Salt Lake City & County Continuum of Care
September 10, 2021

Notice: Release of Renewal Application for TH and PH and CE Projects in the FY2021 HUD CoC Competition

I. OVERVIEW

The Salt Lake Valley Coalition to End Homelessness is responsible for oversight of the Salt Lake City & County Continuum of Care and Salt Lake County Government is the Collaborative Applicant. In compliance with HUD requirements, the CoC intends to evaluate projects and make funding decisions based on HUD and local priorities and project performance. The Ranking Committee will review the performance of existing CoC renewal projects.

For the FY2021 HUD CoC grant competition, TH, PH, and CE renewal projects must apply via a two-part process; Part I: HUD (E-Snaps) Application and Part II: Local Application.

This notice contains an overview of both.

For updates and information about the CoC competition, please subscribe to the SNAPS Competitions and SNAPS Program Information listserv updates, and check this page frequently.

For local competition updates, please check the page frequently: https://endutahhomelessness.org/salt-lake-valley/salt-lake-continuum-of-care-competition/

II. ELIGIBLE APPLICANTS

Only Transitional Housing, Permanent Housing (Rapid Re-Housing or Permanent Supportive Housing), and Coordinated Entry projects that were renewed as part of the FY2020 renewal process are eligible to apply via this application process. A separate process will be released for renewal HMIS projects, CoC Planning projects, and applicants seeking NEW funding through the Continuum of Care.

III. APPLICATION PROCESS

Part I of the Application is the E-Snaps application as produced by HUD. Part II of the Application will be managed by ZoomGrants.

Our CoC will continue with a standard naming convention for project applications. As you create your renewal application, please follow this formula:
Agency Acronym, Project Name, HUD Competition Year
e.g. SLCO CH Housing project FY2021

For Part II
A number of reference documents will be provided within ZoomGrants:

1. This Notice
2. Renewal Scoring Guidelines and Scoring Tool as approved by the Ranking Committee
3. Grant Inventory Worksheet as received from HUD Headquarters (reference for renewal grant
4. Salt Lake City & County CoC Ranking Policies and Procedures
5. Housing Inventory Chart 2021
6. Federal Regulations re: CoC Program
7. Notice: Request for APR Data for TH and PH Project Renewal Applications in the FY2021 HUD CoC Competition

The Local Application is made up of the following:

1. **Program Summary**: Basic application information, including contact information.

2. **Threshold Certification**: A list of certifications that must be agreed to before access will be granted to the full application.

3. **Application Questions**: Content related to program best practices and policy priorities, process for housing placement and operating as an integrated network, addressing racial disparities, Budget information related to drawdown rate, expenditure history, and cost per positive outcome, Data Quality, Need and Performance.
   a. Information from the Need and Performance sections will utilize HMIS/Comparable Database information.
      i. This APR data should have been provided by your agency to Salt Lake County per the notice issued in June. The Collaborative Applicant staff will analyze the data and complete the calculations necessary for the application and evaluation by no later than September 15, 2021. Each agency will review and confirm the calculations and then enter them into the application to be used as part of the scoring process.

4. **Budget & Project Description**: Summary budget information including HUD dollars requested and match and leveraging provided. Match letters may be required at the E-snaps application stage.
   a. This section also requires a project description that addresses the entire scope of the proposed project including target population(s), the plan for addressing the identified needs/issues of the target population(s), projected outcome(s), and coordination with other sources/partners.
   b. Letters of Support detailing case management and other service commitments/partnerships will be required with the ZoomGrants application

5. **Attachments**:
   a. Copy of HUD APR response letter as received from the HUD CPD Denver Field Office
   b. Copy of Monitoring letters from HUD CPD Denver Field Office
   c. Copy of program’s eligibility and termination policies and procedures
   d. Letters of Support detailing case management and other service commitments/partnerships

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**IV. SUBMISSION**

Submission of **Part I** will be managed via **E-Snaps**. The following resources should be utilized as applications are being developed.

- [Project Applicant Profile Navigational Guide](#)
• How to Complete the HUD Form 2880 in e-snaps
• Renewal Project Application Detailed Instructions and Navigational Guide
• Note: Because there was not a FY2020 NOFA process, renewal projects with rental assistance at “actual rents”, leasing, leased structures and operating cost budget line items (BLIs), need to follow HUD instructions to update your budget amounts from the FY2019 numbers that will import from the most recent renewal application. The Collaborative Applicant will forward those instructions from HUD as soon as they are received.

Part II Submission will be managed via ZoomGrants. Access the renewal application here:
https://www.zoomgrants.com/zgf/2021_CoC_Renewal_Application

Applicants will need to set up a ZoomGrants account via the application link above, NOT the ZoomGrants homepage.

Due to programming limitations of ZoomGrants, SSO-CE projects and renewals with no APR data will need to apply via a form which will be provided to impacted applicants.

Salt Lake County will hold training for applicants. The trainings will be held on Friday, September 17 from 11:00 a.m. to 12:30 p.m. via WebEx. The training will be recorded and posted to the Salt Lake Continuum of Care Competition site.

Please RSVP for the training here: https://forms.gle/rwrmkhn4EeHZtR3Q7

V. DEADLINE

The application is due via eSNAPS and ZoomGrants by October 1, 2021 at 5pm (Mountain).

Where there is a staff (SLCO or HUD) documented issue that impacts the ability of applicants to access electronic application systems (E-snaps, ZoomGrants), the Committee reserves the right to adjust the deadline accordingly.

VI. CONTACT INFORMATION

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E-mail contact is preferred so that issues may be documented and common issues can be used to create an FAQ document if necessary.