



HOUSING STABILITY DIVISION

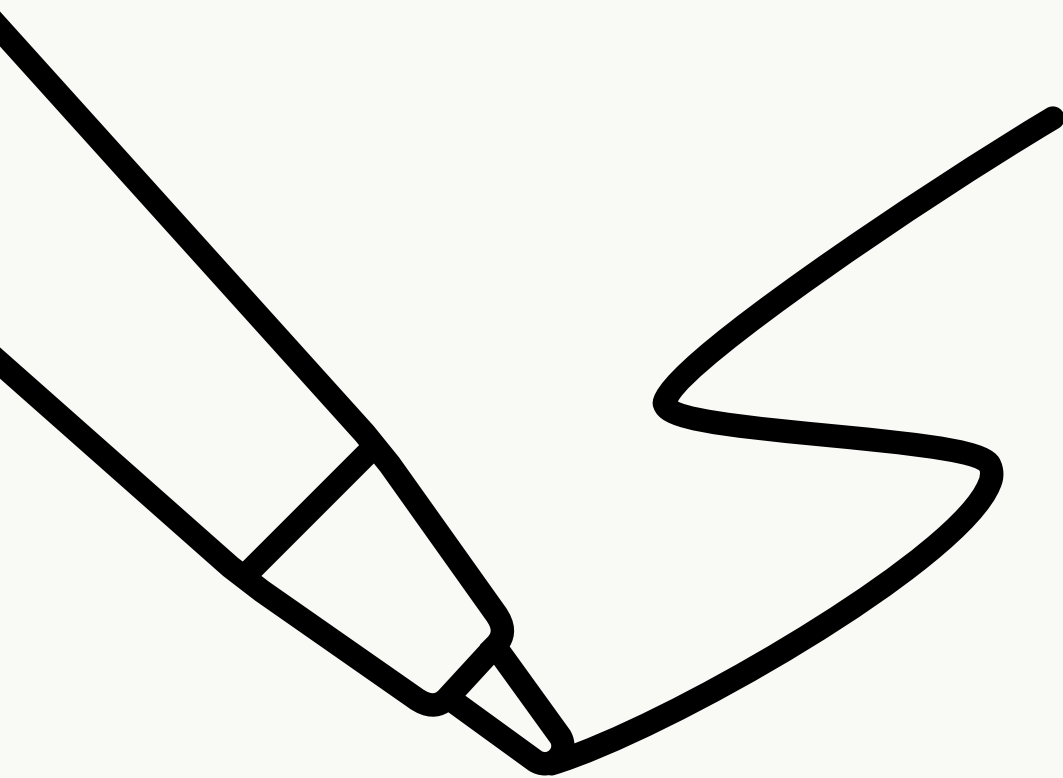
FUNDING OUR FUTURE HOUSING GRANT SUBRECIPIENT TRAINING

Program Year 2023-2024



Highlights

5 Things to Remember:



Submit reports on time!



Make sure your demographic and income information are correct on reports



Upload all proof of documentation with payments, including timesheets and receipts



Do your best to spend out all awarded funds during the initial term period



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

AGENDA



Program
Overview



Project
Administration



Documentation
Requirements



Reminders



Program Overview

What is Funding Our Future?

- Funded from Salt Lake City General Fund with Sales Tax
 - HSD General Funding training standardization
- Addresses the city's critical needs, identifying and assisting underserved populations
- Fills funding gaps in alternate funding streams
- Funding Our Future City Focus Areas
 - Street Improvements, Public Safety, Affordable Housing Investment, Transit, and Parks Maintenance
- Housing Stability Division provides short-term and long-term housing assistance with Funding Our Future (FOF)

Filling Funding Gaps

- FOF awards are alternatives to federal funding (CDBG, HOME, ESG, etc.)
- FOF differs in its ability to cover client costs that would be ineligible under federal guidelines.
- However, FOF funding is still managed using federal grant management regulations, outlined in 2 CFR 200, as HSD best practices.
 - Applications can vary. Reporting requirements are different, program admin costs are similar. Check for clarification.
- Funding from these awards should be treated like federal awards in your internal processes.

General Program Guidelines



Direct Services

Principally provide direct services to clients in the community.



Low- to Moderate-Income

Principally serving low- to moderate-income households.

Defined As: 0-80% Area Median Income



SLC Residency

Serve clients who are residents of Salt Lake City.



Housing Assistance

Provide housing or housing-related services to clients.



Project Administration

Income Limits

- Based on the 2024 U.S. Department of Housing and Urban Development (HUD) income limits.
- Most services should serve low- to moderate-income clients, defined as households at or below 80% Area Median Income, or AMI.
- Higher income limit exceptions can be made for certain programs and upon request.
- Additional AMI increases must be requested from and approved by Housing Stability Division staff.

Residency Requirements



- Funded by Salt Lake City sales tax for Salt Lake City residents.
- Award funding should only serve Salt Lake City residents.
 - Defined as those living within the city municipal boundary.
- Verification methods are at the discretion of the subrecipient in consultation with Housing Stability Division.
- Clients served with award funding outside the city boundaries may be denied reimbursement.
- Exceptions may be granted based on project needs.
 - Those experiencing homelessness are not residents in traditional sense.
 - Service site or last known residence.
- No exceptions for services or placement outside Salt Lake City metropolitan area.

Direct v. Indirect Costs

- **DIRECT COSTS:** those that can **be specifically identified with a particular award or activity relatively easily with a high degree of accuracy.**
- Identification with the award, rather than the nature of the goods and services involved, is the determining factor in distinguishing direct from indirect costs.
- **INDIRECT COSTS:** those that have been incurred for 'shared' or 'joint' objectives and cannot be readily identified with any particular activity. Typical examples of these costs include:
 - Rent, utilities, insurance, maintenance, or other expenditures related to shared spaces.
 - Administrative and executive team functions that support multiple program areas.
 - Purchases, transportation and staff expenses that benefit multiple program areas.

Direct v. Indirect Costs

“There is no universal rule for classifying certain costs as either direct or indirect under every accounting system. A cost may be direct with respect to some specific service or function, but indirect with respect to the award or other final cost objective. Therefore, it is essential that each item of cost incurred for the same purpose be treated consistently in like circumstances either as a direct or an indirect (F&A) cost in order to avoid possible double-charging of awards.”

– HUD Exchange Multifamily Housing Program Financial Toolkit

Indirect Cost Options

10% De Minimus Indirect Admin 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.
- Held at 10% for this contract term period in spite of federal changes.
- 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.

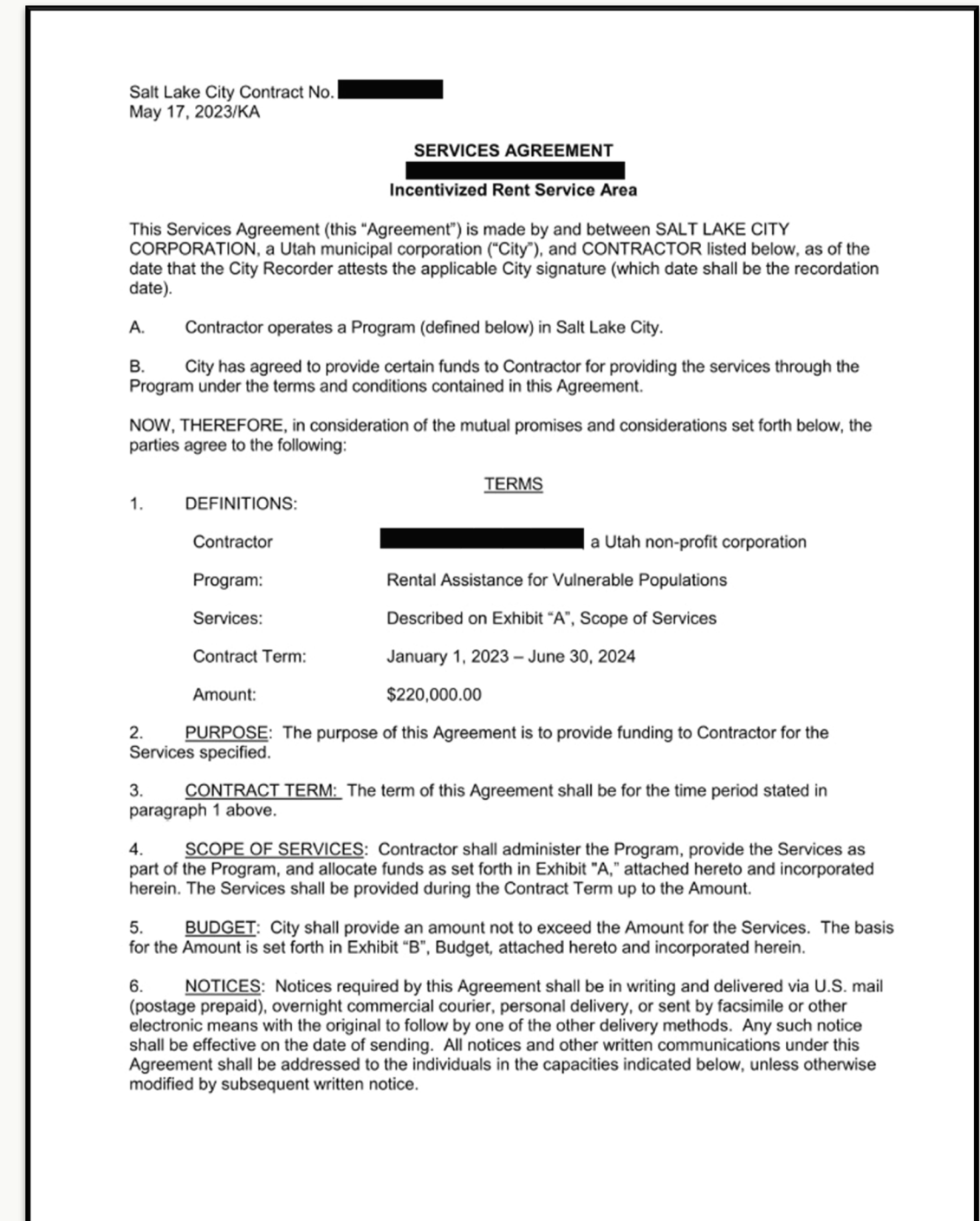
Negotiated Indirect Cost Rate Agreement & Modified Total Direct Costs (MTDC)

- 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.

Additional information can be found at 2 CFR 200.68, 414, and 403.

Contract Agreements

- **Period of Service**
 - Contract term: Apr. 1, 2024 – Sept. 30, 2025
- Contains regulations, requirements, and obligations for both parties.
- Pay particular attention to the scope of services & budget addendums, as these govern your specific required/eligible activities.



Amendments

Scope of Services and Budget Changes

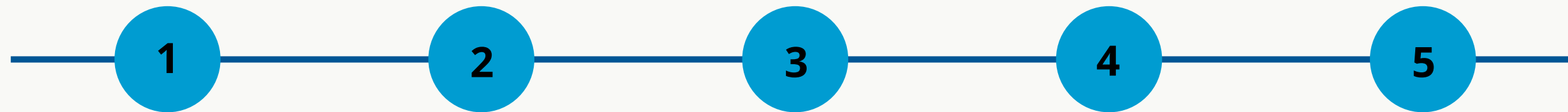
- All changes must be sufficiently justified to HSD staff and have standing from the original RFP proposal.
- Small service language or budget changes may be informally made once per contract term period.
- Large service language or budget changes must be made as formal amendments to the contract through Procurement.
- All budget amendments must be submitted to program manager by email and through the grant management software.
- No more than 1 contract amendment will be allowed per quarter.

Extensions

- Offered as a grace period to complete award spenddown.
- Granted according to agency need and benchmark performances.
- Only 1 extension per award, maximum 6 months extension.
- Must be submitted no later than 3 months in advance of expiration date.

Spending Benchmarks

- All awards include spending benchmarks that will be used as reference when determining award changes or amendments. These benchmarks allow HSD staff to make a compelling case particularly for agreement extensions.
- These benchmarks are not intended as outputs and do not need to be reported or tracked by subrecipients. Any extensions will require new benchmarks in their amendment proposal.



Reporting Outputs

- Reports include output metric summaries and narrative success stories, collected quarterly and submitted in the grant management software. Due dates are listed in the software.
- Output metric summaries are required; success stories are recommended, but optional.
- Please begin implementation of our requested demographic metrics in your client intake. If for some reason you are unable to collect these demographics, communicate this to HSD staff.
- Success stories can be 1-2 pages of personalized narrative. Quotes and photos are appreciated.
- Any stories or photos that highlight specific clients should include release waivers.
- If no clients are served in a quarter, a report with zeroes is still requested, including for Report 1, due July 15th.

Monitoring

- FOF has historically lacked risk assessments, monitoring, or regular site visits. In attempts to standardize grant management practices across all HSD programs, regular monitoring and site visits may be conducted for this funding year.
- If monitoring does occur in this program year, it will be conducted based on either random selection or current risk & monitoring documents from federal funding.
- Monitoring will occur following the completion of your program. Site visits will be ongoing.
- Questions regarding monitoring may be directed to HSD staff.

Miscellaneous

Program Income

- Some subrecipients may generate program income, which must be returned to the City on a quarterly basis.
- Backup documentation for the source, including a copy of the check sent, and amount of program income generated must be sent to HSD staff when it is returned.
- City staff will work with subrecipients on the process for returning program income.

Environmental Reviews

- For those projects offering home ownership assistance, specifically purchases involving rehabilitation, a FEMA National Flood Hazard review is required. Homes purchases in flood zones requires additional documentation. Link to that tool on the FOF webpage.



Documentation Requirements

Grant Management Software

- Currently FOF uses ZoomGrants as grant management software.
- Subrecipient must submit a **skeleton application** to ZoomGrants to use software for reimbursement, reporting, and budget adjustments.
 - A link for this process is provided at the end of these slides.
 - Please make sure budget line items match contract.
- A new grant management software is currently in the RFP process to replace ZoomGrants. If this is adopted during the term period of this award, it may change how the program is managed. Training will be provided in this case.



Amendments

- Amendment requests must justify their changes based on need, program performance, and your original RFP proposal.
- Requests may be submitted on agency letterhead over email. Budget requests must include both an email and a change to the grant management software budget. This can be found on the 'Financial' tab in ZoomGrants.

Reimbursement Process

Initial Setup:

- Submit Partial Cost Declaration at the beginning of the award (if applicable)
- Ensure eligibility rules, SLC residency verification, and contract budget specifications.
- Review HSD Documentation Checklist

Reimbursement Components:

- A ZoomGrants invoice submission (“Financial” tab)
- A Housing Stability Coversheet (see next page)
- A formal agency invoice attached
- A complete Partial Cost Payment form (if applicable)
- Supporting documentation (see next page)

Reimbursement Forms

These forms are available on the FOF HSD website, linked at the end of this slide.

HOUSING STABILITY REIMBURSEMENT

1) ZOOMGRANTS:
 Budget line items have the relevant "Requested Funding"
 Budget line items without a request are left blank, **NOT**

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 (VARIOUS)
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
 Payment signature, check box, statement, etc.
 Address
 Billing date
Rent
 Check
 Business geography
 Business
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
 Check
 Address
 Income
Mortgage AND
 Check
 Address
 Income

Staff Signature: _____ Date: _____

HOUSING STABILITY PARTIAL COST DECLARATION

PROJECT INFORMATION			
Project Name	[e.g., 'Housing Case Management - Incentivized Rent']		
Project Agreement Number	[e.g., CA-0001443]		
Agreement Term Date Start	[e.g., 1/1/2024]	End	[e.g., 6/30/2025]
Budget Line Item	[i.e., Please include the entire budget line item on your contract corresponding to these costs.]		

Cost #	Cost Type	Cost Percentage
1	[e.g., Office Supplies (paper)]	[e.g., 15%]
2	[e.g., Office Supplies (toner)]	[e.g., 15%]
3	[e.g., Office Phones]	[e.g., 15%]
4	[e.g., Internet]	[e.g., 15%]
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		

1 Updated: May 2024

HOUSING STABILITY PARTIAL COST DECLARATION

PROJECT INFORMATION	
Project Name	[e.g., 'Housing Case Management - Incentivized Rent']
Project Agreement Number	[e.g., CA-0001443]
Agreement Term Date Start	[e.g., 1/1/2024]

Please complete a separate Cost Detail Labels for each cost type included in this Budget Line Item. Create a new Cost Detail Label for each cost type.

COST DETAIL	
Cost Type	
Date Incurred	
Total Amount	
Amount Charged	
Percentage Charged	
Does this cost include documentation?	
If no, please explain	NA
Budget Line Item	[i.e., Please include the entire budget line item on your contract corresponding to these costs.]

HOUSING STABILITY PAYMENT REQUEST COVERSHEET

PROJECT INFORMATION	
Program Name	Funding our Future
Program Year	FY2023-2024
Project Name	
City Agreement Number	
Agreement Term Dates	
Subrecipient/Contractor Name	

INVOICE INFORMATION	
Preparer Name	
Invoice Number	
Billing Date	
Billing Period	

Budget Line Items	Amount Requested
Total:	

CERTIFICATION

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

Reports

- When reporting clients, please only report NEW UNDUPLICATED individuals served UNIQUELY by Funding Our Future dollars. Ongoing clients or those served by other funding should not be included in demographic reporting.

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

- When reporting clients served, do not simply report every client served through your program. Rather, report only those clients served by FOF.
- When reporting demographic information, ensure numbers are not higher than the total number of clients served. Since you are reporting based on a percentage, the demographics reported should also be reflective of this.

Report Template

- Reports will use the reporting Excel template.
- Please use a single, continuing Excel sheet, updating each tab as necessary per quarter.
- Reports should include totals only for relevant service categories and from the quarter being reported on.
- Consult the 'Intro' and 'Definitions' tabs for more information on service categories or client demographics.

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	REPORT 1 OUTPUTS (4/1 - 6/30/2024)	TOTAL	RACE										
2		Total Output	Race Am. Indian	Race Asian	Race Black	Race Hispanic	Race Mid. East	Race Pacific	Race White	Race Other	Race Not Collected	Gender Female	Gender Male
3													
4													
5													
6													
7													
8													
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Annual Tracking

- Reimbursement amounts should as standard match the contract amounts.
- However, contract is for full term period, and reimbursements are for partial period.
- Reimbursements may at times include requests that differ from contract, provided they do not include ineligible costs and there is sufficient documentation tracking the relevant cost.
- Tracking sheets for this kind of request are available upon request. Please consult with HSD staff before requesting costs that differ from your contracted amounts.

Monitoring Client Files

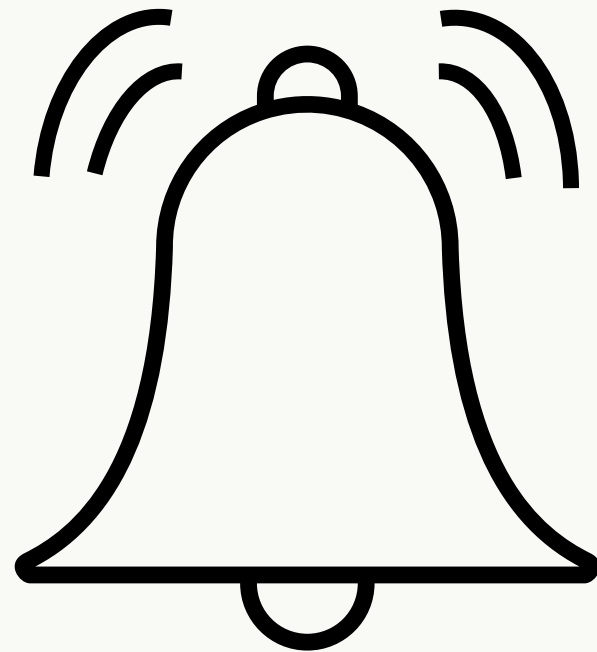
- Client files should be maintained for a period of 7 years after contract end.
- Files should be organized with all information that is needed for a future monitoring visit. These include:
 - Client intake files, such as forms with demographic information, documentation of Income, and documentation of Salt Lake City residency.
 - Housing assistance files, such as a lease or lender agreement, current business licenses (if applicable), and/or habitability/HQS inspections for outside of the city (if applicable).
 - General program files, such as program policies and procedures, organizational charts, charts of accounts, and time sheets.



Reminders

Reminders

5 Things to Remember:



1

Submit reports on time!

2

Make sure your demographic and income information are correct on reports

3

Upload all proof of documentation with payments, including timesheets and receipts

4

Do your best to spend out all awarded funds during the initial term period

5

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

Resources

- [HSD Funding Our Future Homepage](#)

This is main program page for HSD FOF. Additional documents are linked under 'Additional Resources' on this page.

- [SLC Funding Our Future Dashboard](#)

This provides the general FOF programming across the entire city.

- [Housing SLC: 2023-2027](#)

We highly recommend your team being familiar with the City's current housing plan.

- [ZoomGrants Application Link](#)

You can submit your ZoomGrants skeleton application here.

- [FY2023-2024 Subrecipient Training Recording Link](#)

This will be available to reference back to, as well as the slides. The links will also be available on the HSD Funding Our Future homepage, as will these slides.

- **Technical Assistance**

This will be offered to subrecipients as requested and needed on an ongoing basis. New projects/subrecipients or those with significant staff turnover may be asked to participate in technical assistance.

- **FY2024-2025 FOF Award Application Training**

New FOF funding awards will be open by the end of the summer. A training for all applicants will be advertised, along with the date for open applications, on the HSD FOF homepage.

Next Steps

1. Complete your program ZoomGrants skeleton application as soon as possible.
2. Submit your first report by July 30th for any backdated costs.

Contact Information

Salt Lake City Housing Stability Division
Funding Our Future

Jack Markman

Community Development Grant Specialist (FOF)

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





**HOUSING
STABILITY
DIVISION**

Thank you!