



CITY COUNCIL AGENDA

Notice is hereby given that the Draper City Council will hold a **Business Meeting** on **Tuesday, March 25, 2014**, in the City Council Chambers at 1020 East Pioneer Road, Draper, Utah.

The Agenda will be as follows:

5:30 P.M. STUDY MEETING

- 1.0 Dinner
- 2.0 **Presentation: SunCrest/Draper City Fuels Mitigation – Don Buckley, Unified Fire Authority (UFA)**
- 3.0 **Presentation: South Fork Park – Brad Jensen**
- 4.0 **Council/Manager Reports**

7:00 P.M. BUSINESS MEETING

- 1.0 **Call to Order:** Mayor Troy Walker
- 2.0 **Comment/Prayer and Flag Ceremony**
- 3.0 **Citizen Comments:** To be considerate of everyone attending the meeting and to more closely follow the published agenda times, public comments will be restricted to items not listed on the agenda and limited to three minutes per person per item. A spokesperson who has been asked by a group to summarize their concerns will be allowed five minutes to speak. Comments which cannot be made within these limits should be submitted in writing to the City Recorder prior to noon the day before the meeting. Comments pertaining to an item on the agenda should not be given at this time but should be held until that item is called.
- 4.0 **Consent Items:**
 - a. Approval of March 18, 2014, Minutes
 - b. **Resolution #14-25**, Approving an Interlocal Agreement with SLCO for Wheadon Park Reserve Improvements
- 5.0 **Public Hearing: Resolution #14-21**, Authorizing the Use of Eminent Domain for Properties Located on 13200 South. Staff report by Doug Ahlstrom.
- 6.0 **Public Hearing: Resolution #14-22**, Approving the Allocation of Community Development Block Grant Monies Beginning July 1, 2014. Staff report by Keith Morey.

PUBLIC HEARING PROCEDURE AND ORDER OF BUSINESS

In compliance with the American with Disabilities Act, any individuals needing special accommodations including auxiliary communicative aides and services during this meeting shall notify Rachelle Conner, MMC, City Recorder at (801) 576-6502 or rachelle.conner@draper.ut.us, at least 24 hours prior to the meeting. Meetings of the Draper City Council may be conducted by electronic means pursuant to Utah Code Annotated Section 52-4-207. In such circumstances, contact will be established and maintained by telephone and the meeting will be conducted pursuant to Draper City Municipal Code 2-1-040(e) regarding electronic meetings.

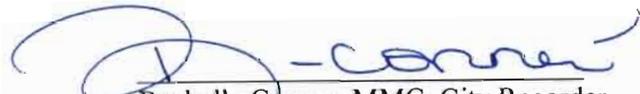
- 7.0 **Action Item:** Consideration of Allowing an Irrigation Service Connection to the Land Owned by Michel Land LLC. Staff report by Glade Robbins. Comments will be taken from the applicant, Ollie Michel.
- 8.0 **Public Hearing: Ordinance #1089,** Amending Draper City Code Section 3-1-280(F) Pertaining to the Per Diem Rates for Planning Commission Alternates. Staff report by Russ Fox.
- 9.0 **Public Hearing: Ordinance #1087,** Amending Chapter 6-17 of the Draper City Code Regarding Special Events. Staff report by Russ Fox.
- 10.0 **Public Hearing: Resolution #14-18,** Approving Budget Amendments. Staff report to Bob Wylie.
- 11.0 **Adjourn to a Redevelopment Agency Meeting.**

SALT LAKE COUNTY/UTAH COUNTY, STATE OF UTAH

I, the City Recorder of Draper City, certify that copies of the agenda for the **Draper City Council** meeting to be held the **25th day of March, 2014**, were posted on the Draper City Bulletin Board, Draper City website www.draper.ut.us, the Utah Public Meeting Notice website at www.utah.gov/pmn, and sent by facsimile to The Salt Lake Tribune, and The Deseret News.

Date Posted:
City Seal




Rachelle Conner, MMC, City Recorder
Draper City, State of Utah

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CONSENT
ITEM #A

MINUTES OF THE DRAPER CITY COUNCIL MEETING HELD ON TUESDAY, MARCH 18, 2014, IN THE DRAPER CITY COUNCIL CHAMBERS, 1020 EAST PIONEER ROAD, DRAPER, UTAH.

“This document, along with the digital recording, shall constitute the complete meeting minutes for this City Council meeting.”

PRESENT: Mayor Troy Walker, and Councilmembers Bill Colbert, Bill Rappleye, Jeff Stenquist, Alan Summerhays, and Marsha Vawdrey

STAFF PRESENT: David Dobbins, City Manager; Russ Fox, Assistant City Manager; Doug Ahlstrom, City Attorney; Rachele Conner, City Recorder; Keith Morey, Community Development Director; Glade Robbins, Public Works Director; Bryan Roberts, Police Chief; Garth Smith, Human Resource Director; and Bob Wylie, Finance Director

Study Meeting

1.0 Dinner

2.0 Call to Order

[5:35:45 PM](#)

2.1 Mayor Walker called the meeting to order and welcomed those in attendance. .

[5:38:02 PM](#)

3.0 Consent Items

- a. Approval of March 4, 2014, Minutes
- b. **Agreement #14-24**, Authorizing the Mayor to sign an Agreement with Tyler Technologies to Furnish, Deliver, Install, and Implement the Software outlined in Exhibit A.
- c. **Agreement #14-25**, Authorizing the Mayor or City Manager to sign an Agreement with Lewis Young Robertson and Burningham (LYRB) to Provide Full financial Advisory Services for the City.
- d. **Resolution #14-19**, Authorizing the Mayor to Sign an Agreement with Salt Lake County Parks & Recreation to Connect to City’s Electrical Power including Construction Staging, at Rotary Park, for the Jordan River Parkway Trail Re-Alignment Under the 12600 South Bridge.
- e. **Resolution #14-23**, Accepting Salt Lake County Performance Bond as Security for Land Disturbance Permit Issuance for the Jordan River Trail Realignment Under 12400 South (SR-71).
- f. **Agreement #14-20**, Approving the Communities that Care Program Interlocal Agreement.
- g. **Amending Agreement #13-97**, by Changing the SunCrest Lessee from Tod Wadsworth to Calvin Wadsworth.

- h. **Resolution #14-24**, Appointing Mayor Tory Walker to Serve as a Member of the Unified Fire Authority Governing Board.

[5:39:42 PM](#)

- 3.1 **Councilmember Rappleye moved to approve the consent calendar as slated. Councilmember Summerhays seconded the motion.**

[5:40:15 PM](#)

- 3.2 **A roll call vote was taken with Councilmembers Colbert, Rappleye, Stenquist, Summerhays, and Vawdrey voting in favor. The motion passed unanimously.**

[5:40:30 PM](#)

- 4.0 **Action Item: Resolution #14-21, Authorizing the Use of Eminent Domain for Properties located on 13200 South. Staff report by Doug Ahlstrom. Comments will be taken from affected parties.**

[5:40:48 PM](#)

- 4.1 Doug Ahlstrom, City Attorney, advised more than two years ago the City Council decided to fund a reconstruction of 13200 South. This primarily came about because of the location of the charter school, the junior high, and high school that have been completed in the last couple of years. This street has been unimproved for a long time, and staff discovered a map from the late 1800s that shows a sixty-six foot right-of-way through this area. Because of the heavy pedestrian use on this street, it is important to provide safety features. He displayed a map showing the various properties that will be affected by the reconstruction project, and reviewed the status of the ones that have not signed an agreement with the City. The City was able to acquire all of the property at the intersection of 1300 East and 13200 South, so that portion of the project was built last year. The next step in the process is to hold this hearing to see if the Council will authorize the use of eminent domain. That requires the use of public resources in staff time and fees depending on how far this goes. This does not mean the City will file for eminent domain, it simply means the attorney has the authority to do so if negotiations break down. Due to the democratic caucus meeting scheduled for tonight, and the time change from the notice that went out to the residents, staff made phone calls to the affected residents to let them know of the time change. Several of them are here tonight; however, some of them are not. He asked the Council to continue this matter until next week to allow for comments. Public funds are going to be used for this, so it falls under the nature of a public hearing.

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- 4.2 Councilmember Stenquist clarified that the recommendation is to wait until next week to take action to allow additional time for comments. Mr. Ahlstrom stated yes because the original letter gave the starting time as 7:00 p.m. He expressed his opinion that the City owes those residents the courtesy of holding this open until next week.

[5:45:43 PM](#)

4.3 Mayor Walker opened the meeting for public comment.

[5:46:18 PM](#)

4.4 Nate Walsh, 1185 East 13200 South, indicated his parents are currently serving an LDS mission and cannot be here this evening. He expressed his opinion that there is no need to widen the road. The City can put a curb, gutter, and sidewalk with no park strip and accomplish the needs of safety and security for the children traveling to and from school, as well as improving the road. Any congestion caused by traffic is dealt with by the people that live on the road, and they know what is best for them. The contention the property owners have is that the City Engineer came up with a plan, but it is his understanding that the Council told the City Engineer to come up with a different plan. Mr. Walsh said to his knowledge, that possibility has not been examined other than suggesting that the property owners come up with an alternate proposal for the Council to look at. The property owners did that; however, the Council rejected that plan. He said he does not understand why the City does not examine pushing 13400 South through. He cannot imagine that it would cost the City any more money than buying all of this property. This action will ruin his parent's lot, and will put their home out of Code. If anything were to ever happen to their home, they would not be able to rebuild it. That destroys their property value. He expressed his opinion that he does not think the City Council has taken this into account.

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4.5 Derek Coulter, 1017 East 13200 South, agreed with Mr. Ahlstrom that this meeting should be postponed for public comment. There is a lot of interest from people who were not aware of the time change and could not be here this evening due to the late notice. He recommended the City consider bringing in a third party to work with the neighborhood owners and the City. This is something that has not been explored at this point. The Utah Land Ombudsmen's Office is really good with helping reach a compromise and coming up with solutions. The neighbors' are not against the reconstruction project. They are concerned with the way this has been handled. Adopting a plan prior to actually having public comment is not the way they should go about doing this. He said he would like to go back to the original agreement with the City Council in trying to work out a compromise. Where the City is going with this process will really entrench all of the parties in litigation and will be very expensive and time consuming. There is no one in this neighborhood that is completely unreasonable to work with. There concern is with how this process has been handled. There are alternatives to handle this without litigation, and he suggests bringing in a third party to work with neighbors and City.

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4.6 Michael Carlson, 14800 South 1300 West in Bluffdale, noted he owns the property at 13200 South Fort Street. The attorney mentioned the City has the right-of way through his property; however, the City does not have deed of conveyance to the right-of-way. Mr. Carlson noted he pays taxes on the property to the center of the street. The City's

right-of-way is a claim only. Mr. Carlson advised he had an engineering firm survey the property, and they confirmed that he owns .58 acres. The proposal the City gave him stated the City will pay for 3,600 square feet rather than the 10,000 square feet he owns. The appraisal they received from the City with a letter stating that if he does not sign off on this the City will sue him to take the property. He noted this is getting way out of control to threaten him without having any negotiation with the City. No one with authority has sat down and talked with him. Mr. Carlson also noted that the appraiser for his property has a reputation in the valley for providing low appraisals for the entity that hires him. He expressed his opinion that the appraisals are not accurate and cannot be trusted.

[5:56:40 PM](#)

4.7 Brittany Hansen, 1180 East 13200 South, stated her biggest frustration is that for the past year the neighbors have tried to work with the City to come to a compromise, but that is not happening. She said she still does not have a clear understanding of what they plan to do with Fort Street. The safety of the children on this street is what is most important, and sidewalks will help improve that. The widening of the road and the park strips are unnecessary. She would like to take more time to put together a better plan and better options.

[5:58:05 PM](#)

4.8 Mary Chidsey, 1244 East Spring Ridge, noted her father owns property on this street, but he had a previous engagement and could not make it to this meeting. She said she is glad this item is being continued to the next week. Her father strongly feels that once eminent domain is declared, and they have to go through the courts, it is a waste of tax payer money. Litigation is very expensive. The neighbors would prefer to work this out so they do not have to spend unnecessary money.

[5:59:26 PM](#)

4.9 Mr. Ahlstrom advised that Mr. Walsh had indicated that if anything were to happen to his parent's home they would not be able to rebuild it. That statement is incorrect. The law gives the property owner the right to rebuild their home even if they have a substandard lot.

Councilmember Stenquist questioned whether that means the new lot would be a non-conforming lot and there would be some limitations as to what the property owners could do. Mr. Ahlstrom stated that is correct.

Mr. Ahlstrom continued saying Ms. Chidsey had stated that the City should not spend money unnecessarily. Mr. Ahlstrom noted he is in full agreement of that. He would rather pay the property owners the extra \$1,000 instead of getting another appraisal on their property. He has tried to negotiate with all of the neighbors up and down the street to work out issues. He is not trying to "railroad" the neighbors. He has to watch out for the City's dollars, but he also has to offer the property owners a fair value. Mr. Carlson indicated they have not even met to negotiate, which is true; however, the City has made

overtures to him and requested a meeting. Mr. Ahlstrom said he wants the Council to understand that staff has been trying to work with the neighbors for two years. There have been many hearings where the resident's have asked for a redesign of the project. The Council told the engineer to do that and meet with the neighbors and discuss that, which he did. The recommendation is still to have a sixty-six foot road with a park strip and sidewalk. That is the model the staff is working off of, and that is what he is trying to purchase. Mr. Coulter's property has some very nice landscaping in front that would be affected. Behind each area the City needs to take, they are asking for a seven-foot wide temporary construction easement that allows the City to go in and set the forms for the sidewalk and to try to bring the level of the lawn up to the sidewalk. The City does not want to rip out the residents grass and trees in that area if at all possible. This would protect all parties. He is trying to be as reasonable as possible with this. Where driveways are short, he knows the City needs to provide other remedies for driveways. In Mayor Smith's situation, they will have to turn a garage to get him off the street safely. Those are the types of things staff is working on.

[6:03:03 PM](#)

4.10 Mayor Walker suspended the comments until the next meeting.

[6:03:23 PM](#)

4.11 Councilmember Summerhays said he spoke with Mr. Carlson right before the meeting started. Mr. Carlson is willing to sit down and speak with Mr. Dobbins when it is convenient.

[6:03:55 PM](#)

4.12 Councilmember Colbert noted a lot of the residents own property out to the street. He asked whether the City is buying the right-of-way out to the street. Mr. Ahlstrom clarified that the property that is under asphalt now does not have to be paid for. State law says that once a road has been continuously used for ten years, it becomes the property of the state. Contrary to what Mr. Carlson says, the property under the street has already escheated to the public use. The City is proposing to pay for the property up to the edge of the asphalt.

Councilmember Colbert noted if Mr. Carlson is paying taxes on the property line, he should realign his property line. Mr. Ahlstrom agreed.

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4.13 Councilmember Stenquist asked what the City is looking at in terms of a construction schedule. Mr. Ahlstrom advised there are still holdouts, and if he has to file eminent domain action against those property owners, it will take over one month to get right of occupancy from the court. The City is looking at the fall before they can start the work.

Councilmember Stenquist asked whether staff has lost hope in getting this constructed and completed in this construction season. The Council has taken their time in listening

to the residents and the issues, but the understanding has been that they wanted to start construction this year. He said he hopes that their willingness to listen and look at options has not delayed them another year.

[6:07:25 PM](#)

4.14 Councilmember Summerhays asked whether there are any legal challenges for the city in reference to Mr. Carlson owning to the middle of the road. Mr. Ahlstrom stated the State law concerning the ten years has been on the books for some time.

[6:09:01 PM](#)

4.15 Councilmember Colbert moved to continue this public hearing to March 25, 2014. Councilmember Rappleye seconded the motion.

[6:09:24 PM](#)

4.16 A roll call vote was taken with Councilmembers Colbert, Rappleye, Stenquist, Summerhays, and Vawdrey voting in favor. The motion passed unanimously.

[6:09:38 PM](#)

5.0 **Public Hearing: Resolution #14-22, Approving the Allocation of Community Development Block Grant Monies Beginning July 1, 2014.**

[6:10:00 PM](#)

5.1 Councilmember Colbert moved to continue the public hearing to March 25, 2014, Councilmember Vawdrey seconded the motion.

[6:10:13 PM](#)

5.2 A roll call vote was taken with Councilmembers Colbert, Rappleye, Stenquist, Summerhays, and Vawdrey voting in favor. The motion passed unanimously.

[6:10:23 PM](#)

6.0 **Public Hearing: Resolution #14-18, Approving Budget Amendments.**

[6:10:43 PM](#)

6.1 Councilmember Stenquist moved to continue the public hearing to March 25, 2014, Councilmember Vawdrey seconded the motion.

[6:11:02 PM](#)

6.2 A roll call vote was taken with Councilmembers Colbert, Rappleye, Stenquist, Summerhays, and Vawdrey voting in favor. The motion passed unanimously.

7.0 **Adjournment**

[6:11:19 PM](#)

7.1 A motion to adjourn to a Redevelopment Agency Meeting was made by Councilmember Stenquist and seconded by Councilmember Colbert.

[6:11:32 PM](#)

7.2 A roll call vote was taken with Councilmembers Colbert, Rappleye, Stenquist, Summerhays, and Vawdrey voting in favor. The motion passed unanimously.

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[Return to Agenda](#)

CONSENT

ITEM #B

RESOLUTION NO. 14-25

**A RESOLUTION OF THE CITY COUNCIL OF DRAPER CITY
APPROVING AN INTERLOCAL COOPERATION AGREEMENT
WITH SALT LAKE COUNTY FOR WHEADON FARM PARK
IMPROVEMENTS.**

WHEREAS, the City and Salt Lake County desire to approve and enter into the Interlocal Cooperation Agreement attached hereto as Exhibit "A," whereby City will grant to County a perpetual access easement and temporary construction easement in exchange for County constructing certain improvements thereon; and

WHEREAS, Section 11-13-202.5, Utah Code Annotated, 1953 as amended, requires certain interlocal agreements to be approved by resolution of the legislative body of a public agency;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF DRAPER CITY, STATE OF UTAH AS FOLLOWS:

1. The Interlocal Cooperation Agreement between Draper City and Salt Lake County attached hereto is approved and shall be executed by the City by signature of the appropriate person(s).
2. The Interlocal Cooperation Agreement shall be effective immediately upon execution.
3. Pursuant to Section 11-13-202.5, Utah Code Annotated, 1953 as amended, the Interlocal Cooperation Agreement shall be submitted to legal counsel of the City for review and signature indicating approval as to proper form and compliance with applicable law.
4. Pursuant to Section 11-13-209, Utah Code Annotated, 1953 as amended, a duly executed original counterpart of the Interlocal Cooperation Agreement shall be filed immediately with the keeper of records of the City.

Section 2. Effective Date. This Resolution shall become effective immediately upon passage.

RESOLUTION NO. 14-25

**PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF
DRAPER, STATE OF UTAH, ON THE 25th DAY OF MARCH, 2014.**

CITY COUNCIL OF THE CITY OF DRAPER

Troy K. Walker, Mayor

ATTEST:

Rachelle Conner, City Recorder

Interlocal Cooperation Agreement

THIS INTERLOCAL COOPERATION AGREEMENT (this “*Agreement*”) is made effective _____ date of _____, 2014, by and between **SALT LAKE COUNTY**, a body corporate and politic of the state of Utah (the “*County*”), and **DRAPER CITY**, a municipal corporation of the State of Utah, (the “*City*”).

RECITALS:

A. The City and the County are public agencies as contemplated in the referenced sections of the Utah Code (more specifically referred to as UTAH CODE ANN. § 11-13-101, *et seq.* - Interlocal Cooperation Act).

B. UTAH CODE ANN. § 11-13-202 provides that any two or more public agencies may enter into an agreement with one another for joint or cooperative actions.

C. UTAH CODE ANN. § 11-13-214 provides that any public agency may convey property to or acquire property from any other public agencies for consideration as may be agreed upon.

D. The City owns a parcel of real property located at approximately 14125 South Bangerter Parkway, Draper, Utah (the “*Draper Property*”).

E. The County plans to construct a park on property immediately adjacent to the Draper Property (the “*Wheadon Farm Park*”). The County would like to acquire an access easement across the Draper Property to allow the County to construct and maintain a public access road leading to the Wheadon Farm Park (“*Access Easement*”). The Access Easement will cross an existing drainage retention pond located on the Draper Property.

F. Because the Access Easement will cross an existing retention pond, the County has agreed to redesign and make modifications to the retention pond on the Draper Property. As part of the redesign and modification of the retention pond and its storm water improvements, the County will change the water inlets into the East Jordan Irrigation Company’s canal, which is also adjacent to the Draper Property

G. To permit the construction of the Access Easement and the modification of the retention pond, the County would like to acquire the following from the City: (1) an approximately .491 acre-sized perpetual access easement, and (2) an approximately 2.994 acre-sized temporary construction easement.

H. In exchange for the consideration identified below, the City is willing to grant the County the Access Easement on the Draper Property and grant a temporary construction easement on the Draper Property to allow the County to construct the access road to the Wheadon Farm Park and remodel the retention pond and related storm water improvements (“*Temporary Construction Easement*”).

A G R E E M E N T:

NOW, THEREFORE, in consideration of the premises and for other good and valuable consideration, the receipt and legal sufficiency of which is hereby acknowledged, the parties hereby agree as follows:

ARTICLE 1 EASEMENTS

Section 1. Grant of Perpetual Access Easement. The City shall grant and convey to the County a perpetual access easement over a portion of the Draper Property for the purpose of allowing the City to access the Wheadon Farm Park and to construct, operate, maintain, inspect, clean, and repair an access road as provided in the Perpetual Access Easement attached hereto as Exhibit 1.

Section 2. Grant of Temporary Construction Easement. The City shall grant and convey to the County a nonexclusive temporary construction easement over a portion of the Draper Property for the purpose of allowing the County to construct, alter, remodel, and redesign a drainage retention basin related storm water improvements in conjunction with the construction of the access road leading to the Wheadon Farm Park as provided in the Temporary Construction Easement attached hereto as Exhibit 2.

ARTICLE 2 CONSIDERATION

The County agrees, without cost to the City, to design and construct the Access Road. As part of the construction of the Access Road, the County also agrees to redesign, construct, and alter the drainage retention basin and related storm water improvements, including changing the water inlets into the East Jordan Irrigation Company's canal, without cost to the City. It is anticipated that the costs of constructing these improvements will be approximately \$300,000.00. Upon completion of these improvements, the City will own and be responsible to maintain these improvements, including the road. The County and the City agree that in consideration of the mutual benefit afforded the citizens of the City and the County from the grant of the Perpetual Access Easement and the Temporary Construction Easement, and the exchange of other agreed upon consideration as described in this Article 2 above and in accordance with Section 11-13-214 of the Interlocal Cooperation Act, the City will grant the Perpetual Access Easement and the Temporary Construction Easement to the County without fee.

ARTICLE 3 ADDITIONAL PROVISIONS

Section 3.1 Duration and Termination. This Agreement shall take effect upon execution and terminate upon the performance by the parties of all the obligations described herein. The parties intend that the conveyances of the subject real property described in Exhibits 1 and 2 shall be accomplished promptly. Any provision of this Agreement which contemplates

performance subsequent to the expiration or earlier termination of this Agreement shall so survive such expiration or termination and shall continue in full force and effect until fully satisfied, but in no event shall this Agreement have a term longer than 50 years.

Section 3.2 **Scope of Easement.** The County, its successors and assigns shall not grant or license to any third party any right of use, nor shall City have the right to expand the purposed or burden of the Perpetual Access Easement or the Temporary Construction Easement other than for the purpose or purposes set forth in the easements or this Agreement.

Section 3.3 **General Provisions.** The following provisions are also integral parts of this Agreement:

(a) **Binding Agreement.** This Agreement shall be binding upon and shall inure to the benefit of the successors and assigns of the respective parties hereto.

(b) **Captions.** The headings used in this Agreement are inserted for reference purposes only and shall not be deemed to define, limit, extend, describe, or affect in any way the meaning, scope or interpretation of any of the terms or provisions of this Agreement or the intent hereof.

(c) **Counterparts.** This Agreement may be signed in any number of counterparts with the same effect as if the signatures upon any counterpart were upon the same instrument. All signed counterparts shall be deemed to be one original.

(d) **Severability.** The provisions of this Agreement are severable, and should any provision hereof be void, voidable, unenforceable or invalid, such void, voidable, unenforceable or invalid provision shall not affect the other provisions of this Agreement.

(e) **Waiver of Breach.** Any waiver by either party of any breach of any kind or character whatsoever by the other, whether such be direct or implied, shall not be construed as a continuing waiver of or consent to any subsequent breach of this Agreement.

(f) **Cumulative Remedies.** The rights and remedies of the parties hereto shall be construed cumulatively, and none of such rights and remedies shall be exclusive of, or in lieu or limitation of, any other right, remedy or priority allowed by law.

(g) **Amendment.** This Agreement may not be modified except by an instrument in writing signed by the parties hereto.

(h) **Time of Essence.** Time is the essence of this Agreement.

(i) **Interpretation.** This Agreement shall be interpreted, construed and enforced according to the substantive laws of the state of Utah.

(j) **Notice.** Any notice or other communication required or permitted to be given hereunder shall be deemed to have been received (a) upon personal delivery or actual receipt

thereof or (b) within three (3) days after such notice is deposited in the United States mail, postage prepaid and certified and addressed to the parties at their respective addresses set forth above.

(k) No Interlocal Entity. The parties agree that they do not by this Agreement create an interlocal entity.

(l) Joint Board. As required by UTAH CODE ANN. § 11-13-207, the parties agree that the cooperative undertaking under this Agreement shall be administered by a joint board consisting of the County's designee and the City's Mayor or designee. Any real or personal property used in the parties' cooperative undertaking herein shall be acquired, held, and disposed of as determined by such joint board.

(m) Financing Joint Cooperative Undertaking and Establishing Budget. There is no financing required for this joint or cooperative undertaking and no budget shall be established or maintained.

(n) Exhibits and Recitals. The Recitals set forth above and all exhibits to this Agreement are incorporated herein to the same extent as if such items were set forth herein in their entirety within the body of this Agreement.

(o) Liability and Indemnification. The County and the City are governmental entities under the Governmental Immunity Act of Utah, Utah Code Ann. Title 63G, Chapter 7 (the "Act"). Consistent with the terms of the Act, and as provided herein, it is mutually agreed that each Party is responsible and liable for its own wrongful or negligent acts which are committed by it or its agents, officers, or employees. Neither Party waives any defenses otherwise available under the Act, nor does any Party waive any limits of liability currently provided by the Act. The Parties agree to indemnify each other and hold each other harmless from any damages or claims for damages occurring to persons or property as a result of the negligence or fault of their own officers, employees or agents involved in the Project.

(p) Third Parties. Nothing herein expressed or implied is intended or shall be construed to confer upon or give any person, board, or entity, other than the Parties hereto and their successors and assigns, any right or remedies by reason of this Agreement, as a third party beneficiary or otherwise.

(q) Relationship of the Parties. Nothing contained in this Agreement shall constitute or be construed to create any partnership or agency relationship between the Parties, or to create any new entity.

(r) Assignment. The Parties shall not assign, sublease, or transfer any interest in this Agreement.

(s) Entire Agreement. This Agreement and the applicable laws, regulations, and policies referenced herein, constitute the entire Agreement between the Parties regarding the subject matter hereof and is intended to be a final expression of their Agreement. No promise, representation, warranty or covenant not included in this document has been or is relied upon by

any Party. Each Party has relied upon its own examination of the full Agreement and the counsel of its own advisors.

(t) Costs. Except as otherwise specifically provided herein, each Party shall be responsible for its own costs of any action done pursuant to this Agreement, and for any financing of such costs.

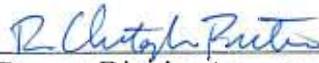
(u) Attorney Review. This Agreement shall be submitted to the authorized attorneys for the County and City for approval in accordance with Utah Code Ann. § 11-13-202.5.

IN WITNESS WHEREOF, the City, by resolution duly adopted by its Council, a copy of which is attached hereto, caused this Agreement to be signed by its Mayor; and the County, by resolution of its council, a copy of which is attached hereto, caused this Agreement to be signed by the Mayor, or his designee.

SALT LAKE COUNTY

By: _____
Mayor or Designee

Approved as to form and legality:



Deputy District Attorney

DRAPER CITY

By: _____
Mayor or Designee

ATTEST:

Approved as to form and legality:

City Recorder

South Jordan City Attorney

Exhibit 1
Perpetual Access Easement

(EXHIBIT "A")

A perpetual access easement being part of an entire tract of land located in the Southwest Quarter of Section 06, Township 4 South, Range 1 East, Salt Lake Base and Meridian, said entire tract is described in that Warranty Deed recorded in Book 9502 Page 4350 in the Office of the Salt Lake County Recorder. The boundary of said perpetual easement is described as follows:

Beginning at a point in the easterly boundary line of said entire tract, which point is 1037.52 feet N. 0°4'51" E. along the quarter section line from the South Quarter Corner of said Section 6; thence West 135.04 feet to the point of tangency with a 186.50-foot radius curve to the left; thence southwesterly 212.10 feet along the arc of said curve (chord bears S. 57°25'13" W. 200.85 feet) to the point of reverse curvature with a 648.00-foot curve to the right; thence southwesterly 276.76 feet along the arc of said curve (chord bears S. 37°04'33" W. 274.66 feet); thence S. 49°18'41" W. 35.71 feet to the point of tangency with a 237.23-foot radius curve to the left; thence southwesterly 86.67 feet along the arc of said curve (chord bears S. 38°53'40" W. 86.19 feet to a northeasterly right of way line of Bangerter Parkway as shown on the South Mountain Community Subdivision 2011 Page 140 and described in that Warranty Deed in Book 9346 Page 1692 in the office of said Recorder; thence N. 56°04'52" W. 48.90 feet along said northeasterly right of way line; thence N. 44°37'35" E 20.36 feet to the point of tangency with a 100.00-foot radius curve to the right; thence northeasterly 26.22 feet along the arc of said curve (chord bears N. 52°08'20" E. 26.15 feet to the point of reverse curvature with a 300.00-foot radius curve to the left; thence northeasterly 54.14 feet along the arc of said curve (chord bears N. 54°28'54" E. 54.07 feet); thence N. 49°18'41" E. 33.19 feet to the point of tangency with a 621.00-foot radius curve to the left; thence northeasterly 265.23 feet along the arc of said curve (chord bears N. 37°04'33" E. 263.22 feet) to the point of reverse curvature with a 213.50-foot radius curve to the right; thence northeasterly 242.80 feet along the arc of said curve (chord bears N. 57°25'13" E. 229.93 feet); thence East 135.08 feet to said easterly boundary line and quarter section line; thence S. 0°04'51" W. 27.00 feet along said easterly boundary line and quarter section line to the point of beginning.

The above-described perpetual easement contains 21,392 square feet in area, or 0.491 acres, more or less.

The Basis of Bearing is N. 00°04'51" E. along the center section line between the South Quarter corner and the Center Quarter corner of said Section 06, Township 4 South, Range 1 East, Salt Lake Base and Meridian.

Exhibit 2
Temporary Construction Easement

(EXHIBIT "A")

A temporary construction easement being part of an entire tract of land located in the Southwest Quarter of Section 06, Township 4 South, Range 1 East, Salt Lake Base and Meridian, said entire tract is described in that Quit Claim Deed recorded in Book 9502 Page 4350 in the Office of the Salt Lake County Recorder. The boundary of said temporary construction easement is described as follows:

Beginning at a point in the easterly boundary line of said entire tract, which point is 995.15 feet N. 0°04'51" E. along the quarter section line from the South Quarter Corner of said Section 6; thence West 128.43 feet; thence South 110.00 feet; thence S. 33°00'00" W. 310.00 feet; thence S. 85°00'00" W. 130.00 feet; thence N. 50°00'00" W. 45.00 feet; thence S. 40°00'00" W. 86.73 feet to a southwesterly boundary line of said entire tract being a northeasterly right of way line of Bangerter Parkway as shown on the South Mountain Community Subdivision 2011 Page 140 and described in that Warranty Deed in Book 9346 Page 1692 in the office of said Recorder; thence northwesterly along said northeasterly right of way line the following (6) six courses: 1) Northwesterly 31.84 feet along the arc of a 545-foot radius curve to the left (chord bears N.62°09'20" W. 31.84 feet); 2) N. 13°15'04" W. (Record = N. 13°09'17" W.) 14.96 feet; 3) N. 33°55'11" E. (Record = N. 34°00'58" W.) 12.34 feet; 4) N. 56°04'52" W. 61.00 feet; 5) S. 35°55'11" W. (Record = S. 34°00'58" W.) 22.67 feet; 6) S. 81°03'02" W. (Record = S. 81°08'49" W.) 14.61 feet; thence N. 28°19'13" E. 55.02 feet; thence N. 45°01'37" E. 107.71 feet; thence N. 35°36'10" W. 19.41 feet to a southeasterly boundary line of the East Jordan Canal as described in a warranty deed recorded in Book 8-F Page 586 in the Office of said Recorder and depicted on a Record of Survey filed as S2000-02-0186 in the Office of the Salt Lake County Surveyor; thence N. 50°19'52" E. 15.04 feet along said East Jordan Canal boundary line; thence S. 35°36'10" E. 38.52 feet to a point of non-tangency with a 604.00-foot radius curve to the left; thence northeasterly 227.11 feet along the arc of said curve (chord bears N. 38°11'06" E. 225.77 feet); thence N. 20°00'00" W. 19.17 feet to a point of non-tangency with a 245.00-foot radius curve to the right; thence northeasterly 79.61 feet along the arc of said curve (chord bears N. 30°59'08" E. 79.26 feet); thence N. 54°21'39" W. 16.20 feet to said southeasterly boundary line of the East Jordan Canal; thence N. 33°15'29" E. 15.01 feet along said East Jordan Canal boundary line; thence S. 54°21'39" E. 18.51 feet to a point of non-tangency with a 245.00-foot radius curve to the right; thence northeasterly 197.45 feet along the arc of said curve (chord bears N. 66°54'44" E. 192.15 feet); thence East 135.12 feet to said easterly boundary line of said entire tract and quarter section line; thence S. 0°04'51" W. 100.87 feet along said easterly boundary line and quarter section line to the point of beginning.

The above-described temporary construction easement contains 130,421 square feet in area, or 2.994 acres, more or less.

LESS and EXCEPTING the following described PERPETUAL EASEMENT

A perpetual easement being part of an entire tract of land located in the Southwest Quarter of Section 06, Township 4 South, Range 1 East, Salt Lake Base and Meridian, said entire tract is described in that Warranty Deed recorded in Book 9502 Page 4350 in the Office of the Salt Lake County Recorder. The boundary of said perpetual easement is described as follows:

Beginning at a point in the easterly boundary line of said entire tract, which point is 1037.52 feet N. 0°4'51" E. along the quarter section line from the South Quarter Corner of said Section 6; thence West 135.04 feet to the point of tangency with a 186.50-foot radius curve to the left; thence southwesterly

212.10 feet along the arc of said curve (chord bears S. 57°25'13" W. 200.85 feet) to the point of reverse curvature with a 648.00-foot curve to the right; thence southwesterly 276.76 feet along the arc of said curve (chord bears S. 37°04'33" W. 274.66 feet); thence S. 49°18'41" W. 35.71 feet to the point of tangency with a 237.23-foot radius curve to the left; thence southwesterly 86.67 feet along the arc of said curve (chord bears S. 38°53'40" W. 86.19 feet to a northeasterly right of way line of Bangerter Parkway as shown on the South Mountain Community Subdivision 2011 Page 140 and described in that Warranty Deed in Book 9346 Page 1692 in the office of said Recorder; thence N. 56°04'52" W. 48.90 feet along said northeasterly right of way line; thence N. 44°37'35" E 20.36 feet to the point of tangency with a 100.00-foot radius curve to the right; thence northeasterly 26.22 feet along the arc of said curve (chord bears N. 52°08'20" E. 26.15 feet to the point of reverse curvature with a 300.00-foot radius curve to the left; thence northeasterly 54.14 feet along the arc of said curve (chord bears N. 54°28'54" E. 54.07 feet); thence N. 49°18'41" E. 33.19 feet to the point of tangency with a 621.00-foot radius curve to the left; thence northeasterly 265.23 feet along the arc of said curve (chord bears N. 37°04'33" E. 263.22 feet) to the point of reverse curvature with a 213.50-foot radius curve to the right; thence northeasterly 242.80 feet along the arc of said curve (chord bears N. 57°25'13" E. 229.93 feet); thence East 135.08 feet to said easterly boundary line and quarter section line; thence S. 0°04'51" W. 27.00 feet along said easterly boundary line and quarter section line to the point of beginning.

The above-described perpetual easement contains 21,392 square feet in area, or 0.491 acres, more or less.

The balance of the above described temporary construction easement is 109,029 square feet in area, or 2.503 acres more or less.

The Basis of Bearing is N. 00°04'51" E. along the center section line between the South Quarter corner and the Center Quarter corner of said Section 06, Township 4 South, Range 1 East, Salt Lake Base and Meridian.

ITEM #5

REQUEST FOR COUNCIL ACTION

To: Mayor & City Council

From: Doug Ahlstrom

Date: March 14, 2014

Subject: Authorization of Condemnation Power for 13200 S. and Fort Street Widening and Improvements

Staff Presentation: Doug Ahlstrom

RECOMMENDATION: Approve Resolution #14-21 Authorizing the Use of Eminent Domain for Properties Located on 13200 South.

The city council has determined it is in the public interest to widen and improve portions of 13200 South Street and Fort Street. The city has had many meetings during which the width of the roads and intersections as well as the proposed improvements and their location within the right-of-way were discussed. Public comment has been received regarding these items. The city has acquired the necessary right-of-way from many of the abutting property owners. There are still a few who have not accepted the offers of the City:

William and Dana Walsh – will not sign, has hired legal counsel
Derek Coulter (Mary Sjoblom, Trustee) – will not sign
Mike Carlson – has not responded

Potential condemnations:

Darrell Smith – has not signed but may be ok based upon recent conversations with him
Wayne Ballard – has not signed but Todd Hammond is confident he will
Chad Fisher – has not signed but most likely will before Tuesday's meeting

The city attorney requests approval of Resolution #14-21 which will allow the filing of eminent domain complaints against any or all who have not signed agreements to dedicate their frontage property to the public right-of-way.

PREVIOUS LEGISLATIVE ACTION:

- None

FISCAL IMPACT: Finance Review: _____

- Costs of property acquisition
- Costs of legal actions

SUPPORTING DOCUMENTS: Resolution #14-21

RESOLUTION NO. 14-21

**A RESOLUTION OF THE DRAPER CITY COUNCIL AUTHORIZING
THE FILING OF AN EMINENT DOMAIN ACTION TO ACQUIRE REAL
PROPERTY FOR THE PURPOSE OF WIDENING AND IMPROVING
13200 SOUTH AND FORT STREETS**

WHEREAS, the portion of 13200 South Street at and between Fort Street and Bear Hollow Cove and the portion of 13200 South Street between Golden Pheasant Drive and 13261 South are to be immediately widened by the City and improved with sidewalks, curb, gutter and parkstrips; and

WHEREAS, the city council has budgeted monies for the acquisition of the necessary right-of-way and for construction of the street with curb, gutter, sidewalk, and parkstrips; and

WHEREAS, appraisals have been made of all abutting properties and the necessary frontage has been acquired from many of the abutting property owners; and

WHEREAS, Draper City has offered to purchase the properties for the just compensation value but certain property owners have refused the offer, making a taking necessary; and

WHEREAS, Utah Code Ann. §78B-6-504 authorizes a municipality, upon the payment of just compensation, to take real property by eminent domain for uses authorized by law, which include roads or streets for public vehicular use and bicycle paths and sidewalks adjacent to paved roads; and

WHEREAS, construction of the road and use of all the property sought to be condemned will commence immediately upon a grant of occupancy of the properties; and

WHEREAS, the properties sought to be acquired are not already appropriated to some other public use; and

WHEREAS, before taking a final vote to approve the filing of an eminent domain action, the Draper City Council provided written notice to each owner of the property to be taken of each public meeting of the Draper City Council at which a vote on the proposed taking is expected to occur and allowed the property owners the opportunity to be heard on the proposed taking; and

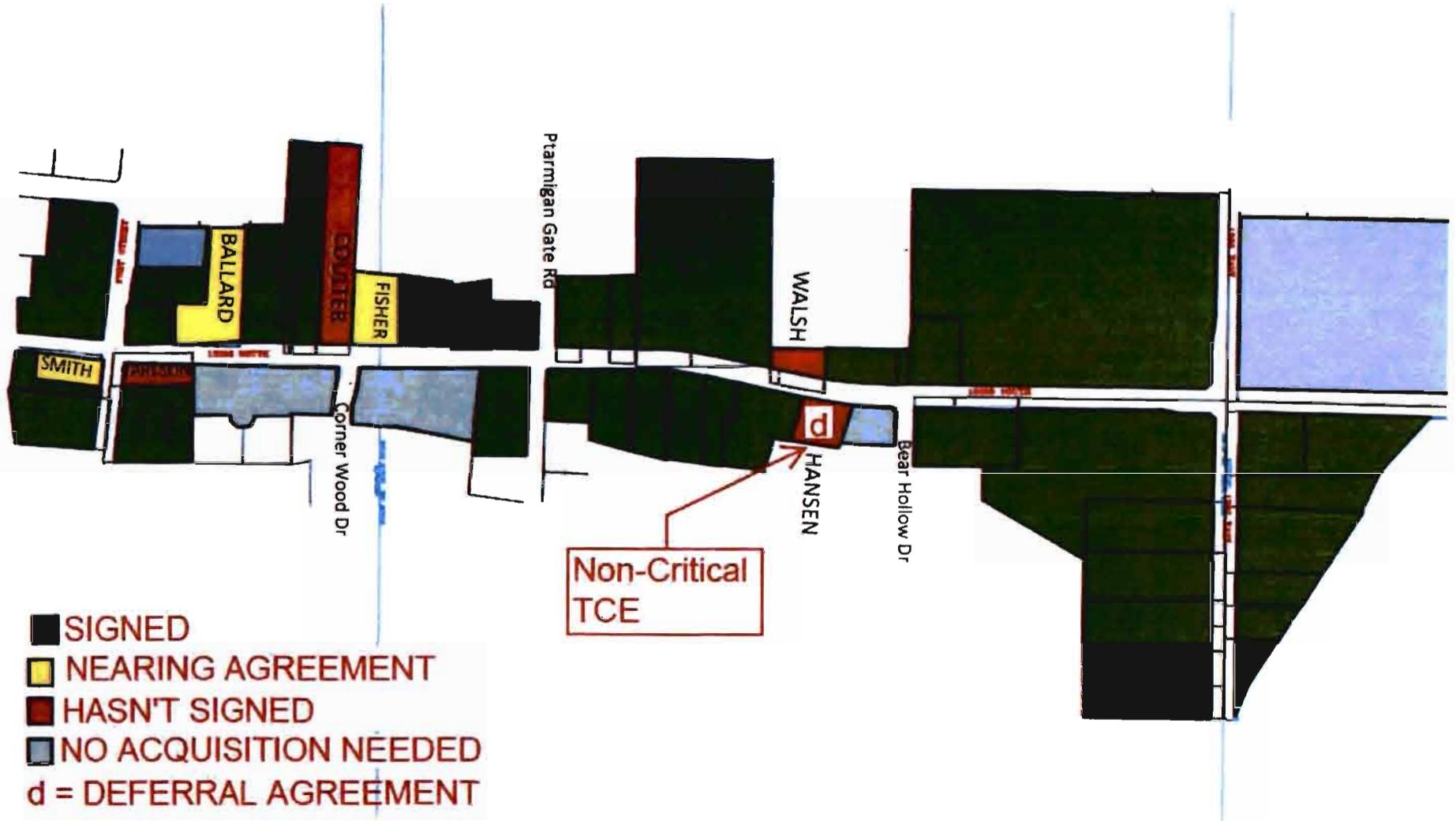
WHEREAS, such notice was mailed to the owners' address as shown on the records of the county assessor's office at least ten (10) business days before the public meeting;

NOW THEREFORE, BE IT RESOLVED by the Draper City Council that, having provided notice as required by law to the property owner and having allowed the owners the opportunity to be heard on the proposed taking, Draper City staff is hereby authorized to file an eminent domain action to acquire the remaining properties needed for widening and improving 13200 South and Forts Streets. The council finds that widening the street is a use authorized by law, the taking is necessary for the use, construction and use of all property sought to be condemned will commence within a reasonable time, and the properties are not already appropriated to some public use and there is no "more necessary public use" affecting these properties.

DATED this 18th day of March, 2014.

Troy K. Walker, Mayor

Rachelle Conner, Draper City Recorder



- SIGNED
- NEARING AGREEMENT
- HASN'T SIGNED
- NO ACQUISITION NEEDED
- d = DEFERRAL AGREEMENT

[Return to Agenda](#)

ITEM #6

REQUEST FOR COUNCIL ACTION

To: Mayor & City Council

From: Keith Morey

Date: March 18, 2014

Subject: Approve resolution 14-22 Regarding the allocation of Community Development Block Grant monies

Applicant Presentation: None

Staff Presentation: Keith Morey

RECOMMENDATION:

Staff recommends the City Council approve resolution 14-22 regarding the allocation of Community Development Block Grant monies beginning July 1, 2014.

BACKGROUND AND FINDINGS:

Last year the city received \$86,576, in CDBG allocation. Part of that money was applied to the applications submitted to the city and a portion was applied to ADA ramps in the city. The estimate for the 40th year, 2014-2015, for Draper is \$115,999.08. However, that amount may change significantly depending on the final budget cuts/allocations by the federal government. These funds are intended to assist facilities that service lower income persons or to eliminate slum or blight. This money can only be applied to hard cost or "bricks and mortar". The city has received requests from Alliance House Inc. for \$489.92, Utah MicroEnterprise Loan Fund for \$8,870, ASSIST: Emergency Home Repair for \$5,000, Helping Hand Association for the Haven for \$3,000, Odyssey House of Utah for their adult residential program for \$8,146.30, and \$2,084.18 for Transitional housing, South Valley Sanctuary for their kitchen for \$415 and \$1,231 for their playground, from the Road Home for transitional housing units for \$329 and \$403 for a sheltered parking lot. The total requests from Draper for 2014-2015 are \$29,968.40. Because there are no other projects or qualifying areas this money could be used for, the remaining amount will be turned back in to Salt Lake County.

PREVIOUS LEGISLATIVE ACTION: None

FISCAL IMPACT: Finance Review: None

See attached 2014 Community Development Block Grant proposed funding schedule.

SUPPORTING DOCUMENTS:

- Resolution No. 14-22
- CDBG Funding Schedule

RESOLUTION NO. 14-22

A RESOLUTION EXPRESSING DRAPER CITY'S INTENTION TO PARTICIPATE IN THE 40TH YEAR COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM IN THE YEAR BEGINNING JULY 1, 2014 AND ALLOCATING THE CITY'S COMMUNITY DEVELOPMENT BLOCK GRANT FUNDS TO VARIOUS ACTIVITIES DURING THIS PERIOD.

WHEREAS, for several years Draper City has received a portion of Salt Lake County's Community Development Block Grant; and

WHEREAS, Draper City is desirous to continue participation in the Community Development Block Grant program in order to continue to address the needs of low-moderate income persons and to prevent and eliminate slum and blighted conditions in the community; and

WHEREAS, on March 25th, 2014 the Draper City Council held a public hearing to obtain public comments on the CDBG-eligible needs in the community and on a proposed list of CDBG-funded activities for fiscal year 2014-2015, and subsequently considered action on this issue:

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF DRAPER CITY, STATE OF UTAH, AS FOLLOWS:

Section 1. Availability of Community Development Block Grant Funds. Draper City anticipates using its 40th Program Year Community Development Block Grant funds available in the year beginning July 1, 2014:

2014/2015 CDBG Grant Allocation **\$115,999.08**

Section 2. Activities to be funded from the Community Development Block Grant. Draper City anticipates using its 40th Program Year Community Development Block Grant funds in the year beginning July 1, 2014 as follows:

Assistant to Nonprofit, Outside and/or Other Agencies: **\$115,999.08**

- | | |
|--|-------------|
| 1. Alliance House Inc. | \$ 489.92 |
| 2. Utah MicroEnterprise Loan Fund | \$ 8,870.00 |
| 3. ASSIST: Emergency Home Repair | \$ 5,000.00 |
| 4. Helping Hand Association for the Haven | \$ 3,000.00 |
| 5. Odyssey House of Utah – adult residential program | \$ 8,146.30 |
| 6. Odyssey House of Utah – transitional housing | \$ 2,084.18 |
| 7. South Valley Sanctuary – kitchen | \$ 415.00 |
| 8. South Valley Sanctuary – playground | \$ 1,231.00 |
| 9. The Road Home – transitional housing units | \$ 329.00 |
| 10. The Road Home – sheltered parking | \$ 403.00 |
| 11. Balance returned to Salt Lake County | \$86,030.68 |

PASSED AND ADOPTED BY THE CITY COUNCIL OF DRAPER CITY, STATE OF UTAH, ON THIS 25TH DAY OF MARCH, 2014.

DRAPER CITY

Mayor

ATTEST:

City Recorder

SALT LAKE COUNTY

2001 SO STATE ST - SLC - UT - 84190
Phone (385) 468-0300

Proposals Received

Witnessed By: Teresa Young

Department: CRD

CONTACT NAME: Teresa Young, 385-468-0307

CLOSING DATE: Thursday, December 5, 2013 at 2:00 p.m.

#	Supplier	Total Amount Requested	County Amount	Alta	Bluffdale	Cottonwood Heights	Draper	Herriman	Holladay	Midvale	Murray	Riverton	South Salt Lake	
1	Alliance House Inc	\$22,700.00	\$10,615.12				\$489.92	\$653.24	\$816.55	\$2,939.57	\$2,286.33	\$489.92	\$4,409.35	\$22,700.00
2	Boys & Girls Clubs of Greater Salt Lake	\$32,000.00	\$20,257.00	\$1,761.00					\$3,523.00	\$294.00	\$1,174.00	\$587.00	\$4,404.00	\$32,000.00
3	Boys & Girls Clubs of South Valley	\$76,978.00									\$76,978.00			\$76,978.00
4	Catholic Community Services of Utah	\$50,000.00	\$50,000.00											\$50,000.00
5	Family Support Center (LifeStart Village)	\$21,380.00	\$21,380.00											\$21,380.00
6	Helping Hand Assoc dba The Haven	\$43,607.00	\$7,147.00			\$9,460.00	\$3,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$1,000.00	\$3,000.00	\$43,607.00
7	Heritage Senior Center	\$100,000.00									\$100,000.00			\$100,000.00
8	House of Hope	\$36,411.00	\$29,855.02			\$364.22		\$364.22		\$1,456.88	\$728.44		\$3,642.22	\$36,411.00
9	Lutheran Social Service of Utah	\$20,000.00	\$20,000.00											\$20,000.00
10	Odyssey House of Utah-Adult Residential Program	\$81,463.15	\$19,347.59		\$2,036.58	\$6,109.73	\$8,146.30	\$9,164.59	\$8,146.30	\$5,091.44	\$8,146.30	\$6,109.73	\$9,164.59	\$81,463.15
11	Odyssey House of Utah-Transitional Housing	\$43,072.98	\$9,726.15		\$2,778.90	\$4,863.08	\$2,084.18	\$4,168.35	\$5,557.80	\$3,473.63	\$6,252.53	\$2,084.18	\$2,084.18	\$43,072.98
12	Office of Township Services - SLCO - Kearns	\$110,362.00	\$110,362.00											\$110,362.00
13	Office of Township Services - SLCO - Millcreek	\$45,000.00	\$45,000.00											\$45,000.00
14	Refugee & Immigrant Center - Asian Association of Utah	\$52,500.00	\$22,495.00						\$552.00	\$1,510.00	\$2,172.00		\$25,771.00	\$52,500.00
15	Salt Lake CAP Head Start	\$15,000.00									\$15,000.00			\$15,000.00
16	South Valley Sanctuary - Kitchen	\$10,795.00	\$3,460.00			\$692.00	\$415.00	\$692.00	\$415.00	\$2,214.00	\$1,107.00		\$1,799.00	\$10,795.00
17	South Valley Sanctuary - Playground	\$32,000.00	\$10,256.00			\$2,051.00	\$1,231.00	\$2,051.00	\$1,231.00	\$6,564.00	\$3,282.00		\$5,333.00	\$31,999.00
18	The Road Home - Transitional Housing Units	\$18,000.00	\$2,423.00	\$21.00	\$96.00	\$924.00	\$329.00	\$266.00	\$786.00	\$3,517.00	\$4,155.00	\$202.00	\$5,281.00	\$18,000.00
19	The Road Home - Shelter Parking Lot	\$22,007.00	\$2,962.00	\$26.00	\$117.00	\$1,130.00	\$403.00	\$325.00	\$961.00	\$4,300.00	\$5,080.00	\$247.00	\$6,457.00	\$22,008.00
20	Utah Youth Village - Storage Shed	\$25,000.00	\$25,000.00											\$25,000.00
21	Volunteers of America - CWC HVAC	\$16,742.00	\$10,000.00								\$6,742.00			\$16,742.00
22	Work Activity Center - Residential Apt renovation	\$49,000.00											\$49,000.00	\$49,000.00
1	Utah MicroEnterprise Loan Fund	\$402,000.00	\$308,870.00			\$26,609.00	\$8,870.00	\$4,434.00	\$4,434.00	\$8,870.00	\$13,304.00		\$26,609.00	\$402,000.00
			includes \$300,000 in PI											
1	Assist - Emergency Home Repair Program	\$495,000.00	\$340,000.00			\$10,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$40,000.00	\$40,000.00	\$10,000.00	\$40,000.00	\$495,000.00
2	CDC of Utah - Critical Home Needs Program	\$400,000.00	\$400,000.00											\$400,000.00
3	CDC of Utah - Down Payment Assistance (Murray & Midvale)	\$76,000.00								\$30,000.00	\$46,000.00			\$76,000.00
4	CDC of Utah - Holladay & So Salt Lake Critical Home Needs Program	\$37,000.00							\$25,000.00				\$12,000.00	\$37,000.00
6	NeighborWorks Salt Lake - Murray	\$50,000.00									\$50,000.00			\$50,000.00
7	Salt Lake Valley Habitat for Humanity (neighborhood revitalization)	\$135,000.00	\$135,000.00											\$135,000.00
8	Salt Lake Valley Habitat for Humanity (land acquisition)	\$400,000.00	\$400,000.00											\$400,000.00
TOTALS		\$2,919,018.13	\$2,004,155.88	\$1,808.00	\$5,028.48	\$62,203.03	\$29,968.40	\$32,118.40	\$61,422.65	\$115,230.52	\$387,407.60	\$20,719.83	\$198,954.34	\$2,919,017.13

SALT LAKE COUNTY
 2001 SO STATE ST - SLC - UT - 84190
 Phone (385) 468-0300

Proposals Received

Witnessed By: Teresa Young

Department: CRD - \$924,018.13

PROPOSAL NO: BV13656
 PROPOSAL NAME: CDBG Hard Cost Public Facilities
 CONTACT NAME: Teresa Young, 385-468-0307
 CLOSING DATE: Thursday, December 5, 2013 at 2:00 p.m.

#	Supplier	Total Amount Requested	County Amount	Cottonwood										
				Alta	Bluffdale	Heights	Draper	Herriman	Holladay	Midvale	Murray	Riverton	South Salt Lake	
1	Alliance House Inc	\$22,700.00	\$10,615.12				\$489.92	\$653.24	\$816.55	\$2,939.57	\$2,286.33	\$489.92	\$4,409.35	\$22,700.00
2	Boys & Girls Clubs of Greater Salt Lake	\$32,000.00	\$20,257.00	\$1,761.00					\$3,523.00	\$294.00	\$1,174.00	\$587.00	\$4,404.00	\$32,000.00
3	Boys & Girls Clubs of South Valley	\$76,978.00									\$76,978.00			\$76,978.00
4	Catholic Community Services of Utah	\$50,000.00	\$50,000.00											\$50,000.00
5	Family Supoort Center (LifeStart Village)	\$21,380.00	\$21,380.00											\$21,380.00
6	Helping Hand Assoc dba The Haven	\$43,607.00	\$7,147.00			\$9,460.00	\$3,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$1,000.00	\$3,000.00	\$43,607.00
7	Heritage Senior Center	\$100,000.00									\$100,000.00			\$100,000.00
8	House of Hope	\$36,411.00	\$29,855.02			\$364.22		\$364.22		\$1,456.88	\$728.44		\$3,642.22	\$36,411.00
9	Lutheran Social Service of Utah	\$20,000.00	\$20,000.00											\$20,000.00
10	Odyssey House of Utah-Adult Residential Program Boiler	\$81,463.15	\$19,347.59		\$2,036.58	\$6,109.73	\$8,146.30	\$9,164.59	\$8,146.30	\$5,091.44	\$8,146.30	\$6,109.73	\$9,164.59	\$81,463.15
11	Odyssey House of Utah-Transitional Housing Parking Lot	\$43,072.98	\$9,726.15		\$2,778.90	\$4,863.08	\$2,084.18	\$4,168.35	\$5,557.80	\$3,473.63	\$6,252.53	\$2,084.18	\$2,084.18	\$43,072.98
12	Office of Township Services - SLCO - Kearns	\$110,362.00	\$110,362.00											\$110,362.00
13	Office of Township Services - SLCO - Millcreek	\$45,000.00	\$45,000.00											\$45,000.00
14	Refugee & Immigrant Center - Asian Association of Utah	\$52,500.00	\$22,495.00						\$552.00	\$1,510.00	\$2,172.00		\$25,771.00	\$52,500.00
15	Salt Lake CAP Head Start	\$15,000.00									\$15,000.00			\$15,000.00
16	South Valley Sanctuary - Kitchen	\$10,795.00	\$3,460.00			\$692.00	\$415.00	\$692.00	\$415.00	\$2,214.00	\$1,107.00		\$1,799.00	\$10,794.00
17	South Valley Sanctuary - Playground	\$32,000.00	\$10,256.00			\$2,051.00	\$1,231.00	\$2,051.00	\$1,231.00	\$6,564.00	\$3,282.00		\$5,333.00	\$31,999.00
18	The Road Home - Transitional Housing Units	\$18,000.00	\$2,423.00	\$21.00	\$96.00	\$924.00	\$329.00	\$266.00	\$786.00	\$3,517.00	\$4,155.00	\$202.00	\$5,281.00	\$18,000.00
19	The Road Home - Shelter Parking Lot	\$22,007.00	\$2,962.00	\$26.00	\$117.00	\$1,130.00	\$403.00	\$325.00	\$961.00	\$4,300.00	\$5,080.00	\$247.00	\$6,457.00	\$22,008.00
20	Utah Youth Village - Storage Shed	\$25,000.00	\$25,000.00											\$25,000.00
21	Volunteers of America - CWC HVAC	\$16,742.00	\$10,000.00								\$6,742.00			\$16,742.00
22	Work Activity Center - Residential Apt renovation	\$49,000.00											\$49,000.00	\$49,000.00
		\$924,018.13	\$420,285.88	\$1,808.00	\$5,028.48	\$25,594.03	\$16,098.40	\$22,684.40	\$26,988.65	\$36,360.52	\$238,103.60	\$10,719.83	\$120,345.34	\$924,017.13

Estimated Available County Funds \$200,000

SALT LAKE COUNTY

2001 SO STATE ST - SLC - UT - 84190

Phone (385) 468-0300

Proposals Received

Witnessed By: Teresa Young

Department: CRD \$1,593,000

PROPOSAL NO: BV13658
PROPOSAL NAME: CDBG Housing
CONTACT NAME: Teresa Young, 385-468-0307
CLOSING DATE: Thursday, December 5, 2013 at 2:00 p.m.

#	Supplier	Total Amount Requested	County Amount	Alta	Bluffdale	Cottonwood Heights	Draper
1	Assist - Emergency Home Repair Program	\$495,000.00	\$340,000.00			\$10,000.00	\$5,000.00
2	CDC of Utah - Critical Home Needs Program	\$400,000.00	\$400,000.00				
3	CDC of Utah - Down Payment Assistance (Murray & Midvale)	\$76,000.00					
4	CDC of Utah - Holladay & So Salt Lake Critical Home Needs Program	\$37,000.00					
6	NeighborWorks Salt Lake - Murray	\$50,000.00					
7	Salt Lake Valley Habitat for Humanity (neighborhood revitalization)	\$135,000.00	\$135,000.00				
8	Salt Lake Valley Habitat for Humanity (land acquisition)	\$400,000.00	\$400,000.00				
9	Visions for the Family (Sandy Counseling Center)	Ineligible - Soft Cost Proposal					
10							
11							
12		\$1,593,000.00	\$1,275,000.00	\$0.00	\$0.00	\$10,000.00	\$5,000.00
13							
14							
15							

Estimated Available County Funds	\$500,000
Difference	\$775,000

Herriman	Holladay	Midvale	Murray	Riverton	South Salt Lake	
\$5,000.00	\$5,000.00	\$40,000.00	\$40,000.00	\$10,000.00	\$40,000.00	\$495,000.00
						\$400,000.00
		\$30,000.00	\$46,000.00			\$76,000.00
	\$25,000.00				\$12,000.00	\$37,000.00
			\$50,000.00			\$50,000.00
						\$135,000.00
						\$400,000.00
						\$0.00
\$5,000.00	\$30,000.00	\$70,000.00	\$136,000.00	\$10,000.00	\$52,000.00	\$1,593,000.00

SALT LAKE COUNTY

2001 SO STATE ST - SLC - UT - 84190

Phone (385) 468-0300

Proposals Received

Witnessed By: Teresa Young

Department: CRD \$402,000.00

PROPOSAL NO: BV13657
 PROPOSAL NAME: CDBG Economic Development
 CONTACT NAME: Teresa Young, 385-468-0307
 CLOSING DATE: Thursday, December 5, 2013 at 2:00 p.m.

#	Supplier	Total Amount Requested	County Amount	Alta	Bluffdale	Cottonwood Heights	Draper
1	Utah MicroEnterprise Loan Fund	\$402,000.00	\$8,870.00			\$26,609.00	\$8,870.00
2			plus \$300,000 in PI				
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

Estimated Available Funds \$141,000
plus program income



Salt Lake County

Community Development Block Grant (CDBG) "Hard Cost" Proposal Guidelines 2014-15 Program Year Public Facility Improvements

For questions and technical assistance, applicants are encouraged to contact the Division of Community Resources and Development for Salt Lake County at 385-468-4880. People with questions are encouraged to call before completing or submitting the proposal. Proposal Instructions and Guidelines may be found at CRD's website: <http://crd.slco.org/communityDev/PublicNoticesComment.html>.

Reasonable accommodations for individuals with disabilities or those in need of language interpretation services can be provided if five days' notice is given by calling 385-468-4880 and asking for Sharon. TTY/TDD users should call 7-1-1.

I. General Information

- A. Project Title Remodel Project creating 10 new housing units
- B. Name of Agency Alliance House Inc dba Alliance House
- C. Address of Agency 1724 South Main Street, Salt Lake City, UT 84115
- D. Contact Person Sue Weaver Title Development Director
- E. Phone Number 801 467-1262 Email Address ahdev@xmission.com
- F. Physical Location of Program/Project(s) 1736 South Main Street, Salt Lake City, UT 84115
- G. Priority Activity Category (See Page 3-4 of the instructions)
- Suitable Living Environment, improved access to housing for people with disabilities, facility improvement

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

Alliance House is a nonprofit "Clubhouse model" psycho-educational program for adults with serious and persistent mental illness (SPMI), serving approx. 350 Salt Lake County residents per year. We provide a supportive environment where adults aged 18 and older with SPMI can rebuild their confidence, purpose, abilities, and community through education, productive work, safe and affordable housing, and meaningful relationships. CDBG funds will be used to add 10 additional units to our 29 existing units by remodeling a house that Alliance House already owns at 1736 South Main Street. Remodeling costs include 1) removing the house's interior (8 bedrooms, 4 bathrooms, living room, kitchen, dining room, family room); and, 2) replacing with 10 self-contained efficiency units plus a mechanical/laundry room. Each suite will have its own bathroom w/shower, kitchen (built-in hotplate, microwave, and small fridge), and sleeping/living area. Funds will also be used to reconfigure the parking area to comply with resident parking requirements, replace old roof on entire facility, and add/replace siding where remodel has affected exterior structure.

I. Budget Summary (Requests must be for a minimum of \$10,000)

Total Project Cost \$431,107 Total CDBG Funds Requested \$22,700 ~5% of project cost

Submitted by (Proposal must be signed) Proposals must be for a minimum of \$10,000

Signature:  Name Daniel Braun, LCSW Date: December 5, 2013

Title Executive Director Agency DUNS Number

II. Detailed Project Description

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?

Alliance House (AH) is a nonprofit "Clubhouse model" psycho-educational program for adults with serious and persistent mental illness (SPMI), serving Salt Lake County residents. In a setting that is neither institutional nor traditional treatment center, those Alliance House serves are considered Members, not clients.

Alliance House provides a supportive environment where adults aged 18 and older with SPMI can rebuild their confidence, purpose, abilities, and community through education, productive work, housing, and meaningful relationships. We do this by helping Members complete educational goals and develop necessary work skills in order to return to productive employment in the community. We also help Members find and secure affordable housing. All of this is done within our uniquely supportive and collaborative Clubhouse setting in which Members and staff work together in an atmosphere built on principles of mutual respect and caring. This year, we empowered the recovery of 327 Members.

CDBG funds will be used to augment our 29 existing housing units; to remodel a house that Alliance House already owns at 1736 South Main Street. This house has been used for years as a Training Base guest house, where colleagues from other Clubhouses around the world come together for training; to become a fully accredited Clubhouse, or maintain Clubhouse International accreditation. In recent years, Clubhouses have seen organizational budgets cut, and have been forced to slash travel and training budgets; resulting in the guest house being under-utilized. In June, the Alliance House Board of Directors voted to convert the guest house into transitional housing for our homeless Members. Remodeling costs include 1) removing the house's interior (8 bedrooms, 4 bathrooms, living room, kitchen, dining room, family room); and, 2) replacing with 10 self-contained efficiency units plus a mechanical/laundry room. Each suite will have its own bathroom w/shower, kitchen (built-in hotplate, microwave, and small fridge), and sleeping/living area. Funds will also be used to reconfigure the parking area to comply with resident parking requirements, re-roof the entire facility, and apply new exterior siding.

2. Need and Benefit: Answer the question "Why?" 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 compelling need for CDBG funding? Does the need justify the costs? Show the tie to the Priority Activity Categories, the Salt Lake County Consolidated Plan and the HUD Performance Measurement System.

This project directly relates to the Salt Lake County's priority of a suitable living environment, benefitting individuals by providing safe, affordable housing; and strengthens families through improvements to facilities that provide services or housing for low and moderate income persons (more housing units improves access). It also addresses HUD's objectives by improving access to housing for disabled individuals (adults with mental illness).

Alliance House's Board of Directors has unanimously approved this project to remodel an AH-owned property adjacent to the Clubhouse, to accommodate 10 studio suites. Alliance House has already secured \$155,000 in funding from State appropriations, foundations, and individuals. An

additional \$19,000 in CDBG funds from SL County will match 12% of that already secured. With pending funding requests from other sources totaling \$175,000, Alliance House will ultimately reach its goal to provide additional housing for those in need. This project will expand AH's capacity to house 39 Clubhouse Members who are homeless or at risk of homelessness. These units will offer transitional residences, for a 1- to 2-year period, where Members can live while they become self-sufficient and ultimately gain independence. Stable Member housing promotes a) recovery from mental illness, b) reintegration into the community resulting in safer communities, and c) long-term self-sufficiency, eliminating dependence on social service programs. AH believes Members achieve recovery sooner by living near the Clubhouse's strong support system.

A large majority of Members live at poverty level or below (85%), or low to middle income (95%). Five percent of Members are homeless (living on the street or shelters). Overall, 25% of Members live in undesirable or unstable conditions, including couch-surfing or temporarily living with friends or family. Current AH housing, separate from this project, includes 20 independent housing units at Valley Villa, in collaboration with Valley Mental Health and HUD, located at 1878 South Main Street; and 9 units owned by AH at 1805 South Main Street. The average stay in AH-owned housing exceeds one year. There are currently 19 Members on the wait-list, with an average of 25 Members waiting for our housing. With this project adding 10 new transitional housing units, we estimate that approximately 100 additional Members will benefit over the next 10 years. Founded in 1987, Alliance House celebrated its 25th anniversary in 2012, and plans to sustain these 10 units, as well as the 29 we currently own or manage, for another 25 years or more.

Following the evidence-based Clubhouse Model, Alliance House provides a supportive environment for adults with SPMI (including severe depression, bi-polar disorder, or schizophrenia). This project will expand our ability to provide Member housing near Alliance House, with nominal rents based on income, and housing eligibility based on need. In addition, this will provide a transitional period of 1 to 2 years in a home environment; where Members may increase their ability to live independently, continue to build self-confidence, and gain emotional, financial, and healthy lifestyle skills, all while receiving the Clubhouse's strong support system next door.

3. Program Design: Describe the clientele and the need your project will address. State the number of clients who will receive service in total from this program as well as the number of clients in each of the ten cities and the Unincorporated County. Identify the estimated number of clients that will be served with the requested CDBG funds and estimate the percent who are low- and moderate income. Will the project serve a geographical area? If so describe the area. Does the program design incorporate research-based best practices? Describe how the program will overcome significant client barriers to assistance.

Alliance House serves Members in Salt Lake County. Alliance House Members are:

- a. Adults with severe and persistent mental illness, 100%
- b. Men and Women who are homeless, living in shelters or on street, 5%
- c. Men and Women who are living in unstable living environments, including shelters, 25%
- d. People who live at poverty level or below, 85%. Low- to middle-income, 95%
- e. Men and Women who are unemployed and wanting a job, 52%

- f. Members who are employed independently, or through Alliance House Transitional or Supported Employment programs, 24%
- g. Education level: Some High School, 15%; High School Diploma or GED, 33%; Some College, 25%; Associate or Bachelor Degree, 13%; Some Graduate work, 2%; Masters/PhD, 1%; Undisclosed, 11%.

In 2013, Alliance House provided housing for 35 Members. The average stay in AH-owned housing exceeds one year. There are currently 19 Members on the wait-list, with an average of 25 Members waiting for our housing. With this project adding 10 new transitional housing units, we estimate that more than 100 additional Members will benefit over the next 10 years.

Urban County residents: Alta 0; Bluffdale 0; Draper 3; Herriman 4; Holladay 5; Midvale 18; Murray 14; Riverton 3; South Salt Lake 27; Unincorporated 65.

4. Project Goals and Objectives: We are looking for the Outcome Measurements for your program. Identify the needs and, goals and outcomes for your program. Outline how you plan to achieve the goals and objectives you have set. How will you know the program has a significant impact on the identified need?

Our goal is to provide 10 additional housing units for people with mental illness. To that end, we plan to increase our housing units to 39, by converting a house owned by Alliance House to 10 transitional housing units which are safe and affordable for people with very low or low income. These will be considered transitional living units. Staff is dedicated to and tasked with giving Members the opportunity to live independently by teaching and modeling independent life skills, such as budgeting, paying bills, housekeeping, personal hygiene, food shopping, and laundering clothing, prior to moving in and during residency in transitional housing.

Measuring outcomes is the daily responsibility of all generalists at Alliance House. Three full-time staff members in the business unit are tasked with monitoring needs and successes of Members, specifically for those living in AH-owned or managed properties. Upon remodel completion, that oversight will include those living in the new units next door. This project will measure the number of low-income people with severe and persistent mental illness in Salt Lake County who were placed in AH's safe, affordable housing. To evaluate the success of the new transitional housing project, staff will use resident surveys to determine independent life skills when moving into housing, compare results at regular intervals, and continue beyond their moving out. The project will measure and document the number of Alliance House Members who were able to learn and gain the necessary living skills in order to transition from the "supportive" Clubhouse next door into community housing and how long it takes them, measuring successes along the way.

5. Capacity and Sustainability: Describe past performance, staff capability, and expertise including board and volunteer resources. Do you have prior experience in similar efforts? Identify these similar successes. If no further CDBG assistance was provided would the activity continue? How will you handle future operational or maintenance costs?

Capacity: Founded in 1987, Alliance House celebrated its 25th anniversary in 2012, and plans to sustain these 10 units, as well as the 29 we currently own or manage, for another 25 years and beyond. AH housing generalists in the Business Unit currently maintain a comprehensive

database regarding Member employment, education, housing, and life changes. Staff tracks how long Members remain in AH housing, why they move, and their success beyond Alliance House's support systems. Database and statistics management is also supported by a Board of Directors Statistics sub-committee, consisting of volunteer board members, staff, and Clubhouse Members. Staff will continue to track successes and abilities of those living in all AH-owned properties through monthly resident councils, monthly inspections, outreach calls, surveys, and in-person visits if necessary. In October 2012, staff interviewed 20 Members living in permanent AH housing with an average stay of 5 years. Those Members reported a cumulative 87 hospitalizations pre-AH housing, and only 15 hospitalizations after moving into AH housing. Those Members also reported 11 incarcerations pre-AH housing and 0 incarcerations after moving into AH housing.

Sustainability: Funding from a wide variety of sources, including Foundations, governmental entities, fundraising events, and individuals support 40% of all Members in the Clubhouse, who have no means to pay for Alliance House services. These are individuals who may have private insurance that does not cover mental health costs, or individuals not currently covered by Medicaid, Vocational Rehabilitation nor Veteran Affairs—all of which reimburse for psycho-educational and rehabilitative services. With doubts surrounding the impact of Federal, State and County budget negotiations, as well as the uncertain future of Medicaid eligibility expansion in Utah, Alliance House has a strategic plan in place to ensure the future for all Clubhouse Members. In 2012, the Board of Directors implemented a three-pronged approach to its long-term success. Assuming that Medicaid will be withdrawn, leaving many more Members relying on Alliance House-funded services, our goal is to be self-sustaining if and when that day comes.

- 1) Alliance House is increasing visibility of the Clubhouse to a) families who have been touched by mental illness; b) legislators who have the capacity to allocate public funding for mental health care insurance, affordable housing, treatment and care; c) corporate and business stakeholders in the overall health of their communities; d) the community at large.
- 2) Alliance House has undertaken a new statistics and measurements management system to control data that will make a difference in how we attract and keep Members coming to the Clubhouse. These statistics and outcomes also help in conveying the importance and evidence-based success of the Clubhouse environment to potential funders, private and public.
- 3) Alliance House and its Board of Directors are expanding the reach to identify new ways to raise funds, and funding partners who want to sustain Alliance House and the Clubhouse model well into the future. Those ideas include but are not limited to social enterprise; State appropriations; industrial banks; state, regional and national Foundations; untapped government resources; legacy giving; and potential endowments.

6. Budget and Leveraging: Ensure the budget is clear, well thought out and realistic? Identify other funds committed to the project. Do you have a financial commitment to the activity? Is there a non-financial commitment? Describe any In-Kind resources. Have you sought assistance from other CDBG Entitlement Cities, please list? If “no”, why not? If full funding cannot be given, list your priorities for items or activities to be funded? Provide information on employees and salaries to be paid for oversight and monitoring, identify project and program delivery costs by name and include cost of each area.

To date, the Board has approved moving ahead with architectural designs, environmental studies, city and county licensing and permits. Alliance House has received an estimate of the construction costs following a design/build model in collaboration with GA Architects for the conversion of the guest house. Estimated costs for architectural (\$39,150) and contractor remodel services (\$366,657) total \$405,807. Contractor bids are due to Alliance House in December 2013. Secured funding is \$155,000 with \$175,000 pending, Volunteer In-kind support \$12,910.40 pledged, and other potential funding has been identified. Application for Salt Lake City CDBG funds will also be submitted. The Board of Directors of Alliance House Inc. has voted/pledged to use up to \$300,000 in investment funds if necessary, to support the completion of this project. Based on secured, pledged and pending funding, Board may use approximately \$50,197 from the Alliance House Inc. investment account. Executive Director salary will absorb oversight of the project, total 10% of time over 6-8 month period, or \$6,000 worth of time. Existing staff and salaries will absorb additional project management (\$5317.40) and outcomes measurement/management duties (\$3,974), but project will rely heavily on volunteer support.

Facility Improvement for Member Housing

Remodel Project Budget (see attached for details)

Architectural Services	\$ 39,150	
Contractor/Remodel Services	<u>\$366,657</u>	\$406,807

Secured Funding:

Utah State Social Services Appropriations	\$70,000	
William R. Hearst Foundation	\$35,000	
Jeanne and Ray Christensen Family Foundation	\$30,000	
Individual	<u>\$20,000</u>	\$155,000 Secured Cash

Pledged:

Alliance House Inc. Funds from Investment Acct	\$50,197	\$ 50,197 Pledged Cash
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Pledged:

Volunteers: Board Member Involvement/Project Management 25 Members @ 22 hours each = 550 hours @ 18.19 per hour		\$ 10,000 Pledged In-kind
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Volunteers: Interior Painting of 10 Units

5 volunteers @ 32 hours each = 160 hours @ \$18.19 per hour		<u>\$ 2,910 Pledged In-kind</u> 12,910 Pledged In-kind
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Pending Funding:

Sorenson Impact Grant	\$105,000	
Goldman Sachs CRA Grant	<u>\$70,000</u>	\$175,000 Pending

Potential Funding:

Salt Lake City Corporation/CDBG
Zions Bank

George S and Dolores Dore Eccles Foundation
 Katherine Dumke Foundation
 LDS Church
 UBS
 Miller Foundation
 GE Capital CRA
 Ally Bank

Volunteer and In-kind Support:

Volunteers: 25, Board Members, Housing Committee, 80% of Project Management

Project and Program Delivery:

\$15,300 Worth of Staff Work will be absorbed into existing salaries at these levels:
 Oversight of Construction Project, Executive Director, LCSW, Salary: \$60,000, 10%
 Oversight of Construction Project, Assistant Director, Salary: \$51,348, 5%
 Oversight of Project, Development Director, Salary: \$55,008, 5%
 Outcomes Measurement/Management, Generalist, Salary: \$25,400, 5%
 Outcomes Measurement/Management, Generalist, Salary: \$24,960, 5%
 Outcomes Measurement/Management, Generalist: Salary: \$29,120, 5%

7. Cooperation & Collaboration: Describe how your project not only complements but builds upon the efforts of others. Such efforts reflect an actual commitment of resources to achieve mutual objectives rather than only a coordination of services to prevent duplication. Identify how your program participates in community wide planning efforts in the area of identified need.

Alliance House is a Clubhouse International accredited Clubhouse; the only one in Salt Lake County. There are just three accredited Clubhouses in Utah. Accreditation means that these Clubhouses maintain the strictest standards and policies to achieve evidence-based results (iccd.org) in psycho-educational, psycho-social, and rehabilitative services; as well as job training, employment assistance, education, housing, and social interaction. Executive Director Dan Braun is Member of the Utah Housing Coalition (UHC), along with representatives from Volunteers of America, Road Home, Salt Lake City and Salt Lake County Housing Authorities, local cities, Association of Counties, Community Housing Services, and others. Alliance House collaborates and partners with Valley Mental Health, Veteran Affairs, State Vocational Rehabilitation, Fourth Street Clinic, University of Utah Neuropsychiatric Institute (UNI), and other social service organizations to provide vital services for the well-being of people with mental illness. However, only Clubhouse International Clubhouses provide communities with a cost-effective solution for dealing with the devastating impact which mental illness has on society, and for helping people who live with mental illness achieve their full potential.

8. Other Considerations:

Any conditions or contingencies that will need to be met before implementing the project?

Alliance House Board Members are working with the city and county for proper building codes, ordinances, permits and licenses. We currently have permission to move ahead, as long as we provide parking for 2 additional vehicles, provide handicap ramp into the building, comply with fire code and sprinkler systems, and other requirements.

Does the agency have a Language Assistance Plan? Yes, in compliance through Valley Mental Health policies.

Does the agency have a Non-discrimination Policy? Yes, in compliance through Valley Mental Health policies.

Does your agency have a designated 504 Coordinator? Yes. In compliance through Valley Mental Health policies, there are three Valley staff members who have the responsibilities of a 504 Coordinator: Client Advocate, Human Resources Director, and Regulatory Oversight and Compliance Director.

Do you have a system and procedure to collect and report data on the race, ethnicity, gender and disability characteristics of applicants, participants or beneficiaries? Yes. Alliance House Board of Directors has a Statistics sub-committee that tracks demographic data, including race, age, gender, ethnicity, living conditions (homeless), age, recruitment efforts, and outreach calls. Alliance House staff also completes a Clubhouse Profile Questionnaire, an annual survey that monitors and tracks progress in the areas of Clubhouse Member employment, education, and housing, a requirement of Clubhouse International. Valley Mental Health also gathers this information on all clients of Valley Mental Health/Alliance House.

None of the following apply:

Faith Based Organization, Lead-Based Paint, Relocation of people or businesses, Acquisition of property, Historic Preservation.

If funds are requested to construct, reconstruct, renovate or rehabilitate your facility, do you own the building? Yes, Alliance House Inc. owns the building. The house was purchased by founders and originally converted into a guest house for other Clubhouses to use during training. Alliance House is a Training Base for other Clubhouses coming to be accredited by Alliance House. Alliance House is one of only ten Clubhouses in the world that is certified by Clubhouse International to provide an extensive training course for other organizations wanting to establish or enhance their own Clubhouse-model center.

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 Committed Funds	Other Funds Requested	Other: In-Kind	Total Project Budget
Land/Building Acquisition	0	0	0	0	0
Architect, Engineering and/or Design Costs	0	35,000	5,000	0	39,150
Construction Costs (streets, sidewalks, etc.)	0	0	0	0	0
Renovation or Rehabilitation (facility improvements)	22,700	110,000	170,000	2,910	356,647
Site Improvement or Landscaping	0	10,000	0	0	10,000
Project Delivery Costs (to cover project management and oversight)	0	0	0	10,000	10,000
Subtotal: Project Costs	0	0	0	0	415,807

Other Costs: (include any other necessary project costs. Describe in Narrative.)	0	15,300	50,197	0	15,300
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GRAND TOTAL: ALL COLUMNS	22,700	170,300	225,197	12,910	431,107
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List CDBG Portion of Hard Cost Services requested by Jurisdiction

Alta	\$0	Herriman	\$653.24	Riverton	\$489.92
Bluffdale	\$0	Holladay	\$816.55	South Salt Lake	\$4,409.35
Cottonwood Heights	\$0	Midvale	\$2,939.57	Unincorporated County	\$10,615.12
Draper	\$489.92	Murray	\$2,286.33		

Total CDBG Requested (Should match "Requested Total CDBG" Column) **\$22,700**
Proposals must be for a minimum of \$10,000

IV. Population Served by Jurisdiction

To better serve Salt Lake County, the CDBG proposal includes a section with the purpose of identifying the proposed project's client base by jurisdiction. For questions, call Salt Lake County's Division of Community Resources and Development at 385-468-4880. TTY/TDD users should call 7-1-1.

CDBG INFORMATION TABLE	Number of Clients served last fiscal year who live in each Jurisdiction	Number of Clients served last fiscal year who were low- and moderate-income	Estimated number of new low- and moderate- income clients to be served during 2014-15	Estimated total number of new clients to be served during 2014-15, Program Wide
Alta	0	0	0	0
Bluffdale	0	0	0	0
Draper	2	2	1	1
Herriman	3	3	1	1
Holladay	4	4	1	1
Midvale	16	16	2	2
Murray	12	12	2	2
Riverton	2	2	1	1
South Salt Lake	24	24	3	3
Unincorporated Salt Lake County	59	59	6	6
Total:	122	122	17	17

Proposals are to be submitted through BidSync by the date and time posted. No responses will be accepted after that date and time. Answers to questions regarding this RFP may be released in an Addendum to this RFP. Please scan and attach your proposal and related exhibits including the Organizational Assessment into BidSync when entering your electronic RFP submittal. If you are unable to submit through BidSync, proposals may also be submitted to 2001 South State Street, Suite N4500, Salt Lake City, Utah 84190. **Proposals are due no later than 2:00 p.m. on Thursday, December 5, 2013.**

Preliminary Budget--Alliance House 1736 South Main Remodel Project		
Type of Expense	Estimate	
Architecural		
Architectural	\$ 20,000	
Structural	\$ 2,000	
Electrical	\$ 500	
Mechanical/Plumbing	\$ 500	
Civil	\$ 3,000	
Survey	\$ 1,500	
Geotechnical	N/A	
Fire Protection Specification	N/A	
Landscaping Coordination	\$ 150	
Bidding	\$ 1,000	
Site Plan Approval w/City	N/A	
Planning and Zoning	N/A	
Code Compliance Review	\$ 500	
Administrative Interpretation	\$ 500	
City review/Coordination	\$ 1,000	
Construction Administration	\$ 3,000	
As-Builts	\$ 1,000	
Existing As-built	\$ 2,000	
Printing	\$ 1,500	
Specifications	\$ 500	
Other	\$ 500	
Architectural Design Total		\$ 39,150
General Contractor (Preliminary)		
General Conditions	\$ 23,985	
Sitework	\$ 5,300	
<i>Building Demolition, Gas Service, Site Concrete, Planting</i>		
Concrete	\$ 4,000	
Structural Steel	\$ 3,000	
Woods and Plastics	\$ 28,300	
Thermal and Moisture	\$ 5,200	
<i>Building Insulation, Asphalt Shingles, Joint Sealants/Caulking</i>		
Doors and Windows	\$ 22,800	
Finishes	\$ 45,400	

Special Ties	\$ 7,000	
Full Roofing	\$ 13,000	
Full Siding	\$ 9,700	
<i>Fire Exting, Cabs & Accessories, Toilet and Bath Access.</i>		
Residential Equipment	\$ 8,000	
Furnishings, Window Treatments	\$ 35,000	
Special Construction	\$ 17,000	
<i>Detection and Alarm Systems, Fire Suppression Systems</i>		
Mechanical, Plumbing, HVAC System	\$ 78,400	
Electrical, Communication Systems	\$ 27,000	
Testing	\$ 1,552	
Fees, Building Permit, Plan Check Fee	\$ 3,620	
Other, Contingency	\$ 28,400	
Contractor Total		\$ 366,657
Construction Project Total		\$ 405,807

**ORGANIZATIONAL ASSESSMENT OF
POTENTIAL CDBG HOUSING, FACILITY IMPROVEMENT OR ECONOMIC
DEVELOPMENT GRANT APPLICANTS**

For **Non-Profit** Agencies applying for Community Development Block Grant (CDBG) Funding
Salt Lake County Community Resources and Development Division

Purpose:

- To identify possible issues that would prevent a potential grant applicant from meeting the contracting requirements of a CDBG Grant award and therefore be ineligible to be considered for funding at this time.
- To assist grant reviewers with additional information in assessing and scoring an agency's managerial capacity.

Please answer the following questions and provide details where requested:

Section I: GENERAL AGENCY INFORMATION

Agency Name: Alliance House, Inc.

Date: December 5, 2013

Name of Person completing form: Sue Weaver, Development Director

Telephone number: (801) 467-1262 Email address: ahdev@xmission.com

1. How long has the agency been operating? 26 years, 11 months
When did agency first receive its 501(c)3 status? January, 1987
2. Has the agency ever received a grant from Salt Lake County Community Resources & Development before? X YES

If Yes identify what grants were received, when, and for how much?

For 2013-2014, Alliance House received a contract for \$8,600 for Hard Costs to remodel the culinary unit at Alliance House.

3. Does the agency have any full and/or part-time PAID staff members? X YES
If Yes how many? Full-time 9 Part-time 2
4. In the last twelve months, have there been any changes in key staff or program staff? (Include key non-paid staff). X YES
If so, please explain: An education/employment generalist left in April 2013. She moved to Hawaii to marry her fiancé and live there near her family members. An education generalist retired in November 2013, after 30 years with Valley Mental Health, and six years with Alliance House.

5. Has the agency received a negative finding in a fair housing complaint, or any other similar action? NO
If so, please explain:
6. Has the agency ever been fined or otherwise penalized by a taxing agency? NO
If so, please explain:
7. Other than discussed above, does the agency or its management have any history of complaints resulting in legal or other formal action? NO
If so, please explain:

Section II. MINIMUM QUALIFICATIONS

1. You must have an office/facility located within Salt Lake County's borders. Services should be coordinated from this location for housing programs and economic development programs.

Location of office(s): 1724 South Main Street, Salt Lake City, Utah 84115

2. For Hard Cost/Facility Improvements, the project must be located in an eligible Urban County area. The amount of funding requested from each jurisdiction cannot exceed the percentage of eligible clients served through the program or project. (An example if a project will cost \$20,000 and you serve 100 clients, if 20% of your clients live in Murray City, then you could ask Murray City for 20% of the total project cost or \$4,000).

Location of project: 1736 South Main Street, Salt Lake City, Utah 84115

3. For Housing and Economic Development projects, if your agency serves clients outside of the Urban County, how will the agency document that the amount of funding available from each City or the Unincorporated County is used for projects in the appropriate jurisdictions? N/A
4. The agency or its management cannot apply if they are currently prohibited from receiving government funding, as a result of a debarment.
5. Agency must participate in the Employee Status Verification System to verify the immigration status of new employees who work under the agency's supervision or direction.
6. Agencies must not have any conflicts of interest within the organization.
These would include:
 - Situations where an individual's decisions directly impact the work, employment status, or pay of another person (staff or board member) who is a close family relative.

- Members of the agency or board (or their family members) who have a personal financial interest or investment in the agency and could benefit or suffer a loss as a result of the activities under the County-funded grant.
7. Agency must have a Nondiscrimination Policy in place. We do have a nondiscrimination policy in place, through Valley Mental Health Policy.
 8. Does the agency have a written procurement policy? YES (Procurement policy through Valley Mental Health)
 9. Agency must be currently registered with the Utah State Department of Commerce.
 10. Agency employees must have all required licenses and certifications required by State law for services provided.
 11. Agency must be able to expend the grant funds and matching funds for eligible activities within a 12 month period for housing and economic development activities and 24 months for hard cost/facility improvement activities.
 12. Agency must have the capacity to collect and analyze demographic data.

Section III: SPECIFIC FISCAL & ORGANIZATIONAL CAPACITY QUESTIONS

1. Have any of the current agency or program staff had experience in managing government grant funds? YES
If Yes, provide additional detail below
 - Name of staff person(s):
Dan Braun, Federal, State, County, City
Sue Weaver, Federal, State, County, City
Rebecca Cross, State, County, City
 - Type of Government funds (give examples)
Federal, County, State, City
 - Source of funding: (State, Federal, County, City)
Salt Lake County CDBG, Salt Lake City CDBG, State of Utah Social Services Appropriations, State Vocational Rehabilitation, Federal Funds—Medicaid, Veteran Affairs, Corporation for National and Community Service (CNCS)—Senior Corps, (Sue Weaver), Utah Division of Aging and Adult Services—Department of Human Services, Area Agencies on Aging (Sue Weaver)
2. How does agency keep track of its revenues and expenses? What financial accounting method is used by the agency? (Check all that apply)

Handwritten Ledger	XX Accrual method
XX Excel Spreadsheet	XX QuickBooks Accounting Prgrm
Quicken Accounting program	Other: _____

3. Does the agency have a chart of accounts to differentiate between revenue/expense resources? YES
4. Does the agency have written policies and procedures on how agency funds are to be handled? YES
5. Has agency ever had a formal independent audit of its books? YES

If Yes, who did the audit and when was it completed? Haynie and Company CPA, annual audits, latest was November 2013 for 2012.

6. Is the agency currently under corrective action from a previous audit finding? NO
If so, please explain:
7. If the agency has paid employees, does the agency currently have Worker's Compensation Insurance? YES
If not, please explain.
8. If the agency has professional staff such as attorneys, doctors, or clinical social workers, does the agency currently have professional liability insurance? YES
If not, please explain.
9. Does the agency currently have a liability insurance policy? YES
If Yes, who is the insurance company? Cincinnati Insurance Company
If not, please explain.
10. Please attach a roster of current members of the agency's Board of Directors.
- How often does the board meet? The Alliance House Board of Directors meets once per month, except in December. The annual meeting is held in January.
 - When was the last board meeting held and were written minutes kept of this meeting? November 7, 2013. Minutes are kept of each board meeting
 - Does the board have a written set of by-laws governing its operation? Yes.

**2013 ALLIANCE HOUSE
BOARD OF DIRECTORS AND OFFICERS**

Joe Thompson, Board President	Community Volunteer
Elizabeth Blattner-Thompson, Vice Pres.	Attorney, Ballard Spahr LLC
John Neal, Treasurer	Health Care/Finance Management
Ginny Eggen, Secretary	Utah State Community Development
Carol Anderson	Utah State Office of Education
Laurie Bryant	Community Volunteer
Diane Bohling	Retired, Law and Mediation
Elizabeth Conley	University of Utah, College of Law
David Dangerfield	Retired, for Valley Mental Health CEO
Peter Doenges	Community Volunteer
Chris Kirk	Commerce Real Estate Solutions
Steve Lufkin	Member Representative
John Malouf	Valley Mental Health
David Mathews	Member Representative
Myra Renwick	BMW Bank; Board President, Utah Association of Fin. Services
Bill Rice	Humanized Marketing
Joanne Rice	Community Volunteer
Rosa Sansos	Zions Bank
Carolyn Tomatich	Intermountain Healthcare

EX OFFICIO

Hal Beckstrand	Valley Mental Health – Accounting
Dan Braun	Executive Director
Gary Larcenaire	Valley Mental Health – CEO
Sue Hanson	Alliance House – Assistant Director
Sue Weaver	Alliance House-Development Director



Salt Lake County

Community Development Block Grant (CDBG) "Hard Cost" Proposal Guidelines 2014-15 Program Year Public Facility Improvements

I. General Information

- A. Project Title George House Transitional Housing Facility Apartment Unit Upgrades
- B. Name of Agency Helping Hand Association dba The Haven
- C. Address of Agency 974 East South Temple/ SLC, UT 84102
- D. Contact Person Wendy Evanoff Title: Director
- E. Phone Number (801) 533-0070 Email Address: havenslc@aol.com
- F. Physical Location of Program/Project(s) 653 East 300 South 84102
- G. Priority Activity Category (See Page 3-4 of the instructions) Housing Facility Improvements

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

The Haven is requesting funds to modernize and upgrade 14 individual apartment units in our George House Transitional Housing/Sober Living Facility. These 14 units can house 28 clients at one time, and last year housed a total of 103 individuals in early substance addiction recovery. The vast majority of these clients were homeless or at high risk of homelessness, unemployed, and had no financial resources. The project will correct structural and safety issues related to the age of the building, increase energy efficiency in the units, improve clients' living conditions, and allow The Haven to continue to operate its Transitional Housing Program at full capacity. CDBG funds will be used to replace rotted wood flooring with durable, low-maintenance floor covering; replace ill-fitting and non-securable apartment entry doors; repair extensive wall and ceiling damage; refurbish and paint damaged walls; and install acoustical drop-tile ceilings. The George House is a historic 100-year old apartment building located at 653 East 300 South in Salt Lake City. Upon acquiring the building in 2009, The Haven embarked on a renovation plan to restore the facility to modern functioning. The first four phases of improvements included roof replacement, upgrading electrical system, and replacement of the boiler and plumbing systems. Restoring the George House to modern functioning helps fill a critical community need for transitional housing beds for people in substance addiction recovery.

I. Budget Summary (Requests must be for a minimum of \$10,000)

Total Project Cost \$105,102 Total CDBG Funds Requested \$ 43,607

Submitted by (Proposal must be signed)

Proposals must be for a minimum of \$10,000

Signature Wendy Evanoff Name Wendy Evanoff Date Dec. 3, 2013

Title Director

Agency DUNS Number 804274744

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 Committed Funds	Other Funds Requested	Other: In-Kind	Total Project Budget
Land/Building Acquisition					
Architect, Engineering and/or Design Costs					
Construction Costs (streets, sidewalks, etc.)					
Renovation or Rehabilitation (facility improvements)	43,607	5,000	42,393		91,000
Site Improvement or Landscaping					
Project Delivery Costs (to cover project management and oversight)		2,250			2,250
In-Kind Labor and Materials		9,352		2,500	11,852
Subtotal: Project Costs	43,607	16,602	42,393	2,500	105,102

Other Costs: (include any other necessary project costs. Describe in Narrative.)

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GRAND TOTAL: ALL COLUMNS

43,607	16,602	42,393	2,500	105,102
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List CDBG Portion of Hard Cost Services requested by Jurisdiction

Alta	\$ 0	Herriman	\$ 5000	Riverton	\$ 1000
Bluffdale	\$ 0	Holladay	\$ 5000	South Salt Lake	\$ 3000
Cottonwood Heights	\$ 9460	Midvale	\$ 5000	Unincorporated County	\$ 7147
Draper	\$ 3000	Murray	\$ 5000		

Total CDBG Requested (Should match "Requested Total CDBG" Column)

\$ 43,607

Proposals must be for a minimum of \$10,000

IV. Population Served by Jurisdiction

To better serve Salt Lake County, the CDBG proposal includes a section with the purpose of identifying the proposed project's client base by jurisdiction. For questions, call Salt Lake County's Division of Community Resources and Development at 385-468-4880. TTY/TDD users should call 7-1-1.

CDBG INFORMATION TABLE	Number of Clients served last fiscal year who live in each Jurisdiction	Number of Clients served last fiscal year who were low- and moderate-income	Estimated number of new low- and moderate- income clients to be served during 2014-15	Estimated total number of new clients to be served during 2014-15, Program Wide
Alta	0	0	0	0
Bluffdale	0	0	1	2
Cottonwood Heights	10	9	10	16
Draper	3	3	3	7
Herriman	5	5	5	12
Holladay	5	4	5	12
Midvale	5	5	5	12
Murray	4	4	5	11
Riverton	1	1	1	3
South Salt Lake	3	3	3	7
Unincorporated Salt Lake County	7	7	7	12

Total:	43	41	45	94
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Proposals are to be submitted through BidSync by the date and time posted. No responses will be accepted after that date and time. Answers to questions regarding this RFP may be released in an Addendum to this RFP. Please scan and attach your proposal and related exhibits including the Organizational Assessment into BidSync when entering your electronic RFP submittal. If you are unable to submit through BidSync, proposals may also be submitted to 2001 South State Street, Suite N4500, Salt Lake City, Utah 84190. **Proposals are due no later than 2:00 p.m. on Thursday, December 5, 2013.**

**ORGANIZATIONAL ASSESSMENT OF
POTENTIAL CDBG HOUSING, FACILITY IMPROVEMENT OR ECONOMIC
DEVELOPMENT GRANT APPLICANTS**

For **Non-Profit** Agencies applying for Community Development Block Grant (CDBG)
Funding

Salt Lake County Community Resources and Development Division

Purpose:

- To identify possible issues that would prevent a potential grant applicant from meeting the contracting requirements of a CDBG Grant award and therefore be ineligible to be considered for funding at this time.
- To assist grant reviewers with additional information in assessing and scoring an agency's managerial capacity.

Please answer the following questions and provide details where requested:

Section I: GENERAL AGENCY INFORMATION

Agency Name: Helping Hand Association dba The Haven

Name of Person completing form: Stephanie Rosenfeld

Title: Grant Writer Date: November 25, 2013

Telephone number (801) 792-1262 Email address: stefr@xmission.com

1. How long has the agency been operating? 44 years
When did agency first receive its 501(c)3 status? 1969

2. Has the agency ever received a grant from Salt Lake County Community Resources & Development before? YES

If Yes identify what grants were received, when, and for how much?

2011-2012	George House Facility Upgrade Electrical Supply	\$11,006.00
2013-2014	George House Boiler & Plumbing Replacement	\$20,360.00

3. Does the agency have any full and/or part-time PAID staff members? YES
If Yes how many? full time 6 part-time 10

4. In the last twelve months, have there been any changes in key staff or program staff? (Include key non-paid staff). YES

Executive Director Michael Ray stepped down in November of 2012 and was replaced by Wendy Evanoff, Business Administrator of the Haven from 2006 – 2012.

5. Has the agency received a negative finding in a fair housing complaint, or any other similar action? NO
If so, please explain:
6. Has the agency ever been fined or otherwise penalized by a taxing agency? NO
If so, please explain: NO
7. Other than discussed above, does the agency or its management have any history of complaints resulting in legal or other formal action? NO

Section II. MINIMUM QUALIFICATIONS

1. You must have an office/facility located within Salt Lake County's borders.
Services should be coordinated from this location for housing programs and economic development programs.

Location of office(s): 974 East South Temple / Salt Lake City, UT 84102

2. For Hard Cost/Facility Improvements, the project must be located in an eligible Urban County area. The amount of funding requested from each jurisdiction cannot exceed the percentage of eligible clients served through the program or project. (An example if a project will cost \$20,000 and you serve 100 clients, if 20% of your clients live in Murray City, then you could ask Murray City for 20% of the total project cost or \$4,000).

Location of project: 635 East 300 South / SLC, UT 84102

3. For Housing and Economic Development projects, if your agency serves clients outside of the Urban County, how will the agency document that the amount of funding available from each City or the Unincorporated County is used for projects in the appropriate jurisdictions?
4. The agency or its management cannot apply if they are currently prohibited from receiving government funding, as a result of a debarment.
5. Agency must participate in the Employee Status Verification System to verify the immigration status of new employees who work under the agency's supervision or direction.
6. Agencies must not have any conflicts of interest within the organization.

These would include:

- Situations where an individual's decisions directly impact the work, employment status, or pay of another person (staff or board member) who is a close family relative.
- Members of the agency or board (or their family members) who have a personal financial interest or investment in the agency and could benefit or suffer a loss as a result of the activities under the County-funded grant.

7. Agency must have a Nondiscrimination Policy in place.
8. Does the agency have a written procurement policy? YES
9. Agency must be currently registered with the Utah State Department of Commerce.
10. Agency employees must have all required licenses and certifications required by State law for services provided.
11. Agency must be able to expend the grant funds and matching funds for eligible activities within a 12 month period for housing and economic development activities and 24 months for hard cost/facility improvement activities.
12. Agency must have the capacity to collect and analyze demographic data.

Section III: SPECIFIC FISCAL & ORGANIZATIONAL CAPACITY QUESTIONS

1. Have any of the current agency or program staff had experience in managing government grant funds? YES
If Yes, provide additional detail below
 - Name of staff person(s): Wendy Evanoff
 - Type of Government funds (give examples)
CDBG, Access To Recovery, Salt Lake County Block Grant
 - Source of funding: (State, Federal, County, City)
County, City (Salt Lake County Division of Substance Abuse; SLCO, SLC, Holladay City, Midvale City, Cottonwood Heights City CDBG)
2. How does agency keep track of its revenues and expenses? What financial accounting method is used by the agency? (list options Check all that apply)

Handwritten Ledger
X Excel Spreadsheet
Program
Quicken Accounting program

Accrual method
X QuickBooks Accounting
Other:

3. Does the agency have a chart of accounts to differentiate between revenue/expense resources? YES
4. Does the agency have written policies and procedures on how agency funds are to be handled? YES
5. Has agency ever had a formal independent audit of its books? YES

If Yes, who did the audit and when was it completed?
Smith Powell & Co. (SLC) – Audited yearly
6. Is the agency currently under corrective action from a previous audit finding? NO
7. If the agency has paid employees, does the agency currently have Worker's Compensation Insurance? YES
8. If the agency has professional staff such as attorneys, doctors, or clinical social workers, does the agency currently have professional liability insurance? YES
9. Does the agency currently have a liability insurance policy? YES

If Yes, who is the insurance company? Thomas Insurance Agency
10. Please attach a roster of current members of the agency's Board of Directors.
 - How often does the board meet?
Quarterly
 - When was the last board meeting held and were written minutes kept of this meeting?

October 9th 2013. Written minutes were kept.
 - Does the board have a written set of by-laws governing its operation?
YES

HAVEN BOARD OF TRUSTEES

Stephen Schubach Chairman

Standard Optical CEO

Hans Anderson Asst.Chairman

Shoreline Construction, owner

Fred Murphy, Secretary-Treasurer

Celtic Bank / Retired

Mike Nish, Trustee

SERVI-TECH INC., owner

Dave Winters, Trustee

REMAX. Realtor

R.D. Dick Gillespie LSAC, Trustee

The Haven, Consultant

Michael Wolfe, Trustee

Broker

Damon Suter, Trustee

Semper Trading Company, Broker

Matt Moore, Trustee

Park City Peaks Hotel, Manager

Gene Davis, Trustee

Utah State Senator

Lindsay Carpenter, Trustee

Veterans Hospital, Grant Writer

Rebecca Lockhart, Trustee

Utah Legislator, Speaker of the House

Robert Jolley - Trustee

Lobbyist

James Gilson - Trustee

Attorney at Law

II. Detailed Project Description

1. Program and Project Description

PROJECT

The Haven is requesting funds to modernize and upgrade the apartment units in our George House Transitional Housing/Sober Living Facility. These 14 units can house 28 clients at one time, and last year housed a total of 103 individuals in early substance addiction recovery. The vast majority of clients were homeless or at high risk of homelessness, unemployed, and had no financial resources. The project will correct structural and safety issues related to the age of the building, increase energy efficiency in the units, improve clients' living conditions, and allow The Haven to continue to operate its Transitional Housing Program at full capacity. CDBG funds will be used to replace rotted wood flooring with durable, low-maintenance floor covering; replace ill-fitting and non-securable apartment entry doors to enhance security and weatherization; repair extensive wall and ceiling damage; refurbish and paint damaged walls; and install acoustical drop-tile ceilings to reduce noise, increase energy efficiency, and decrease cost and disruption of maintenance.

ORGANIZATION

The mission of the Haven is to provide effective, affordable residential treatment and transitional housing for people suffering from alcohol and chemical dependency, regardless of their ability to pay for treatment. Our goal is to help clients change behaviors that have caused their alcohol and drug use so they can become successful members of the community. The Haven created its Transitional Housing Program in 2007 to respond to client and community need to provide safe, affordable housing with supportive services in a sober living environment to individuals in early substance abuse recovery who lack financial resources. (See Program Details below)

2. Need and Benefit

Renovation of the George House addresses **the HUD Objective to Create Suitable Living Environments** by providing low- to moderate-income clients who are recovering from substance addiction with safe, affordable housing and supportive services as they transition to long-term stability and self-sufficiency. The project will meet **the HUD designated Outcome of Availability/Accessibility** by making the critical option of transitional housing, which provides both shelter and services, available and accessible to low- to moderate-income people.

The project aligns with the Mayor's Quality of Life Strategy priority for Healthy Families, and ties to the **County Priority Activity Categories: Housing Facility Improvements**. Clients served by this facility face numerous barriers to accessing affordable housing, including: History of substance addiction, criminal history, poverty, unemployment, lack of job skills and employability, and alienation from family. The majority qualify as very low to extremely low-income and are homeless or at high risk of homelessness.

Need for the Project

The Haven's Transitional Housing Program last year served 241 individuals in early substance addiction recovery as they worked to maintain sobriety, become employed, and transition to independent living. Of this number, 103 lived in the George House, a 100-year-old historic building located at 653 East 300 South in Salt Lake City. Upon acquiring the building in 2009, The Haven embarked on an extensive renovation/rehabilitation plan to improve safety, efficiency, functionality, and comfort; bring all systems up to code; and maximize capacity of the facility. The first four phases of improvements included roof replacement, upgrading electrical system, and replacement of the boiler and plumbing systems.

Having replaced and/or repaired all the facility's major systems, our next goal is to repair and refurbish the individual apartment units in order to improve clients' living conditions. Current conditions pose challenges that include rotting and unsafe floors, ill-fitting entry doors that do not provide adequate

security, and ceilings and walls in bad repair. Providing clients with a safe, functional, and comfortable living space contributes to their overall well-being and willingness to engage in the house community; and helps to increase their chances of completing and succeeding in the program.

Increasing energy-efficiency and cost-efficiency of facility maintenance is another goal of the project. Installation of drop-tile ceilings will increase heating and cooling efficiency and will allow plumbing and electrical lines to be mounted to original ceilings rather than inside walls, which will minimize cost of any necessary future repairs. New ceilings will also improve client living conditions by reducing sound between floors and apartments, and minimizing disruption due to repairs.

Improving the George House also serves the larger community by helping to meet the critical need for affordable transitional housing beds for people in substance addiction recovery, making treatment beds available for approximately 100 people per year. Restoring the George House to good condition allows us to continue to operate the facility at maximum capacity.

3. Program Design

NEED

Individuals completing residential substance abuse treatment programs face multiple challenges related to their history of addiction, including criminal history, physical and mental illness, poverty, and lack of employability. For most, transitioning into permanent housing upon completion of treatment is not a realistic option. Upon graduating from residential treatment, almost 95% of Haven clients are homeless, 93% are unemployed, and 90% qualify as low- to extremely low-income. Without assistance from a Transitional Housing program with supportive services, many will become homeless or return to unhealthy living environments, greatly increasing the potential for relapse and criminal recidivism.

The Haven helps fill a critical need for affordable housing for clients without financial resources as they work to re-enter society. The \$400/month cost of the Transitional Housing Program is significantly lower than prevailing rental rates, and also of cost of housing in for-profit treatment facilities, where rents can approach \$2,000/month, making this option out-of-reach for low- to moderate-income individuals.

The program also gives LMI individuals access to an important treatment option to increase their chances of success in recovery. It is commonly acknowledged in the field of substance abuse treatment that increasing the length of treatment leads to better outcomes. The Haven's client tracking demonstrates that clients who complete six months or more of transitional housing succeed at remaining clean and sober one year after discharge at a rate of 85%, compared to an average success rate of 58% for clients who complete 45-90 days of residential treatment alone. However, there are very few available options for this longer term, lower intensity treatment in the community. While other area programs offer 30-day treatment programs, The Haven provides clients with up to 18 months in a low-intensity "step-down" sober-living program, and is one of the only local agencies to provide this option at low cost. The Haven's Transitional Housing Program is open not just to graduating clients of The Haven, but to anyone in the community who is over 18, in substance addiction recovery, and has attended a treatment program. This includes those being discharged from jail and prison; and people who have attended other local treatment programs. The waiting list for a bed in our Transitional Housing program is consistently 30-60 days.

PROGRAM

The Transitional Housing Program is based on a "step down" model of care designed to provide the structure and support necessary to achieve behavior change while also allowing freedom as clients take the steps necessary to become independent. A Cognitive Behavioral Therapy approach allows clients to learn and put into practice new behaviors and thinking. Bonding and trust among peers with common goals and challenges is an important component of this treatment model. Group members support and encourage each other's progress while also holding each other accountable for adherence to program requirements and maintaining sobriety, and forming a community of sober friends.

The \$400 per month cost of rent is the only cost to clients aside from small costs for incidentals. The program provides laundry facilities, transportation passes, weekly group case management, and

referrals to outside agencies for other necessary services, including food assistance, vocational rehabilitation, mental health care, and medical services. Clients may eat three meals per day at The Haven residential facility. Clients are required to attend a minimum of two 2-hour group aftercare sessions per week at the University of Utah Alcohol and Drug Clinic and The Haven, and four 12-step meetings per week. Clients must also submit to random weekly drug testing; work to resolve legal issues and incur no new infractions; and are required to obtain full-time employment, attend school full-time, perform 20 hours of community service work per week, or a combination of these.

The majority of Transitional Housing clients are unemployed and lack job skills. The Haven collaborates extensively with the Department of Vocational Rehabilitation (VR), which provides vocational assessment, training, and job placement; and funds clients for school, training programs, and other needs, including tools and supplies. Each client creates an individualized plan for vocational rehabilitation, and Haven case managers monitor progress toward employment goals. In addition, all Haven building projects use volunteer work crews made of Transitional Housing program participants. This program requirement provides reciprocal benefit by helping client participants to gain skills and become more employable while providing The Haven with an important in-kind resources.

Alumni involvement is an important component of Haven programs that contributes to clients' immediate and long-term success. An extensive and active network of Haven alumni participate in program activities and recreational events, serve as mentors, and provide a community of sober friends and supportive allies for current clients. Graduating clients become alumni mentors for new clients, and benefit as well from the ongoing connection to others working toward lasting recovery.

RESEARCH-BASED BEST PRACTICES

The Haven's overall program design is based on the following treatment models identified by the National Institute on Drug Abuse (NIDA) as evidence-based best practices in the field of substance abuse treatment. (National Institute on Drug Abuse; <http://www.drugabuse.gov>)

Cognitive-Behavioral Therapy includes individual, family, or group counseling to address client's motivation to change, build skills to resist drug use, replace drug-using activities with constructive and rewarding activities, improve problem-solving skills, and facilitate better interpersonal relationships. Participation in group therapy, with a strong peer support element, is an important part of The Haven's treatment model, as is building a community of sober peers who continue to support and help each other maintain abstinence after treatment.

The Haven also uses **Twelve-step Facilitation Therapy**, an active engagement strategy designed to encourage client to become actively involved in 12-step self-help groups. These groups can be particularly helpful during recovery, offering an added layer of community-level social support to help people achieve and maintain long-term abstinence and other healthy lifestyle behaviors.

Multiple Issues: The Haven's program design also responds to research showing that effective treatment attends to multiple needs of the individual, not just his or her drug abuse. Haven case managers help clients to identify issues, including medical, psychological, social, vocational, and legal problems, that may present barriers to treatment success, and to make a plan to resolve these issues, which may include referral to outside service providers.

Length of Treatment: The Transitional Housing program was created to respond to research that shows unequivocally that recovery from drug addiction is a long-term process and that treatment durations lasting more than 90 days show significantly better outcomes than shorter-term treatment.

Significant Client Barriers to Assistance: The Haven addresses client barriers to assistance in the following ways: The Haven is committed to providing meaningful access to programs and services to clients with physical disabilities and provides assistive services or refers clients to other community providers when appropriate. Clients with transportation barriers are issued transportation vouchers for school, employment, and health-related needs/appointments. Alumni volunteers provide transportation to AA and aftercare meetings and activities. The Haven will provide translation services for clients with limited English proficiency, will provide onsite assistance for clients with technology barriers, when possible, or refer them to other available community resources. 75% of Haven clients have criminal records due to their history of substance abuse. The Haven works with program participants, in

collaboration with other community agencies and legal system entities, to address and remove this barrier by helping clients to comply with legal obligations and resolve all legal issues. Haven alumni serve as employers or provide links to employment and references for clients with criminal records.

GEOGRAPHICAL AREA

The Haven serves the entire state of Utah, with the majority of clients coming from the Wasatch Front and Salt Lake County. We also have many clients from other areas of the state, who access The Haven specifically because of accessibility and affordability.

The Transitional Housing Program last year served 241 individuals suffering from alcohol and chemical dependency. Requested CDBG funding will provide benefit to approximately 105 residents of the George House per year. 98% of these clients qualify as low- to moderate-income. Last year, The George House served the following numbers of clients: Unincorporated County-7, Bluffdale-0, Holladay-5, Draper-3, Herriman-5, Murray-4, Midvale-5, Riverton-1, South Salt Lake-3, Alta-0, Cottonwood Heights-10, We expect to serve similar numbers in 2014-2015. Unincorporated County plus 10 jurisdictions = 43 clients, 41 of whom were LMI. Number of eligible clients = 40% of total residents (103). Amount of request is 40% of total project cost. Eligible Unincorporated County residents (7 LMI individuals) = 6.8% of total residents.

4. Project Goals and Objectives

Goals of the George House Apartment Upgrade Project are:

- Improve condition of client apartments to ensure occupants' safety and comfort.
- Maintain transitional housing treatment beds for people in early substance addiction recovery in the community.
- Realize cost-savings through increased energy efficiency.
- Reduce maintenance cost and disruption of repairs to units by modifying ceilings.

Outputs:

- 14 apartment units housing 28 low-to-moderate-income people will be permanently improved.
- Approximately 100 clients per year will have an improved living environment.

Expected Project Outcomes

- Providing 100 clients per year with a safe, comfortable living environment will increase client satisfaction, likelihood to complete program, and ability to focus on recovery and treatment goals. (Measured by monthly client self-reporting.)
- Positive living environment will increase clients' willingness and ability to bond with house sober-living community, improving long-term positive treatment outcomes. (Measured by staff assessment of client participation in group meetings and progress toward treatment plan goals.)
- Upgrade will result in reduced heating and cooling costs. (Measured by bill comparison.)

Expected Outcomes of the Transitional Housing Program

- 83% of Transitional Housing clients will complete at least 6 months of treatment.
- 77% of Transitional Housing clients will become employed during their stay in the program
- 73% of clients will not create any new legal violations during their time in treatment.
- 95% of Transitional Housing clients will secure housing before leaving the program
- 84% of Transitional Housing clients will remain clean and sober for one year or more from beginning treatment
- Transitional Housing clients will become connected to a community of sober peers and alumni during their stay
- Transitional Housing clients will become alumni mentors after leaving the program

We use a variety of methods to collect data, track client status and outcomes and ensure we are meeting program goals, including detailed case management files, daily entry of client data in UWITS, reports from the legal system, Aftercare evaluations, tracking attendance at 12-step meetings and weekly

staff evaluation meetings. Monthly client self-reporting questionnaire measures individual progress toward treatment goals, program compliance, and behavior and attitude change.

5. Capacity and Sustainability

The Haven has been providing effective and affordable residential substance abuse treatment for 44 years, evolving from its simple beginnings as a place for intoxicated clients to get a hot meal and a place to sleep to its current presence as a modern, 6-facility treatment center that responds to developments in best practices in the field of substance abuse treatment and to the changing needs of the community; and plays a vital role in a community-wide network of substance abuse treatment providers.

Alumni volunteer involvement is an integral component of Haven that serves to increase agency capacity and contributes significant in-kind resources. Haven alumni volunteers donate skills, expertise and professional services to the organization; provide employment and job connections to graduating clients; assist with fund-raising events; and form a sober community that extends client engagement after treatment and supports their chances of long-term success.

Volunteer service is a requirement of the Transitional Housing program, and clients donate 8 to 20 hours per week at various jobs including kitchen and yard work, and facility repair and maintenance projects for The Haven's six properties. Numerous volunteers contribute hundreds of hours annually.

The Haven is governed by a Board of Directors with diverse professional experience in business, government, non-profit management, finance, and academia. Several are alumni of the Haven. The Haven has maintained a sound, sustainable, and fiscally responsible business model for 44 years. Diverse revenue sources including client rents, private donations and alumni support, public money, foundations, and corporate donations.

KEY STAFF

Gary Jorgensen, PhD., Clinical Director, retired head of the University of Utah Alcohol and Drug Clinic. Dr. Jorgensen is recognized as one of the nation's leading authorities on substance abuse treatment, and provides clinical supervision and weekly group psychotherapy sessions for Haven clients.

Heather Chase, Clinical Supervisor and Licensed Substance Use Disorder Counselor, provides case management and group therapy for residential and transitional housing clients. Heather has eight years experience counseling clients, and is working toward her Bachelor's degree in social work.

Dr. Stephen Sheppard, Executive Director of the University of Utah Alcohol and Drug Clinic and psychologist **Dr. Tina Rich** conduct in-depth group therapy sessions for residential clients and group therapy and aftercare for Transitional Housing clients.

Jen Thompson, support staff, is a Licensed Substance Use Disorder Counselor, has a Bachelor's degree in Social Work, and is currently enrolled in the Master of Social Work program at the University of Utah.

Linda Wittman, LSUDC, joined The Haven two years ago as a case manager and treatment specialist. She was instrumental in helping to develop the Nevada Drug Court system. Linda supervises intakes, conducts groups, provides ongoing education classes and runs the weekly family program.

Dan Schwartz, Maintenance Foreman and Administrative Assistant, oversees building maintenance for The Haven's seven facilities; coordinates improvement projects and contracted services; and supervises two assistant maintenance staff and Haven resident volunteer work crews. Dan completed college coursework in construction and construction management at Utah Valley University and is currently enrolled in a Business and Accounting degree program at the University of Phoenix. Dan has more than 20 years experience in construction, carpentry, roofing, and building repair.

Similar Projects

The Haven has successfully completed similar significant renovation projects, including Phases 1 – 3 of renovations to the George House facility, overseen by Property Manager Dan Schwartz. These projects were completed on time, successfully, and at their projected cost. (Details below.) Phase 4 of the George House Renovation program is currently underway and will be completed in Spring of 2014. If

CDBG funding were discontinued we would continue seeking other funding sources while beginning and completing project on a scaled-down basis. All future operational and maintenance costs of the Transitional Housing Program are protected as part of achieving yearly financial goals set by the Executive Director, Board Treasurer, and yearly audits by independent auditing firm. Program Operational costs are partially offset by client rents.

6. Budget and Leveraging

Expenses of the project include contractor fee estimated at \$6,500 per room (\$91,000) which will cover labor and materials required for resheeting floors, installing new floor covering, entryway doors, and drop-tile ceilings; wall repair and painting; and equipment rental, permits, and miscellaneous costs. In-Kind contributions include \$7,500 in materials donated by Home Depot and Lowe's (\$5,000 committed); donation of volunteer services for prep, clean-up, and general labor (\$4,352) by current Haven residential and transitional housing clients; and agency commitment of salaries for administration (\$850) and project oversight (\$1,400). Total Project Budget = \$105,102.

Other Funding Sources: Other CDBG funds have been or will be requested from Salt Lake City (\$30,000), West Valley City (\$6,000), Taylorsville (\$6,000), Sandy (\$10,000), and West Jordan (\$8,000) CDBG programs; the George S. and Dolores Doré Eccles Foundation, the K.W. and E.R. Dumke, Jr. Foundation, American Express Center for Community Development, and individual donors. \$5,000 has been committed by an alumni donor. If we are not awarded full funding, we will continue to raise funds, extend time-line to complete project, commit more agency resources to project, modify project timeline and scope.

Cost-Effectiveness: Restoring and maintaining affordable transitional housing for people who cannot afford rental market rates is a cost-effective means to meeting an important community need. Decreasing risk of relapse, homelessness, and criminal recidivism and helping clients to become self-sufficient reduces the need for social services, incarceration and public support.

Project cost effectiveness will be achieved through the use of in-kind labor donated by Haven volunteer work crews and donations of materials through retail partners and others. Daily onsite project monitoring by Haven maintenance staff will increase project efficiency by ensuring timely resolution of any problems or needs that arise.

Project Oversight will be provided by Dan Schwartz, The Haven's full-time property manager/maintenance foreman. (Bio above.) Mr. Schwartz has extensive experience managing similar projects.

Fiscal Need: The Haven is a fiscally sound organization with generous community supporters and a prudent reserve to weather emergencies; however, the expenses of running programs and providing maintenance to our five transitional housing buildings makes it exigent for us to aggressively seek new funding in order to keep our facilities safe, up-to-code, comfortable and operational; to keep rents low; and to fulfill our mission of providing program access to all clients, regardless of their ability to pay for treatment.

Past CDBG Funding: County CDBG funds have been instrumental in helping The Haven develop and rehabilitate its five transitional housing facilities to expand capacity to a total of 92 treatment beds. Funds awarded in the past three years were used to upgrade electrical service to the building and replace hazardous interior wiring. These improvements brought electrical service up to code, resolving safety issues necessary to keep the facility open; eliminated an expensive insurance requirement, making operation of the program more cost-effective; and increased client safety and well-being. Funding also benefited the community by allowing us to increase the number of available transitional housing beds for LMI individuals. CDBG funding commitments in 2013-2014 from SLCO, Cottonwood Heights, Holladay, and Midvale had great impact in helping us to secure additional commitments from other funders, helping us to reach our funding goal for the George House Boiler and Plumbing Replacement Project, which will begin in January of 2014. Additional impact of 2013-2014 funding of the boiler/plumbing project includes future decrease in maintenance and energy costs of more than \$12,000 per year. Funding improved conditions for more than 400 clients in the past two years, and will benefit

more than 200 clients per year for many years to come. Restoring the George House also positively impacts the neighborhood: Before its purchase by The Haven, The George House was in disrepair and contributing to neighborhood blight. Success was measured by completion of project within projected budget, client satisfaction surveys, maintenance and energy bill records.

7. Cooperation & Collaboration

We maintain extensive and active collaborations with a wide network of other county-system service providers in order to provide the best treatment to our clients, avoid duplicating services, and leverage the value of funding from the community.

Community agencies we work closely with include: The **Rape Recovery Center** for individuals experiencing sexual trauma, the **Legal Aid Society** to assist with drug and alcohol-related legal matters, and the **Department of Workforce Services** to help with food stamps, community service referrals, job referrals and other emergency aid. Pre-treatment clients are referred to **Volunteers of America** for detox services. We refer pre-treatment and current clients to the **Odyssey House Center** for medical and dental needs. **Optum Health Care** (through **Valley Mental Health**) provides assessment, treatment, and medication therapy for mental health issues. The **University of Utah Alcohol and Drug Clinic** provides aftercare groups, which all transitional housing residents are required to attend. The Haven also works extensively with **Department of Vocational Rehabilitation** to meet our program objectives to help clients gain work skills and find employment (see **Program** section.) Haven and VR case managers work closely together to consult on client issues, monitor progress, and fine-tune client treatment plans.

The Haven works actively with other area substance abuse providers, including **First Step House**, **Odyssey House**, and **House of Hope**, to determine where a client will receive care and services most suited to his/her needs. Often this requires collaborative case management between The Haven and other agencies to procure funding and facilitate entry to The Haven or to facilitate transfer to another facility for clients who need a different kind or level of treatment. The Haven provides case management, compliance monitoring, and outcome tracking for non-Haven clients who are referred or court-ordered from other agencies, including Utah district courts and Drug Court, to attend Haven meetings and programs; and facilitates and monitors clients from other agencies doing community service at The Haven.

8. Other Considerations

Language Assistance Plan: The Haven pools resources with other treatment centers to retain services of Translators on an as-needed basis, in order to effectively serve people of Limited English Proficiency. Staff is trained to interact with and provide information to people needing language assistance. **504 Coordinator:** We have fewer than 15 employees on staff and no designated 504 Coordinator on staff. **Communication Policy:** Board will create and implement Communication Policy with County input, and designate a member to serve as Communication Director. We have policies in place to make program services and activities accessible to people with disabilities and will upgrade printed materials to include information including TEE/TTY telephone number. **Data Reporting:** Client data is collected upon intake, updated by case manager weekly, and at exit interview upon program completion. Data collected and tracked will include race/ethnicity, income level, gender, female head-of-household, persons with disabilities, homeless/chronically homeless, employment status, last reported address.



Salt Lake County

Community Development Block Grant (CDBG) "Hard Cost" Proposal Guidelines 2014-15 Program Year Public Facility Improvements

For questions and technical assistance, applicants are encouraged to contact the Division of Community Resources and Development for Salt Lake County at 385-468-4880. People with questions are encouraged to call before completing or submitting the proposal. Proposal Instructions and Guidelines may be found at CRD's website: <http://crd.slco.org/communityDev/PublicNoticesComment.html>.

Reasonable accommodations for individuals with disabilities or those in need of language interpretation services can be provided if five days' notice is given by calling 385-468-4880 and asking for Sharon. TTY/TDD users should call 7-1-1.

I. General Information

- A. Project Title Adult Residential Program Boiler System Retrofit
- B. Name of Agency Odyssey House of Utah
- C. Address of Agency 344 E 100 South, Ste. 301, Salt Lake City, Utah 84111
- D. Contact Person Jan Carter Title: Development Coordinator
- E. Phone Number 801-428-3403 Email Address: jcarter@odysseyhouse.org
- F. Physical Location of Program/Project(s) 68 South 600 East, Salt Lake City, Utah 84102
- G. Priority Activity Category (See Page 3-4 of the instructions) Housing Facility Improvements

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

Odyssey House's Adult Residential Treatment Program, in operation since 1971, provides effective substance abuse treatment services to assist disadvantaged men and women lacking life skills by helping them become drug-free, educated, functional, responsible, healthy, self-sufficient, and productive members of society.

The adult residential facility is a 100+ year-old home that has undergone numerous renovations, with many more needed to keep the building fully operational. Currently the boiler system is so outdated that the piping leaks and drips water onto beds, desks and carpets. Not only is it expensive to constantly replace carpeting and sheetrock, but a potential mold problem is created. This proposal for piping retrofit replaces defective pipes and upgrades the existing boiler's system by rewiring all existing thermostats; cleaning, treating and filling of the new piping system with glycol; plus service and relocation of existing chillers. Quality of life for more than 350 clients in the course of a year, and thousands in years to come, will be positively impacted as they receive intensive residential treatment. A decent living environment is not only critical for the health and safety of residents, but is mandatory to maximize client outcomes from individual, group, and family therapy, life skills training, vocational rehabilitation, education, and psychiatric services.

I. Budget Summary (Requests must be for a minimum of \$10,000)

Total Project Cost: \$134,698.75

Total CDBG Funds Requested: \$81,463.15

Submitted by (Proposal must be signed)

Proposals must be for a minimum of \$10,000

Signature: Adam Cohen

Name: Adam Cohen

Date: December 5, 2013

Title: Executive Director/CEO

Agency DUNS Number: 07298330

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 Committed Funds	Other Funds Requested	Other: In-Kind	Total Project Budget
Land/Building Acquisition					
Architect, Engineering and/or Design Costs					
Construction Costs (streets, sidewalks, etc.)					
Renovation or Rehabilitation (facility improvements)	81,463.15	20,000	20,365.60		121,828.75
Site Improvement or Landscaping					
Project Delivery Costs (to cover project management and oversight)		2,870			2,870
Subtotal: Project Costs	81,463.15	22,870	20,365.60		124,698.75
Other Costs: (include any other necessary project costs. Describe in Narrative.		10,000			10,000
GRAND TOTAL: ALL COLUMNS	81,463.15	32,870	20,365.60		134,698.75

List CDBG Portion of Hard Cost Services requested by Jurisdiction

Alta	\$0	Herriman	\$9,164.59	Riverton	\$6,109.73
Bluffdale	\$2,036.58	Holladay	\$8,146.30	South Salt Lake	\$9,164.59
Cottonwood Heights	\$6,109.73	Midvale	\$5,091.44	Unincorporated County	\$19,347.59
Draper	\$8,146.30	Murray	\$8,146.30		

Total CDBG Requested (Should match "Requested Total CDBG" Column)

\$81,463.15

Proposals must be for a minimum of \$10,000

IV. Population Served by Jurisdiction

To better serve Salt Lake County, the CDBG proposal includes a section with the purpose of identifying the proposed project's client base by jurisdiction. For questions, call Salt Lake County's Division of Community Resources and Development at 385-468-4880. TTY/TDD users should call 7-1-1.

CDBG INFORMATION TABLE	Number of Clients served last fiscal year who live in each Jurisdiction	Number of Clients served last fiscal year who were low- and moderate-income	Estimated number of new low- and moderate- income clients to be served during 2014-15	Estimated total number of new clients to be served during 2014-15, Program Wide
Alta	0	0	1	1
Bluffdale	7	7	7	0
Cottonwood Heights	21	21	24	24
Draper	28	28	32	32
Herriman	32	32	36	36
Holladay	28	28	32	32
Midvale	18	18	20	20
Murray	28	28	32	32
Riverton	21	21	24	24
South Salt Lake	32	32	36	36
Unincorporated Salt Lake County	67	67	75	75
Total:	282	282	319	319

Proposals are to be submitted through BidSync by the date and time posted. No responses will be accepted after that date and time. Answers to questions regarding this RFP may be released in an Addendum to this RFP. Please scan and attach your proposal and related exhibits including the Organizational Assessment into BidSync when entering your electronic RFP submittal. If you are unable to submit through BidSync, proposals may also be submitted to 2001 South State Street, Suite N4500, Salt Lake City, Utah 84190. **Proposals are due no later than 2:00 p.m. on Thursday, December 5, 2013.**

II. Detailed Project Description

1. Program and Project Description

Odyssey House's Adult Residential Program has provided effective and affordable substance abuse treatment services in the Salt Lake Valley for 42 years, assisting women and men who lack life skills by helping them become drug free, educated, functional, responsible, healthy, self-sufficient, and productive members of society. These individuals struggle with profound obstacles to recovery, including sexual abuse, lack of education, domestic violence, unemployment, and poor physical and mental health.

The program provides a healthy and supportive environment for a capacity of 92 individuals, 91% of whom are low or no income. The primary goal is to help clients get sober and develop the tools they need to remain sober post treatment. This is accomplished through daily therapy and practice in social skills, conflict resolution, personal responsibility, accountability, and integrity. Services include individual, group, and family therapy, medication management, life skills training, vocational rehabilitation, education, and psychiatric services. Vocational training in sheltered workshops and the community-like setting of the program are valuable vehicles for these changes.

Studies demonstrate stable employment is one of the most critical needs for individuals striving to sustain their recovery. Odyssey House's Adult Vocational Training (VT) teaches important job and trade skills to aid in clients' employability. In addition to receiving education in marketable professions, clients gain many transferable skills which aid in obtaining employment to facilitate earning a living wage after graduating from treatment. This is clearly demonstrated by the increase in monthly income for last year's adult clients from an average of \$159 at admission to a mean of \$2,374 post treatment. Approximately 80 VT clients per day learn life skills which include balancing a budget, leadership abilities, and self-management. [See related information re: the PIVT program described in 7) Cooperation & Collaboration]

Agency programs of which post-graduation Adult Residential clients may additionally take advantage include Outpatient, Therapeutic Childcare Services, Educational Services, Sober Living and our newly opened Martindale Clinic, a fully integrated medical and behavioral health center. Through this holistic approach we can reverse the devastating and multi-generational cycle of substance abuse in Utah.

The Odyssey House Adult Program facility, an historic 100+ year-old home in Salt Lake City, has undergone numerous renovations with many more needed to keep the structure fully operational for residential treatment. **The overall project goal** is to improve the quality of the facility, making it safe, healthy, and energy efficient for the Adult Residential Treatment Program clients. Currently the boiler system is so outdated that the piping leaks and drips water onto beds, desks, and carpets. Not only is it costly to constantly replace water-damaged carpeting and sheetrock, but potential mold growth is a problem.

The proposal excludes a new boiler unit, but includes piping retrofit to replace leaking pipes and insulation to prevent future damage; rewiring of thermostats; cleaning, treating and filling of the new piping system with glycol; plus service and relocation of existing chillers to newly poured concrete pads. The project is a component of a larger health and safety plan which entails renovating numerous sections of the facility to improve overall security and efficiency.

2. Need and Benefit

When the Boiler System Retrofit project is complete, renovations will have significantly improved living conditions for all present and future clients participating in Odyssey House's Adult Residential Treatment Program. Our objective to provide a clean, inviting housing environment for clients as motivation to

remain sober and continue treatment is being challenged by structural defects which would be solved by completion of this project. A number of clients have left the adult program due to unsatisfactory living conditions on the bottom two floors served by the defective boiler system. These individuals enter treatment to save their lives from addiction; returning to old habits often results in incarceration or premature death. Having this occur because we could not provide a suitable atmosphere for therapeutic recovery is devastating.

The Adult Residential Treatment Program provides affordable crisis services to disadvantaged adults who have attempted sobriety in the past, but continue to struggle with profound obstacles to recovery, including homelessness, sexual abuse, lack of education, domestic violence, unemployment, recent incarceration, and poor physical and mental health. The Adult Program treatment methods listed in 1) Program & Project Description, demonstrate via client outcomes listed in 4) Project Goals & Objectives, that our Therapeutic Community strengthens families by providing education and life skills, access to job training and referral, lifetime affordable healthcare, low-cost transitional housing, and ultimately a chance to stop the endless cycle of abuse and addiction one family at a time. Our Agency accommodates both physical and mental health challenges via our Martindale Clinic, provides handicap access and interpreters as needed, and all services are near main transport hubs.

The project's resulting infrastructure improvements would contribute positively to the residential neighborhood where our beautiful historic building is located.

According to the Utah Division of Substance Abuse and Mental Health over 34,000 adults are in need of treatment, yet less than 18% of Utahans are receiving care. This is directly linked to the fact that area treatment facilities have a combined capacity to simultaneously treat fewer than 6,300 individuals. Salt Lake County reports that approximately 45% of drug and alcohol clients have a reportable income, and fewer than 40% did not graduate high school. Conversely, for those completing a treatment program, there is a dramatic decrease in criminal activity; a substantial increase in abstinence from alcohol and drugs; an increase in stable living environments; and an increase in employment. Housing and employment are the greatest barriers to achieve and maintain sobriety for people addicted to drugs and/or alcohol. A vast majority of clients who enter Odyssey House's treatment programs have either experienced homelessness or are admitted as currently homeless.

While the social need for effective substance abuse treatment is well documented, the financial impact is less well known. The U.S. Department of Health and Human Services' recently found that, "every \$1 invested in addiction treatment programs yields a return of between \$4 and \$7 in reduced drug-related crime, criminal justice costs, and theft." When they factored in healthcare costs to the community, "total savings can exceed costs by a ratio of 12 to 1." Meaning, a Salt Lake County CDBG grant of \$19,347.46 has the potential to save the community between \$77,389.84 and \$232,160.52 in future costs – a truly remarkable return on investment.

As detailed in 7) Cooperation & Collaboration, the Adult Residential Program addresses the Primary Objective of Salt Lake County's Consolidated Plan to bring about a meaningful collaboration among service providers so that effective and coordinated strategies for addressing needs emerge, resulting in a more effective use of scarce public and private resources.

Services provided by Odyssey House's Adult Residential Program enable clients to stabilize, earn a living wage, and reenter the community as productive citizens and responsible family members, directly tied to the HUD Suitable Living Environment Objective. As discussed in the program description section, Odyssey House provides subsidized substance abuse and mental health treatment to individuals who would not otherwise have the economic means to pay for the extensive therapies and support services, a

clear tie to HUD Availability/Accessibility Outcomes. CDBG funding helps to make these services accessible.

3. Program Design

Of the 352 clients admitted to the program last year, 80 percent were unemployed, 26 percent were homeless, 45 percent had been recently incarcerated, 55 percent had a diagnosed mental illness, and 91% were at or below poverty levels according to Federal Poverty Guidelines with average monthly earnings of \$159. These are individuals of few resources and even fewer alternatives.

Last fiscal year this program housed 352 individuals, 82% of whom are County residents, with 60% residing throughout the targeted 10 cities of Salt Lake County and the Unincorporated County. (Refer to IV Population Served by Jurisdiction for breakdown.) During this fiscal year, the program is estimated to serve a similar number. Clients entering treatment are often homeless and struggling to meet their most basic needs. Inevitably some clients are unable to return to their homes. In these cases, Odyssey House provides transitional housing and continued support as they solidify the life skills necessary to live independently.

The County's support of this project will benefit close to 200 clients over the course of a year, and thousands in years to come. The Adult Residential Facility is located in downtown Salt Lake City, proximate to all public transportation services. Clients originate throughout Utah, with a majority from West Valley, Murray, Sandy, and Salt Lake. A preponderance of clients are homeless upon arrival, including those from the non-entitlement cities and unincorporated Salt Lake County.

The Therapeutic Community (TC) treatment method successfully employed by Odyssey House for over 42 years is accredited by the Substance Abuse and Mental Health Services Administration (SAMHSA) as a research-based best practice. Our agency is Joint Commission accredited, meeting standards of client safety and clinical environment of care achieved by only 7% of healthcare agencies nationwide. Odyssey House is one of the least costly, yet most effective, treatment providers in the intermountain area. Qualifying individuals may receive county funding, Medicaid assistance, sliding scale rates based on income, and scholarships donated by individuals, corporations, and foundations.

4. Project Goals and Objectives

Treatment goals are established for Odyssey House's entire Therapeutic Community. The Adult Residential Program, comprised of approximately 80 men and women at one time, sets individual client treatment plans uniquely calculated to meet agency objectives which morph during the therapeutic process. Outcomes are designed to:

1. Improve Behavior - Promote and support substance abuse recovery and help alleviate problems associated with or due to substance abuse.
2. Improve Basic Life Skills Functioning – Provide ongoing case management, and education. This assists clients by ensuring they become more self-sufficient, which decreases serious drug related problems for the community.
3. Improve Employability - Provide vocational training programs, transportation support, and access to employment after graduation via participation in PIVT Program
4. Improve Stability and Decrease Homelessness – Ensure the client's support system and housing is stabilized during residential treatment and with post-treatment housing assistance via Odyssey House's Sober Living Program (inexpensive housing in a structured, drug-free, crime free environment).
5. Improve Knowledge – Advance and stabilize clients by providing access to education, including enrollment in GED programs, job training programs, obtaining diplomas, etc.
6. Increase Likelihood of Continued Sobriety – Urine testing three times weekly while in treatment (for alcohol and non-prescribed, illegal drugs).

7. Offer Lifetime Medical Services – Provide physical & behavioral medical services and medication management for clients, spouses, and children via Odyssey House’s Martindale Integrated Medical Clinic to ensure their health needs are met and stabilized

8. Assist in Client Referrals and Networking with other community services (e.g.: Office of Family Support; AFDC; WIC; Vocational Rehabilitation; Criminal Justice System; Case Workers; Division of Child and Family Services; medical services, etc.).

Program Outcome Measurements:

Each outcome connects with the goal listed above -

1. Residential Treatment – 352 individuals served
2. Residential Treatment – 352 individuals served
3. Vocational Training/PIVT Program – 276 individuals served
4. Transitional Housing – 169 individuals served
5. Enrolled in School or Job Training Post Treatment – 212 individuals served
6. Abstinent from Alcohol and Illegal Drugs Post Treatment – 341 individuals served
7. No Health Complaints Post Treatment – 335 individuals served
8. Residential Treatment – 352 individuals served

Odyssey House measures client progress through a variety of diagnostic and evaluative tools. Utilized are criminal background checks, school records, police records, and Division of Child and Family services tracking to form a baseline for our clients’ success. During treatment, Odyssey House’s therapists and medical staff use clinical interviews, random urinalysis, and clinic observations to evaluate a client’s progress. All data is measured by a collection of National Outcome Measures (NOMs). Clients are additionally given surveys at admission, during their stay, at graduation, and 6 months after graduation to measure their progress towards long-term recovery. Specific goals met by graduating adult residential clients in FY13 include:

- 97% of clients are abstinent from drugs and alcohol
- 100% of clients report no new arrests.
- 94% of clients are gainfully employed
- 100% of clients report improved familial relations
- 100% of clients have access to affordable housing
- 76% of clients have a significant decrease in emotional problems
- 94% of clients report a significant reduction in health problems
- 60% higher level of education are currently enrolled in school or job training

5. Capacity and Sustainability

Odyssey House’s Executive Leadership Team and Board of Directors are well connected politically, enjoy long-standing community relationships, and act on many boards of influential businesses, foundations, corporations and non-profits. We are on the Utah State’s Health Reform Task Force, report to many nationwide foundations, and are accredited by the Joint Commission. Odyssey House is the model for substance abuse treatment in the Intermountain area, and as such our CEO and program directors are regularly invited to present information describing how we accomplished our current level of success utilizing the Therapeutic Community method.

Odyssey House as an agency, Project Director Rob Adams, and Director of Business Operations Emily Lewis have extensive experience managing CDBG projects for the City and County, with established internal procedures for scheduling stages of the project and tracking expenditures to facilitate accurate reporting to meet city requirements. Rob Adams and other staff members have overseen large construction projects, hold general contractor licenses, and are available at both the administrative and construction levels to maintain quality work and achieve specified results. Current CDBG projects

include two at our Outpatient facility in South Salt Lake, and one at our downtown Vocational Training facility.

Odyssey House deeply appreciates the caring individuals who volunteer within the residential programs and with the community as a whole. However, due to the confidentiality requirements of treatment, and the sensitivity of clients to change, Odyssey House is limited in its ability to utilize a broader spectrum of volunteers. Odyssey House currently employs 19 volunteer staff members, including student interns from local universities who serve in a variety of volunteer positions within the organization. The residential programs have some specific long term professional volunteer opportunities such as: mentoring a child, parent, or family; helping a single parent develop life skills; tutoring individuals who are struggling with school; or becoming involved on the all-volunteer Board of Directors. Additionally, there are many one-time volunteer opportunities with our agency throughout the year, including annual holiday celebrations, the annual garage sale, clean-up projects, yard work projects, and recreational activities.

The Adult Residential Program is intensive and encompassing. Unfortunately, funding for such intensive programs is increasingly difficult to secure. If this request is not funded, a re-budgeting period would follow, in which funds originally intended for other purposes, primarily treatment, would be re-allocated. Since this is a request for assistance with necessary improvements, funds from other areas of the operation would have to be re-allocated if they are available. Unfortunately, this would be at the expense of another program component. Odyssey House employs an aggressive fundraising strategy and will continue to work with Medicaid, government agencies, foundations, corporations, and individuals to diversify and strengthen its long-term revenue mix.

Our companywide rehabilitation and maintenance program for our facilities is designed to protect, rebuild, upgrade, and sustain all structures. Odyssey House will be responsible for general and minor maintenance to the facility and Western Odyssey will assume major repairs. Odyssey House will also provide the necessary staff to support the project.

Odyssey House CDBG/ESG funding over past 2 years:

2012-13

Salt Lake City ESG	\$7,000	Mothers with Children: shelter operating expenses/ Fully expended
Salt Lake County CDBG Soft Cost	\$11,000	Transitional Housing: operating costs/Fully expended
Salt Lake County CDBG Hard Cost	\$20,000	Adult Program Boiler Retrofit: Replace pipes for boiler system of residential facility/20.5% of funds received – seeking funding balance needed for completion
So. Salt Lake City CDBG Hard Cost	\$1,000	Outpatient Program Lighting Project: security lighting/Fully expended

2013-14

Salt Lake City CDBG Hard Cost	\$29,500	Vocational Training Center Sewage System Hookups: establish restroom in VT building/In pre-bid stage
So. Salt Lake City CDBG Hard Cost	\$2,250	Outpatient Program Tree Removal: includes pruning & awning repair & replacement/Project in progress
Salt Lake County CDBG Soft Cost	\$10,000	Transitional Housing: operating costs/Billing & reporting as required

6. Budget and Leveraging

The attached budget on the project indicates the total cost will be \$134,698.75, and Odyssey House is requesting \$81,463.15 from the County’s Non Entitlement Cities and Unincorporated Salt Lake County. We have solicited four bids for to accurately assess project expense, secured \$20,000 in CDBG funds from Salt Lake County, and we are seeking \$20,365.60 in CDBG funding from Taylorsville, Sandy City, South Jordan, and West Valley City to leverage the project.

Our prior agency commitment includes \$250,000+ from 2007-2009 to partially update the two aging, inefficient heating/cooling systems in the Adult Residential Program’s building (the structure’s top two floors’ forced air system & the bottom two floors’ boiler system). We now are seeking funding to complete the Boiler System; the HVAC System renovation is currently on hold.

Agency commitment during the project includes labor and materials affiliated with moving furniture, tearing out and replacing sheetrock, re-framing, re-painting, cleaning, etc. Vocational Training (VT) construction crew members assist with the majority of this work.

Total Staff expense for project oversight and monitoring -	\$2,870
Project Manager: Adult Program Manager Rob Adams - Oversees entire project; directs VT crew; reports to Executive Staff	\$900
Director of Adult Residential Program Arvel Brinkerhoff - Project support; client schedule coordination; Executive Staff communication	\$600
Director of Finance Terry Fredrickson - Tracking CDBG expenditures, separating expenses into required categories, billing	\$160
Development Coordinator Jan Carter - Grant writing, attending training & council meetings	\$600
Director of Operations Emily Lewis - Coordination w/project manager, development dept., County officials, Exec. Staff	\$200
Marketing Director Kali Mower - Submitting quarterly reports	\$160
CEO Adam Cohen - Oversight of project staff, fiscal control, reporting to Board of Directors	\$250

Odyssey House seeks to retain additional funding from Salt Lake City, West Valley City, Sandy, West Jordan, and South Jordan and will assume all matching funding responsibility. Odyssey House will be responsible for general and minor maintenance to the facility and Western Odyssey will assume major repairs. Odyssey House will also provide the necessary staff to support the project.

7. Cooperation & Collaboration

The Private Industry Vocational Training (PIVT) program represents Odyssey House’s newest and most comprehensive effort to educate adult clients. PIVT facilitates real-world job placements with local businesses that partner with Odyssey House, benefiting from a workforce that is drug-free, extremely motivated, responsible, and cost effective (we pay workers compensation insurance). The PIVT program provides clients a unique opportunity to gain work experience, build a professional network, earn income, and clear a major hurdle for those with a long history of substance abuse and criminal records. Because of this mutually beneficial collaboration, PIVT businesses are willing to give individuals in early recovery a chance where others might not. Currently 17 Adult Residential clients have been hired post-graduation and work full time for their former PIVT employer.

Odyssey House places a high priority on collaboration with community partners in order to improve retention, engagement, and maintenance of client progress during and post-treatment. Odyssey House is involved in the Salt Lake County Alcohol and Drug Coordinating Council, Provider Services Coordinating Council, the Consortium of Youth Substance Abuse Treatment Services, the Salt Lake County Homeless Coordinating Council, and the Alternatives to Incarceration initiative in order to prevent substance abuse, homelessness, addiction, increase treatment service capacity, improve transitions between community partners, increase efficiency, improve outcomes for offenders, and share outcomes.

Odyssey House participates in the Interagency Collaboration Project (ICP), which represents a formal collaboration providing a comprehensive, integrated continuum of treatment services. ICP includes the following agencies: Odyssey House, VOA/Cornerstone Counseling Center, Project Reality, Valley

Mental Health, First Step House, and House of Hope. The goals of the ICP group are to improve coordination of care across agencies to better facilitate the utilization of wrap-around services critical to meet clients' needs and to develop, implement, and evaluate interagency processes and methods to improve treatment access.

Other current partners include: Salt Lake County, Division of Behavioral Health and Substance Abuse; The Federal Bureau of Prisons; Veterans Administration; Department of Workforce Services; Utah Food Bank; Salt Lake Community Action Program; 4th Street Clinic; Division of Services for People with Disabilities; Adult Probation and Parole; Juvenile Court; Division of Juvenile Justice Services; Division of Child and Family Services; Family Dependency Drug Court; University of Utah – College of Social Work; among many others.

Odyssey House engages in monthly outreach sessions with community change agents to help educate parents, caseworkers, probation officers, school administrators, teachers, and other community groups on substance abuse, addiction, consequences, and resources. Odyssey House and its staff are affiliated with numerous boards and agencies to help advocate substance abuse issues at a local, state, and national level. The agency is actively involved with the Utah Commission on Criminal and Juvenile Justice (CCJJ), the Youth Providers Association, Utah Support Advocates for Recovery Awareness (USARA), and Therapeutic Communities of America (TCA).

8. Other Considerations

No conditions or contingencies are necessary prior to implementing the project other than securing funds.

Odyssey House has a current Language Assistance Plan (LAP), and our 504 Coordinator is Director of Business Operations, Emily Lewis, elewis@odysseyhouse.org or 801-428-3487.

Odyssey House tracks clients' race, ethnicity, gender and disability at time of admission, and via a collection of National Outcome Measures (NOMs) affiliated with a national database of treatment outcomes and customized data reports.

The Adult Residential Treatment building's main staircase, considered "Special" by the Utah State Historic Preservation Office, would not be affected by this project.

Western Odyssey, Inc. is a 501(c)2 organization that holds the real estate assets for the Adult Residential facility, site of the Boiler System Retrofit project for which CDBG funds are requested.

No other considerations apply at this time.



Salt Lake County

Community Development Block Grant (CDBG) "Hard Cost" Proposal Guidelines 2014-15 Program Year Public Facility Improvements

For questions and technical assistance, applicants are encouraged to contact the Division of Community Resources and Development for Salt Lake County at 385-468-4880. People with questions are encouraged to call before completing or submitting the proposal. Proposal Instructions and Guidelines may be found at CRD's website: <http://crd.slcog.org/communityDev/PublicNoticesComment.html>.

Reasonable accommodations for individuals with disabilities or those in need of language interpretation services can be provided if five days' notice is given by calling 385-468-4880 and asking for Sharon. TTY/TDD users should call 7-1-1.

I. General Information

- A. Project Title Transitional Housing Program Parking Lot Repaving
- B. Name of Agency Odyssey House of Utah
- C. Address of Agency 344 E 100 South, Ste. 301, Salt Lake City, Utah 84111
- D. Contact Person Jan Carter Title: Development Coordinator
- E. Phone Number 801-428-3403 Email Address: jcarter@odysseyhouse.org
- F. Physical Location of Program/Project(s) Anchor East, 281 East 4500 South; Anchor West, 174 East 4500 South.
Murray, Utah 84107
- G. Priority Activity Category (See Page 3-4 of the instructions) Housing Facility Improvements

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

Odyssey House's Transitional Housing Program provides affordable, temporary housing to individuals who graduate from substance abuse treatment. The 72 bed program emphasizes the development of vocational and life skills, and offers a continued connection to substance abuse treatment through individual and group therapy. The goal is to reduce the risk of relapse, and subsequent homelessness, by helping clients shift more effectively from the highly structured routine of residential addiction treatment to the complexity of life in the "real world." In fiscal year 2013, 82% of the 169 individuals and families served originated throughout the Wasatch Front.

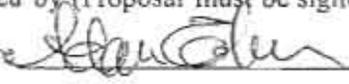
CDBG funds would be used to excavate, resurface, and re-stripe the parking lots and driveways of our two sober living facilities. The structures and land were purchased in 2009, and the buildings erected in 1960. The surfaces may have been patched or re-paved 10-15 years ago, although since then substantial erosion of road base has occurred. Consequently crumbling asphalt has resulted in deep potholes and collapse of the dumpster pad and garbage truck access. The project would significantly increase safety and reduce risk of injury for residents and their young children. Providing a decent living environment is not only critical for the health and security of tenants, but is a powerful motivator to remain sober. An inviting home includes a safe driveway, parking area, and walkway, all components of the attractive "step up" we strive to provide for clients in our sober living apartments. CDBG funding would help us meet this goal.

I. Budget Summary (Requests must be for a minimum of \$10,000)

Total Project Cost: \$77,382.50

Total CDBG Funds Requested: \$43,072.98

Submitted by (Proposal must be signed) Proposals must be for a minimum of \$10,000

Signature 

Name: Adam Cohen

Date December 5, 2013

Title: Executive Director/CEO

Agency DUNS Number 07298330

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 Committed Funds	Other Funds Requested	Other: In-Kind	Total Project Budget
Land/Building Acquisition					
Architect, Engineering and/or Design Costs					
Construction Costs (streets, sidewalks, etc.)					
Renovation or Rehabilitation (facility Improvements)	\$43,072.98		\$26,399.52		\$69,472.50
Site Improvement or Landscaping					
Project Delivery Costs (to cover project management and oversight)		\$2,910			\$2,910
Subtotal: Project Costs	\$43,072.98	\$2,910	\$26,399.52		\$72,382.50
Other Costs: (include any other necessary project costs. Describe in Narrative.		\$5,000			\$5,000
GRAND TOTAL: ALL COLUMNS	\$43,072.98	\$7,910	\$26,399.52		\$77,382.50

List CDBG Portion of Hard Cost Services requested by Jurisdiction

Alta	\$0	Herriman	\$4,168.35	Riverton	\$2,084.18
Bluffdale	\$2,778.90	Holladay	\$5,557.80	South Salt Lake	\$2,084.18
Cottonwood Heights	\$4,863.08	Midvale	\$3,473.63	Unincorporated County	\$9,726.15
Draper	\$2,084.18	Murray	\$6,252.53		

Total CDBG Requested (Should match "Requested Total CDBG" Column)

\$43,072.98

Proposals must be for a minimum of \$10,000

IV. Population Served by Jurisdiction

To better serve Salt Lake County, the CDBG proposal includes a section with the purpose of identifying the proposed project's client base by jurisdiction. For questions, call Salt Lake County's Division of Community Resources and Development at 385-468-4880. TTY/TDD users should call 7-1-1.

CDBG INFORMATION TABLE	Number of Clients served last fiscal year who live in each Jurisdiction	Number of Clients served last fiscal year who were low- and moderate-income	Estimated number of new low- and moderate- income clients to be served during 2014-15	Estimated total number of new clients to be served during 2014-15, Program Wide
Alta	0	0	1	1
Bluffdale	7	7	7	7
Cottonwood Heights	12	12	13	13
Draper	5	5	6	6
Herriman	10	10	11	11
Holladay	14	14	15	15
Midvale	8	8	9	9
Murray	15	15	17	17
Riverton	5	5	6	6
South Salt Lake	5	5	6	6
Unincorporated Salt Lake County	24	24	26	26

Total:	105	105	117	117
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Proposals are to be submitted through BidSync by the date and time posted. No responses will be accepted after that date and time. Answers to questions regarding this RFP may be released in an Addendum to this RFP. Please scan and attach your proposal and related exhibits including the Organizational Assessment into BidSync when entering your electronic RFP submittal. If you are unable to submit through BidSync, proposals may also be submitted to 2001 South State Street, Suite N4500, Salt Lake City, Utah 84190. **Proposals are due no later than 2:00 p.m. on Thursday, December 5, 2013.**

II. Detailed Project Description

1. Program and Project Description

Odyssey House's Transitional Housing Program, serving the Salt Lake Valley since 1990, provides affordable, temporary housing to low-income individuals and families who have recently graduated from substance abuse treatment (most come from Odyssey House's programming, but we additionally house individuals from other Salt Lake-based treatment providers). The 72 bed program provides residents with much more than just a roof; it emphasizes the development of vocational and life skills, and offers a continued connection to substance abuse treatment through individual and group therapy.

The goal of our Transitional Housing Program is to reduce the risk of relapse, and subsequent homelessness, by helping clients shift more effectively from the highly structured routine of residential addiction treatment to the complexity of life in the "real world." To this end, clients engage in case management services for a minimum of two hours a week, developing personal and vocational skills they will need to succeed in a professional environment. Clients also have six hours of group therapy a week to address the mental and emotional stresses of reentering society. Our programming promotes self-sufficiency at every turn, and before residents leave our housing (after an average stay of 6 months), we ensure that they know how to create personal budgets, pay bills, file taxes, work through difficult relationships, develop social supports, become more involved in the community, and apply for continuing education.

CDBG funds would be used to excavate, resurface, and re-stripe the parking lots and driveways of our two adjacent sober living facilities, Anchor East with 8,811 square feet of pavement and Anchor West with 11,417. The structures and land were purchased in 2009, and the buildings erected in 1960. We estimate the surfaces may have been patched or possibly re-paved 10-15 years ago, although since then substantial erosion of road base has occurred. Consequently crumbling asphalt has resulted in multiple deep potholes and collapse of the shared dumpster pad and garbage truck access.

The Parking Lot Repaving project would significantly increase safety and reduce risk of injury for residents and their young children, Odyssey House staff, maintenance workers, and guests of tenants. At night and in inclement weather substantial holes in the disintegrating parking lot may not be seen, or be perceived as shallow, and cause serious accidents. With completion of this CDBG project, damage to personal vehicles from deep potholes will come to an end, and residents, staff, and property service vehicles will be able to maneuver safely within the lot. Additionally, fresh pavement will facilitate efficient snow removal without harming plow blades. Providing a decent living environment is not only critical for the health and safety of residents, but is a powerful motivator to remain sober. An inviting home includes a safe driveway, parking area, and walkway, all components of the attractive "step up" we strive to provide for clients in our sober living apartments. CDBG funding would help us meet this goal. The project includes excavation, removal, and disposal of existing asphalt; re-shaping of lot base, compacting of existing surface, and adding additional base as needed; furnishing, installing, and compacting 3" of new asphalt; re-striping parking stalls; removing and re-installing concrete parking stops; over-excavating 15' x 77' dumpster pad & access area, reconstructing surface with new base material, and compacting to build up for handling garbage truck load.

2. Need and Benefit

During the development process of Salt Lake County's Consolidated Plan, a critical shortage of transitional housing was identified. In response to this acute need for services, Odyssey House expanded its Transitional Housing Program's capacity from 19 to 72 beds in late 2009 with the purchase and complete refurbishment of Anchor East and Anchor West, the two residential facilities currently in need of CDBG funding. Unfortunately, public sector financial support for our transitional housing services is decreasing while community need continues to grow.

Sobriety is a daily struggle for recovering addicts. This is especially true for individuals who have recently completed substance abuse treatment and are working to reintegrate into society. During this tenuous transition, two critical conditions largely determine whether or not an individual will succeed in their recovery or slip back into a life of drug and alcohol abuse: employment and housing. For both to be sustained, the majority of Transitional Housing clients need education to facilitate moving beyond minimum wage jobs, and staff provides resources for access. Additional client services include arranging links to computer training, mentoring for job interviews, and donated professional attire or tools needed for high paying construction work. Staff members assist qualifying

clients in obtaining food stamps and access to local food banks. Studies demonstrate that without these essential support structures, recovering addicts are up to five times more likely to relapse.

Further complicating the equation for individual success, many of the people who graduate from our substance abuse treatment have myriad unresolved social and economic barriers to success, including criminal pasts, limited employment experience, poor credit, and bankruptcy. Alone, these factors make it extremely difficult for low-income individuals to find suitable living environments. Combined with the daily struggles of sobriety, establishing a safe, secure, sober living environment may become impossible. Accessibility is the issue, and the lack of access to affordable, supportive housing in Salt Lake County represents a direct threat to substance abuse recovery – a threat with the potential to not only devastate individuals and families attempting to rebuild their lives, but take a significant toll on the community at large.

In fact, a recent study by the U.S. Department of Health and Human Services found that every \$1 invested in effective, long-term substance abuse treatment programs yields a return of between \$4 and \$7 in reduced drug-related crime, criminal justice costs, and theft. Meaning, an addict's ability to sustain long-term sobriety is not only essential to their success and that of their family, but also to our community's wellbeing. At these rates, the County's CDBG support in the amount of \$9,726.15 will save the community between \$38,905 and \$116,714 - a tremendous return on investment.

Detailed in #7) Cooperation & Collaboration, our Transitional Housing Program addresses the Primary Objective of Salt Lake County's Consolidated Plan to bring about a meaningful collaboration among service providers so that effective and coordinated strategies for addressing needs emerge, resulting in a more effective use of scarce public and private resources.

Odyssey House's Transitional Housing Program meets Salt Lake County's Priority Activity to strengthen families with access to safe, timely crisis services by providing a stable and affordable residence for clients in treatment-related supportive services. The program provides housing facility improvements key to clients' long term sobriety, and long-needed infrastructure improvements to the residential neighborhood of which it is a part. Additionally, this project helps prevent homelessness and substance abuse relapse which often leads to crime. Although 95% of Odyssey House's clients are below the poverty line, they may emerge from treatment as healthy, employed, contributing members of the community. Overall, the project supports a program that improves living conditions for our residents, decreases future crime, gang activity, and drug traffic in our community, and creates economic growth and employment for clients improving the health, safety, and security of Salt Lake County residents.

Services provided by Odyssey House's Transitional Housing Program enable low-income clients to stabilize and reenter the community as productive citizens and responsible family members, directly tied to the HUD Suitable Living Environment Objective. Program residents receive staff assistance to locate and maintain gainful employment, connect with resources to expunge criminal records, create personal budgets, pay bills, file taxes, and apply for continuing education.

This project directly ties to the HUD Availability/Accessibility Outcomes. As discussed in #3) Program Design, Odyssey House provides subsidized substance abuse and mental health treatment to individuals who would not otherwise have the economic means to pay for the extensive therapies and support services. CDBG funding helps to make these services accessible.

The program provides affordable crisis services to disadvantaged adults who have attempted sobriety in the past, but continue to struggle with profound obstacles to recovery, including homelessness, sexual abuse, lack of education, domestic violence, unemployment, recent incarceration, and poor physical and mental health. Treatment methods listed in #1) Program & Project Description, demonstrate via client outcomes listed in #4) Project Goals & Objectives, that our Therapeutic Community strengthens families by providing education and life skills, access to job training & referral, lifetime affordable healthcare, low-cost transitional housing, and ultimately a chance to stop the endless cycle of abuse and addiction one family at a time. Our Agency accommodates both physical and mental health challenges via our Martindale Clinic, provides handicap access and interpreters as needed, and all services are near main transport hubs. When this project is complete, renovations will have significantly improved living conditions for clients participating in our Transitional Housing Program. The CDBG Parking Lot Repaving project provides housing facility improvements to benefit all clients, and the resulting infrastructure improvements

contribute positively to the residential neighborhood where the building is located. All project aspects link directly to Priority Activities for grant funding.

Individuals in need of transitional housing services, 95% of whom originate within the Wasatch Front, receive services critical for full recovery including outreach, initial and ongoing assessment, weekly case management, resident support and life skills groups, recreational activities, transportation, vocational training, and individual and family therapy. An Individual Service Plan (ISP) is created to outline a strategy to address individual client needs and set goals in preparation for self-sufficiency. The ISP helps client identify, outline, and eliminate or mitigate barriers to employment & stable housing. Job assessment, training, and placement assistance is provided on an individualized basis. Odyssey House PIVT program, mentioned in #7) Cooperation & Collaboration, provides many clients with excellent immediate employment. A foundation of the Transitional Housing Program is based on clients progressing through their ISP who cultivate pride, accountability, and leadership by serving as mentors & group skills instructors, critical practice of skills necessary for long-term success.

3. Program Design

Of the 169 clients admitted to the program last year, 80% were unemployed, 100% were homeless, 45% had been recently incarcerated, 58% had a diagnosed mental illness, and 92% were low to moderate income according to Federal Poverty Guidelines with average monthly earnings of \$159. These are individuals of few resources and even fewer alternatives.

Of all 169 FY13 clients, 83% are County residents, with 62% residing throughout the targeted 10 cities of Salt Lake County and the Unincorporated County. (Refer to IV Population Served by Jurisdiction for detailed breakdown.) During this fiscal year, the program is estimated to serve approximately 190 individuals. Clients entering our Transitional Housing Program are homeless and struggling to meet their most basic needs.

The County's support of this project will benefit close to 200 clients over the course of FY14, and thousands in years to come. The two adjacent 72-bed Transitional Housing facilities are located in Murray, proximate to all public transportation services. Kearns, Magna, and Millcreek.

The Therapeutic Community (TC) treatment method successfully employed by Odyssey House for over 42 years is accredited by the Substance Abuse and Mental Health Services Administration (SAMHSA) as a research-based best practice. Our agency is Joint Commission accredited, meeting standards of client safety and clinical environment of care achieved by only 7% of healthcare agencies nationwide. Odyssey House is one of the least costly, yet most effective, treatment providers in the intermountain area. Qualifying individuals may receive county funding, Medicaid assistance, sliding scale rates based on income, and scholarships donated by individuals, corporations, and foundations.

Evidence of how the Transitional Housing Program overcomes significant barriers to assistance is detailed in #1) Program Description, #2) Need & Benefit, and #4) Project Goals & Objectives. Subsidized rent, assistance with employment, budgeting, education, expungement of criminal records, and much more are examples of services provided to help clients achieve sustained recovery and successful reentry into the community as productive citizens.

4. Project Goals and Objectives:

The final phase and goal of the transitional housing program is to ensure that the clients have acquired stable full time employment, can practice basic life skills on a continuum, have structured finances with a comprehensive understanding of balanced personal budgets, and maintain sobriety and abstain from drug use so that they may become productive citizens to Salt Lake County.

The program associated with this project is designed to promote healthy independent living. The program maintains several goals for its client in Transitional Housing. Clients who attain these goals indicate their readiness to be self-sufficient and upstanding citizens. Achieving these goals indicate the effectiveness of the program and the Residential Treatment program they completed to obtain transitional housing. This project will greatly increase the number of transitional units available in promoting Odyssey House's mission to "create accountable, self-sufficient, contributing, healthy, and happy individuals and families."

Treatment goals are established for Odyssey House's entire Therapeutic Community. Outcomes are designed to:

Improve Basic Life Skills Functioning – Provide ongoing case management, and education. This assists clients by ensuring they become more self-sufficient, which decreases serious drug related problems for the community.

Improve Employability - Provide vocational training programs, transportation support, and access to employment after graduation via participation in PIVT Program

Improve Stability and Decrease Homelessness – Ensure the client's support system and housing is stabilized prior to graduation from program.

Improve Knowledge – Advance and stabilize clients by providing access to education, including enrollment in GED programs, job training programs, obtaining diplomas, etc.

Increase Likelihood of Continued Sobriety – Weekly urine testing (for alcohol and non-prescribed, illegal drugs).

Offer Lifetime Medical Services – Provide physical & behavioral medical services and medication management for clients, spouses, and children via Odyssey House's Martindale Integrated Health Clinic to ensure their health needs are met and stabilized.

Assist in Client Referrals and Networking with other community services (e.g.: Office of Family Support; AFDC; WIC; Vocational Rehabilitation; Criminal Justice System; Case Workers; Division of Child and Family Services; medical services, etc.).

Odyssey House measures client progress through a variety of diagnostic and evaluative tools. Utilized are criminal background checks, school records, police records, and Division of Child and Family services tracking to form a baseline for our clients' success. During treatment, Odyssey House's therapists and medical staff use clinical interviews, random urinalysis, and clinic observations to evaluate a client's progress. All data is measured by a collection of National Outcome Measures (NOMs). Transitional Housing clients are given surveys at admission, during their stay, at graduation, and 6 months after graduation to measure their progress towards long-term recovery. Specific goals met by graduating

Transitional Housing clients in FY13 include:

100% of clients were abstinent from drugs and alcohol

100% of clients had no new arrests

92% of clients attained gainful employment

100% of clients obtained access to affordable housing

89% of clients reported a decrease in emotional problems

78% of clients reported a reduction in health problems

100% of clients reported better familial relations

83% of clients reported registering for or obtaining a higher level of education, or were enrolled in job training

5. Capacity and Sustainability

Odyssey House's Executive Leadership Team and Board of Directors are well connected politically, enjoy long-standing community relationships, and act on many boards of influential businesses, foundations, corporations and non-profits. We are on the Utah State's Health Reform Task Force, report to many nationwide foundations, and are accredited by the Joint Commission. Odyssey House is the model for substance abuse treatment in the Intermountain area, and as such our CEO and program directors are regularly invited to present information describing how we accomplished our current level of success utilizing the Therapeutic Community method.

Odyssey House as an agency, Project Manager Kelly Erickson, and Director of Business Operations Emily Lewis have extensive experience managing CDBG projects for the City and County, with established internal procedures for scheduling stages of the project and tracking expenditures to facilitate accurate reporting to meet city requirements. Three staff members have overseen large construction projects, hold general contractor licenses, and are available at both the administrative and construction levels to maintain quality work and achieve specified results. Current CDBG projects include 2 at our Outpatient facility in South Salt Lake, and 1 at our downtown Vocational Training facility.

Odyssey House deeply appreciates the caring individuals who volunteer within the residential programs and with the community as a whole. However, due to the confidentiality requirements of treatment, and the sensitivity of clients to change, Odyssey House is limited in its ability to utilize a broader spectrum of volunteers. Odyssey House currently employs 19 volunteer staff members, including student interns from local universities who serve in a variety of volunteer positions within the organization. The residential programs have some specific long term professional volunteer opportunities such as: mentoring a child, parent, or family; helping a single parent develop

life skills; tutoring individuals who are struggling with school; or becoming involved on the all-volunteer Board of Directors. Additionally, there are many one-time volunteer opportunities with our agency throughout the year, including annual holiday celebrations, the annual garage sale, clean-up projects, yard work projects, and recreational activities.

The demand for long-term treatment services, combined with transitional housing programs, is far from being met in our community. Since the need far outweighs the number of units available, Odyssey House's Transitional Housing facilities have been at capacity since opening. Rent collected from tenants who are not under economic duress due to the affordable cost, desirable living conditions, proximity to major transportation hubs, and solid support system of sober neighbors will help ensure the program's sustainability.

In the event this request is not funded, a contingency plan poses considerable difficulty. Odyssey House's Transitional Programs are intensive and encompassing, designed to facilitate clients' embarking on a new road of life. This new life path will be without criminal behaviors, domestic violence, substance abuse, and homelessness. Unfortunately, funding for such intensive programs is becoming increasingly difficult to secure. If this request is not funded, a re-budgeting period would follow, in which funds originally intended for other purposes, primarily treatment, would be re-allocated. Since this is a request for assistance, funds from other areas of the operation would have to be re-allocated if they are available. Unfortunately, this would be at the expense of other program components.

Our companywide rehabilitation and maintenance program for our facilities is designed to protect, rebuild, upgrade, and sustain all structures. Odyssey House will be responsible for general and minor maintenance for both facilities and grounds; Western Odyssey will assume major repairs. Odyssey House additionally provides the necessary staff to support the project.

Odyssey House CDBG/ESG funding over past 2 years:

2012-13

Salt Lake City ESG	\$7,000	Mothers with Children: shelter operating expenses/ Fully expended
Salt Lake County CDBG Soft Cost	\$11,000	Transitional Housing: operating costs/Fully expended
Salt Lake County CDBG Hard Cost	\$20,000	Adult Program Boiler Retrofit: Replace pipes for boiler system of residential facility/20.5% of funds received – seeking funding balance needed for completion
So. Salt Lake City CDBG Hard Cost	\$1,000	Outpatient Program Lighting Project: security lighting/Fully expended

2013-14

Salt Lake City CDBG Hard Cost	\$29,500	Vocational Training Center Sewage System Hookups: establish restroom in VT building/In pre-bid stage
So. Salt Lake City CDBG Hard Cost	\$2,250	Outpatient Program Tree Removal: includes pruning & awning repair & replacement/Project in progress
Salt Lake County CDBG Soft Cost	\$10,000	Transitional Housing: operating costs/Billing & reporting as required

Clients from all benefitting programs received exceptional benefit, provided services were facilitated, individuals budgets were positively augmented, goals were furthered in each program assisted by CDBG funding. Projects still in progress are eagerly anticipated.

6. Budget and Leveraging

The attached budget on the project indicates the total cost will be \$77,382.50. Odyssey House is requesting \$43,072.98 from the County's Non Entitlement Cities and Unincorporated Salt Lake County to help cover this cost. Odyssey House will assume matching funding responsibility and seeks to retain additional funding from Sandy City, South Jordan, and West Valley City CDBG programs, as well as private funding from our community.

Odyssey House is responsible for general and minor maintenance for both facilities and grounds, and Western Odyssey will assume major repairs. Odyssey House additionally provides the necessary staff to support the project for both administration and construction with no cost to the grant.

Odyssey House has currently solicited two estimates for this project, including an assessment from a Board Member affiliated with AFL/CIO, to ensure Davis/Bacon labor cost requirements have been addressed, and plans to seek \$9,726.15 the Parking Lot Repaving project.

Our prior agency commitment includes \$1,000 to stabilize 182 square feet of major potholes prior to winter's onset to prevent further erosion and more serious problems, repeated cleaning and replacement of apartment carpeting due to mud and loose asphalt being tracked into residences, liability expense from slip and fall incidents and vehicle damage, garbage company surcharges for inaccessible dumpster placement, and more.

Agency commitment during the project includes labor and materials affiliated with shuffling over 50 vehicles; directing residents during construction; moving and replacing dumpster, fencing, and signage; and cleaning resulting project residue from apartment floors and carpets.

<u>Total Staff expense for project oversight and monitoring -</u>	\$2,910
Project Manager Kelly Erickson	\$480
Oversees project; property manager; coordinates all residents	
Project Assistant Andie Cooke	\$360
Assists Kelly Erickson, project manager	
Director of Transitional Services Michael Allgier -	\$700
Coordinates project; directs Kelly Erickson; reports to Executive Director	
Director of Finance Terry Fredrickson -	\$160
Tracking CDBG expenditures, separating expenses into required categories, billing	
Development Coordinator Jan Carter -	\$600
Grant writing, attending training & council meetings	
Director of Operations Emily Lewis -	\$200
Coordination w/project manager, development dept., County officials, Exec. Staff	
Marketing Director Kali Mower -	\$160
Submitting quarterly reports	
CEO Adam Cohen -	\$250
Oversight of project staff, fiscal control, reporting to Board of Directors	

Odyssey House seeks to retain additional funding from Salt Lake City, West Valley City, Sandy, West Jordan, and South Jordan and will assume all matching funding responsibility. Odyssey House will be responsible for general and minor maintenance to the facility and Western Odyssey will assume major repairs. Odyssey House will also provide the necessary staff to support the project.

7. Cooperation & Collaboration:

The Private Industry Vocational Training (PIVT) program represents Odyssey House's newest and most comprehensive collaborative effort, a major facilitator for Transitional Housing clients to obtain gainful employment. PIVT facilitates real-world job placements with local businesses that partner with Odyssey House, benefiting from a workforce that is drug-free, extremely motivated, responsible, and cost effective (we pay workers compensation insurance). The PIVT program provides clients a unique opportunity to gain work experience, build a professional network, earn income, and clear a major hurdle for those with a long history of substance abuse and criminal records. Because of this mutually beneficial collaboration, PIVT businesses are willing to give individuals in early recovery a chance where others might not. Currently 17 Adult Residential clients have been hired post-graduation and work full time for their former PIVT employer.

Odyssey House places a high priority on collaboration with community partners in order to improve retention, engagement, and maintenance of client progress during and post-treatment. Odyssey House is involved in the Salt Lake County Alcohol and Drug Coordinating Council, Provider Services Coordinating Council, the Consortium of Youth Substance Abuse Treatment Services, the Salt Lake County Homeless Coordinating Council, and the Alternatives to Incarceration initiative in order to prevent substance abuse, homelessness, addiction, increase treatment service capacity, improve transitions between community partners, increase efficiency, improve outcomes for offenders, and share outcomes.

Odyssey House participates in the Interagency Collaboration Project (ICP), which represents a formal collaboration providing a comprehensive, integrated continuum of treatment services. ICP includes the following agencies:

Odyssey House, VOA/Cornerstone Counseling Center, Project Reality, Valley Mental Health, First Step House, and House of Hope. The goals of the ICP group are to improve coordination of care across agencies to better facilitate the utilization of wrap-around services critical to meet clients' needs and to develop, implement, and evaluate interagency processes and methods to improve treatment access.

Other current partners include: Salt Lake County, Division of Behavioral Health and Substance Abuse; The Federal Bureau of Prisons; Veterans Administration; Department of Workforce Services; Utah Food Bank; Salt Lake Community Action Program; 4th Street Clinic; Division of Services for People with Disabilities; Adult Probation and Parole; Juvenile Court; Division of Juvenile Justice Services; Division of Child and Family Services; Family Dependency Drug Court; University of Utah – College of Social Work; among many others.

Odyssey House engages in monthly outreach sessions with community change agents to help educate parents, caseworkers, probation officers, school administrators, teachers, and other community groups on substance abuse, addiction, consequences, and resources. Odyssey House and its staff are affiliated with numerous boards and agencies to help advocate substance abuse issues at a local, state, and national level. The agency is actively involved with the Utah Commission on Criminal and Juvenile Justice (CCJJ), the Youth Providers Association, Utah Support Advocates for Recovery Awareness (USARA), and Therapeutic Communities of America (TCA).

Odyssey House is additionally assisted by United Way volunteers, Deseret Industries, the Curtis Foundation, KaBoom National Non-Profit Organization and multiple private individuals who donate in-kind apartment furnishings, clothing, mentoring, computer training, and much more.

8. Other Considerations

- No conditions or contingencies are necessary prior to implementing the project other than securing funds.
- Odyssey House has a current Language Assistance Plan (LAP), and our 504 Coordinator is Director of Business Operations, Emily Lewis, elewis@odysseyhouse.org or 801-428-3487. Odyssey House tracks clients' race, ethnicity, gender and disability at time of admission, and via a collection of National Outcome Measures (NOMs) affiliated with a national database of treatment outcomes and customized data reports. Western Odyssey, Inc., sister to Odyssey House of Utah, is a 501(c)2 organization that holds the real estate assets for Anchor East and Anchor West, sites of the Transitional Housing Program's Parking Lot Repaving project, so landlord approval is not a factor.
- No other considerations apply at this time.



Salt Lake County

Community Development Block Grant (CDBG) "Hard Cost" Proposal Guidelines 2014-15 Program Year Public Facility Improvements

For questions and technical assistance, applicants are encouraged to contact the Division of Community Resources and Development for Salt Lake County at 385-468-4880. People with questions are encouraged to call before completing or submitting the proposal. Proposal Instructions and Guidelines may be found at CRD's website: <http://crd.slco.org/communityDev/PublicNoticesComment.html>. Reasonable accommodations for individuals with disabilities or those in need of language interpretation services can be provided if five days' notice is given by calling 385-468-4880 and asking for Sharon. TTY/TDD users should call 7-1-1.

I. General Information

- A. Project Title Shelter Kitchen
- B. Name of Agency South Valley Sanctuary
- C. Address of Agency P.O. Box 1028. West Jordan, UT 84084
- D. Contact Person Karla Arroyo Title: Ex. Director
- E. Phone Number 801.255.1095 Email Address: karlaa@southvalleysanctuary.com
- F. Physical Location of Program/Project(s) Shelter (confidential location)
- G. Priority Activity Category (See Page 3-4 of the instructions) Access to safe timely crisis services

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

South Valley Sanctuary (SVS) is one of the only two domestic violence shelters located in the Salt Lake county. SVS started its operations in 1997 as an alternative for shelter to those fleeing domestic abuse. The architectural design of the property allows sheltering men and women at the same time, as families do not share room and each room has its own bathroom. The shelter is located in the West Jordan Area in a confidential location. The house offers a communal kitchen with two gas stoves and one working sink for families to cook their own meals. Last year SLCounty awarded \$5,000 to remodel the kitchen due to the safety hazard the stoves placed (we had two fires during the year 2011). However, this amount of money was not enough to complete the project. During the fiscal year 2012-2013 SVS served a total of 310 (164 adults and 146 children) individuals in the shelter for 11,496 days which is an average stay of 31 days per person. The shelter serves all those who are in need of a safe space and homelessness due to domestic violence.

I. Budget Summary (Requests must be for a minimum of \$10,000)

Total Project Cost 19,795 Total CDBG Funds Requested 10,795

Submitted by (Proposal must be signed)

Proposals must be for a minimum of \$10,000

Signature _____ Name Karla Arroyo Date 12/2/2013

Title Ex. Director Agency DUNS Number 967347667

II. Detailed Project Description

Proposals will be reviewed by Community Resources & Development Staff for eligibility. Copies will be sent to each City you have requested funding from for review and approval through their public process. Each proposal will be reviewed in part by how well the proposed project addresses a community development need in each jurisdiction and the degree to which the proposed project furthers a strategy or goal identified in the Salt Lake County Consolidated Plan. The review process will consist primarily of ranking and scoring proposals 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 review committee will base their opinions of your application on what you write. Be concise and thorough, remember bigger is not better.

DO NOT EXCEED SEVEN (7) PAGES- Refer to Evaluation Form in Instructions

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?

2. Need and Benefit: Answer the question "Why?" 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 compelling need for CDBG funding? Does the need justify the costs? Show the tie to the Priority Activity Categories, the Salt Lake County Consolidated Plan and the HUD Performance Measurement System.

3. Program Design: Describe the clientele and the need your project will address. State the number of clients who will receive service in total from this program as well as the number of clients in each of the ten cities and the Unincorporated County. Identify the estimated number of clients that will be served with the requested CDBG funds and estimate the percent who are low- and moderate income. Will the project serve a geographical area? If so describe the area. Does the program design incorporate research-based best practices? Describe how the program will overcome significant client barriers to assistance.

4. Project Goals and Objectives: We are looking for the Outcome Measurements for your program. Identify the needs and, goals and outcomes for your program. Outline how you plan to achieve the goals and objectives you have set. How will you know the program has a significant impact on the identified need?

5. Capacity and Sustainability: Describe past performance, staff capability, and expertise including board and volunteer resources. Do you have prior experience in similar efforts? Identify these similar successes. If no further CDBG assistance was provided would the activity continue? How will you handle future operational or maintenance costs?

6. Budget and Leveraging: Ensure the budget is clear, well thought out and realistic? Identify other funds committed to the project. Do you have a financial commitment to the activity? Is there a non-financial commitment? Describe any In-Kind resources. Have you sought assistance from other CDBG Entitlement Cities, please list? If "no", why not? If full funding cannot be given, list your priorities for items or activities to be funded? Provide information on employees and salaries to be paid for oversight and monitoring, identify project and program delivery costs by name and include cost of each area.

7. Cooperation & Collaboration: Describe how your project not only complements but builds upon the efforts of others. Such efforts reflect an actual commitment of resources to achieve mutual objectives rather than only a coordination of services to prevent duplication. Identify how your program participates in community wide planning efforts in the area of identified need.

8. Other Considerations: Any conditions or contingencies that will need to be met before implementing the project? Does the agency have a Language Assistance Plan? Does your agency have a designated 504 Coordinator? Do you have a system and procedure to collect and report data on the race, ethnicity, gender and disability characteristics of applicants, participants or beneficiaries? Is there anything else we need to know?

Identify if any of the following apply: *Faith Based Organization * Lead-Based Paint
* Relocation of people or businesses * Acquisition of property * 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. Will the owner allow a long term lien to be placed on the property by the County?

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 Committed Funds	Other Funds Requested	Other: In-Kind	Total Project Budget
Land/Building Acquisition					
Architect, Engineering and/or Design Costs					
Construction Costs (streets, sidewalks, etc.)					
Renovation or Rehabilitation (facility improvements)	10,795	9,000			10,795
Site Improvement or Landscaping					
Project Delivery Costs (to cover project management and oversight)					
Subtotal: Project Costs	10,795	9,000			10,795

Other Costs: (include any other necessary project costs. Describe in Narrative.					
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GRAND TOTAL: ALL COLUMNS	10,795	9,000			10,795
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List CDBG Portion of Hard Cost Services requested by Jurisdiction

Alta		Herriman	\$692	Riverton	
Bluffdale		Holladay	\$415	South Salt Lake	\$1799
Cottonwood Heights	\$692	Midvale	\$2214	Unincorporated County	\$3460
Draper	\$415	Murray	\$1107		

Total CDBG Requested (Should match "Requested Total CDBG" Column) \$10,795

Proposals must be for a minimum of \$10,000

IV. Population Served by Jurisdiction

To better serve Salt Lake County, the CDBG proposal includes a section with the purpose of identifying the proposed project's client base by jurisdiction. For questions, call Salt Lake County's Division of Community Resources and Development at 385-468-4880. TTY/TDD users should call 7-1-1.

CDBG INFORMATION TABLE	Number of Clients served last fiscal year who live in each Jurisdiction	Number of Clients served last fiscal year who were low- and moderate- income	Estimated number of new low- and moderate- income clients to be served during 2014-15	Estimated total number of new clients to be served during 2014-15, Program Wide
Cottonwood Heights	5	5	5	7
Bluffdale				
Draper	3	3	5	10
Herriman	5	5	5	7
Holladay	3	3	5	5
Midvale	16	16	20	25
Murray	8	8	10	15
Riverton			2	10
South Salt Lake	13	13	15	15
Unincorporated Salt Lake County	25	25	25	30
Total:	78	78	93	124

Proposals are to be submitted through BidSync by the date and time posted. No responses will be accepted after that date and time. Answers to questions regarding this RFP may be released in an Addendum to this RFP. Please scan and attach your proposal and related exhibits including the Organizational Assessment into BidSync when entering your electronic RFP submittal. If you are unable to submit through BidSync, proposals may also be submitted to 2001 South State Street, Suite N4500, Salt Lake City, Utah 84190. **Proposals are due no later than 2:00 p.m. on Thursday, December 5, 2013.**

1. Program and Project Description:

South Valley Sanctuary (SVS) is one of the only two domestic violence shelters located in the Salt Lake County. SVS started as a domestic violence shelter in 1997, as an alternative for shelter to those fleeing domestic abuse. The architectural design of the property allows sheltering men and women at the same time, as families do not share room and each room has its own bathroom. The shelter is located in the West Jordan Area in a confidential location. The shelter has 13 rooms and several communal areas such as: living room, laundry room, and a kitchen. Our kitchen has two gas stoves 2 refrigerators, 1 freezer, and a pantry to allow residents to cook their own meals and store them as if they were at home. Due to the diverse clientele we serve our organization believes its best for each family to have the ability to cook whenever is more convenient for them the foods they are used to. This simple practice gives a message of empowerment and acceptance as we recognize we all have different cultures, backgrounds and lifestyles.

The project for which we are seeking hard cost funding includes moving the stoves from the location they are at, replacing the sinks and the kitchen cabinets. Last funding cycle, South Valley Sanctuary was able to garnish \$5,000 dollars from SLCounty under CDBG hard costs and \$5,000 from the Utah Families Foundation as our initial bid came to a little over \$10,000. As we went to the process of gathering official bids the contractor that came in at \$10,000 was no longer able to keep the bid as they were not longer doing business. As we asked for other bids the amount went up to over \$19,000. South Valley Sanctuary is respectfully requesting an additional amount to complete this project.

2. Need and Benefit:

Due to the increasing population in Salt Lake County and having only two domestic violence shelters, this project is NOT a duplication of services. When families enter a domestic violence shelter, many of them fear to go anywhere. The two stoves in the kitchen are placed in an area where they represent a fire hazard due to the closeness of a wall. This past December the wall caught on fire while residents were cooking and while the fire was small enough that evacuation was not needed; in an effort to prevent future fires we have ask residents to only use one side of the stove. With 13 families and over 45 individuals living in our facility at any given time, the ability to cook is a basic need. The fact that we only are using 4 grills has impacted our families

as the current number of grills are not enough to satisfy the demand. As important as making sure families and individuals have the tools to cook is to make sure the equipment in the building is safe to use to prevent a catastrophe that can have devastating consequences not only in our ability to provide shelter but in the lives of those residing and working in the shelter.

The cabinets in the kitchen are worn down and broken; doors do not close or are missing. Replacing the existing cabinets at the same time the stoves are moved is a sound project as it will save money to upgrade the kitchen while installing and relocating new stoves under the same project. From last year when we applied for this project one sink is no longer working placing more stress and disappointment amongst residents as they leave their home in hopes to find a safe place where the basic needs will be covered.

During the last five years South Valley Sanctuary has operated from a philosophy of having a facility that enhances individuals sense of self and respect. We believe that facilities must be clean and in good condition at all times.

This project addresses the priority activity category of: Housing facility improvements as 100% of our residents are very low and low income and Access to Safe Timely Crisis Services as shelter services are available to homeless individuals who are at an increase risk of being re-abused or physically hurt in a manner that a fatality is likely to occur.

3. Program Design:

Residents of the shelter are men, women and children who are fleeing their homes due to violence perpetrated by a family member or an individual living under the same roof (State of Utah definition of Domestic Violence). Based on the amount of individuals served during last fiscal year, we estimate 310 individuals will benefit from this project, and a total of 93 individuals from the 10 cities and Unincorporated County. Out of all residents in the shelter 99% identify as low income or very low income, hence we estimate 100% of County residents and the 10 partner cities will be low income.

South Valley Sanctuary serves individuals from all areas in the State of Utah, however due to its physical location the majority of our residents come from Salt Lake County.

South Valley Sanctuary is currently undergoing an internal audit for all services, policies and procedures to align to best practices. In the process of this internal audit, literature reviews are being conducted on measurement tools that have been validated and that are proven effective when dealing with domestic violence survivors and their wide spectrum of mental health needs.

Part of our literature review includes best practices in managing a shelter, practices that are aligned with cultural competency which include the ability to cook and eat foods that are preferred by each person and aligned with their cultural preferences and religious beliefs. What it may seem like a little perk for some it has been significant in making a difference on the empowerment level of those residing in shelter.

4. Project Goals and Objectives:

Following is a logic model to highlight needs, outcomes and outputs.

<i>Situation</i>	<i>Inputs</i>		<i>Outputs</i>		<i>Outcomes</i>	
	What we invest.	What we do.	Who we reach.	Short Term	Long Term	
*Current kitchen uses gas stoves and only 4 out of 8 grills are being used due to the fire hazard they present. *Increased irritability amongst residents due to the constant unavailability of the stove. *Gas stoves in a shelter represent a safety hazard as individuals often forget to turn them off and create a gas leak.	*19,795 from a diversified funding (private foundation and county CDBG) *time from SVS staff member to coordinate paper announcement, bids, and construction of the project with county officials, contractors and facility access.	*365 days of use of kitchen. *Provide food for families to cook their own meals. *Approximately 23,000 meals are prepared yearly in our kitchen.	*Population reached are: adult and children residents of the shelter.	*Adult residents of the shelter will be able to cook their meals in a timely manner. *Stress and arguments amongst residents will decrease as the availability of the kitchen is greater. *Kitchen will accommodate all families by re-locating the stoves and upgrading the cabinets as there will be more open space.	*Risks of having another fire in the kitchen will decrease. *Residents of the shelter will be more satisfied with services offered overall. *Stress and arguments amongst residents will decrease as the availability of the kitchen is greater.	

5. Capacity and Sustainability:

South Valley Sanctuary has been granted CDBG Hard Costs monies in the past, hence it has a demonstrated experience in dealing with the specific restrictions and use of funds. We have worked

with Mike White during the past 5 years and have always performed projects accordingly to his specifications. Our most current project is the kitchen remodel. South Valley Sanctuary employs a diversified approach to funding. The annual agency budget is \$705,000.00, however, this funding only allows us to cover basic expenses of personnel and operation costs. Any facility improvement is always done through extra funding which usually is one time and restricted. If the extra amount requested is granted, South Valley Sanctuary has been able to secure \$4,000.00 to complement the total cost of the project. Funds for the agency are garnished through federal, state and local government grants as well as private foundations and corporations. Currently, we receive 60% of our funding from state and federal grants and raise the remaining balance through generous donations from individuals, foundations, faith organizations, corporations and fundraising events. South Valley Sanctuary employs a part-time Director of Development that along with the Executive Director are constantly seeking out new forms of funding to enhance the services we currently provide.

6. Budget and Leveraging:

Total kitchen project cost is estimated to be \$19,795. We are requesting \$10,795 as additional funds. South Valley Sanctuary is applying to West Valley City to complement the costs of this project. It is important to mention that this is the first year we are applying to the previous mentioned city for Hard Cost monies.

	Ind. Served	%	Total Ammount Req	Ammount per city
Draper	3	0.038462	10795	415
Herriman	5	0.064103	10795	692
Cottonwood				
Heights	5	0.064103	10795	692
Holladay	3	0.038462	10795	415
Kearns	17	0.217949	10795	2353
Magna	3	0.038462	10795	415
Midvale	16	0.205128	10795	2214
Murray	8	0.102564	10795	1107
So. SL	13	0.166667	10795	1799
Unknown	5	0.064103	10795	692

78 **10795**

Allocation of request of funds based on
ammount of individuals served by each city
and percentage representation over total
ammount requested

Estimated Budget based on
maket price

Bid #1	19,975
bid #2	18,875
bid#3 not longer in business	10,000

Funding
sources

County CDBG	10,795
Amex Fo. Co. CDBG awarded in 2013	4000 5000
	19795

7. Cooperation & Collaboration:

South Valley Sanctuary collaborates in a daily basis with other homeless services providers by referring and accepting clients and assisting in whatever way our resources allow us. We share in-kind donations to other service providers as we understand the need is great. South Valley Sanctuary is also part of the Long Range Planning Committee and constantly works hand in hand with CDBG representatives in assessing the needs of our communities. Proof of such collaboration is the West Jordan Community Resource Center. South Valley Sanctuary does not intent to build more facilities but to use existing facilities to complement services by adding our expertise which is case management, homelessness and safety planning and domestic violence.

8. Other Considerations:

South Valley Sanctuary has a Language Assistance Plan in place and a 504 coordinator assigned. All data is collected in a daily, weekly and monthly basis. All our data is stored in a database called Alice. Alice database was built to serve shelters as due to confidentiality laws we cannot use HMIS for tracking purposes. South Valley Sanctuary is a 501c3 private non-profit corporation and is the sole owner of the property where the shelter is built.





ORGANIZATIONAL ASSESSMENT OF POTENTIAL CDBG HOUSING, FACILITY IMPROVEMENT OR ECONOMIC DEVELOPMENT GRANT APPLICANTS

For Non – Profit Agencies applying for Community Development Block Grant (CDBG) Funding Salt Lake County Community Resources and Development Division

Purpose

•

To identify possible issues that would prevent a potential grant applicant from meeting the contracting requirements of a CDBG Grant award and therefore be ineligible to be considered for funding at this time.

•

To assist grant reviewers with additional information in assessing and scoring an agency's managerial capacity.

Please answer the following questions and provide details where requested:

Section I: GENERAL AGENCY INFORMATION

Agency Name: _____ South Valley Sanctuary _____

Name of Person completing form: _____ Karla Arroyo _____

Title: _____ Ex. Director _____ Date: _____ 12/2/2013 _____

Telephone number _____ 801-255-1095 _____ Email address:

karlaa@southvalleysanctuary.com

1.

How long has the agency been operating? Since 1997

When did agency first receive its 501(c)3 status? 1997

2.

Has the agency ever received a grant from Salt Lake County Community Resources & Development before? **YES** NO **ESG, CDBG, Hard Cost.**

If Yes identify what grants:

were received, when, and for how much? 2012: CDBG 35,000, Hard Cost 5,000

3.

Does the agency have any full and/or part-time PAID staff members? **YES** NO

If Yes how many? full time 5 part -time 15

4.

In the last twelve months, have there been any changes in key staff or program staff? (Include key non-paid staff).

YES NO

If so, please explain: Shelter Director was hired and moved from having an accounting assistant in house to contracting accounting services with a CPA.

5. Has the agency received a negative finding in a fair housing complaint, or any other similar action? no

If so, please explain:

6. Has the agency ever been fined or other wise penalized by a taxing agency? no

If so, please explain:

7. Other than discussed above, does the agency or its management have any history of complaints resulting in legal or other formal action? no

If so, please explain:

Section II. MINIMUM QUALIFICATIONS

1. You must have an office/facility located within Salt Lake County's borders. Services should be coordinated from this location for housing programs and economic development programs.

Location of office (s): West Jordan, UT

2. For Hard Cost/Facility Improvements, the project must be located in an eligible Urban County area. The amount of funding requested from each jurisdiction cannot exceed the percentage of eligible clients served through the program or project. (An example if a project will cost \$20,000 and you serve 100 clients, if 20% of your clients live in Murray City, then you could ask Murray City for 20% of the total project cost or \$4,000).

Location of project: West Jordan

3. For Housing and Economic Development projects, if your agency serves clients outside of the Urban County, how will the agency document that the amount of funding available from each City or the Unincorporated County is used for projects in the appropriate jurisdictions? All clients served are asked demographic information and all information is stored in a database that allow us to quantify services provided by city and county.

4. The agency or its management cannot apply if they are currently prohibited from receiving government funding, as a result of a debarment.

No management employee is prohibited from receiving government funding.

5. Agency must participate in the Employee Status Verification System to verify the immigration status of new employees who work under the agency's supervision or direction.

Our agency uses e-verify

6. Agencies must not have any conflicts of interest within the organization.

These would include:

- Situations where an individual's decisions directly impact the work, employment status, or pay of another person (staff or board member) who is a close family relative.
- Members of the agency or board (or their family members) who have a personal financial interest or investment in the agency and could benefit or suffer a loss as a result of the activities under the County-funded grant.

7. Agency must have a Nondiscrimination Policy in place.

SVS has a non-discrimination policy in place

8. Does the agency have a written procurement policy?

YES **NO**

9. Agency must be currently registered with the Utah State Department of Commerce. yes

10. Agency employees must have all required licenses and certifications required by State law for services provided. All employees hold the required licenses to work with domestic violence individuals and the required training.

11. Agency must be able to expend the grant funds and matching funds for eligible activities within a 12 month period for housing and economic development activities and 24 months for hard cost/facility improvement activities.

12. Agency must have the capacity to collect and analyze demographic data.

Section III: SPECIFIC FISCAL & ORGANIZATIONAL CAPACITY QUESTIONS

1. Have any of the current agency or program staff had experience in managing government grant funds? **YES** NO

If Yes, provide additional detail below

○

Name of staff person(s): Karla Arroyo, Alexandra Flores and Tami Nickel

○
Type of Government funds (give examples): CDBG, VOCA, VAWA, DHS and Hard Cost CDBG

○
Source of funding: (State, Federal, County, City): all 4 sources.

2. How does agency keep track of its revenues and expenses? What financial accounting method is used by the agency? (list options Check all that apply)

Handwritten Ledger

Accrual method

Excel Spreadsheet

QuickBooks Accounting Program

Quicken Accounting program

Other: _____

3. Does the agency have a chart of accounts to differentiate between revenue/expense resources? **YES** NO

4. Does the agency have written policies and procedures on how agency funds are to be handled? **YES** NO

5. Has agency ever had a formal independent audit of its books? **YES** NO

If Yes, who did the audit and when was it completed? 2012. Wisan, Smith, Racker, & Prescott, LLP

6. Is the agency currently under corrective action from a previous audit finding? YES **NO**

If so, please explain:

7. If the agency has paid employees, does the agency currently have Worker's Compensation Insurance? **YES** NO

If not, please explain.

8. If the agency has professional staff such as attorneys, doctors, or clinical social workers, does the agency currently have professional liability insurance?

YES NO

If not, please explain.

9. Does the agency currently have a liability insurance policy?

YES NO

If Yes, who is the insurance company? North American Elite, services acquired through broker at SentryWest.

If not, please explain.

10. Please attach a roster of current members of the agency's Board of Directors.

•

CHAIR	PAST CHAIR	TREASURER	SECRETARY
Jared Shaver	Dennis Tenney	Stephen Roberts	Mark Seethaler
Murray Council Member	Sandy City Council	<u>Business Consultant</u>	So. Jordan City Council
5025	1087 E. Gramblin Way	4592 Black Powder Drive	1319 Temple Vista Ln
Murray, UT 84107	Sandy, UT 84094	Herriman, Utah 84096	So. Jordan, UT 84095
Cell: 801-656-5186	Cell: 801-916-3575	Home: 801-253-2635	Cell: 801-865-6064

	Hm: 801-566-3575	Cell: 801-243-8882	Wk: 801-240-8126
Jared.shaver@murray.utah.gov	dennistenney@gmail.com	sroberts108@gmail.com	Seethaler@ldschurch.orf
Term: 02/13 - 02/15	Term: 07/11-07/13	Term: 10/12-10/14	Term: 02/13 - 02/15
Sara Staheli	Brenda Willis	Teresa Molina	Griselda Sofia Tirado*
<u>Assoc. VP of Develop. Hale Ctr Theatre</u>	CRA Manager, American Express	Associate Director of University Neighborhood Partners	
3333 So, Decker Lake Drive	4315 South 2700 West	1060 South 900 West	
West Valley City, UT 84119	Salt Lake City, UT 84184	Salt Lake City, UT 84104	
Cell: 801-415-2313	Wk: 801- 945-6565	Wk:801-972-3620	Wk:
Wk: 801-819-2440	Cell: 801-865-9115	Cell: 801-347-5803	Cell:801-336-7378
saras@hct.org	Brenda.a.willis@aexp.com	t.molina@partners.utah.edu	gsofiatirado@gmail.com
Term: 02/11 - 02/13	Term: 09/13-09/15	Term: 10/12-10/14	Term: 04/13-04/15
Nicole Martin			
<u>Sandy City Communication Director</u>			
10000 Centennial Parkway			
Sandy, UT 84070			
Cell: 801361-3937			
Wk: 801-568-4670			
Martin.nicole@gmail.com			
Term:11 /13 - 11/15			

How often does the board meet? Once per month

- When was the last board meeting held and were written minutes kept of this meeting? Yes. November 28, 2013
- Does the board have a written set of bylaws governing its operation? yes



Salt Lake County

Community Development Block Grant (CDBG) "Hard Cost" Proposal Guidelines 2014-15 Program Year Public Facility Improvements

For questions and technical assistance, applicants are encouraged to contact the Division of Community Resources and Development for Salt Lake County at 385-468-4880. People with questions are encouraged to call before completing or submitting the proposal. Proposal Instructions and Guidelines may be found at CRD's website: <http://crd.slco.org/communityDev/PublicNoticesComment.html>. Reasonable accommodations for individuals with disabilities or those in need of language interpretation services can be provided if five days' notice is given by calling 385-468-4880 and asking for Sharon. TTY/TDD users should call 7-1-1.

I. General Information

- A. Project Title Shelter Playground
- B. Name of Agency South Valley Sanctuary
- C. Address of Agency P.O. Box 1028. West Jordan, UT 84084
- D. Contact Person Karla Arroyo Title: Ex. Director
- E. Phone Number 801.255.1095 Email Address: karlaa@southvalleysanctuary.com
- F. Physical Location of Program/Project(s) Shelter (confidential location)
- G. Priority Activity Category (See Page 3-4 of the instructions) Access to safe timely crisis services

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

South Valley Sanctuary (SVS) is one of the only two domestic violence shelters located in the Salt Lake county. SVS started its operations in 1997 as an alternative for shelter to those fleeing domestic abuse. The architectural design of the property allows sheltering men and women at the same time, as families do not share room and each room has its own bathroom. The shelter is located in the West Jordan Area in a confidential location. The house offered a playground and a basketball court for the children and adults to be able to have recreational activities, however, our playground is now too dangerous to use and the whole area is closed due to the risk it poses. During the fiscal year 2012-2013 SVS served a total of 310 (164 adults and 146 children) individuals in the shelter for 11,496 days which is an average stay of 31 days per person. In May 2013, the West Jordan Community Resource Center opened and in the two months of operation it served 14 adults. Total agency wide 324 individuals were provided with shelter and case management that addressed risk of homelessness and homelessness due to domestic violence.

I. Budget Summary (Requests must be for a minimum of \$10,000)

Total Project Cost 38,700 Total CDBG Funds Requested 32,000

Submitted by (Proposal must be signed)

Proposals must be for a minimum of \$10,000

Signature _____ Name Karla Arroyo Date 12/2/2013

Title Ex. Director Agency DUNS Number 967347667

II. Detailed Project Description

Proposals will be reviewed by Community Resources & Development Staff for eligibility. Copies will be sent to each City you have requested funding from for review and approval through their public process. Each proposal will be reviewed in part by how well the proposed project addresses a community development need in each jurisdiction and the degree to which the proposed project furthers a strategy or goal identified in the Salt Lake County Consolidated Plan. The review process will consist primarily of ranking and scoring proposals 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 review committee will base their opinions of your application on what you write. Be concise and thorough, remember bigger is not better.

DO NOT EXCEED SEVEN (7) PAGES- Refer to Evaluation Form in Instructions

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?

2. Need and Benefit: Answer the question "Why?" 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 compelling need for CDBG funding? Does the need justify the costs? Show the tie to the Priority Activity Categories, the Salt Lake County Consolidated Plan and the HUD Performance Measurement System.

3. Program Design: Describe the clientele and the need your project will address. State the number of clients who will receive service in total from this program as well as the number of clients in each of the ten cities and the Unincorporated County. Identify the estimated number of clients that will be served with the requested CDBG funds and estimate the percent who are low- and moderate income. Will the project serve a geographical area? If so describe the area. Does the program design incorporate research-based best practices? Describe how the program will overcome significant client barriers to assistance.

4. Project Goals and Objectives: We are looking for the Outcome Measurements for your program. Identify the needs and, goals and outcomes for your program. Outline how you plan to achieve the goals and objectives you have set. How will you know the program has a significant impact on the identified need?

5. Capacity and Sustainability: Describe past performance, staff capability, and expertise including board and volunteer resources. Do you have prior experience in similar efforts? Identify these similar successes. If no further CDBG assistance was provided would the activity continue? How will you handle future operational or maintenance costs?

6. Budget and Leveraging: Ensure the budget is clear, well thought out and realistic? Identify other funds committed to the project. Do you have a financial commitment to the activity? Is there a non-financial commitment? Describe any In-Kind resources. Have you sought assistance from other CDBG Entitlement Cities, please list? If "no", why not? If full funding cannot be given, list your priorities for items or activities to be funded? Provide information on employees and salaries to be paid for oversight and monitoring, identify project and program delivery costs by name and include cost of each area.

7. Cooperation & Collaboration: Describe how your project not only complements but builds upon the efforts of others. Such efforts reflect an actual commitment of resources to achieve mutual objectives rather than only a coordination of services to prevent duplication. Identify how your program participates in community wide planning efforts in the area of identified need.

8. Other Considerations: Any conditions or contingencies that will need to be met before implementing the project? Does the agency have a Language Assistance Plan? Does your agency have a designated 504 Coordinator? Do you have a system and procedure to collect and report data on the race, ethnicity, gender and disability characteristics of applicants, participants or beneficiaries? Is there anything else we need to know?

Identify if any of the following apply: *Faith Based Organization * Lead-Based Paint
* Relocation of people or businesses * Acquisition of property * 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. Will the owner allow a long term lien to be placed on the property by the County?

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 Committed Funds	Other Funds Requested	Other: In-Kind	Total Project Budget
Land/Building Acquisition					
Architect, Engineering and/or Design Costs					
Construction Costs (streets, sidewalks, etc.)					
Renovation or Rehabilitation (facility improvements)	32,000	8,209			40,209
Site Improvement or Landscaping					
Project Delivery Costs (to cover project management and oversight)					
Subtotal: Project Costs	32,000	8,209			40,209

Other Costs: (include any other necessary project costs. Describe in Narrative.					
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GRAND TOTAL: ALL COLUMNS	32,000	8,209			40,209
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List CDBG Portion of Hard Cost Services requested by Jurisdiction

Alta		Herriman	\$2051	Riverton	
Bluffdale		Holladay	\$1231	South Salt Lake	\$5333
Cottonwood Heights	\$2051	Midvale	\$6564	Unincorporated County	\$10256
Draper	\$1231	Murray	\$3282		

Total CDBG Requested (Should match "Requested Total CDBG" Column) \$32,000

Proposals must be for a minimum of \$10,000

IV. Population Served by Jurisdiction

To better serve Salt Lake County, the CDBG proposal includes a section with the purpose of identifying the proposed project's client base by jurisdiction. For questions, call Salt Lake County's Division of Community Resources and Development at 385-468-4880. TTY/TDD users should call 7-1-1.

CDBG INFORMATION TABLE	Number of Clients served last fiscal year who live in each Jurisdiction	Number of Clients served last fiscal year who were low- and moderate-income	Estimated number of new low- and moderate- income clients to be served during 2014-15	Estimated total number of new clients to be served during 2014-15, Program Wide
Cottonwood Heights	5	5	5	7
Bluffdale				
Draper	3	3	5	10
Herriman	5	5	5	7
Holladay	3	3	5	5
Midvale	16	16	20	25
Murray	8	8	10	15
Riverton			2	10
South Salt Lake	13	13	15	15
Unincorporated Salt Lake County	25	25	25	30
Total:	78	78	93	124

Proposals are to be submitted through BidSync by the date and time posted. No responses will be accepted after that date and time. Answers to questions regarding this RFP may be released in an Addendum to this RFP. Please scan and attach your proposal and related exhibits including the Organizational Assessment into BidSync when entering your electronic RFP submittal. If you are unable to submit through BidSync, proposals may also be submitted to 2001 South State Street, Suite N4500, Salt Lake City, Utah 84190. **Proposals are due no later than 2:00 p.m. on Thursday, December 5, 2013.**

1. Program and Project Description:

South Valley Sanctuary (SVS) is one of the only two domestic violence shelters located in the Salt Lake County. SVS started as a domestic violence shelter in 1997, as an alternative for shelter to those fleeing domestic abuse. The architectural design of the property allows sheltering men and women at the same time, as families do not share room and each room has its own bathroom. The shelter is located in the West Jordan Area in a confidential location. The house offered a playground and a basketball court for the children and adults to be able to have recreational activities, however, our playground is now too dangerous to use and the whole area is closed due to the risk it poses. There are several issues with our playground and the play area. Throughout the years we had resource to Eagle Scout projects to keep it functioning, yet, at this stage our agency needs a considerable amount of money to bring the playground area to a safety standard to allow children to play in it. The playground was installed in 1997 (16 years ago) and has never been upgraded. Our playground is all metal, has two swings, a monkey bar, up-right side stairs to access a platform that leads to a slide, the area surrounding the playground structure is grass which kids seem not to like when riding their bikes or scooters, hence, they prefer to ride bikes, trikes and scooters in the parking lot. Following are the major safety issues this playground area presents to children, adults and the agency:

- The playground does not have any flooring material to protect the children when falling, we have had landscaping mulch to help, however at this stage all there is on the flooring is dirt and weeds.

- The two swings do not have a seat belt for younger children.

- The monkey bars are 6 ft tall approximate and when young children want to hang and play as they fall they end up scraping their skin or hurting themselves. For children ages 4 to 7 the fall is considerable as their average height is 3 ft.

- The slide is too steep. In the past 3 years we have had two children hurt themselves (one broke an arm and the other one broke a leg), both children were under the age of 7.

- The platform to go down the slide and play broke leaving a big hole where a child got stuck and scraped his leg. Since then the playground area has been closed as it poses a tremendous safety hazard.

- Kids riding their bikes, trikes and scooters in the parking lot has been a continuous issue as cars are constantly coming in and out. With 13 families living in our home plus the staff, the parking lot

usually parks an average of 13 – 18 vehicles and with children being half of the population we serve this becomes an increasingly safety issue.

Monies garnished through CDBG funds will be used to replace the playground according to current safety standards and add playground space for children with disabilities which include building a pathway for children to ride their bikes, wheelchairs, trikes and other toys in the play area.

These two projects will allow children to play in a safe area avoiding accidents while parents can have the equipment to watch them as they enjoy the outdoors.

2. Need and Benefit:

Due to the increasing population in Salt Lake County and having only two domestic violence shelters, this project is NOT a duplication of services. When families enter a domestic violence shelter, many of them fear to go anywhere. While for adults, talking and therapy may suffice to address their emotional needs, children need to run, scream, play and be in contact with other children in a natural environment. Having access to a playground while living in shelter is essential to the healing of the children as playing outside promotes social skills, imagination, physical strength, thinking and problem solving and a sense of self.

During the last five years South Valley Sanctuary has operated from a philosophy of having a facility that enhances individuals sense of self and respect. We believe that facilities must be clean and in good condition at all times. While we have been fixing the many repairs the facility needed inside the house as that part of the basic needs, we tried to stretch the life of the playground since money is scarce. At this point in time the playground can no longer wait, we have a couple of projects that need attention (finishing the kitchen remodel, replacing the water heater, add new lighting in the rooms), however, the playground takes priority as the safety of over a hundred children is at stake.

This project addresses the priority activity category of: Housing facility improvements as 100% of our residents are very low and low income and Access to Safe Timely Crisis Services as shelter services are available to homeless individuals who are at an increase risk of being re-abused or physically hurt in a manner that a fatality is likely to occur.

3. Program Design:

Residents of the shelter are men, women and children who are fleeing their homes due to violence perpetrated by a family member or an individual living under the same roof (State of Utah definition of Domestic Violence). Based on the amount of individuals served during last fiscal year, we estimate 310 individuals will benefit from this project, and a total of 93 individuals from the 10 cities and Unincorporated County. Out of all residents in the shelter 99% identify as low income or very low income, hence we estimate 100% of County residents and the 10 partner cities will be low income.

South Valley Sanctuary serves individuals from all areas in the State of Utah, however due to its physical location the majority of our residents come from Salt Lake County.

South Valley Sanctuary is currently undergoing an internal audit for all services, policies and procedures to align to best practices. In the process of this internal audit, literature reviews are being conducted on measurement tools that have been validated and that are proven effective when dealing with domestic violence survivors and their wide spectrum of mental health needs. For children activities a literature review took place 6 months ago regarding indoor activities for which a manual was created to ensure effective implementation of program. For the outside playground activities a brief literature review was conducted utilizing the Ebscohost database and selecting Academic Search Premier, Alt HealthWatch, Education full text, ERIC and Family and Societal Studies. The key words in this literature review were playground, children, healing. 1,136 results came up from such search for which we chose 5 articles involving children's mental health disorders, and fractures or physical injuries. All references used were peer-reviewed articles to ensure creditability of information.

4. Project Goals and Objectives:

Following is a logic model to highlight needs, outcomes and outputs.

<i>Situation</i>	<i>Inputs</i>	<i>Outputs</i>		<i>Outcomes</i>	
		What we do.	Who we reach.	Short Term	Long Term
Currently our playground is closed and neither children nor adults are allowed as it poses a high risk	*28000 from a diversified funding (private foundation and county CDBG) *time from SVS staff member to coordinate paper	*365 days of use of playground. *200 + outside guided activities for children staying in shelter.	*Population reached are: adult and children residents of the shelter and employees.	*Children staying at the shelter will have access to playground activities in a safe environment. *Stress from parents will	*costs for shelter will decrease as playground will be up kept. *Staff members will achieve tenure as they will have a space to de-stress. *Adult residents will decrease symptoms of depression and anxiety. *Parenting will move towards non-violence approaches as

<p>for injuries to children. Children residing in shelter do not have an outdoor space to play and develop social, physical and emotional skills while in shelter. *Children with physical and mental disabilities do not have a safe space to play while in shelter (specially children with autism which we see a lot do not do well in confined spaces).</p>	<p>announcement, bids, and construction of the project with county officials, contractors and facility access.</p>	<p>*team building activities for staff members and residents. *Field days to demonstrate self-care in outdoor setting.</p>		<p>be reduced as children can safely play and channel their energy in healthy activities. *Shelter facility will not be damaged as children will have an output to channel energy. *Adult residents will have a space of solitude while children play. *Playground will provide a better space for management of children who present disorders such as autism.</p>	<p>children will have a space to be children. *Staff will be more efficient in dealing with children with autism as they perform better in open spaces.</p>
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5. Capacity and Sustainability:

South Valley Sanctuary has been granted CDBG Hard Costs monies in the past, hence it has a demonstrated experience in dealing with the specific restrictions and use of funds. We have worked with Mike White during the past 5 years and have always performed projects accordingly to his specifications. Our most current project is the kitchen remodel, which is in “process”. South Valley Sanctuary employs a diversified approach to funding. The annual agency budget is \$705,000.00, however, this funding only allows us to cover basic expenses of personnel and operation costs. Any

facility improvement is always done through extra funding which usually is one time and restricted. For this project the Utah Families Foundation has been identified as the partner for this project contributing with \$5,000.00 Funds for the agency are garnished through federal, state and local government grants as well as private foundations and corporations. Currently, we receive 60% of our funding from state and federal grants and raise the remaining balance through generous donations from individuals, foundations, faith organizations, corporations and fundraising events. South Valley Sanctuary employs a part-time Director of Development that along with the Executive Director are constantly seeking out new forms of funding to enhance the services we currently provide.

6. Budget and Leveraging:

Total playground project cost is estimated to be \$40,209. As it was stated earlier in the application, South Valley Sanctuary has chosen to apply to the entitlement cities to cover the water heater replacement and to install more lights in the rooms. Based on the cost estimates of all projects needed at this point in the shelter, we decided to apply to the County and the other 10 partner cities to fund the playground project. This decision was based on the amount of individuals served from the County and the other 10 cities as a whole. South Valley Sanctuary's management felt it was more doable to apply through the unified funding application as this is the most costly project and by being divided amongst all partners the financial impact to each city would not be considerable.

	Ind. Served	%	Total Amount Req	Amount per city
Draper	3	3.8462	32000	1231
Herriman	5	6.4103	32000	2051
Cottonwood Heights	5	6.4103	32000	2051
Holladay	3	3.8462	32000	1231
Kearns	17	21.7949	32000	6974
Magna	3	3.8462	32000	1231
Midvale	16	20.5128	32000	6564
Murray	8	10.2564	32000	3282
So. SL	13	16.6667	32000	5333
Unknown	5	6.4103	32000	2051
	78			32000

Allocation of request of funds based on amount of individuals served by each city and percentage representation over total amount requested

Estimated Budget based on market price

Sportsplay 20567 commercial playground	21945
Dome	175
Rubber playground titles (4.99 sq. ft/ area to cover 900 sqft)	4491
Pedal path commercial	7098
Labor	6500
	40209

Funding sources

County CDBG	32000
Utah Families Fo.	5000
South Valley Sanctuary	3209
	40209

7. Cooperation & Collaboration:

South Valley Sanctuary collaborates in a daily basis with other homeless services providers by referring clients and assisting in whatever way our resources allow us. We share in-kind donations to other service providers as we understand the need is great. South Valley Sanctuary also is part of the Long Range Planning Committee and constantly works hand in hand with CDBG representatives in assessing the needs of our communities. Proof of such collaboration is the West Jordan Community Resource Center. South Valley Sanctuary does not intent to build more facilities but to use existing facilities to complement services by adding our expertise which is case management, homelessness and safety planning and domestic violence.

8. Other Considerations:

South Valley Sanctuary has a Language Assistance Plan in place and a 504 coordinator assigned. All data is collected in a daily, weekly and monthly basis. All our data is stored in a database called Alice. Alice database was built to serve shelters as due to confidentiality

laws we cannot use HMIS for tracking purposes. South Valley Sanctuary is a 501c3 private non-profit corporation and is the sole owner of the property where the shelter is built.



BRISTOL OVAL WITH PIT STOP
RPE-9090
As Pictured
Size: 34'11" x 18'11"
Weight: 336 lbs

TALLADEGA FAST TRACK
RPE-9080
Size: 10'11" x 18'11"
Weight: 154 lbs

DAYTONA SQUARE
RPE-9075
Size: 18'11" x 18'11"
Weight: 228 lbs

BRISTOL OVAL
RPE-9080
Size: 28'11" x 18'11"
Weight: 300 lbs

ATLANTA CRAZY EIGHT
RPE-9070
Size: 49'8" x 18'11"
Weight: 492 lbs

ORGANIZATIONAL ASSESSMENT OF POTENTIAL CDBG HOUSING, FACILITY IMPROVEMENT OR ECONOMIC DEVELOPMENT GRANT APPLICANTS

For Non – Profit Agencies applying for Community Development Block Grant (CDBG) Funding Salt Lake County Community Resources and Development Division

Purpose

•

To identify possible issues that would prevent a potential grant applicant from meeting the contracting requirements of a CDBG Grant award and therefore be ineligible to be considered for funding at this time.

•

To assist grant reviewers with additional information in assessing and scoring an agency's managerial capacity.

Please answer the following questions and provide details where requested:

Section I: GENERAL AGENCY INFORMATION

Agency Name: _____ South Valley Sanctuary _____

Name of Person completing form: _____ Karla Arroyo _____

Title: _____ Ex. Director _____ Date: _____ 12/2/2013 _____

Telephone number _____ 801-255-1095 _____ Email address:

karlaa@southvalleysanctuary.com

1.

How long has the agency been operating? Since 1997

When did agency first receive its 501(c)3 status? 1997

2.

Has the agency ever received a grant from Salt Lake County Community Resources & Development before? **YES** NO **ESG, CDBG, Hard Cost.**

If Yes identify what grants:

were received, when, and for how much? 2012: CDBG 35,000, Hard Cost 5,000

3.

Does the agency have any full and/or part-time PAID staff members? **YES** NO

If Yes how many? full time 5 part -time 15

4.

In the last twelve months, have there been any changes in key staff or program staff? (Include key non-paid staff).

YES NO

If so, please explain: Shelter Director was hired and moved from having an accounting assistant in house to contracting accounting services with a CPA.

5. Has the agency received a negative finding in a fair housing complaint, or any other similar action? no

If so, please explain:

6. Has the agency ever been fined or other wise penalized by a taxing agency? no

If so, please explain:

7. Other than discussed above, does the agency or its management have any history of complaints resulting in legal or other formal action? no

If so, please explain:

Section II. MINIMUM QUALIFICATIONS

1. You must have an office/facility located within Salt Lake County's borders. Services should be coordinated from this location for housing programs and economic development programs.

Location of office (s): West Jordan, UT

2. For Hard Cost/Facility Improvements, the project must be located in an eligible Urban County area. The amount of funding requested from each jurisdiction cannot exceed the percentage of eligible clients served through the program or project. (An example if a project will cost \$20,000 and you serve 100 clients, if 20% of your clients live in Murray City, then you could ask Murray City for 20% of the total project cost or \$4,000).

Location of project: West Jordan

3. For Housing and Economic Development projects, if your agency serves clients outside of the Urban County, how will the agency document that the amount of funding available from each City or the Unincorporated County is used for projects in the appropriate jurisdictions? All clients served are asked demographic information and all information is stored in a database that allow us to quantify services provided by city and county.

4. The agency or its management cannot apply if they are currently prohibited from receiving government funding, as a result of a debarment.

No management employee is prohibited from receiving government funding.

5. Agency must participate in the Employee Status Verification System to verify the immigration status of new employees who work under the agency's supervision or direction.

Our agency uses e-verify

6. Agencies must not have any conflicts of interest within the organization.

These would include:

- Situations where an individual's decisions directly impact the work, employment status, or pay of another person (staff or board member) who is a close family relative.
- Members of the agency or board (or their family members) who have a personal financial interest or investment in the agency and could benefit or suffer a loss as a result of the activities under the County-funded grant.

7. Agency must have a Nondiscrimination Policy in place.

SVS has a non-discrimination policy in place

8. Does the agency have a written procurement policy?

YES **NO**

9. Agency must be currently registered with the Utah State Department of Commerce. yes

10. Agency employees must have all required licenses and certifications required by State law for services provided. All employees hold the required licenses to work with domestic violence individuals and the required training.

11. Agency must be able to expend the grant funds and matching funds for eligible activities within a 12 month period for housing and economic development activities and 24 months for hard cost/facility improvement activities.

12. Agency must have the capacity to collect and analyze demographic data.

Section III: SPECIFIC FISCAL & ORGANIZATIONAL CAPACITY QUESTIONS

1. Have any of the current agency or program staff had experience in managing government grant funds? **YES** NO

If Yes, provide additional detail below

○

Name of staff person(s): Karla Arroyo, Alexandra Flores and Tami Nickel

○
Type of Government funds (give examples): CDBG, VOCA, VAWA, DHS and Hard Cost CDBG

○
Source of funding: (State, Federal, County, City): all 4 sources.

2. How does agency keep track of its revenues and expenses? What financial accounting method is used by the agency? (list options Check all that apply)

Handwritten Ledger

Accrual method

Excel Spreadsheet

QuickBooks Accounting Program

Quicken Accounting program

Other: _____

3. Does the agency have a chart of accounts to differentiate between revenue/expense resources? **YES** NO

4. Does the agency have written policies and procedures on how agency funds are to be handled? **YES** NO

5. Has agency ever had a formal independent audit of its books? **YES** NO

If Yes, who did the audit and when was it completed? 2012. Wisan, Smith, Racker, & Prescott, LLP

6. Is the agency currently under corrective action from a previous audit finding? YES **NO**

If so, please explain:

7. If the agency has paid employees, does the agency currently have Worker's Compensation Insurance? **YES** NO

If not, please explain.

8. If the agency has professional staff such as attorneys, doctors, or clinical social workers, does the agency currently have professional liability insurance?

YES NO

If not, please explain.

9. Does the agency currently have a liability insurance policy?

YES NO

If Yes, who is the insurance company? North American Elite, services acquired through broker at SentryWest.

If not, please explain.

10. Please attach a roster of current members of the agency's Board of Directors.

•

CHAIR	PAST CHAIR	TREASURER	SECRETARY
Jared Shaver	Dennis Tenney	Stephen Roberts	Mark Seethaler
Murray Council Member	Sandy City Council	<u>Business Consultant</u>	So. Jordan City Council
5025	1087 E. Gramblin Way	4592 Black Powder Drive	1319 Temple Vista Ln
Murray, UT 84107	Sandy, UT 84094	Herriman, Utah 84096	So. Jordan, UT 84095
Cell: 801-656-5186	Cell: 801-916-3575	Home: 801-253-2635	Cell: 801-865-6064

	Hm: 801-566-3575	Cell: 801-243-8882	Wk: 801-240-8126
Jared.shaver@murray.utah.gov	dennistenney@gmail.com	sroberts108@gmail.com	Seethaler@ldschurch.orf
Term: 02/13 - 02/15	Term: 07/11-07/13	Term: 10/12-10/14	Term: 02/13 - 02/15
Sara Staheli	Brenda Willis	Teresa Molina	Griselda Sofia Tirado*
<u>Assoc. VP of Develop. Hale Ctr Theatre</u>	CRA Manager, American Express	Associate Director of University Neighborhood Partners	
3333 So, Decker Lake Drive	4315 South 2700 West	1060 South 900 West	
West Valley City, UT 84119	Salt Lake City, UT 84184	Salt Lake City, UT 84104	
Cell: 801-415-2313	Wk: 801- 945-6565	Wk:801-972-3620	Wk:
Wk: 801-819-2440	Cell: 801-865-9115	Cell: 801-347-5803	Cell:801-336-7378
saras@hct.org	Brenda.a.willis@aexp.com	t.molina@partners.utah.edu	gsofiatirado@gmail.com
Term: 02/11 - 02/13	Term: 09/13-09/15	Term: 10/12-10/14	Term: 04/13-04/15
Nicole Martin			
<u>Sandy City Communication Director</u>			
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Term:11 /13 - 11/15			

How often does the board meet? Once per month

- When was the last board meeting held and were written minutes kept of this meeting? Yes. November 28, 2013
- Does the board have a written set of bylaws governing its operation? yes



Salt Lake County

Community Development Block Grant (CDBG) "Hard Cost" Proposal Guidelines 2014-15 Program Year Public Facility Improvements

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I. General Information

- A. Project Title Critical Repairs to Transitional Housing Unit
- B. Name of Agency The Road Home
- C. Address of Agency 210 S. Rio Grande St., Salt Lake City, UT 84101
- D. Contact Person Jessica Burnham Title: Grant Writer
- E. Phone Number 801-819-7290 Email Address: jburnham@theroadhome.org
- F. Physical Location of Program/Project(s) 210 S. Rio Grande St., Salt Lake City, UT 84101
- G. Priority Activity Category (See Page 3-4 of the instructions) Housing Facility Improvements

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

Upon entering emergency shelter, clients can access case management services to help them work toward the primary goal of securing housing. Once in housing, clients continue to receive case management services to ensure they stabilize and don't return to homelessness. For some, securing permanent housing presents a greater challenge. Rather than having those individuals and families languish in emergency shelter, the transitional housing units owned by The Road Home can present a temporary housing option. These units serve as a stepping stone to permanent housing in the community. Last year, we provided 75,006 nights of housing to 415 individuals through our Transitional Housing Program. Our unit located at 5996 S. 5100 W. Kearns, UT 84118 is in need of a number of repairs, including: replacing the evaporative cooler, repairing the clothes dryer, replacing carpet throughout, replacing the roof, replacing the sliding door in the kitchen, replacing the kitchen range, painting, and other small repairs. We are respectfully requesting \$18,000.00 to implement these needed repairs to make the unit appropriately habitable for the individuals and families we serve.

I. Budget Summary (Requests must be for a minimum of \$10,000)

Total Project Cost \$80,800.00 Total CDBG Funds Requested \$18,000

Submitted by (Proposal must be signed)

Proposals must be for a minimum of \$10,000

Signature

Name Matt Minkevitch

Date

12/5/2013

Title Executive Director

Agency DUNS Number 612496802

II. Detailed Project Description

Proposals will be reviewed by Community Resources & Development Staff for eligibility. Copies will be sent to each City you have requested funding from for review and approval through their public process. Each proposal will be reviewed in part by how well the proposed project addresses a community development need in each jurisdiction and the degree to which the proposed project furthers a strategy or goal identified in the Salt Lake County Consolidated Plan. The review process will consist primarily of ranking and scoring proposals 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 review committee will base their opinions of your application on what you write. Be concise and thorough, remember bigger is not better.

DO NOT EXCEED SEVEN (7) PAGES- Refer to Evaluation Form in Instructions

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?
2. Need and Benefit: Answer the question "Why?" 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 compelling need for CDBG funding? Does the need justify the costs? Show the tie to the Priority Activity Categories, the Salt Lake County Consolidated Plan and the HUD Performance Measurement System.
3. Program Design: Describe the clientele and the need your project will address. State the number of clients who will receive service in total from this program as well as the number of clients in each of the ten cities and the Unincorporated County. Identify the estimated number of clients that will be served with the requested CDBG funds and estimate the percent who are low- and moderate income. Will the project serve a geographical area? If so describe the area. Does the program design incorporate research-based best practices? Describe how the program will overcome significant client barriers to assistance.
4. Project Goals and Objectives: We are looking for the Outcome Measurements for your program. Identify the needs and, goals and outcomes for your program. Outline how you plan to achieve the goals and objectives you have set. How will you know the program has a significant impact on the identified need?
5. Capacity and Sustainability: Describe past performance, staff capability, and expertise including board and volunteer resources. Do you have prior experience in similar efforts? Identify these similar successes. If no further CDBG assistance was provided would the activity continue? How will you handle future operational or maintenance costs?
6. Budget and Leveraging: Ensure the budget is clear, well thought out and realistic? Identify other funds committed to the project. Do you have a financial commitment to the activity? Is there a non-financial commitment? Describe any In-Kind resources. Have you sought assistance from other CDBG Entitlement Cities, please list? If "no", why not? If full funding cannot be given, list your priorities for items or activities to be funded? Provide information on employees and salaries to be paid for oversight and monitoring, identify project and program delivery costs by name and include cost of each area.
7. Cooperation & Collaboration: Describe how your project not only complements but builds upon the efforts of others. Such efforts reflect an actual commitment of resources to achieve mutual objectives rather than only a coordination of services to prevent duplication. Identify how your program participates in community wide planning efforts in the area of identified need.
8. Other Considerations: Any conditions or contingencies that will need to be met before implementing the project? Does the agency have a Language Assistance Plan? Does your agency have a designated 504 Coordinator? Do you have a system and procedure to collect and report data on the race, ethnicity, gender and disability characteristics of applicants, participants or beneficiaries? Is there anything else we need to know?
 Identify if any of the following apply: *Faith Based Organization * Lead-Based Paint
 * Relocation of people or businesses * Acquisition of property * 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. Will the owner allow a long term lien to be placed on the property by the County?

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 Committed Funds	Other Funds Requested	Other: In-Kind	Total Project Budget
Land/Building Acquisition					
Architect, Engineering and/or Design Costs					
Construction Costs (streets, sidewalks, etc.)					
Renovation or Rehabilitation (facility improvements)	\$18,000		\$62,800		\$80,800
Site Improvement or Landscaping					
Project Delivery Costs (to cover project management and oversight)					
Subtotal: Project Costs	\$18,000		\$62,800		\$80,800

Other Costs: (include any other necessary project costs. Describe in Narrative.)	\$18,000		\$62,800		\$80,800
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GRAND TOTAL: ALL COLUMNS	\$18,000		\$62,800		\$80,800
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List CDBG Portion of Hard Cost Services requested by Jurisdiction

Alta	\$21	Herriman	\$266	Riverton	\$202
Bluffdale	\$96	Holladay	\$786	South Salt Lake	\$5,281
Cottonwood Heights	\$924	Midvale	\$3,517	Unincorporated County	\$2,423
Draper	\$329	Murray	\$4,155		

Total CDBG Requested (Should match "Requested Total CDBG" Column)

\$18,000

Proposals must be for a minimum of \$10,000

IV. Population Served by Jurisdiction

To better serve Salt Lake County, the CDBG proposal includes a section with the purpose of identifying the proposed project's client base by jurisdiction. For questions, call Salt Lake County's Division of Community Resources and Development at 385-468-4880. TTY/TDD users should call 7-1-1.

CDBG INFORMATION TABLE	Number of Clients served last fiscal year who live in each Jurisdiction	Number of Clients served last fiscal year who were low- and moderate-income	Estimated number of new low- and moderate- income clients to be served during 2014-15	Estimated total number of new clients to be served during 2014-15, Program Wide
Alta	2	2	2	2
Bluffdale	9	9	9	9
Cottonwood Heights	87	87	87	87
Draper	31	31	31	31
Herriman	25	25	25	25
Holladay	74	74	74	74
Midvale	331	331	331	331
Murray	391	391	391	391
Riverton	19	19	19	19
South Salt Lake	497	497	497	497
Unincorporated Salt Lake County	228	228	228	228
Total:	1,694	1,694	1,694	1,694

Proposals are to be submitted through BidSync by the date and time posted. No responses will be accepted after that date and time. Answers to questions regarding this RFP may be released in an Addendum to this RFP. Please scan and attach your proposal and related exhibits including the Organizational Assessment into BidSync when entering your electronic RFP submittal. If you are unable to submit through BidSync, proposals may also be submitted to 2001 South State Street, Suite N4500, Salt Lake City, Utah 84190. **Proposals are due no later than 2:00 p.m. on Thursday, December 5, 2013.**

II. Detailed Project Description

1. Program and Project Description

Description

The mission of The Road Home is to help people step out of homelessness and back into our community. Our Housing Program was started in 1996 as a component of our overall approach to assisting people in their efforts to overcome homelessness. We adhere to a “Housing First” philosophy, believing that families and individuals can more effectively address the issues that led them to homelessness when they are in stable, long-term housing with access to supportive services.

Upon entering shelter, individuals and families can access case management services to help them work toward the primary goal of securing housing. During the initial assessment, case managers evaluate each client’s homeless history and service needs including the presence of co-occurring substance abuse and mental disorders. The Road Home accepts referrals from our community partners for assessment for appropriate housing solutions. Team members thereafter assist potential participants in locating and applying for units and helping the family to transition smoothly from shelter to housing.

Once in housing, case managers work with families to help build skills necessary to maintain stable housing, increase income, and ensure access to mainstream benefits. This includes conducting in-home visits to ensure participants are meeting the terms of their lease, providing referrals to community resources, and helping to identify and eliminate barriers that have prevented households from finding and/or maintaining housing.

In the beginning, we helped approximately 20 households move into transitional housing each year. Last year, we worked alongside 587 households as they moved into an array of housing settings in the community. Our housing opportunities include a variety of subsidies and levels of service. As the need for housing grows, we diligently seek opportunities to increase the number of housing units and the amount of rental assistance we have to offer our clients. We continue to use transitional units for families with significant housing barriers and have added many other options.

We are respectfully requesting hard cost funding to carry out critical repairs on a transitional housing unit previously owned by the Housing Authority of the County of Salt Lake that is in the process of being deeded to The Road Home.

Use of Funds

After thoughtful consideration, and due to the extraordinary need, we are respectfully requesting \$18,000.00 to carry out necessary repairs and maintenance to our transitional housing unit located at 5996 S. 5100 W. in Kearns. This funding will allow us to: replace the evaporative cooler, replace carpet throughout, replace the roof, replace the sliding door in the kitchen, remove a tree growing too close to the house, repair the clothes dryer, replace the kitchen range, paint the walls, and carry out other miscellaneous small repairs.

Intent of Project

Undertaking this project will ensure the unit meets all inspection requirements and is appropriately habitable for families endeavoring to overcome homelessness.

2. Need and Benefit

Why this project?

Helping people transition out of homelessness and into housing in the community is the primary goal of our agency. Transitional housing is a critical stepping stone for those families who face greater obstacles

to achieving permanent housing solutions. These repairs and renovations must be carried out in order to make the unit a suitable living environment for families.

Duplication of Services

As the largest provider of homeless services in the State of Utah, The Road Home serves as a centralized access point for emergency shelter and a variety of housing services in our community. The services we offer cannot be replicated on the same scale by any other single agency in the community.

Enhance Existing Services

Carrying out this project will enhance existing services, as it will allow us to provide an adequate home environment for families while they search out more permanent housing options.

Why have you chosen to address this need?

At our request, this unit was inspected by Criterium-Bernhisel Engineers, who determined the need to carry out each repair included in this application.

Need for CDBG Funding

It can be difficult to secure hard cost funding through private sources. Salt Lake County has been a great partner to The Road Home for many years. Hard cost CDBG funding is our best funding option for this project.

Does the need justify the cost?

Ensuring that this unit provides a suitable living environment for families is of the utmost importance to our agency. The need for these repairs was professionally determined. We believe the need for families to have a safe, secure and functional home environment justifies the cost of undertaking this project.

Priority Activity Categories

Undertaking critical repairs to a transitional housing unit for those endeavoring to overcome homelessness aligns with the "Housing Facility Improvements" priority.

The Salt Lake County Consolidated Plan

In Salt Lake County's consolidated plan, homelessness is identified as a critical need that needs to be addressed. We help people step out of homelessness and back into our community by providing emergency assistance, shelter, case management, and permanent housing solutions. Undertaking this project is critical in helping families who face significant obstacles transition out of homelessness and into housing.

The HUD Performance Measurement System

This project meets the "Suitable Living Environment" HUD objective by ensuring said transitional housing unit is appropriately habitable for families endeavoring to overcome homelessness. The HUD Outcome of "Availability/Accessibility" is met by this project because it provides a temporary housing option to families while they search for more permanent housing in the community. It is a stepping stone to self-sufficiency.

3. Program Design

Clientele

The Road Home serves individuals and families experiencing homelessness in Utah, primarily in Salt Lake County and along the Wasatch Front. During FY13, we provided services to 9,418 people in need of support during their endeavor to transition out of homelessness and back into the community.

During FY13, demographics for our clients were as follows:

- 71.3 % male, 28.7 % female
- 74.7 % White, 10.9% African-American. 5.7% Native American, 1.2% Native Hawaiian or other Pacific Islander, 9% Asian, 6.6% “Other”
- 77.8% non-Hispanic, 22.2% Hispanic
- 16% were under the age of 18, 48.4% were between the ages of 18 and 44, and 35.5% were 45 or older.
- 44% identified as having a mental illness
- 50% identified as having a disabling condition
- 13% reported employment while 54% reported income of any type
- 100% were considered below low income according to the Area Median Income

Many clients struggle with mental illness, substance abuse, and serious medical conditions. Others face financial debt, limited education and job skills, and unemployment. Many are dealing with complex barriers to housing that are not easy to overcome.

Need to be addressed

According to the National Alliance to End Homelessness, there are 633,782 people experiencing homelessness on any given night in the United States. The Road Home provides critical support to individuals and families endeavoring to overcome homelessness in Utah.

Number of clients served

During FY13, we provided 295,725 nights of shelter to 6,277 individuals at the Salt Lake Community Shelter. The chart below provides a breakout of the number of individuals served in shelter by jurisdiction as well as the resulting cost of services. The cost of services was calculated by taking the number of individuals served, multiplied by the average length of stay (43.6), multiplied by the average cost of one night of shelter and supportive services (\$16.42).

Residents Served in Emergency Shelter

Jurisdiction	Number Served in Shelter	Cost of Services
Salt Lake County	1,435	\$1,027,333.67
Unincorporated	215	\$153,921.08
Alta	2	\$1,431.82
Bluffdale	9	\$6,443.20
Cottonwood Heights	85	\$60,852.52
Draper	23	\$16,465.97
Herriman	16	\$11,454.59
Holladay	68	\$48,682.01
Midvale	189	\$135,307.36
Murray	340	\$243,410.08
Riverton	19	\$13,602.32
South Salt Lake	469	\$335,762.72

We estimate serving a similar number of individuals in shelter in the coming year.

During this same time period, we worked alongside 2,074 individuals as they secured and maintained housing in the community. The chart below provides a breakout of the number of individuals served in housing in each jurisdiction as well as the rental assistance provided.

Residents Served in Housing

Jurisdiction	Number Served in Housing	Rental Assistance Provided
Salt Lake County	259	\$199,998.73
Unincorporated	13	\$14,715.90
Alta		
Bluffdale		
Cottonwood Heights	2	\$2,316.67
Draper	8	\$4,775.00
Herriman	9	\$3,672.82
Holladay	6	\$3,050.00
Midvale	142	\$89,770.30
Murray	51	\$44,429.07
Riverton		
South Salt Lake	28	\$37,268.97

We estimate serving a similar number of individuals in housing in the coming year.

Clients served with CDBG funding

During FY13, we served 415 individuals in transitional housing. The housing unit located at 5996 S. 5100 W. has four bedrooms and typically serves larger families. It is currently housing a family of seven. We will typically allow families to live in a transitional housing unit for up to two years while they work with case managers to secure permanent housing in the community. The repairs that will be carried out at this unit will benefit every family that resides in the home for years to come.

Percent who are low income

100% of the individuals and families we serve are low income.

Geographical Area Served

The Road Home serves individuals and families experiencing homelessness throughout Utah, with a focus on Salt Lake County and along the Wasatch Front. Based on the population growth projected by the Governor's Office of Planning and Budget, we anticipate an 18.3% increase in the number of those experiencing homelessness in Utah by 2030, to an estimated 21,337 men, women and children.

Best Practices

The Road Home incorporates a variety of research-based best practices into our programs. In order to provide the appropriate level of service to each client, we implement a "Progressive Engagement Model," meaning we begin by utilizing minimal resources to meet the needs of individuals and families, and progressively apply more resources as it becomes necessary. We operate as a "Housing First" organization, meaning we help individuals and families secure housing as soon as possible and then provide ongoing case management services as needed. One of our greatest tools is rapid re-housing, a proven strategy that helps individuals and families transition out of homelessness and into housing in the community as soon as possible.

Overcoming client barriers

Those experiencing long-term, chronic homelessness make up 10% of our shelter population, yet utilize 56% of the shelter nights we provide. By helping these individuals and families transition out of shelter and into housing, and remain stably housed, we free up beds in shelter for others who will utilize the resource for a shorter period of time.

4. Project Goals and Objectives

Needs

The transitional housing unit located at 5996 S. 5100 W. in Kearns was inspected by Criterium-Bernhisel Engineers, who determined the need to carry out the following repairs: replacing the evaporative cooler, replacing carpet throughout, replacing the roof, replacing the sliding door in the kitchen, removing a tree growing too close to the house, repairing the clothes dryer, replacing the kitchen range, painting the walls, and carrying out other miscellaneous small repairs.

Goals

The goal of this project is to successfully renovate the transitional housing unit located at 5996 S. 5100 W. in Kearns.

Outcomes

By undertaking this project, we will ensure the unit meets all inspection requirements and is appropriately habitable for families endeavoring to overcome homelessness..

Achieving goals and objectives

If full funding is awarded, the smaller items (i.e., replacing carpet, replacing sliding door, removing the tree, repairing clothes dryer, replacing kitchen range, painting walls, and other small repairs) will be completed within one month. Replacing the evaporative cooler and roof will depend on the season, but are expected to be complete within two months.

Significant impact

We will know the project has had a significant impact once all repairs have been completed and a family is able to reside comfortably in the unit.

5. Capacity and Sustainability**Past performance**

The Road Home is the largest homeless services provider in Utah. We have earned a Four Star Charity rating (out of four stars) from Charity Navigator for eight consecutive years along with only 2% of non-profits in the nation. In 2011 we were singled out over 10,000 homeless service providers to receive the Non-Profit Achievement Award from the National Alliance to End Homelessness.

Staff Capability

We currently employ a highly trained, professional staff of 175, 123 of whom are full-time, 9 of whom are part-time, and 43 who are seasonal employees. Among our employees we have Licensed Clinical Social Workers, Certified Social Workers, Masters of Social Work, Licensed Substance Abuse Counselors, and CPR/First Aid Trainers. Our key staff are comprised of individuals who have been with the agency for at least 10 years with extensive experience in homeless service program delivery.

The Road Home's Board of Trustees consists of 33 community volunteers. They meet a minimum of 10 times per year and have 100% volunteer participation. Board members serve in a number of ways, including assisting with special events, conducting donor phone calls and assisting with weekly moves for clients leaving the shelter for housing. Board members also serve on committees (e.g., Development, Administrative, Services) that meet monthly.

We are profoundly fortunate to be supported by a community that refuses to ignore the circumstances of those experiencing homelessness. In FY13, 12,200 volunteers spent 25,800 hours providing services at The Road Home. The Road Home could not function without the overwhelming support we receive from volunteers and those in the community who donate much needed items.

Prior Experience

The Road Home has extensive experience managing Federal funds and has a history of successfully and effectively managing grants and contracts. We have been a direct HUD grantee through the Continuum of Care since 1995. Since 2010, The Road Home has managed over \$9,585,535.00 in rental assistance and leasing funds. We manage a total agency annual budget of \$14,306,546.00. Our agency is audited annually by an independent agency, and has had no significant audit findings in over 17 years. Approximately 6% of our budget is devoted to general and administrative expenses and development and fundraising.

With the generous hard cost CDBG funding previously awarded our agency by Salt Lake County, Murray City, and Midvale City, we have successfully carried out critical projects such as replacing the HVAC system and Family Shelter doors at our Salt Lake Community Shelter, repairing resident restrooms at this facility, and undertaking improvements to our transitional housing units needed to make them appropriately habitable for individuals and families. This funding has been paramount in allowing us to carry out these projects that are so essential to the services we provide.

Would activity continue without CDBG funding?

If no CDBG assistance were provided, we would work to secure private contributions to complete this project. However, it can be difficult to secure private funding for hard cost projects.

Future Operational or Maintenance Costs

To ensure continued operations, The Road Home employs a full-time Development Team that seeks funding through a variety of revenue streams including events, mailings, and grants. We continually work to find and develop new funding sources while improving and expanding existing efforts.

6. Budget and Leveraging**Other Funds Committed**

Other funds committed to the maintenance of our housing units include \$26,376.00 in government grants and \$36,424.00 in private contributions. *Please see the attached Project Budget for a detailed breakdown.*

Do you have a financial commitment to the activity?

Our total agency budget reflects a commitment to the ongoing maintenance of our housing units. The aforementioned funding from government and private sources has been dedicated to carrying out this maintenance. If CDBG funding is not awarded, we will work to secure private contributions to complete the project.

Non-Financial Commitment/In-Kind Resources

We receive generous in-kind donations from dedicated community supporters throughout the year. Our partnership with The Church of Jesus Christ of Latter-day Saints that allows clients to receive Food and DI Vouchers when they are transitioning from shelter into housing.

Assistance from other CDBG Entitlement Cities

We are seeking support from other CDBG Entitlement Cities, including Salt Lake City, Sandy City, South Jordan City, Taylorsville, West Jordan City, and West Valley City.

Priority Items/Activities

If full funding cannot be given, our priority items include: replacing the evaporative cooler and replacing the roof on the unit.

Employees and Salaries

James Woolf, Director of Shelter and Operations, will ensure the project is completed successfully. None of his salary will be covered by the requested funding.

Identified Costs

Below is a breakout of funding usage:

Expenses

Replace or repair evaporative cooler	\$1,000.00
Replace carpet in all rooms	\$3,000.00
Replace roof	\$9,500.00
Replace sliding door in kitchen	\$800.00
Remove tree growing too close to house	\$500.00
Repair clothes dryer	\$650.00
Replace kitchen range	\$850.00
Paint and miscellaneous small repairs	\$1,700.00
Total Expenses	\$18,000.00

Please see attached Project Budget for more detailed information.

7. Cooperation & Collaboration**Complements and Builds on Other Efforts**

The Road Home has collaborative partnerships with local housing authorities, federal, state and local government and fellow service providers. The unit located at 5996 S. 5100 W. in Kearns is a case-in-point. The home has been owned by the Housing Authority of the County of Salt Lake, and we have provided the clients and case management services. Although they are now deeding the unit to our agency, we look forward to continuing our collaborative partnership.

Community-Wide Planning Efforts

The Road Home is a strong and active participant in the Salt Lake County Homeless Coordinating Council and its sub-committees, including the SLCHCC Executive Committee, Continuum of Care Committee, the Utah Point-in-Time Committee, HMIS Steering Committee, the Coordinated Access Planning Committee and the Prioritization Committee. In addition, we participate in the Long Range Planning Committee and the State Discharge Committee, and the community wide Permanent Supportive Housing Employment initiative.

8. Other Considerations**Conditions or Contingencies**

There are no conditions or contingencies that need to be met prior to implementing the project.

Language Assistance Plan

The Road Home does have a Language Assistance Plan.

504 Coordinator

Since we employ a staff of over 15 employees, we do have a designated 504 Coordinator.

Collecting and Reporting Data

Our staff carefully collects and records client level data from all of our programs through HMIS to allow for thoughtful program evaluation, reporting and outcome measurement.

Ownership/Lease of Facility

Our agency has a long-term lease of the facility. We expect a lien could not be placed on the property.

THE ROAD HOME

FY 2013 - 2014

SALT LAKE COUNTY

HOUSING UNIT MAINTENANCE**REVENUES**

Government Grants	26,376
Private Contributions	36,424
Salt Lake County	18,000
TOTAL REVENUE	80,800

EXPENSES

Regular Housing Repairs and maintenance	62,800
Replace or repair evaporative cooler	1,000
Replace carpet in all rooms	3,000
Replace roof	9,500
Replace sliding door in kitchen	800
Remove tree growing too close to house	500
Repair clothes dryer	650
Replace kitchen range	850
Paint and miscellaneous small repairs	1,700
TOTAL EXPENSES	80,800

REVENUES

Government Grants	
Private Contributions	
Salt Lake County	18,000
TOTAL REVENUE	18,000

EXPENSES

Regular Housing Repairs and maintenance	
Replace or repair evaporative cooler	1,000
Replace carpet in all rooms	3,000
Replace roof	9,500
Replace sliding door in kitchen	800
Remove tree growing too close to house	500
Repair clothes dryer	650
Replace kitchen range	850
Paint and miscellaneous small repairs	1,700
TOTAL EXPENSES	18,000

**ORGANIZATIONAL ASSESSMENT OF
POTENTIAL CDBG HOUSING, FACILITY IMPROVEMENT OR ECONOMIC
DEVELOPMENT GRANT APPLICANTS**

For **Non-Profit** Agencies applying for Community Development Block Grant (CDBG) Funding
Salt Lake County Community Resources and Development Division

Purpose:

- To identify possible issues that would prevent a potential grant applicant from meeting the contracting requirements of a CDBG Grant award and therefore be ineligible to be considered for funding at this time.
- To assist grant reviewers with additional information in assessing and scoring an agency's managerial capacity.

Please answer the following questions and provide details where requested:

Section I: GENERAL AGENCY INFORMATION

Agency Name: The Road Home

Name of Person completing form: Jessica Burnham

Title: Grant Writer Date: 12/4/2013

Telephone number 801-819-7290 Email address: jburnham@theroadhome.org

1. How long has the agency been operating? Since 1923
When did agency first receive its 501(c)3 status?

On July 15, 1987

2. Has the agency ever received a grant from Salt Lake County Community Resources & Development before? **YES NO**

If Yes identify what grants were received, when, and for how much?

We have received funding through Salt Lake County since at least 1995. Most recently, we have been awarded:

2011: CDBG Hard Costs: \$10,000 Family Shelter Doors (also \$10,000 from Murray); \$15,000 for Housing Roofs; CDBG Soft Costs: \$26,653 Emergency Shelter; ESG: \$55,000 Emergency Shelter; HOME: \$296,400

2012: CDBG Hard Costs: \$12,000 Shelter Bathroom Repairs (Murray); CDBG Soft Costs: \$10,000 Community Winter Shelter; \$10,000 Salt Lake Community Shelter; ESG: \$50,000 Shelter Operations; Rapid Rehousing \$54,000; Rapid Rehousing \$54,697.48; HOME: \$297,000

2013: CDBG Hard Costs: \$34,681 Housing Roofs; CDBG Soft Costs: \$10,000 Community Winter Shelter; ESG: \$20,000 Rapid Rehousing Staffing; \$58,809 Rapid Rehousing Rental Assistance; HOME: \$300,000

3. Does the agency have any full and/or part-time PAID staff members? **YES NO**
If Yes how many? full time 123 part-time 9 seasonal 43

4. In the last twelve months, have there been any changes in key staff or program staff? (Include key non-paid staff). YES NO
If so, please explain:
5. Has the agency received a negative finding in a fair housing complaint, or any other similar action? No
If so, please explain:
6. Has the agency ever been fined or otherwise penalized by a taxing agency? No
If so, please explain:
7. Other than discussed above, does the agency or its management have any history of complaints resulting in legal or other formal action? No

If so, please explain:

Section II. MINIMUM QUALIFICATIONS

1. You must have an office/facility located within Salt Lake County's borders. Services should be coordinated from this location for housing programs and economic development programs.

Location of office(s): 210 S. Rio Grande St. Salt Lake City, UT 84101

2. For Hard Cost/Facility Improvements, the project must be located in an eligible Urban County area. The amount of funding requested from each jurisdiction cannot exceed the percentage of eligible clients served through the program or project. (An example if a project will cost \$20,000 and you serve 100 clients, if 20% of your clients live in Murray City, then you could ask Murray City for 20% of the total project cost or \$4,000).

Location of project: 5996 S. 5100 W. Kearns, UT 84118

3. For Housing and Economic Development projects, if your agency serves clients outside of the Urban County, how will the agency document that the amount of funding available from each City or the Unincorporated County is used for projects in the appropriate jurisdictions? N/A

4. The agency or its management cannot apply if they are currently prohibited from receiving government funding, as a result of a debarment. N/A
5. Agency must participate in the Employee Status Verification System to verify the immigration status of new employees who work under the agency's supervision or direction.
6. Agencies must not have any conflicts of interest within the organization.
These would include:
 - Situations where an individual's decisions directly impact the work, employment status, or pay of another person (staff or board member) who is a close family relative. N/A
 - Members of the agency or board (or their family members) who have a personal financial interest or investment in the agency and could benefit or suffer a loss as a result of the activities under the County-funded grant. N/A
7. Agency must have a Nondiscrimination Policy in place.
8. Does the agency have a written procurement policy? **YES** NO
9. Agency must be currently registered with the Utah State Department of Commerce.
10. Agency employees must have all required licenses and certifications required by State law for services provided.
11. Agency must be able to expend the grant funds and matching funds for eligible activities within a 12 month period for housing and economic development activities and 24 months for hard cost/facility improvement activities.
12. Agency must have the capacity to collect and analyze demographic data.

Section III: SPECIFIC FISCAL & ORGANIZATIONAL CAPACITY QUESTIONS

1. Have any of the current agency or program staff had experience in managing government grant funds? **YES** NO
If Yes, provide additional detail below
 - Name of staff person(s):
Matt Minkevitch, Michelle Flynn, Melanie Zamora, Larry Kupfer, Michelle Eining, Darlene Rada, Meghan Meitchen
 - Type of Government funds (give examples)
COC, ESG, HOME, CDBG, TANF, SSVF, SAMSHA
 - Source of funding: (State, Federal, County, City)

State, Federal, County, City

2. How does agency keep track of its revenues and expenses? What financial accounting method is used by the agency? (list options Check all that apply)

Handwritten Ledger	Accrual method
Excel Spreadsheet	QuickBooks Accounting Program
Quicken Accounting program	Other: <u>Peachtree Accounting</u>

3. Does the agency have a chart of accounts to differentiate between revenue/expense resources? **YES** **NO**

4. Does the agency have written policies and procedures on how agency funds are to be handled? **YES** **NO**

5. Has agency ever had a formal independent audit of its books? **YES** **NO**

If Yes, who did the audit and when was it completed?

EideBailly CPAs & Business Advisors; completed and received November 6, 2013

6. Is the agency currently under corrective action from a previous audit finding? **YES** **NO**

If so, please explain:

7. If the agency has paid employees, does the agency currently have Worker's Compensation Insurance? **YES** **NO**

If not, please explain.

8. If the agency has professional staff such as attorneys, doctors, or clinical social workers, does the agency currently have professional liability insurance? **YES** **NO**

If not, please explain.

9. Does the agency currently have a liability insurance policy? **YES** **NO**

If Yes, who is the insurance company? Levitt Group

If not, please explain.

10. Please attach a roster of current members of the agency's Board of Directors.

- How often does the board meet? A minimum of 10 times per year
- When was the last board meeting held and were written minutes kept of this meeting? The last meeting was held October 24, 2013 and minutes were kept.
- Does the board have a written set of by-laws governing its operation? Yes



Salt Lake County

Community Development Block Grant (CDBG) "Hard Cost" Proposal Guidelines 2014-15 Program Year Public Facility Improvements

For questions and technical assistance, applicants are encouraged to contact the Division of Community Resources and Development for Salt Lake County at 385-468-4880. People with questions are encouraged to call before completing or submitting the proposal. Proposal Instructions and Guidelines may be found at CRD's website: <http://crd.slco.org/communityDev/PublicNoticesComment.html>. Reasonable accommodations for individuals with disabilities or those in need of language interpretation services can be provided if five days' notice is given by calling 385-468-4880 and asking for Sharon. TTY/TDD users should call 7-1-1.

I. General Information

- A. Project Title Critical Improvements to Emergency Shelter Parking Lot
- B. Name of Agency The Road Home
- C. Address of Agency 210 S. Rio Grande St., Salt Lake City, UT 84101
- D. Contact Person Jessica Burnham Title: Grant Writer
- E. Phone Number 801-819-7290 Email Address: jburnham@theroadhome.org
- F. Physical Location of Program/Project(s) 210 S. Rio Grande St., Salt Lake City, UT 84101
- G. Priority Activity Category (See Page 3-4 of the instructions) Access to Safe, Timely Crisis Services

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

Our downtown Salt Lake Community Shelter operates year-round to ensure every man, woman, and child experiencing homelessness in our community has a warm, safe place to sleep and access resources. Last year, we provided 295,725 nights of shelter to 6,277 individuals at this facility, including 680 families. After thoughtful consideration, and due to the extraordinary need, we are respectfully requesting \$22,007.00 to replace the dilapidated gates and fencing that surround the staff parking lot at our Salt Lake Community Shelter. The current structure is over 25 years old and has fallen into extreme disrepair. In fact, the gates will often not open or close when needed, which compromises the safety of dedicated staff and volunteers and also hinders our acceptance of in-kind donations. This critical project will significantly increase the safety and security of our 175 employees and the 12,000+ community volunteers we work alongside each year, while also facilitating the donation of in-kind items such as blankets and socks that are desperately needed by individuals and families in shelter.

I. Budget Summary (Requests must be for a minimum of \$10,000)

Total Project Cost \$197,007.00 Total CDBG Funds Requested \$22,007.00

Submitted by (Proposal must be signed)

Proposals must be for a minimum of \$10,000

Signature [Handwritten Signature]

Name Matt Minkevitch

Date 12/5/2013

Title Executive Director

Agency DUNS Number 612496802

II. Detailed Project Description

Proposals will be reviewed by Community Resources & Development Staff for eligibility. Copies will be sent to each City you have requested funding from for review and approval through their public process. Each proposal will be reviewed in part by how well the proposed project addresses a community development need in each jurisdiction and the degree to which the proposed project furthers a strategy or goal identified in the Salt Lake County Consolidated Plan. The review process will consist primarily of ranking and scoring proposals 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 review committee will base their opinions of your application on what you write. Be concise and thorough, remember bigger is not better.

DO NOT EXCEED SEVEN (7) PAGES- Refer to Evaluation Form in Instructions

- | |
|--|
| 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? |
| 2. Need and Benefit: Answer the question "Why?" 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 compelling need for CDBG funding? Does the need justify the costs? Show the tie to the Priority Activity Categories, the Salt Lake County Consolidated Plan and the HUD Performance Measurement System. |
| 3. Program Design: Describe the clientele and the need your project will address. State the number of clients who will receive service in total from this program as well as the number of clients in each of the ten cities and the Unincorporated County. Identify the estimated number of clients that will be served with the requested CDBG funds and estimate the percent who are low- and moderate income. Will the project serve a geographical area? If so describe the area. Does the program design incorporate research-based best practices? Describe how the program will overcome significant client barriers to assistance. |
| 4. Project Goals and Objectives: We are looking for the Outcome Measurements for your program. Identify the needs and, goals and outcomes for your program. Outline how you plan to achieve the goals and objectives you have set. How will you know the program has a significant impact on the identified need? |
| 5. Capacity and Sustainability: Describe past performance, staff capability, and expertise including board and volunteer resources. Do you have prior experience in similar efforts? Identify these similar successes. If no further CDBG assistance was provided would the activity continue? How will you handle future operational or maintenance costs? |
| 6. Budget and Leveraging: Ensure the budget is clear, well thought out and realistic? Identify other funds committed to the project. Do you have a financial commitment to the activity? Is there a non-financial commitment? Describe any In-Kind resources. Have you sought assistance from other CDBG Entitlement Cities, please list? If "no", why not? If full funding cannot be given, list your priorities for items or activities to be funded? Provide information on employees and salaries to be paid for oversight and monitoring, identify project and program delivery costs by name and include cost of each area. |
| 7. Cooperation & Collaboration: Describe how your project not only complements but builds upon the efforts of others. Such efforts reflect an actual commitment of resources to achieve mutual objectives rather than only a coordination of services to prevent duplication. Identify how your program participates in community wide planning efforts in the area of identified need. |
| 8. Other Considerations: Any conditions or contingencies that will need to be met before implementing the project? Does the agency have a Language Assistance Plan? Does your agency have a designated 504 Coordinator? Do you have a system and procedure to collect and report data on the race, ethnicity, gender and disability characteristics of applicants, participants or beneficiaries? Is there anything else we need to know?
Identify if any of the following apply: *Faith Based Organization * Lead-Based Paint
* Relocation of people or businesses * Acquisition of property * 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. Will the owner allow a long term lien to be placed on the property by the County? |

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 Committed Funds	Other Funds Requested	Other: In-Kind	Total Project Budget
Land/Building Acquisition					
Architect, Engineering and/or Design Costs					
Construction Costs (streets, sidewalks, etc.)					
Renovation or Rehabilitation (facility improvements)	\$22,007		\$175,000		\$197,007
Site Improvement or Landscaping					
Project Delivery Costs (to cover project management and oversight)					
Subtotal: Project Costs	\$22,007		\$175,000		\$197,007

Other Costs: (include any other necessary project costs. Describe in Narrative.)					
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GRAND TOTAL: ALL COLUMNS	\$22,007		\$175,000		\$197,007
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List CDBG Portion of Hard Cost Services requested by Jurisdiction

Alta	\$26	Herriman	\$325	Riverton	\$247
Bluffdale	\$117	Holladay	\$961	South Salt Lake	\$6,457
Cottonwood Heights	\$1,130	Midvale	\$4,300	Unincorporated County	\$2,962
Draper	\$403	Murray	\$5,080		

Total CDBG Requested (Should match "Requested Total CDBG" Column)

\$22,007

Proposals must be for a minimum of \$10,000

IV. Population Served by Jurisdiction

To better serve Salt Lake County, the CDBG proposal includes a section with the purpose of identifying the proposed project's client base by jurisdiction. For questions, call Salt Lake County's Division of Community Resources and Development at 385-468-4880. TTY/TDD users should call 7-1-1.

CDBG INFORMATION TABLE	Number of Clients served last fiscal year who live in each Jurisdiction	Number of Clients served last fiscal year who were low- and moderate-income	Estimated number of new low- and moderate- income clients to be served during 2014-15	Estimated total number of new clients to be served during 2014-15, Program Wide
Alta	2	2	2	2
Bluffdale	9	9	9	9
Cottonwood Heights	87	87	87	87
Draper	31	31	31	31
Herriman	25	25	25	25
Holladay	74	74	74	74
Midvale	331	331	331	331
Murray	391	391	391	391
Riverton	19	19	19	19
South Salt Lake	497	497	497	497
Unincorporated Salt Lake County	228	228	228	228
Total:	1,694	1,694	1,694	1,694

Proposals are to be submitted through BidSync by the date and time posted. No responses will be accepted after that date and time. Answers to questions regarding this RFP may be released in an Addendum to this RFP. Please scan and attach your proposal and related exhibits including the Organizational Assessment into BidSync when entering your electronic RFP submittal. If you are unable to submit through BidSync, proposals may also be submitted to 2001 South State Street, Suite N4500, Salt Lake City, Utah 84190. **Proposals are due no later than 2:00 p.m. on Thursday, December 5, 2013.**

II. Detailed Project Description

1. Program and Project Description

Description

Our downtown Salt Lake Community Shelter operates year-round to ensure that every man, woman, and child experiencing homelessness has a warm, safe place to sleep. Once in shelter, individuals and families can access the case management and community resources they need to successfully overcome homelessness.

This facility has a gated parking lot that ensures the safety and security of staff and volunteers. It also encloses our warehouse, where we accept vital in-kind donations such as blankets and socks from generous members of the community. The chain-link gates and fencing that surround the parking lot are over 25 years old. In fact, the gates will often not open or close when needed, which compromises the safety of dedicated staff and volunteers and also hinders our acceptance of in-kind donations. Constructing new gates and fencing around the parking lot has become a critical project for our agency.

Use of Funds

After thoughtful consideration, and due to the extraordinary need, we are respectfully requesting \$22,007.00 to replace these structures with wrought iron gates and fencing. Specifically, this will allow us to: install wrought iron fencing, two wrought iron motorized gates (one at each end of the parking lot), one wrought iron walk through gate, and another gate to allow access to the waste area.

Intent of Project

Undertaking this project will significantly increase the safety and security of our 175 employees and the 12,000+ community volunteers we work alongside each year, while also facilitating the donation of in-kind items that are desperately needed by individuals and families in shelter.

2. Need and Benefit

Why this project?

The chain-link gates and fencing surrounding the shelter parking lot have become increasingly dilapidated over the 25+ years they have been in use. When the gates surrounding the parking lot remain wide open in the middle of the night because of their unreliability, staff and volunteers do not feel secure. When community members bring vital in-kind donations and the gates to the parking lot won't open, we lose community partners who provide resources that residents desperately need. Undertaking this project is a top priority for our agency.

Duplication of Services

The Salt Lake Community Shelter is the largest emergency shelter in the State of Utah. The services provided at this facility cannot be replicated on the same scale by any other single agency in the community.

Enhance Existing Services

Carrying out this project will enhance existing services as it will provide staff and volunteers with a greater sense of safety and security, particularly during evening shifts. It will also facilitate our acceptance of vital in-kind donations, allowing us to more quickly and efficiently distribute items such as warm coats and diapers to the individuals and families we serve in shelter.

Why have you chosen to address this need?

The gates and fencing that surround the parking lot have become severely timeworn. Replacing these structures is critical to the work we carry out each and every day at the Salt Lake Community Shelter as we help people overcome homelessness.

Need for CDBG Funding

It can be difficult to secure hard cost funding through private sources. Salt Lake County has been a great partner to The Road Home for many years. Hard cost CDBG funding is our best funding option for this project.

Does the need justify the cost?

Ensuring the safety and security of those who work and serve at the Salt Lake Community Shelter is of utmost importance to our agency, as is ensuring the immediate needs of shelter residents are met through the provision of in-kind donations. Our request is based on bids we secured for this project earlier in the year.

Tie to Priority Activity Categories

As a critical improvement to the largest emergency shelter in Utah, this project aligns with the “Access to Safe, Timely Crisis Services” priority.

The Salt Lake County Consolidated Plan

In Salt Lake County’s consolidated plan, homelessness is identified as a critical need to be addressed. We help people step out of homelessness and back into our community by providing emergency assistance, shelter, case management, and permanent housing solutions.

The HUD Performance Measurement System

The Salt Lake Community Shelter meets the “Suitable Living Environment” HUD objective by providing emergency shelter to those experiencing homelessness in our community. The HUD Outcome of “Availability/Accessibility” is also met by the services provided at the Salt Lake Community Shelter, as it provides a warm, safe place to sleep as well as basic necessities such as warm clothing and hygiene items to those in need.

3. Program Design

Clientele

During FY13, we provided services to 9,418 people in need of support during their endeavor to transition out of homelessness and back into the community. During this period, demographics for our clients were as follows:

- 71.3 % male, 28.7 % female
- 74.7 % White, 10.9% African-American, 5.7% Native American, 1.2% Native Hawaiian or other Pacific Islander, .9% Asian, 6.6% “Other”
- 77.8% non-Hispanic, 22.2% Hispanic
- 16% were under the age of 18, 48.4% were between the ages of 18 and 44, and 35.5% were 45 or older.
- 44% identified as having a mental illness
- 50% identified as having a disabling condition
- 13% reported employment while 54% reported income of any type
- 100% were considered below low income according to the Area Median Income

Many clients struggle with mental illness, substance abuse, and serious medical conditions. Others face financial debt, limited education and job skills, and unemployment. Many are dealing with complex barriers to housing that are not easy to overcome.

Need to be addressed

The 2013 Utah Point-in-Time Count estimates that 15,140 individuals will experience homelessness in Utah alone during 2013. The Road Home provides critical support to individuals and families endeavoring to overcome homelessness in Utah.

Number of clients served

During FY13, we provided 295,725 nights of shelter to 6,277 individuals at the Salt Lake Community Shelter. The chart below provides a breakout of the number of individuals served in shelter by jurisdiction as well as the resulting cost of services. The cost of services was calculated by taking the number of individuals served, multiplied by the average length of stay (43.6), multiplied by the average cost of one night of shelter and supportive services (\$16.42).

Residents Served in Shelter

Jurisdiction	Number Served in Shelter	Cost of Services
Salt Lake County	1,435	\$1,027,333.67
Unincorporated	215	\$153,921.08
Alta	2	\$1,431.82
Bluffdale	9	\$6,443.20
Cottonwood Heights	85	\$60,852.52
Draper	23	\$16,465.97
Herriman	16	\$11,454.59
Holladay	68	\$48,682.01
Midvale	189	\$135,307.36
Murray	340	\$243,410.08
Riverton	19	\$13,602.32
South Salt Lake	469	\$335,762.72

We estimate serving a similar number of individuals in the coming year.

During this same time period, we worked alongside 2,074 individuals as they secured and maintained housing in the community. The chart below provides a breakout of the number of individuals served in housing in each jurisdiction as well as the rental assistance provided.

Residents Served in Housing

Jurisdiction	Number Served in Housing	Rental Assistance Provided
Salt Lake County	259	\$199,998.73
Unincorporated	13	\$14,715.90
Alta		
Bluffdale		
Cottonwood Heights	2	\$2,316.67
Draper	8	\$4,775.00
Herriman	9	\$3,672.82
Holladay	6	\$3,050.00
Midvale	142	\$89,770.30
Murray	51	\$44,429.07
Riverton		
South Salt Lake	28	\$37,268.97

We estimate serving a similar number of individuals in housing in the coming year.

Clients served with CDBG funding

Our 175 employees and 12,000+ volunteers will benefit from this project in terms of safety and security. Every individual served at The Salt Lake Community Shelter (6,277 during FY13) will also benefit from the increased safety of staff and volunteers as well as the provision of in-kind donations that meet their basic needs.

Percent who are low income

100% of the individuals and families we serve are low income.

Geographical Area Served

The Road Home serves individuals and families experiencing homelessness throughout Utah, with a focus on Salt Lake County and along the Wasatch Front. Based on the population growth projected by the Governor's Office of Planning and Budget, we anticipate an 18.3% increase in the number of those experiencing homelessness in Utah by 2030, to an estimated 21,337 men, women and children.

Best Practices

The Road Home incorporates a variety of research-based best practices into our programs. In order to provide the appropriate level of service to each client, we implement a "Progressive Engagement Model," meaning we begin by utilizing minimal resources to meet the needs of individuals and families, and progressively apply more resources as it becomes necessary. Earlier this year, our agency was recognized in an article by the United States Interagency Council on Homelessness for our successful implementation of this model. We operate as a "Housing First" organization, meaning we help individuals and families secure housing as soon as possible and then provide ongoing case management services as needed. One of our greatest tools is rapid re-housing, a proven strategy that helps individuals and families transition out of homelessness and into housing in the community as soon as possible. The Road Home was recently highlighted by the National Alliance to End Homelessness for our successful collaborative efforts to rapidly re-house families.

Overcoming client barriers

Those experiencing long-term, chronic homelessness make up 10% of our shelter population, yet utilize 56% of the shelter nights we provide. By helping these individuals and families transition out of shelter and into housing, and remain stably housed, we free up beds in shelter for others who will utilize the resource for a shorter period of time.

4. Project Goals and Objectives**Needs**

The chain-link gates and fencing surrounding the parking lot at the Salt Lake Community Shelter have become increasingly dilapidated over the 25+ years they have been in use. The gates will often not open or close when needed, which compromises the safety of dedicated staff and volunteers and also hinders our acceptance of in-kind donations. Undertaking this project is a top priority for our agency.

Goals

The goal of this project is to successfully install wrought iron gates and fencing around the parking lot at the Salt Lake Community Shelter.

Outcomes

By undertaking this project we will significantly increase the safety and security of our 175 employees and the 12,000+ community volunteers we work alongside each year, while also facilitating the donation of in-kind items that are desperately needed by individuals and families in shelter.

Achieving goals and objectives

If full funding is awarded, we will remove the old structure in a timely manner and immediately install the wrought iron gates and fencing. We expect the entire project will be complete within one month.

Significant impact

We will know the project has had a significant impact when we have a functional structure in place that ensures safety and allows working access to our warehouse.

5. Capacity and Sustainability**Past performance**

As the largest homeless services provider in Utah, we specialize in assisting individuals and families in returning to housing in the community. We were highlighted in the President's Federal Strategic Plan to Prevent and End Homelessness, and have earned a Four Star Charity rating (out of four stars) from Charity Navigator for eight consecutive years along with only 2% of non-profits in the nation. In 2011 we were singled out over 10,000 homeless service providers to receive the Non-Profit Achievement Award from the National Alliance to End Homelessness.

Staff Capability

We currently employ a highly trained, professional staff of 175, 123 of whom are full-time, 9 of whom are part-time, and 43 who are seasonal employees. Among our employees we have Licensed Clinical Social Workers, Certified Social Workers, Masters of Social Work, Licensed Substance Abuse Counselors, and CPR/First Aid Trainers. Our key staff are comprised of individuals who have been with the agency for at least 10 years with extensive experience in homeless service program delivery.

The Road Home's Board of Trustees consists of 33 community volunteers. They meet a minimum of 10 times per year and have 100% volunteer participation. Board members serve in a number of ways, including assisting with special events, conducting donor phone calls and assisting with weekly moves for clients leaving the shelter for housing. Board members also serve on committees (e.g., Development, Administrative, Services) that meet monthly.

We are profoundly fortunate to be supported by a community that refuses to ignore the circumstances of those experiencing homelessness. In FY13, 12,200 volunteers spent 25,800 hours providing services at The Road Home. The Road Home could not function without the overwhelming support we receive from volunteers and those in the community who donate much needed items.

Prior Experience

The Road Home has extensive experience managing Federal funds and has a history of successfully and effectively managing grants and contracts. The Road Home has been a direct HUD grantee through the Continuum of Care since 1995. Since 2010, The Road Home has managed over \$9,585,535.00 in rental assistance and leasing funds. The Road Home manages a total agency annual budget of \$14,306,546.00. Our agency is audited annually by an independent agency, and has had no significant audit findings in over 17 years. Approximately 6% of our budget is devoted to general and administrative expenses and development and fundraising.

With the generous hard cost CDBG funding previously awarded our agency by Salt Lake County, Murray City, and Midvale City, we have successfully carried out critical projects such as replacing the HVAC system and Family Shelter doors at our Salt Lake Community Shelter, repairing resident restrooms at this facility, and undertaking improvements to our transitional housing units needed to make them appropriately habitable for individuals and families. This funding has been paramount in allowing us to carry out these projects that are so essential to the services we provide.

Would activity continue without CDBG funding?

If no CDBG assistance were provided, we would work to secure private contributions to complete this project. However, it can be difficult to secure private funding for hard cost projects.

Future Operational or Maintenance Costs

To ensure continued operations, The Road Home employs a full-time Development Team that seeks funding through a variety of revenue streams including events, mailings, and grants. We continually work to find and develop new funding sources while improving and expanding existing efforts.

6. Budget and Leveraging**Other Funds Committed**

Other funds committed to maintenance of the Salt Lake Community Shelter include \$101,500.00 in government grants and \$73,500.00 in private contributions. *Please see the attached Project Budget for a detailed breakdown.*

Do you have a financial commitment to the activity?

Our total agency budget reflects a commitment to the ongoing maintenance of the Salt Lake Community Shelter. The aforementioned funding from government and private sources has been dedicated to carrying out this maintenance. Over the years, we have put a great deal of resources toward repairing this structure despite its deteriorating condition. In 2013 alone, we have put nearly \$3,000.00 toward necessary repairs. If CDBG funding is not awarded, we will work to secure private contributions to complete the project.

Non-Financial Commitment/In-Kind Resources

We receive generous in-kind donations such as pillows, blankets, towels, and diapers from dedicated community supporters throughout the year. We also have a close partnership with The Church of Jesus Christ of Latter-day Saints that allows us to meet many of the immediate needs of our clients.

Assistance from other CDBG Entitlement Cities

We are seeking support from other CDBG Entitlement Cities, including Salt Lake City, Sandy City, South Jordan City, Taylorsville, West Jordan City, and West Valley City.

Priority Items/Activities

If full funding cannot be given, our priority item would be replacing a rolling gate at the west end of the parking lot that must be manually opened and closed by staff, with a motorized gate.

Employees and Salaries

James Woolf, Director of Shelter and Operations, will ensure the project is completed successfully. None of his salary will be covered by the requested funding.

Identified Costs

Below is a breakout of funding usage:

Expenses	
East 24' x 8' foot fencing	\$1,512.00
East 21' x 8' rolling gate	\$3,843.00
East 5' x 8' walk through gate	\$915.00
West 52' x 8' fencing	\$3,276.00
West 17' x 8' rolling gate	\$3,315.00
5' x 6' gate & 10' x 6' gate for dumpster	\$2,935.00
Elete SL3000 slide gate and installation	\$6,211.00
Total Expenses	\$22,007.00

Please see attached Project Budget for more detailed information.

7. Cooperation & Collaboration

Complements and Builds on Other Efforts

Through collaborative partnerships with local housing authorities, federal, state and local government and fellow service providers, The Road Home serves as a centralized access point for emergency shelter and a variety of housing services in our community.

While we do coordinate services, we also input an actual commitment of resources with many of our community partners. We recently applied for the Community Improvement & Outreach Grant through Salt Lake City in order to upgrade our exterior camera system to improve safety and security around our Salt Lake Community Shelter. We partner closely with the Salt Lake City Police Department in this effort. We will be moving ahead in a close collaboration of services and resources to increase our ability to monitor and prevent misconduct along Rio Grande St. and 500 West.

Our Salt Lake Community Shelter is central to homeless services in Utah. Ensuring we have a fully operational structure surrounding the facility's parking lot will benefit all those with whom we collaborate as they make regular site visits.

Community-Wide Planning Efforts

The Road Home is a strong and active participant in the Salt Lake County Homeless Coordinating Council and its sub-committees, including the SLCHCC Executive Committee, Continuum of Care Committee, the Utah Point-in-Time Committee, HMIS Steering Committee, the Coordinated Access Planning Committee and the Prioritization Committee. In addition, we participate in the Long Range Planning Committee and the State Discharge Committee, and the community wide Permanent Supportive Housing Employment initiative.

8. Other Considerations

Conditions or Contingencies

There are no conditions or contingencies that need to be met prior to implementing the project.

Language Assistance Plan

The Road Home does have a Language Assistance Plan.

504 Coordinator

Since we employ a staff of over 15 employees, we do have a designated 504 Coordinator.

Collecting and Reporting Data

Our staff carefully collects and records client level data from all of our programs through HMIS to allow for thoughtful program evaluation, reporting and outcome measurement.

Ownership/Lease of Facility

Our agency has a long-term lease of the facility. We expect a lien could not be placed on the property.

THE ROAD HOME

FY 2013 - 2014

SALT LAKE COUNTY

SHELTER MAINTENANCE**REVENUES**

Government Grants	101,500
Private Contributions	73,500
Salt Lake County	22,007

TOTAL REVENUE	197,007
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EXPENSES

Regular Housing Repirs and maintenance	175,000
East 24' x 8' foot fencing	1,512
East 21' x 8' Rolling gate	3,843
East 5' x 8' Walk through gate	915
West 52' x 8' Fencing	3,276
West 17' x 8' Rolling gate	3,315
5' x 6' Gate & 10' x 6' Gate for dumpster	2,935
Elete SL3000slide gate and installation	6,211

TOTAL EXPENSES	197,007
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REVENUES

Government Grants	
Private Contributions	
Salt Lake County	22,007

TOTAL REVENUE	22,007
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EXPENSES

Regular Housing Repirs and maintenance	
East 24' x 8' foot fencing	1,512
East 21' x 8' Rolling gate	3,843
East 5' x 8' Walk through gate	915
West 52' x 8' Fencing	3,276
West 17' x 8' Rolling gate	3,315
5' x 6' Gate & 10' x 6' Gate for dumpster	2,935
Elete SL3000slide gate and installation	6,211

TOTAL EXPENSES	22,007
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**ORGANIZATIONAL ASSESSMENT OF
POTENTIAL CDBG HOUSING, FACILITY IMPROVEMENT OR ECONOMIC
DEVELOPMENT GRANT APPLICANTS**

For **Non-Profit** Agencies applying for Community Development Block Grant (CDBG) Funding
Salt Lake County Community Resources and Development Division

Purpose:

- To identify possible issues that would prevent a potential grant applicant from meeting the contracting requirements of a CDBG Grant award and therefore be ineligible to be considered for funding at this time.
- To assist grant reviewers with additional information in assessing and scoring an agency's managerial capacity.

Please answer the following questions and provide details where requested:

Section I: GENERAL AGENCY INFORMATION

Agency Name: The Road Home

Name of Person completing form: Jessica Burnham

Title: Grant Writer Date: 12/4/2013

Telephone number 801-819-7290 Email address: jburnham@theroadhome.org

1. How long has the agency been operating? Since 1923
When did agency first receive its 501(c)3 status?

On July 15, 1987

2. Has the agency ever received a grant from Salt Lake County Community Resources & Development before? **YES** **NO**

If Yes identify what grants were received, when, and for how much?

We have received funding through Salt Lake County since at least 1995. Most recently, we have been awarded:

2011: CDBG Hard Costs: \$10,000 Family Shelter Doors (also \$10,000 from Murray); \$15,000 for Housing Roofs; CDBG Soft Costs: \$26,653 Emergency Shelter; ESG: \$55,000 Emergency Shelter; HOME: \$296,400

2012: CDBG Hard Costs: \$12,000 Shelter Bathroom Repairs (Murray); CDBG Soft Costs: \$10,000 Community Winter Shelter; \$10,000 Salt Lake Community Shelter; ESG: \$50,000 Shelter Operations; Rapid Rehousing \$54,000; Rapid Rehousing \$54,697.48; HOME: \$297,000

2013: CDBG Hard Costs: \$34,681 Housing Roofs; CDBG Soft Costs: \$10,000 Community Winter Shelter; ESG: \$20,000 Rapid Rehousing Staffing; \$58,809 Rapid Rehousing Rental Assistance; HOME: \$300,000

3. Does the agency have any full and/or part-time PAID staff members? **YES** **NO**
If Yes how many? full time 123 part-time 9 seasonal 43

4. In the last twelve months, have there been any changes in key staff or program staff? (Include key non-paid staff). YES **NO**
If so, please explain:

5. Has the agency received a negative finding in a fair housing complaint, or any other similar action? No
If so, please explain:

6. Has the agency ever been fined or otherwise penalized by a taxing agency? No
If so, please explain:

7. Other than discussed above, does the agency or its management have any history of complaints resulting in legal or other formal action? No

If so, please explain:

Section II. MINIMUM QUALIFICATIONS

1. You must have an office/facility located within Salt Lake County's borders. Services should be coordinated from this location for housing programs and economic development programs.

Location of office(s): 210 S. Rio Grande St. Salt Lake City, UT 84101

2. For Hard Cost/Facility Improvements, the project must be located in an eligible Urban County area. The amount of funding requested from each jurisdiction cannot exceed the percentage of eligible clients served through the program or project. (An example if a project will cost \$20,000 and you serve 100 clients, if 20% of your clients live in Murray City, then you could ask Murray City for 20% of the total project cost or \$4,000).

Location of project: 210 S. Rio Grande St. Salt Lake City, UT 84101

3. For Housing and Economic Development projects, if your agency serves clients outside of the Urban County, how will the agency document that the amount of funding available from each City or the Unincorporated County is used for projects in the appropriate jurisdictions? N/A

4. The agency or its management cannot apply if they are currently prohibited from receiving government funding, as a result of a debarment. N/A
5. Agency must participate in the Employee Status Verification System to verify the immigration status of new employees who work under the agency's supervision or direction.
6. Agencies must not have any conflicts of interest within the organization.
These would include:
 - Situations where an individual's decisions directly impact the work, employment status, or pay of another person (staff or board member) who is a close family relative. N/A
 - Members of the agency or board (or their family members) who have a personal financial interest or investment in the agency and could benefit or suffer a loss as a result of the activities under the County-funded grant. N/A
7. Agency must have a Nondiscrimination Policy in place.
8. Does the agency have a written procurement policy? **YES** NO
9. Agency must be currently registered with the Utah State Department of Commerce.
10. Agency employees must have all required licenses and certifications required by State law for services provided.
11. Agency must be able to expend the grant funds and matching funds for eligible activities within a 12 month period for housing and economic development activities and 24 months for hard cost/facility improvement activities.
12. Agency must have the capacity to collect and analyze demographic data.

Section III: SPECIFIC FISCAL & ORGANIZATIONAL CAPACITY QUESTIONS

1. Have any of the current agency or program staff had experience in managing government grant funds? **YES** NO
If Yes, provide additional detail below
 - Name of staff person(s):
Matt Minkevitch, Michelle Flynn, Melanie Zamora, Larry Kupfer, Michelle Eining, Darlene Rada, Meghan Meitchen
 - Type of Government funds (give examples)
COC, ESG, HOME, CDBG, TANF, SSVF, SAMSHA
 - Source of funding: (State, Federal, County, City)

State, Federal, County, City

2. How does agency keep track of its revenues and expenses? What financial accounting method is used by the agency? (list options Check all that apply)

Handwritten Ledger	Accrual method
Excel Spreadsheet	QuickBooks Accounting Program
Quicken Accounting program	Other: <u>Peachtree Accounting</u>

3. Does the agency have a chart of accounts to differentiate between revenue/expense resources? **YES** NO

4. Does the agency have written policies and procedures on how agency funds are to be handled? **YES** NO

5. Has agency ever had a formal independent audit of its books? **YES** NO

If Yes, who did the audit and when was it completed?

EideBailly CPAs & Business Advisors; completed and received November 6, 2013

6. Is the agency currently under corrective action from a previous audit finding? **YES** **NO**

If so, please explain:

7. If the agency has paid employees, does the agency currently have Worker's Compensation Insurance? **YES** NO

If not, please explain.

8. If the agency has professional staff such as attorneys, doctors, or clinical social workers, does the agency currently have professional liability insurance? **YES** NO

If not, please explain.

9. Does the agency currently have a liability insurance policy? **YES** NO

If Yes, who is the insurance company? Levitt Group

If not, please explain.

10. Please attach a roster of current members of the agency's Board of Directors.

- How often does the board meet? A minimum of 10 times per year
- When was the last board meeting held and were written minutes kept of this meeting? The last meeting was held October 24, 2013 and minutes were kept.
- Does the board have a written set of by-laws governing its operation? Yes

THE ROAD HOME BOARD OF TRUSTEES – 2013

Our mission is to help people step out of homelessness and back into our community.

Name	Address	Phone/Fax/E-mail	Committee	Term
Allen, Bob Ph.D Board Secretary	University of Utah David Eccles Scholar 1645 East Campus Center Drive #108 Salt Lake City, Utah 84112	801-581-7208 (w) 801-859-7351 Cell Bob.allen@utah.edu	Administration Membership Co-Chair	2010- 2014
Brown, Kamie President	Attorney Ray Quinney & Nebeker 36 South State Street, #1400 Salt Lake City, Utah 84111	801-323-3348 (w) kbrown@rqn.com	Administration	2007- 2014
Brough, Rob	Executive Vice President, Marketing & Communications Zions Bank One South Main Street, 7 th Floor Salt Lake City, Utah 84111	801-844-7979 (w) rob.brough@zionsbank.com	Development	2010- 2014
Burton, H. David	Former, Presiding Bishop Church of Jesus Christ of Latter-day Saints 2375 East 3510 South Salt Lake City, Utah 84109	801-278-2476 (Home) burtonhd@gmail.com	Midvale Shelter	2013- 2017
Carlson, Gary E.	Senior Vice President Wells Fargo Advisors MAC U1228-070 299 South Main Street, 7 th Floor Salt Lake City, Utah 84111	801-246-1130 (w) gary.e.carlson@wellsfargo.com	Development	2010- 2014
Chisholm, Twinkle	Imagine Health & Lucky Dog Communications 2370 East Phylден Drive Salt Lake City, Utah 84117	801-278-8999 (w) twinkle@lucky-dog.net	Development	2012- 2016
Christenson, Paul Board Treasurer	Actium Partners 111 East Broadway, Suite 390 Salt Lake City, Utah 84111	801-983-6701 (w) 801-232-9488 Cell paul@actiumpartners.com	Administration Chair	2008- 2014
Cox, Dale	President of Utah AFLCIO 2261 S. Redwood Road, Suite M Salt Lake City, Utah 84119	801-972-2771 (w) 801-971-5568 Cell dalecox@utahafcia.org	Services & Midvale Shelter	2012- 2016

Updated October 2013

“Our mission is to help people step out of homelessness and back into our community”

Name	Address	Phone/Fax/E-mail	Committee	Term
Craig, Dain	Operations Manager Cumulus 588 East Vine #2C Murray, Utah 84107	801-290-2271 801-597-6106 Cell dain.craig@gmail.com	Development Co-Chair	2011- 2015
Dahl, Erica	Regional Director of Community Relations, Intermountain Healthcare 5121 South Cottonwood Street Murray, Utah 84107	801-507-7919 (w) 801-884-7634 Cell Erica.dahl@imail.org	Government Affairs	2011 - 2015
Duehlmeier, Doug	O. C. Tanner 1926 East Orchard Drive Salt Lake City, Utah 84106	801-483-8360 (w) 801-278-6514 (h) doug.duehlmeier.@octanner.com	Administration Membership Chair	2007 – 2014
Eliason, Steve CPA Past President Emeritus Ex Officio	General Manager / CFO FANZZ Stores 301 West South Temple Salt Lake City, Utah 84101	801-325-2711 (w) 801-673-4748 Cell seliason@utahjazz.com	Administration Government Affairs	2005 - Emeritus
Everest, Chip	Partner Western Pacific Group 1524 Arlington Drive Salt Lake City, Utah 84103	801-244-0053 (w) ceverest@westernpacificgroup.com	Administration	2009 - 2014
Fetzer, Richard	Retired CEO, Fetzer, Inc. 3722 South LeCorbusier Circle Salt Lake City, Utah 84106	801-277-9930 kfetzer@mstar.net	Services	2010- 2014
Goble, Brandt	International Union of Painters & Allied Trades Field Representative 1975 West 3500 South Salt Lake City, Utah 84119	801-977-0732 801-414-5710 Cell brandtgoble@yahoo.com	Development	2010- 2014
Hill, Phillip, AICP	Assistant City Manager, Director CED Midvale City 655 West Center Street Midvale, Utah 84047	801-567-7200 801-567-7214 direct phil@midvale.com	Midvale Shelter	2013- 2017
Horton, Joseph	Past, Sr. VP Hospital Operations Intermountain Healthcare 4654 Holly Lane Salt Lake City, Utah 84117	801-278-7403 Home 801-699-0700 Cell Joseph.horton@imail.org	Midvale Shelter	2012- 2016

Updated October 2013

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Name	Address	Phone/Fax/E-mail	Committee	Term
Hyde, Robert Past President	Executive Vice President / CFO Larry Miller Sports & Entertainment 301 West South Temple Salt Lake City, Utah 84101	801-325-2750 (w) bhyde@utahjazz.com	Development	2009- 2014
Imlay, Lee	KPMG 15 West South Temple, Suite 1500 Salt Lake City, Utah 84101	801-237-1238 (w) 435-850-0522 Cell limlay@KPMG.com		2012- 2016
Johnson, Jennifer A.	Founder and President Coraticum Asset Management 5705 S. Cottonwood Lane Holladay, Utah 84117	801-824-2205 (w) jenjohn@gmail.com	Development - Chair	2011- 2015
Lu, Julie	Community Advocate 3780 Forest Hills Drive Salt Lake City, Utah	801-272-9762 lantanajwl@comcast.net	Services	2010- 2014
Meadows, A. Hugh	President, Payment Card Group LifeNexus 7346 Camino Court Salt Lake City, Utah 84121	801-699-7159 Cell hmeadows@gmail.com	Administration	2011- 2015
Mainwaring, Robin, MD	Physician 1140 East 3900 South, Suite 300 Salt Lake City, Utah 84121	801-268-8222 (w) 801-268-9926 (f) 801-560-8662 Cell robinreads@comcast.net	Services	2013- 2017
Saba, Jana	Rocky Mountain Power 201 South Main Street, #2300 Salt Lake City, Utah 84111	801-220-2823 (w) 801-815-0954 Cell jana.saba@pacificorp.com	Development	2010- 2014
Smith, Doug	VP Expo & Events Modern Events VP of Events & Director of Sales 5121 S. Sandpiper Drive #446 Salt Lake City, Utah 84117	801-983-8145 (w) 801-792-3797 Cell dsmith@modernexpo.com	Services	2013- 2017

Name	Address	Phone/Fax/E-mail	Committee	Term
Smith, Tony	Community Advocate 675 East Wandamere Avenue Salt Lake City, Utah 84117	801-550-8612 (w) a_smith111@hotmail.com	Services	2012-2016
Steadman, Kerry Emeritus Ex Officio	Homeless Services Coordinator Salt Lake County 2001 South State Street S2100 Salt Lake City, Utah 84190	385-468-4902 (w) 801-502-2643 Cell 801-468-2196 (f) ksteadman@slco.org	Administration Government Affairs Chair	2004- Emeritus
Taeoalii-Higgs, Daela	Select Health 5381 Green Street. Salt Lake City, Utah 84123	801-442-7729 (w) 801-792-9394 Cell 801-272-1863 (h) daela.taeoalii-higgs@selecthealth.org	Services	2008-2014
Taggart, Susan	Owner Susan Taggart Design 1847 Michigan Avenue Salt Lake City, Utah 84108	801-631-4512 Home stdesign@xmission.com	Services Chair	2013-2017
Whitney, Ray	First American Title Insurance 560 South 300 East Salt Lake City, Utah 84111	801-578-8806 (w) 801-573-4931 Cell 801-572-5826 (f) mulemancpa@msn.com	Development	2008-2014
Willes, Matt President Elect	Founder & Managing Member Willes Capital	801-949-3599 Cell matt@willescapital.com	Development Co-Chair	2012-2016

*By-laws: Board membership not less than 20 members nor more than 30
Quorum: 7 if 20 or less, 1/3 of trustees in office if more than 20*

The Road Home Staff Members:

Dorothy Deaver, Executive Assistant	801-819-7318 Direct 801-231-5821 Cell	ddeaver@theroadhome.org
Celeste Eggert, Development Director	801-819-7291 Direct 801-556-1186 Cell	ceggert@theroadhome.org
Michelle Flynn, Associate Executive Director of Programs	801-819-7320 Direct 801-910-3795 Cell	mflynn@theroadhome.org
Larry Kupfer, Associate Executive Director of Administrative Services	801-819-7313 Direct 801-510-2691 Cell	lkupfer@theroadhome.org
Matthew Minkevitch, Executive Director	801-819-7321 Direct 801-652-2460 Cell	mminkevitch@theroadhome.org
James Woolf, Shelter & Operations Director	801-819-7319 Direct 801-509-2440 Cell	jwoolf@theroadhome.org

2013**BOARD OF TRUSTEES MEETING DATES**

4th Wednesday of each month - 11:30 a.m. to 1:00 p.m.
(unless otherwise indicated)
Palmer Court 2nd Floor Conference Room
(unless otherwise indicated)

January 23, 2013

February 27, 2013

March 27, 2013 Annual Board Meeting - 11:00 to 1:00

April 24, 2013

May 22, 2013

June 26, 2013

July – No Meeting

August 28, 2013 Annual Board Retreat 11:00 to 1:00

September 25, 2013

October 23, 2013

November – NO Meeting

December 11, 2013

COMMITTEE MEETINGS

ALL committee meetings will be scheduled as outlined below unless otherwise indicated.

Administration Committee	3 rd Monday of each month at 12:00	The Road Home Board Room NO meetings in July or August
Development Committee	2 nd Thursday of each month at 12:00	The Road Home Board Room NO meetings in July or December
Membership Committee	As required	
Government Affairs	As required	
Services Committee	1 st Monday of each month at 12:00	The Road Home Board Room NO meetings in July or December

Updated October 2013

“Our mission is to help people step out of homelessness and back into our community”

THE ROAD HOME

2013 - 2014 BUDGET

TOTAL AGENCY

REVENUE	2013 - 2014 REVENUE BUDGET
United Way	187,000
Fed-FEMA	181,500
Successful Transitions For Families	25,981
Supportive Housing, Frontier	67,290
Transitional Housing for Families - Assumption	37,677
2nd WEST	15,700
ZAP-Emergency Assist.	51,000
Reimbursed Travel	80,000
C of C Supportive Services	296,770
Housing Authority of the County of SL - GMM	40,000
STATE -Emergency Shelter	452,231
STATE -Case Management	54,421
STATE - Case Mgt Pathways	162,732
STATE - Case Mgt Pathways VOA, VMH	121,265
SAMHSA	488,563
COUNTY-ESG	
COUNTY ESG RR SUPPORTIVE SERVICES	20,000
COUNTY General Fund	343,750
COUNTY SSBG	22,450
Salt Lake City-CDBG	99,000
Salt Lake City-ESG	65,000
Salt Lake City ESG RR SUPPORTIVE SERVICES	36,135
SSVF SUPPORTIVE SERVICES	107,430
TANF	179,812
Layton City	5,000
Davis County	20,000
GOV-Sandy CDBG Housing	3,000
GOV-Sandy CDBG	6,000
GOV-West Jordan	11,500
GOV-South Jordan	3,500
West Valley City	11,347
GOV-Taylorsville	3,500
COUNTY Small Cities	10,000
PRIVATE CONTRIBUTIONS For Operations	3,060,505
EVENTS	310,000
ENDOWMENT	409,682
INTEREST	3,000
HOUSING SHELTER PLUS CARE VOUCHERS	60,000
GRANT ADMINISTRATION FEE	247,314
MISC	16,500
ADMINISTRATION FEE PALMER COURT	126,620
SURPLUS CARRYOVER FROM FY 2012-2013	
Funds from Housing Now to cover PC Case Mgt	94,500
Minor 'Restricted	50,000
TOTAL SHELTER OPERATIONS	7,587,675

COMMUNITY WINTER SHELTER	949,694
RENTAL ASSISTANCE	2,675,373
PALMER CASE MANAGEMENT	499,500

TOTAL AUDIT BASIS OPERATIONS	11,712,242
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PALMER COURT **1,717,662**

TOTAL AGENCY MANAGEMENT	13,429,904
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EXPENSES	2013 - 2014 EXPENSE BUDGET
SALARIES / MERIT	3,877,300
OVERTIME	34,500
PAYROLL TAXES	290,479
BENEFITS	997,351
CHRISTMAS BONUS	21,000
CONTRACT LABOR	358,490
INTERNS	8,000
TOTAL PERSONNEL COSTS	5,587,120
PROF FEES	62,500
TRAVEL-EMPLOYEE	6,000
CONFERENCES/MEETINGS	10,901
MEMBERSHIP DUES	3,500
SUPPLIES	234,144
TELEPHONE	106,765
UTILITIES	263,553
REPAIR/MAINTENANCE	371,089
OPERATIONAL EXPENSE	41,626
VEHICLES	48,196
INSURANCE	131,335
SPECIFIC ASSISTANCE	51,000
LDS TRAVEL SERVICES	80,000
STAFF DEVELOP	36,100
RESTRICTED	50,000
CHILDRENS/TEENS PROGRAM	13,000
FUND-RAISING	100,000
PR/EDUCATION	3,000
CAPITAL RESERVE	100,000
MISC	93,345
PALMER CASE MGT SHORTFALL	94,500
CONTINGENCIES	100,000
TOTAL SHELTER OPERATIONS	7,587,675

COMMUNITY WINTER SHELTER	949,694
RENTAL ASSISTANCE	2,675,373
PALMER CASE MANAGEMENT	499,500

TOTAL AUDIT BASIS OPERATIONS	11,712,242
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PALMER COURT **1,717,662**

TOTAL AGENCY	13,429,904
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Consolidated Financial Statements
June 30, 2013 and 2012
The Road Home

www.eidebailly.com

The Road Home
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June 30, 2013 and 2012

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Independent Auditor's Report

The Board of Directors
The Road Home
Salt Lake City, Utah

Report on the Financial Statements

We have audited the accompanying consolidated financial statements of The Road Home (a nonprofit organization), which comprise the consolidated statement of financial position as of June 30, 2013, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these consolidated financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these consolidated financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the consolidated financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the consolidated financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the consolidated financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the consolidated financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the consolidated financial statements referred to above present fairly, in all material respects, the financial position of The Road Home as of June 30, 2013, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

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6695 S. 1300 E. | Salt Lake City, UT 84121 | T 801.947.7500 | F 801.947.7609 | EOE

Other Matter

The consolidated financial statements of The Road Home as of and for the year ended June 30, 2012, were audited by Lake, Hill and Myers, who joined Eide Bailly LLP on July 1, 2013, and whose report dated September 18, 2012, expressed an unmodified opinion on those statements.

Report on Schedule of Expenditures of Federal Awards Required by OMB Circular A-133

We have audited the consolidated financial statements of The Road Home as of and for the year ended June 30, 2013, and have issued our report thereon dated November 04, 2013, which contained an unmodified opinion on those financial statements. Our audit was conducted for the purpose of forming an opinion on the consolidated financial statements as a whole. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by OMB Circular A-133 and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the consolidated financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditure of federal awards is fairly stated in all material respects in relation to the consolidated financial statements as a whole.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated November 04, 2013, on our consideration of The Road Home's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering The Road Home's internal control over financial reporting and compliance.



Salt Lake City, Utah
November 04, 2013

The Road Home
Consolidated Statements of Financial Position
June 30, 2013 and 2012

	<u>2013</u>	<u>2012</u>
Assets		
Current Assets		
Cash and cash equivalents	\$ 2,824,847	\$ 3,149,060
Grants and contracts receivable	887,109	469,677
Due from related parties	93,366	136,334
Promises to give - current	123,309	465,057
Prepaid expenses and other assets	<u>223,583</u>	<u>86,195</u>
Total current assets	4,152,214	4,306,323
Cash restricted for acquisition of property and equipment	187,000	-
Promises to give - long term	11,032	3,236
Property and equipment, net	1,633,920	1,798,727
Note receivable - Palmer Court	400,000	400,000
Endowment - investments	198,538	-
Beneficial interest in assets held by affiliated organization	<u>5,020,599</u>	<u>4,762,439</u>
Total assets	<u>\$ 11,603,303</u>	<u>\$ 11,270,725</u>
Liabilities and Net Assets		
Current Liabilities		
Accounts payable	\$ 146,828	\$ 111,814
Accrued expenses	<u>247,358</u>	<u>234,570</u>
Total current liabilities	<u>394,186</u>	<u>346,384</u>
Net Assets		
Unrestricted	1,702,590	1,773,155
Unrestricted - property and equipment	1,633,920	1,798,727
Unrestricted - board designated	<u>1,265,048</u>	<u>1,298,081</u>
Total unrestricted net assets	4,601,558	4,869,963
Temporarily restricted	2,138,069	1,783,426
Permanently restricted	<u>4,469,490</u>	<u>4,270,952</u>
Total net assets	<u>11,209,117</u>	<u>10,924,341</u>
Total liabilities and net assets	<u>\$ 11,603,303</u>	<u>\$ 11,270,725</u>

See Notes to Consolidated Financial Statements

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The Road Home
Consolidated Statement of Activities
Year Ended June 30, 2013

	Unrestricted	Temporarily Restricted	Permanently Restricted	Total
Public Support and Revenue				
Government grants and contracts	5,816,791	\$ -	\$ -	\$ 5,816,791
Private donors	3,275,341	475,278	198,538	3,949,157
Management fees - related party				
Palmer Court	123,778	-	-	123,778
United Way	85,817	100,000	-	185,817
In-kind	644,218	-	-	644,218
Investment and interest income	289	-	-	289
Special events	382,632	-	-	382,632
less direct costs	(121,517)	-	-	(121,517)
Distribution from and change in value of beneficial interest in assets held by others	244,880	258,160	-	503,040
Other income	37,734	-	-	37,734
Net assets released from restrictions	478,795	(478,795)	-	-
Total public support and revenue	10,968,758	354,643	198,538	11,521,939
Expenses				
Emergency assistance	331,229	-	-	331,229
Shelter	4,919,176	-	-	4,919,176
Self reliance	661,913	-	-	661,913
Housing	4,652,817	-	-	4,652,817
Total program services	10,565,135	-	-	10,565,135
Management and general	404,136	-	-	404,136
Fundraising	267,892	-	-	267,892
Total supporting services	672,028	-	-	672,028
Total expenses	11,237,163	-	-	11,237,163
Change in net assets	(268,405)	354,643	198,538	284,776
Net assets, Beginning of Year	4,869,963	1,783,426	4,270,952	10,924,341
Net Assets, End of Year	\$ 4,601,558	\$ 2,138,069	\$ 4,469,490	\$ 11,209,117

See Notes to Consolidated Financial Statements

The Road Home
Consolidated Statement of Activities
Year Ended June 30, 2012

	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>Permanently Restricted</u>	<u>Total</u>
Public Support and Revenue				
Government grants and contracts	\$ 5,300,833	\$ -	\$ -	\$ 5,248,140
Private donors	3,300,391	76,798	-	3,377,189
Management fees - related party				
Palmer Court	130,252	-	-	130,252
United Way	103,519	100,000	-	203,519
In-kind	645,709	-	-	645,709
Investment and interest income	18,857	-	-	18,857
Special events	375,522	-	-	375,522
less direct costs	(100,104)	-	-	(100,104)
Distribution from and change in value of beneficial interest in assets held by others	249,050	(241,741)	-	7,309
Other income	52,660	-	-	52,660
Net assets released from restrictions	<u>295,937</u>	<u>(295,937)</u>	<u>-</u>	<u>-</u>
Total public support and revenue	<u>10,372,626</u>	<u>(360,880)</u>	<u>-</u>	<u>9,959,053</u>
Expenses				
Emergency assistance	340,861	-	-	340,861
Shelter	4,158,990	-	-	4,158,990
Self reliance	520,941	-	-	520,941
Housing	<u>4,886,923</u>	<u>-</u>	<u>-</u>	<u>4,886,923</u>
Total program services	<u>9,907,715</u>	<u>-</u>	<u>-</u>	<u>9,907,715</u>
Management and general	350,509	-	-	350,509
Fundraising	<u>282,676</u>	<u>-</u>	<u>-</u>	<u>282,676</u>
Total supporting services	<u>633,185</u>	<u>-</u>	<u>-</u>	<u>633,185</u>
Total expenses	<u>10,540,900</u>	<u>-</u>	<u>-</u>	<u>10,540,900</u>
Change in net assets	(168,274)	(360,880)	-	(529,154)
Net assets, Beginning of Year	<u>5,038,237</u>	<u>2,144,306</u>	<u>4,270,952</u>	<u>11,453,495</u>
Net Assets, End of Year	<u>\$ 4,869,963</u>	<u>\$ 1,783,426</u>	<u>\$ 4,270,952</u>	<u>\$ 10,924,341</u>

See Notes to Consolidated Financial Statements

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The Road Home
Consolidated Statement of Functional Expenses
Year Ended June 30, 2013

	Program Services Expense				Total Program Services	Supporting Services Expense		Total Supporting Services	Total
	Emergency Assistance	Shelter	Self Reliance	Housing		Management and General	Fundraising		
Salaries, benefits and taxes	\$ 209,600	\$ 2,929,128	\$ 466,745	\$ 1,565,027	\$ 5,170,500	\$ 248,805	\$ 212,713	\$ 461,518	\$ 5,632,018
Contract services	9,442	161,507	13,381	306,435	490,765	8,461	6,793	15,254	506,019
Conferences and meetings	266	3,840	618	10,039	14,763	323	293	616	15,379
Depreciation and amortization	4,441	314,980	4,190	6,767	330,378	8,585	4,609	13,194	343,572
Dues and subscriptions	92	1,328	214	1,014	2,648	112	101	213	2,861
Events	-	-	-	-	-	-	121,517	121,517	121,517
Insurance	1,558	110,472	1,469	2,373	115,872	7,307	1,471	8,778	124,650
Miscellaneous	3,465	48,826	8,163	77,508	137,962	4,290	3,857	8,147	146,109
Participant assistance	70,312	92,400	101,096	1,849,876	2,113,684	-	-	-	2,113,684
Professional fees	2,162	43,865	4,803	23,185	74,015	82,308	2,470	84,778	158,793
Rent	8,261	525,967	7,793	92,494	634,515	15,967	8,572	24,539	659,054
Repairs and maintenance	6,402	279,835	18,365	101,915	406,517	8,304	5,228	13,532	420,049
Supplies	7,722	111,409	17,939	85,066	222,136	9,380	13,729	23,109	245,245
Telephone	2,576	49,457	8,810	67,174	128,017	3,129	3,084	6,213	134,230
Training	1,875	27,061	4,357	34,945	68,238	2,278	2,062	4,340	72,578
Transportation	545	11,206	1,602	137,794	151,147	36	306	342	151,489
Utilities	2,510	207,895	2,368	52,581	265,354	4,851	2,604	7,455	272,809
Grants to other non-profits	-	-	-	200,000	200,000	-	-	-	200,000
Sub-Recipients	-	-	-	38,624	38,624	-	-	-	38,624
	<u>331,229</u>	<u>4,919,176</u>	<u>661,913</u>	<u>4,652,817</u>	<u>10,565,135</u>	<u>404,136</u>	<u>389,409</u>	<u>793,545</u>	<u>11,358,680</u>
Less expenses included with revenues on the statement of activities									
Direct costs of special events	-	-	-	-	-	-	121,517	121,517	121,517
Total functional expenses	<u>\$ 331,229</u>	<u>\$ 4,919,176</u>	<u>\$ 661,913</u>	<u>\$ 4,652,817</u>	<u>\$ 10,565,135</u>	<u>\$ 404,136</u>	<u>\$ 267,892</u>	<u>\$ 672,028</u>	<u>\$ 11,237,163</u>

See Notes to Consolidated Financial Statements

The Road Home
Consolidated Statement of Functional Expenses
June 30, 2012

	Program Services Expense				Total Program Services	Supporting Services Expense		Total Supporting Services	Total
	Emergency Assistance	Shelter	Self Reliance	Housing		Management and General	Fundraising		
Salaries, benefits and taxes	\$ 223,006	\$ 2,178,186	\$ 374,391	\$ 2,218,223	\$ 4,993,806	\$ 275,244	\$ 229,695	\$ 504,939	\$ 5,498,745
Contract services	7,322	106,454	5,162	295,748	414,686	8,108	3,594	11,702	426,388
Conferences and meetings	304	2,341	489	3,607	6,741	372	326	698	7,439
Depreciation and amortization	4,578	324,707	4,319	6,976	340,580	8,850	4,751	13,601	354,181
Dues and subscriptions	96	741	155	1,142	2,134	118	103	221	2,355
Events	-	-	-	-	-	-	100,104	100,104	100,104
Insurance	1,132	107,843	1,068	1,725	111,768	6,158	1,175	7,333	119,101
Miscellaneous	3,630	43,832	5,958	43,047	96,467	4,497	3,853	8,350	104,817
Participant assistance	68,475	84,000	66,892	1,690,502	1,909,869	-	-	-	1,909,869
Professional fees	2,386	99,609	4,337	36,043	142,375	2,643	2,695	5,338	147,713
Rent	8,082	604,378	7,625	27,214	647,299	15,622	8,387	24,009	671,308
Repairs and maintenance	4,660	282,497	21,715	126,112	434,984	7,427	4,913	12,340	447,324
Supplies	8,173	82,600	13,164	97,018	200,955	10,015	14,009	24,024	224,979
Telephone	2,936	35,500	6,861	44,405	89,702	3,597	3,402	6,999	96,701
Training	2,827	22,050	4,553	38,649	68,079	3,464	3,032	6,496	74,575
Transportation	1,147	13,924	2,264	116,821	134,156	321	554	875	135,031
Utilities	2,107	170,328	1,988	46,995	221,418	4,073	2,187	6,260	227,678
Grants to other non-profits	-	-	-	54,072	54,072	-	-	-	54,072
Sub-Recipients	-	-	-	38,624	38,624	-	-	-	38,624
	<u>340,861</u>	<u>4,158,990</u>	<u>520,941</u>	<u>4,886,923</u>	<u>9,907,715</u>	<u>350,509</u>	<u>382,780</u>	<u>733,289</u>	<u>10,641,004</u>
Less expenses included with revenues on the statement of activities									
Direct costs of special events	-	-	-	-	-	-	100,104	100,104	100,104
Total functional expenses	<u>\$ 340,861</u>	<u>\$ 4,158,990</u>	<u>\$ 520,941</u>	<u>\$ 4,886,923</u>	<u>\$ 9,907,715</u>	<u>\$ 350,509</u>	<u>\$ 282,676</u>	<u>\$ 633,185</u>	<u>\$ 10,540,900</u>

See Notes to Consolidated Financial Statements

The Road Home
Consolidated Statements of Cash Flows
Years Ended June 30, 2013 and 2012

	2013	2012
Operating Activities		
Change in net assets	\$ 284,776	\$ (529,154)
Adjustments to reconcile change in net assets to net cash used for operating activities		
Depreciation and amortization	343,572	354,181
Donated property and equipment	(5,500)	(20,800)
Contributions restricted for purchasing property and equipment	(237,000)	(34,508)
Contributions restricted for endowment	(198,538)	-
Change in beneficial interest in assets held by affiliated organization	(258,160)	241,741
Change in assets and liabilities		
Increase in grants and contracts receivable	(417,432)	(4,788)
Decrease in due from related parties	42,968	-
Decrease (increase) in promises to give	333,952	(143,170)
Increase in cash restricted for acquisition of property and equipment	(187,000)	-
Increase in prepaid expenses and other assets	(137,388)	(28,168)
Increase (decrease) in accounts payable and accrued expenses	47,802	(6,052)
Net Cash used for Operating Activities	<u>(387,948)</u>	<u>(170,718)</u>
Investing Activities		
Purchase of property and equipment	(123,265)	(75,810)
Withdrawal from cash restricted for purchase of property and equipment	(50,000)	(34,508)
Addition to endowment	(198,538)	-
Net Cash from (used for) Investing Activities	<u>(371,803)</u>	<u>(110,318)</u>
Financing Activities		
Collection of contributions restricted for purchasing property and equipment	237,000	34,508
Collection of contributions restricted for endowment	198,538	-
Net Cash from Financing Activities	<u>435,538</u>	<u>34,508</u>
Net Change in Cash	(324,213)	(246,528)
Cash, Beginning of Year	<u>3,149,060</u>	<u>3,395,588</u>
Cash, End of Year	<u>\$ 2,824,847</u>	<u>\$ 3,149,060</u>

Schedule of non-cash investing and financing activities:

During the years ended June 30, 2013 and 2012, the Organization recorded \$5,500 and \$20,800 in donated vehicles, respectively.

The Road Home
Notes to Consolidated Financial Statements
June 30, 2013 and 2012

Note 1 - Summary of Significant Accounting Policies

Operational Purpose

The Road Home (TRH) is a nonprofit corporation organized under the laws of the State of Utah. TRH's mission is to help individuals and families step out of homelessness and back into the community through emergency services, personalized case management and collaboration with other community service providers.

TRH principal programs comprise the following:

- Emergency Assistance: Emergency Assistance provides emergency and employment related assistance.
- Shelter: Shelter Services provides basic short-term shelter services to those in need.
- Self Reliance: Self Reliance provides case management and resources for shelter residents.
- Housing: Housing provides case management, resources and rental assistance for permanent and transitional housing clients.

Basis of Consolidation

The consolidated financial statements include the accounts of TRH and its wholly-owned single member limited liability company, Housing Now LLC, collectively referred to in these consolidated financial statements as TRH, or the Organization. All significant intercompany accounts and transactions have been eliminated in consolidation.

Cash and Cash Equivalents

TRH considers all cash and highly liquid financial instruments with original maturities of three months or less, and which are neither held for nor restricted by donors for long-term purposes, to be cash and cash equivalents. Cash and highly liquid financial instruments restricted to capital expenditures, permanent endowment, or other long-term purposes of TRH are excluded from this definition.

Grants and Contracts Receivable

TRH receives substantial funding through federal, state, and other grants and contracts. The majority of these grants and contracts operate on a cost reimbursement basis. Generally, accounts receivable and the related revenues are recorded when the applicable expenses to grant awards have been incurred. Certain grants require that TRH match the funds received with other funds in varying percentages.

Promises to Give

Unconditional promises to give expected to be collected within one year are recorded at net realizable value. Unconditional promises to give expected to be collected in future years are initially recorded at fair value using present value techniques incorporating risk-adjusted discount rates designed to reflect the assumptions market participants would use in pricing the asset. In subsequent years, amortization of the discounts is included in contribution revenue in the statement of activities. Management determines the allowance for uncollectible promises to give based on historical experience, an assessment of economic conditions, and a review of

The Road Home
Notes to Consolidated Financial Statements
June 30, 2013 and 2012

subsequent collections. Promises to give are written off when deemed uncollectible. As of both June 30, 2013 and 2012 the allowance for uncollectible promises to give was \$0.

Property and Equipment

Property and equipment additions are recorded at cost, or if donated, at fair value on the date of donation. Depreciation is computed using the straight-line method over the estimated useful lives of the assets ranging from 3 to 20 years. When assets are sold or otherwise disposed of, the cost and related depreciation is removed from the accounts, and any remaining gain or loss is included in the statement of activities. Costs of maintenance and repairs that do not improve or extend the useful lives of the respective assets are expensed currently.

Investments

Investment purchases are recorded at cost, or if donated, at fair value on the date of donation. Thereafter, investments are reported at their fair values in the statement of financial position. Net investment gain/(loss) is reported in the statement of activities and consists of interest and dividend income, realized and unrealized capital gains and losses, less investment management and custodial fees.

Net Assets

Net assets, revenues, gains, and losses are classified based on the existence or absence of donor-imposed restrictions. Accordingly, net assets and changes therein are classified and reported as follows:

Unrestricted Net Assets- Net assets available for use in general operations. Unrestricted board-designated net assets consist of net assets designated by the Board of Directors for operating reserve.

Temporarily Restricted Net Assets –Net asset subject to donor restrictions that may or will be met by expenditures or actions of TRH and/or the passage of time.

TRH reports contributions restricted by donors as increases in unrestricted net assets if the restrictions expire (that is, when a stipulated time restriction ends or purpose restriction is accomplished) in the reporting period in which the revenue is recognized. All other donor-restricted contributions are reported as increases in temporarily or permanently restricted net assets, depending on the nature of the restrictions. When a restriction expires, temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statement of activities as net assets released from restrictions.

Permanently Restricted Net Assets – Net assets whose use is limited by donor-imposed restrictions that neither expire by the passage of time nor can be fulfilled or otherwise removed by action of TRH. The restrictions stipulate that resources be maintained permanently.

Revenue and Revenue Recognition

Revenue is recognized when earned. Contributions are recognized when cash, securities or other assets, or an unconditional promise to give is received. Conditional promises to give are not recognized until the conditions on which they depend have been substantially met.

The Road Home
Notes to Consolidated Financial Statements
June 30, 2013 and 2012

Donated Services and In-Kind Contributions

Volunteers contribute significant amounts of time to TRH's program services, administration, and fundraising and development activities; however, the financial statements do not reflect the value of these contributed services because they do not meet recognition criteria prescribed by generally accepted accounting principles. Contributed goods are recorded at fair value at the date of donation. TRH records donated professional services at the respective fair values of the services received.

Functional Expenses

The costs of program and supporting services activities have been summarized on a functional basis in the statements of activities. The statements of functional expenses present the natural classification detail of expenses by function. Accordingly, certain costs have been allocated among the programs and supporting services benefited.

Nonprofit Status

TRH is organized as a Utah nonprofit corporation and has been recognized by the Internal Revenue Service (IRS) as exempt from federal income taxes under Section 501(a) of the Internal Revenue Code as an organization described in Section 501(c)(3), qualifies for the charitable contribution deduction under Section 170(b)(1)(A)(vi) and (viii), and has been determined not to be a private foundation under Sections 509(a)(1) and (3), respectively. TRH is annually required to file a Return of Organization Exempt from Income Tax (Form 990) with the IRS. In addition, the entity is subject to income tax on net income that is derived from business activities that are unrelated to their exempt purposes. The entity has determined it is not subject to unrelated business income tax and has not filed an Exempt Organization Business Income Tax Return (Form 990-T) with the IRS.

TRH believes that it has appropriate support for any tax positions taken affecting its annual filing requirements, and as such, does not have any uncertain tax positions that are material to the financial statements. TRH would recognize future accrued interest and penalties related to unrecognized tax benefits and liabilities in income tax expense if such interest and penalties are incurred.

Use of Estimates

The preparation of financial statement in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates and those differences could be material.

Beneficial Interest in Assets Held by Affiliated Organization

TRH and donors have transferred funds to an affiliated organization, the Jon M. Huntsman Family Community Shelter Trust (the Huntsman Trust), for the benefit of TRH. TRH has evaluated the terms of the agreements governing the funds held by the Huntsman Trust for the benefit of TRH and recognizes its rights to the assets (financial or nonfinancial) held by the Huntsman Trust as an asset unless the Huntsman Trust is explicitly granted variance power, that is, the unilateral power to redirect the use of the transferred assets to another beneficiary. Because TRH and the Huntsman Trust are financially interrelated organizations and variance power is not granted to the Huntsman Trust, TRH recognizes its interest in the net assets of the Huntsman Trust and adjusts that interest for its share of the change in net assets of the Huntsman Trust related to the transferred assets.

The Road Home
Notes to Consolidated Financial Statements
June 30, 2013 and 2012

Financial Instruments and Credit Risk

TRH manages deposit concentration risk by placing cash, money market accounts, and certificates of deposit with financial institutions believed by management to be creditworthy. At times, amounts on deposit may exceed insured limits or include uninsured investments in money market mutual funds. To date, TRH has not experienced losses in any of these accounts. Credit risk associated with accounts receivable and promises to give is considered to be limited due to high historical collection rates and because substantial portions of the outstanding amounts are due from governmental agencies and foundations supportive of TRH's mission.

Reclassifications

Certain reclassifications of amounts previously reported have been made to the accompanying consolidated financial statements to maintain consistency between periods presented. The reclassifications had no impact on previously reported net assets.

Subsequent events

TRH has evaluated subsequent events through November 04, 2013, the date on which the financial statements were available to be issued.

Note 2 - Fair Value Measurements and Disclosures

Certain assets and liabilities are reported at fair value in the consolidated financial statements. Fair value is the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction in the principal, or most advantageous, market at the measurement date under current market conditions regardless of whether that price is directly observable or estimated using another valuation technique. Inputs used to determine fair value refer broadly to the assumptions that market participants would use in pricing the asset or liability, including assumptions about risk. Inputs may be observable or unobservable. Observable inputs are inputs that reflect the assumptions market participants would use in pricing the asset or liability based on market data obtained from sources independent of the reporting entity. Unobservable inputs are inputs that reflect the reporting entity's own assumptions about the assumptions market participants would use in pricing the asset or liability based on the best information available. A three-tier hierarchy categorizes the inputs as follows:

Level 1 – quoted prices (unadjusted) in active markets for identical assets or liabilities that TRH can access at the measurement date.

Level 2 – Inputs other than quoted prices included within Level 1 that are observable for the asset or liability, either directly or indirectly. These include quoted prices for similar assets or liabilities in active markets, quoted prices for identical or similar assets or liabilities in markets that are not active, inputs other than quoted prices that are observable for the asset or liability, and market-corroborated inputs.

Level 3 – Unobservable inputs for the asset or liability. In these situations, TRH develops inputs using the best information available in the circumstances.

In some cases, the inputs used to measure the fair value of an asset or a liability might be categorized within different levels of the fair value hierarchy. In those cases, the fair value measurement is categorized in its entirety in the same level of the fair value hierarchy as the lowest level input that is significant to the entire measurement. Assessing the significance of a particular input to entire measurement requires judgment, taking into account

The Road Home
Notes to Consolidated Financial Statements
June 30, 2013 and 2012

factors specific to the asset or liability. The categorization of an asset within the hierarchy is based upon the pricing transparency of the asset and does not necessarily correspond to TRH's assessment of the quality, risk or liquidity profile of the asset or liability.

All of TRH's investment assets are classified within Level 1 because they are comprised of open-end fixed income securities and equities and money market funds with readily determinable fair values based on daily redemption values.

The following table presents assets measured at fair value on a recurring basis at June 30, 2013:

	Total	Fair Value Measurements at Report Date Using		
		Quoted Prices in Active Markets for Identical Assets (Level 1)	Significant Other Observable Inputs (Level 2)	Significant Unobservable Inputs (Level 3)
<u>Assets</u>				
Endowment - investments				
Money Market	\$ 198,538	\$ 198,538	\$ -	\$ -
Beneficial interest in assets held by affiliated organization	5,020,599	5,020,599	-	-
	<u>\$ 5,219,137</u>	<u>\$ 5,219,137</u>	<u>\$ -</u>	<u>\$ -</u>

The following table presents assets measured at fair value on a recurring basis at June 30, 2012:

	Total	Fair Value Measurements at Report Date Using		
		Quoted Prices in Active Markets for Identical Assets (Level 1)	Significant Other Observable Inputs (Level 2)	Significant Unobservable Inputs (Level 3)
<u>Assets</u>				
Beneficial interest in assets held by affiliated organization	\$ 4,762,439	\$ 4,762,439	\$ -	\$ -
	<u>\$ 4,762,439</u>	<u>\$ 4,762,439</u>	<u>\$ -</u>	<u>\$ -</u>

The Road Home
Notes to Consolidated Financial Statements
June 30, 2013 and 2012

Fair Value of Financial Instruments Not Required to Be Reported at Fair Value

The carrying amounts of cash and cash equivalents, grants and contracts receivable, promises to give, accounts payable and accrued expenses approximate fair value due to the short-term nature of the items.

Note 3 - Grants and Contracts Receivable

Grants and contracts receivable consist of the following:

	<u>2013</u>	<u>2012</u>
Rapid Rehousing	\$ 252,767	\$ -
U.S. Department of H.U.D.	130,408	42,955
TANF	124,998	-
State of Utah	110,740	2,944
TBRA	107,398	6,161
Salt Lake County	85,502	140,861
Salt Lake City	28,355	-
Other	27,713	26,525
SAMHSA	19,228	86,658
HPRP	-	163,573
	<u>\$ 887,109</u>	<u>\$ 469,677</u>

Note 4 - Promises to Give

	<u>2013</u>	<u>2012</u>
United Way	\$ 100,000	\$ 100,000
Others	34,341	18,293
Eccles Foundation	-	350,000
	<u>\$ 134,341</u>	<u>\$ 468,293</u>

Future collections of promises to give are estimated as follows:

<u>Year Ending June 30,</u>	
2014	\$ 123,309
2015	11,032
	<u>\$ 134,341</u>

Promises to give due in more than one year are reflected at the present value of the estimated future cash flows using a discount rate of six percent.

The Road Home
Notes to Consolidated Financial Statements
June 30, 2013 and 2012

Note 5 - Property and Equipment

	<u>2013</u>	<u>2012</u>
Building leasehold improvements	\$ 2,865,451	\$ 2,737,898
Land	69,000	69,000
Buildings	132,451	132,451
Vehicles	341,735	318,854
Furniture and fixtures	<u>603,781</u>	<u>575,450</u>
	4,012,418	3,833,653
Less accumulated depreciation	<u>(2,378,498)</u>	<u>(2,034,926)</u>
	<u>\$ 1,633,920</u>	<u>\$ 1,798,727</u>

Note 6 - Notes Receivable – Palmer Court

TRH has loaned the Palmer Court project \$400,000 in connection with a grant received from the Federal Home Loan Bank of Seattle (FHLB). The loan is non-interest bearing, due in April 2039 and payment is subject to available cash flow. The grant from FHLB requires that the Palmer Court project commit to leasing 141 units to tenants who earn up to 30 percent of the area median income and 60 units to tenants who earn up to 60 percent of the area median income as defined by HUD. If Palmer Court fails to comply with these terms through June 2024, the grant could be required to be repaid to the FHLB.

Note 7 - Beneficial Interest in Assets Held by Affiliated Organization

In 1992, a donor made a permanently restricted contribution to TRH and stipulated that the earnings be used to benefit the shelter operated by TRH. Subsequent donations were made and in 1995, TRH, the original donor, and the Jon M. Huntsman Family Community Trust (the Huntsman Trust) entered into an agreement whereby the Huntsman Trust was made responsible for the investment and administration of the permanently restricted contributions.

TRH's Board of Directors has interpreted the Uniform Prudent Management of Institutional Funds Act (UPMIFA) as requiring the preservation of the fair value of the original gifts as of the gift date of the donor-restricted endowment funds, unless there are explicit donor stipulations to the contrary. The Huntsman Trust stipulates the trust was created to establish a perpetual fund for the endowment of the Salt Lake Shelter and that the original endowment principal may only be distributed to TRH with the consent of a two thirds majority of the board of trustees and some additional restrictive stipulations. The earnings on the endowment are to be used to benefit TRH and the operations of the Salt Lake Shelter. As a result of this interpretation, TRH classifies as permanently restricted net assets (a) the original value of gifts donated to the Endowment, and (b) the original value of subsequent gifts donated to the Endowment. The remaining portion of the donor-restricted endowment is classified as temporarily restricted net assets until those amounts are appropriated for distribution in a manner consistent with the standard of prudence prescribed by UPMIFA.

The Road Home
Notes to Consolidated Financial Statements
June 30, 2013 and 2012

At June 30, 2013 and 2012, TRH has recorded \$5,020,599 and \$4,762,439, respectively, as the value of the interest in the net assets fund administered by the Huntsman Trust relating to these permanently restricted contributions. During the years ended June 30, 2013 and 2012, TRH recorded gains of \$503,040 and \$7,309, respectively, as a change in interest in the net assets of the Huntsman Trust. During the years ended June 30, 2013 and 2012, \$244,880 and \$249,050 respectively, was transferred to and received in cash by TRH.

TRH holds other permanently restricted contributions, totaling \$198,538 and \$0 at June 30, 2013 and 2012. These contributions are more fully described in Note 8.

Changes in the interest in net assets of affiliated organization for the year ending June 30, 2013, are as follows:

Beneficial interest in assets held by the Huntsman Trust, beginning of year	<u>\$ 4,762,439</u>
Investment return	
Investment gain	503,040
Distributions	
Appropriation of endowment assets pursuant to spending-rate policy	<u>(244,880)</u>
Beneficial interest in assets held by the Huntsman Trust, end of year	5,020,599
Allocations	
Allocation to temporarily restricted net assets	<u>(749,647)</u>
Permanently restricted net assets at June 30, 2013	<u><u>\$ 4,270,952</u></u>

Changes in the interest in net assets of affiliated organization for the year ending June 30, 2012, are as follows:

Beneficial interest in assets held by the Huntsman Trust, beginning of year	<u>\$ 5,004,180</u>
Investment return	
Investment gain	7,309
Distributions	
Appropriation of endowment assets pursuant to spending-rate policy	<u>(249,050)</u>
Beneficial interest in assets held by the Huntsman Trust, end of year	4,762,439
Allocations	
Allocation to temporarily restricted net assets	<u>(491,487)</u>
Permanently restricted net assets at June 30, 2012	<u><u>\$ 4,270,952</u></u>

The Road Home
Notes to Consolidated Financial Statements
June 30, 2013 and 2012

Note 8 - Endowments

During the year ended June 30, 2013, TRH received permanently restricted donations totaling \$198,538 from various donors. The amount is reflected as endowment investments in the consolidated statement of financial position at June 30, 2013.

TRH's Board of Directors has interpreted the Uniform Prudent Management of Institutional Funds Act (UPMIFA) as requiring the preservation of the fair value of the original gifts as of the gift date of the donor-restricted endowment funds, unless there are explicit donor stipulations to the contrary. At June 30, 2013, there were no such donor stipulations. As a result of this interpretation, TRH classifies as permanently restricted net assets (a) the original value of gifts donated to the Endowment, (b) the original value of subsequent gifts donated to the Endowment (including promises to give net of discount and allowance for doubtful accounts, and (c) accumulations to the endowment made in accordance with the direction of the applicable donor gift instrument at the time the accumulation is added. The remaining portion of the donor-restricted endowment is classified as temporarily restricted net assets until those amounts are appropriated for expenditure by TRH in a manner consistent with the standard of prudence prescribed by UPMIFA.

Note 9 - Donated Professional Services and Materials

The donated services, materials and facilities reflected in the consolidated statement of activities total \$644,218 and \$645,709 during the years ended June 30, 2013 and 2012, respectively, and represent the donation of blankets provided to shelter participants, with an estimated fair value of \$92,400 and \$84,000 for 2013 and 2012, respectively, and the rental of the downtown shelter for \$300 per year, where the fair value of such rent is estimated at \$546,318 and \$540,909 for 2013 and 2012, respectively. These amounts are recorded as contributions and as expense in the consolidated statement of activities and change in net assets. During the years ended June 30, 2013 and 2012, donated property and equipment (vehicles) totaling \$5,500 and \$20,800 is reflected in the consolidated statement of activities.

Note 10 - Lease Commitments

TRH leases equipment under various operating leases expiring at various dates through 2014. Future minimum lease commitments total \$35,431 for the year ending June 30, 2014.

Note 11 - Concentrations

A significant portion of TRH's support is provided through government grants and contracts. A loss of this support would have a materially adverse effect on TRH.

The Road Home
Notes to Consolidated Financial Statements
June 30, 2013 and 2012

Note 12 - Retirement Plan

TRH has established a defined contribution retirement plan (the Plan) for the benefit of its employees. To qualify as a participant, an employee must be at least age 21 and have completed one year of service. Under the Plan, TRH makes a discretionary matching contribution based upon an annual determination of the Board of Directors. For the years ended June 30, 2013 and 2012, TRH contributed \$191,689 and \$179,123 to the Plan, respectively. Participant contributions are fully vested at the time of contribution and TRH contributions vest over five years.

Note 13 - Related Party Transactions

TRH leases the downtown shelter from Shelter the Homeless Committee, a related non-profit organization for \$300 per year. For the years ended June 30, 2013 and 2012, TRH estimates that the fair value of the shelter space is \$546,318 and \$540,909, respectively, and has recorded contributed revenue and a corresponding expense totaling \$546,318 and \$540,909 to reflect the estimated fair value of this lease transaction.

During the year ended June 30, 2013, TRH contributed \$200,000 to Shelter the Homeless Committee to support operations at Palmer Court.

At June 30, 2013 and 2012, TRH has recorded its interest in the net assets of the Huntsman Trust totaling \$5,020,599 and \$4,762,439 respectively, relating to funds transferred/donated to the Huntsman Trust for the benefit of TRH, over which the Huntsman Trust has not been granted variance power, as more fully described in Note 7.

Additionally, as more fully described in Note 6, TRH has a long-term note receivable from a related party - Palmer Court totaling \$400,000 at June 30, 2013 and 2012.

Due from related parties total \$93,366 and \$136,334 at June 30, 2013 and 2012, representing amounts due from Palmer Court and the Wendell Apartments. Amounts are non-interest bearing.

Note 14 - Contingencies and Commitments

TRH received residential real estate from the Olene Walker Housing agency in a prior period. The agreement with the donor was to use the home for low-income housing purposes. If TRH sells the property, it will have to pay \$53,000 to The Olene Walker Housing Loan Fund.

As more fully described in Note 6, TRH received a grant from FHLB which was then loaned to Palmer Court. Palmer Court must comply with the leasing commitments through June 2024 or the grant could be required to be repaid.

The Road Home
Notes to Consolidated Financial Statements
June 30, 2013 and 2012

Note 15 - Temporarily Restricted Net Assets

	<u>2013</u>	<u>2012</u>
Huntsman Trust - Shelter	\$ 749,647	\$ 491,487
Palmer Court	572,372	732,372
Note Receivable - Palmer Court	400,000	400,000
United Way (time restriction)	100,000	100,000
Midvale Shelter Roof	100,000	-
Midvale Shelter Renovation	87,000	-
LDS Travel	50,177	-
Individual Pledges (time restriction)	43,999	18,293
Butler Employment Pilot Program	34,874	34,874
Learn to Earn Program	-	6,400
	<u>\$ 2,138,069</u>	<u>\$ 1,783,426</u>

Note 16 - Permanently Restricted Net Assets

Permanently restricted net assets totaling \$4,270,952 at both June 30, 2013 and 2012 represent permanently restricted donations held by the Huntsman Trust. The permanently restricted net assets are donations received from various donors to establish an endowment for the benefit of TRH. As further discussed in Note 7, an agreement was entered into between TRH and the Huntsman Trust, whereby the responsibility for the investment and administration of this endowment was transferred to the Huntsman Trust. Earnings on the assets of the Huntsman Trust are available for the support of the TRH homeless shelter, provided, however, that for so long as TRH continues to provide shelter to homeless persons in the State of Utah, that income derived from the endowment shall be directed to TRH for such purposes.

Additionally, TRH holds permanently restricted net assets totaling \$198,538 at June 20, 2013 as more fully described in Note 8.



Single Audit Section
June 30, 2013

The Road Home

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The Road Home
Schedule of Expenditures of Federal Awards
June 30, 2013

Federal grantor/Pass-through grantor/Program title	Federal CFDA number	Pass-through entity identifying number	Total awards for programs involving pass- through entities	Expenditures
U.S. Department of Homeland Security direct programs:				
Emergency Food and Shelter Program	97.024			\$ 181,590
U.S. Department of Housing and Urban Development				
Passed through from Emergency Solutions Grants:				
Salt Lake County	14.231			50,000
Salt Lake City	14.231			65,000
State of Utah	14.231			476,033
Rapid Rehousing - State	14.257			58,949
Rapid Rehousing - County	14.257			108,459
Rapid Rehousing - City	14.257			149,261
Total passed through from Emergency Solutions Grants				<u>907,702</u>
Passed through from Supportive Housing Grants:				
Successful Transitions	14.235	UT0051B8T0010		25,495
Green Street Partners - 2nd West	14.235	UT0051B8T0010		12,471
Supportive Housing Frontier	14.235	UT0051B8T0010	38,624	148,602
Total passed through from Supportive Housing Grants				<u>186,568</u>
Passed through from Continuum of Care Grants:				
CoC - Leasing - Fams*	14.235			282,988
CoC - Leasing - Pathways*	14.235			190,312
CoC - Leasing - CHSH*	14.235			180,270
Total passed through from Continuum of Care				<u>653,570</u>
Passed through from Tenant Based Rental Assistance Grants:				
Salt Lake City*	14.239			83,634
Salt Lake County*	14.239			296,897
Total passed through from Tenant Based Rental Assistance Grants				<u>380,531</u>
Passed through from Salt Lake County:				
Section 8 Housing Choice Vouchers	14.871			67,810
Passed through from Community Development Block Grants:				
Davis County	14.218			27,519
Layton City	14.218			3,000
Salt Lake City	14.218	BV03722C		181,721
Salt Lake County	14.218			20,000
Sandy City	14.218			14,500
South Jordan City	14.218			3,333
Taylorsville City	14.218			3,556
West Jordan City	14.218	WJCD37:13		10,000
Total passed through from Community Development Block Grants				<u>263,629</u>
Total Department of Housing and Urban Development				<u>2,459,810</u>

The Road Home
Schedule of Expenditures of Federal Awards
June 30, 2013

<u>Federal grantor/Pass-through grantor/Program title</u>	<u>Federal CFDA number</u>	<u>Pass-through entity identifying number</u>	<u>Total awards for programs involving pass- through entities</u>	<u>Expenditures</u>
U.S. Department of Veteran Affairs				
Supportive Services for Veteran Families				<u>125,966</u>
U.S. Department of Health and Human Services				
Direct Award:				
Chronic Homeless Services & Housing*	93.243			<u>515,082</u>
Passed through from the State of Utah and Salt Lake County:				
Social Services Block Grant	93.667			<u>22,450</u>
Passed through from the State of Utah - Department of Workforce Services:				
Temporary Assistance for Needy Families	93.558			200,000
Rapid Re-Housing	93.558			<u>1,076,136</u>
Total passed through from State of Utah - Department of Workforce Services				<u>1,276,136</u>
Total Department of Health and Human Services				<u>1,813,668</u>
Total Federal Assistance				<u>\$ 4,581,034</u>

* - Denotes a major program.

The Road Home
Notes to Schedule of Expenditures of Federal Awards
June 30, 2013

Note 1 - Basis of Presentation

The accompanying schedule of expenditures of federal awards includes the federal grant activity of The Road Home (TRH) under programs of the federal government for the year ended June 30, 2013. The information in this schedule is presented in accordance with the requirements of the Office of Management and Budget (OMB) Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. Because the schedule presents only a selected portion of the operations of TRH, it is not intended to and does not present the financial position, changes in net assets or cash flows of TRH.

Note 2 - Summary of Significant Accounting Policies

Expenditures reported on the schedule of expenditures of federal awards are reported on the accrual basis of accounting. Such expenditures are recognized following the cost principles contained in OMB Circular A-122, *Cost Principles for Non-Profit Organizations*, wherein certain types of expenditures are not allowable or are limited as to reimbursement.

Note 3 - Sub-Recipients

TRH provided federal awards to sub-recipients as follows:

<u>Program Title</u>	<u>Federal CFDA number</u>	<u>Pass-through identifying number</u>	<u>Amount provided</u>
Supportive Housing Frontier	14.235	-	<u>\$ 38,624</u>



**Independent Auditor's Report on Internal Control over Financial Reporting and on Compliance
and Other Matters Based on an Audit of Financial Statements Performed in Accordance with
Government Auditing Standards**

To the Board of Directors and Management of
The Road Home
Salt Lake City, Utah

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of The Road Home, which comprise the statement of financial position as of June 30, 2013, and the related statements of activities, functional expenses and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated November 04, 2013.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered The Road Home's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of The Road Home's internal control. Accordingly, we do not express an opinion on the effectiveness of The Road Home's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses, as defined previously.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether The Road Home's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

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6695 S. 1300 E. | Salt Lake City, UT 84121 | T 801.947.7500 | F 801.947.7609 | EOE

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

A handwritten signature in cursive script that reads "Eide Sully LLP".

Salt Lake City, Utah
November 04, 2013



Independent Auditor's Report on Compliance for Each Major Federal Program; Report on Internal Control Over Compliance; and Report on the Schedule of Expenditures of Federal Awards Required by OMB Circular A-133

The Board of Directors
The Road Home
Salt Lake City, Utah

Report on Compliance for Each Major Federal Program

We have audited The Road Home's compliance with the types of compliance requirements described in the *OMB Circular A-133 Compliance Supplement* that could have a direct and material effect on each of The Road Home's major federal programs for the year ended June 30, 2013. The Road Home's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

Management is responsible for compliance with the requirements of laws, regulations, contracts and grants applicable to its federal programs.

Auditor's Responsibility

Our responsibility is to express an opinion on the compliance for each of The Road Home's major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. Those standards and OMB Circular A-133 require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about The Road Home's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of The Road Home's compliance.

Opinion on Each Major Federal Program

In our opinion, The Road Home complied, in all material respects, with the compliance requirements referred to above that could have a direct and material effect of each of its major Federal programs for the year ended June 30, 2013.

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Report on Internal Control over Compliance

Management of The Road Home is responsible for establishing and maintaining effective internal control over compliance with the compliance requirements referred to above. In planning and performing our audit of compliance, we considered The Road Home's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with OMB Circular A-133, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of The Road Home's internal control over compliance.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a compliance requirement will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses and significant deficiencies may exist that were not identified. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of OMB Circular A-133. Accordingly, this report is not suitable for any other purpose.



Salt Lake City, Utah
November 04, 2013

The Road Home
Schedule of Findings and Questioned Costs
June 30, 2013

Summary of Auditors' Results

- i. The auditor's report expresses an unmodified opinion on the consolidated financial statements of The Road Home.
- ii. No significant deficiencies relating to the audit of the financial statements are reported in the *Report On Internal Control Over Financial Reporting And On Compliance And Other Matters Based On An Audit Of Financial Statements Performed In Accordance With Government Auditing Standards*.
- iii. No instances of noncompliance material to the financial statements of The Road Home, which would be required to be reported in accordance with *Government Auditing Standards*, were disclosed during the audit.
- iv. We reported no significant deficiencies or material weaknesses in internal controls over major federal award programs disclosed during the audit of the financial statements.
- v. The auditor issued an unmodified opinion on compliance with requirements applicable to each major program.
- vi. Audit findings that are required to be reported in accordance with Section 510(a) of OMB Circular A-133 are reported in this Schedule.
- vii. Major programs consist of:

<u>Federal Grantor/Pass-Through Grantor/Program Title</u>	<u>Federal CFDA Number</u>	<u>Expenditures</u>
United States Department of Housing and Urban Development:		
Passed through from Tenant Based Rental Assistance Grants:		
Salt Lake City	14.239	83,634
Salt Lake County	14.239	296,897
Emergency Shelter Grants:		
CoC - Leasing - Fams	14.235	282,988
CoC - Leasing - Pathways	14.235	190,312
CoC - Leasing - CHSH	14.235	180,270
Chronic Homeless Services & Housing	93.243	515,082
		<u>\$ 1,549,183</u>

The Road Home
Schedule of Findings and Questioned Costs
June 30, 2013

- viii. The dollar threshold to distinguish Type A and Type B programs was \$300,000. Programs were selected to meet the percentage coverage rule of OMB Circular A-133 §530
- ix. The Organization qualified as a low-risk auditee.

Audit Findings – Financial Statement Audit – Internal Controls

None

Findings and Questioned Costs - Major Federal Awards Program Audit

None

The Road Home
Summary Schedule of Prior Audit Findings
Year Ended June 30, 2013

Findings and Questioned Costs – Major Federal Awards Programs Audit

Ref Finding

No findings in prior year.

Findings and Questioned Costs - Financial Statement Audit

Ref Finding

No findings in prior year.

Internal Revenue Service**Department of the Treasury****Date:** April 2, 2002P. O. Box 2508
Cincinnati, OH 45201The Road Home
210 S Rio Grande Avenue
Salt Lake City UT 84101 1104**Person to Contact:**
Shawndea Krebs 31-02330
Customer Service Specialist
Toll Free Telephone Number:
8:00 a.m. to 6:30 p.m. EST
877-829-5500
Fax Number:
513-263-3756
Federal Identification Number:
87-0212465

Dear Sir or Madam:

This letter is in response to your request for a copy of your organization's determination letter. This letter will take the place of the copy you requested.

Our records indicate that a determination letter issued in January 1965 granted your organization exemption from federal income tax under section 501(c)(3) of the Internal Revenue Code. That letter is still in effect.

Based on information subsequently submitted, we classified your organization as one that is not a private foundation within the meaning of section 509(a) of the Code because it is an organization described in sections 509(a)(1) and 170(b)(1)(A)(vi).

This classification was based on the assumption that your organization's operations would continue as stated in the application. If your organization's sources of support, or its character, method of operations, or purposes have changed, please let us know so we can consider the effect of the change on the exempt status and foundation status of your organization.

Your organization is required to file Form 990, Return of Organization Exempt from Income Tax, only if its gross receipts each year are normally more than \$25,000. If a return is required, it must be filed by the 15th day of the fifth month after the end of the organization's annual accounting period. The law imposes a penalty of \$20 a day, up to a maximum of \$10,000, when a return is filed late, unless there is reasonable cause for the delay.

All exempt organizations (unless specifically excluded) are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of \$100 or more paid to each employee during a calendar year. Your organization is not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Organizations that are not private foundations are not subject to the excise taxes under Chapter 42 of the Code. However, these organizations are not automatically exempt from other federal excise taxes.

Donors may deduct contributions to your organization as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to your organization or for its use are deductible for federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

-2-

The Road Home
87-0212465

Your organization is not required to file federal income tax returns unless it is subject to the tax on unrelated business income under section 511 of the Code. If your organization is subject to this tax, it must file an income tax return on the Form 990-T, Exempt Organization Business Income Tax Return. In this letter, we are not determining whether any of your organization's present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

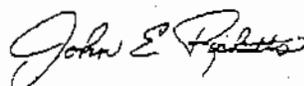
The law requires you to make your organization's annual return available for public inspection without charge for three years after the due date of the return. If your organization had a copy of its application for recognition of exemption on July 15, 1987, it is also required to make available for public inspection a copy of the exemption application, any supporting documents and the exemption letter to any individual who requests such documents in person or in writing. You can charge only a reasonable fee for reproduction and actual postage costs for the copied materials. The law does not require you to provide copies of public inspection documents that are widely available, such as by posting them on the Internet (World Wide Web). You may be liable for a penalty of \$20 a day for each day you do not make these documents available for public inspection (up to a maximum of \$10,000 in the case of an annual return).

Because this letter could help resolve any questions about your organization's exempt status and foundation status, you should keep it with the organization's permanent records.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

This letter affirms your organization's exempt status.

Sincerely,



John E. Ricketts, Director, TE/GE
Customer Account Services



**SALT LAKE
COUNTY**

Salt Lake County

Community Development Block Grant (CDBG) Housing Services Proposal 2014-15 Program Year

For questions and technical assistance, applicants are encouraged to contact the Division of Community Resources and Development for Salt Lake County at 385-468-4880. People with questions are encouraged to call before completing or submitting the proposal. Proposal Instructions and Guidelines may be found at CRD's website: <http://crd.slco.org/communityDev/PublicNoticesComment.html>. Reasonable accommodations for individuals with disabilities or those in need of language interpretation services can be provided if five days' notice is given by calling 385-468-4880 and asking for Sharon. TTY/TDD users should call 7-1-1.

I. General Information

- A. Project Title Emergency Home Repair and Accessibility & Community Design
- B. Name of Agency ASSIST Inc – A Community Design Center
- C. Address of Agency 218 East 500 South, Salt Lake City, UT 84111
- D. Contact Person Roger Borgenicht Title: Executive Director
- E. Phone Number 801 355-7085 Email Address: info@assistutah.org
- F. Physical Location of Program/Project(s) Unincorporated County and select incorporated municipalities
- G. Priority Activity Category (See Page 2-3 of the instructions) Affordable Housing

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

ASSIST Inc, founded in 1969, is a private nonprofit Community Design Center that provides architectural design, community planning and development assistance to nonprofit and community groups, housing repair assistance to low income households and accessibility design services to persons with disabilities. Emergency Home Repair program provides critical home repairs that improve the health, safety and well-being of low income residents. From 7/1/12 – 6/30/13, EHR provided 235 repairs, benefiting 350 individuals for households whose average income was \$1,351/mo, approximately 30% of area median income (AMI).

Accessibility Design improves home safety and accessibility by providing thorough problem assessment and design options for practical accessibility modifications. Last year we provided 200 persons with disabilities with design assistance for their homes program wide.

Training and Outreach efforts each year promote Fair Housing compliance and accessible housing by providing 15 presentations and classes and attending over 10 resource fairs to make people aware of our services.

2014-15 Salt Lake County CDBG funds will be used to provide 250 repairs, 75 accessibility designs and 25 trainings or outreach presentations.

I. Budget Summary

Total Project Cost \$520,000.00

Total CDBG Funds Requested \$495,000.00

Submitted by (Proposal must be signed)

Signature

Name Roger Borgenicht

Date Dec. 5, 2013

Title Executive Director

Agency DUNS Number 072995624

P. 1



218 East 500 South
Salt Lake City, Utah 84111

801 355-7085
Fax 355-7086

www.assistutah.org
info@assistutah.org

Date: December 5, 2013

To: Salt Lake County Office of Contracts & Procurement

Re: Application for 2014-2015 Community Development Block Grant funds

PROGRAM AND PROJECT DESCRIPTION

ASSIST Inc is a private, nonprofit Community Design Center that provides architectural design, community planning, and development assistance to nonprofit and community groups, and housing repair and accessibility design assistance to low income households or persons with disabilities. ASSIST operates the **Emergency Home Repair (EHR)** program for very low income residents in twelve municipalities and the unincorporated areas of Salt Lake County and provides **Accessibility Design Assistance** to persons with disabilities to make safety and accessibility modifications in their homes. ASSIST also provides **Training, Outreach and Community Design** services that promote affordable, accessible housing and equitable, healthy community development.

ASSIST Inc is submitting this proposal to continue to provide Emergency Home Repairs and Accessibility Design Assistance to low income and disabled residents of unincorporated Salt Lake County, South Salt Lake, Murray, Midvale, Holladay, Cottonwood Heights, Riverton, Herriman and Draper. We are requesting **\$495,000 in 2014-2015 Community Development Block Grant (CDBG) funds** from Salt Lake County and the incorporated cities to complete approximately **250 emergency home repairs and 75 accessibility modification projects**. All funds allocated to EHR and Accessibility Design Assistance will be used for repairs or modifications within the city granting the funds. We are also requesting funds to continue the Training, Outreach and Community Design program that provides housing and community benefits to Salt Lake County residents and organizations.

Emergency Home Repair

Homes require ongoing maintenance and periodic major system repair or replacement. Low and fixed income households, the elderly and persons with disabilities often cannot perform ongoing maintenance and do not have money to repair or replace critical systems in their homes. Housing repair and rehabilitation programs are a direct way to help low income people maintain safe, sound, and healthy homes, preserve long term affordable housing, and provide neighborhood stability and tax base. ASSIST works cooperatively with Community Action Program, Community Development Corporation of Utah, NeighborWorks, Valley Services, Habitat for Humanity and City and County Housing Authorities and others to provide low income residents with critical housing services.

EHR is designed to help very low income households with serious conditions in their homes by providing critical repairs at no cost to the household. Eligible work includes plumbing, heating and electrical repairs, repairing or replacing leaking roofs and providing accessibility modifications such as adding entry ramps and making bathroom alterations. EHR uses licensed, insured, local contractors to do the repair or replacement work. This has the added benefit of maintaining private sector jobs and businesses in the construction trades.

The major goals of the EHR program are to allow low income residents to stay in their homes in safe and healthy conditions and to preserve low income housing units from further deterioration or abandonment. The program is available to very low income residents whose household income must be below 50% of the area median income (AMI), \$28,550/yr for a household of two.

In critical cases ASSIST can have the repairs made the same day as the request. Up to \$2,000 per year is available for most repairs for homeowners and \$250 for renters. For accessibility modifications the limit is \$4,000 for homeowners and \$500 for renters.

Green and Healthy Homes Initiative

ASSIST is a charter member of the Salt Lake County Green and Healthy Home Initiative (GHHI) and works collaboratively to bring about safe, healthy and well maintained homes for households with respiratory and other health related housing issues. EHR and accessibility design will be an integral part of GHHI projects.

Accessibility Design Assistance

The time has come. A ramp is needed into a home for an elderly homeowner who must now use a wheelchair to get around. A young couple with a child with a disability can no longer lift him into the tub and an accessible shower is needed. The lack of a sturdy railing keeps an elderly woman from enjoying her back yard. A nonprofit organization must either move or remodel their facility to make it accessible to the whole community.

The key to making successful accessibility modifications to homes and community buildings is a thorough problem assessment and evaluation of design alternatives. ASSIST provides on site measure up, design options and construction plans for accessibility modifications for persons with disabilities to enable them to stay in their homes in safe and familiar surroundings with as much independence as possible

ASSIST also provides design review and assistance to households, builders and architects who are building new accessible homes for households that include individuals with disabilities. ASSIST provides accessibility assessment and design services to community and nonprofit groups to meet their facilities' ADA (American with Disabilities Act) requirements.

Training, Outreach & Community Design

An important role of ASSIST over the past 44 years has been to provide training, technical assistance and citizen involvement opportunities on issues of community design and development. We maintain a storefront office open to visitors, with staff members answering phone calls five days a week. We are a community resource for many individuals, community organizations and nonprofit agencies throughout Salt Lake County faced with planning and design challenges or opportunities.

Over the past four decades ASSIST has been involved in hundreds of community design projects benefiting tens of thousands of Salt Lake County and Utah residents. Following are a few examples of the 2013 activities in our Training, Outreach and Community Design program.

Training: ASSIST is a leader in Fair Housing compliance and accessible housing advocacy and has provided training workshops nationally. Each year ASSIST provides classroom training for Occupational Therapy students at the University of Utah, Utah State University and Salt Lake Community College on using a practical approach (versus strictly

code based) to solving safety and accessibility needs in homes. In June 2013 Roger Borgenicht presented at the national AIA (American Institute of Architects) annual conference on “Visitable Homes for Healthy Neighborhoods”.

We present to various health, community and governmental agencies to make them aware of the range of accessibility modifications available. In the past year we presented at the ALS Support Group in Salt Lake County, the Utah Society of the American Institute of Architects, Utah Fair Housing Forum and many others. We tailor our presentation materials to the particular audience according to their interests and roles. All of these trainings benefited a general Salt Lake County audience of students, professionals and volunteers.

Outreach: ASSIST participates in public interest coalitions to foster Fair Housing compliance, preserve affordable housing, promote healthy communities and encourage citizen engagement. We participate in over a dozen health and resource fairs each year including the Fair Housing Forum, Muscular Dystrophy Society, Magna and Kearns Health Fair, Utah Center for Assistive Technology and many others. We have developed an Aging-in-Place initiative to provide preventative safety improvements in the homes of the elderly so that infirmities do not become disabilities.

Community Design: ASSIST provides building evaluation and architectural design assistance to low income residents and community groups without the means to pay for private professional services at the initial stages of a development project. The project may involve measure up and development of design options for homes with zoning or building code issues or renovations plans for community buildings. In 2013 we provided architectural plans for ADA accessibility modifications for an after school program for refugees developed by Salt Lake County at a converted 3 bedroom unit at the Sunnyvale Apartment complex. The plans we developed for the adaptive reuse of two townhomes converted to the Hser Ner Moo Community Learning Center was completed in South Salt Lake in 2012.

Deferred Payment Loans

ASSIST offers a deferred payment, 0% loan program for low income homeowners (below 80% of the area median) to make multiple critical repairs on their home. These loans augment the EHR program and allow some low income homeowners to have significant repairs to their homes made at one time. Since 2000 ASSIST has completed provided 29 loans. These are essential for larger accessibility modification projects that make homes fully accessible for persons with disabilities.

The majority of households that we have arranged deferred payment loans for have monthly incomes below 40% of the area median. The loan approval is based on addressing critical housing problems and uses equity in the home as collateral for the loan. We continue to market these loans to the appropriate people calling for our home repair assistance.

NEED AND BENEFIT

Emergency Home Repair

The EHR program is part of the safety net for very low income households. As residents' homes get older and their income remains relatively fixed, many long term, very low income residents of Salt Lake County find it hard to keep up their homes or pay for critical repairs. This is especially true today for many low income homebuyers who face severe financial challenges avoiding foreclosure or paying for needed repairs of serious housing conditions that affect their health, safety and well being.

The benefits of EHR are many:

1. EHR is the only option for many low and fixed income residents who have life threatening hazards in their homes.
2. EHR helps senior citizens stay in their homes living independently in safe, healthy and familiar surroundings. If repairs were not made many would have to move to tax supported institutions.
3. EHR helps preserve low income housing units by preventing deterioration until further rehabilitation can be done.
4. EHR often stimulates homeowners to make other repairs on their homes after the major problem is taken care of.
5. EHR helps prevent blight in low-income communities by maintaining housing stock and improving energy efficiency allowing residents to remain in their homes.
6. EHR can make accessibility modifications to homes allowing persons with disabilities to live independently in familiar surroundings.

EHR Program Output

In the CDBG contract year (July 1, 2012 to June 30, 2013) ASSIST completed:

165 EHR jobs in unincorporated Salt Lake County,	serving 267 people
4 EHR jobs in Cottonwood,	serving 4 people
5 EHR jobs in Holladay,	serving 4 people
21 EHR jobs in Midvale,	serving 24 people
20 EHR jobs in Murray,	serving 24 people
17 EHR jobs in South Salt Lake,	serving 21 people
2 EHR jobs in Draper	serving 4 people
1 EHR jobs in Riverton	serving 1 people
235 EHR jobs	349 people served

Average job cost	\$1,023
Average monthly income of households	\$1,351/mo (30% AMI, 2 persons)
Female head of household	61%
Elderly (62 or older)	65%
Persons with disabilities	66%
Heating	5%
Roof repair	34%
Electrical repair	6%
Plumbing	38%
Structural	5%
Windows	2%
Accessibility	<u>10%</u>
	100%

Accessibility Design Program

As our population ages, we are receiving an increasing number of requests for accessibility modifications, particularly to bathrooms and entries, that provide increased safety and independence for those with disabilities. Referrals come from hospital release staff, home health agencies, Salt Lake County Aging Services, Independent Living Centers, Veterans Administration and other nonprofit, private and governmental agencies.

Our assessment and design services benefit residents by making practical alterations that increase safety and mobility in their homes. Accessibility modifications are tailored to each household's needs and desires, and enable many elderly County residents to age in place.

Accessibility Design Program Output

In the CDBG contract year (July 1, 2012 to June 30, 2013) ASSIST completed (Salt Lake County and participating cities):

Entry	33
Bathroom	11
Railings/Safety	<u>11</u>
	55

GOALS AND OBJECTIVES

ASSIST's home repair and accessibility modification programs meet two of the Specific Housing and Community Development Objectives.

- Objective: H-1, Preservation and emergency repair of housing (HIP).
Annual ASSIST goal = 250 emergency home repairs
- Objective: H-2, Accessibility and Retrofitting.
Annual ASSIST goal = 75 modification projects

Our home repair and accessibility design programs are focused on the HUD objective of decent affordable housing by assisting low income households and persons with disabilities remain in their homes in safe and sound conditions without increasing the financial burden on their monthly budget. This is essential to preservation of existing affordable housing and avoiding premature institutionalization of low income persons or people with disabilities. The outcome of our programs increases the availability and accessibility of homes and maintains the affordability of existing home for low income residents by providing critical repairs and practical modifications to maintain the safety and functionality of their homes.

These objectives are at the heart of the housing programs ASSIST has effectively operated for over 35 years. We will continue to work towards these annual goals. ASSIST helps other organizations meet their objectives by helping with plan review for Fair Housing accessibility requirements and the International Building Code (IBC) accessibility regulations.

CAPACITY AND SUSTAINABILITY

ASSIST Inc was founded in 1969 to provide design, planning and construction assistance to low income households or communities. ASSIST Inc operates with a core staff of three and part time architecture student interns to provide accessibility assessment and design services to people with disabilities and nonprofit groups.

Our staff includes:

Executive Director – Roger Borgenicht, 27 years at ASSIST

Housing Director – David Woodman, 35 years at ASSIST

Design Associate - Renae Widdison, 5 years at ASSIST

Architectural Intern –Rosemary Shkembi, started August 2013

Architectural Intern – Daniel Teed, started August 2013

The ASSIST staff has extensive experience in providing housing assistance to low income communities and residents. Our entire staff is versed in explaining the EHR program to people who call our office for help with critical problems with their home. The main intake and outreach responsibilities lie with the EHR Coordinator and the Office Manager. The first step in our process is the intake phone call at which time we do an initial screening and determine if we can help with their housing problem or if we should refer them to another agency.

BUDGET AND LEVERAGING

ASSIST provides EHR work through multiple CDBG contracts in Salt Lake County. On July 1 of each year we provide a Cost Allocation Plan that allocates a percentage of our EHR program delivery to each municipality based on the percentage they have provided for EHR and accessibility design work in their area. This means that over a twelve month period we will complete the agreed upon amount of EHR and access projects for a portion of the CDBG grant used for project delivery. In this way we have been able to keep our operating costs to a minimum but are able to maintain a stable employee base.

To supplement the CDBG contracts in Salt Lake County, ASSIST raises funds from banks and foundations to pay for a leased site visit vehicle, architectural interns and accessibility publications. Approximately \$25,000 is available for these purposes for the coming program year. These funds are from Morgan Stanley Bank (site visit car lease), American Express and Wells Fargo Bank (accessibility design interns).

Our core budget depends on the “brick and mortar” funds provided by CDBG to make critical home repairs and accessibility modifications. Our budget includes program delivery funds for EHR and Accessibility Design in each incorporated city and Salt Lake County CDBG funds for general Salt Lake County Training, Outreach and Community Design along with funds we raise from private and corporate foundation sources.

OTHER CONSIDERATIONS

ASSIST has a Language Assistance Plan that includes program materials in many different languages and staff, board or community individuals with language skills as needed for program delivery. ASSIST has a data collection method in place for race, ethnicity, age, gender and disability on the EHR application filled out on site and through the accessibility design intake form. David Woodman, ASSIST Housing Director, is certified to assess and address lead based paint hazards in rehabilitation and repair work.

III. Housing Services 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 Committed Funds	Other Funds Requested	Other: In-Kind	Total Project Budget
Land/Building Acquisition					
Training, Outreach and Community Design (SL County)	62,000	23,000			85,000
Emergency Home Repair and Accessibility Design: Projects	311,600				311,600
Direct Client Assistance (include detailed information and services in budget narrative)					
Project Delivery Expenses (include detail for salaries, benefits, insurance, legal and financial services in narrative)	104,400	2,000			106,400
Travel/Training (identify need and purpose for travel and/or training in budget narrative)	1,000				1,000
Office Expenses (include detail for rent, utilities, postage, printing, supplies, etc. in narrative)	16,000				16,000
Contracted Services (identify need and relevance in budget narrative)					
Subtotal: Project Costs	495,000				520,000

Other Costs: (include any other necessary project costs. Describe in Narrative.					
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GRAND TOTAL: ALL COLUMNS	495,000	25,000			520,000
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List CDBG Portion of Housing Cost Services requested by Jurisdiction

Alta	\$	Herriman	\$5,000	Riverton	\$10,000
Bluffdale	\$	Holladay	\$5,000	South Salt Lake	\$40,000
Cottonwood Heights	\$10,000	Midvale	\$40,000	Unincorporated County	\$340,000
Draper	\$5,000	Murray	\$40,000		

Total CDBG Requested (Should match "Requested Total CDBG" Column)

\$495,000

IV. Population Served by Jurisdiction

To better serve Salt Lake County, the CDBG proposal includes a section with the purpose of identifying the proposed project's client base by jurisdiction. For questions, call Salt Lake County's Division of Community Resources and Development at 385-468-4880. TTY/TDD users should call 7-1-1.

CDBG INFORMATION TABLE	Number of Clients served last fiscal year who live in each Jurisdiction	Number of Clients served last fiscal year who were low- and moderate-income	Estimated number of new low- and moderate- income clients to be served during 2014-15	Estimated total number of new clients to be served during 2014-15, Program Wide
Alta				
Bluffdale				
Draper	4	4	10	10
Herriman	4	4	10	10
Holladay	4	4	10	10
Midvale	24	24	30	30
Murray	24	24	30	30
Riverton	4	4	10	10
South Salt Lake	21	21	30	30
Unincorporated Salt Lake County	267	267	300	300
Total:	352	352	430	430

Proposals are to be submitted through BidSync by the date and time posted. No responses will be accepted after that date and time. Answers to questions regarding this RFP may be released in an Addendum to this RFP. Please scan and attach your proposal and related exhibits including the Organizational Assessment into BidSync when entering your electronic RFP submittal. If you are unable to submit your proposal in BidSync, submit hard copy to the Office of Contracts and Procurement at 2001 South State Street, Suite N4500, Salt Lake City, Utah 84190. **Proposals are due no later than 2:00 p.m. on Thursday, December 5, 2013.**

**ORGANIZATIONAL ASSESSMENT OF
POTENTIAL CDBG HOUSING, FACILITY IMPROVEMENT OR ECONOMIC
DEVELOPMENT GRANT APPLICANTS**

For Non-Profit Agencies applying for Community Development Block Grant (CDBG) Funding
Salt Lake County Community Resources and Development Division

Purpose:

- To identify possible issues that would prevent a potential grant applicant from meeting the contracting requirements of a CDBG Grant award and therefore be ineligible to be considered for funding at this time.
- To assist grant reviewers with additional information in assessing and scoring an agency's managerial capacity.

Please answer the following questions and provide details where requested:

Section I: GENERAL AGENCY INFORMATION

Agency Name: ASSIST Inc – A Community Design Center

Name of Person completing form: Roger Borgenicht

Title: Executive Director

Date: December 5, 2013

Telephone number 801 355-7085

Email address: info@assistutah.org

1. How long has the agency been operating? Since 1969
When did agency first receive its 501(c)3 status? November 20, 1970
2. Has the agency ever received a grant from Salt Lake County Community Resources & Development before? YES

If Yes identify what grants were received, when, and for how much?
2013-2014 CDBG Housing \$478,416.00
3. Does the agency have any full and/or part-time PAID staff members? YES
If Yes how many? Full-time 2 Part-time 3
4. In the last twelve months, have there been any changes in key staff or program staff? (Include key non-paid staff). YES
If so, please explain: Kathy Payne, Office Manager, resigned July 2013. Hourly bookkeeper is doing payables and billings currently.

5. Has the agency received a negative finding in a fair housing complaint, or any other similar action? NO
If so, please explain:

6. Has the agency ever been fined or otherwise penalized by a taxing agency?
If so, please explain: NO

7. Other than discussed above, does the agency or its management have any history of complaints resulting in legal or other formal action? NO

If so, please explain:

Section II. MINIMUM QUALIFICATIONS

1. You must have an office/facility located within Salt Lake County's borders. Services should be coordinated from this location for housing programs and economic development programs.

Location of office(s): 218 East 500 South, Salt Lake City, UT 84111

2. For Hard Cost/Facility Improvements, the project must be located in an eligible Urban County area. The amount of funding requested from each jurisdiction cannot exceed the percentage of eligible clients served through the program or project. (An example if a project will cost \$20,000 and you serve 100 clients, if 20% of your clients live in Murray City, then you could ask Murray City for 20% of the total project cost or \$4,000).

Location of project: _____

3. For Housing and Economic Development projects, if your agency serves clients outside of the Urban County, how will the agency document that the amount of funding available from each City or the Unincorporated County is used for projects in the appropriate jurisdictions?
Emergency Home Repair projects and Accessibility Design projects are identified by address for each City.
4. The agency or its management cannot apply if they are currently prohibited from receiving government funding, as a result of a debarment.
5. Agency must participate in the Employee Status Verification System to verify the immigration status of new employees who work under the agency's supervision or direction.

6. Agencies must not have any conflicts of interest within the organization. These would include:
- Situations where an individual's decisions directly impact the work, employment status, or pay of another person (staff or board member) who is a close family relative.
 - Members of the agency or board (or their family members) who have a personal financial interest or investment in the agency and could benefit or suffer a loss as a result of the activities under the County-funded grant.
7. Agency must have a Nondiscrimination Policy in place.
8. Does the agency have a written procurement policy? YES
9. Agency must be currently registered with the Utah State Department of Commerce.
10. Agency employees must have all required licenses and certifications required by State law for services provided.
11. Agency must be able to expend the grant funds and matching funds for eligible activities within a 12 month period for housing and economic development activities and 24 months for hard cost/facility improvement activities.
12. Agency must have the capacity to collect and analyze demographic data.

Section III: SPECIFIC FISCAL & ORGANIZATIONAL CAPACITY QUESTIONS

1. Have any of the current agency or program staff had experience in managing government grant funds? YES
If Yes, provide additional detail below
- Name of staff person(s): Roger Borgenicht
 - Type of Government funds (give examples) Community Development Block Grant program
 - Source of funding: (State, Federal, County, City) Contracts with 12 cities and Salt Lake County
2. How does agency keep track of its revenues and expenses? What financial accounting method is used by the agency? (Check all that apply)
- | | | |
|--------------------|-------------------------------|-----|
| Handwritten Ledger | Accrual method | YES |
| Excel Spreadsheet | QuickBooks Accounting Program | YES |

Quicken Accounting program

Other: _____

3. Does the agency have a chart of accounts to differentiate between revenue/expense resources? YES
4. Does the agency have written policies and procedures on how agency funds are to be handled? YES
5. Has agency ever had a formal independent audit of its books? YES
 If Yes, who did the audit and when was it completed?
 Eide Bailly, September 2013
6. Is the agency currently under corrective action from a previous audit finding? NO
 If so, please explain:
7. If the agency has paid employees, does the agency currently have Worker's Compensation Insurance? YES
 If not, please explain.
8. If the agency has professional staff such as attorneys, doctors, or clinical social workers, does the agency currently have professional liability insurance? NO
 If not, please explain.
9. Does the agency currently have a liability insurance policy? YES
 If Yes, who is the insurance company? Travelers Indemnify Company
 If not, please explain.
10. Please attach a roster of current members of the agency's Board of Directors.
 - How often does the board meet? Monthly, alternate monthly at ASSIST office and conference call.
 - When was the last board meeting held and were written minutes kept of this meeting? November 27, 2013 at the ASSIST office with minutes taken.
 - Does the board have a written set of by-laws governing its operation? YES

ASSIST Inc
Board of Directors
2012-2013

Employment:**David R. Fitzsimmons, President**

AIA, LEED AP (*retired*)
 1730 South 1700 East
 Salt Lake City, UT 84108

(M) 560-7722
 dna.fitzsimmons@q.com

Mary Ann Cowen, Vice President

SL County Human Resources
 2001 S State Street, Suite N4600
 SLC, UT 84190-3150

(W) 468-2103
 (F) 468-2172
 mcowen@slco.org

Kathy G. Provost, Treasurer

Manager, Financial Control Oversight
 AMEX Travel Related Services
 SLC, UT 84111

(H) 495-1260
 (W) 945-6751
 kathy.g.provost@aexp.com

Harvey Boyd

Architect
 SLC, UT84103

(H) 521-4190
 (C) 712-4115
 harvey.boyd@gmail.com

Ann Floor

University of Utah
 Office of Marketing & Communications

(W) 585-3595
 (H) 355-4441
 floor@xmission.com

Erik Strindberg

Strindberg & Scholnick, LLC
 785 North 400 West
 SLC, UT 84103

(W) 359-4169
 (F) 359-4313
 erik@utahjobjustice.com

Antonia Vazquez

1654 Sunset Rd
 Lake Point, UT 84074

(M) 414-0255
 avazquez9@hotmail.com

Heather Vance, AIA

Executive Director
 AIA Utah
 268 S State Street, Ste 190
 Salt Lake City, UT 84111

(W) 532-1727
 hvance@aiautah.org

Robert Young, PE, LEED AP

University of Utah
 College of Architecture + Planning
 375 South 1530 East, Rm 235
 SLC, UT 84112-0370

(W) 581-8254
 (F) 581-8217
 young@arch.utah.edu



SALT LAKE
COUNTY

Salt Lake County

Community Development Block Grant (CDBG) "Hard Cost" Proposal Guidelines 2014-15 Program Year Economic Development

For questions and technical assistance, applicants are encouraged to contact the Division of Community Resources and Development for Salt Lake County at 385-468-4880. People with questions are encouraged to call before completing or submitting the proposal. Proposal Instructions and Guidelines may be found at CRD's website: <http://crd.slco.org/communityDev/PublicNoticesComment.html>. Reasonable accommodations for individuals with disabilities or those in need of language interpretation services can be provided if five days' notice is given by calling 385-468-4880 and asking for Sharon. TTY/TDD users should call 7-1-1.

I. General Information

- A. Project Title Utah Microenterprise Loan Fund (UMLF)
- B. Name of Agency Utah Microenterprise Loan Fund (UMLF)
- C. Address of Agency 154 Ford Ave. Suite A, SLC, Utah 84115
- D. Contact Person Kathy Ricci Title: CEO/Executive Director
- E. Phone Number 801-746-1180 Email Address: kricci@umlf.com
- F. Physical Location of Program/Project(s) 154 Ford Ave. Suite A, SLC, Utah 84115
- G. Priority Activity Category (See Page 4 of the instructions) Economic Development – Microenterprise Development

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

The Utah Microenterprise Loan Fund (UMLF) is a non-profit community development financial institution (CDFI). We provide financing and management support to entrepreneurs in start-up and existing firms that do not have access to traditional sources of capital. Microenterprise programs can help people to increase their income, assets and net worth. They can become more self-sufficient and improve the quality of life for themselves and their families. Support is provided through micro-loans ranging from \$500 to \$25,000. Requested CDBG funds will be used to (1) fund 2-30 micro-loans of up to \$25,000 to entrepreneurs who operate businesses/reside in the urban county of Salt Lake and (2) continue to support the UMLF's capacity to provide credit and technical assistance.

- I. Budget Summary (Requests must be for a minimum of \$25,000)

Total Project Cost 804,474 Total CDBG Funds Requested 402,000

Submitted by (Proposal must be signed)

Signature Kathy J. Ricci Name Kathy J. Ricci Date 12/4/13

Title CEO/Executive Director Agency DUNS Number 966594376

III. Economic Development 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 Committed Funds	Other Funds Requested	Other: In-Kind	Total Project Budget
Direct Loans for Microenterprise Businesses	\$ 300,000				\$300,000
Loan Servicing Costs	\$ 33,600				
Project Delivery Costs (to cover project management and oversight)	\$ 50,000	\$402,474			
Technical Assistance, Advice and Business Support Services for Borrowers	\$ 16,400				
Technical Assistance, Advice and Business Support Services for IDA Savers	\$ 2,000				
Subtotal: Project Costs	\$402,000	\$402,474			\$804,474

Other Costs: (include any other necessary project costs. Describe in Narrative.					
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GRAND TOTAL: ALL COLUMNS	\$402,000	\$402,474			\$804,474
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List CDBG Portion of Economic Development Cost Services requested by Jurisdiction

FOR ADMIN COSTS of \$102,000 (based on loans made in the past 3 years)

Alta	\$	Herriman	\$ 4,434	Riverton	\$
Bluffdale	\$	Holladay	\$ 4,434	South Salt Lake	\$ 26,609
Cottonwood Heights	\$ 26,609	Midvale	\$ 8,870	Unincorporated County	\$ 8,870
Draper	\$ 8,870	Murray	\$ 13,304		

Total CDBG Requested (Should match "Requested Total CDBG" Column)

\$ 402,000

IV. Population Served by Jurisdiction

To better serve Salt Lake County, the CDBG proposal includes a section with the purpose of identifying the proposed project's client base by jurisdiction. For questions, call Salt Lake County's Division of Community Resources and Development at 385-468-4880. TTY/TDD users should call 7-1-1.

CDBG INFORMATION TABLE	Number of Clients served last fiscal year who live in each Jurisdiction	Number of Clients served last fiscal year who were low- and moderate-income	Estimated number of new low- and moderate- income clients to be served during 2014-15	Estimated total number of new clients to be served during 2014-15, Program Wide
Alta	0			
Bluffdale	0			
Draper	4	4	1	1
Herriman	0			
Holladay	3	3		
Midvale	4	3	1	1
Murray	4	4	1	1
Riverton	0	0		
South Salt Lake	7	7	3	3
Cottonwood Heights			3	3
Unincorporated Salt Lake County	8	7	3	3
Other Cities in SLCounty & other counties				43
Total:	31	29	12	55

Proposals are to be submitted through BidSync by the date and time posted. No responses will be accepted after that date and time. Answers to questions regarding this RFP may be released in an Addendum to this RFP. Please scan and attach your proposal and related exhibits including the Organizational Assessment into BidSync when entering your electronic RFP submittal. If you are unable to submit through BidSync, proposals may also be submitted to the Office of Contracts & Procurement, 2001 South State Street, Suite N4500, Salt Lake City, Utah 84190. **Proposals are due no later than 2:00 p.m. on Thursday, December 5, 2013.**

1 Program and Project Description

The Utah Microenterprise Loan Fund (UMLF) is a private, non-profit community development financial institution (CDFI) whose mission is to *provide financing and management support to entrepreneurs in start-up and existing firms that do not have access to traditional sources of capital; especially those who are socially and economically disadvantaged*. By supporting individuals in starting or expanding a business, microenterprise programs can help people to increase their income, assets and net worth. As a result, they can become more self-sufficient and improve the quality of life for themselves and their families. Microenterprise creates *employment opportunities (jobs)* not only for the owner but for employees. Financial support is provided through a variety of **micro-loans** ranging from \$500 to \$25,000.

The UMLF *creates economic opportunities* by providing access to credit technical assistance and access to resources that can help people manage credit more responsibly and save money. One-on-one counseling is provided to all loan applicants by staff. When a more specific area of management assistance is needed, the UMLF can call on a number of pro- bono and discount private consultants. The intent of this initiative is to *increase the number and success of small business owners thereby resulting in increases in income, jobs, goods and services, and economic vitality*.

The requested CDBG funds will be used to (1) fund 12-20 micro-loans (depending upon available resources) of up to \$25,000 to entrepreneurs who operate businesses and/or reside in the urban county of Salt Lake and (2) continue to support the UMLF's capacity to provide a combined credit and technical assistance delivery process. This includes servicing 31 plus outstanding loans that were previously funded through CDBG dollars. Emphasis will be made on outreach to the Magna, Kearns and West Millcreek areas. Further, in partnership with the Utah Individual Development Account Network (UIDAN) through AAA Fair Credit, the UMLF Executive Director reviews business plans for IDA participants who are saving for small businesses. The cost to perpetuate the provision of this service, including project delivery costs, is estimated to be \$804,474. Of this, CDBG funding will account for \$102,000 (see project budget). In addition, the UMLF anticipates making approximately \$1 million in loans program wide. CDBG funding will account for \$50,000-\$400,000 of this total. It is estimated that at least 12 -70 jobs will be created and/or retained.

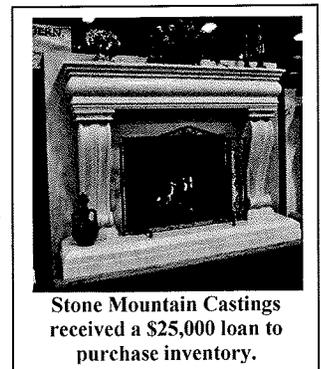
2 Need and Benefit

The UMLF is the *only* small business loan source in Salt Lake County that provides funding up to \$25,000 to those who do not have the money, collateral or credit history to qualify for a traditional small business loan. Although there are agencies that provide technical assistance to small businesses in these areas, none have the capacity to provide the inexpensive professional consultation available at the UMLF.

Need for Access to Credit- Millions of enterprising women and men struggle to better their lives by opening and operating their own businesses. Our target populations *do not have access to traditional sources of capital that can finance a business venture*. Most business start-ups are financed from personal savings or investments from friends or family. Existing businesses require a source of credit to sustain them or to finance their growth and development. UMLF clients do not have access to these sources of capital. In addition, they do not have access to traditional sources of conventional financing because of limited capital or collateral and, oftentimes, a poor credit history.

The UMLF was designed to provide modest loans for business proposals that demonstrate a sound strategy and project an analysis that the debt can be repaid from business operations. Existing lending institutions continue to be unable to serve this market and feedback from individuals and business assistance resources confirm the numbers of individuals who need, but are unable to qualify for, traditional loans. The UMLF also wants to educate and discourage entrepreneurs from turning to the undesirable source of pay-day and check cashing lenders whose industry continues to proliferate in our community.

Need for Increased Loan Limits – The need for loans up to \$25,000 is evidenced by the historic demand for UMLF loans. The average size loan for all UMLF loans and CDBG loans made in FY 2013 was \$20,044. Due to the source and nature of this loan pool's funds, underwriting is a little more stringent and operating funds will be restricted.



Stone Mountain Castings received a \$25,000 loan to purchase inventory.

Without the CDBG funds, the availability of capital for loans greater than \$10,000 will be limited and operating costs for the UMLF will increase.

CDBG funding has been critical to the UMLF's ability to provide loans of up to \$25,000 to low/moderate income borrowers who are located in the urban county of Salt Lake and 11 small cities. It is the only source of federal funding that we have to fund loans. Funding needs for borrowers outside of these areas are met partially by local financial institutions (which require interest repayment and a loan loss reserve that ties up operating funds), Salt Lake City, Worker's Compensation Fund and the Utah Assistive Technology Fund. With respect to operations, participating investors in the UMLF continue to provide the majority of annual charitable contributions to support operational expenses. CDBG funding is needed to support loans, the combined credit and technical assistance delivery process, as well as a targeted marketing initiative.

Need for Managerial Assistance –The UMLF not only creates economic opportunities by providing access to credit, but they also provide technical assistance and access to resources that can help people manage credit more responsibly and save money. While many micro-entrepreneurs are good at what they do (car repair, manufacturing products, dance instruction), they often aren't aware of all of the factors that need to be considered and addressed from a business operational perspective. They are in need of a method to help them honestly appraise their business, its strengths and shortcomings and to be willing to engage a resource for assistance. While this may be due to many factors (language and cultural diversity, fear of dealing honestly with creditors or institutions in an authority position or maybe not knowing what they don't know), we want to increase the likelihood that our borrowers can identify a problem before it defies solution (too late) and be able to work effectively with a business assistance resource to mitigate the problem or issue when they need it. One-on-one counseling is provided to all loan applicants by staff. When a more specific area of management assistance is needed, the UMLF can call on a number of pro bono and discount private consultants.

Benefits

Micro-entrepreneurs - For many residents of our community, self-employment and microenterprise development offers a significant opportunity to provide income and a sense of hopefulness. Owning a microenterprise can help people to earn extra income to supplement the low wages typical in the current job market and allow women to have flexibility to balance home, children and work responsibilities. It allows immigrants and refugees to pursue microenterprise because they lack the certifications, licenses, language skills, or networks to find professional jobs for which they may be qualified and offers many low-income people the chance to use talents and develop skills that they can't in their current low-wage jobs.

Community- Microenterprise development creates permanent jobs, increases the tax base, improves the economy and provides needed services to communities. Microenterprise is an excellent use of public funds because it helps people to increase their income, assets and net worth which can reduce reliance on welfare and facilitate the move out of poverty. Self-employment activities also result in individuals' increased self-esteem, improved quality of life and increased involvement in their communities. For the broader community, it changes peoples' lives for the better, creates jobs, revitalizes key neighborhoods and enhances the economy.

UMLF's Market - Sixty seven percent of borrowers in the UMLF's overall program are members of the low/moderate income community. Sixty percent of businesses are women-owned, 25% are minority-owned (with the greatest share being members of the Hispanic/Latino community) and 48% are home-based. Fifty eight percent of all loans made have been to pre-start up and start-up companies and 72% are located in Salt Lake County. Of all the loans made by the UMLF during FY2013, 20% were located in the urban county of Salt Lake and ten small cities. Of this 20%, applicants *indicated the creation/retention of 60 jobs*.

The *Priority Activity* in the Consolidated Plan met by this program is "economic development activities" (through providing microenterprise loans). Loans are made in ten cities participating in Urban County, the balance of the Unincorporated County with an emphasis on the areas of Magna, Kearns and West Millcreek. All businesses funded using CDBG dollars have an owner and/or employees that are members of the low/moderate income community. With respect to HUD Objectives, this project addresses economic development commercial revitalization and job creation.

3 **Program Design**

The UMLF provides financing and management support to entrepreneurs in start-up and existing firms that do not have access to traditional sources of capital, we help people who 1) are just starting and don't have an operating history, 2) don't have enough collateral for traditional lenders and/or 3) have had life circumstances that have negatively impacted their credit scores. Unlike traditional lenders, loan applicants have the opportunity to meet personally with our credit committee (volunteer bankers, small business owners and community representatives) to answer questions and provide additional information. The design of our program is specific, logical, realistic and cost effective.

Historically, 26% of UMLF loans program-wide have gone to minority owned businesses, 60% to women owned businesses, 58% to pre- or start-ups (less than 1 year old), 48% to home-based businesses and 67% to members of the low/moderate income community.

We anticipate making 55 new loans program-wide during the fiscal year 12 of which will be funded with CDBG dollars. One hundred percent of loans made with CDBG dollars are to businesses with owners or employees who are members of the low/moderate income category and located in the urban county of Salt Lake and ten smaller cities. The estimated distribution within cities can be found in Section IV – "Population Served". With the new funds, approximately 2 to 30 individuals will be *directly* served by this CDBG project through the receipt of microenterprise loans. When employees and family members of these business owners are factored in, this figure could be as high as 5-100. Actual figures vary from business to business. Job creation/retention is estimated between 2 and 70 employees.

CDBG Funds - The Salt Lake County 2014-15 Project Budget is a component of a broader UMLF total program *operating budget* of approximately \$502,474 for the next fiscal year. Of this, \$102,000 will be supported with CDBG monies and the balance with UMLF resources, including contributions from participating financial institutions, foundations, grants and internally generated income. Two to 30 microenterprise loans will be funded with CDBG monies.

The UMLF has been making loans in the designated areas of unincorporated Salt Lake County utilizing CDBG funds for 17 of the organization's 20 years of lending. The timing of the spending of CDBG funds (for loans) is unpredictable in that we never know when an applicant from unincorporated Salt Lake County will apply. The availability and use of CDBG funds for these purposes is an incredibly valuable tool for the UMLF and contributes significantly to our effectiveness.

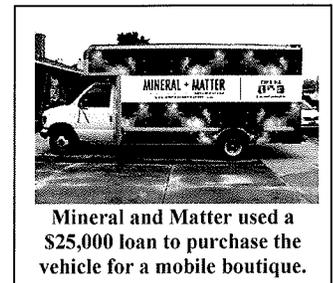
Significant barriers to employment are mitigated by the fact that each business creates a job for the owner and as many as 60 jobs when additional employees are factored in. (This is based on an average of five employees per business, less than what our Client Impact Survey indicates.)

4 **Project Goals and Objectives**

Community and Economic Development

The overall goal of this initiative is to *increase the number and success of small business owners thereby resulting in increases in income, jobs, goods and services, and economic vitality*. This will be achieved by (1) providing at least two micro-entrepreneurs (who are not "bankable") access to credit of up to \$25,000 and (2) offering customized management support to 2-30 micro-entrepreneurs that will assist them in making informed decisions for the start-up and growth of their enterprises. It is estimated that at least 2-70 jobs will be created and/or retained.

What many entrepreneurs may lack in formal training or education, they make up with drive, creativity and the entrepreneurial spirit needed to initiate and manage a small enterprise. These same entrepreneurs may be on the economic margin, unable to secure adequate conventional funding for their business ventures, simply because they do not have sufficient working capital as a start-up business, credit history or collateral. Access to a modest amount of credit can help entrepreneurs increase their income, build assets and enjoy an improved quality of life. Personally, it helps to build self-esteem, can unify families and often results in more community involvement.



Measuring Success - Over the last 20 years, the UMLF has injected over \$12 million into the community, helped start and/or grow over 830 businesses and created/retained well over 1,850 jobs. Like similar programs across the country, the impact of microenterprise projects must be measured from both a quantitative and qualitative standpoint. The number of loans started expanded and successfully paid off as well as growth in sales revenues, income and employment serve as a quantitative standards of measurement. Anecdotal information is used to glean qualitative effects on individuals and their families. It should be noted that there is also intrinsic value in helping people to decide not to start a business when conditions are not appropriate.

While not specific to Salt Lake County clients, the UMLF participated in client impact surveys over the past seven years with the support of the Aspen Institute. One hundred clients who had been receiving service during 2004 through 2010 were sampled. As shown below, of 27 that responded for 2010, aggregate revenues at survey were reported at \$11.5 million and aggregate jobs *beyond* owners was 196.

	Receiving Service in 2006	Receiving Service in 2007	Receiving Service in 2008	Receiving Service in 2009	Receiving Service in 2010
External Benefits					
Aggregate revenues at survey	\$11,514,000 (43 businesses)	\$11,371,980 (52 businesses)	\$10,448,047 (43 businesses)	\$7,925,687 (46 businesses)	\$11,556,120 (27 businesses)
Aggregate jobs <i>beyond</i> owners	198	293	245	219	196
Business Growth					
Median Annual Business Revenue at Survey	\$120,000	\$122,500	\$100,000	\$92,000	\$96,000
% of clients with business revenues less than \$15,000	17%	19%	14%	11%	6%
% of clients with business revenues of greater than \$60,000	57%	64%	44%	32%	35%
Changes in Household Economics					
% of the business owners taking a draw that was more than the national median personal income.	43%	39%	32%	29%	16%
% of owners working full time in the business	72%	83%	75%	72%	71%

4 Capacity and Sustainability

The UMLF absolutely has the capacity to undertake this proposed project. Since we began lending in 1993, we have made over 820 micro-loans totaling more than \$12 million, expanded to serve 12 counties, created six loan products, launched the "Banking on Women" training program (sixth class in progress now) and become a community based partner with the Utah Individual Development Account Network (UIDAN). We have grown the number of financial institution loan pool investors from a dozen to over twenty five and broadened our financial base to include Salt Lake County, a number of local cities, the CDFI Fund and a few other philanthropic sources.

With respect to CDBG funded loans, the UMLF has made 131 loans totaling \$2,379,550. We could have funded an additional 20 loans totaling \$373,500 had monies been available.

The UMLF's management staff is currently made up of four part-time individuals equaling to 3.25 FTEs. The UMLF has found that this lean staff, with diversified skills, has served the Fund well and contributes to the goal of working toward self-sufficiency. This small staff adeptly manages the entire process from identifying and recruiting applicants to making and servicing loans to fund raising and public relations for the organization. We are currently **servicing 185 active loans totaling over \$2.55 million.**

Our staff is well suited to our operational needs. The Executive Director has been with the UMLF since March 1996. Prior to that she was the Associate State Director of the Utah Small Business Development Center (SBDC) in which she assisted in the management of the statewide SBDC program providing small business counseling and training

through nine regional offices. She currently serves on the Boards of the Pete Suazo Center, the Utah IDA Network Advisory Board and the Utah Council for Financial and Economic Education (chaired by the State Treasurer). In the past, she served on the Advisory Council for the Women's Business Center and the Utah Hispanic Chamber of Commerce Board. With over 27 years of small business consulting/funding experience, she has B.S. degrees in both Finance and Management and a MBA from the University of Utah. Our Programs Manager has over 25 years experience providing assistance to small businesses through her own consulting company. During the 2 years before joining the UMLF, she was a loan officer in the Women's Financial Services Group at Zions Bank. The UMLF's account manager has over 19 years in collections, including preparation of legal documents, skip tracing and direct contact. The Chairs of the two UMLF Loan Committees have over 63 years of combined experience in commercial banking. Committee members are composed of volunteer bankers and community representatives (over 20 volunteers). The ultimate oversight and management of the combined delivery of technical assistance and the credit process is by the Executive Director. The UMLF Board is governed by a 21 member Board of Directors composed of volunteer representatives from participating financial institutions, small business owners and community representatives.



The UMLF is often the only viable source of financing for many clients of agencies that provide business assistance to new and growing businesses. In addition to a single source of funding, the UMLF continues to be successful in participating in co-lending opportunities in which traditional banks and/or credit unions could not meet a borrower's full lending needs. Given the demand we have seen to date for larger loans, *we are extremely appreciative of the opportunity to work directly with Salt Lake County to continue to meet this need.*

Twenty percent of the total loans funded by the UMLF have been funded with Salt Lake County CDBG dollars. Sixty six percent of the total loans made by the UMLF have been funded by over 25 participating financial institutions, 11% through the Salt Lake City grant (that enabled the UMLF to make loans of up to \$25,000 inside the city limits), 1% by Worker's Compensation Fund and 2% through the Utah Assistive Technology Foundation. The loan loss reserve is supported by participating institutions, Salt Lake City UDAG monies and grant awards from the CDFI Fund. Approximately 49% of the UMLF's operating budget is funded through internally generated income with the balance being funded through annual solicitation of charitable contributions, including the CDBG contract.

The support from Salt Lake County for administration of the overall program is invaluable. Although the UMLF aggressively seeks charitable contributions, the competitive nature in the world of fundraising these days along with the current economic conditions make it a continuing challenge. We are cautiously optimistic regarding the continued contributions from participating financial institutions to support operations. With respect to building maintenance, the UMLF was able to raise some funds through the sale of "room sponsorships" when the building was purchased in late 2003. We have used these funds to put on a new roof, repair/replace HVAC units and re-stucco the exterior of the building.

5 Budget and Leveraging

The Salt Lake County 2014-15 Project Budget is a component of a broader UMLF total program operating budget of approximately \$504,474 for the next fiscal year. Of this, \$102,000 will be supported with CDBG monies (see project budget) representing a *critical 20%* of our operating budget. The balance will be funded with UMLF resources, including contributions from participating financial institutions, foundations, grants and internally generated income. The budget is very realistic. An uncertainty the UMLF has not faced in the past is the future health and viability of the many financial institutions that support us. The UMLF Board will be carefully watching contribution levels this year and will take action if it appears we will not be able to raise as much as we project. As part of the larger UMLF loan program, other administrative costs for these County CDBG loans are absorbed as part of the overall UMLF program overhead resulting in lower costs to the county.

It is estimated that an additional \$300,000 in CDBG dollars will be needed to fund micro-loans, depending upon available resources. *Since UMLF loans are made for a term of five years, repayment of principle and interest is often not "fast" enough to meet continued demand. Currently, the UMLF is only able to fund loans with CDBG dollars as they are repaid. We are essentially "loaned out". With this in mind, the UMLF also respectfully requests the*

consideration of an additional allocation of CDBG dollars to fund loans. This estimate is based on the past 12 months demand for CDBG funded loans.

Twenty one percent of the total loans funded by the UMLF have been funded with Salt Lake County CDBG dollars. Sixty five percent of the total loans made by the UMLF have been funded by over twenty five participating financial institutions, 11% through the Salt Lake City grant (that enabled the UMLF to make loans of up to \$25,000 inside the city limits), 1% by Worker's Compensation Fund and 2% through the Utah Assistive Technology Foundation. The loan loss reserve is supported by participating institutions, Salt Lake City UDAG monies and grant awards from the CDFI Fund. Approximately 49% of the UMLF's operating budget is funded through internally generated income with the balance being funded through annual solicitation of charitable contributions, including the CDBG contract.

The UMLF's financial commitment to the project is evidenced by its 19 year history of lending and responding to the needs of specific hard-to-serve segments of the community. Non-financial contributions are made in the form of hundreds of volunteer hours provided by members of the UMLF Board of Directors, Credit, Marketing and Program Delivery committees. The UMLF's attorney has provided pro-bono legal services since the inception of the program. The annual value of these volunteer services is estimated to be upwards of \$50,000. Evidence of these commitments can be garnered from minutes of Board and Credit Committee Meetings (not included).

The UMLF has sought support from other CDBG Entitlement Cities with limited success but will continue trying. If full funding is not available, the priority for funding is the administration grant. This helps to cover costs of the entire UMLF staff (total of \$278,000) along with operational expenses and overhead.

Unlike in the past, this year's CDBG Application requests information on salaries to be paid for oversight and monitoring and project and program delivery costs. Based on an estimated average of 35 loans,

- Loan servicing - \$80 per month (\$960 per year) per loan provided by our Accounts Manager - \$33,600
- Project delivery - includes functions performed by all four staff members including: "Orientations" for applicants, processing applications, reviewing application/business plans (whether they are approved or not) and providing additional technical assistance, program marketing, additional collection costs, overhead - \$50,000
- Technical assistance for borrowers - performed primarily by our Programs Manager but also the Executive Director - \$16,400
- Technical assistance for IDA savers - provided by the Executive Director - \$2,000

6 Cooperation and Collaboration

Managerial Assistance - We work very closely with a variety of business assistance resources to provide pre- and post-loan support. In FY 2013, 27% of approved loans had been referred by one of the business resources discussed below. These include the Small Business Development Center whose mission is to strengthen Utah's economic fabric and quality of life by facilitating the success and prosperity of business endeavors. The SBDC works together with other business mentoring groups, SCORE, to address a wide range of small business concerns. Free one-on-one counseling is available to help micro-entrepreneurs in areas such as accounting, marketing, business plans, budgets and management. They also offer low-cost training in a variety of topics including cash flow planning, Quickbooks, internet marketing and more.

The Pete Suazo Business Center is a business resource committed to the development and empowerment of the Latino/Hispanic and other underserved communities. They provide assistance to help existing and potential *Spanish speaking* entrepreneurs succeed and build wealth. The Women's Business Center also provides free one-on-one counseling, training and mentoring.

The UMLF is a partner, along with GE Capital and Westminster College in the Banking on Women program. (GE Capital commits \$25,000 for each class, which is contracted through Westminster College). It is a comprehensive program that provides women entrepreneurs with the training, mentoring, and microloans to build their businesses. Each class includes 12-15 women micro-entrepreneurs who participate in a 15 week micro-entrepreneur training program, engage in mentoring opportunities with GE Capital volunteers, access microenterprise loans through the UMLF, and attend special events with program participants and partners. Cucina Vanina is one of the participants that received a loan utilizing CDBG funds.

Through a partnership with the AAA Fair Credit Foundation, UMLF clients have a free, ready resource to assist them with credit and financial counseling. The UMLF is also a partner with the Utah Individual Development Account Network. Through this program, eligible UMLF clients can participate in a savings program in which deposits are matched on a 3 to 1 basis and proceeds are used to start and/or grow their small business. The UMLF Executive Director reviews business plans submitted by IDA savers and approves the IDA “pay-out”. (*Martha Wunderli from the UIDAN can confirm if needed.*)

Lending – In addition to the County, other partners that commit resources for operating costs as well as the funding of loans include: 26 financial institutions, Salt Lake City, Utah Assistive Technology Foundation and Workers Compensation Fund.

The UMLF is also a partner in the Utah Small Business Coalition. This is a community wide effort of organizations that work to assist small businesses and promote economic development. Coalition members meet monthly to discuss new services that the group can collectively provide and to work toward the following key objectives:

- Promote beneficial services and the organizations that provide them
- Collaborate to strengthen current services and develop new services
- Explore opportunities to assist the Governor’s Office of Economic Development to fulfill their mission and meet the governor’s personal challenge to work with local businesses and entrepreneurs to grow small businesses
- Work with other community partnerships directed at small business, when appropriate
- Be a collective voice for small business
- Celebrate our many small business success stories

All of these organizations *commit* time and energy in the form of human resources to achieve the mutual objectives of growing and strengthening our community’s small businesses. The UMLF is part of Salt Lake County’s Consortium Consolidated Plan under the “Creating Economic Opportunity and Sustainability” section providing assistance to small businesses (eight of which were assisted in the last fiscal year).

8 Other Considerations

Language Assistance Plan and Limited English Proficiency – With the greater share of our minority-owned business borrowers being members of the Hispanic community, we have partnered with the Pete Suazo Business Center to assist with Spanish speaking applicants. We have also printed our brochure in Spanish. For other applicants with language barriers, we are able to work with the Utah State of Refugee Services to identify interpreters.

We do have effective ways to communicate with potential participants and our Communication Policy was formally approved by our Board in March 2013. An excel spreadsheet is used to collect and report on race, ethnicity, gender and disability of program participants. Note: due to our relationship with the Utah Assistive Technology Foundation in providing loans to people with disabilities, these loans are not funded with CDBG dollars. At least three could have qualified as a CDBG funded loan. The UMLF is not a faith based organization, not acquiring property, not doing renovation and not involved with lead-based paint hazards. We do occasionally help fund the relocation of businesses. There are no contingencies or conditions to be met prior to implementation of the project. An excel spreadsheet is maintained for collection and reporting purposes of demographics and much more. The UMLF acquired the property adjacent to our current location (in South Salt Lake) which will be used for eventual program expansion. Seventy two percent of all loans the UMLF has made were in Salt Lake County. As of the date of this writing (Nov. 25), we are servicing 31 CDBG funded active loans totaling over \$440,000 representing approximately 20% of our portfolio. The diversity of funding sources, including CDBG, has contributed to the financial health of the UMLF and played a key part in securing other sources of funding (grants). We look forward to continuing our work with Salt Lake County in a very productive and mutually beneficial partnership.

**ORGANIZATIONAL ASSESSMENT OF
POTENTIAL CDBG HOUSING, FACILITY IMPROVEMENT OR ECONOMIC
DEVELOPMENT GRANT APPLICANTS**

For **Non-Profit** Agencies applying for Community Development Block Grant (CDBG) Funding
Salt Lake County Community Resources and Development Division

Purpose:

- To identify possible issues that would prevent a potential grant applicant from meeting the contracting requirements of a CDBG Grant award and therefore be ineligible to be considered for funding at this time.
- To assist grant reviewers with additional information in assessing and scoring an agency's managerial capacity.

Please answer the following questions and provide details where requested:

Section I: GENERAL AGENCY INFORMATION

Agency Name: Utah Microenterprise Loan Fund (UMLF)

Name of Person completing form: Kathy J. Ricci

Title: CEO/Executive Director Date: Dec, 4, 2013

Telephone number 801-746-1180 Email address: kricci@umlf.com

1. How long has the agency been operating? **20 years**
When did agency first receive its 501(c)3 status? **1992**

2. Has the agency ever received a grant from Salt Lake County Community Resources & Development before? YES NO

If Yes identify what grants were received, when, and for how much?

3. Does the agency have any full and/or part-time PAID staff members? YES NO
If Yes how many? full time 3 part-time 1

4. In the last twelve months, have there been any changes in key staff or program staff?
(Include key non-paid staff). YES NO
If so, please explain:

5. Has the agency received a negative finding in a fair housing complaint, or any other similar action? **NO**
If so, please explain:

6. Has the agency ever been fined or otherwise penalized by a taxing agency?
If so, please explain: **NO**

7. Other than discussed above, does the agency or its management have any history of complaints resulting in legal or other formal action? **NO**

If so, please explain:

Section II. MINIMUM QUALIFICATIONS

1. You must have an office/facility located within Salt Lake County's borders. Services should be coordinated from this location for housing programs and economic development programs.

Location of office(s): 154 Ford Avenue (3415 South), SLC, Utah

2. For Hard Cost/Facility Improvements, the project must be located in an eligible Urban County area. The amount of funding requested from each jurisdiction cannot exceed the percentage of eligible clients served through the program or project. (An example if a project will cost \$20,000 and you serve 100 clients, if 20% of your clients live in Murray City, then you could ask Murray City for 20% of the total project cost or \$4,000).

Location of project: _____

3. For Housing and Economic Development projects, if your agency serves clients outside of the Urban County, how will the agency document that the amount of funding available from each City or the Unincorporated County is used for projects in the appropriate jurisdictions?

We track the location of the business and residence. Although we loan in all areas, it is difficult to predict where loan applicants will come from.

4. The agency or its management cannot apply if they are currently prohibited from receiving government funding, as a result of a debarment. **N/A**
5. Agency must participate in the Employee Status Verification System to verify the immigration status of new employees who work under the agency's supervision or direction. **OK – we do**

6. Agencies must not have any conflicts of interest within the organization. **We don't**
These would include:
- Situations where an individual's decisions directly impact the work, employment status, or pay of another person (staff or board member) who is a close family relative.
 - Members of the agency or board (or their family members) who have a personal financial interest or investment in the agency and could benefit or suffer a loss as a result of the activities under the County-funded grant.
7. Agency must have a Nondiscrimination Policy in place. **We do**
8. Does the agency have a written procurement policy? YES NO
9. Agency must be currently registered with the Utah State Department of Commerce. **We are**
10. Agency employees must have all required licenses and certifications required by State law for services provided.
11. Agency must be able to expend the grant funds and matching funds for eligible activities within a 12 month period for housing and economic development activities and 24 months for hard cost/facility improvement activities. **As demand warrants**
12. Agency must have the capacity to collect and analyze demographic data. **We do**

Section III: SPECIFIC FISCAL & ORGANIZATIONAL CAPACITY QUESTIONS

1. Have any of the current agency or program staff had experience in managing government grant funds? YES NO
If Yes, provide additional detail below
- Name of staff person(s):
Kathy Ricci
 - Type of Government funds (give examples)
County CDBG Funds
Federal CDFI Funds
 - Source of funding: (State, Federal, County, City)
County and Federal
2. How does agency keep track of its revenues and expenses? What financial accounting method is used by the agency? (list options Check all that apply)
- | | |
|--------------------|--------------------------------------|
| Handwritten Ledger | Accrual method |
| Excel Spreadsheet | QuickBooks Accounting Program |

Quicken Accounting program

Other: _____

3. Does the agency have a chart of accounts to differentiate between revenue/expense resources? YES NO
4. Does the agency have written policies and procedures on how agency funds are to be handled? YES NO
5. Has agency ever had a formal independent audit of its books? YES NO

If Yes, who did the audit and when was it completed?

Eide Bailey (formerly Lake, Hill and Myers) has done a full financial audit for over 5 of the past years.

6. Is the agency currently under corrective action from a previous audit finding? YES NO

If so, please explain:

7. If the agency has paid employees, does the agency currently have Worker's Compensation Insurance? YES NO

If not, please explain.

8. If the agency has professional staff such as attorneys, doctors, or clinical social workers, does the agency currently have professional liability insurance? YES NO N/A

If not, please explain.

9. Does the agency currently have a liability insurance policy? YES NO

If Yes, who is the insurance company? **State Farm**

If not, please explain.

10. Please attach a roster of current members of the agency's Board of Directors.
 - How often does the board meet? **Every other month**
 - When was the last board meeting held and were written minutes kept of this meeting? **November 20, 2013 and minutes were kept**
 - Does the board have a written set of by-laws governing its operation? **Yes**

Utah Microenterprise Loan Fund – Board List – Nov. 2013

<p>BOARD CHAIRMAN Jim Welch West Valley City 3600 Constitution Blvd. West Valley City, Utah 84119-3720 801-963-3235 Email: jim.welch@wvc-ut.gov • <i>Program Delivery Comm. Chair</i></p>	<p>Rex Falkenrath Director of New Ventures Westminster College 1840 S. 1300 E. Salt Lake City, Utah 84105 801- 832-2588 Email: rfalkenrath@westminstercollege.edu rexfalkenrath@gmail.com</p>	<p>Larry LaCombe CFO and Controller Ally Bank 6985 Union Park Center Midvale, Utah 84047 801-790-5082 Cell: 952-240-4204 Email: Lawrence.lacombe@ally.com • <i>Finance Comm.</i></p>
<p>VICE CHAIR/President</p>	<p>Jorge Fierro The Fierro Group Inc. 545 West 700 South SLC, Utah 84101 801-638-2696 Email: ricosbrand@hotmail.com <i>Credit Comm. member</i></p>	<p>Kevin Moss American Express Bank 4315 South 2700 West SLC, UT 84184 801-945-5284 Email: kevin.r.moss@aexp.com •</p>
<p>TREASURER Marvin Corne Retired (World Financial Capital Bank) 1455 Military Way SLC, 84103 801- 918-0219 cornemh44@msn.com • <i>Credit Comm. Chair and Finance Comm. Chair</i></p>	<p>Lori Fike Washington Federal Bank 505 East 200 South, SLC, UT 84102 801-366-2217 lori.fike@wafd.com • <i>Credit Comm.</i></p>	<p>John Taggart Medallion Bank 1100 East 6600 South Suite 510 SLC, Utah 84121 801-284-7060 ext 7060 Email: jtaggart@medallion.com • <i>Finance Comm. member</i></p>
<p>SECRETARY Annette Brooks Zions Bank – Relationship Manager One South Main 1st Floor SLC, Utah 84133 801-844-7075 Email: annette.brooks@zionsbank.com • <i>Exec. Committee</i></p>	<p>Gary Havens Wells Fargo Senior V.P. 299 South Main Suite 1100 SLC, Utah 84111 801-246-1719 Email: havens@wellsfargo.com • <i>Credit Comm. member</i></p>	<p>Hydee Willis Creative Expressions 4140 South 500 West Murray, Utah 84123 801-269-1282 hydee@creativeexp.com • <i>Credit Comm. member</i></p>
<p>Roger Christensen Bank of Utah, Senior VP 711 S. State St SLC, UT 84111 801-924-3620 rchristensen@bankofutah.com • <i>Credit Comm. Chair</i> • <i>Exec. Comm.</i></p>	<p>Julie Jakob Jakob Marketing Partners 4535 So. 2300 East 801-930-5354 Holladay, UT 84117 Julie@jakobmp.com</p>	<p>COUNSEL: P. Christian Anderson Durham Jones & Pinegar 111 East Broadway, Suite 900 SLC, Utah 84111 801-297-1297 Email: canderson@djplaw.com • <i>Assistant Secretary</i></p>
<p>Christopher Cutshall Senior VP and Senior Controller GE Capital Retail Bank 170 Election Road Draper, Utah 84020 801- 816-4768 Email: Christopher.cutshall@ge.com • <i>Finance Comm.</i></p>	<p>George Janes CIT Bank 2180 South 1300 East, Suite 250 Salt Lake City, UT 84106 801-464-3513 Cell (801) 694-7410 Email: george.janes@cit.com <i>Nominating Comm. Chair</i> <i>Exec. Comm.</i></p>	<p>PAST CHAIR: Alan Urie GE Money Bank 170 Election Road, Suite 125 Draper, UT 84020 801-450-0091 Email: alan.urie@ge.com • <i>Executive Committee member</i></p>

Return to Agenda

ITEM #7

REQUEST FOR COUNCIL ACTION

To:	Mayor Walker & City Council
From:	Troy Wolverton, City Engineer
Date:	January 13, 2014
Subject:	Water Service Request per DCMC 16-1-050
Committee Presentation:	
Staff Presentation:	
RECOMMENDATION: Recommend the Mayor & City Council deny the drinking water service connection request to the Michel Land LLC Parcel in Suncrest.	
BACKGROUND AND FINDINGS: Currently the Draper City Drinking Water Distribution System has reached its capacity in service connections for Service Zone 3. The Centennial Pump Station (Pump Station 1) has reached its capacity to entitle or add new service connections. Once additional pumping capacity is added, then the distribution system will have capacity available to continue development or add service connections in Zone 3. Ollie Michel, of Michel Land LLC., owner of parcel 11:009:0040, shown in the attached exhibit, has requested a drinking water service connection to his parcel per Draper City Municipal Code 16-1-050 (DCMC). The subject parcel is located within the city's Zone 3 adjacent to the Suncrest area. The DCMC indicates that requests are to be presented to the City Council. Mr. Michel would like the service connection to request Utah County to keep his parcel in Greenbelt tax category, per the Utah Farmland Assessment Act. This service connection would be to irrigate agricultural purposes, such as tree plantings. It would be used during the irrigation season and for only agricultural purposes. At this time it would not be used for a residence or other structure with indoor use. Since it is only for agricultural purposes, it would be subject to limitations specified for outdoor watering should the city require reduction in usage due to supply or other issues. If the city had to prohibit outdoor usage for some reason, this connection would be subject to that order. If this request is approved, even though it is only an outdoor irrigation service, the city staff would recommend that the applicant pay the \$475 connection fee and impact fee of \$3,533 at the time the applicant constructs the service connection to the city's distribution system.	
PREVIOUS LEGISLATIVE ACTION: N/A	
FISCAL IMPACT: Finance Review: <u>BN</u> Applicant to pay the connection fee and impact fee as required by the Consolidated Fee Schedule.	
SUPPORTING DOCUMENTS: <ul style="list-style-type: none">• Michel Land LLC Request Letter and Exhibit	



November 26, 2013

Regarding an irrigation water connection for "the shoebox" parcel

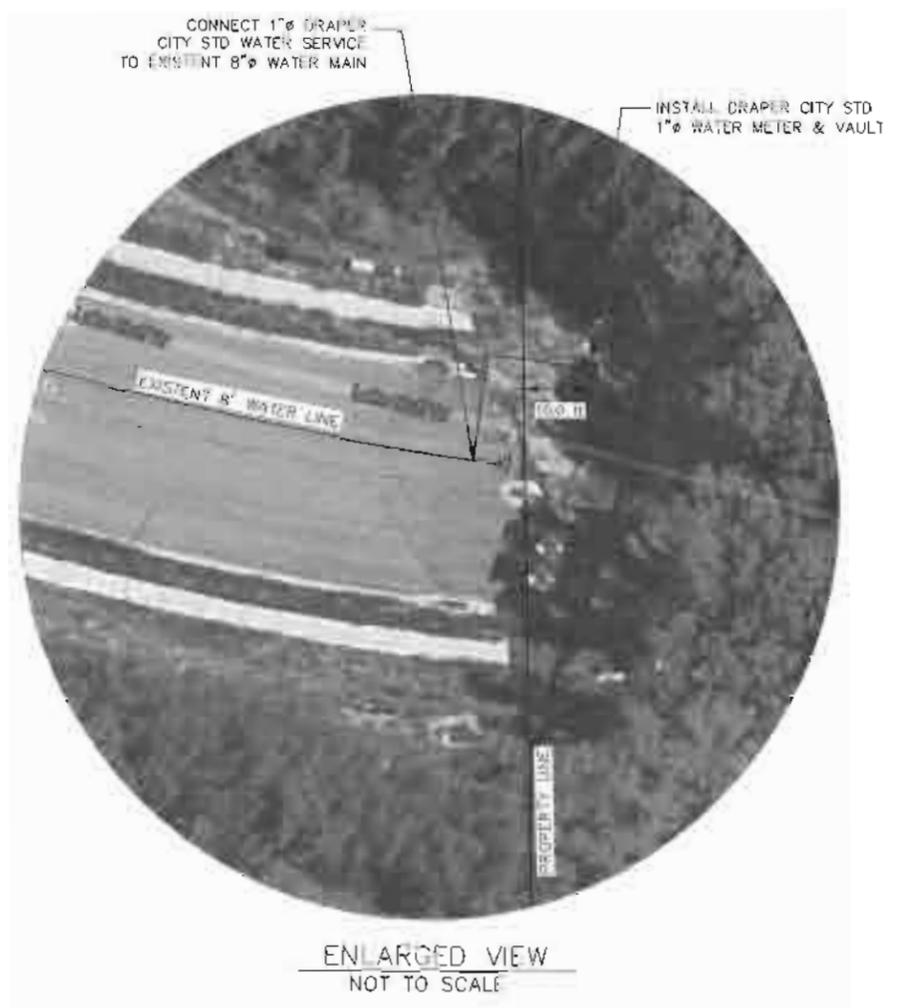
Dear City Planners:

We would request permission to install a 1 inch connection to the public water system currently in place in Lake Bluff Drive at the property line boarder with our 80 acre parcel (see attached plans). This water connection would be used for the irrigation of sapling pine trees that will be planted in the proximity of the water connection and not for the building of any structures.

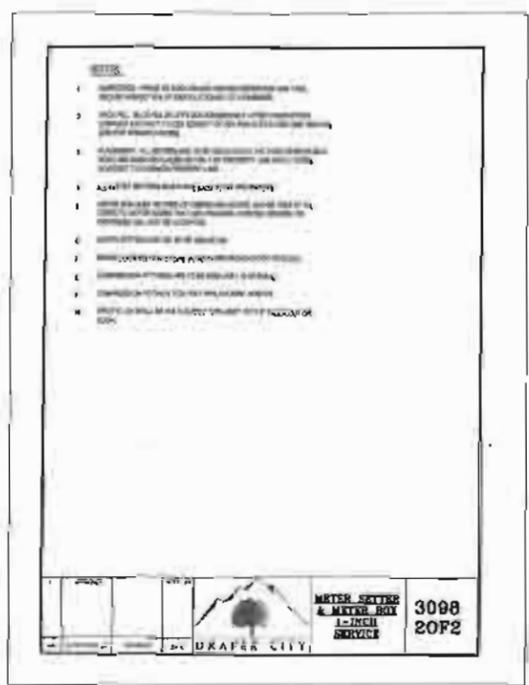
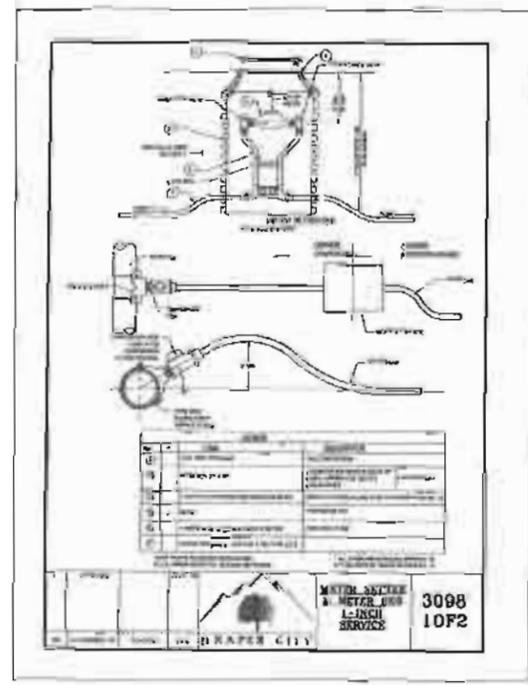
Thank you for your consideration of this matter. The plan would be to make this connection and plant the saplings in the spring of 2014 as early as possible.

Sincerely

Ollie Michel



ENLARGED VIEW
NOT TO SCALE



BUSH & GUDGELL, INC.
 Engineers - Planners - Surveyors
 205 East Tabernacle Suite #4
 St. George, Utah 84770
 Phone (435) 673-2337 / Fax (435) 673-3161
 www.bushandguggell.com

WATER SERV. CONNECTION
 SECTION 15, T4S, R1E, S1B&M
 DRAPER, UTAH
 PREPARED FOR: BEST WESTERN REALTY

Return to Agenda

ITEM #8

REQUEST FOR COUNCIL ACTION

To:	Mayor & City Council
From:	Russell Fox
Date:	March 18²⁵, 2014
Subject:	Approve Ordinance No. 1089 amending Section 3-1-280 regarding Per Diem for the Planning Commission
Applicant Presentation:	n/a
Staff Presentation:	Russell Fox, Assistant City manager
RECOMMENDATION:	
Staff recommends the City Council approve Ordinance No. 1089 amending Section 3-1-280 of the Draper City Municipal Code regarding Planning Commission Per Diem.	
BACKGROUND AND FINDINGS:	
Currently, each Planning Commission who participates and votes on items before the Planning Commission get paid a per diem of \$50.00. The Planning Commission is authorized to have three Alternates who are expected to attend all meetings. However, the Alternates are only paid per diem if they participate and vote. Staff is recommending the City Council amend Section 3-1-280 to state that any Planning Commission member who attends a Planning Commission meeting be paid per diem regardless of whether they vote.	
PREVIOUS LEGISLATIVE ACTION:	
None	
FISCAL IMPACT: Finance Review: <u>Erw</u>	
Additional \$3,600 a year for 3 Planning Commission Alternates (3 x \$50 x 24 meetings)	
SUPPORTING DOCUMENTS:	
<ul style="list-style-type: none">• Ordinance No. 1089	

ORDINANCE NO. 1089

AN ORDINANCE OF DRAPER CITY AMENDING SECTION 3-1-280 OF THE DRAPER CITY MUNICIPAL CODE RELATING TO PER DIEM FOR THE PLANNING COMMISSION.

WHEREAS, Draper City currently pays a per diem of \$50.00 for regular members of the Planning Commission; and

WHEREAS, Alternates on the Planning Commission only get paid per diem if they participate and vote on matters before the Planning Commission; and

WHEREAS, the City Council hereby finds in order to promote regular attendance by Alternate members of the Planning Commission, it is necessary to provide the same per diem rate for all Planning Commission members for their time and attendance at Planning Commission meetings.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF DRAPER CITY, STATE OF UTAH, AS FOLLOWS:

Section 1. Enactment. Section 3-1-280 of the Draper City Municipal Code is hereby amended to read as set forth in Exhibit "A," attached hereto and incorporated herein by reference.

Section 2. Severability. If any section, part or provision of this Ordinance is held invalid or unenforceable, such invalidity or unenforceability shall not affect any other portion of this Ordinance, and all sections, parts and provisions of this Ordinance shall be severable.

Section 3. Effective Date. This Ordinance shall become effective immediately.

PASSED AND ADOPTED BY THE CITY COUNCIL OF DRAPER CITY, STATE OF UTAH, THIS ____ DAY OF _____, 2014.

ATTEST:

DRAPER CITY:

City Recorder

By: _____
Mayor

EXHIBIT A

COMPLETE PROPOSED TEXT AMENDMENT

Section 3-1-280 Planning Commission.

(f) Per Diem. Regular and Alternate members of the Planning Commission shall be paid per diem compensation for reasonable and necessary expenses for meetings actually attended, in an amount of \$50.00. ~~to be determined by the City Council. Alternates may be paid per diem compensation for reasonable and necessary expenses for meetings at which the Alternate is utilized as a regular member for voting or quorum purposes.~~

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ITEM #9

REQUEST FOR COUNCIL ACTION

To: Mayor & City Council

From: Russell Fox

Date: March ~~18~~²⁵, 2014

Subject: Approve Ordinance No. 1087 amending Chapter 6-17 regarding Special Events

Applicant Presentation: n/a

Staff Presentation: Russell Fox, Assistant City manager

RECOMMENDATION:

Staff recommends the City Council approve Ordinance No. 1087 amending Chapter 6-17 of the Draper City Municipal Code regarding Special Events.

BACKGROUND AND FINDINGS:

Over the past few years, special events have become increasingly popular in Draper, mainly due to the city's amenities, parks and trail systems. Several, but not all, special events require the assistance from public safety personnel in the form of traffic control, security, etc. However, the number of events has become overwhelming for the staff. The proposed ordinance amendment restricts the number of special events that can use public safety staff to two a month and puts a restriction that no public safety staff shall be used in July due to Draper Days.

PREVIOUS LEGISLATIVE ACTION:

January 19, 2010 Ordinance 923 creating Special Events Chapter 6-17

FISCAL IMPACT: Finance Review: _____

None.

SUPPORTING DOCUMENTS:

- Ordinance No. 1087

ORDINANCE NO. 1087

AN ORDINANCE OF DRAPER CITY AMENDING CHAPTER 6-17 OF THE DRAPER CITY MUNICIPAL CODE RELATING TO SPECIAL EVENTS.

WHEREAS, Utah State law grants to Draper City the authority to regulate land uses within the city; and

WHEREAS, the provision of special events within the community provides services, activities, and a source of revenue to the community; and

WHEREAS, the proliferation of special events can create a burden on Draper City Personnel and Public Safety Personnel; and

WHEREAS, it is desirable to reasonably restrict the number of special events that utilize Draper City Public Safety Personnel; and

WHEREAS, the City Council of Draper City has determined that it is in the best interest of the city and its citizens to revise provisions governing the establishment and duration of special events to ensure their benefit to the community;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF DRAPER CITY, STATE OF UTAH, AS FOLLOWS:

Section 1. Enactment. Chapter 6-17 of the Draper City Municipal Code is hereby amended to read as set forth in Exhibit "A," attached hereto and incorporated herein by reference.

Section 2. Severability. If any section, part or provision of this Ordinance is held invalid or unenforceable, such invalidity or unenforceability shall not affect any other portion of this Ordinance, and all sections, parts and provisions of this Ordinance shall be severable.

Section 3. Effective Date. This Ordinance shall become effective 20 days after publication or posting, or 30 days after final passage, whichever is closer to the date of final passage.

PASSED AND ADOPTED BY THE CITY COUNCIL OF DRAPER CITY, STATE OF UTAH, THIS 25th DAY OF MARCH 2014.

ATTEST:

DRAPER CITY:

Rachelle Conner, City Recorder

By: _____
Troy K. Walker, Mayor

EXHIBIT A

COMPLETE PROPOSED TEXT AMENDMENT

Section 6-17-050
this section.

Standards for Special Events. Special events must conform to the standards set forth in

- A. Access. Specific areas shall be designated for ingress and egress of emergency vehicles, including appropriate barriers to regulate vehicular and pedestrian traffic.
- B. Plans. The following plans must be submitted with the application for a Special Event Permit:
 - 1. Site Plan. The site plan shall depict the proposed layout of the entire property to be used for the special event. This site plan must include the exact address of the property, the name and address of the property owner, and the name and 24-hour contact information of the contact person or coordinator. The site plan must clearly show all entrances, exits, roadways, walkways and parking, all sanitation facilities, medical and first aid stations, waste containers, food stands, vendor areas, and all other activities associated with the event.
 - 2. Control Plan. A plan shall be submitted and approved establishing adequate provisions for traffic, crowd, and patron control and assurance of compliance with City, state, and federal laws including but not limited to fire, health, security, and Americans with Disability Act regulations. Only Draper City public safety personnel shall be used for traffic control on Draper City streets, trails, or sidewalks for Special Events. No more than two Special Events per calendar month shall be allowed when public safety personnel such as police, fire, or ambulance services are necessary. No Special Events requiring public safety personnel shall be allowed in the month of July, except for events associated with Draper Days. Exceptions may be made by the City Council.

Section 6-17-060

Exempt Activities. The following types of events shall be exempt from the terms of this chapter. Any event exempted herein from the provisions of this chapter may request the assistance provided through the permitting process by submitting a complete application, including payment of all necessary fees, for a Special Event Permit.

- A. Use of sidewalks, trails, or other pedestrian pathways as a means of transportation of a group to or from an event or activity or for travel from place to place which do not require the use of Draper City public safety personnel;
- B. Events requiring rental or reservation of a City park or other permissible City facility;
- C. Activities or events within a structure or on a site for which the structure or site were specifically designed, including but not limited to:
 - 1. school sports, activities or events, on school property, regardless of public or private schools, sponsored or sanctioned by the Utah High School Activities Association (UHSAA) or the school district in which the school is located;
 - 2. meetings or gatherings as a part of the normal course of business; or
 - 3. on-site school programs or activities for the attendance of students, relatives, and guests which are not of a money-raising nature; or

4. activities, gatherings or events for religious groups that fully comply with part D of this Section.

D. Events or activities that fully comply with all of the following:

1. the event or activity is completely contained on private property for which the property owner has given permission for the event or activity;
2. attendance at the event or activity does not exceed the determined capacity for any building in which the event or activity will be held;
3. no public services such as police, fire, or ambulance, are anticipated to be needed on-site for the event, whether for traffic control, on standby, or for security at the site;
4. adequate restroom facilities are readily available on the site for attendees at the event or activity;
5. sales of alcohol will not be conducted as a part of the event;
6. traffic, crowd, or parking control is not needed to accommodate attendees; ~~and~~
7. no vendors profiting separately from the overall event are within, a part of, or associated with the event; and
8. Special Event Signs as described in Section 9-26-080(B) are not needed.

[Return to Agenda](#)

ITEM #10

REQUEST FOR COUNCIL ACTION

To: Mayor & City Council

From: Bob Wylie, Finance Director

Date: March 25, 2014

Subject: 3rd Quarter 2nd Budget Amendment for FY 2013-2014

Applicant Presentation: None

Staff Presentation: Bob Wylie, Finance Director

RECOMMENDATION:

Approve Resolution 14-18 amending the budget for fiscal year ending June 30, 2014 as proposed.

BACKGROUND AND FINDINGS:

See attached staff report.

PREVIOUS LEGISLATIVE ACTION:

Resolution 13-39 adopting Draper City budget for fiscal year ending June 30, 2014.
Resolution 13-50 1st quarter budget amendments for fiscal year ending June 30, 2014.
Resolution 13-53 2nd quarter budget amendments for fiscal year ending June 30, 2014
Resolution 14-16 3rd quarter budget amendments for fiscal year ending June 30, 2014

FISCAL IMPACT: Finance Review: BW

- See attached staff report

SUPPORTING DOCUMENTS:

- Resolution 14-18
- Staff report with supporting documentation

RESOLUTION NO. 14-18

A RESOLUTION AMENDING THE ADOPTED BUDGET OF DRAPER CITY FOR FISCAL YEAR 2013-2014.

WHEREAS, the City Council of Draper City has adopted Resolution No. 13-39 which adopted the final budget for the fiscal year beginning July 1, 2013 and ending June 30, 2014, in accordance with the requirements of the Utah Code Annotated; and

WHEREAS, the City Council of Draper City wishes to amend the fiscal year 2013-2014 budget; and

WHEREAS, a public hearing to consider the appropriations has been noticed and held and all interested persons were heard, for or against the appropriations; and

WHEREAS, the City Council of Draper City hereby finds this action in the best interest of the public's health, safety and general welfare.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF DRAPER CITY, STATE OF UTAH AS FOLLOWS:

Section 1. Purpose. The purpose of this Resolution is to amend the budget of Draper City, as approved and finalized by Draper City Resolution No. 13-39.

Section 2. Adoption of Amendments. The budget amendments attached hereto and made a part of this Resolution shall be, and the same hereby are adopted and incorporated into the budget of Draper City, Utah for the fiscal year beginning July 1, 2013 and ending June 30, 2014, in accordance with the requirements of the Utah Code Annotated.

Section 3. Filing of copies of the Budget Amendments. The Budget Officer is authorized and directed to certify and file a copy of said budget amendments in the office of the City Recorder which amendments shall be available for public inspection.

Section 4. Severability. If any section, part, or provision of this Resolution is held invalid, or unenforceable, such invalidity or unenforceability shall not affect any other portion of this Resolution, and all sections, parts, and provisions of this Resolution shall be severable.

Section 5. Effective Date. This Resolution shall become effective immediately upon its passage.

PASSED AND ADOPTED BY THE CITY COUNCIL OF DRAPER CITY, STATE OF UTAH, ON THIS 25th DAY OF MARCH, 2014.

ATTEST:

DRAPER CITY

City Recorder

Mayor

FY 2013-2014 3rd QUARTER 2nd BUDGET AMENDMENT, MARCH 25, 2014

GENERAL FUND

Item	Department	Description	Amount	Revenue Source	Revenue Account	Expense Account
FY2014-033	Police	Community that Cares				
		Salaries & Wages	\$5,900.00	General Fund, Grants		11-60-1001
		Benefits	\$475.00			11-60-1101
		Travel & Training	\$500.00			11-60-2501
		Program Supplies	\$3,100.00			11-53-2103
		State of Utah Grant	-\$3,325.00	State of Utah Grant	11-33-4001	
		Salt Lake County	-\$3,325.00	SL County Grant	11-33-4401	
		Fund Balance	-\$3,325.00	Non-departmental	11-95-3102	
			<u>\$0.00</u>			

This Communities That Care Coordinator position is a new position. The City has entered into an agreement with both the State of Utah and Salt Lake County to participate in the funding for this position. Each participant will equally share the cost. The fiscal impact for this position is \$30,000 a year for salary, benefits and operational supplies. For FY2014, this budget amendment is prorated for 14 weeks through the end of the fiscal year.

FY2014-034	Parks	Southfork Park Development / Improvements				
		Park Impact Fees	\$1,072,500.00	Park Impact Fees	44-30-4061	41-54-0744
		General Fund Match	\$357,500.00	GF Balance	11-37-1008	41-54-0711
			<u>\$1,430,000.00</u>			

Expenditures are for mass grading property, installing a sprinkler system, grass, ballfield, restrooms and playground.

FY2014-035	Courts	Audio-Visual Equipment	\$5,100.00			11-51-2101
			-\$2,000.00		11-51-2404	
			-\$2,000.00		11-51-2407	
			-\$1,100.00		11-51-2501	
			<u>\$0.00</u>			

The Justice Court and Legal Department are requesting new Audio-Visual equipment in the courtroom. Currently, there is no equipment in the court for presenting video evidence to the judge and/or jury. The court and prosecutor would like to install a 60" mounted television and hook ups to allow connection to computers at the tables of both the prosecution and defense.

FY2014-036	Engineering	Oliverson Residence Development	\$5,805.10		41-53-1312	12-30-1003
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Purchase of additional right of way for system upsize on Fort Street

FY 2013-2014 3rd QUARTER 2nd BUDGET AMENDMENT, MARCH 25, 2014

FY2014-037	Police	Public Safety Building	\$219,000.00		41-49-2441
			-\$66,000.00	Salaries & Wages	11-60-1001
			-\$20,000.00	Overtime, Special Events	11-60-1012
			-\$34,000.00	Benefits	11-60-1101
			-\$25,000.00	Materials & Supplies	11-60-2128
			-\$9,000.00	Peer Court	11-60-2602
			-\$10,000.00	Dispatch Services	11-60-2802
			<u>-\$55,000.00</u>	Fleet Gas/Maintenance	11-60-2901
			\$0.00		

Current plans for the new Public Safety Building do not include build-out of the 3rd floor. Through operational savings during FY2014, the Police are requesting to transfer the amount from budgeted operational accounts to the Capital Project Fund.

FY2014-039 Staffing Chart
 See attached updated Staffing Chart updated March 25, 2014

	Budget FY 09-10	Budget FY 10-11	Budget FY 11-12	Budget FY 12-13	Budget FY 13-14
Police					
Police Chief	1.00	1.00	1.00	1.00	1.00
Assistant Police Chief	1.00	1.00	1.00	1.00	1.00
Police Sergeant	5.00	5.00	5.00	5.00	8.00
Police III	5.00	5.00	2.00	2.00	3.00
Police Officer II	4.00	4.00	16.00	15.00	15.00
Police Officer I	17.00	17.00	11.50	13.00	10.00
Police Officer I (Grant-funded)	1.00	1.00	0.50		
School Resource Officer					2.00
Crime Victim Advocate	1.00	1.00	1.00	1.00	1.00
Crime Scene / Evidence Specialist					1.00
Crime Prevention Specialist	2.00	2.00	2.00	2.00	1.00
Executive Assistant	1.00	1.00	1.00	1.00	1.00
CTC Coordinator					0.63
Support Services Supervisor			1.00	1.00	1.00
Crossing Guard Supervisor			0.20	0.20	0.20
Volunteer Coordinator	0.50	0.50	0.50	0.50	0.50
Support Services Clerk I			2.00	2.00	2.00
Records Clerk I	2.50	2.50			
Crossing Guards	3.64	3.64	3.60	3.60	4.98
	44.64	44.64	48.30	48.30	53.31