

Salt Lake County
Housing & Community Development
Request for Applications (RFA)

HOME-American Rescue Plan (ARP)
Supportive Services

RELEASE DATE: September 5, 2025

APPLICATION DUE: September 26, 2025, at 11:59 PM MST

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SECTION 1. INTRODUCTION AND OBJECTIVE

Salt Lake County is pleased to announce the availability of funding under the United States Department of Housing and Urban Development (HUD) HOME-American Rescue Plan (HOME-ARP) program to provide supportive services for qualifying populations.

On September 13th, 2021, the United States Department of Housing and Urban Development (HUD) released a notice outlining a specialized version of the existing HOME Investment Partnerships Program (HOME). This new allocation, known as HOME-ARP (HOME-American Rescue Plan), was authorized under the American Rescue Plan Act of 2021 to provide targeted assistance in response to the housing and homelessness challenges exacerbated by the COVID-19 pandemic. These funds were designed to supplement the traditional HOME program and introduce new flexibilities to address urgent needs.

The total amount available under this RFA is approximately \$3,210,671.00, which will be awarded through a competitive process to qualified applicants who demonstrate capacity, experience, and a strong commitment to serving qualifying populations.

Of the total allocation:

1. \$2.3 million will be dedicated to direct rental payments.
2. \$910,671 will be available to agencies for case management and additional supportive services such as childcare, food assistance, health services, employment-related clothing, and access to public transportation as needed. These services are intended to promote and maintain housing stability for QPs, particularly those receiving rental assistance.

QUALIFYING POPULATIONS

Individuals or families that are:

1. Homeless, as defined in section 103(a) of the McKinney-Vento Homeless Assistance Act, as amended (42 U.S.C. 11302(a)) (“McKinney-Vento”);
2. At risk of homelessness, as defined in section 401 of McKinney-Vento;
3. Fleeing, or attempting to flee domestic violence, dating violence, sexual assault, stalking, or human trafficking;
4. Part of other populations where providing supportive services or assistance would prevent a family’s homelessness or would serve those with the greatest risk of housing instability; or
5. Veterans and families that include a veteran family member that meet one of the criteria in 1-4 above.

SECTION 2. GRANT INFORMATION

ELIGIBLE APPLICANTS MINIMUM REQUIREMENTS

1. Projects must be within Salt Lake County.
2. Projects must serve qualifying populations.
3. Projects must comply with the HOME Investment Partnerships Program, outlined in [24 CFR Part 92](#) and [HUD Notice CPD-21-10](#).
4. Projects must comply with Attachment B – Scope of Work.

NON-PROFIT CAPACITY BUILDING FUNDING

If you would like to be considered for additional funding through the HOME-ARP non-profit capacity building, please complete the Optional Non-Profit Application Narrative included in the application. This funding will be in addition to any award you receive in response to the Supportive Services application and will specifically be awarded based on the information provided in the application.

Capacity-building funding under the HOME-ARP is intended to strengthen the ability of non-profit organizations to effectively deliver services and housing support to Qualifying Populations (QPs). Funds must be used for activities that build long-term organizational capacity and enhance service delivery in alignment with HUD requirements.

EXPECTED MEASUREMENTS AND OUTCOMES

1. Salt Lake County anticipates that approximately 200 households will receive short-term rental assistance until a more permanent housing solution can be identified. Additionally, it is estimated that between 600 and 800 individuals will benefit from supportive service activities, depending on household size.
2. Participation in county-wide data collection efforts by Salt Lake County is required. If Grantee is required to utilize UHMIS for data collection, Grantee must provide accurate data entry into UHMIS, or comparable database if a Victim Service provider, within 5 days of client interactions. If required to utilize UHMIS, all data entered in UHMIS should be report-ready by the 15th day following the last day of each month. Report-ready is when data entered for that period is accurate and complete to the best of the Grantees' knowledge and ability.
3. Performance data will be evaluated at least quarterly and a full year's data will be submitted at the same time as the fourth quarter's data.
 - a. A narrative report will be required after completion of the grant and at the end of each year.
4. Supportive services must report:

- a. Number of clients assisted
 - b. Number of full-time case managers funded
 - c. Average length of project participation for stayers
 - d. Average length of project participation for leavers
 - e. Number of participants who were exited to permanent destinations
 - f. Number of participants who were exited without move-in date
 - g. Number of participants who were exited to data not completed
5. For Non-Profit Capacity Building funding subrecipient must report:
- a. Number of full-time and part-time employees hired or supported with HOME-ARP
 - b. Number of trainings and technical assistance either attended or provided by HOME-ARP supported staff

FUNDING

- 1. The grant is funded by HOME-ARP.
- 2. The amount of the grant will be awarded based on the program application, evaluation criteria and funding availability.
- 3. All unused funds at the end of the grant shall be returned to Salt Lake County.
- 4. Grant funds may not be used to supplant existing funds.
- 5. There is no match required for HOME-ARP funds.

All items contained within this agreement must comply with the HOME Investment Partnerships Program, outlined in [24 CFR Part 92](#) and [HUD Notice CPD-21-10](#).

PERIOD OF PERFORMANCE

- 1. Grant funds are available January 1, 2026, through December 31, 2027.
- 2. Salt Lake County may elect to terminate the grant for non-compliance or funding availability.

EVALUATION AND AWARD

- 1. Applications will be evaluated on a competitive basis.
- 2. There is no limit to the number of applications that organizations may submit.
- 3. Applicants must be available for questions or clarification during the grant review period.
- 4. Salt Lake County reserves the right to reject any and all applications or withdraw this offer at any time.
- 5. Awards will be made to the responsible applicant(s) whose application is determined to best meet the objectives of the office of Salt Lake County taking into consideration all factors set forth in this RFA.

6. Successful applications will be open to public inspection after grant award under the guidelines of the Government Records Access and Management Act (GRAMA). The entire application will be open unless applicant requests in writing that trade secrets/proprietary data be protected. A Claim of Business Confidentiality must accompany the grant application. This form is attached as Appendix D or can be found at https://archives.utah.gov/wp-content/uploads/GRAMA_claim_of_business_confidentiality.pdf
7. Organizations may be awarded partial grants, as determined by the Citizen Advisory Committee and Salt Lake County Housing and Community Development.

QUESTIONS

Questions requesting clarification or interpretation of any section of this RFA must be submitted on or before Wednesday, September 19, 2025. All questions will be made public. Please check the questions and answers page prior to submitting questions. Written responses will be posted regularly on the RFA website (insert link), but not later than Monday, September 22, 2025.

Submit question here: <https://app.smartsheet.com/b/form/b07c22e070824ab49707641a449b97a8>

ADDENDA

If Salt Lake County finds it necessary to modify the RFA for any reason, it will issue a written addendum to the original RFA. Final Addenda will be posted no later than Monday, September 22nd.

SECTION 3. APPLICATION PROCESS

TIMELINE

Date	Activity
September 5, 2025	Applications Available Via Smartsheet. For more information, please visit https://www.saltlakecounty.gov/regional-development/housing-community-development/apply-for-grant-funding/home--arp-supportive-services-rfa/
September 15, 2025	Pre-Application Training Register here: https://slco.webex.com/weblink/register/r70d9138f6d7b3d34d854aa1f99ec7556
September 19, 2025	Final Day to Submit Questions https://app.smartsheet.com/b/form/b07c22e070824ab49707641a449b97a8

September 26, 2025	Applications Due Via Smartsheet https://app.smartsheet.com/b/form/9315c84f5f4242248fce829169274557
October 2025	Application Review with Citizen Advisory Committee
November 2025	Final Funding Recommendations Will Be Available
January 2026	Award Effective Date

PRE-APPLICATION MEETING

Interested applicants are invited to attend a pre-application meeting to discuss project and applicant eligibility and to ask questions about this RFA. This pre-application meeting will be held on Monday, September 15, 2025, at 11:00am (MST).

The pre-application meeting is for informational purposes only. If the RFA needs to be modified or clarified, a written addendum will be issued.

The pre-application webinar will be held via WebEx and requires pre-registration.

To register to attend the pre-application webinar, please use the link below. Please make sure that you use your business/organizational information when registering as this information is subject to the Utah Government Records Access and Management Act (GRAMA) regulations.

<https://slco.webex.com/weblink/register/r70d9138f6d7b3d34d854aa1f99ec7556a26>

SUBMISSION REQUIREMENTS

1. Complete and submit the online application and attach required forms and documents.
2. Prior to filling out the online application, complete and compile the following documents which will be attached to Appendix A – HOME-ARP Supportive Services Application during submission of the application.

Forms provided by Salt Lake County Housing and Community Development:

- a) Appendix A- HOME-ARP Supportive Services Application
- b) Appendix B- FFATA Certification by Subrecipients
- c) Appendix C- Budget

Additional documents to be attached to the application, not provided by Salt Lake County:

- d) HOME-ARP supportive services case management/service plan (required)
- e) MOUs/other partnership agreements related to project (if applicable)

- f) Business License or Articles of Incorporation (if applicable)
- g) 501(c)(3) Letter (If applicable)

ADDITIONAL INFORMATION

1. Separate applications are required for each project.
2. The required application, forms and documents can be found at <https://www.saltlakecounty.gov/regional-development/housing-community-development/apply-for-grant-funding/home--arp-supportive-services-rfa/>
3. By submitting an application to this RFA, the Applicant acknowledges and agrees that the requirements, Scope of Work, and the evaluation process outlined in this RFA are understood, fair, equitable, and are not unduly restrictive. Any exceptions to the content of this RFA must be addressed within the Q&A period. The Applicant further acknowledges that it has read this RFA, along with any attached or referenced documents.
4. Applicants must bear the cost of preparing and submitting the application.
5. Failure to comply with any part of the RFA may result in disqualification of the application.
6. Applications must be received no later than Friday, September 26th at 11:59 PM MST. Late applications will not be accepted. No exceptions.
7. Do NOT include additional information such as personalized cover sheets, table of contents, pamphlets, organizational public relations information, addenda, etc.
8. Salt lake County may request the correction of minor omissions during the review period. Applicants must respond within the time period provided in the request.

PRE-AWARD REQUIREMENTS

1. Insurance, if not provided during application
2. Subrecipient Pre-Award Risk Assessment, if applicable

SECTION 4. SUBMISSION CHECKLISTS

APPLICATION CHECKLIST

1. HOME-ARP Supportive Services Application and Attachments
2. Business License or Articles of Incorporation (if applicable)
3. 501(c)(3) Letter (if applicable)

Application must be received by Friday, September 26, 2025, at 11:59 PM MST.
Applications must be submitted online. No paper copies will be accepted.

SECTION 5. APPLICATION EVALUATION AND SCORING CRITERIA

Applications will be reviewed internally by HCD staff to determine whether they meet the eligibility criteria outlined in Sections 2. Applications will be reviewed and scored by the Citizen Advisory Committee and will make determinations for final awards.

Final awards may be for less than the application amount and less than the minimum application amount of \$1,000,000.00.

The review committee will be provided with a score sheet to complete the proposal evaluation utilizing the point system listed below. Committee members will individually score the proposals and rank them 1st, 2nd, 3rd, etc., according to their total score. The following point system is utilized:

Excellent (5): If the application exceeds expectations, with an excellent probability of success in achieving all requirements of the RFA, and is very detailed in providing innovative ideas, new concepts, or optional features applicable to the project then a score of “5” is given.

Good (4): If the application has a very good probability of success, achieves all requirements of the RFA reasonably, and provides some innovative ideas, new concepts, or optional features applicable to the project then a score of “4” is given.

Acceptable (3): If the application has a reasonable probability of success but falls short of some of the requirements of the RFA, and lacks innovative ideas, new concepts, or optional features applicable to the project then a score of “3” is given.

Poor (1-2): If the application falls short of expectations of the RFA and has a low probability of success then a score of “1” or “2” is given.

Unacceptable (0): If the approach completely fails the requirements of the RFA, then a score of “0” is given.

If an applicant does not meet the eligibility screening or submits an incomplete application, that will result in the application not being reviewed by the Committee and the project will not be eligible for funding.

Staff Eligibility Review	Staff Check
Application submitted by the deadline	<input type="checkbox"/>
Application complete, with required materials and required acknowledgements as specified in the application	<input type="checkbox"/>
Project is located wholly within Salt Lake County	<input type="checkbox"/>
Eligible project type	<input type="checkbox"/>
Eligible Qualified Population(s) identified	<input type="checkbox"/>
Eligible use of funds	<input type="checkbox"/>
Applicant agrees to comply with: <input type="checkbox"/> SLCo's Environmental Compliance Practices, Vendor Compliance Statement, and Non-Debarment Certification	<input type="checkbox"/>
Assessment of Risk to SLCo <i>Rated as green (low risk), yellow (moderate risk), and red (high risk) or NA (not applicable)</i>	Staff Check
Risk of funds not being spent by December 2027 deadline	
Application Scoring Criteria	Advisory Board Score
Project Summary – Question 1 10 points (weighted at 2)	/ 10
<i>Scoring criteria</i> <ol style="list-style-type: none"> How detailed and complete is the project summary? Is the project reasonable and well thought out? Are any community partnerships clearly outlined and connected to the project's activity? 	
Comments:	

Innovation - Question 2 (weighted at 2)	
<i>Scoring criteria</i>	/10
<ol style="list-style-type: none"> 1. Does the applicant outline the ways it is innovative in services offered? 2. Does the applicant outline the ways this project is unique and not already in the community? 	
Funding Leverage- Questions 3 (weighted at 2)	
<i>Scoring criteria</i>	/10
<ol style="list-style-type: none"> 1. Does the project have other funding sources that it is leveraging as part of the overall cost? 2. Does the project justify the costs being requested in the application? 	
Comments:	
Background and Experience- Question 4 (weighted at 3)	
<i>Scoring Criteria</i>	/15
<ol style="list-style-type: none"> 1. Does the applicant outline significant experience providing the types of services offered by this project? 2. Does the applicant provide compelling evidence that they are uniquely qualified to administer this project? 	
Comments:	
Coordination with Salt Lake Valley Coalition to End Homelessness- Question 5 (weighted at 1)	
<i>Scoring Criteria</i>	/5
<ol style="list-style-type: none"> 1. Does the project outline how it coordinates with the Salt Lake Valley Coalition to End Homelessness?? 	
Comments:	

Experience with Federal Funding- Question 6 (weighted at 3)	
<i>Scoring Criteria</i> <ol style="list-style-type: none"> 1. Does the applicant demonstrate experience working with complicated funding requirements? 2. Does the applicant list specific complicated projects and how they complied with requirements? 	/15
Comments:	
Budget and Budget Narrative- Additional Attachment (weighted at 7)	
<i>Scoring Criteria</i> <ol style="list-style-type: none"> 1. Does the budget provide a detailed breakdown of what is being requested for funding? 2. Are the services described appropriate for the clients the project will be serving? 3. Are the costs reasonable for the services being provided? 	/35
TOTAL SCORE	/100

SECTION 6. GENERAL REQUIREMENTS AND INFORMATION

The selected Applicant must agree to all requirements in the RFA unless an exemption is stated in the application. If you wish TO REQUEST MATERIAL CHANGES TO the RFA including exhibits, attachments, addenda and/or any of the terms of the example standard Agreement THE EXCEPTION must be specifically identified in your APPLICATION with reasonable alternatives presented. APPLICANT understands that deviations from the standard form agreements are made at the county's discretion. Applicants are advised that County is not bound by the terms of the RFA until a written agreement is fully executed and any activity taken by Applicant prior to a written agreement being fully executed is done at the Applicant's sole risk.

NOTICE TO APPLICANTS

By submitting an application to this RFA, Applicant understands and agrees to the following:

- A. RFA Cancellation: This RFA may be cancelled at any time prior to the execution of a written agreement if deemed in the best interests of County. This includes cancellation of the RFA after an award has been made, but prior to the execution of a written contract. Applicant is not entitled to recover any costs related to the preparation of the application due to cancellation of the RFA or withdrawal of an award prior to the execution of a written agreement.
- B. Loan Amount: All loan amount requests and awards are to remain firm from the RFA closing date until the contract document is executed, unless a different period is stated in County's RFA. Any application that does not offer to remain firm for the required period may be considered to be non-responsive.
- C. Costs: Applicants bear all costs and expenses related to this RFA including, but not limited to, preparation and delivery of the application, attending the pre-application conference, and attending an interview, if applicable.
- D. Licensing: All applicable federal, state, and local licenses must be acquired before the contract is entered into between County and the selected respondent. Licenses must be maintained throughout the entire contract period. Persons doing business as an Individual, Association, Partnership, Corporation, or otherwise shall be registered with the Utah State Division of Corporations and Commercial Code. NOTE: Forms and information on registration may be obtained by calling (801) 530-4849 or toll free at 877-526-3994, or by accessing: <https://corporations.utah.gov>.
- E. Changes or Modifications: County will make any changes or modification to the RFA by written addendum. Applicants submitting an application based on any information other than that contained in County's RFA and any addenda, do so at their own risk.
- F. Receiving Applications: Applications will be submitted via a Smartsheet form (as outlined on the RFA website) that will require multiple attachments and will be reviewed after the closing date and time. If only one application is received in response to this RFA, County may recommend an award of a contract to the single Applicant if the conditions cited above are met. Alternatively, County may re-solicit for the purpose of obtaining additional applications.
- G. Rejection of Applications: Any application containing significant deviations from the specifications of the RFA shall be considered non-responsive and may be rejected in whole or in part.

- H. Protests: Pursuant to Salt Lake County Code of Ordinances § 3.25.080, a protest in regard to the RFA document shall be submitted in writing to the Program Administrator within seven (7) business days after notification of the award is posted to the county's website or delivered to the applicants. An appeal may be amended and/or supplemented during the seven calendar days after notification of the award is posted but aggrieved applicant shall not amend and/or supplement its appeal after the expiration of that time period. An aggrieved applicant may file only one (1) appeal after the closing date for applications. Appeal letters should specifically and completely state the facts that constitute the error in the applications process or the award and the desired remedy.
- I. Free and Competitive Selection: Any agreement or collusion among prospective Applicants to fix a price or limit competition shall render such applications void. , Such conduct is unlawful and subject to criminal sanctions. Each Applicant shall certify that no one in its firm or company has either directly or indirectly restrained free and competitive selection, participated in any collusion, or otherwise taken any action unauthorized by County Purchasing Ordinances or applicable law.
- J. Reasonable Accommodations: Reasonable accommodations for qualified individuals to attend meetings may be provided upon receipt of a request with two (2) working days' notice. Please contact Jennifer Jimenez, HCD Operations Manager, at 385-468-4944. TTY users may call 711.
- K. Environmentally Responsible Procurement Practices: County has implemented environmentally responsible procurement practices. Please refer to Appendix C: Environmental Compliance Practices, Vendor Compliance Statement, and Non-Debarment Certification.
- L. Government Records Access and Management Act (GRAMA): County is a governmental entity subject to the Utah Government Records Access and Management Act (GRAMA), Utah Code Ann. §§ 63G-2-101 to -901. As a result, County is required to disclose certain information and materials to the public, upon request. Generally, any document submitted to County is considered a "public record" under GRAMA. Any person who provides to County a record that the person believes merits protection under subsection 63G-2-305(1) or (2) must submit with their application all of the following: (1) a written claim of business confidentiality and (2) a concise statement of reasons supporting the claim of business confidentiality, and (3) a separate copy of the application with the information requested to be protected redacted. Failure to comply with any of the three (3) requirements for a claim of business confidentiality waives the request for protected record. Generally, GRAMA only protects against the disclosure of trade secrets or commercial information that could reasonably be expected to result in unfair competitive injury. For your convenience, County has provided a Business Confidentiality Request Form which is attached to this RFA as Appendix D. All documents submitted in response to this RFA will be treated as public records in accordance with GRAMA, unless a claim of business confidentiality has been properly made and approved by County. All

proposed costs/pricing/fees submitted to the county are public records. An entire application cannot be identified as “PROTECTED,” “CONFIDENTIAL,” or “PROPRIETARY” and may be considered non-responsive if marked as such.

- M. Notice to Retirees of Utah Retirement Systems (URS): County is a URS “participating employer.” Entering into an agreement with County may affect a URS retiree’s retirement benefits including, but not limited to, cancellation of the retiree’s “retirement allowance” due to “reemployment” with a “participating employer” pursuant to Utah Code Ann. § 49-11-504 to -505. In addition, Contractor is required to immediately notify County if a retiree of URS is the contractor; or an owner, operator, or principal of the contractor. Contractor shall refer the URS retiree to the URS Retirement Department at 801-366-7770 or 800-695-4877 for all questions about post-retirement employment regulations.
- N. Employee Status Verification System: Applicant shall register and participate in the Status Verification System before entering into a contract with County as required by Utah Code Ann. § 63G-12-302. The Status Verification System is an electronic system operated by the federal government, through which an authorized official of a state agency or a political subdivision of the state may inquire by exercise of authority delegated pursuant to 8 U.S.C. § 1373 to verify the citizenship or immigration status of an individual within the jurisdiction of the agency or political subdivision. Applicant is individually responsible for verifying the employment status of only new employees who work under Applicant’s supervision or direction and not those who work for another Applicant or subcontractor, except each Applicant or subcontractor who works under or for another Applicant shall certify to the main Applicant by affidavit that the Applicant or subcontractor has verified, through the Status Verification System, the employment status of each new employee of the respective Applicant or subcontractor. The Applicant shall comply in all respects with the provisions of Utah Code Ann. § 63G-12-302. Applicant’s failure to so comply may result in the immediate termination of its contract with County.
- O. Ethical Standards: Applicant represents that it has not: (a) provided an illegal gift to any County officer or employee, or former County officer or employee, or to any relative or business entity of a County officer or employee, or relative or business entity of a former County officer or employee; (b) retained any person to solicit or secure this contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, other than bona fide employees of bona fide commercial agencies established for the purpose of securing business; (c) breached any of the ethical standards set forth in State statute or Salt Lake County Code of Ordinances § 2.07; or (d) knowingly influenced, and hereby promises that it will not knowingly influence, any County officer or employee or former County officer or employee to breach any of the ethical standards set forth in State statute or Salt Lake County ordinances.

- P. Campaign Contributions: The Salt Lake County campaign finance disclosure ordinance limits campaign contributions to County candidates by engaged and/or contracted Applicants. Salt Lake County Code of Ordinances § 2.72A. Applicant acknowledges and understands those limitations on campaign contributions mean that any person, business, corporation or other entity that enters into a contract or is engaged in a contract with County is prohibited from making campaign contributions in excess of \$100 to County candidates during the term of the contract and during a single election cycle as defined in the ordinance. Applicant further acknowledges that violation of those provisions governing campaign contributions may result in criminal sanctions as well as termination of this Agreement.
- Q. Copyrighted Material Waiver: In the event that the application contains copyrighted or trademarked materials, by submitting its application the Applicant grants County the right to use, reproduce, and publish the copyrighted or trademark materials in any manner County deems necessary for conducting County business and for allowing public access to the responses under GRAMA or otherwise, including but limited to photocopying, County Intranet/Internet postings, broadcast faxing, and direct mailing. If the application contains materials whose copyright or trademark is held by a third party, it is the Applicant's sole responsibility to obtain permission from that third party for County to reproduce and publish the information. By submitting its application, the Applicant certifies that it owns or has obtained all necessary approvals for the reproduction or distribution of the contents of the application and agrees to indemnify, protect, save and hold County, its representatives and employees harmless from any and all claims arising from all intellectual property claims related or connected to the application and agrees to pay all legal fees incurred by County in the defense of any such action.
- R. Restrictions on Communications: From the issue date of this Request For Application until an Applicant is selected and the selection is announced, Applicants are prohibited from communications regarding this procurement with agency staff, evaluation committee members, or other associated individuals EXCEPT the Program Administrator overseeing this procurement. Failure to comply with this requirement may result in disqualification.

INSURANCE REQUIREMENTS

Insurance will be required per the amounts listed below. Please refer to the attached sample agreement for information concerning insurance requirements.

- A. Workers' compensation and employer's liability insurance as required by the State of Utah, unless a waiver of coverage is allowed and acquired pursuant to Utah law. This requirement includes contractors who are doing business as an individual and/or as a sole proprietor as well as corporations, limited liability companies, joint ventures and partnerships. In the event any work is subcontracted, Contractor shall

require its subcontractor(s) similarly to provide workers' compensation insurance for all of the latter's employees, unless a waiver of coverage is allowed and acquired pursuant to Utah law.

- B. Commercial general liability insurance on an occurrence form with County as an additional insured in the minimum amount of \$1,000,000 per occurrence with a \$3,000,000 general policy aggregate and \$2,000,000 products completed operations policy aggregate. The policy shall protect County and Contractor from claims for damages for personal injury, including accidental death, and from claims for property damage that may arise from Contractor's acts or omissions under this Contract, whether performed by Contractor itself, any subcontractor, or anyone directly or indirectly employed by either of them. Such insurance shall provide coverage for premises operations, acts of independent contractors, and completed operations.
- C. Professional liability insurance in the minimum amount of \$1,000,000 per occurrence with a \$2,000,000 annual policy aggregate limit.
- D. Commercial automobile liability insurance that provides coverage for owned, hired, and non-owned automobiles, with County as an additional insured, in the minimum amount of \$1,000,000 per person, \$2,000,000 per accident, \$500,000 per occurrence for property damage, or a single combined limit of \$2,000,000.

APPENDIX B SCOPE OF WORK

I. Purpose/Background

On September 13th, 2021, the United States Department of Housing and Urban Development (HUD) released a notice outlining a specialized version of the existing HOME housing development program. This new allocation, named HOME-ARP, dedicated federal funding to States and other participating jurisdictions to perform four activities that are required to primarily benefit qualifying individuals and families who are homeless, at risk of homelessness, or in other vulnerable populations. The State of Utah received funding to award agencies to perform allowable activities under the newly created HOME-ARP program. All projects utilizing any HOME-ARP funding must comply with [HUD notice CPD- 21-10](#) and with requirements outlined in the State of Utah HOME-ARP allocation plan.

II. Subrecipient Responsibilities

1. SUBRECIPIENT must complete the project as defined in the application and approved by the Citizen's Advisory Committee and Salt Lake County Housing and Community Development.
 - a. Any deviations from the project or funding approval must be pre-approved in writing by Salt Lake County. Salt Lake County reserves the right to deny any requested changes.
2. SUBRECIPIENT shall determine eligibility for clients served and activities performed. Eligible clients are those who:
 - b. Meet the definition of qualifying populations, as defined in the HOME-ARP regulations
 - c. Require assistance with supportive service funding
3. SUBRECIPIENT must participate in the following:
 - a. Activities aligning with and supporting the UHC Statewide Strategic Plan.
 - b. Continuum of Care (CoC) and Local Homeless Council (LHC) meetings, strategic planning activities at the State, CoC and LHC level, and comply with policies and procedures established by the Salt Lake County, CoC, and LHC's.
 - c. Annual Point-in-Time (PIT) Homeless Count.
 - d. Housing Inventory Count (HIC).
 - e. Data initiatives as requested by Salt Lake County, including all federally mandated reports.
4. SUBRECIPIENT must participate in reasonable technical assistance activities provided by Salt Lake County staff or its designees. Failure to respond to email

and other correspondence from Salt Lake County and its designees within 10 business days, without reasonable cause, shall be referred for contract review. A contract review may result in probation or termination of the contract.

5. Subcontractors must have been approved during the application process.
6. SUBRECIPIENT is responsible for Subcontractors' compliance with the Terms and Conditions of this contract and shall provide Salt Lake County with a copy of any agreements.

III. Program Services

1. HOME-ARP funds may be used to provide a broad range of supportive services to individuals and families that meet one of the Qualifying Populations. Supportive services are defined as services provided to help participants obtain and maintain permanent housing.
2. SUBRECIPIENT must provide supportive services as outlined in HUD Notice CPD-21-10 and as identified in the application for funding.
 - a. Specific services will be included in the final grant agreement.

IV. Outcomes and Reporting

1. Participation in statewide data collection efforts by Salt Lake County is required. If Grantee is required to utilize UHMIS for data collection, Grantee must provide accurate data entry into UHMIS, or comparable database if a Victim Service provider, within 5 days of client interactions. OHS shall provide report templates for any data not reported through UHMIS with sufficient notice of the information or data required. If required to utilize UHMIS, all data entered into UHMIS should be report-ready by the 15th day following the last day of each month. Report-ready is when data entered for that period is accurate and complete to the best of the Grantees' knowledge and ability.
2. Performance data shall be evaluated at least quarterly on the following schedule:
 - a. First Quarter: Due April 15 for the time period of January 1 – March 31
 - b. Second Quarter: Due July 15 for the time period of April 1 – June 30
 - c. Third Quarter: Due October 15 for the time period of July 1 – September 30
 - d. Fourth Quarter: Due January 15 for the time period of October 1 – December 31st
 - e. Full Year: The full year's data will be collected at the same time as the fourth quarter report and due January 15. In addition, a narrative report will be required after completion of the grant and at the end of each year.
3. Supportive services must report:
 - a. Number of clients assisted
 - b. Number of full-time case managers funded

- c. Average length of project participation for stayers
- d. Average length of project participation for leavers
- e. Number of participants who were exited to permanent destinations
- f. Number of participants who were exited without move-in date
- g. Number of participants who were exited to data not completed
- 4. For Non-Profit Capacity Building funding (NPOC), SUBRECIPIENT must report:
 - a. Number of full-time and part-time employees hired or supported with HOME-ARP NPOC funding
 - b. Number of trainings and technical assistance either attended or provided by HOME-ARP

V. Monitoring

- 1. Salt Lake County shall review projects at least annually or more often as necessary. Monitoring shall review at a minimum:
 - a. Client eligibility records to ensure that only qualified populations are being served by the project
 - b. Compliance with reporting and deliverables as outlined
 - c. Other requirements as outlined in [HUD Notice CPD-21-10](#) and in future guidance provided by HUD to Salt Lake County and communicated to Subrecipient.

VI. Budget

- 1. Invoicing for Reimbursement:
 - a. Adhere to the approved budget set forth in Appendix C – Budget.
 - b. Claims for reimbursement of expenditures shall be submitted online through Smartsheet.
 - c. Claims must be submitted on a cost reimbursement basis with attached supporting documentation.
 - d. Changes to the budget must be approved by Salt Lake County prior to the expenditure date.

VII. Funding Source(s)

- 1. All items contained within this agreement must comply with the HOME Investment Partnerships Program, outlined in [24 CFR Part 92](#) and [HUD Notice CPD-21-10](#)