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Community Development Block Grant

(CDBG)

FY 2023-2024

Public Services

Applications Guide

West Valley City

Community Preservation Department

Grants Division

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West Valley City, UT 84120

Phone: 801-963-3369

Website: [www.wvc-ut.gov/grants](http://www.wvc-ut.gov/grants)

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# INTRODUCTION

The purpose of the Handbook is to guide interested parties through West Valley City’s Community Development Block Grant (CDBG) Request for Applications (RFA) process and is referred to as the Annual Notice of Funding Availability (Annual NOFA). This Handbook provides a general overview and applicable requirements and is for informational purposes only. **It is not intended to be a full disclosure of all applicable federal, state and/or local rules, regulations, procedures, and/or reporting requirements. Information provided in this Handbook may be revised as needed.**

# SCHEDULE OF EVENTS

|  |  |  |
| --- | --- | --- |
| DATE | EVENT | LOCATION |
| February 15, 2023 | Application Workshop | 9:00 am to Noon  4522 W. 3500 S. WVC |
| February 16, 2023 | Application Available |  |
| **March 13, 2023** | **Application Closes** | **Applications must be submitted online through Neighborly** |
| March 22, 2023 | General Needs Hearing  Applicant can address the CDBG Committee | 1:00 – 4:00 pm  4522 W. 3500 S. WVC |
| April 18, 2023 | Annual Plan Proposal reviewed at City Council Study Session | [City Council | West Valley City, UT - Official Site (wvc-ut.gov)](https://www.wvc-ut.gov/15/City-Council) |
| April 25, 2023 | Annual Plan voted on at City Council Meeting | [City Council | West Valley City, UT - Official Site (wvc-ut.gov)](https://www.wvc-ut.gov/15/City-Council) |
| May 1, 2023 | Funding Allocation Recommendations Announced | [Community Development Block Grant (CDBG) | West Valley City, UT - Official Site (wvc-ut.gov)](https://www.wvc-ut.gov/1607/Community-Development-Block-Grant-CDBG) |
| June 2023 | Subrecipient Training | TBA |
| July 2023 | Start of the 2023-2024 Program Year | Not Applicable |

# 

**Applications are due Monday, March 13, 2023, by 11:59 p.m. Applications must be submitted online through Neighborly Software. Incomplete, hand-delivered, emailed, faxed, or late applications will be deemed ineligible and will not be accepted.**

Application Portal Link: <https://portal.neighborlysoftware.com/WESTVALLEYUT/participant>

# PROGRAM DESCRIPTION

Community Development Block Grant (CDBG) funds are provided by the U.S. Department of Housing and Urban Development (HUD) to improve local communities by providing decent housing, improved infrastructure, public facilities, and services, and improved economic opportunities. Federal law requires that these housing and community development grant funds primarily benefit low- and moderate-income residents.

Activities include but are not limited to services for victims of domestic violence, seniors, persons with disabilities, children and youth, and crime awareness. There is no limit to the number of applications that an agency may submit, but each project should be submitted as its own application.

Each application submitted should be for a **single program or project.** Different functions and tasks of the same program or project may be bundled together to form one application. If you have more than one program for which you request grant funds, submit more than one application.

# CDBG PRIMARY OBJECTIVE

The primary objective of the CDBG program is the development of viable urban communities through the provision of decent housing, a suitable living environment and expanded economic opportunities principally for persons of low-moderate income, defined as a person residing in a household with income at or below 80% of area median income. This is achieved by providing the following, principally for persons of low and moderate income:

* Decent housing
* A suitable living environment
* Expanded economic opportunities.

# NATIONAL CDBG OBJECTIVES

To be eligible for CDBG funding, each activity must meet one of HUD’s three National

Objectives. The National objectives are:

* National Objective #1 - Benefit low- and moderate-income individuals.
* National Objective #2 - Aid in the prevention or elimination of slum and blight.
* National Objective #3 - Meeting other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community and other financial resources are not available.

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## NATIONAL OBJECTIVE #1 – BENEFIT TO LOW AND MOD INCOME INDIVDUALS

The Benefit to Low- and Moderate-Income Individual (also known as Low/Mod or LMI) is referred to as the “primary” National Objective because, Federal regulations require that 70% of CDBG funds meet this National Objective.

The Low-Moderate National Objective contains four subcategories:

1. Low-Mod Area (LMA)
2. Limited Clientele (LMC)
3. Low-Mod Housing (LMH)
4. Low-Mod Job Creation and Retention (LMJ)

### Low-Mod Area (LMA)

An area benefit activity serves geographic areas where at least 51% of the households are low- or moderate-income and primarily residential. To meet this criterion, 51% of household incomes must be equal to or less than 80% of the County median income. Typical activities of LMA are construction, graffiti abatement, community facilities, construction of a health clinic, development of a community center, and street, water, and sewer line improvements. Applicants using the LMA will need to work with the Grants Coordinator to define the exact service area for you project.

West Valley City’s CDBG eligible low-mod areas are:



### Limited Clientele (LMC)

Low-Mod Income Limited Clientele (LMC) is an activity which provides benefits to a specific group of persons. At least 51% of the beneficiaries of the activity must be Low-Mod income persons. To qualify under LMC, a client must meet one of the following tests:

**Test 1**—Limited Clientele Based on Presumed Benefit (abused children, elderly persons, domestic violence survivors, homeless persons, illiterate adults, persons with living with AIDS, migrant farm workers, and severely disabled persons)

**Test 2**—Limited Clientele Based on Family Size and Income

The definition of a low- or moderate-income person or household is having an income equal to or less than the Section 8 lower income limits established by HUD. The current HUD income limits for West Valley City are listed below:

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 2022-2023 CDBG Income Limits | | | | | | | | |
| Household Number | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| Extremely Low-Income 30% | $21,500 | $24,600 | $27,650 | $30,700 | $33,200 | $37,190 | $41,910 | $46,630 |
| Low Income 50% | $35,850 | $41,000 | $46,100 | $51,200 | $55,300 | $59,400 | $63,500 | $67,600 |
| Moderate Income 80% | $57,350 | $65,550 | $73,750 | $81,900 | $88,500 | $95,050 | $101,600 | $108,150 |

## ELIGIBLE APPLICANTS

* Nonprofit agencies (must be a 501(c)(3))
* Public agencies
* WVC departments
* Faith-Based Organizations

## LOCATION OF ACTIVITIES

CDBG funds may be awarded to an activity outside of the jurisdiction of the entitlement community only if it can be determined that the activity directly benefits West Valley City

residents, or is a part of a regional effort to assist low-income persons and households.

## ELIGIBLE ACTIVITIES

A variety of public services are eligible under this notice. Public services refer to activities that provide social services and/or other direct assistance to individuals or households. (Direct cash payments to individual clients are not an eligible activity.) Each proposal must budget only for ‘eligible expenses’ consistent with the provisions of [24 CFR Part 570 - CDBG Code of Federal Regulations](https://www.ecfr.gov/current/title-24/subtitle-B/chapter-V/subchapter-C/part-570) as well as Office of Management and Budget [OMB Circular 2 CFR Part 200](https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200)

* **Services for Victims of Domestic Violence, Dating Violence, Sexual Assault, or Stalking**
* **Youth Services**—Services for young people ages 13 to 19, such as recreational services limited to teenagers or counseling programs.
* **Child Care Services**—Services that will benefit children under age 13, including parenting skills classes.
* **Senior Services**—Services for the elderly.
* **Services for Persons with Disabilities**—Services for persons with disabilities, regardless of age.
* **Services for Abused and Neglected Children**
* **Mental Health Services (Limited)**
* **Health Services (Limited)**
* **Crime Awareness/Prevention**

# 2020-2024 CONSOLIDATED PLAN: PRIORITY NEEDS

|  |  |  |
| --- | --- | --- |
| **1** | **Priority Need Name** | Housing Maintenance & Neighborhood Preservation |
| **Priority Level** | High |
| **Population** | Extremely Low to Moderate Income Households Large Families Families with Children Elderly |
| **Geographic Areas Affected** | CDBG Areas |
| **Associated Goals** | Decent Housing Suitable Living Environments Neighborhoods & Infrastructure |
| **Description** | The City is divided into areas or “beats.”  Each beat is assigned a Code Enforcement officer to be solely responsible for that designation. Residents can also call in and report a concern in the neighborhood.  The owners of properties in violation are given the chance to remedy the problem, including the optional use of the City’s home rehabilitation programs.  Each year an independent survey is conducted in all the beats to determine the percentage of homes in violation of Code and the percentage of increase or decrease of violations.  The violations considered in the survey are:   * Landscaping, Solid waste, Outside storage, Inoperable vehicles, Surfacing, Graffiti. * Encourage water wise landscaping that can reduce the cost of maintenance. * Provide sufficient staffing to the West Valley City Code Enforcement Division. * Where landscaping is not installed by the developer, encourage landscape vouchers where developers give homeowners a voucher for landscaping that they can install themselves. * Educate new residents about City maintenance standards through West Valley Journal articles and through new neighbor packets/letters. |
| **Basis for Relative Priority** | Leaders of West Valley City were concerned that there was a general perception that the City was dirty and unappealing. Some residents were concerned that their property values were declining due to lack of property maintenance by some of the people living in the neighborhoods.  To combat the problem, City leaders decided to emphasize the role of the Code Enforcement Division and the Home Rehabilitation programs offered. |
| **2** | **Priority Need Name** | Crime Prevention |
| **Priority Level** | Low |
| **Population** | Extremely Low to Moderate Income Households Large Families Families with Children Elderly Public Housing Residents Victims of Domestic Violence |
| **Geographic Areas Affected** | CDBG Areas |
| **Associated Goals** | Community Services |
| **Description** | * Reduce the number of gang-related crimes (i.e., graffiti, auto theft, shots fired) per capita in the targeted area(s). * Reduce the availability of drugs per capita by reducing the sources of narcotics in the neighborhoods. * Reduce the number of violent crimes committed per capita. * To increase resident participation in crime prevention activities through an increase in the number of neighborhood and apartment owner associations or neighborhood watch groups. * Improve residents’ perception of police service by increasing communication. |
| **Basis for Relative Priority** | Over the years the West Valley City Police Department has implemented or participated in numerous crime prevention programs in order to fulfill their mission statement of “… working in partnership with the members of the community cultivate a safe environment to live, work and visit.”  This effort has not only included both long and short-term programs and strategies, but also involves a Community Services Division dedicated to a pro-active, intelligence led approach to crime reduction and works in cooperation with the Neighborhood Services Division to promote and organize neighborhood watch groups/activities and the annual National Night Out Against Crime event. |
| **3** | **Priority Need Name** | Neighborhood Services |
| **Priority Level** | Low |
| **Population** | Extremely Low to Moderate Income Households Large Families Families with Children Elderly Public Housing Residents Non-housing Community Development |
| **Geographic Areas Affected** | City wide |
| **Associated Goals** | Expanded Economic Opportunity Suitable Living Environments |
| **Description** | Neighborhood Watch: The City has an active neighborhood watch program.  The neighborhood watch groups are grass roots within the neighborhoods with the City and Police providing education and materials to assist them.  The Neighborhood Services webpage is one of the most extensive and complete in the state.   A wide range of education materials, handouts, flyers, brochures, newsletters, etc. have been developed and are maintained and updated by the Public Relations and Neighborhood Services Division. Neighborhood Watch receives CDBG funding each year to promote and facilitate the Neighborhood Watch programs inside CDBG designated areas.  The money will be used to provide them with education materials, signs, etc.  National Night Out (NNO): West Valley City has participated in this national campaign since its beginning 26 years ago.  2014 marked the 11th consecutive year that the residents and the City were recognized as national leaders for their efforts.  The City’s National Night Out campaign includes a wide range of events. |
| **Basis for Relative Priority** | The West Valley City Neighborhood Services Specialist works closely with the City's Community Service Officers (CSO) to work with the City's 150 neighborhood associations and neighborhood watch groups to help the residents identify problems and find ways to fix them before they become chronic.  The CSO's also support the Ordinance Enforcement Officers, Grants Office and the Housing Authority staff. |
| **4** | **Priority Need Name** | Transportation |
| **Priority Level** | High |
| **Population** | Extremely Low to Moderate Income Households Large Families Families with Children Elderly Public Housing Residents Non-housing Community Development |
| **Geographic Areas Affected** | City wide |
| **Associated Goals** | Expanded Economic Opportunity Neighborhoods & Infrastructure |
| **Description** | The City will encourage rental and larger developments near public transit stations.  We will also promote the development of multi-family residential near retail spaces. |
| **Basis for Relative Priority** | To date, the City has already seen many of the initial City Center goals come to fruition and more continue to be underway.  The transit emphasis helps facilitate the vision and more intense land uses for West Valley City. Essential elements of the City Center include vertical and horizontal mixed use, good connections and access to transit, a range of housing types and prices, high quality medium to high density development, and a sense of place provided by diverse shopping choices, daytime and nighttime activity, and quality public spaces.  Several elements of the City Center have already taken shape or are in progress.  We would like to see this growth continue. |
| **5** | **Priority Need Name** | Housing Choice |
| **Priority Level** | High |
| **Population** | Extremely Low to Moderate Income Households Large Families Families with Children Elderly Public Housing Residents |
| **Geographic Areas Affected** | City wide |
| **Associated Goals** | Decent Housing |
| **Description** | Affordable housing is a regional issue. West Valley City together with other Salt Lake County communities like Salt Lake City, South Salt Lake and Taylorsville generally have a significant amount of affordable housing. However, other communities at the south end of the valley have substantially less affordable housing. While the State does require each city to have a Moderate-Income Housing Plan, the State has not established a technique to assure that individual city plans are appropriate, responding accurately to the data, and that local implementation strategies address the regional need. |
| **Basis for Relative Priority** | This fact is supported by the recently released Regional Analysis of Impediments to Fair Housing Choice for Salt Lake County prepared by the Bureau of Economic and Business Research. The following is excerpts from this document. “Lack of price diversity can impede fair housing choice. The lack of price diversity not only affects housing choice for low-income households but also housing choice for higher income households. For example, West Valley City and Taylorsville both have a disproportionately small share of homes priced above $250,000. A home priced at $250,000 or more is affordable to those households with at least a median income level. West Valley City, with 11 percent of households in the County, has only 1.1 percent of homes priced above $250,000. Taylorsville, with 6 percent of the households in the county, has only 1.8 percent of the homes priced above $250,000. West Valley City and Taylorsville need to continue to concentrate on improving housing opportunities for higher income households.” |
| **6** | **Priority Need Name** | Neighborhoods & Infrastructure |
| **Priority Level** | Low |
| **Population** | Extremely Low to Moderate Income Households Large Families Families with Children Elderly Public Housing Residents Persons with Physical Disabilities Non-housing Community Development |
| **Geographic Areas Affected** | City wide CDBG Areas |
| **Associated Goals** | Neighborhoods & Infrastructure |
| **Description** | West Valley City has a need for additional community development, non-housing, investment in the form of neighborhoods, and infrastructure.  This encompasses investing into programs that will revitalize and stabilize neighborhoods with a concentration of poverty and areas of slum and blight, including but not limited to neighborhood clean-up programs, creation of public facilities and public spaces, ADA accessibility, streets projects, etc. |
| **Basis for Relative Priority** |  |

## 2020-2024 CONSOLIDATED PLAN: OBJECTIVES

(Concerns in areas are not in any specific order of importance)

* Housing maintenance and neighborhood upkeep
  + Goal: Improve yard maintenance for new and existing residential properties.
* Crime prevention and youth programs
  + Goal: Safer neighborhoods and neighborhood preservation.
* Neighborhood Services
  + Goal: Crime prevention & education on serious issues that affect the safety and livability of a neighborhood.
* Community Services
  + Goal: Invest in community services that serve vulnerable populations including, but not limited to seniors, victims of domestic violence, youth, children, homeless, food insecure households, veterans, and refugees.
* Transportation Options
  + Goal:  Improve the ability of residents to get around within the City, as well as to and from places of education, employment, etc.
* Increase economic opportunities
  + Goal: Build resiliency by providing tools to increase economic stability

**Applications are due Monday, March 13, 2023, by 11:59 p.m.**

**Applications must be submitted online through Neighborly Software.**

**Incomplete, hand-delivered, emailed, faxed, or late applications will be deemed ineligible and will not be accepted.**

Application Portal Link: <https://portal.neighborlysoftware.com/WESTVALLEYUT/participant>

## APPLICATION SCORING AND RANKING

CDBG funds are allocated annually through a competitive process. Applications will be evaluated based on HUD requirements and outcomes plus their alignment with West Valley City’s 2020-2024 Consolidated Plan.

All questions within the application need to be completed for the application to be eligible. For clarification on any application questions, please reach out to the Grants Division staff.

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## FUNDING AWARD PROCESS

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## FUNDING RECOMMENDATIONS

The funding award process begins with a City staff review of applications to determine eligibility, past performance, and budget feasibility. After applications are deemed eligible, they are reviewed by the CDBG committee. A public comment meeting is held where applicants can give a short presentation to the CDBG committee. Once the CDBG committee reviews applications, the board submits funding recommendations to the City Manager, Mayor, and City Council.

## FUNDING DECISIONS

The City Council holds a Study Session where the CDBG Committee recommendations are presented, and the public can provide input on the projects proposed for funding.

During the City Council regular session there will be a public comment period to provide an additional opportunity for public input on the projects proposed for funding. Following the public hearing the City Council votes to adopt the funding recommendations and formally approves the projects/programs that will receive funding.

Funds awarded can be for the full or partial amount requested. Funding decisions by the City Council are subject to approval by the U.S. Department of Housing and Urban Development.

# GENERAL REQUIREMENTS

## 

**IMPORTANT:**

Questions regarding applications must be directed in writing, via email. The deadline for submitting such questions is three business days prior to the due date for applications. Answers will be issued through Neighborly Software to all applicants no later than two business days prior to the application due date.

## 

Additional questions and Technical Assistance will be provided upon request until March 8, 2023. West Valley City offices are closed on Fridays and on city scheduled holidays.

## MINIMUM FUNDING REQUEST

Although there is not a minimum funding requirement it is recommended that the request be at least $15,000.

## 

## FEDERAL REQUIREMENTS

Subrecipients and subcontractors are required to comply with all applicable federal rules and

regulations governing the use of CDBG funds [24 CFR Part 570 - CDBG Code of Federal Regulations](https://www.ecfr.gov/current/title-24/subtitle-B/chapter-V/subchapter-C/part-570) as well as Office of Management and Budget [OMB Circular 2 CFR Part 200](https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200).

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## WRITTEN GRANT AGREEMENTS

Applicants that are selected for CDBG funding will enter into a written agreement between West Valley City. The written agreement forms the basis for the contractual obligation between the parties to fund and implement the activity or program. The agreement will indicate responsibilities attributable to each party and shall outline in exact measure the scope of services to be provided, methods of accountability, and a schedule for payment. Execution of the agreement binds the subrecipient for a specific period and may be revised only upon written authorization from West Valley City.

## APPLICATION SUBMITTAL

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Applications can be accessed at: [Community Development Block Grant (CDBG) | West Valley City, UT - Official Site (wvc-ut.gov)](https://www.wvc-ut.gov/1607/Community-Development-Block-Grant-CDBG) or Neighborly Software

Application Portal Link: <https://portal.neighborlysoftware.com/WESTVALLEYUT/participant>

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