

Salt Lake City & County Continuum of Care

June 13, 2016

Notice: Release of Part I of II Renewal Application for HMIS Projects in the FY2016 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 Prioritization Committee will review the performance of existing CoC renewal projects.

The CoC is beginning the renewal application in advance of the HUD CoC program NOFA to allow time for the Prioritization Committee to make preliminary funding decisions. If the HUD CoC program NOFA details differing eligible activities, projects, applicants or other funding categories from those outlined in this notice the Continuum reserves the right to reissue this notice with revised instructions.

For the FY2016 HUD CoC grant competition, HMIS renewal, are hereby notified that the project application will be a two-part process; Part I: Local Application and Part II: HUD (E-snaps) Application.

This notice contains an overview of Part I: Local Application for HMIS projects.

Projects selected from this round of review will be required to submit a more detailed application through HUD's E-snaps process

The initial dollar amount available (\$6,983,748) represents the Continuum's Annual Renewal Demand. This is funding available for renewal and new projects created through reallocation. This dollar amount may be updated once the Notice of Funding Availability is released by HUD.

II. ELIGIBLE APPLICANTS

Only HMIS Renewal projects that were funded in the FY2015 CoC competition are eligible to apply at this stage in the application process.

III. APPLICATION PROCESS

The application process will be managed via 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 FY2016

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 are available [here](#):

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 Prioritization 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. **Budget**: Summary budget information including HUD dollars requested and match and leveraging provided. Match and leveraging letters will be required at the E-snaps application stage.
5. **Attachments**:
 - a. Executive Director Certification on agency letterhead (template available here: <https://www.dropbox.com/s/17yhauhjwyek0i1/Executive%20Certification%20HMIS.docx?dl=0>)
 - 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
 - d. Copy of the management letter from your most recent independent financial audit

IV. SUBMISSION

Submission will be managed via Google Forms. Access the renewal application here:

<http://goo.gl/forms/q3u7AGH6FJkLmz0l1>

V. DEADLINE

The application is due via Google Forms by **6 pm on Wednesday, June 29, 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, Google Forms), the Committee reserves the right to adjust the penalty accordingly.

VI. CONTACT INFORMATION



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 E-Snaps:

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