

CDBG -CV ESG-CV HOPWA-CV

SALT LAKE CITY

FEDERAL GRANT APPLICATION TRAINING



SALT LAKE CITY

Housing and Neighborhood Development

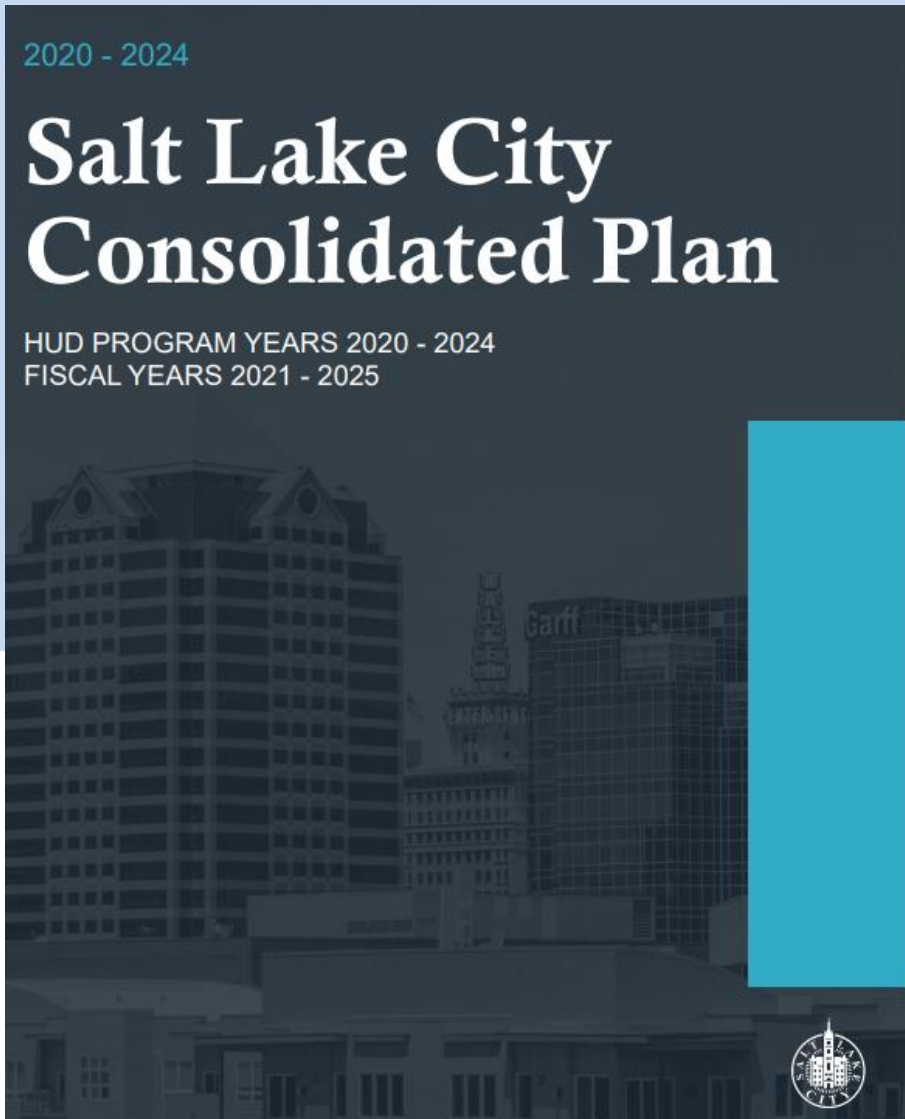
*A Division of Community and
Neighborhoods*

SCHEDULE OF EVENTS

DATE	EVENT	LOCATION
November 2, 2020	Applications Available	www.slcc.gov/hand
Application Training: Friday, November 6, 2020 11:00 AM – 12:00 PM	Application Workshop	Via WebEx
Sunday, November 22, 2020 By 11:59 PM	Applications Due	Completed applications must be submitted online through ZoomGrants
December 2020	CD-CIP and HTFAB Boards will review, score and give funding recommendations. Mayor Erin Mendenhall will then review the recommendations.	TBD
January 2021	The Salt Lake City Council will review the recommendations and give final recommendations.	TBD
End of January or first of February 2021	Enter into Agreements with recipients	TBD

PURPOSE OF SLC CARES ACT HUD-CV FUNDS

- These one-time Housing and Urban Development (HUD) funds, in addition to Salt Lake City's (SLC) annual HUD funds, are intended to help SLC prepare for, prevent, and respond to the coronavirus (CV) pandemic.
- Provided through the Coronavirus Aid, Relief, and Economic Security (CARES) Act, HUD has provided guidance on usage of these funds.
- SLC has coordinated with our regional partners and community experts on how best to utilize and deploy these funds.
- Activities must align with HUD National Objectives and requirements, SLC's 2020-2024 Consolidated Plan, and identified local priority needs.
- HUD has also been very clear that these funds should not duplicate existing resources.
- The SLC Council approved HUD-CV budget categories with eligible activities.
- SLC is currently seeking entities to apply for and administer eligible and feasible programs through a competitive application process.
- SLC is not seeking direct applications from individuals or small businesses.



This Plan is a roadmap for Salt Lake City to prioritize and allocate funding for the following four grant programs: Community Development Block Grant (CDBG); Emergency Solutions Grant (ESG); HOME Investment Partnership Program (HOME); and Housing Opportunities for Persons with HIV/AIDS (HOPWA).

5 Goals:

- **Housing**
- **Transportation**
- **Build Community Resiliency**
- **Homeless Services**
- **Behavioral Health**

<https://www.slcc.gov/hand/wp-content/uploads/sites/12/2020/09/Consolidated-Plan-with-Appendices-2020-2024-Sept-2020-1.pdf>

SLC CARES ACT HUD-CV APPLICATION HANDBOOK

CDBG-CV

ESG-CV

HOPWA-CV

SALT LAKE CITY

CARES ACT HUD-CV
FEDERAL GRANT

**APPLICATION
HANDBOOK**



- Eligible Activities
- Application Process
- HUD Notices (guidance on usage of funds)
- Substantial Amendments to the City's Consolidated Plan
- <https://www.slcc.gov/hand/2020/10/14/federal-grants-now-accepting-applications-for-cdbg-home-hopwa-and-esg-fy-21-22/>



SALT LAKE CITY

Housing and Neighborhood Development

A Division of Community and Neighborhoods

CDBG-CV

The program's primary objective is to promote the development of viable urban communities by providing the following, principally to persons of low and moderate income: decent housing, a suitable living environment, and expanded economic activities.

- Principally benefit low- and moderate-income persons, defined as families and individuals whose total gross household incomes is at or below 80% Area Median Income (AMI); or
- Aid in the prevention or elimination of slums or blight; or
- Meet an urgent need by addressing conditions that pose a serious and immediate threat to the health and safety of residents.
- Beneficiaries must live in the incorporated boundaries of Salt Lake City.

ELIGIBLE ACTIVITIES

CDBG-CV

HOUSING STABILITY

Description: Housing Stability: Up to three (3) months of mortgage payments (80% AMI).
Intent: Housing stability resources for vulnerable residents who have been directly impacted by COVID-19.
Designated: \$300,000

PUBLIC SERVICE AGENCY

Description: Non-profit Organizations (NPO) programs to prepare for and prevent the spread of COVID-19.
Intent: NPOs can apply for funding to address organization specific needs as it pertains to COVID-19 such as Personal Protective Equipment (PPE), staff capacity, direct client services, etc.
Designated: \$350,000.

COMMUNITY STABILIZATION

Description: Programs that provide basic needs for the community to respond to COVID-19 such as digital access, food security, or targeted services.
Intent: Address basic life needs to stabilize and assist residents and youth.
Designated: \$500,000

ECONOMIC DEVELOPMENT – SMALL BUSINESSES GRANTS

Description: Grant Program that provides funding assistance to target businesses to be used for payroll, job retention/creation, PPE, etc.
Intent: This program would strategically target small, minority or Women-Owned Business Enterprise (WBE) businesses and offer a one-time grant and technical assistance.
Designated: \$501,438.

ELIGIBLE ACTIVITIES

ESG-CV

The program's purpose is to assist individuals and families regain housing stability after experiencing a housing or homelessness crisis.

- Normally, under the ESG program, individuals and families must have an annual household income below 30 % AMI for the area, as calculated by HUD (see "Income Limits Data"). However, under ESG-CV, individuals and families may have an income up to 50% AMI for the area.
- Beneficiaries must live in the incorporated boundaries of Salt Lake County.

HOMELESS PREVENTION

Description: Housing Stability: Up to six (6) months of rent (50% AMI).

Intent: Housing stability and homeless prevention resources for vulnerable residents who have been directly impacted by COVID-19 including rental assistance, landlord/tenant mediation, shelter diversion, and arrears.

Designated: \$1,7000,000

RAPID-REHOUSING

Description: Housing Stability: Deposit, rent, and utilities (30% AMI).

Intent: Provide permanent supportive housing for individuals experiencing homelessness. These program funds will leverage FEMA investment in non-congregant hotel shelter operations.

Designated: \$688,220

STREET OUTREACH

Description: Operation expenses related to the prevention and spread of COVID-19.

Intent: People experiencing unsheltered homelessness (those sleeping outside or in places not meant for human habitation) may be at risk for infection when there is community spread of COVID-19.

Designated: \$500,000

EMERGENCY QUARANTINE SHELTER

Description: Operation expenses related to the prevention and spread of COVID-19.

Intent: Operation expenses for non-congregant shelter/motel placement, increasing shelter capacity with motel placements, support of operating costs for PPE for congregant shelter operators and resident treatment programs.

Designated: \$700,000

HOPWA-CV

The Housing Opportunities for Persons with AIDS (HOPWA) program was established to provide housing assistance and related supportive services to persons living with HIV/AIDS and their families.

- Projects must primarily serve households with an annual total gross income at or below of 80% of the Area Median Income (AMI).
- Beneficiaries must live within the Salt Lake City Metropolitan Statistical Area, which includes: Salt Lake County, Tooele County and Summit County.

HOUSING STABILITY

Description: Permanent Housing Placement (PHP) and Short-term Rent, Mortgage and Utility Assistance (STRMU).

Intent: Costs for short-term rent, mortgage or hotel/motel stays to provide quarantine space for eligible households who may have been exposed to infectious diseases such as COVID-19.

Designated: \$82,196



Applications must be completed and submitted online through ZoomGrants

Links to the applications are available at www.slcgov.com/hand

Steps to Submit an Application

1. Create your Applicant Account

This will create your account and automatically log you in.

2. Click the Apply button

Applications can be accessed during the open application period, November 2, 2020 through November 22, 2020 at 11:59 p.m. Use the Preview and Apply buttons next to the programs you would like to create an application for.

3. Complete and submit the application

ZoomGrants™ automatically saves your progress as you click through the application fields, so you don't need to complete the application in one sitting. Just make sure that you complete and submit the application before the deadline.



Make sure you submit applications under the correct program in Zoomgrants.

Applications Available

www.slc.gov/hand

or

<https://zoomgrants.com/gp/rop.asp?donorid=2194&limited=2859>

ZOOMGRANTS: ACCOUNT

The screenshot shows the ZoomGrants website interface. At the top left is the Salt Lake City logo. The top right features a login section for existing users with fields for 'Email' and 'Password', a 'Stay logged in?' checkbox, a 'Login' button, and a 'Forgot password?' link. Below this is a search bar with a 'Search' button. The main content area is titled 'Salt Lake City' and includes a 'How do I do this?' link. A section titled 'Open Programs' displays a program listing for '2020-2021 CARES HUD CDBG-CV / ESG-CV / HOPWA-CV' with 'Apply' and 'Preview' buttons. A message states 'You must be logged in to start a new application.' On the right side, there is a 'New ZoomGrants Account' form with fields for 'Email', 'Password', 'First Name', and 'Last Name'. The 'Account Type' is set to 'Organization', and there is a 'New Account' button. A note at the bottom of the form says 'If you already have an account, [Login Here](#) as an existing ZoomGrants user.'

IMPORTANT:
Each organization should have only one Account.

A generic email address can be used to create the account to enable multiple people to have access.

OR

Contributors can be invited to contribute to an application.

ZOOMGRANTS: APPLICANT SUMMARY

You must be logged in to begin.

Summary Application Questions Budget Documents Activity Log

Financial Report Report Totals

Summary

(answers are saved automatically when you move to another field)

Application Title/Project Name

Amount Requested \$

Applicant Information

First Name

Last Name

Telephone

Email

Organization Information

(changes to this data will be reflected on all other applications for this organization)

Organization Legal Name/Entity Name

Address 1

Address 2

City

State/Province

ZIP+4/Postal Code

Country

[Add Address](#)

IMPORTANT:

This information will be attached to the account and will be carried across all applications.

Make sure the contact information is correct and updated on a regular basis.

ZOOMGRANTS: APPLICATION QUESTIONS

You must be logged in to begin.

Summary **Application Questions** Budget Documents Activity Log

Financial Report Report Totals

Application Questions (answers are saved automatically when you move to another field)

Instructions [Show/Hide](#)

1. Funding Source

Select the funding source applying for. If you are applying for multiple funding sources, submit individual applications for each funding source.

- CDBG - CV
- ESG - CV
- HOPWA - CV

2. Salt Lake City CARES HUD-CV Eligible Activities Category (See Guidebook Addendum for Additional Info)

SLC has used data and community input to focus HUD-CV funding to address cliffs and shortfalls that have been identified. Select ONE category for this application. If a new/emerging need has been identified, please use "other".

- CDBG: Housing Stability
- CDBG: Public Service Agency
- CDBG: Community Stabilization
- CDBG: Economic Development (Small Business Supports)
- CDBG: Other
- ESG: Homeless Prevention
- ESG: Rapid Rehousing
- ESG: Street Outreach
- ESG: Emergency Quarantine Shelter
- ESG: Other
- HOPWA: Housing Stability
- HOPWA: Other

3. Use of Funds.

Outline each component of the program for which you are requesting funds.

IMPORTANT:
All questions must be answered. Use N/A where applicable.

ZOOMGRANTS: BUDGET – Sources & Uses

Summary Application Questions **Budget** Program Documents Activity Log

Budget

(answers are saved automatically when you move to another field)

Instructions [Show/Hide](#)

Funding Sources/Revenues

Enter all funds for this program/project. Specify if funds are Committed or Not Committed.

Item Description	<u>1.</u> Committed	<u>2.</u> Non Committed
<u>3.</u> CDBG/ESG (this request)	\$ <input type="text"/>	\$ <input type="text" value="30000"/>
Federal	\$ <input type="text" value="40000"/>	\$ <input type="text"/>
State	\$ <input type="text" value="20000"/>	\$ <input type="text"/>
County	\$ <input type="text"/>	\$ <input type="text"/>
Private	\$ <input type="text"/>	\$ <input type="text" value="60000"/>
Other (specify)	\$ <input type="text"/>	\$ <input type="text"/>
Other (specify)	\$ <input type="text"/>	\$ <input type="text"/>
Other (specify)	\$ <input type="text"/>	\$ <input type="text"/>
Other (specify)	\$ <input type="text"/>	\$ <input type="text"/>
Other (specify)	\$ <input type="text"/>	\$ <input type="text"/>
	<u>4.</u> Total \$ 60000.00	Total \$ 90000.00

ZOOMGRANTS: BUDGET – Sources & Uses

Funding Uses/Expenses

Enter how the funds will be used. Specify if funds are part of your CDBG/ESG request, Other Committed funds or Other Non-committed funds.

Please be specific for funds requested through this application. Provide a separate line item for each salary and/or program activity cost requested through Salt Lake City's CDBG/ESG program.

If your agency is opting to use the 10% de minimis, or a negotiated indirect cost rate plan the first field is available for you to identify this. If you are not electing to use an indirect cost rate, please put zeros in this cell.

Item Description	5.	CDBG/ESG Request	Other Non-Committed	Other Committed
Indirect Administrative Costs		\$	\$	\$
Salaries		\$ 30000	\$ 60000	\$
Direct Client Assistance		\$	\$	\$ 60000
		\$	\$	\$
		\$	\$	\$

Summary Application Questions Budget Program Documents Activity Log

Budget

(answers are saved automatically when you move to another field)

Instructions Show/Hide

Funding Sources/Revenues

Enter all funds for this program/project. Specify if funds are Committed or Not Committed.

Item Description	Committed	Non Committed
CDBG/ESG (this request)	\$	\$ 30000
Federal	\$ 40000	\$
State	\$ 20000	\$
County	\$	\$
Private	\$	\$ 60000
Other (specify)	\$	\$
Other (specify)	\$	\$
Other (specify)	\$	\$
Other (specify)	\$	\$
Other (specify)	\$	\$
Total	\$ 60000.00	\$ 90000.00

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\$	\$	\$
Total \$ 30000.00	Total \$ 60000.00	Total \$ 60000.00

ZOOMGRANTS: BUDGET – Sources & Uses

Funding Uses/Expenses

Enter how the funds will be used. Specify if funds are part of your CDBG/ESG request, Other Committed funds or Other Non-committed funds.

Please be specific for funds requested through this application. Provide a separate line item for each salary and/or program activity cost requested through Salt Lake City's CDBG/ESG program.

If your agency is opting to use the 10% de minimis, or a negotiated indirect cost rate plan the first field is available for you to identify this. If you are not electing to use an indirect cost rate, please put zeros in this cell.

6.

Item Description	CDBG/ESG Request	Other Non-Committed	Other Committed
Indirect Administrative Costs	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Salaries	\$ <input type="text" value="30000"/>	\$ <input type="text" value="60000"/>	\$ <input type="text"/>
Direct Client Assistance	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text" value="60000"/>
<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>

Summary Application Questions Budget Program Documents Activity Log

Budget

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Instructions [Show/Hide](#)

Funding Sources/Revenues

Enter all funds for this program/project. Specify if funds are Committed or Not Committed.

Item Description	Committed	Non Committed
CDBG/ESG (this request)	\$ <input type="text"/>	\$ <input type="text" value="30000"/>
Federal	\$ <input type="text" value="40000"/>	\$ <input type="text"/>
State	\$ <input type="text" value="20000"/>	\$ <input type="text"/>
County	\$ <input type="text"/>	\$ <input type="text"/>
Private	\$ <input type="text"/>	\$ <input type="text" value="60000"/>
Other (specify)	\$ <input type="text"/>	\$ <input type="text"/>
Other (specify)	\$ <input type="text"/>	\$ <input type="text"/>
Other (specify)	\$ <input type="text"/>	\$ <input type="text"/>
Other (specify)	\$ <input type="text"/>	\$ <input type="text"/>
Other (specify)	\$ <input type="text"/>	\$ <input type="text"/>
Total \$ 60000.00	Total \$ 90000.00	

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\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Total \$ 30000.00	Total \$ 60000.00	Total \$ 60000.00

ZOOMGRANTS: BUDGET – Sources & Uses

Funding Uses/Expenses

Enter how the funds will be used. Specify if funds are part of your CDBG/ESG request, Other Committed funds or Other Non-committed funds.

Please be specific for funds requested through this application. Provide a separate line item for each salary and/or program activity cost requested through Salt Lake City's CDBG/ESG program.

If your agency is opting to use the 10% de minimis, or a negotiated indirect cost rate plan the first field is available for you to identify this. If you are not electing to use an indirect cost rate, please put zeros in this cell.

Item Description	CDBG/ESG Request	Other Committed	Other Non-Committed
Indirect Administrative Costs	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>

- The items identified here will translate to your contract, if awarded
- Consider limiting the number of items identified in the budget
- Salaries: must identify the positions (not the people)
- Salaries: include salaries & benefits in one line item per position
- Administrative cost caps: CDBG-CV 10%, ESG-CV 7.5% and HOPWA-CV 7%
- Administrative and overhead costs can only be included in the first line of Indirect Administrative Costs and only if the agency is electing to use one of the following:
 - Negotiated Cost Rate Plan
 - 10% de minimis based upon Modified Total Direct Costs

There are many factors to consider when determining the number of beneficiaries for each proposal. Determine what the total program budget is. Determine what this specific funding request is. Divide the specific funding request's budget by the total program budget.

Example:

Total Program Budget	\$1,000,000
Specific SLC Funding Request	\$50,000
Percent of Program Budget	$\$50,000 / \$1,000,000 = .05$ or 5%

Determine how many beneficiaries are or will be served by the entire program.

Total Beneficiaries in Program	2,500
Calculation	$2,500 \times .05 = 125$
Number of Beneficiaries for this Request	125

ZOOMGRANTS: DOCUMENTS

Summary Application Questions Budget **Program Documents** Activity Log

Program Documents

Instructions [Show/Hide](#)

Documents Requested *	Required?	Uploaded Documents *	
Federal tax exemption letter	Required	-none-	<input type="button" value="Upload"/>
A list of current board members	Required	-none-	<input type="button" value="Upload"/>
Miscellaneous/Other 1		-none-	<input type="button" value="Upload"/>
Miscellaneous/Other 2		-none-	<input type="button" value="Upload"/>
Americans with Disabilities Act (ADA) Questionnaire Download template: ADA Questionnaire		-none-	<input type="button" value="Upload"/>
Disability and Non-Discrimination Employment Form Download template: Disability and Non-Discrimination Employment Form		-none-	<input type="button" value="Upload"/>
Indirect Cost Rate Certification Download template: Indirect Cost Rate Certification		-none-	<input type="button" value="Upload"/>
Language Access Plan Template Download template: Language Access Plan Template		-none-	<input type="button" value="Upload"/>
Federal Grant Budget Form Download template: Federal Grant Budget Form 18-19		-none-	<input type="button" value="Upload"/>
Financial Audit		-none-	<input type="button" value="Upload"/>

IMPORTANT:
All "Required" documents must be uploaded.

Resources can be found in ZoomGrants under the Library tab and at www.slc.gov/hand.

Salt Lake City
 Housing and Neighborhood Development Deadline 11/22/2020
 2020-2021 CARES HUD CDBG-CV / ESG-CV / HOPWA-CV

[SHOW DESCRIPTION](#)
[SHOW REQUIREMENTS](#)
[SHOW RESTRICTIONS](#)
[HIDE LIBRARY](#)

Library [\[hide this\]](#)

Description	File Name	Date Uploaded	File Type
SLC VAWA Emergency Transfer Plan	SLCVAWAEmergencyTransferPlan.pdf	10/6/2020 8:18:07 AM	PDF
SLC Affirmative Marketing Plan	AffirmativeMarketingPlan.docx	10/6/2020 8:19:26 AM	DOCX
CPD Income Calculator	LINK	10/6/2020 8:19:48 AM	LINK
Residential Address Verification Tool	LINK	10/6/2020 8:21:04 AM	LINK
Growing SLC	LINK	10/6/2020 8:22:33 AM	LINK
SLC Substantial Amendments to Con Plan, CPP, AAP, 10.20.2020	SubstantialAmendmentCARESHUD-CVFullTransmittal.pdf	11/3/2020 9:28:41 AM	PDF

APPLICATION EVALUATION CRITERIA

Applications will be scored and ranked by Salt Lake City Housing & Neighborhood Development Staff, The Community Development Capital Improvement Program Board, The Housing Trust Fund Advisory Board, and reviewed by the Mayor, and City Council. Scoring questions may include the following (see Handbook for a full list of criteria):

- Does this application meet HUD's eligibility requirements?
- Does this application clearly align with a stated objective in the Consolidated Plan?
- Does this application serve one or more target populations identified in the Consolidated Plan?
- Does this application further the goals of the Consolidated Plan?
- How did the agency score on the Application Risk Analysis (as required by 2 CFR 200.205)?
 - Agency timeliness
 - Complexity of the program
 - Financial stability and responsibility
 - History of performance
 - Key staff turnover
 - Management systems
- What is the agency's capacity to carry out the program/project?
- What is the feasibility of completing the project/program as presented in the application?
- How are the strengths of the program/project outputs AND outcomes?

IMPORTANT:

Questions regarding applications must be directed in writing, via email, through ZoomGrants by clicking on the *Contact Admin* tab.

Applications must be submitted
online through ZoomGrants by

Sunday, November 22, 2020 @ 11:59 p.m.

Tony Milner, Policy and Program Manger –
tony.milner@slcgov.com

Amanda Best, Housing Development Program Specialist (ESG
and HOME) – amanda.best@slcgov.com

Ethan Sellers, Community Development Grant Specialist (CDBG
and HOPWA) – ethan.sellers@slcgov.com