



CDBG RATING AND RANKING POLICIES PROGRAM YEAR 2020

ALLOCATIONS POLICIES—the following set-asides are established for the 2020 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 aid 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 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.

20. To ensure all requirements and time constraints for the CDBG application deadline of January 31 are met, applicants must have a project consultation meeting with SEUALG CDBG staff prior to December 15. Those applicants that do not consult with SEUALG CDBG staff prior to December 15 will not be eligible to apply for CDBG funding.

Definitions by Criteria Number:

1. Capacity to Carry Out Grant (5 points possible): Grantee's history in administering CDBG grants. In the case that this is a grantee's first CDBG grant, 2.5 points will be given. The State of Utah CDBG Staff determines this score by the following:
 - a. Applicant's capacity to administer grant: project manager consistency (1 point)
 - b. Documentation/communication (1 point)
 - c. Project completed in contract period (1 point)
 - d. Compliance with regulations/laws (2 points)
2. Project Maturity (12 points possible): A qualified project manager has been selected, meaning the project manager is an employee or elected official that will be with the applicant or sub-recipient entity to oversee the grant until closeout; an architect or engineer has been selected and is working with applicant; applicant has a well-defined scope of work illustrating the problem and solution of the project including demographics, data, address of project, work to be performed, etc.; completed architectural/engineering design (blueprints) are completed and submitted; funding in place meaning all other forms of funding is secured/committed and supporting documents are attached with application.
3. A. Public Facility Development/Improvements (7 points possible): Development and improvements of water/sewer or other community infrastructure such as ADA improvements, fire stations/medical service facilities and equipment, parks, community centers, streets and sidewalks, storm water drainage, etc. All activities must be eligible HUD matrix codes.

-OR-

B. Improvement of LMI Housing (5 points possible): Improvement of existing housing stock with rehabilitation. This includes but is not limited to; energy-efficiency improvements, infrastructure, ADA accessibility, rehabilitating an existing building to become LMI housing.

-OR-

C. Development of LMI Housing (7 points possible): Development of new housing that is to benefit low- to

moderate-income families and individuals. This includes but is not limited to; infrastructure, property acquisition for housing project, construction.

4. Affordable Housing Plan (2 points possible): City or county has adopted an affordable housing plan and the project implements items addressed in the plan. Those projects that do not implement items in plan will receive 0 points.
5. Extent of Poverty (5 points possible): Extent of extremely low- to very low- income (0-50% AMI) households or beneficiaries in a project area divided by total households or population of a project area.
6. CDBG Funds Requested per Capita (5 points possible): Total CDBG funding divided by total project beneficiaries.
7. LMI Project Beneficiaries (4 points possible): Percentage of project beneficiaries that are low- to moderate-income (LMI).
8. Project Overall Impact (10 points possible): The area in which the beneficiaries are located. Those projects impacting the community/county as a whole will receive more points than those projects that are site specific or targeting a population.
9. Percentage of Non-CDBG Funds Invested in Total Project Cost (5 points possible): Total non-CDBG funds divided by the total project cost. Points will then be given in relation to the jurisdiction's population size (9 a-d).
10. Applicant Last Funded (5 points possible): Points are given to those applicants based on when they last received CDBG funding.
11. Jurisdiction Property Tax Rate (5 points possible): The communities/counties that maintain an already high tax burden, as compared to the tax ceiling set by set law (municipalities .007 per dollar [Utah Code 10.6.133]; counties .0032 or .0036 per dollar [Utah Code 59.2.908]), will be given higher points in this category.
12. Capital Improvement Plan (1 point possible): To promote proactive planning, points will be given to those applicants that have the project listed on a local capital improvement plan with an associated budget. A copy of the capital improvement plan must be submitted with the application in order to receive the points.
13. Civil Rights Compliance (2 points possible): Applicant is in compliance with federal laws and regulations related to civil rights. 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 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 SEUALG).

2020 CDBG Application Scoring Criteria									Score
1	Capacity to Carry Out Grant	Excellent 5 points	Very Good 4 points	Good 3 points	Average 2 points	Below Average 1 point			
2	Project Maturity	Project Manager 1 point	Architect or Engineer 1 point	Scope of Work 3 points	Completed Architectural or Engineering Design 4 points		Funding in Place 3 points		
3 a	Public Facility Development/Improvements	Water & Sewer 7 points	ADA Compliance 6 points	Fire, Medical Service Facilities and/or Equipment 5 points		Other Public Facilities 4 points	Streets & Sidewalks 3 points	Recreation Facilities or Planning 2 points	
OR		>15 units 5 points	10-14 units 4 points	5-9 units 3 points					
3 b	Improvement of LMI Housing								
OR		>15 units 7 points	10-14 units 6 points	5-9 units 5 points					
3 c	Development of LMI Housing								
4	Affordable Housing Plan	Yes 2 points	No 0 points						
5	Extent of Poverty in Project Area	>20% 5 points	15%-19% 4 points	10%-14% 3 points					
6	CDBG Funds Requested per Capita	\$1-100 5 points	\$101-200 4 points	\$201-400 3 points	\$401-800 2 points	≥ \$801 1 point			
7	LMI Project Beneficiaries	>76% 4 points	66%-75% 3 points	56%-65% 2 points	51%-55% 1 point				
8	Project’s Overall Impact	County/Community Wide 10 points		Site Specific or Targeted Population 5 points					
9	Percentage of Non-CDBG Funds Invested in Total Project Cost								

9a	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			
9b	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			
9c	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			
9d	Jurisdictions with a population of 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			
10	Applicant Last Funded	Last Funded PY2014 or earlier 5 points	Last Funded PY2016 4 points	Last Funded PY2017 3 points	Last Funded PY2018 2 points	Last Funded PY2019 0 points			
11	Jurisdiction Property Tax Rate	>50% 5 points	40-49% 4 points	30-39% 3 points	20-29% 2 points	10-19% 1 point	<10% 0 points		
12	Capital Improvement Plan	Yes 1 point	No 0 points						
13	Civil Rights Compliance	Fully Compliant 1 point	Completed ADA Checklist 1 point						
Total Points							/66		