

- aa. A Resolution amending R-326-2024 which authorized the Mayor to execute any and all documents necessary to award a total amount not to exceed \$1,768,642.00 in Youth Homelessness Demonstration Program Grant funds to six entities to support eight projects guided by the Coordinated Community Plan and ongoing collaboration with the Youth Action Board, in order to modify allocations to four of the entities, including the University of Tennessee, the Knoxville-Knox County Community Action Committee, and the Office of Housing Stability



CITY OF KNOXVILLE, TENNESSEE

City Council

AGENDA INFORMATION SHEET

AGENDA DATE: April 29, 2025

DEPARTMENT: Housing and Neighborhood Development Department

DIRECTOR or DESIGNEE: Kevin DuBose

AGENDA SUMMARY Resolution amending R-326-2024 which authorized the Mayor to execute any and all documents necessary to award a total amount not to exceed \$1,768,642.00 in Youth Homelessness Demonstration Program Grant funds to six entities to support eight projects guided by the Coordinated Community Plan and ongoing collaboration with the Youth Action Board, in order to modify allocations to four of the entities, including the University of Tennessee, the Knoxville-Knox County Community Action Committee, and the Office of Housing Stability.

COUNCIL DISTRICT(S) AFFECTED All Districts

BACKGROUND

On August 6, 2024, Council approved the application for and acceptance of a Youth Homelessness Demonstration Grant ("YHDP") from the U. S. Department of Housing and Urban Development in the amount of \$1,768,642.00. Continuum of Care staff and partners collaborated with the Youth Action Board to create and release a Coordinated Community Plan and conducted a process to competitively award YHDP funds to local agencies (minus \$54,700 used for planning purposes during year one of the grant). On November 26, 2024, by Resolution No. R-326-2024, Council approved sub-grant awards to support eight projects guided by the Coordinate Community Plan. The sub-grant awards were approved for the following agencies for the amounts shown:

- CAC - \$856,983.20 - Transitional housing/rapid rehousing for youth
- CAC - \$206,340.00 - Supportive services and navigation for youth
- CAC - \$15,662.00 - Planning funds to compensate YAB members for their work
- My Daughter's Journey - \$223,026.40 - Transitional housing/rapid rehousing for youth
- A Closer Walk - \$126,090.40 - Transitional housing/rapid rehousing for youth
- Knox Pride - \$128,450.00 - Supportive services and navigation for youth
- UT - \$111,592.00 - Homeless Management Information System (HMIS)
- Office of Housing Stability - \$105,498.00 - YHDP Administration

Due to unexpected increases in staffing costs for University of Tennessee employees, it is necessary to amend these awards by moving \$30,000.00 from the amount allocated for the Office of Housing Stability to the allocation for the University of Tennessee. The new subgrantee allocations will be: \$70,498.00 to the Office of Housing Stability for YHDP Administration; and \$141,592.00 to the University of Tennessee for Homeless Management Information System support for new projects.

In addition, the partnership between the Knoxville-Knox County Community Action Committee and A Closer Walk for the purposes of YHDP has been discontinued due to a lack of alignment between A Closer Walk's programs and YHDP desired outcomes, therefore it is necessary to move the \$126,090.40 allocation made to A Closer Walk to CAC for transitional housing/rapid rehousing for youth, increasing the CAC agreement to \$983,073.60.

ESTIMATED PROJECT SCHEDULE Thirty-month contract beginning on December 1, 2024 and ending on May 31, 2027.

PRIOR ACTION/REVIEW Approval to receive the YHDP funds from HUD was adopted by Council on August 6, 2024 by R-216-2024. Approval to award sub-grants in a total amount not to exceed \$1,768,642.00 in YHDP funds to support eight projects was approved on November 26, 2024 by R-326-2024.

FISCAL INFORMATION The total grant amount is \$1,768,642.00, to be charged to the Department of Housing and Neighborhood Development budget.

RESOLUTION NO. _____

RESOLUTION

A RESOLUTION OF THE COUNCIL OF THE CITY OF KNOXVILLE AMENDING RESOLUTION R-326-2024 WHICH AUTHORIZED THE MAYOR TO EXECUTE ANY AND ALL DOCUMENTS NECESSARY TO AWARD A TOTAL AMOUNT NOT TO EXCEED \$1,768,642.00 IN YOUTH HOMELESSNESS DEMONSTRATION PROGRAM GRANT FUNDS TO SIX ENTITIES TO SUPPORT EIGHT PROJECTS GUIDED BY THE COORDINATED COMMUNITY PLAN AND ONGOING COLLABORATION WITH THE YOUTH ACTION BOARD, IN ORDER TO MODIFY ALLOCATIONS TO FOUR OF THE ENTITIES, INCLUDING THE UNIVERSITY OF TENNESSEE, THE KNOXVILLE-KNOX COUNTY COMMUNITY ACTION COMMITTEE, AND THE OFFICE OF HOUSING STABILITY.

RESOLUTION NO: _____
Housing & Neighborhood
REQUESTED BY: Development Department
PREPARED BY: Law Department

APPROVED: _____

APPROVED AS AN EMERGENCY MEASURE: _____

MINUTE BOOK: _____ PAGE _____

WHEREAS, on September 20, 2023, the Knoxville-Knox County Continuum of Care (“CoC”) was awarded \$1,823,342.00 in U. S. Department of Housing and Urban Development (“HUD”) Youth Homelessness Demonstration Program (“YHDP”) funding, \$54,700.00 of which is to be used for planning purposes during year one of the grant; and

WHEREAS, the funding comes through the City of Knoxville in the City's capacity as Collaborative Applicant for the Knoxville-Knox County CoC, as designated by the Knoxville-Knox County Homeless Coalition; and

WHEREAS, CoC staff and partners collaborated with the Youth Action Board to create a Coordinated Community Plan and conducted a process to competitively award YHDP funds to local agencies; and

WHEREAS, six subgrantees were selected and City Council authorized, by Resolution R-326-2024, the execution of subgrantee agreements providing YHDP funding in a total amount not to exceed \$1,768,642.00 for transitional housing and rapid rehousing for youth, supportive services, administrative services, and navigation for youth, and HMIS support for new projects, to the six agencies as more fully described said Resolution; and

WHEREAS, due to unexpected increases in staffing costs at the University of Tennessee ("UT"), one of the six agencies awarded funds, it is necessary to amend the awards by moving \$30,000.00 from the amount allocated for the Office of Housing Stability ("OHS") to the allocation for UT, bringing the new subgrantee allocations to \$70,498.00 for OHS to be used for YHDP Administration and \$141,592.00 to UT for Homeless Management Information System ("HMIS") support for new projects, as more fully described in the scopes of service/budgets attached hereto as Exhibits 1 and 2; and

WHEREAS, further, the partnership between the Knoxville-Knox County Community Action Committee ("CAC") and A Closer Walk, for the purposes of YHDP, has been discontinued due to the fact that A Closer Walk's program is better suited to long-term engagement rather than the short-term transitional housing model under YHDP, and it is

therefore necessary to move the \$126,090.40 allocation made to A Closer Walk to the allocation to CAC, increasing the total CAC funding for transitional housing/rapid rehousing for youth to \$983,073.60, as more fully described in the attached scope of services/budget attached hereto as Exhibit 3; and

WHEREAS, the OHS will monitor the progress of the funded projects, provide technical assistance as needed, ensure delivery of all project close-out reports and receipts, and encourage an exchange of ideas and best practices among grant recipients.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF KNOXVILLE:

SECTION 1: Resolution R-326-2024 is hereby amended so as to move \$30,000.00 of the YHDP allocation granted to OHS to the allocation for UT, bringing the new funding amount to \$70,498.00 for OHS and \$141,592.00 to UT, and authorizing the Mayor to execute subgrantee agreements with both entities, in the form approved by R-326-2024, to fund administrative services and HMIS support for new projects, as shown on the respective scope of service/budget shown on as Exhibit 1 (OHS) and Exhibit 2 (UT) attached hereto.

SECTION 2: Resolution R-326-2024 is further amended so as to move the YHDP allocation approved for A Closer Walk, in the amount of \$126,090.40, to CAC and authorizing the Mayor to execute an amendment to the existing subgrantee Agreement with CAC, known as Document No. C-24-0420, to reflect this additional allocation, with a new total contract amount of \$983,073.60 and to reflect the additional services shown on the scope of services/budget attached hereto as Exhibit 3.

SECTION 2: This Resolution shall take effect from and after its passage, the welfare of the City requiring it.

Presiding Officer of the Council

Recorder

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EXHIBIT 1

Office of Housing Stability – YHDP Administration

Scope of Work

- Coordinate with Youth Homelessness Demonstration Project grantees to establish policies and procedures to administer their projects
- Coordinate with Housing and Urban Development Technical Assistance Staff on Youth Homelessness Demonstration Project implementation, to ensure ongoing grant compliance, and to facilitate continuous quality improvement
- Provide Technical Assistance to Youth Homelessness Demonstration Project sub-grantees
- Act as a core liaison between Youth Homelessness Demonstration Project implementation and ongoing Continuum of Care activities to ensure coordination
- Act as the administrative support for Youth Homelessness Demonstration Project activities, communications, and stakeholder coordination
- Ensure all Youth Homelessness Demonstration Projects follow HUD 2 CFR 200, and 24 CFR Part 578, including all flexibilities and required activities by conducting annual programmatic and fiscal monitoring of each contracted agency
- Coordinate with City of Knoxville around project invoicing, to ensure costs are allocable and allowable, and that subgrantees are reimbursed in a timely fashion

Performance measures for OHS:

Jan 1, 2025 to March 31, 2025

- Complete policies and procedures for both YHDP projects and submit to HUD
- Establish billing procedures for YHDP projects

April 1, 2025 to June 30, 2025

- Establish Continuous Quality Improvement Workgroup
- Establish regular meeting schedule with YHPD sub-grantees to ensure grant compliance and continuous quality improvement

July 1, 2025 to Sept 30, 2025

- Ensure grant compliance and continuous quality improvement with YHDP sub-grantees

Oct 1, 2025 to Dec 31, 2025

- Ensure grant compliance and continuous quality improvement with YHDP sub-grantees

Budget

YHDP Administration
Budget breakdown

CATEGORY	OHS REQUEST
Administration	
General project management	\$43,448.20
Monitoring and compliance	\$20,000.00
10% for Admin/overhead	\$7,049.80
Total	\$70,498.00
TOTAL REQUESTED BUDGET	#REF!

CoC	TN-502
Grant term	2 years
Total Allocation	\$1,823,342

Project Name	Project Number	Total
TN-502 - YNEW - Joint Component Transitional Housing/Rapid Rehousing	TN0473Y4J022200	\$65,498.00
TN-502 - YNEW - SSO Navigation	TN0474Y4J022200	\$5,000.00
		\$70,498.00

EXHIBIT 2

University of Tennessee/Homeless Management Information System (HMIS)

Scope of Work

- Maintain ongoing partnership with Office of Housing Stability and Youth Homelessness Demonstration Project (YHDP) Implementation Team;
- Maintain web-based community dashboard on homelessness in Knoxville, and explore opportunities to highlight data around the experiences of Youth and Young Adults;
- Establish Youth Homelessness Demonstration Project agencies in KNOX Homelessness Management Information System (KNOXHMIS) according to Department of Housing and Urban Development (HUD) data standards;
- Establish custom HMIS reports to facilitate easy access of information for the YHDP continuous quality improvement team;
- Manage data quality for established YHDP projects;
- Submit data reports as requested and required by HUD;
- Assist the Office of Housing Stability in the due diligence of meeting all YHDP grant minimum standards regarding the Homeless Management Information System, and any applicable reporting;
- Attend Youth Homelessness Demonstration Project stakeholder and work group meetings;
- Meet quarterly with the Office of Housing Stability to review HMIS data quality, the community dashboard, and any updated HUD requirements to ensure ongoing oversight and compliance;
- Staff time to focus on Youth and Young adult housing placements and Coordinated Housing Assessment and Match Plan (CHAMP) access;
- Staff time to focus on building YHDP data infrastructure for custom reporting, including modifying and updating existing reports;
- Staff time to work with and train providers around best practices for data around Youth and Young Adults

Performance measures for UT/HMIS:

Jan 1, 2025 to March 31, 2025

--Establish infrastructure within the Homeless Management Information System (HMIS) for YHDP project data

April 1, 2025 to June 30, 2025

--Train staff at My Daughter's Journey and Knox Pride on HMIS data entry
--Maintain data quality and reporting infrastructure for both YHPD projects

July 1, 2025 to Sept 30, 2025

--Maintain data quality and reporting infrastructure for both YHPD projects

Oct 1, 2025 to Dec 31, 2025

--Maintain data quality and reporting infrastructure for both YHPD projects

Budget

Homeless Management Information System project
Budget breakdown

CATEGORY	UT-HMIS request
HMIS	
Staff salaries	\$90,619
Federally negotiated indirect cost rate (36%)	\$50,973
Total	\$141,592
TOTAL BUDGET	
TOTAL REQUESTED BUDGET	\$141,592.00

Youth Homelessness Demonstration Program

CoC	TN-502
Grant term	2 years
Total Allocation	\$1,823,342

Project Name

TN-502 - YNEW - Homeless Management Information System

Project Number

TN0472Y4J022200

Total

\$141,592.00

EXHIBIT 3

Community Action Committee - Revised

Transitional Housing/Rapid Re-Housing **Scope of Work**

- Work with My Daughter's Journey to establish a joint component Transitional Housing/Rapid Re-Housing project, including establishing project locations and ensuring required Environmental Reviews and housing inspections are conducted.
- Hire one full-time case manager to support Transitional Housing placement options
- Identify locations and units for Transitional Housing placement options, including temporary motel placements
- Offer scattered-site Transitional Housing, including temporary motel placements as necessary for the well-being of youth being served
- Offer scattered-site Rapid Re-Housing
- Manage Rapid Re-Housing eligibility screening and payments
- Young Adults will be co-enrolled into Transitional Housing and Rapid Re-Housing with the choice to opt-in or opt-out of the Transitional Housing portion or the Rapid Re-Housing portion at any time.
- Young adult households will be given client choice to do shared housing.
- Financial rental assistance will be provided for an average of 12 months (up to 36 months) with an average of 6 months (up to 12 months) of aftercare once assistance ends.
- Follow Youth Homelessness Demonstration Project core principles in project implementation: Housing First, Centering Racial Equity, Focusing on Special Populations, Youth and Young Adult Choice, Positive Youth Development, Trauma Informed Care, Social and Family Engagement, and Continuous Quality Improvement.
- Ensure housing quality and required documentation is in place prior to placing youth and young adults in a project: (inspection, Lease/legal rental relationship in place, housing affordability/rent reasonableness, proof of legal ownership for payment, etc.)
- Establish client eligibility prior to providing rental assistance funds, and every 90 days while enrolled in the project.
- Collaborate with My Daughter's Journey to determine a communication and internal workflow to: handle client information sharing timely and securely; invoicing for project expenses.
- Collaborate with the Supportive Services Only project to establish a diversion rental assistance workflow, and prioritization process.
- The Rapid Re-Housing component will provide assistance for up to 30 young adults, with the intention of serving around 60 in either the Transitional Housing or Rapid Re-Housing combined.
- Enter in client information into the Homeless Management Information System and follow all applicable best practices for Homeless Management Information System standards and minimum requirements.
- Case Managers and all project management will routinely engage with the Youth Action Board on project implementation, and with the Continuous Quality Improvement workgroup that will be established under the Youth Homelessness Demonstration Project.
- Work with Coordinated Entry System, Coordinated Housing Assessment and Match Plan to refer and accept referrals into the project.

- Create program specific materials to outreach to young adults with unique needs, including Black, Indigenous and Persons of Color (BIPOC), Lesbian Gay Bi Trans Queer Intersex Asexual plus (LGBTQIA+), and those that are fleeing violence.
- Program guidelines and prioritization will be established in a way that seeks to serve as many youth and young adults across the community as possible.

Community Action Committee TH-RRH

Performance Criteria. The Subgrantee shall provide scattered-site Rapid Re-Housing, including intake, eligibility screening, and case management for approximately 30 eligible individuals. The following goals shall be used to measure and assess ongoing progress of the Project for the term of this Agreement.

January 1, 2025 to March 31, 2025

- Provide rapid rehousing and case management services for approximately 8 eligible individuals.

April 1, 2025 to June 30, 2025

- Provide rapid rehousing and case management services for approximately 8 eligible individuals.

July 1, 2025 to September 30, 2025

- Provide rapid rehousing and case management services for approximately 8 eligible individuals.

October 1, 2025 to December 31, 2025

- Provide rapid rehousing and case management services for approximately 8 eligible individuals.

Budget

Joint Component Transitional Housing/Rapid Rehousing	
Budget breakdown	
CATEGORY	CAC REQUEST
Leasing/Transitional Housing	(includes master leasing of units for TH, and hotel/motel stays if necessary)
Leasing funds	\$175,124.80
10% for Admin/overhead	\$20,860.80
Total	\$195,985.60
Rental Assistance	(includes rental assistance for rapid rehousing component of program)
Rental Assistance	\$556,304.80
10% for Admin/overhead	\$61,467.20
Total	\$617,772.00
Supportive Services	(includes staff time spent providing case management, housing counseling, and life skills training, plus moving costs, employment assistance, legal services, transportation and utility deposits)
Staff time (case mgt, housing c	\$125,820.00
Supportive services (moving co	\$30,636
10% for Admin/overhead	\$10,360.00
Total	\$166,816
HMIS	(includes computer equipment, software licensing costs, and staff time for data entry)
Computer equipment	\$2,500.00
HMIS software licenses	
Staff time for data entry	
Total	\$2,500
TOTAL REQUESTED BUDGET	\$983,073.60