

CDBG Sub-Recipient Application

Program Year 2016-2017



Due Date: January 1, 2016
Total Funding: approx. \$200,000
(Funding spent on public services is limited to 15% of total funding)

ORGANIZATION INFORMATION

Organization/Agency: _____

Street Address: _____

Mailing Address: _____

Executive/Director: _____ Title: _____

Phone Number: _____ Email: _____

Contact: _____ Title: _____

Phone Number: _____ Email: _____

Organization Type: Non-Profit Government For-Profit

Years in Operation: _____ Date of Incorporation: _____

Tax ID Number: _____ DUNS Number: _____

Organization/Agency has the required liability insurance, bonding, and/or worker's compensation: Yes No N/A

Organization has prior experience with CDBG activities: Yes No

Additional Information

Please attach the following (as is relevant & applicable):

- Organizational description (history, mission, objectives, services, clients, capacity, etc.)
- List of all staff, including titles, responsibilities, & qualifications
- Articles of Incorporation/Bylaws
- Tax-Exemption Determination Letters (State & Federal)
- List of the Board of Directors
- Organizational Chart
- Resume of Program Administrator, Authorized Official, and Financial Officer
- Operating Budget
- Funding Sources
- Commitments for On-going Funding
- Description of fiscal management (reporting, record keeping, accounting systems, payment procedures, audit requirements)
- Procurement Policies
- Current Financial Statements
- Most Recent Audit
- Project Budget
- Proof of Liability Insurance
- Proof of Bonds
- Proof of Worker's Compensation Insurance

PROJECT INFORMATION

Title: _____

Requested Amount: _____ Previous Amount Awarded: _____

Total Project Budget: _____

Project Location: _____

Activity Type: Public Service Public Facility Housing
 Economic Development Other _____

Need/Problem Identification: _____

Brief Project Description & Strategy (how does project address the need): _____

NATIONAL GOALS

- **Low and Moderate Income Benefits (check one):**

- Area Benefit:** *Project serves a specified geographical area identified by the Census to be of low income. Applicant must be able to prove that project primarily benefits low-moderate income households.*

Target Area: _____

- Limited Clientele:** *Project benefits a specific group of people who are 51% low-moderate income persons. Applicant must provide income verification for clients.*

Target Population: _____

- Housing:** *Contributes to improved or increased quantity of residential structures to be occupied by low-moderate households.*
- Jobs:** *Creates or retains permanent jobs of which at least 51% will be filled by or available to low-moderate income persons.*
- Presumed Eligible:** *Activities or facilities which exclusively serve a group consisting of at least 51% low-moderate income persons.*

Note: The following groups are presumed to be low-moderate income by HUD: abused children, elderly persons (62 or older), battered spouses, homeless persons, severely disabled adults according to the Census definition, persons with AIDS, and migrant farm workers.

- **Elimination of Slum and Blight:** Not currently available within the City
- **Urgent Health and Welfare Threat:** Not currently available within the City

ELIGIBLE ACTIVITIES

- Acquisition of Real Property
- Disposition
- Public Facilities and Improvements
- Clearance Activities
- Public Services
- Interim Assistance
- Payment of Non-Federal Share
- Urban Renewal Completion
- Relocation
- Loss of Rental Income
- Housing Services
- Privately Owned Utilities
- Construction of Housing
- Homeownership
- Microenterprise Activities
- Technical Assistance
- Institutions of Higher Learning
- Rehabilitation
- Code Enforcement
- Historic Preservation
- Renovation of Closed Buildings
- Lead-Based Paint Activities
- Economic Development
- Planning

PERFORMANCE MEASUREMENT

Objective (Check one):

- Suitable Living Environment:** *Project benefits communities, families, or individuals by addressing issues in their living environment.*
- Decent Housing:** *Addresses a housing need for individuals, families, or community.*
- Economic Opportunity:** *A project related to economic development, commercial revitalization, and/or job creation.*

Outcome (Check One):

- Availability/Accessibility:** *Project makes services, infrastructure, facilities, housing, or jobs available or accessible to persons, including person with disabilities. Does not need to address only physical barriers.*
- Affordability:** *Project includes activities which lower costs, improves quality, or increases the affordability of services, housing, and infrastructure.*
- Sustainability:** *Project provides services, facilities, or infrastructure which contributes to livable/viable communities and neighborhoods.*

Units of Measurement (households, individuals, jobs): _____
 Total Benefit (# of households, etc.): _____ Low-Mod Benefit: _____
 South Jordan Residents Served: Last Fiscal Year: _____ Projected: _____

PERFORMANCE SCHEDULE

Program Status (check one):

- Existing program
- New program ready for implementation
- New program currently in planning

Projected Beginning: _____ Projected End: _____

Estimated Work Schedule

Milestones (tasks, hours, clients served)	Deadline

ENVIRONMENTAL

1. Are you aware of the project/activity site being located within any of the following:
 - Special Flood Hazard Area (SFHA)** as mapped by the Federal Emergency Management Agency (FEMA)
 - An area receiving **HUD disaster assistance**
 - An area designated as a **Runway Clear Zone or Clear Zone** pursuant to 24 CFR 51, Subpart D
2. The project/activity is assumed to be **exempt** from environmental review:
 - Yes No
 - Examples of Exempt Activities:
 - Studies
 - Information and financial services
 - Administrative and management
 - Public services with no physical impact
 - Inspections and testing
 - Purchase of insurance
 - Purchase of tools
 - Engineering or design costs
 - Technical assistance and training
3. Are you aware of any of the following pertaining to the project/activity site:
 - Elements qualify for or are listed on the **National Register of Historic Places**
 - New construction within or adjacent to **wetlands**
 - Adverse impact possible on federally protected **Threatened or Endangered Species** or their critical habitats
 - Located within one mile of a listed **Wild and Scenic River** or will impact the natural, free-flowing, and/or scenic qualities of a Wild and Scenic River
 - Expected to have **significant emissions** which may require registration with or a permit from the Utah Department of Environmental Quality
 - Includes **farmland** and will reduce existing farmland acreage
 - Location and use negatively impact or be negatively impacted by **low to moderate income populations**

- Involves the development of **noise sensitive uses** or involves more than minor rehabilitation within 1,000 of a major/arterial road, 3,000 feet of a railroad, or 15 miles of an airport.
- Located within one mile of an **above ground explosive or flammable substance** which is not used solely as an individual residence fuel supply
- Located near an industrial site involved with **hazardous substances**, near a known or suspected location of current or past releases of hazardous substances, near a storage facility for hazardous substances, near a site which may contain hazardous substances, or near a dump or landfill

Notes regarding known environmental issues: _____

OTHER CONSIDERATIONS

Identify the following that apply:

- Faith Based Organization
- Relocation of people or business necessary
- Includes acquisition of property
- Lead-based paint testing needed

Conditions or contingencies to be met in implementing activity: _____

Other relevant information (attach if necessary): _____

CONTACT INFORMATION

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 South Jordan, UT 84095

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APPLICANT CERTIFICATION

I certify that the information and data contained in the application for Community Development Block Grant (CDBG) funds for the 2016-2017 program year is true and correct to the best of my knowledge and belief.

I understand that additional documentation may be required prior to an award being granted.

I understand that my organization, if awarded CDBG funds as a sub-recipient, will enter into a sub-recipient agreement with the City as a HUD grantee. My organization is able to and will comply with HUD regulations, including: Title VI of the Civil Rights Act of 1964, Section 109 of the Housing and Community Development Act of 1974, Executive Order 11246, Section 3 of the Housing and Urban Development Act of 1968, and the Davis-Bacon Act. My organization will maintain all necessary insurance and bonds, and comply with the City’s requirements for sub-recipients.

I understand that failure to comply with all applicable requirements may result in my organization being required to forfeit the CDBG funds.

This application has been duly authorized by the applicant’s appropriate Board of Directors, Board of Directors, or Chief Executive Officer.

Submitted By: _____
Signature: _____
Title: _____
Date: _____

State:)
) ss
County:)

On this _____ day of _____, 2015, personally appeared before me _____, who being by me duly sworn as the _____ of _____ and the signer of the foregoing instrument.

Witness my hand and official seal:

Notary Public

My Commission Expires: _____

Residing at: _____