

## Confirmation of Project Operating Year

### Instructions:

The recipient must enter the operating year for this grant, as reflected in LOCCS. If there was a HUD-approved grant extension that extension period should not be included on this screen, but will be included on Q2.

**Operating Year Start Date:** The operating start date for new grants is the first day of the month in which the recipient or subrecipient begins incurring eligible costs (this is generally when the project starts serving persons). The date is set by the recipient at the time of the first draw down. For renewals, the operating start date is the day after the end of the previous grant term.

**Operating Year End Date:** The 12-month period beginning on the Operating Start Date. HUD recognizes that there are rare circumstances where the period may be shorter than 12 months, especially when there is a grant consolidation.

**Operating Year Start Date** 01/03/2014

**Operating Year End Date** 01/02/2015

## Q1. Contact Information

### Instructions:

The project information (e.g., project name, recipient and grant number) required for reporting within the APR must exactly match the grant information you submitted and received from HUD when your grant was awarded.

**Project Name:** UT-500 CoC Planning Project Application  
FY2012

**Recipient:** Salt Lake County Homeless Coordinating  
Council, Inc.

**Grant Number:** UT0088L8T001200

**Prefix:** Ms.

**First Name:** Valerie

**Middle Name:**

**Last Name:** Walton

**Suffix:**

**Title:** Policy and Planning Analyst

**Street Address 1:** 2001 South State Street Suite S2100

**Street Address 2:** PO Box 144575

**City:** Salt Lake City

**State:** Utah

**Zip Code:** 84114-4575  
**Format:** 12345 or 12345-1234

**E-mail Address:** vwalton@slco.org

**Confirm E-mail Address:** vwalton@slco.org

**Phone Number:** 385-468-4876  
**Format:** 123-456-7890

**Extension:**

**Fax Number:**  
**Format:** 123-456-7890

## Q2. Project Information

**Carefully select the answers to the questions on this form as they determine what questions you are required to answer for the APR. Selecting the incorrect answer will give you incorrect questions to complete. Refer to the CoC APR Guidebook at [www.hudexchange.info](http://www.hudexchange.info) for details on answering this and all questions in the APR.**

**Instructions:**

After answering questions click "Save" and review the form. New questions may appear depending on the answers you give.

Grant operating year covered by this APR: This question refers to which year the project is operating under the current grant. Because all CoC Planning grants have a 1-year grant term, this field is prepopulated "1."

Is this an APR for a grant that received a HUD-approved grant extension?: Grants approved for an extension will now only submit one APR for the grant operating year, including the extension period. If you answer "Yes" to "Is this an APR for a grant that received a HUD-approved grant extension?" you will need to select "Save" on the bottom of the screen and two new fields will become visible where you will identify the time period for your extension. The extension start date should be the day after the date the grant would have ended if HUD had not approved an extension (e.g., if the grant had a one-year term ending 01/31/2010, the extension operating start date should be 02/01/2010). The extension end date should match the grant expiration date in LOCCS.

Is this a final APR for this grant?: A recipient should answer "Yes" if the grant for which this APR is reporting is finishing its grant term. This question indicates to HUD that a recipient needs to complete its closeout process with HUD for this grant. Please note that a grant closeout does not necessarily mean a project closeout. A grant closeout means a recipient has completed a grant term and needs to close out a grant. A project closeout means that, in addition to a grant completing its term and needing to closeout, the entire project is literally closing down. A recipient should answer "no" if it is not reporting on the final operating year in its full grant term. If the answer to this question is "Yes," the recipient will be required to answer two additional questions related to the closeout of the grant. In the first question, the recipient will indicate whether it has completed its final draw in LOCCS. In the second question, the recipient will indicate whether or not it plans on renewing this project.

**Program Type CoC**

|  |                                      |
|--|--------------------------------------|
| <b>CoC Number and Name</b>   | UT-500 - Salt Lake City & County CoC |
| <b>Amount of Contract or Award</b>   | \$69,372                             |
| <b>Grant operating year covered by this APR</b>  | 1                                    |
| <b>Is this an APR for a grant that received a HUD-approved grant extension?<br/>Click save to update form.</b> | No                                   |
| <b>Is this a final APR for this grant?<br/>Click save to update form.</b>                                      | Yes                                  |
| <b>Is this a corrected APR?</b>  | No                                   |
| <b>Have you completed your final draw in LOCCS?</b>  | No                                   |
| <b>Have you renewed this project?</b>  | No                                   |

### Q3. CoC Planning Actions and Outcomes

**Check the box associated with the eligible activities this CoC Planning grant was used to fund** Coordination Activities, Project Monitoring Activities, Developing a CoC System, Project Evaluation

**Explain how the CoC planning grant funds were used. Additionally, describe the outcomes your CoC observed as a result of the CoC Planning grant.**

**Maximum characters: 5000**

On question 4A. of the HUD CoC Planning Grant application, the Salt Lake County Homeless Coordinating Council identified three performance measures which would result from the project. The following provides a review of: A) each application performance measure along with a B) summary of how the CoC Planning Grant funds were used and C) the outcomes the CoC observed as a result of the the CoC Planning Grant.

#### MEASURE #1

**A) Application Performance Measure #1:**

Evaluation of each HUD CoC funded project semi-annually, including annual monitoring visit.

**B) Use of Planning Grant funds related to Measure #1:**

- Monitored all HUD funded CoC programs, with the exception of HUD Planning Grant. Used the monitoring to provide technical guidance, inform the HUD CoC local ranking process, and improve contract compliance. Staff time included monitoring scope design, preparation and review of materials prior to monitoring, follow up correspondence and research.

- Evaluated all HUD CoC funded programs through the local ranking process. Monitoring materials were reviewed, summarized, and disseminated to Prioritization Committee members.

- Provided an opportunity for individual post-competition debriefing to all HUD CoC funded projects.

- Attendance by two staff at Denver HUD Office CoC Start Up Training.

Training provided a helpful orientation for staff member who worked on fiscal reviews. Training also provided helpful guidance on budget and program fee compliance. Both staffed used information as a resource for monitoring reviews.

**C) Project Outcomes related to Measure #1:**

CoC has adapted to better align with HUD Policy Priorities of Removing Barriers to Resources, Strategic Resource Allocation, Ending Chronic Homelessness, and Ending Family Homelessness. Improved local: ranking process, contract compliance, and understanding of current resources. Funding from FY2014 HUD CoC Application was reallocated to create a new PH-PSH project for chronically homeless individuals and a new PH-RRH project for homeless families.

#### MEASURE #2

A) Application Performance Measure #2:

Implement proposed restructuring recommendations identified. SLCHCC Executive Committee will perform a review of structure including committees, leadership, participation beyond funded organizations, updated bylaws, updated HMIS governance charter, etc.

B) Use of Planning Grant funds related to Measure #2:

- SL County Government provided staffing support to the SLCHCC which included, preparing handouts, developing draft agenda, and providing information on requested topics
- SL County staff participated in Statewide HMIS Steering Committee and communicated regularly with HMIS Team members about HUD system measures, CoC reports, program reports, data quality, and data standards.
- Review and discussion of of Collective Impact materials
- Attendance at Salt Lake County Government sponsored Collective Impact Training (April 2014) facilitated by Norm Suchar, formerly of the National Alliance to End Homelessness
- CoC Prioritization Committee, Grant work group and Coordinated Access work groups were moved under the direction of Salt Lake County Government
- Visioning Exercise conducted with direct service and housing providers, many of whom are members of the SLCHCC
- SL County Government staff performed Backbone Agency activities in the Collective Impact model
- SL County Government staff performed HUD CoC Planning responsibilities outlined in the HUD CoC Program Interim Rules (please see attached document)

C) Project Outcomes related to Measure #2: CoC worked to better align with HEARTH Governance and System Performance due to adoption of Collective Impact model and selection of Salt Lake County Government as the Backbone Agency.

MEASURE #3

A) Application Performance Measure #3:

Plan and have ready for funding and implementation the Coordinated Intake and Assessment system of the Chronically Homeless population

B) Use of Planning Grant funds related to Measure #3:

- The CoC finalized and approved policies and procedures for a coordinated intake and assessment system of the Chronically Homeless population. With funding from of the State SCSO office, this included a "build" in in the HMIS database system. It also included training on the VI-SPDAT and Full SPDAT by Ian DeJong, founder and CEO of OrgCode Consulting, developers of the SPDAT assessment tool. Chronically homeless individuals with the highest acuity are prioritized for Permanent Supportive Housing in the CoC.

C) Project Outcomes related to Measure #3:

CoC has adapted to better align with HUD Policy Priorities of: Strategic Resource Allocation and Ending Chronic Homelessness. Referral and Housing Placement system for Chronically Homeless Individuals has increased transparency and openness.

## Q4. CoC Expenditures – CoC Planning

**Instructions:**

Report all CoC Program funds expended for this CoC Planning grant during this operating year.

In the CoC Program Funds Expenditures column, list all CoC Program funds expended during the operating year on each line item.

### CoC Program Funds Expended During the Operating Year – CoC Planning

| Expenditure Type                                      | CoC Program Funds Expenditures |
|---|--------------------------------|
| Coordination Activities                               | \$6,000.00                     |
| Project Evaluation                                    |                                |
| Project Monitoring Activities                         | \$28,060.97                    |
| Participation in the Consolidated Plan                |                                |
| CoC Application Activities                            |                                |
| Determining Geographical Area to be Served by the CoC |                                |
| Developing a CoC System                               | \$7,000.00                     |
| HUD Compliance Activities                             |                                |
| <b>Total Expenditures</b>                             | <b>\$41,060.97</b>             |
| Cash Match  | \$24,217.06                    |
| In-Kind Match   |                                |
| <b>Total Match</b>                                    | <b>\$24,217.06</b>             |
| <b>Match %</b>  | <b>58.98%</b>                  |
| <b>Total Budget</b>                                   | <b>\$65,278.03</b>             |

## Q5. Additional Comments

**Please provide any additional comments on other areas of the APR that need explanations, such as a difference in anticipated and actual program outputs.**

**Maximum character: 2000**

The Salt Lake County Homeless Coordinating Council (SLCHCC) notes that it has not been in compliance with 24 CFR 578.85(c)(3), a requirement to drawdown funds at least once per quarter. This requirement was not met due to a number of extenuating circumstance:

1) This was the first HUD grant awarded to the SLCHCC, therefore no prior LOCCS profile existed for the organization. Steps to set up a LOCCS profile were begun early during the operating year, but not completed till the end of the operating year in part because during this time period, HUD was transitioning from the phone LOCCS system to an online system.

2) In the grant application, it was noted project activities would be staffed by Salt Lake County Government. At the beginning of the operating year, it was decided by the SLCHCC Board of Directors as well as Salt Lake County Government that a legally binding document would need to be created and approved by both parties. Drafting reviewing and approving the MOU took approx. 4 months. During the time frame the MOU agreement was drafted, reviewed, and approved no project billings were submitted by Salt Lake County Government to the SLCHCC. In addition, there was an additional delay in billing for several months after.

SLCHCC notes these issues have been resolved. For the current operating year, the SLCHCC's Planning Grant will be in compliance with 24 CFR 578.85(c) 575.85. In addition, for the next operating year, Salt Lake County Government will be the direct grantee of HUD Planning funds.

## Submission Certification

**Instructions:**

Before submitting your APR, an authorized recipient official must certify that the statement below is true by placing a check mark in the box. Your APR will not be reviewed if the check mark is not completed.

**Name of Authorized Recipient Official:** Tara Rollins

**Title/Position:** SLCHCC, Board Chair

**I hereby certify that all the information stated herein is true and accurate. I understand that HUD will prosecute false claims and statements and that conviction may result in criminal and/or civil penalties (pursuant to 18 USC 1001, 1010, 1012; 31 USC 3729, 3802).**

**Check for Certification:**



## Attachments

| Document Type       | Required? | Document Description | Date Attached |
|---------------------|-----------|----------------------|---------------|
| Match Documentation | No        |                      |               |
| Other Attachment    | No        | SL County CoC Pla... | 04/01/2015    |

## Attachment Details

**Document Description:**

## Attachment Details

**Document Description:** SL County CoC Planning Resp

## Submission Summary

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| <b>Q3. CoC Planning Actions and Outcomes</b>  | 04/02/2015        |
| <b>Q4. CoC Financial – Services</b>           | 04/02/2015        |
| <b>Q5. Additional Comments</b>                | No Input Required |
| <b>Submission Certification</b>               | 04/01/2015        |
| <b>Attachments</b>                            | 04/01/2015        |