

Salt Lake City & County Continuum of Care

July 26, 2018

Notice: Application Process for NEW projects FY2018 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 FY2018 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 maximum available for reallocation (\$7,146,067) 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 \$428,764. CoC's are eligible to apply for bonus funding "provided it has demonstrated the ability to reallocate lower performing projects to create new higher 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.

Additionally, \$527,268 is available for the Domestic Violence (Bonus) which will provide housing and services to survivors of domestic violence, dating violence, and stalking. A CoC may apply for one of each of the following types of projects which are limited to a 1-year funding request and must follow the Housing First approach:

1. Rapid Re-housing (PH-RRH) projects.
2. Joint TH and PH-RRH component projects
3. SSO Projects for Coordinated Entry (SSO-CE)

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. Permanent housing-permanent supportive housing (PH-PSH) projects that meet the requirements of Dedicated PLUS as defined in Section III.C.3.f of the NOFA or where 100 percent of the beds are dedicated to individuals and families experiencing chronic homelessness
2. New permanent housing-rapid rehousing (PH-RRH) projects that will serve homeless individuals and families, including unaccompanied youth
3. New Joint TH and PH-RRH component projects as defined in Section III.C.3.m of the NOFA to better serve homeless individuals and families, including individuals or families fleeing or attempting to flee domestic violence, dating violence, sexual assault, or stalking
4. Dedicated HMIS project
5. Supportive services only (SSO-CE) project to develop or operate 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

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 FY2018

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. Continuum of Care NOFA Information Packet
4. Housing Inventory Chart 2018
5. Point in Time Count 2018 Data
6. 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
 - ii. For DV Bonus Projects: How the needs of survivors of domestic violence, dating violence, sexual assault, or stalking will be met with trauma-informed and client-centered policies
 - 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
 - vi. For DV Bonus Projects: How the needs of survivors of domestic violence, dating violence, sexual assault, or stalking will be met with trauma-informed and client-centered policies
 - 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 and grant terms 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=1869>

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 Detailed Instructions and Navigational 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, July 31, 2018 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 and e-snaps by **August 14, 2018 by 5:00 PM**

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. For a CoC to receive funding for a new project, other than through reallocation, the CoC must demonstrate that all project applications are evaluated and ranked based on the degree to which they improve the CoC's system performance.

IX. CONTACT INFORMATION

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

Katherine Fife

Director, Policy and Programs
Phone: 385-468-7143
Email: kfife@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.*