

# 2019 Knoxville-Knox County Continuum of Care (TN-502)

## Timeline and Deadlines

July 24, 2019

**Updated August 29, 2019**

The US Department of Housing and Urban Development has released its 2019 Continuum of Care Notice of Funding Announcement (CoC NOFA), which is a nation-wide competition for funding to support certain homeless-related housing, services and other related resources. Cities and localized regions across the country form collaborative “Continuum of Care” bodies to facilitate coordinated applications for this funding. Knoxville and Knox County Tennessee have one such CoC body, in the form of the Knoxville-Knox County Coalition for the Homeless. The City of Knoxville’s Office on Homelessness has been designated as this CoC’s “Collaborative Applicant” for the purposes of directly coordinating the application submission process.

HUD’s 2019 CoC NOFA includes deadlines for submitting a collaborative application package as well as other procedural deadlines required to carry out the collaborative process prior to the final submission deadline. The Knoxville-Knox County CoC will seek to meet or exceed HUD’s required deadlines in order to carry out an open and fair application process. The Knoxville Knox County CoC’s 2019 timeline will therefore include local deadlines that may occur **before** HUD’s required deadlines. Applicants seeking inclusion in the 2018 Knoxville-Knox County CoC Collaborative Application will be required to meet the local process timelines and deadlines. Those dates, along with information and requirements for participating in the CoC application process will be published on the City of Knoxville’s Office on Homelessness webpage ([www.knoxvilletn.gov/homelessness](http://www.knoxvilletn.gov/homelessness)), and will also be shared via email and other means of notice.

All potential applicants must refer to HUD’s CoC NOFA and related information to understand the programs, process, and to access the online application. These rules and regulations are very specific and fairly complicated. Do not wait until the last minute to review and understand these rules. Although the local Collaborative Applicant (listed below) is available to help with this process, ***it is the responsibility of each project applicant to review and fully understand these program rules and regulations.*** HUD’s info is available at <https://www.hudexchange.info/resource/5842/fy-2019-coc-program-nofa/>.

**Knoxville/Knox County’s anticipated “Pro Rata Need”:** \$1,501,972. This is the total funding amount that HUD anticipates could be sought for renewal of existing CoC projects in Knoxville-Knox County, Tennessee.

Although most CoC funding is generally expected to be used to renew existing programs, there are some competitive opportunities to win funding for new programs. The details of how these opportunities are awarded can be found in HUD’s CoC regulations and in the 2019 HUD CoC funding announcement available at the link above. We have attempted to summarize those opportunities as they impact our local process here, with the understanding that HUD’s information is where the rules are set.

A listing of potential opportunities for funding under this CoC has been posted in a 2019 Notice of Funding Announcement document available at the Office on Homelessness website at [www.knoxvilletn.gov/homelessness](http://www.knoxvilletn.gov/homelessness).

### ***Important Dates and Deadlines***

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

All Dates are in 2019

**August 9:** Any agency interested in seeking funding for the Reallocation funding, CoC "Bonus" funding or the Domestic Violence "Bonus" funding must submit a written expression of intent to apply to Michael Dunthorn with the City of Knoxville Office on Homelessness at [mdunthorn@knoxvilletn.gov](mailto:mdunthorn@knoxvilletn.gov) no later than 5 p.m. EDT on **Friday, August 9, 2019**. This requirement is to assure that the CoC is aware of all potential applicants, so that such applications can be considered as part of a fair and open ranking and review process for inclusion in the Collaborative Application as required by HUD.

**August 26:** Draft agency applications are due in e-snaps.

**September 5: Applicant review questionnaires are due to the Collaborative Applicant.**

**September 9:** Ranking and Review panel will convene to review agency applications and create a rank-order list of all accepted applications.

When rating and then ranking/prioritizing applications for Continuum of Care assistance, the Ranking and Review Panel will seek to use objective criteria as described below to rate individual applications, and will then use that information to consider the inclusion and rank-order of project applications with the Collaborative Application for this CoC. For that process, the Panel will consider the following:

1. The score determined by the Committee for each project, based on the following categories:
  - a. Project Capacity (20 Points)
    - This will include things such as cost effectiveness, vulnerability of population served, administrative threshold requirements, match funding, etc.
  - b. Contribution to CoC System Performance (30 Points)
    - This will include how well the project contributes to the CoC's overall performance in preventing and ending homelessness.
  - c. Contribution to CoC Strategic Performance (25 Points)
    - This will include review of how the project contributes to meeting goals of reducing and ending homelessness in the specific categories of

1. Chronic Homelessness
  2. Homelessness among households with children
  3. Youth Homelessness
  4. Veteran Homelessness
- d. Coordination and Engagement within the CoC (25 Points)
- This will include review of the degree to which the applicant participates in and coordinates with key collaborative efforts within the CoC.
2. The strategic importance of ranking applications for the following:
    - a. HUD's goals and priorities
    - b. Local goals and priorities
    - c. Maximizing resources to serve homeless individuals and families in this CoC.
  3. Review of data will include (but not be limited to) current HUD APR, HMIS data and HUD system performance data.

**September 9:** Final agency applications are due in e-snaps.

**On or before September 15:** Any applicants not accepted for inclusion in the Collaborative Application package will be notified in writing.

**On or before September 27:** Draft CoC application will be publicly posted online at [www.knoxvilletn.gov/homelessness](http://www.knoxvilletn.gov/homelessness) .

**September 23:** Knoxville-Knox County CoC intends to submit the final CoC application in e-snaps on or about this target date, ahead of HUD's September 18 deadline.

### ***Questions and Contact***

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