

CDBG ESG HOME HOPWA
SALT LAKE CITY

2024-2025
FEDERAL GRANT

APPLICATION HANDBOOK



SALT LAKE CITY
Housing Stability

A Division of Community and Neighborhoods

This handbook is designed to guide interested parties through Salt Lake City’s Community Development Block Grant (CDBG), Emergency Solutions Grant (ESG), Home Investment Partnership Program (HOME), and Housing Opportunities for Persons with AIDS (HOPWA) application processes.

This handbook does not contain full disclosure of applicable federal and local policies, procedures, regulations, and reporting standards.

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PART I: APPLICATION & EVALUATION PROCESS

SCHEDULE OF EVENTS

DATE	EVENT	LOCATION
October 1, 2024	Applications Available	Neighborly
October 7, 2024 10:00 am – 12:00 pm	Application Training	Virtual (Recorded for Later Viewing)
October 18, 2024 4:59 PM	Applications Due	Applications must be submitted online through Neighborly
Fall 2024	General Needs Hearing	Hybrid Meeting
Winter-Spring 2024/2025 Date & time will be announced two weeks prior to nano-sessions	Application Review with CDCIP Board, and Mayor	TBD
Spring 2024 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	https://www.slc.gov/housingstability/
June 2025		Sorenson Center

DATE	EVENT	LOCATION
	2024-2025 Grant Recipient Training	
July 2025	Start of the 2025-2026 Program Year	N/A

GENERAL REQUIREMENTS

Application Submittal

Applications are due Friday October 18, 2024, by 4:59 p.m.
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.

Applications can be accessed at:

<https://www.slc.gov/housingstability/> or <https://portal.neighborlysoftware.com/CITYOFSALTLAKECITY/Participant>

IMPORTANT:

Questions regarding applications must be directed in writing, via email, through Neighborly by clicking on the *Help* Button. The deadline for submitting such questions is **three business days prior to the due date for applications**. Answers will be issued through Neighborly to all applicants no later than two business day prior to the application due date.

Minimum Funding Request: \$30,000

A \$30,000 minimum funding request was set for all applications in the 24-25 program year funding cycle. Requests for less than \$30,000 will be determined ineligible.

Application Workshop

Applicants are highly encouraged to attend an application workshop or access training materials online. Training opportunities have been scheduled as follows:

Dates

Online Application Trainings	<u>Zoom Meeting Link</u>
Monday October 7, 2024 10:00am – 12:00pm	Meeting ID: 848 5573 2782 Passcode: 028061 <u>Join on the web</u>

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Additional answers to 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.

APPLICATION PROCESS

Application Types

There are four applications for funding year 2025-2026. One application needs to be completed per program/project. For more information on each application/grant, see the program overviews below. The following applications are available

- **2025-26 Community Development Block Grant (CDBG)**
- **2025-26 Emergency Solutions Grant (ESG)**
- **2025-26 HOME Investment Partnership Program (HOME)**
- **2025-26 Housing Opportunity for Persons with HIV/AIDS (HOPWA)**

Make sure you select the most appropriate funding for your project/program type and complete the correct application for those funds!

Applications should be for a **single program or project**. Different functions and tasks of the same program or project may be bundled together to form one application. For example, salaries, supplies and equipment purchases may comprise one application. **However, if you are seeking grant funds for more than one program or project, submit more than one application.**

Neighborly Online Submittal

Applications must be submitted online through Neighborly. To access Salt Lake City's federal grant applications, go to:

<https://portal.neighborlysoftware.com/CITYOFSALTLAKECITY/Participant>

Use the following steps to create, complete, and submit your application through the Neighborly website. Please note that Neighborly is not compatible with Internet Explorer, and you must use a different browser when working on your application.

1. Create your Account

Open Neighborly using the link above. On the home page, you will have the option to sign in or register. Select the "Register" tab, enter your email address, and select "Send verification code." You should receive an email in the next few minutes with additional instructions. Follow those instructions to finish setting up your account.

If you would like to watch a step-by-step guide to setting up your account, select the "Video Tutorial: Register" link on the "Register" tab of the page.

2. Click the Apply button

Applications can be accessed during the open application period: October 1, 2024, through October 18, 2024 at 4:59 p.m. Use the Preview and Apply buttons next to the programs you would like to create an application for.

3. Complete and submit the application

Neighborly automatically saves your progress as you click through the application fields, so you don't need to complete the application in one sitting. Just make sure that you complete and submit the application before the deadline.

Application attachments must be submitted as instructed on the Documents tab in Neighborly. All required information must be included. Failure to provide all required information or follow the stated requirements, will result in the application being disqualified.

Conflict of Interest Notice

A potential or actual conflict of interest exists when commitments or obligations are likely to be compromised by the applicant's other material interests, or relationships, particularly if those interests or commitments are not disclosed.

Applicants must indicate whether any staff or board members have an economic interest in, or acts as an officer or a director of, any outside entity whose financial interests would reasonably appear to be affected should the applicant be awarded funds. Applicants should also disclose any personal, business, or volunteer affiliations that may give rise to a real or apparent conflict of interest. Applicants must abide by all relevant federal regulations and guidelines regarding financial conflicts of interest.

EVALUATION PROCESS

CDBG, ESG, HOME, and HOPWA, funds are allocated annually through a competitive process. Applications will be evaluated based on:

- U.S. Department of Housing and Urban Development (HUD) requirements;
- Alignment with Salt Lake City's 2025- 2029 Consolidated Plan;
- Substantial amendments; and
- Alignment with outcomes defined through a collaborative process with community stakeholders including Salt Lake City, Salt Lake County, State of Utah, the Salt Lake Continuum of Care, and HUD.

Consolidated Plan goals as the 2025-2029 Consolidated Plan has yet to be approved by City Council and HUD.

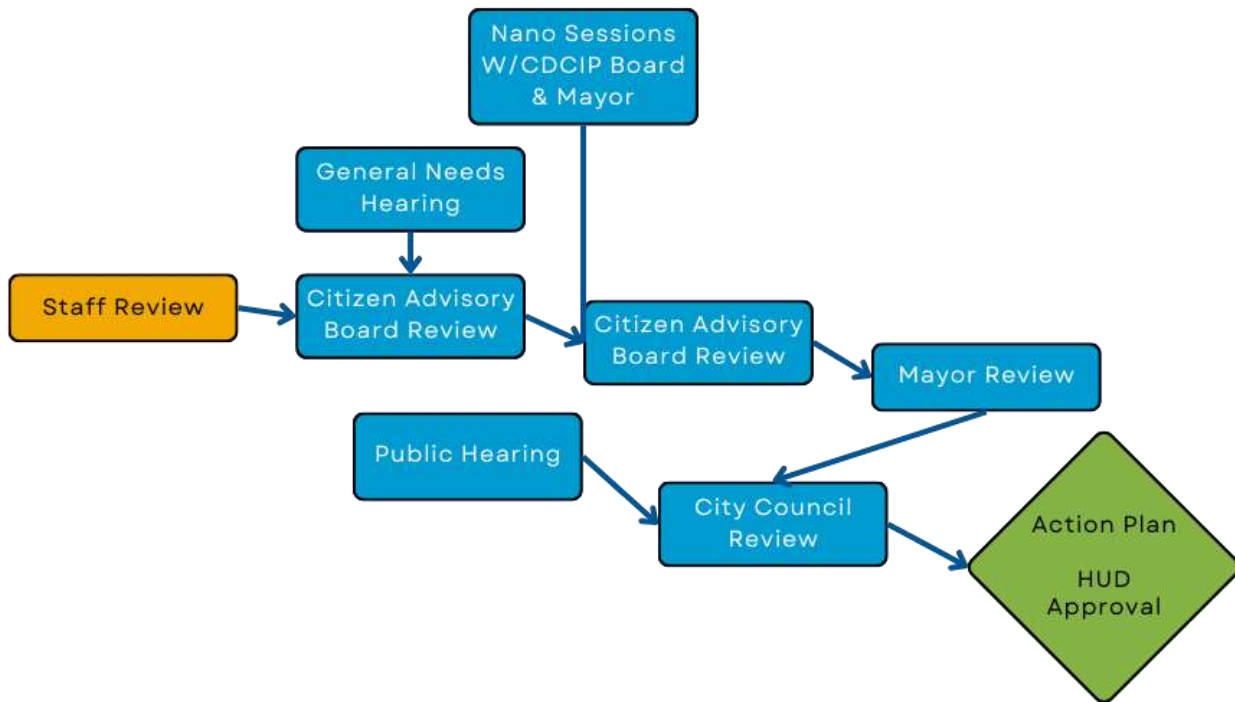
Application Scoring and Evaluation

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

- How well does the applicant identify the critical community need they will address?
- How well will this project address that critical need?

- How well are the project outcomes defined (e.g., are they measurable and achievable)?
- How effectively will this project serve the target population?
- How effectively will this project serve vulnerable and underserved populations or communities and/or historically underrepresented minorities?
- How well does the budget align with the stated funding request, scope of work, and outcomes?
- Rate the applicant's plan to leverage resources and collaborate with community partners.
- Rate the applicant's use of evidence-based best practices.
- Rate the applicant's ability to design and implement innovative solutions to systemic problems.
- How well does this application align with City Master Plans, the current City Consolidated Plan, community initiatives, or other coordinating efforts?
- How well does this application align with City Master Plans, the current City Consolidated Plan, community initiatives, or other coordinating efforts?
- Rate the applicant's demonstrated ability to serve vulnerable and underserved populations or communities and/or historically underrepresented minorities.
- Rate the applicants demonstrated ability to administer Federal funds.
- Rate the applicant's demonstrated ability to deliver on accomplishments and spend down requirements for any grant (public or private).
- Does the applicant have unresolved audit/monitoring concerns or findings?
- How did the applicant score on the Risk Analysis?

Funding Award Process



Funding Recommendations

The funding award process begins with a City staff review of applications to determine eligibility. After applications are deemed eligible, they are reviewed by a citizen advisory board, who submits their funding recommendations to the Mayor and City Council.

After careful evaluation, the Mayor submits funding recommendations, along with the citizen advisory board recommendations, to the City Council for their consideration.

Funding Decisions

The City Council holds a public hearing to provide an additional opportunity for public input on the projects proposed for funding. Applications recommended for funding by the citizen advisory board and Mayor will not necessarily receive an award, as funding is limited.

Following the public hearing and several briefings on the applications, the City Council adopts their funding recommendations and formally approves the projects/programs that will receive funding. Funds awarded can be for the full or partial amount requested. Funding decisions by the City Council are subject to approval by HUD.

Grant Agreements

Applicants selected for funding will be invited to enter into a contract with the City. Contract negotiations might call for additional requirements, such as the refinement of the final scope of services. Salt Lake City’s Housing Stability staff will contract with the selected applicants once negotiations are complete. Executed contracts will not be available until after approval has been received from HUD.

Preliminary Consolidated Plan (Con-Plan) Goals

Currently our 2025-2029 Con Plan is not fully implemented or finalized. These will be finalized in the Spring of 2025 by City Council. On October 1st of 2024, Salt Lake City Council approved some preliminary goals for our application cycle. Those being:

- Housing
- Homeless Service
- Community Service
- Transportation and Streets
- Business & Workforce Development
- Environmental Testing and Remediation.

INCOME GUIDELINES

FY 2024 Income Limits: Salt Lake City Metro

	Persons in Family							
	1	2	3	4	5	6	7	8
30% Limits	\$24,300	\$27,7750	\$31,120	\$34,650	\$37,450	\$40,200	\$43,000	\$45,750
Very Low Income (50%)	\$40,450	46,200	\$52,000	\$57,750	\$62,400	\$67,000	\$71,650	\$76,250
60% Limits	\$48,540	\$55,440	\$62,400	\$69,300	\$74,880	\$80,400	\$85,980	\$91,500
Low Income (80%)	\$64,700	\$73,950	\$83,200	\$92,400	\$99,800	\$107,200	\$114,600	\$122,000

Effective Date: June 1, 2024

- NOTE: Program update 16-06 confirmed that all Community Planning and Development (CPD) programs should be using HOME income limits
- NOTE: HUD FMR Area HOME Income Limits are subject to change for funding year 2024-2025. For a schedule of current income limits, go to: <https://www.hudexchange.info/manage-a-program/home-income-limits/>

GLOSSARY OF TERMS

A glossary of terms as provided by HUD can be found at:

https://archives.huduser.gov/portal/glossary/glossary_all.html

UNIQUE ENTITY IDENTIFIER

All applicants must have a Unique Entity Identifier (UEI) from Sam.gov to apply. To obtain a UEI, go to <https://sam.gov/content/home>

RESIDENTIAL ADDRESS VERIFICATION TOOL

This online map managed by Salt Lake County can be used to verify the location of an address and whether it is in an eligible census tract. This can be used to better identify eligible clients for each of the jurisdictions. Map can be found at:

<http://slco.maps.arcgis.com/apps/InformationLookup/index.html?appid=ba5140bfde8049a4ba514a31d345268c>.

PART II: PROGRAM OVERVIEW

CDBG Program Overview

Title 1 of the Housing and Community Development Act of 1974 established the Community Development Block Grant (CDBG) program. The CDBG program provides a comprehensive and flexible source of federal funds to communities nationwide. The program's primary objective is to promote the development of viable urban communities by providing the following, principally to persons of low- and moderate-income:

- Decent housing
- A suitable living environment
- Expanded economic activities

Since 1975, Salt Lake City has received CDBG funding as a designated U.S. Department of Housing and Urban Development (HUD) entitlement community. The amount of funding the city receives each year is determined by a HUD formula that considers population lag, pre-1940 housing, and poverty rates

QUALIFYING BENEFICIARIES

To qualify for CDBG funds the project must primarily serve persons whose household incomes are at or below 80% of the area median income, as established and updated annually by HUD. Income limits are outlined on page 12 of this handbook. Eligibility may be established in the following ways:

AREA BENEFIT

An activity, the benefits of which are available to all the residents in a particular area, where at least 51% of the residents are low- and/or moderate-income persons, is eligible under area benefit. Such an area need not be coterminous with census tracts or other officially recognized boundaries, but the entire area must be served by the activity. An activity that serves an area that is not primarily residential in character does not qualify under this criterion.

PRESUMED BENEFIT

To establish eligibility based on presumed benefit, the program/project must *exclusively* serve persons in any one or a combination of the following categories of persons who are presumed to be low- to moderate- income persons:

- abused children
- battered spouses
- elderly persons
- adults meeting the Bureau of the Census' Current Population Reports definition of "severely disabled"
- homeless persons
- illiterate adults
- persons living with AIDS
- migrant farm workers

LIMITED CLIENTELE

To establish eligibility under this criterion, the program/project must benefit a limited clientele, at least 51% of whom are low- or moderate-income persons. Information on family size and income must be

documented so that it is evident that at least 51% of the clientele are persons whose family income does not exceed the low- and moderate-income limit.

ELIGIBLE ACTIVITIES

CDBG is split into two eligible activity categories: Public Services, and Neighborhood Improvements and Housing. Each category has specific eligible activities that an applicant may complete. The activity that the applicant wants to complete must fit into a consolidated plan category and an eligible activity category.

PUBLIC SERVICES ELIGIBLE ACTIVITIES:

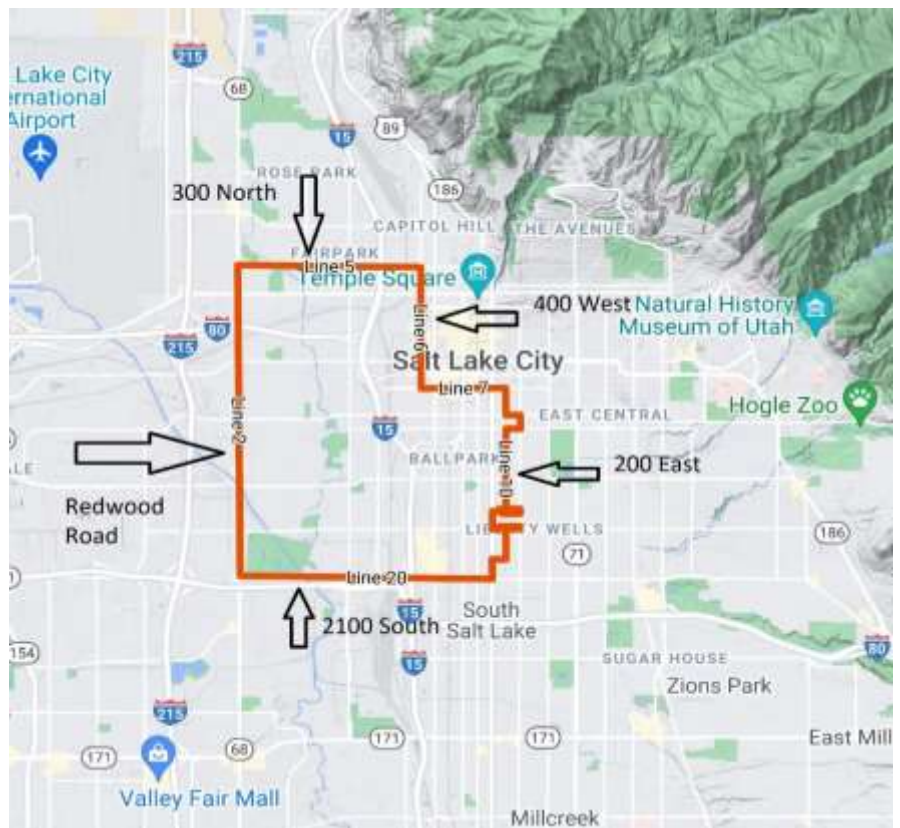
For applicants looking to apply for a Public Service activity please review the “CDBG Matrix Codes” linked here: [CDBG Matrix Code Worksheet](#). All Eligible Public Service activities are listed under the Public Service section of the CDBG Matrix Code Worksheet starting on Page A-6 under the category “Public Services” and goes from code numbers 03T through 05Z

NEIGHBORHOOD IMPROVEMENTS AND HOUSING-ELIGIBLE ACTIVITIES:

For applicants looking to apply for a Neighborhood Improvements and Housing activity please review the “CDBG Matrix Codes” linked here: [CDBG Matrix Code Worksheet](#). All Eligible Neighborhood Improvements activities are listed under the Acquisition and Disposition, Public Facilities and Improvements, Housing, and Economic Development sections on the CDBF Matrix Code Worksheet.

CDBG ELIGIBLE CENSUS TRACTS

The following map displays all CDBG eligible census tracts. A CDBG eligible census tract is a census tract where at least 51% of the households are moderate income (80% AMI) or below.



For more information on Salt Lake City's CDBG program, contact:

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ESG Program Overview

The Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act established the Emergency Solutions Grant (ESG) program. The program's purpose is to assist individuals and families regain housing stability after experiencing a housing or homelessness crisis. Salt Lake City's ESG program contains the following components:

- Street Outreach
- Emergency Shelter
- Homelessness Prevention
- Rapid Re-housing

The ESG program provides funding to:

- Engage homeless individuals and families living on the street;
- Improve the number and quality of emergency shelters for homeless individuals and families;
- Help operate these shelters;
- Provide essential services to shelter residents;
- Rapidly rehouse homeless individuals and families; and
- Prevent families/individuals from becoming homeless

NOTE: ESG requires a 100% match from subrecipients.

QUALIFYING BENEFICIARIES

This funding 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. Household income must be at or below 30% of the HUD-adjusted median family income.

ELIGIBLE ACTIVITIES

The ESG Program may be used on a number of activities which include:

- Street Outreach
- Emergency Shelter
- Homelessness Prevention
- Rapid Re-Housing
- HMIS

For more information on the ESG program and what qualifies as one of the eligible activities please review the [ESG Fact Sheet](#) provided by HUD.

For more information on Salt Lake City's ESG program, contact:

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HOPWA Program Overview

The Housing Opportunities for Persons with AIDS (HOPWA) program was established to provide housing assistance and related supportive services to persons living with HIV/AIDS and their families. HOPWA formula grants are distributed by the U.S. Department of Housing and Urban Development (HUD) to eligible metropolitan areas.

Salt Lake City manages the HOPWA program for Salt Lake, Summit, and Tooele Counties. Funds are administered and monitored through the City's Housing Stability Division.

QUALIFYING BENEFICIARIES

Only low-income persons (at or below 80% of area median income) that are medically diagnosed with HIV/AIDS and their households are eligible to receive HOPWA-funded assistance.

ELIGIBLE ACTIVITIES

The HOPWA program can be used for the following activities:

- Housing information services including, but not limited to, counseling, information, and referral services to assist an eligible person to locate, acquire, finance, and maintain housing.
- Resource identification to establish, coordinate and develop housing assistance resources for eligible persons.
- Acquisition, rehabilitation, conversion, lease, and repair of facilities to provide housing and services.
- New construction.
- Project- or tenant-based rental assistance, including assistance for shared housing arrangements.
- Short-term rent, mortgage, and utility payments to prevent the homelessness of the tenant or mortgagor of a dwelling.
- Supportive services including, but not limited to, health, mental health, assessment, permanent housing placement, drug and alcohol abuse treatment and counseling, day care, personal assistance, nutritional services, intensive care when required, and assistance in gaining access to local, State, and Federal government benefits and services, except that health services may only be provided to individuals with acquired immunodeficiency syndrome or related diseases and not to family members of these individuals.
- Operating costs for housing including maintenance, security, operation, insurance, utilities, furnishings, equipment, supplies, and other incidental costs.
- Technical assistance in establishing and operating a community residence, including planning and other pre-development or pre-construction expenses and including, but not limited to, costs relating to community outreach and educational activities regarding AIDS or related diseases for persons residing in proximity to the community residence.

For more information on what is eligible for the HOPWA program please review the corresponding [CFR](#). More information on some of the HOPWA programs and how to execute them can be found on the following fact checks:

[HOPWA Housing Assistance](#)

[HOPWA Short Term Supported Housing](#)

[HOPWA Housing Placement Services](#)

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HOME Program Overview

HOME is the largest federal block grant designed to create affordable housing for low-income households. The U.S. Department of Housing and Neighborhood Development (HUD) designed the program to reinforce the following principles of community development:

- Empower communities to design and implement strategies that support their own needs and priorities.
- Expand and strengthen partnerships among all levels of government and the private sector in the development of affordable housing.
- Build capacity with partners through technical assistance activities and set-asides for qualified community-based nonprofit housing's groups.
- Mobilize community resources in support of affordable housing through the requirement that participating jurisdictions match 25% of program funds.

QUALIFYING BENEFICIARIES

The eligibility of households for HOME assistance varies with the nature of the funded activity. For rental housing and rental assistance, at least 90% of benefiting families must have incomes that are no more than 60% of the HUD-adjusted area median family income (AMI) for the area. In rental projects with five or more assisted units, at least 20% of the units must be occupied by families with incomes that do not exceed 50% of the HUD-adjusted AMI. The incomes of households receiving HUD assistance must not exceed 80% of the area median income. HOME income limits are published each year by HUD.

<https://www.hudexchange.info/manage-a-program/home-income-limits/>

ELIGIBLE ACTIVITIES

The HOME program is to be used to create safe and affordable housing throughout Salt Lake City. The funds for this program can be used on the following eligible activities:

- Development of Affordable Housing Units.
- Homeowner Rehabilitation
- Homebuyer Activities
- Tenant Based Rental Assistance

For more information on what is eligible please review the eligible and prohibited activities provided in the [CFR](#).

For more information on Salt Lake City's HOME program, contact:

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