



# SALT LAKE CITY CORPORATION

COMMUNITY *and* ECONOMIC DEVELOPMENT DEPARTMENT  
HOUSING *and* NEIGHBORHOOD DEVELOPMENT DIVISION

## **HOUSING OPPORTUNITIES FOR PERSONS WITH AIDS (HOPWA) PROGRAM FY 2015-2016 APPLICATION HANDBOOK**

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Completed applications must be received by 4:00 pm on October 10, 2014

**Mailed, faxed or late applications will not be accepted by Salt Lake City**

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This handbook is designed to guide interested parties through Salt Lake City’s Housing Opportunities for Persons with AIDS (HOPWA) application process. Full disclosure of applicable federal and local policies, procedures, regulations, and reporting standards is not contained within this handbook.

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## 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's manages the HOPWA program for Salt Lake, Summit, and Tooele Counties. Funds are administered and monitored through the City's Housing and Neighborhood Development Division. The HOPWA program advances through an annual process that begins in September with solicitation of applications. The process includes application review by City Staff, the Housing Trust Fund Advisory Board, the HOPWA Entitlement Review Committee, and the Mayor. The advisory boards and Mayor make funding recommendations to the City Council. The City Council has the final funding approval authority. Successful applicants receive their funding in July of the year following application submission. Final funding decisions by the City Council are subject to approval by the U.S. Department of Housing and Urban Development.

### **For more information on Salt Lake City's HOPWA program, contact:**

Tammy Hunsaker  
Community Development Programs Administrator  
HOUSING *and* NEIGHBORHOOD DEVELOPMENT DIVISION  
COMMUNITY *and* ECONOMIC DEVELOPMENT  
SALT LAKE CITY CORPORATION

TEL 801-535-6168

FAX 801-535-6131

[WWW.SLCGOV.COM/HAND](http://WWW.SLCGOV.COM/HAND)

## SCHEDULE OF EVENTS

DATE	TIME	EVENT	LOCATION
September 2, 2014	N/A	Applications Available	www.slcgov.com/hand
September 5, 2014	9:00 am	Application Workshop	City & County Building 451 South State Street Room 126
September 15, 2014	5:00 pm	Application Workshop	City & County Building 451 South State Street Room 126
September 29, 2014	9:00 am	Application Workshop	City & County Building 451 South State Street Room 126
<b>October 10, 2014</b>	<b>Due by 4:00 pm</b>	<b>Applications Due</b>	<b>Salt Lake City Corporation Housing &amp; Neighborhood Development Division</b>  <b>City &amp; County Building 451 South State Street Room 445 Salt Lake City, UT 84114</b>
October 2014 <small>(date and time will be announced two weeks prior to hearing date)</small>	TBA	General Needs Hearing	Salt Lake City Corporation  City & County Building 451 South State Street Salt Lake City, UT 84114
January 2015 <small>(date and time will be announced two weeks prior to open house)</small>	TBA	Open House	Sorenson Unity Center  1383 South 900 West Salt Lake City, UT 84104
March 2015 <small>(date and time will be announced two weeks prior to hearing date)</small>	TBA	Public Hearing  Requests for funding proposed to City Council	Salt Lake City Corporation  City & County Building 451 South State Street Salt Lake City, UT 84114

## 2015-2016 REQUIREMENTS

For Funding Year 2015-2016, Salt Lake City Corporation is accepting applications for the following eligible activities:

- Housing Information Services
- Homelessness Prevention
- Acquisition, Rehabilitation, Conversion, Lease, and/or Repair of Facilities
- New Construction
- Project or Tenant-Based Rental Assistance
- Short-Term Rent, Mortgage, and/or Utility Payments
- Supportive Services
- Technical Assistance
- Resource Identification
- Administration

### Project Eligibility

Applications are deemed eligible when they have been completed and turned in on time. In addition, each proposed program/project must meet the following HOPWA program requirements:

1. Align with at least one *Local Goal and Priority* as outlined in Salt Lake City's Consolidated Plan.
2. Be consistent with *Eligible Activity* provisions as outlined in [Title 24 CFR Part 574](#).

### Funding Minimum

Due to increased competition for funding, a minimum funding request threshold has been set at \$10,000.

### Application Workshops

HOME applicants are required to attend **one mandatory** application training workshop. Applicants are required to sign in at a workshop in order for applications to be considered. Three workshop sessions have been scheduled as follows:

**Date:**            **Friday, September 5<sup>th</sup> at 9:00 am,**  
                         **Monday, September 15<sup>th</sup> at 5:00 pm, OR**  
                         **Monday, September 29<sup>th</sup> at 9:00 am**

**Location:**      **City & County Building**  
                         **451 South State Street, Room 126**

Additional application workshops will be scheduled as needed. Contact Tammy Hunsaker at 801-535-6168 or [tammy.hunsaker@slc.gov](mailto:tammy.hunsaker@slc.gov) for more information.

## 2015-2016 APPLICATION PROCESS

Each application submitted 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, tenant-based rental assistance activities may comprise one application. If you have more than one program for which you request grant funds, then submit more than one application. A construction project should be submitted on a separate application from a request for operating funds.

### **Submittal**

**Completed applications are due Monday, October 10, 2014 by 4:00 p.m.  
Mailed, faxed, or late applications will not be accepted.**

Two applications must be submitted, as follows:

**1. Hand-delivered Submittal**

Please hand-deliver one (1) copies to:

Housing & Neighborhood Development Division  
City & County Building  
451 South State Street, Room 445  
Salt Lake City, Utah 84114

\*This is your official application with original signature. Applications must be received by October 10, 2014 at 4:00 pm to be eligible.

**2. Electronic Submittal**

Please submit an electronic PDF to the following email address:

[SLCFederalGrants@slcgov.com](mailto:SLCFederalGrants@slcgov.com)

\*The PDF submittal does not need a signature.

**Important:**

The printed application is the official copy and must be delivered to the Housing and Neighborhood Development office by 4:00 PM on Friday, October 10, 2014 to be eligible.

Printed applications must be hand-delivered. Mailed, faxed, or late applications will not be accepted by Salt Lake City.

Printed applications should be paper clipped together – *not stapled*. Place applications in a 9"x12" envelope with your organization's name on the front. Please do not bind in a comb or spiral binding or put into a three-ring binder. Make sure your application is printed double-sided. It is not necessary to provide supplemental material on video tapes or CD's. If necessary, the City will request additional information from you and/or take photographs of the proposed project or program site.

# APPLICATION COMPLETION GUIDELINES

Read the application all the way through so you know what information is requested and may organize your responses accordingly. The following instructions are organized by section of the application:

APPLICATION SECTION	NOTES & GUIDELINES
<p>Part I General Information</p>	<p>Provide the requested information. Please note the following:</p> <ul style="list-style-type: none"> <li>• <b>Agency:</b> <ul style="list-style-type: none"> <li>○ Agency information should be for the organization applying for HOPWA funds. This is the organization that will be signing the contract and held responsible for the compliance and reporting requirements. If a parent organization will be signing the contract, list the parent organization’s info here.</li> </ul> </li> <li>• <b>DUNS Number:</b> <ul style="list-style-type: none"> <li>○ DUNS is a unique nine-digit numbering system that is used to identify a business or nonprofit organization. To register for or search for a copy of a DUNS number, go to <a href="http://www.grants.gov/applicants/org_step1.jsp">http://www.grants.gov/applicants/org_step1.jsp</a>.</li> <li>•</li> </ul> </li> </ul>
<p>Part II Eligibility</p>	<p>New for the 2015-16 Application is an additional focus on local goals and priorities.</p> <ul style="list-style-type: none"> <li>○ A primary focus of the City’s 2015-2020 Consolidated Plan is to build <i>Neighborhoods of Opportunity</i> to provide low and moderate income residents access to the following community assets: <ul style="list-style-type: none"> <li>▪ Economic Development</li> <li>▪ Housing</li> <li>▪ Education</li> <li>▪ Health</li> <li>▪ Transportation</li> </ul> </li> <li>○ Projects funded through Salt Lake City’s HOPWA program must align with the goals and priorities outlined in the 2015-2020 Consolidated Plan.</li> <li>○ Please select the goal which is most appropriate for your program.</li> <li>○ Expand on the applicable community needs, how the activity addresses those needs and the anticipated outputs of the activity.</li> </ul>



APPLICATION SECTION	NOTES & GUIDELINES
Part III: A  Program/Project Information	<p>Provide the requested information. Please note the following:</p> <ul style="list-style-type: none"> <li>• <b>Provide a concise description of the proposed project/program:</b> <ul style="list-style-type: none"> <li>○ Describe the functions and purpose of the specific program/project applying for the HOPWA grant. This should be for the entire program, not just for the activities the funding request would support.</li> </ul> </li> <li>• <b>Describe how you would use the HOPWA funds from Salt Lake City, if awarded:</b> <ul style="list-style-type: none"> <li>○ Describe how the proposed funds from Salt Lake City will be used – be specific. For example:               <ul style="list-style-type: none"> <li>▪ Salaries (including benefits and taxes) for a specific position</li> <li>▪ Utilities for a facility that provides services to qualified persons</li> <li>▪ Supplies (describe as either office supplies or other type of supplies such as medical or dental)</li> </ul> </li> </ul> </li> <li>• <b>Describe your agency's procedures to assure the confidentiality of individuals assisted with HOPWA funds:</b> <ul style="list-style-type: none"> <li>○ Discuss your agency's policies for meeting HOPWA's confidentiality requirements.</li> </ul> </li> </ul>
Part III: B  Proposed Budget	<p>Provide budget information in the section corresponding to your program activities. Note the following:</p> <ul style="list-style-type: none"> <li>• Enter a line item for each program/project cost to be funded by Salt Lake City HOPWA funds. Include an itemized cost breakdown for services, operational costs and other eligible expenses. The total cost as well as the portion funded with Salt Lake City HOPWA funds will need to be documented.</li> <li>• The agency's entire budget does not need to be documented; only costs that are fully or partially funded with Salt Lake City HOPWA funds.</li> </ul>
Part III: C  Target Population	<p>Identify historical and estimated populations served by the project/program. Total population served as well as population served by funding received from Salt Lake City will need to be documented. Newly established projects/programs do not need to document historical populations served.</p>
Part III: D  Leveraging	<ul style="list-style-type: none"> <li>• <b>Does the program/project collaborate with other service providers in the community?:</b> <ul style="list-style-type: none"> <li>○ Discuss efforts to coordinate and leverage your project/program with existing community resources.</li> </ul> </li> <li>• <b>Identify the sources of funds (including the names of major foundation grants) required for the program:</b> <ul style="list-style-type: none"> <li>○ For the proposed program/project, document your Salt Lake City HOPWA funding request along with all other funding sources. Include Salt Lake City</li> </ul> </li> </ul>

APPLICATION SECTION	NOTES & GUIDELINES
	<p>HOPWA, other federal programs, private funds, foundation funds, and your own agency funds.</p> <ul style="list-style-type: none"> <li>• <b>In the event your funding is reduced, describe your contingency plan for supplying housing to HOPWA clients:</b> (For tenant-based and project-based rental assistant programs) <ul style="list-style-type: none"> <li>○ Discuss your agency’s plans for carrying out the program if awarded partial funding from Salt Lake City. Include a discussion on your agency’s capacity to carry out the project/program if your funding request is not awarded.</li> </ul> </li> <li>• <b>If funded, how would you continue to implement the project/program if HOPWA funds are not available in future years?:</b> <ul style="list-style-type: none"> <li>○ If funding is awarded for the 2015-16 program year, there is no guarantee that projects/programs will receive funding in subsequent program years. Discuss your agency’s plans for continuing programs/projects in consideration of the uncertain nature of future HOPWA funding.</li> </ul> </li> </ul>
<p>Part IV Agency Capacity</p>	<p>Provide the requested information. Projects/programs awarded funding will require a significant amount of accountability and reporting. Note the following:</p> <ul style="list-style-type: none"> <li>• <b>Describe the processes your agency will use to track and monitor project progress:</b> <ul style="list-style-type: none"> <li>○ Discuss the process used to analyze performance, work performed, and results achieved.</li> </ul> </li> <li>• <b>Describe the procedures your agency will use to segregate and track HOPWA funds from other agency funds:</b> <ul style="list-style-type: none"> <li>○ Salt Lake City HOPWA funds must be tracked separately from other funds. Elaborate on your agency’s process for tracking and reporting Salt Lake City HOPWA funds. For each expense, your agency needs to be capable of reporting Salt Lake City HOPWA funds, as well as total funds expended.</li> </ul> </li> <li>• <b>Describe your agency internal controls for waste and fraud prevention:</b> <ul style="list-style-type: none"> <li>○ Discuss your agency’s policies for preventing the waste of funds and resources.</li> </ul> </li> <li>• <b>Does your agency have a Language Access Plan (LAP) to provide services to limited English proficiency persons?:</b> <ul style="list-style-type: none"> <li>○ Discuss your agency’s LAP policies. HUD has issued a minimum <i>Language Access Plan</i> (LAP) requirement for all agencies that receive federal funding. This requirement states that agencies must take “reasonable steps to ensure that Limited English Proficiency (LEP) persons have meaningful access to their respective programs and services.”</li> </ul> </li> </ul>

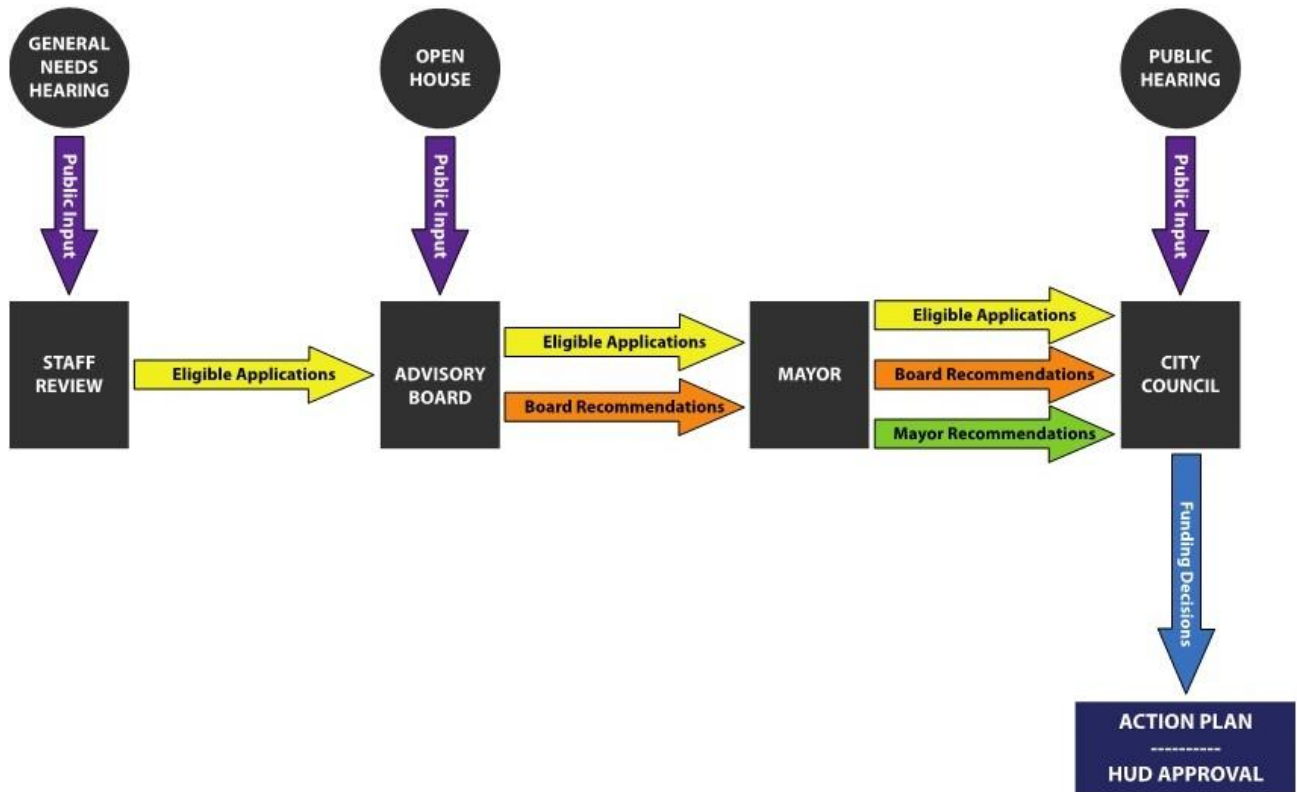
APPLICATION SECTION	NOTES & GUIDELINES
<p>Part V</p> <p>Application Submittal</p>	<p>Printed Submission:</p> <p>Please hand-deliver one (1) printed copy to:</p> <p style="text-align: center;"><b>Housing &amp; Neighborhood Development Division City &amp; County Building 451 South State Street, Room 445 Salt Lake City, Utah 84114</b></p> <p>Applications should be paper clipped together – <i>not stapled</i>. Please print double-sided. Place applications in a 9”x12” envelope with your organization’s name on the front.</p> <p style="text-align: center;"><b>Applications are due by 4 pm on Friday, October 10, 2014</b></p> <p>Electronic Submission:</p> <p>Please email a pdf of the application to the following email:</p> <p><a href="mailto:SLCFederalGrants@slcgov.com">SLCFederalGrants@slcgov.com</a></p> <p>For larger submissions Dropbox is available, please contact Tammy Hunsaker @ <a href="mailto:tammy.hunsaker@slcgov.com">tammy.hunsaker@slcgov.com</a></p>
<p>Applicant Certification</p>	<p>Signee must be duly authorized to sign contracts on behalf of the organization applying for funds.</p>

## EVALUATION PROCESS

All applications are reviewed by City Staff to ensure that funding requests meet the required criteria. Adequate information needs to be provided on the following:

- Neighborhoods of Opportunity: Local Goals and Priorities
- Eligible Activity Requirements
- Background/Mission of Applicant Organization
- Organization’s Ability to Carry out Proposed Project/Program
- Adequate Program/Project Description
- Project/Program Location
- Accurate Contact Information Provided
- Clearly Defined Scope of Services
- Proposed Schedule of Work
- Amount Requested and a Clearly Defined Budget
- List of Funding Partnerships Demonstrating Leveraging Capability
- Population to be Served
- Number of People Intended to be Served

**Figure 1: Funding Award Process**



### **Funding Recommendations**

After applications are approved by City Staff for eligibility, they are handed off to the HOPWA Entitlement Review Committee, which is comprised of local social services and community development experts. The Review Committee makes funding recommendations, which are provided to the Housing Trust Fund Advisory Board, a citizen volunteer board comprised of local residents representing each of the City Council districts. The Advisory Board reviews applications and makes funding recommendations to the Mayor and City Council.

Applications and recommendations are provided to the Mayor for review. After careful evaluation, the Mayor makes funding recommendations that are provided, along with recommendations, to the City Council for their consideration.

### **Funding Decisions**

The City Council holds a public hearing in order to provide an additional opportunity for public input on the projects proposed for funding. Applications recommended for funding will not necessarily receive an award, as the availability of 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 the U.S. Department of Housing and Urban Development.

### **Grant Agreements**

Applicants selected for funding will be invited to enter into a contract with the City. Contract negotiations might require additional requirements, such as the refinement of the final scope of services. Salt Lake City's Housing and Neighborhood Development Division will contract with the selected applicants once negotiations are complete.

<b>Application Checklist</b>	
1. Completed and signed HOPWA application (one copy, max.)	<input type="checkbox"/>
2. If non-profit, IRS 501 (c) (3) status letter (1 copy with the original application)	<input type="checkbox"/>
3. If private agency, list of board members (1 copy with the original application)	<input type="checkbox"/>
4. PDF Electronic application submitted to <a href="mailto:SLCFederalGrants@slcgov.com">SLCFederalGrants@slcgov.com</a>	<input type="checkbox"/>

## RESOURCES

HOPWA program applicants are encouraged to obtain additional information on program requirement through the following sources:

### **HOPWA Program Information:**

[http://portal.hud.gov/hudportal/HUD?src=/program\\_offices/comm\\_planning/aids\\_housing/programs](http://portal.hud.gov/hudportal/HUD?src=/program_offices/comm_planning/aids_housing/programs)

### **HOPWA Regulations:**

[http://www.ecfr.gov/cgi-bin/text-idx?c=ecfr&tpl=/ecfrbrowse/Title24/24cfr92\\_main\\_02.tpl](http://www.ecfr.gov/cgi-bin/text-idx?c=ecfr&tpl=/ecfrbrowse/Title24/24cfr92_main_02.tpl)