

R6 Regional Council

CDBG Application Policies

2025 Program Year

Method of Distribution

Community Development Block Grant (CDBG) – To ensure that CDBG projects administered through the Six County Region meet the national objectives; the R6 Regional Council (R6) Regional Review Committee (RRC) has implemented the following: 1.) An application will be rated and ranked against all submitted applications within the Region. 2.) Successful applications will be funded in order of priority as determined by the rating and ranking process until the regional CDBG funding allocation is exhausted.

CDBG POLICIES – 2025 Program Year

The following policies have been established to govern the CDBG award process. All eligible project applications submitted by the December 15th deadline will be accepted for rating and ranking.

1. R6 approved \$50,000 of the total annual CDBG allocation for administration of the R6 CDBG program. \$50,000 of the total annual CDBG allocation is also allocated for regional consolidated planning. Lastly, \$100,000 of the total annual CDBG allocation is allocated for Single Family Housing Rehabilitation. The remaining amount of annual R6 CDBG funds is allocated on a competitive basis. To encourage multiple projects and local match, no project will receive more than 50% of the net allocation or \$250,000, whichever is less. Depending on funding, the R6 Regional Review Committee (RRC) reserves the right to eliminate the 50% rule and \$250,000 maximum by a vote of the board.
2. In compliance with the policies of the State of Utah CDBG program, and to be eligible for funding consideration, all grantees or sub-grantees must have drawn down 50% of any prior year's CDBG funding prior to the RRC rating and ranking session.
3. Applicants must provide written documentation of the availability and status of all proposed non-CDBG funding at the time their application is submitted. A project is not mature and will not be funded if non-CDBG funding cannot be secured and committed by December 15th, 2024. If non-CDBG funds aren't secured and committed by December 15th, 2024, the applicant may provide a commitment letter by December 15th, 2024 that clearly states that they will pay the difference to fully complete their project if a different source of non-CDBG funding isn't secured and committed.
4. State policy has established the minimum amount of funding of \$30,000 per project and the maximum amount is limited only by the annual allocation amount, and the R6 CDBG policies outlined in paragraph 1 (one).
5. Projects must align with and be consistent with the Region's Consolidated Plan. Sponsored projects on behalf of an eligible sub-recipient may not necessarily be listed in the

R6 Rating and Ranking Policies

jurisdiction's capital investment plan, but the sub-recipient's project must meet goals identified in the Region's Consolidated Plan.

6. Attendance at one of the annual "How to Apply" workshops is mandatory for all applicants and sub-grantees. The project manager from the applicant's jurisdiction should be in attendance. Newly elected officials and project managers are especially encouraged to attend, as the administrative requirements and commitments of a CDBG project are considerable.
7. Housing projects are encouraged to use the **R6** Housing Department's available resources and emergency projects may be considered by the RRC at any time. Projects applying for emergency funding must still meet a national objective and regional goals and policies. Projects may be considered as an emergency application if:
 - ❑ Funding through the normal application timeframe 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 need immediate remediation.
 - ❑ ~~Cost overruns from a previously funded project may be funded only if the RRC deems it an appropriate emergency.~~
8. The amount of any emergency funds distributed during the year will be subtracted from the top of the regional allocation during the next funding cycle. Additional information on the emergency fund program is available in the Application Policies and Procedures manual developed annually by the state in Chapter II, Funding Processes.
9. 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/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 (after funds have been committed to the project).
10. Multi-year projects will be considered. Proposals must contain specific cost estimates and work elements by year so that annual allocations by the RRC can be determined at the outset. No projects over 2 years will be considered.
11. Project maturity will be considered in determining the awarding of funds for the funding cycle, i.e., project can be completed within eighteen months, leveraged funds are in place, detailed scope of work is developed, engineer's cost estimates in place, etc.
12. Applicants that were funded in the year immediately prior to the current program year are not eligible for funding.
13. The application must be submitted by 5:00 PM Mountain Time (MT), December 15, **2024**. Any applications received after this date and time will not be considered for funding.

R6 Rating and Ranking Policies

14. Applicants with lower populations may receive additional points in the “Percent of Non-CDBG Funds Invested In Total Project Cost” category.
15. In the event of a tie the following policies will be followed:
- A) The project is in an Economically Distressed Community¹
 - B) The project that has the highest percentage of LMI beneficiaries
 - C) The project with the most non-CDBG funds leveraged
 - D) The Project with the most points in the Geographical Impact category
16. All projects will be fully funded in the order of their rating and ranking prioritization. Once a balance remains insufficient to fully fund the next project in the order of rating and ranking prioritization, that project will be given an opportunity to receive funds, with two conditions: 1.) The project must be able to maintain the same scope of work that was listed in their initial application. 2.) The project must be able to be rated and ranked the same as their initial application. However, if a project chooses to receive the remaining balance and is required to increase their contribution in order to be funded, it will not alter the initial rating and ranking order previously approved. This process will continue until no additional projects can be funded. The remaining balance will then be added to the region's single-family housing rehab program allocation for that funding cycle.
17. The **R6** RRC is filled by the members of the **R6** Executive Board. This 12-member committee is composed of a commissioner and a mayor from each county of the region. Members of the committee are appointed by their county and fulfill terms until the end of their elected period or reappointment if they still hold office. Due to election cycles, the approximate term of a board member is 4 years. The chair of the RRC is the chair of the **R6** Executive Board.

The **R6 Regional Review Committee has approved the following set-asides for funding:**

Housing - \$100,000 if the allocation is over \$400,000. If the allocation is under \$400,000 then 25% of the allocation for the **R6** Housing department to help LMI individuals access available housing resources.

Regional Planning - \$50,000 for planning activities to be conducted by **R6** staff in HUD pre-approved or survey approved Low to Moderate Income communities.

Administration & Consolidated Planning - \$50,000 for administration of the CDBG program, updating an annual action plan, and meeting with communities to identify planning needs.

¹ For these purposes, a distressed community is defined as a “local government with an average unemployment rate of 9 percent or more over the past three years using American Community Survey (ACS) 5-year estimates; a poverty rate of 20 percent or more among individuals not enrolled in higher education as of the most recent ACS 5-year estimates, OR a population decline of 5 percent or more between the 2010 Decennial Census and most recent ACS 5-Year estimates.”

| R6 Regional Council 2025 CDBG Rating and Ranking Criteria and Project Score Sheet | | Total Project Cost: | | | Non-CDBG Funds: | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------|------------------------------------------|----------------------------------------------|----------------------------------------|-----------------------------------------------------|------------------------|
| Applicant & Project: | | CDBG Request: | | | Source of Funds: | | |
| CDBG Rating and Ranking Criteria Description | | Data Range/Score (Mark only one for each criteria) | | | | | Score: |
| 1 | Capacity To Carry Out The Grant: Rated by state staff. (See Note #1 for scoring) | 5 points | 4 points | 3 points | 2 points | 1 points | |
| 2 | Percent Of Non-CDBG Funds Invested In Total Project Cost: Non-CDBG Funds Amount, Divided by Total Project | | | | | | |
| 2a | Jurisdictions with a population less than 500 | >10% | 7.01-10% | 4.01-7% | 1.01-4% | <1% | |
| | | 5 points | 4 points | 3 points | 2 points | 1 point | |
| 2 b | Jurisdictions with a population of 501-1,000 | >20% | 15.01-20% | 10.01-15% | 5.01-10% | 1-5% | |
| | | 5 points | 4 points | 3 points | 2 points | 1 point | |
| 2 c | Jurisdictions with a population of 1,001-5,000 | >30% | 25.01-30% | 20.01-25% | 15.01-20% | 1-15% | |
| | | 5 points | 4 points | 3 points | 2 points | 1 point | |
| 2 d | Jurisdictions with a population greater than 5,000 | >40% | 35.01-40% | 30.01-35% | 25.01-30% | 1-25% | |
| | | 5 points | 4 points | 3 points | 2 points | 1 point | |
| 3 | Non-CDBG Funds Secured: Non-CDBG funds have been Secured, Partially Secured, or Applied for. | Secured 3 points | Partial 2 points | Applied 1 point | | | |
| 4 | CDBG Funds Requested Per Capita: CDBG funds requested divided by the number of project beneficiaries. | \$01-100.99 5 points | \$101-200.99 4 points | \$201-400.99 3 points | \$401-800.99 2 points | \$801 or > 1 point | |
| 5 | Jurisdictions with a population of less than 5,000 will receive 1 point. | Yes 1 Point | No 0 Point | | | | |
| 6 | Project's Geographical Impact: Projects will be rated on their relative impact in the community both in terms of numbers and relative need. | Multiple Counties 5 Points | County 4 points | Portion of County 3 points | Community 2 points | Portion of Community 1 point | |
| 7 | LMI Population: Percent of the projects beneficiaries considered 80 percent or less LMI. (based on HUD Pre-Approved LMI Communities or an LMI survey) | >80% 5 points | 75.01-80% 4 points | 60.01-75% 3 points | 55.01-60% 2 points | 51-55% 1 points | |
| 8 | Extent Of Poverty: The percentage of Low Income (LI: 50% AMI) and Very Low Income (VLI: 30% AMI) persons directly benefiting from the project. | >20% 5 points | 15.01-20% 4 points | 10.01-15% 3 points | 5.01-10% 2 points | 1-5% 1 point | |
| 9 | Project Maturity: (See Note #9 for scoring) | 2 Points | 1 point | | | | |
| 10 | Applicant Funded In Previous Program Years: | 2020 and Prior 4 points | 2021 3 points | 2022 2 points | 2023 1 point | | |
| 11 | Project Priority: Determined by R6 Executive Board members. This Board is composed of a mayor and commissioner from each of the Six Counties. | Water Infrastructure Improvements 6 points | Street/Sidewalk Improvements 5 points | Recreation Facility Improvements 4 points | Sewer/Storm Infrastructure 3 points | Public Facilities, Public Health/Safety 2 points | LMI Housing 1 point |
| 12 | National Objective Compliance: When a project is deemed to fall under Limited Clientele Activities, Targeted Activities, ADA Accessibility, Planning-only Activities, as highlighted under the "National Objectives, Eligible Activities and Federal Compliance Requirements" section of the State of Utah's CDBG Application Policies and Procedures, that applicant will receive 4 points. | Yes 4 Points | No 0 Point | | | | |
| 13 | Remove Architectural Barriers (ADA): Does this project work to remove architectural barriers to persons with disabilities and/or is the project ADA compliant? Is the entire project solely focused on ADA compliance? | Yes 2 points | No 0 point | | | | |
| 14 | Health And Safety: Does the project address serious health and safety threats. | Yes 3 points | No 0 point | | | | |
| 15 | LMI Housing Stock: Infrastructure for the units, rehabilitation of units, new units and/or accessibility of units for LMI residents. (See Note #14 & #15 for scoring) | >20 units 6 points | 15 - 20 units 5 points | 10 - 14 units 4 points | 5 - 9 units 3 points | 1 - 4 units 2 points | |
| 16 | Affordable Housing Plan Implementation: City/County has adopted an Affordable Housing Plan and this project addresses some element of that plan. (See Note #14 & #15 for scoring) | Yes 2 points | No 0 point | | | | |
| 17 | Pro-active Planning: Communities who pro-actively plan for growth and needs in their communities. (See Note #16 for scoring) | 4 points | 3 points | 2 points | 1 point | | |
| 18 | Civil Rights Compliance: Applicant is in compliance with federal laws and regulations related to civil rights. (See Note #17 for scoring) | 2 points | 1 point | 0 point | | | |
| 19 | Application Completion: (See note #18) for Scoring | 1 point | 0 point | | | | |
| | | | | | Total Score: | | 0 |
| Notes: | | | | | | | |
| #1 - This score will come from the CDBG state staff rating, which can be found under "Capacity to Carry Out the Grant" in the CDBG policies and procedures handbook. | | | | | | | |
| #9 - One point will be awarded if an architect/engineer is already selected and is actively involved in the application process, or a CDBG compliant procurement process an RFP process has been followed for equipment purchases. One point will be awarded if architectural/engineering designs/plans are completed for the project or a vendor has been selected for an equipment purchase. | | | | | | | |
| #15 & #16 - Both of these scoring criteria will only be utilized when scoring a housing project. | | | | | | | |
| #17 - One point will be awarded if the applicants general plan has been updated in the previous 5 years (ex. For the 2025 cycle: updated during or after 2020). One point will be awarded if the applicant maintains a detailed Capital Improvements List for future projects. One point will be awarded if the applicant keeps a detailed Asset Inventory list. One point will be awarded if the applicant can document an active planning and zoning commission. The Capital Improvements List, Asset Inventory list, and documentation of an active Planning and Zoning Commission must be submitted by the R6 December 15th, 2024 deadline. | | | | | | | |
| #18 - 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 of the following policies prior to the SCAOG December 15th, 2024 deadline: 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 R6) | | | | | | | |
| #18 - One point will be awarded to applications that contain all correct required documentation under attachments in Webgrants 3 (i.e.: engineers estimate, scope of work, project location map, public hearing notice proof, public hearing minutes, SAM Registration and photographs of the project area,) at the time of application submission, by the December 15th, 2024 R6 deadline. | | | | | | | |
| All population figures will be sourced from the most recent data available in the U.S. Census Bureau's American Community Survey. | | | | | | | |