

## SOUTHEASTERN UTAH ASSOCIATION OF LOCAL GOVERNMENTS CDBG RATING AND RANKING POLICIES 2019 PROGRAM YEAR

**ALLOCATIONS POLICIES**—the following set-asides are established for the 2019 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 consolidated 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. 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 can 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”.

8. All applications will be scored by the Rating and Ranking Committee (RRC) based on the rating and ranking criteria approved by the SEUALG Governing Board. SEUALG staff will make recommendations to the RRC on each application and then present the applications to the SEUALG Governing Board for final approval.
9. The SEUALG Governing Board has the final approval for projects. The SEUALG Board consists of one county commissioner/councilperson and one municipal elected official from each county. Membership on the SEUALG Board is determined by county level councils of governments at meetings held shortly after new elected officials take office.
10. The Rating and Ranking Committee will be composed of two recommended individuals from each county to represent the county and municipalities and will be on the Committee for two year terms. These recommendations will be from the SEUALG Governing Board. The Rating and Ranking Committee creates the Rating and Ranking Policies and Criteria to be approved by the SEUALG Governing Board.
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 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.
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	<b>Capacity to Carry Out Grant:</b> Grantee's Past History in Administering CDBG Grants.	<b>Excellent</b> : 5 points	<b>Very Good:</b> 4 points	<b>Good:</b> 3 points	<b>Average:</b> 2 point	<b>Below Average:</b> 1 point			
2	<b>Project Maturity:</b> Qualified Project Manager, Architect/Engineer has been selected, Well-Defined Scope of Work, Completed Architectural/Engineering Design, and Funding in Place. Possible 12 points	<b>Qualified Project Manager:</b> 1 point	<b>Architect/Engineer:</b> 1 point	<b>Well Defined Scope of Work:</b> 3 points	<b>Completed Architectural/Engineering Design</b> 3 points		<b>Funding in Place:</b> 4 points		
3	<b>Infrastructure Development/Improvements</b> Expansion of water/sewer or other community infrastructure such as fire stations, parks, community centers, etc. ADA compliance	<b>Water:</b> 7 points	<b>Sewer</b> 6 points	<b>ADA Compliance &amp; Accessibility</b> 5 points	<b>Fire, medical service facilities and/or equipment</b> 4 points	<b>Other Public Facilities</b> 3 points	<b>Streets &amp; Sidewalks</b> 2 points	<b>Recreation Facilities/ Planning</b> 1 point	
4	<b>Improvement of LMI housing units:</b> Improvement of existing housing stock with rehabilitation, or new units constructed.	<b>&gt; 15 units</b> 7 points	<b>11-14 units</b> 6 points	<b>5-9 units</b> 5 points					
5	<b>Affordable Housing Plan:</b> City or County as adopted an Affordable Housing plan and the project implements specific items in plan.	<b>Yes</b> 2 points	<b>No</b> 0 points						
6	<b>Extent of Poverty:</b> 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.	<b>20 % or more</b> 5 points	<b>15%-19%</b> 4 points	<b>10%-14%</b> 3 points					
7	<b>CDBG Funds Requested Per Capita:</b> CDBG funds requested divided by # of beneficiaries.	<b>\$1-100</b> 5 points	<b>\$101-200</b> 4 points	<b>\$201-400</b> 3 points	<b>\$401-800</b> 2 points	<b>≥ \$801</b> 1 point			
8	<b>LMI population:</b> Percent of residents considered LMI.	<b>&gt;76%</b> 4 points	<b>66%-75%</b> 3 points	<b>56%-65%</b> 2 points	<b>51%-55%</b> 1 point				

9	Project's overall impact for Region	County/Community Wide: 10 points	Site Specific or Targeted Population: 5 points					
10	Percentage of Non-CDBG Funds Invested in Total Project Cost							
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% 5 points	40% - 49% 4 points	30%-39% 3 points	20%-29% 2 points	10%- 19% 1 points	< 10% 0 points	
<b>Total Points</b>							<b>/65</b>	