FUNDING OUR FUTURE GRANT RECIPIENT TRAINING

Salt Lake City
FY2022-2023

AGENDA

1. Program Overview
2. Program Administration
   a. RFP/Grant Agreements
   b. Procurement & Legal
3. Project Administration
   a. Grant Agreements
   b. Reimbursements
   c. Reporting
   d. Documentation
4. Reminders, Next Steps, Resources

HOUSING SLC

2023–2027

NEW HOUSING PLAN

Salt Lake City's new housing plan, *Housing SLC: 2023-2027*, updates the previous *Growing SLC* plan while making changes to reflect evolving needs, priorities, resources, and conditions in the city.

The three primary goals for the new plan are:

- Affordable, deeply affordable, and environmentally sustainable housing
- Increase housing stability
- Increase homeownership and other wealth and equity building

FUNDING OUR FUTURE

- 0.5% City sales tax increase
- Addresses the City's critical needs
- Identifies underserved target populations
- Helps Salt Lake City residents with short-term and long-term housing assistance
- Fills funding gaps in alternate funding streams
- From the City's General Fund

ANTICIPATED TIMELINE

SUMMER

22-23 Grant Agreements Signed

22-23 Training (today)

22-23 Q1-Q2 Reports Due, if applicable (August 15)

23-24 Annual Training (TBD)

FALL

23-24 Program Year Applications Released

23-24 Application Training

23-24 Applications Due

22-23 Q3 Reports (October 15)

22-23 Benchmarks Due

WINTER

23-24 Q4 Report (January 15)

23-24 Applications Review

22-23 Subrecipient Check-ins

22-23 Monitoring?

SPRING

23-24 Awards Announced

23-24 Grant Agreements Signed

22-23 Grant Amendments Deadline

22-23 Q5 Report (April 15)

Grant Agreement

- Period of Service:
  - January 1, 2023 - June 30, 2024
- Contains regulations, requirements, and obligations for both parties
- Pay particular attention to the scope of work & budget pages as these govern your specific activities

General Program Guidelines

RFP Application

- Include program description and scope of work
- Reviewed by special committee to determine funding awards
- Changes to grant agreements should be determined by accordance with original RFP

Other Parties

[
Other Salt Lake City
Departments working with
Funding our Future
]

Procurement

- The RFP Process and applications
- All agreements and agreement amendments
- Karolina Abuzyarova

Attorney's Office

- All agreements and agreement amendments
- Kimberly Chytraus

Finance

- All reimbursements
- Workday conversion

ZoomGrants

ZOOMGRANTS

Funding our Future distributes its funding through the ZoomGrants management software. This is used for:

- Budget adjustments
- Reimbursements
- Reporting

To use ZoomGrants for your FY2023 award, you will need to submit a skeleton application by **July 21, 2023**. do the following:

- Based on RFP
- **Use this link:**
  https://www.zoomgrants.com/zgf/2023FundingOurFuture
  - Budget in ZoomGrants must be entered word-for-word as it is recorded in your activated agreement, not your RFP
- Multiple awards, multiple applications

Agreement Amendments

Extensions:

- Up to one (1) year maximum.
- Granted according to agency need and benchmark performance.
- Must be submitted three (3) months in advance of expiration date.

Scope of Work & Budget Amendments

- No more than one (1) amendment per quarter.
- All changes must be justified in the original RFP.
- All Budget amendments must be submitted to program manager by email and ZoomGrants.
- Budget changes that reallocate 10% or less of funding may be conducted once per project term without Procurement routing.

Spending Benchmarks

To qualify for award extensions, subrecipients must create 'Spending Benchmarks' that project a subrecipient's spenddown by the end of each quarter. This allows HSD staff to make a compelling case for agreement extensions.

Example: A $50,000 award benchmarks
- Q1: $15,000 spent
- Q2: $35,000 spent
- Q3: $48,000 spent

These 'Spending Benchmarks' are not intended as output benchmarks for this funding year.

Amendment Documentation

Remember:

All amendment requests must include a completed version of this amendment request. This page is the only sheet the agency is required to complete; all other forms are completed by HSD staff.

RULES FOR REIMBURSEMENT REQUEST
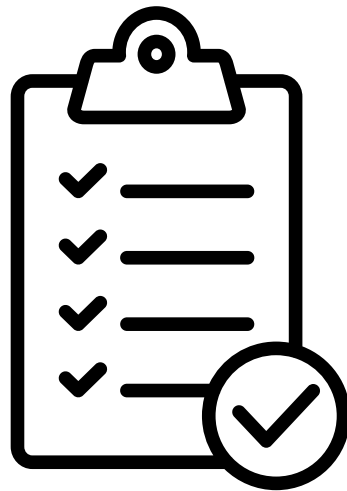
Ensure Eligibility Requirements are Met

Ensure Client Lives in Salt Lake City

Ensure Request Aligns with Budget

Reimbursement Process

Reimbursement Components
- ZoomGrants Submission
- Housing Stability Coversheet
- Agency Invoice to HSD
- Supporting Documentation

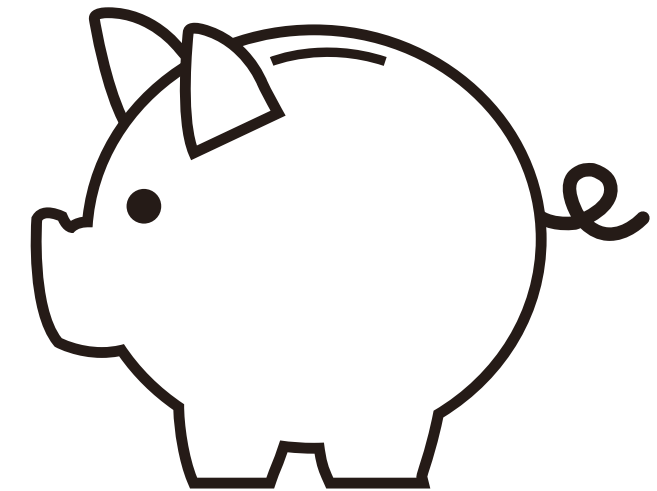# Reimbursement Forms

Payment Request Coversheet

HOUSING STABILITY DIVISION

Program Name	
Program Year	
Project Name	
Agreement Number	
Agreement Term Dates	
Subrecipient/Contractor Name	
Vendor ID	

Preparer Name	
Invoice Number	
Billing Date	
Billing Period	

Budget Line Items	Amount Requested
Total:	

For All Grants:

I certify that this coversheet is complete and accurate. This coversheet aligns with the attached invoice and supporting documentation. All components of this request meet the billing conditions and requirements outlined in the agreement. I am authorized to sign on behalf of this organization.

For All Federal Grants:

In accordance with 2 CFR §200.415(a): "By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812)."

Authorized Signer

Name   Signature   Date

Updated: December 2022

HOUSING STABILITY REIMBURSEMENT CHECKLIST

1) ZOOMGRANTS:

☐ Budget line items have the relevant "Requested Funding" field filled out
☐ Budget line items without a request are left blank, **NOT** entered as "$0"

2) HS COVERSHEET:

☐ All fields are properly filled out
☐ Supervisor Signature
☐ HUD Waiver (24 CFR §200.415) included

3) SUBRECIPIENT INVOICE:

☐ Invoice amounts align with ZoomGrants amounts
☐ Requests align with budget line items
☐ Any addresses are located in an eligible geographic area
☐ Billing dates fall within the eligible period

4) SUPPORTING DOCUMENTATION (VARIES BY REQUEST):

Salary | *Timesheets*

☐ Employee approves each timesheet (e.g., signature, check box, statement, etc.)
☐ NOTE: Supervisor signatures are optional if the HS coversheet is signed
☐ Position funded matches contract
☐ Timecard activities align with budget line items
☐ Timesheet dates fall within the eligible period
☐ No unreasonable disparity in salaries & benefits

Supplies | *Receipts*

☐ Every item has a receipt
☐ Items funded by the grant are marked (if the receipt contains items from multiple funding streams)
☐ Does not include sales tax
☐ Items align with budget line items
☐ Receipt dates fall within the eligible period

Utility Assistance | *Utility Bills*

☐ Payments align with budget line items
☐ Address is located in an eligible geographic area
☐ Billing date falls within the eligible period

Rental Assistance | *Landlord Check Copies AND Landlord Business Licenses*

☐ Check date falls within the eligible period
☐ Business license address is located in an eligible geographic area
☐ Business license is not expired at time of payment

Mortgage Assistance | *Lender Check Copies AND Household Address/Income Verification*

☐ Check date falls within the eligible period
☐ Address is located in an eligible geographic area
☐ Income falls within an eligible AMI bracket

Staff Signature: _____   Date: _____   Updated: 12-5-2022

Indirect Administrative Costs

10% De Minimis Indirect Administrative Costs

- Do not need to be direct hours or costs but cannot be double charged as indirect and direct costs.
  - For example: accounting, IT, communications, management, audits, etc.
- The De Minimus rate is 10% of the modified total direct costs for any non-federal entity that has never received a negotiated indirect cost rate
- The indirect rate costs can be reviewed during monitoring, ineligible costs include equipment, capital expenditures, patient care charges, rental costs, tuition remission, scholarships, participant support costs. Full list can be found at 2 CFR 200.68, 2 CFR 200.414, and 2 CFR 200.403

Modified Total Direct Costs (MTDC)

- MTDC means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first $25,000 of each subaward.
- MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each subaward in excess of $25,000.
- Full definition can be found at 2 CFR 200.68.

Program Income

All subrecipients who generate program income must return funds to SLC on a quarterly basis.

Backup documentation for the source and amount of PI generated must be included in quarterly reports.

SLC staff will work with subrecipients on the process for returning program income.

Reporting

Reports should be submitted on the 'Reports' tab on ZoomGrants. They may be submitted as a single Excel sheet uploaded for each quarterly tab. Please use a single, continuing Excel sheet. Answer all prompted questions (if not applicable, put N/A)

Reports should include totals only from the quarter being reported on.

Quarterly reports are due on:

August 15th**
October 15th
January 15th
April 15th
July 15th

In addition, SLC is interested in collecting IMPACT stories

- Personalized
- 1-2 Pages
- Photos are appreciated
- May be submitted to HSD and put on SLC's website
- Can be uploaded separately with Quarterly Reports or emailed to staff
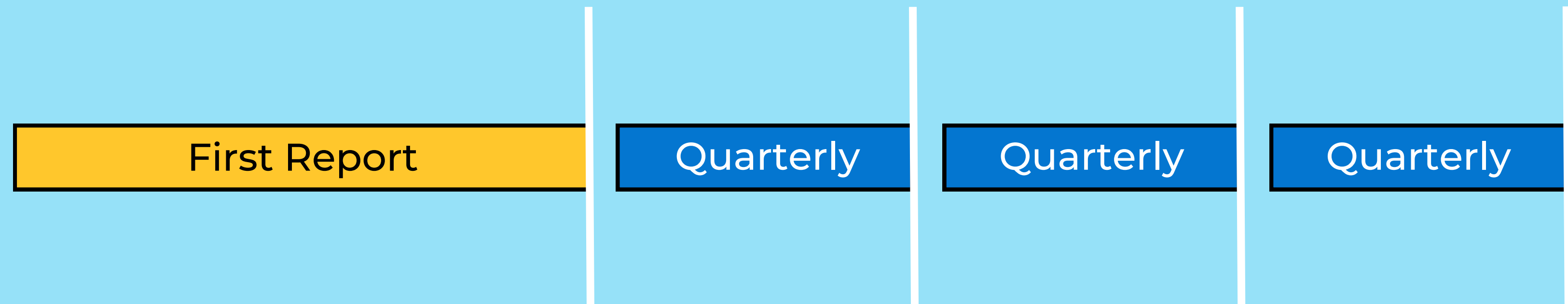
The First Report

First Report (Q1-Q2) Submitted:
- Covers January 1 - June 30, i.e., backdated costs.
- If N/A, submit zero's or don't submit anything.
- **Due August 15, 2023**

Subsequent Reports:
- Reports should include totals only from the quarter being reported on.

| First Report | Quarterly | Quarterly | Quarterly |

How to Calculate Clients Served

If subrecipient does not have funding-to-client tracking:

When reporting Clients/Households served to Salt Lake City, do not simply report every client served through your program. Instead, you need to calculate the percentage of clients that were served with Funding our Future dollars provided by Salt Lake City. The following example shows how to do this:

Total Program Budget:	$1,000,000.00
FoF Grant Funds:	$30,000.00
Percent of Program Budget:	30,000 / 1,000,000 = .03 (or 3%)
Number of Clients Served:	1560
Calculation:	1560 x .03 = 46.8
Number of Clients Reported to Salt Lake City:	47

The full clientele supported through the program can be put in the narrative box in the quarterly reports, the reported outcomes must be completed like the above example.

Demographics

Demographic Information (Race/Ethnicity, Female Head of Household, income, etc) also needs to be reported. These numbers cannot be higher than the total number served. Since you are reporting based on a percentage, the demographics reported should also be reflective of this.

Eligible Service Area

Only report clients in the eligible service area, i.e., Salt Lake City municipal boundaries.

Income Eligibility

Only include clients that are income eligible for program funding, if additional clients are served exclude them from outcome reports.

Reporting Template

Template Changes:

To improve FoF staff's ability to communicate subrecipient progress to the community, and to improve our data collection standards, a new reporting template will be provided to all subrecipients well before new reports are due. Until then, templates will be available for download on ZoomGrants quarterly report tabs.

Monitoring

Technical Assistance:

- TA visits may be done for any new program/project/agency at the beginning of the program year
- Available upon request at any time (Just ask!)
- Designed to fit the agencies need, informal

Monitoring:

Funding our Future has historically lacked risk assessments or monitoring visits. Standardization efforts are underway for future funding years to implement regular monitoring in Funding our Future.

Monitoring for this program year will be conducted baseded on either:

- random selection or;
- current risk & monitoring documents from federal funds

Client Files

Client/Program Files should be organized with all information that is needed for a future monitoring visit

01 Client Files

02 Housing Assistance

03 Program Files

- Intake Forms with demographic information

- Documentation of Income

- Documentation of Salt Lake City residency

- Lease/lender Agreements

- Current Business Licenses within Salt Lake City (if applicable)

- Habitability/HQS Inspections for outside of the city (if applicable)
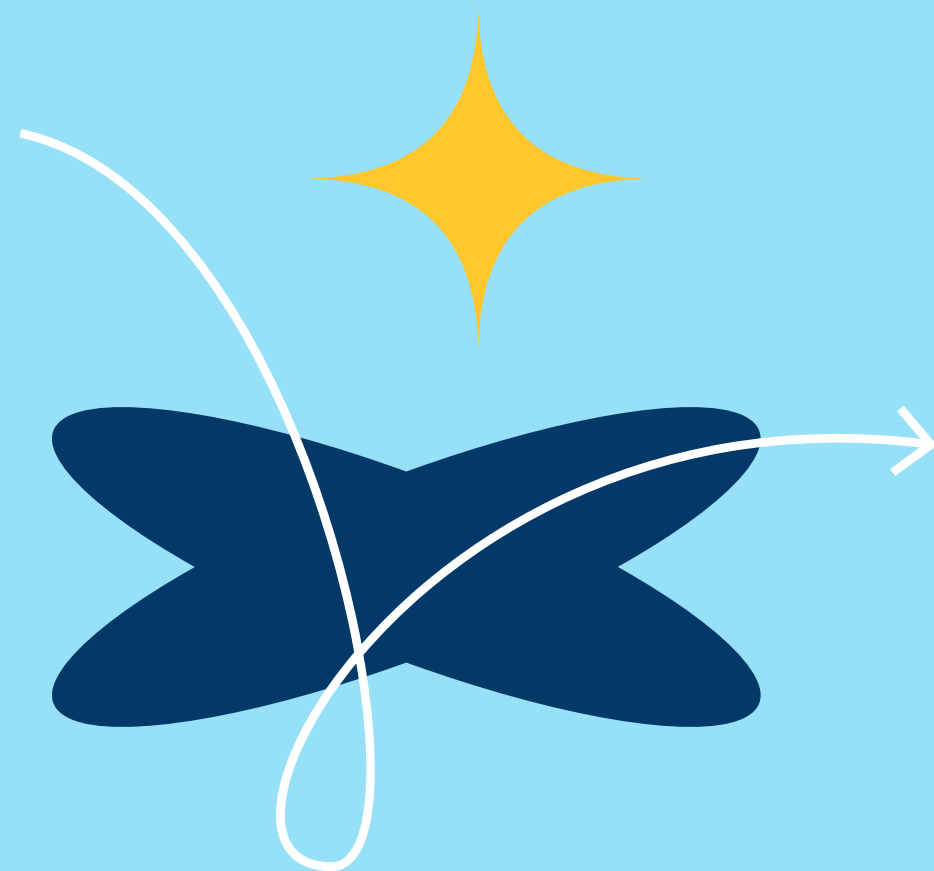
- Policies and Procedures

- Organizational Chart

- Chart of Accounts

- Time Sheets

These lists are not Exhaustive. If you have questions regarding additional client file retention details, contact HSD staff.

Reminders

1 Submit Reports on time!

2 Make sure your demographic and income information match

3 Upload all receipts including timesheets and proof of documentation

4 Do your best to spend out all awarded funds during the program year

5 Make sure your policies and precedures are current and updated as often as needed

Resources

HSD Funding our Future Homepage
https://www.slc.gov/housingstability/funding-our-future/

SLC Funding our Future Homepage
https://fundingourfutureslc.com/critical-needs-dashboard/greater-housing-opportunities/

Housing SLC: 2023-2027
https://www.slc.gov/can/housing-slc/

2023-2024 Grant Application Training
Date: Late summer/Early fall 2023
Audience: Agencies & City Departments looking to apply for 2023-2024 funding

Technical Assistance and Monitoring
Date: Ongoing
TA Audience: Any new agency, any agency with substantial turnover, any agency with programming questions
Monitoring Audience: Agencies TBD by risk analysis

Next Steps

01 Complete a ZoomGrants skeleton application by July 21, 2023.

02 Prepare potential spenddown benchmarks for your funded project(s) by September.

03 Submit your first report by August 15th, 2023 for all project costs backdated from January 1 to June 30.

04 Review the new *Housing SLC: 2023-2027* plan.

Salt Lake City Housing Stability
Funding our Future
Contacts

Jack Markman

Community Grant Specialist

(801) 535-7762

Jack.Markman@slcgov.com

https://www.slc.gov/housingstability/funding-our-future/

THANK YOU!