



November 2, 2015

Dear Prospective CDBG Applicant:

Attached is a **Community Development Block Grant (CDBG)** project application form that must be completed and returned to our office by 5:00 p.m. on **December 1, 2015**. Please read the entire application carefully.

Applicant presentations will not be a part of the process; therefore, careful attention must be paid to ensure every question in the application has been adequately addressed.

NATIONAL OBJECTIVES

All projects must meet one of the following National Program Objectives established by the U.S. Department of Housing and Urban Development (HUD) as well as be an eligible activity, to be eligible for funding:

A. Low/Moderate (L/M) Income Benefit

Low/Moderate Income Persons: Defined as a family or individuals whose income is within the applicable Section 8 income limits of Clearfield City, as established by HUD. Both family size and total household income must be considered. At a minimum, a funded agency must maintain records documenting: 1) total number served; 2) documentation that at least 51% of the program participants are low/moderate-income, unless those served are presumed eligible; and 3) intake forms showing household size, annual income, ethnicity of clients and whether or not clients are from a female-headed household.

1. Area Benefit Activities: An activity, the benefits of which are available to all the residents in a particular area, where at least 51% of the residents are low- and/or moderate-income persons. The service area must be primarily residential, and the activity must meet the identified needs of low- and/or moderate-income persons. Examples include: street and sidewalk improvements, park development, community centers, etc.
2. Limited Clientele Activity: An activity that benefits a specific group of people rather than all residents in a particular area, who are or who are presumed to be low/moderate-income. Specific groups presumed by HUD to be low/moderate-income are: abused children, homeless persons, battered persons, elderly persons, adults meeting the Bureau of Census' Current Population Report's definition of "severely disabled", illiterate adults, persons living with HIV/AIDS, and migrant farm workers.
3. Housing Activities: Activities that add or improve permanent, residential structures that will be occupied by low/moderate-income households upon completion. Potential eligible activities include:
 - a. Acquisition of property for permanent housing;

- b. Rehabilitation of permanent housing;
 - c. Conversion of nonresidential structures into residential structures; and
 - d. Eligible activities connected with new housing construction by nonprofit organizations.
4. **Income Jobs:** Activities that create or retain permanent jobs, at least 51% of which, on a full time equivalent (FTE) basis are either held by low/moderate income persons or considered to be available to low/moderate income persons. The three options are:
- a. Be located in a predominantly low/moderate income neighborhood and serve low/moderate income residents; or
 - b. Involve facilities designed for use predominantly by low/moderate income persons; or
 - c. Involve the employment of persons, the majority of whom are low/moderate income persons.

B. Slum/Blight

- 1. **Area Slum/Blight** - Criteria not currently being used by Clearfield City.
- 2. **Spot Slum/Blight Activities:** Activities must be designed to eliminate specific conditions of blight or physical decay on a spot basis outside of a slum or blighted area. The activity must be limited to acquisition, clearance, relocation, historic preservation, and/or rehabilitation of buildings. Rehabilitation is limited to the extent necessary to eliminate specific conditions detrimental to public health and safety.
- 3. **Urban Renewal Activities** - Criteria not currently being used by Clearfield City.

C. Urgent Needs: An activity designed to alleviate existing conditions that have a particular urgency and pose a serious and immediate threat to the health or welfare of the community. Examples include major catastrophes or emergencies such as floods and earthquakes.

LEAD BASED PAINT REGULATIONS

New regulations were issued under Sections 1012 and 1013 of the Residential Lead-Based Paint Hazard Reduction Act of 1992, which is Title 10 of the Housing and Community Development Act of 1992 which became effective on September 15, 2000. They appear in Title 24 of the Code of Federal Regulations as Part (35) (24 CFR 35). Any project for which federal funds are being obligated or committed must comply with these regulations. Specific requirements depend on whether the housing is being disposed of or assisted by the federal government, and also on the type and amount of financial assistance, age of the structure, and whether the dwelling is a rental or is owner-occupied. Proposals should include anticipated costs associated with lead-based paint reduction, if required by the new regulations. *A summary of lead hazard reduction requirements for various types of housing programs is attached to CDBG Application Instructions as Attachment 1.* Further information on lead-based paint reduction can be obtained from the HUD Office of Lead Hazard Control at (202) 755-1785 or by email at www.hud.gov/lea/leahome.html.

PROJECT LOCATIONS AND ADMINISTRATIVE EXPENSES

Due to the limited CDBG funding by the federal government, the City has established policy guidelines that: 1) priority be given to project requests located within Clearfield City limits and/or serve a significant percentage of the residence in Clearfield, 2) administrative and program operation support for new and existing programs be discouraged but not prohibited. Each request for new or increased administrative support will be evaluated on a case-by-case basis.

PHYSICAL IMPROVEMENTS

Applicants submitting building improvement and architectural planning projects must include cost estimates from City Engineer (telephone: 525-2781).

Street or block redesign projects must be reviewed by City Engineer (telephone: 525-2781) of Clearfield City.

DEADLINES

APPLICATIONS ARE DUE DECEMBER 1, 2015.

Applications must meet this deadline to be considered for 2016-2017 funding. Successful applicants will be awarded one-year contracts that will begin July 1, 2016. Technical assistance to complete applications and information regarding the CDBG process is available from Stacy Millgate at (801)525-2781 or stacy.millgate@clearfieldcity.org.

Please submit **6** copies for review by the Clearfield City Staff, Community Development Department, City Building, 55 South State Street, Clearfield Utah 84015.

AN EQUAL OPPORTUNITY PROGRAM

