# Program Overview

# What is Funding Our Future?

- Funded from Salt Lake City General Fund with Sales Tax

- 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.
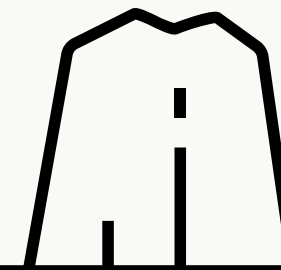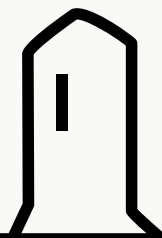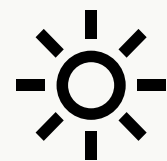
# Service Areas

- Each year FOF awards are subdivided into separate service area categories.

- Each category has a separate focus service, i.e., mediation, homeownership, tenant services, etc., and a non-transferrable dollar amount cap.

- Applicants may submit Request for separate service areas to be considered individually. Applicants are discouraged from submitting duplicate Requests for different service areas.

- Additional information about each service area is available on the HSD FOF website.

- This year there are 8 service area categories open for competitive requests. These are:

  1. **Incentivized Rent Assistance**
  2. **Service Models for the Most Vulnerable**
  3. **Landlord/Tenant Mediation**
  4. **Landlord Assurance Insurance**
  5. **House 20**
  6. **Shared Housing**
  7. **Mortgage Assistance**
  8. **Marketing Homeownership**

# Timeline

- **2024**
  - Requests submitted and reviewed for eligibility.
  - Open Request Period: **Nov. 4 – Dec. 3**
  - Questions must be **submitted by Nov. 18th**

- **Jan-Jun 2025**
  - Requests reviewed by selection committee and funding decisions determined.
  - Grant awards announced and contracts executed.

- **Jul 2025 – Jun 2026**
  - Contract term period.

1    2    3    4    5

# Proposal Requirements

# General Program Guidelines

## Direct Services
Principally fund 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.

# Income Limits

- Based on the 2025 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.
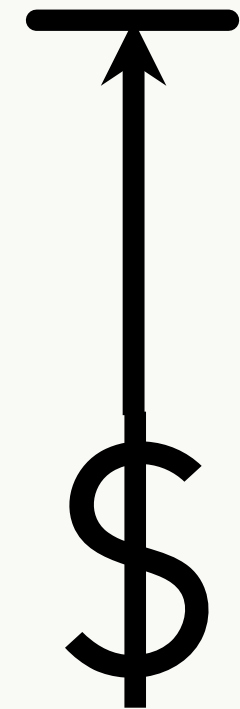
# Residency Requirements

- Funded by Salt Lake City sales tax for Salt Lake City residents, award funding should serve Salt Lake City residents.

  – Defined as those living within the city municipal boundary.

- 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.

# 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.
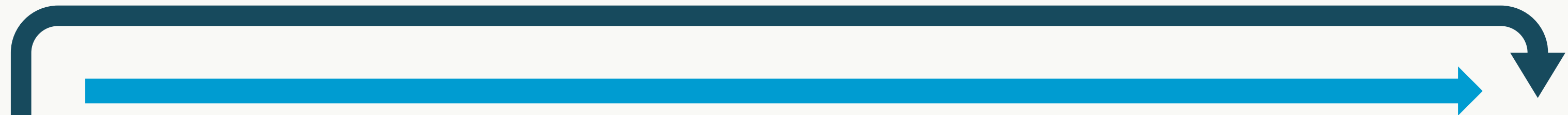
# Direct v. Indirect Costs

"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

**15% 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 15% of the modified total direct costs for any non-federal entity that has never received a negotiated indirect cost rate.

- Held at 15% for this contract term period in spite of federal changes.

- 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.

# Submission Requirements

# RFP Document

- Proposals can be submitted electronically as a Request For Proposal (RFP) on the Utah Public Procurement Place (U3P) website.

- Please read the conditions and requirements carefully when submitting your Request.

- Sections requiring completion are divided between:
  - A coversheet with contact information
  - Minimum Mandatory Eligibility Requirements & Technical Scorable Criteria
  - Cost Sheet

- Please ONLY submit your responses; do not restate the questions within your required responses unless expressly required by the question.

# Eligibility and Technical Score Criteria

- Initial eligibility is determined with the minimum mandatory requirements. These requirements include several acknowledgements of compliance and required documentation submissions.

- Technical Score Criteria questions comprise the bulk of required fields. These will review the applicant's qualifications and approach to services.

- Each subsection has a page limit cap which applicants must follow for their application to be considered.

# Cost Proposal

- The Cost Proposal will be the budget for the Request. Applicants should identify their total request and all relevant costs associated with their Request.

- All costs that will be billed for this Request award should be included in this request.

- Costs should comply with the guidance on Direct and Indirect Costs.

# External Docs and Attachments

- There are several external documents that must be completed and attachments for applicants to review and complete.
  - **Required Documents**: these are included in the Mandatory Minimum Requirements section and include both templates linked externally that must be completed, and lists of required applicant documentation.
  - **Attachment 1, 2, & 4**: These attachments are primarily informative in nature, providing a general scope of allowable services within this service area, a sample agreement contract, and a sample score sheet used by the selection committee during awarding.
  - **Attachment 3**: A cost sheet template to be completed with the Requesting budget.

# Evaluation Details

# Proposal Evaluation Process

- An initial review is made by admin staff to determine eligibility.

  - Please note that those disqualified may not be notified at the time of disqualification.

- Technical scorable criteria will then be reviewed by a special selection committee of 6 members and scored based on 8 scoring categories. These categories, along with their points values and corresponding questions, are included with the RFP.

- Scores of all committee members will then be combined to determine who will be funded.
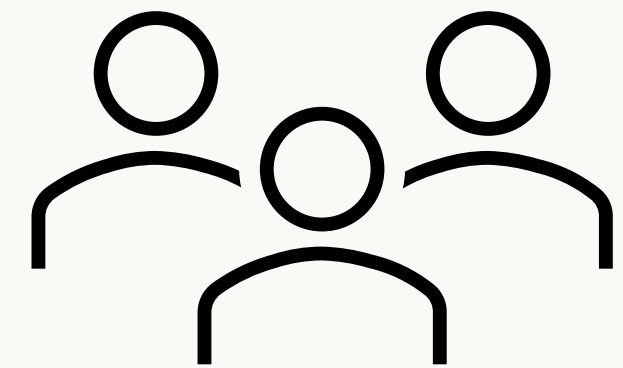
# Awarding and Contracting

- Once award determinations have been made, conditional award announcements will be sent to those selected for funding. Those not selected for funding will also be notified at this time.

- These award announcements are conditional and may be retracted or transferred to the next-highest scoring agency in the event of eligibility concerns or in the absence of a response from the awardee.

- The execution of contracts will be conducted following award announcements. Additional information, including insurance information, may be requested from applicant during the contracting process.

- Spenddown may begin for award on July 1, 2025.

# Resources

# Resources

- **HSD Funding Our Future Homepage**

  *This is main program page for HSD FOF. All service area RFP links are listed 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.*

# Contact Information

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**APPLICANTS ARE ENCOURAGED TO SUBMIT QUESTIONS ON THE U3P WEBSITE. SEE NEXT SLIDE FOR ADDITIONAL DETAILS.**

# Questions

- To ensure that no applicant has an unfair advantage in their submission, applicants are directed to submit their questions to Purchasing, preferably through the 'Q&A' section of the U3P website.
- Regardless of contact method, responses to questions about the Request will be posted to the 'Q&A' so all applicants can receive the same clarification.
- The deadline for question and answer is **November 18**. After that date, no questions will be accepted or answered.
- For issues related to the U3P platform, rather than the Request document, applicants are encouraged to reach out to the website help line.
  - This platform is managed by the State of Utah, and Salt Lake City employees are not capable of assisting vendors with issues on this platform. Any unresolved issues with the website should be communicated to the Utah Division of Purchasing. Technical assistance for vendors is provided at the website https://purchasing.utah.gov/for-vendors/, or by calling 801-957-7160.
  - Vendors are encouraged to submit their proposals **no less than 24 hours** before the due date of Tuesday, December 3, 2024 to ensure that any technical difficulties will have sufficient time to be resolved.