

Salt Lake City & County Continuum of Care

August 1, 2017

Notice: Release of Renewal Application for HMIS Projects in the FY2017 HUD CoC Competition

I. OVERVIEW

Salt Lake County Government is the Collaborative Applicant for the Salt Lake City and County Continuum of Care funding application. In compliance with HUD requirements, the CoC intends to evaluate projects and make funding decisions based on HUD and local priorities and project performance. The Ranking Committee will review the performance of existing CoC renewal projects.

For the FY2017 HUD CoC grant competition, HMIS renewal projects, are hereby notified that the project application will be a two-part process; Part I: Local Application and Part II: HUD (E-snaps) Application.

The initial dollar amount available (\$7,082,121) represents the Continuum's Annual Renewal Demand. This is funding available for renewal and new projects created through reallocation.

II. ELIGIBLE APPLICANTS

Only HMIS Renewal projects that were funded in the FY2016 CoC competition are eligible to apply for HMIS Renewal funds.

The Grant Inventory Worksheet Indicates that the renewal amount for the HMIS project is \$223,151.

III. APPLICATION PROCESS

The application process will be managed via Google Forms and Esnaps.

Google Forms:

On suggestion from the Denver Field Office, our CoC is implementing a standard naming convention for project applications. As you create your renewal application, please follow this formula:

Agency Acronym, Project Name, HUD Competition Year

e.g. SLCO CH Housing project FY2017

It is critical that this is followed for the E-snaps portion of the competition, but it should also be followed at this initial application stage.

A number of reference documents will be provided:

1. This Notice
2. Grant Inventory Worksheet as submitted to HUD CPD Denver Field Office (reference for renewal grant characteristics)
3. Salt Lake City and County CoC Ranking Policies and Procedures
4. Federal Regulations re: CoC Program

The Application is made up of the following:

1. **Program Summary**: Basic application information, including contact information.
2. **Threshold Certification**: A list of certifications that must be agreed to before access will be granted to the full application.
3. **Application Questions**: Content related to HUD policy priorities, Compliance with regulations and policies, Budget and accounting practices, Data Quality, Need and Performance.
4. **Project Description**:
 - a. a project description that addresses the entire scope of the proposed project including target population(s), the plan for addressing the identified needs/issues of the target population(s), projected outcome(s), and coordination with other sources/partners.
5. **Attachments**:
 - a. Executive Director Certification on agency letterhead (template provided)
 - b. Copy of HUD APR response letter as received from the HUD CPD Denver Field Office
 - c. Copy of Monitoring letters from HUD CPD Denver Field Office

E-Snaps:

Applicants for HMIS renewal funds should follow the process outlined in the NOFA and the instructional guides available [here](#).

IV. SUBMISSION

Submission will be managed via Google Forms which may be accessed here:

<https://goo.gl/forms/8X4okPUlj0ViKARj1>

The Esnaps portion of the application may be accessed here:

<https://esnaps.hud.gov/grantium/frontOffice.jsf>

V. DEADLINE

The application is due via Google Form and E-snaps by **5 pm on Tuesday, August 22, 2017**. Incomplete, inaccurate or late applications will be assessed a penalty as outlined in the Ranking Policies and Procedures and scoring guidelines. (Excerpted below for expediency)*

***Penalties**

Staff will contact agencies if an application is expected, but not received by the deadline. Applications submitted up to 24 hours late will be assessed a [25 point penalty].

Staff will contact agencies if applications are incomplete or inaccurate. A [25 point penalty] will be assessed, but agencies will be given 24 hours from staff contact to fix the error. If the error is not corrected, the application will not be scored.

Applications submitted more than 24 hours after the deadline will not be scored.

Where there is a staff (SLCO or HUD) documented issue that impacts the ability of applicants to access electronic application systems (E-snaps, ZoomGrants), the Committee reserves the right to adjust the penalty accordingly.

VI. CONTACT INFORMATION



CoC Collaborative Applicant

Mayor's Initiatives and Special Projects

Salt Lake County

2001 South State Street, Suite N4-930

P.O. Box 144575

Salt Lake City, UT 84114-4575

Tarra McFadden
Continuum of Care Coordinator
Phone: 801-923-3080
Email: tmcfadden@slco.org

Valerie A. Walton
Policy and Planning Director
Phone: 385-468-7144
Email: vwalton@slco.org

E-mail contact is preferred so that issues may be documented and common issues can be used to create an FAQ document if necessary.

Reasonable accommodations for individuals with disabilities or those in need of language interpretation services can be provided if five days' notice is given by calling 385-468-4880. TTY/TDD users should call 7-1-1.