

Salt Lake City & County Continuum of Care

July 14, 2016

Notice: Application Process for NEW projects FY2016 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 Prioritization 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 FY2016 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 (\$109,294) is available as one agency chose not to renew an existing program. The maximum available for reallocation (\$6,983,748) 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 \$349,187. Bonus funding does not come from a separate pool of money, and HUD has indicated that "New permanent housing projects will be evaluated using the same criteria regardless of whether the CoC has identified them as bonus or reallocation projects." The Prioritization 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 Prioritization 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 indicated by the CoC Program NOFA the following projects types are eligible to received funding as new projects:

- a. New permanent supportive housing for people experiencing chronic homelessness (singles and families);
- b. Rapid re-housing to serve homeless persons (singles and families)

- c. HMIS expansion;
- d. SSO for a centralized or coordinated assessment system

New housing projects (a. and b.) are eligible to receive funding from either reallocated dollars or the Permanent Housing Bonus. Infrastructure projects (c. and d.) 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 FY2016

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 Prioritization Committee
3. Salt Lake City and County CoC Prioritization Policies and Procedures
4. Continuum of Care NOFA Information Packet
5. Housing Inventory Chart 2016
6. Point in Time Count 2016 Data
7. SHOP Tool
8. 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 PH-PSH and PH-RRH projects: Copy of program's eligibility and termination policies and procedures

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

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 PSH
 - i. How Housing First principles will be utilized within the new program
 - b. New RRH
 - i. How Housing First principles will be utilized within the new program
 - c. 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
 - d. New HMIS
 - i. Detailed work plan for use of funds
6. **Budget** The e-Snaps application requires detailed budget information. Match and leveraging letters are a required attachment. The Prioritization 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=1131>

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](#)
[Performance Measures - Project Application Instructional Guide](#)
[Budgets - Project Application Instructional Guide](#)

As of the date of this notice, the e-Snaps application is not yet available for new project applicants. For updates and information about when this will be available, please subscribe to the [HUD mailing list](#) for Continuum of Care Program updates, and check [this page](#) frequently.

If what is required by HUD in the e-Snaps application varies from anticipated questions, we reserve the right to update/reissue this notice.

VI. TRAINING

Salt Lake County will hold an information session for applicants. The training will be held on **Tuesday, July 19th** at the Salt Lake County Government Center, Room S1-950.

A training for new project applicants will be held from **9:00-10:30 a.m.**
The training for renewal project applicants will be held from **10:30-11:30 a.m.**

VII. DEADLINE

The application is due via ZoomGrants by **6 pm on Friday, August 5, 2016**. Incomplete, inaccurate or late applications will be assessed a penalty as outlined in the Prioritization 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?

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. In general, CoCs should direct funding towards projects that:

- 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.”**

What types of projects can be reallocated?

CoCs can reallocate funding from any project eligible for renewal in a competition year. The FY2016 CoC Program Competition Notice of Funding Availability (NOFA) limits the types of projects that may be created through reallocation to the following:

- a. New permanent supportive housing for people experiencing chronic homelessness (singles and families);
- b. Rapid re-housing to serve homeless households (singles and families)
- c. HMIS expansion;
- d. SSO for a centralized or coordinated assessment system

IX. CONTACT INFORMATION



2001 South State Street, Suite S2-100
 P.O. Box 144575
 Salt Lake City, UT 84114-4575

Kerry Steadman

Community Services Manager
 Community Resources & Development
 Office 385.468.4902 | TTY 7-1-1
ksteadman@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.

For Questions Regarding the Application:

Tarra McFadden
tmcfadden@slco.org or 801-923-3080

For Technical Support with ZoomGrants:

Carly Harris
caharris@slco.org or 385-468-4856

For Questions Regarding Monitoring or Data Reports:

Valerie Walton
vwalton@slco.org or 385-468-4876

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.