

SOUTHEASTERN UTAH ASSOCIATION OF LOCAL GOVERNMENTS
CDBG RATING AND RANKING POLICIES
2017 PROGRAM YEAR

ALLOCATIONS POLICIES—the following set-asides are established for the 2017 funding year:

1. \$174,000 will be set-aside to fund the following Region-wide 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 grantees 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. 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.
4. 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.
5. 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.
6. 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.
7. 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. 3rd 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.

8. All applications will be scored by SEUALG staff based on the rating and ranking approved by the Regional Review Committee (RCC). SEUALG staff will make recommendations to the RRC on each application and then present the applications to the RRC for final approval.
9. 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 SEULAG 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- Ethan Migliori, Commissioner
 4. Huntington City- Hillary Gordon, Mayor
 5. Grand County- Lynn Jackson, Commissioner
 6. Moab City- Dave Sakrison, Mayor
 7. San Juan County- Bruce Adams, Commissioner
 8. Blanding City- Calvin Balch, Mayor
10. Projects must be consistent with the Region's Consolidated Plan.
11. 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.
12. 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.
13. To qualify for ADA points a project must be an adaption 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.
14. Project maturity will be considered in determining the awarding of funds for the funding cycle, i.e. project can be completed within 18 months, leveraged funds are in place, detailed scope of work is developed, engineer's cost estimate in place etc.
15. 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.

16. 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.

17. 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 funds leveraged
 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
18. 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 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 unawarded funding will be allocated to the District-wide single family rehabilitation program.

2017 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 Points		
2	Project Maturity: Detailed Engineer estimate, project manager, and detailed scope of work, secured funding, is able to complete in 18 months. Possible 5 points	Architect/ Engineer: 1 point	Designated Project Manager: 1 point	Well Defined Scope: 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 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	Local Funds: Percentage of the total project that the county/city is contributing.	>50% 10 points	31%-49% 8 points	21%-30% 6 points	11%-20% 4 points	1%-10% 2 points		
11	Leveraged Funds: Percentage of "other" non-CDBG funds invested in total project	>50% 10 points	31%-49% 8 points	21%-30% 6 points	11%-20% 4 points	1%-10% 2 points		
12	Consolidate Plan: County/City has submitted requested information for the Consolidated Plan	Yes 5 points	No 0 points					
13	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		
14	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% 5 points	40% - 49% 4 points	30%-39% 3 points	20%-29% 2 points	10%- 19% 1 points	< 10% 0 points	