**Incentivized Rent Assistance**

**Outcome-Based Short-Term Rent Assistance**

**SLC Funding Our Future (Sales Tax)**

****2019

Guidelines and Application Handbook

Application Deadline: May 17, 2019

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SECTION 1: INTRODUCTION AND OVERVIEW

* 1. **Introduction**

In May of 2018, the Salt Lake City Mayor and City Council approved a 0.5 percent increase to the City’s portion of sales tax. This is otherwise referred to as the Funding Our Future initiative. The increase received from this sales tax is part of a funding strategy designed to address the City’s critical needs, including housing. In releasing this Funding Opportunity, the goal of Salt Lake City’s Housing and Neighborhood Development Division (HAND) is to identify an underserved target population of individuals and/or families experiencing a temporary financial crisis. These individuals/families may be in need of short-term rent assistance to prevent an eviction or homelessness. Qualified agencies are encouraged to submit applications that demonstrate their ability to: 1) have capacity to develop and administer an incentivized rent assistance program, 2) have demonstrated in the past their ability to successfully manage and track a rent assistance and case management program, and 3) maintain the goals of the City and HAND as outlined in *Growing SLC: A Five Year Housing Plan* and Funding Our Future.

* 1. **Informational Meeting and Questions**

1. **Informational Meeting:** HAND will host an in-person informational meeting to provide an overview of the funding opportunity application, requirements, and selection process. The meeting will offer an opportunity for prospective applicants to ask questions about the intent of these funds and the expected outcomes. Meeting details are as follows:

**Subject:** Funding Opportunity Informational Meeting

**Date & Time:** May 7, 2019 from 2:00 pm – 3:00 pm

**Location:** 451 S State St, Room 126, Salt Lake City, UT 84114

**Parking:** Parking vouchers will be provided for those desiring to park under the Leonardo/Library

1. **Questions:** During the application period, prospective applicants may submit clarification questions to Rawleigh Greenhalgh in HAND at [Rawleigh.greenhalgh@slcgov.com](mailto:Rawleigh.greenhalgh@slcgov.com). We will respond to all questions submitted and will distribute the responses to everyone who attends the Informational Meeting. Questions must be submitted by May 10th at 5:00 pm to allow sufficient time for response to questions and for applicants to consider or incorporate the guidance in their proposals.
   1. **Submittal Deadline**

Applications must be received no later than May 17, 2019 at 11:59 pm, and shall be submitted on [www.ZoomGrants.com](http://www.ZoomGrants.com).

* 1. **Submittal Requirements**

To be considered complete, application submittals must meet the application requirements as outlined in **Section 5**. Incomplete applications will not be accepted.

* 1. **Funding Decision**

After an initial review to ensure applications are complete and meet threshold requirements, the process for awarding funding shall be carried out in two parts: 1) an internal review will take place to ensure program requirements are met, and 2) the Selection Committee shall evaluate the qualified applications. Funding recommendations will be forwarded to Community and Neighborhoods (CAN) leadership for final award allocations.

SECTION 2: GENERAL PROVISIONS

**2.1 Funds Availability**

Through this funding opportunity, HAND intends to solicit, evaluate, select, and fund outcome-based short-term rent assistance to underserved low-income Salt Lake City residents to increase their stabilization in housing and long-term sufficiency.

The Salt Lake City Council has allocated $656,250 through its Funding Our Futures Sales Tax for an Incentivized Rent Assistance Program. Funding shall be allocated through a competitive public process to be administered by HAND, for which any agency may submit an application that meets the program goals and requirements.

An agency that has been selected may use up to 10% of awarded funds for administration and up to an additional 5% for hard costs, such as mileage and equipment costs.

**2.2 Funding Commitment**

Successful applicants under this funding opportunity will be notified of funding, the length of which will be determined by the program scope, timing, and approvals.

SECTION 3: PROGRAM REQUIREMENTS

**3.1 Eligible Applicants**

Applications will be accepted from:

1. Private incorporated non-profit agencies with an IRS 501(c)(3) designation.

Applicants must have:

1. The experience, financial expertise, and technical capacity to run the program in a way that meets all requirements contained herein,
2. The demonstrated ability to maintain long-term viability and compliance, and
3. Proof of liability insurance.

**3.2 Population Target**

This funding is for families or individuals at or below 60% Area Median Income (AMI). *See Attachment 1.*

**3.3 Funding Parameters**

This funding is for short-term rent assistance, to be paid directly to property owners, managers or landlords. The purpose of this funding is to assist families or individuals who are one crisis away from missing rent, being evicted, or becoming homeless. This funding will help them overcome the crisis and be better able to cope with any future challenges. Program proposals should include clear guidelines on documenting the crisis the households are facing and how the program will enable them to be more resilient in the long-term.

**3.4 Program Parameters**

The purpose of the funding is to allow the recipient to overcome a temporary financial crisis while assisting them to be better prepared for future financial crises. All assistance should be determined per individual household by documented assessments and needs-based assistance.

The amount of assistance and time period a client can receive will be determined by the crisis. The following are guidelines for the funding limits and timing:

1. Rent assistance may be received for up to six (6) months but will not go beyond six (6) months. Full or partial portions of rent will be assessed and determined by the agency, and tapered-down models are encouraged.
2. Eligible households must be at a maximum of 60% AMI. This assistance is designed to pay for the cost of rent.
3. This assistance will incorporate an incentivized program requirement with case management. I.e. to assist clients who complete a job training course, life skills course, financial management course, or some other course that demonstrates an outcome of increased income or benefits, a decrease in expenses, or both. The “incentivization” is meant to both stabilize households in housing as well as motivate their completion of a program that will improve their lasting self-sufficiency. These innovative incentivized models will be supported by the agencies applying for funding.

**3.5 Compliance**

There are several data points/documents that must be included to ensure that the designated clients are receiving funding and that they are being tracked in an appropriate manner. These documents include, but are not limited to:

1. Name of head of household
2. Number of individuals in the household
3. Ages of household members
4. Employment status/type of employment
5. Income verification for all adult members of the household, which can include a self-declared zero income statement
6. Proof of temporary crisis (a copy of a medical bill, eviction notice, etc.) and financial impact
7. Duration of rent payments
8. Amount of funding recipient received
9. Rent receipt
10. Recipient address
11. Proof of rental property ownership from the County Assessor
12. Proof that the rental unit is located within the boundaries of Salt Lake City
13. Current Salt Lake City business license

Besides the verification documents listed above, the partner organization may track or require any other documents needed for internal purposes or other funding sources.

In addition to the verification documents listed above, the partner organization must provide a case management plan for the family or individual to become more financially self-sufficient in the long term. Examples of this include:

1. Required monthly budget to assess need
2. Case management plan, case management notes and follow up communication
3. Increase in income and/or benefits, and/or decreases in expenses
4. Increased access to community resources
5. Financial education/management classes
6. Career guidance/job training classes
7. Life skills classes
8. Any other ideas the recipient organization may have to improve the household’s financial stability and self-sufficiency

SECTION 4: PROGRAM DELIVERABLES

**4.1 Program Outputs**

Success for this program can be viewed in many ways, such as: number of individuals stabilized in housing, number of individuals to successfully complete financial education or job training enabling increased savings and/or earning potential, number of individuals receiving case management, total dollar amount provided for rent assistance, etc. There may be many more potential successes and outputs than these.

**4.2 Program Outcomes**

A successful outcome of this short term, temporary assistance is that the client remains stably housed with no other rent subsidy for six months after the conclusion of the assistance. In addition, greater financial self-sufficiency is expected. Some examples of this may include:

1. Improved household resilience to future temporary financial crises
2. Financial literacy for the recipient and household members
3. Addressing generational poverty
4. Increases in income and benefits
5. Decreases in expenses
6. Increases in life skills

**4.3 Program Tracking**

Aside from the verification documents listed in section **3.5**, partner organizations shall track and provide regular reporting in ZoomGrants on impact stories, implemented best practices and lessons learned. These numbers and stories are important for future funding and to better understand the impact of the program and how it can be more effective in the future. The partner organization may track any other information they would like to pursue.

SECTION 5: APPLICATION REQUIREMENTS

**5.1 Application Components**

To be considered complete, application submittals must include all of the following components:

|  |  |  |
| --- | --- | --- |
|  | SECTION | DESCRIPTION |
| 1 | Program Description Narrative | Project description narrative, including the following:   1. How the program will increase or improve financial self-sufficiency for the target populations. 2. Innovative elements for the program, preferably shown in research or demonstrated best practice models. 3. How organization plans on implementing the program, including staffing, any proposed partnerships, proposed client population, and how recipients would be selected, prioritized or ineligible for services. 4. Detailed outline and timeline of the implementation of the program. 5. Target number of households served and stabilization outcomes. 6. Proposed data collection and tracking over time. 7. How services will be promoted, including Language Access Plans. 8. How services will be in compliance with Fair Housing Standards, ADA and VAWA. 9. How the agency will handle and document grievance procedures. |
| 2 | Applicant Experience Narrative | Applicant experience narrative, including the following:   1. Applicant’s experience and ability to successfully develop the program. 2. Applicant’s capacity to manage the program for the long-term. 3. Organizational and management approach in the implementation of the program. |
| 3 | Financial Narrative | Financial narrative, including the following:   1. Eligible expenses 2. Proof of liability insurance. 3. Amount of funding requested. 4. Total costs of the program and other leveraged funds for the program. 5. Sources and Uses budget showing where and how the funding would be used. 6. How funds will be allocated and tracked. |
| 4 | Other Attachments | Supporting documents, including the following:   1. Program timeline. 2. Program guidelines, applications, eligibility guidelines, or any other document that shows how the program would be administered (may use documents from a similar existing program; innovation is a plus). 3. Any other relevant documents. |

**5.2 Completeness**

All applications in response to this funding opportunity application process must be submitted through ZoomGrants.

Applications that are not received in ZoomGrants prior to the time and date specified will be deemed late and will not be considered. Submissions lacking one or more of the requested documents may be considered incomplete or irregular. Incomplete applications or programs that do not strongly align with the goals and intent of the funding may be removed from consideration.

SECTION 6: APPLICATION REVIEW AND APPROVAL PROCESS

The Application, Review, and Approval Process shall be carried out in five phases, as follows:

|  |  |  |  |
| --- | --- | --- | --- |
|  | PHASE | DATE/TIME | MILESTONE |
| 1 | Application | May 1, 2019 | * Funding Opportunity Announcement Released |
| May 7, 2019 from 2:00 – 3:00 | * Informational Meeting   Location: 451 S State St, Room 126 |
| May 17, 2019 at 11:59 pm | * Applications due. |
| 2 | Internal Review | May 20, 2019 | * Program requirement review. Applications that meet Program Requirements proceed to Phase 3. |
| 3 | Project Evaluation and Selection | May 21 – June 4, 2019 | * Applications that are forwarded from Phase 2 will be further evaluated and scored. * Selection Committee Review and Funding Recommendations |
| 4 | Project Selection | June 5, 2019 | * Selections announced |

The five phases of the application process are described below.

1. **Application:** A competitive application process shall be administered through ZoomGrants.
2. **Internal Review:** Once the application window is closed, HAND will conduct a review to determine whether applications conform to the Program Requirements outlined in Section 3. Applications must meet every one of these requirements or they will be deemed ineligible and will not be reviewed further. Applications that meet all of the Program Requirements will advance to Phase 3, *Project Evaluation and Review.*
3. **Project Evaluation and Selection:** Applications that meet all Program Requirements will be evaluated based on the following:
   1. Alignment with program priorities
   2. Content and quality of the narrative
   3. Qualifications and experience of the applicant
   4. Content, effectiveness, and appropriateness of the budget, sources and uses, and ability to leverage additional funding sources to increase impact
   5. The readiness of the organization to proceed with the program
   6. Innovative elements brought in by the organization

Once applications have been evaluated and scored, funding recommendations will be forwarded to CAN leadership for consideration.

1. **Project Selection:** Organizations that the Selection Committee finds to score more competitively than other organizations of similar type will be awarded and can start their requests for reimbursements.

SECTION 7: COMPLIANCE

By entering into a funding agreement, the organization is committing to be in compliance with all requirements of the program. The program will be subject to ongoing monitoring to evaluate and ensure that it is complying with all requirements located herein.

SECTION 8: FEDERAL INCOME GUIDELINES

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **FEDERAL HOME INCOME GUIDELINES FOR SALT LAKE CITY MSA** | | | | | | | |
| **Salt Lake County FY 2019 Median Family Income: $ 82,700** | | | | | | | |
| **HOME Income Guidelines** | | | |  | **HOME Rents SLC MSA** | | |
| **Effective Date: April 13, 2019** | | | |  | **Effective Date: June 2018** | | |
| **Number of Persons** | **Extremely Low Income 30%** | **Very Low Income 50%** | **Moderately Low Income 60%** |  | **Unit Size** | **Low HOME Rent** | **High HOME Rent** |
| 1 Person | $ 17,400 | $ 28,950 | $ 34,734 |  | Efficiency | $ 600 | $ 667 |
| 2 Persons | $ 19,850 | $ 33,100 | $ 39,696 |  | 1 Bedroom | $ 750 | $ 834 |
| 3 Persons | $ 22,350 | $ 37,250 | $ 44,658 |  | 2 Bedroom | $ 900 | $ 1,035 |
| 4 Persons | $ 25,750 | $ 41,350 | $ 49,620 |  | 3 Bedroom | $ 1,040 | $ 1,347 |
| 5 Persons | $ 30,170 | $ 44,700 | $ 53,590 |  | 4 Bedroom | $ 1,160 | $ 1,483 |
| 6 Persons | $ 34,590 | $ 48,000 | $ 57,559 |  | 5 Bedroom | $ 1,280 | $ 1,617 |
| 7 Persons | $ 39,010 | $ 51,300 | $ 61,529 |  | 6 Bedroom | $ 1,400 | $ 1,753 |
| 8 Persons | $ 43,430 | $ 54,600 | $ 65,498 |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  | **2019 Fair Market Rents** | |  |  |  |  |  |
|  | **Effective Date: April 2019** | |  |  |  |  |  |
|  | **Unit Size** | **Salt Lake FMR** |  |  |  |  |  |
|  | Efficiency | $ 708 |  |  |  |  |  |
|  | 1 Bedroom | $ 870 |  |  |  |  |  |
|  | 2 Bedroom | $ 1,075 |  |  |  |  |  |
|  | 3 Bedroom | $ 1,518 |  |  |  |  |  |
|  | 4 Bedroom | $ 1,727 |  |  |  |  |  |
|  | 5 Bedroom | $ 1,986 |  |  |  |  |  |
|  | 6 Bedroom | $ 2,245 |  |  |  |  |  |