



## CHAPTER 1. INTRODUCTION AND PROGRAM GOALS AND OBJECTIVES

### A. The Small Cities Community Development Block Grant Program 2017

The Utah Small Cities Community Development Block Grant (CDBG) program is funded and operated under Title I of the Housing and Community Development Act of 1974, as amended through April 11, 1994, 42 USC 5301 including all operating regulations and memorandums pertaining thereto. The program year 2017 will be the 36<sup>th</sup> year in which the small cities CDBG program has been administered by the state of Utah. The U.S. Department of Housing and Urban Development (HUD) is responsible for monitoring the state of Utah to ensure compliance with CDBG program requirements. Applicants should be aware that, if funded, they must comply with various federal regulations including Davis-Bacon Labor standards, Civil Rights and the HUD environmental review regulations found at 24 CFR Part 58.

The purpose of this book is to provide instruction and guidance regarding state and federal requirements to persons seeking to apply for CDBG grant funds. Unlike other states that have a more centralized project rating and ranking process, Utah's process is unique. In Utah, the rating and ranking process has been delegated to the 7 regional planning districts throughout the state. Local and regional priorities determine which projects are funded. This process provides for maximum involvement of the public through local governments who establish priorities that are consistent with the state and federal goals of the Act.

This Application Policies and Procedures Guide contains all program guidance information including:

- Compliance with the Consolidated Plan
- Estimated amount of funds available
- Funding processes
- National Objective requirements
- List of eligible activities
- Application instructions
- State requirements
- Additional federal requirements
- Regional rating and ranking policies for applications

## **The Purpose of the Community Development Block Grant Program**

*"To assist in developing viable communities by providing decent housing, a suitable living environment and expanding economic opportunities, principally for persons of low and moderate income (LMI)".*

### **Who Is An Eligible CDBG Applicant?**

- **CITIES** - with populations of less than 50,000
- **COUNTIES** - with populations of less than 200,000
- **UNITS OF LOCAL GOVERNMENT** recognized by the Secretary of HUD, which include six of the seven Associations of Government, excluding the Wasatch Front Regional Council.

**Non-profit organizations, housing authorities, and special service districts** may apply through one of the above but are not eligible independently.

The entitlement cities of Salt Lake, Provo, Orem, Ogden, Layton, Logan, Clearfield, Sandy, St. George, Taylorsville, West Jordan, West Valley, Lehi and the urban counties of Salt Lake, Utah, and Davis have similar programs designated for their areas and are not eligible for the State Small Cities Community Development Block Grant (CDBG) Program.

**State small cities CDBG funds may not be used in the above entitlement areas.**

### **Who Operates the CDBG Program?**

The Governor of the state of Utah has elected to continue to administer the Utah Small Cities Community Development Block Grant program in the **2017** program year and continues to delegate program management to the Utah Department of Workforce Services, Housing and Community Development Division (HCD). In assuming this responsibility, the state will meet the following federal requirements mandated by Congress:

- Continue a program of planning for community development activities;
- Provide technical assistance to units of local government and workshops for citizens and local officials for the CDBG Program;
- Continue to provide funds from state resources for community development; and
- Consult with local elected officials in determining the method of funding distribution.

### **Who Administers the CDBG Program?**

The Utah Department of Workforce Services (DWS), Housing and Community Development Division (HCD) administers the CDBG program. As the lead agency responsible for the program's design and implementation, HCD will:

- Obtain policy guidance from the CDBG Policy Committee that is made up of elected officials selected by the Governor from the regional review commissions and formally established by a Governor's Executive Order dated, November 1, 1986;
- Support the seven regional planning districts in developing sound and equitable project review and priority ranking systems that meet the purposes of federal legislation as well as local and state priorities;
- Ensure grantee compliance with all applicable federal/state program regulations and federal overlay statutes;
- Monitor grantee program compliance and financial performance;

- Ensure that programmatic control of the prioritization of CDBG funding has and will remain with local elected officials; and
- Establish guidelines for local community development and policies directed toward furthering the housing needs of the state's citizens by working with housing interest groups and low-income advocacy organizations.

**CDBG Policy Board Members**

The CDBG Policy Committee is composed of seven members selected by the governor from each of the seven regional districts of the state. They are as follows:

**MEMBER NAME and REGION**

**Cory Yeates**, Council Member, Cache Couy - Bear River Associations of Government

**Mark D. Raymond**, Commissioner, Uintah County- Uintah Basin Associations of Government

**Byron Woodland**, Commissioner, Juab County - Six County Associations of Government

**Hilary Gordon**, Mayor, Huntington City - Southeastern Associations of Local Government

**Jerry Taylor**, Mayor, Escalante City - Five County Associations of Government

**Logan Wilde**, Commissioner, Morgan County - Wasatch Front Regional Council

**Kendall Crittenden**, Councilman, Wasatch County - Mountainland Associations of Government

For assistance in application preparation please contact any of the following personnel:

**Associations of Government/Counties and Contacts**

**1. Bear River AOG**

**CONTACT: Brian Carver**

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 Logan, Utah 84321  
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**2. Five County AOG**

**CONTACT: Nathan Wiberg**

Beaver, Kane, Garfield, Washington, Iron Counties  
 Bryan Thiriot, Executive Director  
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 St. George, Utah 84770  
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**3. Mountainland AOG**

**CONTACT: Michelle Carroll**

Summit, Wasatch Counties  
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 Orem, Utah 84097-4146  
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**4. Six County AOG**

**CONTACT: Travis Kyhl**

Juab, Millard, Piute, Sanpete, Sevier, Wayne Counties  
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**5. Southeastern Utah ALG**

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**6. Uintah Basin AOG**

**CONTACT: Kevin Yack**

Daggett, Duchesne, Uintah Counties  
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**7. Wasatch Front Regional Council**

**CONTACT: Sam Klemm**

Morgan, Tooele, Weber Counties  
Andrew Gruber, Executive Director  
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Salt Lake City, UT 84116  
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E-mail: [sam@wfrc.org](mailto:sam@wfrc.org)

**Technical Assistance**

For assistance regarding the program or policies, please contact any of the following personnel:

Housing & Community Development Division  
Community Development Block Grant Program  
1385 South State Street, 4<sup>th</sup> Floor  
Salt Lake City, Utah 84115  
Telephone: (801) 468-0127  
Fax: (801) 468-0122  
Website: <http://jobs.utah.gov/housing/cdbg>

<b>Keith Heaton</b>	Director Community Development	(801) 468-0133 <a href="mailto:kheaton@utah.gov">kheaton@utah.gov</a>
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## **B. Consolidated Plan**

The CDBG Application Policies and Procedures guide is an appendage of the Consolidated Plan. Section 104(a)(2) of Title I of the Act requires each state to submit a Consolidated Plan of community development objectives, projected use of funds, and methods by which the state will distribute funds to local governments. A yearly review and update of this plan is required to be supplied by each regional planning agency and a completely revised document is required every five years. Additional information regarding the compliance with the Consolidated Plan is addressed in Chapter 4.

## **C. State Public Hearing**

In January of each year the State of Utah is required to hold a public hearing to gather input and discuss the progress and status of communities, statewide, as they complete the required elements of the Consolidated Plan. The hearing will be advertised 14 days in advance of the hearing in all regional and statewide newspapers. All Associations of Government (AOG), Utah Issues, low-income housing agencies, and other low-income advocacy groups will be individually notified of the hearings and encouraged to attend. All questions, concerns and suggestions derived from the hearing will be documented and responded to by the state following the hearings.

## **D. Goals and Objectives**

The majority of the following goals and objectives were identified by HCD in 1981 when the Utah CDBG Program was originated. These same goals have been stressed in each successive year and continue to be of major importance as the HCD attempts to meet and combine federally mandated requirements and state obligations in serving the non-entitlement communities.

1. Improve public facilities
2. Expand economic opportunities
3. Develop and use land resourcefully
4. Provide decent housing through the use of all available programs either direct or indirect

5. Provide needed public services
6. Promote a strong local government role in the grant selection process through the use of Regional Review Committees (RRCs)
7. Leverage CDBG funds with other available public and private resources and
8. Simplify the CDBG application and management requirements while addressing congressional program intent and existing federal law
9. Decrease juvenile crime, teen pregnancy, drug and alcohol abuse and family violence

The following efforts continue to be made by the state in achieving the above goals:

1. Encourage local units of governments to use the entire array of community development activities funded through the CDBG program
2. Ensure strong local government involvement in the management of individual programs
3. Ensure broad citizen participation in local/regional review and solution processes
4. Provide timely technical assistance to grantees and the seven multi county planning organizations in ensuring effective program administration.

As part of the state's continuing assessment and evaluation, the goals and objectives of the program were reviewed and modified to meet changes in the law based on the 1983 amendments of the Housing and Urban Renewal Recovery Act and the Cranston-Gonzales National Affordable Housing Act of 1990. Changes also are implemented herein by the Small Cities CDBG regulations adopted in 1992.

The administration and programmatic control remain the same as in past years. Efforts will continue to be made to provide technical assistance and training to the staffs of the seven regional Associations of Government who are major links with small cities.

### **E. Seventy Percent Low-to Moderate-Income (LMI) Benefit Requirement**

A program goal established by HUD requires the assurance that 70 percent of the funds spent over a three-year period will be spent on projects benefitting low-to moderate-income (LMI) persons. This will be achieved through the state's allocation process. Each Associations of Government (AOG) is required to individually meet this goal and will adjust its project review/priority ranking system and funding allocations so that each spends at least 70 percent of its yearly allocation on projects which meet the national objective of benefit to LMI persons. Documentation will be provided showing that Utah has met this goal.