

# Five County Association of Governments

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## **\*\* M E M O R A N D U M \*\***

**TO: COMMISSIONERS, MAYORS, AND REPRESENTATIVES OF SPECIAL DISTRICTS IN THE FIVE COUNTY REGION**

**CC: COUNTY CLERKS; CITY/TOWN MANAGERS AND CLERKS**

**FROM: DIANE LAMOREAUX, COMMUNITY DEVELOPMENT PROGRAM SPECIALIST**  
**GARY ZABRISKIE, COMMUNITY IMPACT BOARD REGIONAL PLANNER**

**DATE: OCTOBER 26, 2015**

**SUBJECT: CAPITAL IMPROVEMENTS LIST UPDATES**

It is time again to update and submit your local Capital Improvements Lists which are used when applying for funding from the U.S. Department of Housing and Urban Development (HUD) and/or the Utah Permanent Community Impact Fund Board (CIB).

**This will be your jurisdiction's only opportunity to submit updated Capital Improvements Lists** to be used for Community Development Block Grant (CDBG) applications submitted in January 2016. The lists will also be used for applications submitted to the CIB in June 2016, October 2016 or February 2017.

The regional Consolidated Plan, required by HUD, includes tables identifying all capital improvement priorities in the Five County area. The plan also provides for general regional goals and policies regarding community, economic, and housing development. Jurisdictions and agencies that may apply for funding from HUD are required to participate in the development and updating of the Consolidated Plan.

Additionally, the CIB Regional Planner maintains a database of CIB Capital Improvements Lists for each county. To be eligible to apply to the CIB for funding, a project must be on the current year's CIB prioritized list, unless a bonafide emergency exists.

There are two elements of the Capital Improvements Lists: a **1-year action plan** and a **2-5 year project list**. The 1-year action plan should only include projects that your jurisdiction intends to apply for within the next year. For the 1-year action plan, planned funding sources should be clearly identified with cost estimates shown. Projects on your 2-5 year project list are those anticipated to occur two to five years out. For those projects, the cost estimates may be more generalized with "likely" funding sources shown.

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BEAVER

GARFIELD

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KANE

WASHINGTON

**County Commissioners, Mayors, City/Town Managers and Representatives of Special Service Districts**  
**October 26, 2015**  
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Your jurisdiction must prioritize projects on your 1-year action plan as “high” (H), “medium” (M) or “low” (L) needs. You can list more than one project as a high, medium or low need, but you must prioritize each one sequentially downward in priority as H-1, H-2, H-3, etc.

We have combined the list collection process so that only one set of lists is necessary to be submitted annually by each jurisdiction. Five County AOG staff will extract information from the lists received to develop separate consolidated lists for CDBG and CIB funding.

If a proposed project is not included in your submitted Capital Improvements Lists, you will not be able to make application to CDBG or CIB for funding of that project in the upcoming fiscal year. **A PROJECT MUST BE INCLUDED IN THE CAPITAL IMPROVEMENTS LISTS TO BE ELIGIBLE TO APPLY FOR EITHER CDBG OR CIB FUNDING.**

A public meeting will be scheduled and held in each county in February 2016 in which you or your representative will be invited to attend to review the 1 year CIB list and establish the consensus priorities within your county.

Copies of lists submitted by your jurisdiction last year are enclosed for reference purposes. Blank tables are provided for developing your jurisdiction’s new 1-year action plan and 2-5 year project list. Forms can also be provided to you via e-mail upon request. They are also posted for download on the Five County AOG web site at: [www.fivecounty.utah.gov/cil.html](http://www.fivecounty.utah.gov/cil.html)

Please submit a hard copy or e-mail your updated lists to the Five County Association of Governments office. ***THESE LISTS MUST BE RETURNED TO OUR OFFICE NO LATER THAN FRIDAY, JANUARY 8, 2016. Projects on lists received after the January 8<sup>th</sup> deadline will not be eligible for funding.***

**TECHNICAL ASSISTANCE AVAILABLE**

The CDBG Program Specialist and the CIB Regional Planner at the Five County Association of Governments are available upon request to meet with representatives of your jurisdiction to assist in assessing your local capital facilities and infrastructure needs. It is our hope that by meeting and discussing your jurisdiction’s specific needs, applications to both CDBG and CIB will be more mature and of higher quality.

If you have questions or would like to request staff to meet with your jurisdiction, please contact Diane Lamoreaux at 435-673-3548 or via e-mail: [dlamoreaux@fivecounty.utah.gov](mailto:dlamoreaux@fivecounty.utah.gov)

We appreciate your efforts to help update Capital Improvements Lists for jurisdictions in the Five County region. Thank you.

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Enclosures