Salt Lake City & County Continuum of Care
August 2, 2017

Notice: Application Process for <u>NEW</u> projects FY2017 HUD CoC Competition

I. OVERVIEW

Salt Lake County Government is the Collaborative Applicant for the Salt Lake City & 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. The Committee will further evaluate new project funding applications and determine if they are to be included as part of the CoC Application to HUD.

For the FY2017 HUD CoC grant competition, projects seeking first-time funding through the Continuum of Care are hereby notified that the project application will be a two-part process; Part I: Local Application (ZoomGrants) and Part II: HUD (E-snaps) Application.

The minimum dollar amount available for reallocation ($209,781) is available as one agency chose not to renew an existing program and another reduced their renewal request. The maximum available for reallocation ($7,082,121) represents the Continuum's Annual Renewal Demand, or the amount needed to fund all existing renewal projects for one year. This is funding available for renewal and new projects created through reallocation. *For more information on reallocation, see section VII of this notice.*

Bonus Funding available is limited to $424,927. Bonus funding does not come from a separate pool of money, and HUD has indicated that "new housing projects will be evaluated using the same criteria regardless of whether the CoC has identified them as bonus or reallocation projects." The Ranking Committee, as it determines rank and tier placement, will determine whether to classify new project applications as recipients of bonus or reallocation funding.

Projects passing minimum threshold requirements will be evaluated by the Ranking Committee for possible ranking and tiering placement on the CoC Application to HUD.

II. ELIGIBLE APPLICANTS

Eligible project applicants for the CoC Program Competition are, under 24 CFR 578.15, nonprofit organizations, States, local governments, and instrumentalities of State and local governments. Public housing agencies, as such term is defined in 24 CFR 5.100, are eligible without limitation or exclusion. **For-profit entities are not eligible to apply for grants or to be subrecipients of grant funds.**

III. ELIGIBLE PROJECT TYPES

As indicted by the CoC Program NOFA the following projects types are eligible to received funding as new projects:

1. New permanent supportive housing projects that meet the requirements of DedicatedPLUS as defined in Section III.A.3.d. of the NOFA or new permanent supportive housing projects where 100 percent of the beds are dedicated to chronic homelessness

2. New rapid rehousing projects that will serve homeless individuals and families, including unaccompanied youth, who meet the criteria outlined in the NOFA

3. New Joint TH and PH-RRH component projects as defined in Section III.A.3.h. of the NOFA to better serve homeless individuals and families, including individuals or families fleeing or attempting to flee domestic violence.

4. Dedicated HMIS projects

5. SSO projects for a centralized or coordinated assessment system

6. Expansion projects which would increase the number of units in the project, or allow the recipient to serve additional persons

New housing projects (1-3, 6) are eligible to receive funding from either reallocated dollars or the Permanent Housing Bonus. Infrastructure projects (4 & 5) may only be funded through reallocation.

IV. APPLICATION PROCESS

The application process is comprised of two parts. Part I will be submitted via ZoomGrants; Part II will be submitted via e-Snaps.

On suggestion from the Denver Field Office, our CoC is implementing a standard naming convention for project applications. As you create your 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 within E-snaps as you setup your application.

A number of reference documents will be provided within ZoomGrants:
1. This Notice
2. New Scoring Guidelines and Scoring Tool as approved by the Ranking Committee
3. Salt Lake City and County CoC Ranking Policies and Procedures
4. Continuum of Care NOFA Information Packet
5. Housing Inventory Chart 2017
6. Point in Time Count 2017 Data
7. Federal Regulations re: CoC Program

Part I 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 Capacity and a portion of questions related to Need.

4. **Attachments:**
   a. Executive Director Certification on agency letterhead (template provided)
   b. Complete copy of your most recent **independent financial audit (not just the management letter)**
   c. Copy of recent HUD monitoring letters
   d. Copy of agency's accounting policy and procedures
   e. For new housing projects: Copy of proposed program's eligibility and termination policies and procedures

Part II of the Application is the e-Snaps application as produced by HUD:

Note: Applicants applying for new "Expansion Projects" should use at least a portion of the existing renewal project name when naming the expansion project, and add the word "Expansion" at the end of the name.

5. **Project Description:** The e-Snaps application requires a detailed project description. In addition to ensuring that the response meets the HUD requirements as outlined in the detailed instructions (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), applicants must also include information as required by our local process. Narrative should include points itemized below and as part of the scoring documentation.
   a. New Housing Projects
      i. How Housing First principles will be utilized within the new program
   b. SSO for Coordinated Assessment
      i. Narrative about an inclusive plan for coordination w/ stakeholders
      ii. System design that is accessible for all persons seeking information regarding homelessness assistance
      iii. Strategy for advertising the program to reach homeless persons with the highest barriers
      iv. Standardized assessment process (use of VI-SPDAT)
      v. Plans to ensure that program participants are directed to appropriate housing and services
   c. New HMIS
      i. Detailed work plan for use of funds

6. **Budget** The e-Snaps application requires detailed budget information. The Ranking Committee reserves the right to ask for updates to budget amounts based on funding availability.

V. SUBMISSION

Submission of Part I will be managed via ZoomGrants. Access the new application here:
https://zoomgrants.com/gprop.asp?donorid=2204&limited=1366

Applicants will need to set up a ZoomGrants account via the application link above NOT the ZoomGrants homepage.

Submission of Part II will be managed via e-Snaps. The following resources should be utilized as applications are being developed.

[Accessing the Project Application Resource](#)
[New Project Application Instructional Guide](#)
[New Project Application Detailed Instructions](#)
[Budgets - Project Application Instructional Guide](#)

For updates and information about the CoC competition, please subscribe to the [HUD mailing list](#) for Continuum of Care Program updates, and check [this page](#) frequently.

VI. TRAINING

Salt Lake County will hold a training on **Tuesday, August 8th** to review NOFA information and outline the process and timeline for our local competition. We will hold a session for new applicants from **10-11:30am** and for renewal applicants from **11:30-1pm**. Please RSVP for the Training [here](#).

VII. DEADLINE

The application is due via ZoomGrants by **August 22, 2017 by 5:00 PM.** 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.

VIII. REALLOCATION

Reallocation refers to the process by which a CoC shifts funds in whole or in part from existing CoC funded projects that are eligible for renewal to create one or more new projects.

When Should a CoC Reallocate? (From FY2016 NOFA)
Reallocating funds is one of the most important tools by which CoCs can make strategic improvements to their homelessness system. Through reallocation, CoCs can create new, evidence-informed projects by eliminating projects that are underperforming or are more appropriately funded

from other sources. Reallocation is particularly important when new resources are scarce. <u>In general, CoCs should direct funding towards projects that:</u>

> a. Serve the highest need individuals or families;
> b. Help project participants obtain permanent housing as rapidly and directly from homelessness as possible;
> c. Ensure long-term housing stability; and
> d. Ensure the best and most cost-effective fit given a community's needs. CoCs should strive to match their inventory of projects to the needs of people experiencing homelessness within the CoC.

The NOFA stresses that **"CoCs should reallocate funds to new projects whenever reallocation would improve outcomes and reduce homelessness."**

From the FY 2017 NOFA, CoCs cannot receive grants for new projects, other than through reallocation, unless the CoC competitively ranks projects based on how they improve system performance; HUD is increasing the share of the CoC score that is based on performance criteria; and HUD will prioritize funding for CoCs that have demonstrated the ability to reallocate resources to higher performing projects.

IX. CONTACT INFORMATION

CoC Collaborative Applicant
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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.