



UTAH

COMMUNITY DEVELOPMENT BLOCK GRANT



2018

Application Policies and Procedures



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Auxiliary aids and services are available upon request to individuals with disabilities by calling (801) 526-9240. Individuals with speech and/or hearing impairments may call Relay Utah by dialing 711. Spanish Relay Utah: 1(888)346-3162.

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Housing & Community Development
1385 South State Street, 4th Floor
Salt Lake City, UT 84115
Phone: 1(801)468-0127 Fax: 1(801)468-0122
www.jobs.utah.gov/housing/cdbg**

2018 CDBG Application Checklist

(Please follow the order of the checklist as outlined below)

- Attend CDBG “How to Apply Workshop” in your region (Oct/Nov 2017).
- Register as a user in WebGrants system at: ***webgrants.community.utah.gov*** (See Appendix A).
- In order to apply, non-profits must be ***sponsored*** by a City or County in the project service area and register in WebGrants under that City or County. (Appendix A).
- Current CDBG grantees must spend down 50% of prior grant by **February 2018**.
- Due to AOG ___/___/_____
- Review Chapters 2 and 3 for funding information and eligible project types.
- Publish 1st Public Hearing (See Appendix B for templates) prior to **01/31/2018**.
- Review Rating & Ranking Policies for your region (provided at end of this book).
- Choose potential project(s) and define project area/beneficiaries.
- Contact AOG representative for guidance regarding income survey requirements (if any). With AOG rep guidance, prepare survey document and methodology. (see Appendix C & D). Do not conduct survey without state CDBG staff approval.
- If required, conduct income survey of residents in project area. (Do not mail surveys).
- Submit copies of surveys to AOG rep who will determine project eligibility.
- Prepare Scope of Work, budget and map of project area.
- Complete CDBG Application online in WebGrants. **SUBMIT by 01/31/2018**

Do not hold 2nd public hearing unless notified by AOG in March/April 2018 that your application has been awarded funding!

- February/March 2018 - State staff review applications for completeness and eligibility.
- Awards announced March/April 2018. Hold 2nd Public hearing prior to **05/31/2018**.
- Update application with 2nd public hearing info. Edit scope/budget if necessary.
- Re-submit Application prior to **05/31/2018**. Late applications will not be funded.

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.....DUNS Number Registration Information

APPENDIX B EXAMPLES OF PUBLISHED/POSTED HEARINGS
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APPENDIX D INCOME SURVEY

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PROJECT REVIEW/PRIORITY RANKING SYSTEMS:

- STATE
- BEAR RIVER AOG
- FIVE COUNTY
- MOUNTAINLAND AOG
- SIX COUNTY ASSOCIATION OF GOVERNMENTS
- SOUTHEASTERN UTAH
- UINTAH BASIN AOG
- WASATCH FRONT REGIONAL COUNCIL:

Chapter 1 Tab

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CHAPTER 1. INTRODUCTION AND PROGRAM GOALS AND OBJECTIVES

A. The Small Cities Community Development Block Grant Program

The Utah Small Cities Community Development Block Grant (CDBG) program is funded and operated under Title I of the Housing and Community Development Act of 1974, as amended through April 11, 1994, 42 USC 5301 including all operating regulations and memorandums pertaining thereto. The program year 2018 will be the 37th year in which the small cities CDBG program has been administered by the state of Utah. The U.S. Department of Housing and Urban Development (HUD) is responsible for monitoring the State of Utah to ensure compliance with CDBG program requirements. Applicants should be aware that, if funded, they must comply with various federal regulations including Davis-Bacon Labor standards, Civil Rights and the HUD environmental review regulations found at 24 CFR Part 58.

The purpose of this book is to provide instruction and guidance regarding state and federal requirements to persons seeking to apply for CDBG grant funds. Unlike other states that have a more centralized project rating and ranking process, Utah's process is unique. In Utah, the rating and ranking process has been delegated to the 7 regional planning districts throughout the state. Local and regional priorities determine which projects are funded. This process provides for maximum involvement of the public through local governments who establish priorities that are consistent with the state and federal goals of the Act.

This Application Policies and Procedures Guide contains all program guidance information including:

- Compliance with the Consolidated Plan
- Estimated amount of funds available
- Funding processes
- National Objective requirements
- List of eligible activities
- Application instructions
- State requirements
- Additional federal requirements
- Regional rating and ranking policies for applications

The Purpose of the Community Development Block Grant Program

"To assist in developing viable communities by providing decent housing, a suitable living environment and expanding economic opportunities, principally for persons of low and moderate income (LMI)".

Who Is An Eligible CDBG Applicant?

- CITIES** - with populations of less than 50,000
- COUNTIES** - with populations of less than 200,000
- UNITS OF LOCAL GOVERNMENT** recognized by the Secretary of HUD, which include six of the seven Associations of Government, excluding the Wasatch Front Regional Council.

Non-profit organizations, housing authorities, and special service districts may apply through one of the above but are not eligible independently.

The entitlement cities of Salt Lake, Provo, Orem, Ogden, Layton, Logan, Clearfield, Sandy, St. George, Taylorsville, West Jordan, West Valley, Lehi and the urban counties of Salt Lake, Utah, and Davis have similar programs designated for their areas and are not eligible for the State Small Cities Community Development Block Grant (CDBG) Program.

State small cities CDBG funds may not be used in the above entitlement areas.

Who Operates the CDBG Program?

The Governor of the state of Utah has elected to continue to administer the Utah Small Cities Community Development Block Grant program in the **2018** program year and continues to delegate program management to the Utah Department of Workforce Services, Housing and Community Development Division (HCD). In assuming this responsibility, the state will meet the following federal requirements mandated by Congress:

- Continue a program of planning for community development activities;
- Provide technical assistance to units of local government and workshops for citizens and local officials for the CDBG Program;
- Continue to provide funds from state resources for community development; and
- Consult with local elected officials in determining the method of funding distribution.

Who Administers the CDBG Program?

The Utah Department of Workforce Services (DWS), Housing and Community Development Division (HCD) administers the CDBG program. As the lead agency responsible for the program's design and implementation, HCD will:

- Obtain policy guidance from the CDBG Policy Committee that is made up of elected officials selected by the Governor from the regional review commissions and formally established by a Governor's Executive Order dated, November 1, 1986;
- Support the seven regional planning districts in developing sound and equitable project review and priority ranking systems that meet the purposes of federal legislation as well as local and state priorities;
- Ensure grantee compliance with all applicable federal/state program regulations and federal overlay statutes;
- Monitor grantee program compliance and financial performance;

- Ensure that programmatic control of the prioritization of CDBG funding has and will remain with local elected officials; and
- Establish guidelines for local community development and policies directed toward furthering the housing needs of the state's citizens by working with housing interest groups and low-income advocacy organizations.

CDBG Policy Board Members

The CDBG Policy Committee is composed of seven members selected by the governor from each of the seven regional districts of the state. They are as follows:

MEMBER NAME and REGION

- Jeffrey D. Scott**, Commissioner, Box Elder County - Bear River Association of Governments
- Ken Burdick**, Commissioner, Duchesne County - Uintah Basin Association of Governments
- Byron Woodland**, Commissioner, Juab County - Six County Association of Governments
- Hilary Gordon**, Mayor, Huntington City - Southeastern Association of Local Governments
- Jerry Taylor**, Commissioner, Garfield County - Five County Association of Governments
- Jerry M Houghton**, County Recorder, Tooele County - Wasatch Front Regional Council
- Kendall Crittenden**, Councilman, Wasatch County - Mountainland Association of Governments

For assistance in application preparation please contact any of the following personnel:

Associations of Government/Counties and Contacts

1. Bear River AOG

CONTACT: Brian Carver

Box Elder, Cache, Rich Counties
 Roger C. Jones, Executive Director
 170 N Main Street
 Logan, Utah 84321
 PHONE: (435) 752-7242
 E-mail: brianc@brag.utah.gov

2. Five County AOG

CONTACT: Nathan Wiberg

Beaver, Kane, Garfield, Washington, Iron Counties
 Bryan Thiriot, Executive Director
 PO Box 1550
 St. George, Utah 84770
 PHONE: (435) 673-3548
 E-mail: nwiberg@fivecounty.utah.gov

3. Mountainland AOG

CONTACT: Michelle Carroll

Summit, Wasatch Counties
 Andrew Jackson, Executive Director
 586 East 800 North
 Orem, Utah 84097-4146
 PHONE: (801) 229-3800
 E-mail: mcarroll@mountainland.org

4. Six County AOG

CONTACT: Travis Kyhl

Juab, Millard, Piute, Sanpete, Sevier, Wayne Counties
 Russell J. Cowley, Executive Director
 PO Box 820
 Richfield, Utah 84701
 PHONE: (435) 893-0713
 E-mail: tkyhl@sixcounty.com

5. Southeastern Utah ALG

CONTACT: Jade Powell

Carbon, Emery, Grand, San Juan Counties
Geri Gamber, Executive Director
PO Box 1106
Price, Utah 84501
PHONE: (435) 613-0022
E-mail: jpowell@seualg.utah.gov

6. Uintah Basin AOG

CONTACT: Kevin Yack

Daggett, Duchesne, Uintah Counties
Laurie Brummond, Executive Director
330 East 100 South
Roosevelt, Utah 84066
PHONE: (435) 722-4518
E-mail: keviny@ubaog.org

7. Wasatch Front Regional Council

CONTACT: Christy Dahlbert

Morgan, Tooele, Weber Counties
Andrew Gruber, Executive Director
295 North Jimmy Doolittle Road
Salt Lake City, UT 84116
PHONE: (801) 363-4250; ext. 5005
E-mail: christy@wfrc.org

Technical Assistance

For assistance regarding the program or policies, please contact any of the following personnel:

Housing & Community Development Division
Community Development Block Grant Program
1385 South State Street, 4th Floor
Salt Lake City, Utah 84115
Telephone: (801) 468-0127
Fax: (801) 468-0122
Website: <http://jobs.utah.gov/housing/cdbg>

Keith Heaton	Director Community Development	(801) 468-0133 kheaton@utah.gov
Cheryl Brown	Program Manager	(801) 468-0118 cbrown@utah.gov
Mary Jacobs	Program Specialist Environmental Reviews	(801) 468-0124 mjacobs@utah.gov
Julie Tuimauga	Program Specialist IDIS/Labor	(801) 468-0127 jtuimauga@utah.gov
Sue Kolthoff	HEAT/NSP/SSBCI/SCSO; Director	(801) 468-0069 skolthoff@utah.gov

Brian Richards	Program Auditor	(801) 468-0184 brichards@utah.gov
Matthew Parker	Accountant	(801) 526-9512 mjparker@utah.gov
Bradley Carpenter	Program Manager Weatherization	(801) 468-0134 blcarpenter@utah.gov
Tricia Davis	Program Manager Homeless Programs	(801) 859-4805 tadavis@utah.gov
Shelli Glines	Associate Director Housing Development	(801) 468-0144 sglines@utah.gov

B. Consolidated Plan

The CDBG Application Policies and Procedures guide is an appendage of the Consolidated Plan. Section 104(a)(2) of Title I of the Housing and Community Act requires each state to submit a Consolidated Plan of community development objectives, projected use of funds, and methods by which the state will distribute funds to local governments. A yearly review and update of this plan is required to be supplied by each regional planning agency and a completely revised document is required every five years. Additional information regarding the compliance with the Consolidated Plan is addressed in Chapter 4.

C. State Public Hearing

In April of each year the State of Utah is required to hold a public hearing to gather input and discuss the progress and status of communities, statewide, as they complete the required elements of the Consolidated Plan. The hearing will be advertised 14 days in advance of the hearing in all regional and statewide newspapers. All Associations of Government (AOG), Utah Issues, low-income housing agencies, and other low-income advocacy groups will be individually notified of the hearings and encouraged to attend. All questions, concerns and suggestions derived from the hearing will be documented and responded to by the state following the hearings.

D. Goals and Objectives

The majority of the following goals and objectives were identified by HCD in 1981 when the Utah CDBG Program was originated. These same goals have been stressed in each successive year and continue to be of major importance as the HCD attempts to meet and combine federally mandated requirements and state obligations in serving the non-entitlement communities.

1. Improve public facilities
2. Expand economic opportunities
3. Develop and use land resourcefully
4. Provide decent housing through the use of all available programs either direct or indirect
5. Provide needed public services
6. Promote a strong local government role in the grant selection process through the use of Regional Review Committees (RRCs)

7. Leverage CDBG funds with other available public and private resources and
8. Simplify the CDBG application and management requirements while addressing congressional program intent and existing federal law
9. Decrease juvenile crime, teen pregnancy, drug and alcohol abuse and family violence

The following efforts continue to be made by the state in achieving the above goals:

1. Encourage local units of governments to use the entire array of community development activities funded through the CDBG program
2. Ensure strong local government involvement in the management of individual programs
3. Ensure broad citizen participation in local/regional review and solution processes
4. Provide timely technical assistance to grantees and the seven multi county planning organizations in ensuring effective program administration.

As part of the state's continuing assessment and evaluation, the goals and objectives of the program were reviewed and modified to meet changes in the law based on the 1983 amendments of the Housing and Urban Renewal Recovery Act and the Cranston-Gonzales National Affordable Housing Act of 1990. Changes also are implemented herein by the Small Cities CDBG regulations adopted in 1992.

The administration and programmatic control remain the same as in past years. Efforts will continue to be made to provide technical assistance and training to the staffs of the seven regional Associations of Government who are major links with small cities.

E. Seventy Percent Low-to Moderate-Income (LMI) Benefit Requirement

A program goal established by HUD requires the assurance that 70 percent of the funds spent over a three-year period will be spent on projects benefitting low-to moderate-income (LMI) persons. This will be achieved through the state's allocation process. Each Associations of Government (AOG) is required to individually meet this goal and will adjust its project review/priority ranking system and funding allocations so that each spends at least 70 percent of its yearly allocation on projects which meet the national objective of benefit to LMI persons. Documentation will be provided showing that Utah has met this goal.

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CHAPTER 2. FUNDING PROCESSES

A. STATE PROCESS

The amount of CDBG funds available each year varies as a result of the federal legislative appropriation received. That amount is usually made public in May. For the 2017 program year, the following formula was used: \$100,000 plus three percent of the total grant is subtracted for state administration costs. The remaining funds are then divided among the seven regions. Each region receives a base allocation of \$300,000 and the balance of the funds is divided using a per-capita basis.



1. 2017 Allocation Formula

In 2017, the Utah program received a total of \$ 4,868,432 of which \$ 246,053 was deducted for State CDBG administration. That left \$ 4,622,379 for allocation throughout the non-entitlement areas of the state.

After adding in unexpended funds from prior year grants, which is \$ 150,523, the total amount of funding available for the program was \$ 4,772,902. The following formula was used to distribute this funding.

Each of the seven planning regions received a base amount of \$ 300,000 for a total of \$ 2,100,000. That amount was subtracted from \$ 4,772,902. The remaining balance of \$ 2,672,902 was divided on a per-capita basis per region based on the most current non-entitlement population figures.

Table I. 2017 HUD Allocations

AOG REGION	% NON-ENTITLEMENT POPULATION	NON-ENTITLEMENT POPULATION	PER CAPITA FUNDING	BASE FUNDING	TOTAL FUNDING
BRAG	16	127,535	440,884	300,000	740,884
WFRC	31	237,129	820,733	300,000	1,120,733
MAG	9	70,835	245,169	300,000	545,169
UBAOG	8	57,805	200,070	300,000	500,070
SCAOG	10	78,548	260,890	300,000	560,890
FCAOG	19	146,647	507,563	300,000	807,563
SEUALG	7	57,089	197,593	300,000	497,593
TOTAL	100	775,588	2,672,902	2,100,000	4,772,902

2. 2018 State Allocation Formula

At the time of the “How to Apply” workshops in the fall each year, the federal budget is unknown. The amount of CDBG funding that HUD will allocate to the State of Utah for the Community Development Block grant program is announced in the spring. The information below will be added at that time.

The HUD allocation to Utah for 2018 will be \$_____. At the CDBG Policy Committee meeting in June 2017, members voted to change the CDBG Method of Distribution (MOD) for the first time in many years. The decision was made to divide the 2018 allocation equally between the seven AOG regions. Based on the 2017 funding, it is estimated that each region will receive approximately \$ **657,000**. This is only an estimate and the actual amount available will vary based on the federal budget and the amount of unspent funds from previous grants that may be available to re-allocate to 2018 projects. This change to the MOD is effective for the 2018 funding cycle only. The 2019 MOD will be determined at the June 2018 CDBG Policy Committee meeting.

REGION	Allocation
Bear River Association of Governments	
Wasatch Front Regional Council	
Mountainland Association of Governments	
Uintah Basin Association of Governments	
Six County Association of Governments	
Five County Association of Governments	
Southeastern Utah Association of Local Governments	
	\$ -

B. REGIONAL PROCESS

1. Application Review Process

Portions of the CDBG application review process have been decentralized to the seven multi-county Associations of Government (AOGs) regional planning agencies. Each has established a CDBG Regional Review Committee (RRC). The organization of each RRC varies. In some cases, special subcommittees are formed to conduct part of the application review, while in others, the association’s executive committee or board serves as the review body.

The role of the RRC is to initially provide for the review and prioritization of CDBG applications on either a regional or countywide basis. Following this process, individual awards are determined and funded based on a region’s total allocation. This regional body has the

responsibility to determine threshold eligibility and consistency with the consolidated plan as well as national objective compliance.

All applicants submit an electronic application online through HCD's WebGrants system (see Appendix A). In February and March, State staff meets with each AOG representative to review applications for compliance with CDBG program regulations. All applications that include an original survey must also be reviewed by the state prior to rating and ranking. Following this review and certification of the national objective, consolidated plan compliance and project eligibility the RRC may then apply their regional rating and ranking system. The state staff, following each rating and ranking process, again reviews the applications for compliance with all federal criteria prior to executing a state contract. All Slum and Blight applications must be approved by the CDBG staff prior to rating and ranking.

2. Rating and Ranking

Although the state has overview responsibility for this activity, the development of a regional Rating and Ranking system must be completed by the RRC. The preparation of these policies occurs in August, prior to the receipt of grant applications thereby allowing prospective applicants an opportunity to assess the factors that will be used to rate their application(s) before and during the preparation of the application(s). RRC's will continue to have the discretion to establish regional public service categorical grant programs as part of their individual regional rating and ranking policies and procedures.

The ranking criteria must contain, at a minimum, the eight specific criteria found in Appendix G. This appendix also includes the individual RRCs rating and ranking processes for the next funding cycle. Each region's process must be endorsed by its RRC and approved by the state in advance of the application review.

Grantees with open grants from previous years that have not spent 50 percent of their previous grant(s) are not eligible to be rated and ranked. Single-family housing rehabilitation grants carried out by the AOGs are exempt from this requirement. Only complete and accurate applications will be rated and ranked. Late applications will not be accepted.

Multi-year funding (up to two years) is only allowed for construction projects. Each regional RRC may determine that multi-year funding is appropriate for certain projects. In these cases, the RRC must document the amount of funding being awarded for the first and second years. All grantees receiving multi-year funding must be made aware that the second year is contingent upon the state program receiving funding in the following year.

Following the completion of the rating and ranking process, each RRC will submit to the state copies of rating and ranking result sheets with the names of all the submitted applications, the actual allocation of all funds and the points awarded to each application.

After review by the state staff, the AOG will notify the successful applicants that they can proceed with finalizing their application. This will include adding the second public hearing information (see Appendix B) and revising the budget and scope of work, if necessary.

An applicant may withdraw an application from consideration by the RRC at any time. The RRC must notify each applicant of the rating and ranking results.

State staff is available to assist the RRC and AOG staff in regards to the CDBG application requirements in order to assist in the clarification of state or federal policy. The state will honor the RRC's rating and ranking decisions, but reserves the right of final project approval in determining if a project is an eligible activity (Chapter 3, section E), meets one of the three national objectives (Chapter 3, section B) and complies with other federal regulations and state criteria. **Projects are to be fully funded at the amount requested beginning with any AOG set-asides first, then the top ranked project and continuing until the funding is exhausted.**

3. Set-asides

This is a process where a specific amount of money is “set aside” from the general regional allocation to be used for a specific category of activity (e.g. housing assistance or economic development). Set-asides may only be used for a general category of activity and not for a specific project. Rather than competing against all other applicants, applicants qualifying for a set-aside would only compete against other applications in the set-aside category. For example, only jurisdictions desiring funding for a housing activity would compete against each other for housing set-aside dollars.

Annually, each RRC must approve rating and ranking criteria and any set-asides prior to holding the “How to Apply” workshops. Rating and ranking (R&R) criteria for the set-aside(s) may differ from the primary R&R criteria but must also be specifically established and approved. RRC policies should specify whether unfunded applications from the set-aside process are then eligible for the primary funding process.

The RRC must notify all eligible applicants of the category and funding amount of each set-aside. If funds remain in the set-aside after all viable set-aside applications are funded, the remaining funding will be used to fund high-ranking applications from the primary funding process.

C. PROGRAM INCOME

1. Definitions

- a. Program Income:** Gross income is defined as income received by the recipient or a sub-recipient that is directly generated from the use of CDBG funds. This condition will continue as long as the recipient maintains an income-generating program, whether or not CDBG contract is in effect. Program income includes but is not limited to:
 - Proceeds from the disposition by sale or long-term lease of real property purchased or improved with CDBG funds;
 - Proceeds from the disposition of equipment purchased with CDBG funds;

- Gross income from the use or rental of real or personal property acquired by the recipient or by a sub-recipient with CDBG funds, less costs incidental to generation of the income;
- Gross income from the use or rental of real property owned by the recipient or by a sub-recipient that was constructed or improved with CDBG funds, less costs incidental to generation of the income;
- Payments of principal and interest on loans made using CDBG funds, except as provided in paragraph (a)(3) of this section; and
- Proceeds from the sale of loans made with CDBG funds.

b. Eligible Activities: Any activity identified in Chapter 3, section E.

2. Grantee Generated Program Income

a. Source of Program Income: The state CDBG Program allows grantees to retain program income from housing rehabilitation, homebuyer assistance or economic development revolving loan activities provided the same activity that generated the income continues. Other eligible program income producing activities must return program income to the state.

Interest earned by grantees when CDBG payments are deposited in interest bearing accounts of any kind may not be retained by the grantee. Any interest earned as a result of this unauthorized use of funds will, if less than \$100, be returned to the state. Interest earned in excess of \$100 must be returned to the U.S. Treasury.

b. Maximum Retained: Grantees must expend all program income funds prior to requesting regular program funds from the state. The state will allow an accumulation of up to **\$35,000** in any grantee's program income account. If an extended period of time elapses between loans made for this purpose, the account will be allowed to increase beyond this limit. The state will require that a current bank statement or other comparable documentation showing the current balance in the program income account be submitted with each request for funds. Separate accounts may be necessary in order to simplify record keeping. All such documentation is subject to audit and verification by the state.

D. EMERGENCY PROJECTS:

1. Projects: Emergency projects are defined as projects that have a particular urgency, as determined by each of the individual Regional Review Committees (RRCs). They can be funded outside normal allocation cycles as described below. The RRC must determine its own definition of an emergency and adopt a policy that will be applied to all emergency applications. Existing project cost overruns may be funded if the RRC deems it an appropriate emergency. A corresponding dollar for dollar reduction will be made in the allocation received by the region in the next funding cycle.

2. Application Procedure: Requests for emergency funds must be submitted utilizing the state's application form for the most recent funding cycle. AOG staff will review the application for eligibility and check for consistency with the Consolidated Plan. Applications that meet the local RRCs approval criteria must go through a public hearing process (Chapter 4, Section A). The details of the emergency application must be provided.

All emergency projects must meet all CDBG program requirements. Following RRC approval, the state staff will review all emergency applications for program eligibility and national objective compliance. The state reserves the right to reject or amend applications that do not meet these threshold requirements. In the case of existing project cost overruns, a new scope of work, budget and public hearing are required. The State CDBG Policy Committee must approve all emergency applications.

Emergency projects (distributed statewide) are limited on an annual basis to \$500,000. As such, RRCs are asked to be very conservative in their definition of an emergency. To deal with multiple project proposals with similar timeframes, the State CDBG Policy Committee will take into account the nature of each identified emergency. Funding will come from unspent balances in the state's line of credit with HUD (in the same manner the interim loans are funded). The amount of any emergency projects distributed during the year will be subtracted from the top of the appropriate regional allocation during the next funding cycle.

Chapter 3 Tab

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CHAPTER 3. NATIONAL OBJECTIVES, ELIGIBLE ACTIVITIES AND FEDERAL COMPLIANCE REQUIREMENTS

A. ELIGIBLE GRANT APPLICANTS

Consistent with federal law, **eligible applicants** for the state CDBG program are:

- ◆ **Incorporated cities and towns with populations of less than 50,000, excluding those in Davis, Salt Lake and Utah counties;**
- ◆ **All of the State’s counties except Davis, Salt Lake and Utah counties;**
- ◆ **Units of local government recognized by the Secretary of HUD that include six of the seven Associations of Government, excluding the Wasatch Front Regional Council, which is sponsored by Tooele County.**



By federal law, the state may only fund the applicants listed above. For convenience and mutual benefit, combinations of the above may enter into a subcontractor’s agreement where one applicant is regarded as a primary beneficiary acting as the grantee entity for both applicants. Other users of CDBG funds such as non-profit and for-profit corporations, councils of government, housing authorities, and special service districts must apply through and enter into subcontractor agreements with an eligible applicant who also derives a primary benefit. These entities must comply with all applicable laws and regulations. The state encourages units of general local government to cooperate with each other as well as other entities to engage in eligible activities.

1. Sponsorship of a Non-eligible Recipient – Eligible grantees (cities or counties) who agree to sponsor a non-eligible subrecipient must realize that such an agreement carries serious legal implications and responsibilities. Careful consideration and a full understanding of sponsorship must be considered before entering into an agreement. The sponsoring entity and the state will execute the contract and the sponsoring entity (city or county) is legally bound to comply with all pertinent laws and regulations, as is their subrecipient. Sponsorship of a subrecipient must be appropriately based on the project area. (e.g., counties should only sponsor projects benefitting the entire county. Cities should only sponsor projects benefitting city residents). Sponsors must execute a subcontractor’s agreement with the subrecipient (see Appendix F).

The responsibility for who does what in such a contractual arrangement will depend on each entity, the project and the degree of comfort that the sponsor has with the subrecipient. The new OMB omni-circular took effect December 26, 2014 and streamlines the requirements for all federally funded grantees. The state is only responsible to ensure that the sponsor is in compliance. This means that the sponsoring entity should do a periodic review of the budget and expenditures of the subrecipient in the duration of the grant. The state maintains contact with subrecipients during the course

of the project through phone, written correspondence and in-person site visits. These technical assistance efforts are the state's way of assisting the sponsoring entity with some of its oversight needs. However, sponsors should realize that final compliance by the subrecipient ultimately lies with them.

Sponsorship responsibilities include holding the public hearings, signing the application and contracts, ensuring compliance with all civil rights requirements including Americans with Disabilities Act (ADA) laws and providing a certain amount of environmental oversight. Compliance with any labor related laws is usually reviewed at the subrecipient level, but the sponsor may request involvement to ensure that any local requirements related to procurement and construction activity are understood and will be followed by the subrecipient. If the project budget includes any administrative costs for the sponsoring entity, the sponsor's financial records will also be reviewed. Sponsorship also requires assisting with the completion of the final monitoring and the close out process when the project is complete. The sponsor will be monitored at the end of the project in addition to the subrecipient to ensure this compliance.

2. Public Service – Public service providers, traditionally non-profit organizations, are allowed to apply for CDBG funds for **capital improvements and major equipment purchases**. (e.g., vehicles, permanent equipment/fixtures, computer equipment, construction, and remodeling and facility expansion). State policy prohibits the use of CDBG funds for operating and maintenance expenses. This includes paying administrative costs, salaries, etc. State CDBG funds may not be used in entitlement areas (see Chapter 1, page 2). No more than 15 percent of the state's yearly allocation of funds may be expended for public service activities.

To utilize CDBG funds for a public service, the service must be either:

- a. A new service; OR
- b. A quantifiable increase in the level of an existing service which has been provided by the grantee or another entity on its behalf through the state or local government funds in the 12 months preceding the submission of the grantee's Consolidated Plan Annual Action Plan to HUD.

This provision was put into place to ensure that localities did not use CDBG funds to replace local or state monies to fund essential services typically offered by the local government entity.

B. NATIONAL OBJECTIVE COMPLIANCE REQUIREMENTS

Each applicant must identify and meet only ONE of the three national objectives listed below even though the project might be able to qualify under other national objectives.

1. NATIONAL OBJECTIVE #1: LOW- AND MODERATE-INCOME BENEFIT

“The projected use of funds has been developed so as to give maximum feasible priority to activities which will benefit low/moderate income (LMI) families. . .”

LMI(low-to moderate-income) families are defined as those families whose income does not exceed 80 percent of the county median income. (see Appendix C for delineation of

80 percent of county median income by family size). In order to meet this national objective, the applicant must demonstrate a benefit to low- and moderate-income families in one of the following ways:

a. **Site Specific Activities**: At least 51 percent of the direct beneficiaries of the proposed project must consist of families whose **TOTAL FAMILY INCOME** does not exceed 80 percent of the county median income for the current program year per the income figures provided in Appendix C.

When either of the methods below is used the project area must first be specifically determined and identified before the survey is performed.

◆ **A site-specific project directly benefits only a portion of the community.** An original survey of the defined project area must be done to determine LMI population in that specific area. A survey must be performed following the state approved methodology found in Appendix D under the heading “Site-Specific Surveys”. This method **must** be used if the survey is to be accepted.

The burden of proof is on the applicant to carry out the survey in a manner approved by the state CDBG staff. The survey will be valid if the project boundaries and beneficiaries are identical to those in the original survey. If the survey demonstrates that 60 percent or more of the beneficiaries are LMI then the survey is valid for five application cycles.

b. **City or Countywide Activities**: At least 51 percent of the direct beneficiaries of the proposed project must consist of families whose **TOTAL FAMILY INCOME** does not exceed 80 percent of the county median income for the current program year as demonstrated by the income figures provided in Appendix C.

◆ Applicants must perform a community survey to determine if their community is 51 percent LMI by following the instructions in Appendix D. The applicant will be required to demonstrate how the project benefits the entire community using the survey tools described in Appendix D under the heading “Community Wide Surveys”.

c. **Limited Clientele Activities**: This activity is defined as one that provides benefits to a specific group of persons rather than everyone in an area. At least 51 percent of the persons served must be LMI. To qualify under this category, a Limited Clientele activity must meet one of the following tests.

◆ Benefit is specifically limited to a group generally presumed to be 51 percent or more LMI, unless there is evidence to the contrary. Examples of such controversial indicators may be the lifestyle of the community or the known income figures in the area in which the group resides, the construction of a facility that would not ordinarily be utilized by LMI or which use may be cost prohibitive for LMI, etc. The state requires adequate documentation to demonstrate there is no evidence to the contrary. (see list of groups below)
AMI= Area Median Income

- ◆ Abused Children (30% AMI)
- ◆ Battered Spouses (50% AMI)
- ◆ Migrant Farm Workers (50% AMI)
- ◆ Elderly Persons (Defined by HUD as age 62 or over)
Senior Center (80% AMI) Non Center related (50% AMI)
- ◆ Illiterate Adults (50% AMI)
- ◆ Homeless Persons (30% AMI)
- ◆ Persons living with AIDS (50% AMI)
- ◆ Severely Disabled Adults (50% AMI) Includes persons who use a wheelchair or special aid for at least six months; are unable to perform functional activities including seeing, hearing or walking; are prevented from working or have autism, cerebral palsy, Alzheimer's, senility, dementia or mental retardation.

OR

- ◆ Information must be provided on family size and income and must show that at least 51 percent of the clientele served are persons whose family income does not exceed the LMI limit (e.g., programs being operated where LMI income certification is routinely requested to allow participation in the program);

OR

- ◆ The activity serves to remove architectural barriers to the mobility of elderly and disabled. Sidewalk curb cuts (ADA ramps) do not qualify under this category.

d. **Targeted Activities** – 100 percent of the beneficiaries served by this type of activity must be LMI. Housing activities must be targeted to 100 percent LMI. Lateral utility connections for those who are certified as LMI are considered eligible as housing rehabilitation. In no case may CDBG funds be used to pay for sewer laterals for non-LMI individuals.

The state will not approve applications for sewer lateral projects unless the applicant clearly demonstrates the sewer system is substantially completed and/or fully funded.

[Note: In order to pay connection fees for LMI individuals under this activity, the following must be clarified: HUD views the payment of assessed connection fees as part of the overall project. Whether or not CDBG monies are used for the construction, HUD rules and regulations apply to the construction of the improvements even though connection fees will be paid only for LMI persons in the community. If grantees wish to construct the facility and pay connection fees, the entire project must first be shown to meet a National Objective and to have met and addressed all other CDBG requirements. If grantees wish to pay only connection fees for a utility that is being constructed with other funds, the same requirements apply. If grantees wish to pay connection fees for a utility that has already been constructed, they may do so only if they can show that the installation of the utility was originally carried out in compliance with requirements

applicable to CDBG activities, including citizen participation, compliance with environmental and labor requirements, and that it meets a national objective.]

2. NATIONAL OBJECTIVE #2 - AIDING IN THE PREVENTION OR ELIMINATION OF SLUMS OR BLIGHT

The state staff must determine compliance with this objective prior to rating and ranking by the RRC.

Perform Activities on a Spot Basis: Acquisition, clearance, relocation, historic preservation and building rehabilitation activities that eliminate specific conditions of blight or physical decay on a spot basis will meet this objective. Under this criterion, rehabilitation is limited to the extent necessary to eliminate specific conditions detrimental to public health and safety. To be considered to be detrimental to public health and safety, a condition must pose a threat to the *public in general*.

Documentation required to meet "SPOT" Slum/Blight:

1. The scope of work detailed in the application must provide a description of the specific condition of blight or physical decay treated; and
2. Under this standard, any *rehabilitation performed to non-LMI households is limited to that necessary to eliminate specific conditions detrimental to public health and safety* and must be acknowledged in the scope of work as detailed in the application.

3. NATIONAL OBJECTIVE #3 - URGENT NEEDS

To comply with the national objective of meeting community development needs having a particular urgency, an activity must be designed to alleviate existing conditions that the local government certifies and state determines:

- ◆ Pose a serious and immediate threat to the health or welfare of the community,
- ◆ Are of recent origin or recently became urgent,
- ◆ Cannot be financed by the state grant recipient on its own, and
- ◆ Does not have other available sources of funding to carry it out.

The determination of a jurisdiction's ability to meet these criteria will be based on the submission, **at time of the application** of documentation from the appropriate federal or state agency certifying an immediate threat to health and welfare. Resources from other federal, local or state programs may be used to match or participate in order to relieve the threat. CDBG funds may only be used to complete the funding needed for projects that have maximized all other available funding sources (**GAP** funding).

Documentation Required to Meet Urgent Health and Welfare Needs:

A proposed project will **ONLY** be considered under this national objective if **ALL FOUR** of the following requirements are met **at the time of application submission to the RRC:**

- a. A description of the nature and degree of seriousness of the conditions requiring assistance. The determination of “immediate threat” has been made in consultation with an appropriate state or federal agency. The documentation from such agency **must** be included with the application and **must** demonstrate that there is an immediate threat to health and welfare.
- b. Evidence confirming that other financial resources to alleviate the need were not available. The documentation must include refusals or maximization of assistance from other agencies, not just an indication that they have been contacted.
- c. Information on the timing of the development of the serious condition. A condition will generally be considered to be of recent origin if it developed or became critical within 18 months preceding the state grant recipient’s certification. Documentation certifying this fact must be included with the application.
- d. Evidence that the state grant recipient certified that the CDBG activity was designed to address the urgent need.

C. CONSISTENCY WITH THE CONSOLIDATED PLAN

Every applicant is required to document that the project for which they are applying is consistent with that community’s and the region’s *current* version of the **Consolidated Plan**. Applicants must describe how that consistency is accomplished. Compliance with the requirement will be determined regionally, **prior to rating and ranking process**. The regional determination will be subject to validation by the state.

The applicant must include evidence that the community was and continues to be a willing partner in the development of the regional consolidated planning process. The project or project type must be a high priority in the investment component of the plan and must help fulfill the long term or strategic goals of both the regional and local plans. The allocation of resources must be projected at least five years into the future, and applications should be consistent with the long-term direction of the plan.

Each Association of Government staff is required to review the regional consolidated plan submitted by their office on behalf of their communities to ensure that each plan includes a brief narrative identifying the process used to determine the priorities contained in the plan, in addition to any capital improvement lists submitted.

D. INCLUSIVE FEDERAL COMPLIANCE REQUIREMENTS

1. LOW/MODERATE INCOME COMPLIANCE: Assurance must be made to HUD that during each grant period, at least 70 percent of the entire state CDBG allocation will support activities that benefit LMI persons. This requirement does not affect the activities selected by applicants. The state will continue to fund any one of the three National Objectives (low-to moderate-income benefit, slum and blight elimination or urgent need).

2. OTHER APPLICABLE FEDERAL REQUIREMENTS: Applicants must be in compliance with all applicable federal and state regulations and overlay statutes. The federal statutes that apply to the program include:

- ✓ Davis-Bacon Fair Labor Standards Act
- ✓ Contract Work Hours and Safety Standards Act
- ✓ Title VII of the Civil Rights Act of 1964
- ✓ Title VIII of the Civil Rights Act of 1968, as amended by the Fair Housing Amendments Act of 1988
- ✓ Cranston-Gonzalez National Affordable Housing Act of 1990
- ✓ Americans with Disabilities Act (ADA) of 1990
- ✓ Fair Housing Act Executive Order 11063, as amended by Executive Order 12259
- ✓ Equal Employment Opportunities under HUD Assisted Contracts Executive Order 11246
- ✓ Section 504 of the Rehabilitation Act of 1973
- ✓ Section 3 of the Housing and Urban Development Act of 1968
- ✓ Section 109 of the Housing and Community Development Act of 1974
- ✓ Age Discrimination Act of 1975
- ✓ Architectural Barriers Act of 1968
- ✓ Title II of the Americans with Disabilities Act of 1990
Executive Order 12892, 12898, 13166
- ✓ The Hatch Act (5 USC 1501 et seq; 5 CFR Part 151)
- ✓ The National Environmental Policy Act of 1969
- ✓ HUD Environmental Review Procedures – 24 CFR Part 58
- ✓ Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970
- ✓ Title IV of the Lead-Based Paint Poisoning Prevention Act
- ✓ HUD Reform Act
- ✓ Office of Management and Budget Circulars
OMB Circular A-87--Cost Principles for State and Local Governments and 24
CFR Part 85, Administrative Requirements for Grants and Cooperative
Agreements to State, Local and Federally Recognized Indian Tribal Governments
OMB Circular A-133 -Single Audit Act
- ✓ Section 104(d) of the Housing and Urban Development Act of 1974
- ✓ Residential Lead Based Paint Hazard Reduction Act of 1992 and Final Rule,
September 1999

**PLEASE NOTE THAT ADDITIONAL FEDERAL OVERLAY STATUTES
AND REGULATIONS MAY APPLY TO THE STATE PROGRAM IF
DIRECTED BY HUD AND CONGRESS**

E. ELIGIBLE ACTIVITIES

Each applicant must select an ELIGIBLE activity from the following HUD Matrix Codes. Please choose the code that best describes the activity to be accomplished by your project. It is recommended that you consult with the AOG staff to help in the matrix code selection process. For details of each activity, please see the statute at 42 U.S.C. Chapter 69, Sec. 5305 (Section 105) of the Housing and Community Development Act of 1974 as amended.

(<http://www.hud.gov/offices/cpd/communitydevelopment/rulesandregs/laws/sec5305.cfm>)

The eligible activity selected must be identified in the online CDBG application in WebGrants.

Eligible CDBG Activities

HUD Matrix Code	Activity Description
01	Acquisition of Real Property
02	Disposition (of Property)
	Construction Activities
03	Construction - Public Facilities and Improvements
03	Americans With Disabilities Act (ADA Improvements)
03A	Construction - Senior Centers
03B	Construction - Handicapped Centers
03C	Construction - Homeless Facilities
03D	Construction - Youth Centers
03E	Construction - Neighborhood Facilities (community centers)
03F	Construction - Parks, Recreational Facilities
03G	Construction - Parking Facilities
03H	Construction - Solid Waste Disposal Improvements
03I	Construction - Flood Drain Improvements
03J	Construction - Water/Sewer Improvements
03K	Construction - Street Improvements
03L	Construction - Sidewalks
03M	Construction - Child Care Centers
03N	Construction - Tree Planting
03O	Construction - Fire Stations/Equipment
03P	Construction - Health Facilities
03Q	Abused/Neglected Children Facilities
03R	Asbestos Removal
03S	Construction - Facilities for AIDS Patients
04	Clearance and Demolition
04A	Cleanup of Contaminated Sites
	Public Service Activities (Non Construction)
05	Public Service – General

05A	Public Service – Seniors Services
05B	Public Service – Handicapped Services
05D	Public Service – Youth Services
05E	Public Service – Transportation Services
05G	Public Service – Battered and Abused Spouses
05H	Public Service – Employment Training
05J	Public Service – Fair Housing Activities (Subject to 15 % Cap)
05M	Public Service – Health Services
05N	Public Service – Services for Abused and Neglected Children
05P	Public Service – Screening for Lead Based Paint Poisoning
05Q	Public Service – Subsistence Payments (Prevent Homelessness)
	Housing Activities – <i>Carried out by AOGs and Housing Authorities ONLY.</i>
13	Direct Homeownership Assistance
14A	Rehab – Single Family Housing
14B	Rehab – Multi-Family Housing
14C	Public Housing Modernization
14D	Rehab- Other Publicly Owned Residential Buildings
14E	Rehab – Public/Private Owned Commercial or Industrial Bldgs
14F	Rehab - Energy Efficiency Improvements – (Housing Rehab)
14G	Rehab - Acquisition for the purpose of Rehab (Housing)
14H	Rehab Administration Costs
14I	Lead-Based Paint Hazard Testing and Abatement
16A	Historic Preservation- Residential
16B	Historic Preservation- Non-Residential
	Economic Development Activities – <i>Please note that the 7 Associations of Government (AOG) are the only eligible entities to carry out these activities.</i>
17A	Commercial/Industrial – Land Acquisition/Disposition
17B	Commercial/Industrial – Infrastructure Development
17C	Commercial/Industrial – Building Acquisition, Construction, Rehab
17D	Commercial/Industrial – Other Improvements
18A	ED – Direct Financial Assistance to For-Profits
18B	ED – Technical Assistance
18C	ED – Micro-Enterprise Assistance
19C	CDBG – Non-Profit Organization Capacity Building
19D	CDBG Assistance to Institutes of Higher Education
19E	CDBG Operation & Repair of Foreclosed Property
	Administration and Planning Activities
20	Planning
21A	Administration
21C	Public Information
21D	Fair Housing Activities (Subject to 20% Admin Cap)

F. INELIGIBLE GRANT ACTIVITIES

The general rule is that any activity not authorized under the CDBG regulations is ineligible to be assisted with CDBG funds.

The following activities may not be assisted with CDBG funds (refer to 24 CFR Part 500 for additional specifics):

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

Special Provisions:

1. Purchase of equipment.

- a. The **purchase of construction equipment is not permitted**. However, compensation for the use of such equipment through leasing, depreciation or use allowances pursuant to specific OMB omni-circulars as applicable for an otherwise eligible activity **is an eligible use of CDBG funds**.
- b. **The purchase of fire protection equipment is eligible as it is considered to be an integral part of a public facility and is, therefore, eligible.**
- c. **The purchase of equipment, fixtures, personal property is generally ineligible** unless it's an integral structural fixture or part of an administration or public service activity.

2. Operating and Maintenance expenses are ineligible – the general rule is that any expense associated with repairing, operating or maintaining public facilities, improvements and services is ineligible. Specific exceptions to this general rule are operating and maintenance expenses associated with office space for program staff carrying out the CDBG program. Examples of ineligible expenses are:

- a. Maintenance and repair of publicly owned streets (e.g., chip seal), parks, playgrounds, garbage removal, snow removal, water and sewer facilities, neighborhood facilities, senior centers, centers for persons with disabilities, parking and other public facilities and improvements.
- b. Payment of salaries for staff, utility costs and similar expenses necessary for the operation of public works and facilities.

3. New housing construction is not allowed except

- a. As provided under last resort housing provisions; or
- b. When carried out by a community based development organization (CBDO) pursuant to a neighborhood revitalization project, an economic development project, or energy conservation project.

4. Income payments, meaning a series of subsistence type grant payments made to an individual or family for items such as food, clothing, housing (e.g., rent or mortgage) or utilities are not permitted. Emergency grant payments made over a period of up to three consecutive months are permitted.

5. Per the faith-based initiative, religious organizations are eligible to apply for CDBG funds on the same basis as other eligible organizations, such as non-profits and require sponsorship from an eligible jurisdiction. Organizations may not use CDBG funding for inherently religious activities, such as worship, religious instruction or proselytizing. Funds may not be used on a structure used inherently for religious activities or for organizations that discriminate based on religion.

Chapter 4 Tab

Chapter 4 Tab

CHAPTER 4. APPLICATION PREPARATION and PROGRAM GUIDANCE



A. Requirements Prior to Making Application

1. **“How To Apply” Workshops:** The state requires each AOG region to hold a public workshop yearly to assist prospective CDBG applicants and to take suggestions regarding the CDBG process. All open meeting law requirements must be adhered.

These public meetings are referred to as **“How to Apply” Workshops** and are designed to educate applicants about national objectives, eligibility requirements, time frames, and the rating and ranking process. All major program requirements contained in this book are also discussed.

Notification of these workshops is made by each AOG office at least seven days prior to the scheduled meeting and must be sent to all interested parties in the region, including cities and counties. Mailing lists for notification should include:

1. Low-income Advocacy Groups
2. Special Service Districts
3. Housing Authorities
4. Chambers of Commerce
 - i. Economic development organizations;
 - ii. Other agencies identified in the area
5. Public Meeting Notice Website (<https://www.utah.gov/pmn>)

It is mandatory that an OFFICIAL representative of each applicant attend a workshop in the applicant’s region. Applicants wishing to attend another region’s workshop must contact the state CDBG staff first.

2. **Local Public Hearings:** Each community, county or AOG wishing to submit an application for CDBG funds is required to hold at least two public hearings, each at a different stage of the process. The purpose is to obtain citizen’s views and to respond to proposals and questions. Public hearings must be conducted in a manner that will meet the needs of non-English speaking residents where a significant number of non-English speaking residents reasonably can be expected to participate. Accommodations must also be made for disabled persons.

a. First Public Hearing: This must be held **BEFORE** preparation of the application. **See Appendix B for sample notices.** The purpose of the first public hearing is held prior to the initial application deadline of **January 31, 2018**, in order to:

- i. Provide information to the public that includes at least the following:
 - a. The amount of CDBG funds expected to be available for projects for the new year.
 - b. The types of activities that may be undertaken with CDBG funds (Chapter 3).
- ii. Identify and discuss the community development needs of the community
- iii. Obtain citizens’ views and suggestions regarding possible projects

- iv. Respond to those suggestions and questions

b. Second Public Hearing: This must be held **AFTER** an applicant is notified that their application has been funded by the Rating and Ranking committee (RRC) (Spring 2018) but **BEFORE** the finalized application deadline of **May 31, 2018**. Applicants whose projects are not funded do **not** hold this second hearing. The purpose of the second public hearing is to:

- i. Identify the project that has been approved for funding;
- ii. Identify the amount of funding to be received;
- iii. Respond to specific concerns and questions of citizens, particularly those who may be immediately impacted by the project.

c. Documentation: Applicants must include the following with their application:

- i. Copies of the above public notices or postings
- ii. Detailed minutes of the meeting. (see **Appendix B** for required format.) The minutes should include the following:
 - a. Names of all persons who attended (city officials by name and title and all citizens)
 - b. Amount of CDBG funding available, eligible activities, past projects accomplished with CDBG funds in the community and any activities which might displace LMI persons,
 - c. All comments, suggestions, and questions plus the responses given. (When responses must be provided other than at the hearing, that response should be made within 15 working days).

d. Preparing Public Hearing Notices: Sample Notices are **included in Appendix B**.

- i. The first notice **MUST NOT** identify a specific project, but must invite ideas and suggestions from citizens.
- ii. Applicants must provide citizens with the address, phone number and time for submitting complaints and grievances **either** in the first notice or during the first public hearing.
- iii. There must be reasonable notice of the hearings. These times have been established:
 - a. Each hearing must be posted on the state's public meeting notice website: www.utah.gov/pmn for a **minimum of seven days**
 - b. Applicants **MUST** post the publication on the public meeting notice website using the template(s) provided in Appendix B. The posting must be accompanied by a Certificate of Posting (see Appendix B).

3. Allowable Grant Administration Costs: Subject to State approval, no more than 10 percent of a CDBG grant can be used for CDBG administrative costs. Administrative costs must be broken out from the rest of the project costs on the budget. The administration budget covers the cost of implementing a local project and may include such things as:

1. Salaries and wages of individuals working specifically on the CDBG project
2. Travel costs incurred for official business in carrying out the project
3. Costs involved in the preparation of the environmental review

4. Other contract costs for professional services associated with program administration.

4. Grant Administration Capacity: All applicants **MUST** have the capacity to undertake and complete the project they are proposing. All first time applicants are assumed to have this capacity. If an applicant does not have the administrative capability to keep current fiscal records and pertinent support documentation, it must contract with an organization to administer the grant for them. The capacity of a repeat grantee to successfully carry out another CDBG grant will be evaluated by the state CDBG staff.

5. Water /Wastewater Treatment Plant Project Plan Approval: Culinary water and wastewater treatment plant projects must submit specifications to the Department of Environmental Quality (DEQ) for approval. The state CDBG staff must receive written approval from DEQ before any release of CDBG funds.

6. Real Property Acquisition: The State of Utah Small Cities CDBG Program (24 CFR 570, Subpart 1) is subject to the Uniform Relocation Act and implementing regulations at 49 CFR Part 24. The State CDBG Program only allows voluntary acquisitions; however, the state requires substantial compliance with guidelines for acquisition under the Uniform Relocation Act. The State CDBG Program prohibits use of the power of eminent domain or condemnation. Furthermore, the state program does not allow projects that would trigger displacement and/or relocation expenses.

1. VOLUNTARY ACQUISITIONS

The acquisition can be considered voluntary in the case of an acquisition by a state agency (e.g., an entity with the power of eminent domain) or an entity that does not have the power of eminent domain, if ALL of the following conditions are present:

- i. The state agency determines and informs the owner in writing that it will not use its power of eminent domain to acquire the property if negotiations fail to result in an amicable agreement; and
- ii. No specific site or property is designated for acquisition, although the grantee may have a general geographic area in mind; and
- iii. The property to be acquired is not part of an intended, planned or designated project area where all or substantially all of the property within the area will eventually be acquired; and
- iv. The grantee informs the owner of its estimate of the fair market value of the property.

7. Planning or Engineering Only Projects: Title I of the Housing and Community Development Act requires that any community receiving a grant for planning activities must meet a national objective in the same manner as any other grantee. (See Chapter 3, Section B)

1. Communities wishing to receive **planning assistance** will provide data to the region to show compliance with the requirements of the LMI national objective as described by this application manual. They may also submit information to satisfy the slum/blight prevention/elimination national objective as described. This documentation must be submitted to the state after the region has approved it. The state must then perform an independent review, prior to commencement of the planning project.

2. The state will endorse requests for funds only when each specific project has met a national objective. When regions make requests for funds it will be necessary for them to identify which communities are to receive assistance. The region will be required to account for staff time and other related costs for each planning project.
- 8. Housing Applications:** Applicants interested in a housing project should review Chapter 5. Only agencies that have established policies and procedures and the necessary background and experience are allowed to apply for housing activities. CDBG funds CANNOT be used to construct single family housing; however, funds can be used to construct the infrastructure in support of housing such as water and sewer lines. Additionally, the following basic criteria must be included in housing rehabilitation policies and procedures with respect to manufactured housing:
1. Applicant must own the home and the property on which the home is located.
 2. Applicant may participate in this program only once in a lifetime.
 3. Manufactured homes built prior to 1978 are not eligible for rehabilitation.
 4. Rehabilitation costs that exceed 50% of the value of the home are not eligible.
 5. The maximum amount allowed on manufactured homes is \$7,500.

*NOTE: Single family rehabilitation programs can be carried out only by AOGs.
Multi-family rehabilitation projects can be carried out only by Housing Authorities.*

- 9. Project Duration:** All contracts start July 1. All construction projects have an 18 months period to complete, while all non-construction projects have a 12 months period. Construction projects may not be able to complete their project within this 18 month period unless they meet various milestones. Extensions are discouraged but are allowed on a case-by-case basis. Any requests for extension will be based on how well a grantee has met the following milestones.
1. Environmental review process completed 90 days from contract execution date
 2. Engineering design/ bid ready specifications completed one year prior to contract expiration date
 3. Advertisements for bids published nine months prior to contract expiration date
 4. Notice to proceed issued six months prior to contract expiration date

The state staff will closely monitor each grantee's progress towards these deadlines. Failure to meet these deadlines will invoke the right to terminate the contract on the basis the project cannot be completed within the contract time limits. The state must give each grantee a 45-day notice of termination and if the grantee can meet the deadlines then the termination will be canceled and the project may proceed. The grantee may appeal termination notices. Appeals must be made in writing within ten days following the receipt of the notice of termination. The CDBG Policy Committee will arbitrate appeals cases. The grantee does not need to be in attendance at the policy committee meeting and decisions can be made based on telephone polls, conference calls, faxes and emails. Non-construction projects may be extended on a case-by-case basis by the state staff based on need and grantee performance.

- 10. Grantee Training:** Each grantee is required to attend the grantee training workshop in May prior to their contract being executed. Experienced grantees that have demonstrated a capacity to

manage and complete CDBG projects in a timely manner may be exempt from this training at the discretion of the state CDBG staff.

- 11. Contract:** After grant funds are awarded by the RRC, the grantee will execute a formal contract with the state in July. This contract identifies specific CDBG contractual requirements including: Environmental Review Requirements, Federal Labor Standards, and Civil Rights.
- 12. Prior Costs Incurred:** Except under special conditions (see “Pre-agreement Expenditures” below), any costs incurred prior to the execution of a contract between the grantee and state **are not eligible** for reimbursement.
- 13. "Pre-Agreement" Expenditures:** Based on amendments made to the State Small Cities CDBG Program regulations in 1992, there is an allowance under certain conditions, for the commitment and expenditure of funds before a contract is executed between the State of Utah and a grantee. This commitment for expenditure of funds can only take place after the actual award of funds by the state after its review and approval of the CDBG application. Common activities that may be pre-approved include holding workshops, conducting engineering studies or purchasing equipment where advance purchase is required prior to delivery.
 1. A written request from the grantee must be submitted to the state, signed by the chief elected official of the grantee agency, that fully explains the need for the expenditure, a description of the activity to be performed and why it must be done before the contract is executed. See the template example on the next page.
 2. No expenditures may be incurred prior to completing the necessary environmental review and receiving an environmental release. The one exception is expenses related to preparing the environmental review. No pre-agreement is required to incur costs related to the environmental review.

Sample Pre-agreement Request

SMITHVILLE

A City of Smiths since 1901

June 12, 2017

Cheryl Brown, CDBG Program
Department of Workforce Services
1385 South State – 4th Floor
Salt Lake City, UT 84115

Dear Cheryl:

Pre-agreement for Spring Development for Culinary Water System

Smithville, Utah, is requesting a pre-agreement to allow the city to begin incurring costs associated with this CDBG project prior to the execution of an official contract. This project consists of the re-development of the spring collection area.

The town is in need of this agreement because of deteriorating transmission lines associated with the Smithville Spring that needs to be repaired and replaced immediately. Because water is essential to daily living, it is urgent to undertake this project prior to the start of the new funding year. At this point Smithville would like to start isolating the spring from the transmission line into the town. The town also needs to discharge the water collected to a natural drainage for the duration of the construction and we want to secure funding for this part of the project at this time.

Smithville understands that only eligible costs can be reimbursed and that an environmental review and **release letter are required** before we begin the expenditure of **any funds associated with this project**, and that **commitment of federal funds** is a violation of federal code and may result in Smithville forfeiting its right to federal funding for this project.

Sincerely,

Joe A. Smith, Mayor

- 14. Progress Reports:** A brief progress report describing the activities accomplished since the last Request for Funds (RFF) was submitted is required as part of each request. Grantees that do not communicate with state staff and that have difficulty making progress on their project may be required to submit additional progress reports.
- 15. Program Monitoring/Technical Assistance:** Near the end of the CDBG project the state will monitor grantee performance. The purpose of this visit is to ensure that grantee files are complete. This is done on-site. As a rule, the state staff will schedule one visit for each grantee that will include financial as well as programmatic compliance monitoring. Detailed guidelines are contained in the CDBG/NSP Grantee Handbook.
- 16. Grant Closeout:** A closeout form must be submitted when the project is completed. The purpose of the closeout is to report the persons or households that have benefited from the project. This information is required by HUD and is submitted to the state through WebGrants.
- 17. Audits:** Each grantee that expends over \$750,000 in federal funds from all sources during their fiscal year is required to have a single audit performed in compliance with OMB Circular A-128. These audits are to be submitted to the state auditor's office in a timely manner. Grantees who do not submit audits in a timely manner may be subject to any of the following:
1. Claims for funds for any current contract will not be processed until the audit is received.
 2. In severe cases, the current contract may be terminated.
 3. Future applications will be downgraded during the rating/ranking process.

After the audit has been received and approved by the state, and all criteria have been met, the CDBG contract will be officially closed.

B. Completing the Application

Applications must be submitted on-line no later than 5:00 PM, January 31, 2018.

1. **Application Preparation/Submission:** The state requires applicants to submit their applications electronically through the WebGrants system. Below is a brief outline of the procedures.
 - i. Applicants must attend one of the "How to Apply" Workshops in order to be eligible for funding.
 - ii. The WebGrants Navigation Instructions are located in Appendix A of this manual.

The application along with any supplemental information required by each RRC, will be used to ensure that the proposed project meets all federal compliance requirements. AOG staff will review each application. **If threshold criteria have not been met by the deadline (including a completed, valid income survey, if applicable) the application will not be rated and ranked and will not be eligible for funding.**

- i. **State Review:** The state CDBG staff will review all applications to ensure that they meet the minimum thresholds for eligibility and national objective compliance.

ii. **An applicant may submit more than one application.** (See specific Rating and Ranking policies for each AOG region in Appendix G).

2. **Sub-Contractor Agreement:** Applicants other than cities, counties and AOG's must execute an agreement with the sponsoring jurisdiction. Please refer to Appendix F for a sample of this agreement. Housing authorities and other organizations would execute this agreement if they are awarded a grant in the spring.
3. **A Residential Anti-Displacement Plan** is required for all applicants. Subsection 104(d) of the Housing and Community Development Act of 1987 states that grant assistance through Section 106 of the Act may be made only if the grantee/recipient certifies that it is following a residential anti-displacement and relocation assistance plan. The provision of this plan shall be in addition to the requirements set forth in the Uniform Relocation Assistance and Real Property Acquisition Policies Act Amendments of 1970 (URA) as amended by the Surface Transportation and Uniform Relocation Assistance of 1987. See Appendix E for a template. **Most jurisdictions have approved this plan already.** The plan must contain two components:
 1. **A commitment to replace all low/moderate-income dwelling units** that are demolished or converted to a use other than low/moderate-income housing as a direct result of the use of CDBG assistance; and
 2. **A commitment to provide relocation assistance.** A sample template Anti-displacement Plan is included as Appendix E.

C. Administration

1. **Timely Distribution of Funds:** The state is required by HUD to ensure that CDBG funds are allocated and distributed in a "timely" manner. In order to meet this requirement, the state has established the following policies and procedures that address applications, regional funding allocations and state contracts.

Applications:

1. Applicants who are notified of funding award by the AOG region must submit complete applications in WebGrants by the deadline published in the CDBG Handbook. Applications that do not meet the deadline will not be funded.
2. If an applicant fails to meet the application requirements and application deadline, the regional AOG Rating and Ranking Committee (RRC) shall award the forfeited funding to the next applicant on the rating and ranking list. If there are no other applicants in the region, the remaining funding will be awarded to other eligible applicants at the discretion of the state.
3. After the funding cycle has ended, all funds left unallocated in a region will lapse and will be re-allocated to other eligible applicants at the discretion of the State.

State Contracts:

1. Funded applicants (Grantees) must print and return two copies of their state contract with original signatures to the state for processing by **September 1**.

2. **After September 1**, the state reserves the right to re-allocate any un-contracted funds to other projects at its discretion.
2. **Five Percent Withholding:** On all projects, the state reserves the right to withhold 5 percent of the CDBG grant amount pending a satisfactory final programmatic/financial monitoring visit.
3. **Cost Overruns:** The CDBG program will not fund cost overruns. However the RRC may provide additional funding due to a judgment against the grantee in a court of law. If a grantee, due to litigation, is required to pay damages or other costs directly related to a project partially or wholly funded by the CDBG program and is in full compliance with the regulations, the RRC may provide additional funding to satisfy the judgment. The funds must come from the regular yearly funding allocation to that region and be considered on its merits as a new applicant along with all other projects. The only other allowance for payment of cost overruns is if the RRC has included that as part of its emergency funding criteria.
4. **Fund Leveraging:** The state's role in the CDBG funding process is to provide assistance to grantees in leveraging other available financial resources. The principal agencies cooperating in this process are listed below:
 1. Utah Division of Water Resources
 2. Utah Department of Environmental Quality (DEQ)
 3. USDA Rural Development (RDA)
 4. Community Impact Board (CIB)
 5. Economic Development Administration (EDA)
5. **Federal Labor Standards:** If the estimated cost of a project is less than the bid limit for a building improvement or for a public works project as determined by the actual percent change in the Consumer Price Index during the previous calendar year, the city or county may make the improvements without calling for bids. (The bid limits are provided in the CDBG Grantee Handbook) For projects in excess of that amount, a project must be bid out in conformance with Utah Code Section 11-39-103. In the event a construction project is estimated to be more than \$2,000, all specifications must include Davis Bacon Labor Standards and all bids received must reflect the same. All construction projects must have a pre-construction conference. The state must be invited to attend in order to provide technical assistance and assure an understanding of, and compliance with, all federal and state regulations.
6. **HUD Section 3 Requirements:** All grantees are required to comply with Section 3 of the Housing and Urban Development Act of 1968 as amended (12 U.S.C. 1701u), and implementing regulations at 24 CFR Part 135. Reporting on that compliance is required and is a condition of final payment. Grants for acquisition, equipment purchases, materials and supplies are exempt from this regulation.
7. **CDBG/HOME Program Administration:** CDBG funds cannot be used to fund HOME program administration. CDBG funds can be used to pay program delivery costs in the HOME program. The difference between administration and program delivery is not strictly defined. The best way to look at it is - if a cost can be identified to a specific project, it is program delivery and can be charged to CDBG. If a cost was incurred for a mixed function such as accounting, budgeting, coordinating, and program management, it is an administrative cost and

should be charged to HOME administration. CDBG funds used for HOME program delivery are subject to CDBG eligibility and national objective requirements.

- 8. Dun and Bradstreet (DUNS) Number:** All applicants must have a DUNS number in order to be eligible for CDBG funding. This number must be included in the CDBG application. For subrecipients being sponsored by a city or county, the DUNS number of the city or county is required. This number must also be registered in the System for Award Management (SAM) at sam.gov. The state CDBG staff will verify this registration prior to the execution of the state contract.

Chapter 5 Tab

Chapter 5 Tab

CHAPTER 5. HOUSING PROGRAMS

It is the state's policy to encourage all grant applicants to participate in federal housing programs including, but not limited to, the following:



A. HOME

The state's Housing and Community Development Division receives new funding in July of every year. Money is available on a loan basis, though terms and conditions can vary to ensure that very low income persons will be served - variations in loans can include zero interest loans and deferred payment loans if justified by the project cash flow. The division will fund only projects that benefit low and very low-income persons. No project will be funded which, in the opinion of the reviewers, unduly enriches the applicant. Due to the demand for affordable housing statewide, HCD is focusing resources on creating new units of multifamily housing.

- Eligible activities are:**
- ◆ Property/land acquisition;
 - ◆ Rehabilitation including energy efficiency and green upgrades;
 - ◆ Site improvement;
 - ◆ Other development hard costs;
 - ◆ Project-related relocation;
 - ◆ New multifamily construction

Prohibited activities are project reserves, use of funds for federal match or to assist projects previously assisted with HOME funds.

B. SECTION 502 RURAL HOUSING LOANS

This program's objective is to provide eligible persons living in rural areas with an opportunity to obtain adequate but modest, decent, safe, and sanitary dwellings and related facilities. Loans are available to qualified applicants to buy, build, rehabilitate, improve or relocate a dwelling and provide related facilities for use by the applicant as a permanent residence, and for a farm owner to provide housing for farm managers, tenants, sharecroppers and farm laborers. Monies may also be used to purchase sites, pay reasonable acquisition costs, provide adequate and safe water supply and/or sewage disposal facility, provide site preparation, and purchase and install essential equipment in the dwelling. Contact USDA Rural Development at (801) 524-4320 for more information.

C. SECTION 504 RURAL HOUSING LOANS AND GRANTS

The purpose of this program is to assist eligible very low-income owner-occupants of single-family dwellings in rural areas, who lack repayment ability, to obtain loans to repair or improve their dwellings. Those repairs will result in the removal of most health or safety hazards, thereby making the dwellings safer and more sanitary for the occupants, their families, and the community. Authorized loan and grant purposes include, but are not limited to, installation and/or repair of sanitary water and waste disposal systems, together with related plumbing and fixtures; payment of reasonable connection fees for utilities that are required to be paid by the

applicant which cannot be paid from other funds; energy conservation measures; repair or replacement of heating systems; electrical wiring; and repair or provision of structural supports, roofs, siding and other necessary repairs when it is clearly necessary to remove health hazards to the occupants. Maximum grants are \$7,500, maximum loans are \$20,000 and grant loan combination maximums are \$27,500. The only eligible applicants for grants are those 62 years of age and older. For more information please contact USDA Rural Development at (801) 524-4320.

D. SECTION 515 RURAL RENTAL HOUSING LOANS

The objective of this program is to provide eligible occupants economically designed and constructed rental housing and related facilities suited to their living requirements. The purposes of the loan are to construct new housing; purchase existing buildings only when major rehabilitation is necessary; purchase and improve the necessary land on which the housing will be located; develop and install water supply, sewage disposal, streets, heating, cooling and lighting systems necessary in connection with the housing; develop other related facilities; construct office and living quarters for the resident manager and other operating personnel; and construct fallout shelters or similar structures and other related costs. Contact USDA Rural Development at (801) 524-4320 for more information.

E. EMERGENCY SOLUTIONS GRANT (ESG)

The state received an allocation of \$1,250,030 from the Stewart B. McKinney Act for FY2017. The ESG program provides funding to engage homeless individuals and families living on the street, improve the quality of emergency shelters for homeless individuals and families, help operate these shelters, provide essential services to shelter residents, rapidly re-house homeless individuals and families and prevent families and individuals from becoming homeless.

ESG funds may be used for five program components: street outreach, emergency shelter, homelessness prevention, rapid re-housing assistance and HMIS. No more than 60 percent of these funds can be used for shelter and outreach. In February, the State Community Services Office of the Housing and Community Development Division published a Request for Proposals with application deadlines set for March. Funding decisions are made in May with funds being made available on July 1.

F. SECTION 8 HOUSING ASSISTANCE

City and county housing authorities administer the HUD Section 8 Existing Housing Voucher and Certificate Programs. The programs provide rent subsidies for low-income persons that are paid directly to a qualified landlord. Assistance is provided to low-income persons who have to pay large portions of their income for rent and utilities.

G. CRITICAL NEEDS HOUSING FUND

For FY 2017, the Utah State Legislature appropriated \$552,800 for this program. This source of funding provides grants generally from \$8,000 to \$166,000. Eligible projects include housing rehabilitation, rental assistance, housing case management and accessibility design. In February, the Housing and Community Development Division publishes a Request for Proposals with application deadlines set for March. Funding decisions are made in May with funds being made available on July 1.

H. WEATHERIZATION

Private non-profit organizations and the Associations of Government for a number of years have operated this program. Weatherization services and repairs are provided for rental and owner-occupied units that house low income families at 200 percent of federal poverty levels or less. Participating homes experience a 30 percent reduction in utility bills on average. Weatherization is only for energy efficiency NOT general rehabilitation or home repair. In the FY2017, the program received federal funding from the Department of Energy (DOE) for \$2,088,513.

I. PAMELA ATKINSON HOMELESS TRUST FUND

FY 2017 legislative appropriations totaled \$2,356,800. This funding source subsidizes a variety of homeless and transitional housing across the state, with a statutory mandate that 20 percent must go to rural areas. In February, the Housing and Community Development Division publishes a Request for Proposals with application deadlines set for March. Funding decisions are made in May with funds being made available on July 1.

J. RURAL SINGLE FAMILY HOUSING REHABILITATION

Funds are available for rehabilitation and replacement of existing rural single family, owner-occupied dwellings to fix code deficiencies. All applications are generated at the local level of government, e.g., Associations of Government or local housing authorities. There is a local loan review committee in each locality that reviews the applications. Every project is a loan. Funds are leveraged for each project with USDA Rural Development which has some limited grants available for emergency situations.

K. OLENE WALKER HOUSING LOAN FUND

The Olene Walker Housing Loan Fund makes loans from federal funds received by HCD and HUD HOME programs or from state matching funds. HOME program income is governed by federal restrictions. Money in this fund is targeted to acquisition, rehabilitation and new construction of single family and multi-family housing, as well as housing serving special needs including the homeless and chronically mentally ill.

Besides federal funds, the Olene Walker Housing Loan Fund was appropriated ongoing funds from the Utah State legislature for FY 2017 with \$2,721,100 and \$9,800 for affordable housing planning as well as \$3,000,000 of National Trust Fund.

L. OTHER HCD HOUSING OPPORTUNITIES

The Housing and Community Development Division welcomes opportunities to partner with local governments, quasi-governmental agencies such as public housing authorities and non-profits in providing affordable housing opportunities to Utahns. These partnerships have applied successfully in national competitions for the following federal housing programs, with the division often pledging a significant portion of the required matching dollars:

Housing Opportunities for People with Aids (HOPWA) is a federally funded HUD program. It provides short- and long-term housing assistance to prevent homelessness and maintain stable housing for those receiving medical treatment for HIV/AIDS. The Division received \$174,766 in FY 2017 to provide this housing assistance.

The HOPWA program is administered throughout the state by various agencies: Salt Lake Community Action Program, Housing Authority of Salt Lake City and Housing Authority of Salt Lake County for rural Utah and for the Salt Lake County Area; and by Ogden Housing Authority and Catholic Community Services-North in Ogden for those in the northern part of the state.

The State HOPWA program manager works closely with the HIV/AIDS Steering Committee that meets bi-monthly to ensure that the needs of households with HIV/AIDS are being met. Active members of the Steering Committee include University of Utah Clinic 1-A, Utah Aids Foundation, Salt Lake City's HOPWA providers and the state's HOPWA providers.

Contact persons for the various programs listed above are:

Bradley Carpenter, Weatherization Program
Housing and Community Development
1385 South State Street, 4th Floor
Salt Lake City, Utah 84115
(801) 468-0134

Sue Kolthoff, Community Services
Housing & Community Development
1385 South State Street, 4th Floor
Salt Lake City, Utah 84115
(801) 468-0069

Shelli Glines, Housing Program
Housing and Community Development Division
1385 South State Street, 4th Floor
Salt Lake City, Utah 84115
(801) 468-0144

Tricia Davis, Homeless Program
Housing and Community Development Division
1385 South State Street, 4th Floor
Salt Lake City, Utah 84115
(801) 859-4805

Chapter 6 Tab

Chapter 6 Tab

CHAPTER 6. CDBG APPEAL PROCEDURE



A. REGIONAL APPEAL PROCEDURE

If, for any reason, a disagreement occurs between an applicant and the Regional Review Committee (RRC) concerning the way an application was ranked or the process that was followed in determining the rating and ranking, the applicant has the right to appeal the decision as described here. It is hoped that any appeals can be resolved at the regional level. If they cannot, then the state will initiate the appeals procedure as follows:

1. Within 10 working days of the notification of an RRC decision believed by the applicant to be unfair or unreasonable, the applicant must submit a letter to the chairman of the RRC, signed by the chief elected official of the city or county, giving the following information:
 - i. The decision being questioned;
 - ii. The date the applicant was notified of the decision;
 - iii. The rationale of the applicant for considering the decision to be unfair or unreasonable; and
 - iv. A request for a hearing before the RRC, including a statement as to the facts and issues involved.
2. Within 10 working days of the receipt of the applicant's hearing request, the chairman of the RRC shall schedule a hearing by the RRC. RRC staff will contact the applicant prior to the hearing to obtain all pertinent information about the appeal, clarify any misunderstandings concerning facts or policy of the RRC, and identify any alternatives to an appeal and to resolve, if possible, the conflict and obtain a written withdrawal of the appeal.
3. Should the need for a hearing still be required, a hearing subcommittee consisting of RRC members not from the same county will be appointed as the appellant. The chairman of the RRC will conduct the hearing unless the chairman is from the same county as the appellant. Minutes must be taken. If a resolution cannot be reached, the appeal will revert to the State of Utah, and the state will follow the process outlined in the following procedure.

B. STATE ADJUDICATIVE APPEAL PROCEDURE

All appeal procedures identified here shall be conducted in compliance with the [Utah Administrative Code, Rule R199-11-7 Adjudicative Proceedings to Appeal Decisions of RRC - Utah Code Annotated 63G, Chapter 4-203 Procedures for Informal Adjudicative Proceedings.](#)

1. An applicant agency may request an appeal hearing with the Division of Housing and Community Development (HCD). The request must be in writing to the HCD director and copies of the request should be sent to the RRC and any other interested parties and must contain at least the following:

- i. The names and addresses of all persons receiving a copy of the request
- ii. Any RRC reference number
- iii. Date the request was mailed
- iv. Legal authority under which the request is made (this chapter and UCA)
- v. A statement of what relief is sought from HCD and the facts and reasons forming the basis for relief

2. The request must be made no later than 10 working days following the denial of the appeal to the RRC. At this point HCD will place a hold on all processing of any contracts from that region until the issue is settled.

3. If it is determined that the appeal meets the requirements of this section, the HCD director will appoint a hearing officer and will, within five days, notify the applicant of the time and date of the hearing. The notification will include: a HCD reference number, a statement that the procedure will be conducted, informally, in accordance with the authorizations contained in UCA 63-46b-4 and 63-46b-5, time, place and purpose of the hearing, name, title, mailing address and telephone number of the HCD director. The notice should indicate that any party not attending will be found in default.

4. Hearing Procedure

- i. The hearing will be held only to appeal the following two issues:
 - a. Whether the RRC has established reasonable, equitable criteria for reviewing applications and has adopted a priority ranking process which is fair for all applicants; and
 - b. Whether the criteria and process were applied equitably and consistently to all applicants.

- ii. During the hearing the parties named in the request for hearing will be permitted to testify, present evidence and comment on issues.
- iii. Discovery is prohibited and subpoenas may not be issued.
- iv. All parties will have access to HCD files and information collected during any investigation as permitted by law.
- v. All hearings are open to all parties and any intervention is prohibited.
- vi. Within 21 days after the hearing, the hearing officer shall issue a signed recommendation that states the decision and reasons for the decision to the HCD director. The decision must be based on the facts presented as evidence in the hearing and which are contained in HCD files.
- vii. Within five additional days, the HCD director will issue a signed order which states the decision, reasons for the decision, administrative review available to the parties and the time limit for any requests for reconsideration. The order must be promptly mailed to all parties.
- viii. All hearings shall be recorded at HCD's expense. Any party may have a reporter prepare a transcript of the hearing from the record at that party's expense. HCD has the right to approve the reporter.

5. A default may be ordered by HCD if any affected parties fail to participate in the appeals process. The order must be sent to all parties. The proceedings can continue without the party in default at that time. Utah Rules of Civil Procedure allow for the order to be set aside upon request.

6. Written requests for reconsideration must be received by HCD within 10 days of the issuance of the final order by HCD and will be processed in accordance with Administrative Procedures Act, UCA 63-46b-13 and UCA 63-46b-13(3). Judicial Review is also allowed as listed in UCA 63-46b-14 and 15.

Appendix A
CDBG Application

Appendix A
CDBG Application

Utah Department of Workforce Services Housing & Community Development Division



<https://webgrants.community.utah.gov>



Help



Log In

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User ID:*

Password:*

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[Reset Password](#)

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Utah dot gov

Division of Housing and Community Development



New Users should click 'Register'. Returning users can retrieve passwords under 'Forgot Password?' (State staff cannot retrieve and reset passwords)
Note: Passwords must be 6 characters one of which is a number.

Announcements

All funding is for the benefit of entities within the State of Utah only.

Help

Register

Personal Information

Name:
First* Last*

Job Title*:

Work Phone/Fax:
Phone* Ext Fax

Work Email*:

Work Address 1*:

Work Address 2:

Utah Outside Utah
City* State* County* Zip*

Important: 'Work Address' may be the same as the organization information.
 (Non-Profits should list their organization name and address on these 2 lines.)

The organization listed MUST be a City or County in order to apply for CDBG funds.

Organization Information

Organization Name*:

Type*:

Address 1*:

Address 2:

Utah Outside Utah
City* State* Zip Code* County*

Website:

Phone/Fax*:
Phone Fax

AOG Region:

Districts:

City or County address goes here

WebGrants - Utah Department of Community and Cult...

Work Address 1: *

Work Address 2:

City* State* County* Zip*

Utah Outside Utah

Organization Information

Organization Name: *

Type: *

Address 1: *

Address 2:

City* State* Zip Code* County*

Utah Outside Utah

Website:

Phone/Fax: *

Phone Fax

AOG Region: Outside Utah

Districts: Fed. Congressional Dist State Senate Dist State House District

Federal Employer Identification Number: *

Vendor Number:

Chief Official Name: *

Title: *

Phone/Email: *

Phone Email

Certification: * Upon registration approval, you will receive a user id and password via email. By checking this box, you certify that you will protect that user id and password and not divulge them to any other person.

Please choose the appropriate AOG Region

When finished, scroll back to top of the page (previous slide) and click 'Register'

ti}, Help

Register

Thank you for submitting your registration for access to the WebGrants system. A notification has been sent to your e-mail address. Your registration will be reviewed in the next 3 business days. PLEASE DO NOT REGISTER MORE THAN ONCE FOR EACH ORGANIZATION. This will delay the approval process.

When your registration is approved, you will receive a 2nd e-mail with your UserID and Password.

You are invited to visit our home page <http://community.utah.gov/>



Help



Log In

Login

User ID:*

Password:*

[Forgot Password?](#)

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[Register](#)

'Forgot Password?' allows user to retrieve password if forgotten. DO NOT call state staff to request your password – state staff do not have access to your forgotten password

The 'Reset Password' feature allows users to change their passwords.

Announcements

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Help



Login

<p>Login</p> <p>Um ID: <input type="text"/></p> <p>Password: <input type="password"/></p> <p>Log In</p> <p>Forgot Password?</p> <p>Reset Passw</p> <p>Regis ter</p>	<p>Utah <small>adtg</small> OV</p> <p>Division of Housing and Community Development</p>
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Announcements

All funding is for the benefit of entities within the State of Utah only.

Help

Reset Password

Reset Password

User ID: *

Old Password: *

New Password: *

Confirm New Password: *

Password must be at least 6 characters;
one of them must be a number.

Type in the
information provided
to you in your

Type new password and confirm.



Help



Log In

Login

User ID:

Password:

[Forgot Password?](#)
[Reset Password](#)
[Register](#)

Utah dot gov

Division of Housing and...

Type in your user ID and new personal password

Announcements

All funding is for the benefit of entities within the State of Utah only.



Welcome

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U Instructions

Apply for Grants

My Applications

My Grants



MyP rofile

My Profile

User Information

Name: Amy Apple
Title: Mayor
Phone/Fax: 801-555-5555
Phone Ext Fax
Email: cbrown@utah.gov
Address: 324 South State
SLC Utah 84111 Outside Utah
City State Zip County

Review the information,
then scroll down screen



Any Town - Utah

[Grants](#) | [Merge Organizations](#)

ID: 01557
Name: Any Town - Utah
Type: Municipality
Address 1: 324 S. State
Address 2:
Any Town Utah 84111 Outside Utah
City State Zip Code County
Website:
Phone/Fax: 801-555-5555
Phone Fax
AOG Region: Outside Utah
Districts: 1 1 1
Fed. Congressional Dist State Senate Dist State House District
Federal Employer Identification Number: 11-1111111
Date of Incorporation
Vendor Number:
Is Funding Entity:

324 South State
SLC City Utah State 84111 Zip Outside Utah County

Any Town - Utah

Grants | Merge Organizations

ID: 01557

Name: Any Town - Utah

Type: Municipality

Address 1: 324 S. State

Address 2:

Any Town City Utah State 84111 Zip Code Outside Utah County

Website:

Phone/Fax: 801-555-5555
Phone

Fax:

AOG Region: Outside Utah

Districts: 1 Fed. Congressional Dist 1 State Senate Dist 1 State House District

Federal Employer Identification Number: 11-1111111

Date of Incorporation

Vendor Number:

Is Funding Entity:

Chief Official Name: Amy Apple

Title: Mayor

Phone/Email: Phone Email

Associated Counties:

Last Edited By: Cristine Rhead, 08/02/2010

Review the information, then scroll up

Registered Users

Name	Title	Phone	Email
Amy Apple	Mayor	801-555-5555	cbrown@utah.gov
Bob Banana	Clerk	801-555-5555	cbrown@utah.gov

My Profile

User Information

Alerts

Name: Amy Apple
 Title: Mayor
 Phone/Fax: 801-555-5555
Phone Ext Fax
 Email: cbrown@utah.gov
 Address: 324 South State
SLC Utah 84111 Outside Utah
City State Zip County

Edit fields as needed, then ...

Any Town - Utah

Grants | Merge Organizations

ID: 01557
 Name: Any Town - Utah
 Type: Municipality
 Address 1: 324 S. State
 Address 2:
Any Town Utah 84111 Outside Utah
City State Zip Code County
 Website:
 Phone/Fax: 801-555-5555
Phone Fax
 AOG Region: Outside Utah
 Districts: 1 1 1
Fed. Congressional Dist State Senate Dist State House District
 Federal Employer Identification Number: 11-1111111
Date of Incorporation
 Vendor Number:
 Is Funding Entity:

Utah.gov

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My Profile

User Information

Name:
First* Last*

Title:

Phone/Fax:
Phone* Ext Fax

Email*:

Address 1*:

Address 2:

City* State* County Zip*

- Deuel
- Box Elder
- Cache
- Carbon
- Daggett
- Davis
- Duchesne
- Emery
- Garfield
- Grand
- Iron
- Juab
- Kane
- Millard
- Morgan
- Piute
- Rich
- Salt Lake**
- San Juan
- Sanpete
- Sevier
- Summit
- Tooele
- Uintah
- Utah
- Wasatch
- Washington
- Wayne
- Weber

web grants

Save

... Click 'Save'



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My Profile

User Information

Name: Amy Apple

Title: lylayor

Phone / Fax: 801-555-5555

Email: cbrown@utah.gov

Address: 324 South State

SLC

Utah

84111

Outside Utah

Any Town - Utah

ID: 01557

Name: Any Town - Utah

Type: lunicipality

Address 1: 324 S. State

Address 2:

Any Town

Utah

84111

Outside Utah

Website:

Phone/Fax: 801-555-5555

AOG Region: Outside Utah

Districts:

Federal Employer Identification Number: 11-1111111

Vendor Number:

Is Funding Entity:



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Instructions

Apply for Grants

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My Grants

My Profile

Funding Opportunities

Active Funding Opportunities

Archived Funding Opportunities

Number	Status	Title	Program Area	Deadline
109676	Closed	2014 CIB Funding	Permanent Community Impact Fund (CIB)	08/31/2014
115767	Closed	2015 - Multi-Family Program	Multi-Family Housing	06/30/2015
114819	Posted	2015 - Self Help Program	Self Help	12/31/2016
114681	Closed	2015 CIB Funding	Permanent Community Impact Fund (CIB)	06/01/2014
122026	Posted	2015 Self Help Program	Self Help	12/31/2016
118974	Closed	2015 Multi-Family Program	Multi-Family Housing	06/30/2016
120009	Closed	2015 Community Development Block Grants (CDBG)	Community Development Block Grants (CDBG)	05/31/2016
119505	Closed	2015 Permanent Community Impact Fund (CIB)	Permanent Community Impact Fund (CIB)	06/01/2015
123898	Posted	2017 Multi-Family Program	Multi-Family Housing	06/30/2017
123900	Posted	2017 Self-Help Program	Self Help	06/30/2017
124563	Posted	2017 CDBG Program Year Funding	Community Development Block Grants (CDBG)	01/31/2017
124051	Closed	2017 CIB Funding	Permanent Community Impact Fund (CIB)	07/01/2016
65592	Suspended	CIB MOA's	Permanent Community Impact Fund (CIB)	01/01/2099
111138	Suspended	Housing Lease Agreements	Multi-Family Housing	11/02/2020

Begin by choosing
"2017 CDBG Program Year Funding"

Funding Opportunity Details

2017 CDBG Program Year Funding

Review the information on this page

Community Development Block Grants (CDBG)

Opportunity Number:	124563	Begin Period of Performance:	07/01/2017
Program Officer:	Cheryl Brown	End Period of Performance:	06/30/2018
Application Deadline:	01/31/2017	Award Execution Date:	07/01/2017
Maximum Award Amount:	\$500,000.00	CFDA Number:	14.228

Project Overview

THE PURPOSE OF COMMUNITY DEVELOPMENT BLOCK GRANTS

"To assist in developing viable communities by providing decent housing, a suitable living environment and expanding economic opportunities, principally for persons of low and moderate income (LMI)". (Examples of projects include: water/sewer, street improvements, public facilities, housing rehab, fire stations, senior centers, community centers, etc.)

The U.S. Department of Housing and Urban Development (HUD) is responsible for monitoring the state of Utah to ensure compliance with CDBG program requirements. Applicants should be aware that, if funded, they must comply with various federal regulations including Davis-Bacon Labor standards, Civil Rights and the HUD environmental review regulations found at 24 CFR Part 58.

WHO IS AN ELIGIBLE CDBG APPLICANT?

1-CITIES - with populations of less than 50,000

2-COUNTIES - with populations of less than 200,000

WebGrants - Utah Department of Community and Cult...

Utah dot gov web grants

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Opportunities

Current Applications			
Number	Title	Status	State

Opportunity Details [Apply](#)

2011 CDBG Program Year Funding

Community Development Block Grants (CDBG)

Opportunity Number:	50476	Begin Period of Performance:	04/01/2011
Program Officer:	Keith Heaton	End Period of Performance:	03/31/2012
Application Deadline:	12/02/2010	Award Execution Date:	04/01/2011
Maximum Award Amount:	\$500,000.00	CFDA Number:	14.228

Project Overview

Eligible applicants are limited to:

Utah Cities less than 50,000 in population and Utah Counties (except Salt Lake County, Davis County and Utah County).

Non-profit organizations, housing authorities, and special service districts may apply through one of the above but are not eligible independently. A city or county may act as a "Sponsor" on behalf of a non-profit organization.

Eligible activities are outlined in the *2011 CDBG Application Policies and Procedures Guide*.

Attachments

[CHAPTER III.pdf](#) CDBG National Objectives and Eligible Activities

Click 'Apply' to start grant application

Internet 100%

Application

Instructions

The application has been given a title by default. You may change the title as you see fit.

General Information

ID:

Title:* For Example: Fire Station, Culinary Water, etc.

Type:* Initial

- Counties:
- Beaver
 - Box Elder
 - Cache
 - Carbon
 - Daggett
 - Davis
 - Duchesne
 - Emery
 - Garfield
 - Grand
 - Iron
 - Juab
 - Kane
 - Millard
 - Morgan
 - Piute
 - Rich
 - Salt Lake
 - San Juan
 - Sanpete
 - Sevier
 - Summit
 - Tooele
 - Uintah
 - Utah
 - Wasatch
 - Washington
 - Wayne
 - Weber

Project Manager:* Amy Apple
Amy Apple
Bob Banana

4. 'Save'

Note Instructions.
1. Type in a project title

2. Select county or counties served by project

3. Select name from drop-down box.
Note: Only the names of registered users will appear.

Application

50476 - 2011 CDBG Program Year Funding

Program Area: Community Development Block Grants (CDBG)
Proposal Deadline: 12/02/2010
Application ID: 55222

General Information

Continue

ID: 55222
Title: For Example: Fire Station, Culinary Water, etc,
Type: Initial
County: Utah, Wasatch, Summit
Project Manager: Amy Apple
Organization: Any Town - Utah

Last Edited By: Amy Apple, 08/03/2010



Application

50476 - 2011 CDBG Program Year Funding

Program Area: Community Development Block Grants (CDBG)

Proposal Deadline: 12/02/2010

Application ID: 55222

Components

Preview | Withdraw | Submit

Name	Attachments	Complete?	Last Edited
General Information	Attachments (0)	✓	08/03/2010
Sub-Recipient	Attachments (0)		
Engineer Or Architect	Attachments (0)		
First Public Participation	Attachments (0)		
Second Public Participation	Attachments (0)		
Scope of Work	Attachments (0)		
Budget	Attachments (0)		
Project Timeline	Attachments (0)		
Other Requirements	Attachments (0)		
Internal Control Questionnaire (City or County)	Attachments (0)		

Open Sub-recipient Component

Sub-Recipient

Sub-Recipient

Name:

Address 1

Address 2

Utah Outside Utah
City State Zip Code County

Phone/Fax:
Phone Fax

Email:

Not Applicable

If your entity is a non-profit organization, a special service district, a fire district, a housing authority, etc. enter your information. Otherwise check 'Not Applicable' then 'Save'

Sub-Recipient

Sub-Recipient

Name:

Address 1:

Address 2:

City: State: Zip Code: County:

Phone/Fax:

Email:

Not Applicable

When filling out number fields
i.e. phone & fax, type only numbers, dashes will insert

Non-profits, Housing Authorities, Special Districts, Fire Districts, etc: Fill out all fields and leave this box unchecked; then click 'Save'

Sub-Recipient

Sub-Recipient

Continue

Name: Apple City

Address 1: 1 Red Delicious

Address 2:

Applewood
City

Utah
State

84111
Zip Code

Outside Utah
County

Phone/Fax: 555-555-5555
Phone

555-555-5555
Fax

Email:

Made an error or left a field blank? 'Edit' to correct, otherwise 'Continue' to open next component

Application

50476 - 2011 CDBG Program Year Funding

Program Area: Community Development Block Grants (CDBG)

Proposal Deadline: 12/02/2010

Application ID: 55222

Components

Preview | Withdraw | Submit

Name	Attachments	Complete?	Last Edited
General Information	Attachments (0)	✓	08/03/2010
Sub-Recipient	Attachments (0)	✓	08/03/2010
Engineer Or Architect			
First Public Participation			
Second Public Participation			
Scope of Work			
Budget			
Project Timeline			
Other Requirements	Attachments (0)		
Internal Control Questionnaire (City or County)	Attachments (0)		

The Engineer/Architect component must be completed if the project involves construction.

Application

Engineer or Architect

Name:

Company:

Address 1:

Address 2:

City: State: Zip Code: County:

Phone/Fax:

Email:

Fill out the Engineer/Architect information and click 'Save'



Application

Engineer or Architect [Continue](#)

Name: Granny Apple

Company: Apple City's Pretty Good Engineering

Address 1: 2 Red Delicious

Address 2:

Apple City	Utah	84111
<small>City</small>	<small>State</small>	<small>Zip Code</small>

Phone/Fax: 555-555-5555 555-555-5555

Phone Fax

Email: anyapple@grannyapple.org

Last Edited By: Amy Apple, 08/03/2010

Review information and 'Continue' if the information is correct; otherwise 'Edit' to make any corrections

Application

50476 - 2011 CDBG Program Year Funding

Program Area: Community Development Block Grants (CDBG)
Proposal Deadline: 12/02/2010
Application ID: 55222

Components Preview | Withdraw | Submit

Table with 4 columns: Name, Attachments, Complete?, Last Edited. Rows include General Information, Sub-Recipient, Engineer Or Architect, First Public Participation, Second Public Participation, Scope of Work, Budget, Project Timeline, Other Requirements, Internal Control Questionnaire (City or County).

Open 'First Public Participation' Component



Application

First Public Participation Continue

Date of First Public Notice:

Date of First Hearing:

Click 'Edit' to add date the public hearing notice was posted on Utah Public Notice website. Add the date of the hearing

Application

First Public Participation

Date of First Public Notice:*

Date of First Hearing:*

Click 'Save'



Note:

1. Slashes will auto-populate the date fields as dates are entered.
2. A dialogue box prompts you if the hearing date entered is less than 7 days prior to the public notice date. Clear the box by clicking 'OK', correct date and 'Save'

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Application

First Public Participation

[Continue](#)

Date of First Public Notice: 11/05/2010

Date of First Hearing: 11/14/2010

Last Edited By: Amy Apple, 08.10412010

Application

50476 - 2011 CDBG Program Year Funding

Program Area: Community Development Block Grants (CDBG)
Proposal Deadline: 12/02/2010
Application ID: 55222

Components

Preview | Withdraw | Submit

Name	Attachments	Complete?	Last Edited
General Information	Attachments (0)	✓	08/03/2010
Sub-Recipient	Attachments (0)	✓	08/03/2010
Engineer Or Architect	Attachments (0)	✓	08/03/2010
First Public Participation	Attachments (0)	✓	08/04/2010
Second Public Participation	Attachments (0)		08/04/2010
Scope of Work			
Budget			
Project Timeline			
Other Requirements			
Internal Control Questionnaire (City or County)			

Open the 'Second Public Participation' Component

Note:
The Second Public Participation section is not required until your application is rated and ranked and is awarded funds. However, you still need to open this component of the application and click 'Save' without any dates. A check mark will appear in the 'Complete?' column to show that you have viewed and completed this part of the application.
Note: Without a check mark in each component, the application cannot be submitted.

Application

Second Public Participation

Date of Second Public Notice:  ←

Date of Second Hearing:  ←

IMPORTANT!!!
Click 'Save' without entering any dates.

(Dates will only be entered only if the application is approved for funding in the Spring and then a **2nd public hearing** will be required at that time)

Application

50476 - 2011 CDBG Program Year Funding

Program Area: Community Development Block Grants (CDBG)

Proposal Deadline: 12/02/2010

Application ID: 55222

Components

Preview | Withdraw | Submit

Name	Attachments	Complete?	Last Edited
General Information	Attachments (0)	✓	08/03/2010
Sub-Recipient	Attachments (0)	✓	08/03/2010
Engineer Or Architect	Attachments (0)	✓	08/03/2010
First Public Participation	Attachments (0)	✓	08/04/2010
Second Public Participation	Attachments (0)	✓	08/04/2010
Scope of Work			
Budget			
Project Timeline			
Other Requirements			
Internal Control Questionnaire (City or County)			

Open the 'Scope of Work' Component

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Application

50476 - 2011 CDBG Program Year Funding

Program Area: Community Development Block Grants (CDBG)

Proposal Deadline: 12/02/2010

Application ID: 55222

Scope of Work

Attach a Map (and 2 pictures of the site, if construction project).

Click on the Scope of Work box and write a clear description of the project, including measurable terms such as linear feet of waterline proposed or square footage of the proposed facility.

Then click 'Save'. This Scope will populate your State of Utah contract.

Do NOT enter:
"See Attached Scope of Work" in this section!!!!

Note
:
An engineer's cost estimate - not a contractor's bid - must be attached if the project involves construction.

Dulles Technology Partners Inc.

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Application

50476 - 2011 CDBG Program Year Funding

Program Area: Community Development Block Grants (CDBG)
Proposal Deadline: 12/02/2010
Application ID: 55222

Scope of Work [Continue](#)

Attach a Map (and 2 pictures of the site, if construction project).

Review the Scope of Work information and click 'Edit' to make any corrections. Then click 'Continue' to go to the next component of the application

Last Edited By: Amy Apple, 08/04/2010

Utah Department of Community and Culture Dulles Technology Partners Inc.

Application

50476 - 2011 CDBG Program Year Funding

Program Area: Community Development Block Grants (CDBG)
Proposal Deadline: 12/02/2010
Application ID: 55222

Components		Preview Withdraw Submit		
Name	Attachments	Complete?	Last Edited	
General Information	Attachments (0)	✓	08/03/2010	
Sub-Recipient	Attachments (0)	✓	08/03/2010	
Engineer Or Architect	Attachments (0)	✓	08/03/2010	
First Public Participation	Attachments (0)	✓	08/04/2010	
Second Public Participation	Attachments (0)	✓	08/04/2010	
Scope of Work	Attachments (0)	✓	08/04/2010	
Budget				
Project Timeline				
Other Requirements				
Internal Control Questionnaire (City or County)				

Open the 'Budget' Component

Application

50476 - 2011 CDBG Program Year Funding

Program Area: Community Development Block Grants (CDBG)

Proposal Deadline: 12/02/2010

Application ID: 55222

Click 'Add' to enter budget

Budget per Year Continue

Year	CDBG Funds	Other Funds	Total
Total:	\$0.00	\$0.00	\$0.00

Last Edited By:

Application

Budget Year

Year: 2017

Enter the CDBG program year that is listed on the front cover of the "CDBG Applications Policies & Procedures" Book

*Note:
If you have a multi-year project, the 'Year' field will auto-populate the years consecutively when you click the 'Add' button to add each budget.*

Application

50476 - 2011 CDBG Program Year Funding

Program Area: Community Development Block Grants (CDBG)
 Proposal Deadline: 12/02/2010
 Application ID: 55222

Enter budget information

Budget

Budget Category	CDBG Funds	Other Funds
Administration	\$0.00	\$0.00
Planning	\$0.00	\$0.00
Technical Assistance (AOG)	\$0.00	\$0.00
Program Delivery Costs	\$0.00	\$0.00
Construction	\$0.00	\$0.00
Engineer/Architect	\$0.00	\$0.00
Other	\$0.00	\$0.00
Other	\$0.00	\$0.00
Real Property Acquisition	\$0.00	\$0.00
Grand Total:		
Max Allowed:	\$500,000.00	

Enter Other Funding here after adding the type and source below

Other Project Funding for 2011				Add
Type	Source	Status	Amount	
			Total:	\$0.00

Note
 :
 If the project involves other funding besides CDBG, the "type" and "source" must be added here first. Click 'Add' to enter the type and amount of 'Other Project Funding' information before entering budget line items above in right column.

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Application

50476 - 2011 CDBG Program Year Funding

Program Area: Community Development Block Grants (CDBG)
 Proposal Deadline: 12/02/2010
 Application ID: 55222

Windows Internet Explorer

The total of the Other Funds column must match the Other Project Funding amount of \$0.00

Budget

Budget Category	CDBG Funds	Other Funds
Administration	0.00	35000
Planning	0.00	0.00
Technical Assistance (AOG)	0.00	0.00
Program Delivery Costs	0.00	0.00
Construction	150000	0.00
Engineer/Architect	10000	15000
Other	0.00	0.00
Other	0.00	0.00
Real Property Acquisition	0.00	0.00
Grand Total:		
Max Allowed:	\$500,000.00	

Other Project Funding for 2011

Type	Source	Status	Amount
Total:			\$0.00

A dialogue box will prompt you if you enter 'Other Funds' budget line items BEFORE adding 'Other Project Funding' information. Click 'OK' to clear dialogue box and click on 'Add'.

Application

50476 - 2011 CDBG Program Year Funding

Program Area: Community Development Block Grants (CDBG)

Proposal Deadline: 12/02/2010

Application ID: 55222

Other Project Funding

Type:* Federal

Source:* Federal

Status:* Local

Amount:* \$0.00

Select 'Type' of funding from drop-down box

Application

50476 - 2011 CDBG Program Year Funding

Program Area: Community Development Block Grants (CDBG)

Proposal Deadline: 12/02/2010

Application ID: 55222

Other Project Funding

Type: Federal

Source: Rural Development Agency

Status: Applied

Amount: Applied
Committed

Enter name of 'Source', Select 'Status' of funding from drop-down box

Application

50476 - 2011 CDBG Program Year Funding

Program Area: Community Development Block Grants (CDBG)
Proposal Deadline: 12/02/2010
Application ID: 55222

Other Project Funding

Type:* Federal
Source:* Rural Development Agency
Status:* Applied
Amount:* \$50000

Enter 'Amount' - 'Save'

Application

50476 - 2011 CDBG Program Year Funding
Program Area: Community Development Block Grant
Proposal Deadline: 12/02/2010
Application ID: 55222

You can now enter budget line items by clicking on 'Edit'

Budget for 2011
Total Estimated Project Cost: \$0.00
CDBG Request: \$0.00

Budget Category	CDBG Funds	Other Funds	Total
Administration	\$0.00	\$0.00	\$0.00
Planning	\$0.00	\$0.00	\$0.00
Technical Assistance (AOG)	\$0.00	\$0.00	\$0.00
Program Delivery Costs	\$0.00	\$0.00	\$0.00
Sub-Total:	\$0.00	\$0.00	\$0.00
Construction	\$0.00	\$0.00	\$0.00
Engineer/Architect	\$0.00	\$0.00	\$0.00
Sub-Total:	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$0.00
Real Property Acquisition	\$0.00	\$0.00	\$0.00
Sub-Total:	\$0.00	\$0.00	\$0.00
Grand Total:	\$0.00	\$0.00	\$0.00
Max Allowed:	\$500,000.00		

Type	Source	Status	Amount
Federal	Rural Development Agency	Applied	\$50,000.00
Total:			\$50,000.00



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Application

50476 2011 CDBG Program Year Funding

Development Block Grants (CDBG)

Budget Category	CDBG Funds	Other Funds
Administration	\$000	\$35000
Planning	\$000	\$000
Technical Assistance (AOG)	\$000	\$000
Program Delivery Costs	\$000	\$000
Construction	\$15000	\$0.00
Engineer/Architect	\$10000	\$15000
Other	\$000	\$000
Other	\$000	\$000
Real Property Acquisition	\$000	\$000
Grand Total:		
Max Allowed:	\$500,000.00	

Type	Source	Status	Amount
Federal	Rural Development Agency	Applied	\$50,000.00
Total:			550,000.00

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Application

50476 - 2011 CDBG Program Year Funding

Program Area: Community Development Block Grants (CDBG)
Proposal Deadline: 12/02/2010
Application ID: 55222

Budget for 2011

Total Estimated Project Cost: **\$210,000.00**
CDBG Request: **\$160,000.00**

Budget Category	CDBG Funds	Other Funds	Cont inu
Administration	\$0.00	\$35,000.00	Total: ,000.00
Planning	\$0.00	\$0.00	\$0.00
Technical Assistance (AOG)	\$0.00	\$0.00	\$0.00
Program Delivery Costs	\$0.00	\$0.00	\$0.00
Sub-Total:	\$0.00	\$35,000.00	\$35,000.00
Construction	\$150,000.00	\$0.00	\$150,000.00
Engineer/Architect	\$10,000.00	\$15,000.00	\$25,000.00
Sub-Total:	\$160,000.00	\$15,000.00	\$175,000.00
Other	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$0.00
Real Property Acquisition	\$0.00	\$0.00	\$0.00
Sub-Total:	\$0.00	\$0.00	\$0.00
Grand Total:	\$160,000.00	\$50,000.00	\$210,000.00
Max Allowed:	\$500,000.00		

Other Project Funding for 2011

Type	Source	Status	Amount	Add
Federal	Rural Development Agency	Applied	550,000.00	
Total:			550,000.00	

Application

50476 - 2011 CDBG Program Year Funding

Program Area: Community Development Block Grants (CDBG)

Proposal Deadline: 12/02/2010

Application ID: 55222

Components Preview | Withdraw | Submit

	Attachments	Complete?	Last Edited
General Information	Attachments (0)	✓	08/03/2010
Sub-Recipient	Attachments (0)	✓	08/03/2010
Engineer Or Architect	Attachments (0)	✓	08/03/2010
First Public Participation	Attachments (0)	✓	08/04/2010
Second Public Participation	Attachments (0)	✓	08/04/2010
Scope of Work	Attachments (0)	✓	08/04/2010
Budget	Attachments (0)	✓	08/04/2010
Project Timeline			
Other Requirements			
Internal Control Questionnaire (City or County)			

Note: Timeline is optional but may be helpful in managing your project.

Open the 'Project Timeline' Component



Application

50476 - 2011 CDBG Program Year Funding

Program Area: Community Development Block Grants (CDBG)
Proposal Deadline: 12/02/2010
Application ID: 55222

Project Timeline

Table with 3 columns: Element, Start Date, Completion Date. Rows include Contract Execution, Environmental Release, Other Activities, Project Engineer Design, Bid Specifications, Bid Publication, Bid Opening, Bid Award, Pre-Construction Conference, Project Construction, Final Inspection, Final State Monitoring.

Refer to 'CDBG Application Policies & Procedures' Chapter 4

Application

50476 - 2011 CDBG Program Year Funding

Program Area: Community Development Block Grants (CDBG)

Project Deadline: 12/02/2010

Application ID: 55222

Project Timeline

[Continue](#)

Element	Start Date	Completion Date
Contract Execution	07/01/2011	07/31/2011
Environmental Release	03/16/2011	05/10/2011
Other Activities		
Project Engineer Design		
Bid Specifications		
Bid Publication		
Bid Opening		
Bid Award		
Pre-Construction Conference		
Project Construction		
Final Inspection		
Final State Monitoring		

Last Edited By: Amy Apple, 08/17/2010

Application

50476 - 2011 CDBG Program Year Funding

Program Area: Community Development Block Grants (CDBG)

Proposal Deadline: 12/02/2010

Application ID: 55222

Components

Preview | Withdraw | Submit

Name	Attachments	Complete?	Last Edited
General Information	Attachments (0)	✓	08/03/2010
Sub-Recipient	Attachments (0)	✓	08/03/2010
Engineer Or Architect	Attachments (0)	✓	08/03/2010
First Public Participation	Attachments (0)	✓	08/04/2010
Second Public Participation	Attachments (0)	✓	08/04/2010
Scope of Work	Attachments (0)	✓	08/04/2010
Budget	Attachments (0)	✓	08/04/2010
Project Timeline	Attachments (0)	✓	08/17/2010
Other Requirements			08/04/2010
Internal Control Questionnaire (City or County)			08/04/2010



Open the 'Other Requirements'

Application

Continue

Other Requirements

Applicant's Consolidated Plan Location:	1 <small>Page Number</small>	Short Term 1 yr <small>Section</small>
Does municipality have an adopted "Moderate Income Housing Plan" in accordance with HB 295?:	Yes	
Does project further the goals or objectives of that plan?:	Yes	
Grantee Organization (Sponsor) DUNS #: 1(866)705-5711 DUN's Helpline. Applicant must attach SAM registration Documentation.	01-969-0000	
North American Industry Classification System (NAICS):	921110	
Grantee Organization (Sponsor) Fed Tax Id:	87-6000000	
Select eligible Activity:	(03J Water/Sewer Improvements)	
National Objective:	Benefit to low and moderate income (LMI) persons <small>General</small>	
Low/moderate income beneficiaries:	Site specific or community-wide benefit <small>LMI Specific</small>	
Beneficiary Type:	People	
Total proposed Beneficiaries:	57	
Total proposed low/moderate income beneficiaries:	38	
Percentage LMI:	66.67%	
How were these figures obtained?:	A site specific survey was done in January 2013.	
Project Objective:	Suitable living environment	
Outcome project will achieve:	Sustainability/Livability	
Date residential anti-displacement and relocation assistance plan adopted:	06/09/1987	

All fields in this component are required as indicated by asterisks. Make selections for each field with a drop-down arrow by clicking on it and then 'Save'

Note: Hold 'Control' key on your keyboard and arrow down with mouse to make multiple activity selections.

You must attach documentation demonstrating that your registration in the SAM.gov system has been COMPLETED and APPROVED when submitting your application. (Instructions are included at the end of Appendix A)

Application

50476 - 2011 CDBG Program Year Funding

Program Area: Community Development Block Grants (CDBG)

Proposal Deadline: 12/02/2010

Application ID: 55222

Note to Non-profits, Housing Authority, etc: The Internal Control Questionnaire is to be filled out by the City or County sponsoring the application.

Components

Preview | Withdraw | Submit

Name	Attachments	Complete?	Last Edited
General Information	Attachments (0)	✓	08/03/2010
Sub-Recipient	Attachments (0)	✓	08/03/2010
Engineer Or Architect	Attachments (0)	✓	08/03/2010
First Public Participation	Attachments (0)	✓	08/04/2010
Second Public Participation	Attachments (0)	✓	08/04/2010
Scope of Work	Attachments (0)	✓	08/04/2010
Budget	Attachments (0)	✓	08/04/2010
Project Timeline	Attachments (0)	✓	08/17/2010
Other Requirements	Attachments (0)	✓	08/04/2010
Internal Control Questionnaire (City or County)	Attachments (0)	✓	08/04/2010

Open the 'Internal Control Questionnaire' Component



Application

Internal Control Questionnaire

'Edit' to complete all parts of questionnaire

PART I - AUDIT INFORMATION

Did the jurisdiction SPEND more than \$500,000 in FEDERAL FUNDS in the last fiscal year No

If the answer is "yes", then a Single Audit is required. When was it prepared and sent to the State?

* Single audits must be sent to: Utah State Auditor's Office, Room E310, East Capitol Complex, SLC, UT 84114-2310 within 30 days of completion.

PART II - GENERAL INFORMATION

What is the governing body of the grantee? (council + mayor?) how many members?

How often does the council meet?

Who keeps the minutes of the meetings?

Does the council operate as a council or does each member have specific line item responsibility?

Does the jurisdiction have fidelity bond coverage for the responsible officials, as required by law? No

PART III - ACCOUNTING SYSTEM

Are accounting records adequate to identify the source and application of grant funds for each individual contract? No

What kind of accounting system or software is used by the jurisdiction?

Is there a chart of accounts?

Does the jurisdiction maintain a General Ledger?

Does the jurisdiction maintain a Project Ledger?

Does the accounting system adequately identify receipts and expenditures for each grant or contract? No

Does the jurisdiction prepare financial statements at least annually? No

Have the financial statements been audited within the last two years by an independent accountant? No

Who are the auditors?

Does the jurisdiction have written accounting policies & procedures? No

PART IV - BUDGETARY CONTROLS

Does the jurisdiction set-up budgets to control project funds? No

Who is responsible for monitoring the budget compared to actual?

PART V - PROPERTY MANAGEMENT

Is a fixed asset ledger maintained by the jurisdiction? No

Application

Internal Control Questionnaire

PART I - AUDIT INFORMATION

Did the jurisdiction SPEND more than \$500,000 in FEDERAL FUNDS in the last fiscal year Yes No

If the answer is "yes", then a Single Audit is required. When was it prepared and sent to the State?

* Single audits must be sent to: Utah State Auditor's Office, Room E310, East Capitol Complex, SLC, UT 84114-2310 within 30 days of completion.

PART II - GENERAL INFORMATION

What is the governing body of the grantee? (council + mayor?) how many members?

How often does the council meet?

Who keeps the minutes of the meetings?

Does the council operate as a council or does each member have specific line item responsibility?

Does the jurisdiction have fidelity bond coverage for the responsible officials, as required by law? Yes No

PART III - ACCOUNTING SYSTEM

Are accounting records adequate to identify the source and application of grant funds for each individual contract? Yes No

What kind of accounting system or software is used by the jurisdiction?

Is there a chart of accounts?

Does the jurisdiction maintain a General Ledger?

Does the jurisdiction maintain a Project Ledger?

Does the accounting system adequately identify receipts and expenditures for each grant or contract? Yes No

Does the jurisdiction prepare financial statements at least annually? Yes No

Complete all parts of the questionnaire, then click 'Save'

Application

50476 - 2011 CDBG Program Year Funding

Program Area: Community Development Block Grants (CDBG)

Proposal Deadline: 12/02/2010

Application ID: 55222

Click 'Preview' to review application



Components [Preview](#) | [Withdraw](#) | [Submit](#)

Name	Attachments	Complete?	Last Edited
General Information	Attachments (0)	✓	08/03/2010
Sub-Recipient	Attachments (0)	✓	08/03/2010
Engineer Or Architect	Attachments (0)	✓	08/03/2010
First Public Participation	Attachments (0)	✓	08/04/2010
Second Public Participation	Attachments (0)	✓	08/04/2010
Scope of Work	Attachments (0)	✓	08/04/2010
Budget	Attachments (0)	✓	08/04/2010
Project Timeline	Attachments (0)	✓	08/04/2010
Other Requirements	Attachments (0)	✓	08/04/2010
Internal Control Questionnaire (City or County)	Attachments (0)	✓	08/04/2010

120009 - 2016 CDBG Program Year Funding

Program Area: Community Development Block Grants (CDBG)

Proposal Deadline: 01/29/2016

Application ID: 120010

Instructions

In order to submit your application:

1. You must attach the newspaper proof of publication and public hearing minutes to the First Public Participation component.
2. You must attach sam.gov registration documentation and Residential Anti-Displacement plan to the Other Requirements component.
3. After completing all application components, print, sign, and attach a COMPLETE copy of the application.

Components		Preview	Withdraw	Submit
Name	Attachments	Complete?	Last Edited	
General Information	Attachments (0)	✓	09/25/2015	
Sub-Recipient	Attachments (0)	✓	09/25/2015	
Engineer Or Architect	Attachments (0)	✓	09/25/2015	
First Public Hearing	Attachments (0)	✓	09/25/2015	
Second Public Hearing	Attachments (0)	✓	09/25/2015	
Scope of Work	Attachments (0)	✓	09/25/2015	
Budget	Attachments (0)	✓	09/25/2015	
Project Timeline	Attachments (0)	✓	09/25/2015	
Other Requirements	Attachments (0)	✓	09/25/2015	
Internal Control Questionnaire (City or County)	Attachments (0)	✓	09/25/2015	
Attach Signed Application Here	Attachments (0)			

After printing and signing the application, attach it here.

Application

50476 - 2011 CDBG Program Year Funding

Program Area: Community Development Block Grants (CDBG)

Proposal Deadline: 12/02/2010

Application ID: 55222

Clicking 'Submit' will complete the application and send it electronically to the state office to be considered for funding.

Components

Preview | Withdraw | Submit

Name	Attachments	Complete?	Last Edited
General Information	Attachments (0)	✓	08/03/2010
Sub-Recipient	Attachments (0)	✓	08/03/2010
Engineer Or Architect	Attachments (0)	✓	08/03/2010
First Public Participation	Attachments (0)	✓	08/04/2010
Second Public Participation	Attachments (0)	✓	08/04/2010
Scope of Work	Attachments (0)	✓	08/04/2010
Budget	Attachments (0)	✓	08/04/2010
Project Timeline	Attachments (0)	✓	08/04/2010
Other Requirements	Attachments (0)	✓	08/04/2010
Internal Control Questionnaire (City or County)	Attachments (0)	✓	08/04/2010

IMPORTANT:

- The Application is not received by state office if you do not click on 'Submit'. Paper copies will NOT be accepted.*
- All components must be checked completed in order to submit the application.*

DUN & Bradstreet (DUN'S) Number

All organizations applying for federal funds are required to have a DUNS number prior to receiving a grant or loan through the Department of Workforce Services. This is a requirement of HUD and the Federal Government. The DUN's number is used to track how and where federal funds are spent. The Data Universal Numbering System (DUNS) number is a unique nine character identification number provided by Dun and Bradstreet (D&B)

- The DUNS number is site-specific and division specific. Therefore, each physical location of an entity will have its own unique DUNS number. Through the DUNS Number linkage, these unique DUNS Numbers will roll up to the Headquarters or Office level that oversees the branch or division.
- Business entities, sole proprietors, partnerships, non-profit and charitable organizations are eligible for a DUNS Number.
- The process is FREE for all entities required to register with the federal government.
- **Step 1 - Call 1 (866) 705-5711.** (You can also complete the process online at www.dnb.com)
- You will need the following:
 - Legal Name,
 - OBA (Doing Business As) or other name by which your organization is commonly known
 - Physical address, City, State and Zip Code
 - Mailing Address (if Separate)
 - Telephone Number
 - Contact Name
 - SIC Code - (Standard Industrial Classification Code)
Search in: www.census.gov - [NAICS - The North American Industry Classification System](http://www.naics.gov)
Common codes used for the CDBG program are in the WebGrants Application
 - Number of employees at your physical location
 - Headquarters name and address (if there is a reporting relationship to a parent corporate entity)
 - The CFDA # for the Community Development Block Grant Program is: 14.228
- **Step 2 - Register the DUNS Number FOR FREE at the "System for Award Management" (SAM)**
 - SAM.gov (if you are asked to pay a fee, you are at the wrong website!)
- You will need the following:
 - DUNS Number
 - Tax ID Number (TIN) and Taxpayer Name
 - Statistical Information about your business
 - Electronic Funds Transfer (EFT) Information. (This is required, but providing this information will not change how your payments from State of Utah are processed unless you submit a Direct Deposit Authorization Form to State Finance.)
(See the Frequently Asked Questions on Next Page)

DUN'S Number Registration in "SAM"

Frequently Asked Questions

What happened to the Central Contractor Registration (CCR)?

In July 2012, these systems migrated into the System for Award Management (SAM). CCR related information is contained within Entity Management in SAM. Legacy EPLS information resides in the Performance Information area of SAM.

How do I create a username and password if I was previously registered in CCR?

To migrate your CCR legacy system user account, you must first create a personal account in SAM by clicking on "[Create an Account](#)" on the homepage. Once you validate that you have access to the email address you provided during the registration process and login, you will see a message on the user dashboard (My SAM) which will ask you "Would you like to migrate a legacy system account?". Click "Yes" to begin the migration process. Alternatively, you may click on Manage My User Roles, then Migrate Legacy Account link to begin the migration process. The roles you had with the legacy system will be mapped to your SAM account.

Who is required to register in SAM?

Any entity wishing to do business with the federal government under a Federal Acquisition Regulation (FAR)-based contract or applying for federal grants, cooperative agreements or other forms of federal financial assistance through Grants.gov must be registered in SAM. Federal agencies may require entities be registered **in** SAM for additional processes. Also, consider creating a SAM account if you wish to utilize the full set of capabilities that have been developed in SAM and/or migrated from the legacy CCR system.

1st Time DUN'S # Registration/How do I register an entity in SAM?

To register an entity in SAM, follow these steps:

Step 1: Access the SAM online registration at www.sam.gov.

Step 2: Create a User Account.

Step 3: Click on "Register New Entity" from the left side navigation pane. You must have a Data Universal Numbering System (DUNS) number in order to begin the registration process.

Step 4: Complete and submit the online registration. If you already have the necessary information on hand (see the [SAM User Guide](#)), the online registration takes

approximately 30 minutes to complete, depending upon the size and complexity of your entity.

Guide to Codes - This chart may help you sort out some of the major codes used within SAM.

DUNS Number

Definition - Data Universal Numbering System

Description - Unique identifier assigned by Dun & Bradstreet (D&B). Mandatory to begin SAM registration. Nine-digit numeric code, no spaces.

Where to find the right one for your entity - [D&B](#)

CAGE Code

Definition - Commercial and Government Entity Code

Description - Unique Identifier assigned by Department of Defense for entities located in the U.S and its territories. Five-character alphanumeric value, no spaces. Must be in uppercase format. It is not necessary to have a CAGE Code before registration.

Where to find the right one for your entity - If you are an entity located in the U.S. or one of its territories and do not already have a CAGE Code, one will be assigned to you upon activation of your SAM record.

NAICS Codes

Definition - North American Industry Classification System

Description - Mandatory codes that identify what type of activity (e.g. Agriculture, construction, manufacturing, etc.) an entity performs, as well as the type of product or service offered.

Where to find the right one for your entity - [U.S. Census Bureau](#)

What are my yearly renewal requirements? How do I keep my entity's record active?

You must renew and revalidate your entity's registration at least every 12 months from the date you last certified to and submitted the registration in SAM. However, you are strongly urged to revalidate your registration more frequently to ensure that SAM is up to date and in sync with changes that may have been made to DUNS and IRS information. If you do not renew your registration, it will expire. An expired registration will affect your ability to receive contract awards or payments, submit assistance award applications via Grants.gov, or receive certain payments from some federal government agencies.

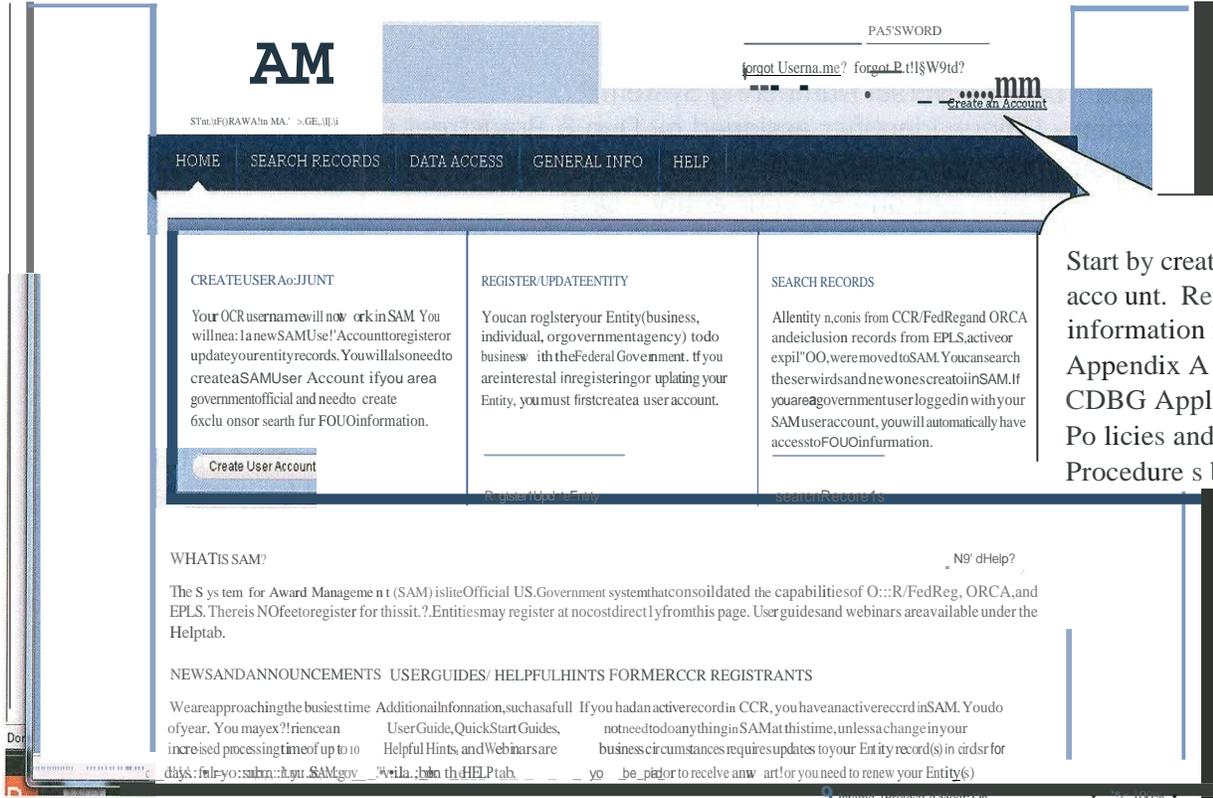
SAM - System for Award Management

Help Line - Federal Service Desk

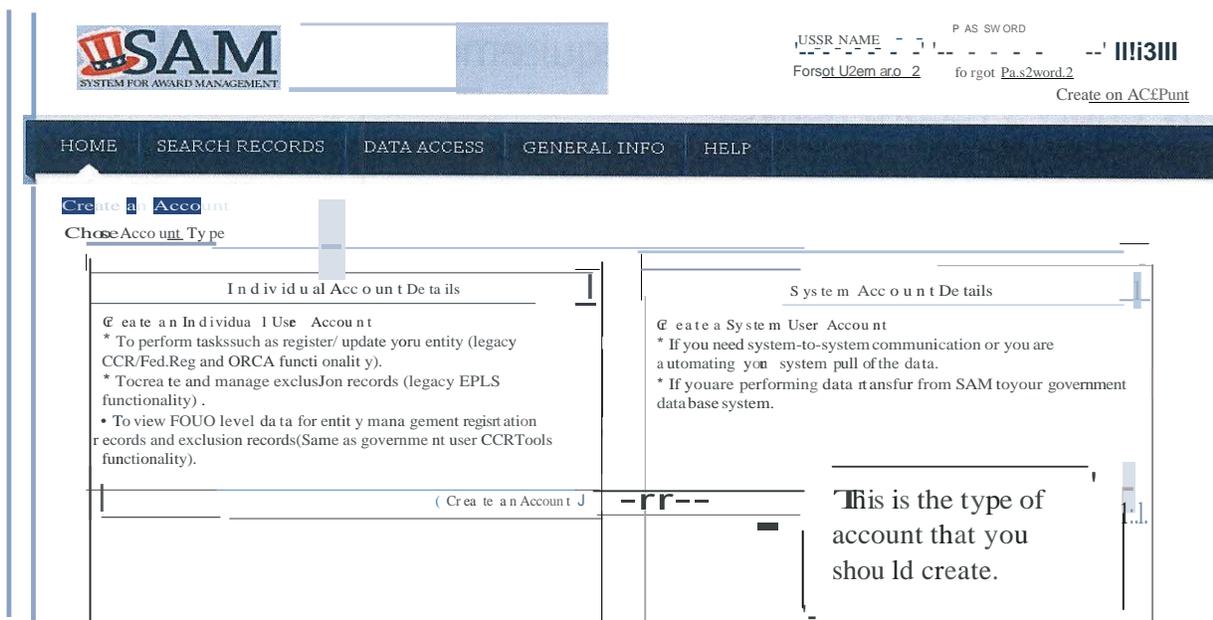
(866) 606-8220

Registration is FREE!!!

If you are at a Website that is asking for a fee, you are in the wrong place!



Start by creating an account. Review information in Appendix A of CDBG Application Policies and Procedures book.



This is the type of account that you should create.



USERNAME
 PASSWORD

[Forgot Username?](#)
[Forgot Password?](#)

[Create an Account](#)

- [HOME](#)
- [SEARCH RECORDS](#)
- [DATA ACCESS](#)
- [GENERAL INFO](#)
- [HELP](#)

Entity Dashboard

COUNTY OF UTAH
DUNS: 050534361 CAGE Code: 3NYE8
Status: Active

147EMAINST
VERUJL, UT, 84073-2643
UNITED STATES

- > [Entity Overview](#)
- > [Entity Record](#)
- 1 [Core Data](#)
- > [Assertions](#)
- , [Reps & Cera](#)
- > [Reports](#)
- > [BioPreferred Report](#)
- 1 [Exclusions](#)
- 1 [Active Exclusions](#)
- 1 [Inactive Exclusions](#)

Entity Overview

Entity Information

Name: COUNTY OF UTAH
 Business Type: US Local Government
 POC Name: None Specified
 Registration Status: Active
 Activation Date: 05/08/2013
 Expiration Date: 05/08/2014

Exclusions

Active Exclusion Records? No

Search for the DUN's# and print this page as documentation that it is registered and current in SAM.gov.

Applicants must document that their DUN's number is registered in SAM.gov

Quick Search Results

TOTAL RECORDS: 1

Result page 1 of 1

Sort by **Modified Date**

Order by **Descending**

FILTER RESULTS

By Record Status

Active

Inactive

By Record Type

Entity Registration

Exclusion

Your search returned the following results...

Entity

SOUTH OGDEN, CITY OF

Status: **Active**

DUNS: **055310247**

CAGE Code: **5BAR6**

Has Active Exclusion?: **No**

DoDAAC:

Expiration Date: **02/01/2018**

Delinquent Federal Debt? **No**

Purpose of Registration: **Federal Assistance**

Awards Only

Glossary

Search Results

Entity

Exclusion

Search Filters

By Record Status

By Record Type

Result page 1 of 1

Attach this documentation to the application.



SAM Search Results

List of records matching your search for :

Record Status: **Active**

DUNS Number: **055310247**

Functional Area: **Entity Management, Performance Information**

ENTITY SOUTH OGDEN, CITY OF

Status: **Active**

DUNS: **055310247**

+4:

CAGE Code: **5BAR6**

DoDAAC:

Expiration Date: **Feb 1, 2018**

Has Active Exclusion?: **No**

Delinquent Federal Debt?: **No**

Address: **3950 ADAMS AVE # 1**

City: **OGDEN**

State/Province: **UTAH**

ZIP Code: **84403-1822**

Country: **UNITED STATES**

Quick Start Guide for Updating/Renewing an Entity

Helpful Information

What is an Entity

In SAM, your company/business/organization is now referred to as an "Entity."

Viewing Your Entity Record

How you view your entity record depends on several factors

If you chose to make your record public, you can view your entity record by going to www.sam.gov and searching for your DUNS number or EntityName

If your record is available in the public search, but expired, you can view it by searching for your entity by DUNS number or Entity Name, clicking on the "Inactive" box, and clicking the "Apply Filters" button

If you opted out of the public search, log into SAM, migrate your roles, and click on "Register/Update Entity" and "Complete Registrations" to view your record

Requirements for Submitting Your

Registration

To submit your update, you must review the entire record in one sitting. Review each page, validating the accuracy of the content

If your registration requires Reps & Certs (formerly ORCA), make sure you select the box certifying to the accuracy of the data on the "Review Reps & Certs" page

Steps for Updating/Renewing an Entity

1. Go to www.sam.gov and login with your SAM username and password
2. Click "Register/Update Entity" and then "Complete Registrations" (if you started your update earlier, click on "Incomplete Registrations")
3. In the Entity List panel, click on the Entity you want to update/renew
4. Click the Update Entity button in the "Registration Details" Panel
5. Complete Purpose of Registration (You only have to do this once)
6. Validate/ Update "Core Data"
7. Validate/ Update "Assertions" (not required to be eligible for Grants only)
8. Validate/ Update "Representations and Certifications" (not required to be eligible for Grants only)
9. Validate/ Update "Points of Contact", including optional POCs. If you no longer wish to have the optional POCs, please delete all data in these fields.
10. If you qualify as a small business, validate/update your information in SBA's Dynamic Small Business Search (DSBS) or apply for a small business certification on the "SBA Supplemental" page.
11. Click Submit

Please note if your update/renewal requires IRS or CAG£ revalidation, it will take 3-5 business days for it to become active and replace your previous registration.

Appendix B
Public Hearing

APPENDIX B

PUBLIC HEARING NOTICE /MINUTES TEMPLATES

(Post this notice on the state's public meeting notice website – www.utah.gov/pmn at least seven days prior to public hearing date.)

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FIRST PUBLIC HEARING NOTICE

Notice is hereby given that **APPLICANT (CITY or COUNTY or AOG)**¹ will hold a public hearing on **(DATE)** at **(ADDRESS, ROOM #)**. **APPLICANT** is eligible to apply to the Utah Department of Workforce Services for funding under the Community Development Block Grant (CDBG) Small Cities Program, a federally funded program administered by the State of Utah, Housing and Community Development Division (HCD). **APPLICANT** is eligible to apply for CDBG funding provided **APPLICANT** meets the applicable program requirements. The purpose of the public hearing is to provide citizens with pertinent information about the Community Development Block Grant program and to allow for discussion of possible applications. This public hearing will cover eligible activities, program requirements, and expected funding allocations in the region. The CDBG Program can fund a broad range of activities, including, but not limited to: construction of public works and facilities, e.g., water and sewer lines, fire stations, acquisition of real property, and provision of public services such as food banks or homeless shelters. In the event that **APPLICANT** chooses to apply for CDBG funding, a second public hearing will be held at a later time to discuss the project. Further information can be obtained by contacting **APPLICANT POINT OF CONTACT** at **PHONE**. In compliance with the Americans with Disabilities Act, individuals needing special accommodations (including auxiliary communicative aids and services) during this hearing should notify **APPLICANT POINT OF CONTACT** at **LOCATION AND COMPLETE ADDRESS** at least three days prior to the hearing. Individuals with speech and/or hearing impairments may call the Relay Utah by dialing 711. Spanish Relay Utah: 1.888.346.3162.

Published on State of Utah's Public Meeting Notice Website – www.utah.gov/pmn on **DATE**

¹Public hearings must be held by one of these entities. Other entities wishing to apply must have one of these eligible applicants sponsor their application and hold a public hearing.

FIRST PUBLIC HEARING

MINUTES OF (Name of Municipality) COUNCIL MEETING
MEETING HELD (Location, Date and Time)

The (Name of City or County) meeting convened in regular session on (Day and Date), in the (Location), meeting commenced at (Exact Time).

Present: (Mayor/Commissioner and Council names) _____,
(Other public or elected officials or employees) _____,
(Public in attendance, including those attending for the CDBG Public Hearing)

City Recorder: (include name of city recorder) _____,
City Clerk: (include name of city clerk) _____,
City Attorney: (include name of city attorney) _____,

COMMUNITY DEVELOPMENT BLOCK GRANT PUBLIC HEARING:

Mayor/Commissioner (Name) opened the public hearing for the CDBG program and stated that the purpose of the public hearing is to provide citizens with pertinent information about the Community Development Block Grant program and to allow for discussion of possible applications for the **20** funding cycle. It was explained that the grant money must be spent on projects benefiting primarily low and moderate-income persons. The (Name of Region), in which (Name of Municipality) is a member, is expecting to receive approximately (Amount AOG representative indicated region could expect to receive) in this new program year. All eligible activities that can be accomplished under this program are identified in the CDBG Application Policies and Procedures Manual and interested persons can review it at any time. Mayor/Commissioner (Name) read several of the eligible activities listed including examples, such as Construction of public works and facilities, e.g., water and sewer lines, fire stations, acquisition of real property, provision of public services such as food banks or homeless shelters. Mayor/Commissioner (Name) indicated that in the past (Name of Municipality) has received (Indicate number of grants and what they accomplished). The city has handed out its capital investment plan as part of the regional "Consolidated Plan". This list shows which projects the city has identified as being needed in the community. It was asked that anyone with questions, comments or suggestions during the hearing please identify themselves by name, before they speak. The clerk will include your names in the minutes and we would like to specifically respond to your questions and suggestions during the hearing. Mr./Mrs. (Name) asked if (Suggestion). Mayor/Commissioner (Name) responded to suggestion by stating that (Response). Mayor/Commissioner (Name) then opened the meeting up to further suggestions from the audience. Mr./Mrs. (Name) said that (Suggestion). Mayor/Commissioner (Name) (Response). Mayor/Commissioner (Name) then asked if there were any other suggestions? The hearing was adjourned at (Time).

DO NOT POST THE 2ND PUBLIC HEARING NOTICE UNLESS YOU ARE AWARDED FUNDING IN THE SPRING.

(Post this notice on the state's public meeting notice website – www.utah.gov/pmn at least seven days prior to public hearing date.)

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) SECOND PUBLIC HEARING NOTICE

APPLICANT (CITY or COUNTY or AOG)² will hold a public hearing to discuss the project determined to be applied for in the CDBG Small Cities Program in Program Year 20 . **PROJECT - INCLUDE SPECIFICS IF APPROPRIATE (I.E. LOCATION.)** Comments will be solicited on project scope, implementation and its effects on residents. The hearing will begin at **TIME** P.M. on **DATE** and will be held at **LOCATION AND COMPLETE ADDRESS**. Further information can be obtained by contacting **APPLICANT POINT OF CONTACT** at **PHONE.** In compliance with the Americans with Disabilities Act, individuals needing special accommodations (including auxiliary communicative aids and services) during this hearing should notify **APPLICANT POINT OF CONTACT** at **LOCATION AND COMPLETE ADDRESS** at least three days prior to the hearing. Individuals with speech and/or hearing impairments may call the Relay Utah by dialing 711. Spanish Relay Utah: 1.888.346.3162.

Published the State of Utah's Public Meeting Notice Website – www.utah.gov/pmn on **DATE**

²Public hearings must be held by one of these entities. Other entities wishing to apply must have one of these eligible applicants sponsor their application and hold a public meeting.

SECOND PUBLIC HEARING

MINUTES OF (Name of Municipality) COUNCIL MEETING
MEETING HELD (Location, Date and Time)

The (Name of City or County) meeting convened in regular session on (Day and Date), in the (Location), meeting commenced at (Exact Time).

Present: (Mayor/Commissioner and Council names) _____,
(Other public or elected officials or employees) _____,
(Public in attendance, including those attending for the CDBG Public Hearing)

City Recorder: (include name of city recorder) _____,
City Clerk: (include name of city clerk) _____,
City Attorney: (include name of city attorney) _____,

COMMUNITY DEVELOPMENT BLOCK GRANT PUBLIC HEARING:

Mayor/Commissioner _____ (Name) opened the second public hearing for the CDBG program. Mayor/Commissioner _____ (Name) stated that this hearing was called to allow all citizens to provide input concerning the project that was awarded under the (Grant Year) Community Development Block Grant Program. The city/county has amended its capital investment plan and decided to apply for funds on behalf of the (Project and Location). The Mayor/Commissioner introduced (Project Manager) from the (Project). The Mayor/Commissioner explained that the application was successful in the regional rating and ranking process and (Name of Project and Grant Award Amount). The Mayor/Commissioner explained the project to those in attendance. The Mayor/Commissioner then asked for any comments, questions and concerns from the audience. The only question came from Mr./Mrs. (Name), who wanted to know (Question). The Mayor/Commissioner indicated that (Response to Question). The Mayor/Commissioner stated that copies of the capital investment plan are available if anyone would like a copy. There were no more comments and the hearing was adjourned at (Time).

PUBLIC HEARING POSTING

Public Meeting Notice Website: www.utah.gov/pmnn

The screenshot shows a web browser window with the URL www.utah.gov/pmnn/index.html. The page header includes the Utah.gov logo, navigation links for "Utah.gov Services" and "Agencies", and a search bar. The main content area features the "UTAH PUBLIC NOTICE WEBSITE" logo and navigation buttons for "About", "Login", and "Help". A welcome message reads: "Welcome to the Utah Public Notice Website: Your central source for all public notice information in Utah". Below this is a "Find a Notice" section with an "Advanced Search" button. A text box instructs users: "First select your Government, then the entity and then finally the Body. Results will appear below." The "Government" dropdown menu is open, showing options: State, County, Cities, Schools, Special Districts, Higher Education, Interlocal, and Courts. A blue callout box is overlaid on the "Government" dropdown with the text: "Choose level of government you're with."

Enter Email & Password: Your Email should be your official work email and your password is your system password.

Public Notice Website: Ad x

Julie

https://secure.utah.gov/pmn-admin/login.html

Apps Log on to IDIS - IDIS Printable Coupons International Resource BOM Battles A talk that changed m f Jt f Home0 f Jt

Utah.gov Services Agencies Search all of Utah.gov »

UTAH PUBLIC NOTICE WEBSITE

Welcome to the Public Notice Website: Your central source for all public notice information in Utah

Welcome to Public Notice Website Admin

You must have an account to access this portion of Public Notice Website.

E-mail Address:

Password:

[\(Register for Utah ID account\)](#)

Login

Login with Email and Password otherwise Register for an Account

[Utah.gov Home](#) | [Utah.gov Terms of Use](#) | [Utah.gov Privacy Policy](#) | [Utah.gov Accessibility Policy](#) | [Translate Utah.gov](#)

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Click on 'Add' under 'Dashboard' on left hand navigation bar

Public Notice Website: Admin Module

UTAH PUBLIC NOTICE WEBSITE

Welcome to the Public Notice Website: Your central source for all public notice information in Utah

Public Notices

Notices

- [Dashboard](#)
- [+ Add](#)**
- [Search](#)
- [Drafts](#)
- [Published](#)
- [Pending](#)

Other

- [Request Entity](#)
- [Request Body](#)
- [Request Owner Access](#)
- [Request Poster Access](#)

Main Menu

Public Notice Website: Admin Module.

from the menu on the left.

Reach your public by utilizing this new social media feature! The Utah Public Notice Website now allows you to connect your Body to your existing Facebook and Twitter accounts.

- Quick set up using the established Facebook and Twitter integration processes.
- Notices posted in the Utah Public Notice Website Admin will automatically be posted to the Facebook page and Twitter account of your choosing.
- Proactively reach more of your constituency by using the social media platforms they use.

[Click here](#) to view an instructional PDF on how to link your Facebook and Twitter accounts.

Fill Out All the Fields; * (Asterisk) is a Required Field

The screenshot shows a web browser window with the URL <https://secure.utah.gov/pm-admin/notice/add.html?addNew=true>. The page header includes the Utah.gov logo, navigation links for 'Utah.gov Services' and 'Agencies', and a search bar. The main content area is titled 'UTAH PUBLIC NOTICE WEBSITE' and features a navigation menu with links for 'Dashboard', '+ Add', 'Search', 'Drafts', 'Published', and 'Pending'. The 'Add' form is titled 'Notice: Add' and includes a note: 'Note: Items marked with an * are required. (Only letters, numbers, spaces and allowed characters (, . @ : # [] - _ ') are permitted.)'. The form fields are: 'Notice Title: *' (text input), 'Government Type: *' (dropdown menu), 'Entity: *' (dropdown menu), 'Body: *' (dropdown menu), 'Notice Subject: *' (dropdown menu), and 'Notice Subject 2: *' (dropdown menu). The user 'Julie' is logged in, as indicated in the top right corner of the browser window.

Fill Out All the Fields; * (Asterisk) is a Required Field. Choose 'Hearing' for 'Notice Type'

Public Notice Website: Ad

Julie

https://secure.utah.gov/pmn-admin/notice/add.html?addNew=true

Apps Log on to IDIS - IDIS - Printable Coupons International Resource BOM Battles A talk that changed m f Jt f Home0 f Jt

Notice Subject 2: -- Please select subject --

Notice Type: *

- Notice
- Meeting
- Hearing

Street Address: *

Street Address continued:

City: *

Zip:

Event Start Date: *

Event End Date:

Event Deadline Date:

Description / Agenda: *

Choose 'Hearing'

Copy & Paste Public Meeting Notice

IMPORTANT: Provide ADA information and Electronic Participation Information for your constituents

Public Notice Website: Ad x

Julie

https://secure.utah.gov/pmn-admin/notice/add.html?addNew=true

Apps Log on to IDIS - IDIS - Printable Coupons International Resource BOM Battles A talk that changed m f Jt f Home0 f Jt

ADA: * Equal Opportunity Employer/Program
Auxiliary aids and services are available upon request to individuals with disabilities by calling 801.526.9240. Individuals with hearing impairments may call the Relay Utah by dialing 711 or Relay Utah 1.888.346.3162

ADA: In compliance with the American Disabilities Act, please note available accommodations or contact information for individuals needing special assistance during the meetings of this Body.

Electronic Participation: *

Add email addresses of individuals, media and organizations that wish to receive the notice. Also, attach agenda to the 'Choose File' Component.

The screenshot shows a web browser window with the URL <https://secure.utah.gov/pmn-admin/notice/add>. The page is titled "Email Addresses" in a blue box. It features a form with the following elements:

- Emergency Notice:** A checkbox that is currently unchecked.
- Email copy of notice to:** A text input field. A blue arrow points to this field from the text above.
- Audio File Address:** A text input field.
- Attachments:** A section with a title "Attachments" and a list of supported file formats: **Audio file attachments:** .MP3, .WAV, FTR Gold (200 MB max); **Other file attachments:** .PDF - Portable Document Format | .DOC - Word Document | .DOCX - 2007/2010 Word Document | .WPD - Word Perfect Document | .RTF - Rich Text Format | .XLS - Excel Spreadsheet | .XLSX - Excel Spreadsheet | .ZIP - Compressed file | .DOCM - Open XML Formatted file.
- Choose File:** A button next to the text "No file chosen". A blue arrow points to this button from the text above.
- Attach Agenda:** A blue box with the text "Attach Agenda" pointing to the "Choose File" button.
- Yellow Callout Box:** A yellow box with the text: "Multiple email addresses can be added by adding a comma between each email address. No spaces. Ex: email@email.com,anotheremail@email.com".
- Navigation Buttons:** A row of five orange buttons: "Submit request", "Preview Notice", "Save", "Cancel", and "Clear Fields".

At the bottom of the page, there is a footer with links: [Utah.gov Home](#), [Utah.gov Terms of Use](#), [Utah.gov Privacy Policy](#), [Utah.gov Accessibility Policy](#), and [Translate Utah.gov](#). Below the footer, it says "Copyright © 2016 State of Utah - All rights reserved."

UTAH PUBLIC NOTICE WEBSITE

Help Log

Welcome to the Public Notice Website: Your central source for all public notice information in Utah

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 - [Request Body](#)
 - [Request Owner Access](#)
 - [Request Poster Access](#)

Notice Saved Successfully

Your notice has been saved successfully.

Notice Title: CDBG Policy Committee Meeting
Government Type: State
Entity: Department of Workforce Services
Body Name: CDBG Policy Committee
Notice Subject: Administrative Procedure
Notice Type: Meeting
Street Address: 700 North Homestead Drive
Street Address continued:
City: Midway
Zip:
Start Date: 06/06/16 12:00 PM
End Date: 06/07/16 1:30 PM

Print and Attach this documentation to the Application as Proof of Publication

Appendix C
HUD Income Limits

Appendix C
HUD Income Limits

APPENDIX C

Low/Moderate Income Data

HUD Income Limits - State of Utah; Issued 04/14/2017

PERSONS	1	2	3	4	5	6	7	8	9	10
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BEAVER

VERY LOW INCOME (30%)	\$14,250	\$16,250	\$20,420	\$24,600	\$28,780	\$32,960	\$37,140	\$41,320	\$ 45,500	\$ 49,680
LOW INCOME (50%)	\$23,700	\$27,100	\$30,500	\$33,850	\$36,600	\$39,300	\$42,000	\$44,700	\$ 47,400	\$ 50,100
MODERATE INCOME (80%)	\$37,950	\$43,350	\$48,750	\$54,150	\$58,500	\$62,850	\$67,150	\$71,500	\$ 75,800	\$ 80,150

BOX ELDER

VERY LOW INCOME (30%)	\$14,250	\$16,250	\$20,420	\$24,600	\$28,780	\$32,960	\$37,140	\$41,320	\$ 45,500	\$ 49,680
LOW INCOME (50%)	\$23,700	\$27,100	\$30,500	\$33,850	\$36,600	\$39,300	\$42,000	\$44,700	\$ 47,400	\$ 50,100
MODERATE INCOME (80%)	\$37,950	\$43,350	\$48,750	\$54,150	\$58,500	\$62,850	\$67,150	\$71,500	\$ 75,800	\$ 80,150

CACHE

VERY LOW INCOME (30%)	\$14,250	\$16,250	\$20,420	\$24,600	\$28,780	\$32,960	\$37,140	\$41,320	\$ 45,500	\$ 49,680
LOW INCOME (50%)	\$23,700	\$27,100	\$30,500	\$33,850	\$36,600	\$39,300	\$42,000	\$44,700	\$ 47,400	\$ 50,100
MODERATE INCOME (80%)	\$37,950	\$43,350	\$48,750	\$54,150	\$58,500	\$62,850	\$67,150	\$71,500	\$ 75,800	\$ 80,150

CARBON

VERY LOW INCOME (30%)	\$14,250	\$16,250	\$20,420	\$24,600	\$28,780	\$32,960	\$37,140	\$41,320	\$ 45,500	\$ 49,680
LOW INCOME (50%)	\$23,700	\$27,100	\$30,500	\$33,850	\$36,600	\$39,300	\$42,000	\$44,700	\$ 47,400	\$ 50,100
MODERATE INCOME (80%)	\$37,950	\$43,350	\$48,750	\$54,150	\$58,500	\$62,850	\$67,150	\$71,500	\$ 75,800	\$ 80,150

DAGGETT

VERY LOW INCOME (30%)	\$14,250	\$16,250	\$20,420	\$24,600	\$28,780	\$32,960	\$37,140	\$41,320	\$ 45,500	\$ 49,680
LOW INCOME (50%)	\$23,700	\$27,100	\$30,500	\$33,850	\$36,600	\$39,300	\$42,000	\$44,700	\$ 47,400	\$ 50,100
MODERATE INCOME (80%)	\$37,950	\$43,350	\$48,750	\$54,150	\$58,500	\$62,850	\$67,150	\$71,500	\$ 75,800	\$ 80,150

DUCHESNE

VERY LOW INCOME (30%)	\$14,500	\$16,550	\$20,420	\$24,600	\$28,780	\$32,960	\$37,140	\$41,320	\$ 45,500	\$ 49,680
LOW INCOME (50%)	\$24,100	\$27,550	\$31,000	\$34,400	\$37,200	\$39,950	\$42,700	\$45,450	\$ 48,200	\$ 50,950
MODERATE INCOME (80%)	\$38,550	\$44,050	\$49,550	\$55,050	\$59,500	\$63,900	\$68,300	\$72,700	\$ 77,050	\$ 81,450

EMERY

VERY LOW INCOME (30%)	\$14,250	\$16,250	\$20,420	\$24,600	\$28,780	\$32,960	\$37,140	\$41,320	\$ 45,500	\$ 49,680
LOW INCOME (50%)	\$23,700	\$27,100	\$30,500	\$33,850	\$36,600	\$39,300	\$39,750	\$42,350	\$ 47,400	\$ 50,100
MODERATE INCOME (80%)	\$37,950	\$43,350	\$48,750	\$54,150	\$58,500	\$62,850	\$67,150	\$71,500	\$ 75,800	\$ 80,150

GARFIELD

VERY LOW INCOME (30%)	\$14,250	\$16,250	\$20,420	\$24,600	\$28,780	\$32,960	\$37,140	\$41,320	\$ 45,500	\$ 49,680
LOW INCOME (50%)	\$23,700	\$27,100	\$30,500	\$33,850	\$36,600	\$39,300	\$42,000	\$44,700	\$ 44,900	\$ 47,450
MODERATE INCOME (80%)	\$37,950	\$43,350	\$48,750	\$54,150	\$58,500	\$62,850	\$67,150	\$71,500	\$ 75,800	\$ 80,150

GRAND

VERY LOW INCOME (30%)	\$14,250	\$16,250	\$20,420	\$24,600	\$28,780	\$32,960	\$37,140	\$41,320	\$ 45,500	\$ 49,680
LOW INCOME (50%)	\$23,700	\$27,100	\$30,500	\$33,850	\$36,600	\$39,300	\$42,000	\$44,700	\$ 47,400	\$ 50,100
MODERATE INCOME (80%)	\$37,950	\$43,350	\$48,750	\$54,150	\$58,500	\$62,850	\$67,150	\$71,500	\$ 75,800	\$ 80,150

APPENDIX C

Low/Moderate Income Data
 HUD Income Limits - State of Utah; Issued 04/14/2017

PERSONS	1	2	3	4	5	6	7	8	9	10
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IRON

VERY LOW INCOME (30%)	\$14,250	\$16,250	\$20,420	\$24,600	\$28,780	\$32,960	\$37,140	\$41,320	\$ 45,500	\$ 49,680
LOW INCOME (50%)	\$23,700	\$27,100	\$30,500	\$33,850	\$36,600	\$39,300	\$42,000	\$44,700	\$ 47,400	\$ 50,100
MODERATE INCOME (80%)	\$37,950	\$43,350	\$48,750	\$54,150	\$58,500	\$62,850	\$67,150	\$71,500	\$ 75,800	\$ 80,150

JUAB

VERY LOW INCOME (30%)	\$14,550	\$16,600	\$20,420	\$24,600	\$28,780	\$32,960	\$37,140	\$41,320	\$ 45,500	\$ 49,680
LOW INCOME (50%)	\$24,250	\$37,700	\$31,150	\$34,600	\$37,400	\$40,150	\$42,950	\$45,700	\$ 48,450	\$ 51,250
MODERATE INCOME (80%)	\$38,750	\$44,300	\$49,850	\$55,350	\$59,800	\$64,250	\$68,650	\$73,100	\$ 77,500	\$ 81,900

KANE

VERY LOW INCOME (30%)	\$14,250	\$16,250	\$20,420	\$24,600	\$28,780	\$32,960	\$37,140	\$41,320	\$ 45,500	\$ 49,680
LOW INCOME (50%)	\$23,700	\$27,100	\$30,500	\$33,850	\$36,600	\$39,300	\$42,000	\$44,700	\$ 47,400	\$ 50,100
MODERATE INCOME (80%)	\$37,950	\$43,350	\$48,750	\$54,150	\$58,500	\$62,850	\$67,150	\$71,500	\$ 75,800	\$ 80,150

MILLARD

VERY LOW INCOME (30%)	\$14,250	\$16,250	\$20,420	\$24,600	\$28,780	\$32,960	\$37,140	\$41,320	\$ 45,500	\$ 49,680
LOW INCOME (50%)	\$23,700	\$27,100	\$30,500	\$33,850	\$36,600	\$39,300	\$42,000	\$44,700	\$ 47,400	\$ 50,100
MODERATE INCOME (80%)	\$37,950	\$43,350	\$48,750	\$54,150	\$58,500	\$62,850	\$67,150	\$71,500	\$ 75,800	\$ 80,150

MORGAN

VERY LOW INCOME (30%)	\$16,100	\$18,400	\$20,700	\$24,600	\$28,780	\$32,960	\$37,140	\$41,320	\$ 45,500	\$ 49,680
LOW INCOME (50%)	\$26,850	\$30,650	\$34,500	\$38,300	\$41,400	\$44,450	\$47,500	\$50,600	\$ 53,650	\$ 56,700
MODERATE INCOME (80%)	\$42,950	\$49,050	\$55,200	\$61,300	\$66,250	\$71,150	\$76,050	\$80,950	\$ 85,800	\$ 90,700

PIUTE

VERY LOW INCOME (30%)	\$14,250	\$16,250	\$20,420	\$24,600	\$28,780	\$32,960	\$37,140	\$41,320	\$ 45,500	\$ 49,680
LOW INCOME (50%)	\$23,700	\$27,100	\$30,500	\$33,850	\$36,600	\$39,300	\$42,000	\$44,700	\$ 47,400	\$ 50,100
MODERATE INCOME (80%)	\$37,950	\$43,350	\$48,750	\$54,150	\$58,500	\$62,850	\$67,150	\$71,500	\$ 75,800	\$ 80,150

RICH

VERY LOW INCOME (30%)	\$14,250	\$16,250	\$20,420	\$24,600	\$28,780	\$32,960	\$37,140	\$41,320	\$ 45,500	\$ 49,680
LOW INCOME (50%)	\$23,700	\$27,100	\$30,500	\$33,850	\$36,600	\$39,300	\$42,000	\$44,700	\$ 47,400	\$ 50,100
MODERATE INCOME (80%)	\$37,200	\$42,500	\$47,800	\$53,100	\$57,350	\$61,600	\$65,850	\$70,100	\$ 74,350	\$ 78,600

SAN JUAN

VERY LOW INCOME (30%)	\$14,250	\$16,250	\$20,420	\$24,600	\$28,780	\$32,960	\$37,140	\$41,320	\$ 45,500	\$ 49,680
LOW INCOME (50%)	\$23,700	\$27,100	\$30,500	\$33,850	\$36,600	\$39,300	\$42,000	\$44,700	\$ 47,400	\$ 50,100
MODERATE INCOME (80%)	\$37,950	\$43,350	\$48,750	\$54,150	\$58,500	\$62,850	\$67,150	\$71,500	\$ 75,800	\$ 80,150

SANPETE

VERY LOW INCOME (30%)	\$14,250	\$16,250	\$20,420	\$24,600	\$28,780	\$32,960	\$37,140	\$41,320	\$ 45,500	\$ 49,680
LOW INCOME (50%)	\$23,700	\$27,100	\$30,500	\$33,850	\$36,600	\$39,300	\$42,000	\$44,700	\$ 47,400	\$ 50,100
MODERATE INCOME (80%)	\$37,950	\$43,350	\$48,750	\$54,150	\$58,500	\$62,850	\$67,150	\$71,500	\$ 75,800	\$ 80,150

APPENDIX C

Low/Moderate Income Data

HUD Income Limits - State of Utah; Issued 04/14/2017

SEVIER

PERSONS	1	2	3	4	5	6	7	8	9	10
VERY LOW INCOME (30%)	\$14,250	\$16,250	\$20,420	\$24,600	\$28,780	\$32,960	\$37,140	\$41,320	\$ 45,500	\$ 49,680
LOW INCOME (50%)	\$23,700	\$27,100	\$30,500	\$33,850	\$36,600	\$39,300	\$42,000	\$44,700	\$ 44,900	\$ 47,400
MODERATE INCOME (80%)	\$37,950	\$43,350	\$48,750	\$54,150	\$58,500	\$62,850	\$67,150	\$71,500	\$ 75,800	\$ 80,150

SUMMIT

VERY LOW INCOME (30%)	\$21,700	\$24,800	\$27,900	\$31,000	\$33,500	\$36,000	\$38,450	\$41,320	\$ 45,500	\$ 49,680
LOW INCOME (50%)	\$34,450	\$39,400	\$44,300	\$49,200	\$53,150	\$57,100	\$61,050	\$64,950	\$ 68,900	\$ 72,850
MODERATE INCOME (80%)	\$47,600	\$54,400	\$61,200	\$68,000	\$73,450	\$78,900	\$84,350	\$89,800	\$ 95,200	\$ 100,650

TOOELE

VERY LOW INCOME (30%)	\$14,700	\$16,800	\$20,420	\$24,600	\$28,780	\$32,960	\$37,140	\$41,320	\$ 45,500	\$ 49,680
LOW INCOME (50%)	\$24,500	\$28,000	\$31,500	\$35,000	\$37,800	\$40,600	\$43,400	\$46,200	\$ 49,000	\$ 51,800
MODERATE INCOME (80%)	\$39,200	\$44,800	\$50,400	\$56,000	\$60,500	\$65,000	\$69,450	\$73,950	\$ 78,400	\$ 82,900

UINTAH

VERY LOW INCOME (30%)	\$14,550	\$16,600	\$20,420	\$24,600	\$28,780	\$32,960	\$37,140	\$41,320	\$ 45,500	\$ 49,680
LOW INCOME (50%)	\$24,200	\$27,650	\$31,100	\$34,550	\$37,350	\$40,100	\$42,850	\$45,650	\$ 48,400	\$ 51,150
MODERATE INCOME (80%)	\$38,750	\$44,250	\$49,800	\$55,300	\$59,750	\$64,150	\$68,600	\$73,000	\$ 77,400	\$ 81,850

WASATCH

VERY LOW INCOME (30%)	\$15,350	\$17,550	\$20,420	\$24,600	\$28,780	\$32,960	\$37,140	\$41,320	\$ 45,500	\$ 49,680
LOW INCOME (50%)	\$25,550	\$29,200	\$32,850	\$36,500	\$39,450	\$42,350	\$45,300	\$48,200	\$ 51,100	\$ 54,050
MODERATE INCOME (80%)	\$40,900	\$46,750	\$52,600	\$58,400	\$63,100	\$67,750	\$72,450	\$77,100	\$ 81,750	\$ 86,450

WASHINGTON

VERY LOW INCOME (30%)	\$14,250	\$16,250	\$20,420	\$24,600	\$28,780	\$32,960	\$37,140	\$41,320	\$ 45,500	\$ 49,680
LOW INCOME (50%)	\$23,700	\$27,100	\$30,500	\$33,850	\$36,600	\$39,300	\$42,000	\$44,700	\$ 47,400	\$ 50,100
MODERATE INCOME (80%)	\$37,950	\$43,350	\$48,750	\$54,150	\$58,500	\$62,850	\$67,150	\$71,500	\$ 75,800	\$ 80,150

WAYNE

VERY LOW INCOME (30%)	\$14,250	\$16,250	\$20,420	\$24,600	\$28,780	\$32,960	\$37,140	\$41,320	\$ 45,500	\$ 49,680
LOW INCOME (50%)	\$23,700	\$27,100	\$30,500	\$33,850	\$36,600	\$39,300	\$42,000	\$44,700	\$ 47,400	\$ 50,100
MODERATE INCOME (80%)	\$37,950	\$43,350	\$48,750	\$54,150	\$58,500	\$62,850	\$67,150	\$71,500	\$ 75,800	\$ 80,150

WEBER

VERY LOW INCOME (30%)	\$16,100	\$18,400	\$20,700	\$24,600	\$28,780	\$32,960	\$37,140	\$41,320	\$ 45,500	\$ 49,680
LOW INCOME (50%)	\$26,850	\$30,650	\$34,500	\$38,300	\$41,400	\$44,450	\$47,500	\$50,600	\$ 53,650	\$ 56,700
MODERATE INCOME (80%)	\$42,950	\$49,050	\$55,200	\$61,300	\$66,250	\$71,150	\$76,050	\$80,950	\$ 85,800	\$ 90,700

Appendix D

Income Survey

Appendix D

Income Survey

APPENDIX D

INCOME SURVEYS

Most projects funded by the Utah Small Cities CDBG program qualify under the national objective of **benefit to low and moderate income persons**. (Chapter 3) Low- and moderate-income persons (LMI) are persons and families whose incomes are no more than 80 percent of the median income of the area involved. Appendix C provides the income limits based on family size for each county. An applicant must be able to demonstrate the income eligibility of the project beneficiaries. In order to qualify, at least 51 percent of the project beneficiaries must be LMI. Some projects provide a benefit to a small area such as a street or neighborhood (site specific), while others provide benefit to an entire city, town or county (community wide). The information in this chapter will assist applicants as they determine the type of survey that is required for the proposed project.

1. After reading the information below, applicants **must** contact their local Association of Governments (AOG) representative for guidance **prior to** conducting the survey. Income surveys are tricky! Applicants should not try to do this without assistance from the AOG.
2. The AOG representative will contact the State CDBG staff at the Housing and Community Development Division (HCD) to review the proposed survey form and process **before** the applicant proceeds with the survey. **The survey form and process must be approved by the CDBG staff before the survey is conducted.**
3. Income surveys are valid for more than one application cycle under the following conditions:
 - a. The project beneficiaries and boundaries of the original project are identical to the new project beneficiaries and boundaries;
 - b. The income survey may be used for up to **three** application cycles if the survey shows that 51-59 percent of the beneficiaries are LMI;
 - c. The income survey may be used for up to **five** application cycles if the original survey shows that 60 percent to 74 percent of the beneficiaries are LMI.
 - d. The income survey may be used for up to **eight** application cycles if the original survey shows that 75 percent or more of the beneficiaries are LMI.

HOW TO PREPARE TO CONDUCT AN INCOME SURVEY

1. First, applicants must determine which project they wish to carry out. Is it an eligible activity? (Chapter 3)
2. Next, the applicant must determine the boundaries of the project and the persons who will be benefitting from it. The AOG representative will assist the applicant in this determination.
3. The size and scope of the project determines which type of income survey is required.

Note: Income surveys are not required for projects that benefit a limited clientele group such as abused children, battered spouses, migrant farm workers, persons over 62 years of age (seniors),

illiterate adults, homeless persons, persons living with AIDS and severely disabled adults. HUD presumes that at least 51 percent of persons in these groups are low or moderated income (LMI). One example of a project for a limited clientele is a senior center because at least 51 percent of seniors are *presumed* to be LMI. A survey is not required. All the seniors in a town would be counted as beneficiaries of the project.

SITE-SPECIFIC SURVEYS

If the project does not benefit the entire population of the community it is considered a *site-specific* project and will require a site-specific survey. Examples of projects that require a site-specific survey typically include the following projects:

- Water and sewer lines adjacent to homes
- Curb and gutter projects along secondary streets
- Road improvements along secondary streets
- Sidewalks along secondary streets
- Neighborhood parks

How to Conduct a Site-Specific Survey

1. Applicants must provide a map of the project area that clearly shows the number of homes in the project area. (Barns, sheds and other buildings can be mistaken for homes on an aerial map.) All homes must be marked so the total number can be determined. Empty lots must be marked with an “E.”
2. Applicants must determine which homes are occupied and which are vacant. If no one is living in the home, the home must be marked on the map as being vacant. Vacant homes must be marked with a “V” and seasonal homes with an “S.”
3. Once the homes are identified, a survey form is prepared by the AOG representative using the most current HUD income limits for the county in which the project is located. (Appendix C)

NOTE: It is critical that applicants receive approval from the state CDBG staff prior to conducting the survey. Surveys conducted incorrectly will not be accepted.

4. An attempt must be made to survey 100 percent of the occupied homes in the project area.
5. In order for the survey to be valid, surveys from 80 percent of the homes must be completed.
If there are 30 occupied homes in the project area, 24 surveys must be completed.
.80 x 30 homes = 24 homes minimum to be surveyed
6. Homes with families that refuse to respond to the survey must be marked “R”.
7. Once the surveys are completed, the AOG representative will tally the results.
8. If at least 51 percent of the persons in the project area must be LMI in order for the project to qualify as meeting the CDBG national objective of **benefit to low and moderate income persons**.
9. After the survey is tallied, those families refusing to answer the survey will be added into the total number of beneficiaries of the project. (Everyone in the project area benefits from the project even if they don’t respond to the survey).

COMMUNITY WIDE SURVEYS

If a project serves an entire community rather than a neighborhood or several blocks, a community wide survey must be completed. The entire population of the community must be represented in the survey. Examples of projects that would benefit an entire community include:

- Culinary water tanks that provide water to all residents
- Sewer lagoons or treatment plant
- Residential water meters
- Road, curb, gutter and sidewalk improvements on main street
- A main water line from the city water tank
- A fire station that serves ALL residents, not just one part of town
- Community centers
- Main city park (not a small neighborhood park)
- Recreation centers

How to Conduct a Community-wide Survey

1. A community wide survey must be **random** and only a portion (**sample**) of the residents are surveyed. The number of homes to be surveyed depends on the population of the city or town.
2. Applicants begin by determining the **number** of residents in the city or town. The census figure or other documentation must be provided.
3. Applicants must contact their AOG representative for guidance before proceeding!
4. A utility billing or other complete list of residents is used to choose which homes will be surveyed.
5. The AOG representative will 1) calculate the *number of persons* to be surveyed and 2) the *number of homes* (based on average family size) that will need to be surveyed to get the minimum responses required. (The process is described on pages 4 and 5)

Note: If 235 people need to be surveyed and the average family size for the town is 2.3, then it is *projected* that 102 homes will need to be surveyed. If, in the end, the tally shows that fewer than 235 people were surveyed, then additional surveys will need to be conducted to get to 235.

6. Once the *number* of homes to be surveyed is determined, the next step is to determine *which* homes to survey. This is where the randomizing happens.
7. Using dice or a ‘random number generator’ website (www.random.org), a number is chosen. If, for example, the number eight is chosen, then the applicant will go down the list marking every eighth house. This process is repeated until the pre-determined number of homes is reached.
8. Only the homes marked on the list are surveyed. Homes on the list should be marked “V” for vacant or “R” for ‘refused to respond’.

9. An extra 15 homes should be marked differently on the list, surveyed and set aside should additional surveys be necessary.
10. **It is critical that applicants receive approval from the state CDBG staff prior to conducting the survey. Surveys conducted incorrectly will not be accepted.**

DETERMINING SURVEY SIZE FOR COMMUNITY WIDE SURVEYS

The information below is provided so that applicants understand the survey process. **However, it is the AOG representative that will determine the ‘survey size’ for any applicant that needs to conduct a community wide survey.** Applicants do NOT have to do this math!

Using the Community Wide Survey Chart on the following page, applicants can determine how many **persons** must be surveyed. That number will be divided by the average family size to determine how many **households** will actually need to be surveyed. The applicant **must submit** documentation of how the figures were developed and then the CDBG staff will certify the numbers so that the applicant can proceed with the survey. The following example will help explain this process.

EXAMPLE: **Manti City** **Population - 2,268** **Average Family Size - 3.75**

Sample Size - In order to determine the number of individuals who must be surveyed, the applicant should find the number (from the chart on the next page) which is nearest to but less than the actual population. In the example community, Manti, the chart shows that the number nearest to but less than 2,268 is 2,000. Then the applicant must determine what percent of their population is greater than the corresponding number (in this case 2,000) on the chart. 2,268 is 268 more than 2,000 and 268 is 54% of 500 ($268 / 500 = .536$ or 54%), which is the difference between 2,000 and 2,500 on the chart. Then, take 54 percent of the difference between 714 and 769, which are the corresponding tolerated error numbers on the chart. ($769 - 714 = 55$) Calculate 54% of 55. ($.54 \times 55 = 30$) Add 30 to 714 for a total of 744. For Manti City then, 744 people must complete surveys in order to get the required + or - 3 percent error. Then, in order to determine how many **families** should be surveyed, divide the sample size by the average family size. 744 people divided by 3.75 = 198. 198 families must be surveyed in order reach 744 people

Based on the above calculations Manti City must survey at least 744 people. In order to get to **744** people goal, a minimum of 198 homes should be visited. Not all surveys are completed correctly and some households refuse to respond, so it is necessary to over sample. Experience indicates that about 80 percent of the people will respond to a door-to-door survey. In this example the city should plan on contacting approximately 238 families to get the 198 responses they need. Any surveys received in excess (over sample) of the 198 should be set aside and used only for replacement of incomplete or refused surveys. The initial 198 survey forms should be tallied and if 744 persons have not been surveyed, the extra survey forms should be added in – one by one – until at least 744 persons are tallied.

The survey must be a **random** sample. Applicants must not survey 100% of the households. For a large survey (100+ homes) the applicant should use a random number generator. A website that offers number randomizing is www.random.org. (use the “True Random Number Generator” with a Min of 2 and Max of 15) For smaller surveys of less than 100 homes it is acceptable to randomly write the numbers 2 through 10 in random order on a piece of paper, put them in a hat and have someone close their eyes and choose one number. Applicants can also roll a pair of dice. That number would then be used to select the households to be surveyed. Applicants must document how the random number was chosen.

Remember, applicants must document and submit the methodology (process) used for selecting the random number(s). Note: For very small cities (populations of less than 50 households) there is no point in trying to randomize the survey. In those circumstances, State CDBG staff will direct applicants to survey every home in order to get the minimum number of required responses.

COMMUNITY WIDE SURVEY CHART

Population Size *Survey Sample Size

50	47
100	91
150	132
200	169
300	236
400	294
500	344
600	389
700	429
800	465
900	497
1,000	526
1,250	588
1,500	638
1,750	679
2,000	714
2,500	769
3,000	810
3,500	843
4,000	869
5,000	909
6,000	937
7,000	958
8,000	975
9,000	989
10,000	999
12,500	1,020
15,000	1,034
17,500	1,044
20,000	1,052
22,500	1,058
25,000	1,063
30,000	1,071
40,000	1,081

***Tolerated Error +/- 3.0.**

SEASONAL HOMES

Seasonal homes (recreational or vacation property) or **empty lots** (undeveloped sites) that are not occupied at the time of the survey will not be counted (included in the survey) as long as they do not make up more than 30 percent of the homes in the survey area. Project areas that are more than 30 percent vacant, un-occupied or undeveloped at the time of the survey will not qualify as meeting the 51 percent LMI requirement.

ADDITIONAL SURVEY GUIDANCE

If an applicant will not be using the survey form provided below, a separate similar script should be used by the surveyors. Detailed written instructions should be provided so that respondents understand the process. This documentation must be submitted with the CDBG application.

ADDITIONAL INFORMATION THAT CAN BE COLLECTED FROM THE SURVEY

As applicants prepare city/county wide surveys, it is suggested that they take full advantage of the survey by including questions similar to those found on the census such as national origin, race, single female head of household, etc. Also, the community may be interested in attitudes concerning community issues and other informational statistics that may be of value to community leaders.

CONDUCTING SURVEYS: TELEPHONE, MAIL-OUT OR IN-PERSON

It is strongly advised to conduct surveys door to door rather than by telephone or by mail.

Applicants planning to use any method other than door-to-door, in person surveys must receive approval from the CDBG staff prior to initiating the survey. Telephone and mailed surveys are less accurate and less successful than door-to-door surveys. Respondents can be given the survey along with an envelope to put it in and then they can deposit it in a closed box to maintain anonymity. The person responsible for conducting the survey must certify that a standard script was read.

The survey script cannot be “loaded” or biased. Surveyors must not influence responses by making leading statements during the interview. No leading statements should be included in the language in the survey form itself that is presented to the resident. A copy of the written script to be read to each participant (if separate from survey form) must be **submitted to HCD** prior to conducting the survey and included along with the survey information in the application.

REQUIRED SURVEY DOCUMENTATION

Applicants must be able to document the following questions regarding how the survey was developed and conducted. **This documentation must be attached to the CDBG application.**

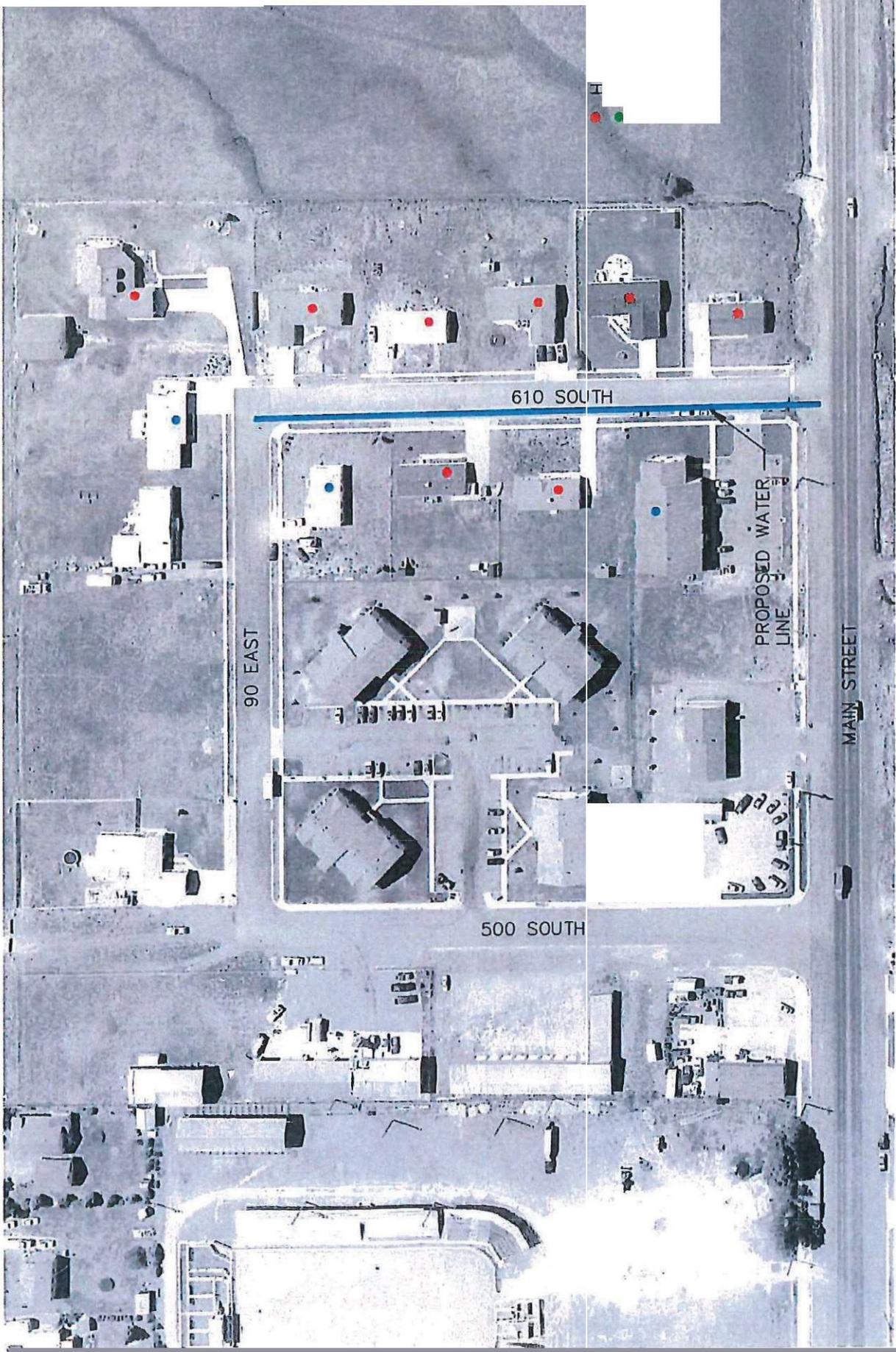
1. Was an appropriate survey prepared and conducted based on the type of project: site-specific or community-wide?
2. Was the survey tabulation completed in compliance with the process shown in this Application Policies and Procedures manual and was the tabulation sheet included with the application?
3. If the survey was city or county-wide how were the following determined?
 - a. Population
 - b. Average family size
 - c. Randomness of the survey
 - d. List of project beneficiaries
4. If the survey was site specific, did the applicant provide a detailed map identifying the service area and each home surveyed?
5. Was the survey form/script approved in advance by the AOG and the CDBG staff?
6. Did the applicant document how the survey was conducted?

TABULATING THE SURVEY RESPONSES

Once the survey is completed, the calculation of the low- and moderate-income (LMI) beneficiaries and non-LMI beneficiaries can be done. **The original surveys should be sorted by family size and submitted to the AOG representative for tallying.** The extra completed surveys should be kept separate in an envelope in case they are needed and given to the AOG representative also. Applicants should keep copies of all the surveys for their files. (Applicants are welcome to tally their surveys as well.) The CDBG staff will also tally the surveys to confirm the results.

A sample table is included on the next page. The table includes the various family sizes along the top. The appropriate county income limits for each family size (per Appendix C) are entered down the left margin. The numbers used should be the same as the numbers included on the survey form. The table shows all families who are LMI broken down by 30%, 50% and 80% of average median income (AMI). The number of families that are **not** LMI is collected in the shaded boxes. Once the numbers of families are tallied by size and income on the table, the total number of persons is computed by multiplying the number of families in each column by the respective family size. Then, the total of all persons surveyed is added up. The number of LMI persons is divided by the total of all persons surveyed to obtain the percent of LMI persons in the survey area. If the percent is at least 51, the project meets the income requirements of the program.

The table is used by the AOG representative to calculate the percentage of low and very low income households. This information is used in the rating and ranking process to score the projects.



728 WEST 100 SOUTH, #2
SALT LAKE CITY, UT 84119
(435) 654-2226

CDBG Program Year 2018
HUD Pre-Approved LMI Communities & CDP's

City/Place	% of Population that is Low/Mod Income (LMI)
Alton Town	62.16 %
Bryce Canyon City	89.74 %
Carbonville CDP	55.83 %
Castle Valley	58.19 %
Cedar City	55.61 %
Centerfield Town	51.32 %
Circleville Town	60.10 %
Clawson Town	52.38 %
Coalville City	58.42 %
Cornish Town	60.33 %
Dutch John CDP	62.96 %
East Carbon/Sunnyside	62.14 %
Elmo Town	54.93 %
Elsinore Town	55.07 %
Ephraim City	53.87 %
Fort Duchesne CDP	63.27 %
Fountain Green	51.39 %
Glendale Town	57.26 %
Green River	62.83 %
Henrieville Town	64.18 %
Hildale City	71.92 %
Holden Town	52.94 %
Joseph Town	55.32 %
Junction Town	56.41 %
Kamas City	52.38 %
Kanosh Town	53.11 %
Kingston Town	57.97 %
LaVerkin City	51.72 %
Loa Town	53.77 %
Manila Town	76.00 %
Manti City	53.08 %
Marysville Town	71.84 %
Moab City	52.32 %
Panguitch City	52.15 %
Parowan City	58.48 %
Peoa CDP	64.10 %
Price City	52.71 %
Richfield City	53.89 %

CDBG Program Year 2018
HUD Pre-Approved LMI Communities & CDP's (cont.)

Rocky Ridge Town	69.52 %
Samak CDP	64.29 %
Sigurd Town	58.58 %
Tabiona Town	56.06 %
Vernon Town	54.67 %
Veyo CDP	52.17 %
Wales Town	54.65 %
Wanship Town	53.38 %
Washington Terrace City	57.02 %
Wellington City	51.52 %
Wendover City	71.76 %

Dept of Housing and Urban Development (2017)
Table 8: Households by tenure, income, cost burden, and substandard housing.
Comprehensive Housing Affordability Strategy (CHAS)
Using average household size listed in Table B2501 form 2011 ACS 5 year estimates

CDBG Program Year 2018
Communities and CDP's that May Want to Consider Conducting a
Community-Wide Income Survey

City/Place	% of Population that is Low/Mod Income (LMI)
Delta City	48.46 %
Escalante	50.75 %
Garden City	48.03 %
Hatch Town	50.62 %
Independence Town	49.43 %
Levan Town	48.21 %
Moroni City	50.00 %
Portage Town	50.00 %
Riverdale City	48.45 %
Spring City	49.04 %
Torrey Town	49.58 %

Appendix E
Anti-Displacement

Appendix E
Anti-Displacement

**APPENDIX E
RESIDENTIAL ANTI-DISPLACEMENT PLAN AND CERTIFICATION**

SAMPLE PLAN

**RESIDENTIAL ANTI-DISPLACEMENT AND RELOCATION ASSISTANCE PLAN AND
CERTIFICATION**

It shall be the declared policy of **NAME OF JURISDICTION** to establish and follow the plan described below to minimize the adverse impacts on low- and moderate-income persons resulting from acquisition and relocation activities assisted with funds provided under the Housing and Community Development Act of 1974, as amended. This plan does not replace but is supplementary to the acquisition and relocation requirements stated in the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (49 CFR Part 24), as amended, as well as the Utah Relocation Assistance Act.

I. REPLACEMENT OF DWELLING UNITS

A. NAME OF JURISDICTION will replace all occupied and vacant occupiable low-to moderate-income dwelling units demolished or converted to a use other than as low-to moderate-income housing as a direct result of activities assisted with funds provided under the Housing and Community Development Act of 1974, as amended, as described in 24 CFR 570.606(b)(1) on a one-for-one basis, unless a written waiver has been received as provided for in 24 CFR 570.606(b)(1)(iii).

B. All replacement housing will be provided within three years of the commencement of the demolition or rehabilitation relating to conversion. Before obligating or expending funds that will directly result in such demolition or conversion, **NAME OF JURISDICTION** will make public and submit to the Housing & Community Development Division the following information in writing:

1. A description of the proposed assisted activity
2. The general location on a map and approximate number of dwelling units by size (number of bedrooms) that will be demolished or converted to a use other than as low/moderate-income dwelling units as a direct result of the assisted activity
3. A time schedule for the commencement and completion of the demolition or conversion
4. The general location on a map and approximate number of dwelling units by size (number of bedrooms) that will be provided as replacement dwelling units
5. The source of funding and time schedule for the provision of replacement dwelling units
6. The basis for concluding that each replacement dwelling unit will remain a low-to moderate-income dwelling unit for at least 10 years from the date of initial occupancy

II. RELOCATION ASSISTANCE

NAME OF JURISDICTION will provide relocation assistance, as described in 24 CFR 570.606(b)(2), to each low/moderate-income household displaced by the demolition of housing or by the conversion of a low/moderate-income dwelling to another use as a direct result of assisted activities.

III. DISPLACEMENT STRATEGY

Consistent with the goals and objectives of activities assisted under the Housing and Community Development Act of 1974, as amended, NAME OF JURISDICTION will take the following steps to minimize the displacement of persons from their homes:

- A. Stage the rehabilitation of assisted housing to allow tenants to remain during and after rehabilitation, rehabilitation of empty units to allow the shifting of tenants during rehabilitation of occupied units;
- B. Provide counseling to assist homeowners and renters to understand the range of assistance options available utilizing existing housing counseling programs to the greatest extent possible;
- C. Give priority in assisted housing units in the neighborhood to area residents facing displacement;
- D. Target Section 8 existing program certificates to households being displaced and recruit area landlords to participate in the program;
- E. Provide counseling and referral services to assist displaced homeowners and renters find alternative housing in the affected neighborhood; and
- F. Work with area landlords and real estate brokers to locate vacancies for households facing displacement.

IV. CERTIFICATION

I certify that NAME OF JURISDICTION has adopted the above Anti-displacement and Relocation Assistance Plan by formal resolution on this ___ day of _____, 20 .

(Name of Jurisdiction)

By: _____
(Signature)

WITNESS: _____
(Signature)

(Typed Name and Title)

(SEAL)

Appendix F
Sub-Contractor

Appendix F
Sub-Contractor

APPENDIX F

SUBCONTRACTOR'S AGREEMENT

THIS AGREEMENT entered into this ___ day of _____, 20___, by and between _____, a body politic of the state of Utah, hereinafter referred to as "Contractor," and _____, a non-profit corporation organized under the laws of the state of Utah, hereinafter referred to as "Subcontractor."

WITNESSETH:

WHEREAS, Contractor will enter into a Contract Agreement with the Utah Department of Workforce Services, Housing and Community Development Division, hereinafter referred to as the "Block Grant Agreement" and

WHEREAS, Contractor desires to subcontract with Subcontractor to provide said project as outlined in Attachment D, Scope of Work, and

WHEREAS, the Subcontractor desires to perform the project for Contractor as outlined in the Scope of Work, upon the following terms and conditions,

NOW, THEREFORE, in consideration of the mutual covenants and promises contained hereafter, the parties hereto agree as follows:

1. Subcontractor agrees to abide by all of the terms and conditions and perform all of the responsibilities and obligations of the Block Grant Agreement. A copy of said Block Grant Agreement, which is incorporated herein and by this reference made a part hereof, shall be made available to Subcontractor upon written request.
2. Contractor hereby agrees to pay to Subcontractor such funds as it may receive, and shall make available all rights, privileges and responsibilities Contractor may have under the Block Grant Agreement, subject to Subcontractor's full performance of the terms and conditions hereof.
3. Subcontractor shall provide the services set forth in the scope of work, and in doing so shall, in addition to the requirements of Paragraph 1 above, perform according to the provisions of the attached Standard Terms and Conditions, any additional terms and conditions; and other, performance requirements established by Contractor, if any. A copy of each attachment is attached hereto and by this reference made a part hereof.
4. Subcontractor acknowledges that Contractor, as a condition of receiving a block grant under the Block Grant Agreement, has agreed to hold the State of Utah harmless from such claims, damages, loss or injury as the state may suffer in the event Contractor fails to comply with the terms of the Block Grant Agreement. Recognizing that default by Subcontractor in performance of the terms and conditions of this Agreement may result in default by Contractor in its obligations to State of Utah under the Block Grant Agreement, Subcontractor hereby agrees to hold Contractor harmless

from any and all such claims, damages, loss, or injury as Contractor may suffer as a result of Subcontractor's failure to comply with the terms and conditions of this Agreement.

WHEREFORE, the parties have signed this Contract the day and year first above written.

CONTRACTOR

By: _____

Printed Name _____

Title: _____

WITNESS:

By: _____

Printed Name: _____

Title: _____

SUBCONTRACTOR

By: _____

Printed Name: _____

Title: _____

WITNESS:

By: _____

Printed Name: _____

Title: _____

Appendix G

Rating & Ranking

Appendix G

Rating & Ranking

APPENDIX G

STATE AND REGIONAL PROJECT REVIEW/PRIORITY RANKING SYSTEM

It is the state's policy to decentralize decision-making in the prioritization of applications for the Small Cities Community Development Block Grant Program. The state has delegated project selection to the Association of Governments (AOGs) through the Regional Review Committees (RRCs). Each RRC has established a rating and ranking system that is used in evaluating projects for funding. The state has approved these systems and public hearings are held annually for public comment.

The delegation of the rating and ranking process to the RRCs does not remove the state's responsibility to ensure national objective and eligible activity compliance. The state maintains the right to refuse funding to any project that does not meet minimum program standards.

The state requires that these rating and ranking systems contain at least **seven** basic criteria. This requirement has been instituted to bring some consistency to the ranking of applications statewide. The RRCs are not required to use the identical language shown in addressing these criteria, but they must meet the general intent.

1. Capacity to Carry Out the Grant

The grantee must have a history of successful grant administration in order to receive full points in this category. To adequately evaluate grantee performance, the RRC must consult with the state staff. Staff will rate performance on a scale of 1-10 (ten being best). A grantee whose performance in the past was poor must show improved administration capability through third party administration contracts with AOGs or other capable entities to get partial credit. In order to be eligible to receive new funding, a grantee/sub-grantee must have drawn down at least 50 percent of their previous year's CDBG grant funds at the time regional and rating and ranking.

2. Housing Stock

Because housing is a state priority, housing projects that improve or expand the communities housing stock must be weighted to receive additional points in rating and ranking systems.

3. Affordable Housing Plan

House Bill 295 requires all cities and counties to address the problems associated with the availability of affordable housing in their community's plans. (Cities with less than 1,000 persons and counties less than 25,000 are exempt from this requirement.) Applications received from communities and counties who have complied with HB295 by the preparation and adoption of a plan, and who are applying for a project that is intended to address some element of that plan will be given additional points.

4. Extent of Poverty

Points must be given for the percent of "low income" and "very low income" persons benefiting either from the project or carried out in a low-income community. Low-income persons are members of families whose income is 50 percent of the county or statewide median income per year. Very low-income families are those whose income is 30 percent of the county or statewide median income per year.

5. Financial Commitment to Community Development

It is difficult to compare all of the various ways commitment to community development can be measured. The state will only require that additional points be given to communities who show commitment based on criteria selected by the RRC. These criteria are somewhat subjective and may be weighted in accordance with local priorities.

6. Project Maturity

Each application must contain a specific and detailed scope of work that contains a narrative description and a detailed engineer's cost estimate. Rating and ranking questions should allow the RRC to determine the "immediate viability" of the project. Additional points may be given to applicants that have demonstrated progress and organization in their application. Examples of this can be demonstrated by advanced procuring of engineering services or having a dedicated and involved project manager. Simple projects should not be penalized compared to more complex projects; maturity should not be confused with complexity. Maximum points should be awarded to applicants having secured additional funding. Fewer points may be awarded if additional funds have been applied for or are in the application process.

Applicants may demonstrate maturity by leveraging the CDBG funds being requested. RRCs must give additional points for applicants that provide a cash match to the CDBG funding. A sliding points system is encouraged that gives greater points for higher match percentages.

7. Planning

The state of Utah emphasizes the importance of incorporating planning in the operation of government. RRC's must review previous year's consolidated plan, establish regional priorities and award points according to those priorities. Communities that demonstrate their desire to improve through planning should receive additional points in the rating and ranking process.

In the rating and ranking of CDBG applications, each region will recognize an applicant's accomplishments consistent with these principles by adding additional points for the following:

1. Demonstration of local responsibility for planning and land use in their communities in coordination and cooperation with other governments.
2. Development of efficient infrastructure including water and energy conservation.
3. Incorporation of fair housing opportunity and affordability into community planning.
4. Protection and conservation plan for water, air, critical lands, important agricultural lands and historic resources.
5. Removal of barriers to accessibility of programs and facilities for all persons.

Bear River AOG

Bear River AOG

**Bear River Association of Governments
Community Development Block Grant (CDBG)
2018 Rating & Ranking Criteria**

This application can be found on the web at www.brag.utah.gov/CDBG/CDBG.htm

1) What percent of the project beneficiaries fall into the following income groups? 20 points possible							My Project Percentage
80% CMFI*	<51% 0 points	51-55% 8 points	56-60% 9 points	61-70% 10 points	71-80% 11 points	81-100% 12 points	
50% CMFI	65% or more of total project beneficiaries have household income at or below 50% CMFI 4 points						
30% CMFI	40% or more of total project beneficiaries have household income at or below 30% CMFI 4 points						
Opting to meet a HUD National Objective without income data**	Projects that meet a HUD National Objective by meeting the criteria for “presumed Low-to-Moderate Income (LMI)” groups or qualified Urgent Need projects may opt to not document specific LMI beneficiaries and receive 9 points automatically. Qualified Slum & Blight projects may opt to receive 8 points without providing income documentation					Project Meets Criteria and opts to not document LMI ___ Yes	

* County Median Family Income (see <http://jobs.utah.gov/housing/cdbg/applications.html> or State Application Appendix C).

How to Document: Consult BRAG staff to determine the best way to document income for your project.

**Projects that meet a HUD National Objective (see Chapter III of State Application Guide) by serving a HUD specified “Presumed Low-to-Moderate income (LMI) group or that aid in the prevention of slum or blight (National Object #2) or respond to an Urgent Need (National Object #3) may opt to receive “default” points in this category automatically without having to document LMI beneficiaries. Otherwise they must document LMI benefit and will not be eligible for default points. You must consult with BRAG staff if you think your project may qualify.

2) Is the jurisdiction implementing Fair Housing, Civil Rights and Quality Growth Principles? 10 points possible		My Jurisdiction Is Participating
3 Points	Has your jurisdiction addressed moderate income housing in its general plan as required by State Code Title 10-9a-403(2)(a)(iii)? (Towns with populations under 1,000 receive 2 points if no plan)	
2 Points	Does this project implement moderate income housing or homeless goals as identified in your general plan (whether required by state code or not) or in BRAG’s Consolidated Plan?	
3 Points*	Has your jurisdiction adopted ordinances to protect and conserve water, air, energy resources, critical lands, important agriculture lands and/or historic places?*	
1 Point	The Community has completed an “ADA Checklist for Readily Achievable Barrier Removal” for the main administrative office.	
1 Point	The Community has adopted the following policies – 1) Grievance Procedure under the Americans with Disabilities Act, 2) Section 504 and ADA Effective Communication Policy, 3) Language Access Plan and 4) Section 504 and ADA Reasonable Accommodation Policy	

* Applicants will receive one point for each ordinance adopted to protect or conserve water, air quality, energy resources, critical lands, important agriculture lands, and/or historic places. Up to three points possible. Attach copies of ordinances and planning documents to Application Packet.

3a) For Community-wide Projects – Does the jurisdiction have capacity to fund the project through increased taxes?

Your Jurisdiction’s Tax Rate as a Percentage of State Ceiling

10 points possible

<u>Tax Rate as a % of Ceiling*</u>	Tax rate <15% of ceiling 0 points	Tax rate 16-25% of ceiling 5 points	Tax rate >25% of ceiling 10 points	
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How to Document: BRAG staff will use the tax rate data produced by the Utah Tax Commission to confirm your jurisdiction taxing position. No documentation required.

OR

3b) For Drinking Water/Waste Water Projects – Are the system user fees competitive according to State Drinking Water and Water Quality standards?

Your Jurisdiction’s Utility Rate as a Percentage of MAGI

10 points possible

<u>Maximum Affordable Water Bill (1.75% of MAGI)</u>	Fee rate <0.6% of MAGI 0 points	Fee rate 0.61-1.40% of MAGI 5 points	Fee rate >1.40% of MAGI 10 points	
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Regional Priority

4) How does the project rate with regional priorities, goals, and policies? Regional priorities are determined by the Community Investment Council and BRAG Governing Board.

20 points possible:

Regional priorities, goals, and policies	Public Safety Activities 20 points	Public Utility Infrastructure 16 points	Community Facilities (non-recreational) 12 points	LMI Housing 8 points	Removing Barriers 4 points	Other Projects 0 points	
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Public Utility Infrastructure – Projects designed to increase the capacity of public utility systems to better serve the community. May include drinking water, wastewater disposal projects and transportation facilities.

Public Safety Activities - Projects related to the protection of life or property, would include activities such as flood control, fire protection, or abuse prevention projects in a community.

Community Facilities – Non-administrative and non-recreational facilities and service activities such as senior citizen centers, health clinics, and food banks.

LMI Housing – Projects designed to provide for the housing needs of very low, low, and moderate income families. May include the acquisition and/or rehabilitation of existing dwelling units or the development of public infrastructure that would serve LMI housing projects or homeless shelters.

Removing Barriers – Accessibility to public facilities by disabled persons is mandated by federal law. Projects will remove accessibility barriers in existing public buildings and facilities.

5) When was the last time the jurisdiction or organization was funded with CDBG and did you manage the project satisfactorily? 10 points possible

Program Year Last Funded with CDBG

Last funded with CDBG*	Applicant funded in 2017 0 Points	Applicant funded in 2016 1 Point	Applicant funded in 2015 2 Points	Applicant funded in 2014 3 Points	Applicant funded in 2013 or never funded. 5 Points	
Applicant Capacity to Administer Grant	Project Manager Consistency 1 point	Documentation/Communication 1 point	Project Completed in Contract Period 1 point	Compliance with Regulations & Laws 2 points	First-time applicant default: 2.5 Points	

Targeted population includes LMI populations and HUD-specified “presumed” LMI populations such as homeless, elderly, disabled adults, victims fleeing abuse, etc.

6) What is the overall project impact? 15 points possible

Project Impact Geography	The project benefits fewer than 50 individuals 1 Point	The project benefits between 51 and 100 individuals 4 Points	The project benefits between 101 and 500 individuals 6 Points	The project benefits between 501 and 1000 individuals 8 Points	The project benefits more than 1000 individuals 10 Points	
Project Impact Beneficiaries	The project benefits a targeted population. 2.5 Points AND The project addresses a critical need. 2.5 Points					

“Critical need” would include health and safety emergencies and special needs as defined in the Consolidated Plan such as transitional housing, mobility, respite care, etc.

7) Per Capita Funding – How much CDBG is invested in each beneficiary?

5 points possible

Project CDBG \$'s per Beneficiary	<u>>\$800</u> 1 point	<u>\$401-800</u> 2 points	<u>\$201-400</u> 3 points	<u>\$101-200</u> 4 points	<u>\$1-100</u> 5 points	
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8) Does the project have competitive matching funds or leverage of funds?

10 points possible

<i>Applicant contribution and any other outside funding (Beneficiary Population >5,000)</i> Percentage of non-CDBG funds invested in project	>40%	30.1-40%	20.1-30%	10.1-20%	<10%	
	10 Points	7.5 Points	5 Points	2.5 Points	0 Points	
<i>Applicant contribution and any other outside funding (Beneficiary Population 1,001-5,000)</i> Percentage of non-CDBG funds invested in project	>30%	23.1-30%	15.1-23%	7.1-15%	<7%	
	10 Points	7.5 Points	5 Points	2.5 Points	0 Points	
<i>Applicant contribution and any other outside funding (Beneficiary Population 501-1,000)</i> Percentage of non-CDBG funds invested in project	>20%	15.1-20%	10.1-15%	5.1-10%	<5%	
	10 Points	7.5 Points	5 Points	2.5 Points	0 Points	
<i>Applicant contribution and any other outside funding (Beneficiary Population <500)</i> Percentage of non-CDBG funds invested in project	>10%	7.1-10%	4.1-7%	1-4%	<1%	
	10 Points	7.5 Points	5 Points	2.5 Points	0 Points	

Bear River Region

CDBG Rating and Ranking Policies

2018 Funding Year

- 1) The Bear River Regional Community Development Block Grant (CDBG) project rating and ranking and funding allocation process will be administered by the Bear River Association of Governments (BRAG) Community Investment Council (the Council). This council is created by and responsible as a sub-committee to the BRAG Governing Board. Its core composition shall consist of at least one county and one city elected official from each county. All elected officials serving on the BRAG Community Investment Council shall also serve as members of the BRAG Governing Board. At least one representative for each of the following categories must be seated on the council: low income persons, small business owners, and private lenders. It will consist of no more than ten (10) members. Appointments of members shall be made by the BRAG Governing Board. Elected officials shall have no specified term of office. Other Council members shall serve two-year terms and may be reappointed.
- 2) The highest ranked CDBG project will be funded first. As a rule, funding requests will not be reduced if it would mean a reduced scale of the project unless the project is the last one funded. The next ranked project will be considered and funded similarly. This process will continue until the funds available are exhausted.
- 3) In the event of a tie for the last funding position, the project with the most project beneficiaries will be funded.
- 4) After all requests have been fully funded in the order of their Rating and Ranking prioritization and a balance remains insufficient for the next project in priority to complete a project in the current year, the available funds will be first applied to the highest scoring project and then to the next project, etc.
- 5) Any project that does not score a minimum of 40 points in the BRAG Rating & Ranking Application will not be considered for funding.
- 6) Applicants must participate in the regional consolidated planning process which ensures that projects considered for funding are those which are of high priority and part of the applicant's previous planning process. Applicants and those submitting projects through a sponsoring city or county must make reasonable effort to amend the sponsor's capital improvement list in a timely manner as determined by the Council.
- 7) The Council and BRAG staff will review and rate and rank all applications. The Council determines final rating and ranking and recommends to the Governing Board for approval.
- 8) These policies will be revised annually and will be published for public comment in August preceding the program year.
- 9) Since funds are available from the Safe Drinking Water Committee and the Board of Water Resources, the maximum CDBG allocation per water project will be 50% of total project cost.
- 10) The Council may request an allocation of emergency funding outside of the regular CDBG application cycle from or on behalf of a city or county, as funds are available. The Council has defined "emergency" to mean any public health and safety crisis experienced by a city or county which could not have been foreseen (i.e. fire, flood, act of God) and where no other alternative funding or temporary solution is available. Such projects must meet a CDBG national objective. The Council will review and

approve all such applications on a case by case basis.

11) When a city or county presents a project that is intended to address an emergency situation that is a clear threat to public health and safety, the Council may determine said project to meet the urgent need national objective of the CDBG program. In this case the applicant may present their application in accordance with Policy 7 above. There are strict CDBG program requirements that must be met. State CDBG staff will determine if the project meets the national thresholds.

12) When an applicant submits more than one application, only the highest ranked application will be considered for funding unless all other projects have been funded. This excludes applications that are sponsored by a city or county on behalf of another organization.

13) The minimum CDBG allocation per project will be \$30,000 and the maximum shall be \$200,000. At the discretion of the Council, applicants can request the ceiling be raised for their projects based on the following: multiple entity collaboration or emergency health and safety needs. Any applicant that receives the maximum award of \$200,000 must wait 24 months before applying for a new grant.

14) Multiple year projects are not allowed except at the discretion of the Council and will only be offered at a maximum of two (2) years. The applicant must demonstrate clearly why two years are required to complete the project.

15) The Council may approve regional CDBG set-asides under the following three conditions: a) they are consistent with the priorities established in the Bear River District Consolidated Plan; b) they are approved prior to the CDBG applicant "How-to-Apply" meetings for the region; and c) the opportunity for public comment is accommodated by publishing the proposed allocation in the region's newspapers and receiving public input via a public hearing.

16) Public service providers, traditionally non-profit organizations, are encouraged to apply for CDBG funds for capital improvements and major durable equipment purchases. Examples are fixtures, construction, remodeling, and facility expansion. State policy prohibits the use of CDBG funds for operations and maintenance. This includes paying administrative costs, salaries, purchasing non-durable equipment, supplies, etc. No more than 15 percent of the state's yearly allocation of funds may be expended for public service activities.

17) BRAG will only act as sponsor for non-profit organizations with CDBG projects having regional implications.

18) Should an applicant feel that their project was unfairly rated, ranked, or otherwise considered by the Council, they may file a grievance in writing no later than ten (10) business days following the Rating & Ranking date of March 22, 2017 to Brian Carver, Community & Economic Development Director, Bear River Association of Governments, 170 North Main, Logan, Utah. Responses will be provided in writing within 15 business days of receipt. If a response satisfactory to the aggrieved is not issued by the Committee, an appeal may be made to the BRAG Governing Board. Any appeal of the local determination made by the BRAG Governing Board should be filed with the State of Utah CDBG Policy Board, as set forth in the State of Utah CDBG policies and procedures.

REGIONAL PROJECT ALLOCATIONS 2018

The following set-asides are recommended for the 2018 CDBG Program Year.

A) ADMINISTRATION AND PLANNING (\$50,000):

In order to assure that applicants have the assistance they need in accessing the CDBG Program, \$35,000 will be provided to fund staff at the Bear River Association of Governments to help the CDBG applicants in Box Elder, Cache, and Rich Counties; and \$15,000 will be provided to complete the Regional Consolidated Plan Action Plan Update.

B) ASSISTANCE TO LOW INCOME FAMILIES FOR WATER/SEWER REPAIRS OR HOOK-UPS AND HOUSING REHABILITATION (\$40,000):

In order to remedy health hazards associated with failing water and waste water systems and provide urgently needed housing rehabilitation, BRAG will operate a grant/loan program to assist low income families in Box Elder, Cache, and Rich Counties.

C) DELIVERY OF HOUSING REHAB PROGRAM (\$19,250):

Single Family Housing Rehab program delivery costs for BRAG staff.

D) FIRST TIME HOME BUYER PROGRAM (\$55,000):

Up to \$2,000 loan to first time low to moderate income home buyers to pay costs related to purchasing a home. Grantees must complete home ownership workshops. \$10,000 will be used to provide homeownership workshops. (\$5,250 in Administration)

Five County AOG

Five County AOG

**FIVE COUNTY ASSOCIATION OF GOVERNMENTS
COMMUNITY DEVELOPMENT BLOCK GRANT
GENERAL POLICIES**

1. **Weighted Value utilized for Rating and Ranking Criteria:** The Rating and Ranking Criteria utilized by the Five County Association of Governments contains a weighted value for each of the criteria. Point values are assessed for each criteria and totaled. In the right hand columns the total points received are then multiplied by a weighted value to obtain the total score. These weighted values may change from year to year based on the region's determination of which criteria have higher priority.
2. Five County AOG staff may require a visit with each applicant for an onsite evaluation/review meeting.
3. All applications will be evaluated by the Five County Association of Governments Community and Economic Development staff using criteria approved by the Steering Committee.
4. Staff will present prioritization recommendations to the RRC (Steering Committee) for consideration and approval. Membership of the Steering Committee includes two elected officials (mayor and commissioner) and a school board representative from each of the five counties. Appointments to the Steering Committee are reviewed and presented annually in February for the two elected officials of each county as well as the county school boards.
5. Maximum amount per year to a jurisdiction is \$200,000.00.
6. Maximum years for a multi-year project is 2 years for a total amount of \$300,000 (year 1 @ \$200,000 and year 2 @ \$100,000).
7. All applications for multi-year funding must contain a complete budget and budget breakdown for each specific year of funding. Depending on available funding, all or part of the second year funding of a multi-year project may be made available in year one.
8. Applications on behalf of sub-recipients (i.e., special service districts, non-profit organizations, etc.) are encouraged. However, the applicant city or county must understand that even if they name the sub-recipient as project manager the city/county is still responsible for the project's viability and program compliance. The applying entity must be willing to maintain an active oversight of both the project and the sub-recipient's contract performance. An inter-local agreement between the applicant entity and the sub-recipient must accompany the CDBG final application. The inter-local agreement must detail who will be the project manager and how the sponsoring entity and sub-recipient will coordinate work on the project.
9. Projects must be consistent with the District's Consolidated Plan. The project applied for must be included in the prioritized capital improvements list (CIP) that the entity submitted for inclusion in the Consolidated Plan. Your jurisdictions CIP is due no later than Monday, January 8,

2018 at 5:00 p.m. If your CIP list containing your project is not submitted by the deadline, your project application will not be rated and ranked. You may not amend your list after the deadline.

10. Previously allocated pre-approved funding:

AAA \$ 90,000 to Five County AOG (Administration, Consolidated Plan Planning, Rating & Ranking, Planning Assistance, Affordable Housing Planning, and Economic Development TA)

11. Set-aside Funding:

~~AAA~~ None.

12. Emergency projects may be considered by the Regional Review Committee (FCAOG Steering Committee) at any time. Projects applying for emergency funding must still meet a national objective and regional goals and policies.

Projects may be considered as an emergency application if:

~~AAA~~ Funding through the normal application time frame will create an unreasonable risk to health or property.

~~AAA~~ An appropriate third party agency has documented a specific risk (or risks) that; in their opinion; needs immediate remediation.

If an applicant wishes to consider applying for emergency funds, they should contact the Five County Association of Governments CDBG Program Specialist as soon as possible to discuss the state required application procedure as well as regional criteria. Emergency funds (distributed statewide) are limited on an annual basis to \$500,000. The amount of any emergency funds distributed during the year will be subtracted from the top of the appropriate regional allocation during the next funding cycle.

13. Public service providers, traditionally non-profit organizations, may apply for CDBG funds for capital improvement and major equipment purchases. Examples are delivery trucks, furnishings, fixtures, computer equipment, construction, remodeling, and facility expansion. State policy guidelines prohibit the use of CDBG funds for operating and maintenance expenses. This includes paying administrative costs, salaries, etc. No more than 15 percent of the state's yearly allocation of funds may be expended for public service activities.

14. State policy has established the minimum project size at \$30,000. Projects less than the minimum size will not be considered for rating and ranking.

15. In accordance with state policy, grantees with open grants from previous years who have not spent 50 percent of their previous grant prior to rating and ranking are not eligible to be rated and ranked, with the exception of housing rehabilitation projects.

16. It is the policy of the Five County Association of Governments RRC (Steering Committee) that CDBG funding of housing related projects shall be directed to the development of infrastructure supporting affordable housing or to the rehabilitation of rental housing managed by a public housing authority. CDBG funds in this region shall not be utilized for LMI rental or direct housing assistance payments.
17. It is the policy of the RRC (Steering Committee) that lots for single family homes may not be procured with CDBG funding in the Five County region, unless the homes remain available as rental units under the auspices of a public housing authority.
18. In the event of a tie for the last funding position, the following will be awarded one (1) point for each criteria item listed below answered affirmatively:
 - AAA The project that has the Highest percentage of LMI;
 - AAA The project that has the most Local funds leveraged;
 - AAA The project with the most other funds leveraged;
 - AAA The largest Geographical area benefitted;
 - AAA The project with the Largest number of LMI beneficiaries;

If a tie remains unbroken after the above mentioned tie breaker, the members of the RRC will vote and the project that receives the majority vote will be ranked higher.

19. After all projects have been fully funded in the order of their Rating and Ranking prioritization and a balance remains insufficient for the next project in priority to complete a project in the current year, the funds will be first applied to the highest scoring multi-year project. This will prepay the funding to that multi-year project that would have been allocated out of the upcoming program year's funding. If there are no multi-year projects the balance will be divided proportionately to the cost of each funded construction project, and those grantees will be directed to place that amount in their budget as "construction contingency". After completion of those projects, if the dollars are not needed as contingency, they are to be released back to the state to be reallocated in the statewide pool.

**FIVE COUNTY ASSOCIATION OF GOVERNMENTS
HOW-TO-APPLY CDBG APPLICATION WORKSHOP
ATTENDANCE POLICY**

Attendance at one workshop within the region is mandatory by all prospective applicants or an “OFFICIAL” representative of said applicant. [State Policy]

Attendance at the workshop by a county commissioner, mayor, city council member, or county clerk satisfies the above referenced attendance requirement of the prospective applicant’s jurisdiction. In addition, attendance by a city manager, town clerk, or county administrator also satisfies this requirement.

Jurisdictions may formally designate a third party representative (i.e., other city/county staff, consultant, engineer, or architect) to attend the workshop on their behalf. Said designation by the jurisdiction shall be in writing. The letter of designation shall be provided to the Five County Association no later than at the beginning of the workshop.

Attendance by prospective eligible “sub-grantees”, which may include non-profit agencies, special service districts, housing authorities, etc. is strongly recommended so that they may become familiar with the application procedures. If a city/town or county elects to sponsor a sub-grantee it is the responsibility of that jurisdiction to ensure the timely and accurate preparation of the CDBG application on behalf of the sub-grantee.

Extraordinary circumstances relating to this policy shall be presented to the Executive Director of the Five County Association of Governments for consideration by the Regional Review Committee (Steering Committee).

FY 2018 Regional Prioritization Criteria and Justification

Criteria # 9: Regional Project Priority **Project priority rating with regional goals and policies. Regional prioritization as determined by the Executive Director with consultation of the AOG Finance Committee members.**

#1 priority	6 pointsX 2.0 (weighting)	=	12.0 points
#2 priority	5 pointsX 2.0 (weighting)	=	10.0 points
#3 priority	4 pointsX 2.0 (weighting)	=	8.0 points
#4 priority	3 pointsX 2.0 (weighting)	=	6.0 points
#5 priority	2 pointsX 2.0 (weighting)	=	4.0 points
#6 priority	1 pointsX 2.0 (weighting)	=	2.0 points

Regional Prioritization

Justification

#1 **Public Safety Activities**

Projects related to the protection of property, would include activities such as flood control projects or fire protection improvements in a community. Typically general fund items but most communities cannot fund without additional assistance. Grants help lower indebted costs to jurisdiction. Fire Protection is eligible for other funding i.e., PCIFB and entities are encouraged to leverage those with CDBG funds.

#2 **Community Facilities**

Projects that traditionally have no available revenue source to fund them, or have been turned down traditionally by other funding sources, i.e., Permanent Community Impact Fund Board (PCIFB). May also include projects that are categorically eligible for Community Development Block Grant (CDBG) funding, i.e., senior citizens centers, health clinics, food banks, and/or public service activities. Includes community centers that are not primarily recreational in nature.

#3 **LMI Housing Activities**

Projects designed to provide for the housing needs of very low and low-moderate income families. May include the development of infrastructure for LMI housing projects, home buyers assistance programs, or the actual construction of housing units (including transitional,

supportive, and/or homeless shelters), and housing rehabilitation. Meets a primary objective of the program: Housing. Traditionally CDBG funds leverage very large matching dollars from other sources.

#4 Public Utility Infrastructure

Projects designed to increase the capacity of water and other utility systems to better serve the customers and/or improve fire flow capacity. Adjusting water rates are a usual funding source. Other agencies also fund this category. Includes wastewater disposal projects.

#5 Projects to remove architectural barriers

Accessibility of public facilities by disabled persons is mandated by federal law but this is an unfunded mandate upon the local government. A liability exists for the jurisdiction because of potential suits brought to enforce requirements.

#6 Parks and Recreation

Projects designed to enhance the recreational qualities of a community i.e., new picnic facilities, playgrounds, aquatic centers, etc.

Note: The Executive Director, in consultation with the Finance Committee members, reviewed and obtained approval of this regional prioritization for the CDBG program for FY2018.

**FIVE COUNTY ASSOCIATION OF GOVERNMENTS
CDBG RATING AND RANKING PROGRAM YEAR 2018
DATA SOURCES**

- 1. CAPACITY TO CARRY OUT THE GRANT:** The grantee must have a history of successful grant administration in order to receive full points in this category. First time grantees or grantees who have not applied in more than 5 years are presumed to have the capacity to successfully carry out a project and will receive a default score of 2.5 points. To adequately evaluate grantee performance, the RRC must consult with the state staff. State staff will rate performance on a scale of 1-5 (Five being best). A grantee whose performance in the past was poor must show improved administration capability through third party administration contracts with AOG's or other capable entities to get partial credit.
- 2. GRANT ADMINISTRATION:** Grant administration costs will be taken from the CDBG pre-application. Those making a concerted effort to minimize grant administration costs taken from CDBG funds will be awarded extra points.
- 3. JOB CREATION:** Information provided by applicant prior to rating and ranking. Applicant must be able to adequately support proposed figures for job creation or retention potential. This pertains to permanent jobs created as a result of the project, not jobs utilized in the construction of a project. Two part-time employees = 1 full-time.
- 4. UNEMPLOYMENT:** "Utah Economic and Demographic Profiles" (most current issue available prior to rating and ranking), provided by Utah Office of Planning and Budget or The Kem Gardner Policy Institute; or "Utah Labor Market Report" (most current issue with annual averages), provided by Department of Workforce Services.
- 5. FINANCIAL COMMITMENT TO COMMUNITY DEVELOPMENT (Self-Help Financing):** From figures provided by applicant in grant application. Documentation of the source(s) and status (whether already secured or not) of any and all proposed "matching" funds must be provided prior to the rating and ranking of the application by the RRC. Any changes made in the dollar amount of proposed funding, after rating and ranking has taken place, shall require reevaluation of the rating received on this criteria. A determination will then be made as to whether the project's overall ranking and funding prioritization is affected by the score change.

Use of an applicant's local funds and/or leveraging of other matching funds is strongly encouraged in CDBG funded projects in the Five County Region. This allows for a greater number of projects to be accomplished in a given year. Acceptable matches include property, materials available and specifically committed to this project, and cash. Due to federal restrictions unacceptable matches include donated labor, use of equipment, etc. All match proposed must be quantified as cash equivalent through an acceptable process before the match can be used. Documentation on how and by whom the match is quantified is required. "Secured" means that a letter or applications of intent exist to show that other funding sources have been requested as match to the proposed project. If leveraged funds are not received then the points given for that match will be deducted and the project's rating reevaluated.

A jurisdiction's population (most current estimate provided by Utah Office of Planning and Budget) will determine whether they are Category A, B, C or D for the purposes of this criteria. For the purposes of this criteria, a jurisdiction is defined as an incorporated city or town, a county, or a defined special service district service area. All public housing authorities shall be considered a 5B jurisdiction for this criteria.

6. **CDBG DOLLARS REQUESTED PER CAPITA:** Determined by dividing the dollar amount requested in the CDBG application by the beneficiary population.
7. **LOCAL JURISDICTIONS COMMUNITY DEVELOPMENT OBJECTIVES: THRESHOLD CRITERIA:** Every applicant is required to document that the project for which they are applying is consistent with that community's and the Five County District Consolidated Plan. The project, or project type, must be a high priority in the investment component (Capital Investment Plan (CIP) One-Year Action Plan). The applicant must include evidence that the community was and continues to be a willing partner in the development of the regional (five-county) consolidated planning process. (See CDBG Application Guide.)
8. **COUNTY'S COMMUNITY DEVELOPMENT GOALS AND POLICIES:** Prioritization will be determined by the three (3) appointed Steering Committee members representing the county in which the proposed project is located. The three (3) members of the Steering Committee include: one County Commission Representative, one Mayor's Representative, and one School Board Representative. (Note: for AOG applications, determination is made by the Steering Committee Chair, in consultation with the AOG Executive Committee.)
9. **REGIONAL COMMUNITY DEVELOPMENT GOALS AND POLICIES:** Determined by the Executive Director with consultation of the AOG Finance Committee members. The Finance Committee is comprised of one County Commissioner from each of the five counties.
10. **IMPROVEMENTS TO, OR EXPANSION OF, LMI HOUSING STOCK, OR PROVIDING AFFORDABLE HOUSING ACCESSIBILITY TO LMI RESIDENTS:** Information provided by the applicant. Applicant must be able to adequately explain reasoning which supports proposed figures, for the number of LMI housing units to be constructed or substantially rehabilitated with the assistance of this grant. Or the number of units this grant will make accessible to LMI residents through loan closing or down payment assistance.
11. **AFFORDABLE HOUSING PLAN IMPLEMENTATION:** The CDBG State Policy Committee adopted the following rating and ranking criteria to be used by each regional rating and ranking system: *"Applications received from cities and counties which have complied with Utah code regarding the preparation and adoption of an affordable housing plan, and who are applying for a project that is intended to address element(s) of that plan will be given additional points."* Projects which actually demonstrate implementation of a jurisdiction's Affordable Housing Plan policies will be given points. Applicants must provide sufficient documentation to justify that their project complies with this criteria. Towns applying for credit under this criteria may either meet

a goal in its adopted Affordable Housing Plan or the project meets a regional affordable housing goal in the Consolidated Plan.

12. **GEOGRAPHIC EXTENT OF PROJECT'S IMPACT:** The actual area to be benefitted by the project applied for.
13. **PROPERTY TAX RATE FOR JURISDICTION:** Base tax rate for community or county, as applicable, will be taken from the "Statistical Review of Government in Utah", or most current source using the most current edition available prior to rating and ranking. Basis for determining percent are the maximum tax rates allowed in the Utah Code: 0.70% for municipalities, and 0.32% for counties.
14. **PERCENTAGE OF APPLICANT'S JURISDICTION WHO ARE LOW TO MODERATE INCOME:** The figures will be provided from the results of a Housing and Community Development Division (HCDD) approved income survey conducted by the applicant of the project benefit area households.
15. **EXTENT OF POVERTY:** The percentage of the total population of the jurisdiction or project area who are Low Income (LI: 50% of AMI) or below directly benefitting from the project. The AOG staff will use the income surveys (for those who conducted a survey) and HUD income list (for those who were on the HUD pre-approved list) provided by the state to find these numbers.
16. **PRESUMED LMI GROUP:** Applicant will provide information as to what percent of the proposed project will assist a presumed LMI group as defined in the current program year CDBG Application Guide handbook.
17. **Civil Rights Compliance:** Applicants (City/County) will receive points for compliance with federal laws, executive orders and regulations related to civil rights. (Checklist and templates available from State CDBG staff.) An entity can be awarded a maximum of two points for this criteria
1 Point – Complete "ADA Checklist for Readily Achievable Barrier Removal" for city/county office.
1 Point – City/County has adopted the following policies – Grievance Procedure under the Americans with Disabilities Act, Section 504 and ADA Effective Communication Policy, Language Access Plan and Section 504 and ADA Reasonable Accommodation Policy.
18. **PRO-ACTIVE PLANNING:** The State of Utah emphasizes the importance of incorporating planning into the operation of city government. Communities that demonstrate their desire to improve through planning will receive additional points in the rating and ranking process.

In the rating and ranking of CDBG applications, the region will recognize an applicant's accomplishments consistent with these principles by adding additional points when evaluating the following:

**** Demonstration proactive land use planning in the community;**

**** Development of efficient infrastructure including water and energy conservation;
** Incorporation of housing opportunity and affordability into community planning; and
** Protection and conservation plan for water, air, critical lands, important agricultural lands
and historic resources.**

Worksheet #18 will be used in the rating and ranking process for applicants who have taken the opportunity to provide additional information and documentation in order to receive these additional points.

- 19. Application Quality:** Quality of the Pre-Application is evaluated in terms of project identification, justification, and well-defined scope of work likely to address identified problems.

- 20. Project Maturity:** Funding should be prioritized to those projects which are the most "mature". For the purposes of this process, maturity is defined as those situations where: 1) the applicant has assigned a qualified project manager; 2) has selected an engineer and/or architect; 3) proposed solution to problem is identified in the Scope of Work and ready to proceed immediately; 4) has completed architectural/engineering design (blueprints); and 5) identifies all funding sources and funding maturity status. Projects that are determined to not be sufficiently mature so as to be ready to proceed in a timely manner, may not be rated and ranked.

**FIVE COUNTY ASSOCIATION OF GOVERNMENTS
FY 2018 CDBG RATING AND RANKING CRITERIA and APPLICANT'S PROJECT SCORE SHEET**

The Five County Association of Governments Steering Committee (RRC) has established these criteria for the purpose of rating and ranking fairly and equitably all Community Development Block Grant applications received for funding during FY 2018. Only projects which are determined to be threshold eligible will be rated and ranked. Eligibility will be determined following review of the submitted CDBG application with all supporting documentation provided prior to rating and ranking. **Please review the attached Data Sources Sheet for a more detailed explanation of each criteria.**

Applicant:		Requested CDBG \$'s		Ranking:		of		Total Score:	
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CDBG Rating and Ranking Criteria Description Five County Association of Governments		Data	Data Range/Score (circle only one for each criteria)					Score	X Weight	Total Score
1	Capacity to Carry Out The Grant: Performance history of capacity to administer grant. Scores comes from State CDBG Staff. (First-time & <5-yr grantees: default is 2.5 points)		Excellent 5 points	Good 4 points	Fair 3 points	Deficient 2 point	Poor 1 points		0.4	
2	Grant Administration: Concerted effort made by grantee to minimize grant administration costs.		0% CDBG Funds 3 points	1 - 5% 2 points	5.1 - 10% 1 point				1.0	
3	Job Creation: Estimated number of new permanent jobs completed project will create or number of jobs retained that would be lost without this project.		> 4 Jobs 4 points	3-4 Jobs 3 points	2 Jobs 2 points	1 Job 1 point			1.5	
4	Unemployment: What percentage is applicant County's unemployment percentage rate above State average percentage rate?	%	4.1% or greater above state average 3.0 points	3.1% - 4.0% above state average 2.5 points	2.1% - 3.0% above state average 2.0 points	1.1% - 2.0% above state average 1.5 points	0.1% - 1.0% above state average 1.0 point	Up to state average 0 points	1.5	
5 A	Financial Commitment to Community Development (Self-help Financing) - (Jurisdiction Population <500) Percent of non-CDBG funds invested in total project cost.	%	> 10% 5 points	7.1% - 10% 4 points	4.1% - 7% 3 points	1% - 4% 2 points	< 1% 1 point		2.0	
5 B	Financial Commitment to Community Development (Self-help Financing) - (Jurisdiction Population 501 - 1,000) Percentage of non-CDBG funds invested in total project cost.	%	> 20% 5 points	15.1 - 20% 4 points	10.1 - 15% 3 points	5.1 - 10% 2 points	1 - 5.0% 1 point		2.0	
5 C	Financial Commitment to Community Development (Self-help Financing) - (Jurisdiction Population 1,001 - 5,000) Percentage of non-CDBG funds invested in total project cost.	%	> 30% 5 points	25.1 - 30% 4 points	20.1 - 25% 3 points	15.1 - 20% 2 points	1 - 15% 1 point		2.0	

CDBG Rating and Ranking Criteria Description Five County Association of Governments		Data	Data Range/Score (circle only one for each criteria)					Score	X Weight	Total Score
5 D	Financial Commitment to Community Development (Self-help Financing) - (<i>Jurisdiction Population >5,000</i>) Percentage of non-CDBG funds invested in total project cost.	%	> 40% 5 points	35.1 - 40% 4 points	30.1 - 35% 3 points	25.1 - 30% 2 points	1 - 25% 1 point		2.0	
6	CDBG funds Requested Per Capita: CDBG funds requested divided by # of beneficiaries.		\$1 - 100 5 points	\$101-200 4 points	\$201- 400 3 points	\$401 - 800 2 points	\$801 or > 1 point		1.0	
7 T*	Jurisdiction's Project Priority: Project priority rating in Regional Consolidated Plan, (<u>Capital Investment Plan - One-Year Action Plan</u>)		High # 1 6 points	High # 2 5 points	High # 3 4 points	High # 4 3 points	High # 5 2 points	High # >5 1 point	2.0	
8	County's Project Priority: Prioritization will be determined by the three (3) appointed Steering Committee members representing the county in which the proposed project is located. The three (3) members of the Steering Committee include: one County Commission Representative, one Mayor's Representative, and one School Board Representative. (Note: for AOG application, determination is made by the Steering Committee Chair, in consultation with the AOG Finance Committee.)		# 1 6 points	# 2 5 points	# 3 4 points	# 4 3 points	# 5 2 points	#6 or > 1 point	2.0	
9	Regional Project Priority: Determined by the Executive Director with consultation of the AOG Finance Committee members. The Finance Committee is comprised of one (1) County Commissioner from each of the five counties.		# 1 Public Safety Activities 6 points	# 2 LMI Housing Activities 5 points	# 3 Community Facilities 4 points	# 4 Public Utility Infrastructure 3 points	# 5 Remove Architectural Barriers (ADA) 2 points	#6 or > Parks and Recreation 1 point	2.0	
10	LMI Housing Stock: Infrastructure for the units, rehabilitation of units, and/or accessibility of units for LMI residents.		> 20 Units 8.5 points	15 - 20 Units 7 points	10 - 14 Units 5.5 points	5-9 Units 4 points	3-4 Units 2.5 points	1-2 Units 1 point	1.0	
11	Affordable Housing Plan Implementation: City has adopted an Affordable Housing Plan and this project demonstrates implementation of specific policies in the Plan. Towns applying for credit under this criteria may <u>either</u> meet a goal in their adopted Affordable Housing Plan or the project meets a regional affordable housing goal in the Consolidated Plan.		YES 3 points	No 0 points					1.0	
12	Project's Geographical Impact: Area benefitting from project.		Regional 3.5 points	Multi-county 3.0 points	County-wide 2.5 points	Multi-community 2.0 points	Community 1.5 points	Portion of Community 1 point	1.5	

CDBG Rating and Ranking Criteria Description Five County Association of Governments		Data	Data Range/Score (circle only one for each criteria)					Score	X Weight	Total Score	
13	Jurisdiction's Property Tax Rate: In response to higher demand for services, many communities have already raised tax rates to fund citizen needs. The communities that maintain an already high tax burden (as compared to the tax ceiling set by state law) will be given higher points for this category. Property tax rate as a percent of the maximum allowed by law (3 point default for non-taxing jurisdiction).	%	> 50% 5 points	40.1 - 50% 4 points	30.1 - 40% 3 points	20.1 - 30% 2 points	10.1 - 20% 1 point	< 10% 0 points		1.0	
14	Jurisdiction's LMI Population: Percent of residents considered 80 percent or less LMI (based on LMI Survey).	%	91 - 100% 5 points	81 - 90% 4 points	71 - 80% 3 points	61 - 70% 2 points	51 - 60% 1 point			1.0	
15	Extent of Low Income Population: The percentage of the total population of the jurisdiction or project area who are Low Income (LI: 50% of AMI) or below directly benefitting from the project.	%	20% or More 5 points	15 - 19% 4 points	10 - 14% 3 points	5 - 9% 2 points	1 - 4% 1 point			0.5	
16	Presumed LMI Group: Project specifically serves CDBG identified LMI groups, i.e. elderly, disabled, homeless, etc., as stipulated in the state of Utah Small Cities CDBG Application Policies and Procedures.	%	100% 4 points	51% 2 points						1.0	
17	Civil Rights Compliance: Applicants (City/County) will receive points for compliance with federal laws, executive orders and regulations related to civil rights. 1 Point – Complete “ADA Checklist for Readily Achievable Barrier Removal” for city/county office. 1 Point – City/County has adopted the following policies – Grievance Procedure under the Americans with Disabilities Act, Section 504 and ADA Effective Communication Policy, Language Access Plan and Section 504 and ADA Reasonable Accommodation Policy.		Complete both parts 2 points	Adopt grievance procedure with ADA 1 point	Complete ADA Checklist 1 point					1.0	
18	Pro-active Planning: Reflects on communities who pro-actively plan for growth and needs in their communities; coordination and cooperation with other governments; development of efficient infrastructure; incorporation of housing opportunity and affordability in community planning; and protection and conservation plan for water, air, critical lands, important agricultural lands and historic resources. Score comes from Worksheet #17.		Very High 4 points	High 3 points	Fair 2 points	Low 1 point				0.5	
19	Application Quality: Application identifies problem, contains a well-defined scope of work and is cost-effective. Score comes from Worksheet #18.		Excellent 5 points	Very Good 4 points	Good 3 points	Fair 2 points	Acceptable 1 point	Poor 0 points		1.5	

CDBG Rating and Ranking Criteria Description Five County Association of Governments		Data	Data Range/Score (circle only one for each criteria)					Score	X Weight	Total Score	
20	Project Maturity: Project demonstrates capacity to be implemented and/or completed in the 18 month contract period and is clearly documented. Score comes from Worksheet #19.		Excellent 5 points	Very Good 4 points	Good 3 points	Fair 2 points	Acceptable 1 point	Poor 0 points		2.0	

PLEASE NOTE: Criteria marked with a T* is a THRESHOLD eligibility requirement for the CDBG Program. < = Less Than > = More Than Previously Allocated Pre-Approved Funding: \$90,000 to Five County AOG for Administration, Consolidated Plan, Rating & Ranking, RLF Program Delivery, Economic Development Technical Assistance and Affordable Housing Plan Development and Updates

CRITERIA 18 WORKSHEET

PRO-ACTIVE PLANNING		
Criteria	Support Documentation Provided	Score (4 Points Total)
1. Has the local jurisdiction provided information demonstrating pro-active planning and land use in their community in coordination and cooperation with other governments?	Yes ___ 1 point No ___ 0 points 1 point	
2. Has the applicant documented that the project is in accordance with an <u>adopted</u> master plan (i.e., water facilities master plan, etc.)	Yes ___ 1 point No ___ 0 points 1 point	
3. Has the applicant documented incorporation of housing opportunity and affordability into community planning (i.e. General Plan housing policies, development fee deferral policies, etc.)	Yes ___ 1 point No ___ 0 points 1 point	
4. Has the applicant documented adopted plans or general plan elements addressing protection and conservation of water, air, critical lands, important agricultural lands and historic resources?	Yes ___ 1 point No ___ 0 points 1 point	
Very High = 4 Points High = 3 Points Fair = 2 Points Low = 1 Point		Total Points: Rating: (Very High, High, Fair, Low)

CRITERIA 19 WORKSHEET

Applicant Quality			
	Criteria	Support Documentation Provided	Score (4 Points Total)
1. Problem Identification	Yes___1 point No___0 points 1 point	Detailed Architectural/Engineering Report prepared? Yes___2 point No___0 points	
2. Is proposed solution well defined in Scope of Work? In other words, is solution likely to solve problem?	Yes___1 point No___0 points 1 point		
3. Does the application give a concise description of how the project will be completed in a timely manner?	Yes___1 point No___0 points 1 point		
4. Does proposed project duplicate any existing services or activities already available and provided to beneficiaries in that jurisdiction through other programs, i.e. those locally or regionally based.	Yes___1 point No___0 points 1 point		
Excellent = 7 Points Acceptable = 3 Points Very Good = 6 Points Poor = 2 Points Good = 5 Points Fair = 4 Point			Total Points _____ Rating _____

CRITERIA 20 WORKSHEET

PROJECT MATURITY			
Criteria	Status		Score (9 Points Total)
1. Architect/Engineer already selected and is actively involved in the application process	Yes___1 point	No___0 points	1 point
2. Is there evidence that the project manager has the capacity to carry out the project in a timely manner?	Yes___1 point	No___0 points	1 point
3. Is the proposed solution to problem identified in the Scope of Work <u>ready to proceed immediately</u> ?	(Well Defined) Yes___2 points	No___0 points	2 points
4. Are architectural or engineering design/plans (i.e. blueprints) already completed for the project?	Yes___2 points	No___0 points	2 points
5. Funding Status (Maturity)	Is CDBG the only funding source for the project? Yes___1 point No___0 points 1 point (or) All other project funding was applied for but not committed. Yes___2 points No___0 points 2 points (or) All other project funding is in place for immediate use. Yes___3 points No___0 points 3 points		
Excellent = 9 Points Very Good = 8 Points Good = 7 Points	Fair = 6 Points Acceptable = 5 Points Poor = 4 Points or Less	Total Points:_____ Rating:_____ (Excellent, Very Good, Good, Fair, Acceptable, Poor)	

Mountainland AOG

Mountainland AOG

MOUNTAINLAND CDBG POLICIES

FY18

The following policies have been established to govern the MAG CDBG award process so that HUD dollars are targeted toward projects of greatest need and impact, and to determine project eligibility under CDBG federal and state program guidelines. All eligible project applications will be accepted for rating and ranking.

1. In compliance with the policies of the State of Utah CDBG program, in order to be eligible for funding consideration, all grantees or sub-grantees must have expended 50% of any prior year's CDBG funding prior to the Rating and Ranking Committee's (RRC) rating and ranking session (generally mid-January).
2. Applicants must provide written documentation of the availability and status of all other proposed funding at the time the application is submitted, including all sources of funding which are considered local contributions toward the project and its administration. A project is not mature if funding cannot be committed by the time of application.
3. All proposed projects must be listed in the latest capital improvements list submitted by the applicant for the Consolidated Plan, and must meet the regional priorities identified in the Consolidated Plan. First time applicants and those submitting projects through a sponsoring city or county must make reasonable effort to amend the sponsor's listing in MAG's Consolidated Plan in a timely manner as determined by the RRC.
4. To maintain project eligibility, attendance at the annual "How to Apply" Workshops held in the Mountainland Region is *mandatory* for all applicants and sub-grantees. The project manager and an elected official from the applicant's jurisdiction should be in attendance. Newly elected officials and project managers are especially encouraged to attend since the administrative requirements and commitments of a CDBG project are considerable.
5. HUD regulations provide that no more than 15% of the State CDBG allocation can be used for "Public Service" activities. It is MAG's intent to generally apply that same cap to the regional allocation. Consideration of any exceptions will be coordinated with the State and will be based upon impact to the state-wide cap.
6. The state allows up to \$50,000 in funding for the MAG region for program administration and consolidated planning. The actual amount of funding allocated to the AOG for regional program administration and planning will be determined by the RRC.
7. The minimum CDBG allocation per project is \$30,000.
8. The RRC may establish a set aside for project applications in a broad category on an annual basis based on regional needs identified in the MAG Consolidated Plan (i.e., planning, housing, infrastructure, economic development, public service, etc.). For any such set aside(s) that may be established, the RRC will provide notification to eligible jurisdictions of the type and amount of the set aside(s), and rating and ranking policies to be applied, prior to the commencement of the application process, usually in August of each year. There is no specific set aside identified for project applications received in the FY2018 program year.
9. Projects that are primarily designed to enhance private businesses or developers will be denied. Ownership of CDBG funded improvements must remain in the public domain.
10. Mountainland Association of Governments will provide application assistance at the request of any jurisdiction. Technical assistance provided prior to the award of the contract, such as filling out applications, submitting information for the Consolidated Plan, LMI surveys or public hearings, shall be provided without cost to the applicant.
11. RRC, MAG staff and State staff review of all applications will proceed as follows:

- a. MAG staff will review all applications and become familiar with each project prior to meeting with State staff for review.
 - b. RRC will interview applicants at least one week prior to application deadline.
 - c. MAG staff will review all applications with the State CDBG staff to determine eligibility and national objective compliance.
 - d. RRC members will review all applications that are determined eligible.
 - e. RRC members will rate and rank projects.
 - f. The RRC determines final rating and ranking of projects and funding allocations. This information is reported to Executive Council.
12. Funding will be awarded based on project ranking. The RRC may award less funding than the application request based upon project needs and ability of the jurisdiction to complete the project, including consideration of project planning (is the community prepared to implement the project), project timing (when will the project begin), project phases (can the project be completed in phases), supplemental funding (timing and availability of matching funds), jurisdiction commitment to the project, demonstrated need for the project in the community weighted against project needs for other communities.
13. Multi-year funding (maximum of two years) for projects will generally not be awarded, unless a specific request for multi-year status is received from the project applicant based on defined project needs, and the amount and timing of future funding available can be adjusted to meet such a request.
14. Any appeal of the Mountainland CDBG review process and/or funding allocations will follow the State Regional Appeal Procedure.
15. Emergency Projects: An emergency project is defined as one that addresses a detriment to the health, safety and/or welfare of residents. For any critical project that meets this definition, a jurisdiction may submit an application for emergency CDBG funding outside the normal allocation cycle.
- a. The application must be made utilizing the state's application form for the most recent funding cycle, and by holding a public hearing. All emergency applications must meet CDBG program requirements, and the Mountainland CDBG policies defined herein, including meeting minimum matching requirements, if any (see Paragraph 5).
 - b. AOG staff will review the application for eligibility and consistency with the Consolidated Plan.
 - c. The RRC will review the project application, including the jurisdiction's capacity to meet funding needs.
 - d. If the RRC recommends the application to the State Policy Committee, the state staff will review the application to ensure the project meets program eligibility and national objective compliance. The state reserves the right to reject or amend applications that do not meet these threshold requirements.
 - e. The state will permit applications for emergency projects. The State Policy Committee will make the final review and funding determination on all emergency projects.
 - f. Any emergency funds distributed to projects in the region will be deducted from the region's allocation during the next funding cycle. Therefore, any emergency funds awarded to a jurisdiction will be considered as a funded project in the next funding cycle. Policies on second round funding will be applied as outlined in Paragraph 5.
 - g. Additional information on the Emergency Fund program is available in the Application Policies and Procedures handbook developed annually by the state in Chapter 2, Funding Processes.
16. Membership on the RRC is by appointment of the Chairman of the Executive Council with annual ratification by the full Council. RRC membership will include at least two representatives from each county (1 from the county and 1 from a city/town). There are four members of the RRC. One member of the RRC will be appointed to sit on the State CDBG Policy Committee. RRC members representing jurisdictions that are submitting applications must abstain from ranking their applications.

17. MAG CDBG Rating and Ranking Policies are updated annually by MAG Staff and the RRC, with consideration given to guidance from the State CDBG Policy Committee and/or State CDBG Staff. Rating and Ranking policies are published for public comment and provided to all eligible cities and counties. The RRC has final review and is responsible to adopt the MAG CDBG Policies and Rating and Ranking System.
18. In the event of a tie for the last funding position, the following are the tie breakers in order of priority:
 - The project with the highest percentage of LMI
 - The project that has highest percent of local funds leveraged
 - The project with the most other funds leveraged
 - The project with the largest number of LMI beneficiaries
19. After all projects have been fully funded in the order of their Rating and Ranking prioritization and a balance remains insufficient for the next project in priority to complete a project in the current year, the balance will be divided proportionately to the cost of each funded construction project, and those grantees will be directed to place that amount in their budget as "construction contingency". After completion of those projects, if the dollars are not needed as contingency, they are to be released back to the state to be reallocated in the statewide pool.

2018 MOUNTAINLAND CDBG RATING AND RANKING SYSTEM

NOTE: Underlined Criteria are required by the State of Utah.

1. PERCENT OF THE APPLICANT’S TOTAL POPULATION DIRECTLY BENEFITTING FROM THE PROJECT. (5 POINTS)

Regardless of size, the applicant jurisdiction is given greater priority for projects that benefit the highest proportion of the applicant’s total population. Direct benefit will result from the project for:

More than 2/3 of the applicant’s total population	5 points
1/3 to 2/3 of the applicant’s total population	3 points
Less than 1/3 of the applicant’s total population	1 point

2. PERCENT OF THE JURISDICTION’S LMI POPULATION DIRECTLY BENEFITTING FROM THE PROJECT (for site-specific or city/county-wide projects). (5 POINTS)

Points are awarded to applicants serving the highest percentage of their LMI population.

A substantial proportion of LMI served (more than 2/3)	5 points
A moderate proportion served (1/3 to 2/3)	3 points
A small proportion served (less than 1/3)	1 point

OR

PROJECT SERVES A LIMITED CLIENTELE GROUP (presumed to be 51% LMI) OR TARGETED LMI GROUP (100% LMI).

Points are awarded to limited clientele activities that serve a HUD presumed LMI group (abused children, elderly, disabled, homeless, etc.), a documented low income group (LMI income certification required for program eligibility), or activities that serve a targeted LMI group, where benefit is provided exclusively to LMI persons based upon their income eligibility (example: construction of new housing whose occupancy is limited exclusively to LMI individuals or families).

Project serves a limited clientele or targeted LMI group as defined by HUD	3 points
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3. POINTS ARE AWARDED TO PROJECTS WHICH SERVE LOW INCOME (defined as 50% of the County Median Income) AND VERY LOW INCOME (defined as 30% of the County Median Income) BENEFICIARIES AS DOCUMENTED BY SURVEY. (5 POINTS)

Points are awarded to projects whose direct beneficiaries are low or very low income as follows:

25% or more of the direct beneficiaries are low or very low income	5 points
20-24.9% " " " " " "	4 points
15-19.9% " " " " " "	3 points
10-14.9% " " " " " "	2 points
1 - 9.9% " " " " " "	1 point

4. LOCAL DOLLARS INVESTED IN THE PROJECT. (5 POINTS)

Points are awarded to applicants investing local (city/county) dollars in their own projects, thus leveraging regional CDBG funding. Local contribution must be documented, and includes bonded indebtedness that is directly attributable to a proposed project. Points are awarded based upon the following scale:

Population	5 Points	4 Points	3 Points	2 Points	1 Point
< 1,000 population	> 10%	7.1% – 10%	4.1% – 7.0%	2.1% – 4.0%	<2%
1,001 to 10,000	> 20%	14.1% – 20%	8.1% – 14%	2.1% – 8%	<2%
> 10,000 population	> 30%	20.1% – 30%	10.1% – 20%	2.1% – 10%	<2%

5. AMOUNT OF OUTSIDE PROJECT LEVERAGING BY THE APPLICANT. (8 POINTS)

Points are awarded to applicants who are able to use CDBG dollars to leverage other private, state or federal funds. Leveraging is based on outside funds committed that are currently available.

Outside funding is 50% or more of the total cost	8 points
Outside funding is 40-49% of the total cost	6 points
Outside funding is 30-39% of the total cost	4 points
Outside funding is 10-29% of the total cost	2 points
Outside funding is 0-9% of the total cost	0 point

6. TYPE OF JOBS CREATED OR RETAINED: PERMANENT OR CONSTRUCTION. (5 POINTS)

The type of actual jobs created or retained as a result of the project is evaluated as follows:

Permanent full time jobs created or retained	5 points
Temporary jobs only	2 points

7. THE CAPACITY OF THE GRANTEE TO CARRY OUT THE PROJECT. (5 POINTS)

Points will be awarded on a scale of 1-5 to grantees who have previously demonstrated the ability to successfully administer and carry out a CDBG project, or to new grantees who have administered other grants in the past and demonstrated an understanding, capacity and desire to successfully administer a CDBG project.

Previous Performance (Rated by State CDBG Office)	1-5 Points
OR	
No Previous Experience	3 Points

8. POINTS ARE AWARDED TO APPLICANTS (not project sponsor) BASED ON AMOUNT OF FUNDING RECEIVED IN PRIOR YEARS (5 POINTS)

Applicant has not received funding in the last two years	5 Points
Applicant received less than \$150,000 in last two years	3 Points
Applicant has received from \$150,000 to \$299,999 in last two years	1 Points
Applicant has received more than \$300,000 in last two years	0 Points

9. MODERATE INCOME HOUSING PLANNING BY THE APPLICANT OR ITS SPONSOR. (5 POINTS)

Towns less than 1,000 are not required to have a housing plan, however they will receive 2 points if they do not have one and 5 points if they do have a housing plan.

Housing Plan

Part of General Plan	5 Points
Completed	2 Points
In Process	0 Point

10. PROJECTS WHICH SUPPORT AFFORDABLE HOUSING FOR LMI up to 80% AMI. (3 POINTS)

The majority of project funds will be used to improve, expand, or support LMI housing education, choice, availability, affordability, or opportunity.

Projects benefiting 10 or more units or individuals	3 Points
Projects benefiting 5-9 units or individuals	2 Points
Projects benefiting 1-4 units or individuals	1 Point

11. PROJECTS WHICH DEVELOP/IMPROVE INFRASTRUCTURE. (6 POINTS)

The majority of project funds are for the expansion of basic infrastructure (water, sewer) or other physical infrastructure (fire stations, community center, etc.) to create suitable living environments for the residents of the community.

Water Projects	6 Points
Sewer/Storm Drainage	5 Points
Public Health/Safety	3 Points
Other Public Facilities/Housing	2 Points
Streets/Sidewalks	1 Point

12. FOR WATER PROJECTS - ARE YOUR SYSTEM USER FEES COMPETITIVE ACCORDING TO STATE DRINKING WATER AND WATER QUALITY STANDARDS? (10 POINTS)

Maximum Affordable Water Bill = 1.75% of MAGI

Non Water Projects get a default score of 5

10 Points	5 Points	3 Points	0 Points	Your Jurisdiction's Tax Rate as a Percentage of State Ceiling
Fee rate > 1.25% of MAGI	Fee rate 0.75-1.25% of MAGI	Fee rate 0.51-.75	Fee rate < 0.5% of MAGI	

13. ATTENDANCE BY AN ELECTED OFFICIAL OF THE APPLICANT AT THE "HOW TO APPLY" WORKSHOP. (2 POINTS)

Points are awarded to applicants with an elected official in attendance 2 Points

14. JURISDICTION PARTICIPATED IN UPDATING THE CONSOLIDATED PLAN. (5 POINTS)

Jurisdiction provided MAG with updated materials for the consolidated plan and capital improvement list. 5 Points

Jurisdiction did not provide MAG with updated materials for consolidated plan and capital improvement list. 0 Points

15. PROJECT MEETS JURISDICTION PRIORITIES IDENTIFIED IN THE CONSOLIDATED PLAN PRIORITIES (10 POINTS)

Local priorities identified in each jurisdictions capital improvements list will be used to determine jurisdiction priorities.

First Priority	10 Points
Second Priority	7 Points
Third Priority	4 Points

Civil Rights Compliance – Applicants (City/County) will receive points for compliance with federal laws, executive orders and regulations related to civil rights. (Checklist and templates available from State CDBG staff.)

16. COMPLETE “ADA CHECKLIST FOR READILY ACHIEVABLE BARRIER REMOVAL” FOR CITY/COUNTY OFFICE. (1 POINT)

Checklist is available from AOG Staff.

17. CITY/COUNTY HAS ADOPTED THE FOLLOWING POLICIES – GRIEVANCE PROCEDURE UNDER THE AMERICANS WITH DISABILITIES ACT, SECTION 504 AND ADA EFFECTIVE COMMUNICATION POLICY, LANGUAGE ACCESS PLAN AND SECTION 504 AND ADA REASONABLE ACCOMMODATION POLICY. (1 POINT)

Templates are available from AOG Staff.

18. PRIORITY WILL BE GIVEN TO PROJECTS THAT ARE MATURE AND HAVE A DEMONSTRATED ABILITY TO SOLVE THE PROBLEM. (12 POINTS)

A mature project exhibits a specific and detailed scope of work, a time line, a well thought out funding plan with supplemental funding already applied for and committed, and a detailed engineer's cost estimate. Immediate viability of the project means CDBG dollars can be spent in a timely manner.

- a. The problem or need is clearly identified in application; applicant is able to present project clearly and concisely and can respond to questions; staff and/or engineer, etc., are involved in and understand the planning process. 3 Points
- b. Proposed solution is well defined in Scope of Work and is demonstrated to solve the problem or need. 3 Points
- c. Applicant has secured matching funds 3 Points
-OR-
Applicant is pursuing matching funding. 1 Point
- d. Applicant can demonstrate a time line for project completion during grant period, and can give concise description of how the project will be completed in a timely manner. 3 Points

UNDER THIS SYSTEM, A MAXIMUM OF 98 POINTS ARE POSSIBLE.

Six County AOG

Six County AOG

SIX COUNTY ASSOCIATION OF GOVERNMENTS

CDBG Application Policies

2018 Program Year

Method of Distribution

Community Development Block Grant (CDBG) – To ensure that CDBG projects administered through the Six County Region meet the national objectives. Six County Association of Governments (SCAOG) has implemented the following 1) An application will be rated and ranked against all applications within the Region. 2) Successful applications will be funded in order of priority as determined by the rating and ranking process until the regional CDBG funding allocation is exhausted.

CDBG POLICIES – 2018 Program Year

The following policies have been established to govern the CDBG award process. All eligible project applications will be accepted for rating and ranking.

1. The Six County Association of Governments approved \$50,000 of the total allocation for administration of the SCAOG CDBG program, to be subtracted from the SCAOG total. The remaining amount is allocated on a competitive basis. To encourage multiple projects and local match, no project will receive more than 50% of the net allocation. Depending on funding, the SCAOG Regional Review Committee (RRC) reserves the right to eliminate the 50% rule by a vote of the board.
2. In compliance with the policies of the State of Utah CDBG program, and to be eligible for funding consideration, all grantees or sub-grantees must have drawn down 50% of any prior year's CDBG funding prior to the RRC rating and ranking session.
3. Applicants must provide written documentation of the availability and status of all other proposed funding at the time the application is submitted, including all sources of funding which are considered local contributions toward the project and its administration. A project is not mature if funding cannot be committed by the time of the application.
4. State policy has established the minimum amount of funding of \$30,000 per project and the maximum amount is limited only by the annual allocation amount, and the Six County CDBG policies outlined in paragraph 1 (one).
5. Projects must align with and be consistent with the Region's Consolidated Plan. Sponsored projects on behalf of an eligible sub-recipient may not necessarily be listed in the jurisdictions capital investment plan, but the sub-recipient's project must meet goals identified in the Region's Consolidated Plan.
6. Attendance at one of the annual How to Apply workshops is mandatory of all applicants and sub-grantees. The project manager and an elected official from the applicant's jurisdiction should be in attendance. Newly elected officials and project managers are

especially encouraged to attend since the administrative requirements and commitments of a CDBG project are considerable.

7. Housing projects are encouraged to use SCAOG Housing Department's available resources and emergency projects may be considered by the RRC at any time. Projects applying for emergency funding must still meet a national objective and regional goals and policies. Projects may be considered as an emergency application if:
 - Funding through the normal application timeframe will create an unreasonable risk to health or property.
 - An appropriate third party agency has documented a specific risk (or risks) that in their opinion need immediate remediation.
 - Cost overruns from a previously funded project may be funded only if the RRC deems it an appropriate emergency.
8. The amount of any emergency funds distributed during the year will be subtracted from the top of the regional allocation during the next funding cycle. Additional information on the emergency fund program is available in the Application Policies and Procedures manual developed annually by the state in Chapter II, Funding Processes.
9. Applications on behalf of sub-recipients (i.e., special service districts, non-profit organizations, etc.) are allowed. The applicant city or county must understand that even if they name the sub-recipient as project manager the city/county is still responsible for the project's viability and program compliance. A subcontractor's agreement between the applicant entity and the sub-recipient must accompany the application (after funds have been committed to the project).
10. Multi-year projects will be considered. Proposals must contain specific cost estimates and work elements by year so that annual allocations by the RRC can be determined at the outset. No projects over 2 years will be considered.
11. Project maturity will be considered in determining the awarding of funds for the funding cycle, i.e., project can be completed within eighteen months, leveraged funds are in place, detailed scope of work is developed, engineer's cost estimates in place, etc.
12. The application must be submitted by 5:00 PM, January 31, 2018. Any applications received after this date and time will not be considered for funding.
13. Applicants with lower populations will receive additional points in the non CDBG funds category.
14. In the event of a tie the following policies will be followed:
 - A) The project is located in a Distressed Community
 - B) The project that has the highest percentage of LMI beneficiaries
 - C) The project with the most non CDBG funds leveraged
 - D) The Project with the most points in the Geographical Impact category

15. All projects will be fully funded in the order of their rating and ranking prioritization. If a balance remains insufficient for the next project in priority to complete a project in the current year, the funds will continue to be applied to the next project in priority if the funds are sufficient to fund that project. Once no additional projects can be funded, the balance will be added to the region's single family housing rehab program allocation for that funding cycle.
16. The SCAOG RRC is filled by the members of the SCAOG Executive Board. This 12 member committee comprises a commissioner and a mayor from each county of the region. Members of the committee are appointed by their county and fulfill terms until the end of their elected period or reappointment if they still hold office. Due to election cycles the average term of a board member is 4 years. The chair of the RRC is the chair of the SCAOG Executive Board.

The Six County Regional Review Committee has approved the following set-aside of funding:

Housing- \$100,000 if the allocation is over \$400,000. If the allocation is under \$400,000 then 25% of the allocation for the SCAOG Housing department to help LMI individuals access available housing resources.

Six County Association of Governments 2018 CDBG Rating and Ranking Criteria and Project Score Sheet

Applicant:

Requested CDBG Amount:

Total Score: **0**

CDBG Rating and Ranking Criteria		Data Range/Score (Mark only one for each criteria)					SCORE
1	Capacity To Carry Out The Grant: Rated by state staff. (See Note #1 for scoring)	5 points	4 points	3 points	2 points	1 points	
2	Percent Of Non-CDBG Funds Invested In Total Project Cost.						
2a	Jurisdictions with a population less than 500	>10% 5 points	7.1-10% 4 points	4.1-7% 3 points	1-4% 2 points	<1% 1 point	
2 b	Jurisdictions with a population of 501-1,000	>20% 5 points	15.1-20% 4 points	10.1-15% 3 points	5.1-10% 2 points	1-5% 1 point	
2 c	Jurisdictions with a population of 1,001-5,000	>30% 5 points	25.1-30% 4 points	20.1-25% 3 points	15.1-20% 2 points	1-15% 1 point	
2 d	Jurisdictions with a population greater than 5,000	>40% 5 points	35.1-40% 4 points	30.1-35% 3 points	25.1-30% 2 points	1-25% 1 point	
3	Non-CDBG Funds Secured: Non-CDBG funds have been secured, partially secured, or applied for.	Secured 3 points	Partial 2 points	Applied 1 point			
4	CDBG Funds Requested Per Capita: CDBG funds requested divided by # of beneficiaries.	\$1-100 5 points	\$101-200 4 points	\$201-400 3 points	\$401-800 2 points	\$801 or > 1 point	
5	Project's Geographical Impact: Projects will be rated on their relative impact in the community both in terms of numbers and relative need.	County 5 points	Portion of County 4 points	Community 3 points	Portion of Community 1 point		
6	LMI Population: Percent of the projects beneficiaries considered 80 percent or less LMI. (based on LMI survey)	>80% 5 points	76-79% 4 points	61-75% 3 points	56-60% 2 points	51-55% 1 points	
7	Extent Of Poverty: The percentage of Low Income (LI: 50% AMI) and Very Low Income (VLI: 30% AMI) persons directly benefiting from the project.	>20% 5 points	15.1-20% 4 points	10.1-15% 3 points	5.1-10% 2 points	1-5% 1 point	
8	Project Maturity: Project demonstrates capacity to be implemented and/or completed in a timely manner. (See Note #8 for scoring)	4 points	3 points	2 points	1 point		
9	Applicant Funded In Previous Years:	4 or more prior funding cycles 4 points	3 prior cycles 3 points	1-2 prior cycles 2 points	last funding cycle 1 point		

10	Project Priority: Determined by the CDBG Administrator with consultation of the AOG Executive Board members. This Board comprises of a mayor and commissioner from each county.	Street/Sidewalk Improvements 6 points	Water Infrastructure or Recreation 5 points	LMI Housing Activities 4 points	Sewer/Storm Infrastructure 3 points	Public Facilities, Public Health/Safety 2 points	Accessibility (ADA) 1 point	
11	Remove Architectural Barriers (ADA): Does this project work to remove architectural barriers to persons with disabilities and/or is the project ADA compliant?	Yes 2 points	No 0 points					
12	Health And Safety: Does the project address serious health and safety threats.	Yes 3 points	No 0 points					
13	LMI Housing Stock: Infrastructure for the units, rehabilitation of units, new units and/or accessibility of units for LMI residents.	>20 units 6 points	15 - 20 units 5 points	10 - 14 units 4 points	5 - 9 units 3 points	1 - 4 units 2 points		
14	Affordable Housing Plan Implementation: City/County has adopted an Affordable Housing Plan and this project addresses some element of that plan.	Yes 2 points	No 0 points					
15	Pro-active Planning: Communities who pro-actively plan for growth and needs in their communities. (See Note #15 for scoring)	4 points	3 points	2 points	1 point			
16	Civil Rights Compliance: Applicant is in compliance with federal laws and regulations related to civil rights. (See Note #16 for scoring)	2 points	1 point	0 Points				

Notes:

#1 - All applicants will receive 5 points for this category unless state CDBG staff has evidence or compelling reason to believe the applicant lacks capacity. In this event, the state staff will give the applicant a score of less than 5.

#8 - One point will be awarded if an architect/engineer is already selected and is actively involved in the application process. One point will be awarded if there is evidence that the project manager has the capacity to carry out the project in a timely manner. One point will be awarded if the proposed solution is identified in a well defined scope of work. One point will be awarded if architectural/engineering designs/plans are completed for the project.

#15 - One point will be awarded if the applicants general plan has been updated in the previous 5 years. (ex. For the 2018 cycle: updated during or after 2013) One point will be awarded if the applicant maintains a detailed Capital Improvements List for future projects. One point will be awarded if the applicant keeps a detailed Asset Inventory list. One point will be awarded if the applicant can document an active planning and zoning commission.

#16 - One point will be awarded if the applicant has completed the "ADA Checklist for Readily Achievable Barrier Removal" form. One point will be awarded if the applicant has adopted all of the following policies: Grievance Procedure under the Americans with Disabilities Act, Section 504 and ADA Effective Communication Policy, Language Access Plan, and Section 504 and ADA Reasonable Accommodation Policy. (Forms available from SCAOG)

Southeastern Utah

Southeastern Utah

SOUTHEASTERN UTAH ASSOCIATION OF LOCAL GOVERNMENTS CDBG RATING AND RANKING POLICIES 2018 PROGRAM YEAR

ALLOCATIONS POLICIES—the following set-asides are established for the 2018 funding year:

1. \$174,000 will be set-aside to fund the following Region-wide single-family housing rehabilitation programs operated by the Southeastern Utah Association of Local Governments: 1) \$134,000 to provide repairs to the homes of residents throughout the Region, either as a stand-alone project or in coordination with funds from the Olene Walker Loan Fund, Rural Development, or other sources. 2) \$40,000 for the operation of the Region's housing rehabilitation programs funded by CDBG, by providing loan underwriting services, development of scopes of work, contractor supervision, and housing rehabilitation-repair technical assistance directly to clients and to other entities or agencies providing services to low income persons. 3) Operate the lead-based paint evaluation program for the Region's housing rehabilitation activities, and other agencies that serve low-income clients with housing and rehabilitation services
2. \$50,000 will be set-aside to fund the Region-wide CDBG administration and planning activities operated by the Southeastern Utah Association of Local Governments: 1) Update of the Region's required Consolidated Plan. 2) Coordinate Consolidated Planning activities and efforts with the Region's economic development practitioners, chambers of commerce, travel councils, and the Southeastern Utah Economic Development Region Board and CEDS (Comprehensive Economic Development Strategy) Committee; 3) Coordinate Consolidated Planning activities and efforts with the Region's homeless coordinating committees, agencies providing services to person with disabilities, region housing authorities, and other non-profit and special service agencies that serve low-income clients. 4) Coordinate Consolidated Planning activities with the Region's Rural Transportation Planning Organization for the development and implementation of a mobility management system to provide access and mobility services to senior citizens, persons with disabilities, and low-income workers. 5) Provide technical assistance to the Region's CDBG applicants to ensure the successful completion of their applications. 6) Provide technical assistance to the Region's homeless and affordable housing committees, and other agencies that serve low-income residents, for program development and funding opportunities.
3. \$50,000 will be set-aside to fund Senior Citizen Centers grants in the Region. Senior Citizen Centers may apply for a grant for the acquisition, construction, or rehabilitation of facilities (except permanent housing) for seniors (persons 62 and older). In the event that not all the funding is allocated for Senior Citizen Center projects, the unallocated funds will be allocated to the Region-wide single family housing rehabilitation program. Counties may apply through a competitive process. Each project will be scored using the Senior Center Scoring Criteria. Funded applicants will be ineligible for additional funding for a particular Center for three CDBG application cycles. Applicants are not required to conduct an income survey. In the event of a tie, the community with the highest number of LMI persons will be granted the funds. Possible projects to be funded include, but are not limited to: roof replacement, parking lot improvements, commercial kitchen equipment purchase, elevators and other improvements to address Americans with Disabilities (ADA) requirements, furnaces, sidewalks, HVAC, bathrooms, senior transportation (must be new or increased service), etc.
4. In compliance with the policies of the State of Utah CDBG Program, and to be eligible for funding, all applicants must have drawn down 50% of any prior year's CDBG funding prior to the Regional Review Committee's (RRC) rating and ranking meeting in March.
5. State of Utah has established the minimum amount of funding of \$30,000 per project and the maximum amount is limited by the annual allocation amount.

6. Applicants must provide written documentation of the availability and status of all other proposed funding at the time the application is submitted, including all sources of funding which are considered local contributions toward the project and its administration.
7. The Southeastern Utah Association of Local Governments (SEUALG) will provide assistance with the completion of the application. All applications for CDBG funds will be made and processed in accordance with the State of Utah and Federal regulations.
8. Official representatives of potential applicants **MUST ATTEND ONE** of the “How to Apply Workshops.” Applicants that do not attend will not be considered for funding. Official representatives could be elected officials of the applicant entity or management level employees of the entity such as city/county managers or administrators, city/county recorders or clerks, or management staff from the entities’ planning or community development department. Third party representation (engineers, architects, lower level entity staff, etc.) will be accepted only if written designation from the entity is provided at the start of the “How to Apply Workshop.” ~~Eligible sub-recipients must attend with the official representative of their sponsoring entity.~~
9. All applications will be scored by SEUALG staff based on the rating and ranking criteria approved by the Regional Review Committee (RCC). SEUALG staff will make recommendations to the RCC on each application and then present the applications to the RCC for final approval.
10. The SEUALG Governing Board functions as the CDBG Rating and Ranking Committee. The SEUALG Board consists of one county commissioner/councilperson and one municipal elected official from each county. Membership on the SEUALG Board (and, therefore, the CDBG R&R Committee) is determined by county level councils of governments at meetings held shortly after new elected officials take office.
 1. Carbon County- Jake Mellor, Commissioner
 2. Price City- Joe Piccolo, Mayor
 3. Emery County- Keith Brady, Commissioner
 4. Huntington City- Hillary Gordon, Mayor
 5. Grand County- Curtis Wells, Councilman
 6. Moab City- Dave Sakrison, Mayor
 7. San Juan County- Bruce Adams, Commissioner
 8. Blanding City- Calvin Balch, Mayor
11. Projects must be consistent with the Region’s Consolidated Plan.
12. Public service providers, traditionally non-profit organizations, are allowed to apply for CDBG funds for capital improvements, and major equipment purchases. Examples are delivery trucks, construction, remodeling, and facility expansion. State of Utah policy prohibits the use of CDBG funds for operating and maintenance expenses. This includes paying administrative costs, salaries, etc. No more than 15% of the state’s yearly allocation of funds may be expended for public service activities.
13. Applications on behalf of sub recipients (i.e. special service districts, non-profit organizations, etc.) are allowed. The applicant city or county must understand that even if they name the sub recipient as project manager the city or county is still responsible for the project’s viability and program compliance. A subcontractor’s agreement between the applicant entity and the sub recipient must accompany the application. A letter from the governing board of the sub recipient requesting the sponsorship of the project must accompany the application. The letter must be signed by the board person. To utilize CDBG funds for a public service, the service must be either a new service or a quantifiable increase in the level of existing services which has been provided by the applicant in the previous 12 months.

14. To qualify for ADA points a project must be an adaptation to an existing facility or structure. New construction must be ADA compliant by law, so while these projects may meet a National Objective and qualify for CDBG funding, they will be rated and ranked as community development projects.
15. Project Maturity: Funding should be prioritized to those projects which are the most “mature”. Maturity is defined as those situations where: 1) the applicant has assigned a qualified project manager; 2) has selected an engineer and/or architect; 3) proposed solution to problem is identified in the Scope of Work and ready to proceed immediately; 4) has completed architectural/engineering design (blueprints); and 5) identifies all funding sources and funding maturity status. Projects that are determined to not be sufficiently mature so as to be ready to proceed in a timely manner, may not be rated and ranked.
16. When an applicant submits more than one application, only the highest ranked application will be considered for funding unless all other applicants’ projects have been funded.
17. Emergency projects may be considered by the RRC at any time during the year. Projects that are considered for emergency CDBG funding must still meet a national objective and regional goals set by the RRC. Projects may be considered an emergency if the following apply:
 - ❖ Funding through a normal CDBG funding cycle would create an unreasonable health and or safety risk to people or property.

If an applicant deems it necessary to apply for emergency funding, they must contact the Southeastern Utah Association of Local Governments promptly to discuss the details of the project and the state required application procedure and the RRC criteria. Emergency funds are limited on a statewide basis and will need approval from the State CDBG Policy Board. The amount of emergency funds awarded will be subtracted from the top of Region’s next yearly allocation.

18. In the event of a tie the following policies will be followed in order from 1 to 5:
 1. The project that has the highest percentage of LMI persons benefitting.
 2. The project with the most local leveraged funds.
 3. The project with the most other leveraged funds.
 4. The largest geographical area benefitted.
 5. The project with the largest number of LMI beneficiaries.
19. In the event there is not enough money to fully fund the final ranked project the money will be awarded as follows:
 1. The final ranked applicant will be given the opportunity to amend their project description to reflect the reduced funding. The project must still be viable, complete and earn the required points.
 2. If the final ranked project cannot be awarded partial funding, the highest ranked project will be given the opportunity to expand its project. This process will be followed until all the funded projects have received the opportunity to expand their projects and all the available CDBG funding has been awarded.
 3. If none of the applied-for projects can be awarded additional funding, the un-awarded funding will be allocated to the Region-wide single family rehabilitation program.

2018 CDBG Application Scoring Criteria									Score
1	Capacity to Carry Out Grant: Grantee's Past History in Administering CDBG Grants.	Excellent: 5 points	Very Good: 4 points	Good: 3 points	Average: 2 point	Below Average: 1 point			
2	Project Maturity: Qualified Project Manager, Architect/Engineer has been selected, Well-Defined Scope of Work, Completed Architectural/Engineering Design, and Funding in Place. Possible 6 Points	Qualified Project Manager: 1 point	Architect/Engineer: 1 point	Well Defined Scope: 1 point	Completed Architectural/Engineering Design 1 point		Funding in Place: 2 points		
3	Infrastructure Development/Improvements Expansion of water/sewer or other community infrastructure such as fire stations, parks, community centers, etc. ADA compliance	Water: 7 points	Sewer 6 points	ADA Compliance & Accessibility 5 points	Fire, medical service facilities and/or equipment 4 points	Other Public Facilities 3 points	Streets & Sidewalks 2 points	Recreation Facilities/ Planning 1 point	
4	Improvement of LMI housing units: Improvement of existing housing stock with rehabilitation, or new units constructed.	> 15 units 25 points	11-14 units 20 points	5-9 units 15 points	1-4 units 10 points				
5	Affordable Housing Plan: City or County as adopted an Affordable Housing plan and the project implements specific items in plan.	Yes 5-1 points	No 0 points						
6	Extent of Poverty: If applicant properly documents the Percentage of Low income (50%) and Very Low income (30%) persons benefitting from the project, additional points will be given based on the following. % of total population of jurisdiction or project area who are low or very low income.	20 % or more 5 points	15%-19% 4 points	10%-14% 3 points					

7	Housing Projects: <u>Permanent supportive housing</u> i.e. housing for persons with mental/physical disabilities. <u>Transitional Housing</u> i.e. Development of new or rehab of existing units. <u>Emergency Shelter</u> i.e. Development of new or rehab of existing emergency homeless and spouse abuse shelter.	Housing Project in area identified as having affordable housing issues 12 points	Single Family or Multi Family Housing 10 points	Permanent Supportive Housing 8 points	Transitional Housing Projects 6 points	Emergency Shelter Projects 4 points		
8	LMI population: Percent of residents considered LMI.	>76% 4 points	66%-75% 3 points	56%-65% 2 points	51%-55% 1 point			
9	Project's overall impact for Region	Project Benefits are County Wide: 8 points	Project benefits are area wide (city & parts of county): 6 points	Project benefits are community wide: 4 points	Project benefits a single neighborhood or a targeted population: 2 points			
10 a	Jurisdictions with a population of less than 500	>10% 5 points	7.1-10% 4 points	4.1-7% 3 points	1-4% 2 points	<1% 1 point		
10 b	Jurisdictions with a population of 501-1,000	>20% 5 points	15.1-20% 4 points	10.1-15% 3 points	5.1-10% 2 points	1-5% 1 point		
10 c	Jurisdictions with a population of 1,001-5,000	>30% 5 points	25.1-30% 4 points	20.1-25% 3 points	15.1-20% 2 points	1-15% 1 point		
10 d	Jurisdictions with a population greater than 5,000	>40% 5 points	35.1-40% 4 points	30.1-35% 3 points	25.1-30% 2 points	1-25% 1 point		
11	Applicant project was last funded.	Received a grant in the last funding cycle: 0 points	1 prior funding cycle: 2 points	2 prior funding cycles: 3 points	3 prior funding cycles: 4 points	4 or more funding cycles: 5 points		

12	Jurisdiction Property Tax Rate: The communities that maintain an already high tax burden, as compared to the tax ceiling set by set law, will be given higher points in this category.	> 50%	40% - 49%	30%-39%	20%-29%	10%- 19%	< 10%	
		5 points	4 points	3 points	2 points	1 points	0 points	

2018 Senior Centers Scoring Criteria								Score
1	Population of 62 years and older residents of the area served by the center.	0-1000 0 points	1001-1500 1 point	1501-2000 2 points	>2001 3 Points			
2	Population of 62 years and older residents of the area served by the center divided by the total funds requested.	\$1-\$50 5 points	\$51-\$100 4 points	\$101-\$150 3 points	\$151-\$200 2 points	>\$200 1 point		
3	LMI Population: Percent of residents in the area served by the center considered to be LMI.	>76% 4 points	66%-75% 3 points	56%-65% 2 points	51%-55% 1 point			

Uintah Basin AOG

Uintah Basin AOG

**Uintah Basin Association of Governments
Regional Review Committee (RRC)
Community Development Block Grant (CDBG)
Rating and Ranking Criteria
Program Year 2018**

1. The Rating and Ranking Committee (RRC) of the Uintah Basin of Association of Governments has elected to allocate the entire 2018 Community Development Block Grant funding – estimated to be \$657,000 – to programs and services provided directly by the AOG. Applications from eligible cities, counties and non-profits will not be accepted for the 2018 funding cycle.
2. In June of 2017, the Uintah Basin Regional Review Committee unanimously approved the following set asides for the 2018 program year:
 - a. CDBG Administration/Consolidated Planning - \$50,000
 - b. Purchase of two or three transportation vehicles for UBAOG para-transit ADA program - \$150,000
 - c. Single Family Housing Rehab/Homebuyer Assistance Program - \$457,000
3. The Rating and Ranking Committee (RRC) for the Uintah Basin Association of Governments is comprised of 19 members:
 - a. All three county commissioners from each county, Daggett, Duchesne, and Uintah;
 - b. Mayors of Altamont, Duchesne, Tabiona, Roosevelt, Myton, Ballard, Vernal, Naples, Dutch John, and Manila.
 - c. Committee Members serve on the RRC as long as they retain their elected position of their respective county or city.
4. The Uintah Basin Association of Governments RRC recognizes the need for training for all eligible entities on the CDBG program. The UBAOG will provide one-on-one assistance and group training to all eligible entities regarding the rules and regulations of the Community Development Block Grant (CDBG) program and how to utilize program funds. The trainings will focus on best practices for project selection and how to complete the CDBG application in conjunction with CDBG capital improvement lists.
5. Timeline
 - a. Fall 2017 & Spring 2018 - CDBG trainings held;
 - b. April, 2018 – Preparation of rating/ranking policies & criteria for the 2019 program year by Uintah Basin Association of Governments RRC;
 - c. June, 2018 - Final approval of rating and ranking criteria by Uintah Basin Association of Governments RRC;
 - d. August, 2018 – Rating/ranking policies and criteria submitted to the state of Utah Community Block Grant Program manager.

Wasatch Front

Wasatch Front

WASATCH FRONT REGIONAL COUNCIL
2018 RATING AND RANKING CRITERIA - GENERAL POLICIES

The Wasatch Front Regional Council (WFRC) staff assists applicants through the CDBG process. Applicants are encouraged to take advantage of this service to help reduce administrative costs. Contact Christy Dahlberg at christy@wfrc.org or 801-363-4250 with questions.

FUNDING INFORMATION

- 1 Minimum grant amount is \$30,000 per year.
- 2 The RRC will not award more than half of the available funds of any year to any one project.
- 3 The maximum multiple-year grant amount is \$200,000 per year, up to two years (amount may change based on funding appropriation). All applicants proposing projects requiring two years of funding must have a cost estimate and/or breakdown for each year. If a project has been awarded a two year grant, the second year's grant amount will be taken from the region's appropriation at the beginning of that year's rating and ranking process.
- 4 The maximum grant amount per year for community infrastructure projects is \$250,000. Community infrastructure projects can include water, sewer, street, sidewalk, curb, and gutter projects.
- 5 After fully funding all projects in ranked order, any remaining funds shall be awarded to the next ranked project if it is determined that partial funding is a reasonable option. If partial funding is not an option, the next ranked project shall be reviewed and funded if possible and so on.
- 6 In compliance with the policies of the State of Utah CDBG program, and to be eligible for funding, all grantees or sub grantees must have drawn down at least 50% of any prior year's CDBG funding before the RRC's rating and ranking meeting (usually held by March of each year).

APPLICANT INFORMATION

- 7 All applicants are required to attend the region's annual "How to Apply" workshop. The project manager should attend the workshop. If the project manager cannot attend, he or she needs to identify an alternate representative. If sponsorship is required, representatives from the sponsoring city or county and the sub-recipient must also attend.
- 8 In the Wasatch Front Region, only cities and counties are eligible to receive CDBG funding. Applicants, other than cities or counties, are required to gain the sponsorship of a city or county no later than the date of the first public hearing. The decision to sponsor non-governmental entities is entirely up to the city or county. Sponsoring entities are required to ensure all program requirements are met, ensure that the project is viable, and provide active oversight of the project and contract performance. Sponsors are also required to ensure that the project is part of the Consolidated Plan and that a subcontractor's agreement is mutually agreed on and signed by both entities.

PROJECT INFORMATION

- 9 Public service providers are encouraged to apply for capital improvement projects and/or major equipment purchases. Examples include delivery trucks and other public service vehicles, fixtures, computer equipment, construction, remodeling, and facility expansion. State policy prohibits the use of CDBG funds for operating and maintenance expenses including administrative costs or salaries and items that can be easily removed from the building such as office supplies, cleaning supplies, etc. No more than 15% of the state's yearly allocation of funds may be expended for public service projects.
- 10 Projects must be consistent with the region's Consolidated Plan and included in a city or county prioritized capital investment list and meet the overall goals identified in the Plan.
- 11 Emergency projects may be considered by the RRC at any time. An emergency project is one that eliminates or mitigates an imminent threat to health and safety. These projects must meet all CDBG requirements. Applicants must work closely with WFRC staff to ensure program compliance. Emergency projects will be reviewed by the RRC to ensure that a regional goal listed in the Consolidated Plan will be met. Emergency projects must be approved by the statewide CDBG Policy Committee. Any funding awarded for emergency projects will be deducted from the subsequent year's annual regional allocation.
- 12 WFRC staff may visit each applicant on site for a project evaluation/review.
- 13 The RRC may approve regional CDBG set-asides under the following conditions: 1) they are consistent with the region's Consolidated Plan; 2) they are approved prior to the "how to apply" workshop.

RATING AND RANKING INFORMATION

- 14 In order to receive points for any of the evaluation criteria, applicants must state and include the necessary information as an attachment in Webgrants. The RRC reserves the right to eliminate incomplete applications.
- 15 WFRC staff preliminarily evaluate all applications using this criteria. The pre-evaluation will be shared with the RRC who makes the final rating and ranking and funding recommendations to the Housing and Community Development Division.
- 16 In the event that two or more projects receive the same rating and ranking score, the RRC will rank them using the regional priorities identified in Criterion 10. If there is still a tie score, the applicant with the highest percentage of other matching funds shall prevail.
- 17 Prior to adoption, these Criteria shall be publically noticed and made available for a 30 day public comment period and public open house.

REGIONAL REVIEW COMMITTEE (RRC) INFORMATION

- 18 The members of the RRC are listed below along with their respective appointed terms. The RRC consists of six members, two from each of the three counties plus one staff member from WFRC. Each County Council of Governments appoints one elected official and one staff person to represent their county on the RRC. Each member serves a two-year term with no limit upon succession.
- 19 The RRC reviews the Rating and Ranking Criteria annually to ensure the available funding promotes regional needs and program goals.
- 20 RRC Membership:
 - Jerry Houghton, Policy Committee Rep., County Recorder, Tooele County, January 2017 - January 2019
 - Steve Lyon, Economic Development Director, Morgan County, January 2017 - January 2019
 - Myron Bateman, Commissioner, Tooele County, January 2015 - December 2017
 - John Barber, Council Member, Morgan County, January 2017 - January 2019
 - Sean Wilkinson, Chair, Planning Director, Weber County, May 2016 -May 2018
 - Mark Allen, Mayor, Washington Terrace City, Weber County, May 2017 - May 2019

SET-ASIDES

- 21 The Wasatch Front Regional Council will receive \$50,000 each year to provide administration and planning assistance to eligible entities.
- 22 The Wasatch Front Regional Council will receive \$50,000 to conduct a revolving loan fund program feasibility.

**WASATCH FRONT REGIONAL COUNCIL
2018 RATING AND RANKING CRITERIA**

Rank
Applicant
Sub-Applicant
Project
Total Points
Total Project Cost
2018 CDBG Request
2019 CDBG Request
% Match
ACTUAL 2018 CDBG Funding

CRITERIA	MAX SCORE	DESCRIPTION	APPLICANT SCORE
1. CAPACITY	5 *select up to 4	The grantee's capacity to carry out the CDBG grant. Points are awarded based on historical CDBG grant administration. State staff set and award points for this criteria.	0
Project manager consistency	1		
Documentation and communication	1		
Project was completed within the contract period	1		
Compliance with regulations and laws	2		
First time grantees (default is 2.5 points - no other points awarded)	2.5		
2. HOUSING STOCK	8 *select up to 2	Project results in the construction of housing units; or, housing units made accessible to LMI households. Projects may include acquisition of property and/or construction of infrastructure in support of the proposed housing units. Double the score if the project serves chronically homeless individuals (up to 8 points). Add 1 additional point if the project serves homeless individuals or families (up to 7 points).	0
2 housing units	1		
3-4 housing units	2		
5-6 housing units	3		
7-8 housing units	4		
9-10 housing units	5		
>10 housing units	6		
Project serves chronically homeless individuals	x2		
Project serves homeless individuals or families	1		
3. MODERATE INCOME HOUSING PLAN	3 *select up to 2	Project results in the development, update, or implementation of a housing project identified in the jurisdiction's Moderate Income Housing Plan. Towns not required to comply will receive 1 point if the project benefits an affordable housing goal identified in the Consolidated Plan.	0
Project results in the development of a Moderate Income Housing Plan	1		
Project results in the update to a Moderate Income Housing Plan	1		
Project implements a Moderate Income Housing Plan element	2		
Project implements a Consolidated Planning housing goal (towns)	1		
Most recent Moderate Income Housing Plan score was 3 or higher	2		
4a. EXTENT OF <u>VERY LOW</u> INCOME SERVED BY THE PROJECT	6 *select up to 1	Project directly benefits very low income households (household income is at or less than 30% area median income).	0
1 - 5%	1		
6 - 10%	2		
11 - 15%	3		
16 - 20%	4		
21 - 25%	5		
>26%	6		
4b. EXTENT OF <u>LOW</u> INCOME SERVED BY THE PROJECT	5 *select up to 1	Project directly benefits low income households (household income is 31%-50% area median income).	0
1 - 10%	1		
11 - 20%	2		
21 - 30%	3		
31 - 40%	4		
>41%	5		
4c. EXTENT OF <u>MODERATE</u> INCOME SERVED BY THE PROJECT	4 *select up to 1	Project directly benefits moderate income households (household income is 51%-80% area median income).	0
1 - 20%	1		
21 - 40%	2		
41 - 60%	3		
>61%	4		

4d. PRESUMED LMI GROUPS OR TARGETED LMI	6 *select 1	Projects that are completed by a public service provider and directly benefit the following: PRESUMED LMI GROUPS: elderly (62+), severely disabled adults, homeless, abused children, battered spouses, migrant farm workers, illiterate adults, and persons living w/AIDS. TARGETED LMI: project targets persons or households that are less than 80% area median income (must be income qualified).	0
Presumed 51% LMI persons or households	5		
Targeted 100% LMI persons or households	6		
5. FINANCIAL MATCH	6	The percent of non-CDBG funds the applicant commits toward the total project cost. Percentage is based on the jurisdiction's population (where the project is located).	0
Less than 1,500 persons	*select 1	1,501 to 7,000 persons	
Match is 1 - 4%	1	Match is 5 - 9%	
Match is 5 - 8%	2	Match is 10 - 14%	
Match is 9 - 12%	3	Match is 15 - 19%	
Match is 13 - 16%	4	Match is 20 - 24%	
Match is 17 - 20%	5	Match is 25 - 29%	
Match is >21%	6	Match is >30%	
7,001 to 10,000 persons	*select 1	10,001 to 20,000 persons	
Match is 8 - 13%	1	Match is 11 - 17%	
Match is 14 - 19%	2	Match is 18 - 24%	
Match is 20 - 25%	3	Match is 25 - 31%	
Match is 26 - 31%	4	Match is 32 - 38%	
Match is 32 - 37%	5	Match is 39 - 45%	
Match is >38%	6	Match is >46%	
More than 20,000 persons Or Public Service Providers	*select 1		
Match is 14 - 21%	1		
Match is 22 - 29%	2		
Match is 30 - 37%	3		
Match is 38 - 45%	4		
Match is 46 - 53%	5		
Match is >54%	6		
6. MATURITY OF PROJECT	5 *select up to 5	The applicant has proven that the project is mature and have provided the necessary information in their application.	0
Project manager is dedicated, involved, and attended the application workshop	1		
Scope of work is complete, detailed, and concise	1		
Detailed cost estimate with map AND photos of the project area	1		
18-month completion period	1		
Architectural or engineering cost estimate/design (if applicable)	1		
7. REGIONAL QUALITY PLANNING	4 *select up to 4	Jurisdictions recognized as Quality Growth Communities will receive 4 points. Or, applicants can receive points if they provide information in their application proving they abide by regional quality planning efforts.	0
Coordinates planning w/other governments in accordance w/Wasatch Choice 2040	1		
Plans and develops infrastructure efficiently including roads, water, and utilities	1		
Incorporates fair housing opportunity and affordability into community planning	1		
Plans/protects/conserves critical land, water, air, and historic sites	1		
8. LOCAL PLANNING	4 *select 1	The applicant's project must be included in the jurisdiction's Capital Investment Plan (CIP). Points are awarded to CIP projects ranked 1 - 4.	0
High/Medium #4	1		
High/Medium #3	2		
High #2	3		
High #1	4		
9. RECENT CDBG FUNDING	5 *select 1	The applicant or sub-applicant, when applicable, has not received CDBG funding in recent years (based on the CDBG program's fiscal year).	0
Received CDBG funding in FY2016	2		
Received CDBG funding in FY2015	3		
Received CDBG funding in FY2014 or older	4		
Has never received CDBG funding	5		
10. REGIONAL PROJECT PRIORITY	6 *select 1	Project meets one more of the region's priorities that are identified in the region's Consolidated Plan.	0
Public health and safety equipment	1		
Community facilities or Removal of ADA barriers	2		
Public service activities	3		
LMI housing activities	4		
Public utility infrastructure	5		
Increase the community's tax base	6		

11. GEOGRAPHICAL IMPACT	5 *select	Area impacted by and benefitting from the project.	0
	1		
Site specific	1		
Community-wide	5		
12. BENEFIT COST RATIO	5 *select	Project benefits the most people with the least amount of investment. Points are determined by dividing the total CDBG dollar amount requested by the number of proposed beneficiaries.	0
	1		
>\$6,001	1		
\$4,001 - \$6,000	2		
\$2,001 - \$4,000	3		
\$1,001 - \$2,000	4		
<\$1,000	5		
13. PROPERTY TAX RATE	5 *select	Jurisdictions with a higher tax rate will receive additional points. Points awarded based on the jurisdiction's rate as a percent of the maximum rate allowed by law (compared to the tax ceiling set by State Tax Commission). The tax rate noted above shall include the levy for police, fire, sewer and water services that may be assessed by a multi-jurisdictional special service district. For non-taxing entities, the jurisdiction's tax rate applies where the majority of the beneficiaries reside.	0
	1		
0 - 19%	1		
20 - 30%	2		
31 - 40%	3		
41 - 50%	4		
>51%	5		
14. ADA CHECKLIST	1 *select	Jurisdictions will receive one point if they have completed the ADA checklist for "Readily Achievable Barrier Removal" for their city/county office and provide documentation in the application.	0
	1		
Completed the checklist and provided documentation	1		
15. TITLE IV COMPLIANCE	1 *select	Jurisdictions will receive one point if they have adopted Title IV Compliance procedures and provided documentation in the application.	0
	1		
Adopted an ADA Grievance Procedure	1		
Adopted an ADA Effective Communication Policy, Language Access Plan	1		
Adopted an ADA Reasonable Accommodation Policy	1		
TOTAL	84		0

WASATCH FRONT REGIONAL COUNCIL

2018 RATING AND RANKING CRITERIA - SUPPLEMENTAL SCORING INFORMATION for CERTAIN CRITERIA

2. HOUSING STOCK

- Definition of a homelessness:
- 1) Literally homeless - individuals and families who lack a fixed, regular, and adequate nighttime residence and includes a subset for an individual who resided in an emergency shelter or a place not meant for human habitation and who is exiting an institution where he or she temporarily resided.
 - 2) Imminent risk of homelessness - individuals and families who will imminently lose their primary nighttime residence.
 - 3) Unaccompanied youth - unaccompanied youth and families with children and youth who are defined as homeless under other federal statutes who do not otherwise qualify as homeless under this definition.
 - 4) Fleeing/attempting to flee domestic violence - individuals and families who are fleeing, or are attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member.
- Definition of chronically homelessness:
- 1) Chronically homeless individual with a disability who lives in a place not meant for human habitation, a safe haven, an emergency shelter, or institutional care facility continuously for 12 months or on at least 4 separate occasions in the last 3 years that total 12 months.
 - 2) Chronically homeless families have an adult or minor head of household who meets the "individual" definition of chronically homeless.
<https://www.hudexchange.info/resources/documents/Defining-Chronically-Homeless-Final-Rule.pdf>
- Resource:

If applicable, explain how the project benefits homeless persons/families.

3. MODERATE INCOME HOUSING PLAN

ALL APPLICANTS must provide documentation showing HCD's score of their Moderate Income Housing Plan.

4a. EXTENT OF VERY LOW INCOME SERVED BY THE PROJECT

Cities and counties use this criteria to determine the extent of low to moderate income beneficiaries. Household income is at or less than 30% area median income.
If applicable, provide survey packet (survey methodology, map, tally sheets, and results).

4b. EXTENT OF LOW INCOME SERVED BY THE PROJECT

Cities and counties use this criteria to determine the extent of low to moderate income beneficiaries. Household income is 31%-50% area median income.
If applicable, provide survey packet (survey methodology, map, tally sheets, and results).

4c. EXTENT OF MODERATE INCOME SERVED BY THE PROJECT

Cities and counties use this criteria to determine the extent of low to moderate income beneficiaries. Household income is 51%-80% area median income.
If applicable, provide survey packet (survey methodology, map, tally sheets, and results).

4d. PRESUMED LMI GROUPS OR TARGETED LMI

Public service providers use this criteria to determine the extend of low to moderate income beneficiaries. Projects that directly benefit the following. **PRESUMED LMI GROUPS:** Elderly (62+), severely disabled adults, homeless, abused children, battered spouses, migrant farm workers, illiterate adults, and persons living w/AIDS. **TARGETED LMI:** project targets persons or households that are less than 80% area median income (must be income qualified).

5. FINANCIAL MATCH

0-1500:	Vernon	294
	Rush Valley	479
	Huntsville	632
	Stockton	647
	Uintah	1333
	Wendover	1407
1500-7000:	Marriott-Slaterville	1751
	Morgan City	4154
	Harrisville	6376
	Plain City	6493
	Farr West	6755
7000-10000:	Hooper	8466
	Riverdale	8710
	Washington Terrace	9198
	Pleasant View	9716
10000-20000:	Grantsville	10459
	Morgan County	11437
	West Haven	12329
	South Ogden	17094
	North Ogden	18791
>20000:	Tooele	33762
	Roy	38201
	Tooele County	64833
	Weber County	247560

6. MATURITY OF PROJECT

All APPLICANTS must provide a concise scope of work, detailed cost estimate, map and photos of the project area.

7. REGIONAL QUALITY PLANNING

ALL APPLICANTS must provide their designation as a Quality Growth Community; or, information detailing how they meet each of the 4 planning goals.

8. LOCAL PLANNING

ALL APPLICANTS must provide their jurisdiction's Capital Investment/Facilities Plan and highlight the proposed CDBG project.

10. REGIONAL PROJECT PRIORITY

Public health and safety equipment:	Projects that protect property such as lead based paint screening, flood control and fire protection.
Community facilities or Removal of ADA barriers:	Projects can include senior citizen centers, food banks, or health clinics. Removal of ADA barriers refers to projects that improve the accessibility of public facilities to persons with disabilities.
Public service activities:	Projects can include services for child care, youth, seniors, handicapped, mental health, legal, transportation, substance abuse, abused and neglected children, and battered and abused spouses.
LMI housing activities:	Projects can include fair housing activities, rental housing, housing counseling, homeownership assistance, rehabilitation of housing, .
Public infrastructure and public utilities:	Public infrastructure and public utility projects include the construction of streets, water, and sewer facilities and projects that increase the capacity and safety of water and sewage systems.
Increase the community's tax base:	Projects that increase the tax base can include job training, commercial rehabilitation, and RLF to support business development.

12. BENEFIT COST RATIO

Example: A project seeking \$200,000 that benefits 250 people has a cost benefit of \$800 (200,000 / 250 = 800).

13. PROPERTY TAX RATE

City max rate:	0.007		
County max rate:	0.0032		
0 - 19%	Farr West	0.000617	9%
	Harrisville	0.001123	16%
	Hooper	0.000544	8%
	Huntsville	0.001261	18%
	Marriott-Slaterville	0	0%
	Plain City	0.000463	7%
	Pleasant View	0.001188	17%
	Riverdale	0.001144	16%
	Rush Valley	0.000908	13%
	Uintah	0.000945	14%
	Vernon	0.000888	13%
	West Haven	0	0%
20 - 30%	Morgan City	0.001912	27%
	North Ogden	0.001384	20%
	Tooele County	0.001625	23%
	Tooele City	0.00203	29%
31 - 40%	Grantsville	0.002559	37%
	Morgan County	0.002248	32%
	Roy	0.002828	40%
	South Ogden	0.00257	37%
	Stockton	0.002605	37%
	Washington Terrace	0.00283	40%
41 - 50%	Weber County	0.003012	43%
	Wendover	0.003226	46%
>51%			

14. ADA CHECKLIST

ALL APPLICANTS shall provide a copy of their jurisdiction's ADA checklist titled, Readily Achievable Barrier Removal.

15. TITLE IV COMPLIANCE

ALL APPLICANTS shall provide a copy of their jurisdiction's adopted Title IV Compliance procedures.

