

# Changes Made to 2025 Policy and Procedures Handbook

## **Chapter 1**

- Added a quote from President Ford for background
- Re-organized the chapter to make it flow better
- Updated references to the AOGs and contact info

## **Chapter 2 - Funding Process**

- Moved the Conflict of Interest form (COI) statement to the back of the chapter
- Moved the Conflict of Interest Form to a new appendix

## **Chapter 3**

- Updated the project list Table
- Updated Section F to include ambulance (including outline policy around funding only government entities to purchase vehicles and that CDBG funding is restricted to purchasing only the vehicle and conversion kit (we buy the ambulance, and the local government outfits it). Other vehicle policies apply (similar to the restrictions on meals on wheels)

## **Chapter 4**

- Dates updated to current dates and 7 day minimum (no other context changes)

## **Chapter 5**

- Added a paragraph at the end of the chapter about available resources for local communities found in Appendix J.

## **Chapter 6 - Appeals Procedure**

- No changes made

## **Chapter 7 - Procurement**

- Removal of what procurement is and putting it into an appendix
- Women owned businesses addition of a link in order to remove a lot of wordy pages and maintain constant updates

## **Appendix A- Sam.gov registration information**

- Added state agency information (Utah APEX Accelerator) so grantees can reach out to them to properly register in SAM.gov.

## **Appendix B CDBG Public Hearing Templates for Notice/Minutes**

- Changed timeline to 7 days min and 30 days max
- Changed that public hearings must be their own meeting, not part of any other meeting.

- Added verbiage to state “no further questions were asked and hearing was adjourned at”

#### **Appendix B - Public Notice Website Publishing**

- Verbiage changed to must rather than may for newspaper postings.

#### **Appendix C - Income Survey Checklist**

- Added new communities that have conducted Community Wide income surveys and removed old ones

#### **Appendix D - Income Survey**

- Grammar changes

#### **Appendix E**

- No Changes made

#### **Appendix F**

- No Changes made

#### **Appendix H - State and Regional Rating and Ranking**

- No Changes made

#### **NEW APPENDIX I- Procurement instructions**

- Added more in-depth info on procurement in this Appendix

#### **NEW APPENDIX J- Conflict of Interest Certification**

- Moved document