



Consolidated Annual Performance Evaluation Report  
Prepared by Layton City  
Community & Economic Development Department

# Layton City 2022-2023 CAPER

Photo: Adams Canyon, Layton, Utah



## CR-05 - Goals and Outcomes

### **Progress the jurisdiction has made in carrying out its strategic plan and its action plan. 91.520(a)**

This could be an overview that includes major initiatives and highlights that were proposed and executed throughout the program year.

Layton City's 2022-2023 Annual Action Plan focused on priorities based on community needs, from consultation with government agencies and personnel, general public, local service providers, non-profit organizations, and others. The City's Annual Action Plan established performance goals and objectives for a one-year time frame. Goals in the Annual Action Plan aligned with initiatives in the five-year Consolidated Plan. Layton City staff, established subrecipients, and others worked to focus on the needs identified in the City's 2018-2022 Consolidated Plan. Priorities established in the City's 2022-2023 Annual Action Plan included: removing barriers to affordable housing through down payment assistance, a critical home repair/rehab program, youth court program, temporary shelter assistance, respite nursery care, and domestic violence shelter funding. Layton City also utilized some COVID-19 CV funds to assist local businesses, Lantern House, Safe Harbor, and Open Doors, all organizations dealing with lingering negative effects of the pandemic.

### **Comparison of the proposed versus actual outcomes for each outcome measure submitted with the consolidated plan and explain, if applicable, why progress was not made toward meeting goals and objectives. 91.520(g)**

Categories, priority levels, funding sources and amounts, outcomes/objectives, goal outcome indicators, units of measure, targets, actual outcomes/outputs, and percentage completed for each of the grantee's program year goals.

Goal	Category	Source / Amount	Indicator	Unit of Measure	Expected – Strategic Plan	Actual – Strategic Plan	Percent Complete	Expected – Program Year	Actual – Program Year	Percent Complete
Davis County Homeless	Homeless	CDBG: \$	Homeless Person Overnight Shelter	Persons Assisted	50	58	116.00%	40	7	17.50%
Davis School District	Affordable Housing	CDBG: \$	Homeowner Housing Added	Household Housing Unit	0	5				

Davis School District	Affordable Housing	CDBG: \$	Direct Financial Assistance to Homebuyers	Households Assisted	5	5	100.00%	1	0	0.00%
Emergency Home Repair/Rehab	Affordable Housing	CDBG: \$	Homeowner Housing Rehabilitated	Household Housing Unit	50	30	60.00%	10	5	50.00%
Historic Downtown Infrastructure	Non-Housing Community Development	CDBG: \$	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	6500	0	0.00%	1300	0	0.00%
Homebuyer Assistance	Affordable Housing	CDBG: \$	Direct Financial Assistance to Homebuyers	Households Assisted	45	56	124.44%	10	5	50.00%
Lantern House	Homeless	CDBG: \$	Homeless Person Overnight Shelter	Persons Assisted	75	75	100.00%	15	10	66.67%
Open Doors	Non-Homeless Special Needs	CDBG: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	500	731	146.20%	100	174	174.00%
Safe Harbor	Homeless Non-Homeless Special Needs	CDBG: \$	Homeless Person Overnight Shelter	Persons Assisted	150	2155	1,436.67%	30	632	2,106.67%
Youth Court	Non-Homeless Special Needs	CDBG: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	400	297	74.25%	80	62	77.50%

**Table 1 - Accomplishments – Program Year & Strategic Plan to Date**

**Assess how the jurisdiction’s use of funds, particularly CDBG, addresses the priorities and specific objectives identified in the plan, giving special attention to the highest priority activities identified.**

Prioritizing and funding projects that were in line with national objectives and community needs were priorities for Layton City staff during program year 2022-2023. Not all activities met or exceeded anticipated numbers of beneficiaries. For example, due to high interest rates and overall high housing costs in the Utah market, Layton City assisted six low-to-moderate-income households with its down payment assistance grant (the prior program year had eight households assisted). Expended funds were in accordance with CDBG regulations including caps on administration and public service programs. Community priorities were determined through planning and coordination with local public service providers, local and regional government staff, and public input. A total of \$62,061 was utilized for the City's five public service partners. Each public service organization had an executed subrecipient agreement with Layton City. To ensure compliance with the Subrecipient Agreement and CDBG regulations, the CDBG Administrator conducted on-site and remote monitoring visits with each subrecipient during the program year. The monitoring visits helped ensure all subrecipients were following CDBG regulations, and were spending most of their yearly allocation. Some additional COVID-19 funds assisted Lantern House, Safe Harbor, and Open Doors. Access and affordability were two barriers to affordable housing in Layton City identified in the City's 2021-2022 Analysis of Impediments. Critical home repair/rehab funds helped five low-to-moderate-income households with needed home repairs and upgrades. Layton City has discontinued its partnership with the Davis Community Housing Authority per a change of operation on their behalf and recently agreed to fund Habitat for Humanity to help Layton City implement this important program. This organization will continue the City's Critical Home Repair/Rehab program starting in program year 2023-2024. The City has also reprogrammed funds from its discontinued Historic Downtown Infrastructure activity to its new Special Economic Development Activities. This was done in part because the City lost its only qualified Census tract in the Historic Downtown area after the results of the 2020 U.S. Census.

## CR-10 - Racial and Ethnic composition of families assisted

Describe the families assisted (including the racial and ethnic status of families assisted).

91.520(a)

	CDBG
White	669
Black or African American	49
Asian	1
American Indian or American Native	2
Native Hawaiian or Other Pacific Islander	24
<b>Total</b>	<b>745</b>
Hispanic	118
Not Hispanic	627

**Table 2 – Table of assistance to racial and ethnic populations by source of funds**

### Narrative

During program year 2022-2023, Layton City and its authorized public service partners that were assisted with CDBG funding helped 745 individuals. The table above demonstrates those persons assisted with CDBG funds included 669 (89%) White; two (.007%) Black or African American; one (.01%) Asian; 24 (.03%) Native Hawaiian or Other Pacific Islander; and 118 (16%) of the total families assisted were of Hispanic ethnicity. The U. S. Census indicates Layton City has a population demographic similar in percentages to those served as follows: White (85.9%), Black or African American (1.8%), Asian (1.9%), Native Hawaiian or Other Pacific Islander (1%), and Hispanic or Latino (13.3%).

### CDBG-CV Housing Activities

With CDBG-CV funds, Lantern House assisting 62 Extremely Low Income clients including 59 White; 12 Hispanic; one American Indian; and two Black. Open Doors assisted 13 Extremely Low Income individuals including nine White, four Black, and four of Hispanic ethnicity. Safe Harbor assisted 48 individuals with 41 White, one Asian, two Black, seven Hispanic/Latino, and four classified as other. Layton Victim Services assisted two Extremely Low Income individuals.

### Persons with Disabilities

Participation rates for persons with disabilities and female-headed households funded by CDBG programs included:

- Down Payment Assistance: 2 female heads of household
- Home Repair/Rehab: 3 disabled persons

- Open Doors: 98 females assisted
- Safe Harbor: 605 females assisted

#### **Additional Information**

It is noted that some demographic data collected from Layton City's subrecipients is incomplete due to clientele at Lantern House homeless shelter, Safe Harbor and Open Doors who did not disclose personal information including race, gender, disability status, etc.

### **CR-15 - Resources and Investments 91.520(a)**

#### **Identify the resources made available**

<b>Source of Funds</b>	<b>Source</b>	<b>Resources Made Available</b>	<b>Amount Expended During Program Year</b>
CDBG	public - federal	421,964	625,304

**Table 3 - Resources Made Available**

#### **Narrative**

#### **Identify the geographic distribution and location of investments**

<b>Target Area</b>	<b>Planned Percentage of Allocation</b>	<b>Actual Percentage of Allocation</b>	<b>Narrative Description</b>

**Table 4 – Identify the geographic distribution and location of investments**

#### **Narrative**

Layton City no longer hosts a qualifying census tract after the release of the 2020 U.S. Census. The City currently does not distribute CDBG funds on the basis of geographic distribution.

## Leveraging

**Explain how federal funds leveraged additional resources (private, state and local funds), including a description of how matching requirements were satisfied, as well as how any publicly owned land or property located within the jurisdiction that were used to address the needs identified in the plan.**

Layton City did not require matching funds during Program Year 2022-2023. City staff are tasked with maximizing resources to meet set priorities and objectives outlined in its five-year Consolidated Plan. The City utilizes resources with subrecipients as CDBG funds are combined with other Federal, State, and local funds to sustain the operations of these organizations. Housing affordability remains a primary concern for low-to-moderate-income families in Layton City. A successful example of leveraging resources includes the City's partnerships with Have a Heart (Northern Wasatch Realtors Association) and Davis School District, that provide labor, materials, etc., at little to no charge to create new, affordable homes for income qualifying households. These vital and valuable partnerships assist needy individuals, households, and help expand affordable housing opportunities throughout the community. Layton City does require partial reimbursement to the City for CDBG monies spent, on a pro-rated basis, toward these affordable homes for persons or families who choose to sell their home within five years. The funds are reimbursed to Layton City at time of sale, returned to the CDBG program, and used to further the affordable home program.

Layton City's CDBG-CV funds utilized **\$82,576.67** to assist its partners Lantern House, Open Doors, Safe Harbor, and also assisted qualified low-to-moderate-income employees of local small businesses.

Lantern House operates the Ogden Community Shelter and self-sufficiency Center for homeless families and individuals and serves the entire Wasatch Front. People from Davis County, including Layton City, Weber County, and other parts of Utah, utilize this shelter and supportive services. Lantern House provides an up-front assessment (including gathering of basic, personal and demographic information). All families, single women, and single men who choose the self-sufficiency program are assigned to a case manager who helps them to develop a plan for self-sufficiency and to access a variety of on-site and community services to assist them to achieve their goals. By providing this community-wide service at the Ogden Community Shelter and self-sufficiency center, all individual cities, towns, and counties do not have to provide their own shelter.

Layton City public service partner Open Doors operates multiple programs that serve low-to-moderate-income persons. Programs include a food bank, homeless program, outreach efforts, work skills training, emergency nursery (crisis and respite care), therapy, etc. The Homeless

program provides temporary shelter to homeless persons. The program pays for homeless persons to stay at a motel on a temporary basis. The food bank provides food orders for persons who could not afford food otherwise. These programs are operated by Open Doors. These programs are designed to help households that need emergency assistance.

Safe Harbor provides the community with a free domestic violence shelter facility with secured entry. Clients receive basic human needs including: shelter, safety, respect, information, understanding, food, clothing, and warmth. In addition to a safe shelter, clients receive essential case management, self-sufficiency support, advocacy, connection to community resources, assistance from a network of collaborating agencies, and life-skills classes covering key topics, such as parenting and money management. Children's services include educational support groups and one-on-one play therapy designed to overcome trauma with licensed social workers. Licensed and trained advocates are professional change agents supporting their client's development to enable them to become self-sufficient and build a life free of violence.

## CR-20 - Affordable Housing 91.520(b)

**Evaluation of the jurisdiction's progress in providing affordable housing, including the number and types of families served, the number of extremely low-income, low-income, moderate-income, and middle-income persons served.**

	One-Year Goal	Actual
Number of Homeless households to be provided affordable housing units	250	125
Number of Non-Homeless households to be provided affordable housing units	0	0
Number of Special-Needs households to be provided affordable housing units	0	0
<b>Total</b>	<b>250</b>	<b>125</b>

**Table 5 – Number of Households**

	One-Year Goal	Actual
Number of households supported through Rental Assistance	0	0



	One-Year Goal	Actual
Number of households supported through The Production of New Units	1	0
Number of households supported through Rehab of Existing Units	10	5
Number of households supported through Acquisition of Existing Units	10	6
<b>Total</b>	<b>21</b>	<b>11</b>

**Table 6 – Number of Households Supported**

**Discuss the difference between goals and outcomes and problems encountered in meeting these goals.**

Layton City CDBG funds assisted 125 homeless persons through its public service partners Lantern House, Safe Harbor, and Open Doors. The City also helped six qualified households with down payment grants, and repaired five homes in need of critical home repair/rehab work.

The City continues to operate the Homebuyer Assistance Program to benefit qualified low-to-moderate income households. Layton City provided homebuyer assistance to six households, below the annual goal of assisting 10 non-homeless households. This was due in part to steady rising home costs in Davis County, with a current median cost of \$559,000, according to Realtor.com, and rising interest rates. The City assisted five low-to-moderate-income households with critical repairs and rehab work. The City continues to seek the purchase of an available vacant lot for construction of a new Have a Heart Home for a low-to-moderate-income qualified household.

**Discuss how these outcomes will impact future annual action plans.**

Due to interest in the Homebuyer Assistance down payment program, Layton City increased funding with its home down payment grant amount from \$7,500 (program year 2021-2022) to \$10,000 in program year 2022-2023 to help cover some of the increasing housing costs within the community. The Davis County Homeless Motel Voucher program budget was also increased due to consistent demand. Layton City continues to offer funds for qualified households for critical home repair/rehab work. Layton City monitors market trends and makes appropriate modifications to these programs.

**Include the number of extremely low-income, low-income, and moderate-income persons served by each activity where information on income by family size is required to determine the eligibility of the activity.**

Number of Households Served	CDBG Actual	HOME Actual
Extremely Low-income	0	0
Low-income	2	0

Moderate-income	5	0
<b>Total</b>	<b>7</b>	<b>0</b>

**Table 7 – Number of Households Served**

## **Narrative Information**

Layton City's CDBG-funded activities, where household size is required to determine eligibility, assisted a total of seven households ranging from Low-income to Moderate-income.

## **CR-25 - Homeless and Other Special Needs 91.220(d, e); 91.320(d, e); 91.520(c)**

**Evaluate the jurisdiction's progress in meeting its specific objectives for reducing and ending homelessness through:**

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

Layton City has continued its trusted partnerships with Lantern House, Safe Harbor, and Open Doors. The Davis Community Housing Authority (DCHA) informed Layton City mid-way through Program Year 2022-2023 that it was discontinuing its partnership with the City. DCHA leadership made the decision that the agency no longer had the required resources and staffing to continue its Critical Home Repair/Rehab program. The City has since replaced DCHA with Habitat for Humanity, an experienced and trusted organization in the community that will assist the City's qualified residents with needed home repairs and rehab work.

The City relies upon the professional training and experience of its public service partners such as Lantern House, Open Doors, and Safe Harbor, to establish contact with the homeless population to assess individual needs. Layton City communicates with these entities on a consistent basis to ascertain areas of possible assistance. Layton City's CDBG Administrator met with key leaders and staff at Safe Harbor, Lantern House, Open Doors, and Habitat for Humanity to discuss and plan community needs including: identifying barriers that contribute to poverty in the community, lack of employment, income, education and housing needs.

### **Addressing the emergency shelter and transitional housing needs of homeless persons**

Layton City works closely with local organizations to help homeless and financially distressed individuals. Open Doors, Safe Harbor and Lantern House provide essential services such as emergency housing, resources, medical care, training, referrals, and other needs to homeless persons.

**Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: likely to become homeless after 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); and, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs**

Layton City continued to provide much-needed funding to Open Doors for its efforts with the Davis County Homeless motel voucher program. This vital program provides temporary housing assistance to Layton City residents who are at risk of becoming homeless. Open Doors uses its portion of funding for this activity to assist families that are likely to become homeless, such as those who are discharged from publicly funded institutions and similar systems of care.

Layton City's community partners have a proven track record of effectively utilizing resources and referrals to help homeless persons achieve self-sufficiency. Lantern House, Open Doors, and Safe Harbor work closely with the homeless to assist in the transition to permanent housing through resource and referral, and through the Continuum of Care Program. These local entities have achieved proven success in aiding homeless persons in order to prevent homelessness, helping with several needs including housing, health, social service, employment, education, and various youth needs.

**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**

Layton City has long considered counseling services a vital part of programs offered by its community partners. Open Doors provides counseling and educational options that help clients achieve self-sufficiency. The Davis County Homeless motel voucher program provides up to seven days of motel stay to homeless persons, or soon-to-be homeless clientele. This program provides intensive case management with short-term goals to assist in homeless prevention. After the initial week, the case is reviewed by trained Open Doors staff to determine if further assistance is needed. The intent of this program is to provide safe, temporary shelter to homeless persons. Resources are provided to assist with finding employment and permanent housing. Instead of creating patterns of poverty with repeat clients, this approach has proven to create long-term solutions to help homeless clients.

## **CR-30 - Public Housing 91.220(h); 91.320(j)**

### **Actions taken to address the needs of public housing**

Layton City does not currently operate public housing units or programs. The City supports local entities striving to obtain Low Income Housing Tax Credit (LIHTC) assistance through state and federal programs. LIHTC provides tax credits to qualified applicants who will offer subsidized housing. Davis Community Housing Authority (DCHA) intends to maintain their current assistance, including the operation of its Section 8 Housing Choice Voucher program, the Public Housing program, down payment assistance for first-time home buyers, Temporary Assistance for Needy Families (TANF) Homeless Prevention Program, and Housing Opportunities for Persons with AIDS (HOPWA).

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

Housing affordability continues to be a significant barrier to affordable housing within the state. Layton City partners with public housing authorities to educate public housing residents on the home down payment program offered by Layton City. The program is actively marketed to local lenders, and the application and program details are available on the City's website. Interest in this grant still remains in spite of current high home costs within Davis County.

The homebuyer assistance program is offered in \$10,000 increments to be used to help with down payment, closing costs, and/or principal reduction. This process requires management and participation on the behalf of the applicant. To receive assistance, applicants are required to complete an application and submit the most recent year's tax return, a pre-approval letter from a lender, the two most recent pay stubs from all working household members, and a copy of the real estate purchase contract. Applicants are also required to coordinate with lending and title companies during the purchase process and to help Layton City's CDBG administrator inspect their new home.

Prior to adoption of its Consolidated 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-to-moderate-income. This information is readily available at the Layton City Center Building.

Residents of public and assisted housing developments, predominantly low-to-moderate-income neighborhoods, minorities, non-English speaking persons, and persons with disabilities, are especially encouraged and are welcome to participate in the formation of the Consolidated Plan. Outreach to minority groups included contacting local ecclesiastical leaders such as the Bishop and members of the Spanish-Speaking Sandridge Ward of the Layton Hills Stake, Church of Jesus Christ of Latter-day Saints. Layton City also updates and shares a list of employees who speak another language. City staff added a Spanish translation application option specific to its CDBG program highlighted on its Economic Development website.

Residents have access to local organizations such as NeighborWorks that provide housing-related counseling. This service helps residents make the best decisions, whether they are preparing to own, preventing foreclosure, etc. These housing entities also help residents solve housing issues with experience, strategic partners, ongoing collaboration, and tools that make a difference.

### **Actions taken to provide assistance to troubled PHAs**

The local public housing authority, DCHA, has been recently audited by HUD and state entities and is not considered to be troubled.

## **CR-35 - Other Actions 91.220(j)-(k); 91.320(i)-(j)**

### **Actions taken 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. 91.220 (j); 91.320 (i)**

Community and Economic Development staff with Layton City take a proactive approach to understanding HUD CDBG rules and regulations. The City's CDBG Administrator participates in HUD training on a consistent basis. The City offers "At Home in Layton", a homeownership down payment grant assistance program that helps qualified households purchase homes within Layton City. The program assisted six households with the purchase of their new home during the 2022-2023 program year. The CDBG Administrator helped planning staff research and write its General Plan and other housing-related initiatives that include a variety of affordable housing options for low-to-moderate-income persons. Layton City is one of a select few communities in Utah that has provided several zoning options throughout the community to help create more opportunity for affordable housing and development options, such as providing for multi-family, planned unit developments, townhomes, accessory dwelling units, town centers for increased density, and unlimited height requirements adjacent the UTA Frontrunner commuter rail.

### **Actions taken to address obstacles to meeting underserved needs. 91.220(k); 91.320(j)**

Layton City uses CDBG funds for underserved needs. The City also sponsors a wide range of activities using non-CDBG funds. The City holds a free emergency preparedness fair and Community Emergency Response Team (CERT) training on a consistent basis and invites all community members to take part in emergency preparedness preparations. The City also assists in funding the Layton Community Action Council (LCAC) the organization that sponsors the City's Youth Court program. LCAC also sponsors adult and youth literacy programs, a boys and girls club, and a neighborhood watch program.

### **Actions taken to reduce lead-based paint hazards. 91.220(k); 91.320(j)**



If needed, trained Layton City staff are prepared to promptly respond to concerns or questions regarding lead-based paint in homes. City inspectors are available to provide educational materials as needed to respond to lead-based paint inquiries. The City also inspects homes (purchased using CDBG homeownership assistance funds) for any possible lead-based paint. The CDBG Administrator personally inspects homes for all home down payment assistance applicants and is aware of the concern regarding residences built before 1978. Homes that do not meet lead-based paint criteria are ineligible for homeownership assistance.

### **Actions taken to reduce the number of poverty-level families. 91.220(k); 91.320(j)**

Education is regarded as one of the most effective tools to help lower poverty levels. Layton City works with a variety of organizations to help educate and lower the poverty level in the community. To help children and teens stay in school, the City works with Davis School District, Davis Technical College, Layton Community Action Council (Youth Court), Safe Harbor, Open Doors and others. By supporting families, these organizations help children and teens stay in school. The City has also worked to bring higher education to the community (Weber State University Davis Campus) and actively partners with each provider to identify education needs in the community.

Layton City is home to Weber State University-Davis and Eagle Gate College. The City is also conveniently located to several other educational facilities of higher education, including Davis Technical College. The City sometimes meets with these education providers to identify programs that would benefit low-to-moderate-income persons. These partners allow access to affordable education that enables persons of all income levels obtain life-sustaining job skills. The CDBG Administrator also regularly consults with Safe Harbor, Lantern House, and Open Doors to address ways to combat poverty in the community.

### **Actions taken to develop institutional structure. 91.220(k); 91.320(j)**

No concerns or incidents of abuse have been reported concerning the institutional structure in Layton City. The City participates in regular departmental audits from third-party agencies to ensure appropriate actions are taken to remove or remedy the negative effects of public policies that serve as barriers to affordable housing. Citizens are encouraged and invited to attend and participate in monthly city council meetings where land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment are discussed. Transcripts and video recordings of these meetings are made available for free on the City's website. Public hearing meetings feature the option for translation services, Telecommunications Devices for the Deaf (TDD) and Relay (TTY communication) services to those who request assistance.

### **Actions taken to enhance coordination between public and private housing and social service agencies. 91.220(k); 91.320(j)**

Efforts to enhance coordination between public and private housing and social service agencies is

completed through monitoring visits, community meetings, and regular communication efforts between City staff and agency personnel. The City works with its local partners including Lantern House, Open, Doors, Safe Harbor, etc., to foster resource referral between agencies.

**Identify actions taken to overcome the effects of any impediments identified in the jurisdictions analysis of impediments to fair housing choice. 91.520(a)**

Layton City partnered with Davis County to complete an Analysis of Impediments (AI) to Fair Housing Choice in Layton City and Davis County. Availability and affordability were two impediments identified in the most recent analysis. Layton City has facilitated areas to be available for several multi-family developments, increasing the development potential of additional affordable housing stock. The City also continued to assist homebuyers via the down payment assistance and increased CDBG financial resources to its “At Home in Layton” program. Improving Fair Housing Infrastructure was an item that was identified in the AI. In the past, Layton City has provided informational materials in both English and Spanish to local service providers that provide information on Fair Housing Choices.

Telecommunications Devices for the Deaf (TDD) and Relay (TTY communication) services/or similar services, are also available to those who request assistance.

**CR-40 - Monitoring 91.220 and 91.230**

**Describe the standards and procedures used to monitor activities carried out in furtherance of the plan and used to ensure long-term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements**

The CDBG Administrator conducts remote and on-site monitoring visits with all of its subrecipients. The Administrator sometimes meets with subrecipients on an as-needed basis throughout the program year. The HUD Checklist for On-Site Monitoring of a Subrecipients is utilized at each monitoring visit to ensure CDBG funds are utilized in accordance with all program requirements. Subrecipients are also examined to ensure they are meeting or exceeding their performance objects on schedule and within set budgets.

Layton City staff and subrecipients are encouraged to use the SAM.gov website to identify minority businesses when contracting opportunities happen. Adherence to Layton City's CDBG Program Policy Manual is also expected. This understanding establishes the framework guiding the operation of the City's CDBG program. This measure provides an approach for making informed decisions, ensuring the program is operated in a fair and consistent manner, and gives all program participants expectations of how the City manages its CDBG Program.

Information included within the City's CDBG Program Policy Manual is derived from three sources: Federal requirements that impact local policies and procedure; growth, demographic shifts, and changes in need that necessitate adjustments in the local program; and historical knowledge gained from managing the program within Layton City. The Program Policy Manual also complements the City's Five-Year Consolidated Plan. The plan details the structure and process for administration of the City's CDBG program. The City's Five-Year CDBG Consolidated Plan also identifies needs within the City, the objectives to address those needs, and the basis for allocating funds between program activities developed to meet stated objectives. The CDBG program includes a variety of eligible activities that may be implemented with the understanding that an activity meets one of the three HUD National Objectives including: benefitting low-and-moderate-income persons; preventing and eliminating slum or blight; and meeting an urgent need.

### **Citizen Participation Plan 91.105(d); 91.115(d)**

**Describe the efforts to provide citizens with reasonable notice and an opportunity to comment on performance reports.**

This CAPER was made available to the public between the dates of September 5, 2023, through September 20, 2023. A public notice was published in the local Standard-Examiner newspaper on August 12, 2023, announcing that the CAPER was available to the public. Notices were also posted on the City's website and in the lobby of the Layton City Center building. There were no comments, letters or any other type of public feedback regarding the City's CAPER.

Layton City's Citizen Participation Plan provides for, and encourages citizen participation. The plan emphasizes participation by persons of low-and-moderate-income, particularly residents of predominantly low-and-moderate-income neighborhoods and in areas in which the City proposes to use CDBG funds. The plan provides citizens with the following: reasonable and timely access to local meetings; an opportunity to review proposed activities and program performance; provides for timely written answers to written complaints and grievances, and identifies how the needs of minorities, non-English speaking residents, and persons with disabilities, including the possibility of the need for TDD/TTY communication devices, are accommodated. Layton City's largest minority population consists of Hispanic/Latino residents. The City's website offers a language translation option for Spanish-speaking persons seeking details about CDBG-related programs and reports.

### **CR-45 - CDBG 91.520(c)**

**Specify the nature of, and reasons for, any changes in the jurisdiction's program objectives and indications of how the jurisdiction would change its programs as a result of its**

**experiences.**

Layton City did not implement any changes in its program objectives during Program year 2022-2023. However, the City did discontinue its Historic Downtown Infrastructure activity with the start of program year 2023-2024. The City lost its only qualified Census tract as a result of the 2020 US Census. Layton City staff CDBG Committee decided to reprogram funds from its Historic Downtown Infrastructure activity towards a new Special Economic Development Activities program. This was also approved by the City Council. Layton City intends to use CDBG funds for leverage toward the establishment of a skilled labor training and incubator space designed to provide training and apprenticeship space for the purpose of training and hiring low-to-moderate income persons and others who will be hired by businesses to fill high-tech skilled jobs that are currently unfilled. This activity may also include grants, commercial/industrial improvements, and assistance with equipment for qualified small businesses.

**Does this Jurisdiction have any open Brownfields Economic Development Initiative (BEDI) grants?**

No

**[BEDI grantees] Describe accomplishments and program outcomes during the last year.**

**CR-45 - CDBG 91.520(c)**

**Specify the nature of, and reasons for, any changes in the jurisdiction's program objectives and indications of how the jurisdiction would change its programs as a result of its experiences.**

Layton City did not implement any changes in its program objectives during Program year 2022-2023. However, the City did discontinue its Historic Downtown Infrastructure activity with the start of program year 2023-2024. The City lost its only qualified Census tract as a result of the 2020 US Census. Layton City staff CDBG Committee decided to reprogram funds from its Historic Downtown Infrastructure activity towards a new Special Economic Development Activities program. This was also approved by the City Council. Layton City intends to use CDBG funds for leverage toward the establishment of a skilled labor training and incubator space designed to provide training and apprenticeship space for the purpose of training and hiring low-to-moderate income persons and others who will be hired by businesses to fill high-tech skilled jobs that are currently unfilled. This activity may also include grants, commercial/industrial improvements, and assistance with equipment for qualified small businesses.

**Does this Jurisdiction have any open Brownfields Economic Development Initiative (BEDI) grants?**

No

**[BEDI grantees] Describe accomplishments and program outcomes during the last year.**



## CR-58 – Section 3

Identify the number of individuals assisted and the types of assistance provided

<b>Total Labor Hours</b>	<b>CDBG</b>	<b>HOME</b>	<b>ESG</b>	<b>HOPWA</b>	<b>HTF</b>
Total Number of Activities	0	0	0	0	0
Total Labor Hours					
Total Section 3 Worker Hours					
Total Targeted Section 3 Worker Hours					

**Table 8 – Total Labor Hours**

<b>Qualitative Efforts - Number of Activities by Program</b>	<b>CDBG</b>	<b>HOME</b>	<b>ESG</b>	<b>HOPWA</b>	<b>HTF</b>
Outreach efforts to generate job applicants who are Public Housing Targeted Workers					
Outreach efforts to generate job applicants who are Other Funding Targeted Workers.					
Direct, on-the job training (including apprenticeships).					
Indirect training such as arranging for, contracting for, or paying tuition for, off-site training.					
Technical assistance to help Section 3 workers compete for jobs (e.g., resume assistance, coaching).					
Outreach efforts to identify and secure bids from Section 3 business concerns.					
Technical assistance to help Section 3 business concerns understand and bid on contracts.					
Division of contracts into smaller jobs to facilitate participation by Section 3 business concerns.					
Provided or connected residents with assistance in seeking employment including: drafting resumes, preparing for interviews, finding job opportunities, connecting residents to job placement services.					
Held one or more job fairs.					
Provided or connected residents with supportive services that can provide direct services or referrals.					
Provided or connected residents with supportive services that provide one or more of the following: work readiness health screenings, interview clothing, uniforms, test fees, transportation.					
Assisted residents with finding child care.					
Assisted residents to apply for, or attend community college or a four year educational institution.					
Assisted residents to apply for, or attend vocational/technical training.					
Assisted residents to obtain financial literacy training and/or coaching.					
Bonding assistance, guaranties, or other efforts to support viable bids from Section 3 business concerns.					
Provided or connected residents with training on computer use or online technologies.					
Promoting the use of a business registry designed to create opportunities for disadvantaged and small businesses.					
Outreach, engagement, or referrals with the state one-stop system, as designed in Section 121(e)(2) of the Workforce Innovation and Opportunity Act.					

Other.					
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**Table 9 – Qualitative Efforts - Number of Activities by Program**

## Narrative

Layton City did not utilize CDBG funds for any Section 3 related activities.

## **Attachment**

### **CAPER Public Notices**



## OFFICIAL AD PROOF

This is the proof of your ad scheduled to run in **Standard-Examiner** on the dates indicated below. If changes are needed, please contact us prior to deadline at **(801) 625-4302**.

Notice ID: YmRDgd39umsz1xEc052f | **Proof Updated: Aug. 10, 2023 at 10:25am MDT**  
Notice Name: CAPER Notice | Publisher ID: UC0086

See Proof on Next Page

This is not an invoice. Below is an estimated price, and it is subject to change. You will receive an invoice with the final price upon invoice creation by the publisher.

FILER	FILING FOR
Morgan Cloward	Standard-Examiner
mcloward@laytoncity.org	
(801) 336-3770	

Columns Wide: 1	Ad Class: Legals
-----------------	------------------

08/12/2023: Custom Notice	156.22
---------------------------	--------

Subtotal	\$156.22
Tax	\$0.00
Processing Fee	\$15.62
<b>Total</b>	<b>\$171.84</b>

**PUBLIC NOTICE  
TO LAYTON CITY RESIDENTS  
AND INTERESTED PARTIES**

IN CONFORMANCE WITH REQUIREMENTS OF THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM, LAYTON CITY INVITES ALL INTERESTED PARTIES TO REVIEW THE CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT (CAPER) OF THE U.S. DEPT. OF HOUSING AND URBAN DEVELOPMENT CDBG PROGRAM FOR PROGRAM YEAR 2022-2023. A COPY OF THE REPORT WILL BE AVAILABLE FOR REVIEW AT: [HTTPS://WWW.LAYTONCOON.ORG/INCENTIVES/CDBG/](https://www.laytoncoon.org/incentives/cdbg/). UNDER LAYTON CITY CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT (CAPER), STARTING TUESDAY, SEPTEMBER 6, 2023 THROUGH WEDNESDAY, SEPTEMBER 20, 2023. THE CITY PROVIDES FREE COMMUNICATION ASSISTANCE FOR NON-ENGLISH SPEAKING PERSONS, AND THOSE WHO ARE HEARING IMPAIRED WHO WISH TO REVIEW AND COMMENT ON THE CDBG PROGRAM AND CAPER.

QUESTIONS: CONTACT MORGAN CLOWARD: [MCLOWARD@LAYTON-CITY.ORG](mailto:MCLOWARD@LAYTON-CITY.ORG), (801) 388-3770.





Community • Prosperity • Choice

Mayor • Jay Petro  
City Manager • Alex R. Jensen  
Asst. City Manager • Steve Garside

• Council Members •  
Zach Binkham  
Clint Morris  
Tyson Roberts  
Bethina Smith-Lindstromson  
Dave Thomas

**PUBLIC NOTICE  
TO ALL LAYTON CITY RESIDENTS  
AND INTERESTED PARTIES**

In conformance with the requirements of the **Community Development Block Grant (CDBG) Program**, Layton City invites all interested parties to review the **Consolidated Annual Performance and Evaluation Report (CAPER)** of the U.S. Department of Housing and Urban Development CDBG Program for the Program Year of 2022-2023.

A copy of the Report is available for review at <https://www.laytoncity.org/incentives/cdbg/> under Layton City Consolidated Annual Performance and Evaluation Report (CAPER), beginning Tuesday, September 5, 2023 through Wednesday, September 20, 2023. A hard copy of the report is also available for review at the Community and Economic Development Department in the Layton City Center building, 437 North Wasatch Drive, Layton, Utah 84040; 8:00 AM to 5:00 PM, Monday through Friday.

The City provides free communication assistance for non-English speaking persons and those who are hearing impaired who wish to review and comment on the CDBG Program and CAPER.

If you have any questions please contact Morgan Cloward at [mcloward@laytoncity.org](mailto:mcloward@laytoncity.org), (801) 336-3770.

Kimberly S. Read, City Recorder

Layton City does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services. If you are planning to attend this meeting and, due to a disability, need assistance in understanding or participating in the meeting, please notify the City eight or more hours in advance of the meeting and we will try to provide assistance. Please contact Human Resources at 437 North Wasatch Drive, Layton, Utah, 84041, telephone number (801) 336-3830.

Municipal Offices • 437 N Wasatch Dr • Layton, UT 84041 • Phone: (801) 336-3800 • Fax: (801) 336-3811

# PR 26 Financial Summary Report

	Office of Community Planning and Development	DATE:	08-17-23
	U.S. Department of Housing and Urban Development	TIME:	11:06
	Integrated Disbursement and Information System	PAGE:	1
	PR26 - CDBG-CV Financial Summary Report		
	LAYTON , UT		

## PART I: SUMMARY OF CDBG-CV RESOURCES

01 CDBG-CV GRANT	412,651.00
02 FUNDS RETURNED TO THE LINE-OF-CREDIT	0.00
03 FUNDS RETURNED TO THE LOCAL CDBG ACCOUNT	0.00
04 TOTAL CDBG-CV FUNDS AWARDED	412,651.00

## PART II: SUMMARY OF CDBG-CV EXPENDITURES

05 DISBURSEMENTS OTHER THAN SECTION 108 REPAYMENTS AND PLANNING/ADMINISTRATION	195,925.37
06 DISBURSED IN IDIS FOR PLANNING/ADMINISTRATION	0.00
07 DISBURSED IN IDIS FOR SECTION 108 REPAYMENTS	0.00
08 TOTAL EXPENDITURES (SUM, LINES 05 - 07)	195,925.37
09 UNEXPENDED BALANCE (LINE 04 - LINE8 )	216,725.63

## PART III: LOWMOD BENEFIT FOR THE CDBG-CV GRANT

10 EXPENDED FOR LOW/MOD HOUSING IN SPECIAL AREAS	0.00
11 EXPENDED FOR LOW/MOD MULTI-UNIT HOUSING	0.00
12 DISBURSED FOR OTHER LOW/MOD ACTIVITIES	195,925.37
13 TOTAL LOW/MOD CREDIT (SUM, LINES 10 - 12)	195,925.37
14 AMOUNT SUBJECT TO LOW/MOD BENEFIT (LINE 05)	195,925.37
15 PERCENT LOW/MOD CREDIT (LINE 13/LINE 14)	100.00%

## PART IV: PUBLIC SERVICE (PS) CALCULATIONS

16 DISBURSED IN IDIS FOR PUBLIC SERVICES	127,177.80
17 CDBG-CV GRANT	412,651.00
18 PERCENT OF FUNDS DISBURSED FOR PS ACTIVITIES (LINE 16/LINE 17)	30.82%

## PART V: PLANNING AND ADMINISTRATION (PA) CAP

19 DISBURSED IN IDIS FOR PLANNING/ADMINISTRATION	0.00
20 CDBG-CV GRANT	412,651.00
21 PERCENT OF FUNDS DISBURSED FOR PA ACTIVITIES (LINE 19/LINE 20)	0.00%



**LINE 10 DETAIL: ACTIVITIES TO CONSIDER IN DETERMINING THE AMOUNT TO ENTER ON LINE 10**

No data returned for this view. This might be because the applied filter excludes all data.

**LINE 11 DETAIL: ACTIVITIES TO CONSIDER IN DETERMINING THE AMOUNT TO ENTER ON LINE 11**

No data returned for this view. This might be because the applied filter excludes all data.

**LINE 12 DETAIL: ACTIVITIES INCLUDED IN THE COMPUTATION OF LINE 12**

Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity Name	Matrix Code	National Objective	Drawn Amount
2019	13	252	6404772	CV-Small Business Grant	18A	LMJ	\$24,809.42
			6530802	CV-Small Business Grant	18A	LMJ	\$3,125.69
			6597378	CV-Small Business Grant	18A	LMJ	\$8,000.00
			6667471	CV-Small Business Grant	18A	LMJ	\$4,000.00
	16	283	6736532	CV-Layton Victim Services	05G	LMC	\$17,178.80
2020	7	256	6530261	CV-Open Doors	03C	LMC	\$9,003.44
			6530802	CV-Open Doors	03C	LMC	\$1,296.56
			6597378	CV-Open Doors	03C	LMC	\$6,214.35
			6635069	CV-Open Doors	03C	LMC	\$5,425.70
			6667471	CV-Open Doors	03C	LMC	\$1,308.31
			6736532	CV-Open Doors	03C	LMC	\$5,564.10
	9	259	6432459	CV-Safe Harbor	05G	LMC	\$45,724.10
			6530261	CV-Safe Harbor	05G	LMC	\$5,172.22
			6530802	CV-Safe Harbor	05G	LMC	\$4,102.68
			6597378	CV-Safe Harbor	05G	LMC	\$1.00
			6635069	CV-Safe Harbor	05G	LMC	\$5,873.54
			6667471	CV-Safe Harbor	05G	LMC	\$25,625.19
			6736532	CV-Safe Harbor	05G	LMC	\$13,500.27
	10	258	6432459	CV-Lantern House	03T	LMC	\$5,262.50
			6530261	CV-Lantern House	03T	LMC	\$2,312.50
			6530802	CV-Lantern House	03T	LMC	\$2,328.50
			6597378	CV-Lantern House	03T	LMC	\$96.50
<b>Total</b>							<b>\$195,925.37</b>

**LINE 16 DETAIL: ACTIVITIES INCLUDED IN THE COMPUTATION OF LINE 16**

Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity Name	Matrix Code	National Objective	Drawn Amount
2019	16	283	6736532	CV-Layton Victim Services	05G	LMC	\$17,178.80
2020	9	259	6432459	CV-Safe Harbor	05G	LMC	\$45,724.10
			6530261	CV-Safe Harbor	05G	LMC	\$5,172.22
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Office of Community Planning and Development  
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			6530802	CV-Lantern House	03T	LMC	\$2,328.50
			6597378	CV-Lantern House	03T	LMC	\$96.50
<b>Total</b>							<b>\$127,177.80</b>

LINE 19 DETAIL: ACTIVITIES INCLUDED IN THE COMPUTATION OF LINE 19

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# PR 26 CDBG-CV Financial Summary Report

	Office of Community Planning and Development	DATE:	08-17-23
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