

REQUEST FOR PROPOSALS

TEN YEAR PLAN TO END CHRONIC HOMELESSNESS FIELD OF INTEREST FUND

Creation of a Fund

The Knoxville-Knox County Ten Year Plan to End Chronic Homelessness was developed in 2005 at the joint request of the Knoxville and Knox County Mayors. The Plan's implementation began in 2006 as a joint City-County effort. The Ten Year Plan to End Chronic Homelessness Fund has been established as a field of interest fund at the East Tennessee Foundation. It was established in the spring in 2008 as a seed-capital fund to capitalize and catalyze the Ten Year Plan for eighteen months. The Plan's implementation will then receive sustaining funding from Knox County and the City of Knoxville. The Ten Year Plan is focused on ending chronic homelessness through rapid placement into permanent supportive housing. The Plan seeks to stabilize people in permanent supportive housing and then to help them reintegrate into society. The Plan also seeks to prevent chronic homelessness by identifying at-risk individuals and providing assistance that will help them stay in housing.

East Tennessee Foundation

East Tennessee Foundation (ETF) is a public, nonprofit community foundation created for the purpose of building charitable resources to make communities stronger and lives better through thoughtful giving. The Foundation serves East Tennessee by building endowments, providing services to donors and making grants to programs and projects that benefit this region and its people.

Employment and Grantee Non-Discrimination Policy Statement

East Tennessee Foundation is an equal opportunity provider of services and employment. Further, ETF respects, celebrates and encourages diversity that positively contributes to the community. The Foundation believes diversity encompasses but is not limited to: ethnicity, race, age, gender, economic circumstances, sexual orientation, physical and mental abilities, education level, philosophy and geographic location. Through its competitive grantmaking, ETF supports organizations that adhere to these principles and policies.

Guidelines

Eligibility

Grants from the Ten Year Plan to End Chronic Homelessness Fund will be made to established organizations in Knoxville and Knox County that are tax-exempt under Section 501(c)(3) of the Internal Revenue Code. Grants may also be made to new and/or emerging groups that have an established nonprofit organization as a fiscal sponsor.

- Under special circumstances, grants will be made to institutions outside Knox County for programs that are operated within or provide direct benefit to residents of the county.
- Applicant organizations must be operated and organized so as to not discriminate on the basis of race, age, gender, economic circumstances or other characteristics as identified in the Foundation's Non-Discrimination Policy Statement on page 1 of this document.
- Although each proposal will be considered on its own merits, the following types of requests will normally be precluded from the Fund's grant program:
 - Grants to individuals;
 - Grants to schools or churches;
 - Endowments or general fundraising campaigns or capital campaigns;
 - General operating support (office supplies, utilities and other general expenses), debt retirement, financing or capital improvements (purchase of computers or furniture, or building renovations);
 - Projects that have implicit religious content, express a particular religious view or advance a religious purpose; and
 - Activities taking place before the grant cycle begins on May 1, 2008.

Area of Focus

A successful proposal will outline a plan to support the objectives of the Ten Year Plan by preventing homelessness among an identified group of at-risk individuals in Knoxville's Community Development Corporation (KCDC) public housing through the provision of case management services.

Problem Statement

KCDC high-rises are reserved to provide affordable housing for people who are elderly and/or have a disability. In terms of evictions for all of KCDC's public housing sites, the four high-rises account for 21% of turnover due to evictions. In 2006, there were 68 evictions at those four sites for non-payment of rent, behavior problems, failing to meet community service requirements, and one-strike. In 2007, there were 54 evictions from KCDC high-rises, which accounts for 23% of evictions from all of public housing that year. For 2008, 32 evictions have occurred at these sites from January through mid-May. Because people living in public housing generally have very limited resources, an assumption can be made that people who are evicted from public housing, especially from a site designated for people who are elderly and/or disabled, are at a major risk of becoming homeless.

The Function of Case Management

Case management provides the supports that many individuals need to maintain permanent housing. According to The Knoxville and Knox County Ten-Year Plan to End Chronic

Homelessness, there is a need for affordable housing coupled with supportive services. Specifically, the extensive research of The Ten-Year Plan shows that affordable housing alone, without supportive services, “will not yield sufficient results” when seeking to prevent or reduce homelessness.

KCDC’s public housing already provides affordable housing but it is clear that supportive services are necessary for many residents to remain in public housing. In addition, part of KCDC’s mission is to foster self-sufficiency, and there is an understanding that “self-sufficiency,” in the case of many public housing residents, begins with simply maintaining permanent housing.

Successful applicants must address the objectives of the Ten Year Plan in preventing homelessness through the provision of case management services for at-risk residents of four facilities operated by KCDC. The four facilities are:

- Isabella Towers (234 apartments), 1515 Isabella Circle, Knoxville, TN 37915,
- Cagle Terrace (271 apartments), 515 Renford Dr., Knoxville, TN 37919,
- Guy B. Love Towers (247 apartments), 1171 Armstrong Ave., Knoxville, TN 37917, and
- Northgate Terrace (272 apartments), 4301 Whittle Springs Rd., Knoxville, TN 37917.

Due to mental health problems, addiction or other related issues, the residents targeted for case management are deemed to be at-risk for losing their housing due to non-compliance with lease or residency rules. Case managers would work with KCDC staff to identify residents who are at risk of eviction due to non-compliance with lease terms. The anticipated case load is fifty residents for each of the first three facilities, and at Northgate Terrace is twenty-five. Case management must address, as needed by each individual, life skills, mental health, drug and alcohol addiction, and other key issues required for each individual to maintain continued stability in housing. Case management will also coordinate with other Ten Year Plan initiatives directed at the clients’ reintegration into the community.

Criteria for Funding

Favorable consideration will be given to projects and programs that:

- Propose effective, coordinated case management,
- Focus on client retention in housing,
- Make use of the Homeless Management Information System (HMIS) to track and report progress under this initiative and as a case management tool for coordination of care,
- Focus client use of services away from emergency responses and toward long-term and permanent solutions,
- Propose measurable outcomes based upon decreasing the number of evictions at the targeted facilities, and
- Coordinate care around community reintegration.

Awards

Grants are intended to support programs or projects occurring between **July 1, 2008 – June 30, 2009**.

Award Notification

Awards will be announced in **June or early July 2008**.

Application Procedure

Completed applications must include:

1. A Cover Letter --- which includes the following: the name of the organization; its mailing address, telephone number and EIN # (as found on the 501(c)(3) letter from IRS); the name of the president or executive director; a contact person's name, title, telephone number and e-mail address; and the amount of funding requested. **An authorized official of the organization must sign the cover letter.**

2. A One to Two Page Narrative Proposal --- which includes the following:

- Rationale for the project or program;
- Goals and objectives of the program and/or project including identification of the focus area(s) being addressed;
- Organizational description, including its history, purpose and mission statement;
- A project description which includes the following information:
 - Approach to case management,
 - Estimated number to be served,
 - Expected benefits, particularly reductions in numbers of evictions, and
 - How the outcomes will be measured or evaluated;
- How your organization is uniquely qualified to carry out this project;
- Identification of new or existing partners or collaboration which includes the role of each organization; and
- How the proposal relates to the overall goals of the Ten Year Plan.

3. Project Budget Information --- Please provide an itemized project budget which details the following:

- Anticipated expenses and income for the total project including the amount of funding requested;
- Sources and amounts of funds committed by the applicant organization and plans to elicit additional funding from other supporters;
- Budget narrative which describes the length of time for which support is requested; and
- Detailed description that outlines the specific use of grant funds.

4. Attachments --- For the applicant organization and, if applicable, the fiscal sponsor, please provide one (1) copy of each of the following:

- A copy of the organization's 501(c)(3) tax-exempt certification letter from the Internal Revenue Service;
 - The organization which will serve as your fiscal sponsor must submit a letter indicating its agreement to accept, monitor, and account for grant funds.
- The organization's current year annual operating budget;
- The organization's most recent audit or financial statements;
- The organization's list of board of directors and key staff members;
 - Any brochures or supplementary materials which briefly describe the applicant organization and/or the proposed project; and
- If this is a collaborative project, please include a one-page letter of support from each of the collaborating partners.

Please note: Submitted materials will become the property of East Tennessee Foundation.

5. Application Submission and Deadline --- Please submit the original application along with **six (6) copies** and **one (1) set** of the required attachments and direct your questions to:

Michael Dunthorn
Project Manager
Mayors' Ten Year Plan to End Chronic Homelessness Office
City-County Building, Suite 1400
400 Main Street
Knoxville, TN 37902

Completed applications and attachments must be submitted on or before
3p.m. June 20, 2008

6. Additional Instructions --

- Applications submitted by fax or e-mail will **not** be accepted.
- Please paperclip each of the six (6) copies of the application – do not staple.
- Please be sure your proposal contains all the information listed above before you send it. The absence of required information may eliminate your application from funding consideration.
- If you have questions, you may contact Michael Dunthorn by telephone at (865) 215-3103 or by e-mail: mdunthorn@cityofknoxville.org