

CDBG ESG HOME HOPWA

# SALT LAKE CITY

2025-2026

# FEDERAL GRANT APPLICATION TRAINING



SALT LAKE CITY  
Housing Stability Division

*A Division of Community and  
Neighborhoods*

# SCHEDULE OF EVENTS

DATE	EVENT	LOCATION
October 1, 2024	Applications Available	<a href="#">Neighborly</a>
<b>Application Training:</b> October 7, 2024 10:00 am– 12:00 pm	Application Training	Virtual Recorded for later viewing
October 18th, 2024 4:59 PM	Applications Due	Applications must be submitted online through Neighborly

# SCHEDULE OF EVENTS

DATE	EVENT	LOCATION
Fall 2024	General Needs Hearing	Hybrid Meeting
Winter 2024/2025 Date & time will be announced two weeks prior to nano-sessions	Application Review with CDCIP Board	TBD
Spring 2025 Date & time will be announced two weeks prior to hearing date	Salt Lake City Council Federal Grant Public Hearing	TBD
May 2025	Funding Allocations Announced	<a href="http://www.slc.gov/housingstability">www.slc.gov/housingstability</a>
June 2025	2024-2025 Grant Recipient Training	TBD
July 2025	Start of the 2024-2025 Program Year	N/A

Applications are due October 18, 2024, by 4:59 pm.

Applications must be submitted online through Neighborly

Incomplete, hand-delivered, emailed, mailed, faxed, or late applications will be deemed ineligible and will not be accepted.

**IMPORTANT:**

Questions regarding applications must be directed in writing, via email, or through Neighborly by clicking on the *Help* button.

**Minimum Funding Request: \$30,000**

A \$30,000 minimum funding request was set for all applications in the 25-26 program year funding cycle. Requests for less than \$30,000 will be determined ineligible.

The minimum is subject to change per Council request.

Questions and Technical Assistance will be provided upon request until Wednesday, October 16th, 2024, by Noon. Due to time constraints, we may not be able to answer your questions for the 25-26 grant applications after this time.

## **CDBG**

To qualify for CDBG funds the project must primarily serve persons whose household incomes are at or below 80% of AMI. Beneficiaries must live in the incorporated boundaries of Salt Lake City. Eligibility may be established in the following ways:

- Area Benefit: *low-income census tracts, West Side Target Area*
- Presumed Benefit: *victims of domestic violence, homeless individuals, illiterate adults, severely disabled adults, households experiencing food insecurity*
- Limited Clientele

## **ESG**

Primarily benefits persons who meet the definition of homeless under 24 CFR 576.2, and the description of at risk of homelessness under 24 CFR 576.103. Beneficiaries must live in the incorporated boundaries of Salt Lake County.

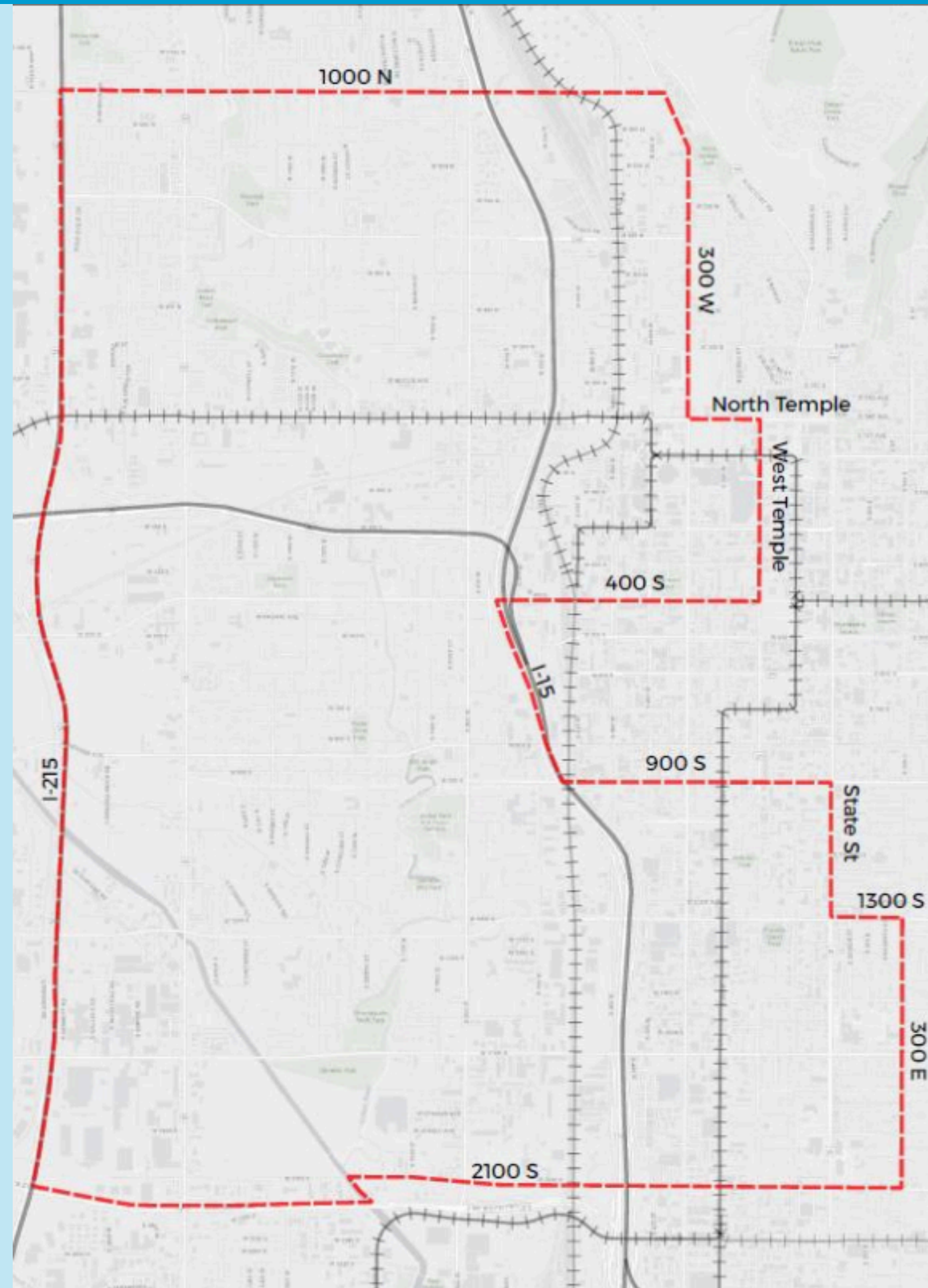
## **HOME**

The eligibility of households for HOME assistance varies with the nature of the funded activity. In general, the incomes of households receiving HUD assistance must not exceed 80 % AMI. Tenant Based Rental Assistance program must not exceed 60 % AMI. Beneficiaries must live in the incorporated boundaries of Salt Lake City.

## **HOPWA**

Low-income persons at or below 80% AMI who are medically diagnosed with HIV/AIDS, and their families. Beneficiaries must live Salt Lake and Tooele Counties.

# CDBG WEST SIDE TARGET AREA





**Applications must be completed and submitted online through Neighborly.**

A link to the application application portal is available at [www.slc.gov/housingstability](http://www.slc.gov/housingstability), or can be accessed directly at <https://portal.neighborlysoftware.com/CITYOFSALTLAKECITY/participant>.

How to apply:

**1. Create a Neighborly Account**

a. Select “Register,” enter your email, and follow the additional instructions sent via email. See the [Neighborly User Guide](#) for additional information.

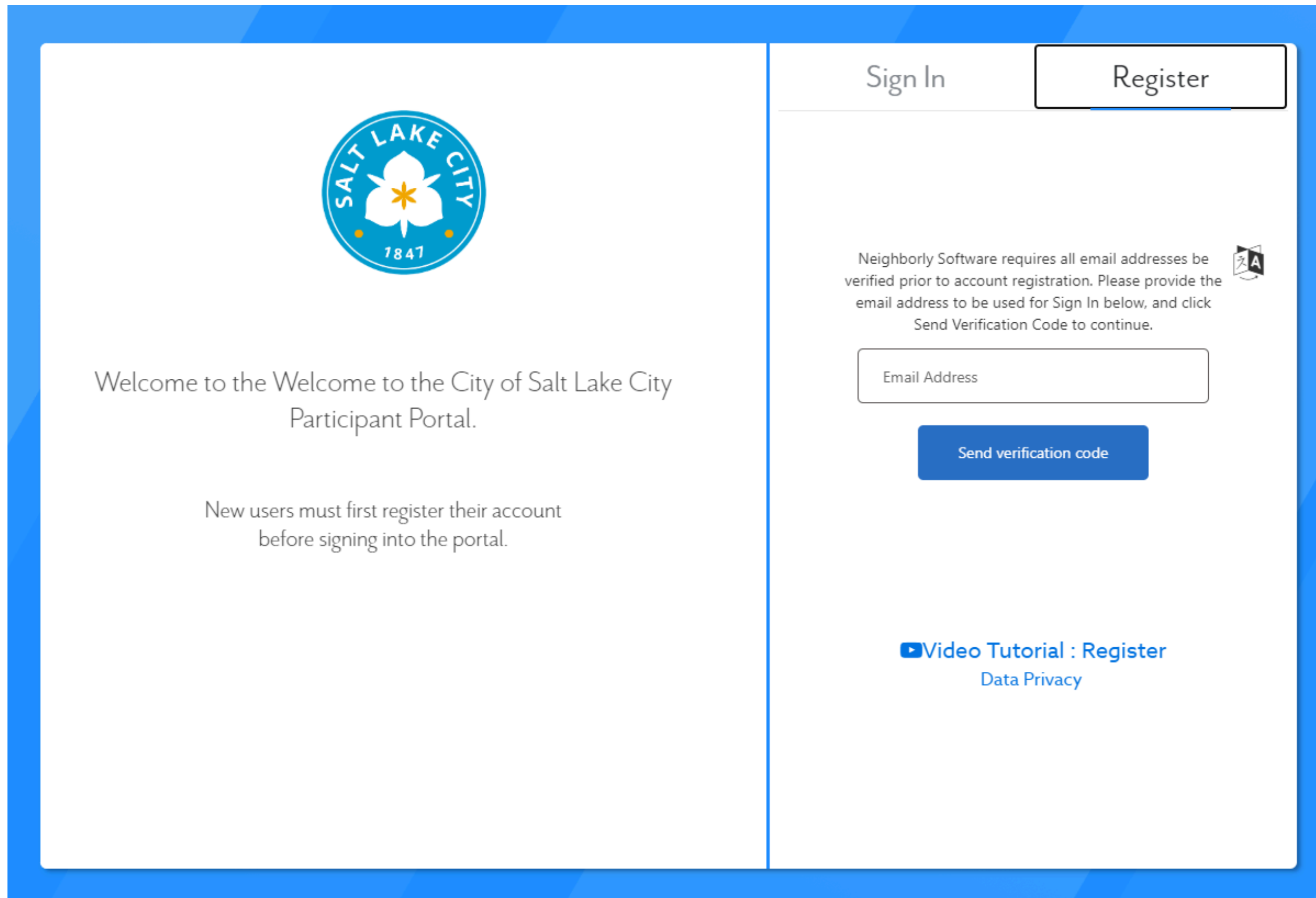
**2. Select “Start Application”**

a. Applications can be accessed during the open application period: October 1, 2024 through October 18, 2024, at 4:59 p.m. Read the description and select “Start Application” for the programs you would like to create an application for.

**3. Complete and Submit the Application**

a. At the bottom of each page, you will have the option to select “Save” or “Complete & Continue.” You do not need to complete the application in one sitting, but be sure to save your progress before ending your session. Make sure that you complete and submit the application before the deadline.





The screenshot shows a web interface for creating an account. On the left, there is a circular logo for Salt Lake City with the year 1847. Below the logo, the text reads: "Welcome to the Welcome to the City of Salt Lake City Participant Portal." and "New users must first register their account before signing into the portal." On the right, there are two tabs: "Sign In" and "Register". The "Register" tab is active. Below the tabs, a message states: "Neighborly Software requires all email addresses be verified prior to account registration. Please provide the email address to be used for Sign In below, and click Send Verification Code to continue." There is a text input field labeled "Email Address" and a blue button labeled "Send verification code". At the bottom, there is a link for a "Video Tutorial : Register" and a link for "Data Privacy".

## **IMPORTANT:**

Each organization should have only one Account.

A generic email address can be used to create the account to enable multiple people to have access.

OR

Contributors can be invited to contribute to an application.



Start a New Application

Application Name	Description	Action
HOME	Select this option if you are applying for HOME Investments Partnership Program (HOME). HOME is divided into two (2) parts: regular HOME funding includes affordable housing development projects, direct rental assistance, and direct homeownership/down payment assistance; HOME Community Housing Development Organization (HOME-CHDO) is designated for specific qualifying organizations. <b>*Expires 10/18/2024 5:00pm</b>	<a href="#">Start Application</a>
CDBG	Select this option if you are applying for Community Development Block Grant (CDBG). CDBG is divided into three (3) parts: Neighborhood Improvement and Housing (CDBG-NI&H) includes development, revitalization, repair, and retrofit projects; Public Services (CDBG-PS) includes a range of housing and community related services; Coronavirus Response (CDBG-CV) includes services that prevent, prepare for, and respond to the COVID-19 pandemic. <b>*Expires 10/18/2024 5:00pm</b>	<a href="#">Start Application</a>
ESG	Select this option if you are applying for Emergency Solutions Grant (ESG). This grant helps individuals and families who are experiencing homelessness or at risk of homelessness regain housing stability. ESG is divided into two (2) parts: Part 1 includes street outreach and emergency shelter programs; Part 2 includes homelessness prevention, rapid rehousing, and Homeless Management Information System (HMIS) programs. <b>*Expires 10/18/2024 5:00pm</b>	<a href="#">Start Application</a>
HOPWA	Select this option if you are applying for Housing Opportunities for Persons with Aids (HOPWA). This grant provides housing assistance and related supportive services to persons living with HIV/AIDS and their families. <b>*Expires 10/18/2024 5:00pm</b>	<a href="#">Start Application</a>



## CDBG Application

Id: 30085

Applications must be submitted by  
10/18/2024 5:00:00 PM  
Mountain Standard Time



View Users (1)



Print Application

- A. Contact Information
- B. Eligibility & General Information
- C. Project Narrative
- D. Project Sustainability
- E. Experience & Past Performance
- F. Regulatory
- G. Required Documents
- Submit

Application Sections

## Application

Please use the link below to continue the application process.

For questions regarding your CDBG application, please contact us by email at [sarah.nielsen@slc.gov](mailto:sarah.nielsen@slc.gov) or [dennis.rutledge@slc.gov](mailto:dennis.rutledge@slc.gov).

Primary Contacts

[Click here to continue](#)



Questions/Help



# NEIGHBORLY SOFTWARE - APPLICATION NAVIGATION

Home

**CDBG Application**  
Id: 30085

Applications must be submitted by  
10/18/2024 5:00:00 PM Mountain Standard Time

[View Users \(1\)](#) [Print Application](#) [Help](#)

- A. Contact Information
- B. Eligibility & General Information
- C. Project Narrative
- D. Project Sustainability
- E. Experience & Past Performance
- F. Regulatory
- G. Required Documents
- Submit

Help Close X

**Account Locked** Account Locked - Complete the form below to submit a support request.

**Requestor Email**

sarah.nielsen@slc.gov

**Additional Emails (Optional)**

[Add Email](#)

**Subject**

**Detailed Description**

Min 10 characters

**Attachments (Optional)**

[Upload Files](#)



# NEIGHBORLY SOFTWARE - CONTACT INFORMATION

## General Information

Please provide the following information.



### Contact Information

**A.1. Applicant Name:** What is the name of your organization? Include your Doing Business As (DBA) name, if applicable. (250 character limit)

**A.2. DBA name (optional)**

**A.3. Mailing Address:** What is the mailing address you will be operating this project out of?

**A.4. Is the Organization address different than the mailing address?**

Yes

No

**Point of Contact:** Who is your organization's point of contact for this application?

**A.5. Name**

**A.6. Email**

**A.7. Phone**

No save history

Save

Complete & Continue

**IMPORTANT:**  
Make sure the contact information is correct and updated on a regular basis.

This will be the person that will be contacted if any questions or issues arise during the application process and the award timeline.

## General Information



Please provide the following information.

### Contact Information

**A.1. Applicant Name:** What is the name of your organization? Include your Doing Business As (DBA) name, if applicable. (250 character limit)

Organization Name

**A.2. DBA name (optional)**

**A.3. Mailing Address:** What is the mailing address you will be operating this project out of?

123 State Street

Address Line 2

Salt Lake City

UT

84111

**A.4. Is the Organization address different than the mailing address?**

Yes

No

**Point of Contact:** Who is your organization's point of contact for this application?

**A.5. Name**

Name Surname

**A.6. Email**

email@email.com

**A.7. Phone**

(555) 555-5555

This step was completed on 10/3/2024 4:33:01 PM.

Reopen

Select to make changes to application section.

# NEIGHBORLY SOFTWARE - APPLICATION QUESTIONS

## B. Eligibility & General Information

Please provide the following information.



### Eligibility & General Information

**B.1. Project Category:** Which project category will this project address?

- Neighborhood Improvement & Housing (CDBG-NI&H)
- Public Services (CDBG-PS)

} Multiple Choice

**B.2. Plan Goals:** Identify which of the following preliminary goal(s) in the new Consolidated Plan this project supports. Note that these goals may change pending formal adoption in Spring, 2025.

- Housing
- Community Services
- Business and Workforce Development
- Homeless Services
- Transportation and Streets

} Multiple Select

**B.3. Plan Goal Alignment:** Describe how this project will meet the goal(s). (1500 characters remaining)

← Text Response

**B.4. Area Median Income (AMI) Acknowledgement:** I understand that this funding is restricted to clients at 80% AMI or below. I certify that this project will only serve clients at or below this AMI limit. I understand that my application may be initially accepted for evaluation but later deemed ineligible if the proposed project or activities fall outside these limits .

[Click here to electronically sign](#)

← Electronic Signature

**B.5. Service Geography:** Identify the area your project will serve.

Other Target Area

← Dropdown Menu

**B.6. Target Area Map:** Upload the map for the other target area.

Target Area Map

← Single Select or File Upload

Upload File

**IMPORTANT:** All questions are required unless otherwise noted.

# NEIGHBORLY SOFTWARE - APPLICATION QUESTIONS

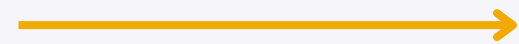
Customizable Table Format



E.2. Funding Experience: If applicable, list the names of federal, state, and/or Salt Lake City funding awards the applicant has administered within the last two (2) program years.

FUNDING SOURCE	PROGRAM NAME	PROGRAM YEAR	AWARD TOTAL
Federal			
Federal			
			\$ 0.00

Add More Rows



Add Row

E.3. Key Staff Turnover: Quantify all staff position changes that occurred within the last two (2) calendar years:

	TERMINATIONS/RESIGNATIONS	VACANCIES FILLED	NEW POSITIONS CREATED	NEW POSITIONS FILLED
Project Staff				
Financial Staff				
Executive/Administrative Staff				

Pre-built Table Format



E.4. Award Spend Down: If applicable, identify all federal and/or Salt Lake City grant awards that were not expended by their deadline during the last two (2) program years. Awards with unspent funds below \$1,000 or 1% of the original award (whichever is less) do not need to be reported.

PROGRAM NAME	PROGRAM YEAR	PROJECT NAME	AWARD TOTAL	EXPENDITURE TOTAL	SPEND DOWN PERCENTAGE	OPTIONAL EXPLANATION
			\$ 0.00	\$ 0.00	0 %	

Column Totals



Add Row



C.8. Does your project involve Construction?

Yes

No

**Public Services ONLY**

Budget: Enter the proposed budget for the project.

LINE ITEM CATEGORY	LINE ITEM DESCRIPTION	TOTAL PROJECT BUDGET	THIS APPLICATION BUDGET
Direct Client Cost			
Direct Client Cost			
		\$ 0.00	\$ 0.00

**Total Amount Requested**

**Direct Client Costs**

Costs for financial or material assistance provided Directly to the client. Example: "Rental assistance, sleeping bags, food, etc."

**Direct Staffing Costs**

Costs for staff that provide services Directly to the client. Example: "1) Wages, salary, benefits, professional fees, professional development for 2) case management, street outreach, onboarding, legal assistance, etc."

**Direct Operation Costs**

Costs for services and materials to run the program that Directly benefit the client. Example: "Vehicle to transport clients, fliers for clients, personal protective equipment for Direct staff, shelter for clients, etc."

**Indirect Costs**

Additional costs necessary to run the organization that do not Directly benefit the client. This could include organization staffing or operation costs. Example: "1) 10% de minimus, Negotiated Indirect Cost Rate, admin costs within the allowable cap for the program for 2) organization finances, legal, administration, Director or 3) rent/utilities for organization headquarters, general printing costs, snow removal."

C.8. Does your project involve Construction?

Yes

No

**Construction ONLY**

Budget: Enter the proposed budget for the project.

LINE ITEM CATEGORY	LINE ITEM DESCRIPTION	TOTAL PROJECT BUDGET	THIS APPLICATION BUDGET
Predevelopment Costs			
Predevelopment Costs			
		\$ 0.00	\$ 0.00



Add Row
Total Amount Requested

**Predevelopment Costs**

Costs for the preparation of a site for construction.  
 Example: "Surveying, engineering, architectural fees, demolition, clearing, consulting, etc."

**Acquisition Costs**

Costs for the purchase of a property.  
 Example: "Purchase, closing costs, etc."

**Construction Costs**

Costs associated with building, renovating, rehabilitating, or retrofitting a structure. Example: "Materials, labor, etc."

**Maintenance Costs**

Ongoing costs to ensure the property continues to function. Example: "Preventative maintenance, scheduled maintenance, repair, cleaning, etc."

# NEIGHBORLY SOFTWARE - OTHER FUNDING

D.3. Financial Strategies: If applicable, identify other funding sources that will or could support the proposed project.

FUNDING STATUS	FUNDING CATEGORY	FUNDING SOURCE	AWARD TOTAL
Confirmed	State		
Confirmed	Other Federal		
			\$ 0.00
<a href="#">Add Row</a>			

## Categories:

Confirmed  
Pending  
Potential

## Categories:

Other Federal  
State  
Local  
Private  
Program Income  
Fees  
Other

Name of Funding  
Source

Amount of Other  
Available Funding

# NEIGHBORLY SOFTWARE - REQUIRED DOCUMENTS







Print Step

## G. Required Documents

Please provide the following documentation.

### Documentation

- ADA Questionnaire **\*Required** Upload File 
- Business License Upload File 
- Disability Non-Discrimination Employment **\*Required** Upload File 
- Drug Free Workplace **\*Required** Upload File 
- Equal Access **\*Required** Upload File 
- Faith-Based Certification Upload File 
- Faith-Based Notice of Beneficiary Protections Upload File 
- General Liability Insurance **\*Required** Upload File 
- Indirect Cost Rate Certification Upload File 
- Language Access Plan **\*Required** Upload File 
- Workers Compensation Insurance (If not listed on General Liability Insurance form) Upload File 

**IMPORTANT:** All “Required” documents must be uploaded.

- A. Contact Information
- B. Eligibility & General Information
- C. Project Narrative
- D. Project Sustainability
- E. Experience & Past Performance
- F. Regulatory
- G. Required Documents\*
- Submit

**IMPORTANT:**

Once you've completed all of the application sections, the "Submit" section will become available.

Be sure to submit your application before the deadline on October 18, 2024 at 4:59 pm.

There are many factors to consider when determining the number of beneficiaries for each proposal. Determine what the total program budget is. Determine what this specific funding request is. Divide the specific funding request's budget by the total program budget.

Example:

Total Program Budget    \$1,000,000

Specific SLC Funding Request    \$50,000

Percent of Program Budget     $\$50,000/\$1,000,000 = .05$  or 5%

Determine how many beneficiaries are or will be served by the entire program.

Total Beneficiaries in Program    2,500

Calculation     $2,500 \times .05 = 125$

Number of Beneficiaries for this Request    125

Please round down if you were to not get a whole number.



This Plan is a roadmap for Salt Lake City to prioritize and allocate funding for the following four grant programs:

- Community Development Block Grant (CDBG);
- Emergency Solutions Grant (ESG);
- HOME Investment Partnership Program (HOME);
- Housing Opportunities for Persons with HIV/AIDS (HOPWA).

This Plan will not be finalized until Spring of 2025.

**Preliminary Goals Approved by City Council on Oct. 1st, 2024**

**Housing**

**Streets & Utilities**

**Community Services**

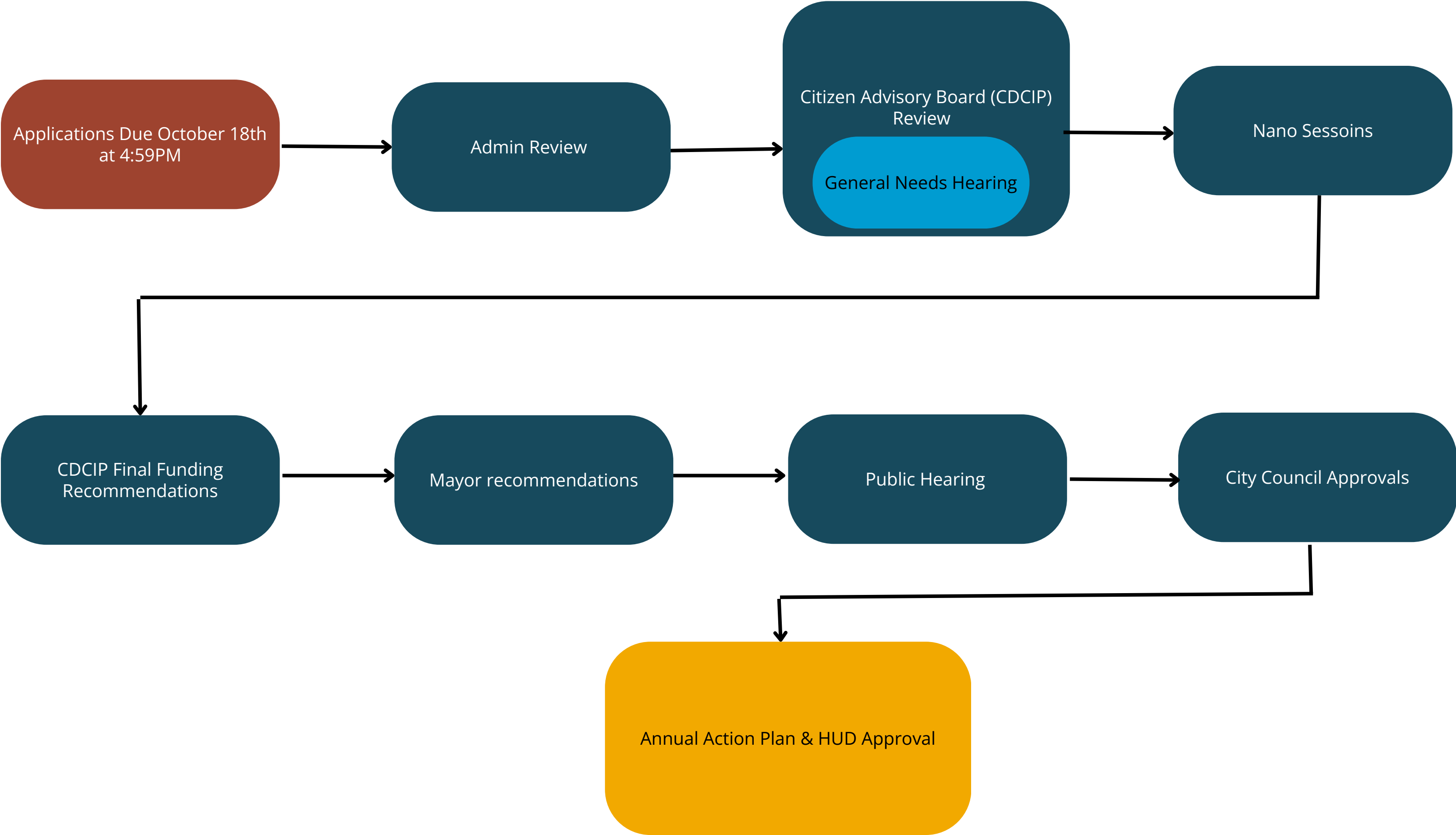
**Homeless Services**

**Business and Workforce Development**

**Environmental Testing and Remediation**



# APPLICATION EVALUATION PROCESS



# APPLICATION EVALUATION CRITERIA

Applications will be scored and ranked by Salt Lake City Housing & Stability Staff and The Community Development and Capital Improvement Program (CDCIP) Board, and reviewed by the Mayor, and City Council. Scoring questions may include the following:

- Does this application meet HUD's eligibility requirements?
- Does this application clearly align with a stated objective in the Consolidated Plan?
- Does this application serve one or more target populations identified in the Consolidated Plan?
- Does this application further the goals of the Consolidated Plan?
- Does this application further the implementation of a city master plan?
- How did the agency score on the Application Risk Analysis (as required by 2 CFR 200.205)?
  - Agency timeliness
  - Complexity of the program
  - Financial stability and responsibility
  - History of performance
  - Key staff turnover
  - Management systems
- What is the agency's capacity to carry out the project?
- What is the feasibility of completing the projects presented in the application?
- How are the strengths of the project outputs AND outcomes?

## IMPORTANT:

Questions regarding applications must be directed in writing, via email, or through Neighborly by clicking on the *HELP* tab. The deadline for submitting such questions is **Noon on Wednesday, October 16th, 2024.**

Applications must be submitted  
online through Neighborly by

**Friday, October 18, 2024 @ 4:59 p.m.**

Dennis Rutledge, Community Development Grant Supervisor -  
[dennis.rutledge@slc.gov](mailto:dennis.rutledge@slc.gov)

Kerry Thomas, Community Development Grant Specialist -  
ESG, HOME, & HOPWA  
[kerry.thomas@slc.gov](mailto:kerry.thomas@slc.gov)

Sarah Nielsen, Community Development Grant Specialist -  
CDBG PS & CDBG NI&H  
[sarah.nielsen@slc.gov](mailto:sarah.nielsen@slc.gov)