Meetings of the City Council of Clearfield City may be conducted via electronic means pursuant to Utah Code Ann. § 52-4-207 as amended. In such circumstances, contact will be established and maintained via electronic means and the meetings will be conducted pursuant to the Electronic Meetings Policy established by the City Council for electronic meetings.

Executive Conference Room
55 South State Street
Third Floor
Clearfield, Utah

6:45 P.M. WORK SESSION
Discussion on the Alignment of the Pacific Street Project

(Any items not fully addressed prior to the Policy Session will be addressed in a Work Session immediately following the Policy Session)

City Council Chambers
55 South State Street
Third Floor
Clearfield, Utah

7:00 P.M. POLICY SESSION

CALL TO ORDER: Mayor Pro Tem Bush
OPENING CEREMONY: Councilmember Young
APPROVAL OF MINUTES:
- February 21, 2017 – Work Session
- February 21, 2017 – Special Session
- February 28, 2017 – Work Session
- February 28, 2017 – Policy Session

PUBLIC HEARING:

1. PUBLIC HEARING TO RECEIVE COMMENT ON THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) ONE YEAR ACTION PLAN FOR PROGRAM YEAR JULY 1, 2017 TO JUNE 30, 2018.

BACKGROUND: The Council received a copy of the proposed 2017-2018 Community Development Block Grant (CDBG) One Year Action Plan. Citizens are given the opportunity to review the One Year Action Plan in the Community Development Department from March 15, 2017 until April 13, 2017. The final copy will be presented to the Council on April 25, 2017.

RECOMMENDATION: Receive public comment.

SCHEDULED ITEM:

2. CONSIDER APPROVAL OF THE DeMOLAY PROCLAMATION DECLARING THE MONTH OF MARCH 2017, DeMOLAY MONTH IN CLEARFIELD CITY

BACKGROUND: DeMolay is a character-building organization consisting of young men
between the ages of 12 to 21 who are seeking to prepare to become better leaders within the community. The organization has carried out civic services for over eighty years.

RECOMMENDATION: Approve the DeMolay Proclamation declaring the month of March 2017, DeMolay month in Clearfield City and authorize the Mayor’s signature to any necessary documents.

3. CITIZEN COMMENTS

COMMUNICATION ITEMS:
   Mayor’s Report
   City Council Reports
   City Manager’s Report
   Staff Reports

**ADJOURN AS THE CITY COUNCIL**

Dated this 10\textsuperscript{th} day of March, 2017.

/s/Nancy R. Dean, City Recorder

The City of Clearfield, in accordance with the ‘Americans with Disabilities Act’ provides accommodations and auxiliary communicative aids and services for all those citizens needing assistance. Persons requesting these accommodations for City sponsored public meetings, service programs or events should call Nancy Dean at 525-2714, giving her 48-hour notice.
PRESIDING: Mark Shepherd Mayor

PRESENT: Kent Bush Councilmember
Nike Peterson Councilmember
Vern Phipps Councilmember
Tim Roper Councilmember
Bruce Young Councilmember

STAFF PRESENT: Adam Lenhard City Manager
JJ Allen Assistant City Manager
Stuart Williams City Attorney
Dan Schuler Storm Water Manager
Spencer Brimley Development Services Manager
Greg Krusi Police Chief
Eric Howes Community Services Director
Curtis Dickson Community Services Deputy Dir.
Summer Palmer Administrative Services Director
Rich Knapp Finance Manager
Trevor Cahoon Communications Coordinator
Nancy Dean City Recorder
Kim Read Deputy City Recorder

EXCUSED: Scott Hodge Public Works Director

VISITORS: Brady Jugler – Planning Commission

Mayor Shepherd called the meeting to order at 7:01 p.m.


Councilmember Bush moved to approve the minutes from the January 20, 2017 work session, the January 24, 2017 policy session and the February 7, 2017 work and special sessions as written, seconded by Councilmember Peterson. The motion carried upon the following vote: Voting AYE – Councilmembers Bush, Peterson, Phipps, Roper and Young. Voting NO – None.
PUBLIC HEARING FOR A REZONE OF PROPERTY LOCATED AT APPROXIMATELY 1250 SOUTH STATE (TIN: 12-066-0137) FROM MIXED USE (MU) TO RESIDENTIAL MULTI-FAMILY, WITH A SPECIAL OVERLAY (R-3-SP)

Thackeray Garn was developing a portion of the Clearfield Station property located at approximately 1250 South State Street. A Special Purpose (SP) Overlay was applied for as part of the application. Staff was still in the process of working with the developer to facilitate the rezone request and was recommended opening the public hearing and continuing it to Tuesday, March 7, 2017, at 6:30 p.m. in the City Council Chambers.

Mayor Shepherd opened the public hearing at 7:03 p.m.

Mayor Shepherd asked for public comments.

There were no public comments.

Councilmember Young moved to continue the public hearing until Tuesday, March 7, 2017 at 6:30 p.m. seconded by Councilmember Peterson. The motion carried upon the following vote: Voting AYE – Councilmembers Bush, Peterson, Phipps, Roper and Young. Voting NO – None.

There being no further business to come before the Council, Councilmember Young moved to adjourn the special session and reconvene in a work session at 7:05 p.m., seconded by Councilmember Roper. Voting AYE - Councilmembers Bush, Peterson, Phipps, Roper and Young. Voting NO – None.
CLEARFIELD CITY COUNCIL MEETING MINUTES
7:00 P.M. POLICY SESSION
February 28, 2017

PRESIDING: Mark Shepherd Mayor

PRESENT: Kent Bush Councilmember
Nike Peterson Councilmember
Vern Phipps Councilmember
Tim Roper Councilmember
Bruce Young Councilmember

STAFF PRESENT: Adam Lenhard City Manager
JJ Allen Assistant City Manager
Stuart Williams City Attorney
Scott Hodge Public Works Director
Spencer Brimley Development Services Manager
Greg Krusi Police Chief
Eric Howes Community Services Director
Rich Knapp Finance Manager
Trevor Cahoon Communications Coordinator
Nancy Dean City Recorder


Mayor Shepherd called the meeting to order at 7:00 p.m.

Mayor Shepherd informed the citizens present that if they would like to comment during the Public Hearings or Citizen Comments there were forms to fill out by the door.

Councilmember Roper conducted the Opening Ceremony.

APPROVAL OF THE MINUTES FROM THE JANUARY 24, 2017 WORK SESSION

Councilmember Bush moved to approve the minutes from the January 24, 2017 work session, as written, seconded by Councilmember Young. The motion carried upon the following vote: Voting AYE – Councilmembers Bush, Peterson, Phipps, Roper and Young. Voting NO – None.
PUBLIC HEARING FOR A GENERAL PLAN AMENDMENT TO CHANGE THE FUTURE LAND USE DESIGNATION FOR PROPERTY LOCATED AT 1129 SOUTH STATE STREET (TIN: 12-309-0001) FROM COMMERCIAL TO MIXED-USE

The request was for approximately 0.31 acres to be reclassified in the General Plan Future Land Use Map from Commercial to Mixed-Use with the intent to construct a new structure containing ground floor commercial office space and a second floor for residential use. The property was undeveloped and owned by Phoenix Services. The applicant provided a conceptual site plan for the proposed use for the property should the request be approved. The Planning Commission recommended approval during its meeting on Wednesday, February 1, 2017.

Spencer Brimley, Development Services Manager, explained the amendment was to construct some commercial office space and additional residential units for Phoenix Services to be able to expand its services for disabled adults. He added the property had not seen opportunities for development in the past. He stated staff recommended approval and noted it reflected the objectives in the City’s Downtown Small Area Plan although the property is only adjacent to the identified area of the Plan.

Mayor Shepherd declared the public hearing open at 7:09 p.m.

IN FAVOR

Carrie Bambrough, Phoenix Services representative, stated Phoenix Services was excited to be able to expand its services on the property.

OPPOSED

None.

Councilmember Bush moved to close the public hearing at 7:10 p.m. seconded by Councilmember Young. The motion carried upon the following vote: Voting AYE – Councilmembers Bush, Peterson, Phipps, Roper and Young. Voting NO – None.

PUBLIC HEARING FOR A REZONE REQUEST FOR PROPERTY LOCATED AT 1129 SOUTH STATE STREET (TIN: 12-309-0001) FROM COMMERCIAL (C-2) TO COMMERCIAL-RESIDENTIAL (C-R)

The request was to rezone 0.31 acres located at 1129 South State Street (TIN: 12-309-0001) from Commercial (C-2) to Commercial-Residential (C-R). The intent of the request was to accommodate a new structure containing approximately 3,200 square feet of ground floor commercial and a second floor for residential use at approximately 3,160 square feet. The applicant provided a conceptual site plan for the proposed use of the property. The Planning Commission would be considering Site Plan and a Conditional Use request for the residential component at a future date, if the Council approved the rezone.
Councilmember Peterson asked if the residential portion of the development would be exclusive to individuals being served by Phoenix Services. Spencer Brimley, Development Services Manager, confirmed it would be for those individuals only.

Councilmember Phipps asked if the commercial portion of the development would be associated with Phoenix Services’ operations. Mr. Brimley confirmed it would be specific to Phoenix Services’ operational needs. He explained Phoenix Services was currently using a portion of one of its adjacent buildings for office space but the new building would provide the opportunity to operate in a more appropriate office setting. He added Phoenix Services currently had no intention of leasing the building space to another entity. Mayor Shepherd asked if the space would be a leasing office. Mr. Brimley responded it would be used for the operational needs of Phoenix Services.

Councilmember Bush asked how many residential units were part of the development. Mr. Brimley responded there would be six residential units. He added the building was proposed to be 50 percent commercial use and 50 percent residential use, which was consistent with the percentages required in the Commercial-Residential (C-R) zone.

Councilmember Phipps commented he liked the setback and landscaping proposals. Mayor Shepherd agreed and commented the look of the development was crucial to enhancing State Street’s appearance.

Councilmember Phipps asked if Phoenix Services would be vacating the part of the building currently housing the operational needs for the facility.

Mayor Shepherd declared the public hearing open at 7:18 p.m. and asked if there were any public comments.

IN FAVOR

Tracy Dutson, Phoenix Services representative, explained Phoenix Services was currently using an apartment for its offices and by building the new facility it would be able to get the apartment back to assist an additional disabled individual plus increase the square feet needed for real offices. He continued the project would allow the facility to expand its services and help more people.

Carrie Bambrough, Phoenix Services representative, stated Phoenix Services was excited with the prospect of expanding its services.

Anita Smith, resident, explained Clearfield was the only city that allowed the type of home occupation license needed to operate the facility when it was first established. She acknowledged she cared a lot about the facility and the services it rendered for disabled adults. She thanked the City for its past support and encouraged it to continue to support the facility.
OPPOSED

None.

Councilmember Young moved to close the public hearing at 7:22 p.m., seconded by Councilmember Peterson. The motion carried upon the following vote: Voting AYE – Councilmembers Bush, Peterson, Phipps, Roper and Young. Voting NO – None.

CITIZEN COMMENTS

Ruth Jones, resident, asked the Council to consider placing two four-way stops in the CrisSam Meadows neighborhood. She reported drivers were using the neighborhood as a pass through street and nothing was making a difference in slowing the traffic down. She expressed concern for the safety of the neighborhood children.

Councilmember Bush asked if the bicycle lane had slowed traffic down. Ms. Jones responded the bike lane had not helped. Councilmember Bush asked if there was a crossing guard at the crosswalk. Ms. Jones responded there was no crossing guard assigned to that crosswalk because it was too far away from the school. She added the crosswalk was well used after school hours because of the park to the east. Councilmember Peterson responded the neighborhood had heavy pedestrian traffic especially in the summer.

Ms. Jones also commented on the City’s animal control ordinance. She expressed her opinion it was difficult to find animal regulations in the City Code. She suggested the City Code was inadequate on the subject and how it referred the matter to the Davis County animal control ordinance. She stated the Davis County animal control ordinance made no reference to what animals were appropriate in neighborhoods. She commented she was in favor of allowing chickens on residential lots. She stated there were families in her neighborhood wanting to have a few chickens. She asked the Council to look at the animal control ordinance and consider regulations that would be reasonable for everyone.

Mayor Shepherd explained the City Code and Davis County animal control ordinance only addressed animals that were allowed. Ms. Jones expressed her concern about the language in the Code being unenforceable. She suggested residents believed they could do whatever they wanted if the Code didn’t specify what was allowed. She asked the City to make its code more clear. Mayor Shepherd explained the Council would be considering the permissibility of chickens on residential lots at its meeting on Tuesday, March 28, 2017.

APPROVAL OF ORDINANCE 2017-01 AUTHORIZING A GENERAL PLAN FUTURE LAND USE MAP AMENDMENT CHANGING THE LAND USE DESIGNATION FROM COMMERCIAL TO MIXED-USE FOR PROPERTY LOCATED AT 1129 SOUTH STATE STREET (TIN: 12-309-0001)

Councilmember Phipps moved to approve Ordinance 2017-01 authorizing a General Plan Future Land Use Map Amendment changing the land use designation from Commercial to
Mixed-Use for property located at 1129 South State (TIN: 12-309-0001) and authorize the Mayor’s signature to any necessary documents, seconded by Councilmember Bush. The motion carried upon the following vote: Voting AYE – Councilmembers Bush, Peterson, Phipps, Roper and Young. Voting NO – None.

APPROVAL OF ORDINANCE 2017-02 AUTHORIZING A REZONE REQUEST FOR PROPERTY LOCATED AT 1129 SOUTH STATE (TIN: 12-309-0001) FROM COMMERCIAL (C-2) TO COMMERCIAL-RESIDENTIAL (C-R)

Councilmember Bush moved to approve Ordinance 2017-02 authorizing a rezone request for property located at 1129 South State Street (TIN: 12-309-0001) from Commercial (C-2) to Commercial-Residential (C-R) and authorize the Mayor’s signature to any necessary documents, seconded by Councilmember Peterson. The motion carried upon the following vote: Voting AYE – Councilmembers Bush, Peterson, Phipps, Roper and Young. Voting NO – None.

APPROVAL OF THE AWARD OF BIDS FOR PLAYGROUND EQUIPMENT

Staff solicited proposals from vendors interested in designing playground equipment in eight locations throughout the City. Seven of the playgrounds were being funded by the PARAT Tax and the eighth playground would be funded through the General Fund. Six vendors submitted proposals to complete the work and a selection committee reviewed and scored those proposals. Staff recommended that six of the projects be awarded to Big T Recreation and two be awarded to Garrett and Company. The total cost for the projects was $350,000.

Councilmember Bush expressed his opinion that eight new playgrounds mostly funded by the PARAT Tax were a great asset for the City. He looked forward to community builds on some of the playgrounds. He added there would be a lot of improvements coming to City parks through the PARAT Tax. Eric Howes, Community Services Director, added the PARAT Tax was based on sales and was applied to all purchases made in the City by residents and non-residents alike.

Mayor Shepherd asked how many swing sets were being installed. Mr. Howes responded swing sets would be installed at the 200 South Park and Island View Park.

Councilmember Peterson confirmed the equipment for Train Watch Park was the playground being funded through the General Fund. Mr. Howes responded that was correct.

Councilmember Phipps expressed his excitement for the project. Mayor Shepherd added it was nice to have the PARAT Tax revenue benefit so many parks in the City at once.

Councilmember Roper moved to approve the award of bids for playground design and purchase to Big T Recreation for North Steed Park, Train Watch Park, Fisher Park, Barlow Park, Island View Park, and Central Park; and to Garrett and Company for the 200 South Park and Cornerstone Park for a total project cost of $350,000 and authorize the Mayor’s signature to any necessary documents, seconded by Councilmember Peterson. The
motion carried upon the following vote: Voting AYE – Councilmembers Bush, Peterson, Phipps, Roper and Young. Voting NO – None.

APPROVAL OF THE LICENSE AGREEMENT WITH THE UNITED STATES AIR FORCE FOR MONITORING WELLS

The United States Air Force had monitoring wells throughout the City to conduct groundwater and soil testing in connection with the groundwater monitoring project. The agreement allowed the Air Force to locate and maintain the groundwater monitoring wells. The Air Force proposed adding two additional wells within the City and abandoning one of the injection wells.

Councilmember Phipps commended Hill Air Force Base (HAFB) for its proactive efforts to find and clean up the environmental issues associated with its operations from the past.

Councilmember Young moved to approve the License Agreement with the US Air Force for monitoring wells and authorize the Mayor’s signature to any necessary documents, seconded by Councilmember Bush. The motion carried upon the following vote: Voting AYE – Councilmembers Bush, Peterson, Phipps, Roper and Young. Voting NO – None.

APPROVAL OF RESOLUTION 2017R-03 AUTHORIZING AN INTERLOCAL AGREEMENT WITH DAVIS COUNTY TO ADMINISTER A BY-MAIL ELECTION FOR THE 2017 MUNICIPAL PRIMARY AND GENERAL ELECTIONS

The City planned to conduct its 2017 Municipal Election as a by-mail election creating a need to contract with the Davis County Clerk’s office for assistance in administering it.

Councilmember Peterson moved to approve Resolution 2017R-03 authorizing an Interlocal Agreement with Davis County to administer a by-mail election for the 2017 Municipal Primary and General Elections and authorize the Mayor’s signature to any necessary documents, seconded Councilmember Bush. The motion carried upon the following vote: Voting AYE – Councilmembers Bush, Peterson, Phipps, Roper and Young. Voting NO – None.

COMMUNICATION ITEMS

Mayor Shepherd
1. Informed the Council that the Stadler Rail proposal for Clearfield Station would be considered by Stadler’s full Board on Saturday, March 4, 2017. He expressed appreciation to City staff members and Davis County staff members for their efforts on the proposal for the development.
2. Stated he attended Americold’s groundbreaking for the expansion of its facilities off 1700 South. He expressed appreciation for Americold’s investment in Clearfield without being offered any incentives.

Councilmember Bush – stated the City Council would be holding its annual neighborhood open houses and he was looking forward to getting out to neighborhoods and meeting with residents.
Councilmember Peterson
1. Reported she attended the open house for the Circles organization. She stated the organization helped families to break the cycle of poverty. She noted the new session would be starting Thursday, March 2, 2017. She stated the organization provided dinner and child care for attendees and then provided coaching for the families participating in the program. She announced the organization was still accepting individuals for that session
2. She commended the North Davis Fire District (NDFD) for taking steps to be better prepared to handle emergencies in the community. She stated the District was purchasing apparatus for the firefighter packs that would assist in assessing cardiac incidents on scene and aid in the treatments associated with those incidents.

Councilmember Phipps – nothing to report.

Councilmember Roper – publicly honored the former mayor of Sunset and his wife who recently passed away incident to a fire in their home. He stated it was an honor to be there as a family member but also as a representative of Clearfield City.

Councilmember Young – nothing to report.

STAFF REPORTS

Adam Lenhard, City Manager – Happy Birthday to Councilmember Phipps.

Nancy Dean, City Recorder – Reviewed the Council’s schedule:
• Work and special session scheduled for Tuesday, March 7, 2017
• Work and policy session on March 14, 2017
• Neighborhood Open House on March 21, 2017 at Antelope Elementary
• Work and Policy Session on March 28, 2017

There being no further business to come before the Council, Councilmember Peterson moved to adjourn at 7:55 p.m., seconded by Councilmember Bush. The motion carried upon the following vote: Voting AYE – Councilmembers Bush, Peterson, Phipps, Roper and Young. Voting NO – None.
PROCLAMATION

WHEREAS, DeMolay is a character-building organization of young men from ages 12-21; and

WHEREAS, these young men are seeking to prepare themselves to become better citizens and leaders; and

WHEREAS, DeMolay helps develop those traits of character which have strengthened good men in all ages; and

WHEREAS, the organization has carried out the aforementioned goals for over eighty years through programs of athletic competition, social activity, civic services and charitable projects; and

NOW, THEREFORE, I, Kent Bush, Mayor Pro Tem of Clearfield City do hereby proclaim the month of March 2017, as DeMolay month in Clearfield City and call upon the citizens of Clearfield to express appreciation to the young men of DeMolay for their civic and charitable contributions to the community.

Dated the 14th day of March, 2017.

CLEARFIELD CITY CORPORATION

_________________________
Kent Bush, Mayor Pro Tem

ATTEST:

_________________________
Nancy R. Dean, City Recorder
Executive Summary

AP-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)

1. Introduction

Clearfield City expects to receive approximately $196,108 in Community Development Block Grant (CDBG) funds for the July 1, 2017 to June 30, 2018 funding cycle. This is $10,322 less in CDBG funds than Clearfield City received from the last funding cycle. No other federal, state or county funds are anticipated. Over the next year CDBG funds will be utilized as follows:

- **Family Connection Center - $10,000** Food Services to at-risk low income persons and families
- **Davis Community Learning Center - $14,416** Administrative expenses in order to offer ESL, GED completion, parent involvement classes, citizenship, and computer classes. The salaries will help fund two part-time employees at Holt and Wasatch Elementary
- **Safe Harbor - $5,000** Case management, self-sufficiency support, educational and supportive groups, like skills classes, and connections to other resource agencies
- **Housing Rehabilitation - $66,692** Funds will be used towards a housing rehabilitation program for Clearfield residents
- **Emergency Home Repairs - $30,000** Funds will be used towards emergency home repairs for Clearfield residents
- **Building lot purchase - $50,000** City will purchase building lot and will partner with an agency to construct a home for low to moderate income family.
- **Administration - $20,000** Administrative expenses in order to oversee the CDBG program at Clearfield City

2. Summarize the objectives and outcomes identified in the Plan

The Strategic Plan outlines the following priority needs. These needs are based on the information from the needs assessment and market analysis that was conducted in 2015.

Consolidated Plan Priority Needs:
• Case Management and Supportive Services - Low
• Homeless Prevention - Low
• Affordable Housing for Extremely and Very Low Income Households - High
• Job Creation and Retention - High
• Public Improvements - High
• Public Services - High

3. Evaluation of past performance

Each year, Clearfield City reports its progress in meeting the five-year and annual goals in the Consolidated Annual Performance Evaluation Report (CAPER). The CAPER is submitted to HUD within 90 days after the start of each new program year. At that time, HUD reviews the CAPER report and feedback is provided. The most recent feedback provided indicated "Overall, Clearfield City appears to be making strides in providing affordable housing and addressing its community development needs." It also stated "the City has carried out is program substantially as described in its Consolidated Plan and has the continuing capacity to carry out its approved program in a timely manner."

4. Summary of Citizen Participation Process and consultation process

Clearfield City has adopted a Citizen Participation Plan that is implemented in conjunction with the One Year Action Plan. The Citizen Participation Plan is designed to provide for public input into the allotment of CDBG funds granted to Clearfield City. The Participation Plan seeks to reach out to minorities and others by putting notice of the public hearing on diverse location in the community. Also, notice of the public hearing is published in the Ogden Standard-Examiner, which is the local newspaper. Anyone can freely attend the public hearing and give comment on the One Year Action Plan. The first public hearing on the One Year Action Plan was held on March 14, 2017. Another hearing, to adopt the final plan, was held on April 25, 2017.

The notice of the public hearing was published in the newspaper at least 14 days before the hearing. In addition to the publication, public notices are posted at the Clearfield Post Office, Davis North Library Branch, Freeport Center Post Office, Clearfield City Hall, and on the City’s website. Prior to adoption of the One Year Action Plan, the City informed the public of the anticipated amount of federal funds expected from HUD, and the range of activities that may be undertaken, including the estimated amount that will benefit persons of low and moderate income. This information is always available in the Community Development Department of City Hall.

Annual Action Plan 2017

OMB Control No: 2506-0117 (exp. 07/31/2015)
Residents of public and assisted housing developments, predominantly moderate or low income neighborhoods, minorities, non-English speaking persons, and persons with disabilities are especially encouraged to participate in the One Year Action Plan. In an effort to broaden participation, public hearing notices on the One Year Action Plan were provided to households on the utility bill, as well as posted on the City’s website.

5. **Summary of public comments**

The City did not receive any public comments during the 30-day public comment period. The public comments received through the Community Needs Assessment Survey, which was conducted in 2015, can be found in the Citizen Participation section of this plan.

6. **Summary of comments or views not accepted and the reasons for not accepting them**

The City did not receive any public comments during the 30-day comment period, nor were there any comments received during either public hearing.

7. **Summary**

This most recent Consolidated Plan used broad participation and outreach efforts in order to identify the City's future housing, community, and economic development needs. All of the comments from the Community Needs Assessment Survey, which was conducted in 2015, were reviewed and categorized into common or recurring themes in order to help establish funding priorities and goals.

This Plan also outlines a strategy for implementing the goals and objectives identified in the Plan. The City will utilize CDBG funds to leverage other public and private investments to implement priority goals.
PR-05 Lead & Responsible Agencies – 91.200(b)

1. Agency/entity responsible for preparing/administering the Consolidated Plan

Describe the agency/entity responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

<table>
<thead>
<tr>
<th>Agency Role</th>
<th>Name</th>
<th>Department/Agency</th>
</tr>
</thead>
<tbody>
<tr>
<td>CDBG Administrator</td>
<td>CLEARFIELD</td>
<td>Community Development</td>
</tr>
</tbody>
</table>

Table 1 – Responsible Agencies

Narrative (optional)

The City of Clearfield's Community Development Department is the lead agency for preparing and administering the Consolidated Plan, One Year Action Plans, and Consolidated Annual Performance Evaluation Reports (CAPER).

Consolidated Plan Public Contact Information

Clearfield City Corporation

Community Development

55 South State Street

Clearfield, Utah 84015

Telephone: (801)525-2781

Email: smillgate@clearfieldcity.org

Annual Action Plan

2017
AP-10 Consultation – 91.100, 91.200(b), 91.215(l)

1. Introduction

The City of Clearfield conducted outreach and consultation efforts with citizens, local municipal officials, non-profit agencies, public housing agencies, governmental agencies, private organizations, and the Continuum of Care in preparing the Consolidated/Annual Plan.

Provide a concise summary of the jurisdiction’s activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(l))

In order to enhance coordination efforts between the City and the public housing providers, private industry, governmental health, mental health, and other service agencies the City sought their feedback and suggestions. The City incorporated these suggestions into the Annual Action Plan.

Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.

Utah has 3 Continuum of Care’s (CoC): Salt Lake and Tooele, Utah Balance of State, and Mountainlains. The City of Clearfield is part of the Balance of State CoC. The City is supportive of existing and future efforts and activities that are accomplished through the following service providers that address the needs of homeless persons: Balance of State Continuum of Care, Family Connection Center, and the Davis Community Housing Authority. One such effort is the Regional Coordinated Assessment plan. The plan allows for a coordinated effort among providers in order to prioritize the needs of their clients across organizational boundaries. Each provider uses the same assessment tool when individuals and families are in need of services. All persons are assessed by acuity. Those persons with the highest need, or that have the most vulnerability, are prioritized. Those with the highest priority of need are given the first opportunity to receive housing with supportive services. The providers in Davis County that currently participate include: Family Connection Center, Safe Harbor, Davis Behavioral Health, and the Davis Community Housing Authority.

The City of Clearfield does not operate any homeless facilities or provide homeless services directly. However, in addition to the efforts above, the City supports the programs and facilities offered by other

Annual Action Plan 2017

OMB Control No: 2506-0117 (exp. 07/31/2015)
local and state agencies through sales tax re-distribution. The City levies a 1% sales and use tax on all transactions in the City. The state withholds a small portion of this tax from Clearfield City to be distributed for the benefit of emergency food and shelter programs. Additionally, over the next several years, the City will increase coordination efforts by participating in the County's Local Homeless Coordinating Committee meetings. This will help ensure that local and regional goals and objectives are met, efforts are not duplicated, and communication is improved.

**Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS**

The City of Clearfield does not receive ESG funds.

In Utah, membership of the Balance of State Continuum of Care (of which Davis County is a member) is comprised of Local Homeless Coordinating Councils (LHCC) of which Clearfield City participates. Each region's LHCC is inclusive of stakeholders committed to the goal of ending homelessness. These include prevention, outreach, shelter, housing providers, ESG recipients and funders, faith organizations, government agencies, and law enforcement. Needs, service trends, HMIS and PIT data, HEARTH requirements, and goals are also discussed. CoC priorities and goals are discussed and information is provided to CoC leadership to incorporate into CoC wide plans. CoC staff provides training and support to the LHCCs to ensure that the makeup of the Council is reflective of the local community.

2. **Describe Agencies, groups, organizations and others who participated in the process and describe the jurisdiction’s consultations with housing, social service agencies and other entities**

Refer to table 2 below.
<table>
<thead>
<tr>
<th></th>
<th>Agency/Group/Organization</th>
<th>FAMILY CONNECTION CENTER</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Agency/Group/Organization Type</td>
<td>Services - Housing</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Services-Children</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Services-homeless</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Services-Education</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Services-Employment</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Service-Fair Housing</td>
</tr>
<tr>
<td></td>
<td>What section of the Plan was addressed by Consultation?</td>
<td>Housing Need Assessment</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Public Housing Needs</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Homeless Needs - Families with children</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Homelessness Needs - Unaccompanied youth</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Homelessness Strategy</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Non-Homeless Special Needs</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Anti-poverty Strategy</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Lead-based Paint Strategy</td>
</tr>
<tr>
<td></td>
<td>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</td>
<td>City representatives met with agency representatives and the organization participated in the Needs Assessment: Survey. Improved coordination can take place through the efforts of the Local Homeless Coordinating Committee.</td>
</tr>
<tr>
<td>2</td>
<td>Agency/Group/Organization</td>
<td>Midtown Community Health Center</td>
</tr>
<tr>
<td></td>
<td>Agency/Group/Organization Type</td>
<td>Services-Health</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Health Agency</td>
</tr>
<tr>
<td></td>
<td>What section of the Plan was addressed by Consultation?</td>
<td>Housing Need Assessment</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Public Housing Needs</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Homeless Needs - Families with children</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Non-Homeless Special Needs</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Anti-poverty Strategy</td>
</tr>
<tr>
<td></td>
<td>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</td>
<td>Participated in the Needs Assessment Survey that was conducted in 2015.</td>
</tr>
<tr>
<td>3</td>
<td>Agency/Group/Organization</td>
<td>Davis County Health Department</td>
</tr>
<tr>
<td>---</td>
<td>---------------------------</td>
<td>-------------------------------</td>
</tr>
</tbody>
</table>
|   | Agency/Group/Organization Type | Services-Children  
|   |                             | Services-Elderly Persons  
|   |                             | Services-Health  
|   |                             | Health Agency  |
|   | What section of the Plan was addressed by Consultation? | Housing Need Assessment  
|   |                             | Public Housing Needs  
|   |                             | Homeless Needs - Families with children  
|   |                             | Non-Homeless Special Needs  
|   |                             | Anti-poverty Strategy  
|   |                             | Lead-based Paint Strategy  |
|   | Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination? | Participated in the Needs Assessment Survey that was conducted in 2015.  |
| 4 | Agency/Group/Organization | Davis School District |
|   | Agency/Group/Organization Type | Services-Education  
|   |                             | Other government - County  |
|   | What section of the Plan was addressed by Consultation? | Housing Need Assessment  
|   |                             | Public Housing Needs  
|   |                             | Homeless Needs - Families with children  
|   |                             | Homelessness Needs - Unaccompanied youth  
|   |                             | Non-Homeless Special Needs  
|   |                             | Anti-poverty Strategy  |
|   | Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination? | Participated in the Needs Assessment Survey that was conducted in 2015.  |
| 5 | Agency/Group/Organization | Davis Community Learning Center |
|   | Agency/Group/Organization Type | Services-Education  
|   |                             | Services-Employment  |
| What section of the Plan was addressed by Consultation? | Housing Need Assessment  
Homeless Needs - Families with children  
Homelessness Needs - Unaccompanied youth  
Non-Homeless Special Needs  
Anti-poverty Strategy |
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</td>
<td>Participated in the Needs Assessment Survey that was conducted in 2015.</td>
</tr>
<tr>
<td>Agency/Group/Organization</td>
<td>Alzheimer's Association</td>
</tr>
</tbody>
</table>
| Agency/Group/Organization Type | Services-Elderly Persons  
Services-Health |
| What section of the Plan was addressed by Consultation? | Housing Need Assessment  
Public Housing Needs  
Homelessness Needs - Veterans  
Non-Homeless Special Needs |
| Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination? | Participated in the Needs Assessment Survey that was conducted in 2015. |
| Agency/Group/Organization | Davis County Senior Services |
| Agency/Group/Organization Type | Services-Elderly Persons  
Services-Persons with Disabilities  
Services-Health |
| What section of the Plan was addressed by Consultation? | Housing Need Assessment  
Public Housing Needs  
Homeless Needs - Chronically homeless  
Homeless Needs - Families with children  
Homelessness Needs - Veterans  
Homelessness Needs - Unaccompanied youth  
Non-Homeless Special Needs  
Anti-poverty Strategy |
<table>
<thead>
<tr>
<th>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</th>
<th>Participated in the Neecs Assessment Survey that was conducted in 2015.</th>
</tr>
</thead>
<tbody>
<tr>
<td>8 Agency/Group/Organization</td>
<td>Davis County Sheriff's Office</td>
</tr>
<tr>
<td>Agency/Group/Organization Type</td>
<td>Publicly Funded Institution/System of Care Other government - County</td>
</tr>
<tr>
<td>What section of the Plan was addressed by Consultation?</td>
<td>Housing Need Assessment Public Housing Needs Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Unaccompanied youth Non-Homeless Special Needs</td>
</tr>
<tr>
<td>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</td>
<td>Participated in the Needs Assessment Survey that was conducted in 2015.</td>
</tr>
<tr>
<td>9 Agency/Group/Organization</td>
<td>McKay-Dee Hospital</td>
</tr>
<tr>
<td>Agency/Group/Organization Type</td>
<td>Services-Health Health Agency Major Employer</td>
</tr>
<tr>
<td>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</td>
<td>Participated in the Needs Assessment Survey that was conducted in 2015.</td>
</tr>
<tr>
<td>10 Agency/Group/Organization</td>
<td>Balance of State Continuum of Care</td>
</tr>
<tr>
<td>Agency/Group/Organization Type</td>
<td>Services-homeless</td>
</tr>
</tbody>
</table>
| What section of the Plan was addressed by Consultation? | Housing Need Assessment  
Public Housing Needs  
Homeless Needs - Chronically homeless  
Homeless Needs - Families with children  
Homelessness Needs - Veterans  
Homelessness Needs - Unaccompanied youth  
Homelessness Strategy  
Non-Homeless Special Needs  
HOPWA Strategy  
Anti-poverty Strategy |
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</td>
<td>City representatives met with agency representatives and the organization participated in the needs Community Needs Assessment Survey. Improved coordination can take place through the efforts of the Local Homeless Coordinating Committee.</td>
</tr>
<tr>
<td>11 Agency/Group/Organization</td>
<td>Davis Community Housing Authority</td>
</tr>
</tbody>
</table>
| Agency/Group/Organization Type | PHA  
Services - Housing  
Services-homeless  
Services-Education  
Service-Fair Housing |
| What section of the Plan was addressed by Consultation? | Housing Need Assessment  
Public Housing Needs  
Homeless Needs - Chronically homeless  
Homeless Needs - Families with children  
Homelessness Needs - Veterans  
Homelessness Needs - Unaccompanied youth  
Homelessness Strategy  
Non-Homeless Special Needs  
HOPWA Strategy  
Anti-poverty Strategy  
Lead-based Paint Strategy |
<p>| Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination? | City representatives met with agency representatives and the organization participated in the needs Survey. Improved coordination can take place through the efforts of the Local Homeless Coordinating Committee. |</p>
<table>
<thead>
<tr>
<th>12</th>
<th>Agency/Group/Organization</th>
<th>Wasatch Front Regional Council</th>
</tr>
</thead>
</table>
| Agency/Group/Organization Type | Regional organization  
Planning organization  
Business Leaders  
Civic Leaders  
Business and Civic Leaders |
| What section of the Plan was addressed by Consultation? | Non-Homeless Special Needs  
Market Analysis  
Economic Development |
| Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination? | City representatives met with agency representatives |

**Identify any Agency Types not consulted and provide rationale for not consulting**

Efforts were made to consult as broadly as possible. No particular agency was excluded from participating.

**Other local/regional/state/federal planning efforts considered when preparing the Plan**

<table>
<thead>
<tr>
<th>Name of Plan</th>
<th>Lead Organization</th>
<th>How do the goals of your Strategic Plan overlap with the goals of each plan?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Continuum of Care</td>
<td>Utah Balance of State Continuum of Care</td>
<td>Homelessness services and strategies.</td>
</tr>
<tr>
<td>Clearfield/Layton Circulator Feasibility Study</td>
<td>Metro Analytics</td>
<td>Transportation and infrastructure services and strategies.</td>
</tr>
<tr>
<td>Davis County 2011-2016 Strategic Plan</td>
<td>Davis County</td>
<td>Housing, homelessness, non-housing community development needs and strategies.</td>
</tr>
<tr>
<td>Regional Analysis of Impediments to Fair Housing</td>
<td>Bureau of Economic and Business Research, University of Utah</td>
<td>Housing, special needs, homeless services and strategies.</td>
</tr>
<tr>
<td>Comprehensive Economic Development Strategy</td>
<td>Wasatch Front Economic Development District</td>
<td>Housing, non-housing community development, and economic development strategies.</td>
</tr>
<tr>
<td>Name of Plan</td>
<td>Lead Organization</td>
<td>How do the goals of your Strategic Plan overlap with the goals of each plan?</td>
</tr>
<tr>
<td>---------------------------</td>
<td>-------------------</td>
<td>------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Clearfield City, Utah Annual Plan</td>
<td>City of Clearfield</td>
<td>Housing, non-housing community development, and economic development strategies.</td>
</tr>
</tbody>
</table>

Table 3 – Other local / regional / federal planning efforts
1. Summary of citizen participation process/Efforts made to broaden citizen participation

Summarize citizen participation process and how it impacted goal-setting

One of the City’s initial goals was to encourage broad participation in order to create a well-rounded priority needs and target area assessment, increase coordination among partners, leverage activities, expand upon existing efforts, increase citizen feedback, and seek feedback on the Consolidated Plan. To this end, the City of Clearfield encouraged and sought broad participation but especially encouraged participation from low and moderate income persons, residents of slum and blighted areas, residents of predominantly low and moderate income neighborhoods, minorities, non-English speaking persons, persons with disabilities, public housing residents, local and regional institutions, businesses, developers, nonprofit organizations, philanthropic organizations, and community or faith based organizations. The City used a variety of participation tools including an online and paper copy Community Needs Assessment Survey (2015), interviews, public hearing, utility billing, online tools, and a public open house.

The City’s largest minority population is made of Hispanic and/or Latino persons. In order to encourage participation from these minorities, the public hearing announcement was published in the newspaper in both Spanish and English. Efforts were made to make the Survey available in Spanish and resources for translators were made available at the public hearing.

An online Community Needs Assessment Survey was created in 2015 to seek additional participation. The City delivered paper copies of the Survey to the senior center, health department, Family Connection Center, and the family resource centers in order to encourage participation from persons with disabilities.

The feedback and input the City received from the consultation and citizen participation was vital in identifying the Plan’s goals and objectives. The input was sorted into common themes or recurring needs which were then used to identify strategies and objectives.
### Citizen Participation Outreach

See table 4 below.

<table>
<thead>
<tr>
<th>Sort Order</th>
<th>Mode of Outreach</th>
<th>Target of Outreach</th>
<th>Summary of response/attendance</th>
<th>Summary of comments received</th>
<th>Summary of comments not accepted and reasons</th>
<th>URL (if applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Public Hearing</td>
<td>Minorities</td>
<td>The City held a public hearing in conjunction with the City's Council meeting on March 14, 2017. The public hearing was noticed in the City's newspaper of general circulation, the Ogden Standard-Examiner, the City's website, the City Hall building, the Freeport Center Post Office, and the Davis North Library branch. The notice was published in both English and Spanish in order to garner as much participation as possible from the City's largest minority group. The intent of the hearing was to inform persons of the amount of federal assistance the City expects to receive and the range of activities the CDBG program can fund, and to provide a forum for residents, local officials, and others to contribute to the Plan.</td>
<td>(No comments were received at the hearing.)</td>
<td>None</td>
<td></td>
</tr>
</tbody>
</table>

**Annual Action Plan**

2017

OMB Control No: 2506-0117 (exp. 07/31/2015)
<table>
<thead>
<tr>
<th>Sort Order</th>
<th>Mode of Outreach</th>
<th>Target of Outreach</th>
<th>Summary of response/attendance</th>
<th>Summary of comments received</th>
<th>Summary of comments not accepted and reasons</th>
<th>URL (if applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Newspaper Ad</td>
<td>Minorities</td>
<td>The notice was published in the Ogden Standard-Examiner in both English and Spanish.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Utility Billing</td>
<td>Minorities</td>
<td>A notice of public hearing went out to all residents that receive a utility bill.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Internet Outreach</td>
<td>Minorities</td>
<td>A notice of the hearing was posted on the City's website.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sort Order</td>
<td>Mode of Outreach</td>
<td>Target of Outreach</td>
<td>Summary of Response/Attendance</td>
<td>Summary of Comments Received</td>
<td>Summary of Comments Not Accepted and Reasons</td>
<td>URL (If Applicable)</td>
</tr>
<tr>
<td>------------</td>
<td>-----------------</td>
<td>--------------------</td>
<td>-------------------------------</td>
<td>----------------------------</td>
<td>---------------------------------------------</td>
<td>-------------------</td>
</tr>
<tr>
<td>5</td>
<td>Public Hearing</td>
<td>Minorities</td>
<td>The City held a public hearing in conjunction with the City's Council meeting on May 9, 2017. The public hearing was noticed in the City's newspaper of general circulation, the Ogden Standard-Examiner, the City's website, the City Hall building, the Freeport Center Post Office, and the Davis North Library branch. The notice was published in both English and Spanish in order to garner as much participation as possible from the City's largest minority group. The intent of the hearing was to inform persons of the amount of federal assistance the City expects to receive and the range of activities the CDBG program can fund, and to provide a forum for residents, local officials, and others to contribute to the Plan.</td>
<td>(No comments were received at the hearing.)</td>
<td>None</td>
<td></td>
</tr>
</tbody>
</table>

Table 4 – Citizen Participation Outreach
Expected Resources

AP-15 Expected Resources – 91.220(c) (1, 2)

Introduction

The following anticipated resources from the CDBG program will be available during the 2017-2018 program year.

Priority Table

<table>
<thead>
<tr>
<th>Program</th>
<th>Source of Funds</th>
<th>Uses of Funds</th>
<th>Expected Amount Available Year 1</th>
<th>Expected Amount Available Reminder of ConPlan $</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Annual Allocation: $</td>
<td>Program Income: $</td>
</tr>
<tr>
<td>CDBG</td>
<td>public - federal</td>
<td>Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services</td>
<td>196,108</td>
<td>3,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Table 5 - Expected Resources – Priority Table

It is difficult to project the amount of future CDBG funding. However, based on past funding appropriations, the City can expect to receive about $200,000 per year.
Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

Though matching funds are not required in order to receive CDBG dollars the public service projects will leverage additional resources. See below for a more detailed description of the funding resources.

The Family Connection Center’s (FCC) total project cost is $396,000. The FCC will leverage the $10,000 CDBG dollars with $305,000 from other federal programs, $16,000 from Davis County, $17,000 from Layton/Clearfield and $48,000 from private donors. In all, the FCC leveraged $386,000 in additional resources.

The Davis Community Learning Center’s total project cost is $20,453.52 and the CDBG program will fund 70% ($14,416) of the project. The additional funding will need to be leveraged with other sources or the scope of project will be adjusted to fit in with the funding amount.

The Safe Harbor’s total project cost is $151,976. The Safe Harbor will leverage the $5,000 CDBG dollars with $7,335 from other federal sources, $27,156 from the State of Utah, $1,414 from Davis County, $23,118 from private donors, and $11,156 will be other in-kind/volunteer hours. In all the Safe Harbor leveraged $70,179 in additional resources.

In all, the leveraged resources totaled $456,179.

If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan

The City will use $50,000 of CDBG funding to purchase a vacant lot within the city. In turn, the City will partner with an agency, which will use the lot to build a single family home for a lot to moderate income family.
# Annual Goals and Objectives

**AP-20 Annual Goals and Objectives - 91.420, 91.220(c)(3)&(e)**

## Goals Summary Information

<table>
<thead>
<tr>
<th>Sort Order</th>
<th>Goal Name</th>
<th>Start Year</th>
<th>End Year</th>
<th>Category</th>
<th>Geographic Area</th>
<th>Needs Addressed</th>
<th>Funding</th>
<th>Goal Outcome Indicator</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Public Services</td>
<td>2015</td>
<td>2019</td>
<td>Affordable Housing</td>
<td>Public Services</td>
<td></td>
<td>CDBG: $29,416</td>
<td>Public service activities other than Low/Moderate Income Housing Benefit: 9300 Persons Assisted Homelessness Prevention: 100 Persons Assisted</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Public Housing</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Homeless</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Non-Homeless Special Needs</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Housing Rehabilitation</td>
<td>2015</td>
<td>2019</td>
<td>Housing rehabilitation</td>
<td></td>
<td></td>
<td>CDBG: $96,692</td>
<td>Homeowner Housing Rehabilitated: 15 Household Housing Unit</td>
</tr>
<tr>
<td>3</td>
<td>Housing Opportunity</td>
<td>2015</td>
<td>2019</td>
<td>Housing opportunities for persons/families of all life stages</td>
<td></td>
<td>Affordable Housing - Extremely and Very Low Income</td>
<td>CDBG: $50,000</td>
<td>Homeowner Housing Added: 1 Household Housing Unit</td>
</tr>
</tbody>
</table>

Table 6 – Goals Summary
Goal Descriptions

<table>
<thead>
<tr>
<th>Goal Name</th>
<th>Goal Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Services</td>
<td>The City’s 2017 goal is to fund service providers in order to prevent homelessness, reduce poverty, stabilize families, provide essential case management and self-sufficiency support, child abuse prevention and awareness, and educational support and like skills classes.</td>
</tr>
<tr>
<td>Housing Rehabilitation</td>
<td>The City will allocate $66,692 towards a Housing Rehab program for qualifying individuals/families. In addition, the City will also use $30,000 towards an Emergency Home Repair Program.</td>
</tr>
<tr>
<td>Housing Opportunity</td>
<td>The City will use $50,000 to purchase a vacant building lot in Clearfield. The City will then partner with an agency who will build a home for a qualifying family.</td>
</tr>
</tbody>
</table>

Table 7 – Goal Descriptions

Estimate the number of extremely low-income, low-income, and moderate-income families to whom the jurisdiction will provide affordable housing as defined by HOME 91.215(b):

Through the Housing Rehabilitation and Emergency Home Repair Program the City estimates the following families to be served:

**Extremely Low -Income**: 5

**Low -Income**: 5

**Moderate -Income**: 5

Annual Action Plan
2017

OMB Control No: 2506-0117 (exp. 07/31/2015)
AP-35 Projects – 91.220(d)

Introduction

The following projects will be funded in 2017 using CDBG dollars:

- **Family Connection Center - $10,000** Food Services to at-risk low income persons and families
- **Davis Community Learning Center - $14,416** Administrative expenses in order to offer ESL, GED completion, parent involvement classes, citizenship, and computer classes. The salaries will help fund two part-time employees at Holt and Wasatch Elementary
- **Safe Harbor - $5,000** Case management, self-sufficiency support, educational and supportive groups, like skills classes, and connections to other resource agencies
- **Housing Rehabilitation - $66,692** Funds will be used towards a housing rehabilitation program for Clearfield residents
- **Emergency Home Repairs - $30,000** Funds will be used towards emergency home repairs for Clearfield residents
- **Building lot purchase - $50,000** City will purchase building lot and will coordinate with agencies to construct home for low-income qualifying family
- **Administration - $20,000** Administrative expenses in order to oversee the CDBG program at Clearfield City

<table>
<thead>
<tr>
<th>#</th>
<th>Project Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Family Connection Center</td>
</tr>
<tr>
<td>2</td>
<td>Davis Community Learning Center</td>
</tr>
<tr>
<td>3</td>
<td>Safe Harbor</td>
</tr>
<tr>
<td>4</td>
<td>Housing Rehabilitation</td>
</tr>
<tr>
<td>5</td>
<td>Emergency Home Repairs</td>
</tr>
<tr>
<td>6</td>
<td>Purchase Building Lot</td>
</tr>
<tr>
<td>7</td>
<td>CDBG Administration</td>
</tr>
</tbody>
</table>

Table 8 – Project Information

Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

The funding priorities have not changed from those outlined in the Strategic Plan. The City does not foresee any obstacles in addressing the needs of the underserved.
## Projects

### AP-38 Projects Summary

#### Project Summary Information

**Table 9 – Project Summary**

<table>
<thead>
<tr>
<th></th>
<th>Project Name</th>
<th>Family Connection Center</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Target Area</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Goals Supported</td>
<td>Public Services</td>
</tr>
<tr>
<td></td>
<td>Needs Addressed</td>
<td>Public Services</td>
</tr>
<tr>
<td></td>
<td>Funding</td>
<td>CDBG: $10,000</td>
</tr>
<tr>
<td></td>
<td>Description</td>
<td>The Family Connection Center project will provide food services to at-risk low income persons and families.</td>
</tr>
<tr>
<td></td>
<td>Target Date</td>
<td>6/30/2018</td>
</tr>
<tr>
<td></td>
<td>Estimate the number and type of families that will benefit from the proposed activities</td>
<td>The project will benefit about 6,000 total people including the youth, elderly, and elderly households. These figures include individuals from outside of Clearfield City and 1,250 people from Clearfield are estimated to be served during the program year.</td>
</tr>
<tr>
<td></td>
<td>Location Description</td>
<td>1360 East 1450 South, Clearfield, Utah</td>
</tr>
<tr>
<td></td>
<td>Planned Activities</td>
<td>Individuals/families will be assisted by receiving food from the Food Bank.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Project Name</th>
<th>Davis Community Learning Center</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Target Area</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Goals Supported</td>
<td>Public Services</td>
</tr>
</tbody>
</table>

---

**Annual Action Plan**

2017

**OMB Control No:** 2506-0117 (exp. 07/31/2015)
| Needs Addressed                                      | Job Creation and Retention  
|                                                  | Public Services  
|                                                  | Case Management and Supportive Services |
| Funding                                           | CDBG: $14,416 |
| Description                                       | The Davis Community Learning Center project will fund the salaries of two volunteer and resource coordinators at Wasatch and Holt Elementary schools, both Title 1 schools. The project will assist with the administrative expenses in order to offer ESL, GED completion, parent involvement classes, citizenship, and computer classes. |
| Target Date                                       | 6/30/2018 |
| Estimate the number and type of families that will benefit from the proposed activities | The Davis Community Learning Center expects to assist 1,600 people through this program. |
| Location Description                              | Holt and Wasatch Elementary Schools |
| Planned Activities                                | The project will fund two resource coordinators, one at Holt Elementary School and one at Wasatch Elementary School. Schools are Title 1 schools, Holt elementary is a "focus" school that struggles academically and was the lowest performing elementary school in the district in FY2013. The coordinators will work to support the families in crisis and increase volunteerism. They will connect families in need or crisis with various resources in the community and then follow-up with the clients to ensure they received the right services. They will work closely with the school principals to identify the needs of the families. They will provide the following services to low income students and families: tutoring, assisting with after-school programs, tutoring English as a second language, Sub for Santa program, collection and distribution of coats, backpacks, school supplies, shoes, etc. |
| 3 Project Name                                    | Safe Harbor |
| Target Area                                       |  
| Goals Supported                                   | Public Services |

Annual Action Plan  
2017  

OMB Control No: 2506-0117 (exp. 07/31/2015)
<table>
<thead>
<tr>
<th>Needs Addressed</th>
<th>Public Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Funding</td>
<td>CDBG: $5,000</td>
</tr>
<tr>
<td>Description</td>
<td>The Safe Harbor project will provide funds that will allow for case management, self-sufficiency support, educational and supportive groups, life skills classes, and connections to other resource agencies to victims of domestic violence.</td>
</tr>
<tr>
<td>Target Date</td>
<td>6/30/2018</td>
</tr>
<tr>
<td>Estimate the number and type of families that will benefit from the proposed activities</td>
<td>The Safe Harbor expects to assist 100 persons during the program year.</td>
</tr>
<tr>
<td>Location Description</td>
<td>Crisis Center, 660 West Mutton Hollow Road, Kaysville, Utah</td>
</tr>
<tr>
<td>Planned Activities</td>
<td>The Safe Harbor will use the CDBG funds to offer support services, shelter, intervention, and education to victims of domestic violence. The Center's clients will have access to the following services: protective shelter, case management, psycho-educational groups, 24-hour crisis services, safety planning, outreach services, children's services, food, clothing, and all other services that the Center offers designed to assist in ending the cycle of domestic violence.</td>
</tr>
</tbody>
</table>

**Project Name:** Housing Rehabilitation  
**Target Area:**  
**Goals Supported:** Housing Rehabilitation  
**Needs Addressed:** Housing Rehabilitation  
**Funding:** CDBG: $66,692  
**Description:** The City will contract with the Davis Community Housing Authority, for the administering of the housing rehab program.  
**Target Date:** 6/30/2018

Annual Action Plan  
2017
| **Estimate the number and type of families that will benefit from the proposed activities** | The housing rehab program is expected to assist 10 households during the program year. |
| | |
| **Location Description** | Clearfield City |
| **Planned Activities** | The City will contract with the Davis Community Housing Authority, for the administering of the housing rehab program. |

| **Project Name** | Emergency Home Repairs |
| **Target Area** | |
| **Goals Supported** | Housing Rehabilitation |
| **Needs Addressed** | Housing Rehabilitation |
| **Funding** | CDBG: $30,000 |
| **Description** | The Emergency Home Repair program will assist Clearfield City residents with repairs such as: new roof, water heater, furnace, etc. |
| **Target Date** | 6/30/2018 |
| **Estimate the number and type of families that will benefit from the proposed activities** | The City estimates serving approximately 5 households through this program during the program year. |
| **Location Description** | Clearfield City |
| **Planned Activities** | The Emergency Home Repair program will assist Clearfield City residents with repairs such as: new roof, water heater, furnace, handicap ramps, etc. |

<p>| <strong>Project Name</strong> | Purchase Building Lot |
| <strong>Target Area</strong> | |
| <strong>Goals Supported</strong> | Housing Opportunity |</p>
<table>
<thead>
<tr>
<th>Needs Addressed</th>
<th>Affordable Housing - Extremely and Very Low Income</th>
</tr>
</thead>
<tbody>
<tr>
<td>Funding</td>
<td>CDBG: $50,000</td>
</tr>
<tr>
<td>Description</td>
<td>Clearfield City will use $50,000 to purchase a vacant building lot.</td>
</tr>
<tr>
<td>Target Date</td>
<td>6/30/2018</td>
</tr>
<tr>
<td>Estimate the number and type of families that will benefit from the proposed activities</td>
<td>Clearfield City expects to serve 1 household through this program.</td>
</tr>
<tr>
<td>Location Description</td>
<td>Clearfield City</td>
</tr>
<tr>
<td>Planned Activities</td>
<td>Clearfield City will use funds to purchase a vacant building lot. Once purchased, the City will partner with an agency to build a home for a qualified low-mod income family.</td>
</tr>
</tbody>
</table>

### Project Name
- CDBG Administration

### Target Area

### Goals Supported

### Needs Addressed

### Funding
- CDBG: $20,000

### Description
- CDBG Administration for 2017-2018 program year.

### Target Date
- 6/30/2018

### Estimate the number and type of families that will benefit from the proposed activities
- N/A

### Location Description
- N/A

### Planned Activities
- Clearfield City will allocate $20,000 to cover the planning and administrative expenses related to administering the CDBG program.
AP-50 Geographic Distribution – 91.220(f)

Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed

The City did not identify a geographic target area as a basis for funding allocation priorities.

Geographic Distribution

<table>
<thead>
<tr>
<th>Target Area</th>
<th>Percentage of Funds</th>
</tr>
</thead>
</table>

Table 10 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

The City did not identify a geographic target area as a basis for funding allocation priorities.
Affordable Housing

AP-55 Affordable Housing – 91.220(g)

Introduction

The City of Clearfield plans to prevent homelessness by assisting 100 persons fleeing domestic violence by funding the Safe Harbor program’s shelter and shelter services. This program is not reflected below as the services will not support rental assistance, nor the acquisition of units, new units, or rehabilitation of units. However, the Housing Rehabilitation and Emergency Home Repair Program will help provide affordable housing.

<table>
<thead>
<tr>
<th>One Year Goals for the Number of Households to be Supported</th>
</tr>
</thead>
<tbody>
<tr>
<td>Homeless</td>
</tr>
<tr>
<td>Non-Homeless</td>
</tr>
<tr>
<td>Special-Needs</td>
</tr>
<tr>
<td>Total</td>
</tr>
</tbody>
</table>

Table 11 - One Year Goals for Affordable Housing by Support Requirement

<table>
<thead>
<tr>
<th>One Year Goals for the Number of Households Supported Through</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rental Assistance</td>
</tr>
<tr>
<td>The Production of New Units</td>
</tr>
<tr>
<td>Rehab of Existing Units</td>
</tr>
<tr>
<td>Acquisition of Existing Units</td>
</tr>
<tr>
<td>Total</td>
</tr>
</tbody>
</table>

Table 12 - One Year Goals for Affordable Housing by Support Type

Discussion

The numbers reflected above include assistance both through the Housing Rehabilitation and Emergency Home Repair programs. The production of 1 new unit will count as the home being built on a lot the City purchases with CDBG funds. By offering these funds to qualified individuals/families, it allows for them to continue to live in their home, and it in some cases provide needed repairs to prevent them from becoming homeless.
AP-60 Public Housing – 91.220(h)

Introduction

The City of Clearfield does not have action items planned in 2017 to address public housing needs.

Actions planned during the next year to address the needs to public housing

Not applicable.

Actions to encourage public housing residents to become more involved in management and participate in homeownership

Not applicable.

If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance

Not applicable.
AP-65 Homeless and Other Special Needs Activities – 91.220(i)

Introduction

The City plans to work closely with and collaborate with the region's Local Homeless Coordinating Council and Continuum of Care.

Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including

See below for the specific actions that the City will take to reduce and end homelessness.

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

The homeless person Point in Time Count, which was completed in January 2016, shows the total headcount as 68 however; during 2015 the total headcount was 72. Therefore, the reduction in the number of homeless persons reduced by 6% in Davis County. This report can be found attached (list attachment #). Over the next year, City staff will connect and coordinate services with the Balance of State Continuum of and Davis County Local Homeless Coordinating Council in order to identify and assess the individual needs of unsheltered homeless persons in the City.

• Addressing the emergency shelter and transitional housing needs of homeless persons

Victims of domestic violence are the primary type of person in need of an emergency shelter and transitional housing. Therefore, the City will fund the only domestic and sexual violence service provider, Safe Harbor/Davis Citizens' Coalition Against Violence. The project will allow Safe Harbor to offer a protective shelter, case management, psycho-educational groups, crisis services, safety planning, outreach services, children's services, food, clothing, and other necessary services designed to assist this vulnerable population.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again.

Annual Action Plan
2017

OMB Control No: 2506-0117 (exp. 07/31/2015)
The City of Clearfield will work with the Davis Community Housing Authority in order to continue to assist homeless persons make the transition to permanent housing and independent living. Though the City continually works with service providers, the City does not plan to allocate 2017 funding toward this activity.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.

The City of Clearfield will continue to consult and coordinate with the Balance of State Continuum of Care, Davis County Local Homeless Coordinating Council, Safe Harbor, Davis Mental Health, County School District and Sheriff’s Office, and Davis Community Housing Authority in order to continue to assist homeless persons make the transition to permanent housing and independent living. Though the City continually works with these organizations, the City does not plan to allocate 2017 funding toward this activity.
AP-75 Barriers to affordable housing – 91.220(j)

Introduction

The following barriers have been identified via conversation with the local public housing authority as well as based on data from the Regional Analysis of Impediments to Fair Housing Choice - Davis County and the City’s former consolidated plan.

- The current Redevelopment Agency policy no longer requires that new developments include an affordable housing piece. Only one of the three RDA programs, the Urban Renewal Areas (URA) program, whose purpose is to remove blight sets aside a portion of the tax increment financing for affordable housing.

- The City's current ordinance does not allow for group homes, nursing homes, accessory dwelling units, or single room occupancy units. Zoning ordinances should make allowances for all types of housing, namely senior housing in the City, as well as increase density to make it happen.

- The City does not have a standard or requirement for new housing to be accessible, i.e. accessible or ‘visit-able’ by persons with disabilities. Therefore, developers should be encourage and educated in order for more homes to be designed with accessibility standards.

The City's Good Landlord program has pros and cons. The program gives discounts on a required rental license to landlords that participate in "good landlord" training. The training provides information on fair housing topics and laws. However, some view the program as an impediment for certain persons to not receive fair housing opportunities, such as persons convicted of crimes.

Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment

One strategy that would remove an affordable housing barrier is to update the City's Moderate Income Housing Plan. The Moderate Income Housing Plan provides a detailed analysis of the City's housing inventory, affordability, and need. This Plan is currently being revised and should be updated by the end of the year. Another possible barrier is the somewhat limited variety of housing due to the City's housing ordinances. This is not a significant barrier but one strategy could be to allow for a more broad variety of
housing. This means the City would need to revise their ordinance and allow other housing types such as residential care facilities (6 or fewer), second or accessory units, and single room occupancy units. Incentive zoning is another tool that the City can use to stimulate affordable housing. This type of zoning incentivizes smart growth land use patterns by combining incentives for affordable housing with incentives for building higher density housing near public transit and preserved open space.
AP-85 Other Actions – 91.220(k)

Introduction

The City plans to undertake the following activities in order to carry out the strategies outlined in the plan.

- Review the results from the AI and work toward a plan for implementation that will help address the obstacles to meeting the needs of the underserved population.

- Work with service providers from around the City and region in order to facilitate strategies that meet the needs of the underserved.

- Continue investing in the improvement and rehabilitation of older housing stock, namely renter occupied households.

- Work toward creating more housing opportunities throughout the City to ensure housing is available to persons no matter their life cycles.

- Reach out to the County Health Department to identify a one-year lead-based paint strategy that could be implemented in 2017.

- Fund the Family Connection Center which will allow the Center to provide emergency food and case management to at-risk and low income families.

- Fund the Davis Community Learning Center in order to provide funding to two volunteer and resource coordinators at two Title 1 schools, Wasatch and Holt Elementary.

- Fund Safe Harbor in order to provide case management, self-sufficiency support, educational and supportive groups, life skills classes, and connections to other resource agencies to victims of domestic violence.

- Reach out to the Public Housing Agency, Davis Community Housing Authority, the Local Homeless Coordinating Committee, the Family Connection Center, and Safe Harbor in order to create an ongoing opportunity to coordinate activities and resources.

Actions planned to address obstacles to meeting underserved needs

The City of Clearfield updated its Analysis of Impediments in 2015. Since then the City has reviewed the results from the AI and are working toward a plan for implementation that will help address the obstacles to meeting the needs of the underserved population. Additionally, the Community Development Department will work with service providers from around the City and region in order to facilitate strategies that meet the needs of the underserved.

Actions planned to foster and maintain affordable housing

The City will continue investing in the improvement and rehabilitation of older housing stock, both
owner and renter occupied households. The City will also work toward creating more housing
opportunities throughout the City to ensure housing is available to persons no matter their life cycles.

**Actions planned to reduce lead-based paint hazards**

The City will reach out to the County Health Department to identify a one-year strategy that could be
implemented in 2017.

**Actions planned to reduce the number of poverty-level families**

The City will fund the Family Connection Center which will allow the Center to provide emergency food
and case management to at-risk and low income families. The funding will provide emergency assistance
and educational efforts that will help youth, elderly, and low income persons escape poverty and
homelessness.

The City will also fund the Davis Community Learning Center in order to provide funding to two
volunteer and resource coordinators at two Title 1 schools, Wasatch and Holt Elementary. The resource
coordinators will connect families in need or in crisis with various resources in the community. The
coordinators will then follow up with the clients to ensure they received the services they needed. Some
of the services include: tutoring, After School programs, tutoring English Language learners, Sub for
Santa collection and distribution of coats, backpacks, school supplies, etc.

The City will fund the Emergency Home Repair program, which will be administered by the Davis
Community Housing Authority. Some of the repairs that will be made are necessary to maintain a place
for families to live. Without some of these repairs, families may be forced to find another place to live
and it will most likely be at a higher cost.

**Actions planned to develop institutional structure**

The City does not have a plan to develop the institutional structure in 2017.

**Actions planned to enhance coordination between public and private housing and social
service agencies**

In order to enhance the coordination between public and private housing and social service agencies,
the City will reach out to the the Public Housing Agency, Davis Community Housing Authority, the Local
Homeless Coordinating Committee, the Family Connection Center, and Safe Harbor in order to create an ongoing opportunity to coordinate activities and resources. City staff will coordinate internally to identify programs and other resources that can be coordinated in order to achieve common goals.
Program Specific Requirements

AP-90 Program Specific Requirements – 91.220(l)(1,2,4)

Introduction

The City of Clearfield plans to do the following actions in 2017:

- The City plans to prevent homelessness by assisting 100 persons fleeing domestic violence by funding the Safe Harbor program’s shelter and shelter services.
- The City staff will connect and coordinate services with the Balance of State Continuum of Care and Davis County Local Homeless Coordinating Council in order to identify and assess the individual needs of unsheltered homeless persons in the City.
- The City will fund the only domestic and sexual violence service provider, Safe Harbor/Davis Citizens' Coalition Against Violence. The project will allow Safe Harbor to offer a protective shelter, case management, psycho-educational groups, crisis services, safety planning, outreach services, children's services, food, clothing, and other necessary services designed to assist this vulnerable population.
- The City of Clearfield will work with the Davis Community Housing Authority in order to continue to assist homeless persons make the transition to permanent housing and independent living. Though the City continually works with service providers, the City does not plan to allocate 2016 funding toward this activity.
- The City of Clearfield will continue to consult and coordinate with the Balance of State Continuum of Care, Davis County Local Homeless Coordinating Council, Safe Harbor, Davis Mental Health, County School District and Sheriff's Office, and Davis Community Housing Authority in order to continue to assist homeless persons make the transition to permanent housing and independent living. Though the City continually works with these organizations, the City does not plan to allocate 2016 funding toward this activity.

One strategy that would remove an affordable housing barrier is to update the City's Moderate Income Housing Plan, which is currently under revision and should be finalized by the end of the year.
Community Development Block Grant Program (CDBG)
Reference 24 CFR 91.220(l)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed 3,800
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee’s strategic plan 0
3. The amount of surplus funds from urban renewal settlements 0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan 0
5. The amount of income from float-funded activities 0

Total Program Income: 3,800

Other CDBG Requirements

1. The amount of urgent need activities 0

2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan 90.00%
# Utah 2016 Point-in-Time Count Summary by Local Homeless Coordinating Committee

<table>
<thead>
<tr>
<th>2016</th>
<th>WEBER &amp; MORIAB</th>
<th>DAVIS</th>
<th>SALT LAKE</th>
<th>TOOELE</th>
<th>MOUNTAIN LANDS</th>
<th>WASHINGTON FRONT TOTALS</th>
<th>CARBON &amp; EMERY</th>
<th>WASHINGTON COUNTY</th>
<th>IRON</th>
<th>GRAND</th>
<th>SAN JUAN</th>
<th>SIX COUNTY</th>
<th>UINTAH BASIN</th>
<th>TOTAL RURAL AREAS</th>
<th>UTAH STATE TOTALS</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015 Census Bureau Population Estimates</td>
<td>754,710</td>
<td>336,043</td>
<td>1,107,314</td>
<td>62,952</td>
<td>643,999</td>
<td>2,405,018</td>
<td>175,191</td>
<td>30,849</td>
<td>155,602</td>
<td>66,862</td>
<td>9,516</td>
<td>35,772</td>
<td>77,210</td>
<td>50,899</td>
<td>590,991</td>
</tr>
</tbody>
</table>

## POINT IN TIME

### Homeless - Sheltered

<table>
<thead>
<tr>
<th></th>
<th>Household With No Children</th>
<th>Household With at Least One Adult and Minor</th>
<th>Household With Only Children</th>
<th>TOTAL SHELTERED</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015</td>
<td>214</td>
<td>100</td>
<td>2</td>
<td>323</td>
</tr>
<tr>
<td>2016</td>
<td>9</td>
<td>54</td>
<td>0</td>
<td>63</td>
</tr>
<tr>
<td>2017</td>
<td>1,198</td>
<td>625</td>
<td>0</td>
<td>1,823</td>
</tr>
<tr>
<td>2018</td>
<td>5</td>
<td>6</td>
<td>0</td>
<td>11</td>
</tr>
<tr>
<td>2019</td>
<td>58</td>
<td>71</td>
<td>0</td>
<td>137</td>
</tr>
<tr>
<td>2020</td>
<td>1,684</td>
<td>856</td>
<td>0</td>
<td>2,357</td>
</tr>
</tbody>
</table>

### Homeless - Unsheltered

<table>
<thead>
<tr>
<th></th>
<th>Household With No Children</th>
<th>Household With at Least One Adult and Minor</th>
<th>Household With Only Children</th>
<th>TOTAL UNSHeltered</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015</td>
<td>11</td>
<td>0</td>
<td>0</td>
<td>11</td>
</tr>
<tr>
<td>2016</td>
<td>5</td>
<td>0</td>
<td>0</td>
<td>5</td>
</tr>
<tr>
<td>2017</td>
<td>57</td>
<td>0</td>
<td>0</td>
<td>57</td>
</tr>
<tr>
<td>2018</td>
<td>41</td>
<td>0</td>
<td>0</td>
<td>41</td>
</tr>
<tr>
<td>2019</td>
<td>114</td>
<td>0</td>
<td>0</td>
<td>114</td>
</tr>
<tr>
<td>2020</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>2</td>
</tr>
</tbody>
</table>

## Saber

<table>
<thead>
<tr>
<th></th>
<th>Chronically Homeless</th>
<th>Homeless Veterans</th>
<th>Chronically Homeless Veterans</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015</td>
<td>11</td>
<td>39</td>
<td>2</td>
</tr>
<tr>
<td>2016</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>2017</td>
<td>139</td>
<td>275</td>
<td>17</td>
</tr>
<tr>
<td>2018</td>
<td>0</td>
<td>3</td>
<td>0</td>
</tr>
<tr>
<td>2019</td>
<td>0</td>
<td>3</td>
<td>0</td>
</tr>
<tr>
<td>2020</td>
<td>0</td>
<td>3</td>
<td>0</td>
</tr>
</tbody>
</table>

## Annualized Homeless Estimates

<table>
<thead>
<tr>
<th></th>
<th>Household With No Children</th>
<th>Household With at Least One Adult and Minor</th>
<th>Household With Only Children</th>
<th>TOTAL SHELTERED</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015</td>
<td>1,017</td>
<td>250</td>
<td>45</td>
<td>1,552</td>
</tr>
<tr>
<td>2016</td>
<td>45</td>
<td>270</td>
<td>0</td>
<td>315</td>
</tr>
<tr>
<td>2017</td>
<td>5,504</td>
<td>3,125</td>
<td>0</td>
<td>8,629</td>
</tr>
<tr>
<td>2018</td>
<td>25</td>
<td>30</td>
<td>0</td>
<td>55</td>
</tr>
<tr>
<td>2019</td>
<td>275</td>
<td>355</td>
<td>0</td>
<td>610</td>
</tr>
<tr>
<td>2020</td>
<td>6,886</td>
<td>4,780</td>
<td>0</td>
<td>11,251</td>
</tr>
</tbody>
</table>

### Homeless - Unsheltered

<table>
<thead>
<tr>
<th></th>
<th>Household With No Children</th>
<th>Household With at Least One Adult and Minor</th>
<th>Household With Only Children</th>
<th>TOTAL UNSHeltered</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015</td>
<td>55</td>
<td>55</td>
<td>0</td>
<td>350</td>
</tr>
<tr>
<td>2016</td>
<td>25</td>
<td>25</td>
<td>0</td>
<td>50</td>
</tr>
<tr>
<td>2017</td>
<td>275</td>
<td>275</td>
<td>0</td>
<td>550</td>
</tr>
<tr>
<td>2018</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>2019</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>2020</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

## Families with Children

<table>
<thead>
<tr>
<th></th>
<th>0</th>
</tr>
</thead>
</table>

## % of 2015 Population

<table>
<thead>
<tr>
<th></th>
<th>0.64%</th>
<th>0.18%</th>
<th>0.80%</th>
<th>0.09%</th>
<th>0.13%</th>
<th>0.49%</th>
<th>0.15%</th>
<th>0.11%</th>
<th>0.58%</th>
<th>0.38%</th>
<th>0.58%</th>
<th>0.06%</th>
<th>0.08%</th>
<th>0.17%</th>
<th>0.26%</th>
</tr>
</thead>
</table>

---
2: To calculate annualized homeless estimates, individuals in families and non-chronic individuals are annualized by multiplying by 5; the chronically homeless individuals in Salt Lake County are annualized by multiplying by 1.5; the chronically homeless individuals in the remaining local homeless coordinating committees are annualized by multiplying by 2.
3: Beaver, Garfield and Kane counties are included in the San Juan County Section.
CERTIFICATIONS

In accordance with the applicable statutes and the regulations governing the consolidated plan regulations, the jurisdiction certifies that:

**Affirmatively Further Fair Housing** -- The jurisdiction will affirmatively further fair housing, which means it will conduct an analysis of impediments to fair housing choice within the jurisdiction, take appropriate actions to overcome the effects of any impediments identified through that analysis, and maintain records reflecting that analysis and actions in this regard.

**Anti-displacement and Relocation Plan** -- It will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and implementing regulations at 49 CFR 24; and it has in effect and is following a residential antidisplacement and relocation assistance plan required under section 104(d) of the Housing and Community Development Act of 1974, as amended, in connection with any activity assisted with funding under the CDBG or HOME programs.

**Anti-Lobbying** -- To the best of the jurisdiction's knowledge and belief:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;

2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and

3. It will require that the language of paragraph 1 and 2 of this anti-lobbying certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

**Authority of Jurisdiction** -- The consolidated plan is authorized under State and local law (as applicable) and the jurisdiction possesses the legal authority to carry out the programs for which it is seeking funding, in accordance with applicable HUD regulations.

**Consistency with plan** -- The housing activities to be undertaken with CDBG, HOME, ESG, and HOPWA funds are consistent with the strategic plan.

**Section 3** -- It will comply with section 3 of the Housing and Urban Development Act of 1968, and implementing regulations at 24 CFR Part 135.

_________________________  ______________
Signature/Authorized Official   Date
Specific CDBG Certifications

The Entitlement Community certifies that:

Citizen Participation — It is in full compliance and following a detailed citizen participation plan that satisfies the requirements of 24 CFR 91.105.

Community Development Plan — Its consolidated housing and community development plan identifies community development and housing needs and specifies both short-term and long-term community development objectives that provide decent housing, expand economic opportunities primarily for persons of low and moderate income. (See CFR 24 570.2 and CFR 24 part 570)

Following a Plan — It is following a current consolidated plan (or Comprehensive Housing Affordability Strategy) that has been approved by HUD.

Use of Funds — It has compliled with the following criteria:

1. Maximum Feasible Priority. With respect to activities expected to be assisted with CDBG funds, it certifies that it has developed its Action Plan so as to give maximum feasible priority to activities which benefit low and moderate income families or aid in the prevention or elimination of slums or blight. The Action Plan may also include activities which the grantee certifies are designed to meet 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);

2. Overall Benefit. The aggregate use of CDBG funds including section 108 guaranteed loans during program year(s) [2011], [2012] (a period specified by the grantee consisting of one, two, or three specific consecutive program years), shall principally benefit persons of low and moderate income in a manner that ensures that at least 70 percent of the amount is expended for activities that benefit such persons during the designated period;

3. Special Assessments. It will not attempt to recover any capital costs of public improvements assisted with CDBG funds including Section 108 loan guaranteed funds by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements.

However, if CDBG funds are used to pay the proportion of a fee or assessment that relates to the capital costs of public improvements (assisted in part with CDBG funds) financed from other revenue sources, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds.

The jurisdiction will not attempt to recover any capital costs of public improvements assisted with CDBG funds, including Section 108, unless CDBG funds are used to pay the proportion of fee or assessment attributable to the capital costs of public improvements financed from other revenue sources. In this case, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds. Also, in the case of properties owned and occupied by moderate-income (not low-income) families, an assessment or charge may be made against the property for public improvements financed by a source other than CDBG funds if the jurisdiction certifies that it lacks CDBG funds to cover the assessment.

Excessive Force — It has adopted and is enforcing:

1. A policy prohibiting the use of excessive force by law enforcement agencies within its
jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and

2. A policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within its jurisdiction;

Compliance With Anti-discrimination laws -- The grant will be conducted and administered in conformity with title VI of the Civil Rights Act of 1964 (42 USC 2000d), the Fair Housing Act (42 USC 3601-3619), and implementing regulations.

Lead-Based Paint -- Its activities concerning lead-based paint will comply with the requirements of 24 CFR Part 35, subparts A, B, J, K and R;

Compliance with Laws -- It will comply with applicable laws.

__________________________        ______________________
Signature/Authorized Official         Date

__________________________
Title
OPTIONAL CERTIFICATION
CDBG

Submit the following certification only when one or more of the activities in the action plan are designed to meet other community development needs having a particular urgency as specified in 24 CFR 570.208(c):

The grantee hereby certifies that the Annual Plan includes one or more specifically identified CDBG-assisted activities which are designed to meet 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 to meet such needs.

______________________________  __________________________
Signature/Authorized Official    Date

______________________________
Title
Specific HOME Certifications

The HOME participating jurisdiction certifies that:

**Tenant Based Rental Assistance** -- If the participating jurisdiction intends to provide tenant-based rental assistance:

The use of HOME funds for tenant-based rental assistance is an essential element of the participating jurisdiction's consolidated plan for expanding the supply, affordability, and availability of decent, safe, sanitary, and affordable housing.

**Eligible Activities and Costs** -- it is using and will use HOME funds for eligible activities and costs, as described in 24 CFR § 92.205 through 92.209 and that it is not using and will not use HOME funds for prohibited activities, as described in § 92.214.

**Appropriate Financial Assistance** -- before committing any funds to a project, it will evaluate the project in accordance with the guidelines that it adopts for this purpose and will not invest any more HOME funds in combination with other Federal assistance than is necessary to provide affordable housing;

__________________________  ________________
Signature/Authorized Official  Date

__________________________
Title
ESG Certifications

The Emergency Solutions Grants Program Recipient certifies that:

**Major rehabilitation/conversion** – If an emergency shelter’s rehabilitation costs exceed 75 percent of the value of the building before rehabilitation, the jurisdiction will maintain the building as a shelter for homeless individuals and families for a minimum of 10 years after the date the building is first occupied by a homeless individual or family after the completed rehabilitation. If the cost to convert a building into an emergency shelter exceeds 75 percent of the value of the building after conversion, the jurisdiction will maintain the building as a shelter for homeless individuals and families for a minimum of 10 years after the date the building is first occupied by a homeless individual or family after the completed conversion. In all other cases where ESG funds are used for renovation, the jurisdiction will maintain the building as a shelter for homeless individuals and families for a minimum of 3 years after the date the building is first occupied by a homeless individual or family after the completed renovation.

**Essential Services and Operating Costs** – In the case of assistance involving shelter operations or essential services related to street outreach or emergency shelter, the jurisdiction will provide services or shelter to homeless individuals and families for the period during which the ESG assistance is provided, without regard to a particular site or structure, so long the jurisdiction serves the same type of persons (e.g., families with children, unaccompanied youth, disabled individuals, or victims of domestic violence) or persons in the same geographic area.

**Renovation** – Any renovation carried out with ESG assistance shall be sufficient to ensure that the building involved is safe and sanitary.

**Supportive Services** – The jurisdiction will assist homeless individuals in obtaining permanent housing, appropriate supportive services (including medical and mental health treatment, victim services, counseling, supervision, and other services essential for achieving independent living), and other Federal State, local, and private assistance available for such individuals.

**Matching Funds** – The jurisdiction will obtain matching amounts required under 24 CFR 576.201.

**Confidentiality** – The jurisdiction has established and is implementing procedures to ensure the confidentiality of records pertaining to any individual provided family violence prevention or treatment services under any project assisted under the ESG program, including protection against the release of the address or location of any family violence shelter project, except with the written authorization of the person responsible for the operation of that shelter.

**Homeless Persons Involvement** – To the maximum extent practicable, the jurisdiction will involve, through employment, volunteer services, or otherwise, homeless individuals and families in constructing, renovating, maintaining, and operating facilities assisted under the ESG program, in providing services assisted under the ESG program, and in providing services for occupants of facilities assisted under the program.

**Consolidated Plan** – All activities the jurisdiction undertakes with assistance under ESG are consistent with the jurisdiction’s consolidated plan.

**Discharge Policy** – The jurisdiction will establish and implement, to the maximum extent practicable and where appropriate policies and protocols for the discharge of persons from
publicly funded institutions or systems of care (such as health care facilities, mental health facilities, foster care or other youth facilities, or correction programs and institutions) in order to prevent this discharge from immediately resulting in homelessness for these persons.

________________________________________    __________________________
Signature/Authorized Official                  Date

________________________________________
Title
HOPWA Certifications

The HOPWA grantee certifies that:

Activities — Activities funded under the program will meet urgent needs that are not being met by available public and private sources.

Building — Any building or structure assisted under that program shall be operated for the purpose specified in the plan:

1. For at least 10 years in the case of assistance involving new construction, substantial rehabilitation, or acquisition of a facility,

2. For at least 3 years in the case of assistance involving non-substantial rehabilitation or repair of a building or structure.

Signature/Authorized Official          Date

Title
APPENDIX TO CERTIFICATIONS

INSTRUCTIONS CONCERNING LOBBYING:

A. Lobbying Certification

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.