

Low-Income Home Energy Assistance Program (LIHEAP) Summer Subsidy is now active.



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FY27 HIF APPLICATION GUIDELINES



OFFICE OF
SOCIAL
SERVICES

Fiscal Year 2027 Office of Social Services (OSS) Homeless Initiative Fund Competitive Application

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Louisville Metro Office of Social Services – FY2027 Homeless Initiative Fund (HIF) Grant Opportunity

The Louisville Metro Office of Social Services (LMOSS), through the Homeless Engagement Assessment and Response Team (HEART), has allocated \$1.1 million to the Homeless Initiative Fund (HIF) to support nonprofit organizations addressing urgent service needs. These grants are intended to help protect Louisville’s most vulnerable residents during periods of crisis, including severe weather events. All HIF grants are considered partnership grants with HEART; therefore, selected agencies must be prepared to coordinate and collaborate closely with HEART throughout the grant period.

Shelter Definition

Shelter refers to a safe, temporary place of residence that provides protection from the elements and basic living accommodations for individuals experiencing homelessness. This includes 24-hour emergency shelters, bridge housing, or temporary accommodation such as hotel vouchers during extreme weather events.

Case Management Definition

Intensive *Case Management* is a collaborative, trauma-informed process through which professionals work closely with individuals to assess needs, develop personalized goals, and coordinate tailored services that promote stability and self-determination. It includes structured planning, ongoing support, and advocacy across multiple life domains, with a focus on vulnerable populations requiring higher levels of engagement.

Note

The dates for the Inclement Weather Emergency Voucher Program may be adjusted in response to emergency weather events occurring outside the scheduled program period. Any changes will be determined and communicated by LMOSS through the Homeless Engagement Assessment and Response Team (HEART). Partner agencies are expected to coordinate with HEART and accept individuals experiencing homelessness into shelter outside standard operating hours, as needed.

FY2027 Homeless Initiative Fund Grant Opportunity

For Fiscal Year 2026 (July 1, 2026 – June 30, 2027), LMOSS invites applications from one or more organizations to provide services for the following priority populations and program areas:

Priority Populations

- Older Adults: Individuals aged 55 and older
- Justice- or Treatment-Involved Individuals: Individuals transitioning from incarceration, reentry, or treatment programs, including those with significant criminal justice involvement.
- Individuals with Disabilities or Serious Mental Health Conditions: Individuals with mobility limitations, physical disabilities, or serious mental health conditions.
- Young Adults: Individuals aged 18–25

Program Areas

1. Emergency Shelter

- 24-hour shelter services for the identified priority populations
- Programs must include case management as a core component
- Innovative approaches to reducing recidivism and supporting individuals not yet ready for independent living are encouraged

2. Inclement Weather Emergency Voucher Program

- Temporary shelter assistance (e.g., hotel vouchers) during extreme weather conditions
- Program period: December 1, 2026 – June 30, 2027
- An assessment process will be used to determine eligibility and target those who are most vulnerable
- Open to various types of shelter providers (day, overnight, and 24-hour)
- Partner agencies managing an inclement weather program must provide OSS with real-time updates on hotel expenditures. If funds remain after the winter season, partner agencies will provide cooling services through the end of the grant period, which may include shelter and/or hotel stays.

3. Intensive Case Management

- Comprehensive, Individualized Service Planning: Programs must conduct intake assessments and develop individualized service plans tailored to each client's needs, including mental and physical health, substance use, housing, and social supports
- Plans should be client-centered, addressing barriers such as trauma, chronic illness, or reentry challenges from incarceration
- Services should include life skills training, benefits navigation, and community reintegration support, especially for youth and older adults transitioning from institutions or the streets

APPLICATION PROCESS

OSS will accept applications via Euna (formerly referred to as eCivis) starting Monday, August 10, 2026, at 12am, and until Friday, August 21, 2026, at 5pm.

OSS HIF Application Office Hour/Orientation will take place on the following date:

Thursday, August 13, 2026, at 1:00 PM [Meeting Link](#)

This is going to be a structured office hour. The first half hour, we will go over the application process, and the last half hour will be open for questions.

FY27 HIF Timeline

- Application Opens: August 10, 2026, at 12:00 AM
- Application Office Hour: August 13, 2026, at 1:00 PM [Meeting Link](#)
- Application Closes: August 21, 2026, at 5 PM
- Application Review Period: August 25th-September 1st
- Award Notifications: September 2026

Applications will be reviewed and scored using the rubric shared later in the handbook.

Here is the link to the application in Euna: [Euna Grants - Grants Network](#)

Requirements to Apply

Organizational Eligibility

Kentucky Secretary of State

Applicants must be incorporated as nonprofit organizations and qualified to do business in the Commonwealth of Kentucky as organizations in good standing with the Kentucky Secretary of State.

501(c)(3) IRS Determination

Applicants must have obtained or applied for 501(c)(3) tax-exempt status with the Internal Revenue Service (IRS).

Louisville Metro Revenue Commission

Applicants must be registered with the Louisville Metro Revenue Commission and maintain accounts in good standing.

Organizations utilizing contracted staff are responsible for ensuring those individuals are also properly registered, when required, and maintain accounts in good standing with the Commission.

Louisville/Jefferson County Service Area

Applications must propose services that benefit residents of Louisville/Jefferson County, Kentucky.

Religious Activities

HIF funds may not be used to support religious activities, including worship services, proselytizing, prayer, religious instruction, or the distribution of religious materials.

Lobbying Prohibited

For purposes of this funding opportunity, lobbying means oral or written communications by an applicant or its representatives with Louisville Metro Council members, Louisville Metro Government officials, evaluation panel members, or staff for the purpose of influencing the outcome of the HIF funding process.

The prohibition on lobbying begins when the funding opportunity is announced and continues through the application review process. Prohibited activities include attempts to influence funding decisions through direct communication, publicity campaigns, fundraising efforts, endorsements, or other similar activities.

Requesting technical assistance from Office of Social Services staff regarding application requirements is encouraged and does not constitute lobbying.

Current grantees should contact their Grants Contract Coordinator with questions regarding the application process. New applicants may contact Karen Moya at karen.moya@louisvilleky.gov.

Compliance Documentation

Organizations awarded funding will be required to submit or update the following documentation:

- Most recent signed IRS Form W-9.
- Most recent IRS Form 990 or an explanation of why the organization is not required to file a Form 990.
- IRS Tax Exemption Determination Letter.
- Most recent independent financial audit.
- Current Board of Directors roster, including affiliations and demographics.
- Current program-specific policies and procedures or standard operating procedures applicable to the proposed program.

Applicants previously funded by OSS may only be required to update documents that have expired or changed since their most recent submission.

Good Neighbor Policy

Louisville Metro Government believes all neighbors have the right to feel safe and welcome, enjoy their property and public spaces, and access community resources and services that meet their needs.

Organizations receiving HIF funding are expected to:

- Provide services that support participants in achieving long-term stability and self-sufficiency.
- Train staff in trauma-informed care, motivational interviewing, de-escalation, and conflict resolution techniques.
- Encourage participants to respect neighboring properties, public spaces, and facility rules.
- Promote litter prevention and provide opportunities for litter control.
- Maintain regular trash collection and disposal practices.
- Ensure sidewalks and public access areas remain clean, safe, and accessible.
- Encourage participants to take pride in their residence and surrounding neighborhood.
- Hold participants accountable for their actions and behavior.
- Maintain facilities in compliance with applicable building codes and regulations.
- Cooperate with law enforcement officials as required by law.

- Take reasonable steps to mitigate loitering and support positive neighborhood relationships.

Organizations awarded funding may be asked to provide updates regarding implementation of Good Neighbor Policy practices during the grant period.

New Agencies

Your program must have been in existence for a minimum of 2 years prior to January 1, 2026, in order to apply for HIF funding.

Reporting

All HIF grantees will be required to submit mandatory financial and activity quarterly reports, accompanied by supporting documentation. All HIF grantees will be required to be in the Homeless Management Information System (HMIS) except agencies that may be legally exempt from such requirements (i.e. agencies serving domestic violence victims). Alternative reporting structures will be used in these cases.

APPLICATION INSTRUCTIONS

Applications are to be submitted online through Euna.

Applicants can save their progress within the Euna platform at any time and return to complete their application later. All applications saved must be finalized and submitted by the stated application deadline to be considered for funding.

Applications must be submitted by 5pm on August 21, 2026.

Organizations applying should submit only one application for each program for which you are requesting funding.

Euna is user friendly and straight forward to set up. If you experience technical problems while using Euna, email support.ecivis@eunasolutions.com

Artificial Intelligence: Louisville Metro Government permits applicants to use artificial intelligence (AI) tools when completing EAF grant applications. Applicants are reminded that they are responsible for reviewing all AI-generated content to ensure accuracy, appropriateness, and alignment with the EAF requirements. Submissions will be evaluated as final and are subject to the same standards as non-AI-generated applications.

Organizational Information

Organization Name: *Provide the legal name of the agency as it is listed on the Secretary of State website*

Project Title: the project title you put on your application will be used on the grant agreement so please use the full (official) name of the program.

Organization Street Address: *Provide your organization's primary mailing address for Louisville/Jefferson County.*

FEIN / EIN number: Your FEIN / EIN number is your Federal Employment Identification Number (often just called EIN). The easiest way to find this is to look on the original document the IRS issued when you registered your organization with them. *If you do not have that, there is no online lookup tool, so please call the IRS to get your FEIN/EIN number.*

Please provide your UEI number.

Authorized Representative information – This is the person who is authorized by your organization's board to sign a grant agreement. Please provide Name, email, title, and phone number. If the phone number you are providing is a main line number, an extension is required.

Business/Finance Representative – This is the person who will be responsible for submitting financial reports. Please provide Name, email, title, and phone number. If the phone number you are providing is a main line number, an extension is required.

Project Representative – This is the person who will submit programmatic reports for your program. Please provide Name, email, title, and phone number. If the phone number you are providing is a main line number, an extension is required.

Team member – This is an optional space you can use to provide an additional contact. You may want to consider putting your grant writer's information here if you have one.

Program Selection and Population(s) Served

Application Questions

1. **Which program are you requesting Homeless Initiative Funding (HIF) for? (Select one.)**
 - **Emergency Shelter**

- **Intensive Case Management**
 - **Inclement Weather Program**
2. **What population(s) does your program serve? (*Select all that apply.*)**
- **Older Adults (55+)**
 - **Justice- or Treatment-Involved Individuals**
 - **Individuals with Disabilities or Serious Mental Health Conditions**
 - **Young Adults (18-25)**

Guidance

Applicants must select the primary program area for which funding is being requested. Select the option that best reflects the primary purpose and activities of the proposed program. If the agency would like to be considered for more than one program, separate applications must be submitted.

Applicants should also identify the population(s) that will be served through the proposed program. Select all populations that reasonably represent the individuals the program is designed to serve.

Program Types

Emergency Shelter

Programs that provide temporary emergency shelter and related services to individuals experiencing homelessness.

Intensive Case Management

Programs that provide individualized, intensive support services designed to help participants address barriers, access resources, obtain housing, and achieve long-term stability.

Inclement Weather Program

Programs that provide emergency hotel lodging, transportation, or other emergency services during extreme weather events.

Population Definitions

Older Adults

Individuals aged 55 and older.

Justice- or Treatment-Involved Individuals

Individuals returning to the community following release from a local jail, detention facility, residential treatment program, or recovery program. Priority is given to programs serving individuals exiting local facilities and reconnecting to housing and supportive services.

Individuals with Disabilities or Serious Mental Health Conditions

Individuals with physical, developmental, intellectual, or behavioral health disabilities, including serious mental health conditions.

Young Adults

Individuals between the ages of 18 and 25.

Program Narrative

Application Question

Describe the program for which you are requesting HIF funding, including who will be served, what services will be provided, and how the program addresses an identified community need.

Maximum Response: 2 pages, double-spaced, 12-point Times New Roman font

Handbook Guidance

Your response should help reviewers understand:

- Who will be served by the program, including any priority populations.
- The services and activities that will be provided.
- The community needs, service gap, or challenge the program is intended to address.
- How individuals access or receive services.
- The anticipated benefit or impact of the program on participants and the community.

Consider Addressing

- The purpose and goals of the program.
- The population to be served and the challenges they face.
- The services participants will receive.
- How the program responds to an identified need within the community.
- How the program promotes safety, housing stability, health, well-being, or self-sufficiency.
- Any unique, evidence-based, or innovative approaches used by the program.

What We Are Looking For

OSS seeks a clear and compelling description of the proposed program. Reviewers should be able to understand what services will be provided, who will be served, why the program is needed, and how participants and the community will benefit.

Strong Responses Typically

- Clearly describe the program and services being offered.
- Demonstrate an understanding of community needs and participant challenges.
- Explain how the proposed services address those needs.
- Show a logical connection between program activities and anticipated outcomes.
- Articulate why the program fills an important gap or need within the community.

Partnerships

Application Question

Describe your organization's ability to successfully operate the proposed program through collaboration with the Homeless Engagement Assessment and Response Team (HEART) and other community partners.

Handbook Guidance

Your response should include:

- Your organization's approach to partnering with HEART, including referrals, communication, and coordination of services.
- Key community partnerships that support the program, such as service providers, housing providers, healthcare providers, or other referral agencies.
- How these partnerships help meet participant needs, improve outcomes, and strengthen the community response to homelessness.
- Examples of successful collaborations that demonstrate your organization's ability to work effectively with community partners.

What We Are Looking For

OSS seeks to understand how your organization collaborates with HEART and other community partners to provide coordinated, effective services. Reviewers should be able to understand the role of your partnerships and how they contribute to program success.

Strong Responses Typically

- Clearly describe the organization's relationship with HEART.
- Identify key partner organizations and their roles.
- Demonstrate active coordination and collaboration rather than simple referrals.
- Provide examples of successful partnerships and community impact.
- Explain how partnerships improve services and outcomes for participants.

I would remove the following from this question unless you are trying to score organizational capacity as well:

- Experience serving the target population.
- Key staff responsible for implementation.
- Existing facilities, resources, systems, and infrastructure.
- Shelter operations, staffing, hours, and capacity.

Budget

There is one budget-related question within the application that must be completed before proceeding to the Budget section in Euna.

Application Question

1. Provide a list of all funding sources supporting this program. Include the funding source name and amount for each source. Be sure to include any in-kind contributions.

Euna Budget Section

In addition to answering the application question above, applicants must complete both the Budget and Budget Narrative sections within Euna.

The Budget section should reflect the projected budget for the specific program for which HIF funding is being requested. Only costs associated with the proposed HIF-funded program should be included.

Budget Narrative

What We Are Looking For

OSS seeks a clear explanation of how requested HIF funds will be used and how the budget was developed. Reviewers should be able to understand what expenses are being supported, how costs were calculated, and how those costs contribute to successful program implementation.

Include:

- A brief explanation of each budget category included in the funding request.
- The methodology is used to calculate costs (e.g., salaries, percentages of staff time, unit costs, hotel nights, supplies, contracted services, etc.).
- A description of how each expense supports the proposed program and participants served.
- Any significant changes from prior years or notable budget assumptions.
- How HIF funding complements other funding sources supporting the program.

Examples

Personnel

Case Manager: \$50,000 annual salary × 50% of time dedicated to the program = \$25,000.

Hotel Assistance

400 hotel nights × \$75 per night = \$30,000.

Supplies

200 hygiene kits × \$25 per kit = \$5,000.

Strong Responses Typically:

- Clearly explain how requested funds will be used.
- Demonstrate that costs are reasonable, necessary, and directly related to program activities.

- Include calculations that allow reviewers to understand how budget amounts were determined.
- Show that the organization has thoughtfully planned the use of HIF resources and can effectively manage program funds.

Note: Applicants may request up to 15% indirect costs. Only include budget figures for categories applicable to the proposed program. If awarded funding, applicants will have the opportunity to provide a more detailed budget during the contracting phase.

Euna Budget Categories

- Paid Personnel (salary & fringe)
- Contractors
- Agency Rent/Utilities
- Other Supplies & Program Materials
- Telephone/Cell
- Local Travel
- Small Equipment
- Client Assistance
- Other Expenses

Please note: A separate Outcomes section is included in the application. Applicants should include the number of to be served if awarded. This will be scored as a component of the program narrative.

Scoring Criteria

Applicants will be scored based on the rubric below.

Criteria	Weight	Excellent (Full Points)	Good (¾ Points)	Adequate (½ Points)	Needs Improvement (¼ Points)	Insuffi (0 Poir
Program Narrative	50 pts	40-50: Clear need, strong design, measurable outcomes.	30-39: Solid proposal with minor gaps.	20-29: Basic response; limited detail or alignment.	10-19: Significant weaknesses or lack of clarity.	0-9: Incomp or unresp
Partnerships	10 pts	8-10: Strong HEART and	6-7: Good partnerships;	4-5: Some partnerships identified.	1-3: Weak or unclear partnerships.	0: No partner describ

Criteria	Weight	Needs				
		Excellent (Full Points)	Good (¾ Points)	Adequate (½ Points)	Improvement (¼ Points)	Insuffi (0 Poir
		community partnerships.	limited detail.			
Budget	20 pts	16-20: Complete, reasonable, and aligned.	12-15: Minor issues or questions.	8-11: Generally acceptable with concerns.	1-7: Significant errors or omissions.	0: Miss unacce budget
Budget Narrative	20 pts	16-20: Clear justification for all major costs.	12-15: Adequate explanation with minor gaps.	8-11: Basic explanation provided.	1-7: Limited cost justification.	0: Miss insuffic narrativ

Scoring:

- 90-100: Excellent
- 75-89: Good
- 60-74: Adequate
- 40-59: Needs Improvement
- 0-39: Insufficient

TECHNICAL ASSISTANCE

You may always contact staff OSS HIF during normal business hours, Monday through Friday from 8:00 AM – 5:00 PM. If you are a current grantee, please contact your Grants Contract Coordinator. For new applicants, please contact karen.moya@louisvilleky.gov. If you experience technical problems while using Euna, email support.ecivis@eunasolutions.com



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