

Appendix D: FCAOG Fiscal Year 2024 Rating and Ranking Criteria

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 criterion 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 require a visit with each applicant for an evaluation/review meeting.
3. All applications must be complete to be Rated and Ranked. All applications will be evaluated by the Five County Association of Governments Community and Economic Development staff using criteria approved by the Regional Review Committee (RRC) (Steering Committee).
4. Staff will present prioritization recommendations to the RRC for consideration and approval. Membership of the RRC includes two elected officials (mayor and commissioner) and a school board representative from each of the five counties. Appointments to the RRC are reviewed and presented annually in February for the two elected officials of each county as well as the county school boards.
5. The maximum amount per year for a project is \$500,000. Multi-year projects will not be funded in the Five County Region.
6. Public hearing notices must be sent to the AOG CDBG staff immediately after posting. Any changes to the public hearing notices must be sent to the AOG Staff immediately after posting said change with notes describing the change.
7. Applications on behalf of sub-recipients (i.e., special service districts, non-profit organizations, etc.) are encouraged. However, the applicant town, city, or county must understand that even if they name the sub-recipient as project manager the town, city, or 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 interlocal agreement between the applicant entity and the sub-recipient must accompany the CDBG 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.
8. Applicant Deadlines to the AOG
 - **Applicants must Consult with AOG CDBG Staff by November 1, 2023** – The project manager from the applicant jurisdiction must meet with AOG CDBG staff to be eligible for funds.

- **Income Surveys must be conducted and received by the AOG for tabulation no later than January 2, 2024, at 5:00 PM.** Surveys must be conducted using a state approved methodology and submitted by the deadline for AOG tabulation.
 - **Capital Improvements Lists (CIL)- due January 2, 2024, at 5:00 p.m.** The project applied for must be included on the prioritized capital improvements list (CIL) that the entity submits for inclusion in the Consolidated Plan. If the CIL list containing the project is not submitted by the deadline, the project application will not be rated and ranked. Applicants may not amend Capital Improvements List after the deadline.
 - **Complete Applications must be submitted in WebGrants3 by December 22, 2023, at 5:00 PM** for Five County CED staff to provide administrative support and draft the Annual Action Plan. Applicants that do not meet this requirement will not be eligible for CDBG funding.
9. Pre-approved funding:
- \$100,000 to Five County AOG (Administration, Consolidated Plan Planning, Rating & Ranking, Planning Assistance, Affordable Housing Planning, and Economic Development TA).
10. Set-aside Funding:
- Iron County Fire Truck for an emergency project. - \$350,000
11. Emergency projects may be considered by the Regional Review Committee (FCAOG Steering Committee) at any time. Projects applying for emergency funding must still meet national objectives and regional goals and policies.
Projects may be considered as an emergency application if:
- Funding through the normal application time frame 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; 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.
12. Public service providers 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, including 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.
13. 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.

14. 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.
15. It is the policy of the Five County Association of Governments RRC that CDBG funding of housing related projects shall be directed to:
 - The development of infrastructure supporting affordable housing, and/or eligible limited clientele housing.
 - Rehabilitation of multifamily rental housing managed by a public housing authority.
 - Acquisition of real property for affordable housing that will be managed by a public housing authority.

CDBG funds in this region shall not be utilized for LMI rental assistance or direct housing assistance payments.

16. It is the policy of the RRC 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.
17. In the event of a tie for the last funding position during rating and ranking of projects, the following will be awarded one (1) point for each criterion answered affirmatively:
 - The project that has the highest percentage of LMI.
 - The project that has the most local funds leveraged.
 - The project with the most other funds leveraged.
 - The largest geographical area benefited.
 - 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.

18. 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 applied as follows, in this order, until funds are spent:
 - 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”.
 - Prorated to all applications with City, Town, or County match as a match substitute. Grantees will be directed to place that amount in their budget as “match substitute”.

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.

19. Funding for CDBG projects in the Five County Region is contingent on receiving the allocation from HUD and the State. If available funds are less than anticipated, the award amount will be reduced from the project in the last funding position.

19. Grantees who are awarded CDBG funding and choose to not undertake the project in a timeframe that will allow for redistribution of funds in the Five County region, during the same program year, will be prohibited from re-applying for the same project. Grantees who choose not to follow through on their project within the allocated timeframe will not be permitted to apply for CDBG in the following program year. A request for an exception to this policy may be considered by the RRC if a project circumstantially could not be completed (E.g., environmental conditions do not permit). Cost overruns and overbidding are unacceptable circumstances for not undertaking the project and will not be considered by the RRC, as grantees should plan for such events.

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

Attendance at one workshop within the region is mandatory for all prospective applicants or an official representative of said applicant. [State Policy]

Attendance at the workshop by an elected official or town, city, or county staff person satisfies this attendance requirement.

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 town, city, or county applicant 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.

Jurisdictions may formally designate a third-party representative (i.e., consultant, engineer, or architect) to attend the workshop on their behalf. Said designation by the jurisdiction shall be in writing and delivered to the AOG no later than 7-days following the workshop.

**FIVE COUNTY ASSOCIATION OF GOVERNMENTS
CDBG RATING AND RANKING PROGRAM YEAR 2023
DATA SOURCES**

1. CAPACITY TO CARRY OUT THE GRANT: The grantee must have a history of successful grant administration 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: Those making a concerted effort to minimize grant administration costs taken from CDBG funds will be awarded extra points, with applicants using zero CDBG funds toward administration receiving 3 points.

3. UNEMPLOYMENT: Points are awarded to projects serving jurisdictions in counties that are above the state average unemployment, using data "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.

4. FINANCIAL COMMITMENT TO COMMUNITY DEVELOPMENT (Self-Help Financing): Documentation by the applicant in the grant application of the source(s) and status (whether already secured or not) of 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 criterion. 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. This allows for a greater number of projects to be accomplished each 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 matches 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" funding means that a letter or application of intent exist to show that other funding sources have been requested as a match to the proposed project. Documentation of matching funds must be included in the application. 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 the Census, ACS, or Kem C. Gardner Policy Institute.) will determine whether they are Category A, B, C, or D for the purposes of this criteria. A jurisdiction is defined as an incorporated town, city, county, or a defined special service district area. All public housing authorities or similar non-profits shall be considered a 4B jurisdiction for this criterion.

5. CDBG FUNDS REQUESTED PER CAPITA: Determined by dividing the dollar amount requested in the CDBG application by the beneficiary population.

6. 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 (CASI or equivalent). 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. Refer to the Utah CDBG Application Policies and Procedures Handbook section about Consistency with the Consolidated Plan for further information.

7. COUNTY'S COMMUNITY DEVELOPMENT GOALS AND POLICIES: Prioritization will be determined by the three (3) appointed RRC 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 that are not set aides, determination is made by the Steering Committee Chair, in consultation with the AOG Executive Committee.)

8. 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.

#1 priority 6 points X 2.0 (weighting) = 12.0 points

#2 priority 5 points X 2.0 (weighting) = 10.0 points

- #3 priority 4 points X 2.0 (weighting) = 8.0 points
- #4 priority 3 points X 2.0 (weighting) = 6.0 points
- #5 priority 2 points X 2.0 (weighting) = 4.0 points
- #6 priority 1 points X 2.0 (weighting) = 2.0 points

Regional Prioritization Justification

#1 Public Infrastructure Projects designed to increase the public infrastructure systems. Examples include but are not limited to transportation, utilities, storm water projects, etc.

#2 Public Safety Activities Projects related to the protection of property include activities such as flood control projects or fire protection improvements.

#3 LMI Housing Activities Projects designed to provide for the housing needs of low- and moderate-income persons.

#4 Community Facilities Examples include but are not limited to senior citizens centers, health clinics, food banks, and/or public service activities. Includes parks and recreation facilities.

#5 Parks and Recreation Construction and equipment for parks and recreation services.

#6 Projects to remove Architectural Barriers Projects that address accessibility of public facilities for the provision of services to people with disabilities on an equal basis. See the Americans with Disabilities Act Checklist for Readily Achievable Barrier Removal for Existing Facilities to assess facilities and see examples of potential solutions.

Note: The Executive Director, in consultation with the Finance Committee members, reviewed and obtained approval of this regional prioritization for the CDBG program FY2024.

9. IMPROVEMENTS TO, OR EXPANSION OF, LMI HOUSING STOCK, OR PROVIDING AFFORDABLE

HOUSING ACCESSIBILITY TO LMI RESIDENTS: Information provided by the applicant. Applicant must adequately explain reasoning which supports proposed figures, for the number of LMI housing units to be constructed, 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.

10. AFFORDABLE HOUSING PLAN IMPLEMENTATION: The CDBG State Policy Committee has established that communities and counties that are not in compliance with current state low- and moderate-income housing requirements are not eligible to apply for CDBG funding. Applicants must provide documentation that they are complying with their CDBG application. Communities may find information about Moderate Income Housing planning and reporting requirements at <https://jobs.utah.gov/housing/affordable/moderate/index.html>. Projects which demonstrate implementation of a jurisdiction's Affordable Housing Plan policies will be given full points. Towns applying for credit under this criterion must show that the project either meets a goal in its adopted annual housing report/affordable housing element of their General Plan, or a regional affordable housing goal in the Consolidated Plan. Applicants must provide sufficient documentation to justify that their project complies with this criterion.

11. GEOGRAPHIC EXTENT OF PROJECT'S IMPACT: Describes the actual area to be benefitted by the project applied for. Housing projects are considered a site-specific project.

12. 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 available prior to rating and ranking. The basis for determining percent are the maximum tax rates allowed in the Utah Code: 0.70% for municipalities, and 0.32% for counties.

Full points will be awarded to jurisdictions that tax at greater than 50%.

A default of 3 points will be awarded for non-taxing jurisdictions.

13. PERCENTAGE OF PROJECT AREA 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, or pre-approved LMI communities list in the Policies and Procedures book, HUD CHAS data, or the HUD LMI Map Application Tool.

14. EXTENT OF POVERTY: The percentage of the total population of the project area who are Low Income (<50% of AMI) or Very-Low Income (<30% AMI) directly benefitting from the project. The AOG staff will use the income surveys (for those who conducted a survey), or pre-approved LMI communities list in the Policies and Procedures book, HUD CHAS data, or the HUD LMI Map Application Tool.

15. LIMITED CLIENTELE 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. Applicants serving limited clientele group(s) must include intake forms or other documentation to show that their program or organization serves LMI persons.

16. CIVIL RIGHTS COMPLIANCE: Applicants 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 applicant can be awarded a maximum of two points for this criterion if the checklist is completed AND the Civil Rights policies have been adopted for the jurisdiction.

1 Point – Complete "ADA Checklist for Readily Achievable Barrier Removal" for applicant town, city, or county office.

1 Point – Applicant town, city, or 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.

17. PRO-ACTIVE PLANNING: The State of Utah emphasizes the importance of incorporating planning into the operation of 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 of proactive land use planning in the community.**

**** Demonstration that project is in accordance with an applicable adopted Plan in the benefiting community.**

**** Development of efficient infrastructure including water and energy conservation.**

**** Protection and conservation plan for water, air, critical lands, important agricultural lands, and historic resources.**

****Removal of barriers to accessibility of programs and facilities for all persons.**

The applicant is responsible for attaching supplemental documents and describing the criteria met in the application. Worksheet #17 will be used in the rating and ranking process for applicants who provide documentation showing the community's proactive planning efforts.

18. APPLICATION QUALITY: Quality of the Pre-Application is evaluated in terms of project problem identification, justification, well-defined scope of work likely to address identified problems, identification of a realistic project timeline, and a detailed architectural/engineering report.

19. PROJECT MATURITY: Funding should be prioritized to those projects which are the most "mature". Five County AOG considers mature projects to be those where the applicant: 1) has selected an engineer and/or architect and demonstrate appropriate procurement; 2) has identified a problem, proposed solution, and timeline to proceed immediately; and 3) identifies all funding sources committed or pending.

Projects that are insufficiently mature may not be rated and ranked.