

How to Apply

Utah Small Cities CDBG Program

MAG

Introductions

First Point of Contact:

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After Funds are Awarded:

State Staff - Nicole Kerr, Program Specialist

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Please tell us

- **Your name**
- **Organization**
- **If your organization has applied for CDBG before**
- **If you have a specific project in mind**





National Objectives of CDBG

- ★ Low to Moderate Income Benefit
- ★ Elimination of Slum/Blight Conditions
- ★ Urgent Need

Primary objective: development of viable communities by the provision of decent housing and a suitable living environment and expanding economic opportunities, principally for persons of low and moderate income.

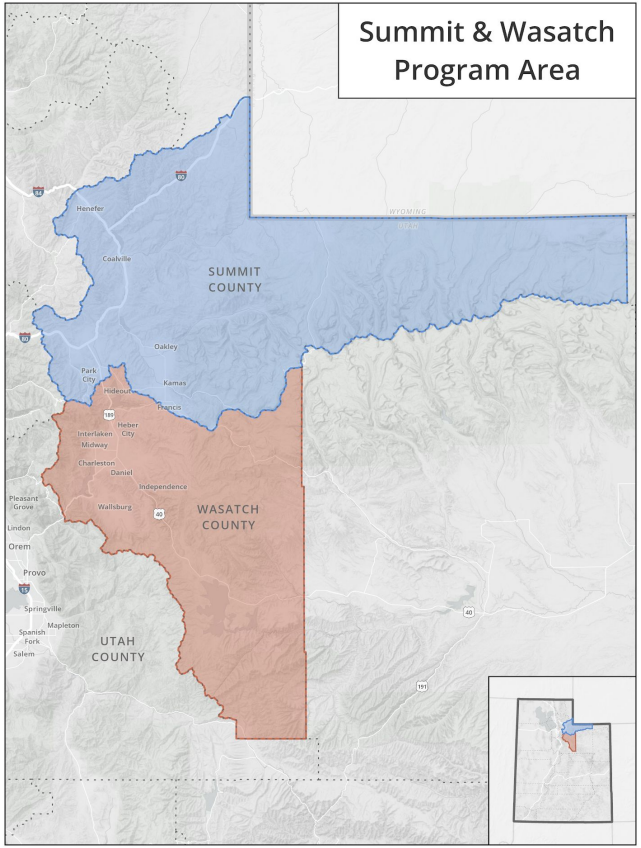
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Where Does CDBG Money Come From?



Utah Small Cities CDBG
Who can apply?

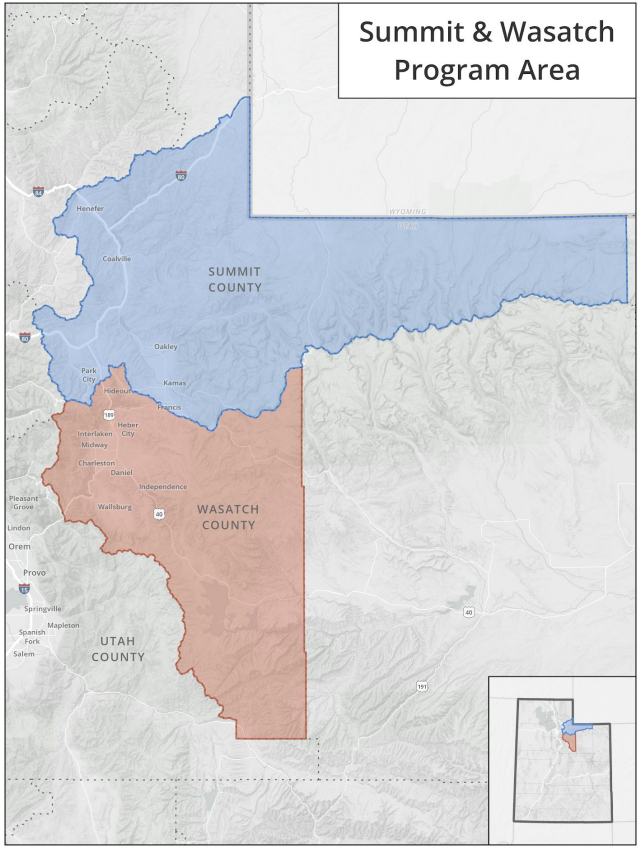
- ★ Cities <50,000
- ★ Counties <200,000
- ★ Non-profit Organizations
  Housing Authorities
  Special Service Districts
  *These require sponsorship



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What can you apply for?

- ★ Infrastructure (water, sewer, streets, sidewalks, etc)
- ★ Other (ADA Access, Senior Center Equipment, Single Family Rehab, Fire Trucks, Real Property Acquisition, Community Facilities, Improvements to Parks and more)
- ★ Public Service (but only capital improvements and major equipment purchase)



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Estimated Funds Available

Governor's Office of Economic Development

Division of Housing and Community Development

Estimated Total Allocation Approximately $5.5 million*

MAG: Summit and Wasatch Counties Estimated Allocation

Approximately $650,000 for Projects and Admin Costs

*Based on historical trends.

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Ineligible Activities

- **Buildings or portions thereof used for the general conduct of government** - This does not include, however, the removal of architectural barriers involving any such building (ADA improvements).
- **General Government Expenses** - Expenses required to carry out the regular responsibilities of the unit of general local government.
- **Political Activities** - CDBG funds shall not be used to finance the use of facilities or equipment for political purposes or to engage in other partisan political activities.

Important Provisions

- Equipment purchases are generally prohibited (except for public safety or integrated features)

- Check with us individually if you are wanting to buy equipment

Some miscellaneous things to note:

- ★ Check with us individually if you are wanting to do a real property acquisition.
- ★ Wastewater treatment plant projects and some water/sewer projects (not maintenance) must submit specifications to the Department of Environmental Quality (DEQ) for approval.
- ★ If you have a current CDBG grant, 50% spending down has to be done by Feb 2027 or you will not be eligible to apply.



THE FUNDING CYCLE & DEADLINES

How to Apply Workshop - October

Work with AOG Rep - Beginning now

Verify project eligibility and do LMI survey if needed

First Public Hearing - Dec/Jan (or earlier)

Meet with RRC - January

First Application Due - Thursday January 7, 2027 (and **January 31)**

RRC Scoring and Award Decisions - March/April

If Awarded...

Grantee Training with State - April 2027

Hold Second Public Hearing - April/May 2027

Final Application Due - May 2027

Earliest Possible Start Date - July 1st, 2027

DO NOT begin the project before July 1st and not before the Environmental Review is complete with clearance.

Project End Date - December 2028

A note on Environmental Reviews

- ★ All Federal Funds are subject to Environmental Review items
- ★ Environmental Reviews (ERRs) can be started ANYTIME
  - ○ You do not need an award notice in order to complete an ERR
- ★ The ERR process must be completed by September 30, 2027
- ★ ERRs must have been completed and organizations must have received a clearance letter before those “shovels can start digging”

A note on Public Hearings

- ★ Follow the Policy Guidelines
  - The easiest way to disqualify your application is with mistakes on the public hearing.
- ★ Notice must be posted at least 7 days in advance.
- ★ If the hearing is held during a bigger meeting, the notice must be posted separately and held separately.
- ★ The verbiage provided in the template must be followed exactly.
- ★ In the first public hearing, the project can be talked about, but cannot be represented as the only option for application. Other options must also be discussed.
- ★ Follow the state code provisions.
- ★ Follow Appendix B in the Policy and Procedures Handbook.

Federal Compliance Requirements

Davis-Bacon Fair Labor Standards Act
Contract Work Hours and Safety Standards Act
Title VII of the Civil Rights Act of 1964
Title VIII of the Civil Rights Act of 1968, as amended by the Fair Housing Amendments Act of 1988
Cranston-Gonzalez National Affordable Housing Act of 1990
Americans with Disabilities Act (ADA) of 1990
Fair Housing Act Executive Order 11063, as amended by Executive Order 12259, 12892
Equal Employment Opportunities under HUD Assisted Contracts Executive Order 11246
Section 504 of the Rehabilitation Act of 1973
Section 3 of the Housing and Urban Development Act of 1968
Section 109 of the Housing and Community Development Act of 1974
Age Discrimination Act of 1975
Architectural Barriers Act of 1968
Title II of the Americans with Disabilities Act of 1990
The Hatch Act (5 USC 1501 et seq; 5 CFR Part 151)
The National Environmental Policy Act of 1969; Executive Orders 12898, 13166
HUD Environmental Review Procedures – 24 CFR Part 58
Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970
Title IV of the Lead-Based Paint Poisoning Prevention Act
HUD Reform Act
2 CFR Part 200
Section 104(d) of the Housing and Urban Development Act of 1974
Residential Lead Based Paint Hazard Reduction Act of 1992 and Final Rule, September 1999
Build America, Buy America enacted as part of the Infrastructure Investment and Jobs Act of 2021

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CDBG is a REIMBURSEMENT Grant

- ★ Sub-recipient expends the money for the project.
- ★ Sub-recipient submits proof of project delivery and money expended.
- ★ Sub-recipient is reimbursed.

Note: Projects should be SHOVEL READY - *Spending can begin no earlier than July, AFTER the environmental review is done and subrecipient agreement is executed.*

Important: No reimbursements until the contract is executed with the State.

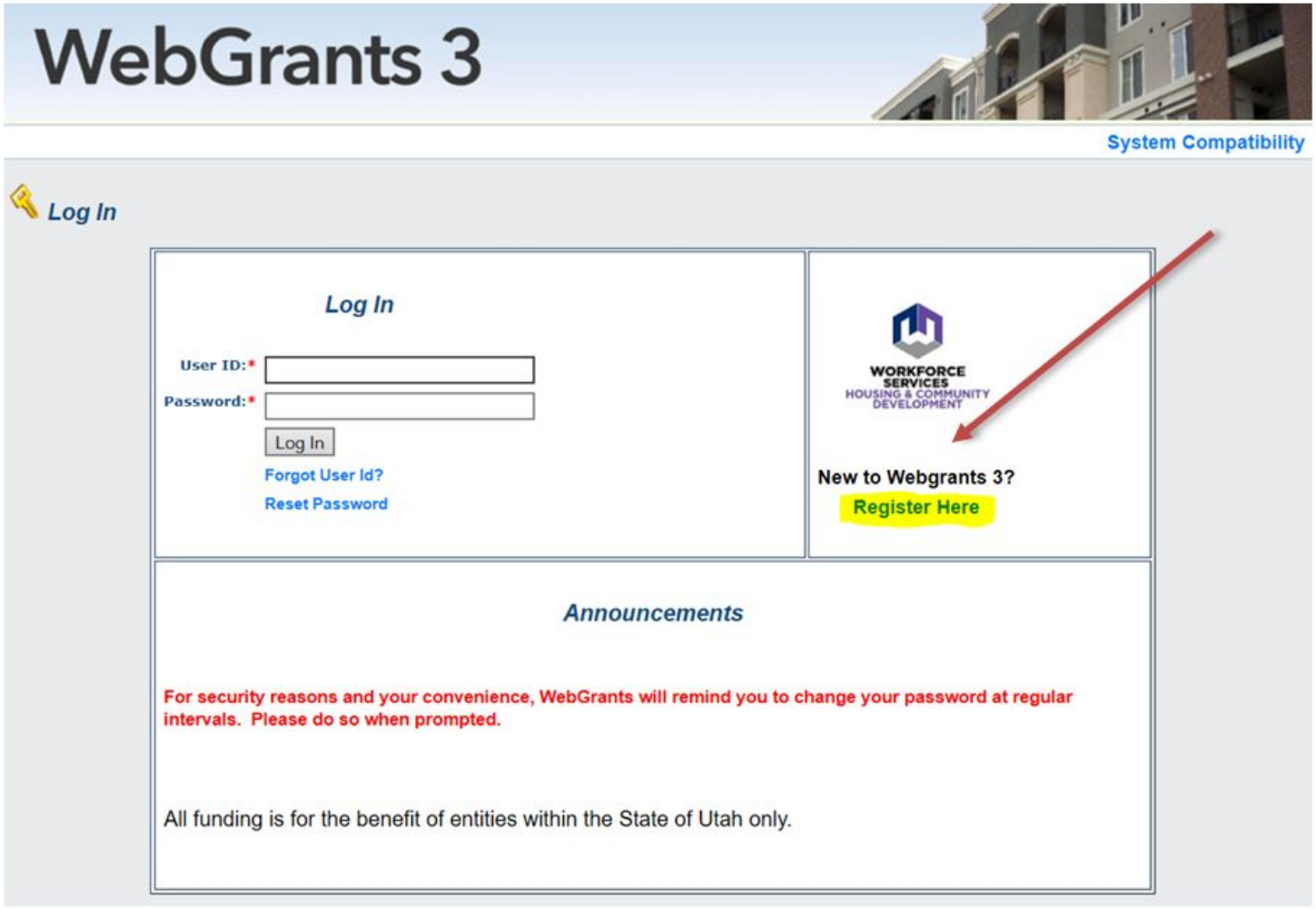
Prior Costs Incurred

- ★ **Any costs incurred prior to the ERR completed, and/or July 1 of the contract year are NOT eligible for reimbursement, EXCEPT under special conditions.**
  - **These conditions are approved on a case by case basis and must be approved by the State after a formal, written request is made.**
  - **Read more in the Policy and Procedures Handbook**

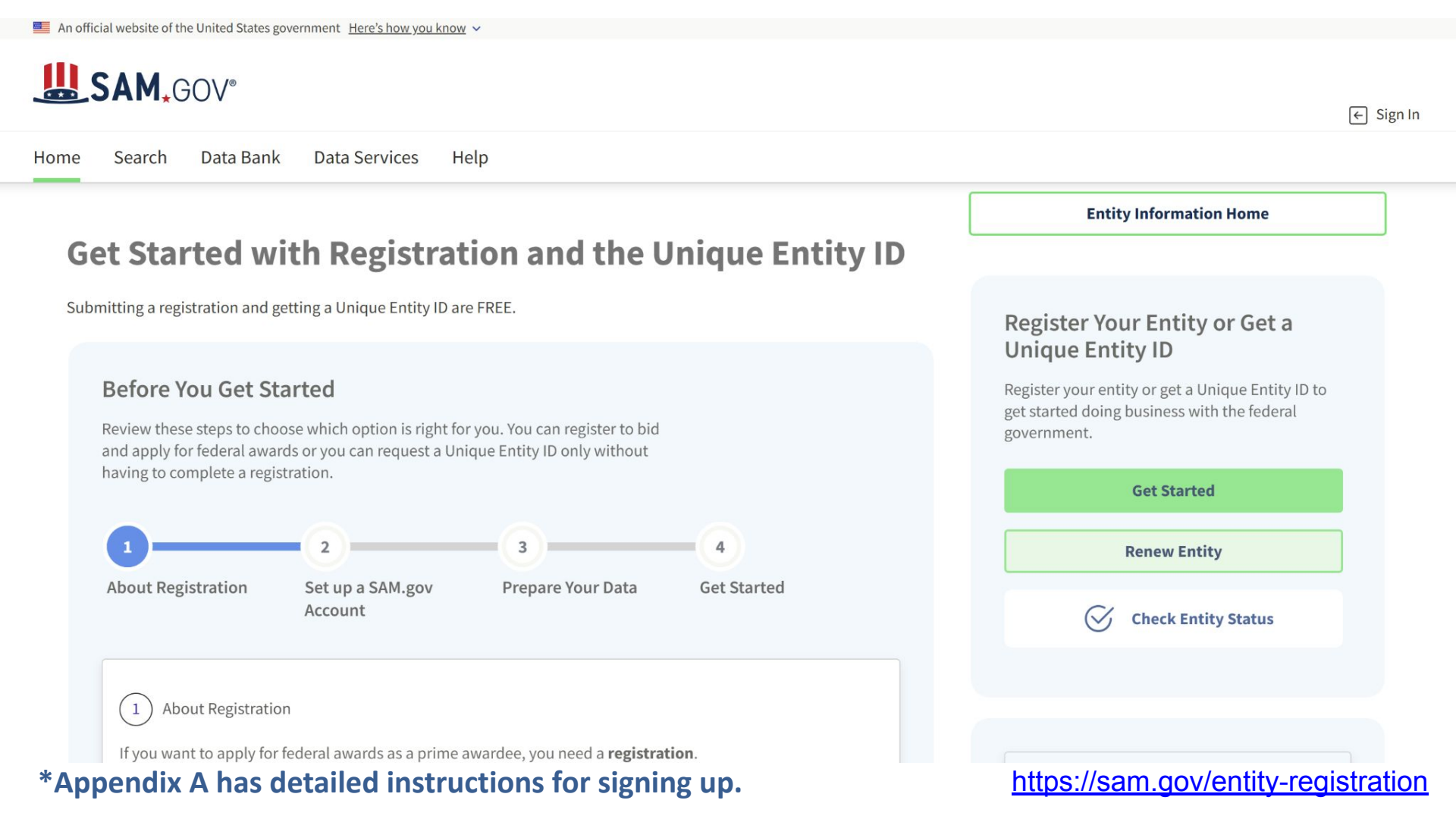
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Needed Will Need to Access

- Webgrants 3
- SAM.gov/UEI



https://webgrants.utah.gov/index.do



***Appendix A has detailed instructions for signing up.**

https://sam.gov/entity-registration

Next Up...

1. COMPLIANCE WITH CIVIL RIGHTS LAWS

2. PROCUREMENT

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COMPLIANCE WITH CIVIL RIGHTS LAWS

- ★ **If funded, you must comply with all federal regulations on Civil Rights.**
  - **This includes the laws spelled out in the Policy and Procedures Handbook.**

- ★ **You will need to review Chapter 5 of the Policy and Procedures Handbook and address any gaps**

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PROCUREMENT

- ★ **Local entities need to follow their own procurement regulations should they exceed the federal standard**

- ★ **All procurement needs to be done in a way that is**
  - **Open**
  - **Fair**
  - **Competitive**
  - **Transparent**
  - **Documented**

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PROCUREMENT

- ★ **Federal Procurement Regulations**
  - **Build America Buy America**
  - **Small/Minority/Women Owned Businesses**
  - **Bonding Regulations**
  - **Record Keeping**

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Income Limits

- ★ CDBG income limits define eligibility for program benefits and are established by HUD for low-to-moderate income (LMI) individuals and families.
- ★ They can be found in Appendix B (double check)

Example:

LMI %	30%	30%	50%	50%	80%	80%
Family Size	1	4	1	4	1	4
Summit County	$35,000	$50,000	$58,350	$83,350	$72,950	$104,200
Wasatch County	$27,700	$39,550	$46,200	$65,950	$72,950	$104,200

Pre-Approved Communities List (Needs to be a community wide benefit)

- ★ Coalville - 55.7%
- ★ Echo - 77.8%
- ★ Hideout - 65.2%
- ★ Kamas - 54.4

Local Rating and Ranking Requirements

- ★ Scoring criteria out of 100
- ★ Review the specific criteria
- ★ Note: the priorities are as follows
  - Water/Sewer Projects - 10 Points
  - Secondary Water - 7 Points
  - Storm Drainage - 6 Points
  - Infrastructure Plans - 5 Points
  - Streets/Sidewalks - 5 Points
  - Public Health/Safety - 4 Points
  - Public Service Vehicles - 2 Points
  - Other Public Facilities/Housing - 2 Points
  - Single Family Rehab - 1 Point

WORKFORCE SERVICES
HOUSING & COMMUNITY DEVELOPMENT

About
Public Services
Community Development
Overview
Planning
Community Impact Board
Block Grants
Overview
Neighborhood Stabilization
Projects
Publications
Private Activity Bond

Community Development Block Grant Program

Publications

- List of MBEWBE businesses in Utah
- CDBG Application Policy and Procedures
  - Pre-Application Labor Checklist
  - 2025 Utah CDBG Income Limits
  - Current CDBG Income Limits
  - Application Checklist
  - LMI PreApproved Communities
- Annual Action Plan
- CDBG Bylaws
- CDBG Public Hearing - 1st Public Hearing Templates
- CDBG Public Hearing - 2nd Public Hearing Templates
- Certification of Expenditures
- Consolidated Plan
- CDBG Grantee Handbook
- Sample Request for Bid
- Sample RFQ for Architect or Engineer - General Services
- Sample RFQ for Architect or Engineer - Project Specific

https://jobs.utah.gov/housing/community/index.html

Questions?

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