Before Starting the CoC Application

The CoC Consolidated Application is made up of three parts: the CoC Application, the Project Listing, and the Project Applications. The Collaborative Applicant is responsible for submitting two of these sections. In order for the CoC Consolidated Application to be considered complete, each of these two sections REQUIRES SUBMISSION:
- CoC Application
- Project Listing

Please Note:

- Review the FY2013 CoC Program NOFA in its entirety for specific application and program requirements.
- Use the CoC Application Detailed Instructions while completing the application in e-snaps. The detailed instructions are designed to assist applicants as they complete the application forms in e-snaps.
- As a reminder, CoCs are not able to import data from the 2012 application due to significant changes to the CoC Application questions. All parts of the application must be fully completed.
- All questions marked with an asterisk (*) are mandatory and must be completed in order to submit the application.

For Detailed Instructions click here.

1A. Continuum of Care (CoC) Identification

Instructions:

For guidance on completing this form, please reference the FY 2013 CoC Application Detailed Instructions and the FY 2013 CoC Program NOFA. Please submit technical question to the OneCPD Ask A Question at https://www.onecpd.info/ask-a-question/.

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

1B. Continuum of Care (CoC) Operations

Instructions:

For guidance on completing this form, please reference the FY 2013 CoC Application Detailed Instructions and the FY 2013 CoC Program NOFA. Please submit technical question to the OneCPD Ask A Question at https://www.onecpd.info/ask-a-question/.

1B-1 How often does the CoC conduct meetings of the full CoC membership?	Monthly
1B-2 How often does the CoC invite new members to join the CoC through a publicly available invitation?	Monthly
IB-3 Does the CoC include membership of a homeless or formerly homeless person?	Yes
1B-4 For members who are homeless or formerly homeless, what role do they play in the CoC membership? Select all that apply.	Advisor, Community Advocate

1B-5 Does the CoC's governance charter incorporate written policies and procedures for each of the following:

1B-5.1 Written agendas of CoC meetings?	Yes
1B-5.2 Centralized or Coordinated Assessment System?	Yes
1B-5.3 Process for Monitoring Outcomes of ESG Recipients?	Yes
1B-5.4 CoC policies and procedures?	Yes
1B-5.5 Written process for board selection?	Yes
1B-5.6 Code of conduct for board members that includes a recusal process?	Yes
1B-5.7 Written standards for administering assistance?	No

1C. Continuum of Care (CoC) Committees

Instructions:

For guidance on completing this form, please reference the FY 2013 CoC Application Detailed Instructions and the FY 2013 CoC Program NOFA. Please submit technical question to the OneCPD Ask A Question at https://www.onecpd.info/ask-a-question/.

1C-1 Provide information for up to five of the most active CoC-wide planning committees, subcommittees, and/or workgroups, including a brief description of the role and the frequency of meetings. Collaborative Applicants should only list committees, subcommittees and/or workgroups that are directly involved in CoC-wide planning, and not the regular delivery of services.

	Name of Group	Role of Group (limit 750 characters)	Meeting Frequency	Names of Individuals and/or Organizations Represented
1C-1.1	Executive Committee	The Executive Committee is the committee that organizes the activities of the CoC/Homeless Coalition. It included the Coalition's officers, along with chairs of other committees, and anyone else who wishes to participate. Its meetings are regularly announced and an open invitation to participate is extended to all.	Monthly	Homeless service providers, CoC membership.
1C-1.2	Networking/Housing/ Shelter Committee	The Networking Committee works to coordinate information and services among CoC member organizations.	Monthly	Homeless service providers, CoC membership.
1C-1.3	Homeless Study Committee	This committee coordinates efforts around the PIT count, in a coordinated effort with a biennial in-depth study and assessment of homelessness in Knoxville.	Monthly	Homeless service providers, CoC membership.
1C-1.4	Continuum of Care Ranking and Review	This committee coordinates the review and assessment of CoC-funded projects.	Quarterly	Homeless service providers, CoC membership.
1C-1.5	Mayor's Roundtable on Homelessness	This group coordinates the creation and implementation of a new community plan on homelessness, in alignment with the Federal Opening Doors plan.	Quarterly	City government political leadership, executive-level leadership of homeless service providers, CoC leadership, community leadership, city government staff.

1C-2 Describe how the CoC considers the full range of opinions from individuals or organizations with knowledge of homelessness or an interest in preventing and ending homelessness in the geographic area when establishing the CoC-wide committees, subcommitees, and workgroups.
(limit 750 characters)

The CoC/Homeless Coalition is an open membership organizations, and in addition to open invitations for all who are interested to join and participate, the CoC also regularly makes proactive invitations for participation in order to gain additional categories of community representation. CoC Executive committee is made up of Coalition officers, committee chairs, but meetings are announced to the whole CoC and include an invitation for all who are interested to attend and participate. CoC application committee and ranking and review panel are also generated through open invitations to participate.

1D. Continuum of Care (CoC) Project Review, Ranking, and Selection

Instructions:

For guidance on completing this form, please reference the FY 2013 CoC Application Detailed Instructions and the FY 2013 CoC Program NOFA. Please submit technical question to the OneCPD Ask A Question at https://www.onecpd.info/ask-a-question/.

1D-1 Describe the specific ranking and selection process the CoC uses to make decisions regarding project application review and selection, based on objective criteria. Written documentation of this process must be attached to the application along with evidence of making the information publicly available.
(limit 750 characters)

The CoC formed a ranking review committee (agreed to by all applicants) consisting of volunteer CoC members who did not have any conflicts of interest with CoC applicants. Applicants submitted project pre-ranking forms with information on projects, CoC participation, and assurances of compliance with standard policy requirements. KnoxHMIS created CoC Outcomes Report with the cooperation of applying agencies. The Ranking and Review committee used the submitted information and reports to complete standard ranking review forms to assess applicant performance over the previous year. The panel then used the results to consider, within the context of HUD and local priorities the rank-order of project applications to be included with the Consolidated Application.

1D-2 Describe how the CoC reviews and ranks projects using periodically collected data reported by projects, conducts analysis to determine each project's effectiveness that results in participants rapid return to permanent housing, and takes into account the severity of barriers faced by project participants. Description should include the specific data elements and metrics that are reviewed to do this analysis.
(limit 1000 characters)

KnoxHMIS created a CoC Outcomes Report in cooperation with project applicants. This report included data elements and metrics from APRs as well as locally established priorities for consideration by the Ranking Review Panel. This information was used to complete a standardized review form for each project, and that information was then used to consider performance within the context of barriers faced by project participants, along with HUD and local priorities. Data elements and metrics reviewed included: TH placement in permanent housing; PH retention in housing; SSO client housing stability; HMIS data quality; TH/PH/SSO clients exiting with employment; TH/PH/SSO clients securing mainstream resources; HMIS trainings in Coordinated Assessment System; TH/PH/SSO success in housing the chronically homeless; HMIS AHAR participation; TH/PH use of bed capacity; SSO households served; HMIS recruitment of additional HMIS participating agencies; TH/PH/SSO HMIS data entry timeliness; TH/PH/SSO client income and exit destination data quality; HMIS compliance with Data Quality, Privacy, and Security Plans; TH/PH/SSO cost analyses for average length of stay, and cost per bed/service day.

1D-3 Describe the extent in which the CoC is open to proposals from entities that have not previously received funds in prior Homeless Assistance Grants competitions.
(limit 750 characters)

It is the policy of this CoC that any CoC funding available for new projects be competitively available to all prospective applicants, including those entities that have not previously received funds in prior Homeless Assistance Grants competitions. The availability of funding for new projects is announced at CoC/Homeless Coalition meetings and through CoC public communications. For the 2013 process, no renewal applications were being required by the CoC to lose funding through reallocation, so no new funding was available for general consideration. (Note: two SSO projects are voluntarily redefining, through the reallocation process, their activities to Rapid re-housing, but they were not required by the CoC to do so, thus those funds were not released for open competition.)

1D-4 On what date did the CoC post on its website all parts of the CoC Consolidated Application, including the Priority Listings with ranking information and notified project applicants and stakeholders the information was available? Written documentation of this notification process (e.g., evidence of the website where this information is published) must be attached to the application.	01/30/2014
1D-5 If there were changes made to the ranking after the date above, what date was the final ranking posted?	

1D-6 Did the CoC attach the final GIW approved by HUD either during CoC Registration or, if applicable, during the 7-day grace period following the publication of the CoC Program NOFA without making changes?	Yes

1D-6.1 If no, briefly describe each of the specific changes that were made to the GIW (without HUD approval) including any addition or removal of projects, revisions to line item amounts, etc. For any projects that were revised, added, or removed, identify the applicant name, project name, and grant number.
(limit 1000 characters)

1D-7 Were there any written complaints received by the CoC in relation to project review, project selection, or other items related to 24 CFR 578.7 or 578.9 within the last 12 months?	No

1D-7.1 If yes, briefly describe the complaint(s), how it was resolved, and the date(s) in which it was resolved.
(limit 750 characters)

1E. Continuum of Care (CoC) Housing Inventory

Instructions:

For guidance on completing this form, please reference the FY 2013 CoC Application Detailed Instructions and the FY 2013 CoC Program NOFA. Please submit technical question to the OneCPD Ask A Question at https://www.onecpd.info/ask-a-question/.

1E-1 Did the CoC submit the 2013 HIC data in the HDX by April 30, 2013? Yes

2A. Homeless Management Information System (HMIS) Implementation

Intructions:

For guidance on completing this form, please reference the FY 2013 CoC Application Detailed Instructions and the FY 2013 CoC Program NOFA. Please submit technical question to the OneCPD Ask A Question at https://www.onecpd.info/ask-a-question/.

2A-1 Describe how the CoC ensures that the HMIS is administered in compliance with the CoC Program interim rule, conformance with the 2010 HMIS Data Standards and related HUD Notices.
(limit 1000 characters)

TN 502 has outlined procedures for designating the HMIS lead through the Knoxville-Knox County Homeless Coalition By-laws, section 9.3 (pg12). TN 502 has designated the KnoxHMIS as the lead HMIS through majority vote of the Coalition. The designated HMIS is to follow regulations as set forth through the HUD interim rule and applicable notices. KnoxHMIS and all partnership agencies are to follow the 2010 HUD HMIS Data Standards to ensure capture of universal and program Specific data elements.

2A-2 Does the governance charter in place between the CoC and the HMIS Lead include the most current HMIS requirements and outline the roles and responsibilities of the CoC and the HMIS Lead? If yes, a copy must be attached.

Yes

2A-3 For each of the following plans, describe the extent in which it has been developed by the HMIS Lead and the frequency in which the CoC has reviewed it: Privacy Plan, Security Plan, and Data Quality Plan.
(limit 1000 characters)

The KnoxHMIS policy and procedures includes the roles and responsibilities of the HMIS lead to the CoC and partner agencies. A privacy plan (6.1--6.9), security plan (6.1--6.9), and data quality and data timeliness plan (10.1-10.6;11.1)are included in the policy and procedures. The KnoxHMIS has developed policies and procedures as guided by applicable HUD notices and in collaboration with the Tennessee HMIS Administrators Group. KnoxHMIS policy and procedures were originally created in 2009 with the most recent format developed in 2012. KnoxHMIS policies and procedures are provided to all member agencies and are reviewed annually. Updates to KnoxHMIS policy and procedures are communicated through the monthly TN 502 executive meetings, monthly general membership meetings HMIS committee reports, monthly KnoxHMIS memorandums to partner agency administrators, site-visits, and user trainings.

2A-4 What is the name of the HMIS software selected by the CoC and the HMIS Lead? Applicant will enter the HMIS software name (e.g., ABC Software).	ServicePoint
2A-5 What is the name of the HMIS vendor? Applicant will enter the name of the vendor (e.g., ESG Systems).	Bowman Systems
2A-6 Does the CoC plan to change the HMIS software within the next 18 months?	No

2B. Homeless Management Information System (HMIS) Funding Sources

2B-1 Select the HMIS implementation coverage area: Single CoC

2B-2 Select the CoC(s) covered by the HMIS: (select all that apply) TN-502 - Knoxville/Knox County CoC

2B-3 In the chart below, enter the amount of funding from each funding source that contributes to the total HMIS budget for the CoC.

2B-3.1 Funding Type: Federal - HUD

Funding Source	Funding
CoC	$132,282
ESG	$12,000
CDBG	$10,000
HOME	$0
HOPWA	$0
Federal - HUD - Total Amount	$154,282

2B-3.2 Funding Type: Other Federal

Funding Source	Funding
Department of Education	$0
Department of Health and Human Services	$0
Department of Labor	$0
Department of Agriculture	$0
Department of Veterans Affairs	$5,917
Other Federal	$0
Other Federal - Total Amount	$5,917

2B-3.3 Funding Type: State and Local

Funding Source	Funding
City	$0
County	$0
State	$73,322
State and Local - Total Amount	$73,322

2B-3.4 Funding Type: Private

Funding Source	Funding
Individual	$0
Organization	$8,250
Private - Total Amount	$8,250

2B-3.5 Funding Type: Other

Funding Source	Funding
Participation Fees	$1,890
Other - Total Amount	$1,890

2B-3.6 Total Budget for Operating Year	$243,661

2B-4 How was the HMIS Lead selected by the CoC? Agency was Appointed

2B-4.1 If other, provide a description as to how the CoC selected the HMIS Lead.
(limit 750 characters)

Not applicable.

2C. Homeless Management Information System (HMIS) Bed Coverage

Instructions:

For guidance on completing this form, please reference the FY 2013 CoC Application Detailed Instructions and the FY 2013 CoC Program NOFA. Please submit technical question to the OneCPD Ask A Question at https://www.onecpd.info/ask-a-question/.

2C-1 Indicate the HMIS bed coverage rate (%) for each housing type within the CoC. If a particular housing type does not exist anywhere within the CoC, select "Housing type does not exist in CoC" from the drop-down menu:

*** Emergency shelter**	86%+
*** Safe Haven (SH) beds**	Housing type does not exist in CoC
*** Transitional Housing (TH) beds**	65-75%
*** Rapid Re-Housing (RRH) beds**	Housing type does not exist in CoC
*** Permanent Supportive Housing (PSH) beds**	76-85%

2C-2 How often does the CoC review or assess its HMIS bed coverage? Quarterly

2C-3 If the bed coverage rate for any housing type is 64% or below, describe how the CoC plans to increase this percentage over the next 12 months. (limit 1000 characters)

Not applicable.

2C-4 If the Collaborative Applicant indicated that the bed coverage rate for any housing type was 64% or below in the FY2012 CoC Application, describe the specific steps the CoC has taken to increase this percentage. (limit 750 characters)

Not applicable.

2D. Homeless Management Information System (HMIS) Data Quality

Instructions:

For guidance on completing this form, please reference the FY 2013 CoC Application Detailed Instructions and the FY 2013 CoC Program NOFA. Please submit technical question to the OneCPD Ask A Question at https://www.onecpd.info/ask-a-question/.

2D-1 For each housing type, indicate the average length of time project participants remain in housing. If a housing type does not exist in the CoC, enter "0".

Type of Housing	Average Length of Time in Housing
Emergency Shelter	46
Transitional Housing	7
Safe Haven	0
Permanent Supportive Housing	18
Rapid Re-housing	0

2D-2 Indicate the percentage of unduplicated client records with null or missing values on a day during the last 10 days of January 2013 for each Universal Data Element listed below.

Universal Data Element	Percentage
Name	0%
Social security number	0%
Date of birth	0%
Ethnicity	0%
Race	2%
Gender	0%
Veteran status	0%
Disabling condition	0%
Residence prior to program entry	1%
Zip Code of last permanent address	0%
Housing status	0%
Head of household	2%

2D-3 Describe the extent in which HMIS generated data is used to generate HUD required reports (e.g., APR, CAPER, etc.). (limit 1000 characters)

KnoxHMIS is entrusted as the primary source of information for HUD reporting in TN502. KnoxHMIS is fully capable to generate HUD required reporting for the CoC utilizing Bowman ServicePoint software reporting as well as custom reports. KnoxHMIS is responsible for aggregating all Emergency Solutions Grant (ESG) sub-recipient Consolidated Annual Performance and Evaluation Report (CAPER) data for the local ESG recipient to report in IDIS. KnoxHMIS also reports data for the HUD Annual Homeless Assessment Report (AHAR), HUD Housing Inventory Count (HIC), and HUD Point In Time Count (PIT)--all of which have been submitted to meet required deadlines. All TN502 HUD funded programs participate in KnoxHMIS and rely on KnoxHMIS to generate and monitor HUD Annual Performance Reporting (APR) and to assist with troubleshooting and ensure accuracy of reporting. In addition, KnoxHMIS assists other federally funded programs in reporting such as the Veterans Administration Supportive Services for Veterans and Families.

2D-4 How frequently does the CoC review the data quality in the HMIS of program level data? Monthly

2D-5 Describe the process through which the CoC works with the HMIS Lead to assess data quality. Include how the CoC and HMIS Lead collaborate, and how the CoC works with organizations that have data quality challenges.
(Limit 1000 characters)

TN502 executive committee has high data quality standards and closely monitors the compliance of partner programs. TN 502 utilizes monthly data quality reports and HMIS committee written and oral reports in order to assess the CoC's progress in meeting strategic plan benchmarks. KnoxHMIS presents quarterly reports during the monthly CoC meeting regarding objectives and outcomes to assure that participating agencies are aware of their compliance.

KnoxHMIS is a member of the CoC Executive members and reports CoC challenges to the CoC executive leadership. If challenges with data quality are identified, KnoxHMIS notifies agency administration to develop a plan to improve data entry. If needed, site visits are increased and agency staff may be re-trained. KnoxHMIS will followup with more frequent data quality reports to track progress on addressing challenges.

In addition, KnoxHMIS collaboratively works with the CoC executive leadership on the HIC, PIT, and AHAR. KnoxHMIS also collaborates to provide an annual needs gap analysis and develops custom reporting to assist with CoC applicant ranking.

2D-6 How frequently does the CoC review the data quality in the HMIS of client-level data? Monthly

2E. Homeless Management Information System (HMIS) Data Usage and Coordination

Instructions:

For guidance on completing this form, please reference the FY 2013 CoC Application Detailed Instructions and the FY 2013 CoC Program NOFA. Please submit technical question to the OneCPD Ask A Question at https://www.onecpd.info/ask-a-question/.

2E-1 Indicate the frequency in which the CoC uses HMIS data for each of the following activities:

*** Measuring the performance of participating housing and service providers**	Monthly
*** Using data for program management**	Bi-Monthly
*** Integration of HMIS data with data from mainstream resources**	Monthly
*** Integration of HMIS data with other Federal programs (e.g., HHS, VA, etc.)**	Monthly

2F. Homeless Management Information System (HMIS) Policies and Procedures

Instructions:

For guidance on completing this form, please reference the FY 2013 CoC Application Detailed Instructions and the FY 2013 CoC Program NOFA. Please submit technical question to the OneCPD Ask A Question at https://www.onecpd.info/ask-a-question/.

2F-1 Does the CoC have a HMIS Policy and Procedures Manual? If yes, the HMIS Policy and Procedures Manual must be attached. Yes

2F-1.1 What page(s) of the HMIS Policy and Procedures Manual or governance charter includes the information regarding accuracy of capturing participant entry and exit dates in HMIS? (limit 250 characters)

KnoxHMIS diligently works to ensure accuracy. Pgs 38-43 detail procedures. Programs demonstrating issues are monitored closely through: data quality comparisons, additional site visits, on-site staff/team training targeted to resolve issue, and/or scheduling staff to repeat initial HMIS training.

2F-2 Are there agreements in place that outline roles and responsibilities between the HMIS Lead and the Contributing HMIS Organizations (CHOs)? Yes

2G. Continuum of Care (CoC) Sheltered Homeless Point-in-Time (PIT) Count

Instructions:

For guidance on completing this form, please reference the FY 2013 CoC Application Detailed Instructions and the FY 2013 CoC Program NOFA. Please submit technical question to the OneCPD Ask A Question at https://www.onecpd.info/ask-a-question/.

2G-1 Indicate the date of the most recent sheltered point-in-time count (mm/dd/yyyy): 01/24/2013

2G-2 If the CoC conducted the sheltered point-in-time count outside of the last 10 days of January 2013, was an exception granted by HUD? Not Applicable

2G-3 Enter the date the CoC submitted the sheltered point-in-time count data in HDX: 04/30/2013

2G-4 Indicate the percentage of homeless service providers supplying sheltered point-in-time data:

Housing Type	Observation	Provider Shelter	Client Interview	HMIS
Emergency Shelters	0%	0%	0%	100%
Transitional Housing	0%	0%	0%	100%
Safe Havens	0%	0%	0%	0%

2G-5 Comparing the 2012 and 2013 sheltered point-in-time counts, indicate if there was an increase, decrease, or no change and then describe the reason(s) for the increase, decrease, or no change. (Limit 750 characters)

The 2013 data reports 850 total persons whereas the 2012 reports 721, a 15% increase (resource: https://www.onecpd.info/resource/3692/fy-2013-hic-count-data-for-the-fy-2013-2014-nofa/). The increase in this single day PIT could be due to seasonal changes in weather or phenomena not measured in HMIS.

2H. Continuum of Care (CoC) Sheltered Homeless Point-in-Time (PIT) Count: Methods

Instructions:

For guidance on completing this form, please reference the FY 2013 CoC Application Detailed Instructions and the FY 2013 CoC Program NOFA. Please submit technical question to the OneCPD Ask A Question at https://www.onecpd.info/ask-a-question/.

* 2H-1 Indicate the method(s) used to count sheltered homeless persons during the 2013 point-in-time count:

Survey providers:	
HMIS:	X
Extrapolation:	
Other:	

2H-2 If other, provide a detailed description. (limit 750 characters)

Not Applicable.

2H-3 For each method selected, including other, describe how the method was used to ensure that the data collected on the sheltered homeless population during the 2013 point-in-time count was accurate. (limit 750 characters)

HMIS: KnoxHMIS provided TN 502 executive leadership with Bowman ServicePoint point-in-time (PIT) reports. KnoxHMIS reporting ensures de-duplication through comparison of personally identifying information and unique client identifiers. Prior to reporting, TN 502 provides written guidance on the PIT and follow-up reminders about the count and maximizing participation. KnoxHMIS additionally provides follow-up reminder memorandums and site-visits to maximize accuracy and participation.

2I. Continuum of Care (CoC) Sheltered Homeless Point-in-Time (PIT) Count: Data Collection

Instructions:

For guidance on completing this form, please reference the FY 2013 CoC Application Detailed Instructions and the FY 2013 CoC Program NOFA. Please submit technical question to the OneCPD Ask A Question at https://www.onecpd.info/ask-a-question/.

*** 2I-1 Indicate the methods used to gather and calculate subpopulation data for sheltered homeless persons:**

HMIS:	X
HMIS plus extrapolation:	
Sample of PIT interviews plus extrapolation:	
Sample strategy: (if Sample of PIT interviews plus extrapolation is selected)	
Provider expertise:	X
Interviews:	
Non-HMIS client level information:	X
Other:	X

2I-2 If other, provide a detailed description. (limit 750 characters)

Other, Case Management Notes: TN 502 utilized case management notes (i.e. client level data) as reported from non-HMIS participating agencies, specifically domestic violence service providers.

2I-3 For each method selected, including other, describe how the method was used to ensure that the data collected on the sheltered homeless population count during the 2013 point-in-time count was accurate. (limit 750 characters)

HMIS: KnoxHMIS provided the majority of PIT sub-population data for HMIS participating agencies utilizing Bowman ServicePoint reports.

Provider Expertise: TN 502 utilized provider expertise of non-HMIS participating agencies, particularly in the case of domestic violence sub-populations, in order to best reflect this sub population.

Non-HMIS client level information. TN 502 collaborated with non-HMIS providers, specifically domestic violence service agencies to report information on this sub-population.

2J. Continuum of Care (CoC) Sheltered Homeless Point-in-Time Count: Data Quality

Instructions:

For guidance on completing this form, please reference the FY 2013 CoC Application Detailed Instructions and the FY 2013 CoC Program NOFA. Please submit technical question to the OneCPD Ask A Question at https://www.onecpd.info/ask-a-question/.

* 2J-1 Indicate the methods used to ensure the quality of the data collected during the sheltered point-in-time count:

Training:	
Follow-up	X
HMIS:	X
Non-HMIS de-duplication :	
Other:	

2J-2 If other, provide a detailed description. (limit 750 characters)

Not applicable.

2J-3 For each method selected, including other, describe how the method was used to ensure that the data collected on the sheltered homeless population count during the 2013 point-in-time count was accurate. (limit 750 characters)

HMIS: KnoxHMIS was utilized for the majority of sheltered PIT reporting as they maintain high data quality standards to ensure that HUD data elements are captured in a timely manner and that data is de-duplicated.

Follow-Up: KnoxHMIS maintains data quality through monthly and as needed data quality reports to all partner agencies. In the case where there are data quality challenges, KnoxHMIS follows up with the agency through site visits and develops a corrective action plan with the provider to ensure that data quality is improved quickly.

2K. Continuum of Care (CoC) Unsheltered Homeless Point-in-Time (PIT) Count

Instructions:

For guidance on completing this form, please reference the FY 2013 CoC Application Detailed Instructions and the FY 2013 CoC Program NOFA. Please submit technical question to the OneCPD Ask A Question at https://www.onecpd.info/ask-a-question/.

2K-1 Indicate the date of the most recent unsheltered point-in-time count:	01/24/2013
2K-2 If the CoC conducted the unsheltered point-in-time count outside of the last 10 days of January 2013, was an exception granted by HUD?	Not Applicable
2K-3 Enter the date the CoC submitted the unsheltered point-in-time count data in HDX:	04/30/2013

2K-4 Comparing the 2013 unsheltered point-in-time count to the last unsheltered point-in-time count, indicate if there was an increase, decrease, or no change and describe the specific reason(s) for the increase, decrease, or no change.
(limit 750 characters)

There was a slight increase in the unsheltered count in 2013 (143) over 2012 (133) (Resource: https://www.onecpd.info/resource/3692/fy-2013-hic-count-data-for-the-fy-2013-2014-nofa/). This was due to improved coverage of outdoor camp locations for an actual physical count. We do not believe this represents an actual increase in unsheltered persons, but rather better coverage for the count.

2L. Continuum of Care (CoC) Unsheltered Point-in-Time Count: Methods

Instructions:

For guidance on completing this form, please reference the FY 2013 CoC Application Detailed Instructions and the FY 2013 CoC Program NOFA. Please submit technical question to the OneCPD Ask A Question at https://www.onecpd.info/ask-a-question/.

* 2L-1 Indicate the methods used to count unsheltered homeless persons during the 2013 point-in-time count:

Public places count:	X
Public places count with interviews on the night of the count:	
Public places count with interviews at a later date:	
Service-based count:	
HMIS:	X
Other:	

2L-2 If other, provide a detailed description. (limit 750 characters)

Not applicable.

2L-3 For each method selected, including other, describe how the method was used to ensure that the data collected on the unsheltered homeless population during the 2013 point-in-time count was accurate. (limit 750 characters)

Public places count: This was conducted by experienced outreach social workers with a long-standing knowledge of existing camp locations. Current locations were scouted out in the time leading up to the PIT count, so that the physical count could be achieved rapidly on the night of the actual count.

HMIS: The families count was based on KnoxHMIS data, along with current data from the community's most recent in-depth biennial survey on homelessness.

2M. Continuum of Care (CoC) Unsheltered Homeless Point-in-Time Count: Level of Coverage

Instructions:

For guidance on completing this form, please reference the FY 2013 CoC Application Detailed Instructions and the FY 2013 CoC Program NOFA. Please submit technical question to the OneCPD Ask A Question at https://www.onecpd.info/ask-a-question/.

2M-1 Indicate where the CoC located unsheltered homeless persons during the 2013 point-in-time count: Known Locations

2M-2 If other, provide a detailed description. (limit 750 characters)

Not applicable.

2N. Continuum of Care (CoC) Unsheltered Homeless Point-in-Time Count: Data Quality

Instructions:

For guidance on completing this form, please reference the FY 2013 CoC Application Detailed Instructions and the FY 2013 CoC Program NOFA. Please submit technical question to the OneCPD Ask A Question at https://www.onecpd.info/ask-a-question/.

*** 2N-1 Indicate the steps taken by the CoC to ensure the quality of the data collected for the 2013 unsheltered population count:**

Training:	
"Blitz" count:	X
Unique identifier:	
Survey question:	
Enumerator observation:	
Other:	X

2N-2 If other, provide a detailed description. (limit 750 characters)

KnoxHMIS data and additional statistical survey data were used to extrapolate the unsheltered count for persons in families with children. Unsheltered individuals were counted through a "blitz" count.

2N-3 For each method selected, including other, describe how the method was used to reduce the occurance of counting unsheltered homeless persons more than once during the 2013 point-in-time count. In order to recieve credit for any selection, it must be described here. (limit 750 characters)

A public places "blitz" count was conducted by experienced outreach social workers with a long-standing knowledge of existing camp locations. Current locations were scouted out in the time leading up to the PIT count, so that the physical count could be achieved rapidly on the night of the actual count. Known locations were visited once shelters were closed and campers were settling in for the night. Only individuals were found and counted during the 'blitz,' so this did not result in any duplicate overlap in the families data, which was derived as described in 2N-2.

3A. Continuum of Care (CoC) Performance and Strategic Planning Objectives

Objective 1: Increase Progress Towards Ending Chronic Homelessness

Instructions:

For guidance on completing this form, please reference the FY 2013 CoC Application Detailed Instructions and the FY 2013 CoC Program NOFA. Please submit technical question to the OneCPD Ask A Question at https://www.onecpd.info/ask-a-question/.

In FY 2013, applications submitted to HUD for the Continuum of Care (CoC) Program will be evaluated in part based on the extent in which they further the achievement of HUD's goals as articulated in HUD's Strategic Plan and Opening Doors: Federal Strategic Plan to Prevent and End Homelessness (FSP). The first goal in Opening Doors is to end chronic homelessness by 2015. Creating new dedicated permanent supportive housing beds is one way to increase progress towards ending homelessness for chronically homeless persons. Using data from Annual Performance Reports (APR), HMIS, and the 2013 housing inventory count, complete the table below.

3A-1.1 Objective 1: Increase Progress Towards Ending Chronic Homelessness

	Proposed in 2012 CoC Application	2013 Actual Numeric Achievement and Baseline	2014 Proposed Numeric Achievement	2015 Proposed Numeric Achievement
3A-1.1a For each year, provide the total number of CoC-funded PSH beds not dedicated for use by the chronically homeless that are available for occupancy.		80	128	300
3A-1.1b For each year, provide the total number of PSH beds dedicated for use by the chronically homeless.	159	159	207	237
3A-1.1c Total number of PSH beds not dedicated to the chronically homeless that are made available through annual turnover.		161	161	161
3A-1d Indicate the percentage of the CoC-funded PSH beds not dedicated to the chronically homeless made available through annual turnover that will be prioritized for use by the chronically homeless over the course of the year.		69%	85%	85%
3A-1.1e How many new PSH beds dedicated to the chronically homeless will be created through reallocation?		0	30	0

3A-1.2 Describe the CoC's two year plan (2014-2015) to increase the number of permanent supportive housing beds available for chronically homeless persons and to meet the proposed numeric goals as indicated in the table above. Response should address the specific strategies and actions the CoC will take to achieve the goal of ending chronic homelessness by the end of 2015.
(limit 1000 characters)

In 2014, this CoC will begin implementation of a new jurisdictional homelessness plan that seeks alignment with the Opening Doors plan, within the bounds of available resources. (Note: 48 CoC-funded PSH beds were incorrectly not identified as McKinney-Vento funded beds in the most recent HIC; that will be corrected this year and will shift those beds into the count for the data above.) Two SSO programs are using reallocation to redefine themselves as PSH/Rapid Rehousing, and will dedicate an additional 30 beds for persons in families meeting the definition of chronically homeless. Additional beds in those new RRH programs will also prioritize the chronically homeless. Finally, through the new jurisdictional plan, we will seek to encourage that additional beds be dedicated or at least prioritized for the chronically homeless.

3A-1.3 Identify by name the individual, organization, or committee that will be responsible for implementing the goals of increasing the number of permanent supportive housing beds for persons experiencing chronic homelessness.
(limit 1000 characters)

The Mayor's Roundtable on Homelessness will provide leadership in the implementation of the new jurisdictional homelessness plan to pursue the noted efforts (in 3A-1.2)to increase beds available for the chronically homeless. Knoxville-Knox County CAC will begin implementation of two new PSH/Rapid Rehousing programs, increasing beds dedicated, prioritized and available for chronically homeless families.

3A. Continuum of Care (CoC) Performance and Strategic Planning Objectives

Objective 2: Increase Housing Stability

Instructions:

For guidance on completing this form, please reference the FY 2013 CoC Application Detailed Instructions and the FY 2013 CoC Program NOFA. Please submit technical question to the OneCPD Ask A Question at https://www.onecpd.info/ask-a-question/.

In FY2013, applications submitted to HUD for the Continuum of Care (CoC) Program will be evaluated in part based on the extent in which they further the achievement of HUD's goals as articulated in HUD's Strategic Plan and the Opening Doors: Federal Strategic Plan to Prevent and End Homelessness (FSP). Achieving housing stability is critical for persons experiencing homelessness. Using data from Annual Performance Reports (APR), complete the table below.

3A-2.1 Does the CoC have any non-HMIS projects for which an APR should have been submitted between October 1, 2012 and September 30, 2013? Yes

3A-2.2 Objective 2: Increase Housing Stability

	2013 Actual Numeric Achievement and Baseline	2014 Proposed Numeric Achievement	2015 Proposed Numeric Achievement
3A-2.2a Enter the total number of participants served by all CoC-funded permanent supportive housing projects as reported on APRs submitted during the period between October 1, 2012 and September 30, 2013:	178	180	180
3A-2.2b Enter the total number of participants that remain in CoC-funded funded PSH projects at the end of the operating year PLUS the number of participants that exited from all CoC-funded permanent supportive housing projects to a different permanent housing destination.	155	160	160
3A-2.2c Enter the percentage of participants in all CoC-funded projects that will achieve housing stability in an operating year.	87%	89%	89%

3A-2.3 Describe the CoC's two year plan (2014-2015) to improve the housing stability of project participants in CoC Program-funded permanent supportive housing projects, as measured by the number of participants remaining at the end of an operating year as well as the number of participants that exited from all CoC-funded permanent supportive housing projects to a different permanent housing destination. Response should address the specific strategies and actions the CoC will take to meet the numeric achievements proposed in the table above. (limit to 1000 characters)

At 87% housing stability, this CoC currently exceeds the HUD objective of 80%. Our CoC continues to prioritize permanent supportive housing projects for funding in the CoC competition. The CoC will continue to work with the PSH providers to emphasize the need to keep occupancy rates high, retention rates high, and the goal of assuring that program participate who leave should exit to appropriate permanent housing circumstances. Knoxville's new jurisdictional homelessness plan also emphasizes the same goals, and will reinforce the CoC's efforts in this regard.

3A-2.4 Identify by name the individual, organization, or committee that will be responsible for increasing the rate of housing stability in CoC-funded projects. (limit 1000 characters)

The CoC body and the Mayor's Roundtable on Homelessness will encourage and assist in efforts to maintain our housing stability rate in excess of HUD's target of 80%. Ultimately, it will be the CoC-funded PSH providers (Volunteer Ministry Center, Helen Ross McNabb Center, Southeastern Housing, and Positively Living) who will be responsible for maintaining their programs to continue their high level of achievement.

3A. Continuum of Care (CoC) Performance and Strategic Planning Objectives

Objective 3: Increase project participants income

Instructions:

For guidance on completing this form, please reference the FY 2013 CoC Application Detailed Instructions and the FY 2013 CoC Program NOFA. Please submit technical question to the OneCPD Ask A Question at https://www.onecpd.info/ask-a-question/.

In FY2013, applications submitted to HUD for the Continuum of Care (CoC) Program will be evaluated in part based on the extent in which they further the achievement of HUD's goals as articulated in HUD's Strategic Plan and the Opening Doors: Federal Strategic Plan to Prevent and End Homelessness (FSP). Assisting project participants to increase income is one way to ensure housing stability and decrease the possibility of returning to homelessness. Using data from Annual Performance Reports (APR), complete the table below.

3A-3.1 Number of adults who were in CoC-funded projects as reported on APRs submitted during the period between October 1, 2012 and September 30, 2013: 992

3A-3.2 Objective 3: Increase project participants income

	2013 Actual Numeric Achievement and Baseline	2014 Proposed Numeric Achievement	2015 Proposed Numeric Achievement
3A-3.2a Enter the percentage of participants in all CoC-funded projects that increased their income from employment from entry date to program exit?	17%	20%	20%
3A-3.2b Enter the percentage of participants in all CoC-funded projects that increased their income from sources other than employment from entry date to program exit?	14%	34%	54%

3A-3.3 In the table below, provide the total number of adults that were in CoC-funded projects with each of the cash income sources identified below, as reported on APRs submitted during the period between October 1, 2012 and September 30, 2013.

Cash Income Sources	Number of Participating Adults	Percentage of Total in 3A-3.1	
Earned Income	331	33.37	**%**
Unemployment Insurance	14	1.41	**%**
SSI	177	17.84	**%**

SSDI	96	9.68	**%**
Veteran's disability	13	1.31	**%**
Private disability insurance	0		**%**
Worker's compensation	0		**%**
TANF or equivalent	95	9.58	**%**
General Assistance	1	0.10	**%**
Retirement (Social Security)	10	1.01	**%**
Veteran's pension	11	1.11	**%**
Pension from former job	4	0.40	**%**
Child support	53	5.34	**%**
Alimony (Spousal support)	0		**%**
Other Source	11	1.11	**%**
No sources	190	19.15	**%**

3A-3.4 Describe the CoC's two year plan (2014-2015) to increase the percentage of project participants in all CoC-funded projects that increase their incomes from non-employment sources from entry date to program exit. Response should address the specific strategies and actions the CoC will take to meet the numeric achievements proposed in the table (3A-3.2) above.
(limit 1000 characters)

The first step in increasing this figure is simply making program recipients aware that this is being measured, and that the 54% goal exists. This is a new measurement, and had not previously been identified as a goal in the HUD CoC process. The new jurisdictional homelessness plan does identify increasing non-employment income as a goal. Through emphasis on the issue in general and on further implementation of SOAR and other related initiatives, this CoC will work with recipient agencies to pursue the goals as identified above.

3A-3.5 Describe the CoC's two year plan (2014-2015) to increase the percentage of project participants in all CoC-funded projects that increase their incomes through employment from entry date to program exit. Response should address the specific strategies and actions the CoC will take to meet the numeric achievements proposed in the table above.
(limit 1000 characters)

The first step in increasing this figure is simply making program recipients aware that this is being measured, and that the 20% goal exists. This is a new measurement, and had not previously been identified as a goal in the HUD CoC process. At the current 17% measure, it should be possible to reach the goal through ongoing measurement and feedback to agencies tasked with reaching this goal. HMIS will begin reporting this measure to the CoC and to the Mayor's Roundtable on Homelessness, which is charged with implementation of our new jurisdictional homelessness plan, which does identify increasing employment income as a goal. Through emphasis on the issue in general and on further implementation of employment readiness and related employment training initiatives, this CoC will work with recipient agencies to pursue the goals as identified above.

3A-3.6 Identify by name the individual, organization, or committee that will be responsible for increasing the rate of project participants in all CoC-funded projects that increase income from entry date to program exit. (limit 1000 characters)

KnoxHMIS will begin including this output measure in reporting to the CoC, recipient agencies, and to the Mayor's Roundtable on Homelessness. The Mayor's Roundtable and the CoC will emphasize these goals and will use the outcomes measurement to work with the recipient agencies (Volunteer Ministry Center, The Salvation Army, Positively Living, The Helen Ross McNabb Center, Knoxville Leadership Foundation, Catholic Charities, and Knoxville-Knox County CAC), which will ultimately be responsible for focusing their efforts on these goals.

3A. Continuum of Care (CoC) Performance and Strategic Planning Objectives

Objective 4: Increase the number of participants obtaining mainstream benefits

Instructions:

For guidance on completing this form, please reference the FY 2013 CoC Application Detailed Instructions and the FY 2013 CoC Program NOFA. Please submit technical question to the OneCPD Ask A Question at https://www.onecpd.info/ask-a-question/.

In FY2013, applications submitted to HUD for the Continuum of Care (CoC) Program will be evaluated in part based on the extent in which they further the achievement of HUD's goals as articulated in HUD's Strategic Plan and the Opening Doors: Federal Strategic Plan to Prevent and End Homelessness (FSP). Assisting project participants to obtain mainstream benefits is one way to ensure housing stability and decrease the possibility of returning to homelessness. Using data from Annual Performance Reports (APR), complete the table below.

3A-4.1 Number of adults who were in CoC-funded projects as reported on APRs submitted during the period between October 1, 2012 and September 30, 2013. 992

3A-4.2 Objective 4: Increase the number of participants obtaining mainstream benefits

	2013 Actual Numeric Achievement and Baseline	2014 Proposed Numeric Achievement	2015 Proposed Numeric Achievement
3A-4.2a Enter the percentage of participants in ALL CoC-funded projects that obtained non-cash mainstream benefits from entry date to program exit.	70%	70%	70%

3A-4.3 In the table below, provide the total number of adults that were in CoC-funded projects that obtained the non-cash mainstream benefits from entry date to program exit, as reported on APRs submitted during the period between October 1, 2013 and September 30, 2013.

Non-Cash Income Sources	Number of Participating Adults	Percentage of Total in 3A-4.1
Supplemental nutritional assistance program	595	59.98 %
MEDICAID health insurance	277	27.92 %
MEDICARE health insurance	89	8.97 %
State children's health insurance	1	0.10 %
WIC	38	3.83 %

VA medical services	26	2.62	%
TANF child care services	26	2.62	%
TANF transportation services	4	0.40	%
Other TANF-funded services	3	0.30	%
Temporary rental assistance	18	1.81	%
Section 8, public housing, rental assistance	276	27.82	%
Other Source	13	1.31	%
No sources	297	29.94	%

3A-4.4 Describe the CoC's two year plan (2014-2015) to increase the percentage of project participants in all CoC-funded projects that access mainstream benefits from entry date to program exit. Response should address the specific strategies and actions the CoC will take to meet the numeric achievements proposed in the table above.
(limit 1000 characters)

This CoC is reporting 70% of project participants in all CoC-funded projects are accessing mainstream benefits. This exceeds HUD's target of 56%. This CoC will continue to emphasize the importance of this measure by using this indicator in the review process for CoC applications. Additionally, the new jurisdictional homelessness plan also emphasizes the importance of access to mainstream benefits, and as such will encourage service providers to continue to assist program participants in gaining access to these resources.

3A-4.5 Identify by name the individual, organization, or committee that will be responsible for increasing the rate of project participants in all CoC-funded projects that that access non-cash mainstream benefits from entry date to program exit.
(limit 1000 characters)

Both the Mayor's Roundtable on Homelessness and the CoC will continue to work with service providers to prioritize this objective, and to assist agencies in continuing to exceed HUD's 56% target. Ultimately, it is the responsibility of each CoC-funded provider (Positively Living, Catholic Charities, Helen Ross McNabb Center, Knoxville Leadership Foundation, Knoxville-Knox County CAC, Volunteer Ministry Center, and The Salvation Army) to assist their residents and clients in gaining access to these resources.

3A. Continuum of Care (CoC) Performance and Strategic Planning Objectives

Objective 5: Using Rapid Re-Housing as a method to reduce family homelessness

Instructions:

For guidance on completing this form, please reference the FY 2013 CoC Application Detailed Instructions and the FY 2013 CoC Program NOFA. Please submit technical question to the OneCPD Ask A Question at https://www.onecpd.info/ask-a-question/.

In FY2013, applications submitted to HUD for the Continuum of Care (CoC) Program will be evaluated in part based on the extent in which they further the achievement of HUD's goals as articulated in HUD's Strategic Plan and the Opening Doors: Federal Strategic Plan to Prevent and End Homelessness (FSP). Rapid re-housing is a proven effective housing model. Based on preliminary evidence, it is particularly effective for households with children. Using HMIS and Housing Inventory Count data, populate the table below.

3A-5.1 Objective 5: Using Rapid Re-housing as a method to reduce family homelessness.

	2013 Actual Numeric Achievement and Baseline	2014 Proposed Numeric Achievement	2015 Proposed Numeric Achievement
3A-5.1a Enter the total number of homeless households with children per year that are assisted through CoC-funded rapid re-housing projects.	0	200	200
3A-5.1b Enter the total number of homeless households with children per year that are assisted through ESG-funded rapid re-housing projects.	39	40	40
3A-5.1c Enter the total number of households with children that are assisted through rapid re-housing projects that do not receive McKinney-Vento funding.	0	0	0

3A-5.2 Describe the CoC's two year plan (2014-2015) to increase the number homeless households with children assisted through rapid re-housing projects that are funded through either McKinney-Vento funded programs (CoC Program, and Emergency Solutions Grants program) or non-McKinney-Vento funded sources (e.g.., TANF). Response should address the specific strategies and actions the CoC will take to meet the numeric achievements proposed in the table above.
(limit 1000 characters)

Knoxville-Knox County CAC is seeking funding in the current year's CoC application for two rapid re-housing projects, which are designed to serve a total of 200 households per year. This CoC is fully supporting these applications and expect to support renewal funding for the RRH projects in 2015. In the coming year, this CoC will review opportunities for additional non-McKinney-Vento funded rapid-re-housing activities, and if any can be developed will revise upward the goals for that in the coming year.

3A-5.3 Identify by name the individual, organization, or committee that will be responsible for increasing the number of households with children that are assisted through rapid re-housing in the CoC geographic area. (limit 1000 characters)

The Knoxville-Knox County Community Action Committee is seeking new funding (through reallocation) for two rapid-rehousing projects designed to serve 200 households per year.

3A-5.4 Describe the CoC's written policies and procedures for determining and prioritizing which eligible households will receive rapid re-housing assistance as well as the amount or percentage of rent that each program participant must pay, if applicable.
(limit 1000 characters)

Specific eligibility and prioritizing policies and procedures for ESG rapid re-housing subrecpients are included in the City of Knoxville's Annual Action plan, and in subrecipient ESG contracts. The policy describes eligibility based on homeless status, income requirements, and states priorities for families, children, and victims of domestic violence. Duration of rental assistance for the program is defined. Minimum habitability standards for housing supported with rental assistance are indicated. These standards, including any set for program participants' responsibilities for portions of rent payments, adhere to, and reflect back on HUD's own ESG regulations governing these concerns.

3A-5.5 How often do RRH providers provide case management to households residing in projects funded under the CoC and ESG Programs?
(limit 1000 characters)

RRH providers provide case management services to households based on each program recipient's needs, as determined through intake screening and establishment of an individualized case plan, but at least on a monthly basis in the service provider's offices for the first six months after placement into housing, and also by phone contact a minimum of monthly for the same duration. In most cases, participants were followed up for 12 months, to ensure all goals are met, housing is stable, and no additional assistance is needed. Case managers work hard on the front-end to be sure housing placements are affordable and energy efficient, thus increasing housing stability rates. When possible, case managers collaborate with the local PHA to make placements into section 8 weatherized properties. Programs follow ESG and local RRH standards for eligibility, placement and case management, as described in all ESG subrecipient contracts and the local Annual Action Plan.

3A-5.6 Do the RRH providers routinely follow up with previously assisted households to ensure that they do not experience additional returns to homelessness within the first 12 months after assistance ends? (limit 1000 characters)

Rapid rehousing providers will routinely follow up with previously assisted households, on a schedule determined by case plans and experience with each household. Case managers will close out the cases at the end of 6 months, but will make phone contacts after closure to attempt follow up at 8, 10, 1nd 12 months to ensure clients are still stably housed. Additionally, as with other types of programs, HMIS is used to identify if, after program exit, clients resurface as homeless within the system.

3B. Continuum of Care (CoC) Discharge Planning: Foster Care

Instructions:

For guidance on completing this form, please reference the FY 2013 CoC Application Detailed Instructions and the FY 2013 CoC Program NOFA. Please submit technical question to the OneCPD Ask A Question at https://www.onecpd.info/ask-a-question/.

3B-1.1 Is the discharge policy in place mandated by the State, the CoC, or other? State Mandated Policy

3B-1.1a If other, please explain.
(limit 750 characters)

3B-1.2 Describe the efforts that the CoC has taken to ensure persons are not routinely discharged into homeless and specifically state where persons routinely go upon discharge.
(limit 1000 characters)

The Tenn. Chafee Foster Care Independence Act and Dept. of Children's Services(DCS) Practice Models formalize transition planning beginning at age 14 for youth aging out of foster care. Permanency Planning, including housing, is addressed in an Individual Program Plan, as are job training, placement and retention, continued education, community support services, family counseling, therapy, and alcohol and drug treatment. Family team meetings are scheduled 6 months before discharge, and one is convened 30 days before a youth exits custody. These have been effective in preventing discharge to the streets. Post-Custody Services include housing help, case management, money for education and job training, and other Independent Living Services, up to age 21. Of youth exiting care at 18, most return to their family of origin throughout the state. Others go to educational programs with housing, or use a DCS federal waiver to stay in foster care if they will graduate before age 19.

3B-1.3 Identify the stakeholders and/or collaborating agencies that are responsible for ensuring that persons being discharged from a system of care are not routinely discharged into homelessness.
(limit 1000 characters)

The Tennessee Department of Children's Services has opted in to the federal Fostering Connections, which allows reimbursable foster care payments to continue after age 18 for housing, education, health & other supports. Additionally, CoC member agency Helen Ross McNabb Center operates a number of programs designed to assist young people who are making the transition out of foster care, as well as those who have already left the system. Programs include transitional living for at-risk youth, as well as financial and life-skills training programs designed to help youth gain the skills and stability needed to successfully make the transition into adulthood.

3B. Continuum of Care (CoC) Discharge Planning: Health Care

Instructions:

For guidance on completing this form, please reference the FY 2013 CoC Application Detailed Instructions and the FY 2013 CoC Program NOFA. Please submit technical question to the OneCPD Ask A Question at https://www.onecpd.info/ask-a-question/.

3B-2.1 Is the discharge policy in place mandated by the State, the CoC, or other? Other

3B-2.1a If other, please explain. (limit 750 characters)

Within this CoC, there is no controlling authority with the power to mandate that no one be discharged into homelessness from healthcare settings such as hospitals. It is nonetheless the policy of the local discharging institutions that every effort be made to find an appropriate setting for discharging their patients. It is also a stated goal of the new jurisdictional plan that medical patients not be discharged into homelessness.

3B-2.2 Describe the efforts that the CoC has taken to ensure persons are not routinely discharged into homeless and specifically state where persons routinely go upon discharge. (limit 1000 characters)

CoC member agencies such as Knox Area Rescue Ministries, Helen Ross McNabb Center, Knoxville-Knox County CAC and others routinely work with social workers in the discharging institutions to assist with appropriate discharge planning. Patients often leave to live with family members of friends, whenever possible. When other resources have been exhausted, the healthcare facilities' discharge planners work with transitional housing agencies, nursing homes and other programs to ensure patients are not discharged directly to the streets.

3B-2.3 Identify the stakeholders and/or collaborating agencies that are responsible for ensuring that persons being discharged from a system of care are not routinely discharged into homelessness. (limit 1000 characters)

The primary stakeholders responsible for ensuring that persons are not routinely discharged into homelessness are the hospitals and medical facilities themselves. The hospitals employ discharge planners, social workers and patient advocates who seek appropriate settings for their patients upon release. The second line of defense are social service agencies such as Knox Area Rescue Ministries, Helen Ross McNabb Center, Knoxville-Knox County CAC and others who routinely work with social workers in the discharging institutions to assist with appropriate discharge planning.

3B. Continuum of Care (CoC) Discharge Planning: Mental Health

Instructions:

For guidance on completing this form, please reference the FY 2013 CoC Application Detailed Instructions and the FY 2013 CoC Program NOFA. Please submit technical question to the OneCPD Ask A Question at https://www.onecpd.info/ask-a-question/.

3B-3.1 Is the discharge policy in place mandated by the State, the CoC, or other? State Mandated Policy

3B-3.1a If other, please explain.
(limit 750 characters)

3B-3.2 Describe the efforts that the CoC has taken to ensure persons are not routinely discharged into homeless and specifically state where persons routinely go upon discharge.
(limit 1000 characters)

In 2012, the state-funded mental hospital in this CoC was closed, and its budget shifted to fund contracts with private mental health providers in East Tennessee. As part of this reorganization, the state is funding the Inpatient Targeted Transitional Support (ITTS) program. These funds provide transitional resources for persons leaving inpatient treatment so that discharge planners and social workers can help patients find and establish themselves in stable, permanent housing. The CoC committee chair has been directly involved in the process for establishing and reviewing and adjusting the ongoing implementation of this new program. As such, with this resource, patients routinely go to permanent housing, or to short-term transitional housing pending ITTS resources assisting in the establishment of permanent housing.

3B-3.3 Identify the stakeholders and/or collaborating agencies that are responsible for ensuring that persons being discharged from a system of care are not routinely discharged into homelessness.
(limit 1000 characters)

Representatives of the Tennessee Department of Mental Health, Ridgeview Psychiatric Hospital, Peninsula Psychiatric Hospital, Helen Ross McNabb Center and this CoC meet monthly to monitor the implementation of the ITTS program to assure its success in seeing that patients are not discharged into homelessness.

3B. Continuum of Care (CoC) Discharge Planning: Corrections

Instructions:

For guidance on completing this form, please reference the FY 2013 CoC Application Detailed Instructions and the FY 2013 CoC Program NOFA. Please submit technical question to the OneCPD Ask A Question at https://www.onecpd.info/ask-a-question/.

3B-4.1 Is the discharge policy in place mandated by the State, the CoC, or other? State Mandated Policy

3B-4.1a If other, please explain. (limit 750 characters)

3B-4.2 Describe the efforts that the CoC has taken to ensure persons are not routinely discharged into homeless and specifically state where persons routinely go upon discharge. (limit 1000 characters)

CoC member agencies work with the Tennessee Department of Corrections to implement its extensive policies and procedures for discharge and inmate transition back into the community. Mandated Pre-Release Services include types of rentals available, avenues of assistance, methods of financing, and the need to plan for appropriate housing. Pre-release Counselors help inmates get documents needed for housing, such as social security card, birth certificate, and driver's license. The TN Reentry Collaborative (TREC) includes 13 state government departments & community agencies and hosts videoconferences quarterly to prevent homelessness of people discharged. One TREC result is TNHousingSearch.org - a free rental housing database where special needs populations, including ex-offenders, can search for housing. Persons leaving corrections routinely go to mandated halfway houses or transitional settings, or to private housing arranged through their corrections release plan.

3B-4.3 Identify the stakeholders and/or collaborating agencies that are responsible for ensuring that persons being discharged from a system of care are not routinely discharged into homelessness. (limit 1000 characters)

The Community Law Office and the Helen Ross McNabb Center provide social workers to serve indigent clients in the local county jail. These programs coordinate directly with other providers to assist clients with access to needed services and housing upon discharge. These agencies as well as Knoxville-Knox County CAC and others also work with the Tenn. Department of Corrections to help assure that prison release plans do not result in discharge into homelessness.

3C. Continuum of Care (CoC) Coordination

Instructions:

For guidance on completing this form, please reference the FY 2013 CoC Application Detailed Instructions and the FY 2013 CoC Program NOFA. Please submit technical question to the OneCPD Ask A Question at https://www.onecpd.info/ask-a-question/.

3C-1 Does the Consolidated Plan for the jurisdiction(s) within the CoC's geography include the CoC's strategic plan goals for addressing and ending homelessness? Yes

3C-1.1 If yes, list the goals in the CoC strategic plan. (limit 1000 characters)

Increase the supply of permanent supportive housing for persons who are chronically homeless through rehabilitation or new construction.
Provide supportive services for persons who are homeless or at risk of becoming homeless.
Provide supportive services, operations and essential services for homeless transitional housing facilities with the goal of placing persons in permanent housing.

3C-2 Describe the extent in which the CoC consults with State and local government Emergency Solutions Grants (ESG) program recipients within the CoC's geographic area on the plan for allocating ESG program funds and reporting on and evaluating the performance of ESG program recipients and subrecipients. (limit 1000 characters)

The City of Knoxville Community Development Department is the formula ESG recipient for this CoC. The Community Development Department also serves as the Collaborative Applicant for this CoC. The CoC coordinator works with the ESG coordinator to develop the ESG subgrantee selection process (including FY 2012 and FY 2013) and assists with selection of ESG subgrantees. ESG program goals and strategies are aligned with both CoC goals and strategies as well as those of the jurisdictional homelessness plan. ESG projects are measured and evaluated based on those common goals and strategies.

3C-3 Describe the extent in which ESG funds are used to provide rapid re-housing and homelessness prevention. Description must include the percentage of funds being allocated to both activities. (limit 1000 characters)

2012 ESG funding in this CoC expended 22% for homelessness prevention activities and 22% for rapid rehousing programming. 2013 ESG funding in this CoC expends 30% for homelessness prevention subrecipient programming, and 15% for rapid rehousing programming. Funding allocation decisions are made based on HUD and local priorities as they can be applied to subrecipient ESG grant applications as received. ESG applications ask prospective subrecipients to propose activities in response to stated priorities, goals and objectives. Subrecipient grantees are then selected, based on competitive measures of the applications received.

3C-4 Describe the CoC's efforts to reduce the number of individuals and families who become homeless within the CoC's entire geographic area. (limit 1000 characters)

This CoC and the local jurisdictional homelessness plan place an emphasis on homelessness prevention. The City of Knoxville provides local funding to support a highly successful homelessness prevention targeted case management program in four public housing locations that serve the elderly and persons with disabilities. As the Consolidated Plan jurisdiction and ESG formula recipient, the City of Knoxville also prioritizes homelessness prevention programming with ESG funding. In its Analysis of Impediments to Fair Housing, the City of Knoxville noted zoning and site selection as well as access to the lending market as possible barriers to fair housing. The Consolidated Plan includes efforts such as fair housing education and outreach as well as support for programs that increase individuals and families' access to capital and affordable housing. Finally, the same office serves as CoC Collaborative Applicant and ESG formula recipient, and as such, the emphasis on homelessness prevention is highly coordinated between the two programs.

3C-5 Describe how the CoC coordinates with other Federal, State, local, private and other entities serving the homeless and those at risk of homelessness in the planning and operation of projects. (limit 1000 characters)

Positively Living, one of the current CoC recipients also administers the HOPWA program in Knoxville, coordinating these resources to best serve the target population. Families First is Tennessee's version of the TANF program, and this CoC ensures that screening for Families First eligibility is included our common intake and assessment process. Helen Ross McNabb Center is an active participant and recipient of CoC funding, and also administers Runaway and Homeless Youth programming in Knoxville. These programs are represented and coordinated through CoC planning activities. Likewise Knoxville-Knox County CAC is both a CoC participant and recipient, and also administers and coordinates the Head Start Program locally. Finally, through the Mayor's Roundtable on Homelessness, the City of Knoxville is taking an active leadership role in administering our new jurisdictional plan on homelessness. The plan's central tenets are focused on the coordination and collaboration among all of the above resources as well as philanthropic organizations and foundations and other programs in order to pursue a common set of goals and strategies designed to prevent, reduce and end homelessness.

3C-6 Describe the extent in which the PHA(s) within the CoC's geographic area are engaged in the CoC efforts to prevent and end homelessness. (limit 1000 characters)

Knoxville's Community Development Corporation (KCDC) is the PHA for this CoC. KCDC is fully engaged with CoC programming and activities has active and ongoing membership in the CoC organization. KCDC is also a full partner in the jurisdictional homelessness plan. KCDC includes homeless preferences for prioritizing access to public housing. KCDC has also project-based section 8 vouchers for several new permanent supportive housing developments serving the chronically homeless within this jurisdiction. In addition, KCDC coordinates with the Veterans Administration to administer increasing numbers of HUD-VASH vouchers, ending homelessness for veterans and their families in Knoxville.

3C-7 Describe the CoC's plan to assess the barriers to entry present in projects funded through the CoC Program as well as ESG (e.g. income eligibility requirements, lengthy period of clean time, background checks, credit checks, etc.), and how the CoC plans to remove those barriers. (limit 1000 characters)

Locally created barriers to program entry have not been a significant problem for CoC and ESG programs in Knoxville. This CoC and our jurisdictional homelessness plan emphasize the maximization of limited resources to create and maintain forward momentum for those seeking help. It is more typical for program entry barriers to be derived from the specific requirements attached to non-locally funded activities. Through CoC coordination and multi-agency networking, as well as the ramping up of our HMIS-based coordinated intake and assessment process, this CoC is working to streamline the process by which people can be quickly matched and referred to the right resources to meet their specific needs.

3C-8 Describe the extent in which the CoC and its permanent supportive housing recipients have adopted a housing first approach. (limit 1000 characters)

Housing First has long been central to this CoC's approach to the provision of permanent supportive housing, particularly for the chronically homeless. The Housing First approach is currently being employed by all of this CoC's PSH recipients, as well as in other programming administered outside of CoC funding.

3C-9 Describe how the CoC's centralized or coordinated assessment system is used to ensure the homeless are placed in the appropriate housing and provided appropriate services based on their level of need. (limit 1000 characters)

TN502 CoC covers geocode 471014 and includes all Knox county zip codes. KnoxHMIS is utilized in the "no wrong-door" approach as outlines in 24 CFR Part 587 to increase the ease of accessibility. KnoxHMIS serves as the central resource for collaboration and coordination of efforts to determine appropriate services for those experiencing homelessness. CoC HMIS participating agencies utilize the HUD 40118 assessment as the uniform intake assessment. Program staff additionally utilize client entry/ exit, services, and case plan history to determine eligibility and provide appropriate goals towards housing those experiencing homelessness. HMIS partner agencies are additionally piloting the Bowman ServicePoint referrals software to ensure that referrals are consistently completed across the CoC. To advertise the use of HMIS, individuals are informed at intake of the function and use of HMIS and are given the option participate. Additionally, a "Notice to Clients of Uses and Disclosures" is posted at each agency.

3C-10 Describe the procedures used to market housing and supportive services to eligible persons regardless of race, color, national origin, religion, sex, age, familial status, or disability who are least likely to request housing or services in the absence of special outreach. (limit 1000 characters)

This CoC is committed to providing housing and services to all who need them, regardless of race, color, national origin, religion, sex, age, familial status, or disability. The CoC/Homeless Coalition has, during the past year, provided information and training on the needs of a number of special needs or underserved populations in order to raise awareness and coordinate outreach and referrals to assure that individuals and families are able to access the resources they need.

3C-11 Describe the established policies that are currently in place that require all homeless service providers to ensure all children are enrolled in early childhood education programs or in school, as appropriate, and connected to appropriate services within the community. (limit 1000 characters)

Knox County Schools serve families within this CoC, and employ a full-time homeless liaison to ensure that children experiencing homelessness are enrolled in school and have access to resources to minimize disruption to their lives. Homeless service providers within this CoC fully coordinate with the schools' homeless liaison, and actively assist in coordinated efforts to ensure all impacted children receive and maintain access to educational opportunities. It is the policy of this CoC that these coordinated efforts continue.

3C-12 Describe the steps the CoC, working with homeless assistance providers, is taking to collaborate with local education authorities to ensure individuals and families who become or remain homeless are informed of their eligibility for McKinney-Vento educational services. (limit 1000 characters)

The Knox County Schools homeless liaison is a member of the CoC/Homeless Coalition, and coordinates with homeless service providers to assure that individuals and families are informed of and gain access to McKinney-Vento educational resources. Children who become homeless in Knox County receive services and transportation to their school of origin to assure educational continuity and to minimize disruption of their education and to avoid potential discrimination based on their homeless status. Homeless service providers cooperate well with the school liaison to assure that families' access to resources are well coordinated with their children's access to education.

3C-13 Describe how the CoC collaborates, or will collaborate, with emergency shelters, transitional housing, and permanent housing providers to ensure families with children under the age of 18 are not denied admission or separated when entering shelter or housing.
(limit 1000 characters)

This CoC will review and adopt a written policy in the coming year to remind CoC member agencies of regulatory and legal requirements prohibiting the denial of admission to any family with a child under the age of 18, or of any member of the family, such as a teen-age boy. The jurisdictional homelessness plan also includes language seeking to address this issue.

3C-14 What methods does the CoC utilize to monitor returns to homelessness by persons, including, families who exited rapid re-housing? Include the processes the CoC has in place to ensure minimal returns to homelessness.
(limit 1000 characters)

KnoxHMIS is used to monitor for individuals who have been exited from rapid rehousing, transitional housing, permanent supportive housing and other services and who subsequently reappear elsewhere in the CoC as homeless. This information is used to assess program outcomes and to provide feedback in order to identify systematic corrections that can be made to prevent this phenomenon.

3C-15 Does the CoC intend for any of its SSO or TH projects to serve families with children and youth defined as homeless under other Federal statutes?	No

3C-15.1 If yes, describe how the use of grant funds to serve such persons is of equal or greater priority than serving persons defined as homeless in accordance with 24 CFR 578.89. Description must include whether or not this is listed as a priority in the Consolidated Plan(s) and its CoC strategic plan goals. CoCs must attach the list of projects that would be serving this population (up to 10 percent of CoC total award) and the applicable portions of the Consolidated Plan.
(limit 1000 characters)

3C-16 Has the project been impacted by a major disaster, as declared by President Obama under Title IV of the Robert T. Stafford Act in the 12 months prior to the opening of the FY 2013 CoC Program Competition?	No

3C-16.1 If 'Yes', describe the impact of the natural disaster on specific projects in the CoC and how this affected the CoC's ability to address homelessness and provide the necessary reporting to HUD. (limit 1500 characters)

3D. Continuum of Care (CoC) Coordination with Strategic Plan Goals

Instructions:

For guidance on completing this form, please reference the FY 2013 CoC Application Detailed Instructions and the FY 2013 CoC Program NOFA. Please submit technical question to the OneCPD Ask A Question at https://www.onecpd.info/ask-a-question/.

In 2013, applications submitted to HUD for the Continuum of Care (CoC) Program will be evaluated in part based on the extent in which they further the achievement of HUD's goals as articulated in HUD's Strategic Plan and the Opening Doors: Federal Strategic Plan to Prevent and End Homelessness (FSP).

3D-1 Describe how the CoC is incorporating the goals of Opening Doors in local plans established to prevent and end homelessness and the extent in which the CoC is on target to meet these goals. (limit 1000 characters)

This CoC has developed a new, revised jurisdictional plan to address homelessness. This plan was developed both to address local priorities and also to align strategies with those of the Federal Strategic Plan. Through the recent construction of over 100 new units of PSH, and through a continued focus on housing the chronically homeless in existing units, coupled with supportive services, this CoC is actively pursuing a reduction of an end to chronic homelessness. Through implementation of an SSVF grant and through active use of HUD-VASH vouchers, this CoC is actively working to reduce and end homelessness among veterans. Through ESG and locally funded homelessness prevention efforts, through the conversion of two SSO programs to rapid re-housing for families, and through faith-based programs, this CoC is actively working to prevent and end homelessness for families, youth, and children. Finally, the new jurisdictional homelessness plan, led by the city Mayor, represents a shift from primarily addressing chronic homelessness to a comprehensive effort to seek an end to all types of homelessness in this CoC.

3D-2 Describe the CoC's current efforts, including the outreach plan, to end homelessness among households with dependent children. (limit 750 characters)

The Salvation Army, Family Promise, Knoxville-Knox County CAC, the Compassion Coalition, the Knox County Schools Homeless Liaison, Helen Ross McNabb Center and others actively coordinate efforts to reach out to at-risk and homeless families with children. Through prevention, transitionl housing and rapic-rehousing efforts, this CoC is working to prevent and minimize the disruptive impact of homelessness on families with dependent children.

3D-3 Describe the CoC's current efforts to address the needs of victims of domestic violence, including their families. Response should include a description of services and safe housing from all funding sources that are available within the CoC to serve this population.
(limit 1000 characters)

The Knoxville FJC is one of 15 Presidential Family Justice Centers in the country funded through the Office on Violence Against Women, Office of Justice Programs, United States Dept. of Justice. More than 60 governmental, non-profit, and medical agencies collaborate to provide a coordinated response for victims of family violence. Past ESG resources have supported the Family Crisis Center, a DV shelter and transitional program. Victims of domestic violance have immediate access to DV housing and resources through a 24-hour hotline and through the police. All programs are operated with the safety and privacy of DV survicors as the top priority.

3D-4 Describe the CoC's current efforts to address homelessness for unaccompanied youth. Response should include a description of services and housing from all funding sources that are available within the CoC to address homelessness for this subpopulation. Indicate whether or not the resources are available for all youth or are specific to youth between the ages of 16-17 or 18-24.
(limit 1000 characters)

The Helen Ross McNabb Center operates a number of programs for unaccompanied youth, including th Youth Emergecny Shelter, the Runanway Shelter, the Children and Youth Homeless Outreach Program, the "Street ART" youth outreach prorgam, and the Youth LINC Transitional Living program. Catholic Charities operates Columbus Homes Childrens Services. All these programs are designed and coordinated to serve unaccompanied youth, to prevent and end homelessness, and are funded variosly through federal, state, and local private and public resources. Different programs serve different age ranges, with various resources available for youth all the way to age 24.

3D-5 Describe the efforts, including the outreach plan, to identify and engage persons who routinely sleep on the streets or in other places not meant for human habitation.
(limit 750 characters)

Helen Ross McNabb Center, Knoxville-Knox County CAC, Redeeming Hope Ministries, Lost Sheep Ministries, Volunteer Ministry Center and others operate street outreach programs. Outreach programs operate throughout the CoC geographic area. Outreach efforts are designed to seek out persons wherever they are, to begin to develop trust, offer resources, and engage people in programs to bring them in and move them forward into more stable, permanent living situations.

3D-6 Describe the CoC's current efforts to combat homelessness among veterans, particularly those are ineligible for homeless assistance and housing through the Department of Veterans Affairs programs (i.e., HUD-VASH, SSVF and Grant Per Diem). Response should include a description of services and housing from all funding sources that exist to address homelessness among veterans.
(limit 1000 characters)

KCDC, the local PHA and the Veterans Administration are placing increasing numbers of veterans and their families in PSH through the HUD-VASH program. Volunteers of America locally operates the SSVF program (in cooperation with another nearby CoC), and is a full participant in the operation of this CoC. STEPS House operates the local grant-per-diem program, in cooperation with the local VA office. CoC and ESG programs operate cooperatively with VA-funded programs to assure that those who are eligible are referred to those specialized resources, freeing up non-VA resources to be used to assist other veterans, who remain a high priority for this CoC.

3E. Reallocation

Instructions:

For guidance on completing this form, please reference the FY 2013 CoC Application Detailed Instructions and the FY 2013 CoC Program NOFA. Please submit technical question to the OneCPD Ask A Question at https://www.onecpd.info/ask-a-question/.

3E-1 Is the CoC reallocating funds from one or more eligible expiring grant(s) into one or more new permanent supportive housing projects dedicated to chronically homeless persons? No

3E-2 Is the CoC reallocating funds from one or more eligible expiring grant(s) into one or more new rapid re-housing project for families? Yes

3E-2.1 If the CoC is planning to reallocate funds to create one or more new rapid re-housing project for families, describe how the CoC is already addressing chronic homelessness through other means and why the need to create new rapid re-housing for families is of greater need than creating new permanent supportive housing for chronically homeless persons.
(limit 1000 characters)

This CoC has created over 100 new units of permanent supportive housing for the chronically homeless over the last several years, and continues as part of our jurisdictional homelessness plan, a commitment to address chronic homelessness. In this year's competition, Knoxville-Knox County CAC is, through reallocation, redefining two SSO projects to become rapid rehousing for families. Functionally, these SSO projects were already operating in a very similar fashion to RRH, and already primarily serving families, so shifting these programs to RRH continues efforts to meet an identified need while better aligning these programs with HUD priorities and current CoC regulations.

3E-3 If the CoC responded 'Yes' to either of the questions above, has the recipient of the eligible renewing project being reallocated been notified? Yes

3F. Reallocation - Grant(s) Eliminated

CoCs planning to reallocate into new permanent supportive housing projects for chronically homeless individuals may do so by reducing one or more expiring eligible renewal projects. CoCs that are eliminating projects entirely must identify those projects.

Amount Available for New Project: (Sum of All Eliminated Projects)				
$229,146				
Eliminated Project Name	**Grant Number Eliminated**	**Component Type**	**Annual Renewal Amount**	**Type of Reallocation**
Project SUCCEED	TN0041L4J021205	SSO	$139,050	Regular
Families in Need	TN0035L4J021205	SSO	$90,096	Regular

3F. Reallocation - Grant(s) Eliminated Details

3F-1 Complete each of the fields below for each grant that is being eliminated during the FY2013 reallocation process. CoCs should refer to the final HUD approved FY2013 Grant Inventory Worksheet to ensure all information entered here is accurate.

Eliminated Project Name:	Project SUCCEED
Grant Number of Eliminated Project:	TN0041L4J021205
Eliminated Project Component Type:	SSO
Eliminated Project Annual Renewal Amount:	$139,050

3F-2 Describe how the CoC determined that this project should be eliminated.
(limit 750 characters)

Knoxville-Knox County CAC, the operator of Project SUCCEED has voluntarily elected to re-define this program as a Rapid Rehousing program through the reallocation process. This program was already operating in a manner functionally similar to RRH, and already serving families. Through consultation with the local HUD field office and this CoC, CAC arrived at the conclusion that this program would function more consistently with new HUD regulations as a RRH program. Eliminating SSO and adding RRH is also consistent with general HUD funding priorities.

3F. Reallocation - Grant(s) Eliminated Details

3F-1 Complete each of the fields below for each grant that is being eliminated during the FY2013 reallocation process. CoCs should refer to the final HUD approved FY2013 Grant Inventory Worksheet to ensure all information entered here is accurate.

Eliminated Project Name:	Families in Need
Grant Number of Eliminated Project:	TN0035L4J021205
Eliminated Project Component Type:	SSO
Eliminated Project Annual Renewal Amount:	$90,096

3F-2 Describe how the CoC determined that this project should be eliminated.
(limit 750 characters)

Knoxville-Knox County CAC, the operator of Families in Need, has voluntarily elected to re-define this program as a Rapid Rehousing program through the reallocation process. This program was already operating in a manner functionally similar to RRH, and already serving families. Through consultation with the local HUD field office and the CoC, CAC arrived at the conclusion that this program would function more consistently with new HUD regulations as a RRH program. Eliminating SSO and adding RRH is also consistent with general HUD funding priorities.

3G. Reallocation - Grant(s) Reduced

CoCs that choose to reallocate funds into new rapid rehousing or new permanent supportive housing for chronically homeless persons may do so by reducing the grant amount for one or more eligible expiring renewal projects.

Amount Available for New Project (Sum of All Reduced Projects)					
Reduced Project Name	**Reduced Grant Number**	**Annual Renewal Amount**	**Amount Retained**	**Amount available for new project**	**Reallocation Type**
This list contains no items					

3H. Reallocation - New Project(s)

CoCs must identify the new project(s) it plans to create and provide the requested information for each project.

Sum of All New Reallocated Project Requests
(Must be less than or equal to total amount(s) eliminated and/or reduced)

$229,146				
Current Priority #	**New Project Name**	**Component Type**	**Transferred Amount**	**Reallocation Type**
4	Project SUCCEED	PH	$139,050	Regular
5	Families in ...	PH	$90,096	Regular

3H. Reallocation - New Project(s) Details

3H-1 Complete each of the fields below for each new project created through reallocation in the FY2013 CoC Program Competition. CoCs can only reallocate funds to new permanent housing—either permanent supportive housing for the chronically homeless or rapid re-housing for homeless households with children.

FY2013 Rank (from Project Listing):	4
Proposed New Project Name:	Project SUCCEED
Component Type:	PH
Amount Requested for New Project:	$139,050

3H. Reallocation - New Project(s) Details

3H-1 Complete each of the fields below for each new project created through reallocation in the FY2013 CoC Program Competition. CoCs can only reallocate funds to new permanent housing—either permanent supportive housing for the chronically homeless or rapid re-housing for homeless households with children.

FY2013 Rank (from Project Listing):	5
Proposed New Project Name:	Families in Need
Component Type:	PH
Amount Requested for New Project:	$90,096

3I. Reallocation: Balance Summary

3I-1 Below is the summary of the information entered on forms 3D-3H. and the last field, "Remaining Reallocation Balance" should equal "0." If there is a balance remaining, this means that more funds are being eliminated or reduced than the new project(s) requested. CoCs cannot create a new reallocated project for an amount that is greater than the total amount of reallocated funds available for new projects.

Reallocation Chart: Reallocation Balance Summary

Reallocated funds available for new project(s):	$229,146
Amount requested for new project(s):	$229,146
Remaining Reallocation Balance:	$0

4A. Continuum of Care (CoC) Project Performance

Instructions

For guidance on completing this form, please reference the FY 2013 CoC Application Detailed Instructions and the FY 2013 CoC Program NOFA. Please submit technical question to the OneCPD Ask A Question at https://www.onecpd.info/ask-a-question/.

4A-1 How does the CoC monitor the performance of its recipients on HUD-established performance goals? (limit 1000 characters)

The CoC monitors recipient performance annually leading into the CoC application process. The CoC consults with the local HUD Field office to assesss monitoring fundings and spending timeliness. The CoC Ranking Review panel reviews recipient performance on data elements from project APRs and particularly on data elements applicable to the overall performance measures in the Collaborative Application. Where concerns are noted, recipients are asked to submit a performance improvement plan. Recipients who ahve been asked to create performance improvement plans are then required to submit quarterly reports on progress for subsequent review by the panel.

4A-2 How does the CoC assist project recipients to reach HUD-established performance goals? (limit 1000 characters)

Through the process described in 4A-1, the CoC Ranking Review Panel provides feedback to project recipients to help them pursue improvement goals. If needed, the CoC will work with HUD to secure technical assistance to address any issues for which the recipient is struggling to improve. CoC member agencies and individuals are primarily interested in current recipients achieving HUD-established performance goals and will work collaboratively to coordinate resources that will help recipients meet those goals. Nonetheless, the Ranking and Review panel also has the authority to recommend Reallocation of CoC funds, if necessary, to assure that these resources are effectively used to serve clients in this community.

4A-3 How does the CoC assist recipients that are underperforming to increase capacity? (limit 1000 characters)

Through the process described in 4A-1 and 4A-2, the CoC Ranking Review Panel provides feedback to project recipients to help them pursue improvement goals. If needed, the CoC will work with HUD to secure technical assistance to address any issues for which the recipient is struggling to improve. CoC member agencies and individuals are primarily interested in current recipients achieving HUD-established performance goals and will work collaboratively to coordinate resources that will help recipients meet those goals. Nonetheless, the Ranking and Review panel also has the authority to recommend Reallocation of CoC funds, if necessary, to assure that these resources are effectively used to serve clients in this community.

**4A-4 What steps has the CoC taken to reduce the length of time individuals and families remain homeless?
(limit 1000 characters)**

The CoC monitors length of stay (LOS) for individuals and families annually in July and December through several methods. The CoC utilizes HMIS Bowman ServicePoint reporting to determine the average LOS for ES, TH, and PSH. Currently the average LOS is as follows: ES(46 days), TH(7 mos), and PSH (18mos). Because Bowman reporting does not delineate individuals and families, the CoC further utilizes custom HMIS reporting to more thoroughly review LOS for families (av LOS=7mos). The CoC networking committee utilizes the families data for their annual families panel presentation during which needs and gaps are presented to the CoC for review and action. In addition, for CoC-funded projects, the CoC utilizes custom HMIS outcomes reporting to closely review the LOS and cost per stay of HUD funded CoC programs serving to evaluate their progress to reduce av LOS; recommendations are made from the CoC Ranking and Review Steering Committee.

Non-CoC funded projects are also included in the HMIS data, and the Mayor's Roundtable on Homelessness will include this measure in assessing ongoing progress in implementing our new jurisdictional homelessness plan.

**4A-5 What steps has the CoC taken to reduce returns to homelessness of individuals and families in the CoC's geography?
(limit 1000 characters)**

The CoC is increasingly using HMIS to capture instances where clients who have been exited from CoC programs and subsequently resurfaced as receiving services that indicate a return to homelessness. This CoC is particularly interested in using this measurement to understand the outcomes of transitional housing programs in order to assure that they are focusing the transition on successful placements into stable, permanent housing.

**4A-6 What specific outreach procedures has the CoC developed to assist homeless service providers in the outreach efforts to engage homeless individuals and families?
(limit 1000 characters)**

1. KnoxHMIS is working with participating agencies to create and implement a "no wrong door" intake and assessment system within HMIS, as well as an HMIS referral system to assure that as soon as they are engaged by a provider, individuals and families are able to quickly find the most appropriate resources. 2. Our primary (and privately funded) overnight shelter has just opened an outdoor courtyard that provides a safe, controlled space where individuals and families can begin intake and engagement with the local provider system. Local police are coordinating with this effort to separate and protect those who need and want assistance from "predators" who have traditionally used the area around the shelter to victimize the homeless and derail efforts to constructively engage them in the provider system. 3. The State Department of Mental Health has made available funding to assist homeless persons who are discharged from inpatient treatment to find and access permanent housing.

4B. Section 3 Employment Policy

Instructions

*** TBD ****

4B-1 Are any new proposed project applications requesting $200,000 or more in funding?	No

4B-1.1 If yes, which activities will the project(s) undertake to ensure employment and other economic opportunities are directed to low or very low income persons?
(limit 1000 characters)

4B-2 Are any of the projects within the CoC requesting funds for housing rehabilitation or new constructions?	No

4B-2.1 If yes, which activities will the project undertake to ensure employment and other economic opportunities are directed to low or very low income persons:

4C. Accessing Mainstream Resources

Instructions:

For guidance on completing this form, please reference the FY 2013 CoC Application Detailed Instructions and the FY 2013 CoC Program NOFA. Please submit technical question to the OneCPD Ask A Question at https://www.onecpd.info/ask-a-question/.

4C-1 Does the CoC systematically provide information about mainstream resources and training on how to identify eligibility and program changes for mainstream programs to provider staff? Yes

4C-2 Indicate the percentage of homeless assistance providers that are implementing the following activities:

*** Homeless assistance providers supply transportation assistance to clients to attend mainstream benefit appointments, employment training, or jobs.**	100%
*** Homeless assistance providers use a single application form for four or more mainstream programs.**	100%
*** Homeless assistance providers have staff systematically follow-up to ensure mainstream benefits are received.**	100%

4C-3 Does the CoC make SOAR training available for all recipients and subrecipients at least annually? Yes

4C-3.1 If yes, indicate the most recent training date: 10/24/2013

4C-4 Describe how the CoC is preparing for implementation of the Affordable Care Act (ACA) in the state in which the CoC is located. Response should address the extent in which project recipients and subrecipients will participate in enrollment and outreach activities to ensure eligible households are able to take advantage of new healthcare options.
(limit 1000 characters)

Tennessee Governor Bill Haslam has not yet submitted a plan to the US Department of HHS for Medicaid expansion. This is the resource under the ACA that would most likely impact individuals and families experiencing homelessness, and as such, is not currently available in Tennessee. There are advocates operating in the area to assist eligible individuals and families to apply for health insurance on the federal exchange, and CoC member providers are supporting this engagement effort when applicable.

4C-5 What specific steps is the CoC taking to work with recipients to identify other sources of funding for supportive services in order to reduce the amount of CoC Program funds being used to pay for supportive service costs?
(limit 1000 characters)

The CoC works directly with the City of Knoxville's Office on Homelessness, which is coordinating implementation of a new community homelessness plan. Provision of coordinated social services and case management is a critical component of that community plan. Local funding has been allocated to provide for social services in two CoC-funded PSH projects as well as a case management project preventing at-risk disabled and elderly public housing residents from eviction and homelessness. The jurisdictional homelessness plan also emphasizes SOAR and other similar efforts to assist disabled individuals and families in gaining access to mainstream resources that can lessen reliance on CoC-funded supportive services. Additionally, two of the three current SSO projects in this CoC are using reallocation in this application to reconfigure those programs to provide Rapid Rehousing for families, effectively decreasing SSO funding in this CoC by 69%.

Attachments

Document Type	Required?	Document Description	Date Attached
Certification of Consistency with the Consolidated Plan	Yes	Form 2991 TN-502 ...	01/27/2014
CoC Governance Agreement	No	TN-502 CoC/Homele...	01/28/2014
CoC-HMIS Governance Agreement	No	TN-502 HMIS Polic...	01/28/2014
CoC Rating and Review Document	No	Ranking panel min...	01/30/2014
CoCs Process for Making Cuts	No		
FY2013 Chronic Homeless Project Prioritization List	No		
FY2013 HUD-approved Grant Inventory Worksheet	Yes	FY 2013 GIW TN-50...	01/27/2014
FY2013 Rank (from Project Listing)	No		
Other	No	Communications to...	01/30/2014
Other	No	Evidence of web p...	01/31/2014
Other	No		
Projects to Serve Persons Defined as Homeless under Category 3	No		
Public Solicitation	No		

Attachment Details

Document Description: Form 2991 TN-502 Knoxville-Knox County CoC

Attachment Details

Document Description: TN-502 CoC/Homeless Coalition bylaws

Attachment Details

Document Description: TN-502 HMIS Policies and Procedures

Attachment Details

Document Description: Ranking panel minutes

Attachment Details

Document Description:

Attachment Details

Document Description:

Attachment Details

Document Description: FY 2013 GIW TN-502 Knoxville-Knox County CoC

Attachment Details

Document Description:

Attachment Details

Document Description: Communications to all applicants confirming acceptance with no rejections

Attachment Details

Document Description: Evidence of web posting of CoC application

Attachment Details

Document Description:

Attachment Details

Document Description:

Attachment Details

Document Description:

Submission Summary

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1C. Committees	01/24/2014
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1E. Housing Inventory	01/22/2014
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2B. HMIS Funding Sources	01/24/2014
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Objective 5	01/30/2014
3B. CoC Discharge Planning: Foster Care	01/24/2014
3B. CoC Discharge Planning: Health Care	01/24/2014

3B. CoC Discharge Planning: Mental Health	01/24/2014
3B. CoC Discharge Planning: Corrections	01/24/2014
3C. CoC Coordination	01/29/2014
3D. Strategic Plan Goals	01/24/2014
3E. Reallocation	01/23/2014
3F. Grant(s) Eliminated	01/24/2014
3G. Grant(s) Reduced	No Input Required
3H. New Project(s)	01/24/2014
3I. Balance Summary	No Input Required
4A. Project Performance	01/29/2014
4B. Employment Policy	01/22/2014
4C. Resources	01/23/2014
Attachments	01/31/2014
Submission Summary	No Input Required

Certification of Consistency with the Consolidated Plan

U.S. Department of Housing and Urban Development

I certify that the proposed activities/projects in the application are consistent with the jurisdiction's current, approved Con solidated Plan.

(Type or clearly print the following information:)

Applicant Name: Knoxville-Knox County Continuum of Care 2013

Project Name: See attached list

Location of the Project: See attached list

Name of the Federal Program to which the applicant is applying: HUD - Continuum of Care

Name of Certifying Jurisdiction: Knoxville,Tennessee

Certifying Official of the Jurisdiction Name: Becky Wade

Title: Director, Knoxville Community Development

Signature: Becky Wade

Date: 1/27/14

2013 Knoxville-Knox County Continuum of Care (TN-502)
List of projects being certified as consistent with the Consolidated Plan

Applicant: Knoxville-Knox County Community Action Committee
2247 Western Avenue
Knoxville, TN 37950
Projects: (1)Families in Need (New application – Rapid Rehousing)
(2)REACH (Renewal application - Supportive Service Only)
(3)SUCCEED (New application – Rapid Rehousing)

Applicant: Positively Living, Inc.
1501 East Fifth Avenue
Knoxville, TN 37917
Project: Parkridge Harbor Apartments (Renewal Application - Supportive Housing Program)

Applicant: The Salvation Army, A Georgia Corporation
409 N. Broadway
Knoxville, TN 37917
Project: Operation Bootstrap (Renewal Application -Transitional Housing Program)

Applicant: The University of Tennessee
1534 White Avenue
Knoxville, TN 37996
Project: Knoxville HMIS (Renewal Application - Homeless Management Information System)

Applicant: Helen Ross McNabb Center
201 W. Springdale Ave
Knoxville, TN 37917
Project: Helen Ross McNabb Center- Supportive Housing (Renewal Application - Supportive Housing Program)
Project: PleasanTree Apartments (Renewal Application - Supportive Housing Program)

Applicant: Catholic Charities of East Tennessee, Inc.
3009 Lake Brook Blvd
Knoxville, TN 37909
Project: Elizabeth's Homes (Renewal Application - Transitional Housing)

Applicant: Volunteer Ministry Center, Inc.
511 N. Broadway
Knoxville, TN 37917
Project: Minvilla Manor (Renewal Application - Supportive Housing)

Applicant: Southeastern Housing Foundation II
901 East Summit Hill Dr., Suite 300
Knoxville, TN 37915
Project: Flenniken Housing (Renewal Application - Supportive Housing)

Certification of Consistency with the Consolidated Plan

U.S. Department of Housing and Urban Development

I certify that the proposed activities/projects in the application are consistent with the jurisdiction's current, approved Con solidated Plan.

(Type or clearly print the following information:)

Applicant Name: Knoxville-Knox County Continuum of Care 2013

Project Name: See attached list

Location of the Project: See attached list

Name of the Federal Program to which the applicant is applying: HUD - Continuum of Care

Name of Certifying Jurisdiction: Knox County, Tennessee

Certifying Official of the Jurisdiction Name: Rebecca Gibson

Title: Director, Knox County Community Development

Signature: Rebecca Gibson

Date: 1/27/14

2013 Knoxville-Knox County Continuum of Care (TN-502)
List of projects being certified as consistent with the Consolidated Plan

Applicant: Knoxville-Knox County Community Action Committee
2247 Western Avenue
Knoxville, TN 37950
Projects: (1)Families in Need (New application – Rapid Rehousing)
(2)REACH (Renewal application - Supportive Service Only)
(3)SUCCEED (New application – Rapid Rehousing)

Applicant: Positively Living, Inc.
1501 East Fifth Avenue
Knoxville, TN 37917
Project: Parkridge Harbor Apartments (Renewal Application - Supportive Housing Program)

Applicant: The Salvation Army, A Georgia Corporation
409 N. Broadway
Knoxville, TN 37917
Project: Operation Bootstrap (Renewal Application -Transitional Housing Program)

Applicant: The University of Tennessee
1534 White Avenue
Knoxville, TN 37996
Project: Knoxville HMIS (Renewal Application - Homeless Management Information System)

Applicant: Helen Ross McNabb Center
201 W. Springdale Ave
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Project: Helen Ross McNabb Center- Supportive Housing (Renewal Application - Supportive Housing Program)
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BYLAWS

OF

KNOXVILLE/KNOX COUNTY HOMELESS COALITION

BYLAWS

OF

KNOXVILLE/KNOX COUNTY HOMELESS COALITION

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BYLAWS
OF
KNOXVILLE/KNOX COUNTY HOMELESS COALITION

SECTION I
NAME

The name of the Organization is KNOXVILLE/KNOX COUNTY HOMELESS COALITION, which is herein designated as the "Coalition." These Bylaws shall regulate the affairs of the Coalition, subject to the provisions of the Coalition's Charter and any applicable provisions of the Tennessee Nonprofit Corporation Act, Section 48-51-101 *et seq.*, Tennessee Code Annotated ("T.C.A.").

SECTION II
OBJECTIVES AND PURPOSES

Section 2.1 Public Benefit Organization. The Coalition is an organization and shall be operated exclusively for charitable. scientific, literary or educational purposes. within the meaning of Section 501(c) (3) of the Internal Revenue Code of 1986, as from time-to-time amended, and shall not engage in any activities which, in themselves, are not in furtherance of one or more said purposes. Nothing stated herein this Section 2.1 itself shall impose any legal obligation on, or limit or restrict in any manner the powers of the Board of Directors (the "Board").

Section 2.2 **No Private Benefit or Lobbying.** The Coalition will carry out its activities so as not to violate the private benefit or private inurement doctrines of the rules pertaining to excess benefit transactions for nonprofit Coalitions. The Coalition will not lobby any legislative body or any elected or administrative official of any federal or state government in any fashion that would result in loss of the Coalition's exemption under Section 501(c) (3) of the Internal Revenue Code. Further, the Coalition will not participate or intervene in. including publishing or distributing statements, any political campaign on behalf of, or in opposition to. any candidate for public office. Neither shall the Coalition undertake as a substantial part of its activities any attempt to influence legislation by propaganda or otherwise in a fashion which would result in the loss of the Coalition's tax exemption under Section 501 (c) (3) of the Internal Revenue Code.

Section 2.3 No Members. The Coalition is not a membership corporation and shall have no members. The Board may take any action which is permitted or required to be taken by members of a nonprofit corporation under Tennessee law by the affirmative vote of a majority of the entire Board, without the necessity of any prior action by them which would otherwise have been required by law for such action if there were members entitled to vote on such action.

SECTION III
OFFICERS AND REGISTERED AGENT

Section 3.1 Registered Office. The Coalition shall designate and

continuously maintain a registered office in the State of Tennessee.

Section 3.2 Principal Office. The principal office of the Coalition shall be that which is designated as such by the Board. The Coalition's principal office shall be 511 North Broadway, Knoxville, Knox County, Tennessee 37917.

Section 3.3 Other Offices. The Coalition may also have other offices within and without the State of Tennessee at such place(s) as the Board may from time to time determine.

Section 3.4 Registered Agent. The Coalition shall designate and continuously maintain a registered agent in the State of Tennessee at its registered office.

SECTION IV
ANNUAL MEETINGS

Section 4.1 Place. All meetings of the Coalition shall be held at such places as may be fixed by resolution of the Board.

Section 4.2 **Annual Meeting.** The annual meeting of the Coalition shall be held on the first Tuesday in December of each year. The Board may, however, by resolution, fix the date of the annual meeting on any day during the year. At the annual meeting, the Board shall elect the President, the Secretary and any other officers or committee positions, and the Board and such other relevant and interested parties as determined by the Board should receive reports on the activities and financial condition of the Coalition.

SECTION V
BOARD OF DIRECTORS

Section 5.1 General Powers and Qualifications. All corporate powers of the Coalition shall he exercised by and under the authority of, and the affairs of the Coalition shall be managed under the direction of the Board. All directors must be natural persons. at least eighteen (18) years of age.

Section 5.2 Number of Directors. The Board shall be composed of no fewer than three (3) Directors. It is contemplated that the membership of the Board will he large in number as it will be composed of persons associated with various community agencies and departments, both public and private, who seek to aid the homeless population of East Tennessee, including, without limitation, Knoxville, Knox County, Tennessee.

Section 5.3 Election and Tenure. The Coalition's Directors shall he elected by the previous Directors at each annual meeting. Each Director shall be elected to serve for a term of one (1) year. or until his/her successor is elected and qualifies: subject. however, to the removal of any Director as provided in these Bylaws. The initial Directors shall be elected and appointed by the Incorporator.

Section 5.4 Composition of the Board. The Board shall be comprised of

individuals who express a committed desire to further the charitable purposes of the Coalition.

Section 5.5 Regular Meetings. Except as otherwise provided herein, regular meetings of the Board may be held with no less than five (5) days notice at such time and place as the Board shall from time to time determine is required, but shall not meet less frequently than once a year in connection and in conjunction with the Coalition's annual meeting.

Section 5.6 Special Meetings. Special meetings of the Board may be called by the President or any two (2) Directors. Such special meeting must be preceded by at least two (2) days written notice to each Director of the date, time and place of said special meeting. Although the purpose of such special meeting should be set forth in such notice. the failure to include the purpose of the special meeting will not invalidate such notice.

Section 5.7 **Waiver of Notice; Teleconference Meetings Permitted.** If a Director attends or participates in a meeting, he or she waives any required notice to him or her of the meeting unless the Director, at the beginning of the meeting (or promptly upon arrival), objects to holding the meeting or transaction business at the meeting and does not thereafter vote for or assent to action taken at the meeting. Further, provided proper notice has been given, special meetings may take place via teleconference or other appropriate means (videoconference, e-mail. etc.). unless a Director in a writing, hand-delivered or sent via facsimile to the President, objects to the conduct of the meeting by such means and such objection is delivered or sent to the President on the same day notice of the meeting is received by the objecting Director.

Section 5.8 Quorum and Voting. A quorum of the Board consists of a majority of the Directors. If a quorum is present when a vote is taken, the affirmative vote of a majority of the Directors present is the act of the Board, except as otherwise provided in these Bylaws.

Section 5.9 Voting Restrictions. No Director shall be entitled to vote on any action to be taken by the Board when such action may create or has the appearance of creating a conflict of interest between the Coalition and such Director. Each Director who has a potential conflict of interest with the Coalition shall disclose such potential conflict of interest to the Board prior to any vote to he taken regarding such matter. A "conflict of interest" shall include. but not be limited to, those circumstances where a Director has a direct or indirect financial interest that will he impacted by any action or vote taken by the Board.

Section 5.10 Vacancy. Whether occurring by reason of death, disability, removal or resignation. or because such Director has moved his residence, any vacancy occurring on the Board may be filled by the affirmative vote of a majority of all Directors remaining in office.

Section 5.11 Nomination of Directors and Officers. Candidates for open directorships and the officers of the Coalition shall annually be proposed by a nominating

committee of no less than two (2) Directors to be named by the President. The nominating committee must propose its slate of candidates at least one (I) month prior to the scheduled annual meeting so that the slate can be included in the written notification of the meeting.

Section 5.12 Removal of Directors. The Board may remove any one (I) or more of its Directors with or without cause at any special meeting specifically called for such purpose: provided. however, that at least two-thirds (2/3) of the votes cast are for such removal and further provided a quorum is resent.

Section 5.13 Action without Meeting. Any action that is required or permitted to be taken at a meeting of the Board may be taken without such a meeting if all Directors consent to voting on a proposed action without a formal meeting. If all Directors so consent, the affirmative vote of the number of Directors that would be necessary to authorize or take such action at a meeting shall be the act of the Board, except as otherwise provided in these Bylaws. Such consent(s) shall describe the action taken, be in writing, be signed by each Director, indicated such signing Director's vote or abstention on the action, and be delivered to the Secretary of the Coalition and included in the minutes filed with the corporate records.

Section 5.14 Indemnification. With respect to claims or liabilities arising out of service as a Director of the Coalition, the Coalition may, upon a vote of the non-interested Directors. indemnify each present and future Director (and his or her estate, heirs, and personal representatives) to the fullest extent allowed by the laws of the State of Tennessee, both as now in effect and as hereafter adopted or amended. Further, to the fullest extent allowed by the laws of the State of Tennessee, the Coalition may, upon a vote of the non-interested Directors, pay for or reimburse the reasonable expenses incurred by a Director who is a party to a proceeding in advance of a final disposition of the matter.

Section 5.15 Immunity. To the fullest extent allowed by the laws of the State of Tennessee, both as now in effect and as hereafter adopted or amended, each present and future Director (and his or her estate, heirs, and personal representatives) shall be immune from suit arising from the conduct of the affairs of the Coalition.

SECTION VI
OFFICERS

Section 6.1 Required Officers. The officers of the Coalition shall be a President. Vice President, Treasurer, Secretary and such other officers as may from time to time be elected or appointed by the Board. Except for the offices of President and Secretary, the same individual may simultaneously hold more than one (I) office in the Coalition. All officers must he natural persons. at least eighteen (18) year of age.

Section 6.2 Election. At each annual meeting, the Board shall elect the President, Vice President. Treasurer and the Secretary of the Coalition by a majority vote of those present, provided a quorum exists; whenever requested by any Director, such election

shall be by closed ballot. Prior to a vote, nominations in addition to those from the nominating committee shall be requested from the floor.

Section 6.3 Term of Office. The officers of the Coalition shall hold office for one (1) year or until their successors are chosen and qualify in their stead, subject, however, to the right and authority of the Board to remove any officer at any time. No officer shall serve in the same office for more than three (3) consecutive years.

Section 6.4 Powers and Duties of Officers. The powers and duties of the officers of the Coalition shall be as follows:

(a) President. The President shall be the officer of the Coalition who shall have general and specific responsibility for the day-to-day operations and management of the Coalition. The President shall preside at all meetings of the Board. and shall see that all orders and resolutions of the Board are carried into effect. subject,

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however, to the right of the Board to delegate any specific powers, unless exclusively conferred upon the President by law, to any other officer(s) of the Coalition. The President shall also report on the activities and financial condition of the Coalition at all annual meetings and shall annually appoint a nominating committee to propose candidates for officers and open directorships. Finally. it shall be the President who shall execute all contracts, other obligations or other business documents in the name of and on behalf of the Coalition unless unavailable, in which case, such responsibility shall fall to the Vice President and then to the Secretary.

(b) **Vice President.** The Vice President shall have such powers and perform such duties as may be assigned to him or her by the Board of the President.

(c) **Secretary.** The Secretary shall attend all meetings of the Board and shall be responsible for preparing the minutes of such meetings. The Secretary shall be responsible for the care and custody of the minute book of the Coalition and for authenticating records of the Coalition. It shall be his or her duty to give or cause to be given notice of all meetings of the Board. The Secretary shall also perform such other duties as may be assigned to him or her by the Board or by the President, under whose supervision he or she shall act. In the event the Secretary is absent for some reason from any meeting where minutes are to be prepared or is otherwise unable to take such minutes, the presiding officer of such meeting shall appoint another person, subject to the approval of those present and entitled to vote at such meeting, to take the minutes thereof.

(d) **Treasurer.** The Treasurer shall have custody of the Coalition's funds and securities, shall keep full and accurate account of receipts and disbursements in the appropriate books and records of the Coalition, and shall

require the deposit of all monies and other valuable assets in the name of and to the credit of the Coalition in such financial institutions as may be designated by the Board. The Treasurer shall require disbursement of the funds as may be ordered by the Board, and shall render to the President and the Board, at any time they may require, an account of his or her transactions as Treasurer and of the financial condition of the Coalition at all meetings of the Board.

Section 6.5 Removal. The Board may remove any officer at any time.

Section 6.6 Vacancies. Any vacancies occurring in the offices of the President, Vice President. Treasurer, Secretary or any other office shall be filled by a vote of the Board as soon as practicable.

Section 6.7 Delegation of Powers and Duties. In case of the absence of any officer of the Coalition, or for any reason that the Board may deem sufficient, the Board may delegate the powers of such officer to any other officer or to any Director for the time being.

Section 6.8 Indemnification. With respect to claims or liabilities arising out of service as an officer of the Coalition, the Coalition may indemnify, upon a vote of the Directors. each present and future officer (and his or her estate, heirs, and personal representatives) to the fullest extent allowed by the laws of the State of Tennessee, both as now in effect and as hereafter adopted or amended. Further, to the fullest extent allowed by the laws of the State of Tennessee.

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the Coalition may. upon a vote of the Directors, pay for or reimburse the reasonable expenses incurred by an officer who is a part to a proceeding in advance of a final disposition of the matter.

Section 6.9 Immunity. To the fullest extent allowed by the laws of the State of Tennessee, both as now in effect and as hereafter adopted or amended, each present and future member of any committee appointed by the Board shall be immune from suit arising from the conduct of the affairs of the Coalition.

SECTION VII
ADMINISTRATIVE COMMITTEES

Section 7.1 Executive Committee.

(a) **Appointment and Number.** The Board of Directors, at its first meeting following the organization of the Coalition, and at annual meetings thereafter, shall appoint an Executive Committee consisting of all of the officers of the Coalition, and each chairperson of each committee organized by the Board of Directors of the Coalition.

(b) **Term.** The term of the Executive Committee shall be until the next

annual meeting of the newly elected Board of Directors.

(c) **Duties and Powers.** The Executive Committee shall be composed of the President, Vice-President, Treasurer, Secretary, Past President and Committee Chairpersons, and it shall have duties and responsibilities as delegated to it by the Board of Directors.

(d) **Vacancies.** A vacancy on the Executive Committee resulting from the death, resignation or inability on the part of a member to act may be filled at any regular or special meeting of the Board of Directors.

(e) **Regular Meetings.** The Executive Committee shall hold regular meetings at such time and place as it may determine to transact its business.

(f) **Notice.** Notice of the day, time and place of any meeting of the Executive Committee shall be given in writing or by telephone at least three (3) days prior to such meeting and the purpose for which such meeting is called shall be stated in the notice. Any Executive Committee member may waive notice of any meeting by written statement executed either before or after the meeting. Attendance at a meeting shall constitute a waiver of notice thereof except where attendance is for the express purpose of objecting to the call or convening of the meeting.

(g) **Quorum and Voting.** A majority of the Executive Committee then in office shall constitute a quorum for the transaction of business at any Executive Committee meeting. Except as otherwise expressly required by law, the Charter of the Coalition or these Bylaws, the affirmative vote of a majority of the members of the Executive Committee present at any meeting at which a quorum is present shall be the act of the Executive Committee.

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(h) **Action Without Meeting.** Action taken by the Executive Committee without a meeting is nevertheless an Executive Committee action if written consent to the action in question is signed by all of the members of the Executive Committee whether done before or after the action so taken.

(i) **Teleconference Meetings Permitted.** Any one or more members of the Executive Committee may participate in a meeting of the Executive Committee by means of a conference telephone or similar telecommunication device that allows all persons participating in the meeting to hear each other and such participation in a meeting shall be deemed presence in person at such meeting.

Section 7.2 Other Committees. The Coalition may also be administered by the Board through other committee structures should the Board, in its discretion, determine such committee(s) to be appropriate.

Section 7.3 Other Committee Appointments. The Board shall appoint the

chairperson of each other committee unless such power is otherwise delegated by the Board to the President, another committee or otherwise.

Section 7.4 Committee Finances. By approving the annual budget. the Board authorized identified officers, committees and personnel to incur expenses on behalf of the Coalition for the activities specifically incorporated in said budget. Any expenditure not included in the annual budget must be approved in advance by the Board. If the Board does not have an annual budget, expenditures under one hundred dollars ($100) may be approved by the Executive Committee.

SECTION VIII
RECORDS AND REPORTS

Section 8.1 Corporate Records. The Coalition shall keep minutes of all meetings of the Board, a record of all actions taken by the Board without a meeting, and appropriate accounting records. All committees will report their actions to the Board and all record of each committee's actions shall be incorporated with the Board's minutes.

Section 8.2 Records at Principal Office. The Coalition shall keep at all times a copy of the following records at its principal office:

(a) Its Charter and all amendments thereto;

(b) These Bylaws and all amendments thereto;

(c) Resolutions and policy statements adopted by the Board:

(d) The minutes of all meetings of the Board and all committees and the records of all actions taken by the Board of the committees without a meeting for the past three (3) years;

(e) All written communications to the Directors generally within the past three (3) years, including the past three (3) years' annual financial statements:

(f) A list of the names and business or home addresses of its current Directors and officers; and

(g) The most recent annual report delivered to the Tennessee Secretary of State.

Section 8.3 Annual Financial Statements. The Coalition shall prepare annual financial statements that include a balance sheet as of the end of the fiscal year, an income statement for that year. and such other information necessary to comply with the requirements of the applicable provisions of the Tennessee Nonprofit Coalition Act. Further. the Coalition shall file all required tax returns.

SECTION IX
CONTINUUM OF CARE

Section 9.1 Designation of the Coalition as the Knoxville-Knox County Continuum of Care (CoC). For the purposes of meeting the requirements of the US Department of Housing and Urban Development's Continuum of Care regulations (24 CFR 578) the Coalition designates itself as the Knoxville-Knox County Continuum of Care, and establishes these bylaws as the document controlling governance of this CoC.

Section 9.2 CoC Collaborative Applicant. This CoC serves as the default Collaborative *Applicant* for the purposes of submitting the annual CoC Consolidated Application for funding on behalf of this CoC. The CoC may, by majority vote, designate another eligible applicant to serve as the Collaborative Applicant on behalf of this CoC. The designation of another entity to serve as Collaborative Applicant shall remain in effect until such time that this organization shall, by majority vote, rescind such designation, or designate a different entity to serve as the *Collaborative Applicant.*

Section 9.3 Homeless Management Information System (HMIS). In accordance with applicable HUD regulations, this CoC shall, by majority vote, designate a single HMIS to operate within its geographic area. This CoC shall also, by majority vote, designate a single eligible applicant to serve as the *HMIS Lead* to manage the HMIS. The designation of a single HMIS and an HMIS Lead shall remain in effect until such time that this CoC, by majority vote, rescinds such designations or designates a different HMIS and/or HMIS Lead. This CoC shall ensure the HMIS is administered in compliance with applicable HUD requirements. This CoC will periodically review, revise and approve HMIS privacy, security, and data quality plans. This CoC will actively work to ensure the consistent participation of CoC recipients and subrecipients in the designated HMIS.

Section 9.4 CoC Planning. In accordance with applicable HUD regulations, this CoC is responsible for coordinating a housing and service system to meet the needs of the homeless population and subpopulation within this CoC's geographic area.

(a) System Coordination. This CoC is responsible for coordination and implementation of a comprehensive system to address the needs of the homeless population and persons experiencing a housing crisis within this CoC's geographic area. This CoC will carry out this responsibility in collaboration with similar efforts being carried out under the community's comprehensive plan to address homelessness.

(b) Point-in-Time Count. In accordance with applicable HUD regulations and requirements, this CoC will, at least biennially, plan and conduct a point-in-time count of homeless persons within this CoC's geographic area.

(c) Annual Gaps Analysis. In accordance with applicable HUD regulations and requirements, this CoC will conduct an annual gaps analysis of the homeless needs and services available within this

CoC's geographic area, including a housing inventory.

(d) Consolidate Plan Information. This CoC will provide the information required to complete the HUD Consolidated Plans for jurisdictions within this CoC's geographic area.

(e) ESG Consultation. This CoC will consult and coordinate with HUD Emergency Solutions Grant (ESG) recipients within this CoC's geographic area, with respect to the plan for allocating ESG funds and reporting on and evaluating the performance of ESG recipients and subrecipients.

SECTION X
MISCELLANEOUS PROVISIONS

Section 10.1 Fiscal Year. The fiscal year of the Coalition shall be the calendar

year. **Section 10.2 No Seal.** The Coalition shall have no seal.

Section 10.3 Notices. Whenever notice is required to be given to Directors or officers, unless otherwise provided by law, the Charter or these Bylaws. such notice may be given in person. teletype or other form of wireless communication, or by telephone, telegraph, facsimile, mail or private carrier. If such notice is given by mail, it shall be sent postage prepaid by first class United States mail or by registered or certified United States mail, return receipt requested. and addressed to the respective address that appears for each such person on the books of the Coalition. Written notice sent to Directors shall be deemed to have been given at the earliest of the following:

(a) When received (including written notice given by facsimile):

(b) Three (3) days after its deposit in the United States mail if sent first class, postage prepaid; or

(c) On the date on the return receipt, if sent by registered or certified United States mail, return receipt requested, postage prepaid and the receipt is signed by or on behalf of the addressee.

Section 10.4 Waiver of Notice. Whenever any notice is required to be given under the provision of any statute, or of the Charter of these Bylaws, a waiver thereof in writing signed by the person entitled to such notice, whether before or after the date stated thereon. and delivered to the Secretary of the Coalition and included in the minutes or corporate records, shall be deemed equivalent thereto.

Section 10.5 Negotiable Instruments. All checks, drafts, notes or other

obligations of the Coalition in such bank(s) or financial institution(s) as the Board shall designate from time to
time and shall be drawn out by check signed by the officer(s) or person(s) designated by resolution adopted by the Board.

Section 10.6 Deposits. The monies of the Coalition may be deposited in the name of the Coalition in such bank(s) or financial institution(s) as the Board shall designate from time to time and shall be drawn out by check signed by the officer(s) or person(s) designated by resolution adopted by the Board.

SECTION XI
AMENDMENT OF BYLAWS

The Board will adopt, and may subsequently amend or repeal these Bylaws at any annual or special meeting where a quorum is present, provided that the notice of such meeting shall state that the purpose, or one (1) of the purposes, of the meeting is to amend the Bylaws and shall also contain a description of the amendment to be considered. An amendment to these Bylaws must be approved by the Directors by an affirmative vote of two-thirds (2/3) of the sitting Directors. These Bylaws may also be amended by the Directors without a meeting in the same manner as provided therefore herein, except that such action to amend must be affirmed by two-thirds (2/3) of the Directors.

These Bylaws were approved and adopted by the written consent of the Directors of the Coalition on the 22nd day of October, 2013.

By: Carol Dunaway
Secretary

Michael Dunthorn

From: Michael Dunthorn
Sent: Wednesday, January 08, 2014 2:57 PM
To: DonnaG_Wright@uss.salvationarmy.org; 'barbara.disney@knoxcac.org'; Misty H. Goodwin; 'Steve Jenkins (sjenkinsk@aol.com)'; Lisa Higginbotham; Jana Morgan; Michael Waltke; Angela Petty; Bruce Spangler; Katie Trueblood; Grant Rosenberg; Chris Cowart; Kathy Hatfield; Mary Beth Ramey; Lisa Hutton; Tammy Lynn (lynntr@ridgevw.com)
Cc: Michael Dunthorn
Subject: CoC applications accepted for inclusion with the collaborative application

Hello, everyone…

My previous message was probably sufficient, but to be sure I meet HUD's requirements for notification: Please consider this message as written notification that your applications will be included with this year's CoC submission for Knoxville and Knox County. We did not receive any applications that we plan to reject and not include with the collaborative application.

Mike Dunthorn

From: Michael Dunthorn
Sent: Thursday, January 02, 2014 2:17 PM
To: DonnaG_Wright@uss.salvationarmy.org; 'barbara.disney@knoxcac.org'; Misty H. Goodwin; 'Steve Jenkins (sjenkinsk@aol.com)'; Lisa Higginbotham; Jana Morgan; Michael Waltke; Angela Petty; Bruce Spangler; Katie Trueblood; Grant Rosenberg; Chris Cowart; Kathy Hatfield; Mary Beth Ramey; Lisa Hutton; Tammy Lynn (lynntr@ridgevw.com)
Cc: Michael Dunthorn
Subject: CoC stuff

Happy 2014, everyone!

I did get all of the expected CoC application drafts that you submitted, so we've met that internal requirement.

If you already know you want me to release your application back to you for tweaking prior to your final draft submission, just let me know by hitting "reply" (preferably not "reply all") and let me know. Some of you may have already said something to that effect in other ways, but I'm just getting back after the holidays, so a "reply" reminder here will make sure I don't forget.

As you would expect, there will be more to come with this process, but we're off and running for 2014.

Thanks,
Mike Dunthorn

From: Michael Dunthorn
Sent: Friday, December 20, 2013 2:46 PM
To: DonnaG_Wright@uss.salvationarmy.org; 'barbara.disney@knoxcac.org'; Misty H. Goodwin; 'Steve Jenkins (sjenkinsk@aol.com)'; Lisa Higginbotham; Jana Morgan; Michael Waltke; Angela Petty; Bruce Spangler; Katie Trueblood; Grant Rosenberg; Chris Cowart; Kathy Hatfield; Mary Beth Ramey; Lisa Hutton; Tammy Lynn (lynntr@ridgevw.com)
Subject: reminder...

Just a quick reminder…

I will be looking for your initial draft of your CoC application to be submitted in esnaps by Monday, December 23.

I will be able kick your applications back to you if they need corrections or adjustments, but HUD is requiring us to have this internal deadline, so please be sure to hit 'submit' by Monday. If you have questions or difficulties, please don't hesitate to contact me.

Mike Dunthorn

From: Michael Dunthorn
Sent: Friday, December 13, 2013 11:18 AM
To: DonnaG_Wright@uss.salvationarmy.org; 'barbara.disney@knoxcac.org'; Misty H. Goodwin; 'Steve Jenkins (sjenkinsk@aol.com)'; Lisa Higginbotham; Jana Morgan; Michael Waltke; Angela Petty; Bruce Spangler; Katie Trueblood; Grant Rosenberg; Chris Cowart; Kathy Hatfield; Mary Beth Ramey; Lisa Hutton; Tammy Lynn (lynntr@ridgevw.com)
Cc: Michael Dunthorn
Subject: RE: CoC info

All,

It looks like HUD has finally published the instructions for this year's renewal applications. Please follow the link in the message below to download them, if you haven't done so already.

Mike

From: Michael Dunthorn
Sent: Thursday, December 05, 2013 3:57 PM
To: DonnaG_Wright@uss.salvationarmy.org; 'barbara.disney@knoxcac.org'; Misty H. Goodwin; 'Steve Jenkins (sjenkinsk@aol.com)'; Lisa Higginbotham; Jana Morgan; Michael Waltke; Angela Petty; Bruce Spangler; Katie Trueblood; Grant Rosenberg; Chris Cowart; 'Kathy Hatfield'; Mary Beth Ramey; Lisa Hutton; Tammy Lynn (lynntr@ridgevw.com)
Subject: CoC info

All,

We are still waiting for HUD to publish the instructions for your agency CoC grant renewal applications. When they're available, they should be linked from this page:

https://www.onecpd.info/resource/2910/coc-project-application-instructions-for-renewal-projects/

I've heard "mid-December" for when that will be available. That notwithstanding, I would like to set our intended deadline of December 23rd for submitting a substantially complete draft of your application in e-snaps. HUD is requiring us to set an internal deadline for this, and if it's at all possible to accomplish, I would like to set it so that you are not stressing over this between Christmas and New Year holidays. If the late release of the instruction guide makes that impossible to accomplish, we'll look at pushing the date back, but for now, let's shoot for December 23. For those of you who have internal approvals required for submitting grants, please understand that this December 23rd deadline is for a (substantially complete) draft. It will be possible after that date for me to send the draft back to you for corrections and modifications, so you can feel comfortable submitting the draft while you are still seeking your approvals for the final submission.

Next, there will be a ranking of all applications. Like last year, there is a "Tier 1" funding level and a "Tier 2" funding level. HUD will fund all "Tier 1" renewals before coming back and funding "Tier 2" with any remaining money. At the most basic level, Tier 1 will be all applications in our ranking list whose budgets fall collectively within the first 95% of the total of all our renewals. An application that falls partly or fully into the remaining 5% will be considered for funding on

HUD's second (Tier 2) pass at funding grants in this year's CoC competition. Last year, all of our renewal applications, including the one that fell into Tier 2, were funded. There are no guarantees that this will be the case again, but it's certainly possible, and we increase our chances the higher our overall CoC collaborative application score is. For a fuller explanation of HUD's Tier 1 and Tier 2 process, see the CoC NOFA.

All that said, this means that we will have to rank-order all of our renewal applications. Unlike last year, we have had more time to develop a full process for ranking the applications. We owe considerable thanks to Tammy Lynn for taking the lead on creating the attached project review sheets that will help our ranking panel figure this out. The panel will be made up of CoC/Homeless Coalition members who have volunteered to help with this. Panel members do not work for any applying agency or serve on any applying agency's board. Once we've got the panel's membership fully lined up, I'll share that roster with all of you, and you will have the opportunity to raise any concerns if you feel there might be a conflict of interest that we haven't identified. I will be advising the ranking panel, but will not be a member.

Please review the attached draft forms that we intend to use for the ranking panel review, and let me know one way or another if you feel they are reasonable and fair at assessing your renewing program. It would probably be a good idea to take a practice run at filling them out for your agency's applications. We have tried to structure the forms to enable some kind of comparison of the different kinds of programs that each of you represent. For many questions on these sheets, the information sought directly relates to questions that are part of the consolidated CoC application and therefore can affect our overall score. If you find any issues where you don't think the forms properly capture your agency's outcomes, please let me know by the Tuesday, December 10th, so that we can consider correcting the forms so that they are as fair as possible. These will be used as a tool in the ranking process, but won't be the solitary factor in determining the final rank-order of our CoC applications.

I will keep you posted as we work through this process. As always, feel free to contact me with any concerns or questions.

Thanks,
Mike Dunthorn

From: Michael Dunthorn
Sent: Friday, November 22, 2013 3:48 PM
To: 'DonnaG_Wright@uss.salvationarmy.org'; 'barbara.disney@knoxcac.org'; 'Misty H. Goodwin'; 'Steve Jenkins (sjenkinsk@aol.com)'; 'Lisa Higginbotham'; 'Jana Morgan'; 'Angela Petty'; 'Bruce Spangler'; 'Katie Trueblood'; 'Grant Rosenberg'; 'Chris Cowart'; 'Kathy Hatfield'; 'Mary Beth Ramey'; Lisa Hutton; Tammy Lynn (lynntr@ridgevw.com)
Subject: FW: The FY 2013 - FY 2014 CoC Program Competition is Now Open

All,

See below for HUD's announcement of this year's CoC competition. I haven't even gone through it myself, yet, but I wanted to be sure you have the heads-up. As you will see, HUD's final deadline is February 3, 2014. As always, we will not be waiting until the final deadline. Additionally, the process will likely require that each of the individual agency applications be completed and submitted well ahead of that, anyway. Once I've had a chance to go through the funding announcement, I will propose a timeline for completing the process, and will work with all of you to get us across the goal line. Tammy Lynn, if you're still willing, I would be grateful for your assistance in reviewing the application and figuring out that timeline.

Once again, we're off to the races. Have a great weekend everyone.

Mike Dunthorn

From: OneCPD Mailing List [mailto:news@mail.onecpd.info]
Sent: Friday, November 22, 2013 1:55 PM

To: Michael Dunthorn
Subject: The FY 2013 - FY 2014 CoC Program Competition is Now Open

Is this email not displaying correctly? View it in your browser.

OneCPD Mailing List

Developing Viable Communities through Housing, Services, & Economic Opportunities

The FY 2013 - FY 2014 CoC Program Competition is Now Open

The Notice of Funding Availability (NOFA) for the Fiscal Years 2013 and 2014 Continuum of Care (CoC) Program Competition has been posted to the OneCPD Resource Exchange. The FY 2013 - FY 2014 CoC Application and CoC Priority Listing, and FY 2013 Project Applications will be available in *e-snaps* no later than COB today, Friday, November 22, 2013.

Submission Deadline: February 3, 2014 at 7:59:59 PM Eastern Time

The FY 2013 - FY 2014 CoC Program Competition NOFA is posted on the Funds Available page of HUD's website (www.hud.gov) and on HUD's OneCPD Resource Exchange on the FY 2013 Continuum of Care (CoC) Program NOFA: CoC Program Competition page.

- The FY 2013 – FY 2014 CoC Program Competition is administered under the CoC Program interim rule and covers the application and award process for FY 2013 and FY 2014 CoC Program funds.

- All applicants must pay close attention to **Section I.B. Summary of the Application Process** in the FY 2013 – FY 2014 CoC Program Competition NOFA for specific requirements for each funding year.

- As stated in the FY 2013 CoC Registration Notice and the FY 2013 – FY 2014 CoC Program Competition NOFA, CoCs with an approved FY 2013 CoC Registration that failed to include an eligible project on the CoC's FY 2013 GIW during the FY 2013 CoC Registration process has the opportunity to amend its FY 2013 GIW to make those changes. Any changes to the FY 2013 GIW after CoC Registration must be approved by the local HUD CPD field office, in consultation with HUD Headquarters, within 7 days after the publication of the this NOFA. **The due date of final HUD-approval for FY 2013 GIW changes is December 4, 2013 by 5:00 pm local time.** The detailed information can be found in the FY 2013 - FY 2014 CoC Program Competition NOFA, **Additional Overview Information, d. Amendments to FY 2013 Registration.**

- HUD will post the final Annual Renewal Demand (ARD) and ARD less 5 percent per CoC as quickly as possible after the grace period for changes ends on December 4, 2013. As stated in the FY 2013 – FY 2014 CoC Program Competition NOFA, HUD will not consider any additional changes to the Grant Inventory Worksheets or ARD after the 7 day period once the NOFA is published.

- The Environmental Assessment and Finding of No Significant Impact under the National Environmental Policy Act – Notice of Funding Availability for the Fiscal Year 2013 Continuum of Care Program (FR-5700-N-31B) accompanies the posting of the FY 2013 – FY 2014 CoC Program Competition NOFA.

- The *e-snaps* system is not compatible with Internet Explorer 10 or 11. Contact the *e-snaps* AAQ if you need assistance in accessing and completing the application.

Electronic Application in *e-snaps*

The FY 2013 - FY 2014 CoC Application, CoC Priority Listing, and the Project Applications are only available via SNAPS' online grants management system, *e-snaps*. Only those CoCs with a HUD-approved FY 2013 CoC Registration will have access to the FY 2013 - FY 2014 CoC Application and CoC Priority Listing for the FY 2013 – FY 2014 CoC Program Competition. **The application submission deadline is Monday, February 3, 2014 at 7:59:59 PM, Eastern Time**.

NOTE: The www.grants.gov application process is not applicable to the CoC Program Competition.

Listserv Communications

All information related to the FY 2013 - FY 2014 CoC Program Competition is communicated via the OneCPD Mailing List. Join the mailing list to receive important updates and reminders. HUD will communicate via listserv messages:

- Due date reminders

- Availability of the instructional guides

- Availability of webcasts

- Important updates or additional information regarding the FY 2013 - FY 2014 CoC Program Competition

If you are aware or suspect that the Collaborative Applicant, CoC members, or interested stakeholders are not currently receiving these listserv messages, please forward the following link, https://www.onecpd.info/mailinglist/ to them to register for the listserv messages as this is the ONLY form of communication used to notify everyone of updates, changes, impending deadlines, etc.

Resources

FY 2013 – FY 2014 CoC Program NOFA

HUD strongly encourages Collaborative Applicants, project applicants, project subrecipients, and other CoC stakeholders to review the FY 2013 – FY 2014 CoC Program Competition NOFA, FY 2013 General Section NOFA, and General Section Technical Correction to ensure proper consideration of all application requirements.

Webcast

HUD will release a pre-recorded webcast that highlights key changes in the FY 2013 – FY 2014 CoC Program Competition NOFA requirements, the application process, tier process, etc. that will be available in the Webcast Archives page on HUD's website (www.hud.gov). A listserv message will be sent as soon as this broadcast is posted and available for viewing.

Application Resources on OneCPD

HUD will issue in a separate listserv message the week of December 2, 2013 for the rollout dates for the various instructional guides associated with the FY 2013 - FY 2014 CoC Application, CoC Priority Listing, and Project Applications. This is to ensure that Collaborative Applicants, project applicants, and interested stakeholders have ample time to fully read the FY 2013 – FY 2014 CoC Program Competition NOFA prior to beginning the process of completing applications in *e-snaps.*

Questions

All technical questions must be submitted to the OneCPD Resource Exchange Ask A Question (AAQ) portal. In Step 2, select the *e-snaps* Reporting System in the "My question is related to" dropdown. The AAQ accepts question submissions 24/7. However, responses are usually provided between 8:00 AM and 5:00 PM Eastern Time, Monday through Friday, except for federal holidays.

Visit the OneCPD Resource Exchange at https://www.onecpd.info

FORWARD TO A FRIEND | UPDATE SUBSCRIPTION | UNSUBSCRIBE FROM THIS LIST

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Mayor Rogero Seeks Input on Draft Homelessness Plan »

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COMMUNITY DEVELOPMENT DEPARTMENT

CONTACT INFORMATION
Becky Wade, Director
bwade@cityofknoxville.org
Room 532, City County Building
865-215-2865
Fax: 865-215-2962

Community Development administers a variety of programs geared toward the revitalization of Knoxville's low-to-moderate income neighborhoods. In order for resources to have the greatest impact, the Department targets its programs to strategy areas that are selected periodically.

Main Line: 865-215-2120
Fax: 865-215-2962

Disability Services:
865-215-2034
TTY: 865-215-4581
Fair Housing Program:
865-215-2120
Housing Programs:
865-215-2120
Neighborhood Strategy Areas:
865-215-2120
Solutions to Problem Properties:
865-215-2120

Knoxville-Knox County Continuum of Care

Below are links for the 2013 Collaborative Application documents for the Knoxville-Knox County Continuum of Care. This is the application submitted to the US Department of Housing and Urban Development (HUD), seeking funding for the applicants listed in the Project Priority Listing. If and when funding is awarded, the grants are made directly from HUD to the individual agencies identified in the project listing.
Project Priority Listing [PDF]
Knoxville-Knox County Continuum of Care Collaborative Application [PDF]

Community Development Block Grant

Below is a link to the City of Knoxville's 2014-2015 Community Development Block Grant (CDBG) application package.
CDBG Application Package [PDF]
More info about CDBG

Emergency Solutions Grant

Below is a link to the City of Knoxville's 2014-2015 Emergency Solutions Grant (ESG) application package
ESG Application Package [PDF]
More info about ESG

Translate

Mayor Rogero Seeks Input on Draft Homelessness Plan

Mayor Madeline Rogero announced that she is seeking public input on a newly released draft plan to address homelessness in the City of Knoxville. Comments will be accepted for 45 days, so that they may be considered before finalizing the new homelessness plan. Comments should be sent to Michael Dunthorn of the City's Office on Homelessness at mdunthorn@cityofknoxville.org. The City will conduct a public input session on at 5:30 p.m. on Feb. 11th at the Cansler Family YMCA, 616 Jessamine St. A City Council workshop on the proposed plan will be held at 5:30 p.m. on Feb. 27th in the Main Assembly Room of the City County Building.
Click here to view Homelessness Plan Draft [PDF]
Click here to view press release

City Receives $2.5 Million Grant from HUD

On behalf of the City of Knoxville, Mayor Madeline Rogero accepted a $2.5 million grant today from officials with the U.S. Department of Housing and Urban Development (HUD) to eradicate lead-based paints and other home health hazards in the Knoxville area.
Click here to view press release.

Rental Rehab Program Now Accepting Applications

The Community Development Department is now accepting applications for the Rental Rehab Program. This program provides owners of substandard residential rental property with financial and technical rehabilitation assistance. In return for the City's rehabilitation assistance, participants agree to certain long-term (5 â€“ 20 years) rent and occupancy restrictions which provide for the continued availability of the housing to lower-income families at an affordable rent. The Program utilizes forgivable loans called "Deferred Payment Loans," which require no monthly payments to subsidize the required costs of rehabilitation. Total funding is limited to 80 percent of cost of required rehabilitation or a maximum of $20,000 per unit for 1- 4 unit dwellings.

Rental Rehab Program Description [PDF]
Rental Rehab Application [PDF]
Rental Rehab Application Process [PDF]
Tenant Packet [PDF]

OWNER-OCCUPIED HOUSING REHABILITATION PROGRAM

The Community Development Department offers low-interest loans for the complete rehab of owner-occupied homes. Click here to learn more about the Owner-Occupied Housing Rehab Program.

COMMUNITY DEVELOPMENT DEPARTMENT PROVIDES:

- Programs to improve housing opportunities for lower-income homeowners, tenants and homebuyers as well as assistance to

Disability Services
Façade Improvement Program (FIP)
Fair Housing
Housing Programs
Homeownership Program

WEATHER:

Knoxville, TN
23° F
Cloudy
Hour-by-hour | 10-day
Enter city or U.S.zip GO

Dial 3-1-1 For City Services

DIAL FOR CITY SERVICES 3·1·1 KNOXVILLE'S PHONE NUMBER
Call 311 Monday thru Friday 7 AM-5 PM or submit request online here

LEAF PICKUP SCHEDULE

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Community Relations »

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Fire Dept. »

Law Dept. »

Mayor's Office »

Parks & Recreation »

Plans Review/Inspections »

Police Dept. »

Policy & Redevelopment »

Public Service »

Special Events »

Sustainability »

List of All Depts. »

Phone List »

Promotions

Driving Safety for TEEN DRIVERS SIGN UP NOW!

homebuyers as well as assistance to organizations serving Knoxville's homeless population.

- A *Fair Housing Program* to promote equal opportunity in housing in Knoxville.
- Activities that identify vacant, blighted or problem properties and seek developers to return them to productive use.
- Support for programs that assist neighborhoods in identifying and solving their own problems.
- Support for programs that provide training and employment to lower-income citizens or to assist lower-income citizens in starting small businesses.

Homemaker's Program

Office of Neighborhoods

REPORTS and PLANS

PlanET

Consolidated Annual Performance & Evaluation Report (CAPER) 2012-2013 [PDF]

Annual Action Plan - 2013-2014 [PDF]

2010 Analysis of Impediments to Fair Housing Choice [PDF]

5-Year Consolidated Plan, 2010-2015 [PDF]

Past Reports and Plans

REVITALIZATION PROJECTS:

- Five Points Commercial Development
- Lonsdale Redevelopment
- Vestal Redevelopment

ENERGY STAR:

The City of Knoxville is a proud partner of ENERGY STAR. Community Development Department's Owner Occupied Housing Rehabilitation Program have built thirteen (13) Energy Star homes and plan on building more Energy Star-certified homes.

ENERGY STAR qualified products and practices help you save money and reduce greenhouse gas emissions by meeting strict energy efficiency guidelines set by the U.S. EPA and U.S. DOE. The ENERGY STAR label also designates superior energy performance in homes and buildings.

More information is available on the ENERGY STAR website at www.energystar.gov.

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