

# CLEARFIELD CITY CDBG APPLICATION FOR 2016-2017

## APPLICATION INSTRUCTIONS

### General Instructions

Please read the application all the way through so you know what information is requested and you may organize your answers and responses accordingly. Your application will be reviewed by City staff for eligibility and funding. Recommendations will be made to the Mayor and Council. Staff members will base their opinions of your application on what you write. Try to be concise and thorough.

### A. Applicant Information

1. Name of agency applying for the CDBG grant.
2. Address of administrative office where authorized person may be located.
3. Name of contact person who is authorized to represent the agency.
4. Title of contact person.
5. Telephone number of contact person or main administrative office.
6. Fax number where contact person may be located.
7. E-mail address of contact person.
8. If desired, list the cell phone number of contact person.
9. Provide federal employer identification number.
10. Provide state license number and expiration date.
11. Check the box that best describes your agency's organizational status.
12. If you are a 501 (C) 3 nonprofit, please provide a copy of your latest IRS letter.
13. If you are a for-profit or nonprofit agency, provide a current list of your board members showing composition, and indicate how often your board meets.
14. Describe the major services your agency provides at this time.

## **B. Project Information**

1. Provide the title of the proposed project or program that would be funded by CDBG funds.
2. Describe the project in detail.
3. List all locations and addresses where the services of your project will be provided. For example: if your project will be based in several elementary schools, list the schools.
4. Describe the objectives your project is going to address. For example, an after-school program might indicate the objective is to provide educational, cultural, and recreational activities for at-risk youth ages 11 to 15.
5. Describe the area where you will be providing the service (by street names) or describe the area where the participants will come from. For example, a street improvement project would indicate the blocks affected by the project, while a food bank program might serve the entire metro area.
6. State the proposed start date of the project. If this is an on-going program, state 'on-going'.
7. State the proposed completion date of the project. If on going, state 'on-going'.
8. Check the boxes that indicate the category of recipients that will be served by your project. Is the focus on individuals, groups of people (households, businesses, organizations, special populations), or jobs, publicly owned facilities (streets, parks), private-owned facilities (but used for public services, like shelters)?
9. Check the appropriate box indicating if this is a new program or one that is ongoing.
10. If the program is ongoing, list the number of persons served by this program in the last year (calendar, fiscal).
11. List the number of persons expected to be served in the new program year. If you receive grant funds from Clearfield City, this information will be compared with your quarterly reports.
12. If you are requesting funds for physical improvements to your property, check the appropriate boxes indicating if you lease or own the property in question. If you do not own or lease the property, explain how you will gain control of the property and where it will be located. If you are requesting funds for improvements to public property, check the appropriate box.

## **C. Funding Information**

1. List the amount of CDBG funds you are requesting from Clearfield City.
2. List your other sources of funds (if any), by source and amount that will be used to fund the project.
3. List the total amount of funds proposed to be used for this project.

## **D. Community Information**

1. Describe the partnerships you may have formed in order to provide the service for which you are requesting CDBG funds. Explain the roles, funds and services provided by each partner.
2. Explain how the project will address community or Citywide needs.
3. If your project will use the facilities or services of other partners, for example, schools or community centers, provide letters of support or commitment from each one. Check the appropriate box.

## E. Proposed Project Budget

Provide the following information based on your estimates of expenses to be incurred during the next program year beginning in July 2016. These are annual expenses.

1. List the positions to be supported by CDBG funds, their total salaries and benefits, by CDBG portion and all other funds. Indicate the percentage of time spent by each position on this project. Total all personnel related expenses on the appropriate line.
2. List the operating expenses to be supported by CDBG funds, by CDBG portion and all other funds. Total all operating expenses on the appropriate line.
3. List the capital expenses to be supported by CDBG funds, by CDBG portion and all other funds. Capital expenses are those large expenses that purchase, maintain, or construct physical improvements. Total all capital expenses on the appropriate line.
4. Total all expenses proposed to be spent on the project. This total should equal the total of revenue sources identified in Section C, line 3.
5. Describe your contingency plan in the event your Clearfield City CDBG request is not fully funded. You may need to revise your scope of services, or use other funds.
6. Check the appropriate box, indicating if the project will be constructed or applied in phases. If it will be, describe the estimated future costs of the phases.

## F. Project Eligibility Requirements

In this section the applicant will indicate what category (“national objective”) the CDBG funded project will benefit. Circle the letter which best indicates the benefit category of your project.

If your project will primarily benefit persons who are low and moderate income, more information is requested in questions 1 through 4.

1. Indicate if your program will benefit elderly or handicapped.
2. Check the appropriate box indicating if your program has income eligibility requirements.
3. Complete question 3 or 4 depending upon whether your program benefits specific clients who have low or moderate-income levels, or whether your program benefits a general area. If a client benefit, specify what percentage of clients are residents of Clearfield City and their income levels.
4. If area benefit, describe the boundaries of the service area, using street names as the boundaries, for example, Center Street, Lakeview Drive, 450 South.

### **CDBG funds may be used for activities which include, but are not limited to:**

- Acquisition of real property;
- Relocation and demolition;
- Rehabilitation of residential and non-residential structures;
- Construction of public facilities and improvements, such as water and sewer facilities, streets, neighborhood centers, and the conversion of school buildings for eligible purposes;
- Public services, within certain limits;
- Activities relating to energy conservation and renewable energy resources; and
- Provision of assistance to profit-motivated businesses to carry out economic development and job creation/retention activities.

### **Generally, the following types of activities are ineligible:**

- Acquisition, construction, or reconstruction of buildings for the general conduct of government;
- Political activities;
- Certain income payments; and
- Construction of new housing by units of general local government.

**G. Applicant Certification**

1. Print or type the name of the contact person who is the authorized person to represent the agency.
2. The authorized person should sign this line.
3. Indicate the title of the authorized person with your agency.
4. Print name of registered agent.
5. Indicate the date signed.

## Attachment 1

*Final HUD Regulation setting requirements for notification, evaluation and reduction of lead-based paint hazards in housing receiving federal assistance and federally owned residential property being sold.*

### Summary of Lead-Based Paint Hazard Requirements

Note: Clearance is always required after abatement, interim controls, paint stabilization, or standard treatments.

Subpart of Rule/Type Program		Construction Period	Requirements
C.	Disposition by federal agency other than HUD	Pre-1960	<ul style="list-style-type: none"> <li>• LBP inspection and risk assessment</li> <li>• Abatement of LBP hazards</li> <li>• Notice to occupants of inspection/abatement results</li> </ul>
		1960 – 1977	<ul style="list-style-type: none"> <li>• LBP inspection and risk assessment</li> <li>• Notice to occupants of results</li> </ul>
D.	Project-based assistance by federal agency other than HUD	Pre – 1978	<ul style="list-style-type: none"> <li>• Provision of pamphlet</li> <li>• Risk assessment</li> <li>• Interim controls</li> <li>• Notice to occupants of results</li> <li>• Response to EBL child</li> </ul>
F.	HUD-owned single family sold with a HUD-insured mortgage	Pre-1978	<ul style="list-style-type: none"> <li>• Visual assessment</li> <li>• Paint stabilization</li> <li>• Notice to occupants of clearance</li> </ul>
G.	Multifamily mortgage insurance		
	1. For properties that are currently residential	Pre – 1960	<ul style="list-style-type: none"> <li>• Provision of pamphlet</li> <li>• Risk assessment</li> <li>• Interim controls</li> <li>• Notice to occupants</li> <li>• Ongoing LBP maintenance</li> </ul>
		1960 – 1977	<ul style="list-style-type: none"> <li>• Provision of pamphlet</li> <li>• Ongoing LBP maintenance</li> </ul>
2. For conversions and major renovations	Pre – 1978	<ul style="list-style-type: none"> <li>• Provision of pamphlet</li> <li>• LBP inspection</li> <li>• Abatement of LBP</li> <li>• Notice to occupants</li> </ul>	
K.	Acquisition, leasing, support services, or operation	Pre – 1978	<ul style="list-style-type: none"> <li>• Provision of pamphlet</li> <li>• Visual assessment</li> <li>• Paint stabilization</li> <li>• Notice to occupants</li> <li>• Ongoing LBP maintenance</li> </ul>
L.	Public Housing	Pre – 1978	<ul style="list-style-type: none"> <li>• Provision of pamphlet</li> <li>• LBP inspection</li> <li>• Abatement of LBP</li> <li>• Risk assessment if LBP not yet abated</li> <li>• Interim controls if LBP not yet abated</li> <li>• Notice to occupants</li> <li>• Response to EBL child</li> </ul>

M.	Tenant-based rental assistance	Pre – 1978	<ul style="list-style-type: none"> <li>• Provision of pamphlet</li> <li>• Visual assessment</li> <li>• Paint stabilization</li> <li>• Notice to occupants</li> <li>• Ongoing LBP maintenance</li> <li>• Response to EBL child</li> </ul>
H.	Project-based assistance (HUD program)		
	1. Multifamily property receiving more than \$5,000 per unit per year	Pre – 1978	<ul style="list-style-type: none"> <li>• Provision of pamphlet</li> <li>• Risk assessment</li> <li>• Interim controls</li> <li>• Notice to occupants</li> <li>• Ongoing LBP maintenance and reevaluation</li> <li>• Response to EBL child</li> </ul>
	2. Multifamily property – receiving less than or equal to \$5,000 per unit per year, and single family properties	Pre – 1978	<ul style="list-style-type: none"> <li>• Provision of pamphlet</li> <li>• Visual assessment</li> <li>• Paint stabilization</li> <li>• Notice to occupants</li> <li>• Ongoing LBP maintenance</li> <li>• Response to EBL child</li> </ul>
I.	HUD-owned multifamily property	Pre - 1978	<ul style="list-style-type: none"> <li>• Provision of pamphlet</li> <li>• LBP inspection and risk assessment</li> <li>• Interim controls</li> <li>• Notice to occupants</li> <li>• Ongoing LBP maintenance</li> <li>• Response to EBL child</li> </ul>
J.	Rehabilitation Assistance		•
	1. Property receiving less than or equal to \$5,000 per unit	Pre – 1978	<ul style="list-style-type: none"> <li>• Provision of pamphlet</li> <li>• Paint testing of surfaces to be disturbed, or presume LBP</li> <li>• Safe work practices in rehab</li> <li>• Repair disturbed paint</li> <li>• Notice to occupants</li> </ul>
	2. Property receiving more than \$5,000 and up to \$25,000	Pre – 1978	<ul style="list-style-type: none"> <li>• Provision of pamphlet</li> <li>• Paint testing of surfaces to be disturbed, or presume LBP</li> <li>• Risk assessment</li> <li>• Interim controls</li> <li>• Notice to occupants</li> <li>• Ongoing LBP maintenance if HOME or CILP</li> </ul>
	3. Property receiving more than \$25,000 per unit.	Pre – 1978	<ul style="list-style-type: none"> <li>• Provision of pamphlet</li> <li>• Paint testing of surfaces to be disturbed, or presume LBP</li> <li>• Risk assessment</li> <li>• Abatement of LBP hazards</li> <li>• Notice to occupants</li> <li>• Ongoing LBP maintenance</li> </ul>