

CITY OF WEST JORDAN
Community Development Block Grant Program
(CDBG) Application Guidelines
FY2010-2011

General Rules

All applications must comply with the regulations of the Community Development Block Grant (CDBG) program found in 24 CFR Part 570 and described in the specific guidelines below.

Who May Apply

Any individual, for-profit or nonprofit organization, business, or governmental agency may apply for City CDBG funds. (For-profit and non-profit economic development ventures are only eligible for loans.) Applicants must be in compliance with all federal, state, and local laws and regulations.

Project Requirements

ALL PROJECTS MUST:

- Meet one of the three national objectives of the CDBG Program: to provide benefit to low- and moderate-income persons (those whose income is at or below 80% of the median income for Salt Lake County), to aid in the prevention or elimination of slums or blight, or to meet a particular urgent community development need.
- Be located in the City of West Jordan or demonstrate that the project beneficiaries reside within the City of West Jordan.
- Address one or more of the Objectives stated in the Five-Year West Jordan Consolidated Plan.
- Be identified as an eligible CDBG activity in one of the following four categories: housing, economic development, public services, or public infrastructure.

ALL APPLICANTS MUST:

- Have available proof of corporate authorization, such as a board resolution, to request funds.
- For applicants seeking Public Service funds only, limit applications to no more

than \$15,000. Applications requesting more funding than \$15,000 must identify additional **approved** funding sources as part of the application.

- For applicants seeking Economic Development assistance only, submit proposals under the sponsorship of a financial institution or development corporation that provides funding at least equal to the amount of CDBG assistance being sought.

Funding Process

The total allocation for the City of West Jordan is anticipated to be \$495,000 for FY2010. Of this amount, \$99,000 can be allocated for program administration and for activities to promote fair housing; \$74,250 can be allocated to Public Service activities, \$212,000 for repayment of the Section “108” senior citizen center loan, and the balance for other eligible CDBG activities.

Applications are due **by 2:00 PM, Wednesday, January 13, 2010**

In summary, the application, review and award schedule is:

Wednesday January 13, 2010 @ 2:00 P. M.	Application Deadline
January 2010	Staff reviews of applications
February – March 2010	CDBG Committee Review
April 2010	CDBG Committee recommendations submitted to Mayor and City Council
May 2010	City Council holds public hearing, reviews and approves funding recommendations

FOR OFFICE USE ONLY:

Project Name: _____ Date & Time Received: _____
National Objective: _____ Total CDBG \$ Requested: \$ _____

**WEST JORDAN COMMUNITY DEVELOPMENT BLOCK GRANT
STANDARD PROPOSAL FORM
36TH YEAR PROGRAM FOR FY 2010-2011
APPLICATIONS DUE BY WEDNESDAY JANUARY 13, 2010 BY 2:00 p.m.**

15 Unstapled Copies Required

If more space is required to answer any of the following questions, additional pages may be attached.

1. Project Title and Proposed Location:
2. Requesting Organization or Individual:
Agency: _____ Contact: _____
Address: _____ Zip: _____
Phone: _____ Fax: _____
Email Address: _____ Website Address: _____
3. Is Agency/Organization operated as a profit or non-profit? If non-profit attach a copy of certificate.
4. One Line Project Description: Citywide housing downpayment assistance program.
5. Amount of CDBG Funds Requested: _____ \$
6. Total Amount Required to complete the project or operate the program, including CDBG funds: _____ \$
7. Other Sources and Amounts of those funds either being applied for or obtained for this project specify which: _____ \$

8. Project Plan: Briefly describe how you plan to accomplish the project and what the expected products or results of the project will be. For example, the number of homes to be rehabilitated, number of blocks or linear feet of street improvements, and/or number of persons benefiting. In addition, the **Performance Measurement Tool must be completed for the request to be acceptable**. If you are working with property, a lot, street or a building, please include photographs, drawings or sketches of your project, which indicates its location. **If your project includes property, please show proof of ownership or right of use.**

9. If your project will involve any future maintenance or operating costs, such as regular clean up or mowing; or staff costs, please submit the following information:

Maintenance or Operation Required: _____

Estimated annual cost: \$ _____

Who will provide the maintenance: _____

(Name, phone & address of person or agency)

Who will pay for maintenance cost? _____

(Name, phone & address of person or agency)

If West Jordan CDBG funds are **not awarded** for this project, what will the Agency do to continue to provide the proposed services? _____

10. Line Item Budget: Breakdown of CDBG Funds Required:

Salaries (identify position)	% of time	CDBG salary amount
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____

Supplies or Materials (i.e. Stationery, postage, duplication, etc.) List each category and amount:

1. _____	\$ _____
2. _____	\$ _____
3. _____	\$ _____
4. _____	\$ _____

Other Expenses (i.e. Architectural or engineering services, construction breakdown by electrical, plumbing, etc.)

1. _____	\$ _____
2. _____	\$ _____
3. _____	\$ _____
4. _____	\$ _____
5. _____	\$ _____

11. Proposed-starting date: _____

Proposed completion date: _____

Please describe any seasonal factors that will affect the starting or completion of the project: _____

PLEASE NOTE: Applications are due WEDNESDAY, JANUARY 13, 2010 @ 2:00 P.M.

Incomplete or late applications will not be considered for funding.

Successful applicants will be award one-year contracts, which will begin July 1, 2010. Technical assistance to complete applications, and information regarding the CDBG process, are available from Charles Tarver at (801) 569-5062. Please **submit 15, unstapled** copies to: City of West Jordan, Attn: Charles Tarver, 8000 South Redwood Road, West Jordan, Utah 84088.

Did your organization receive any West Jordan CDBG funds in prior year programs? _____ yes _____ no

If yes, what level of funding? \$ _____

**PERFORMANCE MEASUREMENT TOOL
REQUIRED TO BE COMPLETED**

Activities – Briefly list the services or work activities used to carry out the program.

- 1.
- 2.
- 3.
- 4.
- 5.

Outputs – The measurable results of a program’s work. They are measurements of work accomplished. Examples would include the number of low/moderate-income clients served, the number of households severed, or number of units constructed. Connect each output with the activity listed above.

- 1.
- 2.
- 3.
- 4.
- 5.

Outcomes – The benefits that result from the activity or program for individuals or community. The outcomes may be one or more of (1) Availability/Accessibility of services, (2) Affordability of services, or (3) Sustainability (Promoting livable or viable communities). Connect each outcome with the outputs and activities listed above.

- 1.
- 2.
- 3.
- 4.
- 5.

As applicant, I (we) hereby give any/all-authorized representatives of the City of West Jordan permission to review and inspect any/all files for this program.

As applicant, I (we) hereby authorize and/all-authorized legal and police representatives of the City of West Jordan access to our facility and clients with aproxiante notice.

Authorized Applicant Signature

Date

Applicant Title