



**COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
HARD COST APPLICATION FOR THE 38th PROGRAM YEAR – 2012-2013**

The City of South Salt Lake anticipates an allocation of approximately **\$150,000** in Community Development Block Grant money for the 2012-2013 fiscal year and 38th Program Year. These funds will be used to undertake activities that forward the National Community Development Program’s objectives of benefiting low-income residents and/or eliminating blight. These activities will be primarily of a physical improvement nature. All activities will serve South Salt Lake residents and will be conducted within South Salt Lake’s boundaries.

The City of South Salt Lake intends to continue the Community Connection program for the 2012-2013 funding year, using the above allocation as a funding source.

SCHEDULE

- | | |
|---------------------|--|
| 13-15 February 2012 | Application posted on South Salt Lake City website: http://southsaltlakecity.com .

Public notices posted. |
| 7 March 2012 | 5:00 pm deadline for CDBG Project Proposals. |
| 14 March 2012 | Public notice announcing public hearing and proposed activities. |
| 28 March 2012 | City Council public hearing at 7:30 pm |
| 11 April 2012 | City Council gives final approval of CDBG projects for 38 th Program Year |
| 18 April 2012 | Submit 38 th Program Year CDBG project information to Salt Lake County.

Publish CDBG allocation in local newspapers and on the City website. |

APPLICATION INSTRUCTIONS

Include all required information and narratives in your submittal. **Proposals are not to exceed 7 pages.** Incomplete proposals will not be eligible for consideration. Submit two (2) complete originals **no later than 5:00 pm on 7 March 2012** in one sealed envelope *for each project or program* to:

**South Salt Lake City Community Development
220 East Morris Avenue, Suite 200
South Salt Lake, Utah 84115
Attn: Francis Xavier Lilly, AICP**

flilly@southsaltlakecity.com / 801.412.3224

Reasonable accommodations for individuals with disabilities or those in need of language interpretation services can be provided if three working days’ notice is given by calling 801.483.600. TTY/TDD users should call 711.



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I: GENERAL INFORMATION

A. Project Title: _____

B. Name of Agency: _____

C. Address of Agency: _____

D. Contact Person: _____ Title: _____

Telephone: _____ Email: _____

E. Priority Activity Category: Affordable Housing, Homeless, or Low- and Moderate-Income Clients:

F. Summarize the activity below. The summary should include a brief project history, a listing of proposed activities, the number and population to be served, and the uses of requested funding.

G. Budget Summary

Total Project Cost: _____

Funds Requested: _____

H. Submitted By:

Signature _____ Date _____

Title _____ TIN _____

II: Detailed Project Description

Applications will be reviewed, and recommendations made to the South Salt Lake Mayor. All applications will be reviewed by how well the proposed project addresses a community development need in the City of South Salt Lake. The review will consist primarily of scoring the applications based on information in the project description. Attach a narrative addressing the following factors in describing your project. **The questions listed below are illustrative and serve as an aid to providing information for each category. Each question does not necessarily need to be answered in full as long as the general category is clear.**

1. **Program and Project Description:** Describe the project in specific terms. Specify what the CDBG funds will pay for. What is the intent of the project? What is the number of clients who will receive service?
2. **Need and Benefit:** Why do you want to do this project? Is this an unduplicated service or program? Will the project enhance existing services? Why have you chosen to address this need? Why is there a need for CDBG funding? Does the need justify the costs? Describe the clientele and the need your project will address? Report the total number of citizens that are served by your program. Also identify the number of clients that will be served with the requested funds and estimate the percent who are lower income. Does the agency have a language assistance plan?
3. **Goals and Objectives:** How will you know if the project is successful? What could happen if the project is not done? Relate the project to the Needs and Objectives identified in the Salt Lake County Consolidated plan and to HUD's Performance Measurement System. How will you measure your project's effects?
4. **Capacity and Sustainability:** Describe past performance, staff capability, and expertise. Do you have prior experience in similar efforts? If no further CDBG assistance was provided would the activity continue? How will you handle future operational and maintenance costs?
5. **Budget and Leveraging:** Is the budget clear, well thought out, and realistic? Are other funds committed to the project? Do you have a financial commitment to the activity? Is there a non-financial commitment? Have you sought assistance from other CDBG cities or other funding sources, If not, state why not? If full funding cannot be given, what are your priorities for items or activities to be funded?
6. **Other Considerations:** Is there anything else we need to know? Are there any conditions or contingencies that will need to be met before implementing the project? Identify if any of the following apply:
 - Faith Based Organization
 - Acquisition of Property
 - Relocation of people or business
 - Lead-Based Paint
 - Historic Preservation

If funds are requested to construct, reconstruct, renovate or rehabilitate your facility, do you own the building? If you do not own the building, you must have a minimum 5-year lease agreement in place.

III: HARD COST PROJECT BUDGET

Project costs: Include all costs directly related to delivering this service or accomplishing this project. Identify sources of funding in the budget narrative.

Expenditures and Revenue Sources	Requested Total CDBG	Other Funds Committed	Other Funds Requested	Other: In-Kind	Total Project Budget
Land/Building Acquisition					
Architect, Engineering, or Design Costs					
Construction Costs (streets, parks, sidewalks, etc.)					
Renovation or Rehabilitation					
Site Improvements/Landscaping					
Planning					
Administrative Salaries to Oversee and Monitor Funds					
Project/Activity Delivery Costs					
Loans/Grants					
Subtotal: Project Costs					
Other Costs (Describe in Narrative)					
GRAND TOTAL					