



City of St. George CDBG Funding Application

Program Year 2019

**Applications Due:
Friday, April 19, 2019**

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) OVERVIEW

The Community Development Block Grant (CDBG) Program is administered by the U.S. Department of Housing and Urban Development (HUD), and provides federal funding 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

Per CDBG regulations, only certain kinds of activities are eligible for funding. While CDBG regulations may allow certain types of activities, the City of St. George may not fund all eligible activity types. The eligible activities for the 2019 program year are listed below.

1. Purchasing Property (Acquisition) in whole or in part by a public agency or private nonprofit entity for any public purpose.
2. Public facilities and improvements, including the purchase, construction, reconstruction, rehabilitation, or installation of buildings/properties.
3. Public services: 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.
4. Removal of architectural barriers in compliance with the Americans with Disabilities Act.
5. 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.



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. Political activities.
2. Purchase of construction and/or fire protection equipment, furnishings, and personal property *except as necessary in the administration of activities assisted with CDBG funds.*
3. New housing construction.
4. Basic property maintenance.



Application Deadline

Mail or deliver the **original** application (single sided), plus one (1) single sided **copy** of the application, in individual three ring binders to:

City of St. George
Community Development Department
C/O Genna Singh
175 E. 200 North
St. George, UT 84770

Applications that are incomplete or not received by the **application deadline of Friday, April 19th 2019** will not be considered for 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 2019-23 Five-year Consolidated Plan.
- 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 Program Year 2019 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 or about September 15th, 2019.



**City of St. George CDBG Application
Cover Sheet**

Date: _____

Organization: _____

Address: _____

City, State: _____

Zip Code: _____

E-Mail: _____

Telephone: _____

Contact Person: _____

Amount Requested: _____

Project Title: _____

Project Location: _____

Project Summary: _____



Application Requirements

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. Please note, the City will not fund any acquisition requiring the use of eminent domain nor will CDBG funds be made available for tenant displacement. **Only vacant buildings should be considered eligible for CDBG funding through the City of St. George.**
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.



IV. PROJECT BUDGET

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.



V. 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. Please explain how your agency will document low- and moderate-income qualification per user. Please explain how your organization has determined that 51% or more of your clientele are from low- and moderate-income households.
- F. Do you plan to charge fees for the activities or service to be offered? If so, how will the amount of the fees be determined? 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?
- 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.

VI. 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 program year starts July 1 and ends June 30 of the following year).

VII. 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 D**.



REQUIRED ATTACHMENTS

The following documents should be included as attachments in your application package :

1. Application Cover Sheet
2. Completed Application
3. Project Implementation Schedule
4. Acquisition Checklist (if applicable)
5. Authorizing Resolution
6. Resumes of Key Personnel
7. Organization's most recent Audit
8. Letters of support (no more than three)
9. Articles of Incorporation
10. By Laws
11. Tax Exempt Certificate (if a non-profit)



Appendix A

LOW AND MODERATE INCOME GUIDELINES

Households 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 (2018)

Number of Persons in Household	30% AMI Extremely Low-Income	50% AMI Low-Income	80% AMI Moderate-Income
1	\$14,950	\$24,900	\$39,850
2	\$17,100	\$28,450	\$45,550
3	\$20,780	\$32,000	\$51,250
4	\$25,100	\$35,550	\$56,900
5	\$29,420	\$38,400	\$61,500
6	\$33,740	\$41,250	\$66,050
7	\$38,060	\$44,100	\$70,600
8	\$42,380	\$46,950	\$75,150

Presumed Low Income

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.

Appendix B

PROJECT IMPLEMENTATION 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: 2019 _____

Project Budget/Address: _____

Project Contact Person: _____

Phone Number: _____

OPERATING STEPS	RESPONSIBLE PARTY		ESTIMATED DATE OF COMPLETION
	RECIPIENT	CITY	
ALL PROJECTS			
1. Underwriting/financial project review		X	April 15, 2019
2. Appropriation of Federal Funds		X	August 15, 2019
3. Env. Review/ Asbestos Risk Assessment (if applicable) Lead Based Paint (LBP) Risk Assessment (if applicable) Testing and Sampling with Recommendations (if applicable)	X		Prior to execution of subrecipient agreement
4. Release of Funds (Completed NEPA Environmental review per HUD)		X	3 months after HUD approved Action Plan
7. Execution of Agreement (requires City Council action)	X	X	September 15, 2019
9. Subrecipient Orientation*- Kick off project management mtg	X	X	October 15, 2019

OPERATING STEPS	RESPONSIBLE PARTY		ESTIMATED DATE OF COMPLETION
	RECIPIENT	CITY	
PROPERTY ACQUISITION PROJECTS			
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	
CONSTRUCTION & REHABILITATION PROJECTS			
12. Request for Proposals (RFP) Design Preparation (if applicable)	X		
13. Selection of Consultant (if applicable)	X		
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)		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		

OPERATING STEPS	RESPONSIBLE PARTY		ESTIMATED DATE OF COMPLETION
	RECIPIENT	CITY	
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	
32. Price/Cost Analysis (If there are change orders)	X		
33. Project Completion/Final Walk-Through (Notice of Completion Filed)	X	X	
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	

Appendix C

**CITY OF ST. GEORGE
COMMUNITY DEVELOPMENT DEPARTMENT**

ACQUISITION CHECKLIST FOR CDBG FUNDED PROJECTS

Project Name: _____

Project Applicant: _____

Address of Site: _____

Current Owner of Site: _____

Address of Current Owner: _____

Purchase Price: _____

Building Vacant or Occupied: _____

If occupied, are occupants residential or commercial tenants? _____

Required Documents:

1. Appraisal
2. Executed Purchase Agreement
3. Completed Building Plans (if applicable)
4. Rehabilitation Scope of Work and Budget (if applicable)
5. Lead and Asbestos Testing Reports (if applicable)

Appendix D

Sample Resolution

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.

Sample Resolution 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