

Salt Lake City & County Continuum of Care

September 5, 2024

Notice: Application Process for NEW projects related to the FY2024/5 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. The Committee will further evaluate new project funding applications and determine if they are to be included as part of the CoC Application to HUD.

For the FY2024/5 HUD CoC grant competition, projects seeking first-time funding through the Continuum of Care are hereby notified that **the project application will be a two-part process; Part I: Local Application (Smartsheets) and Part II: HUD (E-snaps) Application.**

For the Annual CoC NOFO the maximum available for reallocation (\$10,347,478) represents the Continuum's Annual Renewal Demand, or the amount needed to fund all existing renewal projects for one year. This is funding available for renewal and new projects created through reallocation. *For more information on reallocation, see section VII of this notice.*

Bonus Funding available is limited to \$1,241,697. CoC's are eligible to apply for bonus funding "provided it has demonstrated the ability to reallocate lower performing projects to create new higher projects." The Ranking Committee, as it determines rank and tier placement, will determine whether to classify new project applications as recipients of bonus or reallocation funding.

Additionally, \$1,034,748 is available for the Domestic Violence (Bonus) which will provide housing and services to survivors of domestic violence, dating violence, and stalking.

Projects passing minimum threshold requirements will be evaluated by the Ranking Committee for possible ranking and tiering placement and submitted with the CoC Application to HUD.

II. ELIGIBLE APPLICANTS

Eligible project applicants for the CoC Program Competition are, under [24 CFR 578.15](#), nonprofit organizations, States, local governments, instrumentalities of State and local governments, Indian Tribes and TDHE (as defined in section 4 of the Native American Housing Assistance and Self-Determination Act of 1996 (25 U.S.C. 4103) (TDHEs)). Public housing agencies, as such term is defined in [24 CFR 5.100](#), are eligible without limitation or exclusion. **For-profit entities are not eligible to apply for grants or to be subrecipients of grant funds.**

III. ELIGIBLE PROJECT TYPES

As indicated by the NOFO the following project types are eligible to receive funding as new projects:

1. Permanent housing-permanent supportive housing (PH-PSH) projects (Not DV Bonus eligible)
2. New permanent housing-rapid rehousing (PH-RRH) projects
3. New Joint TH and PH-RRH component projects
4. Dedicated HMIS project (Not DV Bonus eligible)
5. Supportive services only (SSO-CE) project to develop or operate a centralized or coordinated assessment system
6. Expansion projects which would increase the number of units, persons served, services provided to existing program participants, or to add additional activities to HMIS and SSO-Coordinated Entry projects.

The NOFO encourages project applicants and communities to partner with Housing, Health, and Service Agencies to provide resources to those experiencing homelessness. As you develop your project application, consider how those the project will serve will be linked to housing, healthcare, and employment opportunities and demonstrate that in your responses.

IV. APPLICATION PROCESS

The application process is comprised of two parts. Part I will be submitted via Smartsheets; Part II will be submitted via e-Snaps.

Our CoC has implemented a standard naming convention for project applications. As you create your application, please follow this formula:

Agency Acronym, Project Name, HUD Competition Year
e.g., SLCO CH Housing project FY2024

It is critical that this is followed within E-snaps as you setup your application.

A number of reference documents will be provided on the [Salt Lake Continuum of Care Competition](#) page:

1. This Notice
2. New Scoring Guidelines as approved by the Ranking Committee
3. Housing Inventory Chart 2024
4. Point in Time Count 2024 Data
5. Federal Regulations re: CoC Program
6. Rank and Review Policies and Procedures

Part I 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 Organizational Experience and Capacity, Unmet Need, Timeliness, Supportive Services and Housing First, and DV Experience.
4. **Attachments**:
 - a. Complete copy of your most recent **independent financial audit (not just the management letter)**
 - b. Copy of recent monitoring letters from HUD, SLC CoC, and/or HMIS
 - c. Copy of agency's accounting policy and procedures
 - d. For new housing projects: Copy of proposed program's eligibility and termination policies and procedures

Part II of the Application is the e-Snaps application as produced by HUD:

Note: Applicants applying for new “Expansion Projects” should use at least a portion of the existing renewal project name when naming the expansion project and add the word “Expansion” at the end of the name.

5. **Project Description:** The e-Snaps application requires a detailed project description. In addition to ensuring that the response meets the HUD requirements as outlined in the detailed instructions (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, etc.), applicants must also include information as required by our local process. Narrative should include points itemized below and as part of the scoring documentation.
 - a. New Housing Projects
 - i. How Housing First principles will be utilized within the new program
 - ii. For DV Bonus Projects: How the needs of survivors of domestic violence, dating violence, sexual assault, or stalking will be met with trauma-informed and client-centered policies.
 - b. SSO for Coordinated Assessment
 - i. Narrative about an inclusive plan for coordination w/ stakeholders
 - ii. System design that is accessible for all persons seeking information regarding homelessness assistance
 - iii. Strategy for advertising the program to reach homeless persons with the highest barriers.
 - iv. Standardized assessment process (use of VI-SPDAT)
 - v. Plans to ensure that program participants are directed to appropriate housing and services.
 - vi. For DV Bonus Projects: How the needs of survivors of domestic violence, dating violence, sexual assault, or stalking will be met with trauma-informed and client-centered policies.
 - c. New HMIS
 - i. For DV Bonus Projects: How the needs of survivors of domestic violence, dating violence, sexual assault, or stalking will be met with trauma-informed and client-centered policies.
6. **Budget** The e-Snaps application requires detailed budget information. The Ranking Committee reserves the right to ask for updates to budget amounts and grant terms based on funding availability.

V. SUBMISSION

Submission of Part I will be managed via SmartSheets.

- [Access the 2024-25 CoC New Application Form](#)
- [Access the SmartSheets submission form](#)

Submission of Part II will be managed via e-Snaps.

For updates and information about the CoC competition, please subscribe to the [SNAPS Competitions](#) and [SNAPS Program Information](#) listserv updates.

Many of the HUD’s CoC Program Competition resources for the Project Applications related to esnaps have not yet been made available. In the meantime, the FY 2022 Detailed Instructions and FY 2022 Navigation Guides can provide some information about what you will find once e-snaps open, as long as you understand that there may be changes in e-snaps functionality, forms, and questions since last year. You will be able to distinguish between

the FY 2022 and FY 2023 resources by noting the “Date Published” on the page and by the fiscal year on the cover of the documents.

[HUD CoC Program Competition Resources](#)

For local competition updates, please check the [Salt Lake Continuum of Care Competition](#) page frequently.

VI. TRAINING

Salt Lake County will hold a training via Webex on Thursday, September 12, from 11:00 a.m. to 12:00 p.m. via WebEx to review NOFO information and outline the process and timeline for our local competition.

[Please RSVP for the Training here](#)

VII. DEADLINE

The application is due via eSNAPS and Smartsheets by **September 24, 2024 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, Smartsheets), the Committee reserves the right to adjust the deadline accordingly.

VIII. REALLOCATION

Reallocation refers to the process by which a CoC shifts funds in whole or in part from existing CoC funded projects that are eligible for renewal to create one or more new projects. For a CoC to receive funding for a new project, other than through reallocation, the CoC must demonstrate that all project applications are evaluated and ranked based on the degree to which they improve the CoC’s system performance.

IX. 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.