



KNOX COUNTY

GRANTS & COMMUNITY DEVELOPMENT

HUD FUNDED PROGRAMS AND PROJECTS

NOTICE OF FUNDING OPPORTUNITY

PURPOSE

Knox County Grants and Community Development (KCGCD) is pleased to announce the Program Year 2025 (July 1, 2025 - June 30, 2026) grant applications for HUD Funded Programs and Projects. Programs and projects selected for funding will inform the development of the first Annual Action Plan for Knox County's 2025-2029 Consolidated Plan.

Funding for these grants are provided to Knox County from the U.S. Department of Housing and Urban Development (HUD). The purpose of these funds is to support community development with a focus on building stronger and more resilient communities through affordable housing, suitable living environments, and expanding economic opportunities, principally for the benefit of Low-to-Moderate-Income (LMI) persons, families, and households.

AVAILABLE APPLICATIONS

Knox County seeks to address the needs of Knox County residents through two grant applications: Construction & Infrastructure Projects and HUD Programs.

CONSTRUCTION & INFRASTRUCTURE PROJECTS

Funding for Construction & Infrastructure projects will support the development and enhancement of affordable housing, specifically benefiting LMI residents. Eligible projects may involve emergency home repairs, accessibility improvements, and addressing critical capital needs. Additionally, funding can be allocated for property acquisition and comprehensive infrastructure enhancements, such as water and sewer system upgrades, street and sidewalk improvements, and utility enhancements in support of affordable housing development. This initiative aims to promote sustainable community development, enhance living conditions, and ensure safe, accessible, and well-maintained environments for all residents.

HUD PROGRAMS

Funding to support public service programs aimed at enhancing housing stability and addressing various community needs. This includes initiatives focused on preventing and responding to housing insecurity, homelessness, and domestic abuse, as well as programs that promote workforce development, education, mental and physical health, reentry, and youth development. Eligible projects may encompass support services, education, and assistance, specifically targeting LMI individuals, persons exiting the

criminal justice system, elderly persons, persons with disabilities, and individuals with limited English proficiency.

AVAILABLE FUNDING

Program Year 2025 funds will be from the County's HUD Community Development Block Grant (CDBG) entitlement funds. Based on Knox County's previous CDBG program funding, we anticipate receiving around \$1.1 million in CDBG entitlement funds for 2025. 20% will be set aside for administrative costs, 15% of the available funding will be granted to public service programs, and the remaining funds will be made available for construction and infrastructure projects.

The County expects to fund multiple applications and asks that applicants consider this while developing their funding request.

ESTIMATED FUNDING AVAILABLE

Construction & Infrastructure: ~\$715,000

HUD Programs (public services): ~ \$165,000

PROGRAM/PROJECT PERIOD

The project period will be July 1, 2025 – June 30, 2026.

ELIGIBILITY REQUIREMENTS

Knox County is seeking applications from experienced organizations actively engaged in addressing community needs.

ORGANIZATION REQUIREMENTS

1. The organization must be located within and serving residents of Knox County.
2. The organization must have a Unique Entity ID (UEI) and be registered within the Federal System for Award Management (SAM) database at <https://sam.gov>.
3. The organization must be an incorporated non-profit entity registered with the TN Secretary of State and listed as "Active" at <https://tnbear.tn.gov/Ecommerce/FilingSearch.aspx> (this requirement does not apply to government agencies interested in applying).

PROGRAM AND PROJECT REQUIREMENTS

Funds must be used for activities that meet the following requirements:

1. Meet one of the following CDBG National Objectives:
 - a. Benefit low- and moderate-income persons

- b. Aid in the prevention or elimination of slums and blight
 - c. Meet certain urgent community needs
2. Serve LMI persons or areas of high poverty in Knox County, outside the boundaries of the City of Knoxville and Town of Farragut.
3. Meeting the statutory requirements of HUD programs found in [24 CFR](#).

ELIGIBLE CONSTRUCTION & INFRASTRUCTURE PROJECTS

- Acquisition of property
- Rental rehabilitation for the benefit of LMI residents
- Homeowner rehabilitation for the benefit of LMI residents
- Construction or improvements to infrastructure in support of affordable housing initiatives
- Development of rental housing for the benefit of LMI residents
- Development of owner-occupied housing for the benefit of LMI residents

ELIGIBLE HUD PROGRAMS (PUBLIC SERVICES)

- Employment Training
- Health Services
- Homeless Services
- Mental Health Services
- Reentry Services
- Senior Services
- Services for Persons Impacted by Domestic Violence
- Substance Misuse Services
- Transportation Services
- Youth Services

KCGCD CONTACT INFORMATION

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 Community Relations Manager
 Knox County Grants and Community Development
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grants@knoxcounty.org
<https://www.knoxcounty.org/communitydevelopment/>

KEY DATES

ACTION	DATE
Funding Announcement Release	February 3, 2025
Online System Opening Date	February 3, 2025
Application Workshop	February 13, 2025, at 9:00 a.m.
Final Date to Submit Application	February 28, 2025, at 11:59 p.m.
Anticipated Project Start Date	July 1, 2025

APPLICATION PROCESS

Applications are submitted online through the Neighborly software portal utilized by KCGCD for subrecipient and contract management. Applicants may access the KCGCD grants management website at <https://knoxcounty.org/communitydevelopment/> or <https://portal.neighborlysoftware.com/knoxcountytn/participant#>.

Existing subrecipients may log in using their current credentials. New applicants must sign up for the portal. Neighborly registration information is included at the end of this notification.

APPLICATION WORKSHOP

KCGCD will provide an Application Workshop at **KCGCD's office, located at 405 Dante Road, Knoxville, TN 37918**. The workshop will go over accessing the applications on Neighborly, eligibility, and funding priorities. There will also be time for potential applicants to ask any questions they may have. Persons requiring special assistance or accommodation should contact KCGCD at 865-215-5253 at least three days before the public meeting.

February 13, 2025

9:00 a.m. - 10:00 a.m.

Those who are unable to attend in-person may attend virtually by registering on Zoom: <https://knoxcounty.zoom.us/meeting/register/tJEkceGupjouGdedDnuCQtUNJpwT4FKFZ2xd>

REQUIRED DOCUMENTS FOR SUBMISSION

- Articles of Incorporation and By-Laws
- Conflict of Interest Disclosure (*downloaded from application*)
- Current List of Board of Directors with term dates
- IRS 990 or Audited Financial Statement
- Organizational Chart
- Proof of 501c3/Nonprofit Status
- Most recent TN State Annual Report
- Title VI Agency Certifications (*downloaded from application*)
- Salary information for the CEO & next highest paid employee, Per Knox County Ordinance (Ord. No. O-92-5-102, § 1, 7-27-92)
- Screenshot of active SAM.gov registration

ADDITIONAL DOCUMENTS FOR CONSTRUCTION & INFRASTRUCTURE APPLICATIONS

Applicable documents will be dependent on the project type selected.

- Appraisal Supporting Acquisition Price
- ASTM 1527-21 Phase I ESA and EA

- Certificate of General Liability Insurance
- Certificate of Workers Compensation Insurance
- CHDO Application
- CHDO Certification or Recertification
- Documentation that property owner was invited to accompany the appraiser on inspection of the property (*for Acquisition Projects only*)
- Engineer's Sub-surface Investigation & Report (*for New Construction*)
- Independent Cost Estimate
- Letter(s) of commitment from financial lending institution(s) and all other funding sources (*include any pending/anticipated*)
- Market Study/Needs Assessment
- Preliminary Acquisition Disclosure Certification/Voluntary Acquisition (*for Acquisition Projects only*)
- Plans, Specs, Drawings, Renderings, Maps & Pictures of the Site including Service Area Map, if applicable
- Prior Environmental Reports for Project Site
- Proof of General Liability Insurance including Worker's Compensation
- Proof of Site Control
- Signed Statement of Assurances & Certifications
- Voluntary Sale Letter (*for Acquisition Projects only*)
- Written Offer to Purchase (*for Acquisition Projects only*)
- Zoning/Planning Approvals & Permits
- Miscellaneous Documents

SUGGESTED DOCUMENTS FOR SUBMISSION

- Impact Reports
- Brochures
- Client Satisfaction Surveys
- Letters of Support
- Leveraged Funding Documentation
- Program Evaluation Templates

SELECTION PROCESS

Application Screening: KCGCD will screen all applications to ensure that they meet the requirements included in the funding announcement.

Application Review: KCGCD will review applications to understand the overall demand and effectiveness of the program, utilizing the scoring rubrics included in this notification.

Final Decisions: KCGCD will consider rankings along with other factors to make final funding decisions. Other factors may include cost effectiveness, overall funds availability, county government priorities and strategies, federal or state regulations, community need, geographic distribution, balance of focuses and approaches, or other relevant factors. KCGCD may not fund all applications or may only award a portion of the amount requested. If funding requests exceed available funds, KCGCD may ask applicants to revise projects to a more limited focus.

Final Knox County Approval: Approval of any funding provided through Knox County is ultimately the decision of the County Mayor, with final approval provided by Knox County Commission.

HUD Approval: Knox County's 2025-2029 Consolidated Plan and Program Year 2025 Annual Action Plan must be approved before agencies can enter a contract with Knox County. The Action Plan details how Knox County will utilize HUD funding in the upcoming program year.

REPORTING REQUIREMENTS

Those selected for funding will be required to complete monthly reports (including demographic data and progress on goals) and reimbursement requests through KCGCD's online grant reporting system. Goals and performance indicators will be set for each contracted program/project.

ACCESSING AND SIGNING UP FOR NEIGHBORLY

ACCESSING THE PORTAL

Neighborly Software is accessible via any internet connected device. The recommended browser is Google Chrome but will work with any modern web browser (i.e. Internet Explorer v10+, FireFox, Safari).

Application Portal Link: <https://portal.neighborlysoftware.com/knoxcountyttn/participant#>

**KNOX COUNTY
TENNESSEE**

Welcome to the Knox County
Participant Portal

New users must first register their account
before signing in to the portal

Sign in

Don't have an account? [Sign up now](#)

Email Address

Password

[Forgot your password?](#)

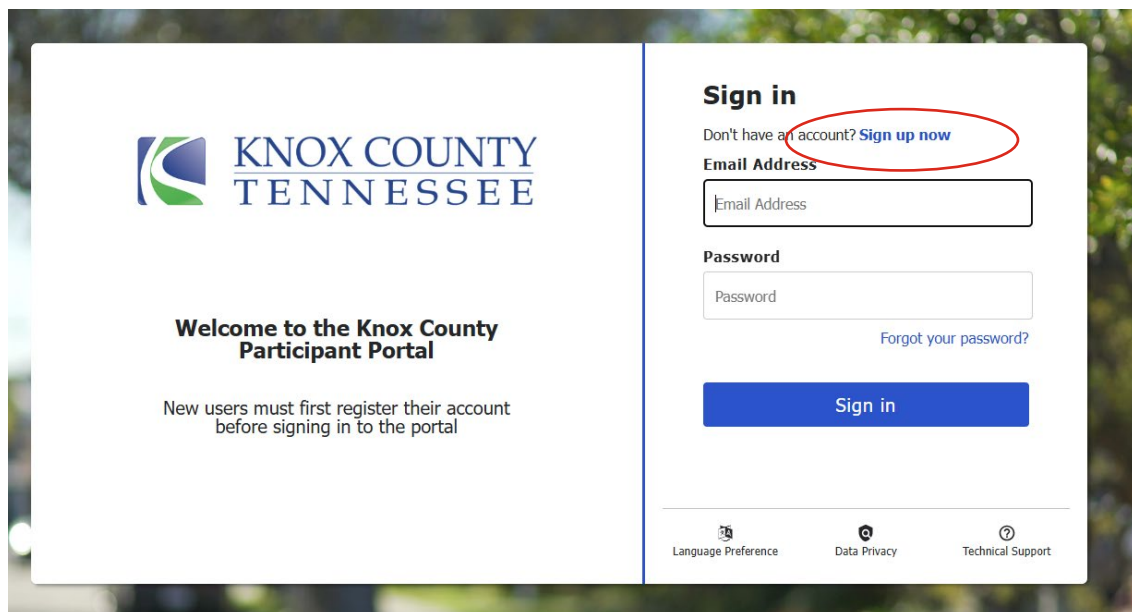
Sign in

[Language Preference](#) [Data Privacy](#) [Technical Support](#)

CREATE YOUR ACCOUNT

When you access the Portal for the first time, you'll need to sign up for an account by clicking on the *Sign Up Now* link. The registration process will create a username (which is your work email address) and password that will be used for future logins. The email address you choose will also be used for system emails/notifications. For security purposes, the system will validate that you own the registered email address by sending an email with a validation link.

Note: If you do not receive the system email within 2 minutes, check your spam or bulk mail folder. If the email appears in that folder, you should right click on the email to indicate "Not Junk" or "Not Spam" to ensure you receive any other system notifications.



Sign in

Don't have an account? [Sign up now](#)

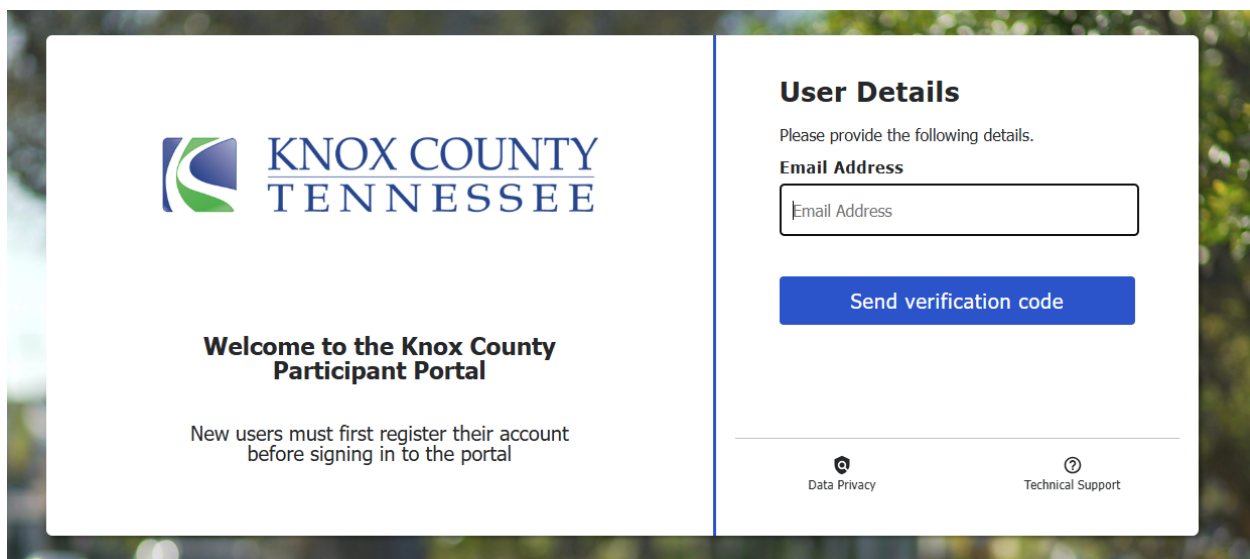
Email Address

Password

[Forgot your password?](#)

Sign in

[Language Preference](#) [Data Privacy](#) [Technical Support](#)



User Details

Please provide the following details.

Email Address

Send verification code


[Data Privacy](#) [Technical Support](#)

LOGGING IN

Once your account has been registered, you may login (using the same link above) by entering the email address and password used during registration. By checking “Remember Me?”, your web browser will remember your email address for future logins (depending on browser and security settings).

Both applications will appear on the Home Dashboard.

Good Morning, Alanna



**KNOX COUNTY
TENNESSEE**

Welcome to The Knox County's Participant Portal.

Knox County is committed to accessibility for all applicants. If you require this material in an alternate format or have questions about the program, please contact us at grants@knoxcounty.org.

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Start a New Application

Application Name	Description	Action
Construction and Infrastructure Program	Select this option if your organization is applying for funding in support of affordable housing construction or rehabilitation, public facility improvements for the benefit of low- to moderate-income residents, or public infrastructure enhancement. *Expires 2/25/2024 11:59 PM	<div style="background-color: #007bff; color: white; padding: 5px 10px; border-radius: 3px; display: inline-block;">Start Application</div>
Public Services Program	Select this option if your organization is applying for funding in support of direct service programs focused on education, mental and/or physical health, food security, child safety, or youth development. *Expires 2/25/2024 11:59 PM	<div style="background-color: #007bff; color: white; padding: 5px 10px; border-radius: 3px; display: inline-block;">Start Application</div>

GRANT APPLICATION SCORING RUBRIC

Scoring Criteria	5 points Exemplary Response	4 Points Exceeds Requirements	3 Points Meets Requirements	2 Points Minimum Response	1 Point Unsatisfactory Response	0 Points No response
Proposal provides clear evidence that the agency has the capacity and experience to successfully implement the program/project.						
Proposal clearly describes a well-designed program/project created to meet a significant need and includes the supporting details necessary to adequately evaluate the proposal.						
Proposal justifies the need for the program/project with relevant data and/or research.						
Program/project strongly aligns with the grant program utilized for funding and meets all requirements of the funding agency.						
Program/project supports Knox County's commitment to creating opportunities for everyone to thrive in an engaged and vibrant community.						
Proposal outlines clear and reputable methods for evaluating the program/project's impact and success.						
Proposal includes a detailed plan for incorporating feedback for continuous improvement. <i>(N/A to Construction & Infrastructure projects)</i>						

Proposal demonstrates that the agency promotes equitable outcomes through its program/project by implementing strategies designed to ensure fair and inclusive access.						
Proposal includes a budget request that demonstrates a financial need in a way that is detailed, realistic, allowable, and justified.						
Proposal demonstrates an efficient use of available resources to maximize impact of the program/project.						
Proposal includes evidence that the program/project is sustainable beyond Knox County's support. This may include leveraged funds and collaboration with other organizations.						
Total Score						

SCORING GUIDE

- 5:** Exemplary Response- The application exceeds the criteria with exceptional detail and compelling information.
- 4:** Exceeds Requirements- The application meets the criteria well with detailed and comprehensive information.
- 3:** Meets Requirements - The application adequately meets the criteria with clear and sufficient information.
- 2:** Minimum Response - The application partially meets the criteria but lacks some important details or clarity.
- 1:** Unsatisfactory Response - The application minimally addresses the criteria with insufficient detail or clarity.
- 0:** No Response- The application does not address the criteria or lacks any relevant information.