

Salt Lake City & County Continuum of Care

June 2, 2016

Notice: Release of Part I of II Renewal Application for TH and PH 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, TH and PH 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.

This notice contains an overview of Part I: Local Application for TH and PH renewal 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 Transitional Housing and Permanent Housing (Rapid Re-Housing or Permanent Supportive Housing) projects that were funded in the FY2015 CoC competition are eligible to apply at this stage in the application process. A separate process will be released for renewal HMIS projects, CoC Planning projects and applicants seeking NEW funding through the Continuum of Care.

III. APPLICATION PROCESS

The application process will be managed via ZoomGrants.

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 will be provided within ZoomGrants:

1. This Notice
2. Renewal Scoring Guidelines and Scoring Tool as approved by the Prioritization Committee
3. Grant Inventory Worksheet as submitted to HUD CPD Denver Field Office (reference for renewal grant characteristics)
4. Salt Lake City and County CoC Prioritization Policies and Procedures
5. Housing Inventory Chart 2016
6. 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.
 - a. Information from the Need and Performance sections will utilize HMIS/Comparable Database information.
 - i. Using HMIS APR data, renewal TH and PH renewals data will reference the reporting period **10/1/14-9/30/15**.
 - ii. Projects that have not yet completed a full operating year will reference data from **Operating Year Start-4/30/16**. *(This may only apply to new projects awarded in the FY2014 or FY2015 application)*
 - iii. Projects that are not yet under contract or have not yet begun operating will provide narrative responses. *(This applies to new projects awarded in the FY2015 application)*

(Note: You will be asked to provide a copy of the APR data referenced. Salt Lake County staff will also query the HMIS for program data for the same defined period. Agencies will be provided a copy of the County data. It is the agency's responsibility to correct any discrepancies and correct them with County staff. This applies to agency level data quality, need and performance sections.)
4. **Budget & Project Description**: 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.

- a. This section also requires 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. APR report produced from Client Track or comparable database
- c. Copy of HUD APR response letter as received from the HUD CPD Denver Field Office
- d. Copy of Monitoring letters from HUD CPD Denver Field Office
- e. Copy of the management letter from your most recent independent financial audit
- f. Copy of agency's accounting policy and procedures
- g. Copy of program's eligibility and termination policies and procedures

IV. SUBMISSION

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

<https://zoomgrants.com/gprop.asp?donorid=2204&limited=900>

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

Salt Lake County will hold two sessions of the same training for applicants. The trainings will be held on Tuesday, June 7th at the Salt Lake County Government Center, Room S1-120.

Morning Session: 9:30 -11:00

Afternoon Session: 1:30 -3:00

V. DEADLINE

The application is due via ZoomGrants by **6 pm on Wednesday, June 22, 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.

VI. CONTACT INFORMATION



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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.

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