



# Salt Lake County

## Community Development Block Grant (CDBG) Public Service (Soft Cost) Proposal Guidelines

### GENERAL INFORMATION

All proposals must comply with the regulations of the Community Development Block Grant (CDBG) program found at 24 CFR Part 570, described in brief by the guidelines below. The CDBG Program provides annual grants from the U.S. Department of Housing & Urban Development (HUD) on a formula basis to entitled cities and counties to develop viable urban communities by providing decent housing and a suitable living environment, and by expanding economic opportunities, principally for low- and moderate-income persons. HUD awards grants to entitlement community grantees to carry out a wide range of community development activities directed toward revitalizing neighborhoods, economic development, and providing improved community facilities and services. Entitlement communities such as Salt Lake County, develop their own programs and funding priorities. However, grantees must give maximum feasible priority to activities which benefit low- and moderate-income persons. A grantee may also carry out activities which aid in the prevention or elimination of slums or blight. CDBG funds may not be used for activities which do not meet the program's national objectives.

**This proposal must be for activities located within unincorporated Salt Lake County, one of the eleven cities participating in Salt Lake County, or demonstrate that clients served, for which County CDBG funds will be used, reside within the eligible geographical areas of the County.**

**CDBG “soft cost” funds may be used for Public Service activities which include, but are not limited to:**

Public Service Activities which may include salaries, supplies, and materials concerned with:

Employment, Crime Prevention, Child Care, Health, Drug Abuse Counseling and Treatment, Education, Fair Housing Counseling, Energy Conservation, Assistance, Services for Seniors, and Homeless Services.

### WHO MAY APPLY

**Non-Profit Agencies and For-Profit Agencies may submit proposals.**

**PUBLIC SERVICE PROJECTS (Soft Costs):** The amount of CDBG funds used for Public Service Projects shall not exceed 15% of Salt Lake County's grant award plus 15% of total program income. Nor shall Public Service Project funding exceed 15% of the awards allocated to any city that administers CDBG funds from Salt Lake County. This limited CDBG funding is available for program operations, staffing, equipment and other “soft cost” activities. Proponents should demonstrate increases in services, percentage of leveraged funds, and timeliness of expenditure relating to requested funding. Proposals must be for a minimum of \$10,000. Exceptions may be made on a case-by-case basis.

Proponents receiving funding for Public Service projects should demonstrate their ability to expend the funds within the 12 month program year.

## HUD OUTCOME PERFORMANCE MEASUREMENT SYSTEM

All proposals must show a tie to one of three HUD designated Objectives. In addition, the proposed activity must show at least one HUD designated Outcome. This will take place in the proposal narrative. This item will be discussed at the pre-proposal workshops.

### The HUD Objectives are:

- **Suitable Living Environment.** In general this objective relates to activities that are designed to benefit communities, families or individuals by addressing issues in their living environment.
- **Decent Affordable Housing.** This objective focuses on housing programs where the purpose of the program is to meet individual family or community needs and not programs where housing is an element of a larger effort.
- **Creating Economic Opportunities.** This objective applies to the activities related to economic development, commercial revitalization, or job creation.

### The HUD Outcomes are:

- **Availability/Accessibility.** This outcome applies to activities that make services, infrastructure, or shelter available or accessible to low – and moderate- income people, including persons with disabilities. Accessibility does not only refer to physical barriers, but also to making the affordable basics of daily living available and accessible to low- and moderate- income people.
- **Affordability.** This outcome applies to activities that provide affordability in a variety of ways in the lives of low- and moderate- income people. It can include the creation or maintenance of affordable housing, basic infrastructure hook-ups, or services such as transportation or day care.
- **Sustainability: Promoting Livable or Viable Communities.** This outcome applies to projects where the activity or activities are aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefit to persons of low- and moderate- income or by removing or eliminating slums and blighted areas through multiple activities or services that sustain communities or neighborhoods.

## PRIORITY ACTIVITIES CATEGORIES

For the 2010 – 2011 (36<sup>th</sup>) Program Year, acceptance and consideration will be given only to those proposals that propose activities as follows:

- **Affordable Housing.** Projects and activities that assist in the development, acquisition, preservation or provide access to housing that will be available to lower income persons. As well as hard costs, this category can include soft costs such as mortgage and housing counseling, housing case management and assistance in finding available, affordable housing. Activities dealing directly with the homeless population do not belong in this category.
- **Homeless Activities.** Projects and activities that show a link to the current Salt Lake County Continuum of Care Program and/or the Ten Year Plan to End Chronic

## 2010 – 2011 – Instructions and Guidelines – Soft Cost

Homelessness. Homeless prevention does not fit into this category, but could fit into the Affordable Housing category if the residency requirements are met.

- **Targeted Communities.** For Salt Lake County funds, community development activities directed at the areas of Magna, Kearns, or West Millcreek are targeted. For the eleven cities participating in Salt Lake County’s CDBG program and the remainder of the unincorporated county, low- and moderate-income populations are the targeted beneficiaries of CDBG funds. Activities in this category include providing additional or improved programs or services that will serve residents of these communities, as well as increased capacity for agencies serving these areas.

## PROJECT REQUIREMENTS

### ALL PUBLIC SERVICE PROPOSALS MUST:

- Meet one of the 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 local median), or to aid in the prevention or elimination of slums or blight. A third national objective - to meet a particular urgent community development need is not applicable at this time.
- Be located within unincorporated Salt Lake County or demonstrate that clients served, for which County CDBG funds will be used, reside within the eligible geographical areas of the County. For the purposes of the CDBG Program, residents of the cities of Salt Lake, Sandy, Taylorsville, West Jordan and West Valley are **not** considered residents of the County. Those persons who are homeless are considered residents of the unincorporated County regardless of where they are receiving temporary shelter or services.
- **Identify which jurisdictions, and the number of people within each jurisdiction, the proposed project will impact.**
- Address one or more of the Objectives stated in the Salt Lake County Consolidated Plan. This is in addition to meeting a HUD designated Objective and Outcome.
- Request funding for a project that is identified as an eligible CDBG activity.
- Identify the Outcome Measurements for your program. What is the impact your program has on the participants? Is the program making a positive impact on clients or the community?
- The Outcome Measurements and the required tracking will be included in the CDBG contract for all Proponents that are awarded funding.
- Use the appropriate proposal when detailing the project’s “Physical Improvement” or “Public Service” activities.
- **For new Public Service projects or programs only:** demonstrate that the proposed activity will result in a new unduplicated service or a quantifiable increase in the level of service.

### APPEALS PROCESS

Any Proponent, who feels their application has been wrongly determined to be ineligible by not meeting the criteria listed above, may request the staff of CRD to obtain an eligibility determination from their CPD Rep. at the Region 8 Office of Housing & Urban Development.

## LANGUAGE ASSISTANCE PLAN

In accordance with the HUD's notice in the *Federal Register* on January 22, 2007, vol. 72, no. 13, pp. 2732-2754, regarding "Final Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons" (LEP persons), Salt Lake County is requesting information on each Proponent's Language Assistance Plan (LAP). Failure to provide that LEP persons can effectively participate in, or benefit from, federally assisted programs may violate Title VI's prohibition against national origin discrimination. The "Guidance" does not increase Title VI requirements, but merely clarifies existing requirements. Ensuring LEP persons' participation is a component of HUD recipients' certification that they will Affirmatively Further Fair Housing (AFFH), and applies to all operations and subsidiaries of an organization or municipal agency receiving federal financial assistance. If you don't currently have an LAP or for more information about LEP; see the federal website at <http://www.lep.gov>.

## EMPLOYEE STATUS VERIFICATION SYSTEM

The Proponent will be required to register and participate in the Status Verification System before entering into a contract with the County as required by Utah Code Section 63G-11-103(3). The Status Verification System is an electronic system operated by the federal government, through which an authorized official of a state agency or a political subdivision of the state may inquire by exercise of authority delegated pursuant to 8 U.S.C. § 1373 to verify the citizenship or immigration status of an individual within the jurisdiction of the agency or political subdivision. The proponent will be individually responsible for verifying the employment status of only new employees who work under the proponent's supervision or direction and not those who work for another contractor or subcontractor, except each contractor or subcontractor who works under or for another contractor shall certify to the main proponent by affidavit that the contractor or subcontractor has verified, through the Status Verification System, the employment status of each new employee of the respective contractor or subcontractor. The proponent will be required to comply in all respects with the provisions of Utah Code Section 63G-11-103(3). Proponents' failure to so comply could result in the immediate termination of its contract with Salt Lake County.

## IDENTIFYING BENEFICIARIES BY JURISDICTION

**As per participating municipalities' recommendations, Salt Lake County now requires all proposals to identify the population served by the proposed project by jurisdiction. On the proposal, this chart can be found under Section III.**

## FUNDING PROCESS

Salt Lake County and the Division of Community Resources and Development will conduct a public information workshop and training session regarding the CDBG program and the proposal process on Monday afternoon, November 16, 2009 from 1:00 until 3:00 a.m. and will be repeated again on Monday morning, November 23, 2009 from 9:00 until 11:00 p.m. in the Salt Lake County Council Chambers, 2001 South State Street (North Building, 1<sup>st</sup> Floor). The workshop will provide an overview of the CDBG program and the proposal requirement.

## 2010 – 2011 – Instructions and Guidelines – Soft Cost

Community Resources and Development staff will be available to provide technical assistance through December 15, 2009. Contact Karen Wiley at 468-3663. TTY Users should call 711 for assistance.

Funding for this competitive grant program is contingent upon the Congress passing a FY 2010 HUD appropriation bill funding the Community Development Block Grant program.

### **SALT LAKE COUNTY'S PROPOSED 2009-10 CDBG PROGRAM YEAR BUDGET**

<b><u>Estimated Available Funds:</u></b>	\$2,400,000
Amount subgranted to the eleven (11) smaller incorporated cities in the Salt Lake County Urban County Program	\$1,100,000
Community Development Projects	\$900,000
Hard Costs	\$700,000
Public Service (Soft Costs)	\$200,000
Administration	<u>\$ 400,000</u>
Total	\$2,400,000
Anticipated Program Income for Housing Revolving Loan Fund and Economic Development Loan Fund	\$ 600,000

### **PROPOSAL DEADLINE**

Two (2) complete originals in one sealed envelope must be submitted for each project or program. The words "Community Development Block Grant Proposal" must be printed on the outside of the envelope. **Proposal forms and narratives MUST be received in the Salt Lake County Contracts & Procurement Office, 2001 South State Street, Room N-4500, no later than 1:00 p.m. on Tuesday, December 15, 2009.** Any proposals submitted after that time or to any location other than the one listed will be rejected. There will be no exceptions.

### **CDBG EVALUATION CRITERIA**

Community Development staff will review all proposals for compliance with HUD regulations and completeness after which the Salt Lake County Community & Economic Development Advisory Council (CEDAC) will rate each according to the evaluation criteria listed below for allocating Salt Lake County funds. A Subcommittee may review and rank all proposals regarding Homeless and Homeless Prevention Activities. When proposals have been scored and ranked, CEDAC will forward a preliminary list of recommended awards to the Mayor. Public input processes will be held in January and February. A Public Hearing regarding the final recommendations will be held during the month of April.

Process for Proposals for funding from Participating Cities

After a review for eligibility, a copy of each proposal will be distributed to each participating municipality addressed in the proposal to be included in its own CDBG process for FY 10-11.

## 2010 – 2011 – Instructions and Guidelines – Soft Cost

Each city will be responsible to review the proposals and recommend funding to their Mayor and City Councils who will make final funding decisions. Each City will hold a public hearing prior to making final funding decisions. The dates for each of the Participating City’s public hearings will be posted on the County Webpage at [www.slco.org](http://www.slco.org).

**The participating cities WILL NOT accept proposals for public service activities except through the county proposal process.**

### EVALUATION FORM

All proposals will be reviewed according to the following criteria:

**MAXIMUM POINTS**

N/A	ELIGIBLE	If all or part of the proposal is not eligible, Proponent will be informed immediately and allowed to appeal to Contracts Office.
30	NEED	Proponent has clearly described the need. Provides data that substantiates the need. Tie to Consolidated Plan or United Way Community Assessment. Activity is County identified Priority Activity. Demonstrates the need is not being adequately met.
15	BENEFIT	Identifies beneficiaries of the project. Identifies the number of Salt Lake County eligible clients served and shows that the amount of funding requested is equitable. Proponent shows benefit to lower income residents.
20	PROJECT GOALS & OUTCOMES	Project based on need and goals are clear and specific. Project goals and outcomes are realistic and appear to be achievable. Project shows tie to HUD Performance Measurement System. Project will impact significantly on identified need. Has clearly identified impact and success.
20	CAPACITY & SUSTAINABILITY	Proponent shows ability to undertake the project. Proponent has a demonstrated track-record in similar activities. Proponent shows history of effective program management. Proponent demonstrates fiscal responsibility and expertise. Proponent followed direction in the County CDBG process.
15	BUDGET & LEVERAGE	Proposed expenditures appear reasonable. Project is not totally dependent on CDBG funds. Other funding sources and amounts are identified. Project is cost effective in relation to service and community need.

**The County will be looking at all resources that may be available for programs to ensure maximum leverage for all program dollars.**

Points will be deducted if project is not a priority activity, or there is no leveraging of funds, or Proponent used wrong proposal form for a hard or public service (soft cost) activity, or failed to follow instructions. A minimum of 65 points is preferred to be considered for funding.

**The proposal and any attachments should be submitted on 8 ½” x 11” sheets. However, Proponents should not bind the materials. Each page of the proposal package should be numbered. The narrative portion should not exceed seven (7) pages. The Project/Activity**

## 2010 – 2011 – Instructions and Guidelines – Soft Cost

summary sheet (Section I); the Budget Page (Section III) and Populations Served by Jurisdiction (Section IV) are not included in the seven page requirement. Add nothing that is not asked for. No letters of recommendation, maps, charts, photos, etc. Proposal is a maximum of seven pages.

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

Nov. 16, 2009, 1:00 p.m.	Proposal workshop/Public comment
Nov. 23, 2009, 9:00 a.m.	Repeat Proposal workshop/Public comment
December 15, 2009:	<b>Proposal deadline 1:00 p.m., SL County Office of Contracts &amp; Procurement, 2001 South State Street, North Building, Suite N-4500</b>
January - April 2010:	CEDAC conducts review and prepares recommendations to the Mayor. Will include two public input hearings, covering only Salt Lake County funds. Around this time, cities will also be going through their public process.
April, 2010	Final County Public Hearing regarding recommendations, covering only Salt Lake County funds.
May/June, 2010	Preparation of contracts
July 1, 2010 (est.)	Funding is available.

### REMEMBER

- a) Public information session and proposal workshop, Monday, November 16, 2009 at 1:00 p.m. and Monday, November 23, 2009 at 9:00 a.m., County Council Chambers, 2001 South State Street.
- b) Proposal deadline: Tuesday, December 15, 2009. Proposals must be received in the Salt Lake County Contracts and Procurement Office, 2001 South State Street, Room N-4500 no later than 1:00 p.m. Any proposal submitted after that time or to any location other than the one listed will be rejected. Postmarks and faxes will not be considered. Submit as early as possible and hand carry in.
- c) Proponents must submit two (2) complete copies of the proposal in a sealed envelope. The words *Community Development Block Grant Proposal 2010-11* must appear on the outside of the envelope. (Proposals must be on 8 ½ x 11” paper and preferably unbound).
- d) All requests for funding must include in the Narrative a tie to the HUD Performance Measurement System and also the Consolidated Plan Objectives.
- e) Staff is available by appointment to meet with prospective Proponents and to answer questions relating to CDBG in the Community Resources and Development offices at 2001 South State Street, Suite S-2100. Call Karen Wiley at 468-3663 to schedule an appointment thru December 15, 2009. TTY users should call 711 for assistance.