

CDBG-CV

ESG-CV

HOPWA-CV

SALT LAKE CITY

CARES ACT HUD-CV  
FEDERAL GRANT

# APPLICATION HANDBOOK



SALT LAKE CITY  
Housing and Neighborhood Development  
*A Division of Community and Neighborhoods*

This handbook is designed to guide interested parties through Salt Lake City’s Community Development Block Grant (CDBG-CV), Emergency Solutions Grant (ESGCV), and Housing Opportunities for Persons with AIDS (HOPWA-CV) application process. Full disclosure of applicable federal and local policies, procedures, regulations, and reporting standards is not contained within this handbook.

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**PART I: APPLICATION & EVALUATION PROCESS  
SCHEDULE OF EVENTS**

DATE	EVENT	LOCATION
November 2, 2020	Applications Available	<p><a href="http://www.slc.gov/hand">www.slc.gov/hand</a></p> <p>or</p> <p><b>(CDBG-CV, ESG-CV, HOPWA-CV)</b></p> <p><a href="https://zoomgrants.com/gprop.asp?donorid=2194&amp;limited=2859">https://zoomgrants.com/gprop.asp?donorid=2194&amp;limited=2859</a></p>
November 6, 2020 11:00 pm – 12:00 pm	Application Workshop Via WebEx	<p><a href="https://saltlakecity.webex.com/saltlakecity/j.php?MTID=md7ce6b4e2677d734d2718aa2bf2e29da">https://saltlakecity.webex.com/saltlakecity/j.php?MTID=md7ce6b4e2677d734d2718aa2bf2e29da</a></p> <p>Meeting Number: 146 377 8975</p> <p>Meeting Password: AupMuZJn333</p>
<b>November 22, 2020 11:59 pm</b>	<b>Applications Due</b>	<b>Applications must be submitted online through ZoomGrants™</b>
December 2020	CDCIP Board and Mayor	TBD
January 2021	Salt Lake City Council	TBD
January 2021	Funding Allocations Announced	<a href="http://www.slcgov.com/hand">www.slcgov.com/hand</a>
January 2021	Recipient Grant Training	TBD



## GENERAL REQUIREMENTS

### Application Submittal

Applications must be submitted online through ZoomGrants™.

**Applications are due Sunday November 22, 2020 by 11:59 p.m.**  
**Applications must be submitted online through ZoomGrants™.**  
**Incomplete, hand-delivered, emailed, mailed, faxed, or late applications**  
**will be deemed ineligible and will not be accepted.**

### IMPORTANT:

Questions regarding applications must be directed in writing, via email, through ZoomGrants by clicking on the *Contact Admin* tab. The deadline for submitting such questions is three business days prior to the due date for applications. Answers will be issued through ZoomGrants to all applicants no later than two business day prior to the application due date.

### Minimum Funding Request: \$30,000

A \$30,000 minimum funding request was set for all applications in the FY17-18 funding cycle. This minimum also applies to the CARES Act CV grants.

### Application Workshop:

Grant applicants are **highly encouraged** to attend an application workshop or access training materials online. Training opportunities have been scheduled as follows:

### Dates:

<p><b>Online WebEx Trainings:</b></p> <p>Friday, November 6, 2020, 11:00 – 12:00 pm</p>	<p><a href="https://saltlakecity.webex.com/saltlakecity/j.php?MTID=md7ce6b4e2677d734d2718aa2bf2e29da">https://saltlakecity.webex.com/saltlakecity/j.php?MTID=md7ce6b4e2677d734d2718aa2bf2e29da</a></p> <p>Meeting Number: 146 377 8975</p> <p>Meeting Password: AupMuZJn333</p>
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*Additional application workshops may be scheduled as needed. Contact Tony Milner, 801-535-6168 or [Tony.Milner@slcgov.com](mailto:Tony.Milner@slcgov.com) for more information.*



## ELIGIBLE ACTIVITIES

Salt Lake City was allocated U.S. Department of Housing and Urban Development (HUD) Coronavirus Aid, Relief, and Economic Securities Act (CARES Act) funding for fiscal/program year 2020-2021. Substantial Amendments were approved on October 20, 2020 to the City's 2020-2024 Consolidated Plan, 2020-2024 Citizen Participation Plan, and the 2020-2021 Annual Action to utilize these funds:

- **Community Development Block Grant (CDBG-CV)**
- **Emergency Solutions Grant (ESG-CV)**
- **Housing Opportunities for People With HIV/AIDS (HOPWA-CV)**

Use of HUD-CV funds may address activities to prevent, prepare for, and respond to coronavirus. Funds must serve low- to moderate-income individuals or households, underserved communities or populations, and align with local priorities and HUD National Objectives.

**See ADDENDUM for SLC CARES Act HUD-CV Eligible Activities**

## APPLICATION PROCESS

### Application Types

One application needs to be completed per program/project. Application types are as follows:

- CDBG-CV, ESG-CV, and HOPWA-CV
  - Drop-down features in the ZoomGrants application will guide applicants to applicable questions related to the funding source.

*You can submit multiple applications through the same application type. For example, it is possible to submit an application for the CDBG-CV program and then apply again for the ESG-CV program. To submit additional applications in ZoomGrants™ click the Open Programs tab and hit the Apply Again button.*

***Make sure you complete the application appropriate for your project/program type and the source of funds being applied for!***

Each application submitted should be for a **single program or project**. Different functions and tasks of the same program or project may be bundled together to form one application. For example, salaries, supplies and equipment purchases may comprise one application. If you have more than one program for which you request grant funds, submit more than one application.

### ZoomGrants Online Submittal

Applications must be submitted online through ZoomGrants™. To access Salt Lake City's federal grant applications, go to:



[www.slcgov.com/hand](http://www.slcgov.com/hand)

OR

(CDBG-CV, ESG-CV,  
HOPWA-CV)

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

Follow the following steps to submit your application through the ZoomGrants™ website:

**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.

Application attachments must be submitted as instructed on the Documents tab in ZoomGrants™. All required information must be included.

Failure to provide all required information, or to follow the stated requirements, will result in the application being disqualified.

**Completed applications are due Sunday, November 22, 2020 by 11:59 p.m.**

**Applications must be submitted online through ZoomGrants™.**

**Incomplete, hand-delivered, mailed, faxed, or late applications will not be accepted.**

## EVALUATION PROCESS

CDBG-CV, ESG-CV, HOPWA-CV funds will be allocated through a competitive process. Applications will be evaluated based on HUD requirements, alignment with Salt Lake City's 2020-2024 Consolidated Plan, and alignment with collective impact outcomes as defined through a collaborative process with community stakeholders including Salt Lake City, Salt Lake County, Utah State, the Salt Lake and Tooele Continuum of Care, and the U.S. Department of Housing and Urban Development.

All questions within the applications need to be completed for the application to be eligible. For clarification on any application questions, please reach out to program staff.

## APPLICATION SCORING & RANKING

Applications will be scored and ranked by Salt Lake City Housing & Neighborhood Development Staff, Community Development Capital Improvement Program Board or Housing Trust Fund Advisory Board, and reviewed by the Mayor, and City Council. Scoring questions may include the following:

- Does this application meet HUD's eligibility requirements?



- Does this application clearly align with a stated objective in the Consolidated Plan?
- Does this application significantly further the goals of the Consolidated Plan?
- Does this application serve one or more target populations identified in the Consolidated Plan?
- What is the agency's capacity to carry out the program/project?
- How did the agency score on the Application Risk Analysis (as required by 2 CFR 200.205)?
  - Agency timeliness
    - Does the agency respond to emails/communication or approach the city with issues or questions in a timely manner?
    - Does the agency submit reimbursements & reports in a timely manner?
  - Complexity of the program
    - Is this a new or existing program?
    - Does the program rely on other external forces to complete their mission?
    - How well does the application identify the leveraging partners?
    - Are partnerships clearly defined and supported by letters of support or memorandums of understanding?
  - Financial stability and responsibility
    - Has there been a history of audit findings?
    - Have there been issues with reimbursements being submitted incorrectly or ineligible expenses?
    - Has the agency had to return funding for ineligible expenses incurred?
    - In the last 2 years has the agency had trouble spending all of the awarded funds?
  - History of performance
    - Has the agency consistently submitted complete, accurate reports?
    - Has the agency consistently set realistic beneficiary goals and achieved the goals?
  - Key staff turnover
    - Has there been a change of executive staff within the last 2 years?
    - Has there been a substantial change of key program staff within the last 2 years?
    - Has there been a substantial change of financial staff within the last 2 years?
  - Management systems
    - Have there been any monitoring concerns or findings?
- How does the application align with community feedback? Specifically, does the application support the priorities identified at various community events?
- How does the applicant coordinate with other community providers serving similar populations to ensure there is no duplication of services?
- 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? How does that compare to similar programs applying for funding?
- Does this application propose an activity in a priority area (e.g. nodes, target areas)?
- Are there any environmental factors that may contribute to difficulties in expending funding and achieving program goals? (Ex. Long construction wait times for rehab programs)



### **Funding Recommendations**

The funding award process begins with a City staff review of applications to determine eligibility. After applications are deemed eligible, they are reviewed by a citizen advisory board. Once the citizen advisory board reviews applications, the board submits funding recommendations that are forwarded to the Mayor and City Council.

Applications and citizen advisory board recommendations are provided to the Mayor for review. After careful evaluation, the Mayor submits funding recommendations that are provided, along with citizen advisory board recommendations, to the City Council for their consideration.

### **Funding Decisions**

Applications recommended for funding by the citizen advisory board and Mayor will not necessarily receive an award, as the availability of funding is limited.

Following briefings on the applications, the City Council adopts their funding recommendations and formally approves the projects/programs that will receive funding. Funds awarded can be for the full or partial amount requested. Funding decisions by the City Council are subject to approval by the U.S. Department of Housing and Urban Development.

### **Grant Agreements**

Applicants selected for funding will be invited to enter into a contract with the City. Contract negotiations might require additional requirements, such as the refinement of the final scope of services. Salt Lake City's Housing and Neighborhood Development Division will contract with the selected applicants once negotiations are complete. Executed contracts will not be available until after approval has been received from the U.S. Department of Housing and Urban Development.

## **PART II: PROGRAM & CONSOLIDATED PLAN OVERVIEW**

### **CDBG-CV, ESG-CV, & HOPWA-CV PROGRAM OVERVIEW**

Salt Lake City's federal grant programs are administered and monitored through the City's Housing and Neighborhood Development Division. An overview of the CDBG, ESG, and HOPWA programs is as follows:

#### **CDBG and CDBG-CV Program Overview**

Title 1 of the Housing and Community Development Act of 1974 established the Community Development Block Grant (CDBG) program. The CDBG program provides a comprehensive and flexible source of federal funds to communities nationwide. 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
- Expanded economic activities

Since 1975, Salt Lake City has received CDBG funding as a designated U.S. Department of Housing and Urban Development (HUD) entitlement community. The amount of funding the City receives each year is determined by a HUD formula that considers population lag, pre-1940 housing, and poverty rates.

**For more information on Salt Lake City’s CDBG program, contact:**

Ethan Sellers  
 Community Development Grand Administrator  
[Ethan.Sellers@slcgov.com](mailto:Ethan.Sellers@slcgov.com)  
[801-535-6409](tel:801-535-6409)

**ESG and ESG-CV Program Overview**

The Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act established the Emergency Solutions Grant (ESG) program. The program’s purpose is to assist individuals and families regain housing stability after experiencing a housing or homelessness crisis. Salt Lake City’s ESG program contains the following components:

1. Street Outreach
2. Emergency Shelter
3. Homelessness Prevention
4. Rapid Re-housing

The current ESG program is a combination of the Emergency Shelter Grant and Homeless Prevention and Rapid Re-housing Program (HPRP). With the introduction of the Emergency Solutions Grant program, HUD placed emphasis on policies that promote homelessness prevention and permanent housing, rather than emergency shelter and street outreach efforts. The ESG program is formula-funded and utilizes the Community Development Block Grant (CDBG) formula to determine allocations to eligible jurisdictions.

**For more information on Salt Lake City’s ESG program, contact:**

Amanda Best  
 Housing Development Program Specialist  
 801-535-7698 or [Amanda.Best@slcgov.com](mailto:Amanda.Best@slcgov.com)

**HOPWA and HOPWA-CV Program Overview**

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. HOPWA formula grants are distributed by the U.S. Department of Housing and Urban Development (HUD) to eligible metropolitan areas.

Salt Lake City’s manages the HOPWA program for Salt Lake, Summit, and Tooele Counties. Funds are administered and monitored through the City’s Housing and Neighborhood Development Division.



**For more information on Salt Lake City's HOPWA program, contact:**

Ethan Sellers

Community Development Grant Administrator

[Ethan.Sellers@slcgov.com](mailto:Ethan.Sellers@slcgov.com)**See ADDENDUM for SLC CARES Act HUD-CV Eligible Activities****2020-2024 CONSOLIDATED PLAN OVERVIEW**

Salt Lake City's 2020-2024 Consolidated Plan is the product of a collaborative process to identify housing and community development needs and to establish goals, priorities, and strategies to address those needs. This five-year plan provides a framework for maximizing and leveraging the city's block grant allocations to build healthy and sustainable communities that better focus funding from the U.S. Department of Housing and Urban Development (HUD) formula block 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).

The 2020-2024 Consolidated Plan encourages investment in neighborhoods with concentrated poverty and supports at-risk populations by promoting goals that increase access to housing, transportation, economic development, and critical services. By building upon the growth and successes realized in the previous Consolidated Plan, Salt Lake City is continuing to work toward closing the gap in a number of socioeconomic indicators, such as improving housing affordability, job training, access to transportation for low-income households, homeless prevention services, and medical/dental/behavioral health services for at-risk populations.

In addition to expanding opportunity for low-income households living in concentrated areas of poverty, Salt Lake City will continue to support essential housing and supportive services for the City's most vulnerable populations, with focus on the chronically homeless, homeless families, disabled persons, victims of domestic violence, persons living with HIV/AIDS, and low-income elderly persons.

The full plan can be found online at: <https://www.slc.gov/hand/wp-content/uploads/sites/12/2020/09/Consolidated-Plan-with-Appendices-2020-2024-Sept-2020-1.pdf>



## PART III: ADDITIONAL RESOURCES

### INCOME GUIDELINES

#### FY 2020 Income Limits: Salt Lake City Metro

	Persons in Family							
	1	2	3	4	5	6	7	8
30% Limits	18,450	21,100	23,750	26,350	28,500	30,600	32,700	34,800
Very Low Income (50%)	30,800	35,200	39,600	43,950	47,500	51,000	54,500	58,050
60% Limits	36,960	42,240	47,520	52,740	57,000	61,200	65,400	69,660
Low Income (80%)	49,250	56,250	63,300	70,300	75,950	81,550	87,200	92,800

Effective Date: June 1, 2020

### GLOSSARY OF TERMS

A glossary of terms as provided by the U.S. Department of Housing and Urban Development can be found at: [http://www.huduser.org/portal/glossary/glossary\\_all.html](http://www.huduser.org/portal/glossary/glossary_all.html).

### DUNS NUMBER

All applicants must have a Data Universal Number System (DUNS) to apply. To obtain a DUNS number, go to <http://fedgov.dnb.com/webform>.

### RESIDENTIAL ADDRESS VERIFICATION TOOL

Online map managed by Salt Lake County can be used to verify the location of an address and whether it is an eligible census tract. This can be used to better identify eligible clients for each of the jurisdictions. Map can be found at:

<http://slco.maps.arcgis.com/apps/InformationLookup/index.html?appid=ba5140bfde8049a4ba514a31d345268c>.

### ZOOMGRANTS™ INFORMATION

Additional information on the ZoomGrants™ application process can be found at:

- ZoomGrants™ Technical Assistance: <http://www.zoomgrants.com/about-us/request-technical-help/>
- ZoomGrants™ How to Apply Video: <https://www.youtube.com/watch?v=4vKgUEcl6eA>
- ZoomGrants™ University for Applicants: <http://help.zoomgrants.com/index.php/article-categories/applicantkbs/>

### PROGRAM INFORMATION

- HUD Exchange: CDBG <https://www.hudexchange.info/programs/cdbg-entitlement/>
- CDBG Guide to National Objectives and Eligible Activities for Entitlement Programs [https://www.hudexchange.info/resources/documents/CDBG\\_Guide\\_National\\_Objectives\\_Eligible\\_Activities.pdf](https://www.hudexchange.info/resources/documents/CDBG_Guide_National_Objectives_Eligible_Activities.pdf)
- HUD Exchange: ESG <https://www.hudexchange.info/programs/esg/>
- HUD Exchange: HOPWA <https://www.hudexchange.info/programs/hopwa/>



## **ADDENDUM**

### **SLC CARES Act HUD-CV Eligible Activities**

As of November 2, 2020

### **SLC CARES Act HUD-CV Funding Recommendations**

As approved by the Salt Lake City Council, October 20, 2020 (attached at the end of the Addendum)

#### **Overview**

The Salt Lake City CARES HUD-CV Funding, CDBG-CV, HOPWA-CV, and ESG-CV application process is intended to solicit applications to prevent, prepare for, and respond to coronavirus as well as alleviate priority needs as identified in the Salt Lake City 2020-2024 Consolidated Plan. CDBG-CV, HOPWA-CV and ESG-CV funds are allocated through a competitive process. Applications will be evaluated based on HUD requirements, alignment with Salt Lake City's 2020-2024 Consolidated Plan, and alignment with collective impact outcomes as defined through a collaborative process with community stakeholders including Salt Lake City, Salt Lake County, the State of Utah, the Salt Lake CoC, and the U.S. Department of Housing and Urban Development. The Salt Lake City 2020-2024 Consolidated Plan is available on the SLC HAND website and attached in the Library section of this application.

#### **Term Dates**

Activities may back date eligible expenses to when Salt Lake City recognized the impact of COVID-19 in our local community, March 10, 2020, the day of Mayor Erin Mendenhall's first declaration on COVID-19. All HUD-CV funds must be expended by September 30, 2022.

#### **COVID-19 Eligibility and Documentation**

HUD-CV funded activities are intended to respond to losses caused by the COVID-19, assisting low- to moderate income households who are most impacted by the pandemic. Specific activities or services will require specific documentation:

- Activity level: HUD can make class exceptions for an expanded scope of recipients affected by the loss of operational capacity and increased costs due to COVID-19.
- Service level: Funds may be used to provide emergency assistance to individuals or families impacted by COVID-19, such as loss of employment, inability to access schools or childcare, hospitalization, quarantine, etc.

HUD cautions grantees and subgrantees that recordkeeping clearly document all uses of funds to satisfy the statutory purposes of the CARES Act. HAND will work with recipients of HUD-CV funds to ensure proper eligibility and documentation that meet HUD compliance.

#### **Non-Duplication of Benefits**

CDBG-CV grantees must have policies and procedures in place to prevent duplication of benefits with Stafford Act and other CARES Act programs. This means that grantees may not use CDBG-CV funds for costs already fully covered by other programs. Many other programs are providing similar advice. HUD is not cautioning grantees to avoid the same uses as other CARES Act programs if unmet need exists and the use is CDBG-CV eligible. Rather, HUD is advising grantees to be strategic in selecting program designs that best align funding sources with local needs. Similarly, ESG-CV and HOPWA must avoid duplication of benefits. For ESG, local HMIS Leads will track ESG-CV funded programs.

#### **Citizenship Requirements**

HUD grant programs and the CARES Act do not have immigration status eligibility requirements that would bar a person from accessing services. Further, subgrantees are not required to verify immigration status of applicants for federal, state or local public benefits.

<https://www.hudexchange.info/resource/5123/hud-hhs-and-doj-joint-letter-regarding-immigrant-access-to-housing-and-services/>

## CDBG-CV Program Overview

Title 1 of the Housing and Community Development Act of 1974 established the Community Development Block Grant (CDBG) program, the CDBG-CV funding requirements is in the HUD Notice FR-6218-N-01. 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. The amount of funding the City receives is determined by a HUD formula that considers population lag, pre-1940 housing, and poverty rates. The CDBG-CV funding must show evidence that it will be used for a program that prevents, prepares for, and/or responds to coronavirus. **The total amount available for CDBG-CV funding is \$3,063,849.**

- CDBG-CV activities meet one of the program's three national objectives. At least 70 percent of CDBG-CV funds must assist activities that meet the Low- and Moderate-Income national objective. Eligible activities must:
  - 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.
- The provision does not authorize waivers or modifications from requirements related to fair housing, nondiscrimination, labor standards, or environmental considerations. HUD is not waiving the requirement at 570.200(h)(1)(iii) to comply with the environmental review procedures stated in 24 CFR Part 58.
- Beneficiaries must live in the incorporated boundaries of Salt Lake City.
- Eligibility may be established in the following ways:
  - Area Benefit: low-income census tracts, West Side Target Area.
  - Presumed Benefit: victims of domestic violence, homeless individuals, illiterate adults, severely disabled adults, households experiencing food insecurity, etc.
- Direct Staffing Expenses (salary and benefits) related to program delivery are eligible.
- Administrative expenses are capped at 10% for subgrantees.

## SLC CDBG-CV Eligible Activities

### 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

#### HUD Guidance:

- CDBG regulations [24 CFR 570.207(b)(4)] allow the use of CDBG to make “emergency grant payments made over a period of up to three consecutive months to the provider of such items or services ‘food, clothing, housing (rent or mortgage), or utilities’ on behalf of an individual or family.” Therefore, the use of CDBG to provide assistance for up to three months in the form of rent or mortgage assistance and utility payments is an eligible use of CDBG.
- Funds for rental, utility, and mortgage assistance for households for up to three months. The assistance must go to the service provider, for instance the property owner in the case of rental assistance, not to the assisted household (Entitlement regulations at 24 CFR part 570.207(b)(4)).

## **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.**

### **HUD Guidance:**

- Provision of new or quantifiably increased public services. See section 105(a)(8) (42 U.S.C. 5305(a)(8)); 24 CFR 570.201(e). Provide equipment, supplies, and materials necessary to carry-out a public service.
- 24 CFR 570.208(c), the Entitlement CDBG program requires a recipient to certify that the activity is designed to alleviate existing conditions which pose a serious and immediate threat to the health and welfare of the community which are of recent origin or recently became urgent, that the recipient is unable to finance the activity on its own, and that other sources of funds are not available.
- Provision of public services, including but not limited to those concerned with employment, crime prevention, childcare, health, drug abuse, education, energy conservation, welfare or recreation needs. 105(a)(8) (42 U.S.C. 5305(a)(8)); 24 CFR 570.201(e)

## **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**

### **HUD Guidance:**

- CDBG regulations [24 CFR 570.207(b)(4)] allow the use of CDBG to make “emergency grant payments made over a period of up to three (3) consecutive months to the provider of such items or services ‘food, clothing, housing (rent or mortgage), or utilities’ on behalf of an individual or family.” Therefore, the use of CDBG to provide assistance for up to three months in the form of rent or mortgage assistance and utility payments is an eligible use of CDBG.
- Provision of public services, including but not limited to those concerned with employment, crime prevention, childcare, health, drug abuse, education, energy conservation, welfare or recreation needs. 105(a)(8) (42 U.S.C. 5305(a)(8)); 24 CFR 570.201(e)
- Food banks located in and serving a primarily residential low/mod area, the grantee may document compliance with low-and-moderate-income (LMI) area benefit national objective criteria. For a food bank serving a non-LMI service area, the regulations provide that the grantee may meet the LMI limited clientele national objective through recipients attesting that they are a low to moderate income household.

## **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.**

### **HUD Guidance:**

- Assistance to Businesses, including Special Economic Development Assistance. Provision of assistance to private, for-profit entities, when appropriate to carry out an economic development project. See section 105(a)(17) (42 U.S.C. 5305(a)(17)); 24 CFR 570.203(b).

- Avoid job loss caused by business closures related to social distancing by providing short-term working capital assistance to small businesses to enable retention of jobs held by low- and moderate-income persons.
- CDBG loans to small businesses with CARES Act funding triggers the same requirements as the CDBG-Disaster Recovery (DR), the primary one being duplication of benefit as required under the Stafford Act. Documentation is also required related to the disaster.
- Avoid job loss caused by business closures related to social distancing by providing short-term working capital assistance to small businesses to enable retention of jobs held by low- and moderate-income persons. Additionally, funding could be used to purchase equipment necessary for non-profit staff to work remotely. If for five (5) years, the equipment was used exclusively to serve eligible CDBG populations (purchasing of laptops to work remotely to serve clients).
- Avoid job loss caused by small business closures related to social distancing by providing short-term working capital assistance to small businesses to enable retention of jobs held by low- and moderate-income persons. Typically, these loans can only go to small workforce groups, under 5-10 employees. Consideration, the business should be serving low income persons or exist in a primarily low-income area, or a women/minority lead business to meet HUD standards.

**CDBG-CV HUD Notices**

FR-6218-N-01: Notice CDBG-CV Federal Register Vol. 85, No. 162 (August 20, 2020)

[https://www.hud.gov/sites/dfiles/CPD/documents/CDBG-CV\\_Notify\\_Federal\\_Register\\_Publication\\_2002-08.pdf](https://www.hud.gov/sites/dfiles/CPD/documents/CDBG-CV_Notify_Federal_Register_Publication_2002-08.pdf)

FR-618-N-01: Notice of Program Rules, Waivers, and Alternative Requirements Under the CARES Act for CDBG Program Coronavirus Response Grants, FY 19 & 20 CDBGs, and for Other Formula Programs (August 7, 2020) <https://www.hud.gov/sites/dfiles/CPD/documents/FR-6218-N-01-CDBG-CV-clean-8-7-20-header-for-posting.pdf>

CDBG-CV Notice FAQs (August 27, 2020) <https://www.hud.gov/sites/dfiles/CPD/documents/CDBG-CV-Notice-FAQs-OBGA-082720-TOC.pdf>

CDBG-CV COVID 19 Fact Sheet (July 10, 2020)

<https://www.hud.gov/sites/dfiles/CPD/documents/CDBG-CV-FAQs-071020-final.pdf>

FR-V84-N119 Updates to Duplication of Benefits Requirements Under the Stafford Act for CDBG-DR Grantees (June <https://www.federalregister.gov/documents/2019/06/20/2019-13147/updates-to-duplication-of-benefits-requirements-under-the-stafford-act-for-community-development>)

Quick Guide to CDBG Eligible Activities to Support Coronavirus and Other Infectious Disease Response (April 6, 2020) <https://files.hudexchange.info/resources/documents/Quick-Guide-CDBG-Infectious-Disease-Response.pdf>

## ESG-CV Program Overview

The Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act established the Emergency Solutions Grant (ESG) program, The ESG-CV funding requirements is in the HUD Notice CPD-20-08. The program's purpose is to assist individuals and families regain housing stability after experiencing a housing or homelessness crisis. With the introduction of the Emergency Solutions Grant program, HUD placed emphasis on policies that promote homelessness prevention and permanent housing, however other eligible expenses will include Street Outreach and Emergency Quarantine Shelter. The ESG-CV funding must show evidence that it will be used for a program that prevents, prepares for, and/or responds to Coronavirus. **The total amount available for ESG-CV funding is \$3,986,911.**

- Projects must primarily serve households with an annual total gross income at or below of 50% of the Area Median Income (AMI).
- Beneficiaries must live in the incorporated boundaries of Salt Lake County.
- Household Income:
  - 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.
  - To determine the annual income of an individual or family, the recipient or subrecipient must use the standard for calculating annual income under 24 CFR 5.609.
  - Do not include stimulus assistance or Federal Pandemic Unemployment Compensation Program payments in income calculations.
  - Self-certification of income that:
    - The program participant has insufficient financial resources and support networks immediately available to attain housing stability; and
    - The program participant meets one or more of the conditions under paragraph (1)(iii) of the definition of "At Risk of Homelessness" in 24 CFR 576.2.
- Beneficiary data must be collected and reported for all members of the households in the Utah Homeless Management Information System (UHMS).
- The ESG written standards include policies and procedures for determining and prioritizing which eligible families and individuals will receive assistance.
- Primarily benefits persons who meet the definition of homeless under 24 CFR 576.2, or the description of a- risk of homelessness under 24 CFR 576.103.
- Direct Staffing Expenses (salary and benefits) related to program delivery are eligible.
- Administrative expenses are capped at 7.5%.
- The one-to-one funding match requirements for ESG funding have been waived for HUD-CV funds.

## SLC ESG-CV Eligible Activities:

### 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

**HUD Guidance:**

- The costs of homelessness prevention are only eligible to the extent that the assistance is necessary to help the program participant:
  - Regain stability in their current permanent housing; or
  - Move into other permanent housing and achieve stability in that housing.
- Housing Status: To be eligible for Homelessness Prevention assistance, an individual or family must be "At Risk of Homelessness" as defined at 24 CFR 576.2.
- Fair Market Rent requirement are waived, but units must still be rent reasonable.
- Recipients must have, or be able to sign, a valid rental agreement (lease).



- Addition rent assistance documents: landlord assistance agreement and VAWA addendums.
- Unit inspections are required for Habitability Quality Standards. If the unit is located in Salt Lake a valid business license is required.
- Lead based Inspections are not required for assistance under three (3) months but are required for more than three (3) months of assistance.
- Up to six (6) months of rent, including arrears.

### **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**

**HUD Guidance:**

- "Homeless" as defined in paragraphs (2), (3), or (4) of the definition at 24 CFR 576.2.
- Fair Market Rent requirement are waived, but units must still be rent reasonable.
- Recipients must be able to sign a valid rental agreement (lease).
- Addition rent assistance documents: landlord assistance agreement and VAWA addendums.
- Unit inspections are required for Habitability Quality Standards. If the unit is located in Salt Lake a valid business license is required.
- Lead based Inspections are not required for assistance under three (3) months but are required for more than three (3) months of assistance.
- Up to twelve (12) months of rent, including arrears.
- Landlord Incentives:
  - Signing bonuses equal to up to 2 months of rent;
  - Security deposits equal to up to 3 months of rent;
  - Paying the cost to repair damages incurred by the program participant not covered by the security deposit or that are incurred while the program participant is still residing in the unit; and,
  - Paying the costs of extra cleaning or maintenance of a program participant's unit or appliances.

### **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**

**HUD Guidance:**

- Definition
- "Homeless" as defined in paragraphs (2), (3), or (4) of the definition at 24 CFR 576.2.
- Street Outreach:
  - Engagement: Addressing urgent physical needs such as portable bathrooms, portable handwashing stations, portable showers, blankets, boxed meals, water, and personal protective equipment (e.g., hand sanitizer, soap, tissue packets, face masks and shields, disposable gloves, sneeze guards).
  - Case management: Providing referrals to medical care and coordinating and arranging the delivery of needed services.
  - Emergency health services: Medication, emergency medical services, medication and follow-up services, and coordinating or providing medical treatment. Services must be provided by licensed medical professionals operating in community-based settings and otherwise inaccessible or unavailable within the community.

- Transportation: Train or bus tokens, taxi or rideshare for program participants' travel to and from medical care, and car or van purchase for transporting participants or staff serving program participants.

### **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**

**HUD Guidance:**

- "Homeless" as defined in paragraphs (2), (3), or (4) of the definition at 24 CFR 576.2.
- Refer to the HUD-CV Notices regarding specific activities, definitions eligible expenses related to:
  - Acquisition
  - Rehabilitation
  - Emergency Shelter and Temporary Shelter – Shelter Operations:
  - Temporary Shelter
  - Temporary Emergency Shelter
  - Etc.

### **HUD ESG-CV Notices**

Notice CPD-20-08: Waivers and Alternative Requirements for the Emergency Solutions Grant (ESG) Program Under the CARES Act (September 1, 2020)

<https://www.hud.gov/sites/dfiles/OCHCO/documents/20-08cpdn.pdf>

Availability of Additional Waivers for Community Planning and Development (CPD) Grant Programs to Prevent the Spread of COVID-19 and Mitigate Economic Impacts Caused by COVID-19 (May 22, 2020)

[https://www.hud.gov/sites/dfiles/CPD/documents/Additional\\_Waivers\\_for\\_CPD\\_Grant\\_Programs\\_to\\_Prevent\\_COVID-19\\_Spread\\_and\\_Mitigate\\_COVID-19\\_Economic\\_Impacts.pdf](https://www.hud.gov/sites/dfiles/CPD/documents/Additional_Waivers_for_CPD_Grant_Programs_to_Prevent_COVID-19_Spread_and_Mitigate_COVID-19_Economic_Impacts.pdf)

Availability of Waivers of Community Planning and Development (CPD) Grant Program and Consolidated Plan Requirements to Prevent the Spread of COVID-19 and Mitigate Economic Impacts Caused by COVID-19 (March 31, 2020)

<https://www.hud.gov/sites/dfiles/CPD/documents/Availability-of-Waivers-of-CPD-Grant-Program-and-Consolidated-Plan-Requirements-to-Prevent-the-Spread-of-COVID-19-and-Mitigate-Economic-Impacts-Caused-by-COVID-19.pdf>

Eligible ESG Program Costs for Infectious Disease Preparedness (March 5, 2020)

<https://files.hudexchange.info/resources/documents/Eligible-ESG-Program-Costs-for-Infectious-Disease-Preparedness.pdf>

## HOPWA-CV Overview

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. HOPWA formula grants are distributed by the U.S. Department of Housing and Urban Development (HUD) to eligible metropolitan areas. Salt Lake City's manages the HOPWA program for Salt Lake, Summit, and Tooele Counties. Funds are administered and monitored through the City's Housing and Neighborhood Development Division. CV funding must be used for a program that prevents, prepares for, and/or responds to Coronavirus. **The total amount available for HOPWA-CV funding is \$87,443.**

- 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.
- Administrative Expenses are capped at 7%.
- Beneficiary data must be collected and reported for all members of the households in the Utah Homeless Management Information System (UHMIS).

### SLC HOPWA-CV Eligible Activity:

#### 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**

#### HUD Guidance:

- Utilizing this aspect of CARES Act HOPWA funds will allow housed, but still at-risk clients who would become homeless due to loss of income, job, or other issues to remain in their homes.
- Short-term rent, mortgage, and utility (STRMU) & PHP: Assistance payments to prevent homelessness of a tenant or mortgagor of a dwelling for a period of up to 24 months. STRMU assistance provided under all other HOPWA awards remains subject to 42 U.S.C. § 12907(b)(3)(B), which limits STRMU assistance to a period of no more than 21 weeks of any 52-week period. Also see, § 12907, 42 U.S.C. § 12907(b)(5) and (6), and §574.300 (b)(7).
- Hotel/Motel Stays: Used to pay for relocation services including lodging at hotels, motels, or other locations for eligible persons living with HIV/AIDS as well as household members who are not living with HIV/AIDS. Such funding may also be used to lodge one or more household members who may need to temporarily isolate from other members of the household. HUD recommends that grantees and project sponsors limit hotel/motel stays to no more than 60 days in a six-month period. 42 U.S.C. § 12907(3)(a).

#### HOPWA-CV HUD Notices

Notice CPD-20-05: Coronavirus Aid, Relief and Economic Security Act Implementation Instructions and Related Flexibilities for the Housing Opportunities for Persons With AIDS Programs (May 8, 2020)  
<https://www.hud.gov/sites/dfiles/OCHCO/documents/2020-05cpdn.pdf>

Availability of Additional Waivers for Community Planning and Development (CPD) Grant Programs to Prevent the Spread of COVID-19 and Mitigate Economic Impacts Caused by COVID-19 (May 22, 2020)  
[https://www.hud.gov/sites/dfiles/CPD/documents/Additional\\_Waivers\\_for\\_CPD\\_Grant\\_Programs\\_to\\_Prevent\\_COVID-19\\_Spread\\_and\\_Mitigate\\_COVID-19\\_Economic\\_Impacts.pdf](https://www.hud.gov/sites/dfiles/CPD/documents/Additional_Waivers_for_CPD_Grant_Programs_to_Prevent_COVID-19_Spread_and_Mitigate_COVID-19_Economic_Impacts.pdf)

Availability of Waivers of Community Planning and Development (CPD) Grant Program and Consolidated Plan Requirements to Prevent the Spread of COVID-19 and Mitigate Economic Impacts Caused by COVID-19 (March 31, 2020)

<https://www.hud.gov/sites/dfiles/CPD/documents/Availability-of-Waivers-of-CPD-Grant-Program-and-Consolidated-Plan-Requirements-to-Prevent-the-Spread-of-COVID-19-and-Mitigate-Economic-Impacts-Caused-by-COVID-19.pdf>

HOPWA and COVID-19 Response Remote Methods

<https://files.hudexchange.info/resources/documents/Get-the-Facts-HOPWA-and-COVID-19-Response-Remote%20Methods-Practices.pdf>

HOPWA and COVID-19 Response Using Hotels & Motels

<https://files.hudexchange.info/resources/documents/Get-the-Facts-HOPWA-and-COVID-19-Response-Using-Hotels-Motels-in-Your-Community-Response.pdf>

HOPWA/COVID-19: STRMU FUNDING OPTIONS (July 22, 2020)

<https://files.hudexchange.info/course-content/hopwa-covid-19-planning-operating-strmu-programs-with-hopwa-and-cares-act-funding/HOPWA-COVID-19-STRMU-Funding-Options.pdf>

**SALT LAKE CITY CARES HUD-COVID FUNDING RECOMMENDATIONS** (as of September 11, 2020)

**Summary of Funding**  
**CARES Act Funds Used to Support Coronavirus Response and Recovery Eligible Activities**

CDBG-CV HAND Funding Recommendations, \$2,064,298 (Round 1), \$999,551 (Round 3)								\$3,063,849
Project / Program	Description	Intent	Needs/Gaps Addressing	HUD Matrix	HUD Nat'l Obj.	Entity	% of	Recommendation
Housing Stability	Housing Stability: Up to 3 months of mortgage payments (80% AMI).	Housing stability resources for vulnerable residents who have been directly impacted by COVID-19.	50% of Salt Lake City residents are in employment sectors that are prone to layoffs and furloughs from COVID-19. Additionally, many Salt Lake City residents are cost burdened or severely cost burdened with housing expenses. A small fraction of loans are covered by the CARES Act forbearance protections and many residents are at risk of slipping into foreclosure. This program will stabilize vulnerable homeowners and ensure they stay in their homes.	Subsistence Payments OGR	LMC	TBD *	10%	\$300,000
Public Service Agency	NPO programs to prepare for and prevent the spread of COVID-19.	NPO's can apply for funding to address organization specific needs as it pertains to COVID-1 such as PPE, staff capacity, direct client services, etc.	Address organization specific needs and gaps to address COVID-19.	Health Services OSM, Other Public Services 05Z	LMIP	TBD *	11%	\$350,000
Community Stabilization	Programs that provide basic needs for the community to respond to COVID-19 such as digital access, food security, or targeted services.	Address basic life needs to stabilize and assist residents and youth.	Without having basic needs met like food, childcare, and technology individuals and families will continue to struggle to sustain during COVID-19.	Food 05W, Child Care OGL, Tech (Child Care) OGL, Health Services 05M	LMC	TBD *	16%	\$500,000
Economic Development - Small Businesses Grants	Grant program that provides funding assistance to targeted businesses to be used for payroll, job retention/creation, PPE, etc.	This program would strategically target small, minority, or WBE businesses and offer a one-time grant and technical assistance.	The program will relieve the financial burden on small businesses. The technical assistance component will assist in addressing technology and/or language barriers so future business needs can be met.	Econ Dev Microenterprise Assistance 18C	LMCMC	TBD *	16%	\$501,438
On September 11, 2020, SLC was notified of a third round of CARES HUD CDBG-CV in the amount of \$999,511. These additional funds did not go through the City's previous Internal Working Group recommendation process. 20% of this allocation will be set aside for Administration, with the remaining amount to be determined for a CDBG-CV eligible project / program.	TBD	TBD	TBD	TBD	TBD	TBD *		\$799,641
Administration	Salt Lake City Grant Administration (20%).	Funding support for Salt Lake City staff that administer HUD grants.	Salary and overhead expenses for HAND, Finance, and City Attorney's Office.	21A		SLC Corp	20%	\$612,770
								\$3,063,849

ESG-CV HAND Funding Recommendations, \$1,040,462 (Round 1), \$2,946,449 (Round 2)								\$3,986,911
Project / Program	Description	Intent	Needs/Gaps Addressing	HUD 24 CFR	HUD Nat'l Obj.	Entity	% of	Recommendation
Homeless Prevention	Housing stability: Up to 6 months rent (50% AMI).	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.	CARES Act safety nets expire in July and forecasters anticipate a cliff that will impact tenant stability and will likely include an increase in evictions.	576.103	LMC	TBD *	43%	\$1,700,000
Rapid Rehousing	Housing Stability: Deposit, rent, and utilities (30% AMI).	Provide permanent supportive housing for individuals experiencing homelessness. These program funds will leverage FEMA investment in non-congregate hotel shelter operations.	Currently there are over 120 high risk and vulnerable individuals that are housed in hotels that will be placed in permanent housing with wrap around stability services.	576.104	LMC	TBD *	17%	\$688,220
Street Outreach	Operation expenses related to the prevention and spread of COVID-19.	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.	Lack of housing contributes to poor physical and mental health outcomes, and linkages to permanent housing for people experiencing homelessness should continue to be a priority	576.101	LMC	TBD *	13%	\$500,000
Emergency Quarantine Shelter	Operation expenses related to the prevention and spread of COVID-19.	Operation expenses for non-congregate shelter/motel placement, increasing shelter capacity with motel placement, support of operating costs for PPE for congregate shelter operators and resident treatment programs.	HRC's have seen a considerable increase in expenses to combat the spread of COVID-19 in a congregate shelter setting. Additionally, staff have a high risk of exposure and facility configurations are needed to protect staff.	576.102	LMC	TBD *	18%	\$700,000
Administration	Salt Lake City Grant Administration (10%).	Funding support for Salt Lake City staff that administer HUD grants.	Salary and overhead expenses for HAND, Finance, and City Attorney's Office.	576.108		SLC Corp	10%	\$398,691
							100%	\$3,986,911

HOWPA-CV HAND Funding Recommendations, \$87,443								\$87,443
Project / Program	Description	Intent	Needs/Gaps Addressing	HUD CFR 24	HUD Nat'l Obj.	Entity	% of	Recommendation
Housing Stability	Permanent Housing Placement (PHP) and Short-term Rent, Mortgage and Utility Assistance (STRMU).	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.	Stabilize in adequate housing HOPWA eligible households with compromised immune systems to minimize exposure to COVID-19.	574.300	LMC	TBD *	94%	\$82,196
Administration	Salt Lake City Grant Administration (6%).	Funding support for Salt Lake City staff that administer HUD grants.	Salary and overhead expenses for HAND, Finance, and City Attorney's Office.	574.300		SLC Corp	6%	\$5,247
							100%	\$87,443

Total **\$7,138,203**

Housing and Neighborhood Development (HAND) staff will administer the CARES HUD-CV funds. HAND staff will communicate with the Administration and City Council about the CARES HUD-CV allocation process, which is anticipated to mirror the regular, annual HUD allocation process. This includes a competitive application process, review and recommendation by the Community Development and Capital Improvement Program resident advisory board, the Mayor's recommendations, and the Council's recommendations.