



# COMMUNITY RECOVERY ASSISTANCE GRANT RECIPIENT TRAINING

Salt Lake City Housing Stability Division



# Agenda



Program  
Overview



Program  
Administration



Project  
Administration



Reminders



# 1 Program Overview

# Overview

## **PROGRAM**

“...offering services to retrain displaced workers; providing legal or other assistance for evictions or rent relief; expanding educational opportunities; deploying resources to mitigate the digital divide; supporting parents or children affected by COVID-19 including childcare or after school programs; and providing access to healthcare services, including mental health support.”

## **TIMELINE**

“Affirmation that the applicant will be able to spend the funds by December 31, 2024.”

- SLC Code Chapter 2.20.040

# General Program Guidelines



## Direct Services

Principally provide direct services to the community.



## COVID recovery-related activities

Funding used to address COVID community recovery efforts.



## SLC Residency

Serve households and individuals residing in the municipal boundaries of Salt Lake City.



## Low- to Moderate-Income

Principally serve low- to moderate-income households. (0-40%AMI- to 41-65%AMI)

# SLC Residency

The exact method you integrate into your organization's policies and procedures to verify residency is up to you. As a resource, here is a link to a map that shows the municipal boundaries of Salt Lake City:

<https://www.slc.gov/housingstability/city-housing-programs>

We will be checking residency for payment requests and during monitoring. You are responsible for ensuring that these funds serve Salt Lake City residents. Failure to do so may result in payment requests being denied and/or monitoring findings.

# Low-to-Moderate Income

Income Limit Category	Persons in Family							
	1	2	3	4	5	6	7	8
Low-Income (40% AMI)	29,680	33,920	38,160	42,400	45,792	49,184	52,576	55,968
Moderate-Income (65% AMI)	48,230	55,120	62,010	68,900	74,412	79,924	85,436	90,948

# Anticipated Timeline

**April 2024**

First Report Due (April 15)  
Reimbursement Request

**October 2024**

Third Report Due (October 15)  
Reimbursement Request



**January/February 2024**

Training (today)  
Agreements Sent Out

**July 2024**

Second Report Due (July 15)  
Reimbursement Request

**January 2025**

Final Report Due (January 15)  
Reimbursement Request



# Grant Agreements

## Contents

- Period of Service:
  - January 1, 2024 - December 31, 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

## Grant Agreement Steps

- Step 1: Reaffirm the budget, scope, and number of beneficiaries via Budget Form
- Step 2: Upload required insurance information per request, review draft agreement
- Step 3: Once contract is received, review, sign via Adobe Sign (no notary or physical copies are required)



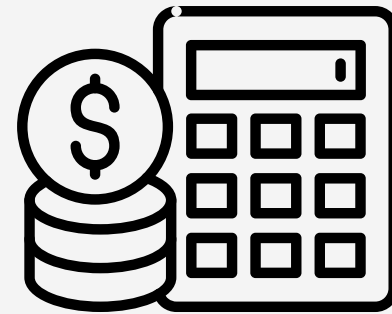
## 2 Program Administration

# Program Administration



## Housing Stability

- Technical assistance
- Reviewing payments
- Contracts



## Finance

- All reimbursements



## Attorney's Office

- All agreements and agreement amendments



# 3 Project Administration

# ZoomGrants

ZoomGrants is used for budget adjustments, reimbursements, and reporting.

## Required Updates:



Application contact information/  
collaborator access



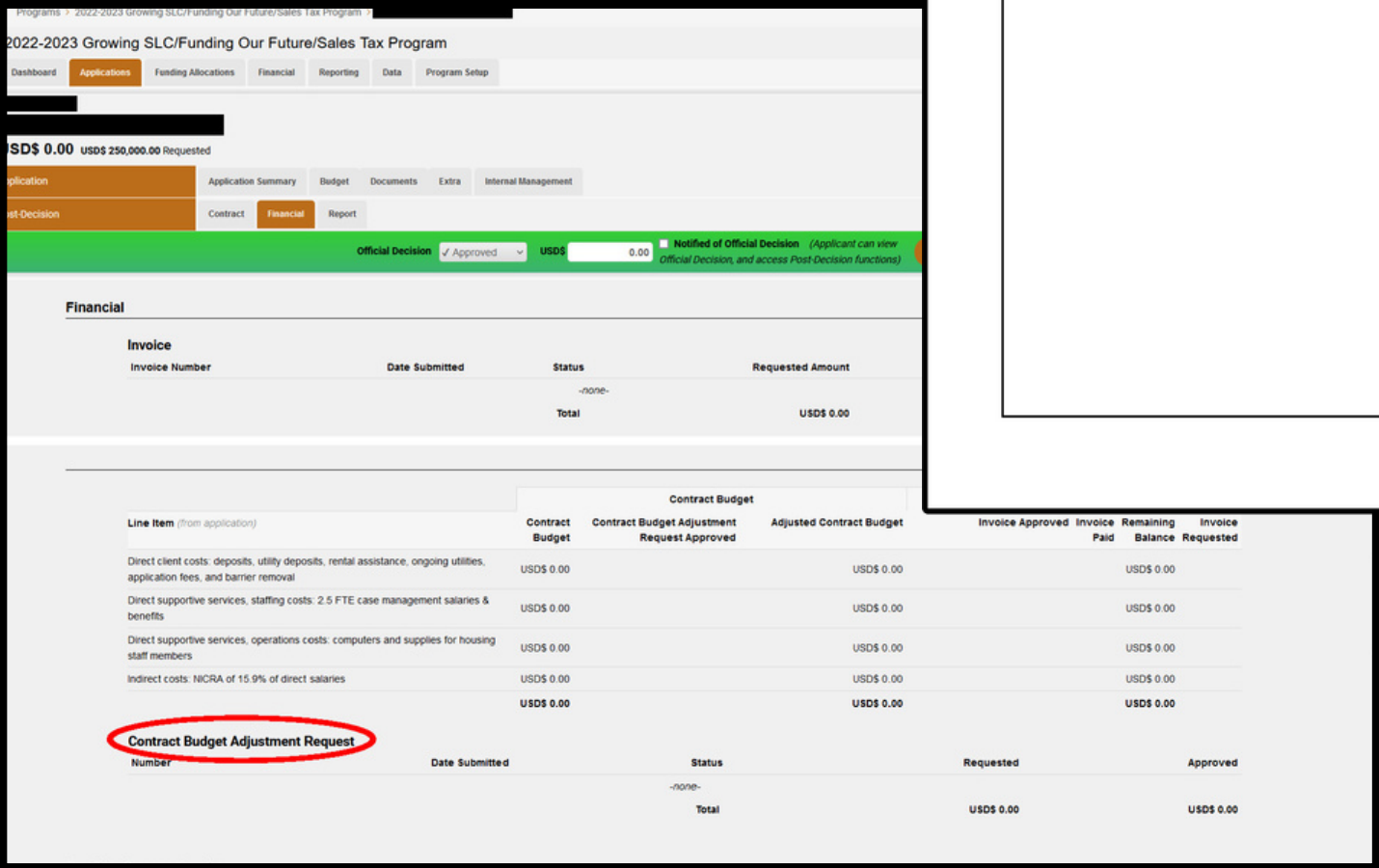
Budget line items  
match contract

# Agreement Amendments

## 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 Housing Stability Division staff.

Send the completed amendment request form through email and the request through Zoomgrants



HOUSING STABILITY DIVISION

## Amendment Request

Program Name	
Program Year	
Project Name	
Agreement Number	
Agreement Cost Center	
Agreement Term Dates	
Subrecipient Name	
Vendor ID	

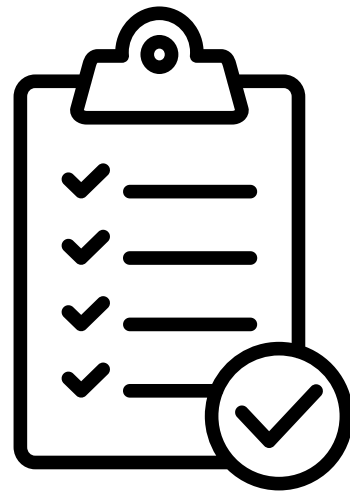
Preparer Name	
Amendment Number	
Amendment Date	
Amendment Reason	<input type="checkbox"/> Budget Amendment <input type="checkbox"/> Extension <input type="checkbox"/> Other

Subrecipient Statement

Updated: March 2023

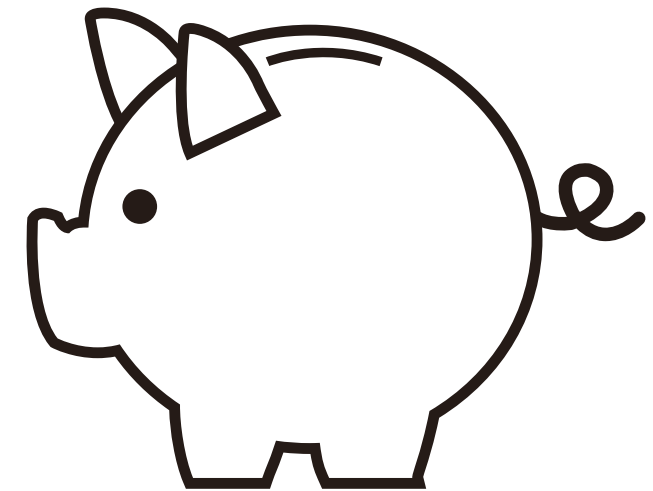
# Rules for Reimbursement Request



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 Housing Stability Division
- Supporting Documentation







# Reporting

## Required

Reports should be submitted on the 'Reports' tab on ZoomGrants, using the Excel template provided. Reports should include totals only from the quarter being reported on.

### **Quarterly reports are due on:**

- April 15th
- July 15th
- October 15th
- January 15th

## Optional

In addition, SLC is interested in collecting impact stories

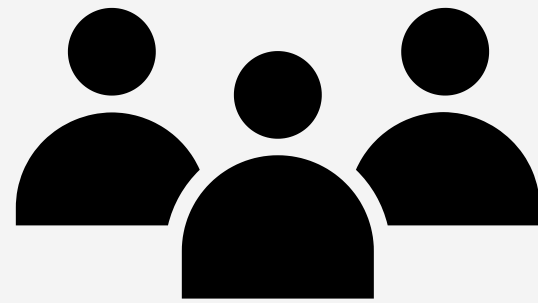
- Personalized
- 1-2 Pages
- Photos are appreciated (with appropriate photo releases)
- May be submitted to Housing Stability Division and put on SLC's website
- Can be uploaded separately with Quarterly Reports or emailed to staff

# Reporting Template

Please read ALL instructions carefully. Complete your quarterly report on the same workbook as previous quarterly reports, so staff can see even metrics in the same place. If your agency received multiple awards, make sure you use a separate sheet for each program. Please only use numbers in your report. Letters or special characters prevent us from compiling your reports into a database. Narrative updates on program or clients may be uploaded as a separate attachment.

Quarters	Dollar Amount Spent this Quarter	Number of NEW Individuals Served	Number of NEW Households Served	Number of EXISTING Individuals Served	Number of EXISTING Households Served	Only report		
		Clients unique to this quarter. If program tracks individuals, NA.	Clients unique to this quarter. If program tracks households, NA.	Clients served in previous quarters. If client previously served under alternate funding, list them as NEW in these reports. If program tracks households, NA.	Clients served in previous quarters by this funding. If client previously served under alternate funding, list them as NEW in these reports. If program tracks individuals, NA.	Rental Assistance	Legal Assistance	Case Management
Quarter 1 (Jan 1 - Mar 31, 2024)								
Quarter 2 (Apr 1 - Jun 30, 2024)								
Quarter 3 (Jul 1 - Sept 30, 2024)								
Quarter 4 (Oct 1 - Dec 31, 2024)								

# Reporting Template



## Demographics

(Race/ethnicity, gender, zip code, etc) also needs to be reported.



## 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 output reports.

# Monitoring

## **Technical Assistance:**

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

## **Monitoring:**

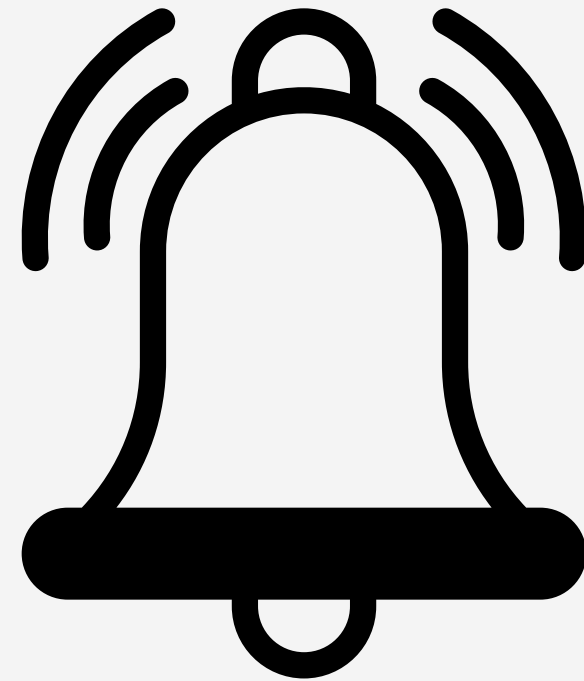
Monitoring for this program will be conducted based on either:

- Random selection
- Current risk & monitoring documents from federal funds



# 4 Reminders

# 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 at least one reimbursement request per quarter to make timely spenddown of funds

# Next Steps



ZoomGrants  
Information



Grant Agreement  
Steps



Quarterly  
Report April 15



Reimbursement  
Request April 15

**ZoomGrants Information** - Update Application Contact/Add Collaborators. Update budget to match agreement.

**Grant Agreement Steps** - Make sure up-to-date budget, insurance information is submitted

**Quarterly Report April 15** - Submit by April 15, 2024 for project costs January 1 to March 30.

**Reimbursement Request April 15** - Submit by April 15, 2024 for project costs January 1 to March 30.





# HOUSING STABILITY DIVISION

## Community Recovery Assistance Grant Contacts

### **Mike Johnson**

Community Grant Specialist

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# Questions?

Program  
Overview

Program  
Administration

ZoomGrants

Agreement  
Amendments

Reimbursement  
Request

Quarterly  
Reporting

Monitoring

Next Steps



THANK YOU!