



The City of St. George  
CDBG Funding Application  
For Year 2016-2017

Applications Due:  
Friday, March 31, 2016

# Table of Contents

## Section 1 - CDBG Program Overview

1. Project Eligibility .....	O-1
a. HUD Objectives.....	O-1
b. National Objectives.....	O-1
c. Eligible Activities.....	O-1
d. Ineligible Activities.....	O-4
e. Additional City of St. George Policies.....	O-4
2. Public Facilities Assistance.....	O-5

## Section 2 - CDBG Application

1. Application	
a. Application Requirements and Timeline	
b. Cover Sheet	
2. Instructions	
a. I Executive Summary .....	A-1
b. II Project Description .....	A-1
c. III Project Cost .....	A-3
d. IV Project Benefit .....	A-4
e. V Project Timeline .....	A-5
f. VI Authorization to Apply .....	A-5
g. VII Alternatives Considered .....	A-5
h. Summary of Required Exhibits .....	A-6

## Section 3 - APPENDICIES

Appendix A - Low and Moderate Income Guidelines .....	Ap-1
Appendix B - Project Implementation Checklist .....	Ap-2
Appendix C - Acquisition Checklist .....	Ap-5
Appendix E - Sample Resolutions .....	Ap-8

# COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM OVERVIEW

The Community Development Block Grant (CDBG) Program is administered by the U.S. Department of Housing and Urban Development (HUD), and provides federal money to perform a variety of community development and housing activities in all states, qualifying counties, and in all "entitled" cities (those with a population of at least 50,000 people). The amount of money granted to a city is determined on an annual basis by a HUD formula. The following summary of the CDBG Program is intended to highlight major program requirements and considerations.

## PROJECT ELIGIBILITY

### ***HUD Objectives***

The CDBG program is intended to primarily benefit low- and moderate-income (LMI) families and persons, with the objective of the program to provide:

- Development of urban communities including decent housing and a suitable living environment.
- Expanding economic opportunity, primarily for low- and moderate-income persons.

### ***National Objectives***

In order to achieve the program objectives, each qualifying activity must meet one of the three broad National Objectives:

1. Primarily benefit low- and moderate-income families. More specifically, 51% of the project must benefit families with incomes at or below 80% of the median income.
2. Aid in the prevention or elimination of slum or blight. Activities considered to aid in the prevention or elimination of slum or blight are activities located within a designated area which: 1) meets a definition of a slum, blighted, deteriorated, or deteriorating area under State or local law; and 2) where there is a substantial number of deteriorating or dilapidated buildings or needed improvements throughout the area.
3. Meet urgent community development needs. The proposed project must meet needs that have a particular urgency where existing conditions pose a serious and immediate threat to the health or welfare of the community where other financial resources are not available to meet such needs.

### ***Eligible Activities***

Only certain kinds of activities are eligible for funding. The qualifying activities are listed below, however, it should be noted that the regulations may also contain additional "qualifiers" which, depending on specific circumstances, could result in the specific activity being ineligible.

1. Purchasing Property (Acquisition) in whole or in part by a public agency or private nonprofit entity for any public purpose *except buildings used predominantly for the general conduct of government.* Also, the Selling, Leasing, or Granting (Disposition) of property with CDBG funds.

2. Public facilities and improvements, including the purchase, construction, reconstruction, rehabilitation, or installation of buildings/properties, *except buildings or portions thereof, used predominantly for the general conduct of government*.
3. Clearance, demolition, and removal of buildings and improvements including movement of structures to other sites.
4. Public services which are directed toward improving the community's public services and facilities: including, but not limited to, those concerned with employment, crime prevention, child care, health, drug abuse, education, energy conservation, welfare, or recreational needs. A public service *must* be either:
  - a. A new service, or
  - b. A quantifiable increase in the level of service above which had been provided by or on behalf of the unit of general local government in the twelve calendar months prior to submission of the Action Plan to HUD.

No more than 15% of the City's annual CDBG grant can be expended for public service costs. Also, please note that CDBG funding is not intended to be used to replace a discontinued funding source.

5. Interim assistance to eliminate harmful conditions where immediate public action is necessary.
6. Payment of the non-federal share of certain matching grant programs.
7. Completion of federally-funded urban renewal projects.
8. Relocation payments and assistance to persons displaced by CDBG activities, including temporary relocation assistance during rehabilitation work.
9. Payment of loss of rental income to landlords holding properties for the relocation of individuals and families displaced by program activities.
10. Removal of architectural barriers in compliance with the Americans with Disabilities Act.
11. Acquisition, construction, rehabilitation or installation of privately owned utilities, including under-grounding.
12. Rehabilitation and preservation activities. These activities include:
  - a. Rehabilitation assistance to rehabilitate:
    - i. Privately owned buildings and improvements;
    - ii. Low- and moderate-income public housing and other publicly owned residential buildings and improvements; and
    - iii. Publicly owned nonresidential buildings and improvements otherwise eligible for assistance.

Note: "Rehabilitation" includes significant remediation of existing site improvements, but does not typically include maintenance activities (think reconstruction of portions of the property).

- b. Financing rehabilitation activities and related costs including:
  - i. Assistance to private individuals and entities to acquire, for the purpose of rehabilitation, and to rehabilitate properties for use or resale for residential purposes;
  - ii. Labor, materials, and other costs of rehabilitation of properties, including the cost of tools lent to owners, tenants, and others who will use such tools to carry out rehabilitation;
  - iii. Loans for financing existing indebtedness secured by a property rehabilitated with CDBG funds;
  - iv. Improvements to increase energy efficiency in structures;
  - v. Improvements to increase the efficient use of water;
  - vi. Costs associated with the connection of residential structures to water distribution lines or local sewer collection lines; and
  - vii. Rehabilitation services such as rehabilitation counseling, energy auditing, loan processing, and other services related to assisting owners, tenants, contractors, and other entities.
- 13. Increased code enforcement in deteriorating or deteriorated areas where such enforcement together with public improvements, rehabilitation, and services to be provided, may be expected to arrest the decline of the area. This does not include money to correct situations identified through enforcement activities.
- 14. Preservation, rehabilitation and restoration of historic properties, whether publicly or privately owned. Historic properties are those sites or structures that are listed or eligible to be listed on the National Register of Historic Places, or designated as a state or as a local landmark or historic district by appropriate law or ordinance.
- 15. Renovation of closed school buildings for use as an eligible public facility, for a commercial or industrial facility, or for housing.
- 16. Special economic development activities necessary to carry out an economic development project. Special economic development activities include:
  - a. Acquisition, construction, reconstruction, or installation of commercial or industrial buildings, structures, and other real property equipment and improvements.
  - b. The provision of assistance to private for-profit businesses, including, but not limited to, grants, loans, loan guarantees, interest supplements, technical assistance, and other forms of support for any other activity necessary or appropriate to carry out an economic development project.
  - c. Some small business investment companies, local development corporations and other similar entities organized under Title VII of the entitled Head Start, Economic Opportunity, and Community Partnership Act of 1974, are authorized to receive funds to carry out neighborhood revitalization, economic development, and energy conservation activities that are otherwise ineligible.

### ***Ineligible Activities***

The general rule is that any activity not listed in the "eligible activities" section is ineligible. The following identifies examples of specific activities that are ineligible and provides guidance in determining other activities frequently associated with housing and community development.

1. Acquisition, rehabilitation, or new construction of buildings, or portions thereof, *used predominantly for general conduct or government.*
2. General government expenses.
3. Political activities.
4. Purchase of construction and/or fire protection equipment, furnishings, and personal property *except as necessary in the administration of activities assisted with CDBG funds.*
5. Expenses associated with repairing, operating or maintaining public facilities or services.  
This includes paying for administrative costs, salaries, etc.
6. New housing construction.
7. Income payments for housing or any other payments.
8. Stadiums.
9. Debt refinancing.
10. Basic property maintenance.

### **Additional City of St. George Policies regarding what not to use CDBG funds for:**

1. Projects which do not have all other necessary funding in place;
2. Projects which will not be largely completed within one year of CDBG funding;
3. Projects which request more than \$100,000 for construction or renovation. Private construction or renovation projects which exceed that amount trigger Section 3 requirements which involve more monitoring and paperwork.

### ***Additional Requirements***

Federal Laws and Regulations. A number of Federal laws and regulations must be adhered to in carrying out activities funded through the CDBG Program. Among others, these laws and regulations include civil rights laws, environmental impact review, and fair labor standards. Applicable Federal laws and regulations will be determined and discussed with each applicant prior to the initiation of any CDBG funded activity.

Property or Site Ownership. For property improvements, such as new construction or rehabilitation of existing structures, the applicant must have title to the project property.

## **PUBLIC FACILITIES ASSISTANCE (PFA)**

As part of the CDBG program, the Public Facilities Assistance (PFA) Program may provide funding to eligible non-profit and public entities for development and/or expansion of their community/neighborhood facilities (referred to as Public Facilities). PFA grant funds may be used for purchase, design, construction, rehabilitation, or installation of public improvements or facilities. However, PFA funds may not be used for operation or maintenance; purchasing construction equipment; or for purchasing furnishings and other personal property. Examples of eligible PFA activities include, but are not limited to:

1. Community and Health Centers
2. Day Care and Senior Centers
3. Shelters for the Homeless
4. Centers for the Disabled

Non-profit entities may acquire title to public facilities through CDBG funding; however, such must be open for use by the general public during all normal hours of operation. Reasonable fees may be charged for use of the facilities, but charges, such as excessive membership fees, which will have the effect of precluding LMI persons from using the facilities, are not permitted.

# CITY OF ST. GEORGE

Year 2016-17

## Community Development Block Grant (CDBG) Application

### Application Requirements and Deadline

- Complete the application requirements attached to this handbook.
- Both the Application Checklist and Cover Sheet are required documents.
- Mail or deliver the **original** application, plus one (1) single sided **copy** of the application, in individual three ring binders to:

**City of St. George  
Community Development Department  
175 E. 200 North  
St. George, UT 84770**

Applications that are incomplete or not received by the **application deadline of Friday, March 31, 2016** cannot be considered for Year 2016 funding.

Please note: Completing this application does not guarantee funding for any project. Applicant should be aware that demand for funding is far greater than available funds. City will not reimburse to the applicant any part of the cost to apply.

### Application Review and Funding Timetable

- Following the application deadline, City Staff will examine all submitted projects for compliance with CDBG program requirements, and then evaluate and rank qualifying projects according to adopted criteria.
- Funding recommendations will then be made by staff to the City Council, with the recommendations based on project rankings, as well as the needs assessment identified from public input and the adopted 2014-18 Five-year Consolidated Plan.
- The City Council will review the funding recommendations at a public meeting.
- Following the City Council's review and its funding determinations, City staff will prepare an Action Plan to serve as the application to the U.S. Department of Housing and Urban Development (HUD) for Year 2016 CDBG program funding.
- The Action Plan will be made available for public review, following which, the plan will be considered for approval by the City Council at a public meeting.
- The Action Plan will then be submitted to HUD, and with their approval of the plan, funding should be available on July 1, 2016.

Applicants may contact the City of St. George CDBG Program Administrator at 435-627-4462 for more information regarding the application and funding process.



# CITY OF ST. GEORGE

175 E. 200 North  
St. George, UT 84770  
435-627-4462

## Community Development Block Grant Application YEAR 2016

---

In order to apply for CDBG funding, please submit a narrative that includes the following information and associated material. If a question or topic is not applicable to your proposed project please state so on the application along with a brief explanation of why the question or topic does not apply. The application shall be on 8" x 11" white paper and organized in the order prescribed in the following section. The application shall be tabbed, sequentially numbered, and contain a table of contents. Applicants should make sure to include information that relates to the guidelines described in the previous section. The City reserves the right to adjust funding levels to maximize the funds that are to be utilized in ways that best meet the program goals.

### I. EXECUTIVE SUMMARY OF PROPOSAL

This should be a concise overview of all the major components of your proposal including the amount requested and must answer the questions - what, who, why, where, when, and how including total cost and amount of request.

### II. PROJECT DESCRIPTION

A. Project Title - Provide a brief title that describes the nature of your proposal.

B. Purpose and Detailed Description of the Project Components

1. Describe in detail the proposed project for which you are requesting funding.
2. Explain your project purpose and reason why the CDBG funding is necessary.
3. Does your proposal consist of land and/or facility acquisition, construction of a new facility, expansion of an existing facility, rehabilitation of an existing facility, or a combination of these?
4. If this activity is part of a larger project, describe the entire project and how this activity fits in with the larger project.

C. Nature and Level of Service

1. Describe what programs and services you provide now, if any, and whether these programs and services are going to be continued at existing levels or expanded by the proposed project.
2. Identify all sites utilized by your organization to provide programs and services.

3. Include any new programs or services to be provided at the site as a result of the CDBG assistance.
4. Identify other organizations that provide the same or similar services as those provided by your organization. To the best of your knowledge, are those organizations at or near capacity in terms of people served?
5. In terms of numbers, is there a long waiting list for similar programs and activities offered at the nearest existing facility or provider (within metropolitan St. George)? If so, what are the numbers?

#### D. Site Control

(Note: this section only applies if construction-related activities are proposed- see **Appendix B** for implementing steps for construction projects)

1. Please indicate whether you have title to the project property or control of the site. If you have title to the project property, please provide documentation (site control may be a long term lease covering the useful life of improvements or purchase options). If you do not have title to the project property, please explain (e.g., who currently owns the site, is the seller willing to take an option, etc.). Lack or reasonable site control for an improvement project will make an application ineligible for funding.
2. Describe all existing utilities and infrastructure on the proposed project site.
3. Identify the square footage or acreage of the site.
4. If a commercial narrative appraisal has been completed please attach it as documentation.

#### E. Property Information

Please identify each site for which proposed CDBG funding would be used for construction and/or acquisition and provide the following information:

1. State the current zoning of the project site, and any development approvals (i.e. Conditional Use Permit, zone change, modification, etc.) necessary to facilitate the proposed project.
2. If there is an existing residential or commercial structure located on the project site, indicate the number of people or businesses to be displaced as a result of this project.
3. Please identify the number of square feet needed for the proposed project.
4. Please provide an Assessor's Parcel Map and Assessor's Parcel Number for your proposed project Attach preliminary sketches and site plans (if applicable) of all proposed improvements (include street addresses).
5. Please indicate any known environmental hazards on the proposed project site. If your proposal is considered for acceptance and it involves property acquisition or new construction City staff will attempt to determine if the property has been contaminated by chemicals.

6. Provide one or more pictures of proposed project site (if applicable).
7. If the proposed project includes construction-related activities, has an appraisal been completed for the project site? If funding is for acquisition a certified fair market appraisal must also be submitted by applicant before approval of funding (**see Appendix C** for implementing steps for acquisition).
8. When was the most recent title report completed? If available, please include a recent (less than six months) title report for the project site.

#### F. Proposed New Construction

If your project consists of new construction, please describe in detail the extent of construction work to be undertaken. Include information regarding square footage, number and type of rooms, landscaping and other relevant information.

#### G. Proposed Rehabilitation/Expansion of Existing Facility

If your project consists of rehabilitation and/or expansion of an existing facility; please describe the extent of the rehabilitation work, additional square footage, and proposed use of additional space. Include information about structural, mechanical, plumbing, electrical, and other deficiencies that must be corrected as a part of the rehabilitation work. Please indicate if asbestos and/or lead based paint are present in the proposed project site and how this was determined.

#### H. Contact Person and Information

Provide the name of the best person to contact for further questions regarding the application on the Application Cover Sheet.

### **III. PROJECT COST**

#### A. Itemized Cost Estimate

1. Provide an itemized preliminary cost estimate and include the source of the estimate and the date estimate was prepared. If the project involves construction-related costs, then cost estimates shall be certified by an architect or professional engineer and must include the total amount of CDBG funds requested, and non-CDBG funds committed, as well as quantities, units of measure, unit prices, extension prices, and contingencies as applicable. If the project involves funding a program, please describe in detail how estimated costs were determined.  
  
Please note that if construction-related costs exceed \$2,000, then the project must comply with Davis-Bacon prevailing wage requirements. Likewise, if approved, the project may be required to comply with certain bidding requirements, which must be approved by the City's CDBG representative.
2. If this activity is part of a larger project, describe the source of funds for other elements of the total project.

## B. Other Funding

Describe any other funding that is anticipated for this project. What steps have been taken to secure other funding for this activity? If available, supply written responses from other funding agencies contacted.

## C. Type of Financial Assistance Requested

Describe the type of CDBG assistance requested, (loan, grant, or combination) and amount of each type of assistance.

# IV. PROJECT BENEFIT

- A. Provide area map(s) identifying the project location and the area boundaries to be served by the project.
- B. Explain how the service area boundaries were determined and submit available data in support of this determination.
- C. If the proposal is for job creation/retention, (from a for profit business) please identify the total number of jobs (full-time equivalent positions) to be created/retained and the percent to be filled by low- and moderate-income persons. Also please identify the type of jobs to be created, the type of job experience required and average pay scale for these positions.
- D. Describe who will benefit from this project (i.e., residents of given area, specific age group, such as youth or seniors, disabled persons. etc.). Note: facilities assisted with federal funds must be open to all ethnic and racial groups and data indicating persons/groups served will be required as part of the program-monitoring process.
- E. Describe how low- and moderate-income persons will benefit from this project and how this can be verified (see attached CDBG guidelines found in **Appendix A**, identifying current low and moderate-income limits and what individual groups are presumed to be principally low and moderate-income persons). If the project is a direct benefit activity (i.e. is not based on area of benefit) please explain how your agency will document low- and moderate-income qualification per user (clients' income can be determined by the use of **Appendix D**). Please explain how your organization has determined that 51% or more of your clientele are historically from low- and moderate-income families (clientele means all users of the proposed facility). Make certain to provide documentation.
- F. Do you plan to charge fees for the activities or service to be offered? If so, how will amount of fees be determined and what will be the cost? For what will the proposed fees be utilized (e.g., incidental overhead costs, operation and maintenance, capital cost recovery, etc.)? Will these fees prevent or limit the use of the facility by low- and moderate-income residents? Please explain.
- G. For last fiscal year, how many clients were served by your agency by the programs/services you plan to provide with the proposed project, and what percentage of these clients/users served were City residents vs. those who live outside of the City of St. George? If all or a portion of your clients are non St. George residents, has your

agency requested CDBG assistance from the Five County Association of Governments (FCAOG)? If so, please explain the FCAOG's potential involvement with your proposal. If no involvement, please explain why.

- H. Identify potential users and organizations that may utilize the proposed facility or program (identify specific groups, their membership requirements if any, etc.) and whether they are low- and moderate-income users.
- I. Describe how your agency intends to evaluate annual accomplishments of your request for use of CDBG funds. Attach a copy of annual evaluation and performance reports your agency provides to funders and stakeholders.

## V. PROJECT TIMELINE

Please describe the timeframe for implementation of the proposed project. Please attach a project implementation schedule outlining anticipated start and ending dates for each applicable activity (note: City's fiscal year starts July 1 and ends June 30 of the following year).

## VI. AUTHORIZATION TO APPLY

Attach an executed resolution from your governing body (e.g., Board of Directors), or minutes of board meeting authorizing application for CDBG funds and appointment of representative signatory. An example of an authorizing resolution can be found in **Appendix E**.

## VII. ALTERNATIVES CONSIDERED

**Note:** Complete this section if the proposed project includes acquisition, new construction or substantial rehabilitation (greater than 50%) of the value of the structure.

- A. Discuss the benefit of meeting your organizational objectives in a way other than the proposed project, as well as the consequences of implementing other means. In other words, discuss the consequences if there is no action or your proposed project is not implemented.
- B. Identify one or more alternatives to the proposed project that were considered and rejected, e.g., other sites considered, design modifications, other uses of the site. For each alternative, describe benefits to the human environment that would result from implementation, any adverse impacts, and the reasons for rejection.

## SUMMARY OF REQUIRED EXHIBITS

The application format described above lists several documents that must be submitted in support of your written proposal. For quick reference, the following exhibits need to be included in your application. Depending on whether you are proposing a program or construction-related project, some exhibits may not apply. State NA for not applicable if an exhibit doesn't apply to your project and provide a brief explanation.

1. Proof of site control (see II.D.1)
2. Commercial Narrative Appraisal (see II D 4)
3. Preliminary Sketches and/or Site Plans (see II.E.4)
4. Assessor's Parcel Map(s) (see II.E.4)
5. Site Photos - minimum of 2 (see II.E.6)
6. Property Appraisal (see II.E.7)
7. Recent Title Report (see II E.8)
8. Certified Project Cost Estimates (see III.A.1)
9. Vicinity Maps - depicting the project location and service area boundaries (see IV.A)
10. Agency Evaluation and Performance Reports (see IV.I)
11. Project Implementation Schedule (see V)
12. Authorizing Resolution or board minutes for Application (see VI and **Appendix E**)
13. Application Cover Sheet (see the next page)
14. Resumes of Key Personnel (Chairman or President of the Board, Executive Director, Operations Manager, Service Coordinator, etc.)
15. Organization's Financial Report for the past year
16. Letters of support (no more than three)
17. Articles of Incorporation
18. By Laws
19. Tax Exempt Certificate (if a non-profit)
20. Current budget

## Appendix A

### CURRENT LOW- AND MODERATE-INCOME GUIDELINES FOR CDBG

Families whose annual incomes are equal to or less than those listed below are determined to be low- and moderate-income families:

#### *St. George, UT MSA (Dec. 2014)*

<b>Number of Persons in Family</b>	<b>30% Median</b>	<b>50% Median</b>	<b>80% Median (Low- and Moderate-Income)</b>
1	\$12,250	\$20,450	\$32,700
2	\$15,730	\$23,400	\$37,400
3	\$19,790	\$26,300	\$42,050
4	\$23,850	\$29,200	\$46,700
5	\$27,910	\$31,550	\$50,450
6	\$31,970	\$33,900	\$54,200
7	\$36,030	\$36,250	\$57,950
8	\$38,550	\$38,550	\$61,650

The following client groups are generally presumed by HUD to be principally low/mod income persons: abused children, elderly persons, battered spouses, homeless persons, adults meeting Bureau of Census definition of severely disabled persons\*, illiterate adults, persons living with AIDS, and migrant farm workers.

\*Persons are considered severely disabled if they meet the following criteria:

1. Use a wheelchair or another special aid for six months or longer;
2. Are unable to perform one or more functional activities (seeing, hearing, having one's speech understood, lifting and carrying, walking up a flight of stairs and walking), needing assistance with activities of daily living (getting around inside the home, getting in or out of bed or a chair, bathing, dressing, eating and toileting) or instrumental activities or daily living (going outside the home, keeping track of money or bills, preparing meals, doing light housework and using the telephone);
3. Are prevented from working at a job or doing housework;
4. Have a selected condition including autism, cerebral palsy, Alzheimer's disease, senility or dementia, or mental retardation;
5. Are under 65 years of age and are covered by Medicare or receive Supplemental Security Income (SSI).

# Appendix B

## *SAMPLE*

### ABBREVIATED PROJECT IMPLEMENTATION CHECKLIST/TIMELINE

City of St. George

COMMUNITY DEVELOPMENT DEPARTMENT

*For Funded Projects Utilizing City Community Development Block Grant (CDBG)*

Project Title: \_\_\_\_\_ Name of Recipient: \_\_\_\_\_

Project Year: \_\_\_\_\_ Project Budget/Address: \_\_\_\_\_

Project Contact Person: \_\_\_\_\_ Phone Number: \_\_\_\_\_

City Contact Person: \_\_\_\_\_ Phone Number: \_\_\_\_\_

OPERATING STEPS	RESPONSIBLE PARTY		ESTIMATED DATE OF COMPLETION
	RECIPIENT	CITY	
<b>ALL PROJECTS</b>			
1. Underwriting/financial project review		X	
2. Appropriation of Federal Funds		X	
3. Env. Review/ Asbestos Risk Assessment (if applicable) Lead Based Paint (LBP) Risk Assessment (if applicable) Testing and Sampling with Recommendations (if applicable)	X		
4. Release of Funds (Completed NEPA Environmental review per HUD)		X	
5. Prepare Draft Agreement		X	
6. Review of Draft Agreement	X		
7. Execution of Agreement (requires City Council action)	X	X	
8. Execution of Purchase Order		X	
9. Subrecipient Orientation*- Kick off project management mtg	X	X	
<b>PROPERTY ACQUISITION PROJECTS</b>			
10. Narrative Appraisal (if applicable) & Second Review	X	X	
11. Acquisition of Real Property (if applicable - see attached sample checklist for property acquisition)	X	X	
<b>CONSTRUCTION &amp; REHABILITATION PROJECTS</b>			
12. Request for Proposals (RFP) Design Preparation (if applicable)**	X		

OPERATING STEPS	RESPONSIBLE PARTY		ESTIMATED DATE OF COMPLETION
	RECIPIENT	CITY	
13. Selection of Consultant (if applicable)	X		
* Technical assistance is available from Community Development staff.			
** If no CDBG funds are to be used for acquisition or engineering/design related costs steps 10 thru 16 can be ignored.			
14. Price/Cost Analysis of Bids (for design)	X		
15. Execution of Design Agreement	X		
16. Kick off Notice to Proceed mtg. (with City/subrecipient staff) – if already completed per step 9 this could be ignored	X	X	
17. Preparation of Bid Package	X		
18. Review of Bid Package to Federal Requirements		X	
19. Bidding Process (3 - 4 weeks) – Public Notice to contractors	X		
20. Pre-Bid Conference (during bidding time) A. Wage Compliance Procedure Guidelines B. Discuss Verification of Contractor(s) Eligibility C. Discuss Section 3 requirements (if applicable) D. Discuss Bidding Deadlines and Project Coordination	X	X	
21. Review Bids (bid analysis form) - Price/Cost Analysis	X	X	
22. Determine Contractor(s) Cleared by HUD	X		
23. Approval by Subrecipient of Construction Award(s)		X	
24. Contract(s) Award – Subrecipient executes contracts	X		
25. Preconstruction Phase: A. Pre-Construction Conference mtg. (Precon) B. Re-verification of Wage Rates and Monitoring C. Verification of Apprentice and Training Programs D. Importance of Labor Standards Enforcement File E. Conference Minutes	X	X	
26. Project Notice to Proceed to Contractor(s)	X		
27. Project Begins (work starts)		X	
28. Construction Quality Control & Supervision	X		
29. Project Monitoring***	X		
A. Employee Compensation & Site Interviews 1. Prevailing Wage Audit 2. Letters to Obtain Prevailing Wage Compensation	X	X	
B. Review and Sign Off on Project Payrolls	X		
C. Review and Sign Off on Partial Payments	X	X	
D. Above Monitoring Information sent to City 1. Determine if in compliance or need for wage restitution or withhold payments.	X	X	
30. Insure compliance with Section 3 if \$100,000 or more for construction	X		
31. Amendments to the Contract (Change Orders)	X	X	

OPERATING STEPS	RESPONSIBLE PARTY		ESTIMATED DATE OF COMPLETION
	RECIPIENT	CITY	
32. Price/Cost Analysis (If there are change orders)	X		
33. Project Completion/Final Walk-Through (Notice of Completion Filed)	X	X	
*** Copies of project monitoring information must be provided to City on a timely basis prior to City making partial or final payments.			
34. Project Close-out Summary Report****	X		
35. Final Payment (10% retention)	X	X	
36. HUD/City Audit for CD Project File (Close out) *****		X	
37. Ribbon Cutting Ceremony (optional)	X		
<p>**** Depending on the nature of activity, the project to be assisted with City funds may take six to eighteen months for completion after project is funded on July 1</p> <p>***** Need final wage compliance and Section 3 (if HUD funded construction funds exceeds \$100,000) summary report verifying or attesting to compliance with federal labor standard provisions and related acts. Close-out project summary report should identify date(s) interviews were conducted and any discrepancies identified; and any corrections/resolutions affecting the project. Must be signed by appropriate agency official and submitted to the City Community Development Department before release of final payment.</p> <p>The project that is receiving funds for construction or rehab must have documentation that reflects basic construction record keeping (the agency/developer receiving the assistance is primarily responsible for this record keeping unless the City is the lead agency then the responsibility lies with the Community Development Department).The project file should include: correspondence, transmittals, meeting minutes, contract documents, contract change orders, information requests, schedules and updates, bid submittals, progress reports, payment requests, construction photos, punch lists, construction cost records, inspection records, lien releases, and other project record documents such as certified payrolls, field logs, signed off permits and a Notice of Completion.</p>			

## Appendix C

### CITY OF ST. GEORGE COMMUNITY DEVELOPMENT DEPARTMENT

#### ACQUISITION CHECKLIST FOR CDBG FUNDED PROJECTS

#### BACKGROUND

---

Project Name: \_\_\_\_\_

Address of Site: \_\_\_\_\_

Project Description: \_\_\_\_\_

Owner of Site: \_\_\_\_\_

Address of Owner: \_\_\_\_\_

Owner's Phone/Fax: \_\_\_\_\_ Real Estate Agent/Phone \_\_\_\_\_

Date Acquisition Began: \_\_\_\_\_ Project Manager: \_\_\_\_\_

Voluntary or Involuntary Acquisition? \_\_\_\_\_ Building Vacant or Occupied? \_\_\_\_\_

If occupied, occupants residential or commercial owners?: \_\_\_\_\_

and/or

If occupied, occupants residential or commercial tenants? \_\_\_\_\_

#### IMPLEMENTATION

OPERATING STEPS	DATES AND COMMENTS
1. Official determination to acquire	
A. Date budget item approved by Council (type of funding source)	
B. Date agreement signed if a sub-recipient is involved	
2. Appraisal bids sought (not required if using annual contract)	
3. Preliminary Title Report ordered	
4. Date General Information Notice & Notice of Interest sent	
5. If involuntary acquisition, date Notice of Intent to Acquire sent to Property Owner (if applicable, relocation booklets mailed – see next step)	
6. Date property owner, and tenants receive URA brochure information	
7. Relocation initiated (if required)	
8. Condemnation guarantee obtained (only if required)	
9. Date appraiser notified to appraise	
10. Meet with Property Owner & tenants; give information and answer questions (verify citizenship)	

OPERATING STEPS	DATES AND COMMENTS
11. Letter to Property Owner regarding cooperating with appraiser	
12. Appraisal completed	
13. Review appraisal completed (signed statement provided)*	
<p>* <b>Note:</b> The review appraiser must be satisfied with the correctness of the appraiser's opinion of fair market value (see 49 CFR 24.104 and/or HUD Handbook 1378 for review appraisals), and the review appraiser's certification of recommended approval or denial of the valuation process must be in writing.</p>	
14. Just compensation established (closed Council session approval if under Eminent Domain)	
15. If voluntary acquisition, was there an administrative settlement (if so, was there a written justification in the file – state dollar amount in comment section)	
16. Date of initiation of negotiations and just compensation letter sent (initial written purchase offer with summary of just compensation)	
17. Letter mailed to occupant of acquisition regarding initiation of negotiations and their rights – for tenants it is called <b>Notice of Eligibility</b> (if applicable)	
18. Date owner accepted offer (state amount of offer in comment section)	
19. Prepare Purchase Agreement (if necessary) and ask for preliminary estimated escrow costs from title company in writing	
20. Come to an Agreement with relocates on relocation claims (if applicable) Order city escrow check (includes selling price & escrow charges)	
21. Property placed into escrow	
22. Date final Agreement executed (by all parties)	
23. Date condemnation proceedings instituted (if required)	
24. Date estimated just compensation deposited with Courts (if necessary – i.e., eminent domain proceedings completed)	
25. Claim Voucher prepared	
26. City check delivered to Escrow	
27. Date of 90-Day Notice to Vacate Property **	
28. Date title vested to City or to applicant (secure & take pictures of property)	
29. 30 Day Notice to Vacate to occupants sent	
30. Relocation form 40055/40056 completed for non-residential tenants (if applicable)	
31. Relocation check delivered to tenant-occupant (if applicable)	
32. Relocation check to owner (if applicable)	
33. Date of surrender of possession by occupant to owner	
<p><b>**Note:</b> If City staff is in agreement, occupants may request to extend occupancy beyond close of escrow. If this occurs, the <b>90 Day Notice</b> should be arranged to end when the lease agreement expires.</p>	

**Final Comments:**


Date and signature file was satisfactorily closed out by the organization's Project Manager:

Date: \_\_\_\_\_ Project Manager Signature: \_\_\_\_\_

Project Manager Printed Name: \_\_\_\_\_

## Appendix D

# Sample Resolutions

In order to apply for the funding programs listed in this handbook, the City of St. George requires that organizations having a governing body (such as a Board of Directors) submit an approved resolution (or a copy of the Board minutes) with the application packet, stating that the governing body has knowledge of and authorizes the application. Therefore, to assist you in this process, a sample resolution authorizing application for City funding can be found below in Sample #1.

Likewise, if the City of St. George approves the proposed project, the next step is an agreement for the funding between the applying organization and the City of St. George. Depending on your organization's by-laws, your governing body may also need to approve execution of that agreement. Thus, an example of a resolution to accept funds and approve an agreement can be found in Sample #2. This resolution (Sample #2) is not required at the time the application is submitted.

### Sample Resolution #1 Language

## Authorization to Apply for City Funding

*(resolution or copy of board minutes approving application for funding is required to be submitted with application)*

### Resolution

The Board of Directors of XYZ NONPROFIT, owners of the GENERIC at 123 MAIN STREET, met on FEBRUARY 28, xxxx, in St. George, Utah at a scheduled Board meeting and resolved as follows:

**RESOLVED**, XYZ NONPROFIT, a Utah non-profit organization, hereby requests the City of St. George to provide financial assistance in the total amount of *(funding amount requested)* for *(Purpose of financial assistance requested)*.

**FURTHER RESOLVED**, the President or the President's designee XYZ NONPROFIT, is hereby authorized to request this course of action by completing any and all application documents for submittal to the City of St. George on behalf of XYZ NONPROFIT.

**APPROVED**, by a majority vote of the Directors of XYZ NONPROFIT, this \_\_\_\_\_ day of \_\_\_\_\_, 200x.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

Sample Resolution #2 Language

**Execution of Agreement and  
Acceptance of Funds and Obligations**

**Resolution**

The Board of Directors of XYZ NONPROFIT, owners of the GENERIC at 123 MAIN STREET, met on FEBRUARY 30, XXXX, in St. George, Utah at a scheduled Board meeting and resolved as follows:

**RESOLVED**, XYZ NONPROFIT , a Utah non-profit organization, hereby accepts the financial assistance from City of St. George in the amount of \$xxx,xxx, and the obligations that accompany said funds, to (*Purpose of financial assistance*).

**FURTHER RESOLVED**, the President of XYZ NONPROFIT, is hereby authorized to execute any and all legal documents on behalf of XYZ NONPROFIT required to secure said financial from the City of St. George.

**APPROVED**, by a majority vote of the Directors of XYZ NONPROFIT, this \_\_\_\_\_ day of \_\_\_\_\_, XXXX.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title