Work to conduct ongoing, detailed data analyses in order to assess current CES outcomes for individuals and families of different races and ethnicities. This information will be used as we select or develop a new tool to replace the VI-SPDAT.

1C-15.	Promoting Racial Equity in Homelessness—Assessing Racial Disparities.	
	NOFO Section VII.B.1.o.	

Did your CoC conduct an assessment of whether disparities in the provision or outcome of homeless assistance exists within the last 3 years?	Yes
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1C-15a.	Racial Disparities Assessment Results.	
	NOFO Section VII.B.1.o.	

Select yes or no in the chart below to indicate the findings from your CoC's most recent racial disparities assessment.

1.	People of different races or ethnicities are more likely to receive homeless assistance.	Yes
2.	People of different races or ethnicities are less likely to receive homeless assistance.	Yes
3.	People of different races or ethnicities are more likely to receive a positive outcome from homeless assistance.	Yes
4.	People of different races or ethnicities are less likely to receive a positive outcome from homeless assistance.	Yes
5.	There are no racial or ethnic disparities in the provision or outcome of homeless assistance.	Yes
6.	The results are inconclusive for racial or ethnic disparities in the provision or outcome of homeless assistance.	No

1C-15b.	Strategies to Address Racial Disparities.	
	NOFO Section VII.B.1.o.	

Select yes or no in the chart below to indicate the strategies your CoC is using to address any racial disparities.

1.	The CoC's board and decisionmaking bodies are representative of the population served in the CoC.	Yes
2.	The CoC has identified steps it will take to help the CoC board and decisionmaking bodies better reflect the population served in the CoC.	Yes
3.	The CoC is expanding outreach in geographic areas with higher concentrations of underrepresented groups.	Yes
4.	The CoC has communication, such as flyers, websites, or other materials, inclusive of underrepresented groups.	Yes
5.	The CoC is training staff working in the homeless services sector to better understand racism and the intersection of racism and homelessness.	Yes
6.	The CoC is establishing professional development opportunities to identify and invest in emerging leaders of different races and ethnicities in the homelessness sector.	Yes
7.	The CoC has staff, committees, or other resources charged with analyzing and addressing racial disparities related to homelessness.	Yes
8.	The CoC is educating organizations, stakeholders, boards of directors for local and national nonprofit organizations working on homelessness on the topic of creating greater racial and ethnic diversity.	Yes
9.	The CoC reviewed coordinated entry processes to understand their impact on people of different races and ethnicities experiencing homelessness.	Yes
10.	The CoC is collecting data to better understand the pattern of program use for people of different races and ethnicities in its homeless services system.	Yes
11.	The CoC is conducting additional research to understand the scope and needs of different races or ethnicities experiencing homelessness.	Yes
	Other:(limit 500 characters)	
12.		

1C-15c.	Promoting Racial Equity in Homelessness Beyond Areas Identified in Racial Disparity Assessment.	
	NOFO Section VII.B.1.o.	

Describe in the field below the steps your CoC and homeless providers have taken to improve racial equity in the provision and outcomes of assistance beyond just those areas identified in the racial disparity assessment.

(limit 2,000 characters)

Our CoC has engaged KnoxHMIS and the UT College of Social Work to carefully analyze racial equity in access and outcomes of our Coordinated Entry System, and the split results of our analysis thus far made answering the yes/no questions in 1C-15a challenging. Our data has shown that time-to-housing and positive housing outcomes for black female and white female headed households are better than white male headed households. Black Female individuals had better results than white male individuals, and black male individuals experienced the longest time-to-housing and lower positive housing outcomes. The outcomes split along both gender and racial lines as well as for individuals and persons in families, and in alternating cases were either more or

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less favorable for African Americans. As such, the more broadly framed 'yes/no' questions in 1C-15a were difficult to accurately interpret.

This data is being updated and examined on an ongoing basis to review our CES process, and will inform our work to identify a replacement for the VI-SPDAT assessment tool.

Our CoC has worked actively to engage with and collaborate minority-led service providers to better assure that we are reaching, serving and housing people of different races and ethnicities effectively. During the pandemic, our CoC collaborated with the City's Office of Housing and Neighborhood Development to reach out, listen to and assist minority-led providers in accessing ESG-CV and CDBG-CV funding to more effectively and equitably reach individuals and families of different races and ethnicities with these resources.

1C-16.	Persons with Lived Experience—Active CoC Participation.	
	NOFO Section VII.B.1.p.	

Enter in the chart below the number of people with lived experience who currently participate in your CoC under the five categories listed:

	Level of Active Participation	Number of People with Lived Experience Within the Last 7 Years or Current Program Participant	Number of People with Lived Experience Coming from Unsheltered Situations
1.	Included and provide input that is incorporated in the local planning process.	23	23
2.	Review and recommend revisions to local policies addressing homelessness related to coordinated entry, services, and housing.	23	23
3.	Participate on CoC committees, subcommittees, or workgroups.	15	15
4.	Included in the decisionmaking processes related to addressing homelessness.	15	15
5.	Included in the development or revision of your CoC's local competition rating factors.	0	0

1C-17.	Promoting Volunteerism and Community Service.	
	NOFO Section VII.B.1.r.	

Select yes or no in the chart below to indicate steps your CoC has taken to promote and support community engagement among people experiencing homelessness in the CoC's geographic area:

1.	The CoC trains provider organization staff on connecting program participants and people experiencing homelessness with education and job training opportunities.	Yes
2.	The CoC trains provider organization staff on facilitating informal employment opportunities for program participants and people experiencing homelessness (e.g., babysitting, housekeeping, food delivery, data entry).	Yes
3.	The CoC works with organizations to create volunteer opportunities for program participants.	Yes

4.	The CoC works with community organizations to create opportunities for civic participation for people experiencing homelessness (e.g., townhall forums, meeting with public officials).	Yes
5.	Provider organizations within the CoC have incentives for employment and/or volunteerism.	Yes
6.	Other:(limit 500 characters)	

1D. Addressing COVID-19 in the CoC's Geographic Area

To help you complete the CoC Application, HUD published resources at https://www.hud.gov/program_offices/comm_planning/coc/competition, including:

- Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2021 Continuum of Care Program Competition
- FY 2021 CoC Application Detailed Instructions—essential in helping you maximize your CoC Application score by giving specific guidance on how to respond to many questions and providing specific information about attachments you must upload
- 24 CFR part 578

1D-1.	Safety Protocols Implemented to Address Immediate Needs of People Experiencing Unsheltered, Congregate Emergency Shelter, Transitional Housing Homelessness.	
	NOFO Section VII.B.1.q.	
	Describe in the field below protocols your CoC implemented during the COVID-19 pandemic to address immediate safety needs for individuals and families living in:	
1.	unsheltered situations;	
2.	congregate emergency shelters; and	
3.	transitional housing.	

(limit 2,000 characters)

1) Early in the pandemic, outreach efforts were coordinated to provide Covid health and safety information to unsheltered persons. Additional sanitation and food delivery services were provided to people living in encampments. During the initial phase of the pandemic, camp clean-up activities were halted with the hope that outdoor encampments may help with social distancing and slow the possible spread of the virus. The City of Knoxville, Knox County Health Department and Volunteer Ministry Center worked together to establish the "Guest House," a non-congregate Covid respite shelter to quarantine and support homeless persons who were either Covid-positive, symptomatic, or exposed and awaiting test results. The City of Knoxville provided local funding, and Knox County Community Development provided a portion of their CDBG-CV funding to support the Guest House. ESG-CV funds were used to support placement of youth, families and seniors in hotel rooms as non-congregate shelter.

2) Congregate Emergency Shelters worked with Knox County Health Department to establish health screening protocols, reduce and reorient shelter bed capacity to achieve social distancing, and to implement enhanced facility cleaning and sanitation. Throughout the pandemic, congregate shelter has avoided major outbreaks of Covid-19 within their facilities. The Guest House non-congregate Covid respite shelter described in the paragraph above was also available for Congregate ES clients.

3) Congregate Emergency Shelters worked with Knox County Health Department to establish health screening protocols, reduce and reorient shelter

bed capacity to achieve social distancing, and to implement enhanced facility cleaning and sanitation. The Salvation Army's transitional housing facility utilized funding from the City of Knoxville to create partitions to enhance separation and social distancing. The Guest House non-congregate Covid respite shelter described in the paragraph above was also available for TH clients.

1D-2.	Improving Readiness for Future Public Health Emergencies.	
	NOFO Section VII.B.1.q.	

Describe in the field below how your CoC improved readiness for future public health emergencies.

(limit 2,000 characters)

As of this writing, we are just past the high point in the community and nationwide spike in illnesses and hospitalizations resulting from the Delta variant of Covid-19. As such, it is premature to say we have moved on to readying ourselves for future public health emergencies. That said, we have learned a great deal thus far. A central lesson is the critical importance of cross-agency organizational structures, like our CoC/Homeless Coalition.

Our local Emergency Operations Center (EOC) activated at the beginning of the pandemic, and because of the nature of the emergency, created a broad Social Services organizational structure, which in turn asked service categories to convene EOC working groups such as Homeless, Food, Youth, Seniors, Volunteers & Donations, and Immigrant Services. Each categorical group met regularly to identify needs, mark progress and build tactical responses to pandemic-related challenges. TN-502's CoC Collaborative Applicant serves as the convener of the EOC's Homeless Services group.

Leadership from the service categories then participated in the larger Social Services group to facilitate cross-category mutual support. Because our community already had active existing groups for each category, we were able to quickly get to the work of identifying needs and building responses. Future readiness will depend on maintaining those existing groups, and strengthening the cross-category communications and collaborations that have occurred as a result of the pandemic.

When this emergency finally subsides, we will work with our emergency Operations Center to review lessons learned and develop recommendations for the future. Because the specific details of the next public health emergency will assuredly be different from the current crisis, a key recommendation will be maintaining a strong and active organizational structure for the social services sector working to address the everyday challenges. That structure is the best means of preparation for the unknown crises that may lie ahead.

1D-3.	CoC Coordination to Distribute ESG Cares Act (ESG-CV) Funds.	
	NOFO Section VII.B.1.q	

	Describe in the field below how your CoC coordinated with ESG-CV recipients to distribute funds to address:
1.	safety measures;
2.	housing assistance;
3.	eviction prevention;
4.	healthcare supplies; and
5.	sanitary supplies.

(limit 2,000 characters)

TN-502's Collaborative Applicant (CA) is part of the same office as the ESG-CV and CDBG-CV recipient. The CA had direct, ongoing input setting priorities and making decisions for distributing ESG-CV funds as well as CDBG-CV and local general funds, which were also used significantly to address homelessness during the pandemic.

1) The City of Knoxville provided \$265,540 in ESG-CV funding to Volunteer Ministry Center to provide an additional four street outreach workers. Street outreach engaged with unsheltered persons to provide health and safety information and support during the pandemic, in addition to working to get them in safe shelter and permanent housing. Outreach also distributed masks, PPE and other supplies to help as people sheltered-in-place. Outreach also worked with healthcare providers to coordinate vaccination efforts among unsheltered persons during the pandemic.

2) \$120,000 in ESG-CV funds were provided to CAC for Rapid Rehousing assistance. Once Emergency Housing Vouchers were available through our PHA, RRH efforts were combined to support placement of individuals and families in stable permanent housing.

3) \$778,000 in ESG-CV funds were allocated to eviction prevention housing assistance programs through CAC, the Urban League, CONNECT Ministries and the local Arts Alliance.

4) Street outreach mentioned in #1 above provided PPE and healthcare supplies to assist unsheltered persons during the pandemic. Local funding supported a non-congregate respite shelter for homeless Covid-positive persons as well as those awaiting test results.

5) Street outreach in #1 above distributed sanitary supplies. \$58,342 in ESG-CV funds were provided for renovation of public restrooms at VMC's low-barrier shelter, The Foyer. The restrooms are intended to be accessible to unsheltered persons in the area, and to supplant the portable toilets that have been in place throughout the pandemic.

1D-4.	CoC Coordination with Mainstream Health.	
	NOFO Section VII.B.1.q.	

	Describe in the field below how your CoC coordinated with mainstream health (e.g., local and state health agencies, hospitals) during the COVID-19 pandemic to:
1.	decrease the spread of COVID-19; and
2.	ensure safety measures were implemented (e.g., social distancing, hand washing/sanitizing, masks).

(limit 2,000 characters)

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1) The local Emergency Operations Center (EOC) was activated to coordinate resources during the pandemic. The CoC Collaborative Applicant served as the EOC's lead for the Homeless Services coordination group, which included the Knox County Health Department, as well as homeless service providers. This group met frequently and regularly during the pandemic to coordinate strategies to prevent or decrease the spread of COVID-19 among the local homeless population. This group coordinated support for unsheltered encampments to provide information, PPE, food and other assistance, including vaccinations. This group also coordinated with the Health Department to apply changes and safety protocols for local shelters to prevent the spread of the virus. This group also facilitated the creation of the Guest House, a non-congregate respite shelter for COVID-positive people experiencing homelessness as well as those awaiting test results.

2) As noted in #1, EOC activation assisted coordination of information and resources to ensure safety measures were implemented both for unsheltered persons, as well as those who were in shelter and permanent housing. The Knox County Health department also worked directly with shelter providers to advise and ensure that safety measures were implemented, such as social distancing, hand washing and sanitizing, wearing of masks, health and temperature screening as well as enhancements to air handling systems.

1D-5.	Communicating Information to Homeless Service Providers.	
	NOFO Section VII.B.1.q.	
	Describe in the field below how your CoC communicated information to homeless service providers during the COVID-19 pandemic on:	
1.	safety measures;	
2.	changing local restrictions; and	
3.	vaccine implementation.	

(limit 2,000 characters)

1) The local Emergency Operations Center (EOC) was activated to coordinate resources during the pandemic. The CoC Collaborative Applicant served as the EOC's lead for the Homeless Services coordination group, which included the Knox County Health Department, as well as homeless service providers. This group met frequently and regularly during the pandemic to coordinate strategies for safety measures to prevent or decrease the spread of COVID-19 among the local homeless population. This group coordinated support for unsheltered encampments to provide information, PPE, food and other assistance, including vaccinations. This group also coordinated with the Health Department to apply changes and safety protocols for local shelters to prevent the spread of the virus. This group also facilitated the creation of the Guest House, a non-congregate respite shelter for COVID-positive people experiencing homelessness as well as those awaiting test results.

2) Early in the pandemic, this group coordinated local providers to respond to CDC guidance in assisting and supporting unsheltered persons where they were, and as safety protocols and resources were put in place, to shift efforts back to engagement to help persons safely access shelter and permanent housing. The EOC Homeless Services group also coordinated efforts to establish appropriate Covid screening and safety protocols within shelters and

social service agencies to assure the safe availability of shelter and other resources.

3) As soon as people experiencing homelessness were eligible for vaccination, the Knox County Health Department coordinated with service providers to carry out multiple vaccination events at encampments and in shelters, as well as assisting with access to vaccination events for the general public. Local shelters and service providers also coordinated with area pharmacies and healthcare providers to offer additional onsite vaccination events.

1D-6.	Identifying Eligible Persons Experiencing Homelessness for COVID-19 Vaccination.	
	NOFO Section VII.B.1.q.	

Describe in the field below how your CoC identified eligible individuals and families experiencing homelessness for COVID-19 vaccination based on local protocol.

(limit 2,000 characters)

Based on federal, state, and local protocols, as soon as people experiencing homelessness were eligible for vaccination, the Knox County Health Department coordinated with service providers to carry out multiple vaccination events at encampments and in shelters, as well as assisting with access to vaccination opportunities available to the general public. Local shelters and service providers also coordinated with local pharmacies and healthcare providers to offer additional onsite vaccination events.

1D-7.	Addressing Possible Increases in Domestic Violence.	
	NOFO Section VII.B.1.e.	

Describe in the field below how your CoC addressed possible increases in domestic violence calls for assistance due to requirements to stay at home, increased unemployment, etc. during the COVID-19 pandemic.

(limit 2,000 characters)

Our local Emergency Operations Center (EOC) was activated in response to the pandemic. Because of the nature of the emergency, various social services sectors were activated as part of the EOC coordinated response. The City and County governments, along with the Family Justice Center and the Knox County Health Department all provided community outreach to let DV victims know that they could still get help. Regular "zoom" conference calls for the homeless services sector provided the opportunity to stay on top of changes in calls related to domestic violence, and to make resources available to respond as needed.

The Emergency Rental Assistance Program provides funding for deposits, rent, and utility payments to assist domestic violence victims in obtaining safe housing. ERA program staff have met with DV shelter staff to share information about the program and connect DV victims with available housing stability services.

The Family Justice Center worked with local businesses that continued providing deliveries and take out services during the pandemic to include 'safety cards' with a help line number, the Family Justice Center's web address, and other information to let potential domestic violence victims know options to get help continued to be available even during the pandemic.

1D-8.	Adjusting Centralized or Coordinated Entry System.	
	NOFO Section VII.B.1.n.	

Describe in the field below how your CoC adjusted its coordinated entry system to account for rapid changes related to the onset and continuation of the COVID-19 pandemic.

(limit 2,000 characters)

Our CoC's coordinated Entry System (CES) partners responded early in the pandemic to adjust safety and social distancing protocols and sites conducting CES intakes and assessments. After initially shortening hours and access, those locations were able to expand services as the pandemic went on, allowing for safety protocols. The regular, weekly CES case coordination group meetings were shifted online. An already-planned centralized Housing Navigator office, "House Knox" was opened at the United Way during the pandemic, and was immediately connected to the Coordinated Entry System. Additional CV-funded Rapid-Rehousing resources were also connected to CES, and eventually an allocation of Emergency Housing Vouchers through KCDC, our Public Housing Authority, were also formally connected to our CES, with CES being the means to access EHV's for housing placements. Work is ongoing to use these additional Covid resources to enhance and expand participation and buy-in to our CES to ultimately make the system more robust after the pandemic than it was before it.

1E. Project Capacity, Review, and Ranking–Local Competition

To help you complete the CoC Application, HUD published resources at https://www.hud.gov/program_offices/comm_planning/coc/competition, including:

- Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2021 Continuum of Care Program Competition
- FY 2021 CoC Application Detailed Instructions—essential in helping you maximize your CoC Application score by giving specific guidance on how to respond to many questions and providing specific information about attachments you must upload
- 24 CFR part 578

1E-1.	Announcement of 30-Day Local Competition Deadline–Advance Public Notice of How Your CoC Would Review, Rank, and Select Projects. You Must Upload an Attachment to the 4B. Attachments Screen.	
	NOFO Section VII.B.2.a. and 2.g.	

1.	Enter the date your CoC published the 30-day submission deadline for project applications for your CoC's local competition.	09/01/2021
2.	Enter the date your CoC publicly posted its local scoring and rating criteria, including point values, in advance of the local review and ranking process.	10/11/2021

1E-2.	Project Review and Ranking Process Your CoC Used in Its Local Competition. You Must Upload an Attachment to the 4B. Attachments Screen. We use the response to this question as a factor when determining your CoC's eligibility for bonus funds and for other NOFO criteria listed below.	
	NOFO Section VII.B.2.a., 2.b., 2.c., and 2.d.	

Select yes or no in the chart below to indicate how your CoC ranked and selected project applications during your local competition:

1.	Established total points available for each project application type.	Yes
2.	At least 33 percent of the total points were based on objective criteria for the project application (e.g., cost effectiveness, timely draws, utilization rate, match, leverage), performance data, type of population served (e.g., DV, youth, Veterans, chronic homelessness), or type of housing proposed (e.g., PSH, RRH).	Yes
3.	At least 20 percent of the total points were based on system performance criteria for the project application (e.g., exits to permanent housing destinations, retention of permanent housing, length of time homeless, returns to homelessness).	Yes
4.	Used data from a comparable database to score projects submitted by victim service providers.	No
5.	Used objective criteria to evaluate how projects submitted by victim service providers improved safety for the population they serve.	No
6.	Used a specific method for evaluating projects based on the CoC's analysis of rapid returns to permanent housing.	Yes

1E-2a.	Project Review and Ranking Process–Addressing Severity of Needs and Vulnerabilities.	
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NOFO Section VII.B.2.d.

Describe in the field below how your CoC reviewed, scored, and selected projects based on:

1.	the specific severity of needs and vulnerabilities your CoC considered when ranking and selecting projects; and
2.	considerations your CoC gave to projects that provide housing and services to the hardest to serve populations that could result in lower performance levels but are projects your CoC needs in its geographic area.

(limit 2,000 characters)

1) CoC project applicants were required to submit project questionnaires in addition to their project applications. Those questionnaires sought information on types of population served (Domestic Violence, Veterans, Substance Abuse, Youth (under 25), Mental Illness, Families with Children, HIV/AIDS, Chronic Homeless, Other), specific types of potential barriers and vulnerabilities faced by project clients (Substance Abuse, Mental Illness, Criminal History, Chronic Homelessness, Unsheltered Homelessness, History of domestic violence, Service Resistance, Veteran Status, Income and Employment Status, Covid-19 pandemic, Other), and a narrative opportunity for applicants to discuss how serving or housing those populations and the barriers and vulnerabilities they face may affect a project's ability to meet system performance objectives and goals.

2)The Ranking and Review Panel then considered each applicant's responses to these questions and balanced those factors against objective scoring criteria in order to arrive at a final ranking for each project. Our CoC sought fairness in the process by considering objective data and other criteria as well as qualitative factors that can affect each service provider's ability to contribute to those objective performance measures. The panel started by examining objective criteria, but then was empowered to take into consideration more subjective factors for projects working primarily with hard-to-serve populations who have additional challenges and barriers to engaging with and accessing resources, shelter and housing. Our purpose was to reach fair and reasoned conclusions in our review and ranking process.

1E-3.	Promoting Racial Equity in the Local Review and Ranking Process.	
	NOFO Section VII.B.2.e.	

Describe in the field below how your CoC:

1.	obtained input and included persons of different races, particularly those over-represented in the local homelessness population, when determining the rating factors used to review project applications;
2.	included persons of different races, particularly those over-represented in the local homelessness population, in the review, selection, and ranking process;
3.	rated and ranked projects based on the degree to which their program participants mirror the homeless population demographics (e.g., considers how a project promotes racial equity where individuals and families of different races are over-represented).

(limit 2,000 characters)

1) TN-502 developed its project application rating factors in response to the 2021 CoC NOFO and included a component specifically for examining responsiveness to racial equity in for each project applicant. Each applicant submitted a questionnaire seeking information on what barriers have been identified to serving racial minorities, as well as strategies to address those

barriers.

2) Our Ranking and Review Panel included African American representation to assure that that demographic, which is over-represented in the local homeless population, had a voice on the panel.

3) Project applicants were specifically asked to address barriers to reaching and serving person of different races, along with their approach to responding to those barriers in order to assure equity in outreach, services, and housing placements. The panel was empowered to consider each applicant's response and to include that in scoring and ranking.

1E-4.	Reallocation—Reviewing Performance of Existing Projects. We use the response to this question as a factor when determining your CoC's eligibility for bonus funds and for other NOFO criterion below.	
	NOFO Section VII.B.2.f.	

Describe in the field below:

1.	your CoC's reallocation process, including how your CoC determined which projects are candidates for reallocation because they are low performing or less needed;
2.	whether your CoC identified any projects through this process during your local competition this year;
3.	whether your CoC reallocated any low performing or less needed projects during its local competition this year;
4.	why your CoC did not reallocate low performing or less needed projects during its local competition this year, if applicable; and
5.	how your CoC communicated the reallocation process to project applicants.

(limit 2,000 characters)

1) Our CoC has a policy empowering the Ranking and Review committee to identify low-performing projects and to require such projects to address those concerns or be at risk of having funds reallocated during the following CoC review process. Project Applicants are also permitted to release all or partial project funding for reallocation.

2) Our CoC did not identify any low-performing projects this year.

3) Our CoC did not reallocate any projects this year. (Note: one project applicant is voluntarily seeking to use the new "transition grant" process to change a project category to support additional permanent supportive housing.)

4) Our CoC's renewal project portfolio is relatively small, and after shifting a number of renewal projects to new categories over the past five to seven years, the current need and opportunity for reallocation has diminished locally. Most of our CoC resources are now in permanent housing and rapid rehousing, and the remaining few that are not are nonetheless still important to our community.

5) Our reallocation process was adopted by our CoC as part of our CoC's policies and is communicated to renewal applicants through the annual CoC process.

1E-4a.	Reallocation Between FY 2016 and FY 2021. We use the response to this question as a factor when determining your CoC's eligibility for bonus funds and for other NOFO criterion below.	
	NOFO Section VII.B.2.f.	

Did your CoC cumulatively reallocate at least 20 percent of its ARD between FY 2016 and FY 2021?	No
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1E-5.	Projects Rejected/Reduced—Public Posting. You Must Upload an Attachment to the 4B. Attachments Screen if You Select Yes.	
	NOFO Section VII.B.2.g.	

1.	Did your CoC reject or reduce any project application(s)?	No
2.	If you selected yes, enter the date your CoC notified applicants that their project applications were being rejected or reduced, in writing, outside of e-snaps.	

1E-5a.	Projects Accepted—Public Posting. You Must Upload an Attachment to the 4B. Attachments Screen.	
	NOFO Section VII.B.2.g.	

Enter the date your CoC notified project applicants that their project applications were accepted and ranked on the New and Renewal Priority Listings in writing, outside of e-snaps.	10/28/2021
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1E-6.	Web Posting of CoC-Approved Consolidated Application. You Must Upload an Attachment to the 4B. Attachments Screen.	
	NOFO Section VII.B.2.g.	

Enter the date your CoC's Consolidated Application was posted on the CoC's website or affiliate's website—which included: 1. the CoC Application; 2. Priority Listings; and 3. all projects accepted, ranked where required, or rejected.	11/10/2021
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2A. Homeless Management Information System (HMIS) Implementation

To help you complete the CoC Application, HUD published resources at https://www.hud.gov/program_offices/comm_planning/coc/competition, including:

- Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2021 Continuum of Care Program Competition
- FY 2021 CoC Application Detailed Instructions—essential in helping you maximize your CoC Application score by giving specific guidance on how to respond to many questions and providing specific information about attachments you must upload
- 24 CFR part 578

2A-1.	HMIS Vendor.	
	Not Scored—For Information Only	

Enter the name of the HMIS Vendor your CoC is currently using.	Wellsky - ServicePoint
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2A-2.	HMIS Implementation Coverage Area.	
	Not Scored—For Information Only	

Select from dropdown menu your CoC's HMIS coverage area.	Single CoC
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2A-3.	HIC Data Submission in HDX.	
	NOFO Section VII.B.3.a.	

Enter the date your CoC submitted its 2021 HIC data into HDX.	05/14/2021
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2A-4.	HMIS Implementation—Comparable Database for DV.	
	NOFO Section VII.B.3.b.	

Describe in the field below actions your CoC and HMIS Lead have taken to ensure DV housing and service providers in your CoC:

1.	have a comparable database that collects the same data elements required in the HUD-published 2020 HMIS Data Standards; and
2.	submit de-identified aggregated system performance measures data for each project in the comparable database to your CoC and HMIS lead.

(limit 2,000 characters)

1) The sole VSP provider for TN-502, McNabb Family Crisis Center (FCC), actively uses Osnum, an HMIS/HUD comparable database.

2) On an annual basis, the TN-502 CoC coordinates directly with FCC to collect detailed, aggregated and de-identified HIC and PIT data, with updates to bed inventories as appropriate throughout the year. FCC receives no funds from HUD or any of the federally mandated entities (PATH, RHY, HOPWA, SSVF) and thus has not historically submitted additional system performance measures data to the CoC. However, the CoC is working directly with FCC to explore the potential benefits of increased reporting of aggregated data to HUD and the CoC, such as improved access to funding opportunities and increased involvement in CoC strategic planning on behalf of their clientele. HMIS staff have offered technical assistance to facilitate this transition.

2A-5.	Bed Coverage Rate—Using HIC, HMIS Data—CoC Merger Bonus Points.	
	NOFO Section VII.B.3.c. and VII.B.7.	

Enter 2021 HIC and HMIS data in the chart below by project type:

Project Type	Total Beds 2021 HIC	Total Beds in HIC Dedicated for DV	Total Beds in HMIS	HMIS Bed Coverage Rate
1. Emergency Shelter (ES) beds	375	32	343	100.00%
2. Safe Haven (SH) beds	0	0	0	
3. Transitional Housing (TH) beds	259	35	224	100.00%
4. Rapid Re-Housing (RRH) beds	272	0	272	100.00%
5. Permanent Supportive Housing	353	0	307	86.97%
6. Other Permanent Housing (OPH)	18	0	0	0.00%

2A-5a.	Partial Credit for Bed Coverage Rates at or Below 84.99 for Any Project Type in Question 2A-5.	
	NOFO Section VII.B.3.c.	

For each project type with a bed coverage rate that is at or below 84.99 percent in question 2A-5, describe:

1.	steps your CoC will take over the next 12 months to increase the bed coverage rate to at least 85 percent for that project type; and
2.	how your CoC will implement the steps described to increase bed coverage to at least 85 percent.

(limit 2,000 characters)

1) The sole project providing OPH beds in the TN-502 CoC is the Family Unification Program (FUP) project run by our CoC's local public housing agency (PHA). In direct consultation with the PHA, our CoC has already begun advocating for full reporting of eligible households into HMIS, and will implement the following strategies on or prior to June 2022: (A) implement and publicize a COC-wide goal of 100% bed coverage rate by the 2023 PIT, (B) highlight the need for pre-housed FUP clients to be entered into HMIS as a means to the HMIS-based coordinated entry system, and (C) offer technical assistance to ease the data entry burden for the PHA, who has already taken on additional HMIS-related responsibilities regarding HUD-VASH and EHV clients.

2) Our CoC will implement item A above by promoting the 100% bed coverage goal at COC meetings and other public forums and then directly requesting PHA support toward this goal through written and verbal communication; item B will be facilitated through direct outreach to the PHA by our community's coordinated entry lead; and item C will be implemented by our HMIS program manager and staff, with vendor support as required.

2A-5b.	Bed Coverage Rate in Comparable Databases.	
	NOFO Section VII.B.3.c.	

Enter the percentage of beds covered in comparable databases in your CoC's geographic area.	100.00%
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2A-5b.1.	Partial Credit for Bed Coverage Rates at or Below 84.99 for Question 2A-5b.	
	NOFO Section VII.B.3.c.	

If the bed coverage rate entered in question 2A-5b. is 84.99 percent or less, describe in the field below:

1.	steps your CoC will take over the next 12 months to increase the bed coverage rate to at least 85 percent; and
2.	how your CoC will implement the steps described to increase bed coverage to at least 85 percent.

(limit 2,000 characters)

N/A - The bed coverage rate entered in question 2A-5b is 100%.

2A-6.	Longitudinal System Analysis (LSA) Submission in HDX 2.0.	
	NOFO Section VII.B.3.d.	

Did your CoC submit LSA data to HUD in HDX 2.0 by January 15, 2021, 8 p.m. EST?	No
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2B. Continuum of Care (CoC) Point-in-Time (PIT) Count

To help you complete the CoC Application, HUD published resources at https://www.hud.gov/program_offices/comm_planning/coc/competition, including:

- Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2021 Continuum of Care Program Competition
- FY 2021 CoC Application Detailed Instructions—essential in helping you maximize your CoC Application score by giving specific guidance on how to respond to many questions and providing specific information about attachments you must upload
- 24 CFR part 578

2B-1.	Sheltered and Unsheltered PIT Count—Commitment for Calendar Year 2022	
	NOFO Section VII.B.4.b.	

Does your CoC commit to conducting a sheltered and unsheltered PIT count in Calendar Year 2022?	Yes
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2B-2.	Unsheltered Youth PIT Count—Commitment for Calendar Year 2022.	
	NOFO Section VII.B.4.b.	

Does your CoC commit to implementing an unsheltered youth PIT count in Calendar Year 2022 that includes consultation and participation from youth serving organizations and youth with lived experience?	Yes
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2C. System Performance

To help you complete the CoC Application, HUD published resources at https://www.hud.gov/program_offices/comm_planning/coc/competition, including:

- Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2021 Continuum of Care Program Competition
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- 24 CFR part 578

2C-1.	Reduction in the Number of First Time Homeless—Risk Factors.	
	NOFO Section VII.B.5.b.	
	Describe in the field below:	
1.	how your CoC determined which risk factors your CoC uses to identify persons becoming homeless for the first time;	
2.	how your CoC addresses individuals and families at risk of becoming homeless; and	
3.	provide the name of the organization or position title that is responsible for overseeing your CoC's strategy to reduce the number of individuals and families experiencing homelessness for the first time or to end homelessness for individuals and families.	

(limit 2,000 characters)

1) To better gauge and address the specific risk factors and needs of clients new to or at risk of homelessness, KnoxHMIS offers annual and ad-hoc aggregate data reporting on clients new to homelessness, with descriptive data and analysis of longitudinal trends and client/household characteristics such as race, ethnicity, household type, project types, self-reported primary causes for homelessness and housing outcomes. Such data informs our CoC's understanding of client vulnerabilities that may compound the risk of first-time homelessness.

2) Early in the pandemic, the City of Knoxville and Knox County used ESG and CDBG CV for at-risk individuals and families to quickly pay off rent and utility debts. Partners included Knoxville-Knox County CAC, Centro Hispano, Knox Area Urban League, CONNECT Ministries, Compassion Coalition, HomeSource E. Tenn. and the Arts & Cultural Alliance.

When the ARP's Emergency Rental Assistance Program became available, Knox County quickly created its Knox Housing Assistance Program to help individuals and families cover up to 18 months of rent and utilities. The City of Knoxville helped Knox County to set up this program and shifted ESG-CV and CDBG-CV funding to Rapid Rehousing, working with other resources such as Emergency Housing Vouchers through our PHA.

3) Knox County Community Development is responsible for oversight of the Knox Housing Assistance Program, the local source for Treasury's Emergency Rental Assistance funding. Our community came together and acted quickly to implement the ERA program and provide housing assistance to those who most

need it. So far, over \$9.5 million in ERA funding has been disbursed, helping over 3,000 households to avoid homelessness. ERA funds are also used for eviction prevention and protection programs through Legal Aid of E. Tenn. and Community Mediation Center as well as housing stability programs provided by the Urban League, Compassion Coalition, Centro Hispano, CAC and Volunteer Ministry Center.

2C-2.	Length of Time Homeless–Strategy to Reduce.	
	NOFO Section VII.B.5.c.	

Describe in the field below:

1.	your CoC's strategy to reduce the length of time individuals and persons in families remain homeless;
2.	how your CoC identifies and houses individuals and persons in families with the longest lengths of time homeless; and
3.	provide the name of the organization or position title that is responsible for overseeing your CoC's strategy to reduce the length of time individuals and families remain homeless.

(limit 2,000 characters)

1) Our CoC works through our Coordinated Entry System (CES) to reduce the length of time individuals and persons in families remain homeless. Through intake and assessment, people are identified and prioritized for placement in appropriate permanent housing as units become available. Along with other vulnerability factors, length of time homeless will prioritize people for placement. Working back from those who have been homeless the longest, the overall average length of time homeless can be reduced.

2) Individuals and persons in families with the longest lengths of time homeless are identified through the CES intake and assessment process. People are brought into the CES process through proactive outreach as well as receipt of calls for assistance. The CES intake tool, along with regular multi-agency case coordination, assures a uniform process to identify and prioritize candidates for housing placement.

3) The CES Coordinator at the University of Tennessee's Social Work Office of Research and Public Service oversees our efforts around this strategy.

2C-3.	Exits to Permanent Housing Destinations/Retention of Permanent Housing.	
	NOFO Section VII.B.5.d.	

Describe in the field below how your CoC will increase the rate that individuals and persons in families residing in:

1.	emergency shelter, safe havens, transitional housing, and rapid rehousing exit to permanent housing destinations; and
2.	permanent housing projects retain their permanent housing or exit to permanent housing destinations.

(limit 2,000 characters)

1) Working through our Coordinated Entry System, we are striving to increase the rate that individuals and persons in families residing in ES, TH, and RRH exit to permanent housing destinations. We are building a system that includes a central housing navigator office at the United Way that works directly in conjunction with the CES process and ties directly in with RRH programs to

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identify and prioritize individuals and families, place them in housing units found through the Navigator office, provides RRH resources to make the placement, and connects them with an Emergency Housing Voucher or with a standard Housing Choice Voucher as needed to secure the housing placement for the long term. Our CoC is working with non-HUD funded programs and shelters to increase direct participation in the CES, in order to increase access to a coordinated, no-wrong-door approach that will increase the rate of exits to permanent housing.

2) Regular case coordination through the CES process identifies and prioritizes individuals and persons in families for placement in Permanent Supportive Housing. This process is being continually refined to assure that placements are appropriate to the PH or PSH unit to assure the greatest likelihood of long-term retention and success in that placement. The goal is not just housing placements, but successful placements in long-term, stable permanent housing.

2C-4.	Returns to Homelessness–CoC's Strategy to Reduce Rate.	
	NOFO Section VII.B.5.e.	

Describe in the field below:

1.	how your CoC identifies individuals and families who return to homelessness;
2.	your CoC's strategy to reduce the rate of additional returns to homelessness; and
3.	provide the name of the organization or position title that is responsible for overseeing your CoC's strategy to reduce the rate individuals and persons in families return to homelessness.

(limit 2,000 characters)

1) Through the use of standard HMIS reports designed to track system performance measures, as well as locally-tailored custom reports, TN-502 uses HMIS data to track quarterly and annual data on formerly homeless clients who were housed and then subsequently returned to homelessness at six, twelve, and twenty-four months. KnoxHMIS is also currently honing a custom report that generates additional custom data on attributes of returning clients such as race, gender, disability, and age to track trends and vulnerabilities our CoC might target with future funding and strategic attention.

2) Our 6-12 month returns to homelessness number is a low 3% in our SPM report. By tracking this data with the detail described above, we will work to identify specific factors that may predict which individuals and families may need additional attention or resources to increase their stability in housing.

3) KnoxHMIS works with the City's Office on Homelessness and partner agencies to implement this strategy.

2C-5.	Increasing Employment Cash Income-Strategy.	
	NOFO Section VII.B.5.f.	

Describe in the field below:

1.	your CoC's strategy to increase employment income;
2.	how your CoC works with mainstream employment organizations to help individuals and families increase their cash income; and

- | | |
|----|--|
| 3. | provide the organization name or position title that is responsible for overseeing your CoC's strategy to increase income from employment. |
|----|--|

(limit 2,000 characters)

1) Our rate of increased employment income for system leavers was 18.7% in 2020, compared with the national average of 15.4%, and a significant increase from our CoC's prior four-year average of 14.9%. Our overall employment income strategy is to tailor the approach to meet the needs and capabilities of the individual. For those who are able, case management will help clients to access employment resources like job fairs, temp services, and referrals to the state-run American Job Center.

2) In addition to connecting people with opportunities through targeted job fairs, CoC partner providers work with the state's American Job Center to connect clients with resources to help with conducting job searches, resume preparation, interviewing skills, and creating employment plans. Providers also help clients with local workforce connections programs to receive job training that includes assistance with transportation and childcare. Employment efforts are also carried out with the help of the Knox Area Urban League as well as Knoxville Leadership Foundation's Knox Worx workforce development collaborative that helps individuals obtain training and credentials in high-demand industries, leading to full-time employment.

3) The CoC/Knoxville-Knox County Coalition for the Homelessness Board works with partner agencies to assure they connect with employment assistance programs as described in this section.

2C-5a.	Increasing Employment Cash Income–Workforce Development–Education–Training.	
	NOFO Section VII.B.5.f.	

Describe in the field below how your CoC:

- | | |
|----|--|
| 1. | promoted partnerships and access to employment opportunities with private employers and private employment organizations, such as holding job fairs, outreach to employers, and partnering with staffing agencies; and |
| 2. | is working with public and private organizations to provide meaningful education and training, on-the-job training, internships, and employment opportunities for program participants. |

(limit 2,000 characters)

1) Even as the pandemic continued, our CoC worked to assist clients in finding employments through activities like a Covid-safe Youth Job Fair on March 16, 2021, carried out by CAC Youth WINS and the American Job Center, a Knox Are Urban League virtual Hiring Fair on October 1, 2020, and more.

2) CoC partner providers work with the state's American Job Center to connect clients with resources to help with conducting job searches, resume preparation, interviewing skills, and creating employment plans. Providers also help clients with local workforce connections programs to receive job training that includes assistance with transportation and childcare. Employment efforts are also carried out with the help of the Knox Area Urban League as well as Knoxville Leadership Foundation's Knox Worx workforce development collaborative that helps individuals obtain training and credentials in high-demand industries, leading to full-time employment.

2C-5b.	Increasing Non-employment Cash Income.	
	NOFO Section VII.B.5.f.	
	Describe in the field below:	
1.	your CoC's strategy to increase non-employment cash income;	
2.	your CoC's strategy to increase access to non-employment cash sources; and	
3.	provide the organization name or position title that is responsible for overseeing your CoC's strategy to increase non-employment cash income.	

(limit 2,000 characters)

1) Our rate of increased total income for system leavers was 30.2% in 2020, a sharp increase from an average of 22.25% for the prior four years. Annually, KnoxHMIS and CoC leadership gauge the community's success in helping people experiencing homelessness improve income stability, as drawn from multi-year trend lines for TN-502 SPM data (Measure 4). The overall non-employment income strategy is to tailor the approach to meet the needs and capabilities of the individual or family. Clients are assessed at program intake to determine their need and eligibility for non-employment cash income sources, and assistance is provided to increase income from those sources to the fullest extent possible, based on program eligibility.

2) For those who are eligible, the CoC uses the SOAR process to connect clients to SSI/SSDI income, as well as services like the Tennessee Department of mental health Individual Placement and Support Services (IPS) and benefits counseling program.

3) The CoC/Knoxville-Knox County Coalition for the Homeless is responsible for coordinating the CoC's overall strategy to increase non-employment cash income.

3A. Coordination with Housing and Healthcare Bonus Points

To help you complete the CoC Application, HUD published resources at https://www.hud.gov/program_offices/comm_planning/coc/competition, including:

- Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2021 Continuum of Care Program Competition
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- 24 CFR part 578

3A-1.	New PH-PSH/PH-RRH Project—Leveraging Housing Resources.	
	NOFO Section VII.B.6.a.	

Is your CoC applying for a new PSH or RRH project(s) that uses housing subsidies or subsidized housing units which are not funded through the CoC or ESG Programs to help individuals and families experiencing homelessness?	Yes
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3A-1a.	New PH-PSH/PH-RRH Project—Leveraging Housing Commitment. You Must Upload an Attachment to the 4B. Attachments Screen.	
	NOFO Section VII.B.6.a.	

Select yes or no in the chart below to indicate the organization(s) that provided the subsidies or subsidized housing units for the proposed new PH-PSH or PH-RRH project(s).

1.	Private organizations	Yes
2.	State or local government	Yes
3.	Public Housing Agencies, including use of a set aside or limited preference	Yes
4.	Faith-based organizations	Yes
5.	Federal programs other than the CoC or ESG Programs	No

3A-2.	New PSH/RRH Project—Leveraging Healthcare Resources.	
	NOFO Section VII.B.6.b.	

Is your CoC applying for a new PSH or RRH project that uses healthcare resources to help individuals and families experiencing homelessness?	No
--	----

3A-2a.	Formal Written Agreements–Value of Commitment–Project Restrictions. You Must Upload an Attachment to the 4B. Attachments Screen.	
	NOFO Section VII.B.6.b.	

1.	Did your CoC obtain a formal written agreement that includes: (a) the project name; (b) value of the commitment; and (c) specific dates that healthcare resources will be provided (e.g., 1-year, term of grant, etc.)?	No
2.	Is project eligibility for program participants in the new PH-PSH or PH-RRH project based on CoC Program fair housing requirements and not restricted by the health care service provider?	No

3A-3.	Leveraging Housing Resources–Leveraging Healthcare Resources–List of Projects.	
	NOFO Sections VII.B.6.a. and VII.B.6.b.	

If you selected yes to question 3A-1. or 3A-2., use the list feature icon to enter information on each project you intend for HUD to evaluate to determine if they meet the bonus points criteria.

Project Name	Project Type	Rank Number	Leverage Type
Caswell Manor FY ...	PSH	11	Housing

3A-3. List of Projects.

1. What is the name of the new project? Caswell Manor FY 2021

2. Select the new project type: PSH

**3. Enter the rank number of the project on
your CoC's Priority Listing:** 11

4. Select the type of leverage: Housing

3B. New Projects With Rehabilitation/New Construction Costs

To help you complete the CoC Application, HUD published resources at https://www.hud.gov/program_offices/comm_planning/coc/competition, including:

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- 24 CFR part 578

3B-1.	Rehabilitation/New Construction Costs—New Projects.	
	NOFO Section VII.B.1.r.	

Is your CoC requesting funding for any new project application requesting \$200,000 or more in funding for housing rehabilitation or new construction?	No
--	----

3B-2.	Rehabilitation/New Construction Costs—New Projects.	
	NOFO Section VII.B.1.s.	

If you answered yes to question 3B-1, describe in the field below actions CoC Program-funded project applicants will take to comply with:

1.	Section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u); and
2.	HUD's implementing rules at 24 CFR part 75 to provide employment and training opportunities for low- and very-low-income persons, as well as contracting and other economic opportunities for businesses that provide economic opportunities to low- and very-low-income persons.

(limit 2,000 characters)

Not Applicable. Response to Question 3B-1 was "no."

3C. Serving Persons Experiencing Homelessness as Defined by Other Federal Statutes

To help you complete the CoC Application, HUD published resources at https://www.hud.gov/program_offices/comm_planning/coc/competition, including:

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- 24 CFR part 578

3C-1.	Designating SSO/TH/Joint TH and PH-RRH Component Projects to Serving Persons Experiencing Homelessness as Defined by Other Federal Statutes.	
	NOFO Section VII.C.	

Is your CoC requesting to designate one or more of its SSO, TH, or Joint TH and PH-RRH component projects to serve families with children or youth experiencing homelessness as defined by other Federal statutes?	No
--	----

3C-2.	Serving Persons Experiencing Homelessness as Defined by Other Federal Statutes. You Must Upload an Attachment to the 4B. Attachments Screen.	
	NOFO Section VII.C.	

If you answered yes to question 3C-1, describe in the field below:

1.	how serving this population is of equal or greater priority, which means that it is equally or more cost effective in meeting the overall goals and objectives of the plan submitted under Section 427(b)(1)(B) of the Act, especially with respect to children and unaccompanied youth than serving the homeless as defined in paragraphs (1), (2), and (4) of the definition of homeless in 24 CFR 578.3; and
2.	how your CoC will meet requirements described in Section 427(b)(1)(F) of the Act.

(limit 2,000 characters)

Not Applicable. Answer to question 3C-1 was "no."

4A. DV Bonus Application

To help you complete the CoC Application, HUD published resources at https://www.hud.gov/program_offices/comm_planning/coc/competition, including:

- Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2021 Continuum of Care Program Competition
- FY 2021 CoC Application Detailed Instructions—essential in helping you maximize your CoC Application score by giving specific guidance on how to respond to many questions and providing specific information about attachments you must upload
- 24 CFR part 578

4A-1.	New DV Bonus Project Applications.	
	NOFO Section II.B.11.e.	

Did your CoC submit one or more new project applications for DV Bonus Funding?	No
Applicant Name	
This list contains no items	

4B. Attachments Screen For All Application Questions

We prefer that you use PDF files, though other file types are supported. Please only use zip files if necessary.

Attachments must match the questions they are associated with.

Only upload documents responsive to the questions posed—including other material slows down the review process, which ultimately slows down the funding process.

We must be able to read the date and time on attachments requiring system-generated dates and times, (e.g., a screenshot displaying the time and date of the public posting using your desktop calendar; screenshot of a webpage that indicates date and time).

Document Type	Required?	Document Description	Date Attached
1C-14. CE Assessment Tool	Yes	CE Assessment Tool	11/09/2021
1C-7. PHA Homeless Preference	No	PHA Homeless Pref...	11/12/2021
1C-7. PHA Moving On Preference	No		
1E-1. Local Competition Announcement	Yes	Local Competition...	11/11/2021
1E-2. Project Review and Selection Process	Yes	Project Review an...	11/11/2021
1E-5. Public Posting–Projects Rejected-Reduced	Yes	No projects were ...	11/11/2021
1E-5a. Public Posting–Projects Accepted	Yes	Public Posting–Pr...	11/09/2021
1E-6. Web Posting–CoC-Approved Consolidated Application	Yes	Web Posting–CoC-A...	11/10/2021
3A-1a. Housing Leveraging Commitments	No	Housing Leveragin...	11/03/2021
3A-2a. Healthcare Formal Agreements	No		
3C-2. Project List for Other Federal Statutes	No		

Attachment Details

Document Description: CE Assessment Tool

Attachment Details

Document Description: PHA Homeless Preference

Attachment Details

Document Description:

Attachment Details

Document Description: Local Competition Announcement

Attachment Details

Document Description: Project Review and Selection Process

Attachment Details

Document Description: No projects were rejected or reduced

Attachment Details

Document Description: Public Posting–Projects Accepted

Attachment Details

Document Description: Web Posting–CoC-Approved Consolidated Application

Attachment Details

Document Description: Housing Leveraging Commitments

Attachment Details

Document Description:

Attachment Details

Document Description:

Submission Summary

Ensure that the Project Priority List is complete prior to submitting.

Page	Last Updated
1A. CoC Identification	10/28/2021
1B. Inclusive Structure	11/05/2021
1C. Coordination	11/05/2021
1C. Coordination continued	11/05/2021
1D. Addressing COVID-19	11/11/2021
1E. Project Review/Ranking	11/11/2021
2A. HMIS Implementation	11/04/2021
2B. Point-in-Time (PIT) Count	10/27/2021
2C. System Performance	11/11/2021
3A. Housing/Healthcare Bonus Points	11/03/2021
3B. Rehabilitation/New Construction Costs	10/19/2021

FY2021 CoC Application	Page 53	11/12/2021
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3C. Serving Homeless Under Other Federal Statutes	10/19/2021
4A. DV Bonus Application	10/19/2021
4B. Attachments Screen	11/12/2021
Submission Summary	No Input Required



CHAMP: VI-SPDAT (Single Adult)

This tool was originally developed by OrgCode. CHAMP questions have been added but do not impact score.

Directions: Use this tool for all literally homeless adults who are not caring for a child(ren) under the age of 18. If the adult is a part of a household, use this tool for the head of household only.

General Information:

1. Agency conducting assessment:

<input type="checkbox"/>	CAC	<input type="checkbox"/>	VMC
<input type="checkbox"/>	Catholic Charities	<input type="checkbox"/>	VOA
<input type="checkbox"/>	Helen Ross McNabb	<input type="checkbox"/>	YWCA
<input type="checkbox"/>	Salvation Army		

2. Household Status:

<input type="checkbox"/>	Individual	<input type="checkbox"/>	Two Adults With Child(ren) (Consider alternate assessment form)
<input type="checkbox"/>	Multi-Adult Without Child(ren)	<input type="checkbox"/>	Unaccompanied Youth 24 or Younger (Consider alternate assessment form)
<input type="checkbox"/>	Single Adult With Child(ren) (Consider alternate assessment form)		

A. History of Housing and Homelessness

1. Where do you sleep most frequently (check one)

<input type="checkbox"/>	Shelters	<input type="checkbox"/>	Outdoors
<input type="checkbox"/>	Transitional Housing	<input type="checkbox"/>	Other (specify) _____
<input type="checkbox"/>	Safe Haven	<input type="checkbox"/>	Refused

2. How long has it been since you lived in permanent stable housing?

<input type="checkbox"/>	Currently in Stable Housing	<input type="checkbox"/>	One year or more
<input type="checkbox"/>	Less than 1 year	<input type="checkbox"/>	Refused

3. In the last three years, how many times have you been homeless?

_____ or ☐ Refused

CHAMP: VI-SPDAT (Single Adult)

B. Risks

4. *In the past six months, how many times have you...*
- a. Received health care at an emergency department/room? _____ or ☐ Refused
 - b. Taken an ambulance to the hospital? _____ or ☐ Refused
 - c. Been hospitalized as an inpatient? _____ or ☐ Refused
 - d. Used a crisis service, including sexual assault crisis, mental health crisis, family/intimate violence, distress centers and suicide prevention hotlines? _____ or ☐ Refused
 - e. Talked to police because you witnessed a crime, were the victim of a crime, or the alleged perpetrator of a crime or because the police told you that you must move along? _____ or ☐ Refused
 - f. Stayed one or more nights in a holding cell, jail, or prison, whether that was a short-term stay like the drunk tank, a longer stay for a more serious offense, or anything in between? _____ or ☐ Refused
5. Have you been attacked or beaten up since you've become homeless?
☐ Yes ☐ No ☐ Refused
6. Have you threatened to or tried to harm yourself or anyone else in the last year?
☐ Yes ☐ No ☐ Refused
7. Do you have any legal stuff going on right now that may result in you being locked up, having to pay fines, or that make it more difficult to rent a place to live?
☐ Yes ☐ No ☐ Refused
8. Does anybody force or trick you to do things that you do not want to do?
☐ Yes ☐ No ☐ Refused
9. Do you ever do things that may be considered to be risky like exchange sex for money, run drugs for someone, have unprotected sex with someone you don't know, share a needle, or anything like that?
☐ Yes ☐ No ☐ Refused

C. Socialization & Daily Functioning

10. Is there a person, past landlord, business, bookie, dealer, or government group like the IRS that thinks you owe them money?
☐ Yes ☐ No ☐ Refused
11. Do you get any money from the government, a pension, an inheritance, working under the table, a regular job, or anything like that?
☐ Yes ☐ No ☐ Refused



CHAMP: VI-SPDAT (Single Adult)

12. Do you have planned activities, other than just surviving, that make you feel happy and fulfilled?
☐ Yes ☐ No ☐ Refused
13. Are you currently able to take care of basic needs like bathing, changing clothes, using a restroom, getting food and clean water and other things like that?
☐ Yes ☐ No ☐ Refused
14. Is your current homelessness in any way caused by a relationship that broke down, an unhealthy or abusive relationship, or because family or friends caused you to become evicted?
☐ Yes ☐ No ☐ Refused

D. Wellness

15. Have you ever had to leave an apartment, shelter program, or other place you were staying because of your physical health?
☐ Yes ☐ No ☐ Refused
16. Do you have any chronic health issues with your liver, kidneys, stomach, lungs or heart?
☐ Yes ☐ No ☐ Refused
17. If there was space available in a program that specifically assists people that live with HIV or AIDS, would that be of interest to you?
☐ Yes ☐ No ☐ Refused
18. Do you have any physical disabilities that would limit the type of housing you could access, or would make it hard to live independently because you'd need help?
☐ Yes ☐ No ☐ Refused
19. When you are sick or not feeling well, do you avoid getting help?
☐ Yes ☐ No ☐ Refused
20. *FOR FEMALE RESPONDENTS ONLY:* Are you currently pregnant?
☐ Yes ☐ No ☐ Refused
21. Has your drinking or drug use led you to being kicked out of an apartment or program where you were staying in the past?
☐ Yes ☐ No ☐ Refused
22. Will drinking or drug use make it difficult for you to stay housed or afford your housing?
☐ Yes ☐ No ☐ Refused
23. *Have you ever had trouble maintaining your housing, or been kicked out of an apartment, shelter program or other place you were staying, because of:*
- a. A mental health issue or concern
☐ Yes ☐ No ☐ Refused
 - b. A past head injury?
☐ Yes ☐ No ☐ Refused
 - c. A learning disability, developmental disability, or other impairment?
☐ Yes ☐ No ☐ Refused



CHAMP: VI-SPDAT (Single Adult)

24. Do you have any mental health or brain issues that would make it hard for you to live independently because you'd need help?
☐ Yes ☐ No ☐ Refused
25. Are there any medications that a doctor said you should be taking that, for whatever reason, you are not taking?
☐ Yes ☐ No ☐ Refused
26. Are there any medications like painkillers that you don't take the way the doctor prescribed or where you sell the medication?
☐ Yes ☐ No ☐ Refused
27. **YES OR NO:** Has your current period of homelessness been caused by an experience of emotional, physical, psychological, sexual, or other type of abuse, or by any other trauma you have experienced?
☐ Yes ☐ No ☐ Refused

Additional Referrals Questions:

1. Do you have registry restrictions on where you can reside (eg. Proximity to children, school, etc.)?
☐ Yes ☐ No ☐ Refused
2. Do you have any medical restrictions?
☐ Yes ☐ No ☐ Refused
3. Are you able to produce identification?
☐ Yes ☐ No ☐ Refused

Contact Information:

Phone:				-				-				
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Type:

<input type="checkbox"/>	Cell Phone (Personal)	<input type="checkbox"/>	Landline (Work)
<input type="checkbox"/>	Cell Phone (Family/Friend)	<input type="checkbox"/>	Language Line (Interpreter)
<input type="checkbox"/>	Landline (Personal)	<input type="checkbox"/>	Message ONLY Phone
<input type="checkbox"/>	Landline (Family/Friend)	<input type="checkbox"/>	TTY/TDD (Hearing Impaired)

Safe to leave a message at this number? ☐ Yes ☐ No

Phone:				-				-				
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Type:

<input type="checkbox"/>	Cell Phone (Personal)	<input type="checkbox"/>	Landline (Work)
<input type="checkbox"/>	Cell Phone (Family/Friend)	<input type="checkbox"/>	Language Line (Interpreter)
<input type="checkbox"/>	Landline (Personal)	<input type="checkbox"/>	Message ONLY Phone
<input type="checkbox"/>	Landline (Family/Friend)	<input type="checkbox"/>	TTY/TDD (Hearing Impaired)

Safe to leave a message at this number? ☐ Yes ☐ No

Please add additional phone numbers, type, and whether or not it is safe to leave a message at the bottom of this assessment if used by the client.



CHAMP: VI-SPDAT (Single Adult)

Email Address (please write legibly):

May we contact you by email at this address?

☐ Yes ☐ No

Alternate Email Address (please write legibly):

May we contact you by email at this address?

☐ Yes ☐ No

Please add additional email addresses and whether or not it is safe to leave a message at the bottom of this assessment if used by the client.

Additional Comments/Contact Information (please print legibly):



CHAMP: TAY-VI-SPDAT (Unaccompanied Youth)

This tool was originally developed by OrgCode. CHAMP questions have been added but do not impact score.

Directions: Use this tool for all literally homeless, unaccompanied youth under the age of 24.

General Information:

1. Agency conducting assessment:

<input type="checkbox"/>	CAC	<input type="checkbox"/>	VMC
<input type="checkbox"/>	Catholic Charities	<input type="checkbox"/>	VOA
<input type="checkbox"/>	Helen Ross McNabb	<input type="checkbox"/>	YWCA
<input type="checkbox"/>	Salvation Army		

2. Household Status:

<input type="checkbox"/>	Individual	<input type="checkbox"/>	Two Adults With Child(ren)
<input type="checkbox"/>	Multi-Adult Without Child(ren)	<input type="checkbox"/>	Unaccompanied Youth 24 or Younger
<input type="checkbox"/>	Single Adult With Child(ren)		

A. History of Housing and Homelessness

1. Where do you sleep most frequently (check one)

<input type="checkbox"/>	Shelters	<input type="checkbox"/>	Outdoors
<input type="checkbox"/>	Transitional Housing	<input type="checkbox"/>	Other (specify) _____
<input type="checkbox"/>	Safe Haven	<input type="checkbox"/>	Refused
<input type="checkbox"/>	Couch Surfing		

2. How long has it been since you lived in permanent stable housing?

<input type="checkbox"/>	Currently in Stable Housing	<input type="checkbox"/>	One year or more
<input type="checkbox"/>	Less than 1 year	<input type="checkbox"/>	Refused

3. In the last three years, how many times have you been homeless?

_____ or ☐ Refused



CHAMP: TAY-VI-SPDAT (Unaccompanied Youth)

B. Risks

4. *In the past six months, how many times have you...*
- a. Received health care at an emergency department/room? _____ or ☐ Refused
 - b. Taken an ambulance to the hospital? _____ or ☐ Refused
 - c. Been hospitalized as an inpatient? _____ or ☐ Refused
 - d. Used a crisis service, including sexual assault crisis, mental health crisis, family/intimate violence, distress centers and suicide prevention hotlines? _____ or ☐ Refused
 - e. Talked to police because you witnessed a crime, were the victim of a crime, or the alleged perpetrator of a crime or because the police told you that you must move along? _____ or ☐ Refused
 - f. Stayed one or more nights in a holding cell, jail, or prison, or juvenile detention, whether it was a short-term stay like the drunk tank, a longer stay for a more serious offense, or anything in between? _____ or ☐ Refused
5. Have you been attacked or beaten up since you've become homeless?
☐ Yes ☐ No ☐ Refused
6. Have you threatened to or tried to harm yourself or anyone else in the last year?
☐ Yes ☐ No ☐ Refused
7. Do you have any legal stuff going on right now that may result in you being locked up, having to pay fines, or that make it more difficult to rent a place to live?
☐ Yes ☐ No ☐ Refused
8. Were you ever incarcerated when you were younger than age 18?
☐ Yes ☐ No ☐ Refused
9. Does anybody force or trick you to do things that you do not want to do?
☐ Yes ☐ No ☐ Refused
10. Do you ever do things that may be considered to be risky, like exchange sex for money, food, drugs, or a place to stay, run drugs for someone, have unprotected sex with someone you don't know, share a needle or anything like that?
☐ Yes ☐ No ☐ Refused

C. Socialization & Daily Functioning

11. Is there any person, past landlord, business, bookie, dealer, or government group like the IRS, that thinks you owe them money?
☐ Yes ☐ No ☐ Refused
12. Do you get any money from the government, an inheritance, an allowance, working under the table, a regular job, or anything like that?
☐ Yes ☐ No ☐ Refused



CHAMP: TAY-VI-SPDAT (Unaccompanied Youth)

13. Do you have planned activities, other than just surviving, that make you feel happy and fulfilled?
☐ Yes ☐ No ☐ Refused
14. Are you currently able to take care of basic needs like bathing, changing clothes, using a restroom, getting food and clean water and other things like that?
☐ Yes ☐ No ☐ Refused
15. *Is your current lack of stable housing...*
- a. Because you ran away from your family home, a group home or a foster home?
☐ Yes ☐ No ☐ Refused
 - b. Because of a difference in religious or cultural beliefs from your parents, guardians or caregivers?
☐ Yes ☐ No ☐ Refused
 - c. Because your family or friends caused you to become homeless?
☐ Yes ☐ No ☐ Refused
 - d. Because of conflicts around gender identity or sexual orientation?
☐ Yes ☐ No ☐ Refused
 - e. Because of violence at home between family members?
☐ Yes ☐ No ☐ Refused
 - f. Because of an unhealthy or abusive relationship, either at home or elsewhere?
☐ Yes ☐ No ☐ Refused

D. Wellness

16. Have you ever had to leave an apartment, shelter program, or other place you were staying because of your physical health?
☐ Yes ☐ No ☐ Refused
17. Do you have any chronic health issues with your liver, kidneys, stomach, lungs, or heart?
☐ Yes ☐ No ☐ Refused
18. If there was space available in a program that specifically assists people that live with HIV or AIDS, would that be of interest to you?
☐ Yes ☐ No ☐ Refused
19. Do you have any physical disabilities that would limit the type of housing you could access, or would make it hard to live independently because you'd need help?
☐ Yes ☐ No ☐ Refused
20. When you are sick or not feeling well, do you avoid getting medical help?
☐ Yes ☐ No ☐ Refused
21. Are you currently pregnant, have you ever been pregnant, or have you ever gotten someone pregnant?
☐ Yes ☐ No ☐ Refused
22. Has your drinking or drug use led you to being kicked out of an apartment or program where you were staying in the past?
☐ Yes ☐ No ☐ Refused



CHAMP: TAY-VI-SPDAT (Unaccompanied Youth)

23. Will drinking or drug use make it difficult for you to stay housed or afford your housing?
☐ Yes ☐ No ☐ Refused
24. If you've ever tried marijuana, did you ever try it at age 12 or younger?
☐ Yes ☐ No ☐ Refused
25. *Have you ever had trouble maintaining your housing, or been kicked out of an apartment, shelter program or other place you were staying, because of:*
- a. A mental health issue or concern
☐ Yes ☐ No ☐ Refused
 - b. A past head injury?
☐ Yes ☐ No ☐ Refused
 - c. A learning disability, developmental disability, or other impairment?
☐ Yes ☐ No ☐ Refused
26. Do you have any mental health or brain issues that would make it hard for you to live independently because you'd need help?
☐ Yes ☐ No ☐ Refused
27. Are there any medications that a doctor said you should be taking that, for whatever reason, you are not taking?
☐ Yes ☐ No ☐ Refused
28. Are there any medications like painkillers that you don't take the way the doctor prescribed or where you sell the medication?
☐ Yes ☐ No ☐ Refused

Additional Referrals Questions:

1. Do you have registry restrictions on where you can reside (eg. Proximity to children, school, etc.)?
☐ Yes ☐ No ☐ Refused
2. Do you have any medical restrictions?
☐ Yes ☐ No ☐ Refused
3. Are you able to produce identification?
☐ Yes ☐ No ☐ Refused

Contact Information:

Phone:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Type:

<input type="checkbox"/>	Cell Phone (Personal)	<input type="checkbox"/>	Landline (Work)
<input type="checkbox"/>	Cell Phone (Family/Friend)	<input type="checkbox"/>	Language Line (Interpreter)
<input type="checkbox"/>	Landline (Personal)	<input type="checkbox"/>	Message ONLY Phone
<input type="checkbox"/>	Landline (Family/Friend)	<input type="checkbox"/>	TTY/TDD (Hearing Impaired)



CHAMP: TAY-VI-SPDAT (Unaccompanied Youth)

Safe to leave a message at this number? ☐ Yes ☐ No

Phone:				-				-				
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Type:

<input type="checkbox"/>	Cell Phone (Personal)	<input type="checkbox"/>	Landline (Work)
<input type="checkbox"/>	Cell Phone (Family/Friend)	<input type="checkbox"/>	Language Line (Interpreter)
<input type="checkbox"/>	Landline (Personal)	<input type="checkbox"/>	Message ONLY Phone
<input type="checkbox"/>	Landline (Family/Friend)	<input type="checkbox"/>	TTY/TDD (Hearing Impaired)

Safe to leave a message at this number? ☐ Yes ☐ No

Please add additional phone numbers, type, and whether or not it is safe to leave a message at the bottom of this assessment if used by the client.

Email Address (please write legibly):

--

May we contact you by email at this address? ☐ Yes ☐ No

Alternate Email Address (please write legibly):

--

May we contact you by email at this address? ☐ Yes ☐ No

Please add additional email addresses and whether or not it is safe to leave a message at the bottom of this assessment if used by the client.

Additional Comments/Contact Information (please print legibly):

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CHAMP: VI-FSPDAT (Family Assessment)

This tool was originally developed by OrgCode. CHAMP questions have been added but do not impact score

Directions: Use this tool for all literally homeless families. A family is defined as any household constellation with a minor (under 18 years-of-age). The tool should be completed with the head of household ONLY.

General Information:

1. Agency conducting assessment:

<input type="checkbox"/>	CAC	<input type="checkbox"/>	VMC
<input type="checkbox"/>	Catholic Charities	<input type="checkbox"/>	VOA
<input type="checkbox"/>	Helen Ross McNabb	<input type="checkbox"/>	YWCA
<input type="checkbox"/>	Salvation Army		

2. Household Status:

<input type="checkbox"/>	Individual	<input type="checkbox"/>	Two Adults With Child(ren)
<input type="checkbox"/>	Multi-Adult Without Child(ren)	<input type="checkbox"/>	Unaccompanied Youth 24 or Younger
<input type="checkbox"/>	Single Adult With Child(ren)		

Basic Information:

1. Is either head of household 60 years of age or older?

☐ Yes ☐ No ☐ Refused

2. How many parents are included in this family?

<input type="checkbox"/>	0	<input type="checkbox"/>	3 or more
<input type="checkbox"/>	1	<input type="checkbox"/>	Refused
<input type="checkbox"/>	2		

Children:

1. How many children under the age of 18 are currently with you?

<input type="checkbox"/>	0	<input type="checkbox"/>	3 or more
<input type="checkbox"/>	1	<input type="checkbox"/>	Refused
<input type="checkbox"/>	2		

CHAMP: VI-FSPDAT (Family Assessment)

2. How many children under the age of 18 are not currently with your family, but you have reason to believe they will be joining you when you get housed?

<input type="checkbox"/>	0	<input type="checkbox"/>	3 or more
<input type="checkbox"/>	1	<input type="checkbox"/>	Refused
<input type="checkbox"/>	2		

3. IF HOUSHOLD INCLUDES A FEMALE: Is any member of the family currently pregnant?

☐ Yes ☐ No ☐ Refused

4. If your family includes children, are any of them...

- a. Ages 6 or younger?

☐ Yes ☐ No ☐ Refused

- b. Ages 11 or younger?

☐ Yes ☐ No ☐ Refused

- c. You may use this area to provide a list of children's names and ages:

(child's last name, first name; eg. Smith, Suzy)

--

A. History of Housing and Homelessness

5. Where do you and your family sleep most frequently (check one)

<input type="checkbox"/>	Shelters	<input type="checkbox"/>	Outdoors
<input type="checkbox"/>	Transitional Housing	<input type="checkbox"/>	Other (specify) _____
<input type="checkbox"/>	Safe Haven	<input type="checkbox"/>	Refused

6. How long has it been since you and your family lived in permanent stable housing?

<input type="checkbox"/>	Currently in Stable Housing	<input type="checkbox"/>	One year or more
<input type="checkbox"/>	Less than 1 year	<input type="checkbox"/>	Refused

7. In the last three years, how many times have you and your family been homeless?

_____ or ☐ Refused

CHAMP: VI-FSPDAT (Family Assessment)

B. Risks

8. *In the past six months, how many times have you or anyone in your family...*

- a. Received health care at an emergency department/room? _____ or ☐ Refused
- b. Taken an ambulance to the hospital? _____ or ☐ Refused
- c. Been hospitalized as an inpatient? _____ or ☐ Refused
- d. Used a crisis service, including sexual assault crisis, mental health crisis, family/intimate violence, distress centers and suicide prevention hotlines? _____ or ☐ Refused
- e. Talked to police because they witnessed a crime, were the victim of a crime, or the alleged perpetrator of a crime or because the police told them that they must move along? _____ or ☐ Refused
- f. Stayed one or more nights in a holding cell, jail, or prison, whether that was a short-term stay like the drunk tank, a longer stay for a more serious offense, or anything in between? _____ or ☐ Refused

9. Have you or anyone in your family been attacked or beaten up since they've become homeless?

☐ Yes ☐ No ☐ Refused

10. Have you or anyone in your family threatened to or tried to harm themselves or anyone else in the last year?

☐ Yes ☐ No ☐ Refused

11. Do you or anyone in your family have any legal stuff going on right now that may result in them being locked up, having to pay fines, or that make it more difficult to rent a place to live?

☐ Yes ☐ No ☐ Refused

12. Does anybody force or trick you or anyone in your family to do things that you do not want to do?

☐ Yes ☐ No ☐ Refused

13. Do you or anyone in your family ever do things that may be considered to be risky like exchange sex for money, run drugs for someone, have unprotected sex with someone they don't know, share a needle, or anything like that?

☐ Yes ☐ No ☐ Refused

C. Socialization & Daily Functioning

14. Is there a person, past landlord, business, bookie, dealer, or government group like the IRS that thinks you or anyone in your family owe them money?

☐ Yes ☐ No ☐ Refused

CHAMP: VI-FSPDAT (Family Assessment)

15. Do you or anyone in your family get any money from the government, a pension, an inheritance, working under the table, a regular job, or anything like that?
☐ Yes ☐ No ☐ Refused
16. Does everyone in your family have planned activities, other than just surviving, that make them feel happy and fulfilled?
☐ Yes ☐ No ☐ Refused
17. Is everyone in your family currently able to take care of basic needs like bathing, changing clothes, using a restroom, getting food and clean water and other things like that?
☐ Yes ☐ No ☐ Refused
18. Is your family's current homelessness in any way caused by a relationship that broke down, an unhealthy or abusive relationship, or because family or friends caused your family to become evicted?
☐ Yes ☐ No ☐ Refused

D. Wellness

19. Has your family ever had to leave an apartment, shelter program, or other place you were staying because of the physical health of you or anyone in your family?
☐ Yes ☐ No ☐ Refused
20. Do you or anyone in your family have any chronic health issues with their liver, kidneys, stomach, lungs, or heart?
☐ Yes ☐ No ☐ Refused
21. If there was space available in a program that specifically assists people that live with HIV or AIDS, would that be of interest to you or anyone in your family?
☐ Yes ☐ No ☐ Refused
22. Does anyone in your family have any physical disabilities that would limit the type of housing you could access, or would make it hard to live independently because you'd need help?
☐ Yes ☐ No ☐ Refused
23. When someone in your family is sick or not feeling well, does your family avoid getting medical help?
☐ Yes ☐ No ☐ Refused
24. Has drinking or drug use by anyone in your family led your family to being kicked out of an apartment or program where you were staying in the past?
☐ Yes ☐ No ☐ Refused
25. Will drinking or drug use make it difficult for your family to stay housed or afford your housing?
☐ Yes ☐ No ☐ Refused
26. *Has your family ever had trouble maintaining your housing, or been kicked out of an apartment, shelter program or other place you were staying, because of:*
 - a. A mental health issue or concern
☐ Yes ☐ No ☐ Refused



CHAMP: VI-FSPDAT (Family Assessment)

- b. A past head injury?
☐ Yes ☐ No ☐ Refused
- c. A learning disability, developmental disability, or other impairment?
☐ Yes ☐ No ☐ Refused
27. Do you or anyone in your family have any mental health or brain issues that would make it hard for your family to live independently because help would be needed?
☐ Yes ☐ No ☐ Refused
28. *If the family answered Yes to ANY Physical Health questions 19 through 23, AND Yes to ANY Substance Use questions 24 through 25, AND Yes to ANY Mental Health questions 26 through 27:*
- a. Does any single member of your household have a medical condition, mental health concern, and experience with problematic substance use?
☐ Yes ☐ No ☐ N/A/Refused
29. Are there any medications that a doctor said you or anyone in your family should be taking that, for whatever reason, they are not taking?
☐ Yes ☐ No ☐ Refused
30. Are there any medications like painkillers that you or anyone in your family don't take the way the doctor prescribed or where they sell the medication?
☐ Yes ☐ No ☐ Refused
31. **YES OR NO:** Has your family's current period of homelessness been caused by an experience of emotional, physical, psychological, sexual, or other type of abuse, or by any other trauma you or anyone in your family have experienced?
☐ Yes ☐ No ☐ Refused

E. Family Unit

32. Are there any children that have been removed from the family by a child protection service within the last 180 days?
☐ Yes ☐ No ☐ Refused
33. Do you have any family legal issues that are being resolved in court or need to be resolved in court that would impact your housing or who may live within your housing?
☐ Yes ☐ No ☐ Refused
34. In the last 180 days have any children lived with family or friends because of your homelessness or housing situation?
☐ Yes ☐ No ☐ Refused
35. Has any child in the family experienced abuse or trauma in the last 180 days?
☐ Yes ☐ No ☐ Refused
36. **IF THERE ARE SCHOOL-AGED CHILDREN:** Do your children attend school more often than not each week?
☐ Yes ☐ No ☐ N/A/Refused
37. Have the members of your family changed in the last 180 days, due to things like divorce, your kids coming back to live with you, someone leaving for military service or incarceration, a relative moving in, or anything like that?
☐ Yes ☐ No ☐ Refused

CHAMP: VI-FSPDAT (Family Assessment)

38. Do you anticipate any other adults or children coming to live with you within the first 180 days of being housed?
☐ Yes ☐ No ☐ Refused
39. Do you have two or more planned activities each week as a family, such as outings to the park, going to the library, visiting other family, watching a family movie, or anything like that?
☐ Yes ☐ No ☐ Refused
40. *After school, or on weekends or days when there isn't school, is the total time children spend each day where there is no interaction with you or another responsible adult...*
a. 3 or more hours per day for children aged 13 or older?
☐ Yes ☐ No ☐ Refused
b. 2 or more hours per day for children aged 12 or younger?
☐ Yes ☐ No ☐ Refused
41. *IF THERE ARE CHILDREN BOTH 12 AND UNDER & 13 AND OVER:*
a. Do your older kids spend 2 or more hours on a typical day helping their younger sibling(s) with things like getting ready for school, helping with homework, making them dinner, bathing them, or anything like that?
☐ Yes ☐ No ☐ N/A/Refused

Additional Referrals Questions:

1. Do you have registry restrictions on where you can reside (eg. Proximity to children, school, etc.)?
☐ Yes ☐ No ☐ Refused
2. Do you have any medical restrictions?
☐ Yes ☐ No ☐ Refused
3. Are you able to produce identification?
☐ Yes ☐ No ☐ Refused

Contact Information:

Phone:

			-				-				
--	--	--	---	--	--	--	---	--	--	--	--

Type:

<input type="checkbox"/>	Cell Phone (Personal)	<input type="checkbox"/>	Landline (Work)
<input type="checkbox"/>	Cell Phone (Family/Friend)	<input type="checkbox"/>	Language Line (Interpreter)
<input type="checkbox"/>	Landline (Personal)	<input type="checkbox"/>	Message ONLY Phone
<input type="checkbox"/>	Landline (Family/Friend)	<input type="checkbox"/>	TTY/TDD (Hearing Impaired)

Safe to leave a message at this number? ☐ Yes ☐ No



CHAMP: VI-FSPDAT (Family Assessment)

Phone:				-				-				
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Type:

<input type="checkbox"/>	Cell Phone (Personal)	<input type="checkbox"/>	Landline (Work)
<input type="checkbox"/>	Cell Phone (Family/Friend)	<input type="checkbox"/>	Language Line (Interpreter)
<input type="checkbox"/>	Landline (Personal)	<input type="checkbox"/>	Message ONLY Phone
<input type="checkbox"/>	Landline (Family/Friend)	<input type="checkbox"/>	TTY/TDD (Hearing Impaired)

Safe to leave a message at this number? ☐ Yes ☐ No

Please add additional phone numbers, type, and whether or not it is safe to leave a message at the bottom of this assessment if used by the client.

Email Address (please write legibly):

--

May we contact you by email at this address? ☐ Yes ☐ No

Alternate Email Address (please write legibly):

--

May we contact you by email at this address? ☐ Yes ☐ No

Please add additional email addresses and whether or not it is safe to leave a message at the bottom of this assessment if used by the client.

Additional Comments/Contact Information (please print legibly):

--

If an applicant is removed from the waiting list, and subsequently KCDC determine an error was made in removing the applicant, the applicant will be reinstated at the original place on the waiting list.

If an applicant is removed from the waiting list and later, the applicant feels they are now qualified for assistance/tenancy, the applicant household must submit a new application. The applicant will be placed on the waiting list based on the submission date and time of the **new** application.

- E. Missed appointments - All applicants who fail to keep a scheduled appointment with KCDC will be notified the application is being withdrawn.

KCDC will allow the family to reschedule for good cause. Generally, no more than one opportunity will be given to reschedule without good cause, and no more than two opportunities will be given for good cause. When good cause exists for missing an appointment, KCDC will work closely with the family to find a more suitable time. Applicants will be offered the right to an informal review before being removed from the waiting list.

- F. Notification of negative actions - Any applicant whose name is being removed from the waiting list will be notified by KCDC, in writing, that they have ten (10) days from the date of the written correspondence to present mitigating circumstances. The letter will also indicate their name will be removed from the waiting list if they fail to respond within the timeframe specified.

8.0 TENANT SELECTION AND ASSIGNMENT

- A. Preferences - KCDC will select families from the Site-based Waiting Lists based on the following preferences within each bedroom size category:
1. **First Preference (Former/Current KCDC Residents)** - This preference applies to households displaced by KCDC action (i.e. Maintenance issue that requires family to relocate in order to address; relocation due to demolition or modernization of units; ADA or under/over-housing issues). Part of the Rental Assistance Demonstration (RAD) allows KCDC to relocate residents who were in place, at the time of conversion to the PBRA RAD program, in order to complete rehabilitation of the units/property. If a resident is relocated and the resident wishes to return to the property, KCDC will offer units to those Returning Residents before offering a unit to an applicant on the waiting list.
 2. **Second Preference (Government Action/Involuntarily Displaced/VAWA)** - This preference would include an individual or family displaced by government action; An individual or family that includes a member who is unable to use critical elements of their current rental unit due to a mobility impairment and where the owner is neither legally obligated nor willing to make adaptive modifications; An individual or family that is facing an eviction action due to reasons beyond their control or cause; An individual or family

that has been forced to vacate their home due to a fire that was beyond their control or cause; or, an individual or family whose dwelling has been extensively damaged or destroyed as a result of a disaster declared or otherwise formally recognized by a unit of local, state, or federal government; it would also include victims of domestic violence where the most recent incident of abuse occurred no more than thirty calendar days before the submission of the pre-application; victims of recent hate crimes, where a hate crime is defined as actual or threatened physical violence or intimidation that is directed against a person or their property and is based on the person's race, color, religion, sex, perceived or actual sexual orientation or gender identity, national origin, handicap, or familial status. It must have occurred recently or be of a continuing nature; or Police informants for whom the law enforcement agency has recommended re-housing in order to avoid or minimize the risk of violence against family members.

3. **Third Preference (Elderly and/or Disabled AND Homeless)** - This would apply to those Elderly and/or Disabled who are ALSO Homeless. Such families contain at least one family member who is elderly (62+) and/or disabled receiving a fixed income (Examples: Social Security, Social Security Disability, Veterans Benefits, etc.), verification of disability from a licensed and practicing Medical Doctor or Psychiatrist AND who lacks a regular or fixed nighttime residence, and/or who is living in a shelter. Homeless circumstances should be confirmed by a shelter or a recognized social service agency.
4. **Fourth Preference (Elderly, Disabled or Working)** – Elderly and/or disabled would apply to families with at least one family member who is elderly (62+) and/or disabled receiving a fixed income (Examples: Social Security, Social Security Disability, Veterans Benefits, etc.) or verification of disability from a licensed and practicing Medical Doctor or Psychiatrist. Working would apply to families with at least one adult family member who is employed (working at least 20 hours per week at the Federal Minimum Wage).
5. **Fifth Preference (Homeless)** - This preference shall be given to individuals or families lacking a regular or fixed nighttime residence, and who are living in a shelter. Homeless circumstances should be confirmed by a shelter or a recognized social service agency.
6. **Sixth Preference (Near Elderly I, Age 58-61)** - This preference will be given to individuals or families with at least one adult household member between 58 and 61 years of age.
7. **Seventh Preference (Near Elderly II, Age 50-57)** - This preference will be given to individuals or families with at least one adult household member between 50 and 57 years of age.

All preferences will be verified using the verification methodology described in this resident selection plan.

Special consideration applies when a VAWA Emergency Transfer request is submitted by a victim of a VAWA crime. If this is your situation, please contact management staff for additional information.

- B. Selection from the waiting list** - Based on the above preferences, all families in the first preference will be offered housing before any families in the second preference, and second preference families will be offered housing before any families in the third preference, etc.

The date and time of application will be noted and utilized to determine the sequence within the above prescribed preferences.

Within all preference categories for admission to general population and mixed population properties, single persons who are elderly (62 or older), disabled, or displaced will have preference over and be offered housing before other single persons. *Single persons who are not elderly, disabled, or displaced will be admitted to a mixed population property only after all elderly, disabled, displaced, and near-elderly families have been offered units.*

C. Accessible Units

When an applicant requests an accessible unit or a unit preference, such as a first-floor unit, KCDC will conduct inquiries to:

1. Verify that the applicant is qualified for the unit, which is only available to persons with a disability or to persons with a particular type of disability
2. Verify that the applicant needs the features of the unit as an accommodation to his/her disability
3. Verify that the applicant is qualified to receive a priority on the waiting list available to persons with a disability or to persons with a particular type of disability

Accessible units will be offered first to families who may benefit from the accessible features, and will be offered to a current resident who has been approved for a transfer to an accessible unit before an eligible applicant family. Applicants for these units will be selected utilizing the same preference system as outlined above. If there are no applicants who would benefit from the accessible features, the units will be offered to other applicants in the order that their names come to the top of the Site-based Waiting List(s). Such applicants, however, must sign a release form stating they will accept a transfer (at their own expense) if, at a future time, a family requiring an accessible feature applies. Any family required to transfer will be given a 30-day notice.

KCDC will not skip over a household that has reached the top of the waiting list and has indicated a need for certain unit features because of a disability.

- D. Assignment of bedroom sizes** – Occupancy standards serve to prevent the over-utilization of under-utilization of units that can result in an inefficient use of housing funding. Occupancy standards also ensure that residents are treated fairly and consistently and receive adequate housing space.

The following guidelines will determine each family's unit size without overcrowding or over-housing:

7. Selecting Families To Receive Assistance

Applicants will be selected to receive Section 8 rental assistance either as a special admission or as a waiting list admission.

7.1 Special Admission (non-waiting list): Assistance targeted by HUD.

A. If HUD awards a PHA program funding that is targeted for families living in specified units:

1. The PHA must use the assistance for the families living in these units.
2. The PHA may admit a family that is not on the PHA waiting list, or without considering the family's waiting list position. The PHA must maintain records showing that the family was admitted with HUD-targeted assistance.

B. The following are examples of types of program funding that may be targeted for a family living in a specified unit:

1. A family displaced because of demolition or disposition of a public housing project;
2. A family residing in a multifamily rental housing project when HUD sells, forecloses or demolishes the project;
3. For housing covered by the Low Income Housing Preservation and Resident Homeownership Act of 1990 (41 U.S.C. 4101 et seq.):
 - a. A non-purchasing family residing in a project subject to a homeownership program (under 24 CFR 248.173); or
 - b. A family displaced because of mortgage prepayment or voluntary termination of a mortgage insurance contract (as provided in 24 CFR 248.165);
4. A family residing in a project covered by a project-based Section 8 HAP contract at or near the end of the HAP contract term; and
5. A non-purchasing family residing in a HOPE 1 or HOPE 2 project.
6. Enhanced Vouchers are special admissions under 24CFR 982.203 and therefore do not have to be selected from KCDC's waiting list.

A special admission permits selecting a family for assistance that is not on the Section 8 waiting list or without considering the family's waiting list position. Records are maintained that show the family was selected for HUD-targeted assistance.

7.2 Waiting List Admission

Except for special admissions, applicants must be selected from the Section 8 waiting list. KCDC reserves the right to select applications through a randomly selected lottery pull. If KCDC decides to use the lottery pull, applications will be ranked in order of preference from preferences listed below.

In order for a pre-application to be completed, a pre-applicant must have one of the following preferences:

A. First Preference: (Displaced by Government Action, 30 points)

An applicant family who is displaced by government action or an applicant whose dwelling has been extensively damaged or destroyed as a result of disaster, declared or otherwise formally recognized pursuant to federal relief laws.

B. Second Preference: (Involuntary Displacement, 20 points)

An applicant family who is in need of immediate shelter by reason of extreme hardship, such as disaster. For example: an action by a housing owner that is beyond the applicant's control and that occurs despite the applicant having met all previous conditions of occupancy, and is other than a rent increase; a disaster or catastrophe, such as fire, flood or storm that has caused the unit to be uninhabitable.

The hardship will be governed by the position that preference will not be given to a family who is, or is expected to be, without housing for failure to pay rent or carry out other normal obligations of residency.

An applicant family who is in need of immediate shelter by reason of extreme hardship such as individuals who are fleeing, or attempting to flee domestic violence, dating violence, sexual assault or stalking and victims of reprisals or hate crimes. Victims of recent hate crimes, where a hate crime is defined as actual or threatened physical violence or intimidation that is directed against a person or their property and is based on the person's race, color, religion, sex, (perceived or actual

sexual orientation) or gender identity, national origin, handicap, or familial status. It must have occurred recently or be of a continuing nature; or Police informants for whom the law enforcement agency has recommended rehousing in order to avoid or minimize the risk of violence against family members.

It is the responsibility of the applicant to document to the satisfaction of KCDC that the housing condition is caused by circumstances beyond the family's control. Written verification from the appropriate unit or agency of government, the property owner, or social services agency is required.

C. Third Preference: (Substandard Housing, 10 points *** 15 points if substandard and working/disabled/handicapped/elderly*)

An applicant family who currently resides in substandard housing or who is homeless without a fixed nighttime residence or staying in a supervised shelter. For purposes of this preference, substandard housing is defined as any dwelling that is unsafe, unsanitary, or overcrowded due to its location, structural condition or lack of utilities. For example:

1. A unit that an agency or unit of government has declared unfit for habitation;
2. A unit is dilapidated and endangers health and safety;
3. A unit that is overcrowded (to be determined by KCDC's subsidy standards in Section 7.1) or without one or more of the following for the exclusive use of the applicant family: operable plumbing; usable flush toilet; usable bathtub or shower; adequate safe electricity; safe or adequate heat; kitchen, if designed for one.

Third preference also includes applicants who lack a fixed, regular and adequate nighttime residence

4. A Non-Elderly persons with disabilities transitioning out of institutional and other segregated settings, at serious risk of institutionalization, homeless or at risk of becoming homeless.

D. Fourth Preference: (Disability, 5 Points)

1. An elderly family as defined herein that has a member(s) with disabilities;
2. A non-elderly disabled family as defined on page 20 of this Administrative Plan

E. Local Residency Preference (1 Point) – Knox County residents will be selected from the waiting list for a Housing Choice Voucher before a non-Knox County resident.

F. All Other Eligible Applicants

All other applicants that do not meet the definitions of the preference categories.

7.3 Selection From The Waiting List

Based on the above preferences, all families in preference A will be offered housing before any families in preference B, and preference B families will be offered housing before any families in preference C, and so forth. HUD targeted allocations will be offered to families that meet the target specifications with offers based on priority and then by the sequence within the above-prescribed preferences.

Notwithstanding the above, families who are elderly, disabled, or displaced will be offered housing before other single persons.

Notwithstanding the above, if necessary to meet the statutory requirements that 75% of newly admitted families in any fiscal year be families who are extremely low-income (unless a different target is agreed to by HUD), KCDC retains the right to skip higher income families on the waiting list to reach extremely low-income families. This measure will be taken only if it appears the goal will not otherwise be met. To ensure this goal is met, KCDC will monitor incomes of newly admitted families and the income of the families on the waiting list.

If there are not enough extremely low-income families on the waiting list, KCDC will conduct outreach on a non-discriminatory basis to attract extremely low-income families to reach the statutory requirement

Subject: Fwd: FW: 2021 Knoxville-Knox County CoC Funding Opportunity Announcement and Timeline
Date: Wednesday, September 1, 2021 at 11:12:14 AM Eastern Daylight Time
From: Knox Homeless
To: Knox Homeless ← CoC email listserv, goes to CoC members,
CC: Michael Dunthorn plus other interested stakeholders.
Attachments: TN 502 2021 Notice of Funding Announcement.pdf, TN-502 2021 Timeline and deadlines.pdf

Thank you so much, Mike!

Coalition, please see the information attached and below.

Stay Safe Out There!

--

Sincerely,



www.knoxhomeless.org

----- Forwarded message -----

From: Tillery, Matt <mtillery@kcdc.org>
Date: Wed, Sep 1, 2021 at 11:10 AM
Subject: FW: 2021 Knoxville-Knox County CoC Funding Opportunity Announcement and Timeline
To: kkchcoalition@gmail.com <kkchcoalition@gmail.com>

Matt Tillery MHA, CPO | Vice President Of Rental Assistance
Section 8 Department
400 Harriet Tubman | Knoxville TN 37915
P: 865.403.1234; 1234 | F: 865.594.8790



From: Michael Dunthorn [mailto:mdunthorn@knoxvilletn.gov]
Sent: Tuesday, August 31, 2021 12:01 PM
To: Tillery, Matt <mtillery@kcdc.org>
Subject: FW: 2021 Knoxville-Knox County CoC Funding Opportunity Announcement and Timeline

Matt,

Please share this with the Coalition.

Mike

From: Michael Dunthorn <mdunthorn@knoxvilletn.gov>
Date: Tuesday, August 31, 2021 at 10:58 AM
To: Michael Dunthorn <mdunthorn@knoxvilletn.gov>
Cc: Cohn, Allie <cohnab@ridgeview.com>, Shawn Griffith <sgriffith@knoxvilletn.gov>, Zachary Waggoner <Zachary.Waggoner@knoxcounty.org>
Subject: 2021 Knoxville-Knox County CoC Funding Opportunity Announcement and Timeline

All,

Please see attached for our local Knoxville-Knox County Continuum of Care announcement and the preliminary timeline for our process for submitting our collaborative application package to the US Department of Housing and Urban Development for their 2021 Continuum of Care (CoC) funding opportunity.

This includes information on opportunities for “bonus” funding for new projects in addition to our portfolio of anticipated renewal funding requests.

We encourage all potential applicants -including those who have not applied for CoC funding before- to review this HUD funding opportunity and to consider applying for the new project opportunities. Please be sure to follow the links in the attached documents to review HUD’s CoC funding announcement materials directly. After reviewing those materials, please feel free to contact me if you have questions.

As noted in the attached documents, we will work to carry out a fair process for our community’s Continuum of Care application package. We’ll try to avoid surprises, but we do reserve the right to amend and adjust the process and timeline to make sure we are responsive to HUD’s requirements as well as address questions or issues as they may arise locally. Additional information and updates will be sent out through the CoC/Homeless Coalition and will also be posted on the City of Knoxville’s website at www.knoxvilletn.gov/homelessness. It is the responsibility of each individual applicant or potential applicant to watch for these updates locally, as well as additional information and updates for this process as they are released directly by HUD.

Michael Dunthorn

City of Knoxville Office on Homelessness

Knoxville-Knox County CoC Collaborative Applicant (TN-502)

CAUTION: This email originated from outside KCDC's E-mail server. Do not click links or open attachments unless you recognize the sender and know the content is safe.

This email and any files transmitted with it are intended solely for the use of the recipient or entity to whom they are addressed and may contain confidential information. If you received this email by mistake, please notify the sender and delete it from your system. The recipient should check this email and any attachments for the presence of viruses. Knoxville's Community Development Corporation or its affiliates accept no liability for any damages caused by this email.

Subject: Re: CoC 2021 Stuff

Date: Wednesday, September 1, 2021 at 11:54:46 AM Eastern Daylight Time

From: Michael Dunthorn

To: Angela Ingle

Thank you!

From: Angela Ingle <aingle@knoxvilletn.gov>

Date: Wednesday, September 1, 2021 at 11:53 AM

To: Michael Dunthorn <mdunthorn@knoxvilletn.gov>

Subject: RE: CoC 2021 Stuff

Done.

Angela Ingle, CAP, OM
Executive Assistant to Becky Wade
Housing and Neighborhood Development
865-215-2865

Confirmation that local
CoC announcement was
published on the City of
Knoxville Office on Homelessness
web page. We did not make
a screen capture of that
web page on the day, but
this documents that it was
published there at that time.

From: Michael Dunthorn <mdunthorn@knoxvilletn.gov>

Sent: Wednesday, September 1, 2021 11:05 AM

To: Angela Ingle <aingle@knoxvilletn.gov>

Subject: Re: CoC 2021 Stuff

Angie,

I had an important typo someone found, so can you replace the "timelines" PDF with this one and change the link to say,

- TN-502 2021 Timeline and deadlines (Version 2, updated September 1, 2021) [PDF]

Thank you!

Mike

From: Angela Ingle <aingle@knoxvilletn.gov>

Date: Tuesday, August 31, 2021 at 9:24 AM

To: Michael Dunthorn <mdunthorn@knoxvilletn.gov>

Cc: Shawn Griffith <sgriffith@knoxvilletn.gov>

Subject: RE: CoC 2021 Stuff

Done. Thanks.

Angela Ingle, CAP, OM
Executive Assistant to Becky Wade
Housing and Neighborhood Development
865-215-2865

From: Michael Dunthorn <mdunthorn@knoxvilletn.gov>
Sent: Monday, August 30, 2021 4:11 PM
To: Angela Ingle <aingle@knoxvilletn.gov>
Cc: Shawn Griffith <sgriffith@knoxvilletn.gov>
Subject: CoC 2021 Stuff

Angie,

Can you please go to the Office on Homelessness page and replace the "2019 Continuum of Care" stuff with the following text and attached items linked from the text? Should be obvious what links where, but let me know if it's not and I'll explain. Thank you!

Mike

KNOXVILLE-KNOX COUNTY CONTINUUM OF CARE 2021 ANNOUNCEMENTS AND INFORMATION:

Please see the links below for information on applying for HUD "Continuum of Care" funding as part of Knoxville-Knox County's Collaborative Application. Check back here for updates and additional information.

- TN 502 2021 Notice of Funding Announcement [PDF]
- TN-502 2021 Timeline and deadlines [PDF]

Notice of Funding Opportunity 2021 Knoxville-Knox County Continuum of Care (TN-502)

August 30, 2021

The US Department of Housing and Urban Development has released its 2021 Continuum of Care Notice of Funding Opportunity (CoC NOFO), which is a nation-wide competition for funding to support certain homelessness-related housing, services and other related resources. Cities and localized regions across the country form collaborative “Continuum of Care” bodies to facilitate coordinated applications for this funding. Knoxville and Knox County Tennessee have one such CoC body, in the form of the Knoxville-Knox County Coalition for the Homeless. The City of Knoxville’s Office on Homelessness has been designated as this CoC’s “Collaborative Applicant” for the purposes of directly coordinating the application submission process.

HUD’s 2021 CoC NOFO includes deadlines for submitting a collaborative application package as well as other procedural deadlines required to carry out the collaborative process prior to the final submission deadline. The Knoxville-Knox County CoC will seek to meet or exceed HUD’s required deadlines in order to carry out an open and fair application process. The Knoxville Knox County CoC’s 2021 timeline will therefore include local deadlines that may occur **before** HUD’s required deadlines. Applicants seeking inclusion in the 2021 Knoxville-Knox County CoC Collaborative Application will be required to meet the local process timelines and deadlines. Those dates, along with information and requirements for participating in the CoC application process will be published on the City of Knoxville’s Office on Homelessness webpage (www.knoxvilletn.gov/homelessness), and will also be shared via email and other means of notice.

Anyone considering applying for these funds should first read HUD’s NOFO and accompanying rules and regulations for the CoC program and application. All potential applicants must refer to HUD’s CoC NOFO and related information to understand the programs, process, and to access the online application. These rules and regulations are very specific and fairly complicated. Do not wait until the last minute to review and understand these rules. Although the local Collaborative Applicant (listed below) is available to help with this process, ***it is the responsibility of each project applicant to review and fully understand these program rules and regulations.*** HUD’s info is available at <https://www.hudexchange.info/programs/e-snaps/fy-2021-coc-program-nofa-coc-program-competition/>.

The 2021 CoC application for Knoxville-Knox County will consist of a number of applications to renew funding to continue existing activities, and may also include new applications to fund eligible activities as described below and in the HUD NOFO. Any funding awarded to those agency and program-specific applications as a result of this process will be awarded and contracted directly between HUD and the recipient agency. Those funds do not flow through the City of Knoxville’s budget. All applications potentially included in the Knoxville-Knox County collaborative application will be subject to a review and ranking process as required in the HUD NOFO.

Knoxville/Knox County’s anticipated “Preliminary Pro Rata Need”: \$1,901,261. This is the total funding amount that HUD anticipates could be sought for funding in Knoxville-Knox County, Tennessee. Of that,

\$1,419,125 is anticipated to be sought for renewal of current, existing CoC projects in Knoxville-Knox County, Tennessee.

Although most CoC funding is generally expected to be used to renew existing programs, there are some competitive opportunities to win funding for new programs. The details of how these opportunities are awarded can be found in HUD's CoC regulations and in the 2021 HUD CoC funding announcement available at the link above. We have attempted to summarize those opportunities as they impact our local process here, with the understanding that HUD's information is where the rules are set.

A timeline for the local CoC process will also be published on the Office on Homelessness website at www.knoxvilletn.gov/homelessness. This timeline may be revised and updated during the process, so all potential applicants should check back regularly to assure they are aware of current deadlines and requirements.

Opportunities for potential new CoC funding for Knoxville-Knox County Tennessee in 2021:

a. CoC Bonus. Anticipated available funding amount: \$95,063.

Applicants may seek funding for a new, eligible program. The funding amount is generated based on our local potential amount for renewal funding. CoC Bonus funding is highly competitive nation-wide, and is contingent on a number of factors, including our CoC's overall application score, the new program application's locally-ranked priority, and the eligibility and quality of the individual program application. Details on the eligible program categories are available in HUD's 2021 CoC NOFO and CoC regulations. These eligible categories are summarized here.

- Permanent Supportive Housing (PH-PSH)
- Rapid Rehousing (PH-RRH)
- Combined Transitional Housing/Rapid Rehousing (TH/PH-RRH)
- Dedicated Homeless Management Information System (HMIS) for the purposes of establishing a comparable database that serves the specific requirements of a Domestic Violence (DV) program (See HUD NOFO for details)
- Social Services Only-Coordinated Entry (SSO-CE) – to address complications and challenges of serving the DV victim population.

b. Domestic Violence Bonus. Anticipated available funding amount: \$285,189

Funding is specifically available to create new programs to address the needs of individuals and families who are victims of domestic violence. The funding amount is generated based on our local potential amount for renewal funding. CoC Domestic Violence Bonus funding is highly competitive nation-wide, and is contingent on a number of factors, including our CoC's overall application score, the new program application's locally-ranked priority, and the eligibility and quality of the individual program application. Details on the eligible program categories are available in HUD's 2021 CoC NOFO and CoC regulations. These eligible categories are summarized here. Eligible categories:

- Rapid Rehousing (PH-RRH)

- Combined Transitional Housing/Rapid Rehousing (TH/PH-RRH)
- Social Services Only-Coordinated Entry (SSO-CE) – to address complications and challenges of serving the DV victim population.

If interested in new opportunities, please contact the CoC's designated Collaborative Applicant (Michael Dunthorn mdunthorn@knoxvilletn.gov) as soon as possible. New funding is highly competitive and is not guaranteed. New applicants to CoC funding are encouraged to seek this funding, along with current partners experienced in the CoC process. While this process is competitive, it is also a collaboration at the local level. Inclusion of individual agencies' applications in the Knoxville-Knox County CoC application package will be decided during the ranking process at the end of the local process. It is always possible that some applicants seeking funding ultimately may not be selected for inclusion in the final package, or will be ranked at the bottom of those that are included. We will work to carry out a fair process within the guidelines established by HUD, but inclusion and ranking position in the package submitted to HUD is not guaranteed, nor is funding from HUD guaranteed at the end of the process.

2021 Knoxville-Knox County Continuum of Care (TN-502)

Timeline and Deadlines

August 30, 2021

The US Department of Housing and Urban Development has released its 2021 Continuum of Care Notice of Funding Opportunity (CoC NOFO), which is a nation-wide competition for funding to support certain homeless-related housing, services and other related resources. Cities and localized regions across the country form collaborative “Continuum of Care” bodies to facilitate coordinated applications for this funding. Knoxville and Knox County Tennessee have one such CoC body, in the form of the Knoxville-Knox County Coalition for the Homeless. The City of Knoxville’s Office on Homelessness has been designated as this CoC’s “Collaborative Applicant” for the purposes of directly coordinating the application submission process.

HUD’s 2021 CoC NOFO includes deadlines for submitting a collaborative application package as well as other procedural deadlines required to carry out the collaborative process prior to the final submission deadline. The Knoxville-Knox County CoC will seek to meet or exceed HUD’s required deadlines in order to carry out an open and fair application process. The Knoxville Knox County CoC’s 2021 timeline will therefore include local deadlines that may occur **before** HUD’s required deadlines. Applicants seeking inclusion in the 2021 Knoxville-Knox County CoC Collaborative Application will be required to meet the local process timelines and deadlines. Those dates, along with information and requirements for participating in the CoC application process will be published on the City of Knoxville’s Office on Homelessness webpage (www.knoxvilletn.gov/homelessness), and will also be shared via email and other means of notice.

All potential applicants must refer to HUD’s CoC NOFO and related information to understand the programs, process, and to access the online application. These rules and regulations are very specific and fairly complicated. Do not wait until the last minute to review and understand these rules. Although the local Collaborative Applicant (listed below) is available to help with this process, ***it is the responsibility of each project applicant to review and fully understand these program rules and regulations.*** <https://www.hudexchange.info/programs/e-snaps/fy-2021-coc-program-nofa-coc-program-competition/>.

Knoxville/Knox County’s anticipated “Preliminary Pro Rata Need”: \$1,901,261. This is the total funding amount that HUD anticipates could be sought for funding in Knoxville-Knox County, Tennessee. Of that, **\$1,419,125** is anticipated to be sought for renewal of current, existing CoC projects in Knoxville-Knox County, Tennessee.

Although most CoC funding is generally expected to be used to renew existing programs, there are some competitive opportunities to win funding for new programs. The details of how these opportunities are awarded can be found in HUD’s CoC regulations and in the 2021 HUD CoC funding announcement available at the link above. We have attempted to summarize those opportunities as they impact our local process here, with the understanding that HUD’s information is where the rules are set.

A listing of potential opportunities for funding under this CoC has been posted in a 2021 Notice of Funding Opportunity document available at the Office on Homelessness website at www.knoxvilletn.gov/homelessness.

Important Dates and Deadlines

Although the intent is to adhere to the initially-announced timeline and deadlines, ***this CoC reserves the right to add to or make changes to those dates and times*** as may be needed to meet HUD requirements or to otherwise carry out a fair and open process. Such changes will be posted online and notices sent out as appropriate. ***It is the individual agency applicants' responsibility to watch for notices and to check the website regularly to keep up with all deadlines and application process requirements.*** All project applicants are expected to meet all local deadlines for the CoC application process. Although the Collaborative Applicant does not seek to be capricious and arbitrary in conducting this process, a Project Applicant's failure to meet a deadline in this process could result in a lower ranking or elimination from the application package altogether.

All Dates are in 2021

September 10: Any agency interested in seeking funding for CoC "Bonus" funding or the Domestic Violence "Bonus" funding must submit a written expression of intent to apply to Michael Dunthorn with the City of Knoxville Office on Homelessness at mdunthorn@knoxvilletn.gov no later than 5 p.m. EDT on **Friday, September 10, 2021**. This requirement is to assure that the CoC is aware of all potential applicants, so that such applications can be considered as part of a fair and open ranking and review process for inclusion in the Collaborative Application as required by HUD.

October 8: Agency applications are due in e-snaps.

October 8: Applicant review questionnaires are due to the Collaborative Applicant.

TBD, mid October: Ranking and Review panel will convene to review agency applications and create a rank-order list of all accepted applications.

On or before November 1: Any applicants not accepted for inclusion in the Collaborative Application package will be notified in writing.

On or before September 9: Draft CoC application will be publicly posted online at www.knoxvilletn.gov/homelessness.

September 9: Knoxville-Knox County CoC intends to submit the final CoC application in e-snaps on or about this target date, ahead of HUD's November 14 deadline.

Questions and Contact

Any questions about this opportunity may be directed to the Collaborative Applicant, Michael Dunthorn of the City of Knoxville's Office on Homelessness at mdunthorn@knoxvilletn.gov or (865) 215-3103.

Subject: 2021 Knoxville-Knox County CoC Funding Opportunity Announcement and Timeline
Date: Tuesday, August 31, 2021 at 10:58:32 AM Eastern Daylight Time
From: Michael Dunthorn
To: Michael Dunthorn
CC: Cohn, Allie, Shawn Griffith, Zachary Waggoner
BCC: Matt Tillery, angela.petty@knoxcac.org, 'Bruce Spangler', ccowart@klf.org, donna.wright@uss.salvationarmy.org, Gabe Cline, jana.morgan@mcnabb.org, 'Lisa Hutton', 'Mary Beth Ramey', 'Michael Waltke', misty.goodwin, David Patterson, rsmith71@utk.edu, dault@klf.org, Cameron Henderson
Attachments: TN 502 2021 Notice of Funding Announcement.pdf, TN-502 2021 Timeline and deadlines.pdf

All,

Please see attached for our local Knoxville-Knox County Continuum of Care announcement and the preliminary timeline for our process for submitting our collaborative application package to the US Department of Housing and Urban Development for their 2021 Continuum of Care (CoC) funding opportunity.

This includes information on opportunities for “bonus” funding for new projects in addition to our portfolio of anticipated renewal funding requests.

We encourage all potential applicants -including those who have not applied for CoC funding before- to review this HUD funding opportunity and to consider applying for the new project opportunities. Please be sure to follow the links in the attached documents to review HUD’s CoC funding announcement materials directly. After reviewing those materials, please feel free to contact me if you have questions.

As noted in the attached documents, we will work to carry out a fair process for our community’s Continuum of Care application package. We’ll try to avoid surprises, but we do reserve the right to amend and adjust the process and timeline to make sure we are responsive to HUD’s requirements as well as address questions or issues as they may arise locally. Additional information and updates will be sent out through the CoC/Homeless Coalition and will also be posted on the City of Knoxville’s website at www.knoxvilletn.gov/homelessness . It is the responsibility of each individual applicant or potential applicant to watch for these updates locally, as well as additional information and updates for this process as they are released directly by HUD.

Michael Dunthorn
City of Knoxville Office on Homelessness
Knoxville-Knox County CoC Collaborative Applicant (TN-502)

2021 Knoxville-Knox County Continuum of Care (TN-502)

Timeline and Deadlines

August 30, 2021

(Updated September 1, 2021)

The US Department of Housing and Urban Development has released its 2021 Continuum of Care Notice of Funding Opportunity (CoC NOFO), which is a nation-wide competition for funding to support certain homeless-related housing, services and other related resources. Cities and localized regions across the country form collaborative “Continuum of Care” bodies to facilitate coordinated applications for this funding. Knoxville and Knox County Tennessee have one such CoC body, in the form of the Knoxville-Knox County Coalition for the Homeless. The City of Knoxville’s Office on Homelessness has been designated as this CoC’s “Collaborative Applicant” for the purposes of directly coordinating the application submission process.

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November 9: Knoxville-Knox County CoC intends to submit the final CoC application in e-snaps on or about this target date, ahead of HUD's November 14 deadline. *(Updated to correct a typo originally listing this date as September 9.)*

Questions and Contact

Any questions about this opportunity may be directed to the Collaborative Applicant, Michael Dunthorn of the City of Knoxville's Office on Homelessness at mdunthorn@knoxvilletn.gov or (865) 215-3103.

TN-502 Knoxville Knox County Continuum of Care
2021 CoC Application Scoring and Rating Criteria

The Knoxville Knox County Continuum of Care seeks to provide a coordinated, inclusive and outcome-oriented community process for the solicitation, objective review, ranking and selection of project applications for inclusion with our CoC Collaborative Application package we submit to the US Department of Housing and Urban Development.

To score and then rank Continuum of Care project applications, the CoC Ranking and Review panel will use information from the Project Applicant Questionnaire, as well as relevant information from other sources, including but not limited to KnoxHMIS, the Coordinated Entry System, HUD LOCCS, CoC Project Applications, SAGE, and Agency Annual Performance Reviews. The Ranking and Review panel will use these scoring factors as well as HUD's CoC rules, regulations and objectives as well as local objectives to make a final determination of the acceptance and rank-order of applications we submit in our Collaborative Application. (Note: Because HMIS is a central CoC activity and is functionally different than direct housing or service projects, its scoring rubric must be somewhat altered from the others to capture its information, and is available in a separate document.)

1. Threshold questions for new projects. Renewal projects are considered as having met these requirements through previously approved grant applications, unless information to the contrary is received.
 - a. Is the applicant seeking funding for an eligible project category?
 - b. Does the project meet the threshold requirements for the applicable project category in sections V.C.3.b. and V.C.3.c. of the 2021 HUD CoC NOFO?
2. Project Administration and quality check. **[10 Points]**
 - a. Renewal Project APRs, Monitoring, Audits and Spending
 - b. New Project Timelines and Audits
3. Objective Criteria **[50 points]**
 - a. Applicant Experience (10)
 - i. Applicant demonstrates experience with population to be served
 - ii. Applicant demonstrates experience with proposed programming type
 - iii. Applicant demonstrates experience with operating and managing a federal grant
 - b. Commitment to Housing First - Project is designed and implemented using low-barrier principles, including no preconditions to entry or participation except as required by funding sources. (10)
 - c. Cost Effectiveness and Match Funding (10)
 - i. Project is cost effective as compared to similar programs
 - ii. Match is appropriate for project type and supports eligible activities
 - iii. Application budget is reasonable, allocable and allowable
 - d. System Performance Measures (20) – The extent to which a project furthers CoC-wide strategies to improve performance measures, including at least two of the following:

- i. Reducing the number of homeless individuals and families
 - ii. Reduction in the number of first time homeless
 - iii. Length of time homeless
 - iv. Successful PH placement or retention
 - v. Reduction of returns to homelessness
 - vi. Jobs and income growth
- 4. Rapid Return to Permanent Housing and Severity of Barriers Experienced by Program Participants. The ranking and review process involves comparison of different programs that serve different types of individuals and families who are in a variety of different situations. These things can affect the extent to which a given project is able to address the objective system performance measures noted above. **[15 Points]**
 - a. Potential client service and housing barriers to achieving system performance measure goals may include
 - i. Substance abuse
 - ii. Mental illness
 - iii. Criminal history
 - iv. History of domestic violence
 - v. Chronic homelessness
 - vi. Unsheltered homelessness
 - vii. Service resistance
 - viii. Veteran status
 - ix. Income and employment status
 - x. Covid-19 pandemic
 - xi. Other _____
 - b. Applicant offers a clear explanation regarding how the severity of barriers experienced by project clients may affect the project's ability to achieve certain system performance measure objectives.
- 5. Promoting racial, ethnic, gender experiential equity **[10 Points]**
 - a. Applicant offers a clear explanation regarding barriers they have identified to reaching persons of different races, ethnicities or gender orientation.
 - b. Applicant clearly describes what steps they have taken or plan to take to eliminate those identified barriers.
 - c. Applicant has reasonable and adequate input from people with lived experience on their agency board and for program design and operation.
- 6. Community Collaboration **[15 Points]**
 - a. Participation in HMIS
 - b. Participation in the Coordinated Entry System
 - c. Participation in the Homeless Coalition/CoC Organizational Body
 - d. Participation in the Mayor's Roundtable on Homelessness

**TN-502 Knoxville Knox County Continuum of Care
2021 CoC Application Scoring and Rating Criteria**

The Knoxville Knox County Continuum of Care seeks to provide a coordinated, inclusive and outcome-oriented community process for the solicitation, objective review, ranking and selection of project applications for inclusion with our CoC Collaborative Application package we submit to the US Department of Housing and Urban Development.

To score and then rank Continuum of Care project applications, the CoC Ranking and Review panel will use information from the Project Applicant Questionnaire, as well as relevant information from other sources, including but not limited to KnoxHMIS, the Coordinated Entry System, HUD LOCCS, CoC Project Applications, SAGE, and Agency Annual Performance Reviews. The Ranking and Review panel will use these scoring factors as well as HUD's CoC rules, regulations and objectives as well as local objectives to make a final determination of the acceptance and rank-order of applications we submit in our Collaborative Application. (Note: Because HMIS is a central CoC activity and is functionally different than direct housing or service projects, its scoring rubric must be somewhat altered from the others to capture its information, and is available in a separate document.)

Agency:
Project Name:
Name, phone, email of contact:

Threshold Questions for New Projects		
<i>Renewal projects are considered as having met these requirements through previously approved grant applications, unless information to the contrary is received.</i>	Yes	No
Is the applicant seeking funding for an eligible project category?	<input type="checkbox"/>	<input type="checkbox"/>
Does the project meet the threshold requirements for the applicable project category in sections V.C.3.b. and V.C.3.c. of the 2021 HUD CoC NOFO?	<input type="checkbox"/>	<input type="checkbox"/>

1. Project Administration and Quality Check (10 points total):	
<input type="checkbox"/> Renewal Project APRs, Monitoring, Audits and Spending <input type="checkbox"/> New Project Timelines and Audits	
Section 1 points: _____ /10	
2. Objective Criteria (50 points total):	
Applicant Experience (10 points):	
<input type="checkbox"/> Applicant demonstrates experience with population to be served <input type="checkbox"/> Applicant demonstrates experience with proposed programming type <input type="checkbox"/> Applicant demonstrates experience with operating and managing a federal grant	
Commitment to Housing First (10 points):	
<input type="checkbox"/> Project is designed and implemented using low-barrier principles, including no preconditions to entry or participation except as required by funding sources	
Cost Effectiveness and Match Funding (10 points):	
<input type="checkbox"/> Project is cost effective as compared to similar programs <input type="checkbox"/> Match is appropriate for project type and supports eligible activities <input type="checkbox"/> Application budget is reasonable, allocable and allowable	
System Performance Measures (20 points):	
<i>The extent to which a project furthers CoC-wide strategies to improve performance measures, including at least two of the following:</i>	
<input type="checkbox"/> Reducing the number of homeless individuals and families <input type="checkbox"/> Reduction in the number of first time homeless <input type="checkbox"/> Length of time homeless <input type="checkbox"/> Successful PH placement or retention <input type="checkbox"/> Reduction of returns to homelessness <input type="checkbox"/> Jobs and income growth	
Section 2 points: _____ /50	
3. Rapid Return to Permanent Housing and Severity of Barriers Experienced by Program Participants (15 points total):	
<i>The ranking and review process involves comparison of different programs that serve different types of individuals and families who are in a variety of different situations. These things can affect the extent to which a given project is able to address the objective system performance measures noted above.</i>	
Potential client service and housing barriers to achieving system performance measure goals may include:	
<input type="checkbox"/> Substance Abuse <input type="checkbox"/> Mental Illness <input type="checkbox"/> Criminal History <input type="checkbox"/> Chronic Homelessness <input type="checkbox"/> Unsheltered Homelessness <input type="checkbox"/> History of domestic violence <input type="checkbox"/> Service Resistance <input type="checkbox"/> Veteran Status <input type="checkbox"/> Income and Employment Status <input type="checkbox"/> Covid-19 pandemic <input type="checkbox"/> Other (please explain):	

<input type="checkbox"/> Applicant offers a clear explanation regarding how the severity of barriers experienced by project clients may affect the project's ability to achieve certain system performance measure objectives.
Section 3 points: ____ /15
4. Promoting Racial, Ethnic, Gender Experiential Equity (10 points total):
<input type="checkbox"/> Applicant offers a clear explanation regarding barriers they have identified to reaching persons of different races, ethnicities or gender orientation. <input type="checkbox"/> Applicant clearly describes what steps they have taken or plan to take to eliminate those identified barriers. <input type="checkbox"/> Applicant has reasonable and adequate input from people with lived experience on their agency board and for program design and operation.
Section 4 points: ____ /10
5. Community Collaboration (15 points total):
<input type="checkbox"/> Participation in HMIS <input type="checkbox"/> Participation in the Coordinated Entry System <input type="checkbox"/> Participation in the Homeless Coalition/CoC Organizational Body <input type="checkbox"/> Participation in the Mayor's Roundtable on Homelessness
Section 5 points: ____ /15
TOTAL POINTS: ____ /100

Additional Comments:

**TN-502 Knoxville Knox County Continuum of Care
2021 CoC HMIS Application Scoring and Rating Criteria**

The Knoxville Knox County Continuum of Care seeks to provide a coordinated, inclusive and outcome-oriented community process for the solicitation, objective review, ranking and selection of project applications for inclusion with our CoC Collaborative Application package we submit to the US Department of Housing and Urban Development.

To score and then rank Continuum of Care project applications, the CoC Ranking and Review panel will use information from the Project Applicant Questionnaire, as well as relevant information from other sources, including but not limited to KnoxHMIS, the Coordinated Entry System, HUD LOCCS, CoC Project Applications, SAGE, and Agency Annual Performance Reviews. The Ranking and Review panel will use these scoring factors as well as HUD's CoC rules, regulations and objectives as well as local objectives to make a final determination of the acceptance and rank-order of applications we submit in our Collaborative Application. (Because HMIS is a central CoC activity and is functionally different than direct housing or service projects, its scoring rubric must be somewhat altered from the others to capture its information.)

Threshold Questions for New Projects		
<i>Renewal projects are considered as having met these requirements through previously approved grant applications, unless information to the contrary is received.</i>	Yes	No
Is the applicant seeking funding for an eligible project category?	<input type="checkbox"/>	<input type="checkbox"/>
Does the project meet the threshold requirements for the applicable project category in sections V.C.3.b. and V.C.3.c. of the 2021 HUD CoC NOFO?	<input type="checkbox"/>	<input type="checkbox"/>

1. Project Administration and Quality Check (10 points total):		
<input type="checkbox"/> Renewal Project APRs, Monitoring, Audits and Spending <input type="checkbox"/> New Project Timelines and Audits		
Section 1 points: _____ /10		
2. Objective Criteria (65 points total):		
Applicant Experience (10 points):		
<input type="checkbox"/> Applicant demonstrates experience with population to be served <input type="checkbox"/> Applicant demonstrates experience with proposed programming type <input type="checkbox"/> Applicant demonstrates experience with operating and managing a federal grant		
Commitment to Housing First (10 points):		
<input type="checkbox"/> Project is designed and implemented using low-barrier principles, including no preconditions to entry or participation except as required by funding sources		
Cost Effectiveness and Match Funding (10 points):		
<input type="checkbox"/> Project is cost effective as compared to similar programs <input type="checkbox"/> Match is appropriate for project type and supports eligible activities <input type="checkbox"/> Application budget is reasonable, allocable and allowable		
System Performance Measures (35 points):		
<i>The extent to which an HMIS project furthers CoC-wide strategies to improve performance measures:</i>		
	Yes	No
Did HMIS submit complete Housing Inventory Count (HIC) data in a timely manner?	<input type="checkbox"/>	<input type="checkbox"/>
Did HMIS submit complete Point in Time Count (PIT) data in a timely manner?	<input type="checkbox"/>	<input type="checkbox"/>
Does HMIS have in place, or is it developing or coordinating a comparable database with DV providers to collect required data element for reporting de-identified information to the CoC?	<input type="checkbox"/>	<input type="checkbox"/>
Is the HMIS Bed Coverage Rate for housing types within the CoC that include emergency shelter, Safe Haven, transitional housing, rapid rehousing, and permanent supportive housing?	<input type="checkbox"/>	<input type="checkbox"/>
Did the HMIS Lead submit the 2019 and 2020 Longitudinal Systems Analysis (LSA) data in a complete and timely manner?	<input type="checkbox"/>	<input type="checkbox"/>
Did HMIS Lead publish an HMIS community in the last 12 months?	<input type="checkbox"/>	<input type="checkbox"/>
Section 2 points: _____ /65		
3. Promoting Racial, Ethnic, Gender Experiential Equity (10 points total):		
<input type="checkbox"/> Applicant offers a clear explanation regarding barriers they have identified to reaching persons of different races, ethnicities or gender orientation. <input type="checkbox"/> Applicant clearly describes what steps they have taken or plan to take to eliminate those identified barriers. <input type="checkbox"/> Applicant has reasonable and adequate input from people with lived experience on their agency board and for program design and operation.		

Section 3 points: _____ /10	
4. Community Collaboration (15 points total):	
<input type="checkbox"/> Participation in HMIS <input type="checkbox"/> Participation in the Coordinated Entry System <input type="checkbox"/> Participation in the Homeless Coalition/CoC Organizational Body <input type="checkbox"/> Participation in the Mayor's Roundtable on Homelessness	
Section 4 points: _____ /15	
TOTAL POINTS: _____ /100	

Additional Comments:

**TN-502 Knoxville Knox County Continuum of Care
2021 CoC Application Scoring and Rating Criteria**

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Agency: Helen Ross McNabb Center
Project Name: McNabb Center - Supportive Housing
Name, phone, email of contact: Michael Waltke

Threshold Questions for New Projects		
<i>Renewal projects</i> are considered as having met these requirements through previously approved grant applications, unless information to the contrary is received.	Yes	No
Is the applicant seeking funding for an eligible project category?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Does the project meet the threshold requirements for the applicable project category in sections V.C.3.b. and V.C.3.c. of the 2021 HUD CoC NOFO?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

1. Project Administration and Quality Check (10 points total):
<input checked="" type="checkbox"/> Renewal Project APRs, Monitoring, Audits and Spending <input checked="" type="checkbox"/> New Project Timelines and Audits
Section 1 points: __10_ /10
2. Objective Criteria (50 points total):
Applicant Experience (10 points):
<input checked="" type="checkbox"/> Applicant demonstrates experience with population to be served <input checked="" type="checkbox"/> Applicant demonstrates experience with proposed programming type <input checked="" type="checkbox"/> Applicant demonstrates experience with operating and managing a federal grant
Commitment to Housing First (10 points):
<input checked="" type="checkbox"/> Project is designed and implemented using low-barrier principles, including no preconditions to entry or participation except as required by funding sources
Cost Effectiveness and Match Funding (10 points):
<input checked="" type="checkbox"/> Project is cost effective as compared to similar programs <input checked="" type="checkbox"/> Match is appropriate for project type and supports eligible activities <input checked="" type="checkbox"/> Application budget is reasonable, allocable and allowable
System Performance Measures (20 points):
<i>The extent to which a project furthers CoC-wide strategies to improve performance measures, including at least two of the following:</i> <input type="checkbox"/> Reducing the number of homeless individuals and families <input type="checkbox"/> Reduction in the number of first time homeless <input type="checkbox"/> Length of time homeless <input checked="" type="checkbox"/> Successful PH placement or retention <input checked="" type="checkbox"/> Reduction of returns to homelessness <input type="checkbox"/> Jobs and income growth
Section 2 points: 47.25 /50
3. Rapid Return to Permanent Housing and Severity of Barriers Experienced by Program Participants (15 points total):
<i>The ranking and review process involves comparison of different programs that serve different types of individuals and families who are in a variety of different situations. These things can affect the extent to which a given project is able to address the objective system performance measures noted above.</i>
Potential client service and housing barriers to achieving system performance measure goals may include: <input checked="" type="checkbox"/> Substance Abuse <input checked="" type="checkbox"/> Mental Illness <input checked="" type="checkbox"/> Criminal History <input checked="" type="checkbox"/> Chronic Homelessness <input checked="" type="checkbox"/> Unsheltered Homelessness <input checked="" type="checkbox"/> History of domestic violence <input type="checkbox"/> Service Resistance <input type="checkbox"/> Veteran Status <input type="checkbox"/> Income and Employment Status <input type="checkbox"/> Covid-19 pandemic <input checked="" type="checkbox"/> Other (please explain): MH, Addictions, Persons w/ Disabilities, families w/Children

<input checked="" type="checkbox"/> Applicant offers a clear explanation regarding how the severity of barriers experienced by project clients may affect the project's ability to achieve certain system performance measure objectives.
Section 3 points: 12.75_ /15
4. Promoting Racial, Ethnic, Gender Experiential Equity (10 points total):
<input checked="" type="checkbox"/> Applicant offers a clear explanation regarding barriers they have identified to reaching persons of different races, ethnicities or gender orientation. <input checked="" type="checkbox"/> Applicant clearly describes what steps they have taken or plan to take to eliminate those identified barriers. <input checked="" type="checkbox"/> Applicant has reasonable and adequate input from people with lived experience on their agency board and for program design and operation.
Section 4 points: 6.75_ /10
5. Community Collaboration (15 points total):
<input checked="" type="checkbox"/> Participation in HMIS <input checked="" type="checkbox"/> Participation in the Coordinated Entry System <input checked="" type="checkbox"/> Participation in the Homeless Coalition/CoC Organizational Body <input checked="" type="checkbox"/> Participation in the Mayor's Roundtable on Homelessness
Section 5 points: 13.75_ /15
TOTAL POINTS: 90.5_ /100

Additional Comments:

Ranking Panel Discussion notes:

While cost is reasonable, using the cost calculations for this process, McNabb Center's costs were highest for this category.

The panel noted this program serves individuals and persons in families who face a number of challenges and barriers that can affect program contributions to overall systems performance measures. Program clients include families with children, people with disabilities, and this program specifically serves people with mental health challenges as well as substance misuse disorders.

The project noted a number of procedures to address equity in serving people of different races, ethnicities and gender orientations, but some panelists wished to see additional affirmative steps described for addressing barriers faced by persons of different races.

KKCHC CoC Competition 2021

PROJECT NAME:	Caswell Manor - Renewal	Caswell Manor - NEW	Caswell Manor - Transition	Elizabeth Homes	Flenniken House	Homeward Bound	Bootstrap	McNabb - SH	Minvilla Manor	REACH
Total Score:	376	381	375	358	355	356	338	362	381	377
Project Administration and Quality Check (10 points total)	40	40	40	40	40	40	40	40	40	40
Objective Criteria (50 points total)	192	197	192	189	180	186	186	189	196	195
<i>Applicant Experience - 10 points</i> <i>Commitment to Housing First - 10 points</i> <i>Cost Effectiveness and Match Funding - 10 points</i> <i>System Performance Measures - 20 points</i>										
Rapid Return to Permanent Housing and Severity of Barriers Experienced by Program Participants (15 points total)	59	59	58	54	56	52	45	51	60	57
Promoting Racial, Ethnic, Gender Experiential Equity (10 points total)	25	25	25	27	33	30	26	27	25	37
Community Collaboration (15 points total)	60	60	60	48	46	48	41	55	60	48
Total Score:	376	381	375	358	355	356	338	362	381	377

KKCHC CoC Competition 2021

PROJECT NAME: KnoxHMIS	
Total Score:	395
Project Administration and Quality Check (10 points total)	37
Objective Criteria (65 points total)	260
<i>Applicant Experience - 10 points</i> <i>Commitment to Housing First - 10 points</i> <i>Cost Effectiveness and Match Funding - 10 points</i> <i>System Performance Measures - 35 points</i>	
Promoting Racial, Ethnic, Gender Experiential Equity (10 points total)	38
Community Collaboration (15 points total)	60
Total Score:	395

Rank	Project
1	KnoxHMIS
2	VMC - Minvilla Manor
3	CAC REACH
4	VMC- Caswell Manor - RENEWAL (formerly Parkridge Harbor)
5	VMC- Caswell Manor - Transition
6	McNabb Center - Supportive Housing
7	CAC - Elizabeth Homes
8	CAC - Homeward Bound
9	Southeastern Housing Foundation - Flenniken Housing
10	The Salvation Army - Operation Bootstrap
11	VMC- Caswell Manor - NEW PH Bonus

Reviewer:	Debbie	Jan	Shawn	Yolanda	Total Score:
Total Score:	95	91.5	80	91.5	358
Project Administration and Quality Check (10 points total)	10	10	10	10	40
Objective Criteria (50 points total)	50	48	41	50	189
<i>Applicant Experience - 10 points</i> <i>Commitment to Housing First - 10 points</i> <i>Cost Effectiveness and Match Funding - 10 points</i> <i>System Performance Measures - 20 points</i>					
Rapid Return to Permanent Housing and Severity of Barriers Experienced by Program Participants (15 points total)	13	14.5	12	14.5	54
Promoting Racial, Ethnic, Gender Experiential Equity (10 points total)	10	7	5	5	27
Community Collaboration (15 points total)	12	12	12	12	48
Total Score:	95	91.5	80	91.5	358

Reviewer:	Debbie	Jan	Shawn	Yolanda	Total Score:
Total Score:	95	89	91	81	356
Project Administration and Quality Check (10 points total)	10	10	10	10	40
Objective Criteria (50 points total)	50	46	50	40	186
<i>Applicant Experience - 10 points</i> <i>Commitment to Housing First - 10 points</i> <i>Cost Effectiveness and Match Funding - 10 points</i> <i>System Performance Measures - 20 points</i>					
Rapid Return to Permanent Housing and Severity of Barriers Experienced by Program Participants (15 points total)	13	15	12	12	52
Promoting Racial, Ethnic, Gender Experiential Equity (10 points total)	10	6	7	7	30
Community Collaboration (15 points total)	12	12	12	12	48
Total Score:	95	89	91	81	356

Reviewer:	Debbie	Jan	Shawn	Yolanda	Total Score:
Total Score:	96	96	94	91	377
Project Administration and Quality Check (10 points total)	10	10	10	10	40
Objective Criteria (50 points total)	50	50	50	45	195
<i>Applicant Experience - 10 points</i> <i>Commitment to Housing First - 10 points</i> <i>Cost Effectiveness and Match Funding - 10 points</i> <i>System Performance Measures - 20 points</i>					
Rapid Return to Permanent Housing and Severity of Barriers Experienced by Program Participants (15 points total)	14	15	14	14	57
Promoting Racial, Ethnic, Gender Experiential Equity (10 points total)	10	9	8	10	37
Community Collaboration (15 points total)	12	12	12	12	48
Total Score:	96	96	94	91	377

Reviewer:	Debbie	Jan	Shawn	Yolanda	Total Score:
Total Score:	94	86	88	94	362
Project Administration and Quality Check (10 points total)	10	10	10	10	40
Objective Criteria (50 points total)	50	44	45	50	189
<i>Applicant Experience - 10 points</i> <i>Commitment to Housing First - 10 points</i> <i>Cost Effectiveness and Match Funding - 10 points</i> <i>System Performance Measures - 20 points</i>					
Rapid Return to Permanent Housing and Severity of Barriers Experienced by Program Participants (15 points total)	13	13	12	13	51
Promoting Racial, Ethnic, Gender Experiential Equity (10 points total)	7	7	7	6	27
Community Collaboration (15 points total)	14	12	14	15	55
Total Score:	94	86	88	94	362

Reviewer:	Debbie	Jan	Shawn	Yolanda	Total Score:
Total Score:	93	86	82	94	355
Project Administration and Quality Check (10 points total)	10	10	10	10	40
Objective Criteria (50 points total)	45	44	43	48	180
<i>Applicant Experience - 10 points</i> <i>Commitment to Housing First - 10 points</i> <i>Cost Effectiveness and Match Funding - 10 points</i> <i>System Performance Measures - 20 points</i>					
Rapid Return to Permanent Housing and Severity of Barriers Experienced by Program Participants (15 points total)	15	13	13	15	56
Promoting Racial, Ethnic, Gender Experiential Equity (10 points total)	10	7	8	8	33
Community Collaboration (15 points total)	13	12	8	13	46
Total Score:	93	86	82	94	355

Reviewer:	Debbie	Jan	Shawn	Yolanda	Total Score:
Total Score:	99	98	98	100	395
Project Administration and Quality Check (10 points total)	9	8	10	10	37
Objective Criteria (65 points total)	65	65	65	65	260
<i>Applicant Experience - 10 points</i> <i>Commitment to Housing First - 10 points</i> <i>Cost Effectiveness and Match Funding - 10 points</i> <i>System Performance Measures - 35 points</i>					
Promoting Racial, Ethnic, Gender Experiential Equity (10 points total)	10	10	8	10	38
Community Collaboration (15 points total)	15	15	15	15	60
Total Score:	99	98	98	100	395

Reviewer:	Debbie	Jan	Shawn	Yolanda	Total Score:
Total Score:	96	93	98	89	376
Project Administration and Quality Check (10 points total)	10	10	10	10	40
Objective Criteria (50 points total)	48	48	48	48	192
<i>Applicant Experience - 10 points</i> <i>Commitment to Housing First - 10 points</i> <i>Cost Effectiveness and Match Funding - 10 points</i> <i>System Performance Measures - 20 points</i>					
Rapid Return to Permanent Housing and Severity of Barriers Experienced by Program Participants (15 points total)	15	14	15	15	59
Promoting Racial, Ethnic, Gender Experiential Equity (10 points total)	8	6	10	1	25
Community Collaboration (15 points total)	15	15	15	15	60
Total Score:	96	93	98	89	376

Reviewer:	Debbie	Jan	Shawn	Yolanda	Total Score:
Total Score:	98	95	99	89	381
Project Administration and Quality Check (10 points total)	10	10	10	10	40
Objective Criteria (50 points total)	50	50	49	48	197
<i>Applicant Experience - 10 points</i> <i>Commitment to Housing First - 10 points</i> <i>Cost Effectiveness and Match Funding - 10 points</i> <i>System Performance Measures - 20 points</i>					
Rapid Return to Permanent Housing and Severity of Barriers Experienced by Program Participants (15 points total)	15	14	15	15	59
Promoting Racial, Ethnic, Gender Experiential Equity (10 points total)	8	6	10	1	25
Community Collaboration (15 points total)	15	15	15	15	60
Total Score:	98	95	99	89	381

Reviewer:	Debbie	Jan	Shawn	Yolanda	Total Score:
Total Score:	93	95	99	88	375
Project Administration and Quality Check (10 points total)	10	10	10	10	40
Objective Criteria (50 points total)	45	50	49	48	192
<i>Applicant Experience - 10 points</i> <i>Commitment to Housing First - 10 points</i> <i>Cost Effectiveness and Match Funding - 10 points</i> <i>System Performance Measures - 20 points</i>					
Rapid Return to Permanent Housing and Severity of Barriers Experienced by Program Participants (15 points total)	15	14	15	14	58
Promoting Racial, Ethnic, Gender Experiential Equity (10 points total)	8	6	10	1	25
Community Collaboration (15 points total)	15	15	15	15	60
Total Score:	93	95	99	88	375

Reviewer:	Debbie	Jan	Shawn	Yolanda	Total Score:
Total Score:	90	88	77	83	338
Project Administration and Quality Check (10 points total)	10	10	10	10	40
Objective Criteria (50 points total)	45	48	45	48	186
<i>Applicant Experience - 10 points</i> <i>Commitment to Housing First - 10 points</i> <i>Cost Effectiveness and Match Funding - 10 points</i> <i>System Performance Measures - 20 points</i>					
Rapid Return to Permanent Housing and Severity of Barriers Experienced by Program Participants (15 points total)	13	12	10	10	45
Promoting Racial, Ethnic, Gender Experiential Equity (10 points total)	10	6	5	5	26
Community Collaboration (15 points total)	12	12	7	10	41
Total Score:	90	88	77	83	338

Reviewer:	Debbie	Jan	Shawn	Yolanda	Total Score:
Total Score:	98	95	99	89	381
Project Administration and Quality Check (10 points total)	10	10	10	10	40
Objective Criteria (50 points total)	50	49	49	48	196
<i>Applicant Experience - 10 points</i> <i>Commitment to Housing First - 10 points</i> <i>Cost Effectiveness and Match Funding - 10 points</i> <i>System Performance Measures - 20 points</i>					
Rapid Return to Permanent Housing and Severity of Barriers Experienced by Program Participants (15 points total)	15	15	15	15	60
Promoting Racial, Ethnic, Gender Experiential Equity (10 points total)	8	6	10	1	25
Community Collaboration (15 points total)	15	15	15	15	60
Total Score:	98	95	99	89	381

Subject: 2021 CoC Ranking Results

Date: Thursday, October 28, 2021 at 5:31:48 PM Eastern Daylight Time

From: Michael Dunthorn

To: Michael Dunthorn

CC: Cohn, Allie, Shawn Griffith, Zachary Waggoner

BCC: angela.petty@knoxcac.org, 'Bruce Spangler', ccowart@klf.org, donna.wright@uss.salvationarmy.org, Gabe Cline, jana.morgan@mcnabb.org, 'Lisa Hutton', 'Mary Beth Ramey', 'Michael Waltke', misty.goodwin, David Patterson, rsmith71@utk.edu, dault@klf.org, Tillery, Matt, S Hartless, Will Giebert, First, Nate

All,

The Knoxville-Knox County CoC Ranking Panel met on October 22 to review and rank-order the CoC agency applications for inclusion in our Collaborative Application that we will submit to HUD. Jan Cagle, Yolanda Grant, Shawn Griffith and Debbie Taylor-Allen were an excellent team. Allie Cohn and I facilitated the meeting. They reviewed the materials before them carefully, asked a lot of good questions, and gave careful and thoughtful consideration to ranking the applications. The objective criteria included in the ranking and review forms you submitted were considered and scored first, followed by discussion and consideration of HUD and local priorities, availability of other resources to meet the demand for services or housing, the projects' impact on the CoC system, vulnerability of populations served, potential for projects to stabilize homeless individuals or families and helping them move into permanent housing. I appreciate their willingness to take on this difficult responsibility.

First, all applications submitted in our CoC were accepted for ranking and inclusion in our CoC package. There were no applications rejected. (Note: One new applicant originally applied under the wrong category and for an activity that would have been ineligible for funding. That applicant was given an opportunity to make changes and re-submit their application, but chose instead to withdraw from the competition.)

As you know, HUD is continuing to use a two-tier process for funding of CoC applications. They will go through all CoCs' Tier 1 first, from highest scoring CoC to the lowest, then start again down the list to fund applications in Tier 2. This year HUD has indicated that the Tier 1 funding amount is equal to 100% of our Annual Renewal Demand, meaning the total of all of our anticipated possible renewal applications as we identified and confirmed through HUD's "Grant Inventory Worksheet" earlier this year. Items 1-10 below should fall within Tier 1, and the bonus item at number 11 in Tier 2. These are the rankings that were announced this past Tuesday, October 26th, during the regular Homeless Coalition/CoC meeting.

The ranking of our CoC's agency applications will be as follows:

1. Knoxville HMIS, UT KnoxHMIS, \$132,282
2. Volunteer Ministry Center, Minvilla Manor, PH, \$68,077
3. Knoxville-Knox County Community Action Committee, REACH, SSO, \$104,580
4. Volunteer Ministry Center, Caswell Manor - Formerly Parkridge Harbor FY 2021, PH, \$86,745
5. Volunteer Ministry Center, FY 2021 Caswell Manor - Transitional from RRH, PH, \$40,000
6. Helen Ross McNabb Center, Renewal Project Application FY2021, PH, \$375,318
7. Knoxville-Knox County Community Action Committee, Elizabeth Homes, PH/RRH, \$125,043
8. Knoxville-Knox County Community Action Committee, Homeward Bound Families in Need Rapid Rehousing Program, PH/RRH, \$231,750
9. Southeastern Housing Foundation II, Flenniken Housing, PH, \$78,619
10. The Salvation Army, TN - 502 - Operation Bootstrap Transitional Housing - Rapid Rehousing Program, Joint TH & PH-RRH, \$151,976

11. Volunteer Ministry Center, Caswell Manor FY 2021, PH Bonus, \$95,000

Thank you to each of you for your hard work in carrying out these programs and in pushing through this process every year to keep the funding coming. I will be working with you to finalize and submit our application package.

Michael Dunthorn
CoC Collaborative Applicant

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Date: Thursday, October 28, 2021 at 5:31:48 PM Eastern Daylight Time

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To: Michael Dunthorn

CC: Cohn, Allie, Shawn Griffith, Zachary Waggoner

BCC: angela.petty@knoxcac.org, 'Bruce Spangler', ccowart@klf.org, donna.wright@uss.salvationarmy.org, Gabe Cline, jana.morgan@mcnabb.org, 'Lisa Hutton', 'Mary Beth Ramey', 'Michael Waltke', misty.goodwin, David Patterson, rsmith71@utk.edu, dault@klf.org, Tillery, Matt, S Hartless, Will Giebert, First, Nate

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6. Helen Ross McNabb Center, Renewal Project Application FY2021, PH, \$375,318
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8. Knoxville-Knox County Community Action Committee, Homeward Bound Families in Need Rapid Rehousing Program, PH/RRH, \$231,750
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11. Volunteer Ministry Center, Caswell Manor FY 2021, PH Bonus, \$95,000

Thank you to each of you for your hard work in carrying out these programs and in pushing through this process every year to keep the funding coming. I will be working with you to finalize and submit our application package.

Michael Dunthorn
CoC Collaborative Applicant

• ~~Knoxville Community Dashboard on Homelessness - This Dashboard Report is an at-a-glance informational resource on the issue of homelessness and the performance of homeless service providers in Knoxville, Tennessee. Data is collected and compiled by KnoxHMIS at the University of Tennessee. Information is updated on a quarterly basis.~~

- [Knox HMIS Annual Report, 2019 \[PDF\]](#)

KNOXVILLE-KNOX COUNTY CONTINUUM OF CARE 2021 ANNOUNCEMENTS AND INFORMATION:

Please see the links below for information on applying for HUD "Continuum of Care" funding as part of Knoxville-Knox County's Collaborative Application. Check back here for updates and additional information.

[TN-502 2021 CoC Consolidated Application \[PDF\]](#)

[TN-502 2021 CoC Project Priority Listing \[PDF\]](#)

[TN 502 2021 Notice of Funding Announcement \[PDF\]](#)

[TN-502 2021 Timeline and deadlines \(Version 3, updated October 11, 2021\) \[PDF\]](#)

[TN-502 2021 Project Applicant Questionnaires and Ranking Framework \[zip\]](#)

News

November 05, 2021
[Veterans Day Parade Set for Downtown Nov. 11](#)

Events

November 10, 2021
[Sports Authority Board](#)

City Info

- [My Knoxville App](#)
- [Call 311 for Help](#)



[Questions? ¿Preguntas?](#)

Contact

© City of Knoxville
400 Main Street
Knoxville, TN 37902
[View Map / Site Map](#)





ASLAN FOUNDATION

Pandemic Relief Grant Agreement Letter

March 26, 2020

Bruce Spangler, CEO
Volunteer Ministry Center
511 North Broadway Street
Knoxville, TN 37917

Dear Bruce Spangler,

With gratitude for the excellent work your organization is doing for the community, the directors of the Aslan Foundation (Foundation) have approved a one-time Pandemic Relief Grant to Volunteer Ministry Center (Grantee) for 2021. Please find the enclosed \$90,000 grant award. This funding is restricted to supporting the development of permanent supportive housing at Caswell Manor. No application is necessary to accept this funding.

Upon expenditure of the funds, a final report will be due no later than January 31, 2022. You will receive an invitation to our online system via email to complete the final report online at aslan.smartsimple.com.

If you wish to set up a meeting via phone to discuss this grant, please email grants@aslanfoundation.org.

This letter outlines the terms and conditions of the grant. Please sign this agreement and return it to the Aslan Foundation. Please be aware that depositing the enclosed check indicates your acceptance of this agreement.

Grant funds must be used solely for the purposes designated above and expended within the period of March 26, 2021 to December 31, 2021. You must submit a written request to us in advance if you wish to implement any change in the approved grant budget exceeding 10% of the total grant amount or if you require an extension of the grant period.



Department of
**Mental Health &
Substance Abuse Services**

March 5, 2021

Dr. Bruce Spangler
Volunteer Ministry Center, Inc.
511 N. Broadway
Knoxville, TN 37917

Dear Dr. Spangler:

This letter is in response to the recent proposal submission for the **FY 2021 Creating Affordable Housing (CAH) grant**. Proposals for the CAH grant were reviewed and scored based on the proposal narrative responses and attachments submitted.

It is with great pleasure that I inform you that your proposal for 1501 E. 5th Ave Knoxville, TN 37917 has been selected for a one-time funding in the amount of four hundred forty-seven thousand nine hundred and fifteen dollars (\$447,915.00).

The Tennessee Department of Mental Health and Substance Abuse Services (TDMHSAS) is excited to support your community in its efforts to develop safe, quality, and affordable permanent housing options for the targeted population for this grant opportunity.

This letter serves as a non-binding notice of grant selection to Volunteer Ministry Center, Inc. TDMHSAS will work with you to secure information needed to expedite the contracting process. This notice is non-binding and shall remain non-binding unless and until a Grant Contract is fully executed between the State and your agency. A Grant Contract is fully executed only after the contract is signed by the Grantee and the State and approved by all other Tennessee officials in accordance with applicable laws and regulations.

Congratulations on your selection!

Sincerely,

Rob L. Cotterman
Assistant Commissioner

This notice is NOT an acceptance of any offer, and the State retains the right to reject any proposal. In accordance with the subject procurement process and state law, this notice shall NOT create rights, interests, or claims of entitlement. No proposer shall acquire any such right unless and until a Grant Contract is fully signed by the Grant Contract parties and approved, in accordance with applicable Tennessee laws and regulations.



GRANT CONTRACT

(cost reimbursement grant contract with an individual, business, non-profit, or governmental entity of another state or country)

Begin Date March 1, 2021	End Date February 29, 2024	Agency Tracking # HTF-21W-08	Edison ID N/A		
Grantee Legal Entity Name Volunteer Ministry Center, Inc.			Edison Vendor ID 62-1338748		
Subrecipient or Contractor <input checked="" type="checkbox"/> Subrecipient <input type="checkbox"/> Contractor		CFDA # N/A Grantee's fiscal year end			
Service Caption (one line only) 2021 Winter Tennessee Housing Trust Fund Competitive Grants Program					
Funding —					
FY	THDA	Federal	Interdepartmental	Other	TOTAL Grant Contract Amount
2021	\$500,000.00				\$500,000.00
TOTAL:	\$500,000.00				\$500,000.00
Ownership/Control <input type="checkbox"/> African American <input type="checkbox"/> Asian <input type="checkbox"/> Hispanic <input type="checkbox"/> Native American <input type="checkbox"/> Female <input type="checkbox"/> Person w/Disability <input type="checkbox"/> Small Business <input type="checkbox"/> Government <input type="checkbox"/> NOT Minority/Disadvantaged <input checked="" type="checkbox"/> Other: Non-profit organization					
Grantee Selection Process Summary <input checked="" type="checkbox"/> Competitive Selection Applications are scored and ranked as stated in the 2021 Winter Tennessee Housing Trust Fund Competitive Grants Program Description. <input type="checkbox"/> Non-competitive Selection					
Budget Officer Confirmation: There is a balance in the appropriation from which obligations hereunder are required to be paid that is not already encumbered to pay other obligations. N/A			CPO USE – GR		
Speed Chart (optional)		Account Code (optional)			

WORKING AGREEMENT HTF-21W-08
BETWEEN THE STATE OF TENNESSEE,
TENNESSEE HOUSING DEVELOPMENT AGENCY
AND
VOLUNTEER MINISTRY CENTER, INC.

This Working Agreement, by and between the State of Tennessee, Tennessee Housing Development Agency, hereinafter referred to as the ‘State’ or ‘THDA’ and Volunteer Ministry Center, Inc., hereinafter referred to as the “Grantee,” is for the provision of creating, maintaining or making more affordable, housing to low and very low income households as further defined in the Tennessee Housing Development Agency Housing Trust Fund Competitive Grant Program Description and as further defined in the “SCOPE OF SERVICES” below.

The Grantee is a Nonprofit Corporation.

The Grantee’s Vender ID is: 62-1338748

The Grantee’s mailing address is: 511 N. Broadway, Knoxville, TN 37917

The Grantee’s place of incorporation or organization is Tennessee.

A. SCOPE OF SERVICES:

1. The Grantee shall provide all services and deliverables as required, described and detailed by this Scope of Services and shall meet all service and delivery timelines specified in the Scope of Services section or elsewhere in this Working Agreement.
2. To develop rental housing through the acquisition and/or rehabilitation of existing rental housing units, construction of affordable rental housing or combinations of these activities to improve housing conditions for low and very low income households, including elderly and special needs populations.
3. Incorporated in this Working Agreement in their entirety by this reference are the following documents:
 - a. Attachment A which specifically states the type of housing activities and Attachment B, which states the Budget for the activities.
 - b. 2021 Winter Round Tennessee Housing Trust Fund Competitive Grants Program Description and Tennessee Housing Trust Fund Competitive Grants Program Manual.

B. TERM:

1. Term. This Working Agreement shall be effective on March 1, 2021 (“Effective Date”) and extend for a period of three years after the Effective Date, and end on February 29, 2024 (“Term”). The State shall have no obligation for goods or services provided by the Grantee prior to the Effective Date.

C. PAYMENT TERMS AND CONDITIONS:

1. Maximum Liability. In no event shall the maximum liability of the State under this Working Agreement exceed FIVE HUNDRED THOUSAND and 00/100 DOLLARS (\$500,000.00) ("Maximum Liability"). The Grant Budget, attached and incorporated herein as Attachment B, shall constitute the maximum amount due the Grantee under this Working Agreement. The Grant Budget line items include, but are not limited to, all applicable taxes, fees, overhead, and all other direct and indirect costs incurred or to be incurred by the Grantee.
2. Compensation Firm. The Maximum Liability of the State is not subject to escalation for any reason unless amended. The Grant Budget amounts are firm for the Term and are not subject to escalation for any reason unless amended, except as provided in Section C.6.
3. Payment Methodology. The Grantee shall be reimbursed for actual, reasonable, and necessary costs based upon the Grant Budget, not to exceed the Maximum Liability established in Section C.1. Upon progress toward the completion of the Scope, as described in Section A of this Working Agreement, the Grantee shall submit invoices, in form and substance acceptable to the State, with all of the necessary supporting documentation, prior to any reimbursement of allowable costs.
4. Travel Compensation. Reimbursement to the Grantee for travel, meals, or lodging shall be subject to the amounts and limitations specified in the "State Comprehensive Travel Regulations," as they are amended from time to time, and shall be contingent upon and limited by the Grant Budget funding for said reimbursement.
5. Invoice Requirements. The Grantee shall invoice the State using the HTF Request for Payment Form 5, with all supporting documentation as described the Tennessee Housing Trust Fund Competitive Grant Manual. The Grantee understands and agrees to all of the following:
 - a. An invoice under this Working Agreement shall include only reimbursement requests for actual, reasonable, and necessary expenditures required in the delivery of service described by this Working Agreement and shall be subject to the Grant Budget and any other provisions of this Working Agreement relating to allowable reimbursements.
 - b. An invoice under this Working Agreement shall not include any reimbursement requests for future expenditures.
 - c. An invoice under this Working Agreement shall initiate the timeframe for reimbursement only when the State is in receipt of the invoice, and the invoice meets the minimum requirements of this section C.5.
6. Budget Line-items. Expenditures, reimbursements, and payments under this Working Agreement shall adhere to the Grant Budget. The Grantee may request revisions of Grant Budget line-items by letter, giving full details supporting such request, provided that such revisions do not increase the total Grant Contract amount. Any changes in the Grant Budget shall require an amendment to this Working Agreement.
7. Disbursement Reconciliation and Close Out. The Grantee shall submit any final invoice and a grant disbursement reconciliation report within sixty (60) days following the end of the Term specified in Section B.1., in a form and with substance acceptable to the State.

- a. If total disbursements by the State pursuant to this Working Agreement exceed the amounts permitted by Section C of this Working Agreement, the Grantee shall refund the difference to the State. The Grantee shall submit said refund with the final grant disbursement reconciliation report.
 - b. The State shall not be responsible for the payment of any invoice submitted to the State after the grant disbursement reconciliation report. The State will not deem any Grantee costs submitted for reimbursement after the grant disbursement reconciliation report to be allowable and reimbursable by the State, and such invoices will NOT be paid.
 - c. The Grantee must close out its accounting records at the end of the Term in such a way that reimbursable expenditures or revenue collections are NOT carried forward.
8. Indirect Cost. Should the Grantee request reimbursement for indirect cost, the Grantee must submit to the State a copy of the indirect cost rate approved by the cognizant federal agency or cognizant state agency, as applicable. The Grantee will be reimbursed for indirect cost in accordance with the approved indirect cost rate and amounts and limitations specified in the attached Grant Budget. Once the Grantee makes an election and treats a given cost as direct or indirect, it must apply that treatment consistently and may not change during the Term. Any changes in the approved indirect cost rate must have prior approval of the cognizant federal agency or the cognizant state agency, as applicable. If the indirect cost rate is provisional during the Term, once the rate becomes final, the Grantee agrees to remit any overpayment of funds to the State, and subject to the availability of funds the State agrees to remit any underpayment to the Grantee.
9. Cost Allocation. If any part of the costs to be reimbursed under this Working Agreement are joint costs involving allocation to more than one program or activity, such costs shall be allocated and reported in accordance with the provisions of Department of Finance and Administration Policy Statement 03 or any amendments or revisions made to this policy statement during the Term.
10. Payment of Invoice. The payment by the State shall not prejudice the State's right to object to or question any reimbursement, invoice or matter in relation thereto. A payment by the State shall not be construed as acceptance of any part of the work or service provided or as an approval of any amount as an allowable cost.
11. Non-allowable Costs. Any amounts payable to the Grantee shall be subject to reduction for amounts included in any invoice or payment that are determined by the State, on the basis of audits or monitoring conducted in accordance with the terms of this Working Agreement, to constitute non-allowable costs.
12. State's Right to Set Off. The State reserves the right to deduct from amounts that are or shall become due and payable to the Grantee under this Working Agreement or any other contract between the Grantee and THDA or the State of Tennessee under which the Grantee has a right to receive payment from the State.
13. Prerequisite Documentation. The Grantee shall not invoice the State under this Working Agreement until the State has received the following, properly completed documentation.
 - a. The Grantee shall complete, sign and present to the State an "Authorization Agreement for Automatic Deposits (ACH Credits) Form" provided by the State. By doing so, the Grantee acknowledges and agrees that, once this form is received by the State, all

payments to the Grantee, under this or any other grant contract will be by automated clearing house ("ACH").

- b. The Grantee shall complete, sign and return to the State the State-provided W-9 form. The taxpayer identification number on the W-9 form must be the same as the Grantee's Federal Employer Identification Number.
- c. The Grantee shall complete, sign and return to the State the State-provided Authorized Signature Form 1. This form will designate the four individuals authorized to sign the draw requests submitted to the State for reimbursement.

D. STANDARD TERMS AND CONDITIONS:

1. Required Approvals. The State is not bound by this Working Agreement until it is signed by the parties and approved by the appropriate officials in accordance with applicable Tennessee laws and regulations.
2. Modification and Amendment. This Working Agreement may be modified only by a written amendment signed by all parties and approved by the officials who approved the Working Agreement and, depending upon the specifics of the Working Agreement as amended, any additional officials required by Tennessee laws and regulations.
3. Termination for Convenience. The State may terminate this Working Agreement without cause for any reason. A termination for convenience shall not be a breach of this Working Agreement by the State. The State shall give the Grantee at least thirty (30) days written notice before the effective termination date. The Grantee shall be entitled to compensation for authorized expenditures and satisfactory services completed as of the termination date, but in no event shall the State be liable to the Grantee for compensation for any service which has not been rendered. The final decision as to the amount, for which the State is liable, shall be determined by the State. The Grantee shall not have any right to any actual general, special, incidental, consequential, or any other damages whatsoever of any description or amount for the State's exercise of its right to terminate.
4. Termination for Cause. If the Grantee fails to properly fulfill its obligations under this Working Agreement in a timely or proper manner, or if the Grantee violates any terms of this Working Agreement ("Breach Condition"), the State shall have the right to immediately terminate the Working Agreement and withhold payments in excess of compensation for completed services or provided goods. Notwithstanding the above, the Grantee shall not be relieved of liability to the State for damages sustained by virtue of any Breach Condition and the State may seek other remedies allowed at law or equity for breach of this Working Agreement.
5. Subcontracting. The Grantee shall not assign this Working Agreement or enter into a subcontract for any of the services performed under this Working Agreement without obtaining the prior written approval of the State. If such subcontracts are approved by the State, they shall contain, at a minimum, sections of this Grant Contract pertaining to "Conflicts of Interest", "Lobbying", "Nondiscrimination", "Public Accountability", "Public Notice", and "Records" (as identified by the section headings). Notwithstanding any use of approved subcontractors, the Grantee shall remain responsible for all work performed.
6. Conflicts of Interest. The Grantee warrants that no part of the total amount reflected in the Budget shall be paid directly or indirectly to an employee or official of the State of

Tennessee as wages, compensation, or gifts in exchange for acting as an officer, agent, employee, subcontractor, or consultant to the Grantee in connection with any work contemplated or performed relative to this Working Agreement.

The Grantee acknowledges, understands, and agrees that this Working Agreement shall be null and void if the Grantee is, or within the past six months has been, an employee of the State of Tennessee or if the Grantee is an entity in which a controlling interest is held by an individual who is, or within the past six months has been, an employee of the State of Tennessee.

The Grantee also recognizes that no person identified as a Covered Person below may obtain a financial interest or benefit from a Tennessee Housing Trust Fund Competitive Grant assisted activity, or have an interest in any contract, subcontract or agreement with respect thereto, or the proceeds thereunder, either for themselves or those whom they have family or business ties, during their tenure or for one year thereafter.

Covered Persons include immediate family members of any employee or board member of the Grantee. Covered Persons are ineligible to receive benefits through the Tennessee Housing Trust Fund Competitive Grant program. Immediate family ties include (whether by blood, marriage or adoption) a spouse, parent (including stepparent), child (including a stepbrother or stepsister), sister, brother, grandparent, grandchild, and in-laws of a Covered Person.

In addition the Conflict of Interest provisions apply to any person who is an employee, agent, consultant officer, elected official or appointed official of THDA or the Grantee and who exercises any functions or responsibilities with respect to activities assisted with Tennessee Housing Trust Fund Competitive Grant funds or who is in a position to participate in a decision-making process or gain inside information with regard to these activities.

Grantees must also make every effort to avoid the appearance of favoritism in the eligibility determination process. In those cases where the applicant for housing assistance is otherwise eligible, but there exists the appearance of a conflict of interest or the appearance of favoritism, the Grantee must submit written documentation to THDA that the following procedures have been observed:

- a. The Grantee must publish an announcement in the local newspaper concerning the potential for a conflict of interest and request citizen comments.
- b. The Grantee's attorney must render an opinion as to whether or not a conflict of interest exists and that no state or local laws will be violated should the applicant benefit from the THDA HTF Competitive Grant assistance.
- c. The Grantee's governing body must pass a resolution approving the applicant.

7. Lobbying. The Grantee certifies, to the best of its knowledge and belief, that:

- a. No federally appropriated funds have been paid or will be paid, by or on behalf of the Grantee, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.

- b. If any funds other than federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this grant, loan, or cooperative agreement, the Grantee shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities", in accordance with its instructions.
 - c. The Grantee shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including sub-grants, subcontracts, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.
8. Communications and Contacts. All instructions, notices, consents, demands, or other communications required or contemplated by this Working Agreement shall be in writing and shall be made by certified, first class mail, return receipt requested and postage prepaid, by overnight courier service with an asset tracking system, or by email or facsimile transmission with recipient confirmation. All communications, regardless of method of transmission, shall be addressed to the respective party as set out below:

The State:

Cynthia Peraza, Director of Community Programs Division
 Tennessee Housing Development Agency
 502 Deaderick Street, 3rd Floor
 Nashville, TN 37243
 Telephone Number: 615-815-2112
 Facsimile Number: 615-649-3153
 Email Address: CPeraza@thda.org

The Grantee:

Bruce W. Spangler, Chief Executive Officer
 Volunteer Ministry Center, Inc.
 511 N. Broadway, Knoxville, TN 37917
 Telephone Number: 865-524-3926
 Email Address: bspangler@vmcinc.org

A change to the above contract information requires written notice to the person designated by the other party to receive notice.

All instructions, notices, consents, demands, or other communications shall be considered effectively given upon receipt or recipient confirmation as may be required.

9. Subject to Funds Availability. This Working Agreement is subject to the appropriation and availability of THDA, State or Federal funds. In the event that the funds are not appropriated or are otherwise unavailable, the State reserves the right to terminate this Working Agreement upon written notice to the Grantee. The State's right to terminate this Grant Contract due to lack of funds is not a breach of this Working Agreement by the State. Upon receipt of the written notice, the Grantee shall cease all work associated with this Working Agreement. Should such an event occur, the Grantee shall be entitled to compensation for all satisfactory and authorized services completed as of the termination date. Upon such termination, the Grantee shall have no right to recover from the State any actual, general, special, incidental, consequential, or any other damages whatsoever of any description or amount.

10. Nondiscrimination. The Grantee agrees that no person shall be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination in the performance of this Working Agreement or in the employment practices of the Grantee on the grounds of handicap or disability, age, race, color, religion, sex, national origin, or any other classification protected by Federal, Tennessee State constitutional, or statutory law. The Grantee shall, upon request, show proof of such nondiscrimination and shall post in conspicuous places, available to all employees and applicants, notices of nondiscrimination.
11. Public Accountability. If the Grantee is subject to Tenn. Code Ann. §8-4-401 *et seq.*, or if this Working Agreement involves the provision of services to citizens by the Grantee on behalf of the State, the Grantee agrees to establish a system through which recipients of services may present grievances about the operation of the service program. The Grantee shall display in a prominent place, located near the passageway through which the public enters in order to receive Grant supported services, a sign at least twelve inches (12") in height and eighteen inches (18") in width stating:

NOTICE: THIS AGENCY IS A RECIPIENT OF TAXPAYER FUNDING. IF YOU OBSERVE AN AGENCY DIRECTOR OR EMPLOYEE ENGAGING IN ANY ACTIVITY WHICH YOU CONSIDER TO BE ILLEGAL, IMPROPER, OR WASTEFUL, PLEASE CALL THE STATE COMPTROLLER'S TOLL FREE HOTLINE: 1-800-232-5454.

The sign shall be on the form prescribed by the Comptroller of the Treasury. THDA shall obtain copies of the form from the Comptroller of the Treasury, and upon request from the Grantee, provide Grantee with any necessary signs.

12. Public Notice. All notices, informational pamphlets, press releases, research reports, signs, and similar public notices prepared and released by the Grantee in relation to this Working Agreement shall include the statement, "This project is funded under an agreement with Tennessee Housing Development Agency." All such notices by the Grantee in relation to this Working Agreement shall be approved by THDA.
13. Licensure. The Grantee and its employees and all sub-grantees shall be licensed pursuant to all applicable federal, state, and local laws, ordinances, rules, and regulations and shall upon request provide proof of all licenses.
14. Records. The Grantee and any approved subcontractor shall maintain documentation for all charges under this Working Agreement. The books, records, and documents of the Grantee and any approved subcontractor, insofar as they relate to work performed or money received under this Working Agreement, shall be maintained for a period of five (5) full years from the date of the final payment and shall be subject to audit at any reasonable time and upon reasonable notice by THDA, the Tennessee Comptroller of the Treasury, or their duly appointed representatives.

The records shall be maintained in accordance with Financial Accounting Standards Board (FASB) Accounting Standards Codification, Public Company Accounting Oversight Board (PCAOB) Accounting Standards Codification, or Governmental Accounting Standards Board (GASB) Accounting Standards Codification, as applicable, and any related AICPA Industry Audit and Accounting Guides.

In addition, documentation of grant applications, budgets, reports, awards, and expenditures will be maintained in accordance with U. S. Office of Management and

Budget's Uniform Administrative Requirements, Audit Requirements, and Cost Principles or Federal Awards.

The Grantee shall also comply with any recordkeeping and reporting requirements prescribed by the Tennessee Comptroller of the Treasury.

The Grantee shall establish a system of internal controls that utilize the COSO Internal Control-Integrated Framework model as the basic foundation for the internal control system. The Grantee shall incorporate any additional Tennessee Comptroller of the Treasury directives into its internal control system.

Any other required records or reports which are not contemplated in the above standards shall follow the format designated by the Executive Director of THDA.

15. Monitoring. The Grantee's activities conducted and records maintained pursuant to this Working Agreement shall be subject to monitoring and evaluation by the State, the Tennessee Comptroller of the Treasury, or their duly appointed representatives.
16. Progress Reports. The Grantee shall submit brief, periodic, progress reports to the State as requested.
17. Reports. The Grantee shall submit all reports in form and substance and by the deadlines specified in the Tennessee Housing Trust Fund Competitive Grant Manual.
18. Audit Report. When the Grantee has received seven hundred fifty thousand dollars (\$750,000.00) or more in aggregate federal and state funding for all of its programs within the Grantee's fiscal year, the Grantee shall provide audited financial statements to THDA and the Tennessee Comptroller of the Treasury ("Comptroller"). The Grantee may, with the prior approval of the Comptroller, engage a licensed independent public accountant to perform the audit. The audit contract between the Grantee and the licensed independent public accountant shall be on a contract form prescribed by the Comptroller. When an audit is required under this Section, the audit shall be performed in accordance with *U.S. Office of Management and Budget's Uniform Administration Requirements, Cost Principles, and Audit Requirements for Federal Awards*.

The Grantee shall be responsible for reimbursing the Comptroller for any costs of an audit prepared by the Comptroller.

The Grantee shall be responsible for payment of fees for an audit prepared by a licensed independent public accountant. Payment of the audit fees for the licensed independent public accountant by the Grantee shall be subject to the provision relating to such fees contained within this Working Agreement.

A copy of the audit report shall be provided to the Comptroller and THDA by the licensed, independent public accountant. Audit reports shall be made available to the public.

19. Procurement. If the other terms of this Working Agreement allow reimbursement for the cost of goods, materials, supplies, equipment, and/or contracted services, such procurement(s) shall be made on a competitive basis, including the use of competitive bidding procedures, where practical. The Grantee shall maintain documentation for the basis of each procurement for which reimbursement is paid pursuant to this Working Agreement. In each instance where it is determined that use of a competitive procurement method is not practical, supporting documentation shall include a written justification for the decision and for use of a non-competitive procurement. If the Grantee is a sub-

recipient, the Grantee shall comply with 2 CFR §§ 200.318-300.326 when procuring property and services under a federal award.

The Grantee shall obtain prior approval from the State before purchasing any equipment under this Working Agreement.

20. Strict Performance. Failure by any party to this Working Agreement to insist in any one or more cases upon the strict performance of any of the terms, covenants, conditions, or provisions of this agreement shall not be construed as a waiver or relinquishment of any such term, covenant, condition, or provision. No term or condition of this Working Agreement shall be held to be waived, modified, or deleted except by a written amendment signed by the parties hereto.
21. Independent Contractor. The parties shall not act as employees, partners, joint venturers, or associates of one another in the performance of this Working Agreement. The parties acknowledged that they are independent contracting entities and that nothing in this Working Agreement shall be construed to create an principal/agent relationship or to allow either to exercise control or direction over the manner or method by which the other transacts its business affairs or provides its usual services. The employees or agents of one party shall not be deemed or construed to be the employees or agents of the other party for any purpose whatsoever.

The Grantee, being an independent contractor and not an employee of the State, agrees to carry adequate public liability and other appropriate forms of insurance, including adequate public liability and other appropriate forms of insurance on the Grantee's employees, and to pay all applicable taxes incident to this Working Agreement.

22. State Liability. The State shall have no liability except as specifically provided in this Working Agreement.
23. Force Majeure. "Force Majeure Event" means fire, flood, earthquake, elements of nature or acts of God, wars, riots, civil disorders, rebellions or revolutions, acts of terrorism or any other similar cause beyond the reasonable control of the Party except to the extent that the non-performing Party is at fault in failing to prevent or causing the default or delay, and provided that the default or delay cannot reasonably be circumvented by the non-performing Party through the use of alternate sources, workaround plans or other means. A strike, lockout or labor dispute shall not excuse either Party from its obligations under this Working Agreement. Except as set forth in this Section, any failure or delay by a Party in the performance of its obligations under this Working Agreement arising from Force Majeure Events is not a default under this Working Agreement or grounds for termination. The non-performing Party will be excused from performing those obligations directly affected by the Force Majeure Event, and only for as long as the Force Majeure Event continues, provided that the Party continues to use diligent, good faith efforts to resume performance without delay. The occurrence of a Force Majeure Event affecting the Grantee's representatives, suppliers, subcontractors, customers or business apart from this Working Agreement is not a Force Majeure Event under this Working Agreement. Grantee will promptly notify the State of any delay caused by a Force Majeure Event (to be confirmed in a written notice to the State within one (1) day of the inception of the delay) that a Force Majeure Event has occurred, and will describe in reasonable detail the nature of the Force Majeure Event. If any Force Majeure Event results in a delay in the Grantee's performance longer than forty-eight (48) hours, the State may, upon notice to the Grantee: (a) cease payment of the fees until Grantee resumes performance of the affected obligations; or (b) immediately terminate this Working Agreement or any purchase order,

in whole or in part, without further payment except for fees then due and payable. Grantee will not increase its charges under this Working Agreement or charge the State any fees other than those provided for in this Working Agreement as the result of the Force Majeure Event.

24. Tennessee Department of Revenue Registration. The Grantee shall comply with all applicable registration requirements contained in Tenn. Code Ann. §§67-6-601-608. Compliance with applicable registration requirements is a material requirement of this Working Agreement.
25. No Acquisition of Equipment or Motor Vehicles. This Working Agreement does not involve the acquisition and disposition of equipment or motor vehicles acquired with funds provided under this Working Agreement.
26. State and Federal Compliance. The Grantee shall comply with all applicable local, state and federal laws and regulations in the performance of this Working Agreement.
27. Governing Law. This Working Agreement shall be governed by and construed in accordance with the laws of the State of Tennessee. The Grantee agrees that it will be subject to the exclusive jurisdiction of the courts of the State of Tennessee in actions that may arise under this Working Agreement. The Grantee acknowledges and agrees that any rights or claims against the State of Tennessee, THDA, or its employees hereunder, and any remedies arising there from, shall be subject to and limited to those rights and remedies, if any, available under Tenn. Code Ann. §§ 9-8-101 through 9-8-407.
28. Completeness. This Working Agreement is complete and contains the entire understanding between the parties relating to the subject matter contained herein, including all the terms and conditions of the parties' agreement. This Working Agreement supersedes any and all prior understandings, representations, negotiations, and agreements between the parties relating hereto, whether written or oral.
29. Severability. If any terms and conditions of this Working Agreement are held to be invalid or unenforceable as a matter of law, the other terms and conditions hereof shall not be affected thereby and shall remain in full force and effect. To this end, the terms and conditions of this Working Agreement are declared severable.
30. Headings. Section headings are for reference purposes only and shall not be construed as part of this Working Agreement.

E. SPECIAL TERMS AND CONDITIONS:

1. Conflicting Terms and Conditions. Should any of these special terms and conditions conflict with any other terms and conditions of this Working Agreement, the more stringent shall apply.
2. Insurance. The Grantee shall carry adequate liability and appropriate forms of insurance.
 - a. The Grantee shall maintain, at a minimum, the following insurance coverage:
 - (1) Workers Compensation/Employers' Liability (including all states coverage) with a limit of not less than the relevant statutory amount of one million dollars (\$1,000,000) per occurrence for employers' liability whichever is greater;

- (2) Comprehensive Commercial General Liability (including personal injury and property damage, premises/operations, independent contractor, contractual liability and completed operations/products) with a bodily injury/property damage combined single limit not less than one million dollars (\$1,000,000) per occurrence and two million dollars aggregate;
 - (3) Automobile Coverage (including owned, leased, hired, and non-owned vehicles) with a bodily injury/property damage combined single limit not less than one million dollars (\$1,000,000) per occurrence; and
 - (4) Insurance on buildings acquired, developed or rehabilitated with funding from the Tennessee Housing Trust Fund Competitive Grants in an amount that covers the grant funding, as well as any other financing.
- b. The Grantee shall provide a valid Certificate of Insurance naming THDA as an additional insured and detailing Coverage Description; Insurance Company and Policy Number; Exceptions and Exclusions; Policy Effective Date; Policy Expiration Date; Limit(s) of Liability; and Name and Address of Insured. Grantee shall obtain from Grantee's insurance carrier(s) and will deliver to THDA waivers of the subrogation rights under the respective policies. Failure to provide required evidence of insurance coverage shall be a material breach of this Working Agreement.
3. Debarment and Suspension. The Grantee certifies, to the best of its knowledge and belief, that it and its principles:
- a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal or State department or agency;
 - b. Have not within a three (3) year period preceding this Working Agreement been convicted of, or had a civil judgment rendered against them from commission of fraud, or a criminal offence in connection with obtaining attempting to obtain, or performing a public (Federal, State, or Local) transaction or grant under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification, or destruction of records, making false statements, or receiving stolen property;
 - c. Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or Local) with commission of any of the offenses detailed in section b. of this certification; and
 - d. Have not within a three (3) year period preceding this Working Agreement had one or more public transactions (Federal, State, or Local) terminated for cause or default.
- The Grantee shall provide immediate written notice to the State if at any time it learns that there was an earlier failure to disclose information or that due to changed circumstances, its principals or the principals of its subcontractors are excluded or disqualified.
4. Work Papers Subject to Review. The Grantee shall make all audit, accounting or financial analysis work papers, notes and other documents available for review by THDA, the Tennessee Comptroller of the Treasury or their respective representatives, upon request, during normal working hours either while the analysis is in progress or subsequent to the completion of this Working Agreement.

5. Hold Harmless. To the extent permitted by State law, the Grantee agrees to indemnify and hold harmless the State of Tennessee, THDA and their respective officers, agents, and employees from and against any and all claims, liabilities, losses, and causes of action which may arise, accrue, or result to any person, firm, corporation, or other entity which may be injured or damaged as a result of acts, omissions, or negligence on the part of the Grantee, its employees, or any person acting for or on its or their behalf relating to this Working Agreement. The Grantee further agrees it shall be liable for the reasonable cost of attorneys for the State in the event such service is necessitated to enforce the terms of this Working Agreement or otherwise enforce the obligations of the Grantee to the State.

In the event of any such suit or claim, the Grantee shall give the State immediate notice thereof and shall provide all assistance required by the State in the State's defense. The State shall give the Grantee written notice of any such claim or suit, and the Grantee shall have full right and obligation to conduct the Grantee's own defense thereof. Nothing contained herein shall be deemed to accord to the Grantee, through its attorney(s), the right to represent the State of Tennessee in any legal matter, such rights being governed by *Tennessee Code Annotated*, Section 8-6-106.

6. Training. The Grantee agrees to attend all training sessions regarding management of the projects funded through the Tennessee Housing Trust Fund which are scheduled by the State. (Consultants may attend and will be considered as fulfilling this requirement.)
7. Program Income. The Grantee shall use all program income generated as a result of carrying out this Working Agreement for local housing programs benefiting low and very low income households, including the elderly and disabled.
8. Commitment of Funds. The State will periodically review the Grantee's progress in committing funds to individual projects. If a Grantee is unable to draw down funds in a timely manner, the State, in its sole discretion and with thirty days (30) written notice to the Grantee, may reassign all or any portion of the funding made available under this Working Agreement. Further, failure by the Grantee to draw down funds in a timely manner, as determined by the State in its sole discretion, under this Working Agreement may negatively affect the grantee's ability to apply for or obtain other funds from THDA.

IN WITNESS WHEREOF:

VOLUNTEER MINISTRY CENTER:

Bruce W. Spangler, Chief Executive Officer

Date

TENNESSEE HOUSING DEVELOPMENT AGENCY:



Cynthia Peraza, Director, Community Programs Division

3/11/2021

Date

**TENNESSEE HOUSING DEVELOPMENT AGENCY
2021 WINTER ROUND THTF COMPETITIVE GRANTS PROGRAM
DESCRIPTION OF GRANTEE ACTIVITIES**

GRANTEE NAME: VOLUNTEER MINISTRY CENTER, INC.

I. The activities for the 2021 Winter Round Tennessee Housing Trust Fund Project shall consist of the following:

1. Use the Tennessee Housing Trust Fund (THTF) Competitive Grants funds to construct 48 units of permanent supportive housing to serve very low and extremely low income, chronically homeless individuals, and ten (10) units will be set aside for ex-offenders. The project will be located at 1501 E 5th Avenue, Knoxville, TN 37917.
2. The Grantee will set-aside 100% or forty-eight (48) units for households with incomes at or below 50% of the area median, and 25% or twelve (12) units will be set aside for households with incomes at or below 30% of the area median income, throughout the compliance period.
3. The Grantee will abide by all representations in its application to THDA under the 2021 Winter Round of the THTF Competitive Grants Program.
4. Prior to the disbursement of THTF Competitive Grants funds, the State will require the Grantee to execute a Grant Note, a Deed of Trust, and Restrictive Covenant for the property.

II. Additional Requirements for Rental New Construction:

1. Prior to incurring costs, the Grantee shall provide the State with the following:
 - a. Plans and Specifications. – Documentation that the plans and specifications for the proposed project meet all local code requirements.
 - b. Cost Estimates. – Documentation that the project can be completed with available funding based on itemized cost estimates of the plans and specifications.
 - c. Zoning Letter. – Documentation that the property is properly zoned for the development.
 - d. Building Permits. – Documentation that any required building permits have been obtained from the appropriate local officials.
2. If a sign is placed on the site, then the Tennessee Development Housing Agency shall be listed as a grantor.

3. Prior to the final disbursement of funds, the Grantee shall submit the following:
 - a. Notice of Completion. – A copy of the recorded Notice of Completion filed in the County in which the property is located at least 30 days prior to the final request of funds and a Certification that no liens have been placed against the property during that period.
 - b. Use and Occupancy Certificate. – A copy of the final codes letter or the use and occupancy certificate stating that the units are ready for tenants.

III. Additional Conditions for Rental Properties:

1. The Grantee will provide the State with a management plan for program oversight which includes annual certification of the rents, utility allowances and tenant incomes. The Grantee will also provide the State an annual certification that THTF rental requirements are being met throughout the compliance period.
2. The Grantee will allow the State or other State-approved body to conduct on-site inspections of the grantee for compliance with Section 8 Housing Quality Standards and THTF program requirements including, but not limited to, reviewing tenant income calculations, rent determinations and utility allowances.
3. Compliance restrictions on both tenant income and maximum rents shall apply for five (5) years from the date of issuance of the certificate of occupancy for the final building within the project. If a certificate of occupancy is not issued, the compliance period will begin on the date of recordation of the notice of completion for the project. The length of the compliance period shall be determined based on the amount of Competitive Grant funds invested per unit as described in the 2021 Winter Tennessee Housing Trust Fund Competitive Grants Program Description.
4. The Grantee will submit brief progress reports by **June 30th** and **December 31st** of each year during the grant term until project completion. The report shall describe progress toward completion of grant activities as outlined in Section I above.

TENNESSEE HOUSING DEVELOPMENT AGENCY
2021 WINTER ROUND TENNESSEE HOUSING TRUST FUND
PROJECT BUDGET

GRANTEE NAME: VOLUNTEER MINISTRY CENTER, INC.

Funding Source	Rental Acquisition	Rental Rehab	Rental New Construct	Developer Fee	TOTAL
THTF FUNDS	\$	\$	\$ 500,000	\$	\$ 500,000
Local Gov't or Agency Funds	\$	\$	\$ 1,440,000	\$	\$ 1,440,000
First Mortgage Funds	\$	\$	\$	\$	\$
Private Funds	\$	\$	\$	\$	\$
VMC Funded Deferred Developer Fee	\$	\$	\$	\$ 388,138	\$ 388,138
Other (LIHTC Equity)	\$	\$	\$ 7,206,492	\$ 831,720	\$ 8,038,212
TOTAL	\$	\$	\$ 9,146,492	\$ 1,219,858	\$ 10,366,350

Bruce W. Spangler, Chief Executive Officer Date



Cynthia Peraza, Director Community Programs Date

3/11/2021

Ralph M. Perrey, Executive Director



Date: July 24, 2020

This letter is to confirm that VMC Permanent Supportive Housing sponsor of 20-002 VMC Permanent Supportive Housing in Knoxville was selected as the recipient of the 2020 THDA Innovation Set-aside reservation.

The amount of the reservation shall not exceed \$956,930 in annual competitive 9% credit. THDA is planning on sending the reservation notice on or before August 31, 2020. Upon receipt of an executed reservation and reservation fee, the applicant will file a Carryover Application in order to receive a Carryover Agreement by the end of the year.

For any other questions, please contact Felita Hamilton at 615-815-2145 or fhamilton@thda.org.

Felita Hamilton

9% Low Income Tax Credits



Dr. Bruce W. Spangler
Volunteer Ministry Center
511 N Broadway
Knoxville, TN 37917

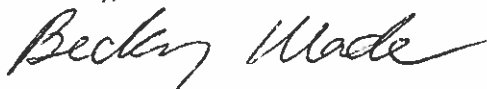
Re: 1501 E. Fifth Ave. – 48 one-bedroom units for formerly chronically homeless men and women
Affordable Housing Development – New Construction

Dear Dr. Spangler,

We have reviewed your application for City funding in the amount of \$1,440,000 for the referenced project. We are fully in support of this project and expect to take the full amount to City Council for approval contingent on the following:

- Documentation of approved funding for remaining development costs
- Development to be Energy Star certified or meet efficiency standards established by the City of Knoxville for this program
- No history of Fair Housing complaints in the last five years
- Compliance with all requirements of the Affordable Rental Development Program, to be determined by a complete underwriting review along with a review of the plans and a cost estimate

Sincerely,



Becky Wade

Director, Housing and Neighborhood Development



Section 8 Housing Department

400 Harriet Tubman St. • Knoxville, TN 37915
865.403.1234 • Fax 865.594.8790
800.848.0298 (Tennessee Relay Center)
section8info@kcdc.org
www.kcdc.org

September 2, 2020

Mr. Bruce Spangler
Volunteer Ministry Center
511 N. Broadway
Knoxville, TN 37917

Dear Mr. Spangler:

This letter is being written regarding the property located at 1501 E. Fifth Avenue, Knoxville, TN 37917 which will include two three story residential structures each with an elevator providing access to twenty-four (24) one Bedroom units. These will be Project Based Vouchers.

The proposed project based Gross rent amounts are as follows:

Monthly Gross rent amount is \$742 and the owner will provide all the utilities.

This letter is our formal commitment that Knoxville's Community Development Corporation (KCDC) will provide Section 8 Project Based Vouchers for above mentioned properties

If you have any questions, please call me at 865-403-1234 Ext. 1234.

Sincerely,

Debbie Taylor-Allen

Debbie Taylor-Allen,
Vice President of Rental Assistance

PBV's for 48 units



From: Bruce Spangler bspangler@vmcinc.org

Subject: St. John's Support of Caswell Manor

Date: October 20, 2021 at 8:40 AM

To: botownsend56@gmail.com, btowsend@jacksonsjoberg.com, Neill Townsend nac732@aol.com, carneyivy@gmail.com, nancy.o.friedrich@gmail.com

Cc: Susan Conway (sconway3839@comcast.net) sconway3839@comcast.net



All,

Susan Conway called to inform me that the Chapter at St. John's has approved a one-time gift of \$75,000 for Caswell Manor. The gift will be remitted all at one time.

Many, many thanks to you, Carney, for getting this started by proposing the investment to the committee. I am indebted to you!

Here's to a good day,
Bruce

Dr. Bruce W. Spangler, CEO
Volunteer Ministry Center
511 N Broadway
Knoxville, TN 37917
865-524-3926, ext. 225 (office)
865-257-1549 (cell)
bspangler@vmcinc.org

"No moral code or ethical principle, no piece of scripture or holy teaching can be summoned to defend what we have allowed our country to become." Matthew Desmond on America's Housing Crisis